

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

April 2, 2019

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103  
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding hiring a Maintenance Worker III for the Maintenance Division of Public Works, hiring a Correctional Officer Trainee and promoting a Sergeant at the Jail; reviewing personnel matters in the Roads Division of Public Works, Emergency Services, Library, and Sheriff's Office; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:05 - Receive Objections to Disposal of Surplus Vehicles and Equipment to be Auctioned on GovDeals 1
- 10:10 - Presentation of Proclamation Recognizing April as Child Abuse Awareness Month 2  
Presentation of Proclamation Recognizing April as Fair Housing Month 3  
Presentation of Proclamation Recognizing April 7-13, 2019 as Volunteer Appreciation Week 4  
Presentation of Commendations to Long-Serving Worcester County Board Volunteers 4
- 10:30 - Public Hearing - Proposed Amendment to Water and Sewerage Plan and Expansion of Ocean Pines and River Run Service Areas - Pine Shore North Golf Course Property on Beauchamp Road 5
- 10:40 - Public Hearing - Request for Atlantic Coastal Bays Critical Area Growth Allocation for Moore's Boat, LLC property on the East Side of North Piney Point Road in Bishopville 6
- 10:50 -
- 11:00 - M. Franklin: Atlantic General Hospital & Health System Annual Report 7
- 11:10 -
- 11:20 - Chief Administrative Officer: Administrative Matters 8-20  
(Housing Bond Allocation for 2019; Local Management Board State Funding Request for FY20; 2019 County Video Program - Maryland Showcase Project with CGI Communications; Hazard Mitigation Plan Update Proposal; Request for Proposals for Communications Shelter Replacement in Snow Hill; Annual Cost Share for Maryland Coastal Bays Program; 2018 Mosquito Control Budget with the Maryland Department of Agriculture; Worcester County Landfill Cell 5 Construction Project Final Payment Adjustment; Request for Allocation of 38 Additional EDUs to Frontier Town Campground; Pending Board Appointments; Approval of Notice for Requested FY20 Budget Hearing and Constant Yield Advertisement; Sale of 2019 General Obligation Bond; and potentially other administrative matters)
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press; County Commissioners Remarks
- Lunch
- 1:00 PM - County Commissioners Budget Work Session with Board of Education and the following Departments - Sheriff's Office, Fire Marshal, Economic Development, Commission on Aging, State's Attorney's Office, Tourism, Development Review & Permitting, Treasurer's Office
- 4:30 -

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

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

Please be thoughtful and considerate of others.

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

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

March 19, 2019

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (14) 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 Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, Human Resources Director Stacey Norton; and Commercial Real Estate Agent John McClellan. Topics discussed and actions taken included: hiring Brittany Brooks and Alicia Muir as Communications Clerk Trainees and Danielle Miller as a Communications Clerk I for Emergency Services, and promoting Anthony Ruggiero from Roads Worker II to Vehicle & Equipment Mechanic II for the Roads Division of Public Works; posting to fill vacancies for a Maintenance Worker II and a Plant Operator III for the Water and Wastewater Division, and a Mosquito Control Foreman Trainee for Public Works; acknowledging the transfer of Kyle Abel from Mosquito Control Foreman Trainee within the Mosquito Control Division of Public Works to Animal Control Officer within the Sheriff's Office; considering hiring a Commercial Real Estate Agent and discussing a Negotiating Strategy for Sale of the former Liquor Control Warehouse in Snow Hill; receiving legal advice from counsel; and performing administrative functions, including: employee medical leave update; FY19 monthly financial update; discussing potential board appointments; and FY20 benefits recommendations and rates.

Following a motion by Commissioner Bertino, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to adjourn their closed session at 10:02 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order, and following a morning prayer by Arlene Page 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 March 5, 2019 meeting as presented.

The Commissioners presented a proclamation to Health Officer Becky Jones and several members of her staff recognizing the week of April 1-7, 2019 as Public Health Week in Worcester County. Ms. Jones encouraged the Commissioners and members of the public to participate in the Public Health Week Conference, Creating the Healthiest Community, in Ocean City on April 3 and the 22<sup>nd</sup> annual Tortoise and Hare Dare 5k walk/run in Pocomoke on April 6.

Pursuant to the request of Ms. Jones and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to waive the standard bid requirement and authorized Commission President Purnell to sign a year round Lease Agreement for an apartment at 12 43<sup>rd</sup> Street, Unit No. 5 in Ocean City to be utilized primarily by the Health Department seasonal sanitarians, as well as visiting physicians in the off-season, from June 1, 2019 through May 31, 2020 at a cost of \$15,420, with funds available within the Health Department budget for this expense. The Commissioners further authorized this request to be approved administratively in the future, as long as the contract does not change substantially.

Pursuant to the request of Ms. Jones and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to continue the contract with OC Solutions, LLC of Ocean City for cleaning services for the condominium at 12 43<sup>rd</sup> Street, Unit No. 5 in Ocean City utilized by Health Department Environmental Health Specialists and seasonal Sanitarians for the sum of \$61.20 per cleaning. Ms. Jones explained that the Health Department has been pleased with OC Solutions, which has been providing cleaning services for the County since 2009. The Commissioners further authorized this request to be approved administratively in the future, as long as the contract does not change substantially.

The Commissioners met with John McCleelan, Senior Advisor with SVN Miller Commercial Real Estate. Following his presentation and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to list the Department of Liquor Control (DLC) warehouse in Snow Hill for six months with Mr. McCleelan, with a commission of 6% for SVN's services to be paid if the property is sold. On February 19, 2019, the Commissioners had rejected all bids to purchase this property, as each came in below the \$990,000 asking price and failed to even cover the remaining \$440,000 mortgage, and agreed to list the property for sale with a commercial real estate agent. At Mr. McCleelan's recommendation, the Commissioners agreed to list the property at an asking price of \$749,000.

Sarah Rayne of the Coastal Association of Realtors presented the Commissioners with a PowerPoint outlining the Coastal Realtors' annual report on Worcester County's Real Estate Market, which outlines the state of the real estate market in the tri-county area of Somerset, Wicomico, and Worcester Counties, with a focus on Worcester County, each municipality, and Ocean Pines. She noted that the volumes sold and average sale prices have seen steady increases in Berlin, Ocean City and throughout Worcester County. Ms. Rayne stated that they expect to see continued growth, advised that the current 30-year mortgage rate is 4.31% as of March 14, 2019, and Freddie Mac, which predicts a 30-year mortgage rate of 4.6% in 2019, increasing to a rate of 4.9% in 2020; unemployment is expected to continue decreasing; and there is a cautious optimism in Maryland based on higher prices, higher mortgage rates, and scant inventory, though

economic uncertainty remains based on a combination of strong economic growth, expanding human capital shortfalls, and ongoing trade disputes. In response to a question by Commissioner Mitrecic, Ms. Rayne stated that Maryland requires home sprinklers and energy management system requirements, so homes in Delaware are sometimes more attractive to buyers. Following some discussion, the Commissioners thanked Ms. Rayne for her presentation.

The Commissioners met with Ocean City Mayor Rick Meehan and Ocean City Fire Chief Chris Larmore to discuss Ocean City's FY20 grant requests from the County. Mayor Meehan thanked the Commissioners for the 2.5% increase in Undesignated Grants to Ocean City last year, which is used to offset the cost of services that Ocean City provides in lieu of the County providing these services. He requested this grant be increased again by 2.5% in FY20, and he also requested grants for Recreation, the Convention Bureau and the Park and Ride continue to be funded at FY19 levels; and a \$200,000 increase in the Tourism grant for destination marketing, as the number of hotel rooms in West Ocean City (WOC) has increased dramatically to nearly 700 rooms, and the onus for advertising the resort destination and the 21842 zip code area falls largely on the Advertising Budget of Ocean City. With regard to the \$232,339 administrative fees the town pays Worcester County to collect the room tax and the food tax, Mayor Meehan requested that the County authorize the town to collect the room tax and food tax in Ocean City and be responsible for all collections, including past due accounts to alleviate the responsibility and expense on the County side, which would provide Ocean City with the means to administer its second biggest revenue source. He also requested that the Commissioners adopt the funding recommendations made at the annual meeting of the Commissioners and the Fire Chiefs on February 5, 2019, which would increase the grant funding to Ocean City by \$370,000 and allow the town to hire additional personnel. He also requested \$80,000 to purchase 100 pagers for 28 career personnel and 52 volunteer personnel for the Ocean City Fire Company.

Chief Larmore stated that there is a real need for increased emergency medical services (EMS) funding, noting that growth in the WOC area has resulted in an increase of one-third in emergency responses to that area, which has left the Town of Ocean City without resources at times. Therefore, he urged the Commissioners to modify the EMS funding formula, which would allow the town to hire more personnel to meet the needs of both Ocean City and WOC.

The Commissioners met with Mayor Meehan to discuss a request from the Town of Ocean City to begin the process to increase the room tax rate from 4.5% to 5%, effective Jan. 1, 2020, to cover additional costs to the town due to special events. Mayor Meehan stated that, even by raising the room tax to 5%, it would still be far less than room taxes charged by similar resort areas, and this expense would be passed on to consumers and generate additional needed revenue to cover the increase in special events costs. Mayor Meehan agreed to provide the Commissioners with the room tax rates in other nearby resort areas.

Commissioner Mitrecic supported the measure, noting that the increased room tax would not affect County residents. In response to a question by Commissioner Nordstrom, Chief Administrative Officer Harold Higgins agreed to provide information to the Commissioners with regard to the projected revenues the proposed room tax increase would generate for the County and other towns. In response to a question by Commissioner Bertino, Mr. Higgins stated that no other municipalities have contacted him with regard to the proposed increase, but that they would

have the opportunity to weigh in on the matter if the Commissioners are inclined to approve the request and schedule a public hearing to receive public comment. Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to move forward with steps required to increase the room tax rate in Worcester County from 4.5% to 5.0%, beginning with legislation to be introduced at their next legislative session on April 16, 2019.

In a related matter, Mayor Meehan stated that the town would also like to partner with the County to develop an indoor and outdoor sports complex and would welcome such a discussion in the future.

Pursuant to the recommendation of Finance Officer Phil Thompson and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a bond counsel engagement letter between the County Commissioners and Miles and Stockbridge, P.C. to provide legal services as Bond Counsel to the County for the County's Consolidated Public Improvement Bonds, 2019 Series.

The Commissioners met with Mr. Thompson to review a proposed bond resolution. Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 19-7, approving the County Commissioners of Worcester County, Maryland Consolidated Public Improvement Bonds, 2019 Series, which provide \$45.9 million to finance all or a portion of the costs of construction and equipping of a new Showell Elementary School (SES), installation of a new turf athletic field and track at Stephen Decatur High School (SDHS), completion of construction of Cell No. 5 at the Central Landfill, and water and wastewater improvements in the Ocean Pines Sanitary Service Area (SSA) and the Riddle Farm SSA. Mr. Thompson advised that the bond sale will occur on Tuesday, April 2, 2019.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Elder, the Commissioners unanimously agreed to schedule a public hearing on April 16, 2019 to provide a progress report on the County's current Community Development Block Grant (CDBG) Housing Rehabilitation grant and to receive comments on a new proposed grant of \$300,000 from the CDBG program to rehabilitate 18 owner-occupied homes over the next two years. Ms Bynum advised that these funds will cover construction, relocation, lead testing, and clearance costs associated with the continuation of the Worcester County Housing Rehabilitation Program, with funds to benefit low to moderate income households, and with County in-kind funding of \$75,000 to be met through her administration of the program.

Pursuant to the request of Tourism Director Lisa Challenger and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Commission President Purnell to sign the FY19 County Tourism Cooperative Marketing Grant Agreement between the Maryland Department of Commerce, acting through the Maryland Tourism Development Board (MTDB) and the County Commissioners of Worcester County, Maryland for a grant of \$140,607, which represents an increase of \$37,676 over the previous year. Ms. Challenger stated that these funds will be used to fund print, online, television, and cable advertisements both in

and out of the target market.

Pursuant to the request of Ms. Challenger and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to enter into a 12-month professional services contract with Unscene Productions of Ocean City, Maryland to provide social media services for 20 hours per week at \$18.31 an hour, for a total annual cost of \$19,042.40. Ms. Challenger stated that Mark Huey, the former part-time Social Media Coordinator, resigned in March 2018 to accept a full-time position elsewhere, and the subsequent Social Media Coordinators have all left the County upon securing full-time employment. She stated that the Social Media Coordinator position provided an annual salary of \$19,042.40, and outsourcing this work will provide consistency, while saving the County \$3,238.45 in costs associated with Maryland State Retirement, FICA, Social Security, Worker's Compensation, and Unemployment Insurance. Commissioner Elder applauded Ms. Challenger for taking this step to outsource social media postings and reduce County operating costs.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the Governor's Office of Crime Control and Prevention FY20 Grant Application for funds of \$50,615 for the grant-funded position of Heroin Coordinator within the Sheriff's Office to allow the Criminal Enforcement Team to maintain the coordination of entering all necessary data for drug investigations, drug seizures, drug arrests, heroin and opioid overdoses, and other drug-related investigation activities.

Pursuant to the request of Library Director Jennifer Ranck and upon a motion by Commissioner Bertino, the Commissioners unanimously approved a budget reallocation from Accounts 6100.090 and 6130.030 to purchase new audio visual shelving for the Ocean City Branch Library from Douron at a cost of \$19,247.32. Ms. Ranck advised that the current pullout shelving system is failing.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bertino, the Commissioners unanimously agreed to appoint State's Attorney Kris Heiser to serve as the Worcester County representative to the Local Government Justice Reinvestment Commission.

Upon nominations by Commissioner Mitrecic, the Commissioners unanimously agreed to appoint Darlene Bowen and Gwendolyn Lehman to the Commission for Women for three-year terms each expiring December 31, 2021, to fill the vacancies created by the resignations of Teola Brittingham and Lauren Mathias Williams; and to appoint Kelly Riwniak to replace Jeannine Jerscheid as the Public Safety representative on the Commission for Women for the remainder of a three-year term expiring December 31, 2020, as nominated by Sheriff Matt Crisafulli.

Upon nominations by Commissioner Nordstrom, the Commissioners unanimously agreed to appoint Laura Morrison to the Commission for Women for the remainder of a three-year term expiring December 31, 2020, to replace Alice Jean Ennis who resigned; and to appoint Patricia Tomasovic to the Library Board of Trustees, as nominated by the Library Board, for the remainder of a five-year term expiring December 31, 2019, to replace Vivian Nicholson Pruitt

who resigned.

Pursuant to the recommendation of Public Works Director John Tustin and upon a motion by Commissioner Church, the Commissioners unanimously authorized Commission President Purnell to sign the Release, Termination, and Extinguishment agreement between the County Commissioners, as the governing body of the Mystic Harbour Sanitary Service Area (SSA) and K. Timothy and Catherine J. VanVonno, releasing the existing County easement across the Central Island in the Mystic Harbour injection well field. Mr. Tustin stated that the injection wells are no longer in use and have been replaced with new injection wells on the treatment plant property that were installed at the expense of the property owner. He advised that the County will continue to use the ingress/egress easement on the property to reach other wells beyond the VanVonno's property.

Assistant Chief Administrative Officer Kelly Shannahan presented the Commissioners with the draft Worcester County Strategic Planning Work Session - Project Report from Catherine Tuck-Parrish of The Novak Consulting Group from the Commissioners' work session on January 29-30, 2019 at the Berlin Branch of the Worcester County Library. Following some discussion, the Commissioners agreed to table further discussion at this time and work with Mr. Shannahan individually with regard to proposed draft modifications and to adopt the revised report at a future meeting. Commissioner Bunting abstained since he did not attend the Strategic Planning Work Session.

The Commissioners met with Human Resources Director Stacey Norton to review the medical and prescription plan design recommendations for FY20 from the Health Benefits Review Committee in conjunction with PSA Financials, the County's benefits consultant. Other members of the committee in attendance at the meeting included Benefits Manager Hope Carmean, Finance Officer Phil Thompson, Budget Officer Kathy Whited, Teachers Union representative Gary McCabe, and Assistant Chief Administrative Officer Kelly Shannahan. Ms. Norton stated that the County, through PSA Financials, solicited Requests for Proposals (RFPs) for the dental and pharmacy benefit manager (PBM) for FY 20, which resulted in a cost savings to the County for FY20. She stated that PSA negotiated a 4.7% reduction in the dental program administrative rate for a total annual savings of \$55,672 and negotiated a flat renewal, which resulted in additional savings of \$12,927; therefore, there will be no increase for FY20. Last year's increase was 5.0%. She noted that the dental benefit is paid 100% by the employees enrolled in this program. Ms. Norton advised that there are no changes to the vision plan, which is in the final year of a four-year rate guarantee, and no changes to Life Insurance and Long Term Disability, which are in the final year of a three-year rate guarantee. Ms. Norton further advised that PSA negotiated a 7.7% reduction in CareFirst administration fees for an annual savings of \$129,696 for an overall decrease of 0.1% in medical/prescription costs for FY20 for an overall savings of \$37,043 compared to FY19. Ms. Norton stated that the Health Benefits Committee recommends staying with CareFirst for medical, dental, and the pharmacy benefits manager, which have no changes in the premium rates for FY20. She concluded that the only change recommended is to notify CareFirst to charge only one emergency room copay per three days and waive the emergency room copay altogether if an employee is admitted to the hospital within

three days. Ms. Norton explained that the County must notify CareFirst by April 1, 2019 of plans to renew for FY20.

In response to a question by Commissioner Bertino, Ms. Norton stated that Carefirst is not able to amend the emergency room copay to a lower rate for County employees who visit the emergency room after urgent care centers are closed, as they base charges on the date of service and are unable to base the services on the time of day.

Commissioner Nordstrom commended staff for these negotiated savings, but he suggested the County negotiate a pharmacy contract that allows County employees to purchase medications in bulk from local pharmacies. In response, Mr. Shannahan stated that utilizing CVS for bulk pharmaceutical purchases and other recent changes to the pharmacy benefits have resulted in savings to the County of more than \$1 million.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the FY20 proposed benefit recommendations as presented.

The Commissioners met with Ms. Whited to review a letter from Superintendent of Schools Lou Taylor advising that the requested FY20 Board of Education (BOE) Operating Budget does not include any nonrecurring expenses. Upon a motion by Commissioner Bertino, the Commissioners accepted the letter regarding nonrecurring costs.

The Commissioners met with Ms. Whited to review a letter from Mr. Taylor advising that the BOE Maintenance of Effort (MOE) calculation reflects an increase of \$1,843,129 from FY19 to FY20 funding. The Commissioners are required to fund the MOE budget, unless they apply for and are granted a waiver from the Maryland State Department of Education (MSDE). Commissioner Bertino stated that the County should work with the Eastern Shore Delegation to revisit the MOE formula, which is unfair to Worcester County, which has the highest per-pupil funding rate in the State and must continue to increase that amount each year due to the MOE formula. After some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the MOE increase as required.

The Commissioners met with Mr. Higgins and Ms. Whited to review the Worcester County Departmental Operating Budget Requests for FY20. Mr. Higgins provided a summary of the requested operating budget, and stressed that this is only the requested budget. He stated that the estimated general fund revenues based on current tax rates are estimated to be \$195,891,813, which is an increase of \$5,861,094 or 3% more than the current year. He stated that the requested general fund operating expenditures total \$202,683,755, which leaves a shortfall of \$6,791,942 that must be reconciled by either reductions in expenditures, additional revenues or a combination of the two. Mr. Higgins advised that, based on the current property tax rate of \$0.835 per \$100 of the real property assessment, Net Property Taxes are projected to increase by \$3,996,795, primarily as a result of increased assessments and Homeowner Tax Credits. Income Tax revenues are estimated to remain unchanged at \$23 million, based on the tax rate of 1.75%, which became effective January 1, 2016. Other Local Taxes increased by \$253,000, and Interest on Investments increased by \$425,000 due to increased rates of return. State Grants increased by \$1,289,218, including additional funds of \$461,749 for Program Open Space (POS) for parks,



\$180,716 in Waterway Improvement Funds for boat landings; \$824,881 in State aid for bridges, \$239,000 for a State Land and Water grant for parks, and a decrease of \$559,563 for the Transportation Grant derived from Highway User Revenues (HUR), which is not reported under fees.

Mr. Higgins advised that major requested expenditure variances from FY19 to FY20 include the following: County Administration increased by \$289,409, to include \$225,998 in salaries due to an employee retirement, transfer and one new position, and \$52,000 for two trucks for two positions; Elections Office increased by \$219,444, to include \$59,445 for salaries and benefits based on State Elections requested salary upgrades, \$143,245 to add an additional early voting polling place, including the cost of an Election Administrative Assistant, \$26,536 to cover additional election expenses for a Presidential Primary, and \$15,336 for temporary clerical staff to assist with elections; Emergency Services increased by \$1,085,573, including \$159,643 in salaries for one new full-time and three part-time positions, \$686,146 for one-time expenses, including \$591,000 for P-25 radio equipment for the Board of Education, public safety, and County departments, \$173,344 for the radio maintenance and software contracts, \$40,109 for vehicle equipment and consulting for an updated mitigation plan, \$46,675 to cover training and education for dispatchers and staff, and \$153,000 for one-time expenses for a new vehicle, P-25 asset software, and a radio alignment device; Public Works increased by \$2,068,557, including \$2,143,658 for the general fund expense of \$1,106,613 for the Homeowner Convenience Centers and \$1,137,045 for the Recycling Center operations moved from Solid Waste Enterprise Fund, as well as decreases of \$62,418 in the Interfund allocation with the transfer of a position to County Administration and a decrease of \$16,500 for capital equipment; Boat Landings increased by \$227,516, including \$176,416 for State POS funds for a dredging grant project, and \$60,100 for consulting for engineering services for bulkhead at West Ocean City inlet and to replace electricity panels for the commercial harbor; Other Social Services increased by \$206,892; and Salary, Insurance & Benefits increased by \$2,567,155, which includes an increase of \$1,233,604 for salaries for County employees and personnel requests, which includes a 2.5% step and longevity for those eligible and a 2.0% cost of living adjustment (COLA), along with a decrease of \$250,000 based on the estimated renewal rates for health benefits without an increase allocated to each plan type, an increase of \$929,000 for Other Post Employment Benefits (OPEB) for a total of \$6 million; and BOE increases of \$2,728,986 to provide a payroll increase of \$2,353,403, which includes a step, longevity step for those eligible, and salary scale adjustments as negotiated, with a 2% COLA for teachers, support staff, and bus contractors, and a 2% starting teacher pay increase from \$44,700 to \$45,594. Mr. Higgins advised that the BOE operating budget request is \$90,190,761, plus school construction debt of \$12,130,181 paid by the County on behalf of the BOE, which totals \$102,320,942 or 52.2% of the County's total estimated revenue.

Mr. Higgins informed the audience that the public hearing on the requested budget is scheduled for Tuesday, May 7, 2019, at 7:00 p.m. in the Stephen Decatur High School Auditorium, and the upcoming budget work sessions have been scheduled for April 2 and 9, as well as May 14, 21, and 28 if needed. He advised that these work sessions are open to the public.

The Commissioners reviewed and concurred with the proposed budget adoption schedule for the FY20 Enterprise Fund Operating Budgets, which includes reviewing the Liquor Control,

Solid Waste and Water, and Wastewater Operating Budgets during their work session on April 9, 2019, and conducting public hearings on these budgets on June 4, with adoption of the budgets to take place on June 18, 2019.

The Commissioners answered questions from the press, after which they adjourned for lunch.

The Commissioners conducted a work session at 1:30 p.m. to discuss the proposed long-term strategy for addressing the \$350 million in County and BOE liability for Other Post-Employment Benefits (OPEB). County staff in attendance included Mr. Higgins, Mr. Shannahan, County Attorney Maureen Howarth, Budget Officer Kathy Whited, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, Finance Officer Phil Thompson, and Assistant Finance Officer Jennifer Swanton. Ms. Norton, Mr. Thompson, and Ms. Swanton reviewed a PowerPoint, which included the following: an overview of OPEB; covered medical and prescription benefits; benefit adjustments from a 90/10 County and employee cost share to 80/20 cost share and the correlating impacts; OPEB funding that began in FY07; both the County General Government and BOE OPEB Histories; Regional Government Comparison, which places Worcester County General Government at 60.9% funded, making it the fourth highest funded county on the Eastern Shore; Regional BOE Comparisons, which place the Worcester County BOE at 5.7% funded, making it the third highest funded BOE on the Eastern Shore; Future Funding Proposal; FY19-26 General Government OPEB Projection, with Pay-Go added to the General Fund budget, for a 68% funded liability of \$80.9 million in FY19, and to increase to a 97% funded liability of \$99.6 million by FY26; and FY19-26 BOE OPEB Projection, with Pay-Go added to the BOE budget for a 6% funded liability of \$337 million in FY19 to an 18% funded liability of \$282.7 million by FY26; Long-term Projections, with a 100% funded County liability of \$119.8 million and a 92% funded BOE liability of \$316.2 million in FY38.

Mr. Thompson outlined the Future Funding Proposal, which includes a current, multi-year funding plan of \$6 million, with Pay-Go funding of \$3.5 million for total estimated funding of \$9.5 million needed for FY20. That funding plan includes multi-year funding increases of \$500,000 annually, plus additional Pay-Go funding of between \$7 million to \$8.1 million annually, bringing the total estimated annual funding needed to \$17.1 million by FY26. Mr. Thompson concluded that OPEB is not going away, and a proactive stance with regard to the funding and management of these benefits is critical to their future. Therefore, pay-go needs to be included in the operating budget of the General Government and BOE, and an ongoing funding commitment that provides for annual increases in the OPEB contributions needs to be maintained moving forward. Mr. Thompson stated that funding Pay-Go is critical to successfully addressing the County and BOE OPEB liabilities. In response to a question by Commissioner Bunting, Ms. Swanton stated that the proposed plan includes phasing the OPEB liability into the BOE Maintenance of Effort (MOE).

Commissioner Bertino pointed out that OPEB contributions decreased significantly during the recession, and expressed concern that the County would not be able to do so again in the event of future recessions if funding for the OPEB liability is tied into the MOE calculation. Mr. Thompson confirmed that there are risks associated with doing so, but that the benefits appear to outweigh those risks, noting that the goal is to develop dedicated funding that gets the

County to 100% funding of the OPEB liability to ensure liquidity to pay the needed benefits promised to retirees of the County and the BOE in perpetuity.

Following some discussion, the Commissioners thanked staff for developing and presenting them with a thorough and aggressive OPEB funding proposal. Commissioner Mitrecic stated that this was exactly what he was looking for, and he hoped the County could find a source of revenues to provide funding for the proposal.

The Commissioners answered questions from the press, after which they adjourned to meet again on April 2, 2019.



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

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

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



**FAXED**  
3/6/19 @ 5:38pm

March 6, 2019

TO: *The Daily Times* Group and *Ocean City Today* Group  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
COPY: John H. Tustin, P.E., Director of Public Works

Please print the attached Notice of Disposal of Surplus Vehicles and Equipment in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on March 14, 2019, March 21, 2019 and March 28, 2019. Thank you.

### NOTICE Disposal of Surplus Vehicles and Equipment to be Auctioned on GovDeals.com

#### **“Disposition of County Personal Property no longer used by the County”**

The following described personal property, including vehicles, furniture and equipment, have been determined to be no longer required for County use by the County Commissioners of Worcester County, Maryland and deemed to be surplus property:

#### **SURPLUS VEHICLES AND EQUIPMENT**

**Surplus vehicles**, listed by make and model (with model year), as follows: Chevrolet Blazer (2004); Chevrolet C-1500 (2004); Chevrolet Cavalier (2004); Chevrolet G3500 Van (2004); Chevrolet S-10 (1996, 2003); Chevrolet Silverado 1500 (1991, 2002, three 2004, two 2005, three 2006); Dodge Charger (2007); Dodge Ram 1500 (2007); Dodge Ram 1500 4x4 (2007); Dodge Stratus (2005, 2006); Ford Crown Victoria (two 2006, 2008, two 2011); Ford Expedition (2006); Ford F-150 (1988, 2007, 2008, 2009); Ford F-250 (2002); Ford F-350 (2000); Ford F-800 (1992, 1997); and Ford Ranger (1992, 1997, 2001).

**Surplus equipment**, including: CASE 580 Super K Backhoe (1992); JCB 930-2 Forklift (1998); John Deere 670B; Kohler 30KW Generator; Pequea TR616 Trailer (1995); and Powergard

DLC20 Generator.

**Surplus furniture and miscellaneous equipment**, including: Aluminum Tool Box (Truck); Lot of Spare Wheels and Tires; Electric Tabletop Drill Press; Trico Wiper Blade Display Cart; Rotary SM12 Vehicle Lift (12,000 lbs.); Bucket of Used Wheel Weights; Miscellaneous Shop Tools; Craftsman Rolling Tool Box with Top Box; Conference Table; Leaf Blowers (2); 400 Watt Hanging Shop Lights (2); Bicycles (2); PL920 Subsurface Camera; 5-foot Tractor 3-Point Scraper Blade; 6-foot Tractor 3-Point Scraper Blade; Garage Doors and Tracks; Portable Air Compressor; Robinair A/C Machine Model-34800; Refrigerator; Gas Auger with 8 Bits; Steel Angle Iron; Homelite Gas Operated Trash Pump; Full Length Truck Beacon Lights (2); Steel Concrete Curb Forming Boards (2); Wooden Tables (4 at 6-feet, 1 at 5-feet); McCullough Mite-E-Lite Generator, Small; Small Mountable Traffic Arrow; Safco Mobile Blueprint Rack (2); Old Style Bridge Nails; Kids Table and 4 Wooden Children's Chairs; Piano with Bench; PA System; Filing Cabinets (2); Coffee Pots and Miscellaneous Office Equipment; Dell Optiplex Computers (40); iPhone 5S; iPhone 6S (2); Tables - Folding Card Tables (3), Regular Table, Foldable Rolling Table; Filing Cabinets - 5-Drawer, 2-Drawer (2), 4-Drawer (7); Wooden Storage Cabinet on Wheels; Leather Chairs (2); Wood Coffee Table; John Deere SX85 30-inch Riding Lawnmower; 3.5 HP 22-inch Push Lawnmowers (2); Trash Receptacle Holders for 50-Gallon Receptacles (2); Rolling Trash Receptacles - 64 Gallon (6); and Stainless Steel 3-Sink Food Prep Table.

**TERMS AND CONDITIONS OF SALE AND CONVEYANCE:** The County Commissioners propose to solicit competitive bids via an Internet-based auction system operated by GovDeals, Inc. for which the winning bidder pays a buyers premium of twelve and one-half percent (12.5%) of the winning bid for each transaction so that there is no net cost to the County. All of the above referenced surplus property will be offered for sale "AS IS, WHERE IS." The County Commissioners make no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The County Commissioners warrant to the buyer that the property offered for sale will conform to its description. The County Commissioners reserve the right to reject any and all bids as they see fit and to withdraw from sale any of the items listed. Payment in full by successful bidders shall be made to Worcester County Commissioners.

**OPPORTUNITY FOR OBJECTIONS:** Anyone objecting to the proposed conveyance of the above surplus vehicles and equipment shall do so in writing prior to 4:30 p.m. on Thursday, March 28, 2019, or in person at the regularly scheduled meeting of the County Commissioners to be held at 10:00 a.m. on **April 2, 2019** in the County Commissioners Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland 21863.

**WORCESTER COUNTY COMMISSIONERS**

1b



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

RECEIVED  
FEB 27 2019  
By

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** February 22, 2019  
**SUBJECT:** Surplus Vehicles, Equipment and Miscellaneous Items

DIVISIONS

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

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

**SOLID WASTE**  
TEL: 410-632-3177  
FAX: 410-632-3000

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

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

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

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

Attachments

cc: Derrick Babcock  
Kathy Whited, Budget Officer

APPROVED *Advertising*  
Worcester County Commissioners  
Date HH 3/5/19

**WORCESTER COUNTY  
SURPLUS VEHICLE & EQUIPMENT LIST - 2019**

**VEHICLES**

ITEM #	YEAR	MAKE	MODEL	VIN #	MILEAGE	DEPARTMENT	COMMENTS
1	2005	DODGE	STRATUS	1B3EL46R25N606874	93,926	HUMAN RESOURCES	OLD AGE, RUST ISSUES
2	2005	CHEVROLET	SILVERADO 1500	1GCEC14V65Z253948	175,908	DRP	AGE AND HIGH MILES
3	2004	CHEVROLET	SILVERADO 1500	1GCEC14VX4Z270279	152,771	DRP	AGE AND HIGH MILES
4	2004	CHEVROLET	SILVERADO 1500	1GCEC14X747220702	193,143	DRP	AGE AND HIGH MILES
5	2006	DODGE	STRATUS	1B3EL46RX6N108701	100,204	DRP	AGE AND HIGH MILES
6	2004	CHEVROLET	BLAZER	1GNDD13X94K115074	138,065	DRP	FRONT DIFFERENTIAL BAD
7	2004	CHEVROLET	CAVALIER	1G1J52F847272134	130,696	DRP	AGE AND HIGH MILES
8	2004	CHEVROLET	G3500 VAN	1GCHG35U141213132	98,500	JAIL	AGE, RUST
9	2007	DODGE	RAM 1500 4X4	1D7HU16P67J541615	152,669	WCPW MAINTENANCE	TRANSMISSION ISSUES, MILES, RUST
10	1991	CHEVROLET	1500	1GCDC14H9ME137932	190,788	WCPW ROADS	AGE AND HIGH MILES
11	1997	FORD	F-800	1FDYF80EXVVA08902	208,166	WCPW ROADS	AGE AND HIGH MILES
12	1992	FORD	F-800	1FDXK84A4NVA13706	212,399	WCPW ROADS	AGE AND HIGH MILES
13	1988	FORD	F150	1FTEF14N9JNA73551	188,090	WCPW ROADS	AGE AND HIGH MILES
14	2003	CHEVROLET	S10	1GCCS14H438126395	133,316	MOSQUITO CONTROL	AGE AND HIGH MILES
15	2004	CHEVROLET	C1500	1GCEC14X94Z336631	168,335	MOSQUITO CONTROL	AGE AND HIGH MILES
16	1992	FORD	RANGER	1FTCR10AXNTA42702	121,108	REC	AGE, HIGH MILES, RUST
17	2006	FORD	EXPEDITION	1FMPU16596LA25123	190,810	REC	AGE, HIGH MILES, RUST
18	1997	FORD	RANGER	1FTCR10UXVTA39163	97,017	REC	AGE, HIGH MILES, RUST
19	2006	CHEVROLET	SILVERADO 1500	1GCEC14X06Z112036	148,000	PARKS	FY18 HOLDOVER, AGE, MILES, LEAKING TRANS LINES
20	2002	CHEVROLET	SILVERADO 1500	1GCEC14X93Z114279	129,083	PARKS	TRANSMISSION FAILURE
21	2006	CHEVROLET	SILVERADO 1500	1GCEC14X16Z111736	152,932	PARKS	EXCESSIVE OIL USE, HIGH MILES, AGE
22	2008	FORD	F150	1FTRF12W38KC27499	207,575	ANIMAL CONTROL	FY2018 HOLDOVER, AGE, RUST, MILES
23	2009	FORD	F150	1FTPF12V39KB02888	194,100	ANIMAL CONTROL	AGE, HIGH MILES, RUST
24	2005	CHEVROLET	SILVERADO 1500	1GCEK14V95E248723	163,000	ANIMAL CONTROL	AGE, HIGH MILES, RUST
25	2011	FORD	CROWN VIC	2FABP7BV9BX104065	200,793	SHERIFF	AGE, HIGH MILES
26	2011	FORD	CROWN VIC	2FABP7BV7BX104064	205,000	SHERIFF	AGE, HIGH MILES, MAJOR ENGINE FAILURE
27	2006	FORD	CROWN VIC	2FAFP71W96X108943	195,000	SHERIFF	AGE, HIGH MILES
28	2006	FORD	CROWN VIC	2FAFP71W76X108942	200,000	SHERIFF	AGE, HIGH MILES
29	2008	FORD	CROWN VIC	2FAFP71V68X141103	216,000	SHERIFF	AGE, HIGH MILES
30	2007	DODGE	CHARGER	2B3KA43GX7H666750	208,000	SHERIFF	AGE, HIGH MILES
31	2006	CHEVROLET	SILVERADO 1500	1GCEC12XX6Z111413	207,000	WCPW WWW	AGE, HIGH MILES
32	2004	CHEVROLET	SILVERADO 1500	1GCEC14X94Z223245	190,000	WCPW WWW	HIGH MILES, FUEL PUMP INOP, FLYWHEEL BROKEN
33	2000	FORD	F-350	1FTSF30L4YEE07854	199,900	WCPW WWW	AGE, HIGH MILES, RUST ISSUES
34	2001	FORD	RANGER	1FTYR10U91TA72302	198,700	WCPW WWW	AGE, HIGH MILES
35	2007	DODGE	RAM 1500	1D7HA16K17J541406	212,000	WCPW WWW	AGE, HIGH MILES
36	1996	CHEVROLET	S-10	1GCCS14X1TK203508	178,823	WCPW FLEET	AGE, HIGH MILES
37	2002	FORD	F250	1FTNF20L32EA52013	242,000	WCPW SOLID WASTE	AGE, HIGH MILES, RUST, DRIVERS DOOR DAMAGED
38	2007	FORD	F150	1FRTRX12W07NA38982	112,883	STATES ATTORNEY	AGE, DENT, HIGH MILES, NO LONGER NEEDED

# EQUIPMENT

ITEM #	YEAR	MAKE/ DESCRIPTION	MODEL	SERIAL/ VIN #	HOURS	DEPARTMENT	COMMENTS
39		JOHN DEERE	670B	523732	8,800	WCPW ROADS	OLD AGE, REPLACED WITH NEW
40		GENERATOR	POWERGARD DLC20	E942660	N/A	WCPW WWW	NO LONGER IN SERVICE, OLD AGE
41		GENERATOR	30KW KOHLER	267741	N/A	WCPW WWW	NO LONGER IN SERVICE, OLD AGE
42	1988	JCB FORKLIFT	JCB 930-2	608268	1,773	WCPW WWW	NO LONGER IN SERVICE. OLD AGE.
43	1992	CASE	580 SUPER K BACKHOE	JAB0021004	N/A	WCPW MAINTENANCE	NO LONGER IN SERVICE. OLD AGE, BOOM ARM BROKEN
44	1995	PEQUEA	TR616 TRAILER	4JAUS1621RG000058	N/A	WCPW MAINTENANCE	OLD AGE, REPLACED WITH NEW

# MISCELLANEOUS

ITEM #	NO.	DESCRIPTION	DEPARTMENT	COMMENTS
45		ALUMINUM TOOL BOX (TRUCK)	WCPW FLEET	NO LONGER IN USE, AGE
46		LOT OF SPARE WHEELS AND TIRES	WCPW FLEET	NO LONGER NEEDED IN STOCK
47		ELECTRIC TABLETOP DRILL PRESS	WCPW FLEET	NO LONGER IN USE, AGE, INOP
48		TRICO WIPER BLADE DISPLAY CART	WCPW FLEET	NO LONGER IN USE
49		ROTARY SM12 VEHICLE LIFT (12,000LBS)	WCPW FLEET	OLD, WORN LOCKS, REPLACED WITH NEW
50		(1) BUCKET OF USED WHEEL WEIGHTS	WCPW FLEET	USED
51		MISC. SHOP TOOLS	WCPW FLEET	NO LONGER IN USE, BROKEN, INOP EQUIPMENT
52		CRAFTSMAN ROLLING TOOL BOX WITH TOP BOX	WCPW FLEET	NO LONGER IN USE, WORN OUT
53		CONFERENCE TABLE	WCPW FLEET	NO LONGER IN USE
54		LEAF BLOWERS (2)	WCPW MAINTENANCE	DO NOT RUN, REPLACED WITH NEW, OLD
55		(2) 400 WATT HANGING SHOP LIGHTS	WCPW MAINTENANCE	NO LONGER IN USE
56		(2) BICYCLES	WCPW MAINTENANCE	OLD
57		PL920 SUBSURFACE CAMERA	WCPW MAINTENANCE	NO LONGER IN USE
58		5 FOOT TRACTOR 3-POINT SCRAPER BLADE	WCPW MAINTENANCE	NO LONGER IN USE
59		6 FOOT TRACTOR 3-POINT SCRAPER BLADE	WCPW MAINTENANCE	NO LONGER IN USE
60		GARAGE DOORS AND TRACKS	WCPW ROADS	REPLACED WITH NEW, OLD
61		PORTABLE AIR COMPRESSOR	WCPW ROADS	DOES NOT RUN
62		ROBINAIR A/C MACHINE MODEL-34800, SERIAL 01202	WCPW ROADS	INOP, OUT OF SERVICE, OLD
63		REFRIDGERATOR	WCPW ROADS	WORKS, NO LONGER NEEDED
64		GAS AUGER WITH 8 BITS	WCPW ROADS	DOES NOT RUN, NO LONGER NEEDED, OLD
65		STEEL ANGLE IRON	WCPW ROADS	OLD, GARAGE DOOR REPLACEMENT
66		HOMELITE GAS OPERATED TRASH PUMP	WCPW ROADS	DOES NOT RUN, NO LONGER NEEDED, OLD
67		(2) FULL LENGTH TRUCK BEACON LIGHTS,	WCPW ROADS	OUT OF DATE, NO LONGER USED, INOP
68		(2) STEEL CONCRETE CURB FORMING BOARDS	WCPWROADS	NO LONGER IN USE
69		WOODEN TABLES, (1) 5 FEET, (4) 6 FEET	WCPW ROADS	OLD AGE, NO LONGER NEEDED
70		MCCULLOCH MITE-E-LITE GENERATOR, SMALL	WCPW ROADS	DOES NOT RUN, NO LONGER NEEDED
71		SMALL MOUTABLE TRAFFIC AAROW	WCPW ROADS	DOES NOT WORK, OUT DATED, NO LONGER USED
72		(2) SAFCO MOBILE BLUEPRINT RACK	WCPW ROADS	NO LONGER IN USE
73		OLD STYLE BRIDGE NAILS	WCPW ROADS	NO LONGER USED
74		KIDS TABLE AND (4) WOOD CHILDRENS CHAIRS	LIBRARY	NO LONGER IN USE
75		PIANO WITH BENCH	LIBRARY	NO LONGER IN USE
76		PA SYSTEM	LIBRARY	NO LONGER IN USE/BROKEN



**MISCELLANEOUS**

ITEM #	NO.	DESCRIPTION	DEPARTMENT	COMMENTS
77		FILING CABINETS (2)	HUMAN RESOURCES	NO LONGER IN USE
78		COFFEE POTS AND MISC OFFICE	HUMAN RESOURCES	NO LONGER IN USE
79		COMPUTERS (40) DELL OPTIPLEX	IT	ALL TAKEN OUT OF SERVICE IN 2018
80		(1) IPHONE 5S	IT	REPLACED WITH NEW, OLD
81		(2) IPHONE 6S	IT	REPLACED WITH NEW, OLD
82		TABLES, (3) FOLDING CARD TABLES, (1) REGULAR TABLE, (1) FOLDABLE ROLLING TABL	HEALTH	NO LONGER NEEDED
83		FILING CABINETS, (1) 5 DRAWER, (1) 2 DRAWER, (3) 4 DRAWER	HEALTH	NO LONGER NEEDED
84		WOODEN STORAGE CABINET ON WHEELS	HEALTH	NO LONGER NEEDED
85		(4) 4 DRAWER FILING CABINETS	STATES ATTORNEY	NO LONGER NEEDED
86		(2) LEATHER CHAIRS	STATES ATTORNEY	NO LONGER USED, OLD
87		WOOD COFFEE TABLE	STATES ATTORNEY	NO LONGER IN USE
88		(1) 2 DRAWER FILING CABINET	STATES ATTORNEY	NO LONGER IN USE
89		(1) JOHN DEERE SX85 30 INCH RIDING LAWNMOWER	PARKS	NO LONGER NEEDED, RUNS, NEEDS BATTERY
90		(2) 3.5 HP 22 INCH PUSH LAWNMOWERS	PARKS	NO LONGER NEEDED, INOP
91		(2) TRASH RECEPTACLE HOLDERS FOR 50 GALLON RECEPTACLES	PARKS	NO LONGER IN USE
92		(6) ROLLING TRASH RECEPTACLES 64 GALLON	PARKS	NO LONGER IN UES
93		STAINLES STEEL 3 SINK FOOD PREP TABLE	REC	NO LONGER NEEDED, 1 SMALL HOLE IN SINK.

SUBTITLE IV  
County Real and Personal Property and County Buildings

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

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

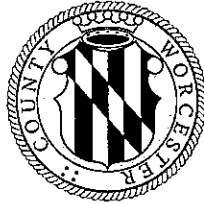
**§ CG 4-402. Management of real and personal property and buildings.**

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

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

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

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



2

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### PROCLAMATION

WHEREAS, April is National Child Abuse Prevention Month, a time to raise awareness about the severity and long-lasting effects of child abuse and neglect, to arm residents with the tools they need to prevent abuse from occurring, and to stop abuse where it already exists; and

WHEREAS, abuse and neglect know no socioeconomic boundary and leave victims physically and emotionally scarred. Everyone, from police and teachers to private citizens, churches, civic organizations, and friends are uniquely able to offer help and hope for abused children and their families.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim April as **National Child Abuse Prevention Month** and encourage residents to remain aware and involved, so that abuse and neglect can be detected early or prevented from occurring entirely.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

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

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

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

\_\_\_\_\_  
Joshua C. Nordstrom

TEL: 410-632-1194  
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3

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
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OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
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COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### PROCLAMATION

**WHEREAS**, each April we celebrate the passage of the Fair Housing Act of 1968 and recommit ourselves to eliminating housing discrimination and affirming equal housing opportunities for all; and

**WHEREAS**, illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all; while open, welcoming communities are vibrant and provide residents of all backgrounds with access to quality schools, and increased opportunities for self sufficiency and economic growth; and

**WHEREAS**, National Fair Housing Month reminds us to adhere to the principal of freedom of choice in housing and to reacquaint ourselves with both our rights and responsibilities under the law.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland do hereby proclaim April as **Fair Housing Month** and endorse the practice and policy of fair housing.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

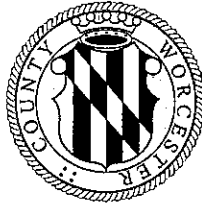
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James C. Church

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Theodore J. Elder

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Joshua C. Nordstrom





4

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

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JOSHUA C. NORDSTROM

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

### PROCLAMATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we pause to recognize the residents whose long-term dedication to serving on the many Worcester County boards and commissions enhances the services provided to our citizens, towns and county; and

**WHEREAS**, these volunteers freely donate their time, talents and energy to improve the quality of life here in our community through Worcester County boards and commissions.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim the week of April 7-13, 2019 as **National Volunteer Week** and extend our thanks and gratitude to those who generously donate their time to Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

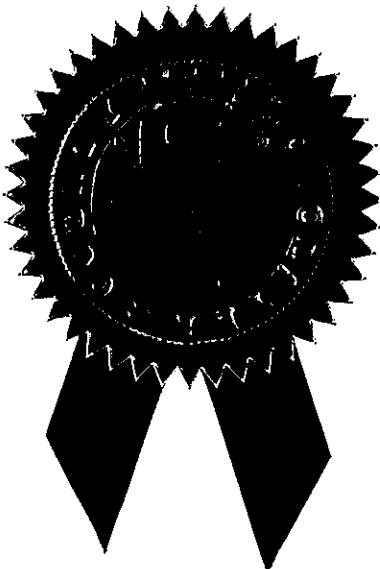
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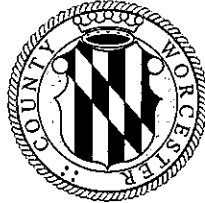
\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom



First name	last name	board/commission	Volunteer Years
Dr. William	Greer	Adult Public Guardianship	11
Richard	Collins	Adult Public Guardianship	23
Cynthia	Malament	Commission on Aging	11
Lloyd	Parks	Commission on Aging	10
Kathy	Drew	Agricultural Preservation Advisory Board	12
Ed	Phillips	Agricultural Preservation Advisory Board	13
Dean	Ennis	Agricultural Reconciliation Board	12
Brooks	Clayville	Agricultural Reconciliation Board	18
Elbert	Davis	Building Code Appeals Board	15
Kevin	Holland	Building Code Appeals Board	22
James	Spicknall	Building Code Appeals Board	14
Jim	Wilson	Building Code Appeals Board	16
Jim	Freeman, Jr.	Drug and Alcohol Abuse Council	14
Colleen	Wareing	Drug and Alcohol Abuse Council	12
John	Glorioso	Economic Development	10
Ralph	Shockley	Economic Development	10
Robert	Fisher	Economic Development	31
Carl	Smith	Board of Electrical Examiners	20
J.T.	Novak	Board of Electrical Examiners	11
Kenneth	Lambertson	Board of Electrical Examiners	22
Michael	Patchett	Board of Electrical Examiners	10
Duane	Duncan	Board of Electrical Examiners	13
Bruce	Spangler	Ethics Commission	16
John	Glorioso	Housing Review Board	12
Donna	Dillon	Housing Review Board	10
Sharon	Teagle	Housing Review Board	18
Ira F. "Buck"	Shockley	LMB - Initiative to Preserve Families Board	15
Eloise	Henry Gordy	LMB - Initiative to Preserve Families Board	11
Mark	Frostrom	LMB - Initiative to Preserve Families Board	19
Ron	Cascio	Library Board	10
Vivian	Nicholson Pruitt	Library Board	10
Rod	Murray	Local Development Council for Ocean Downs	10
Mayor Rick	Meehan	Local Development Council for Ocean Downs	10
Mayor Gee	Williams	Local Development Council for Ocean Downs	10
Jim	Rosenberg	Local Development Council for Ocean Downs	10
Chief David	Massey	Local Development Council for Ocean Downs	10
Cam	Bunting	Local Development Council for Ocean Downs	10
Betty	Smith	Planning Commission	11
Brooks	Clayville	Planning Commission	16
Marlene	Ott	Planning Commission	10
Robert D.	Rose	Property Tax Assessment Appeal Board	12
Alvin "Hondo"	Handy	Recreation Advisory Board	12
Nancy	Howard	Social Services Advisory Board	10
James	Rosenberg	Solid Waste Advisory Committee	12
Wendell	Purnell	Solid Waste Advisory Committee	20
Barbara	Tull	Tourism Advisory Committee	15
Joseph	Weitzell	Water and Sewer Adv Council - Mystic	13
Bob	Huntt	Water and Sewer Adv Council - Mystic	12

Richard	Jendrek	Water and Sewer Adv Council - Mystic	13
Frederick	Stiehl	Water and Sewer Adv Council - Ocean Pines	12
James	Spicknall	Water and Sewer Adv Council - Ocean Pines	11
Deborah	Maphis	Water and Sewer Adv Council - WOC	23
Gail	Fowler	Water and Sewer Adv Council - WOC	15
Joseph W.	Green, Jr.	Board of Zoning Appeals	13
Charlotte	Cathell	Commission for Women	8
Eloise	Henry Gordy	Commission for Women	9
Nancy	Fortney	Commission for Women	6
Teola	Brittingham	Commission for Women	9



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## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Dr. William Greer in recognition of 11 years of service to the community, as a valued member of the Adult Public Guardianship Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Dr. William Greer**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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Diana Purnell, President

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Joseph M. Mitrecic, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

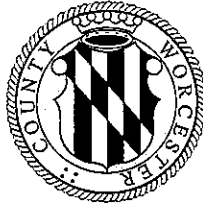
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Richard Collins in recognition of 23 years of service to the community, as a valued member of the Adult Public Guardianship Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Richard Collins**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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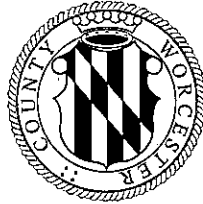
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Cynthia Malament in recognition of 11 years of service to the community, as a valued member of the Commission on Aging.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Cynthia Malament**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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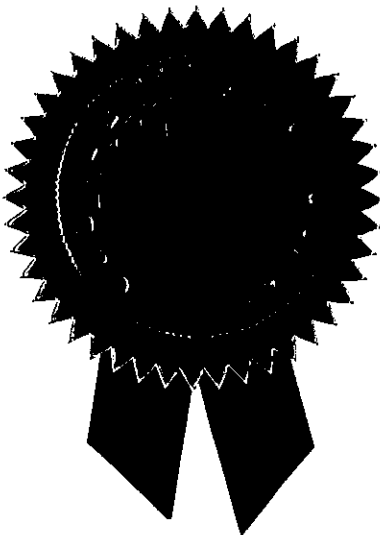
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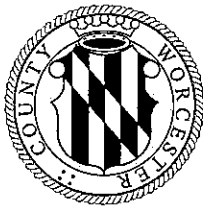
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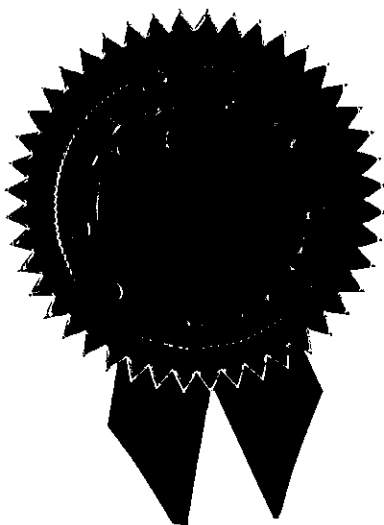
### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Lloyd Parks in recognition of 10 years of service to the community, as a valued member of the Commission on Aging.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend Lloyd Parks, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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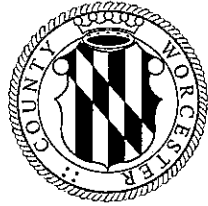
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Kathy Drew in recognition of 12 years of service to the community, as a valued member of the Agricultural Preservation Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kathy Drew**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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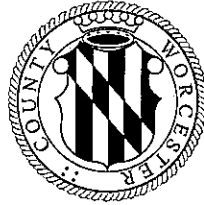
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Ed Phillips in recognition of 13 years of service to the community, as a valued member of the Agricultural Preservation Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ed Phillips**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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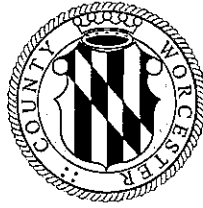
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TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



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## Worcester County

GOVERNMENT CENTER  
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SNOW HILL, MARYLAND

21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Dean Ennis in recognition of 12 years of service to the community, as a valued member of the Agricultural Reconciliation Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Dean Ennis**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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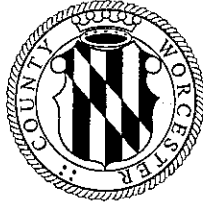
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## Worcester County

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21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Brooks Clayville in recognition of 18 years of service to the community, as a valued member of the Agricultural Reconciliation Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Brooks Clayville**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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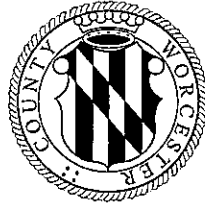
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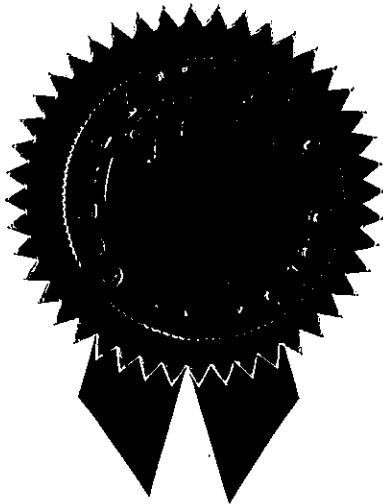
### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Elbert Davis in recognition of 15 years of service to the community, as a valued member of the Building Code Appeals Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Elbert Davis**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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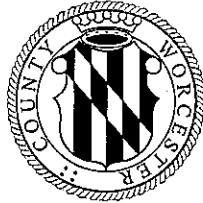
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21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Kevin Holland in recognition of 22 years of service to the community, as a valued member of the Building Code Appeals Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kevin Holland**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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## Worcester County

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ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to James Spicknall in recognition of 14 years of service to the community, as a valued member of the Building Code Appeals Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **James Spicknall**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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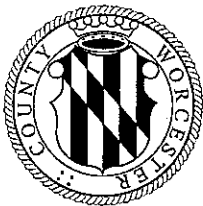
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### COMMENDATION

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**WHEREAS**, we extend our appreciation to Jim Wilson in recognition of 16 years of service to the community, as a valued member of the Building Code Appeals Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jim Wilson**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

\_\_\_\_\_  
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Joseph M. Mitrecic, Vice President

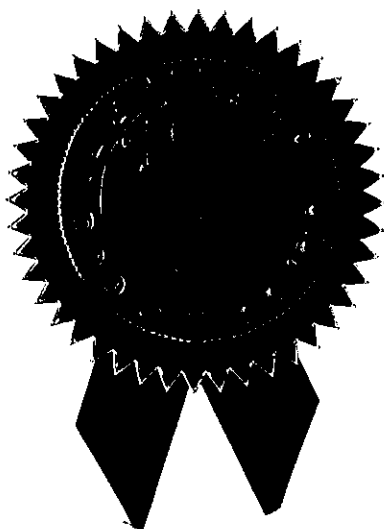
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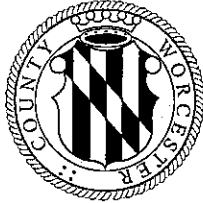
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Madison J. Bunting, Jr.

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James C. Church

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Theodore J. Elder

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Joshua C. Nordstrom





OFFICE OF THE  
COUNTY COMMISSIONERS

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

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Jim Freeman, Jr. in recognition of 14 years of service to the community, as a valued member of the Drug and Alcohol Abuse Council.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jim Freeman, Jr.**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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Diana Purnell, President

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Joseph M. Mitrecic, Vice President

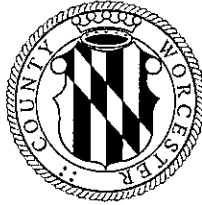
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Anthony W. Bertino, Jr.

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JAMES C. CHURCH  
THEODORE J. ELDER  
JOSHUA C. NORDSTROM

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1109

SNOW HILL, MARYLAND

21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Colleen Wareing in recognition of 12 years of service to the community, as a valued member of the Drug and Alcohol Abuse Council.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Colleen Wareing**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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Diana Purnell, President

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Joseph M. Mitrecic, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

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JOSHUA C. NORDSTROM

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to John Glorioso in recognition of 10 years of service to the community, as a valued member of the Economic Development Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **John Glorioso**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Ralph Shockley in recognition of 10 years of service to the community, as a valued member of the Economic Development Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ralph Shockley**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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## Worcester County

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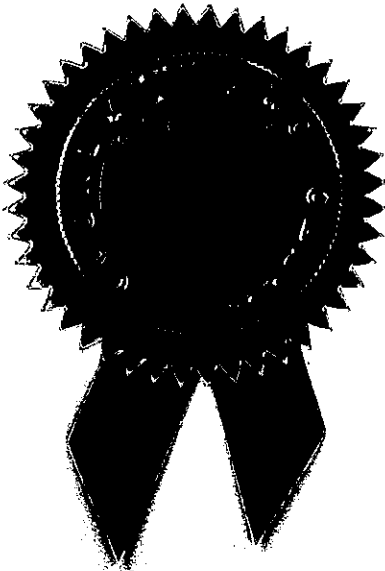
### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Robert Fisher in recognition of 31 years of service to the community, as a valued member of the Economic Development Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Robert Fisher**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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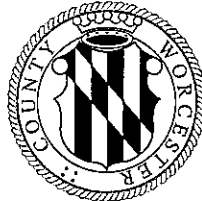
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GOVERNMENT CENTER  
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SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Carl Smith in recognition of 20 years of service to the community, as a valued member of the Board of Electrical Examiners.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Carl Smith**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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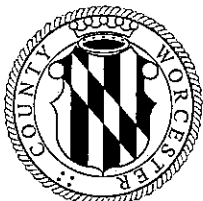
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## Worcester County

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21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to J.T. Novak in recognition of 11 years of service to the community, as a valued member of the Board of Electrical Examiners.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **J.T. Novak**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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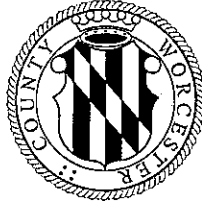
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MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

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21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Kenneth Lambertson in recognition of 22 years of service to the community, as a valued member of the Board of Electrical Examiners.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kenneth Lambertson**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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Joseph M. Mitrecic, Vice President

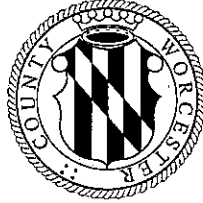
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Anthony W. Bertino, Jr.

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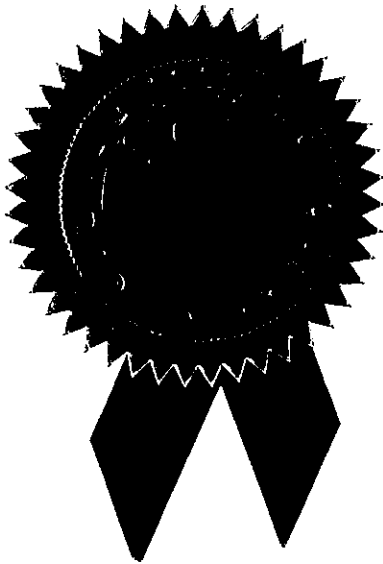
### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Michael Patchett in recognition of 10 years of service to the community, as a valued member of the Board of Electrical Examiners.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Michael Patchett**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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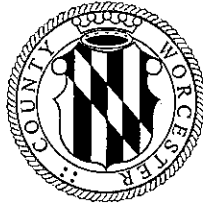
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## Worcester County

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SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Duane Duncan in recognition of 13 years of service to the community, as a valued member of the Board of Electrical Examiners.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Duane Duncan**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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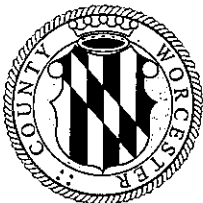
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## Worcester County

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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Bruce Spangler in recognition of 16 years of service to the community, as a valued member of the Ethics Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Bruce Spangler**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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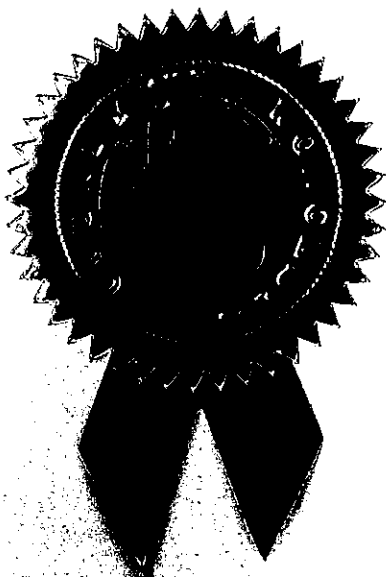
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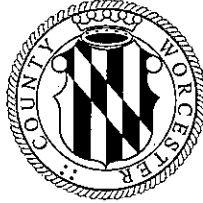
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to John Glorioso in recognition of 12 years of service to the community, as a valued member of the Housing Review Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **John Glorioso**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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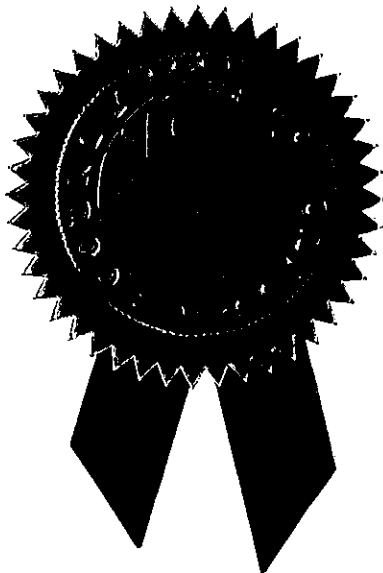
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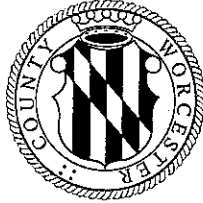
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Donna Dillon in recognition of 10 years of service to the community, as a valued member of the Housing Review Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Donna Dillon**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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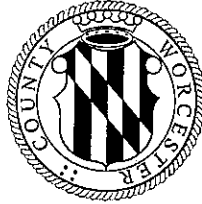
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James C. Church

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Theodore J. Elder

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Joshua C. Nordstrom





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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

## COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Sharon Teagle in recognition of 18 years of service to the community, as a valued member of the Housing Review Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Sharon Teagle**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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Diana Purnell, President

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Joseph M. Mitrecic, Vice President

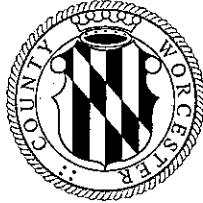
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Ira F. "Buck" Shockley in recognition of 15 years of service to the community, as a valued member of the LMB - Initiative to Preserve Families Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ira F. "Buck" Shockley**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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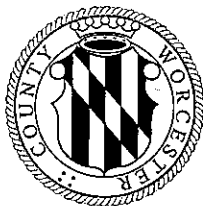
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Eloise Henry Gordy in recognition of 11 years of service to the community, as a valued member of the LMB - Initiative to Preserve Families Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Eloise Henry Gordy**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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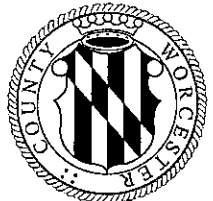
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## COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Mark Frostrom in recognition of 19 years of service to the community, as a valued member of the LMB - Initiative to Preserve Families Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Mark Frostrom**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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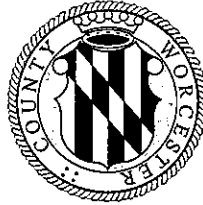
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Ron Cascio in recognition of 10 years of service to the community, as a valued member of the Board of Library Trustees.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ron Cascio**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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Theodore J. Elder

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Joshua C. Nordstrom

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



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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Vivian Nicholson Pruitt in recognition of 10 years of service to the community, as a valued member of the Board of Library Trustees.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend Vivian Nicholson Pruitt, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Rod Murray in recognition of 10 years of service to the community, as a valued member of the Local Development Council for the Ocean Downs Casino.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Rod Murray**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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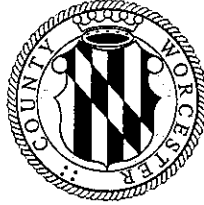
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Mayor Rick Meehan in recognition of 10 years of service to the community, as a valued member of the Local Development Council for the Ocean Downs Casino.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Mayor Rick Meehan**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Mayor Gee Williams in recognition of 10 years of service to the community, as a valued member of the Local Development Council for the Ocean Downs Casino.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend Mayor Gee Williams, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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*Citizens and Government Working Together*



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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Jim Rosenberg in recognition of 10 years of service to the community, as a valued member of the Local Development Council for the Ocean Downs Casino.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jim Rosenberg**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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James C. Church

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Theodore J. Elder

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**WHEREAS**, we extend our appreciation to Chief David Massey in recognition of 10 years of service to the community, as a valued member of the Local Development Council for the Ocean Downs Casino.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Chief David Massey**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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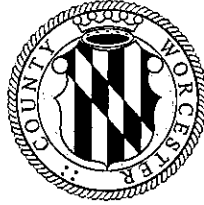
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**WHEREAS**, we extend our appreciation to Cam Bunting in recognition of 10 years of service to the community, as a valued member of the Local Development Council for the Ocean Downs Casino.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Cam Bunting**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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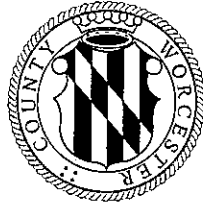
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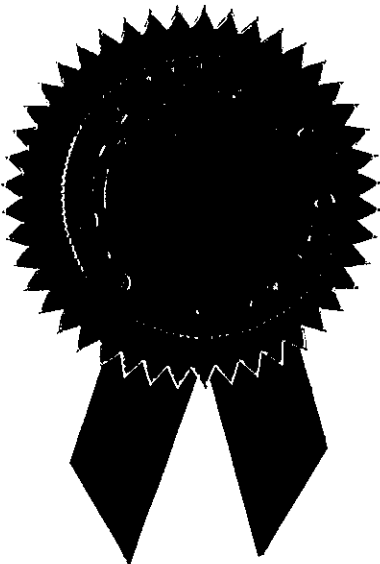
### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Betty Smith in recognition of 11 years of service to the community, as a valued member of the Planning Commission.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Betty Smith**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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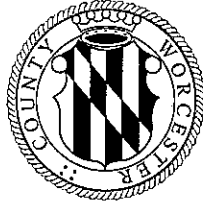
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**WHEREAS**, we extend our appreciation to Brooks Clayville in recognition of 16 years of service to the community, as a valued member of the Planning Commission.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Brooks Clayville**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

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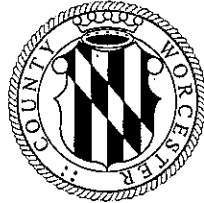
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James C. Church

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Theodore J. Elder

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Joshua C. Nordstrom



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

COMMISSIONERS  
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JOSEPH M. MITRECIC, VICE PRESIDENT  
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JAMES C. CHURCH  
THEODORE J. ELDER  
JOSHUA C. NORDSTROM

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Marlene Ott in recognition of 10 years of service to the community, as a valued member of the Planning Commission.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Marlene Ott**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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Diana Purnell, President

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Joseph M. Mitrecic, Vice President

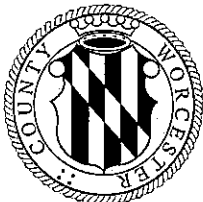
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Robert D. Rose in recognition of 12 years of service to the community, as a valued member of the Property Tax Assessment Appeal Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Robert D. Rose**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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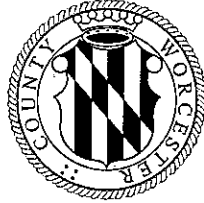
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Alvin "Hondo" Handy in recognition of 12 years of service to the community, as a valued member of the Recreation Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend Alvin "Hondo" Handy, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Nancy Howard in recognition of 10 years of service to the community, as a valued member of the Social Services Advisory Board.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend Nancy Howard, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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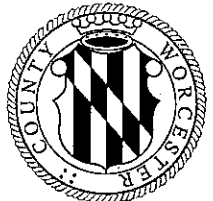
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# Worcester County

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## COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to James Rosenberg in recognition of 12 years of service to the community, as a valued member of the Solid Waste Advisory Committee.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **James Rosenberg**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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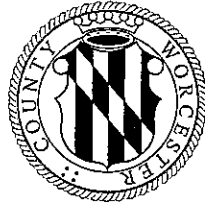
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**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Barbara Tull in recognition of 15 years of service to the community, as a valued member of the Tourism Advisory Committee.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Barbara Tull**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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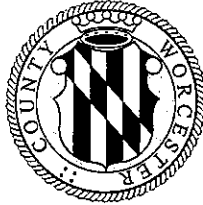
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TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Joseph Weitzell in recognition of 13 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the Mystic Harbour Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Joseph Weitzell**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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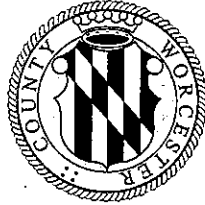
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21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Bob Hunt in recognition of 12 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the Mystic Harbour Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Bob Hunt**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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Diana Purnell, President

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Joseph M. Mitrecic, Vice President

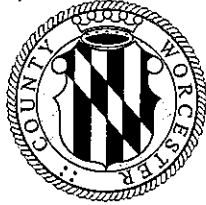
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## Worcester County

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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Richard Jendrek in recognition of 13 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the Mystic Harbour Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Richard Jendrek**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Frederick Stiehl in recognition of 12 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the Ocean Pines Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Frederick Stiehl**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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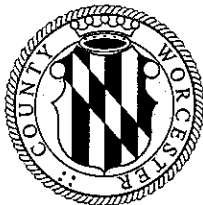
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### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to James Spicknall in recognition of 11 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the Ocean Pines Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **James Spicknall**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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Joseph M. Mitrecic, Vice President

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James C. Church

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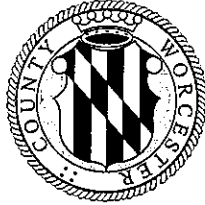
Theodore J. Elder

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Joshua C. Nordstrom

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**WHEREAS**, we extend our appreciation to Deborah Maphis in recognition of 23 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the West Ocean City Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Deborah Maphis**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.

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**WHEREAS**, we extend our appreciation to Gail Fowler in recognition of 15 years of service to the community, as a valued member of the Water and Sewer Advisory Council for the West Ocean City Service Area.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Gail Fowler**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

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**WHEREAS**, we extend our appreciation to Joseph W. Green, Jr. in recognition of 13 years of service to the community, as a valued member of the Board of Zoning Appeals.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Joseph W. Green, Jr.**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

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

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

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

\_\_\_\_\_  
Joshua C. Nordstrom



OFFICE OF THE  
COUNTY COMMISSIONERS

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

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Charlotte Cathell in recognition of 8 years of service to the community, as a valued member of the Commission for Women.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Charlotte Cathell**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

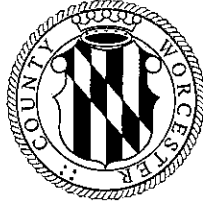
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\_\_\_\_\_  
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COUNTY COMMISSIONERS

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21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Eloise Henry Gordy in recognition of 9 years of service to the community, as a valued member of the Commission for Women.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Eloise Henry Gordy**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



\_\_\_\_\_  
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Joseph M. Mitrecic, Vice President

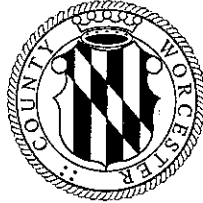
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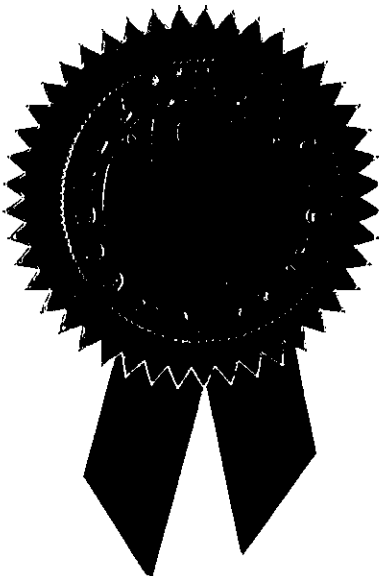
### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Nancy Fortney in recognition of 6 years of service to the community, as a valued member of the Commission for Women.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend Nancy Fortney, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

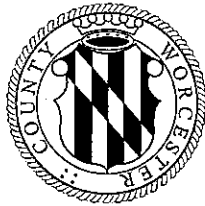
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\_\_\_\_\_  
Joshua C. Nordstrom



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## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

### COMMENDATION

**WHEREAS**, in honor of National Volunteer Week, April 7-13, 2019, we recognize our resident volunteers whose long-standing service on the many Worcester County boards and commissions enhances the services provided to our citizens, towns, and county; and

**WHEREAS**, we extend our appreciation to Teola Brittingham in recognition of 9 years of service to the community, as a valued member of the Commission for Women.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Teola Brittingham**, whose dedicated volunteer service contributes significantly to the quality of life in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 2<sup>nd</sup> day of April, in the Year of Our Lord Two Thousand and Nineteen.



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

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Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom



5

**NOTICE OF PUBLIC HEARING**  
**AMENDMENT TO WORCESTER COUNTY WATER AND SEWERAGE PLAN**  
**AND EXPANSION OF THE OCEAN PINES SANITARY SERVICE AREA**  
**AND THE RIVER RUN SANITARY SERVICE AREA**  
**TO ADD THE FORMER PINE SHORE NORTH GOLF COURSE PROPERTY**

The Worcester County Commissioners will hold a concurrent public hearing to consider applications filed by Mark Cropper and Dane Bauer on behalf of River Run Development Associates LLC and Nichols-Neff Properties, LLC for a proposed amendment to the Worcester County Water and Sewerage Plan and an expansion of the Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area. The application for amendment to the Water and Sewerage Plan seeks to add the water and wastewater systems for a proposed residential community on land formerly known as the Pine Shore North Golf Course on the property shown as Parcels 127 and 259 on Worcester County Tax Map 15, Tax Account I.D. # 03-005364 and # 03-005372, located on Beauchamp Road, east of Racetrack Road, north of the current boundary of the Ocean Pines Sanitary Service Area and directly southwest of the current boundary of the River Run Sanitary Service Area. The applicant also proposes the sanitary services area for the project be re-designated from categories S-6 and W-6 (no planned service) to S-1 and W-1 (Present to 2-years). The applicant is proposing that the sanitary services for the expanded service area be provided by the purchase of ninety (90) equivalent dwelling units (EDUs) of potable water capacity from the Ocean Pines Sanitary Service Area and ninety (90) EDUs of wastewater treatment capacity purchased from available excess capacity from the River Run Sanitary Service Area. The Worcester County Planning Commission reviewed the proposed Water and Sewerage Plan amendment at its meeting on January 3, 2019 and found it to be consistent with the Worcester County Comprehensive Plan and the zoning category for the subject properties. The County Commissioners will also evaluate the proposed expansion of the sanitary service area in accordance with the provisions of Section PW 5-305 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland and the staff reports.

The **PUBLIC HEARING** on these applications will be held on

**TUESDAY, APRIL 2, 2019**  
**at 10:30 A.M.**

in the  
County Commissioners' Meeting Room  
Room 1101 - Government Center  
One West Market Street  
Snow Hill, Maryland 21863

The case file for the applications may be reviewed at the Department of Environmental Programs, Room 1306 (3rd floor) - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863 between the hours of 8:00 A.M. to 4:30 P.M., Monday through Friday (except Holidays). Anyone having questions should contact Robert Mitchell, Director of Environmental Programs, at 410-632-1220.

All interested citizens are encouraged to attend the hearing and express their views on the proposed amendments and actions. Both written and oral testimony will be accepted.

THE WORCESTER COUNTY COMMISSIONERS


1a



Worcester County  
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS  
Director 

Public Hearing  
on April 2, 2019

Subject: Request to Schedule Public  
Amendment of Master Water and Sewerage Plan  
Ocean Pines Sanitary Service Area and  
River Run Sanitary Service Area  
Reclassification of Water and Sewer Planning Area Designations

APPROVED  
Worcester County Commissioners  
Date HH 3/15/19

Date: February 26, 2019

The Department is in receipt of a request for amendment to the County's Comprehensive Water & Sewerage Plan submitted by Mr. Mark Cropper, on behalf of the River Run Development Associates, LLC (River Run) and Nichols-Neff Properties, LLC. The purpose of the amendment is to change planning area designations in conjunction with expanding the River Run Sewer Planning Area and the Ocean Pines Water Planning area to serve a proposed residential development on the dormant Pine Shore North Golf course.

The amendment application was reviewed by the Worcester County Planning Commission at their January 3, 2019 meeting and was found to be consistent with the County's Comprehensive Development Plan. The Planning Commission therefore forwards a favorable recommendation on the application.

Attached is the amendment package and I have also included the Sanitary Service Area staff report for expansion of the River Run Sanitary Area for sewer and the Ocean Pines Sanitary Area for water. We would like to schedule a joint public hearing on the matter at the next available meeting of the County Commissioners. A draft ad for the hearing will be sent electronically to Kelly Shannahan, Assistant Chief Administrative Officer.

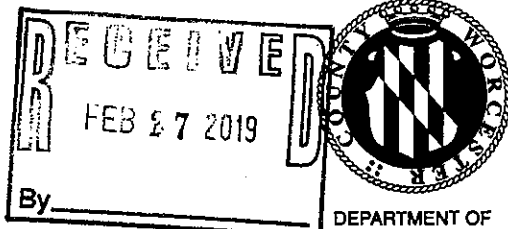
p.34

As always, I am available at any time for the presentation and to answer any questions on this matter.

Attachments

cc: WS File – River Run/Ocean Pines, SW 2018-4

Citizens and Government Working Together



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1220 / FAX: 410-632-2012

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT & EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

December 27, 2018

Worcester County Planning Commission  
Worcester County Courthouse  
1 West Market Street, Room 1201  
Snow Hill, MD 21863

RE: Transmittal-Comprehensive Water and Sewerage Plan Amendment –River Run Sanitary Area and Ocean Pines Sanitary Area – Reclassification of Water/Sewer Planning Area Designations – Pine Shore North Golf Course Property TM 15 Parcels 127, 259 (SW-2018-4)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to revise the water and sewer planning classifications for the dormant Pine Shore North golf course property. Ocean Pines Sanitary Area in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* (“Application for Amendments”), the applicant submitted a complete application and we have attached it.

River Run Development Associates, LLC (River Run) and Nichols-Neff Properties, LLC (Nichols) are the joint applicants for this amendment. This amendment seeks to reclassify the sewer and water planning areas for two adjacent parcels comprising the dormant golf course from S-6/W-6 (no planned service) to S-1/W-1 (within two years) and include this change within the appropriate sewer and water planning area information in *The Plan*. The reclassification of the sewer planning area will be for the River Run Sanitary Area and service to the properties will be from the River Run WWTP. The reclassification of the water planning area will be for the Ocean Pines Sanitary Area and service to the properties will be from the Ocean Pines water treatment and distribution system.

The applicant is requesting a change in the water and sewer service classifications in order to serve a proposed residential subdivision. The subject properties are located on the northwesterly side of Beauchamp Road, to the northeast of the junction with Racetrack Road (MD Route 589). The

properties are more specifically identified on Tax Map 15 as Parcels 127 and 259. The proposed development will consist of a residential subdivision consisting of ninety (90) single-family homes. The applicant is planning an initial utilization of ninety (90) EDUs of public sewer from the River Run Sanitary Area and ninety (90) EDUs of public water from the Ocean Pines Sanitary Area to serve the proposed development. The sewer capacity is available to the property by way of a developer's agreement that allows the River Run developer the ability to reassign sewer capacity, provided that planning and other local and state approvals are obtained. This was done under a previous amendment in November of 2000 to provide sewer capacity for the Most Blessed Sacrament School on Route 589. The River Run developer has excess capacity within their system that will not be utilized as a part of any future development of housing units within their community. They have contracted with the owner of the subject property to provide this capacity for the proposed development. The water is proposed to be provided to the development from capacity obtained directly from the Ocean Pines Sanitary Area.

The applicant is proposing to connect to the sewer collection system by connecting to appropriate location(s) within the River Run infrastructure. They will connect to the Ocean Pines water distribution system by way of connection at a point authorized by the County on the existing water main in place on Beauchamp Road. Where system components will be maintained and serviced by Worcester County, the developer-constructed infrastructure will be built under a Public Works agreement and will be turned over upon inspection and acceptance of the construction and materials by County personnel.

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with The Comprehensive Plan. The Planning Commission may also submit its project comments and recommendations. The findings and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

### **Comprehensive Plan Policies**

The Comprehensive Plan assigns two (2) land use designations for this property within the River Run and Ocean Pines sewer and water planning areas. These designations are:

1. Existing Developed Area
2. Agriculture

Existing Developed Areas are defined (p. 13) as follows:

- Existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained.
- Not designated as growth areas, these areas should be limited to infill development.

Agricultural Areas are defined (p.18) as follows:

- Reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted.

The comprehensive plan goes on to state:

Chapter One, "Introduction" states:

- Provide for adequate public services to facilitate the desired amount and pattern of growth (p.8).

December 27, 2018

Chapter Two, "Land Use", under Watershed Analysis states:

- For this planning period, the location of growth has been shifted away from the MD 589 corridor to avoid more transportation problems (p. 27)
- MD 589 has been designated as currently "impacted" and unsuitable for development beyond infill of existing lots in accordance with current zoning (p.27).

Chapter Three, "Natural Resources", under Total Maximum Daily Loads (TMDLs) states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p.33).
- Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources...clean surface and ground water (p. 33).
- Improve water bodies on the "Impaired Water Bodies (303d) List" to the point of their removal from this list (p. 33).
- To address the county's responsibility, all reasonable opportunities to improve water quality should be undertaken as a part of good faith efforts to meet the TMDL standards." (p.36)

Chapter Six, "Public Infrastructure" states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).
- Require new development "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates (p.70).
- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).
- Sewer systems should be sized to serve their service areas' planned for land uses (p. 74).

### **Zoning**

The current River Run and Ocean Pines *Planning Areas* have already been approved under various amendments and are appropriately zoned for the current and proposed uses planned for the existing sanitary area properties, including the subject properties presented in this reclassification amendment. The proposed expansion properties, which total approximately 95.08 acres in area, have a single zoning designation. They carry an R-1 (Rural Residential District) zoning classification. This district is intended to protect and preserve the low-density rural residential areas of the County which are not generally planned for substantial population growth, but this district does contemplate development for which limited public services are available or planned. The specific uses and density proposed by this applicant are consistent with what is permitted in this zoning district.

### **Department of Public Works Comments**

The Department of Public Works had no comments on this amendment.

### **Staff's Comments**

Staff comments are submitted below for your consideration.

1. The River Run WWTP and Ocean Pines water system have adequately available sewer (River Run) and water capacity (Ocean Pines) to handle this proposed development.
2. The *Planning Area's* zoning classification permits the proposed uses. Any construction in the *Planning Area* would be required to meet the provisions of the storm water program and other local and state regulatory requirements.
3. The *Planning Area's* land use designation of existing developed area permits the proposed uses. The part of the properties that carries a land use designation of agriculture is an inconsistency that tagged these properties with two different land use designations under the *Comprehensive Plan*, where the golf course was a common use across both properties. Both properties carried an Estate land use designation in the prior (1989) land use map, but they were given the dual land use designations under the current (2006) plan. The properties were successfully rezoned from E-1 (Estate) to a more intensive classification of R-1 (Rural Residential) in 2016. These properties are surrounded by land use designations of existing developed, save for the agricultural fields for historically farmed property to the rear (and northwest) of the property. The provision of sewer capacity from the neighboring subdivision downsizes their build-out potential while supplying the sanitary capacity for this proposed subdivision. Since the River Run system has a limited amount of capacity under their groundwater discharge permit, the net effect is no residential unit gain in the immediate area with this capacity transfer between the existing River Run community and this adjacent proposed community. The proposed development will be located across both properties in the same manner as the golf course was constructed across the lot lines.
4. This proposal, while expanding the original service area, does not require the expansion of water or sewer treatment facilities other than there will be a more complete build out of planned phases for the River Run spray system to realize the capacity needed to serve these EDUs as authorized under the River Run groundwater discharge permit. Additional public infrastructure, where publically operated and maintained, will be constructed by the applicant and turned over to the County for connections to existing River Run (sewer) and Ocean Pines (water) systems.
5. The County's preferred method of discharge is spray irrigation. This amendment proposes connection to the River Run WWTP, which is a spray plant, so it will not add to any remaining point source discharges in the area. Also, our septic records for the property file indicate a capacity of 4,200 gallons per day from three (3) separate systems for onsite sewage for the dormant golf course. Retirement of this septic capacity will be a benefit to the St. Martins River watershed and will help protect the unconfined water supply in this area.
6. The properties are shown in the Source Water Assessment Report for Ocean Pines as falling within the Zone #2 area for Well #4 of the Ocean Pines Sanitary Area Water Supply. One of the planning measures for this water system is to have the wellhead protection area properties sewered. This is especially important as the Ocean Pines water supply in this area is sourced from an unconfined aquifer. This property also falls within the St. Martins River/Ocean Pines Water Management Strategy Area. As a property located entirely within this area, it would be in the public interest to convert users of the unconfined water table to the public water system. This would help mitigate stress on the unconfined Pleistocene (Columbia) aquifer serving the area and supplying the public water supply wells in North Ocean Pines. These properties would abandon their existing wells and extinguish their water appropriation permit for groundwater withdrawal.

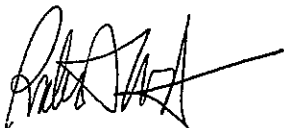
December 27, 2018

7. Appropriate zoning was provided in this area for densities and uses consistent with the character that is normally present in an Existing Developed Area (EDA). This will provide for orderly infill development within this EDA at the northern border of the Ocean Pines community. Minimal residential and other incompatible uses are permitted and were contemplated for Agricultural Area land use designations, where appropriate. This is a Rural Residential (R-1) district
8. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. Other than an explained land use designation matter described and commented on above, as proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

If you need further information, please contact us.

If you need any additional information or have any questions, please do not hesitate to contact me at (410) 632-1220.

Sincerely,



Robert J. Mitchell, LEHS  
Director

Attachments

cc: WS Amendment File (SW 2018-4)

# **Attachment 1**

# **Application**



**Application for Amendment of the  
Comprehensive Water and Sewerage Plan  
Worcester County, Maryland**

Date: October 30, 2018

Applicant (name, mailing address, phone and FAX number):  
Name: River Run Development Associates, LLC  
Address: 11605 Masters Lane Contact Person: Dane Bauer  
Berlin, MD 21811 Telephone: 410.812.9109

Amendment Type: Water  Sewer  Other   
Amendment Character:  Addition  Deletion  Change

Please complete all the applicable forms included in this package. If a system does not already exist, the "Existing System" sheet is not required. Include a map of the area to be served at a scale of at least 1" = 2,000'. Return the completed application in:

Department of Environmental Programs  
1 West Market Street Room 1306  
Snow Hill, Maryland 21863

The fee for major amendment (adding or deleting service capacity or area(s)) is \$500.  
Minor amendments (not adding or deleting service) are \$100.  
Note: Modification of this form will void the application.

Property Identification:  
Tax Map 15 & 16 Parcel Number(s): 126, 271 | 99, 100, 101, 102, 110, 114, 116, 264  
Town/Community Name: River Run

Location Description:  
The entrance to River Run is on the north side of Beauchamp Road across from Ocean Pines.

Property Owner Signature: [Signature] Date: 11/29/18

Property Owner Signature: [Signature] Date: 11/29/18

Applicant Signature: [Signature] Date: 11/29/18

(If other than property owner) River Run Development Associates, LLC - Sewer Amendment

Applicant Signature: [Signature] Date: 11/29/18

(If other than property owner) Nichols-Neff Properties, LLC - Water Amendment

**\*\*NOTE - Notwithstanding the adoption of the County Comprehensive Water and Sewer Plan and approval of the Service Area Expansions by the Worcester County Commissioners which authorizes the transfer of EDUs from the River Run to Pine Shores North, the actual transfer of EDUs cannot take place until all conditions of the EDU Agreement between the parties have been fully satisfied at which time a "transfer document" in the form annexed hereto will be delivered from RRDA, LLC to Nichols-Neff Properties, LLC with a copy to the County Attorney**

\*Form for water and sewerage (includes application for plan amendment application 0 0 0)

In (at) Here: [Signature]

**Water and Sewerage Plan Amendment Application  
 Worcester County, Maryland  
 Proposed Uses**

\* Please provide as much detail as possible on the proposed uses and review Worcester County zoning provisions for permitted uses.

**RIVER RUN**

<u>Tax Map</u>	<u>Parcel</u>	<u>Zoning</u>	<u>Proposed Use*</u>	<u>EDU's Needed (Approx.)</u>
15	126	R-1	Residential Housing	
15	271	R-1	Residential Housing	
16	99	R-1	Residential Housing	
16	100	R-1	Residential Housing	
16	101	R-1	Residential Housing	
16	102	R-1	Residential Housing	
16	110	R-1	Residential Housing	
16	114	R-1	Residential Housing	
16	118	R-1	Residential Housing	
16	264	R-1	Residential Housing	
<b>SUBTOTAL</b>				<b>358</b>

**NICHOLS-NEFF**

<u>Tax Map</u>	<u>Parcel</u>	<u>Zoning</u>	<u>Proposed Use*</u>	<u>EDU's Needed (Approx.)</u>
15	127	R-1	Residential Housing	
15	259	R-1	Residential Housing	
<b>SUBTOTAL</b>				<b>90</b>

**TOTAL**

**448**

*[Handwritten Signature]*  
 Initial Here:

April 13, 2004

# Water and Sewerage Plan Amendment Application Worcester County, Maryland Existing Sewer System

## System Parameters

Date: 30-Oct-18  
 System Name: River Run  
 System owner: Worcester County  
 System operator: Worcester County  
 Priority/Sewer and \_\_\_\_\_  
 Water Plan Category S-1  
 Service area: River Run Sanitary Service Area  
 [Tax Map and parcel(s)]

	Year		
	<u>2018</u>	<u>2020</u>	<u>2025</u>
<u>Population served:</u>			
EDU's served (and committed)	<u>335</u>		<u>448</u>
EDU's unserved	<u>113</u>		<u>0</u>
GPD per EDU	<u>250</u>		<u>250</u>

<u>System capacity</u>			
Demand (MGD)	<u>0.084</u>		<u>0.112</u>
Planned (MGD)	<u>0.028</u>		<u>0</u>
Permitted (NPDES/groundwater)	<u>0.112</u>		<u>0.112</u>

Collection system description: A system of gravity sewers, pump stations and forcemains.

## Treatment Plant

Location (N/E): 38.398338, -75.180954 (11515 River Run Lane)  
 Type: Activated sludge followed by storage and spray irrigation  
 Site area (acres): \_\_\_\_\_ Occupied area: \_\_\_\_\_ Unused area: \_\_\_\_\_  
 Current Capacity (MGD): Secondary: 0.112 Advanced: \_\_\_\_\_  
 Potential Capacity (MGD): Secondary: 0.112 Advanced: \_\_\_\_\_  
 Existing flow (MGD): 0.050 Average: 0.050 Est Peak: 0.200  
 Sludge disposal: Pump and haul to Ocean Pines / dewatered sludge to landfill

## Discharge:

Type: Spray irrigation on golf course  
 Location: River Run Golf Course  
 NPDES/groundwater permit number: 13-DP-2394

**Comments** (planned expansion; alteration, abandonment if interim [indicate date], or other changes; problems; etc.)

Map change to show River Run Sewer Service Area being extended to the adjacent property owned by Nichols-Neff Properties, LLC.

Initials Here: CW

**Water and Sewerage Plan Amendment Application**  
**Worcester County, Maryland**  
**Planned Sewer System**

Date: 10/30/2018

**System Name:** River Run  
**Area Served:** River Run Sewer Service Area to be expanded for Nichols-Neff Properties LLC  
**Owner:** River Run Development Associates, LLC  
**Operator:** Worcester County

Population and Capacity	2018	2020	2025	2030
Population Served (EDU):(and committed)	335		448	448
Population Unserved (EDU):	113		0	0
GDP per EDU:	250		250	250
System Capacity Demand (MGD)	0.084		0.112	0.112
System Capacity Planned:	0.112		0.112	0.112
Permitted Capacity (MGD):	0.112		0.112	0.112

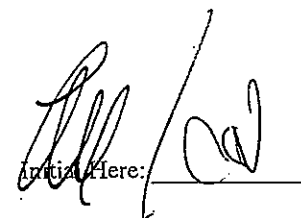
**Collection System**  
**Type (circle one):** Combined Separate  
**Description:** A system of pump stations, gravity sewers, and forcemains  
**Condition of Transmission facilities:** Facilities in good condition and maintained by Worcester County.

**Treatment Facility**  
**Location (MD coordinates):** 38.398338, -75.180954  
**Type:** Activated sludge followed by storage and spray irrigation  
**Total Site Size (acres):** \_\_\_\_\_ **Occupied by facility:** \_\_\_\_\_  
**Design Flow (MGD)** 0.112  
**Existing Flow (MGD): Average:** 0.05 **Peak:** 0.2  
**Sludge disposal method:** Pump and haul to Ocean Pines / dewatered sludge to landfill

**Discharge**  
**Type:** Spray irrigation on golf course  
**Location:** River Run Golf Course  
**NPDES permit # & expiration date:** 13-DP-2394 | Exp - November 30, 2019

**Op., Maint., and Replacement Costs:** Owned and operated by Worcester County  
**Funding Source:** Rate payer utility fees.

**Comments:** The purpose of the amendment is to transfer 90 EDUs of excess capacity from River Run Development Associates, LLC to Nichols-Neff Properties, LLC.

Authorized Here: 

April 13, 2004

# Water and Sewerage Plan Amendment Application

## Worcester County, Maryland

### Existing Water System

Date: October 30, 2018

System name: Ocean Pines  
 System owner: Worcester County  
 System operator: Worcester County DPW  
 Priority/Sewer and  
 Water Plan Category: \_\_\_\_\_  
 Service area: W-1

	Year		
	2018	2020	2025
<u>EDU's Population served:</u>			
Served	8,425	8,700	9,000
Unserved	1,575	1,300	1,000
GPD per EDU	250	250	250

<u>System capacity</u>			
Demand (MGD)	1.09	1.2	1.35
Planned (MGD)	1.5	1.5	1.5

#### Production Wells

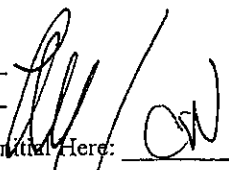
Well number: 2, 3, 4, 5, 10  
 Aquifer: Columbia  
 Location: North side OP  
 Depth: 100'-125'  
 Diameter: 8"  
 Max. yield: 450-500 gpm  
 Pumping capacity: 2,500 gpm  
 Water quality: Exceptionally high

#### Treatment

Water source: Columbia  
 Treatment - pH adjustment,  
 Type: disinfection  
 Location: At well heads  
 Rated Capacity: 3 MGD with one well out of service  
 Average production: 1.1  
 Max. peak flow: 2.5 MGD  
1.4 MG (500,000 tower, 250,000 tower, 250,000 ground level storage tank, and Riddle Farm connection)  
 Storage capacity: \_\_\_\_\_  
 Sludge disposal: None

Comments (expansion plans [MGD/dates]; problems; planned improvements; etc.)

No expansion plans.

Initial Here: 

April 13, 2004  
**Water and Sewerage Plan Amendment Application**  
**Worcester County, Maryland**  
**Planned Water System**

Date: 30-Oct-18  
 System Name: Ocean Pines  
 System Owner: Worcester County  
 System Operator: Worcester County DPW

Sewer/Water Plan proposed category: W-1 (W-1, W-2, W-3)

Service area: TM 15, Parcels 127 and 259  
 [Tax Map and parcel(s)]

	Year		
	2018	2020	2025
Population served: (EDU's served)	90	90	90

Gallons per EDU: 250

Constructed by: Water interconnection from Ocean Pines to Nichols-Neff Properties, LLC to be provided by the purchaser under a EDU Purchase/Turnover Agreement with Worcester County.

Planned Distribution System: Water interconnection to Ocean Pines and system of water distribution pipes to 90 single family residential units.

**System parameters:**

Well location: North side of OP  
 Well depth/aquifer: 100'-125'  
 Treatment facilities: pH adjustment, disinfection  
 Storage facilities: 1.4 MG ((500,000 tower, 250,000 tower, 250,000 ground level storage tank, and Riddle Farm connection)  
 Distribution system: System of pipes and pumps connected to storage facilities.  
 Pumping capacity: 2,500 gpm  
 System Cost: N/A  
 Funding source: Interconnection to be funded by private party

**Construction schedule:**

Start: 2019  
 Complete: 2020

Comments: Nichols-Neff Properties, LLC proposed to be developed using River Run sewer service and Ocean Pines water service for 90 proposed single family units.

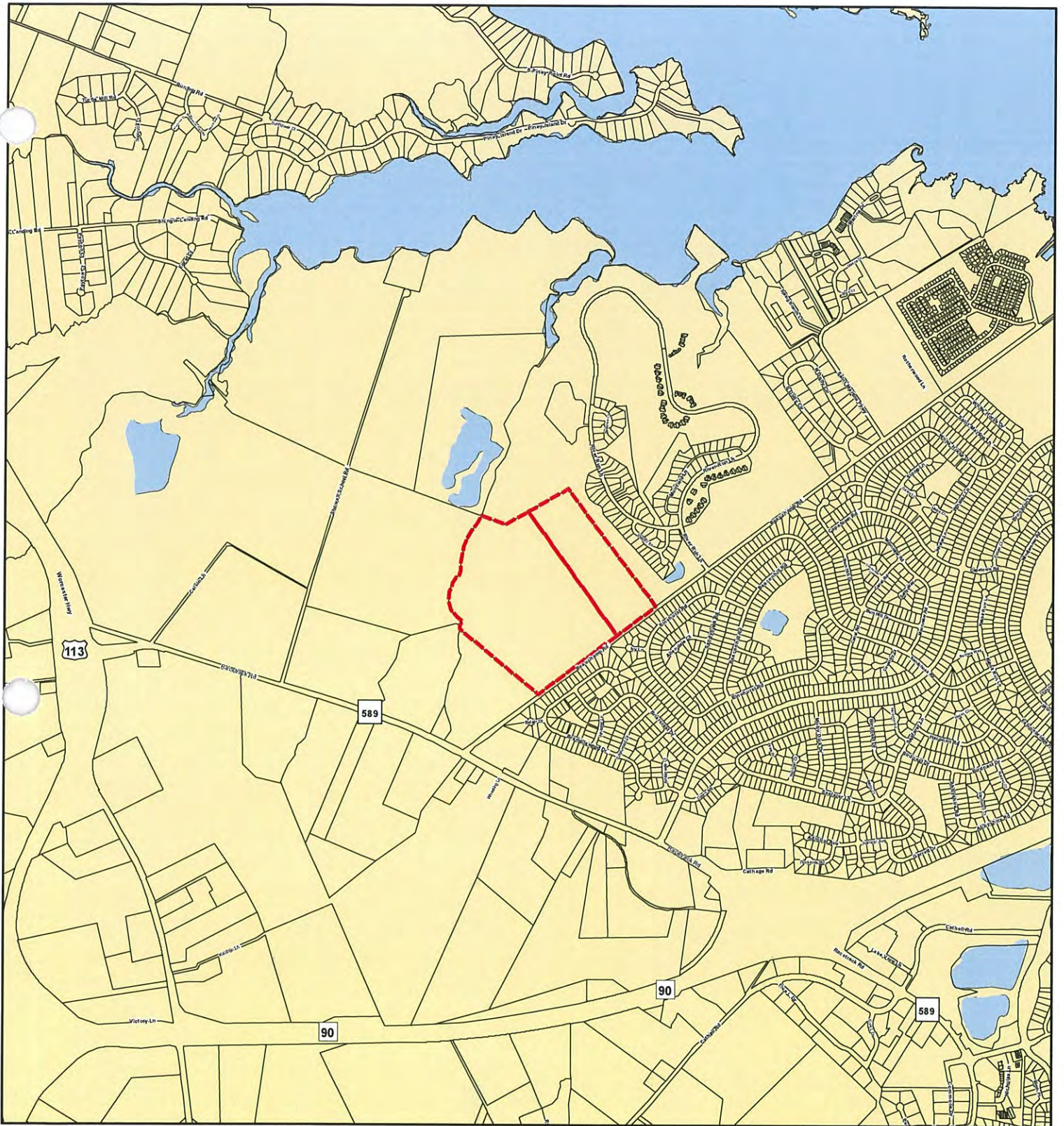
Agreement, Policies: EDU Purchase Agreement from County and Small Project Agreement for the interconnection

Allocation: 90 EDUs

Initial Here: 

# Attachment 2

# Maps





0.3 0.15 0 0.3 Miles



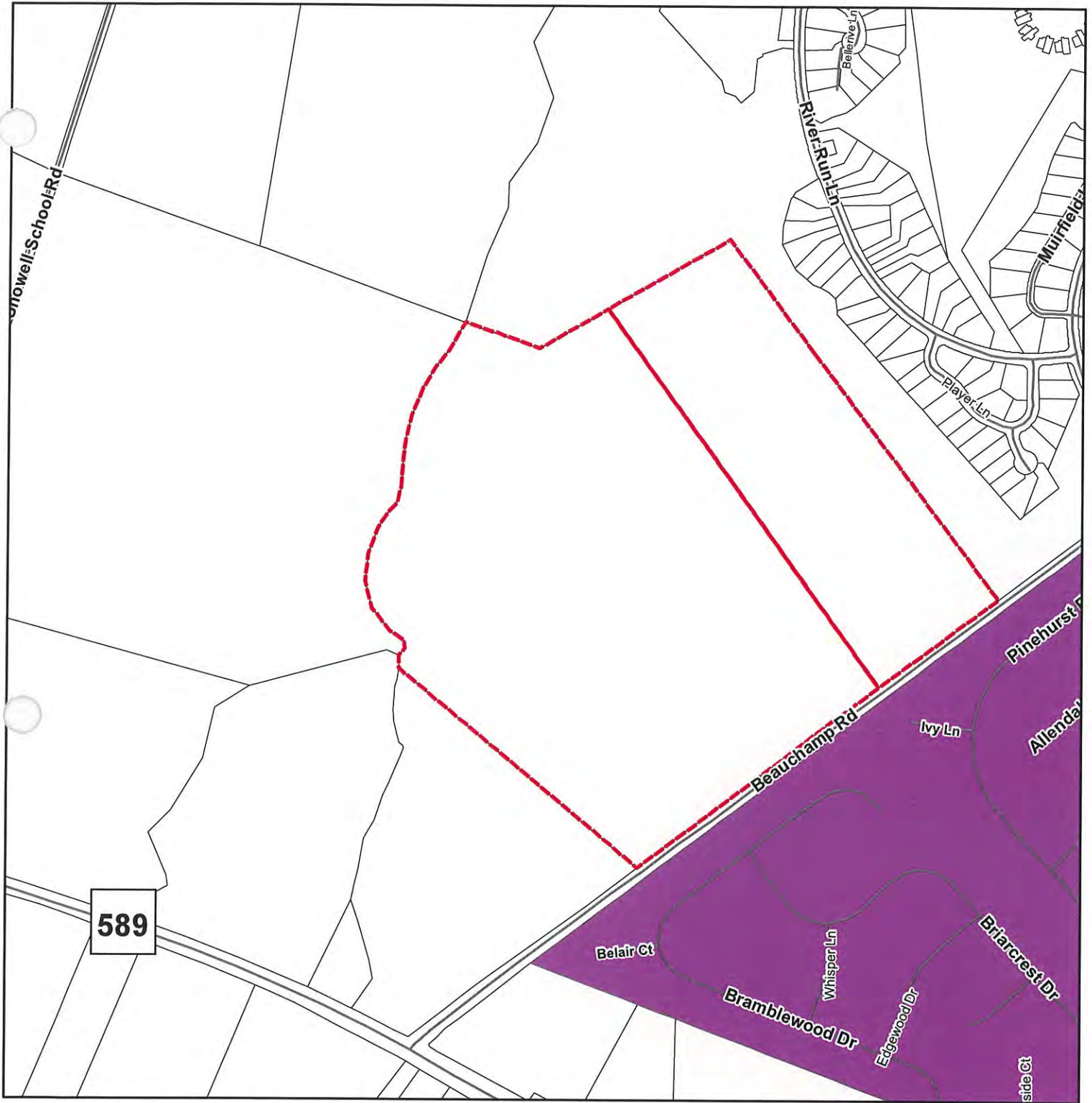
**General Location**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

	Property Boundary
	Parcel

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.





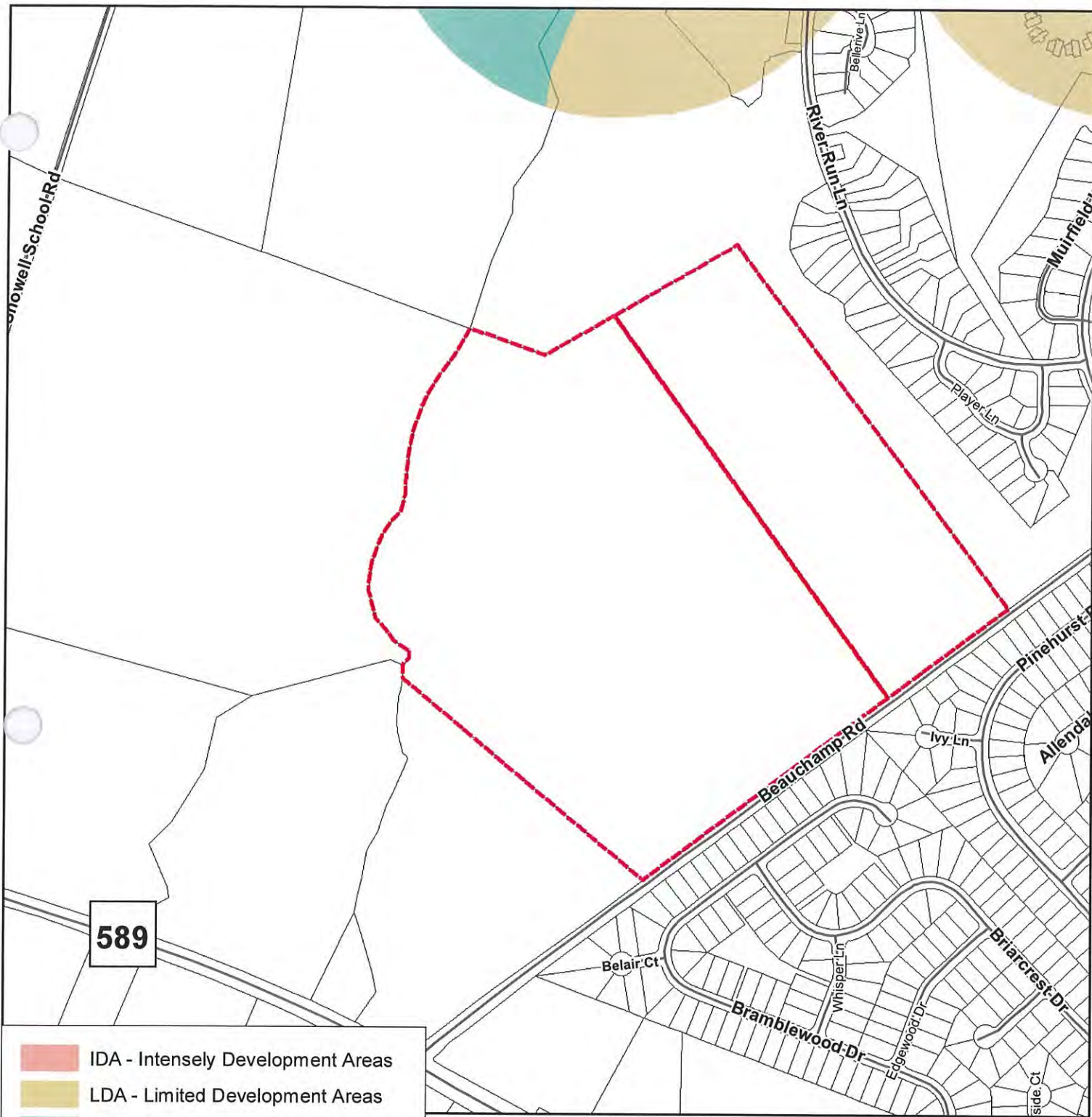
0.1 0.05 0 0.1 Miles



**Priority Funding Area**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Data: Worcester County



- IDA - Intensely Development Areas
- LDA - Limited Development Areas
- RCA - Resource Conservation Areas
- Out of Program
- Tidally Influenced Areas
- Property Boundary
- Parcel

0.1 0.05 0 0.1 Miles



**Critical Area**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Critical Area data: MD DNR/Worcester County.



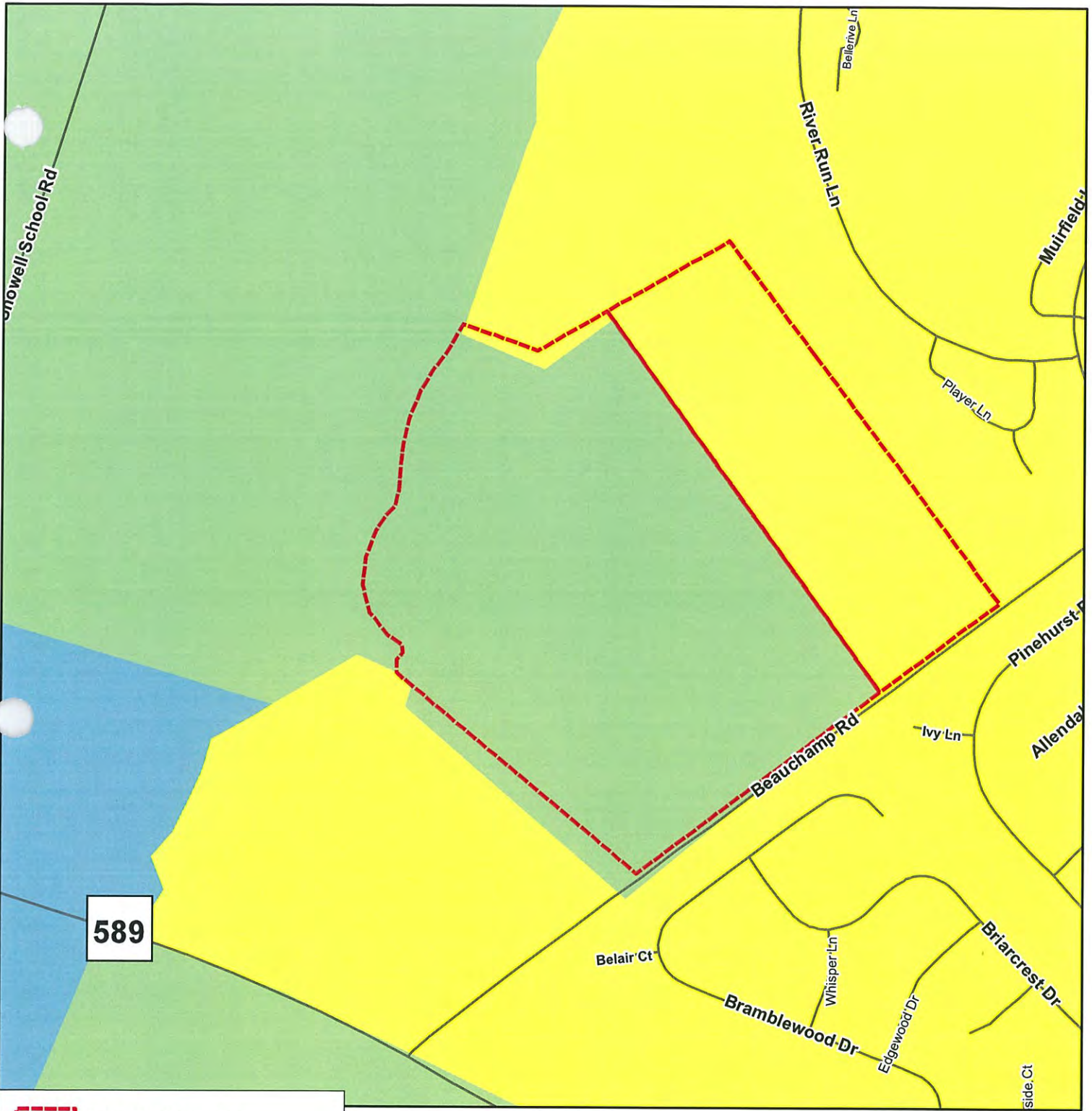
0.1 0.05 0 0.1 Miles



### Floodplain

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Data: FEMA

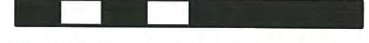


 Property Boundary

**Land Use Plan**

-  Agriculture
-  Existing Developed Centers
-  Institutional

0.1 0.05 0 0.1 Miles




**2006 Land Use Plan**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Data: Worcester County

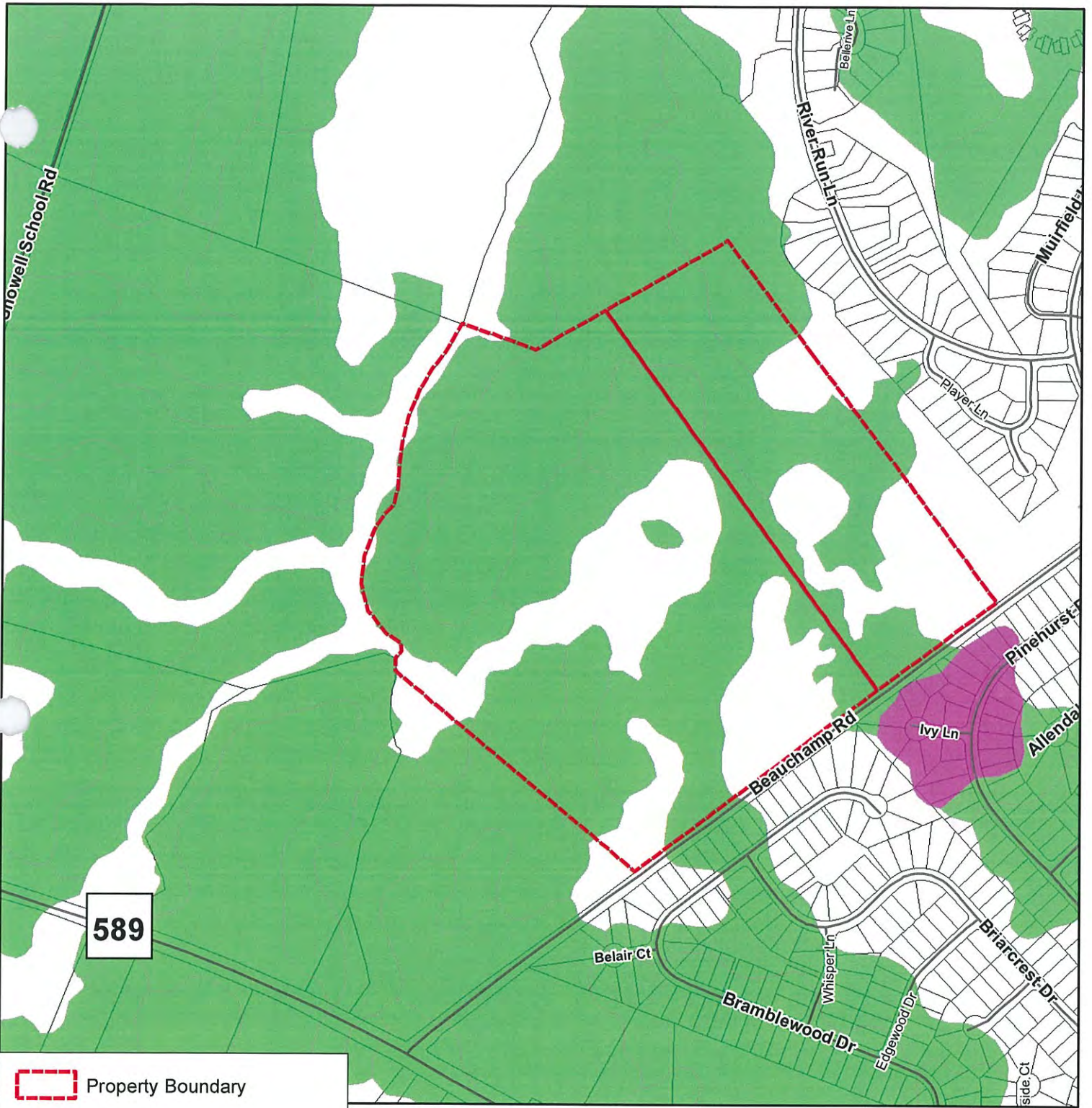


 Property Boundary

0.1 0.05 0 0.1 Miles  


### Aerial Image (2016)

Nichols Neff Properties, LLC  
S-1 Proposed  
Case 2018-4



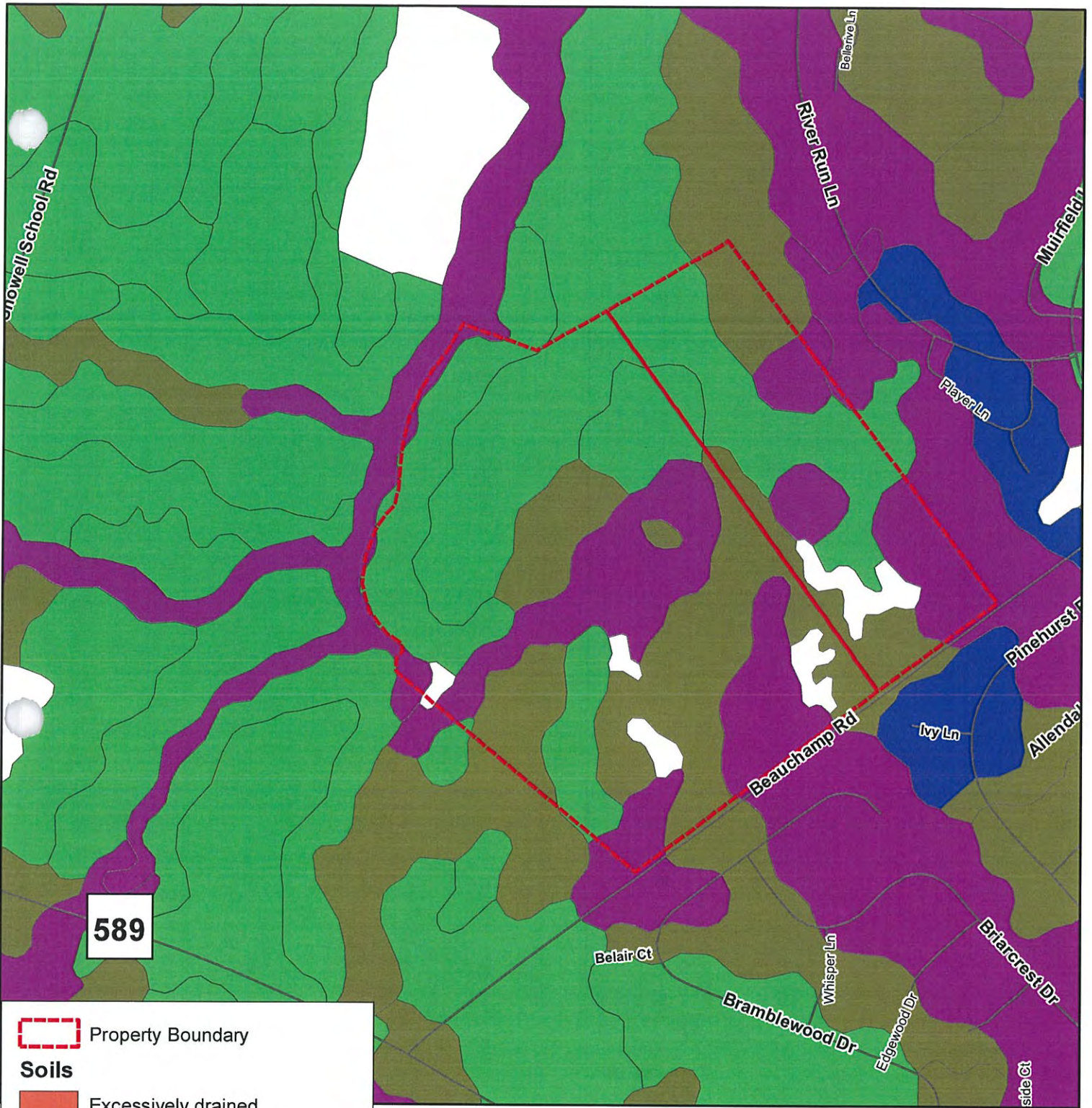
- Property Boundary
- All areas are prime farmland
- Prime farmland if drained
- Prime farmland if irrigated
- Parcel










**Soils: Prime Farmland**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Soils data: MDA/NRCS.



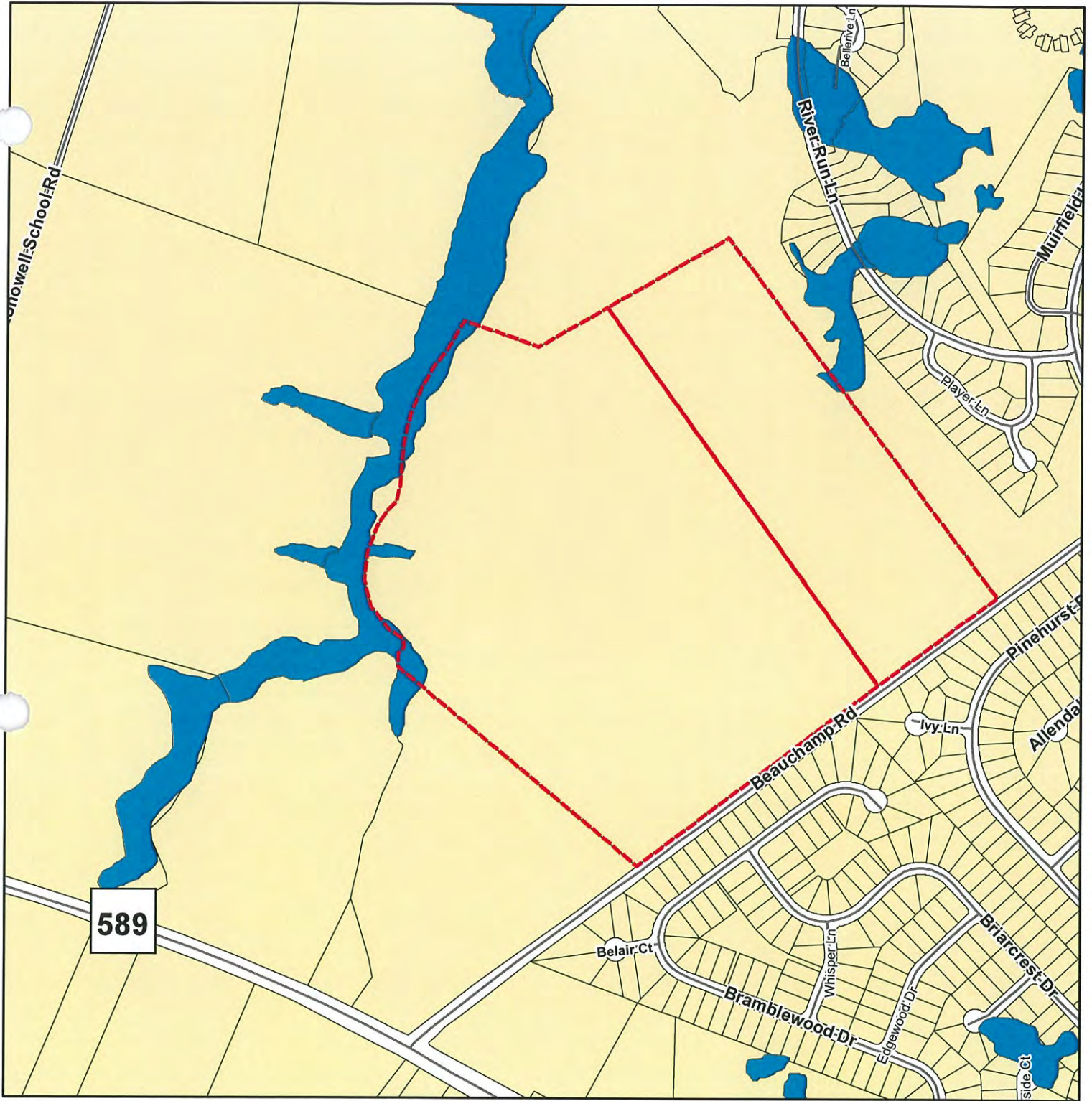
-  Property Boundary
- Soils**
-  Excessively drained
-  Moderately well drained
-  Poorly drained
-  Somewhat excessively drained
-  Very poorly drained
-  Well drained



**Soils: Drainage**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Data: MDA/NRCS



0.1 0.05 0 0.1 Miles



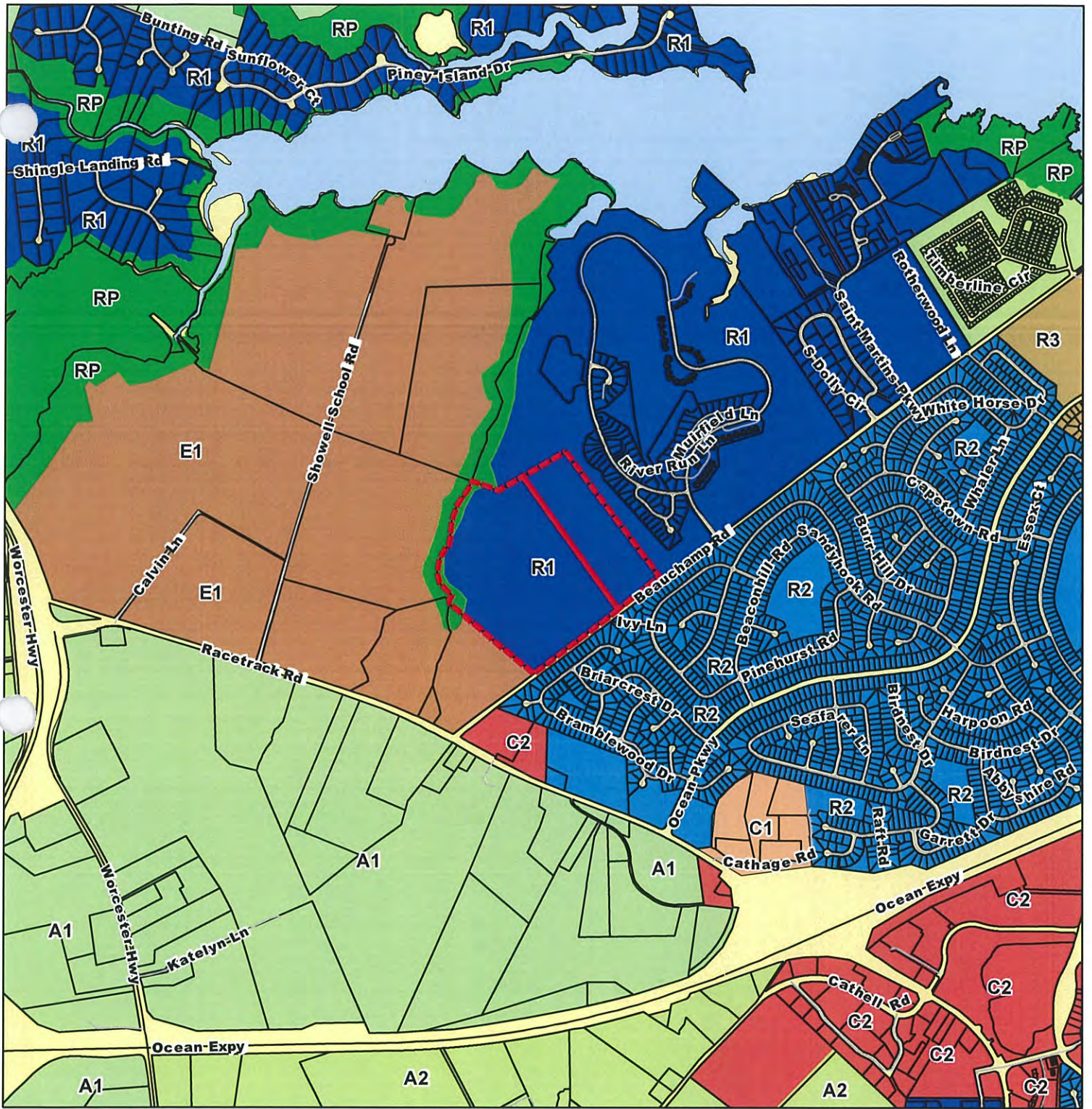
### Wetlands Guidance Map

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

	Property Boundary
	Wetlands
	Parcel

Prepared by the Worcester County Department of Environmental Programs, October 25, 2018.  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.  
 Aerial image made 2016.  
 Data: MD/DNR





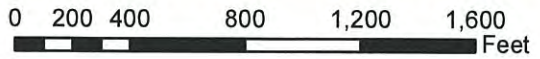
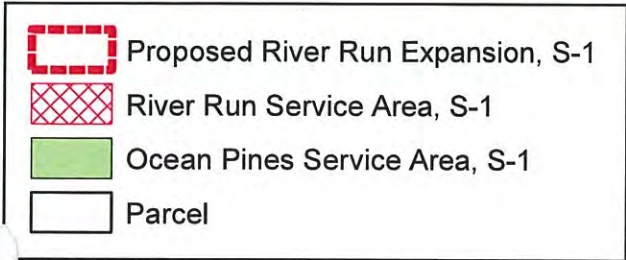
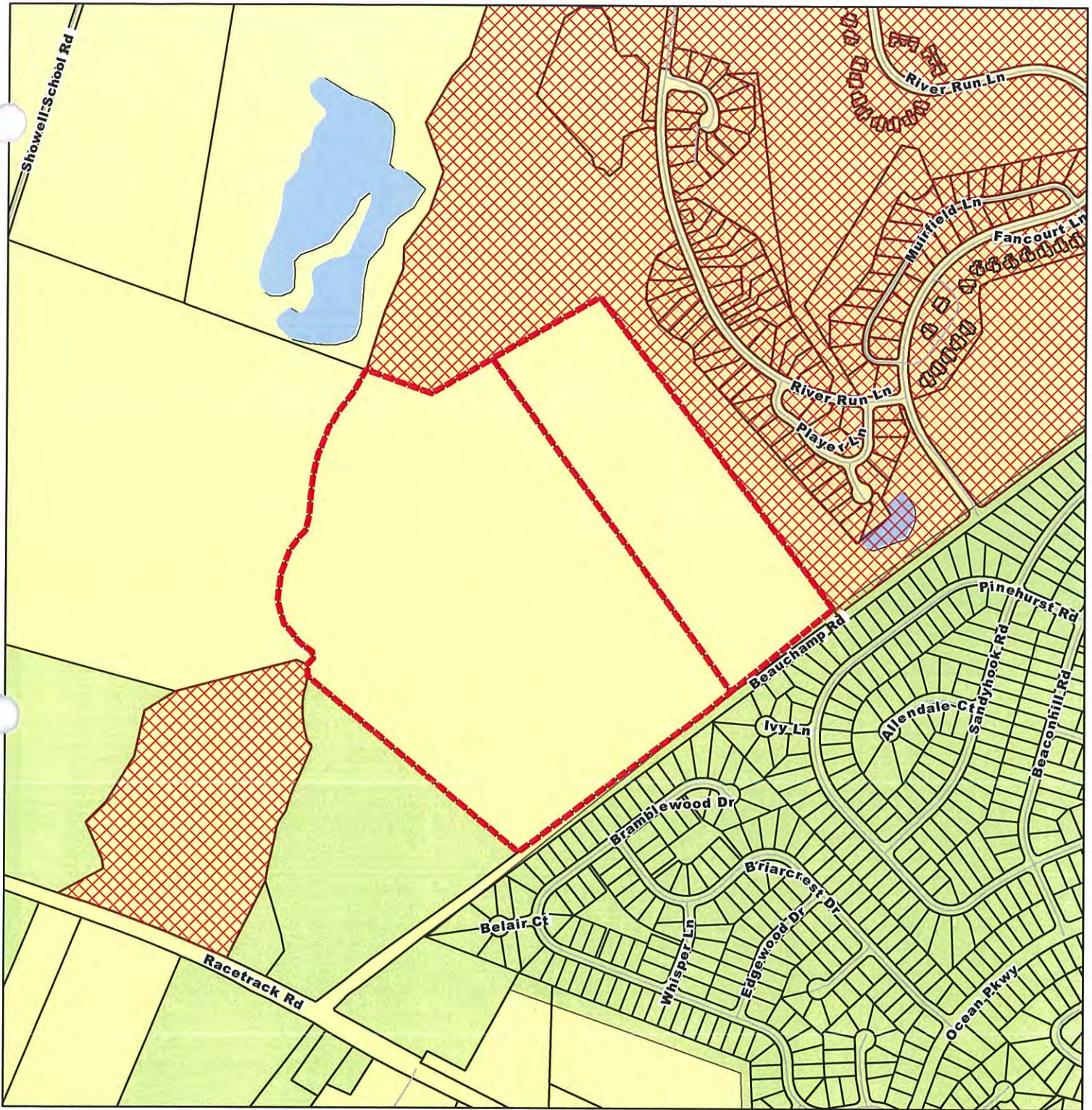
 Property Boundary  
 Parcel



# Zoning

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

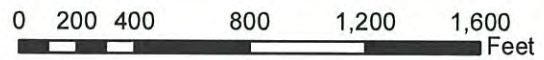
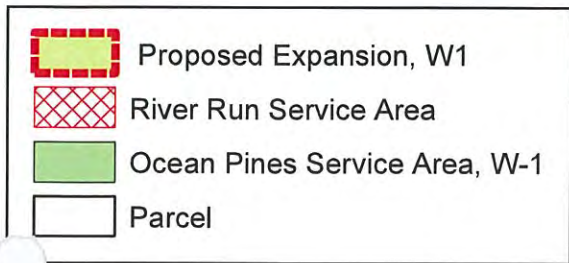
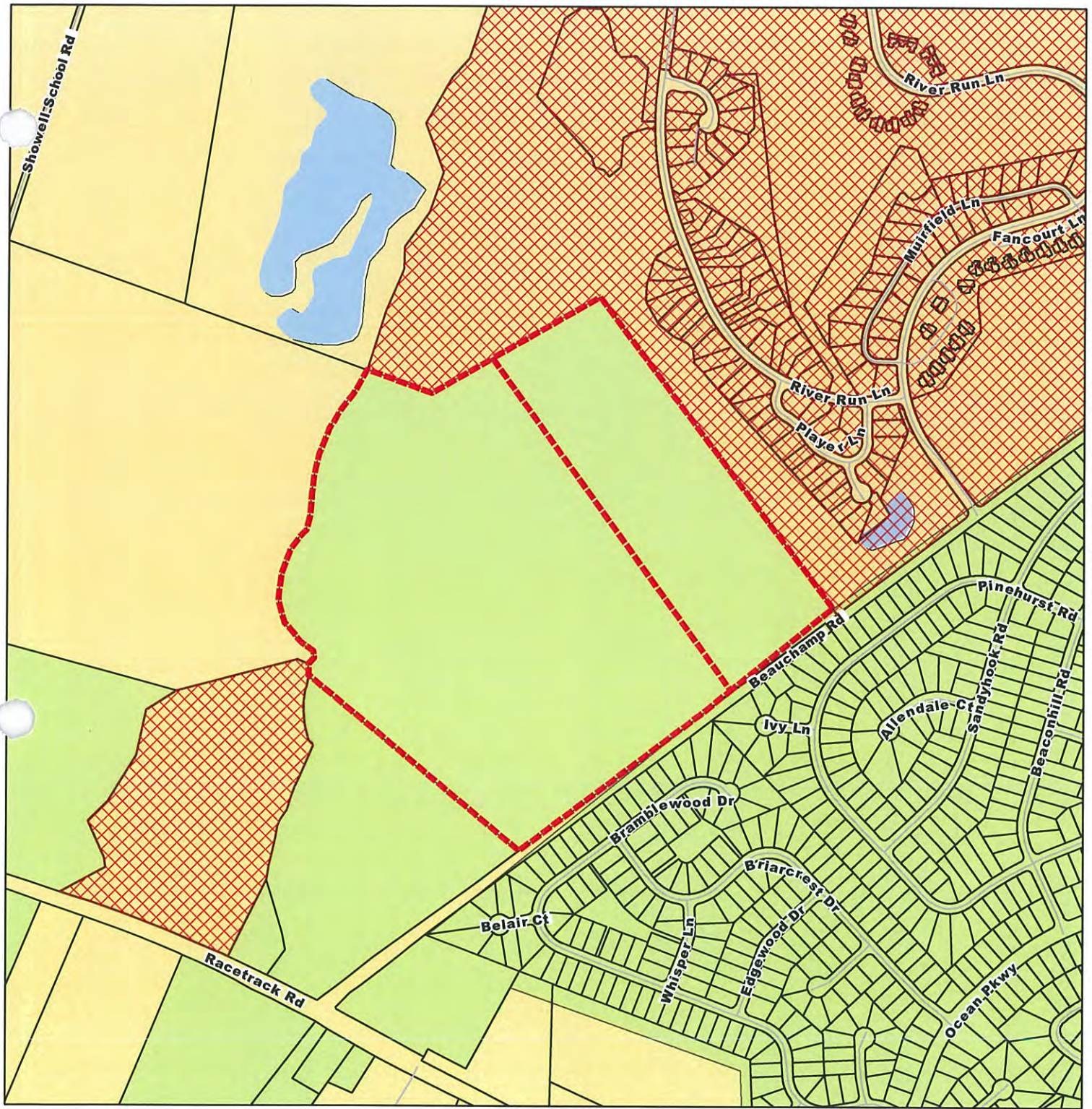
Prepared by Worcester County Environmental Programs, December 27, 2018  
 All boundaries are approximate.  
 This map is for planning purposes only.



### River Run Sewer Planning Area

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by Worcester County Environmental Programs, December 27, 2018  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.



### Ocean Pines Water Planning Area

Nichols Neff Properties, LLC  
 W-1 Proposed  
 Case 2018-4

Prepared by Worcester County Environmental Programs, December 27, 2018  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.

# **Attachments**

# **Planning Commission**

# **Minutes**

**Worcester County Planning Commission  
Meeting Minutes**

**Meeting Date:** January 3, 2019

**Time:** 1:00 P.M.

**Location:** Worcester County Government Office Building, Room 1102

**Attendance:**

**Planning Commission**

Mike Diffendal, Chair

Jay Knerr, Vice Chair

Marlene Ott

Brooks Clayville

Betty Smith

Jerry Barbierri

**Staff**

Jennifer Keener, Zoning Administrator

Bob Mitchell, Director, Dept. of Env. Programs

Katherine Munson, Planner V, Dept of EP

**I. Call to Order**

**II. Administrative Matters**

**A. Review and approval of minutes, November 1, 2018** — As the first item of business, the Planning Commission reviewed the minutes of the November 1, 2018 meeting. Following the discussion it was moved by Mr. Knerr, seconded by Mr. Barbierri and carried unanimously to approve the minutes as submitted.

**B. Board of Zoning Appeals agenda, January 10, 2019** — As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for January 10, 2019. Mrs. Keener was present for the review to answer questions and address concerns of the Planning Commission. No comments were forwarded to the Board.

**III. Public Hearing - Revised Draft Land Preservation, Parks and Recreation Plan**

As the next item of business, the Planning Commission held a public hearing on the revised draft Land Preservation, Parks and Recreation Plan. Mr. Diffendal opened the public hearing at 1:03 P.M. Katherine Munson, Planner V, Environmental Programs, Bill Rodriguez, Parks Superintendent, Department of Recreation and Parks, and Tom Perlozzo, Director, Department of Recreation and Parks were present.

Ms. Munson referred to a packet sent to the members in December, which included ten (10) pages from the 2017 plan (adopted February 20, 2018) edited to clarify recreational land deficiencies. She stated the new proposed draft has also been available on the county website. She explained that these changes are proposed in response to the state (Program Open Space) review of the adopted plan. She stated that although Program Open Space approved the 2017 Land Preservation, Parks and Recreation Plan submitted in February 2018, Program Open Space determined that the county had a recreational land deficit, based on information presented in the plan. Counties with recreational land deficiency are penalized with a significantly reduced

Following the discussion, a motion was made by Ms. Ott, seconded by Ms. Smith, and carried unanimously to forward a favorable recommendation to the County Commissioners for approval and adoption of the draft plan with the proposed edits presented by staff.

#### **IV. Water and Sewerage Plan Amendment**

As the next item of business, the Planning Commission reviewed an application associated with the addition of certain informational items in the Master Water and Sewerage Plan (The Plan) for the Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area (SW 2018-4). Robert Mitchell, Director of Environmental Programs, presented the staff report to the Planning Commission. Mark Cropper, attorney, was present on behalf of the applicant, River Run Development Associates, LLC (River Run) and Nichols-Neff Properties, LLC (Nichols), who are joint applicants for this amendment.

Mr. Mitchell explained that the applicant is requesting this amendment to reclassify the sewer and water planning areas for two adjacent parcels comprising the dormant golf course from S-6/W-6 (no planned service) to S-1/W-1 (within two years) and include this change within the appropriate sewer and water planning area information in The Plan. The reclassification of the sewer planning area will be for the River Run Sanitary Area and service to the properties will be from the River Run WWTP. The reclassification of the water planning area will be for the Ocean Pines Sanitary Area and service to the properties will be from the Ocean Pines water treatment and distribution system. This revision is to provide public sewer and water to serve a proposed residential subdivision on the dormant golf course.

Mr. Mitchell reviewed the staff report noting the consistencies found for such a development within the Comprehensive Plan and land use designations, and that the proposed improvements would be permitted in accordance with existing zoning classification for the properties. He explained the land use inconsistency for one of the two parcels and noted the preexisting use developed on the entirety of both properties that spanned land use designations given to the properties in successive Comprehensive Plans. Also discussed was the nature of the surrounding properties being existing developed and the point that the development of these properties would be done in exactly in the same manner as the golf course that was previously constructed across the property line.

Mr. Mitchell noted that the connections to the River Run Sanitary Area's sewer collection system and the Ocean Pines water distribution system would be in accordance with the Department of Public Works' (DPW) design approval and any installed infrastructure would be turned over to the County upon inspection and acceptance by DPW staff. He also noted that the properties have an existing onsite sewage system capacity that would be abandoned, fall within St. Martins River/Ocean Pines Water Management Strategy Area and Ocean Pines wellhead protection areas, and that the connection to public sewer and water was much more preferable than developing the property on well and septic. He also noted the connection to the spray plant

at River Run would not add flow to the area's point source discharge from the Ocean Pines WWTP.

Mr. Cropper concurred with staff's findings on this report and offered that the land use designation area for these properties and all environmental and planning aspects for future development were discussed and examined thoroughly during the recent rezoning of the properties.

He also introduced Dane Bauer, a consultant, from Hall and Bauer, who testified on the project. Mr. Bauer testified that in his opinion the public sanitary capacity and public water capacity was present to serve the development and that it was economically and technically feasible to do so. He also noted the specifics of the build out phasing for the permitting spray irrigation facility at River Run were more appropriate to be detailed in a Public Works agreement and the Sanitary Service Area expansion done under the local procedures according to the Public Works Article.

Following the discussion, a motion was made by Mr. Knerr, seconded by Ms. Ott and carried unanimously to find this application consistent with the Comprehensive Plan and recommended that they forward a favorable recommendation to the County Commissioners.

**VI. Adjourn** – The Planning Commission adjourned at 1:28 P.M.

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Betty Smith, Secretary

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Jennifer K. Keener, AICP

expansion or enlargement of water production, treatment, or distribution facilities or any sewage treatment, disposal, or collection facilities as may be necessary to accommodate the new developments.

#### 1.4 PROCEDURES FOR PLAN AMENDMENTS

##### 1.4.1 General

Proposed amendments to the Water and Sewerage Plan will be considered by the County Commissioners only if the amendments are consistent with the provisions of the Comprehensive Development Plan and existing zoning classification. If a proposed water or sewage project is not consistent with the existing zoning classification, the amendment may be proposed in conjunction with an application for zoning reclassification. In such event the Water and Sewerage Plan amendment hearing shall be conducted jointly with the rezoning hearing.

##### 1.4.2 Application for Amendments

All applications for amendments to the Comprehensive Water and Sewerage Plan shall be filed with the Department of Planning, Permits and Inspections. Applications shall contain such information and shall be submitted on such forms as promulgated by the Department (see Appendix D). In addition to the information required, the Department may require such additional information as determined necessary to properly evaluate the application. A fee, as set by Resolution of the County Commissioners, shall be submitted with the application.

##### 1.4.3 Review

The application shall be reviewed by the Environmental Programs Section and the Planning Section of the Department of Planning, Permits and Inspections and shall be submitted to the Planning Commission for its review. If appropriate, the application shall also be forwarded to the Department of Water and Wastewater Services for review and comments. If additional technical review is required the Department of Planning, Permits and Inspections may, with the approval of the County Commissioners, arrange for independent technical advice on the application. The applicant shall be notified of the need for such additional technical advice and shall be required to reimburse the County for the cost of such. The Department of Planning, Permits and Inspections shall submit the application, along with the recommendation and comments of the Environmental Programs Section, the Planning Section and Planning Commission, to the County Commissioners for a public hearing.



#### **1.4.4 County Commissioners' Approval**

Upon submission of the application and recommendations, a public hearing on the requested amendment shall be advertised as required by law and regulation. Notices shall be sent to any affected municipality, the Department of Water and Wastewater Services, and the State Department of the Environment. The County Commissioners may approve, disapprove, or approve with amendments and conditions the requested amendments to the Comprehensive Water and Sewerage Plan. The approved amendments shall be forwarded to the State Department of the Environment for review and approval by that agency. Upon notification from the State Department of the Environment that the amendment has been approved by the State it shall be incorporated into the Worcester County Comprehensive Water and Sewerage Plan.

Amendments which do not pertain to the addition or deletion of water or sewer systems and which are considered to be relatively minor revisions, such as the upgrading of a water service area from W-3 to W-1, can be processed by administrative procedures delegated to the Department of Planning, Permits and Inspections as opposed to requiring a public hearing before the County Commissioners. Such minor amendments must go through the same review process at the local level as major amendments, as described in 1.4.3. They must be considered by the Planning Commission and found to be consistent with the County's Comprehensive Development Plan and must subsequently be reviewed and approved by the County Commissioners. The County Commissioners' Resolution officially approving such minor amendments as well as the pertinent revised narrative, charts, tables or maps, must be forwarded to the State Department of the Environment annually.

#### **1.4.5 Biennial Update**

As required by State regulation, the Water and Sewerage Plan shall be updated biennially. The Department of Planning, Permits and Inspections shall supply data forms to all owners and operators of water and sewerage systems for the submission of amendments or changes as may be required.

All amendments and changes shall be reviewed by the Department of Planning, Permits and Inspections, the Planning Commission and the Department of Water and Wastewater Services if appropriate. The County Commissioners shall hold a public hearing on the update and proposed changes.

(q) *Water supply system.* — (1) "Water supply system" means a publicly or privately owned or operated:

(i) Source and the surrounding area from which water is supplied for drinking or domestic purposes; and

(ii) Structure, channel, or appurtenance used or intended to be used to prepare water for use or to deliver water to a consumer.

(2) "Water supply system" does not include the plumbing system inside any building that is served by the water supply system. (1983, ch. 542, § 2; 1984, ch. 762; 1992, ch. 295.)

**Revision of subtitle.** — Chapter 542, Acts 1983, effective July 1, 1983, repealed former §§ 9-501 through 9-517 and the subtitle heading "County Plans" and enacted present §§ 9-501 through 9-521 to be under the new subtitle heading "County Water and Sewerage Plans."

**University of Baltimore Law Review.** — For comment concerning federal, State and local regulation of hazardous and nonhazardous waste management, see 17 U. Balt. L. Rev. 114 (1987).

**Grant of authority to adopt or amend plan.** — This subtitle does not authorize a

county council itself to adopt or amend a county's solid waste management plan. That authority is granted to the "county governing body" or the "governing body of the county." *County Council v. Maryland Reclamation Assocs.*, 328 Md. 229, 614 A.2d 78 (1992).

*Stated in Ad + Soil, Inc. v. County Comm'rs*, 307 Md. 307, 513 A.2d 893 (1986).

*Cited in Sugarloaf Citizens Ass'n v. Northeast Md. Waste Disposal Auth.*, 323 Md. 641, 594 A.2d 1115 (1991); *Gregory v. Board of County Comm'rs*, 89 Md. App. 635, 599 A.2d 469 (1991).

**§ 9-502. Scope of subtitle.**

(a) *Systems not requiring water for human or animal consumption.* — Unless the operation of a water supply system would interfere with a cleanup or remediation action of the Department, this subtitle does not prohibit the installation or operation of a water supply system that is used only to supply water for purposes other than human or animal consumption.

(b) *Counties exempt from subtitle.* — If a county is exempt from the provisions of this subtitle, the county may not receive funds from the sanitary facilities fund.

(c) *Conflict with other laws, rules, or regulations.* — Any rule or regulation adopted under this subtitle does not limit or supersede any other county, municipal, or State law, rule, or regulation that provides greater protection to the public health, safety, or welfare. (1983, ch. 542, § 2; 1989, ch. 25.)

*Quoted in Ad + Soil, Inc. v. County Comm'rs*, 307 Md. 307, 513 A.2d 893 (1986).

*Stated in Holmes v. Maryland Reclamation Assocs.*, 90 Md. App. 120, 600 A.2d 864, cert.

*dismissed sub nom. County Council v. Maryland Reclamation Assoca.*, 328 Md. 229, 614 A.2d 78 (1992).

33

**§ 9-503. County plans — Required; review by governing body of county; revision or amendment.**

(a) *Requirement.* — Each county shall have a county plan or a plan with adjoining counties that:

(1) Is approved by the Department;

(2) Covers at least the 10-year period next following adoption by the county governing body; and

(3) Deals with:

(i) Water supply systems;

(ii) Sewerage systems;

(iii) Solid waste disposal systems;

(iv) Solid waste acceptance facilities; and

(v) The systematic collection and disposal of solid waste, including litter.

(b) *Review by governing body of county.* — Except as provided in § 9-515 of this subtitle, each county governing body shall review its county plan at least once every 3 years in accordance with a schedule set by the Department.

(c) *Revision or amendment.* — Each county governing body shall adopt and submit to the Department a revision or amendment to its county plan if:

(1) The governing body considers a revision or amendment necessary; or

(2) The Department requires a revision or amendment.

(d) *Public hearing prior to adoption.* — (1) Before a county governing body adopts any revision or amendment to its county plan or adopts a new county plan, the governing body shall:

(i) Conduct a public hearing on the county plan, revision, or amendment that may be conducted jointly with other public hearings or meetings; and

(ii) Give the principal elected official of each municipal corporation that is affected notice of the county plan, revision, or amendment at least 14 days before the hearing.

(2) (i) Notice of the time and place of the public hearing, together with a summary of the plan, revision, or amendment, shall be published in at least 1 newspaper of general circulation in the county once each week for 2 successive weeks, with the first publication of notice appearing at least 14 days before the hearing.

(ii) Notice of the public hearing may be a part of the general notice listing all other items to be considered during the public hearing or meeting. (1983, ch. 542, § 2; 1985, ch. 224; 1988, ch. 101; 1989, ch. 820; 1990, ch. 6, § 2; 1994, ch. 661, § 2.)

**EXPLANATION**

Section 9-503 (b) of the Environment Article requires counties to conduct at least a biennial review of their ten-year plans concerning water and sewage systems and solid waste facilities. Staff recommends this requirement be


modified to require review at least every three years. The Department of the Environment has agreed with this change; the triennial review would be consistent with the review of several other programs under the Department



**Worcester County**  
 Department of Environmental Programs

Memorandum

**To:** Harold L. Higgins, Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS   
 Director, Environmental Programs

**Subject:** **Expansion of River Run and Ocean Pines  
 Sanitary Service Areas**  
 Pine Shore North Golf Course  
 Staff Report

**Date:** 2/26/19

A valid request for Sanitary Service Area expansion has been received for expansion of the River Run and Ocean Pines Sanitary Areas from Mr. Dane Bauer, on behalf of the property owners of the subject properties: River Run Development Associates, LLC (River Run) and Nichols-Neff Properties, LLC (Nichols). This request seeks to expand the River Run and Ocean Pines service areas for two adjacent parcels comprising the dormant Pine Shore North golf course in order to serve a proposed residential subdivision. The proposed expansion of the service areas will be for the River Run Sanitary Service Area to provide sewer service from the River Run WWTP and for public water service to be provided from the Ocean Pines Sanitary Service Area's water treatment and distribution system. This determination was made pursuant to Section §PW 5-305 (b)(1)(A.) of the Public Works Article.

The proposed water and sewer service area boundary expansions are shown on the enclosed maps. The area will be provided with ninety (90) EDUs of sewer and water service from the River Run Sanitary Area (sewer) and Ocean Pines Sanitary Service Area (water).

The expansion properties are located on the northwesterly side of Beauchamp Road, to the northeast of the junction with Racetrack Road (MD Route 589). The properties are more specifically identified on Tax Map 15 as Parcels 127 and 259.

The applicant is proposing to connect to the sewer collection system by connecting to appropriate location(s) within the River Run infrastructure. They will connect to the Ocean

Pines water distribution system by way of connection at a point authorized by the County on the existing water main in place on Beauchamp Road. Where system components will be maintained and serviced by Worcester County, the developer-constructed infrastructure will be built under a Public Works agreement and will be turned over upon inspection and acceptance of the construction and materials by County personnel.

Along with County staff, I have investigated and evaluated the request for the expansion of these service areas for sewer and water service. In order to evaluate the proposal, I met with and solicited comments from Mr. John Ross of the Department of Public Works (DPW) and Ms. Jennifer Swanton, Assistant Finance Officer with the Worcester County Treasurer's Office.

DPW staff looked into the expansion of the service area as it pertains to engineering feasibility and determined the project is feasible from an engineering standpoint and will be in accordance with County standards. DPW will review the design and construction of these facilities to conform that they are in compliance with required permits and standards.

Finance examined the financial feasibility of this project and based on the fact the developer is proposing to purchase the required water and sewer capacity and will fund the construction of the necessary infrastructure to connect to the collection and distribution systems, this project is determined to be financially feasible.

After reviewing all of the applicable information and discussing the same with staff, the findings listed below are the results of the evaluation of this request under the requirements of Section § PW 5-305 of the Public Works Article:

**A. Expansion is desirable for the health, safety and welfare of the property owners and their customers in the expanded area and for the environment because:**

- a. The removal of existing onsite sewage flow from multiple systems within the proposed sewer expansion area will reduce nitrogen discharges to the shallow groundwater and ultimately the surface waters of the bays.
- b. The provision of public sewer services to the proposed service area would provide a much greater degree of comfort and convenience for the current and future proposed facilities. There exists sufficient sewer capacity in the River Run service area to serve the proposed project and the River Run Developer has committed such capacity.

**B. The construction and operation is feasible from an engineering and economic standpoint:**

- a. The construction will be paid for by the applicant and the future customers of the expanded service area. Operations will be done by the Department of

Public Works, paid for by the multiple commercial users in both sanitary areas.

- b. DPW has determined the project to be feasible from an engineering standpoint.

**C. The proposal is in the best interest of the public health, safety and welfare of all the residents of the county:**

- a. The removal of conventional (without treatment for nitrogen) onsite sewage flow from multiple septic systems within the proposed expanded service area is in the best interest of the residents of the County.
- b. The provision of a reliable public water supply along with fire flow service to this proposed community is in the best interest of the residents of the County.

**D. The proposal will not be unduly detrimental to the environment or the county:**

- a. Nitrogen discharges to the shallow groundwater and ultimately the Atlantic Coastal Bays will be reduced as a result of the connection multiple existing septic systems to public sewer. Other contaminants will also be eliminated as they will be treated in a WWTP with an ENR (Enhanced Nutrient Reduction) level of treatment.
- b. The properties are shown in the Source Water Assessment Report for Ocean Pines as falling within the Zone #2 area for Well #4 of the Ocean Pines Sanitary Area Water Supply. One of the planning measures for this water system is to have the wellhead protection area properties sewered. This is especially important as the Ocean Pines water supply in this area is sourced from an unconfined aquifer. This property also falls within the St. Martins River/Ocean Pines Water Management Strategy Area. As a property located entirely within this area, it would be in the public interest to convert users of the unconfined water table to the public water system. This would help mitigate stress on the unconfined Pleistocene (Columbia) aquifer serving the area and supplying the public water supply wells in North Ocean Pines. These properties would abandon their existing wells and extinguish their water appropriation permit for groundwater withdrawal.

**E. The design and operation of the infrastructure serving this area is in accordance with all required permits and applicable standards:**

- a. The applicant is responsible for all costs associated with design and permitting of the connection infrastructure. The County Department of Public Works will be responsible for operations, with those costs being paid

by the service area. DPW will also inspect all construction before final approval and acceptance.

### Water & Sewer Amendment

The Water & Sewer Amendment for expansion of the water & sewer planning areas was approved by the Planning Commission at their meeting on January 3, 2019. They found the proposed amendment is consistent with the *Comprehensive Plan* and local land use and zoning.

### Summary

As detailed above, this petition was investigated according to Section § PW 5-305 of the Public Works Article and found to be in conformance with the standards we examine in processing such requests. Staff has found no reason to find that the proposed expansion of the River Run and Ocean Pines Sanitary Service Areas, under our local laws, would be unfeasible from a technical or financial standpoint.

In accordance with § PW 5-305 (b) (3), I would respectfully request that a hearing be scheduled for the expansion of this service area.

I will be available, along with Mr. Ross and Ms. Swanton, to discuss the matter with either you or the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

### Enclosures

1. Service Area Expansion Request from HB Solutions, LLC with owner's endorsements
2. Proposed Service Area Maps for Water and Sewer Service

cc: John Ross, Deputy Director, Public Works  
Jennifer Swanton, Assistant Finance Officer  
SSA-2018-03

# Attachments

# Expansion Request



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

October 30, 2018

Worcester County Government Center  
Department of Environmental Programs  
1 West Market Street, #1306  
Snow Hill, MD 21863

Attn: Mr. Robert Mitchell, RS  
Director

Re: River Run  
Service Area Expansion Request  
Comprehensive Water and Sewer Plan Amendment  
Project No: 14015.00

Dear Bob:

Consistent with ongoing discussions between Mr. Lewis Meltzer, President, River Run Development Associates, LLC (RRDA, LLC) and Ms. Maureen Howarth, Esq. regarding the proposed extension of public sewer from the River Run Sanitary Service Area and water service from Ocean Pines to the previous Pine Shores North Golf Course (Nichols-Neff Properties, LLC), H&B Solutions, LLC (H&B) represents RRDA, LLC with regards to the Comprehensive Water and Sewer Plan Amendment as well as the Service Area Expansion request.

Service Area Expansion Request:

Specifically, this serves as the necessary petition of the Owner pursuant to § PW 5-305 (b)(1) to request the Worcester County Commissioners authorize an addition to the River Run Sanitary Service Area and Ocean Pines Water Service to accommodate a request to purchase ninety (90) equivalent dwelling units (EDUs) to support a new subdivision proposal at the previous Pine Shores North Golf Course property.

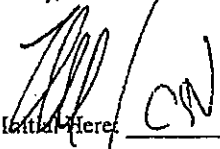
1. *The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will be served by the proposal.*

One of the underlying objectives of this request is to eliminate the need to rely on onsite sewage disposal systems to meet the future needs of this proposed subdivision in keeping with the industry standards and consistent with the various goals and objectives of public health, environmental protection, and the general welfare of the community.

The County, through an accounting of EDUs remaining, has confirmed that there are sufficient water and sewer EDUs available to meet the ninety (90) EDUs requested to support the proposed Pines Shores North project.

2. *The operation and construction is certainly feasible from both the engineering and economic standpoints.*

A County owned wastewater treatment plant (WWTP), a system of forcemains, pump stations, and gravity sewer already exist to serve River Run. Similarly, the Ocean Pines

  
Initial Here: \_\_\_\_\_





Mr. Robert Mitchell  
October 30, 2018  
Page 3 of 3

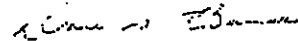
Notwithstanding the above, and the adoption of the County Comprehensive Water and Sewer Plan and approval of the Service Area Expansions by the Worcester County Commissioners which authorizes the transfer of EDUs from the River Run to Pine Shores North, the actual transfer of EDUs cannot take place until all conditions of the EDU Agreement between the parties have been fully satisfied at which time a "transfer document" in the form annexed hereto will be delivered from RRDA, LLC to Nichols-Neff Properties, LLC with a copy to the County Attorney. Similarly, pursuant to Environment Article 9-512, required State/local permits and approvals to support the installation of required infrastructure cannot occur until the Water and Sewer Plan Amendment is adopted, the Service Area Expansion is approved, and the conditions of the EDU Agreement have been satisfied.

A check in the amount of \$500.00 has been enclosed associated with the Water and Sewer Plan Amendment Request. A check in the amount of \$500.00 associated with the Water and Sewer Service Area Expansion Request is also enclosed.

Please advise should you need anything further in these regards.

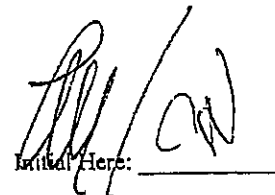
Sincerely,

H&B Solutions, LLC



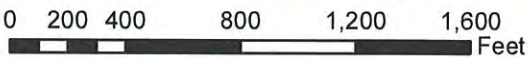
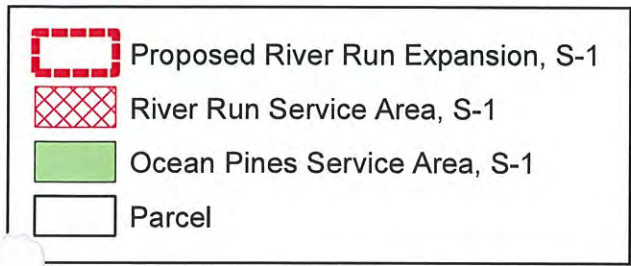
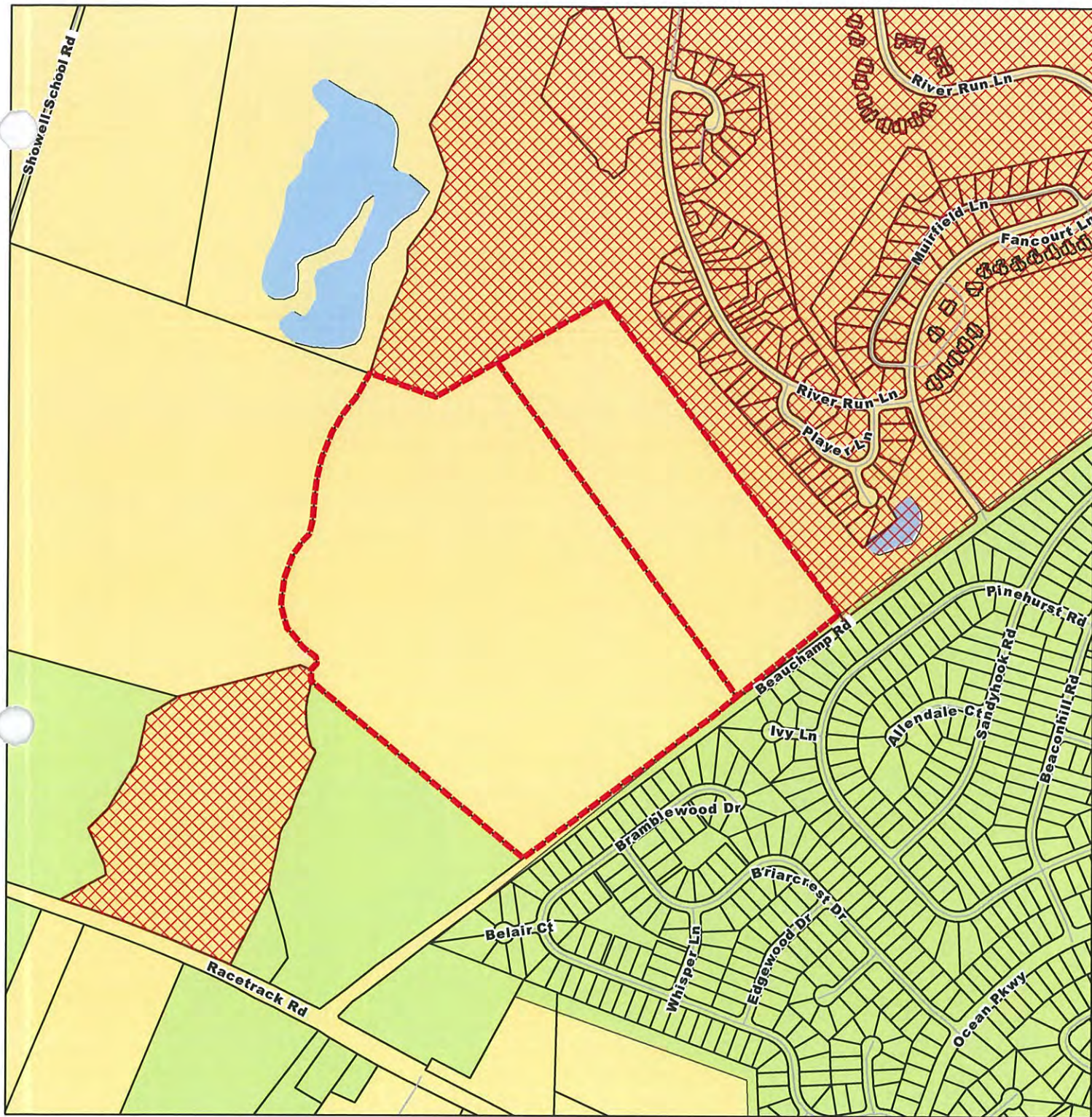
Dane S. Bauer  
Member

Cc: Mr. Lew Meltzer (w/ enclosures)  
Mr. Charles Nichols (w/ enclosures)  
Mrs. Melissa Hall (w/ enclosures)

  
Initial Here: \_\_\_\_\_

# Attachment 2

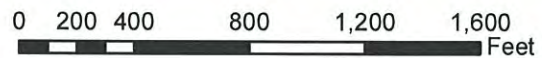
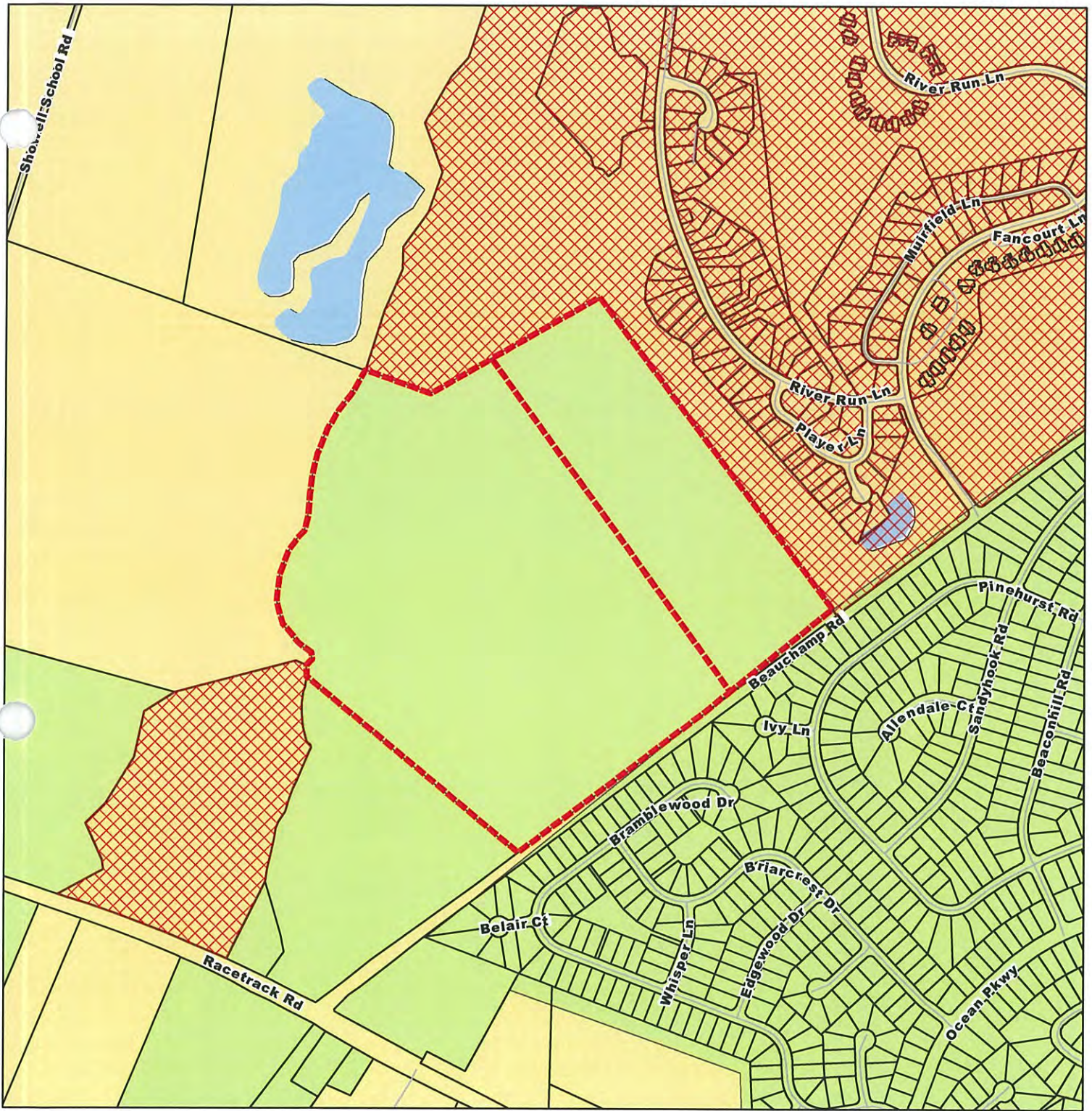
# Maps



**River Run Sewer Planning Area**

Nichols Neff Properties, LLC  
 S-1 Proposed  
 Case 2018-4

Prepared by Worcester County Environmental Programs, December 27, 2018  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.



## Ocean Pines Water Planning Area

Nichols Neff Properties, LLC  
 W-1 Proposed  
 Case 2018-4

Prepared by Worcester County Environmental Programs, December 27, 2018  
 Parcel boundaries are approximate.  
 This map is for planning purposes only.

**§ PW 5-305. Sanitary service areas, sub-areas and amendments.**

- (a) Criteria for establishment. A sanitary service area may be created only if it can be demonstrated, and the County Commissioners find that the establishment is (1) necessary for the existing or future health, safety and welfare of the public in general or is in the best interest of the county at large, and (2) feasible financially and from an engineering standpoint. A sanitary service area may include non-contiguous parcels. Parcels wholly within the boundaries of a service area may be excluded from the service area.
- (b) Procedure. The procedure for the establishment of a sanitary service area, sub-area or amendment thereto shall be as follows:
- (1) Initiation of the process for sanitary service areas or sub-areas to be established or amended may be by petition or by action of the County Commissioners as follows:
    - A. By petition. The owner or owners of property may petition the County Commissioners for the establishment of a sanitary service area to serve that sub-area or amendment thereto. The petition must describe the geographic area proposed for the sanitary service area, sub-area or amendment. The petition shall be on such forms as prescribed by the County Commissioners and must be signed by not less than 67% of the property owners in the proposed service area, sub-area or amended area. The petition shall be accompanied by a plat of the proposed service area, drawings, maps, plans, studies, construction information and other information as may be required by the County Commissioners.
    - B. By action of the County Commissioners. If the County Commissioners determine that the establishment of a sanitary service area, sub-area or amendment thereto may be desirable in accordance with the criteria in this Subtitle, then the Commissioners may pass a resolution providing for an investigation of such proposed sanitary service area, sub-area or amendment.
  - (2) Action on Petition or Resolution. The Commissioners shall make an investigation and evaluation of the proposal set forth in the petition or resolution. In evaluating the proposal, the Commissioners shall consider the following:
    - A. Desirability of the facility for comfort, convenience, health, safety and welfare of the people who will or in the future may be served by the proposal.
    - B. Feasibility of construction and operation from an engineering standpoint as well as from an economic standpoint of the proposal.
    - C. Whether or not the proposal is in the best interest of the public health, safety and welfare of all residents of the county.
    - D. Whether or not the proposal will not be unduly detrimental to the environment of the county.
    - E. Whether or not the design and operation of any facility included in the proposal is in accordance with all required permits and applicable standards.

- (3) Hearing. The Commissioners shall hold at least one public hearing on the proposed establishment of a sanitary service area, sub-area or amendment thereto which shall be advertised at least once per week for two consecutive weeks prior to the hearing in a newspaper of general circulation in the area of the proposed action. The public hearing may be held in conjunction with any other public hearing required for the approval of the proposal.
- A. (Reserved)<sup>8</sup>
- (4) Approval/Disapproval. Following the public hearing the Commissioners may approve the proposal and establish a service area, sub-area or amend the same by resolution. The resolution shall specify and include: (1) the name of the service area or sub-area; (2) a geographic description of the service area or sub-area; (3) a description of the proposed sanitary facilities and a plan and schedule for the construction of the facilities; (4) the number of equivalent dwelling units to be served in the sanitary service area or sub-area; (5) an allocation of the equivalent dwelling units for existing parcels and for parcels planned for development; and (6) such other matters as the County Commissioners may deem appropriate. A copy of the resolution agreement implementing same and a plat of the boundaries of the service area or sub-area shall be recorded among the land records of the county. The County Commissioners may deny the proposal if it is found that the proposal is not necessary for the existing or future health, safety and welfare of the public in general or if the proposal is not feasible financially or from an engineering standpoint. Should construction of any facilities fail to commence within ten years from the date of the resolution, the County Commissioners may dissolve the service area or sub-area as herein provided. The decision of the County Commissioners shall be final. The resolution shall establish a special taxing district.
- (5) Cost and fees. In the case of a petition, all costs expended and fees, as from time to time prescribed by the County Commissioners, shall be paid by the petitioners at such time as demanded by the County Commissioners, provided, however, that the County Commissioners may determine that in a case where the petition is for the correction of existing conditions which are hazardous to the public health and the environment, the Commissioners may waive the fees or costs. In addition, the County Commissioners may pay such fees and costs and charge them to the service area or sub-area upon its establishment. Nothing herein shall preclude the County Commissioners from making other expenditures for studies or evaluations necessary to protect the health, safety and welfare of the people of the county and the environment.

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8. Editor's Note: Former Subsection (b)(3)A, which provided special provisions for hearings in the Ocean Pines Sanitary Service Area, was repealed 9-16-2003 by Bill No. 03-9.

§ PW 5-306. **Services outside service area.** [Amended 8-16-2005 by Bill No. 05-11; 12-20-2005 by Bill No. 05-15]

- (a) Extension of services outside service area. The County Commissioners may allow sanitary services to be extended outside the boundaries of a service area to provide service by contract to another sanitary service area, shared sanitary facility, County project or facility, as determined by the County Commissioners. In all such cases the recipient of such service shall fairly compensate the sanitary service area providing service for maintenance and operation cost and for a proportionate share of the value, as determined by the County Commissioners, of the sanitary facilities required to provide the service. In emergency circumstances, service may be provided to an individual property. In the case of providing service to an individual property, the Commissioners must determine that such service is required because of a bona fide health or environmental emergency. The procedure for providing service outside the service area shall be the same as the procedure for an amendment to a sanitary service area set forth in § PW 5-305 of this Article based upon a petition filed by the owner or owners of the property requesting service or by action of the County Commissioners. The County Commissioners, in order to provide service outside the sanitary service area by contract, shall make all of the factual findings required by § PW 5-305, and the proposal must meet with all of the requirements of this section as well as the requirements of § PW 5-305. In cases where services are provided by contract outside of a sanitary service area the County Commissioners may establish rates and fees at the time of the resolution providing for such service. Such rates may be higher or lower than the rate charged within the sanitary service area providing service as determined by the County Commissioners for good cause. All rates and fees shall be subject to the annual budgetary process of § PW 5-310.
- (b) Temporary services. Upon a recommendation by the Department of Public Works, in cases where it is determined necessary, appropriate, or desirable by the County Commissioners, temporary treatment of wastewater generated in one sanitary service area may be provided in another sanitary service area and/or potable water may be supplied from one sanitary service area to another sanitary service area, provided such temporary arrangement does not exceed three hundred sixty-five consecutive days and provided an agreement shall be entered into between the service areas and executed on behalf of the County Commissioners by the Department of Public Works. No arrangement for inter-service area wastewater treatment or supply of potable water shall be made in cases where the wastewater treating area or potable water supplying area lacks sufficient capacity for such service.

§ PW 5-307. **Construction of sanitary facilities.**

- (a) Construction by developer. Where the proposed sanitary facilities are intended to serve land which is substantially vacant and undeveloped, the developer shall be required to enter into an agreement with the County Commissioners to provide for the construction of the facilities. The agreement shall provide: (1) that the developer shall secure all necessary permits for the benefit of the county, and which may not be modified without the consent of the county, and shall construct the facilities in accordance with all required permits and applicable standards; (2) that the developer shall deed to the county



free and clear of all encumbrances, at the time of the recordation of any subdivision plat or final approval of any site plan all parcels reserved for construction of sanitary facilities; (3) that the developer shall warrant the construction and performance of the sanitary facilities for a period of not less than two years from the date of acceptance by the county and shall post construction and maintenance bonds in an amount to guarantee the warranty which in the case of a maintenance bond shall be no more than 50% of the actual cost of all equipment; (4) that upon completion of the facility and final inspection, approval and acceptance by the county, the developer shall transfer all permits and all those portions of the facility which are not already county property to the county free and clear of all liens and encumbrances and the county shall then assume operational control of the sanitary facilities; (5) for a cash deposit, if required by the resolution establishing the service area, for not less than one year of operation including reasonable reserves for replacement; (6) such requirements for payment of contractors and suppliers as may be required; (7) for any construction bond required by any applicable law or regulation; (8) for any reimbursement to developer for service provided from the facility to third parties and any formula relating thereto; and (9) for such other matters as may be determined by the County Commissioners to be necessary and appropriate. The agreement shall be recorded in the land records of Worcester County at the expense of the developer. Any sanitary facilities constructed by the developer must be of such a capacity to provide service for each equivalent dwelling unit reflected on the developer's subdivision plats or site plans. The County Commissioners may require a developer to construct sanitary facilities of a size and capacity greater than that necessary to serve the proposed development when that additional capacity is needed to serve other existing parcels within the service area. In such a case, those existing parcels shall be established as a sub-area and the sub-area shall be liable for reimbursing the developer for its proportionate share of the costs of the sanitary facilities constructed by the developer.

- (b) Construction by county. Where a sanitary service area or sub-area has been established, the sanitary facilities shall be constructed, expanded or upgraded by the county in accordance with the following procedures.
- (1) The County Commissioners shall cause to be made such studies, plans and specifications as may be necessary to solicit bids and determine the actual cost for the construction and operation of the proposed sanitary facilities.
  - (2) The County Commissioners shall hold a public hearing on the cost of the project, which hearing shall be advertised at least once per week for two weeks prior to the hearing in a newspaper of general circulation in the area of the proposed service area. At the hearing the Commissioners may ask for the vote of each property owner in the service area as to whether the project should be constructed but shall not be bound by said vote.
  - (3) Following the public hearing the County Commissioners may approve or reject the project for construction. If approved, the County Commissioners may advance funds or may issue bonds as may be authorized by Public General Law, for the construction of the project. The costs incurred in constructing the project shall be considered a debt of the sanitary service area which debt shall be repaid through the levying of and payment of assessments as provided for in this Subtitle.

- (c) Standards. The County Commissioners may, by resolution, adopt codes and standards for the construction, operation and use of sanitary facilities.

**§ PW 5-308. Operation of sanitary facilities.**

Sanitary facilities shall be operated by the Worcester County Department of Public Works, provided that the County Commissioners may contract with qualified private operators or enter into leases with private operators to operate sanitary facilities.

**§ PW 5-309. Plat approval and building permits. [Amended 7-13-1999 by Bill No. 99-4]**

- (a) Conditions of approval and permit issuance. No subdivision plat may be recorded or site plan finally approved for any development in a sanitary service area until the sanitary facilities have either been completely constructed and in operation or the construction is provided for by agreement with the County Commissioners and has been adequately bonded to the county. No building permit for any structure in a sanitary service area shall be issued until the county shall determine that the construction of the sanitary facilities is substantially completed as determined by the County Commissioners upon the advice and the recommendation of the County Environmental Programs Administrator and, if the facilities are being constructed by a developer, that the remaining work is adequately bonded to the county. No occupancy permit shall be issued for any structure in a sanitary service area until the sanitary facilities are completed and are operating to the satisfaction of the county and have been transferred to the county.
- (1) Notwithstanding the provisions contained in Subsection (a) above, permits for no more than four model homes may be issued for any subdivision where the proposed water supply system and/or sewage disposal system have been approved by the Department of the Environment but not constructed, subject to the following:
- A. The water supply system and/or sewage disposal system have been bonded in their entirety to the satisfaction of the County Commissioners.
  - B. There shall be no water supply extended to the model homes.
  - C. All plumbing shall terminate at the building foundation.
  - D. Model home owners/developers shall utilize the model homes only for display purposes and they must not be either sold or occupied for any purpose until the water supply system and/or sewage disposal system are available to serve them. Agreements to this effect must be signed by all owners/developers, contractors and lienholders and recorded in the land records of Worcester County.

**§ PW 5-310. Budget, assessments and charges.**

- (a) Service area budget. The County Commissioners shall each year, by resolution, approve and adopt a budget for each service area which shall specify estimated expenses of the

service area or sub-area and the assessment, user charge and accessibility rates, as well as any other authorized fees and charges, necessary to balance estimated expenditures. The County Commissioners may also approve and adopt such supplemental budgets and assessments and charges in accordance with the procedures set forth in this section, as may be necessary to meet emergency or unexpected conditions and expenses, including partial year budgets and levies. The expenses of the service area may also include a portion of any consolidated administrative, financial, engineering and maintenance expenses which are allocated to the service area on a proportionate basis.

- (b) Assessments. The County Commissioners shall levy assessments by resolution on all properties within the sanitary service area or sub-area for the sole purpose of raising funds to retire any indebtedness of the service area or sub-area incurred for the purpose of acquiring or constructing sanitary facilities. The assessments shall be levied uniformly on an equivalent dwelling unit basis. If no new assessment is made, then the prior year assessment shall continue for the ensuing year. Each parcel within the service area shall annually, by resolution, be assigned an equivalent dwelling unit rating based upon its actual use or, in the case of vacant land, be assigned a one equivalent dwelling unit rating unless the vacant land has been approved for a greater number of equivalent dwelling units either by site plan approval, preliminary plat approval, or other development plan approval allowing for an allocation of water or sewer service, or other contracted agreement providing for water or sewer service, in which case the rating shall be based upon the number of equivalent dwelling units provided for in such approval, plat, plan or agreement. The County Commissioners may make adjustments in assessments in cases of lots which are determined by the County Commissioners to be lots not intended for sewer or water facilities or where water or sewer facilities provided in the service area or sub-area are not planned to be extended to such lot. In the case of unplatted areas subject to assessment on account of any such approval, the resolution may provide for a charge per equivalent dwelling unit of less than one hundred percent. The County Commissioners shall make a semiannual assessment levy, at one-half the annual rate, for parcels which first become subject to assessment or for which the equivalent dwelling unit rating is changed, after the beginning of the levy year and before the 180th day of the year. The assessment rate per equivalent dwelling unit shall be made each year, by resolution, such that the total assessment levy for that year is sufficient, but not in excess of the amount necessary except allowing for a reasonable reserve for uncollected assessments, to pay the indebtedness due for that year.
- (c) User charges. The County Commissioners shall levy, by resolution, user charges for all customers in the service area or sub-area actually connected to sanitary facilities. The user charges shall be based upon the best available determination of the volume of water used or wastewater discharged. The user charges shall be set on an annual basis in an amount, when added to any accessibility charges collected, sufficient to pay all operating and maintenance costs of the sanitary service area or sub-area including reasonable reserves for replacements.
- (d) Special service fees. The County Commissioners may establish, by resolution, and charge special service fees required to be paid for special services provided by the county. Such fees shall be based upon the cost to the county to provide any such service.

- (e) Accessibility charges. Where the customer base is insufficient to generate sufficient user charges to reasonably pay annual maintenance and operation expenses, the County Commissioners may levy, by resolution, accessibility charges for all parcels in the service area which are not yet actually connected to sanitary facilities. The Commissioners shall classify parcels based upon the degree to which the sanitary facilities are considered to be readily accessible.
- (f) Late fees and interest. The County Commissioners may also establish, by resolution, late fees and administrative charges required to be paid and interest charges for any assessments, charges or fees which are not paid in the time prescribed.
- (g) Contract charges. Where there is an existing agreement as described in § PW 5-313 hereof with respect to sewer or water services in any service area, then in such event, any charges as agreed to, authorized by, or set forth in such agreement, including any charges agreed to be made to persons similarly situated and not parties to any such agreement and specifically including all charges included in an agreement between Worcester County Sanitary District, County Commissioners of Worcester County, institutional service corporation, Maryland Marine Utilities, Inc., and 589 Corporation, dated July 14, 1987, and all exhibits thereto may be made by the County Commissioners within that service area pursuant to such agreement. Any such charges authorized by an amendment to such agreement may also be made.
- (h) Discontinuance of water services. If any bill for water service remained unpaid (1) after sixty days from the date of mailing for annual and semiannual bills; or (2) after thirty days from the date of mailing for all other bills, the department shall give written notice, left upon the premises or mailed to the last known address of the owner, that the water service will be terminated in ten (10) days and not reinstated until said bill, late fees, interest and a reconnect fee of fifty dollars have been paid.
- (i) Collection of unpaid charges. Unpaid assessments, charges and fees shall be collected in the same manner as real estate taxes, shall constitute liens in the same manner as real estate taxes, and shall be subject to all laws with respect to real estate taxes.
- (j) Public hearing. Before adopting any resolution establishing or changing any assessment rate, user charge rate or availability charge rate, the County Commissioners shall hold a public hearing, which hearing shall be advertised at least once per week for two weeks prior to the public hearing in the area of the service area, on said rates at which hearing the property owners and customers shall have an opportunity to be heard regarding the service area budget or the proposed rates.
- (k) Interim forms of assessments and charges. In addition to the other powers set forth in this section, the County Commissioners may, in lieu of assessments based upon equivalent dwelling units as provided for under Subsection (b) hereof, levy benefit assessments, in the West Ocean City Sanitary Service Area, for the year 1994/95, by resolution, based upon front footage in accordance with existing formulae or systems.
- (l) Continuation of budgets and assessments. In the event the County Commissioners do not adopt a budget or make an assessment for a service area or service areas, the prior year budget and assessment shall continue for the ensuing year in that service area.

- (m) Assessment appeals. Any person alleging an error in the application of the criteria or standards used in determining the number of equivalent dwelling units assessed, or in the calculation of some other method of assessment allowed under the provisions of this section, or the procedures adopted to implement the assessment system, shall be entitled to appeal, in individual cases, such assessments to the County Commissioners within such time periods and in accordance with such procedures as the County Commissioners may from time to time adopt by resolution. There shall be no appeal from the assessment methods or procedures. In the event of a reduction in assessment, the property owner shall be entitled to a refund for the then current year only.

**§ PW 5-311. Dissolution.**

Where the County Commissioners determine that a sanitary service area or sub-area is no longer necessary based upon the criteria set forth in § PW 5-305(b)(2)A through § PW 5-305(b)(2)E, the sanitary service area or sub-area may be dissolved in accordance with the procedures in this Subtitle for establishment.

**§ PW 5-312. Additional provisions.**

Nothing contained in this Subtitle shall be construed to limit or diminish any other powers or authority relating to the provision of water or wastewater service granted to the county under the Environment Article of the Annotated Code of Maryland or any other provisions of public general law. Where such other powers are in conflict with provisions of this Subtitle then the provisions of this Subtitle shall govern without any such limitation.

**§ PW 5-313. Effect on existing agreements.**

Nothing in this Subtitle shall abrogate or amend any such terms of any legally enforceable agreement entered into between any developer or sanitary service area and the Worcester County Sanitary District or the County Commissioners enforceable and in effect on the effective date hereof (including, but not limited to, the agreement made on the 25th day of November, 1997, by and between MH Utilities Corporation, Mystic Harbour Water and Wastewater Services, Inc. and the Worcester County Commissioners) to the extent that the provisions of this Subtitle are in conflict with matters specifically and directly addressed in said terms, otherwise the provisions of this Subtitle shall apply. Specifically, however, where such agreements provide for transfer of facilities, expansion of service areas, or service outside service areas, then the provisions of the agreement shall govern.

**§ PW 5-314. Decision of Commissioners to be final.**

Any person who has been denied a permit, license or approval by any county department or official acting pursuant to this Subtitle may, in writing within 30 days of such action, apply to the County Commissioners for a review of such action. The Commissioners shall provide the applicant with a right to be heard thereon upon at least 15 days notice. The decision of the Commissioners shall be final and not subject to any appeal to any board or court.

DRAFT

**RESOLUTION AMENDING THE COMPREHENSIVE WATER AND SEWERAGE PLAN FOR WORCESTER COUNTY TO RECLASSIFY AND EXPAND THE WATER PLANNING AREA OF THE OCEAN PINES SANITARY SERVICE AREA AND THE SEWER PLANNING AREA OF THE RIVER RUN SANITARY SERVICE AREA TO PROVIDE PUBLIC WATER AND SEWER SERVICE TO THE FORMER PINE SHORE NORTH GOLF COURSE PROPERTY**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) adopted a Comprehensive Water and Sewerage Plan for Worcester County (the Plan) on August 23, 1994, pursuant to Section 9-503 of the Environment Article of the Annotated Code of Maryland; and

WHEREAS, the County Commissioners have received a request from Mark Cropper and Dane Bauer, on behalf of River Run Development Associates LLC and Nichols-Neff Properties, LLC, applicant, to amend the Plan by reclassifying the water and sewer planning areas in the Ocean Pines Sanitary Service Area (OPSSA) and the River Run Sanitary Service Area (RRSSA) for two adjacent properties identified on Worcester County Tax Map 15, Parcels 127 and 259, located on Beauchamp Road, east of Racetrack Road, north of the current boundary of the OPSSA and directly southwest of the current boundary of the RRSSA on land formerly known as the Pine Shore North Golf Course to accommodate a proposed residential subdivision; and

WHEREAS, the proposed amendment seeks to change the water designations for the properties from W-6 (no planned service) to W-1 (planned to be served within two years) and the sewer designations for the properties from S-6 (no planned service) to S-1 (planned to be served within two years) with an anticipated allocation of ninety (90) equivalent dwelling units (EDUs) of water and sewer service for ninety (90) homes; and

WHEREAS, the Worcester County Planning Commission, at its January 3, 2019 meeting, reviewed the proposed amendment to the Plan and found the proposal consistent with the *Worcester County Comprehensive Plan*; and

WHEREAS, the cost of any sewer or water infrastructure improvements will be the sole responsibility of the property owners served by the facilities; and

WHEREAS, the County Commissioners held a duly advertised public hearing on April 2, 2019 to consider the application for these requested changes within the Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area; and

WHEREAS, the County Commissioners reviewed the recommendation of the Planning Commission and staff report and as a result of their investigation and evaluation of the proposal in accordance with the provisions of Section 9-503 et.seq. of the Environment Article of the Annotated Code of Maryland, determined that the proposed amendment to the Worcester County Comprehensive Water & Sewerage Plan to reclassify the water and sewer planning areas as proposed, is desirable.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. The Comprehensive Water and Sewerage Plan for Worcester County (the Plan) is

hereby amended to reclassify the water and sewer planning area designations for the subject properties identified on Worcester County Tax Map 15 as Parcels 127 and 259, more specifically described as follows:

- a. The water designations for the subject properties will be reclassified from W-6 (no planned service) to W-1 (planned to be served within two years) in the Ocean Pines Sanitary Service Area and the sewer designations for the subject properties will be reclassified from S-6 (no planned service) to S-1 (planned to be served within two years) in the River Run Sanitary Service Area and this amendment will include the relevant informational updates for the Ocean Pines and River Run planning areas in The Plan for the Ocean Pines Sanitary Service Area (OPSSA) and the River Run Sanitary Service Area (RRSSA).
- b. The proposed residential subdivision will consist of ninety (90) single family homes. A total of ninety (90) Equivalent Dwelling Units (EDUs) of water capacity from the Ocean Pines Sanitary Service Area and ninety (90) EDUs of sewer capacity from the River Run Sanitary Service Area will be needed to serve the proposed residential subdivision.
- c. Any improvements to the infrastructure to connect the subject properties to the Ocean Pines water distribution system and the River Run sewer collection systems, including the build-out of the existing River Run spray irrigation system, will be the sole responsibility of the property owners served by the facilities and all costs for said improvements will be borne by said property owners.

AND BE IT FURTHER RESOLVED that these proposed amendments to The Plan shall be forwarded to the Maryland Department of the Environment (MDE) for their review and approval in accordance with the provisions of Section 9-507 of the Environment Article of the Annotated Code of Maryland and that said amendments shall be officially incorporated into the Worcester County Comprehensive Water and Sewerage Plan upon said approval by MDE.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

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

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

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

\_\_\_\_\_  
Joshua C. Nordstrom

DRAFT

**RESOLUTION EXPANDING THE OCEAN PINES SANITARY SERVICE AREA  
AND THE RIVER RUN SANITARY SERVICE AREA TO ADD  
THE FORMER PINE SHORE NORTH GOLF COURSE PROPERTY**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) established the Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area in which all public water and sewer facilities serving the Ocean Pines and River Run communities are owned and operated by the County Commissioners; and

WHEREAS, in accordance with the provisions of Section PW 5-305 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners have received a petition filed by Mark Cropper and Dane Bauer, on behalf of River Run Development Associates LLC and Nichols-Neff Properties, LLC, applicant, for expansion of the Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area to include a proposed residential subdivision on the site of the former Pine Shore North Golf Course, on properties located on Beauchamp Road, east of Racetrack Road, north of the current boundary of the Ocean Pines Sanitary Service Area and directly southwest of the current boundary of the River Run Sanitary Service Area, which will be delineated on service area maps adopted by the County Commissioners. The sanitary service area expansion includes the following properties: Worcester County Tax Map 15, Parcels 127 and 259, Tax Account I.D.# 03-005364 and 03-005372; and

WHEREAS, the petitioners have proposed that the sanitary services for the expanded area be provided by the purchase of ninety (90) equivalent dwelling units (EDUs) of potable water service from the Ocean Pines Sanitary Service Area and ninety (90) EDUs of sewer service from the River Run Sanitary Service Area, authorized by an agreement between the River Run Developer and the County Commissioners, to serve the proposed residential subdivision and that the sanitary facilities will consist of a sewer main interconnection and associated pump station with discharge to a County approved location to connect to the River Run sewer collection system, build out of the River Run spray irrigation system to serve the proposed expansion, and public water mains to connect to the existing Ocean Pines water distribution system, all of which will be constructed by the developer of the project at their sole cost; and

WHEREAS, the request specifies that the construction of the facilities will begin after the Water and Sewer Plan amendment and the Service Area Expansion applications are approved and all other permits are issued; and

WHEREAS, the County Commissioners held a duly advertised public hearing on April 2, 2019 to hear public comment on the proposed expansion of the Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area; and

WHEREAS, as a result of their investigation and evaluation of the proposal in accordance with the provisions of Section PW 5-305 (Sanitary service areas, sub-areas and amendments) of the Code of Public Local Laws of Worcester County, Maryland the County Commissioners have determined that the proposed expansion of the service areas is desirable and in the best interests of the comfort, convenience, health, safety and general welfare of the people who will be served by the facility as well as the best interests of public health, safety and welfare of the residents of the County in general, and that the facilities do not appear to be unduly detrimental to the environment of the County, and that the construction, operation, and design of the facilities are in accordance with all required permits and applicable standards, and are feasible from both an engineering and economic standpoint.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. The Ocean Pines Sanitary Service Area and the River Run Sanitary Service Area are hereby



expanded to include the petitioned area owned by Nichols-Neff Properties, LLC, for construction of a proposed residential subdivision on the site of the former Pine Shore North Golf Course, on properties located on Beauchamp Road, east of Racetrack Road, identified on Worcester County Tax Map 15 as Parcels 127 and 259, Tax Account I.D.# 03-005364 and 03-005372, and as shown on the service area maps attached hereto; and

2. Sanitary services for the expanded service area will be provided by the purchase of ninety (90) equivalent dwelling units (EDUs) of potable water service from the Ocean Pines Sanitary Service Area and ninety (90) EDUs of sewer service from the River Run Sanitary Service Area, authorized by an agreement between the River Run Developer and the County Commissioners to serve the proposed residential subdivision.
3. The owner will enter into a Public Works Agreement to construct the collection system and pump station with connection to the River Run sewer collection system and including the build out of the River Run spray irrigation system to serve the proposed expansion, along with public water mains connecting to the existing Ocean Pines water distribution system, as required, to specify the conditions of the construction and connection of these sanitary facilities and will also make application to the Enterprise Fund Controller for payment of connection charges.
4. Once constructed, the sewer and water infrastructure will be turned over to the County after acceptance by the Department of Public Works, and thereafter owned and operated by the County.

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom

6

**NOTICE OF PUBLIC HEARING  
REQUEST FOR GROWTH ALLOCATION  
ATLANTIC COASTAL BAYS CRITICAL AREA**

Pursuant to Subsections NR 3-110(b)(2) and NR 3-112(c)(4) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, a request has been submitted to the Worcester County Commissioners by Hugh Cropper IV Esquire on behalf of Moore's Boat LLC for the reclassification of 4.71 acres of land from Resource Conservation Area (RCA) to Limited Development Area (LDA). The subject property is located along the eastern side of North Piney Point Road in Bishopville and is identified on Worcester County Tax Map 10 as Parcels 4, 171 and 304.

Pursuant to Section NR 3-112(c)(4) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners will hold a **PUBLIC HEARING** on:

**TUESDAY, APRIL 2, 2019**

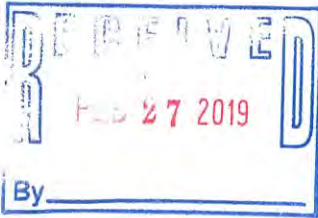
**at 10:40 AM** in the

County Commissioners' Meeting Room  
Room 1101 - Government Center  
One West Market Street  
Snow Hill, Maryland 21863

At said public hearing, the Commissioners will consider the request for the awarding of growth allocation for the above referenced property, any staff reports and recommendations, comments of other agencies, the recommendation of the Planning Commission, and any testimony or comments offered before them.

The file containing the request for growth allocation and other pertinent information which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Environmental Programs, Worcester County Government Center, One West Market Street, Room 1306, Snow Hill, Maryland 21863 during regular business hours.

Diana Purnell, President



**Worcester County**  
Department of Environmental Programs

**Memorandum**

**To:** Harold L. Higgins, Chief Administrative Officer

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

*Prop. Public Hearing  
on April 2, 2019*

**Subject:** Critical Area Growth Allocation Request  
Moore Boats

**APPROVED**  
Worcester County Commissioners  
Date 4/4 3/5/19

**Date:** February 26, 2019

The Department is in receipt of the request from Moore Boats for the award of Atlantic Coastal Bays Critical Area Growth Allocation of 4.71 acres to accommodate a proposed warehouse at their facility on North Piney Point Road in Bishopville. This request has been reviewed by the Planning Commission and given a favorable recommendation. As a result, I would respectfully recommend that the County Commissioners schedule the required public hearing for this application.

In addition to a draft advertisement for the required public hearing, you will find applicable staff correspondence, the Planning Commission report and minutes, and pertinent mapping and planning documents. These documents have been supplied digitally to Mr. Kelly Shannahan as well.

As always, if you have any questions or require any additional information, please do not hesitate to contact me.

**Attachments**

cc: David Bradford, Deputy Director, DEP  
Jenelle Gerthoffer, Natural Resources Administrator



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

### MEMORANDUM

DATE: February 26, 2019  
TO: Robert Mitchell, Director, Environment Programs  
FROM: Jenelle Gerthoffer, Natural Resources Administrator (JG)  
SUBJECT: Moore's Boatyard Growth Allocation Request

.....

This memo is a request to schedule a public hearing for growth allocation for the Moore's Boatyard property located on North Piney Point Road, as shown on Worcester County Tax Map 10, as Parcels 4, 171, and 304. The applicant is proposing to erect a 46,000 square foot warehouse. The request is to re-designate 4.71 acres of Resource Conservation Area to Limited Development Area to accommodate the proposed warehouse. Currently, in the Atlantic Coastal Bays Critical Area, 373.89 acres of growth allocation is available.

As you are aware, Growth Allocation Requests are to be reviewed by the Worcester County Planning Commission then forwarded to the County Commissioners. This request received a favorable recommendation from the Worcester County Planning Commission at their February 7, 2019 regular meeting. If approved by the County Commissioners, the Maryland Critical Area Commission must hear and ultimately approve the request.

Attached, please find a proposed site plan, environmental plan and report, concept Stormwater plan, and the Staff Report submitted to the Worcester County Planning Commission with pertinent supplemental documentation. Also included is a draft ad to advertise the public hearing.

Once the request is scheduled, all applicable site plans and supplemental documentation will be submitted to the County Commissioners prior to the public hearing.

Thank you for your attention in this matter. If you need any additional information, please feel free to contact me.

# **Attachments**

**Moore Boat Map**  
**PC Memo**  
**PC Memo Attachments**  
**PC Minutes**  
**ACBCA Report**  
**MDE Heritage**  
**Phase 1 Model P-1**  
**Environmental Features EF**  
**Planting Plan PL-1**  
**11c. 10% Worksheets**  
**11.a and 11b. Project Sheets 1 and 2**



Growth Allocation Request  
 Moore Boat LLC



2016 Imagery  
 Map generated by the Dept. of Environmental Programs  
 Natural Resources Division  
 February 25, 2019

Tax Map 10, Parcels 4, 304, 171



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

MEMORANDUM

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT AND EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

TO: Worcester County Planning Commission  
FROM: Jenelle Gerthoffer; Natural Resources Administrator (JG)  
Katherine Munson, Planner V (KM)  
DATE: January 31, 2019  
SUBJECT: Planning Commission Meeting, February 7, 2019, Growth Allocation Request  
Moore's Boatyard, Tax Map 10, Parcels 4, 171, and 304

The following comments are provided for the above referenced request:

The subject property for this request is identified as Tax Map 10, Parcels 4, 171, and 304 consisting of 9.34 acres, all of which is within the limits of the Atlantic Coastal Bays Critical Area. There are 4.63 acres currently classified as a Limited Development Area (LDA) and 4.71 acres currently classified as a Resource Conservation Area (RCA). The property presently contains a garage/storage building, a dwelling, and a previously used dredge spoil site within its boundaries. Existing industrial uses on the property were approved prior to the implementation of the Atlantic Coastal Bays Critical Area Law, and per §NR 3- 108(c)(4), may remain in use. Also within and along the parcels' boundaries, non-tidal wetlands, tidal wetlands, and a blue line stream are present. For your reference, attached is a copy of the Atlantic Coastal Bays Critical Area Program Map Sheet 10, highlighting the subject property.

This proposal is for reclassification of 4.71 areas of RCA to LDA, resulting in the proposed use of 4.71 acres of Growth Allocation. The applicant is proposing to construct a 46,000 square foot long-term warehouse and associated parking area. Currently the proposed industrial use cannot be approved within the RCA. As noted under §NR 3- 108(c)(5), "new commercial, industrial, and institutional uses shall not be permitted in the Resource Conservation Areas." The proposed warehouse will further support the existing industrial use of the property.

As the Planning Commission is aware, Growth Allocation is the process to reclassify land use designations within the Critical Area. Under §NR 3-112(c)(2) of the Worcester County Code of Public Local Laws (County Code), "[a]ll applications for growth allocation shall be forwarded to the Planning Commission for review and shall include comments and recommendations from the staff. The Planning Commission shall consider the growth allocation request prior to making a recommendation on the proposal to the County Commissioners."

**GENERAL COMMENTS:**

1. Attached you will find copies of the Critical Area Site Plan, Phase One Plan, and Critical Area Report, all of which were supplied by the Applicant as part of this request.

**GROWTH ALLOCATION STANDARDS §NR 3-112(b):**

The Critical Area Law provides guidelines in considering Growth Allocation. Below is an analysis of the applicable guidelines for consideration of requests for reclassification to Limited Development Area (LDA).

**§NR 3-112(b)(2) New Limited Developed Areas should be located adjacent to existing Limited Development Areas or Intensely Developed Areas.**

This proposal meets this guideline as the property is adjacent to an existing area currently classified as a Limited Development Area.

**§NR 3-112(b)(4) No more than one-half of the allocated expansion may be located in RCA except as provided in paragraph (b)(9) below.**

As this request is for 4.71 acres within the RCA, this acreage does not exceed one-half of the allocated expansion provisions of the Ordinance. Attached is a copy of the Summary of Growth Allocation to date of the Atlantic Coastal Bay Critical Area.

**§NR 3-112(b)(5) New Intensely Developed Areas and Limited Development Areas should be located in such a manner as to minimize impacts to Habitat Protection Areas as specified in this Subtitle and in an area and in a manner that optimizes benefits to water quality.**

The Planning Commission should consider the applicant's Critical Area Report and Critical Area Site Plan and testimony in determining if this guideline has been met.

- Applicant maintains in the Report that the stormwater management system for the development of the site will meet the three phase stormwater management process (concept plan, site development plan, and final stormwater management plan) for all new



impervious surfaces proposed. In addition, the applicant is proposing to remove/convert 2,810 square feet of impervious cover currently within the 100' Buffer into rain gardens or other environmental site design Best Management Practices (BMPs). This will provide treatment for currently untreated runoff from existing structures and impervious areas.

- There is no proposed removal of forest onsite. Onsite forest totals 2.11 acres, or 22.6 percent of the total site area. There is additional developed woodland to be retained onsite and .05 acres of developed woodland that will be cleared to develop the building and associated parking.

- The applicant is proposing to remove invasive phragmites and bamboo currently located within and adjacent to the 100' Buffer. It is anticipated that removal of these invasive species will take two to three years, after which, the planting of native species in the eradicated areas will occur.

- The letter from Maryland DNR Wildlife and Heritage Service regarding the presence or lack thereof of rare, threatened or endangered species is attached to the Environmental Report.

- Also, as the growth allocation request is for reclassification to LDA, there will be impervious surface limitations. Pursuant to §NR 3-107(c)(8): "*Except as otherwise provided in this subsection, for stormwater runoff, impervious areas, shall be limited to fifteen percent of the site.*" Applicant has calculated the proposed total impervious surface coverage within the Critical Area will be 14.9 percent of the site.

**§NR 3-112(b)(7) New Intensely Developed Areas and Limited Development Areas in the Resource Conservation Area should be located at least three hundred feet landward of the limits of tidal wetlands or tidal waters.**

The 100' Buffer from tidal wetlands/mean high water has been demarcated on the proposed site plan. The applicant is seeking approval of the Growth Allocation without proving a 300' Buffer. As note in COMAR 27.01.02.06-3(E)(4), a new LDA within a previous RCA must be located "*at least 300 feet beyond the landward boundary of tidal wetlands or tidal waters, unless the local jurisdiction proposes, and the Commission approves, alternative measures for enhancement of water quality and habitat that provide greater benefits to the resources.*"

The applicant claims that the 300' Buffer provision would prohibit development on the property due to the small size of the property and due to having two sides of the property that would need to comply with the Buffer provision. As noted in the Critical Area Report, the applicant notes the following to justify the reduced buffer size:

- Remove 2,810 square feet of existing impervious surface from the 100' Buffer. Also, remove 1,686 square feet of impervious surface that is located outside the 100' Buffer, but would be located within the 300' Buffer.
- Provide water quality treatment via rain gardens to existing impervious surfaces within the 100' Buffer and 300' Buffer.
- The existing and proposed septic systems will be installed/upgraded to provide the most up to date nitrogen removal technology. Retrofitting of the existing system is not a requirement of the growth allocation.
- Eradicate 37,000 square feet of phragmites and bamboo in tidal wetlands, then plant in accordance with a Buffer Management Plan.
- Plantings, exceeding any required due to Buffer Establishment or tree removals, will be provided.
- There is limited use of public infrastructure proposed for the project.
- The project is extensively buffered from adjacent RCA uses by existing and proposed uses. The project is at the end of a dead end road with no impact to RCA areas south of the project.

**§NR 3-112(b)(8) New Intensely Developed or Limited Development Areas shall conform to all criteria of the Department for such areas, shall be so designated on the County's Atlantic Coastal Bays Critical Area Maps and shall constitute an amendment to this Program subject to review and approval by the Planning Commission, the County Commissioners and the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.**

The proposed site, should it receive Growth Allocation, will meet all, but the 300' Buffer requirement noted in §NR 3-112(b)(7), requirements of the Critical Area Law with respect to the development standards of LDA as found in the Natural Resource Article of the Worcester County Code of Public Local Laws. Furthermore, should this project successfully proceed through the Planning Commission, receive County Commissioners approval, and approval from the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays, the critical area maps will be changed to reflect the new designation.

**§NR 3-112(b)(9) If the County Commissioners are unable to utilize a portion of its growth allocation as set out in paragraphs (b)(1) and (2) above within or adjacent to existing IDA or LDA, then that portion of the allocated expansion which cannot be so located may be located in the RCA in addition to the expansion allowed in (b)(4) above. An applicant shall be required to cluster any development in an area of expansion authorized under this paragraph.**

The proposed request is adjacent to existing LDA.

## ADDITIONAL FACTORS OF CONSIDERATION:

**1) Consistency with the local jurisdictions Comprehensive Plan (Plan) and whether the proposed growth allocation would implement the goals and objectives of the plan:**

Parcel 171 is currently primarily designated as "Existing Developed Area", with a small portion "Agriculture"; Parcel 304 is partly designated "Existing Developed Area" and partly "Agriculture"; Parcel 4 is designated as "Agriculture" on the land use map contained in the Worcester County Comprehensive Plan. The parcels are zoned "E-1" ("Estate"), with the shoreline of Parcel 4 zoned "RP" ("Resource Protection"). See attached maps.

The following is relevant from the Land Use Chapter of the Comprehensive Plan:

*"Existing Developed Areas"—This category identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained. Recognizing existing development and neighborhood character is the purpose of this designation. Appropriate zoning providing for densities and uses consistent with this character should be instituted. Not designated as growth areas, these areas should be limited to infill development. Caution should be exhibited within these areas to protect green infrastructure and sensitive areas.*

*"Agriculture"—This category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted.*

The proposed project is consistent with this, in that the site has a history of use as a boatyard that preceded the Comprehensive Plan, which is recognized by the "Existing Developed Areas" designation. While this designation does not extend to the entire site, it includes a portion of this existing use. This use, being located on a peninsula and adjacent to existing development, will have minimal impact on farming, forestry or related industries.

The Comprehensive Plan calls for elimination of the "Estate" category, for both the land use plan and as a zoning category, because it created an over-supply of land for residential use in environmentally sensitive areas. While the zoning of these parcels remains "E-1", the proposed use is non-residential, and building upon an existing use on part of the site, not contributing to sprawl. The shoreline which is zoned "R-P" is proposed to be protected with a vegetative buffer, which is consistent with that zoning category. (The property owner has applied to re-zone these parcels to "I-1" ("Light Industrial").)

The primary goal stated in Chapter 2 (Land Use) is that "Worcester County will maintain its rural and coastal character, protect its environment and natural resources,

and locate planned development for new residences in designated growth areas...". The re-development/expansion of an existing boatyard at this site, with appropriate environmental protections, is consistent with this statement. The project will not impinge upon the rural and coastal character of the area and inappropriate residential development is not involved.

The proposed project is consistent with relevant objectives stated in Chapter 2 (Land Use): "Locate...all industrial development in areas having adequate arterial road access or near such roads", "Limit rural development to uses compatible with agriculture and forestry". The proposed project has adequate access and is in location that will not cause conflict with agriculture or forestry.

Chapter 3 (Natural Resources) identifies general recommendations for new development. The proposed site design is consistent with all recommendations as it minimizes impervious surfaces, including removing impervious surface, proposes a rain garden which will improve stormwater management on the site, and will be using native species for all planting areas. No forest is proposed to be removed. Bamboo/*Phragmites* eradication is proposed, which is specifically consistent with objective "C", for new development, described on page 53 of the Chapter (enhancement of reduced or lost environmental functions). This Chapter also recognizes that growth in the Critical Area may be accommodated.

Chapter 4 (Economy) calls for maintaining an inventory of suitable locations for appropriate industries to locate within the county (page 59). The proposed site, which contains an existing use in an appropriate waterfront location, is consistent with this statement.

Chapter 6 (Public Infrastructure) states that nutrient reduction technologies should be applied to on-site septic systems. The proposed project will retrofit existing septic systems with best available nitrogen removal technology, and will use a nitrogen removal systems for all new systems.

Chapter 7 (Transportation) does not note any roadway capacity issues that anticipated demand of this use would have any impact upon.

**2) For a map amendment involving a new limited development area whether the development is:**

**a.) To be served by a public wastewater system or septic system that uses the best available nitrogen removal technologies:**

This project will be served by upgraded and new nitrogen removal systems.

**b.) Is a completion of an existing subdivision and is clustered:**

No, this is not a completion of an existing subdivision.

**3) Uses public infrastructure where practical:**

As described in the report, the site proposes little use of public infrastructure other than the use of County roads.

**4) Is consistent with State and Regional environmental protection policies regarding the protection of rare and threatened endangered species in need of conservation:**

As described in the report and confirmed in the letter there are no rare, threatened or endangered species present on the site.

**5) Impacts on priority preservation areas as defined under section 2-518 of the Agricultural Article:**

The proposed project is not within a Priority Preservation Area, nor would this project have an impact on one.

**6) Environmental impacts associated with wastewater and stormwater management practices and wastewater and stormwater discharges to tidal waters, tidal wetlands, and tributary streams:**

As noted in the report the site will utilize nitrogen removal septic systems. The site also proposes approval for a stormwater management plan that incorporates environmental site design to the maximum extent practicable by utilizing rain gardens, grass channels, and disconnects to buffers to treat the Stormwater prior to discharging into tidal wetlands and waters.

**7) Environmental impacts associated with location in coastal hazard area or an increased risk of severe flooding attributable to the proposed development:**

This project is proposed within a coastal hazard area. Flood zones on the proposed development area are X and AE as depicted on the attached National Flood Hazard Layer FIRMette map.

**STATE CRITICAL AREA COMMENTS**

Comments from the State Critical Area Commission Staff are attached.

**ACTION OF THE PLANNING COMMISSION:**

The Planning Commission is requested to forward a favorable or unfavorable recommendation to the County Commissioners regarding the applicant's request for an award of 4.71 acres of Growth Allocation, by designating a portion of the subject critical area property as a Limited Development Area (LDA). Once the Planning Commission has made this recommendation, the applicant shall

address and revise the concept plan according to any comments and/or recommendations before proceeding further. In addition, Stormwater Concept Plan Approval, along with accompanying calculations, and a more detailed planting plan will be required by this Department prior to review by the County Commissioners. Pursuant to §NR 3-112(c)(3), the growth allocation request shall then be forwarded to the County Commissioners by the Planning Commission with a recommendation for either approval or denial.

**ADDITIONAL APPROVAL STEPS:**

The County Commissioners shall hold a public hearing pursuant to §ZS 1-114 of the Zoning and Subdivision Control Article on the request and any revisions to the concept Plan.

The County Commissioners may establish conditions of approval that are consistent with the intent of the Critical Area Program. Pursuant to §NR 3-112(c)(11), as a condition of approval, the County Commissioners may require that the project approved for the use of growth allocation demonstrate that it has been substantially completed within three (3) years of the date of growth allocation approval by the Commission. Substantially completed is defined as projects in which all public improvements such as roads, sewer and/or water facilities, etc. have been built and approved as required by the County Commissioners.

If the request is approved by the County Commissioners, it shall be forwarded to the State Critical Area Commission. Thereafter, the additional approval steps will be applied as set forth in §NR 3-112(c)(6) thru (10).

\* \* \* \* \*

Should you have any questions or need additional information, please do not hesitate to contact us at (410) 632-1220:

Jenelle Gerthoffer- ext. 1147, [jgerthoffer@co.worcester.md.us](mailto:jgerthoffer@co.worcester.md.us)

Katherine Munson- ext. 1302, [kmunson@co.worcester.md.us](mailto:kmunson@co.worcester.md.us)

- Attachments: Growth Allocation Summary;  
Critical Area Commission Letter;  
Critical Area GIS Map;  
Critical Area Program Map Sheet;  
FEMA Map;  
Land Use Map

Worcester County  
Atlantic Coastal Bay Critical Area  
**TENTATIVE SUMMARY OF GROWTH ALLOCATION**

Per §NR3-112 - Total acreage classified as RCA upon County adoption of Ordinance(11/19/02) - 16,379 acres - 5% of this area can be allocated by the County Commissioners for future growth as IDA or LDA – 819 acres.

Refinements/Amendments since adoption of Law:

- |  |                |
|--|----------------|
| Bali-Hi RV Park (M10 P32)<br>St. Martin's Neck Rd. Bishopville<br>Resolution 02-44 passed to correct mapping<br>Error (RCA to IDA)                         | - 23.63 acres  |
| Riverview Mobile Home Park (M9 P268)<br>Shell Mill Rd. Bishopville<br>Resolution 02-44 passed to correct mapping<br>Error (RCA to IDA)                     | - 24.32 acres  |
| <u>Peterson et al.</u> (M26 P132,133,134,383 )<br>Ocean Gateway, West O.C.<br>Resolution No. 08-07 & 08-19 passed to correct mapping<br>Error (RCA to IDA) | - 6.32 acres   |
| Rios (M10 P 28, 29, 48, 249, 302)<br>Resolution No. 08-06 passed to correct<br>mapping error – (Acreage out of c.a. boundary)                              | - 35.74 acres  |
| Tony Russo / Irving Lynch (M21 – Numerous Parcels)<br>Resolution No. 09-22 passed to correct mapping error)  | - 113.92 acres |

**Adjustment to RCA acreage amount (16,379 acres – 203.93 acres) = 16,175.07 – 5% of this area can be allocated by the County Commissioners for future growth as IDA or LDA = 808.75 acres.**

“Interim Period” Projects:

Preliminary Plat approval prior to 6/1/02 and recorded within one year from State adoption of law (June 1, 2002):

- |  |               |
|--|---------------|
| - Equestrian Shores (M73 P123,124,125)   | – 79.85 acres |
| - Coves at Isle of Wight (M22 P410 L3&4) | – 32.74 acres |
| - Cropper Island Estates (M40 p/oP93)    | - 20.30 acres |
| - Anderson Property (M16 P36&81)         | - 14.00 acres |
| - Figgs Landing (M73 P53)                | - 22.54 acres |
| - Melson Tract (M9 P 161)                | - 60.72 acres |

Residential Planned Communities (RPC's) – received Step III approval and 3 of 4 State permits prior to 6/1/02:

- |                               |               |
|-------------------------------|---------------|
| - The Landings RPC (M33 P281) | - 11.86 acres |
|-------------------------------|---------------|

RPC's, meeting above criteria, which include an inland marina (85% of total units comply with 100' buffer & remaining 15% have 50' buffer):

- Glenn Riddle PUD (M26 P1) - 122.73 acres.

---

SUBTOTAL = 364.74

**Summary:**

Acres available for allocation - 808.75 acres

Less "Interim Period" Projects - 364.74 acres

Remaining Growth Allocation - 444.01 acres

Projects receiving Growth Allocation since adoption of Law:

Baypoint Plantation (M21 P257) - 38.0 acres

Total site area - 181.46 acres  
RCA to IDA - 38 acres  
Resolution 04- \_\_\_\_  
Balance remaining RCA 143.46 acres  
100 acres of which in restrictive easement

George Mount Property (M73 P28&42)

Total Site area - (8.1 acres ±)  
RCA to LDA - entire parcel  
Approved in 2004 with condition of confirmation of exact acreage based on State vs. Private wetland determination. *On May 13, 2007 owner gave written request to not pursue request. On July 3, 2007, Resolution No. 07-19 was signed to revoke award of G.A. Accepted by CAC on August 1, 2007.*

Proposed YMCA (M21 P118)

Site Area 9.46 acres  
RCA to IDA w/condition project must be substantially complete by 6/28/08 or growth allocation is reversed. *No Permit issued or activity on property as of 6/28/08- acreage reverts back to RCA.*

Steen & Associates (M21 P67&74) - 32.12 acres

Total Site Area w/in CA - 55.39 (Total site 92.03ac)  
RCA to LDA - 32.12 acres  
Remaining RCA - 20.74 acres

To date: Balance of acres available for Growth Allocation: 444.01 acres  
Less Approved G.A. projects - 70.12 acres

**TOTAL REMAINING FOR GROWTH ALLOCATION 373.89 acres**



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

January 31, 2019

Mr. David Bradford  
Worcester County Department of Environmental Programs  
One West Market Street – Room 1306  
Snow Hill, Maryland 21863

Re: **Moore's Boat Yard  
Growth Allocation**

Dear Mr. Bradford:

Thank you for forwarding information on the above-referenced project. The applicant is requesting growth allocation in order to expand a commercial use. The site is approximately 9.34 acres, split between approximately 4.71 acres of Resource Conservation Area (RCA) and 4.63 acres of Limited Development Area (LDA). If the request is approved, the RCA portion will be re-classified as LDA, thus accommodating the expanded commercial use. It is also our understanding that the applicant eventually would like to pursue an Intensely Developed Area (IDA) designation, in order to exceed the 15% lot coverage limitation.

In order for the Commission to accept an application for growth allocation, the County must provide all information in accordance with the Commission's growth allocation submittal requirements (COMAR 27.01.02.06-1). This includes a determination by the Worcester County Commissioners that the growth allocation meets the locational standards listed under Natural Resources Article 8-1808.1(c)(2) and COMAR 27.01.02.06-3.E and information that addresses the factors to be considered found in Natural Resources Article 8-1808.1(c)(4) and COMAR 27.01.02.06-3.G.

In order for the growth allocation submittal to be accepted for processing by the Critical Area Commission, it must meet the submittal requirements per COMAR 27.01.02.06-1. Based on the information I have received to date, the following additional information is required to meet the regulations:

1. Preliminary stormwater management plans, including calculations that provide information on how the project will meet the State's requirement for Environmental Site Design to the Maximum Extent Practicable (ESD to the MEP) are required per COMAR 27.01.02.06-2.A(6) and (7). Please note, given the applicant is also offering 10% pollutant reduction as an offset to the 300-foot setback, the stormwater management plans should include supporting information for this proffer.
2. Copies of the letters from U.S. Fish and Wildlife, as well as from the Maryland Department of Natural Resources per COMAR 27.01.02.06-1.A(6).

3. A proposed development Plan and supporting information that identifies all proposed, existing, and removed lot coverage by phase per COMAR 27.01.02.06-1.B, existing and proposed forest and developed woodland clearing and any required mitigation.
4. Information regarding the factor of environmental impacts associated with coastal hazard areas and increased risk of severe flooding per COMAR 27.01.02.06-3.G(8), and how the site will address this factor.
5. A map showing the proposed location of the new LDA, as well as a calculation of the amount of growth allocation acreage proposed and the County's existing total allotment of growth allocation that will remain, per COMAR 27.01.02.06-1.A(8).
6. A stand-alone Buffer Management Plan demonstrating compliance with COMAR 27.01.09 and 27.01.02.06-1.B(27).

Additionally, we have the following preliminary comments for the Planning Commission:

**Proposed Development Plan**

1. A lot coverage table should be included, broken out by structure and surface area, such as driveways, walkways, parking, etc. As currently labeled and described, it is difficult to verify the information provided.

**Buffer Impacts and Preliminary Buffer Management Plan**

1. COMAR 27.01.03.03 requires nonwater-dependent structures or operations associated with a water-dependent project to be located outside the Buffer, insofar as possible. Given the applicant is re-designing the entire site it would appear there is opportunity to remove additional lot coverage, currently labeled for parking, from within the Buffer, and further offset impacts to the Buffer. The site is also vulnerable to coastal flooding, increasing the likelihood of pollutants from vehicles entering the waterway during storm events.
2. Based on the provided plans, it appears that almost all of the phragmites and bamboo that are proposed to be eradicated (approximately 0.85 acres) are within the 100-foot Buffer. However, the preliminary planting plan shows only 0.64 acres will be planted in the Buffer in accordance with COMAR 27.01.09.01-2. It would appear additional planting to meet the establishment standards is required.

**Additional Information related to Standards and Factors**

1. The Planning Commission may want to consider additional information regarding how this proposed LDA is located in a manner that minimizes its impacts to the defined land uses of the RCA in accordance with COMAR 27.01.02.06-3.E. The applicant has provided information related to stormwater management and invasive species control. The defined land uses of the RCA are described in COMAR 27.01.02.05.
2. The Planning Commission should address how the project is consistent with its adopted Comprehensive Plan and whether the growth allocation would implement the goals and objectives of the adopted plan, as the Critical Area Commission is required to consider this factor per Natural Resources Article 8-1808.1(c)(4). The applicant has provided information citing the objectives of Chapter 2 and Chapter 4 of the Comprehensive Plan.

Mr. David Bradford

January 31, 2019

Page 3 of 3

Thank you for the opportunity to provide comments on this growth allocation. We look forward to working with the County, the property owner, and his consultant as this project moves forward through the growth allocation process. If you would like to set up a time to meet and discuss this project and to ensure that all required application materials are provided, or if you have any other questions, please contact me at [kathryn.durant@maryland.gov](mailto:kathryn.durant@maryland.gov) or (410)260-3477.

Sincerely,



Kathryn Durant

Natural Resources Planner

cc: Jack Burbage, Blue Water Development Corporation  
Robert Hand, R.D. Hand and Associates, Inc.  
Chris McCabe, Coastal Compliance Solutions, LLC  
Kate Charbonneau, Critical Area Commission  
Nick Kelly, Critical Area Commission

File: WC 683-18



Growth Allocation Request  
 Moore Boat LLC  
 Tax Map 10, Parcels 4, 304, 171



2016 Imagery  
 Map generated by the Dept. of Environmental Programs  
 January 31, 2019

# Atlantic Coastal Bays Critical Area Program

## Map Sheet 10

[Red Box]	IDA - Intensely Development Areas
[Brown Box]	LDA - Limited Development Areas
[Green Box]	RCA - Resource Conservation Areas
[White Box]	Out of Program
[White Box with Dotted Border]	Initial Development Exempt From Program (Color under crees hatching indicates the land classification)
[Blue Box]	Tidally Influenced Areas
[Blue Box with Dotted Border]	Open Water and Tidal Marsh
[Blue Line]	Stream

The Worcester County Critical Area Boundary was established by Worcester County in compliance with the Atlantic Coastal Bays Protection Act. This data set was reviewed, updated and converted to digital format by the Maryland Department of Natural Resources and the Worcester Regional GIS Program.

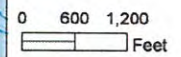
The tidal wetland boundary lines depicted on this map are for guidance purposes only. The State of Maryland does not recognize these boundaries in Worcester County. Maps depicting the State's regulatory jurisdictions may be viewed by contacting the Worcester County Department of Development Review and Permitting.

The first 100' landward measured from mean high water line to tidal waters, tidal wetlands and tributary streams is called "THE BUFFER". No alterations, vegetation removal, grading, paving, or building can take the place within "THE BUFFER", without additional approvals. The line 100' landward is not mapped hereon. A field survey may be required to accurately establish this line. See program for additional information.

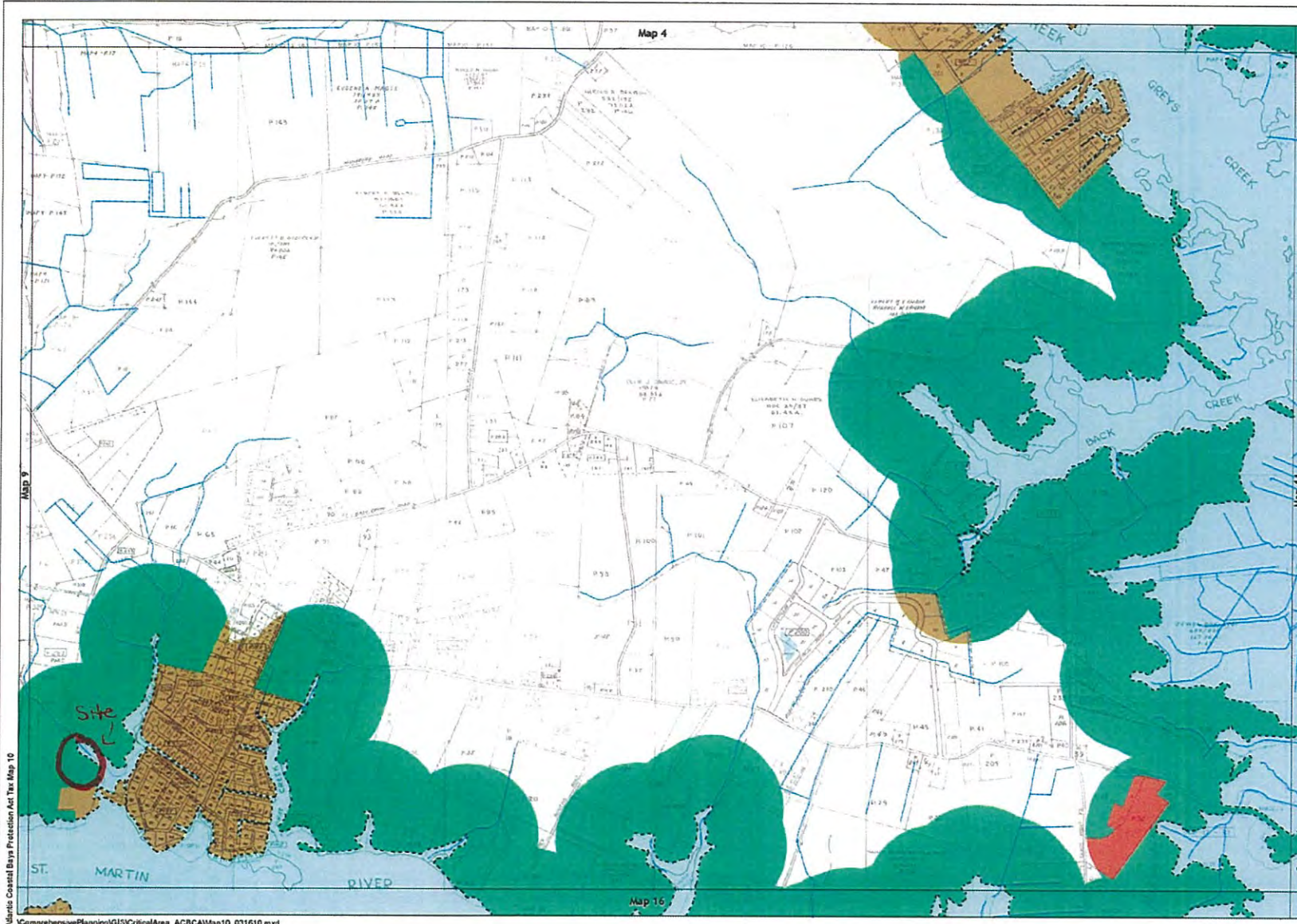
These maps are designed for use as a planning tool and not a primary regulatory tool. The information shown is a compilation from various information sources and maps. Field verification will be required.



This Box Represents Twenty Acres



Source: Worcester County Commissioners.  
Adopted: November 19, 2002.  
Revised: January 9, 2009.  
Revisions approved:  
Prepared by the Worcester County Department of Comprehensive Planning  
Stream data provided by the USDA Natural Resource Conservation Service (NRCS), 1997.  
2001 tax maps by the Maryland Department of Planning.



20

# National Flood Hazard Layer FIRMett



38°25'11.91"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000 38°24'43.71"N

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- |                                    |  |
|------------------------------------|--|
| <b>SPECIAL FLOOD HAZARD AREAS</b>  | <ul style="list-style-type: none"> <li>Without Base Flood Elevation (BFE)<br/>Zone A, V, A99</li> <li>With BFE or Depth Zone AE, AO, AH, VE, AR</li> <li>Regulatory Floodway</li> </ul>  |
| <b>OTHER AREAS OF FLOOD HAZARD</b> | <ul style="list-style-type: none"> <li>0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with draining areas of less than one square mile Zone D</li> <li>Future Conditions 1% Annual Chance Flood Hazard Zone X</li> <li>Area with Reduced Flood Risk due to Levee. See Notes. Zone X</li> <li>Area with Flood Risk due to Levee Zone D</li> </ul> |
| <b>OTHER AREAS</b>                 | <ul style="list-style-type: none"> <li>NO SCREEN Area of Minimal Flood Hazard Zone X</li> <li>Effective LOMRs</li> <li>Area of Undetermined Flood Hazard Zone X</li> </ul>   |
| <b>GENERAL STRUCTURES</b>          | <ul style="list-style-type: none"> <li>Channel, Culvert, or Storm Sewer</li> <li>Levee, Dike, or Floodwall</li> </ul>  |
| <b>OTHER FEATURES</b>              | <ul style="list-style-type: none"> <li>20.2 Cross Sections with 1% Annual Chance Water Surface Elevation</li> <li>17.5 Coastal Transect</li> <li>Base Flood Elevation Line (BFE)</li> <li>Limit of Study</li> <li>Jurisdiction Boundary</li> <li>Coastal Transect Baseline</li> <li>Profile Baseline</li> <li>Hydrographic Feature</li> </ul>  |
| <b>MAP PANELS</b>                  | <ul style="list-style-type: none"> <li>Digital Data Available</li> <li>No Digital Data Available</li> <li>Unmapped</li> </ul>  |
- The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

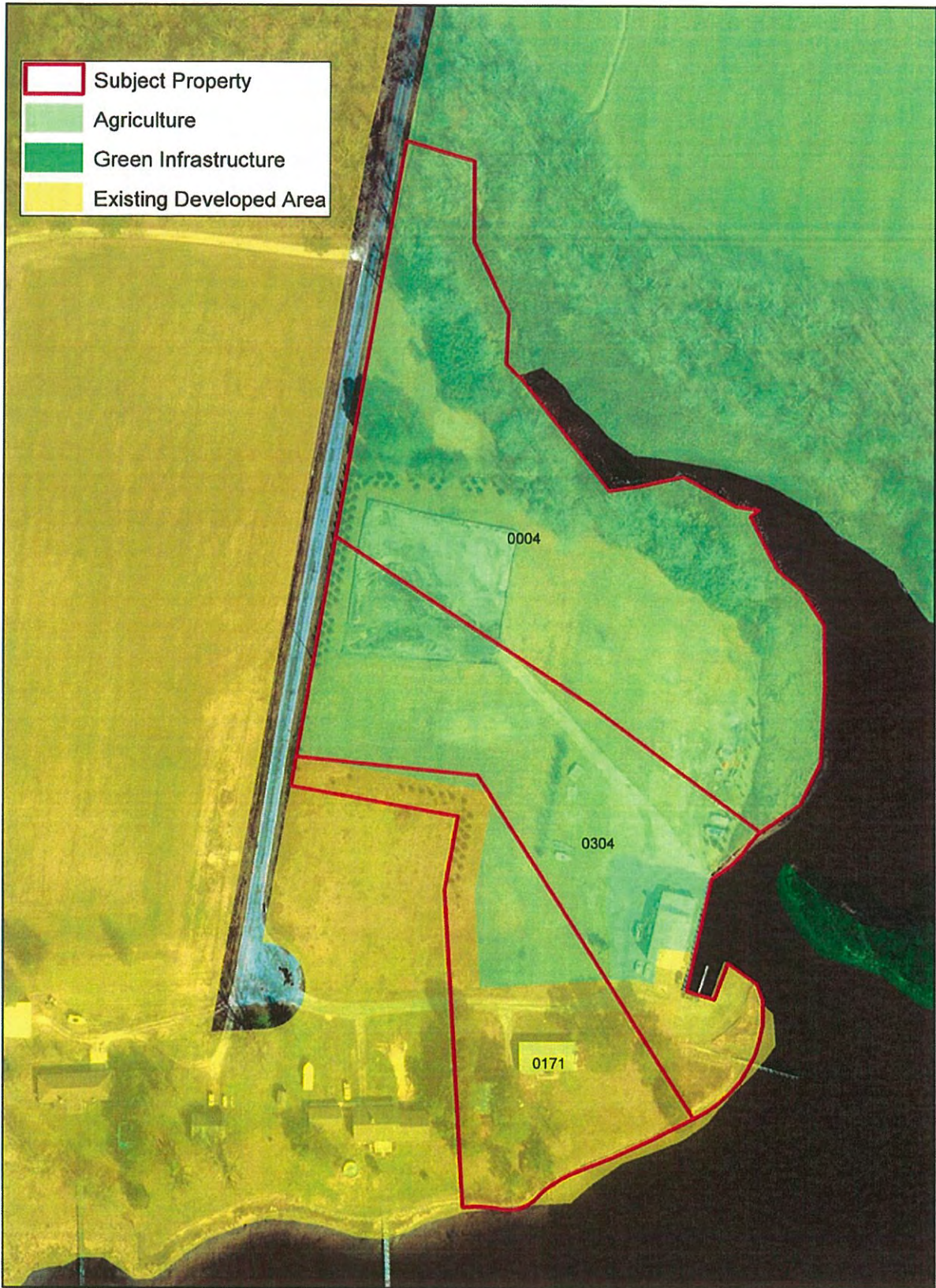
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/31/2019 at 8:02:43 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



21

75°10'11.61"W



2016 Imagery

0.06 0.03 0 Miles

**Worcester County Planning Commission  
Meeting Minutes**

**Meeting Date:** February 7, 2019

**Time:** 1:00 P.M.

**Location:** Worcester County Government Office Building, Room 1102

**Attendance:**

**Planning Commission**

Mike Diffendal, Chair

Jay Knerr, Vice Chair

Marlene Ott

Brooks Clayville

Rick Wells

Jerry Barbierrri

**Staff**

Maureen Howarth, County Attorney

Ed Tudor, Director

Phyllis Wimbrow, Deputy Director

Jennifer Keener, Zoning Administrator

Cathy Zirkle, DRP Specialist II

Jessica Casey, Customer Service Representative

Bob Mitchell, Director, Dept. of Env. Programs

David Bradford, Deputy Director, EP

Jenelle Gerthoffer, Natural Resources Admin., EP

**I. Call to Order**

**II. Administrative Matters**

- A. Review and approval of minutes, January 3, 2019** — As the first item of business, the Planning Commission reviewed the minutes of the January 3, 2019 meeting. Following the discussion it was moved by Mr. Knerr, seconded by Ms. Ott and carried unanimously to approve the minutes as submitted. Mr. Wells abstained.
- B. Board of Zoning Appeals agenda, February 14, 2019** — As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for February 14, 2019. Mrs. Keener was present for the review to answer questions and address concerns of the Planning Commission. No comments were forwarded to the Board.

**III. §ZS 1-325 Site Plan Review – Atlantic General Hospital Medical Center**

As the next item of business, the Planning Commission reviewed a site plan for the proposed construction of a 99,912 square foot medical office building, located on the east side of MD Route 589 (Racetrack Road), north of Adkins Spur Road, Tax Map 21, Parcel 66A, Tax District 3, C-2 General Commercial District. Mr. Knerr recused himself from the review of this project. Present for the review were Hugh Cropper, IV, Esquire, John Salm, engineer, and Kent Doss, architect. Mr. Cropper explained that the developer of the property was Sina Companies, who primarily develop medical offices around the country. The current proposal is a design, build and lease agreement with Atlantic General Hospital (AGH). The goal for AGH is to consolidate their various doctors and services into one central location. AGH is moving in the direction of providing more outpatient services, such as the ambulatory surgery center that will be located in this building. Mr. Cropper stated that they have attempted to design the building to comply with



10. As a condition of approval, the applicant must all necessary approvals associated with the water and sewer service.

Mr. Knerr returned for the review of the next agenda item.

#### **IV. Atlantic Coastal Bays Critical Area Growth Allocation Request**

As the next item of business, the Planning Commission reviewed an application associated with an Atlantic Coastal Bays Critical Area Growth Allocation request for for Moore Boats LLC. Tax Map 10, Parcels 4, 171, 304. Request to reclassify 4.71 acres of LDA to RCA. Jenelle Gerthoffer, Natural Resources Administrator and Katherine Munson, Planner V, prepared the staff report that was submitted to the Planning Commission. Hugh Cropper, attorney, presented on behalf of the applicant, Leighton Moore.

Mr. Cropper made the opening presentation to the Commission and submitted photos and detailed specifics on past boat operations at the property. Three photos were submitted as exhibits: the first, was a 1988 aerial picture of existing boat building and repair, the second was a 2005 aerial showing the same type of operations while the third was another 1988 aerial showing additional details on operations at the site. He explained his client would really like to continue the boat building and repair at the site.

Mr. Cropper reviewed and agreed with the staff report and requested those comments be incorporated into the Commission's findings along with comments from the state Critical Area Commission. He requested a 300 ft buffer be waived to 100 feet for this application by providing additional mitigation, SWM improvements, removal of existing portions of lot coverage, and removal of invasive plants. He introduced Mr. Chris McCabe, their consultant, who detailed the planned removal of phragmites and bamboo, proposed SWM upgrades, removal of existing lot coverage, additional mitigation plantings, and the upgrade of the septic to BAT for pre-treatment for nitrogen reduction. Mr. Cropper also introduced Mr. Bob Hand, their landscape architect, who described the site plan and specifically defined the extent of the work planned at the site.

Mr. Cropper concurred with staff's findings on this report and closed with the request for an approval of the Growth Allocation noting that there is ample Growth Allocation remaining for the Atlantic Coastal Bays Critical Area. He also requested approval of the waiver to reduce the 300 ft setback down to 100 ft. Mr. Cropper also mentioned a future request to an IDA designation would be forthcoming shortly after the conclusion of this growth allocation process

Following the discussion, a motion was made by Mr. Barberri, seconded by Ms. Ott and carried unanimously to find this application consistent with the Comprehensive Plan, approved the waiver as well, and recommended that they forward a favorable recommendation for both to the County Commissioners provided they address comments from the Environmental Programs Department and the Critical Area Commission.

Atlantic Coastal Bays Critical Area Growth Allocation  
Environmental Report  
Moore's Boatyard  
July 16, 2018  
Rev. February 22<sup>nd</sup>, 2019

12301 Piney Point Road  
TAX MAP 10, PARCELS 4, 171 & 304  
SDAT 5-021448,009030,019184

Prepared for:  
Moore's Boat L.L.C.  
C/O Leighton Moore  
117 49<sup>th</sup> St.  
Ocean City, MD 21842

Prepared By:  
R.D Hand and Associates INC.  
12302 Collins Road  
Bishopville MD 21813

Coastal Compliance Solutions LLC  
P.O. Box 66  
Fruitland, MD 21826

### Introduction:

In accordance with the requirements of the Chesapeake and Atlantic Coastal Bays Critical Area Law (CA), Regulations and Local Program, this report has been prepared to address standards as defined in Code of Maryland Annotated Regulations (COMAR), most specifically in section 27.01.02.06-2 *Environmental Report, NR 3-112 Worcester County Code of Public Local Laws*. As detailed below, this report will specify and describe the proposed development project and how each item is addressed. Further, details on limiting impacts to existing habitat and resources, coupled with a specific understanding of why this growth allocation request is needed and warranted.

### Current Conditions:

The property subject to this request is now known as the Moore's boatyard. It was purchased in 2010. The site is an active boat repair facility. The site is also used to construct boats for commercial and governmental users.

The site has been in operation for the 50+ years. Attached are various Google Earth images that show the business has been active back to 1989 at a minimum.

The site area is +/- 9.34 acres, all of which is located within the landward limits of the CA. +/- 4.71 acres are designated RCA and +/- 4.63 acres are designated LDA. This application is proposing to reclassify the +/- 4.71 acres of RCA to LDA.

### Project Description:

The proposed project will be construction of buildings for long term dry storage. The first storage building will be two story +/- 46,000 square feet with associated parking adjacent to the building.

### Development History:

Walter J. Hudson acquired the original waterfront parcel on January 5, 1894. After Mr. Hudson's death, his wife, Eva Hudson, conveyed the property to their son, also Walter J. Hudson, on June 27, 1940. Walter Hudson's son and daughter in law, Walter J. Hudson, Jr. and Judy Hudson, acquired title to the original waterfront parcel. Mr. and Mrs. Hudson acquired additional lands for a total of 9.4 acres. The property remained in the Hudson family from 1894 until September 30, 2005, when it was sold to John H. Burbage, Jr.

The Hudson Family were commercial waterman, and they were in the boat repair/maintenance/building business. Walter J. Hudson, Jr. operated Hudson's Marine Railway for many years. Back in the 1980's business was robust. Large boats were pulled from the St. Martins River by a marine railway, which was backed down into the water. This was one of the very few launch/haul-out facilities in the area.

Large portions of the property were covered with storage boats. These boats were maintained, bottoms painted, zincs replaced, engines repaired, etc.

Mr. Hudson was also in the boat building business. Mr. Hudson built a sportfishing boat which was more than 50 feet in length on the property. Mr. Hudson built numerous Chincoteague scows, typically from 18 feet to 22 feet in length.

Mr. Hudson provided heavy repairs for vessels. Mr. Hudson and his son repaired all types of boats damage, including fiberglass work. They replaced propellers, shafts, rudders, zincs, etc. There was also a retail business. Mr. Hudson sold bottom paint, boat parts, etc. Large boats were frequently moored at the property.

Mr. Hudson's business waxed and waned over the years. The use of the marine railway became antiquated, and Mr. Hudson purchased a travel lift. The travel lift was a large structure on tires, which lifted vessels from the water with large straps. Mr. Hudson lifted vessels up to 50 or 60 feet in length.

Unfortunately, the Hudson Family business began to suffer when several marinas in West Ocean City acquired travel lifts. However, Mr. Hudson's repair and maintenance business remained vibrant. He continued to build boats, typically wooden vessels reinforced with fiberglass cloth and resin.

Moore Boat, LLC acquired the property on September 2, 2008, and it took over the fabrication and maintenance of boats. The business had declined over the previous years due to Mr. Hudson's failing health. Moore Boat, LLC constructed and repaired boats at the property. There was an active business in place on November 3, 2009, the date of our last Comprehensive Rezoning, as well as at the time of the drafting of the Critical Area maps.

#### Change in Critical Area designation

The current land use designation in the Critical Area is Limited Development Area (LDA) and Resource Conservation Area (RCA). This application proposes to amend that RCA designation to LDA through the award of growth allocation (GA). The LDA that is immediately to the south on the site meets the adjacency requirement for growth allocation. This request is to reclassify approximately +/- 4.71 acres of RCA to LDA to facilitate expansion of the industrial use.

The project is in conformance with Natural Resources article 8-1808 (c)(2) *Standards for locating new intensely developed or limited development areas*:

(ii) It is a new limited developed area adjacent to an existing limited development area.

(iii) By providing stormwater in excess of what is required and elimination of existing invasive plant species the project minimizes impacts to areas and optimizes benefits to water quality

(iv) the project proposes alternate measures, instead of a 300' setback beyond the landward edge of tidal wetlands, for enhancement of water quality and habitat that provide greater benefits to the resources. These measures include enhanced buffer plantings, upgraded septic systems for existing and proposed uses, stormwater management for existing impervious areas, and stormwater treatment for new impervious structures in excess of required by meeting 10% pollutant removal criteria.

#### Consistency with Worcester County Comprehensive Plan

The site is currently zoned E-1, Estate District. On January 2, 2018, the property owner filed an Application for Amendment of the Official Zoning Map with respect to all three parcels, requesting a rezoning to I-1, Light Industrial District. The application has been assigned Rezoning Case No. 418. After considerable discussion with Worcester County Staff, the property owner has asked that that rezoning be placed on hold to pursue Growth Allocation as described herein.

To address Natural Resources Article 8-1808.1 (c)(4)

The project is consistent with the Objectives of Chapter 2, of the Comprehensive Plan. The project proposes extensive buffering meeting the Objective of Item 4 "Preserve and protect natural resources and their ecological functions". (Page 8). The project expands industrial uses meeting the Objective of Item 5 "Facilitate the county's economic activity". (Page 8)

The site is located partially in the Existing Developed Area and Agriculture designations of the Comprehensive Land Use plan. The plan, Chapter 2-pages 13 and 14, call for...infill development. Density, height, bulk and site design should be consistent with EDA's existing character".

Additionally, by retrofitting the existing septic systems with best available nitrogen removal technology, this proposal is consistent with objective 9, chapter 6, page 73 of the Comprehensive plan as well as 1-1808.1 (c)(4)(ii)2 A of the Natural resources Article : Will be Served by a septic system that uses the best available nitrogen removal technology.

The project is consistent with Objective of Chapter 4, *Industrial Development*, Item 1 "Continue the industrial development program to retain existing industries and emphasize light

industry to expand the county's research/product development, manufacturing, health and high-tech sectors.

As noted in the Worcester County Comprehensive Plan (pages 20 and 26) the elimination of the Estate Zone is encouraged and reclassifying to something more appropriate is suggested. Further, Worcester County has a strong track record of encouraging redevelopment in places where appropriate.

#### Soils:

The Boxiron soils are very deep and very poorly drained. They formed in thin moderately decomposed organic deposits derived from salt tolerant vegetation overlying silty marine and estuarine sediments. They are not considered prime agricultural soils.

The Fort Mott soils are very deep and well drained. They formed in sandy and loamy fluvio-marine sediments. They are not considered prime agricultural soils unless they are irrigated.

The Hambrook soils are very deep and well drained. They formed in loamy fluvio-marine sediments. They are considered prime agricultural soils.

The Indiantown soils are very deep and very poorly drained. They formed in loamy alluvial deposits overlying sandy alluvial and marine sediments. They are not considered prime agricultural soils.

The Woodstown soils are very deep and are moderately well drained. They formed in loamy fluvio-marine sediments. They are considered prime agricultural soils.

#### Topography:

The site is relatively flat. The site generally slopes to the adjacent tidal water. There is an existing dredge spoil disposal onsite that is proposed to be graded out over the site and stabilized with turf grasses.

#### Forest Identification and Protection:

There is no proposal to clear any forest onsite. Onsite forest consists of +/- 2.11 acres.

This represents +/- 22.6% of the total site area. In addition, there is +/- 0.36 acres of developed woodland that will be retained onsite. +/- 0.05 acres of the existing developed woodland will be cleared to develop the building and associated parking.

The current existing forest is a mix of upland and non-tidal wetland species with scattered dense stands of Bamboo and Phragmites. Dominant species include Sweet Gum (*Liquidambar Styraciflua*), Red Maple (*Acer Rubrum*), Willow Oak (*Quercus phellos*), Loblolly Pine (*Pinus Taeda*) and Eastern Red Cedar (*Juniperus Virginiana*). Scattered throughout are also shrub species and an intensive stand of Greenbriar. In the transition zone from forested non-tidal wetlands to tidal wetlands, a fringe of Phragmites is densely present. This, along with the invasive bamboo should be treated and removed. Additionally, there are some fringe grasses, mostly panicum along the meadow forest edge.

Predominant tree sizes range from 36-inch caliper to 44-inch caliper, with the majority in the 22 inch to 30-inch caliper range.

#### Storm water Management:

The existing site was developed prior to modern storm water management being required. Untreated runoff from the existing buildings and impervious surfaces discharge directly into adjacent tidal wetland and waters. As part of the proposed storm water management +/- 4,496 sf of existing impervious areas, of which +/- 2,810 sf (+/- 63%) are in the 100' buffer, will be removed/converted to rain gardens or other environmental site design bmps . These areas will provide treatment for currently untreated runoff from existing structures and impervious areas.

All new development onsite will be required to meet the MDE three phase storm water management process. The first, concept plan will identify areas of conservation and utilize environmental site design (ESD) to the maximum extent practicable (MEP). The second submission will be the site development plan, which will identify the chosen suite of BMP's proposed for the site. And lastly the final stormwater management plan will bring components of the concept and site development plan together to mesh into the final selected plan.

It is anticipated that the final storm water design will consist of grass channels, rain gardens and disconnects to buffers to treat the storm water prior to discharge to tidal wetlands and waters

#### Soil Erosion and Sediment Control:

Erosion and sediment control will be implemented at the beginning phase of the project and continue through construction. All new development will be required to submit and obtain erosion and sediment control approval from the local soil conservation district. Further, any Disturbance exceeding one acre will require obtainment of the MD NPDES General Permit authorization for construction activities. To ensure compliance onsite during construction, weekly and rainfall event self-inspections will be performed as mandated by the NOI.

#### Lot Coverage:

The current site coverage is +/-33,896 sf. The proposed site coverage is +/- 31,363 sf. As part of this proposal the applicant is proposing to remove +/- 4,496 sf of existing coverage. The total post development lot coverage will be +/- 60,763 sf which equates to 14.9% coverage. LDA growth allocation if approved will be 205,168 sf or 4.71 acres.

#### Buffer Management Plan

The preliminary buffer management calls for landscape planting of (24)-2" diameter Bald Cypress and (24)-2" diameter Red Maple along the existing forested edge of the 100" critical area buffer. This accounts for 9,600 sf (0.22 acres) of credit or 10% of the total plantings. Survivability requirement for these plantings is 100% for 2 years.

The balance of the plantings will consist of bare root seedling or whip plantings at a density of 700 seedlings per acre for a total of 1,400 seedlings. This accounts for 1.96 acres of credit or 90% of the plantings. Survivability requirements for the seedling plantings is 50% for 5 years.

A total of 2.18 acres will be planted, in accordance with Comar 27.01.09.01-2. The planting consists of 0.64 acres inside the 100' buffer, 0.69 acres outside of the 100' buffer and 0.89 acres in the eradicated areas. The final detailed buffer management plan will be prepared once the extent of invasive eradication is quantified.

#### Phragmites and Bamboo Eradication Plan:

As noted, Phase 1 plan all phragmites and bamboo are proposed to be eradicated. Phragmites eradication will be done via herbicide (Habitat or Rodeo) with a 4-year monitoring period. Typical timeframe will be during late August and September when seed head is present on the plant. Also, once the plant starts to die, it will be immediately mowed to help with impacting its return the following growing season.



Regarding the bamboo, it will be directly injected with heavy Gysophate. Spraying will not directly eradicate the bamboo and with its close proximity to the wetland area, direct injection will prove most effective. Once the bamboo starts to show signs of death, mechanical removal of the plant and the root system will be recommended. This will allow for opening in the canopy to allow for planting of native plants for buffer establishment and also regeneration of native plants that seed banks near the area can provide.

It is anticipated that it will take 4 years to eradicate the invasive species onsite and within the buffer. Planting of these areas of the buffer with native species will have to be delayed until the invasives have been eradicated. Anticipated start date is August 2019 with completion in 2023.

#### Habitat Protection Areas:

Habitat protection areas onsite include the 100-foot buffer, contiguous forest area along the water and a small non-tidal depression. The buffer management plan will enhance the 100' buffer. The contiguous forest will not be impacted except for eradication of invasives. This should enhance the forest areas.

Attached is an assessment of the property from Fish and Wildlife that confirms that there are no endangered, threatened or anadromous fish habitat onsite. Additionally, the attached letter dated August 17,2018 from the Maryland Department of Natural resources, Wildlife and Heritage Division via Lori Byrne, shows no indication of rare, threatened or endangered species in the area.

#### Other Additional Factors:

- 1) This proposal will expand an existing business.
- 2) There are no known rare, threatened or endangered species onsite.
- 3) Impacts on Priority Preservation Areas: This proposed redevelopment site is outside of the adopted Worcester County Priority Preservation Area.
- 4) Impacts associated with wastewater and stormwater to tidal wetlands and waters, non-tidal wetland and tributary streams: As described in this report this project will provide storm water management upgrades for existing structures (to the greatest extent practicable) and proposed impervious areas. Water quality associated with stormwater will improve as part of this development project. The existing septic systems onsite will be upgraded to provide the best available nitrogen removal technology.

- 5) Environmental Impacts Associated with Coastal Hazard Areas and Increased Flooding Potential: The current FEMA maps the property in the flood zone AE with an elevation of 5', 6' and 7' and flood zone X. Any proposed construction must meet the floodplain requirements for construction. Other portions of the site are shown as "Other Flood Areas" with no elevation requirement. All development project must comply with the floodplain requirements. As noted on the latest MD Department of Natural Resources Sea Level Rise inundation mapping the project area has 0-2, 2-5 and 5-10 foot potential sea level rise impact potential. The plan as designed allows for establishment of the 100 foot buffer allowing the natural transgression of existing marsh to migrate landward, with no structures located within the area. Within the 300 foot setback, which as noted is proposed to be reduced, however with significant plantings and limiting impervious surface on the site within the 300 foot setback, impacts on the floodplain via sea level rise is minimized as much as practically able, considering the existing developed area onsite and the traditional use.

COMAR 27.01.02.06-3 (E) 4 States— *"Locate a new intensely developed area or limited development area in a resource conservation area at least 300 feet beyond the landward boundary of tidal wetlands or tidal waters, unless the local jurisdiction proposes, and the Commission approves, alternative measures for enhancement of water quality and habitat that provide greater benefits to the resources"*

-Provision of the 300' setback on this small property would prohibit development on the property due to having the setback on 2 sides of the property which would eliminate any area for development.

-2,810 sf of existing impervious area within the 100' buffer will be removed. 1,686 outside the 100' but within the proposed 300' buffer will be removed. -Existing impervious to remain in the 100' buffer and 300' setback will have water quality treatment via rain gardens and will provide 10% pollutant removal design. This is above and beyond what is required by current best management practices.

-The existing and proposed septic systems will be installed /upgraded to provided with the most up to date nitrogen removal technology. Retrofitting of the existing systems is not a requirement of current growth allocation.

-There will be a total of +/- 37,000 sf of eradication of existing invasive phragmites and bamboo in the tidal wetlands, non-tidal wetlands and upland areas within and adjacent to the 100' buffer onsite. The eradicated areas will be planted in accordance with Buffer management criteria. This is in excess of growth allocation requirements.

-There is limited use of public infrastructure, except for county roads, proposed for the project.

-The project is extensively buffered from adjacent RCA uses by existing and proposed uses. Additionally, the project is at the end of dead-end road with no impact to RCA areas south of the project.

August 17, 2018

Mr. Christopher P. McCabe  
Coastal Compliance Solutions, LLC  
P.O. Box 66  
Fruitland, MD 21826

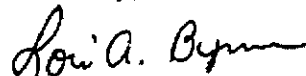
**RE: Environmental Review for 12303 North Piney Point Road, Bishopville, Worcester County, Maryland.**

Dear Mr. McCabe:

The Wildlife and Heritage Service has determined that there are no official State or Federal records for listed plant or animal species within the delineated area shown on the map provided. As a result, we have no specific concerns regarding potential impacts or recommendations for protection measures at this time. Please let us know however if the limits of proposed disturbance or overall site boundaries change and we will provide you with an updated evaluation.

Thank you for allowing us the opportunity to review this project. If you should have any further questions regarding this information, please contact me at (410) 260-8573.

Sincerely,



Lori A. Byrne,  
Environmental Review Coordinator  
Wildlife and Heritage Service  
MD Dept. of Natural Resources

ER# 2018.1153.wo  
Cc: C. Shearin, CAC

**COVERAGE TABLE**

3,395 SF = EXISTING HOUSE AND SHEDS  
 3,200 SF = EXISTING BOAT BUILDING STRUCTURE  
 23,000 SF = NEW STORAGE STRUCTURE  
 31,168 SF = PARKING, DRIVES AND WALKWAYS  
 60,763 SF = TOTAL PHASE 1 = 14.5%

**SITE DATA**

**PARCEL DESCRIPTION**

TAX MAP 10, PARCELS 4, 171 & 304  
 12301 PINEY POINT ROAD  
 FIFTH TAX DISTRICT  
 BISHOPVILLE, MD 21813

**PROPERTY OWNERS**

MOORE BOAT L.L.C.  
 C/O LEIGHTON MOORE  
 117 49th STREET  
 OCEAN CITY, MD 21842

**SITE AREA**

± 9.34 ACRES

**CRITICAL AREA EXISTING**

± 4.83 ACRES LDA  
 ± 4.71 ACRES RCA

**CRITICAL AREA PROPOSED**

± 9.34 ACRES LDA

**ZONING**

**EXISTING**  
 E-1, ESTATE  
 SETBACKS: FRONT = 50'  
 SIDE = 50'  
 REAR = 50'

**EXISTING/PROPOSED**  
 I-1, LIGHT INDUSTRIAL  
 SETBACKS: FRONT = 35'  
 SIDE = 20'  
 REAR = 20'

**USES**

**EXISTING TO REMAIN**  
 ± 3,200 SF BOAT REPAIR/CONSTRUCTION

**PROPOSED**  
 ± 46,000 SF LONG TERM WAREHOUSE 2 STORY

**MINIMUM PARKING**

**EXISTING TO REMAIN**  
 12 SPACES BOAT REPAIR AT 10 SPACES AND 1 PER BAY

**PROPOSED**  
 12 SPACES LONG TERM WAREHOUSE AT 1 SPACE/4,000 SF

**COVERAGE**

33,896 SF = EXISTING  
 31,363 SF = PHASE 1  
 65,259 SF = TOTAL

2,810 SF = TO BE REMOVED WITHIN 100' BUFFER  
 1,686 SF = TO BE REMOVED OUTSIDE OF BUFFER  
 60,763 SF = TOTAL PHASE 1 = 14.5%

**NEW PLANTINGS**

0.64 ACRES PLANTINGS IN 100' BUFFER  
 0.69 ACRES PLANTINGS OUTSIDE OF 100' BUFFER  
 0.85 ACRES PLANTINGS IN ERADICATION AREAS WITHIN 100' BUFFER  
 2.18 ACRES TOTAL PLANTING TO COMPLY  
 "MITIGATION AND PLANTING STANDARDS"

**PRIORITY FUNDING**

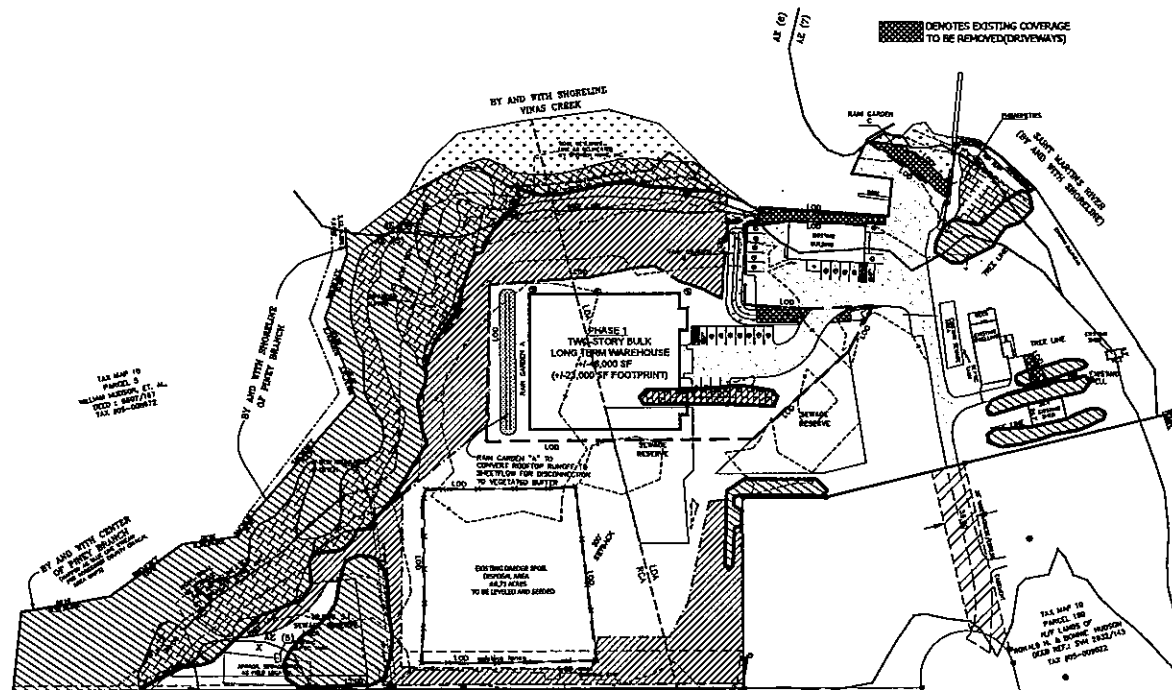
THIS SITE IS NOT WITHIN A PRIORITY FUNDING AREA

**FLOOD PLAIN**

THIS SITE IS LOCATED WITHIN FLOOD ZONES AE (EL. 5'-6' AND 7') AND ZONE X PER FEMA COMMUNITY PANEL 240470045H DATED 7-18-15

**LIMIT OF DISTURBANCE**

492,547 SF = ± 2.12 ACRES



**NOTES:**

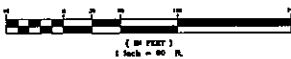
- EXISTING CONDITIONS, TOPOGRAPHY, WETLAND LOCATION AND SOILMAP PROVIDED BY FRANK LYNCH JR. AND ASSOCIATES, INC.
- TIDAL AND NON-TIDAL WETLANDS DELINEATED BY SPENCER ROWE IN 2008 AND RECONFIGURED BY COASTAL COMPLIANCE SOLUTIONS LLC IN SEPTEMBER 2018.
- THERE ARE NO STEEP SLOPES (> 15%) CULTURAL SITES OR ENDANGERED SPECIES ONSITE.
- ALL TIDAL WETLANDS SHOWN HEREON ARE PRIVATE STATE TIDAL WETLANDS WITHIN THE SITE BOUNDARY AREA EXCLUDED FROM SITE AREAS ± 807 ACRES.
- FOREST DELINEATED BY COASTAL COMPLIANCE SOLUTIONS LLC, ARE 2018 NORTHERN FOREST BOUNDARY SURVEYED BY FRANK O. LYNCH JR AND ASSOCIATES, SOUTHERLY FOREST TAKEN FROM AERIAL PHOTO PROVIDED BY COASTAL COMPLIANCE SOLUTIONS LLC.
- EXISTING REMNANT RESERVE AREAS AND REMNANTS THEREOF WILL BE RETAINED TO BE UTILIZED BY THE PROPOSED USER.

**LEGEND**

- TIDAL WETLAND
- 100' CRITICAL AREA BUFFER
- NON-TIDAL WETLAND (N.T.W.)
- TRIBUTARY STREAM
- EXISTING CONTOURS
- 25' (6)
- FLOOD ZONE
- EXISTING TREE LINE
- LIMIT OF DISTURBANCE

- DENOTES GRAVEL PARKING/DRIVES
- DENOTES TIDAL WETLANDS
- DENOTES AREA TO BE PLANTED IN ACCORDANCE WITH COMAR 27.01.09.01-2 "MITIGATION AND PLANTING STANDARDS" ± 1.33 ACRES
- DENOTES INVASIVE PHAGMITES/BAHROO TO BE ERADICATED AND REPLANTED IN ACCORDANCE WITH COMAR 27.01.09.01-2 "MITIGATION AND PLANTING STANDARDS" ± 0.85 ACRES
- DENOTES FOREST/DEVELOPED WOODLAND
- DENOTES DEVELOPED WOODLAND TO BE REMOVED (± 0.255 ACRES)

**GRAPHIC SCALE**



**SITE PLAN**  
 TAX MAP 10-PARCELS 4, 171 & 301  
 WORCESTER COUNTY, MARYLAND

**F.J. HAND AND ASSOCIATES, INC.**  
 LANDSCAPE ARCHITECTURE, SITE PLANNING AND FEASIBILITY  
 12302 COLLINS ROAD BISHOPVILLE, MD. 21813 410-352-6653

DATE: 7/28/15  
 REVISION: 20219  
 DRAWN BY:  
 CHECKED BY: R.D. HANCOCK  
 DRAWING SCALE: 1"=40'  
 SHEET NO.:

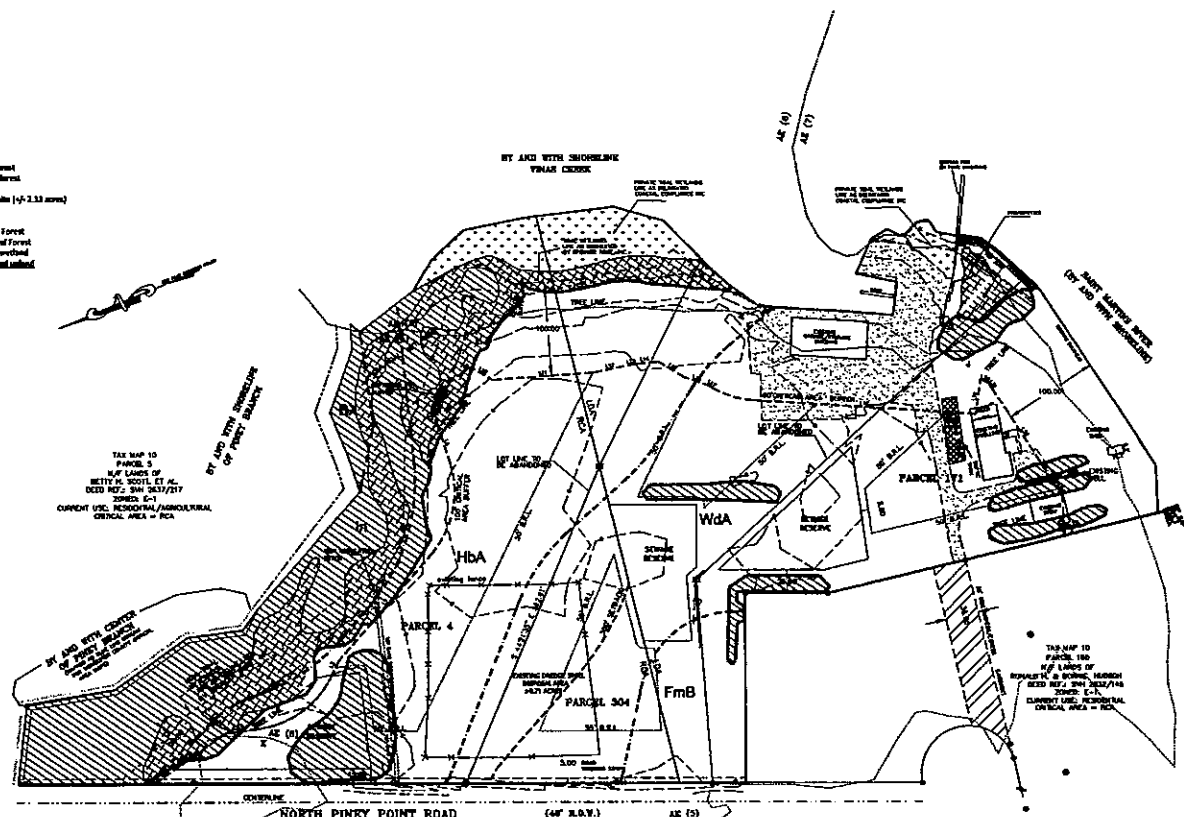
**SHEET**  
**P-1**

35

THE INFORMATION CONTAINED HEREIN IS PROVIDED FOR THE EXCLUSIVE USE OF THE CLIENT AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE CONSULTANT. THE CONSULTANT MAKES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE ACCURACY, COMPLETENESS, OR SUITABILITY OF THE INFORMATION CONTAINED HEREIN. THE CONSULTANT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES PROVIDED HEREIN.

**DEVELOPED WOODLAND**  
 13,484 of Pinus/Quercus Impacted NTH Forest  
 13,347 of Pinus/Quercus Impacted upland forest  
 22,844 of Forest Development potential  
 105,547 of Total Forest Development potential (± 1.13 acres)

**TOTAL WETLANDS**  
 15,436 of Pinus/Quercus Impacted NTH Forest  
 13,347 of Pinus/Quercus Impacted upland forest  
 3,377 of Pinus/Quercus Impacted 96d wetland  
 4,892 of Pinus/Quercus Impacted 96d wetland  
 48,812 of Pinus/Quercus

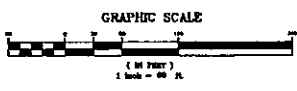


- NOTES:**
- EXISTING CONDITIONS, TOPOGRAPHY, WETLAND LOCATION AND BOUNDARY PROVIDED BY FRANK LYNCH JR. AND ASSOCIATES, INC.
  - TIDAL AND NON-TIDAL WETLANDS DELINEATED BY SPENCER HOME, IN 2006 AND RECONFORMED BY COASTAL COMPLIANCE SOLUTIONS LLC SEPTEMBER 2016
  - THERE ARE NO STEEP SLOPES (> 15%), CULTURAL SITES OR ENDANGERED SPECIES CRITIC.
  - ALL TIDAL WETLANDS SHOWN HEREON ARE PRIVATE, STATUTORY WETLANDS WITHIN THIS SITE BOUNDARY ARE EXCLUDED FROM SITE AREAS ± 0.07 ACRES
  - FOREST DELINEATED BY COASTAL COMPLIANCE SOLUTIONS LLC, JUNE 2016 NORTHERN FOREST BOUNDARY SURVEYED BY FRANK L. LYNCH JR. AND ASSOCIATES, SOUTHERLY FOREST TAKEN FROM AERIAL PHOTO PROVIDED BY COASTAL COMPLIANCE SOLUTIONS LLC.
  - EXISTING BEYOND RESERVE AREAS AND REMAINS THEREOF WILL BE RETURNED TO BE UTILIZED BY THE PROPOSED USES.

- LEGEND**
- TIDAL WETLAND
  - 100' CRITICAL AREA BUFFER
  - NON-TIDAL WETLAND (SLTJK)
  - TRIBUTARY STREAM
  - EXISTING CONTOURS
  - EXISTING TIELINE
  - SOILS BOUNDARY
  - AE (5) FLOOD ZONE

- SOILS LEGEND**
- BX BUCKHORN
  - WdA WOODSTOWN
  - FmB FORT HOTT
  - HbA HARBROOK
  - In BROWNTOWN

- DENOTES GRAVEL PARKING/DRIVES
- DENOTES TIDAL WETLANDS
- DENOTES INVASIVE PHAGNITES BAMBOO
- DENOTES FOREST/DEVELOPED WOODLAND



**SITE DATA**  
**PARCEL DESCRIPTION**

TAX MAP 10, PARCELS 4, 171 & 304  
 12361 PINNEY POINT ROAD  
 FIFTH TAX DISTRICT  
 BISHOPVILLE, MD 21813

**PROPERTY OWNERS**  
 MOORE BOAT LLC  
 C/O LEIGHTON MOORE  
 117 49th STREET  
 OCEAN CITY, MD 21842

**SITE AREA**  
 ± 9.34 ACRES  
**CRITICAL AREA**  
 ± 4.63 ACRES LDA  
 ± 4.71 ACRES RCA

**AREA BREAKDOWN**  
 ± 0.33 ACRES PRIVATE TIDAL WETLANDS  
 ± 1.22 ACRES NON-TIDAL WETLANDS  
 ± 2.79 ACRES UPLAND  
 ± 9.34 ACRES TOTAL SITE

**COVERAGE**  
 ± 6,500 SF STRUCTURES  
 ± 27,295 SF DRIVEWAYS/PARKING  
 ± 33,996 SF TOTAL COVERAGE

**EXISTING ZONING**  
 E-1, ESTATE  
 SETBACKS: FRONT = 50'  
 SIDE = 50'  
 REAR = 50'

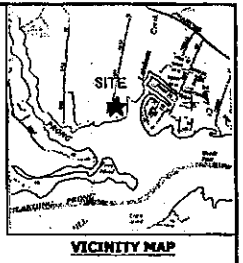
**FORESTRY**  
 THERE IS ± 1.33 ACRES OF FOREST ON THE NORTH AND EAST SIDES OF THE SITE. THERE ARE 5 STANDS OF DEVELOPED WOODLAND ON THE SOUTH SIDE OF THE SITE TOTALING 48.29 ACRES

**WATER SHED**  
 OCEAN COASTAL

**SUB WATER SHED**  
 2130 LBS-TON OF WEIGHT

**PRIORITY FUNDING**  
 THIS SITE IS NOT WITHIN A PRIORITY FUNDING AREA

**FLOOD PLAIN**  
 THIS SITE IS LOCATED WITHIN FLOOD ZONES AE (EL. 5'S AND 7') AND ZONE X PER FEMA COMMUNITY PANEL 2400700045H DATED 7-16-15



**ENVIRONMENTAL FEATURES**  
 TAX MAP 10-PARCELS 4, 171 & 301  
 WORCESTER COUNTY, MARYLAND

**R.D. HAND AND ASSOCIATES, INC.**  
 LANDSCAPE ARCHITECTURE, SITE PLANNING AND FEASIBILITY  
 18206 COLLINS ROAD, BISHOPVILLE, MD. 21813 410-363-9463

DATE: 07/28/2016  
 REVISION: 02/28/2016  
 DRAWN BY: S.D.S./S.D.S.  
 CHECKED BY: S.D.S./S.D.S.  
 SCALE: AS SHOWN

**SHEET**  
**EF**

36



## Worksheet A: Standard Application Process

### Calculating Pollutant Removal Requirements<sup>1</sup>

**Step 1: Calculate Existing and Proposed Site Imperviousness**

**A. Calculate Percent Imperviousness**

- 1) Site Area within the Critical Area IDA, A = 9.34 acres
- 2) Site Impervious Surface Area, Existing and Proposed, (See Table 4.1 for details)

	(a) Existing (acres)	(b) Proposed (acres)
Roads		
Parking lots		
Driveways	0.629	0.723
Sidewalks/paths		
Rooftops	0.151	0.677
Decks		
Swimming pools/ponds		
Other		
<b>Impervious Surface Area</b>	<b>0.78</b>	<b>1.40</b>

3) Imperviousness (I)

Existing Imperviousness,  $I_{pre}$  = Impervious Surface Area / Site Area  
 = (Step 2a) / (Step 1)  
 =  $(\frac{0.78}{9.34})$   
 = 8.35 %

Proposed Imperviousness,  $I_{post}$  = Impervious Surface Area / Site Area  
 = (Step 2b) / (Step 1)  
 =  $(\frac{1.40}{9.34})$   
 = 14.99 %

**B. Define Development Category (circle)**

- 1) **New Development:** Existing imperviousness less than 15% | (Go to Step 2A)
- 2) **Redevelopment:** Existing imperviousness of 15% | or more (Go to Step 2B)
- 3) **Single Lot Residential Development:** Single lot being developed or improved; single family residential development; and more than 250 square feet of impervious area and associated disturbance (Go to Section 5, Residential Approach, for detailed criteria and requirements).

<sup>1</sup> NOTE: All acreage used in this worksheet refers to areas within the IDA of the Critical Area only.

**Step 2: Calculate the Predevelopment Load ( $L_{pre}$ )**

**A. New Development**

$$\begin{aligned}
 L_{pre} &= (0.5) (A) \\
 &= (0.5) ( \underline{9.34} ) \\
 &= \underline{4.67} \text{ lbs /year of total phosphorus}
 \end{aligned}$$

Where:

- $L_{pre}$  = Average annual load of total phosphorus exported from the site prior to development (lbs/year)
- 0.5 = Annual total phosphorus load from undeveloped lands (lbs/acre/year)
- A = Area of the site within the Critical Area IDA (acres)

**B. Redevelopment**

$$\begin{aligned}
 L_{pre} &= (R_v) (C) (A) (8.16) \\
 R_v &= 0.05 + 0.009 (I_{pre}) \\
 &= 0.05 + 0.009 ( \underline{\hspace{2cm}} ) = \underline{\hspace{2cm}} \\
 L_{pre} &= ( \underline{\hspace{2cm}} ) ( \underline{\hspace{2cm}} ) ( \underline{\hspace{2cm}} ) (8.16) \\
 &= \underline{\hspace{2cm}} \text{ lbs/year of total phosphorus}
 \end{aligned}$$

Where:

- $L_{pre}$  = Average annual load of total phosphorus exported from the site prior to development (lbs/year)
- $R_v$  = Runoff coefficient, which expresses the fraction of rainfall which is converted into runoff
- $I_{pre}$  = Pre-development (existing) site imperviousness (i.e., 1 = 75 if site is 75% impervious)
- C = Flow-weighted mean concentration of the pollutant (total phosphorus) in urban runoff (mg/l) = 0.30 mg/l
- A = Area of the site within the Critical Area IDA (acres)
- 8.16 = Includes regional constants and unit conversion factors



**Step 3: Calculate the Post-Development Load ( $L_{post}$ )****A. New Development and Redevelopment:**

$$L_{post} = (R_v) (C) (A) (8.16)$$

$$R_v = 0.05 + 0.009 (I_{post})$$

$$= 0.05 + 0.009 (14.99) = 0.1849$$

$$L_{post} = (0.1849) (0.30) (9.34) (8.16)$$

$$= 4.228 \text{ lbs/year of total phosphorus}$$

Where:

$L_{post}$  = Average annual load of total phosphorus exported from the post-development site (lbs/year)

$R_v$  = Runoff coefficient, which expresses the fraction of rainfall which is converted into runoff

$I_{post}$  = Post-development (proposed) site imperviousness (i.e.,  $I = 75$  if site is 75% impervious)

$C$  = Flow-weighted mean concentration of the pollutant (total phosphorus) in urban runoff (mg/l) = 0.30 mg/l

$A$  = Area of the site within the Critical Area IDA (acres)

8.16 = Includes regional constants and unit conversion factors

**Step 4: Calculate the Pollutant Removal Requirement (RR)**

$$RR = L_{post} - (0.9) (L_{pre})$$

$$= (4.228) - (0.9) (4.67)$$

$$= 0.025 \text{ lbs/year of total phosphorus}$$

Where:

$RR$  = Pollutant removal requirement (lbs/year)

$L_{post}$  = Average annual load of total phosphorus exported from the post-development site (lbs/year)

$L_{pre}$  = Average annual load of total phosphorus exported from the site prior to development (lbs/year)

**Step 5: Identify Feasible BMP(s)**

Select BMP Options using the screening matrices provided in the Chapter 4 of the 2000 Maryland Stormwater Design Manual. Calculate the load removed for each option.

BMP Type	(L <sub>post</sub> )	x	(BMP <sub>RE</sub> )	x	(% DA Served)	=	LR
RAIN GARDEN "A" BIO-RETENTIVE	4.228	x	50%	x	0.028	=	0.059 lbs/year
RAIN GARDEN "B"	4.228	x	50%	x	0.048	=	0.10 lbs/year
RAIN GARDEN "C"	4.228	x	50%	x	0.021	=	0.044 lbs/year
DRY SWALE	4.228	x	65%	x	0.028	=	0.059 lbs/year
Load Removed, LR (total) =							0.262 lbs/year
Pollutant Removal Requirement, RR (from Step 4) =							0.025 lbs/year

Where:

- Load Removed, LR = Annual total phosphorus load removed by the proposed BMP (lbs/year)
- L<sub>post</sub> = Average annual load of total phosphorus exported from the post-development site (lbs/year)
- BMP<sub>RE</sub> = BMP removal efficiency for total phosphorus, Table 4.8 (%)
- % DA Served = Fraction of the site area within the critical area IDA served by the BMP (%)
- RR = Pollutant removal requirement (lbs/year)

If the Load Removed is equal to or greater than the Pollutant Removal Requirement computed in Step 4, then the on-site BMP complies with the 10% Rule.

Has the RR (pollutant removal requirement) been met?  Yes  No



**STORM WATER NARRATIVE**

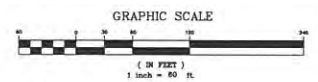
**EXISTING SITE**

THERE IS CURRENTLY 33,896 SF OF IMPERVIOUS LOT COVERAGE. THE PLAN IS TO CONVERT 4,496 SF OF THAT TO PERVIOUS. THIS LEAVES 29,400 SF OF EXISTING LOT COVERAGE. THE DRIVEWAY SERVING THE EXISTING SINGLE FAMILY HOME, THE DWELLING AND OUTBUILDINGS ARE ALL PRESENTLY BEING TREATED BY GRASSSED DISCONNECTS. THE EXISTING BUILDING AND ADJACENT PARKING AND DRIVEWAY ARE ABOUT THE WATERWAY AND LIE WHOLLY WITHIN THE CRITICAL AREA 100' BUFFER. THESE AREAS HAVE NO FORMAL PRE-TREATMENT PRIOR TO DIRECT DISCHARGE. THIS PLAN PROPOSES TO INSTALL RAIN GARDENS TO INTERCEPT STORM WATER FLOWS AND PROVIDE AS MUCH WATER QUALITY TREATMENT AS THE AVAILABLE ROOM WILL ALLOW. ALL PRE-EXISTING DRIVEWAY AND PARKING AREAS WILL NOW HAVE SOME LEVEL OF PRE-TREATMENT WHERE NONE EVER EXISTED BEFORE. 1' OFTER THAT ESD HAS BEEN IMPLEMENTED TO THE MEP.

**NEW DEVELOPMENT**

THE NEW DEVELOPMENT CONSISTS OF A 23,000 SF BUILDING FOOTPRINT WITH ASSOCIATED PARKING AND DRIVE. THE CONCEPT TO COMPLY WITH APPLICABLE STORM WATER MANAGEMENT REGULATIONS AND THE CRITICAL AREA 100' RULE IS TO IMPLEMENT METHODS TO CONVERT THE IMPERVIOUS AREAS TO BE CONSIDERED PERVIOUS AREAS AND TO ROUTE AS MUCH AS POSSIBLE TO RAIN GARDENS AND GRASS DISCONNECTS AS WELL AS TO WOODED CONSERVATION AREAS SUCH AS THE 100' CRITICAL AREA BUFFER.

- NOTES:**
- EXISTING CONDITIONS, TOPOGRAPHY, WETLAND LOCATION AND BOUNDARY PROVIDED BY FRANK LYNCH JR. AND ASSOCIATES, INC.
  - TIDAL AND NON-TIDAL WETLANDS DELINEATED BY SPENCER ROWE. IN 2005 AND RECONFIRMED BY COASTAL COMPLIANCE SOLUTIONS LLC. IN SEPTEMBER 2018.
  - THERE ARE NO STEEP SLOPES (> 15%), CULTURAL SITES OR ENDANGERED SPECIES ON SITE.
  - ALL TIDAL WETLANDS SHOW HEREON ARE PRIVATE STATE TIDAL WETLANDS WITHIN THE SITE BOUNDARY ARE EXCLUDED FROM SITE AREAS ± 0.07 ACRES.
  - FOREST DELINEATED BY COASTAL COMPLIANCE SOLUTIONS LLC. JUNE 2018 NORTHERN FOREST BOUNDARY SURVEYED BY FRANK G. LYNCH JR. AND ASSOCIATES. SOUTHERLY FOREST TAKEN FROM AERIAL PHOTO PROVIDED BY COASTAL COMPLIANCE SOLUTIONS LLC.
  - EXISTING SEWAGE RESERVE AREAS AND REMNANTS THEREOF WILL BE RETAINED TO BE UTILIZED BY THE PROPOSED USES.



**REFERENCE**  
 BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 24047C0045H DATED 7-16-2015  
 THIS SUBDIVISION IS LOCATED IN ZONE AE (R.F.E. 5.46)

- DENOTES CONC. W/IN FOUND
- DENOTES IRON PIPE FOUND
- DENOTES IRON ROD FOUND
- DENOTES IRON ROD SET
- △ DENOTES P.I.E. N/A SET

**SITE DATA**

**PARCEL DESCRIPTION**  
 TAX MAP 10, PARCELS 4, 171 & 304  
 12301 PINEY POINT ROAD  
 FIFTH TAX DISTRICT  
 BISHOPVILLE, MD 21813

**PROPERTY OWNERS**  
 MOORE BOAT LLC  
 C/O LEIGHTON MOORE  
 117 49th STREET  
 OCEAN CITY, MD 21842

**SITE AREA**  
 ± 9.34 ACRES

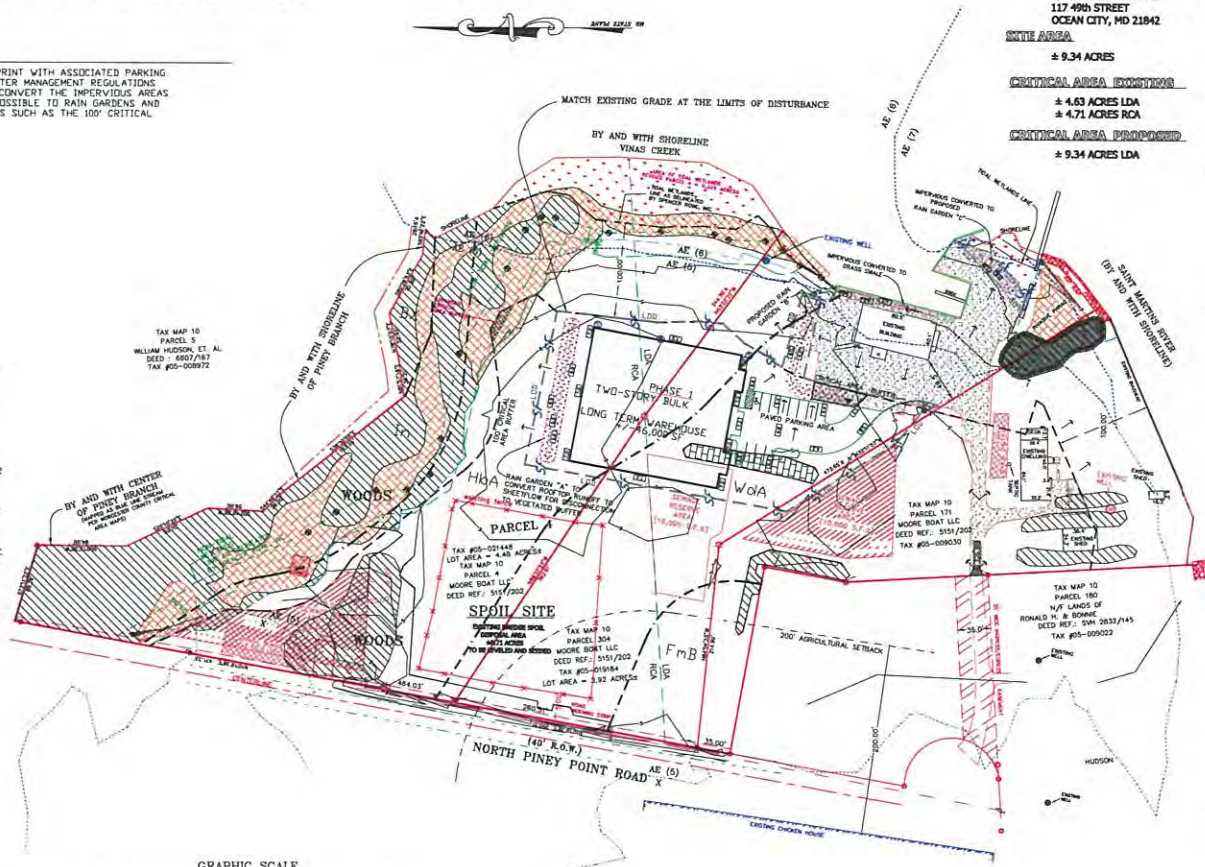
**CRITICAL AREA EXISTING**  
 ± 4.63 ACRES LDA  
 ± 4.71 ACRES RCA

**CRITICAL AREA PROPOSED**  
 ± 9.34 ACRES LDA

**USE**  
 PROPOSED TO REPAIR ± 3,200 SF BOAT REPAIR/CONSTRUCTION  
 PROPOSED ± 46,000 SF LONG TERM WAREHOUSE (TWO STORY)

**MINIMUM PARKING**  
 PROPOSED TO REPAIR 12 SPACES BOAT REPAIR AT 10 SPACES AND 1 PER BAY  
 PROPOSED 12 SPACES LONG TERM WAREHOUSE AT 1 SPACE/ 4,000 SF

**COVERAGE**  
 33,896 SF = EXISTING  
 31,363 SF = PHASE 1  
 65,259 SF = TOTAL  
 2,810 SF = TO BE REMOVED WITHIN 100' BUFFER  
 1,686 SF = TO BE REMOVED OUTSIDE OF BUFFER  
 60,763 SF = TOTAL PHASE 1 = 14.9%



- FLOOD PLAN**  
 THIS SITE IS LOCATED WITHIN FLOOD ZONES AE (EL. 5.46 AND 7) AND ZONE X PER FEMA COMMUNITY PANEL 240047C0045H DATED 7-16-15
- LIMIT OF DISTURBANCE**  
 ± 56,665 SF = ± 1.30 ACRES
- LEGEND**
- DENOTES EXISTING COVERAGE TO BE REMOVED
  - - - DENOTES LIMITS OF DISTURBANCE = 56,665 SF
  - DENOTES EXISTING SPOT
  - DENOTES IRON PIPE FOUND
  - DENOTES IRON ROD SET
  - △ DENOTES UNMARKED POINT
  - ▲ DENOTES FOREST PROTECTION SIGN
  - - - DENOTES SOIL BOUNDARY
  - SF DENOTES SOIL FENCE
  - - - 100' DENOTES LIMITS OF DISTURBANCE
  - DENOTES EXISTING CONTOUR ELEVATION HAVD 1888
  - DENOTES PROPOSED CONTOUR ELEVATION HAVD 1888
  - DENOTES EXISTING SPOT ELEVATION HAVD 1888
  - DENOTES EXISTING SPOT ELEVATION HAVD 1888
  - DENOTES DISTURBED AREA
  - DENOTES POST CONSTRUCTION FLOW PATTERN

#	REVISION	DATE	CHKD	PROJECT	TITLE	PROFESSIONAL SEAL
1	ADDED WOODS AND PHRAG PER DATA FROM CHRIS MCCABE	11-9-2018		PARCELS 4, 171, AND 304 FIFTH TAX DISTRICT, WORCESTER COUNTY, MARYLAND	CONCEPT STORMWATER MANAGEMENT, SOIL EROSION AND SEDIMENT CONTROL PLAN	Frank G. Lynch, Jr. & Associates, Inc. SURVEYING LAND ENGINEERING 10636 BLACKCREEK ROAD - BELEN, NEWMEXICO 87111 (505) 841-5553 - 841-5975

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- (f) Conditions and mitigation. The Board of Zoning Appeals shall impose conditions on the use or development of a property which is granted a variance as it may find reasonable to ensure that the spirit and intent of the Atlantic Coastal Bays Critical Area Law is maintained, including, but not limited to, the following:
- (1) Adverse impacts resulting from the granting of the variance shall be mitigated by the planting of trees and shrubs on the site at an amount equal to not less than three times the square footage of the area of disturbance allowed by the variance or as recommended by the Department.
  - (2) New or expanded structures or impervious surfaces shall be located the greatest possible distance from mean high water, the landward edge of tidal wetlands, tributary streams, non-tidal wetlands, or steep slopes.

**§ NR 3-112. Growth allocation.**

- (a) Description. The upland area of the County within the Atlantic Coastal Bays Critical Area comprises about twenty-two thousand nine hundred and fifty-five acres. Within the Atlantic Coastal Bays Critical Area, three thousand four hundred and sixty acres of land are classified as Intensely Developed Area and three thousand one hundred sixteen acres as Limited Development Area. The remaining sixteen thousand three hundred and seventy-nine acres are classified as Resource Conservation Area. The Atlantic Coastal Bays Protection Act permits the County Commissioners to allocate five percent of this area, or eight hundred nineteen acres, for use for future growth as either Intensely Developed Areas or Limited Development Areas. This acreage shall be used for the expansion of existing or the creation of new Limited Development Areas and Intensely Developed Areas under the following general guidelines:
- (1) The total area of expansion of Intensely Developed or Limited Development Areas, or both, shall not exceed eight hundred nineteen acres.
  - (2) When permitting future expansion of Intensely Developed and Limited Development Areas within one mile of an incorporated municipality, the Department shall notify the appropriate local officials to allow them an opportunity to comment on how the expansion may affect the municipality.
- (b) Requirements. When locating new Intensely Developed or Limited Development Areas the County Commissioners shall use these guidelines:
- (1) New Intensely Developed Areas should be located in Limited Development Areas or adjacent to existing Intensely Developed Areas;
  - (2) New Limited Development Areas should be located adjacent to existing Limited Development Areas or Intensely Developed Areas;
  - (3) New Intensely Developed Areas shall be at least twenty acres in size unless:
    - A. They are contiguous to an existing Intensely Developed Area or Limited Development Area; or

- B. They are a grandfathered commercial or industrial use which was permitted and legally existing as of the date of local Program approval. The amount of growth allocation deducted shall be equivalent to the area of the entire parcel or parcels subject to the growth allocation request.
- (4) No more than one-half of the allocated expansion may be located in Resource Conservation Areas except as provided in Subsection (b)(9) below;
  - (5) New Intensely Developed Areas and Limited Development Areas should be located in such a manner as to minimize impacts to Habitat Protection Areas as specified in this Subtitle and in an area and in a manner that optimizes benefits to water quality;
  - (6) New Intensely Developed Areas should be located where they minimize their impacts to the defined land uses of the Resource Conservation Area;
  - (7) New Intensely Developed Areas and Limited Development Areas in the Resource Conservation Area should be located at least three hundred feet landward of the limits of tidal wetlands or tidal waters;
  - (8) New Intensely Developed or Limited Development Areas shall conform to all criteria of the Department for such areas, shall be so designated on the County's Atlantic Coastal Bays Critical Area Maps and shall constitute an amendment to this Program subject to review and approval by the Planning Commission, the County Commissioners and the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.
  - (9) If the County Commissioners are unable to utilize a portion of its growth allocation as set out in Subsections (b)(1) and (2) above within or adjacent to existing Intensely Developed or Limited Development Areas, then that portion of the allocated expansion which cannot be so located may be located in the Resource Conservation Areas in addition to the expansion allowed in Subsection (b)(4) above. An applicant shall be required to cluster any development in an area of expansion authorized under this subsection.
- (c) Process. Applicants for growth allocation shall submit a request for growth allocation in accordance with the provisions of § NR 3-110 hereof which shall be accompanied by appropriate plans and environmental reports in accordance with the following process:
- (1) All applications for growth allocation shall be submitted to the Department. Requests shall be accompanied by a concept plan and appropriate environmental reports and studies so as to provide sufficient information to permit the Planning Commission to review the application for consistency with the County's Atlantic Coastal Bays Critical Area regulations and the Comprehensive Plan. The subdivision history of parcels designated as Resource Conservation Area must be provided as part of the growth allocation application. The date of June 1, 2002, is the date used for the original Atlantic Coastal Bays Critical Area mapping and shall be used as a beginning point of analysis.

- (2) All applications for growth allocation shall be forwarded to the Planning Commission for review and shall include comments and recommendations from the staff. The Planning Commission shall consider the growth allocation request prior to making a recommendation on the proposal to the County Commissioners.
- (3) The applicant shall address the Planning Commission's comments and recommendations and may revise the concept plan accordingly. The growth allocation request shall then be forwarded to the County Commissioners by the Planning Commission with a recommendation for either approval or denial.
- (4) The County Commissioners shall hold a public hearing following due notice in accordance with § ZS 1-114 of the Zoning and Subdivision Control Article on the request for growth allocation and any revisions to the concept plan.
- (5) The County Commissioners may establish conditions of approval that are consistent with the intent of the County's Atlantic Coastal Bays Critical Area Program.
- (6) Upon approval of the growth allocation request by the County Commissioners, the County Commissioners shall send a request to the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays to utilize a portion of their growth allocation. The request shall be accompanied by pertinent plans and environmental reports and studies. Upon receipt of the request from the County Commissioners, the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays shall notify the County Commissioners regarding the processing of the request as an amendment or refinement to the County's Program. Refinements shall be acted on within thirty days of the Commission's notification to the County Commissioners of a complete submission. Amendments shall be acted on within ninety days of the Commission's notification of a complete submission.
- (7) Following approval of the growth allocation request by the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays, the County Commissioners shall implement the change and the applicant may proceed to the preparation of the final site plan or subdivision plat for recording in the County land records.
- (8) Prior to approving the final site plan or subdivision plat, the Planning Commission or its designee shall ensure that all conditions of approval are incorporated into the final plan, public works agreement, deed covenants, etc.
- (9) Final subdivision plats and site plans shall be processed in accordance with the requirements of this Subtitle and the County's subdivision regulations.
- (10) The County's official Atlantic Coastal Bays Critical Area Maps shall be amended to reflect the new land classification area and a copy of the new map shall be provided to the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.
- (11) As a condition of approval, the County Commissioners may require that any project approved for the use of growth allocation shall demonstrate that it is

substantially completed within three years of the date of growth allocation approval by the Commission. Substantially completed is defined as projects in which all public improvements such as roads, sewer and/or water facilities, etc. have been built and approved as required by the County Commissioners.

- (d) Standards. Applicants for growth allocation shall demonstrate that the following design standards will be met or exceeded by the proposed project:
- (1) All requirements of the County's Atlantic Coastal Bays Critical Area Program, Zoning Ordinance, and subdivision regulations can be met.
  - (2) In addition to meeting the minimum requirements of the Atlantic Coastal Bays Critical Area regulations, the project design shall enhance the habitat value or improve water quality in the area.
  - (3) For residential development, where possible a community pier shall be provided rather than individual piers.
- (e) Deduction methodology. The following standards shall be used to determine the area of growth allocation to be deducted when the designation of a parcel or a portion of a parcel is changed through the growth allocation process:
- (1) Subdivision of any lot of record existing as of June 1, 2002, and which is classified as Resource Conservation Area or Limited Development Area, where all or part of the parcel is identified by the County Commissioners as a growth allocation area, shall result in the acreage of the entire parcel, excluding tidal wetlands, being deducted from the jurisdiction's growth allocation, unless the development envelope concept outlined in Subsection (e)(2) below is used.
  - (2) In order to allow some flexibility in the use of growth allocation when development is only proposed on a portion of the property, the following methodology may be used for parcels designated as Resource Conservation Area. On a parcel proposed for the use of growth allocation, a single development envelope may be specified and the acreage of the development envelope rather than the acreage of the entire parcel shall be deducted from the County's growth allocation if the development envelope meets the following criteria:
    - A. The development envelope shall include individually owned lots, required buffers, impervious surfaces, roads, utilities, stormwater management measures, on-site sewage disposal measures, any areas subject to human use such as active recreation areas, and any additional acreage needed to meet the development requirements of the criteria. The required buffers refer to the minimum one-hundred-foot buffer and the twenty-five-foot non-tidal wetlands buffer.
    - B. Only one development envelope shall be established per parcel of land.
    - C. If a development envelope is proposed in the Resource Conservation Area, a minimum of twenty acres must remain outside of the development envelope or the acreage of the entire parcel must be deducted. If the original parcel in the Resource Conservation Area is less than twenty acres, then the acreage of



the entire parcel must be deducted. If there is a permanently protected Resource Conservation Area (an area protected by recorded easement) adjacent and contiguous to an undeveloped remainder which totals less than twenty acres and which together will result in a minimum twenty-acre undeveloped area, then only that portion of the parcel which is to be developed has to be deducted.

D. The minimum twenty-acre undeveloped remainder outside of the development envelope may be developed at an Resource Conservation Area density unless some type of permanent protection exists that restricts development.

- (3) For growth allocation proposed in the Resource Conservation Area, a three-hundred-foot naturally vegetated buffer is strongly encouraged and where it is provided, it shall not be deducted even if the buffer does not meet the twenty-acre requirement.

**§ NR 3-113. Intrafamily transfers.**

- (a) Applicability. The Department shall permit bona fide intrafamily transfers to be made only from parcels of land that:
- (1) Were of legal record on June 1, 2002; and
  - (2) Are seven acres or more and less than sixty acres in size.
- (b) Required subdivision. A bona fide intrafamily transfer from a portion of a parcel of land shall be a subdivision of the parcel of land that is subject to approval under the Subdivision Regulations of the County.
- (c) Approval of subdivision of parcels. The Department may approve the subdivision of a parcel of land into the number of lots indicated in this subsection by means of a bona fide intrafamily transfer and may not approve any greater subdivision of the parcel of land or any portion of it as follows:
- (1) A parcel that is seven acres or more and less than twelve acres in size may be subdivided into two lots.
  - (2) A parcel that is twelve acres or more and less than sixty acres in size may be subdivided into three lots. The lots may be created at different times.
- (d) Conditions of approval. As a condition of approval the Department shall require that:
- (1) Any deed for a lot that is created by a bona fide intrafamily transfer shall contain a covenant approved by the County Commissioners stating that the lot is created subject to the provisions of Natural Resources Article § 8-1801, Annotated Code of Maryland, as from time to time amended; and
  - (2) A lot created by a bona fide intrafamily transfer may not be conveyed subsequently to any person other than a member of the owner's immediate family, except under provisions set forth in Subsection (e) of this section.

- C. Posting shall not be required for proposed sectional or comprehensive map amendment procedures or for proposed amendments to the text of this Title.
- (2) All proceedings under the terms of this Title requiring a public hearing shall be advertised at least once in one newspaper of general circulation in the County not less than fifteen days prior to the date such proceeding is scheduled for hearing, which advertisement shall state the following:
  - A. The date, time and place of such hearing.
  - B. A summary of the purpose of the proceeding in sufficient detail to inform the public of the nature of the proceeding and the relief sought by the initiator of the proceeding.
  - C. The location of the property involved, if any, the name of the owner and the file or case number of the proceeding and the name of the governmental body before which such proceeding is to be conducted.
  - D. Any other information deemed necessary to adequately inform the public of the proceeding.
- (3) Whenever the application of this Title requires the holding of a public hearing, a notice of the time and place of such hearing shall be mailed to the initiator of the proceeding, to each incorporated municipality within one mile of the property affected by the proposed change, to the owners of all property contiguous to the property with which the hearing is concerned and to all properties opposite the property with which the hearing is concerned. Opposite properties are measured at right angles to the center line of any intervening roads. Such mailed notices shall be sufficient if directed to such qualifying property owners as shown on the tax records of the County, at the address to which the real estate tax bill on the property is sent, and as shown on the current property tax records for the County. Such notice shall contain the same information as the published notice required by this subsection and shall be mailed not less than fifteen days prior to the date of the hearing. An affidavit of compliance with this section shall be made a part of the record. Posting or notification of property owners shall not be required for proposed sectional or comprehensive map amendment procedures or for proposed amendments to the text of this Title.
- (b) Responsibility for public notice. It shall be the responsibility of the Department to ensure that the provisions of Subsections (a)(1) and (a)(3) hereof are fully complied with for all matters that come before the Board of Zoning Appeals, the Planning Commission or the County Commissioners relative to matters regulated by this section.

**§ ZS 1-115. Permits and zoning/occupancy certificates.**

- (a) Permit. It shall be unlawful to:
  - (1) Erect or locate or begin the construction, reconstruction, extension, renovation, demolition or alteration, including the excavation thereof, of any building or structure until a permit for such work has been issued by the Department; or

**DRAFT**

**RESOLUTION NO. 19 - \_\_\_\_**

**A RESOLUTION AWARDING GROWTH ALLOCATION TO MOORE'S BOAT LLC  
ON THE EAST SIDE OF NORTH PINEY POINT ROAD IN BISHOPVILLE  
WITHIN THE ATLANTIC COASTAL BAYS CRITICAL AREA**

WHEREAS, Section NR 3-112(c) of the Code of Public Local Laws of Worcester County, Maryland provides for a procedure for the award of growth allocation by the County Commissioners of Worcester County, Maryland upon the recommendation of the Worcester County Planning Commission; and

WHEREAS, on February 7, 2019 the Worcester County Planning Commission reviewed the application submitted by Hugh Cropper IV Esquire on behalf of Moore's Boat LLC for the award of 4.71 acres of Atlantic Coastal Bays Critical Area growth allocation for construction of a facility providing for long term dry storage of boats (the project) on a property located along the eastern side of North Piney Point Road in Bishopville, more specifically shown on Worcester County Tax Map 10 as Parcels 4, 171 and 304, to be reclassified from Resource Conservation Area (RCA) to Limited Development Area (LDA), and provided a favorable recommendation to the Worcester County Commissioners; and

WHEREAS, the Worcester County Commissioners held a duly advertised public hearing on said application on April 2, 2019; and

WHEREAS, the County Commissioners duly considered all standards and factors as well as the Planning Commission's recommendation, the application package, the staff reports, and testimony; and

WHEREAS, the County Commissioners adopted the staff findings and recommendations on the growth allocation standards and factors and favorably acted upon the requested growth allocation.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that a request be made to the Critical Areas Commission to utilize 4.71 acres of Atlantic Coastal Bays Critical Area growth allocation for the property located along the eastern side of North Piney Point Road in Bishopville, more specifically shown on Worcester County Tax Map 10 as Parcels 4, 171 and 304, to be reclassified from Resource Conservation Area (RCA) to Limited Development Area (LDA), provided that the project shall be substantially complete, as determined by the County Commissioners, within five years of the approval of the Critical Areas Commission.

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

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

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

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

\_\_\_\_\_  
Joshua C. Nordstrom

# Atlantic General Hospital & Health System

## 2018 In Review

## What's Coming in 2019



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## ATLANTIC GENERAL 2020 VISION

# care.coordination

### VISION

To be the leader in caring for people and advancing health for the residents of and visitors to our community.

### MISSION

To create a coordinated care delivery system that will provide access to quality care, personalized service and education to improve individual and community health.



# Year over Year Comparison

## FY17

**We Billed:** \$162,112,256

**We Received:** \$117,741,640

**Cost of Care:** \$117,268,308

**Operating Margin:** \$473,336

**Community Support:** \$1,171,325

**Total Margin:** \$3,193,306

**(State Assessment: \$2,426,988)**

## FY18

**We Billed:** \$174,118,989

**We Received:** \$125,013,624

**Cost of Care:** \$127,458,282

**Operating Margin:** \$(2,444,658)

**Community Support:** \$1,144,162\*

**Total Margin:** \$1,101,234

**(State Assessment: \$2,363,472)**

*\* Does not include Campaign for the Future funds*

Admissions	3,269
Ave. Length of Stay (days)	3.5
Patient Days of Care	11,513
Emergency Visits	38,186
Laboratory Visits (outpatient)	28,171
Radiology Visits (outpatient)	28,485
Surgeries (inpatient/outpatient)	8,211
Physician Visits (AGHS)	95,559
Cardiologist/Pulmonary	4,294
EKG/EEG visits (outpatient)	

Admissions	3,200
Ave. Length of Stay (days)	3.5
Patient Days of Care	11,311
Emergency Visits	36,689
Laboratory Visits (outpatient)	26,711
Radiology Visits (outpatient)	27,250
Surgeries (inpatient/outpatient)	7,955
Physician Visits (AGHS)	112,137
Cardiologist/Pulmonary	3,207
EKG/EEG visits (outpatient)	

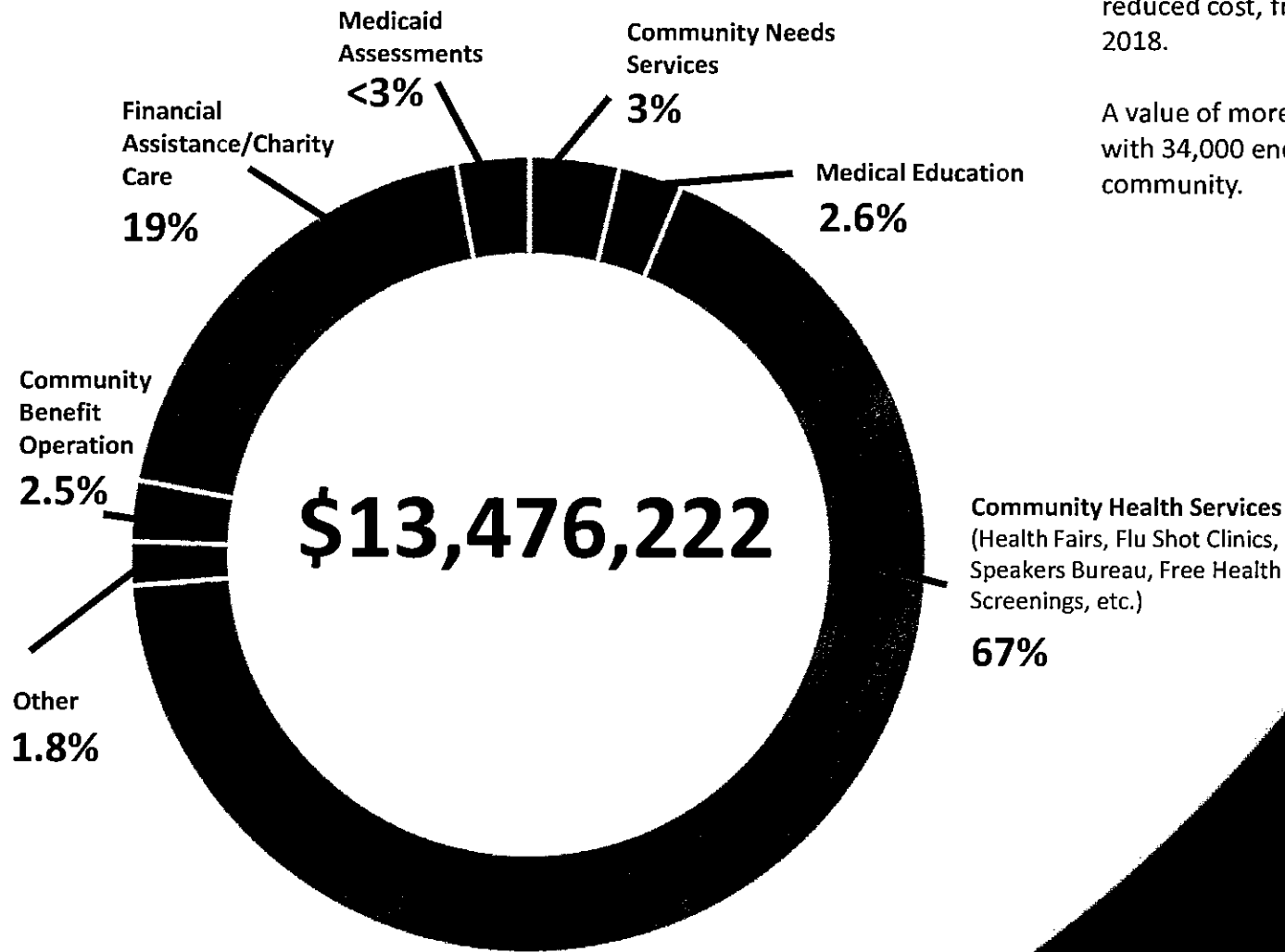


care givers

# Community Impact

Mission-driven health education and services provided to the community free of charge, or at reduced cost, from July 2017 – June 2018.

A value of more than \$13.4 million, with 34,000 encounters with the community.



care givers

FY18 Community Benefits



# Community Impact

## Atlantic General Hospital and Health System

### The Economy & Quality of Life

Maintains more than **900 positions** for local residents.

**Total payroll of over \$55 million**, which is spent in the Eastern Shore communities of Maryland, Virginia and Delaware.

### Medical Staff of 227 includes:

Anesthesiologists/Pain Management	Nephrologist
Cardiologists	Neurodevelopmental Disabilities Specialists
Dermatologists	Neurologists
Emergency Medicine Physicians	Nurse Practitioners
Endocrinologist	Oncologists/Hematologists
Family Practitioners	Ophthalmologists
Gastroenterologists	Orthopedic Surgeons
General Surgeons	Pediatricians
Gynecologists	Physician Assistants
Hospitalists	Psychiatrists
Infectious Disease Specialist	Pulmonologists
Intensivists	Radiologists
Internists	Rheumatologist
	Urologist



care givers

# Atlantic General 2019 Goals

## Focused on the “Quadruple Aim”

- Improving the health of the population
- Enhancing patient experience and patient outcomes
- Reducing the healthcare costs of the population
- Care of the Physicians/Providers

## AGH Goals and Strategic Planning

- Continue to build on the progress achieved under our 2020 Vision 5-Year Strategic Plan
- Developed by considering how we can improve caring for our community in a more patient/community centered model of care to meet the “quadruple aim.”
  - **Right Care**
  - **Right People**
  - **Right Place**
  - **Right Partners**
  - **Right Hospital**



# FY19 Strategic Initiatives

- **Ambulatory Surgery Center Planning**

*Goals: Provide Right Care in the Right Place  
Reduce Costs*

- **Outpatient Supportive Care Services**

*Goals: Provide Right Care in the Right Place  
Improve the patient experience*

- **Outpatient Rehabilitation Services**

*Goals: Provide Right Care in the Right Place, with the  
Right Partners*

- **AGH/HS Training and Employee Retention Program (TARP)**

*Goals: Improve Patient Experience  
Reduce Costs*



# FY19 Strategic Initiatives (Planning Only)

➤ **Ocean Pines Strategy to Co-Locate Expanded Services**

*Goals: Provide Right Care in the Right Place  
Reduce Costs  
Improve Patient Experience*

➤ **Safe Outreach for Seniors**

*Goals: Provide care in the Right Place, with the Right  
Partners  
Reduce costs & decrease readmissions*

# FY19 Strategic Initiatives – Master Facility Planning

- **Replacement of air handler units, chillers and cooling tower**
- **Orthopedic Physician Office**  
Renovation of leased space acquired from 21<sup>st</sup> Century to be completed in October 2018.
- **Rehabilitation Services**  
Renovation of Unit 103 in the Barrett Medical Office Building to be completed in FY19

# Strategic Investment In Our Community

## The Atlantic General Hospital Foundation \$10 million capital campaign

Support will allow us to achieve our total investment of \$35,000,000 investment into 5 facility upgrades improving health care for our community.



# Women's Health

COMPLETE!

The Atlantic General Women's Health Center is equipped to provide the following diagnostic and therapy treatments:

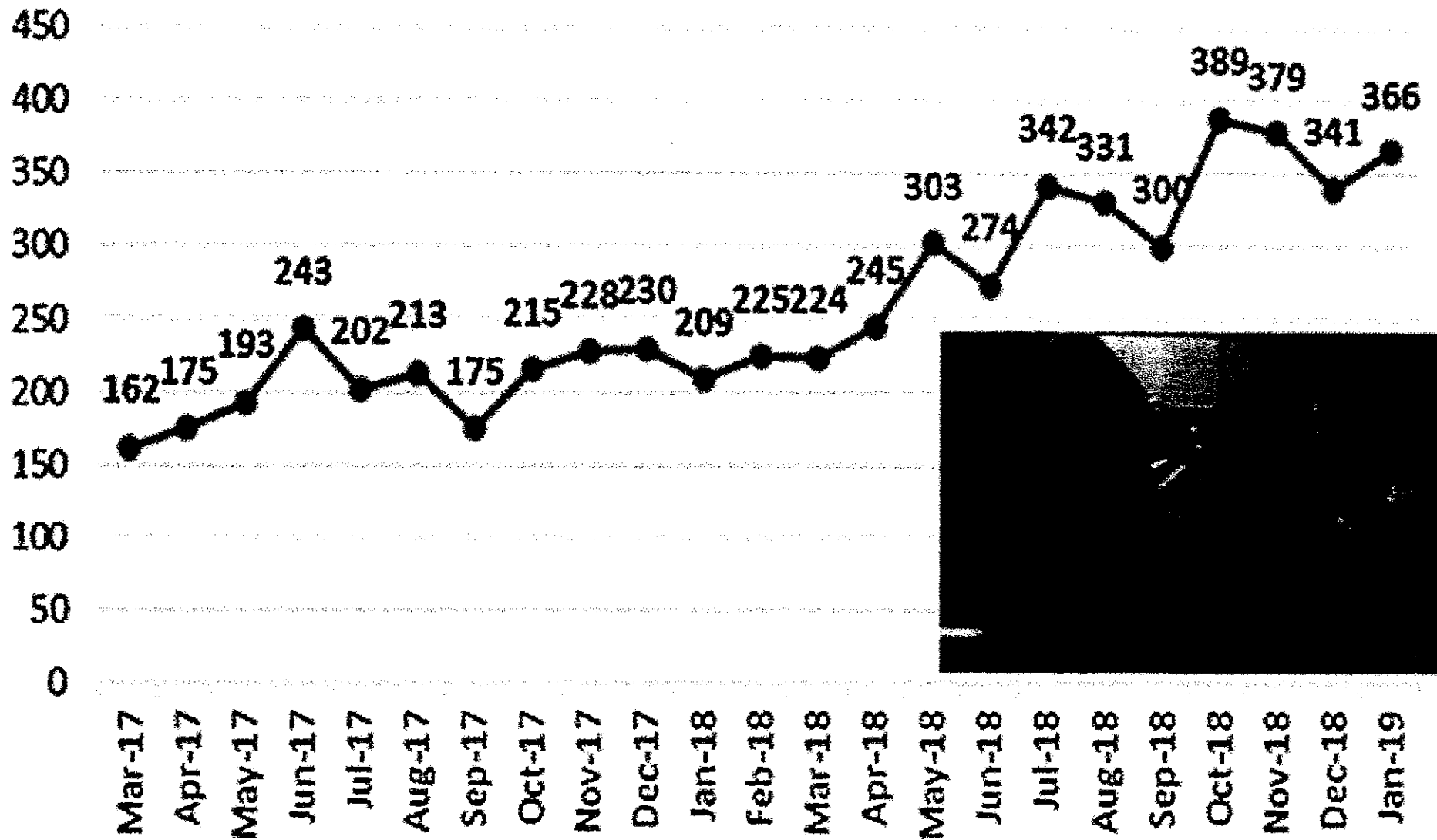
- 3-D Mammography screening
- Bone density screening
- Ultrasound services
- Lab services
- Private rooms for physician counseling
- Pre-conception counseling
- Pregnancy testing



care givers

# The Impact

## West Ocean City Mammograms





# Vision for Regional Cancer Care



**Groundbreaking  
First Day of Care**

**July, 2017  
June 27, 2018**



# The Impact

July–December, 2017 vs. July–December, 2018

<b>New Patients</b>	<b>203</b>	<b>287</b>	<b>(41% Increase)</b>
<b>Total Patients</b>	<b>2,072</b>	<b>3,145</b>	<b>(52% Increase)</b>



care givers

# FY19 Strategic Initiatives – Master Facility Planning

- **Modernization of Patient Care Areas (2<sup>nd</sup> Floor)**  
MHA Bond-approved construction activity to start ~June 2019

- **Surgical Services Renovation**

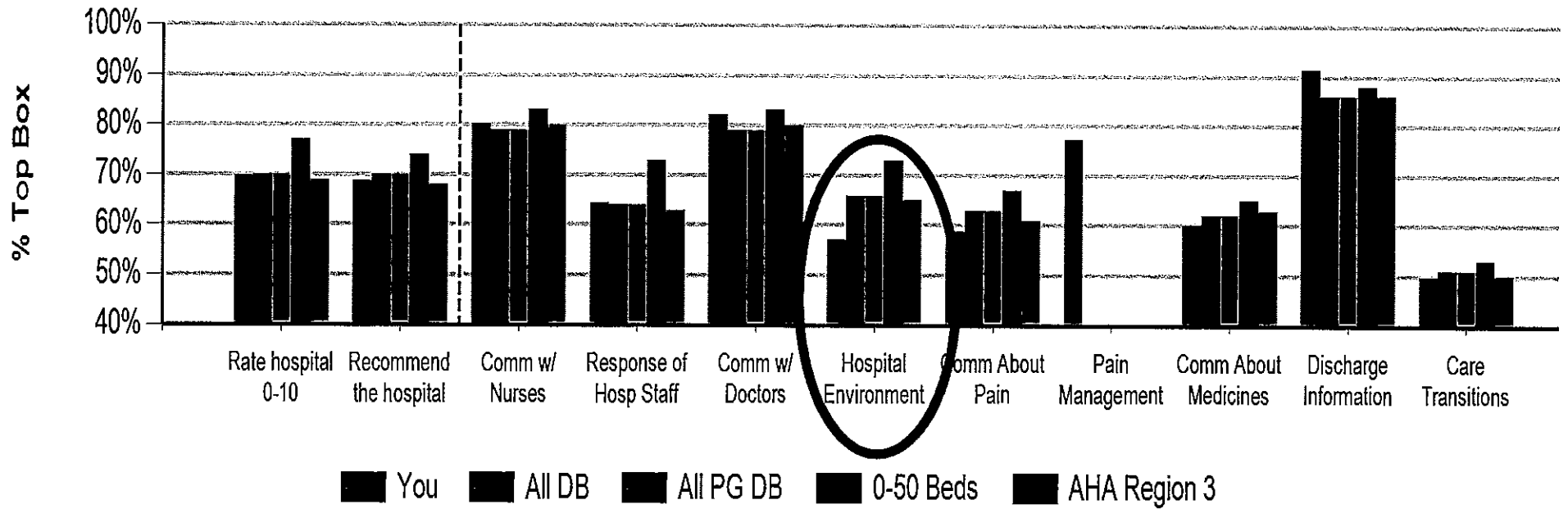
Planning & design continue in FY19 for regulatory approvals

- **Emergency Department Expansion**

Furthering design concepts

### Global Comparison

### Domain Comparison



This report has been produced by Press Ganey Associates, Inc. and does not represent official HCAHPS results, which are published on the Hospital Compare Web site.

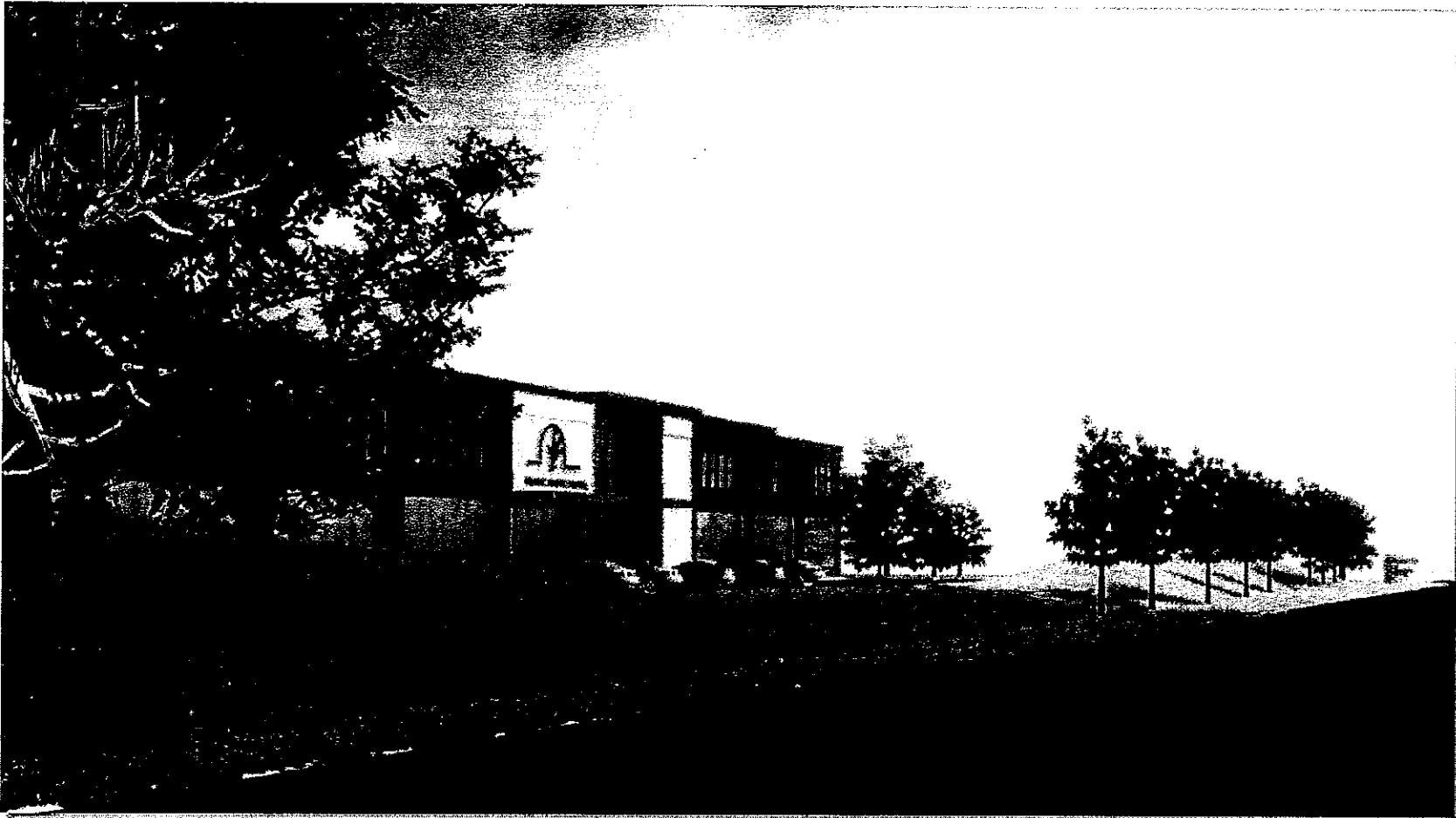
n = number of respondents  
 Questions that are among this period's top ten priorities appear in bold italics.  
[Click here to access the Summary Report Guide](#)  
[www.PressGaney.com](http://www.PressGaney.com) | 800.232.8032

9/16

# Concept Design – 589 View South

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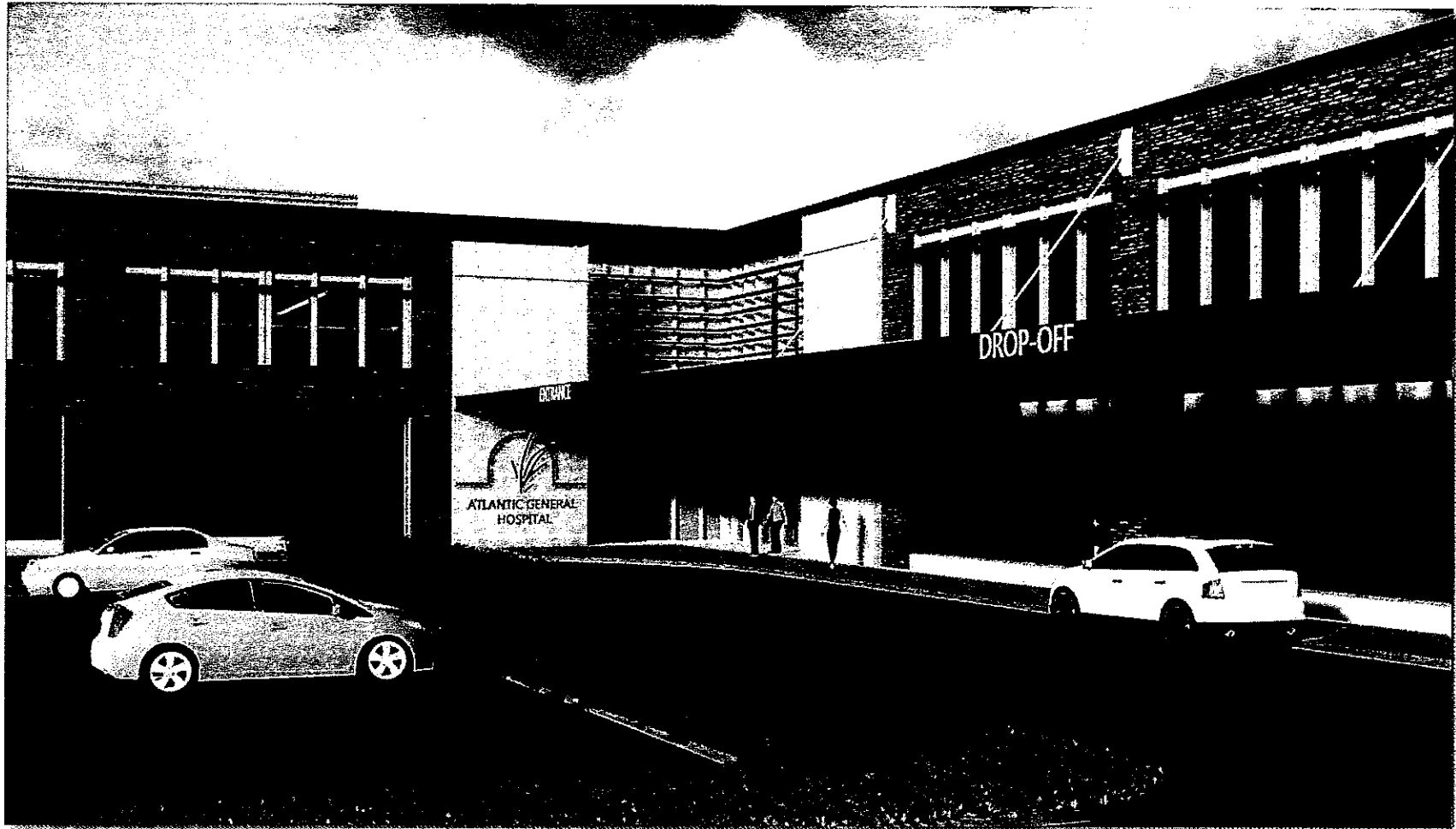
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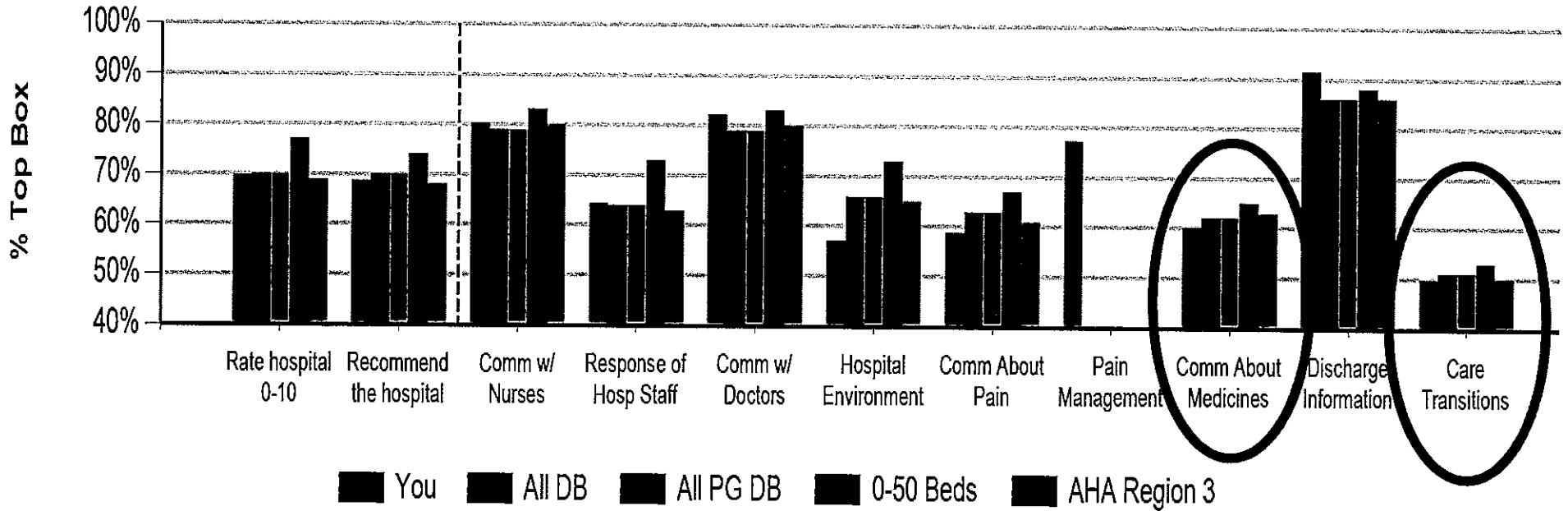


# Concept Design – Entry Drive Up View



### Global Comparison

### Domain Comparison

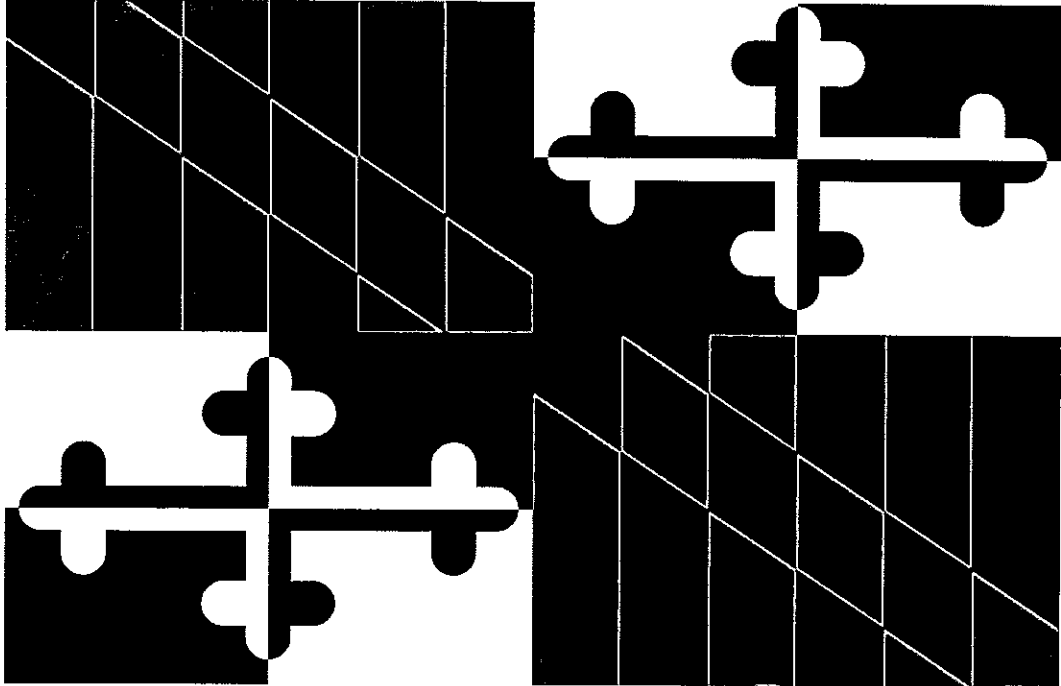


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[www.PressGaney.com](http://www.PressGaney.com) | 800.232.8032

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# HEALTHCARE IN MARYLAND:



## What's Coming in 2019



care givers



# MACRA in Brief

## Timeline

Physicians must move quickly toward one of the two tracks.  
Performance Year 1 starts January 1, 2017 for FY 2019 payment

	2015 and earlier	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026 and later
<b>FEE</b>	Fee Schedule Updates	.5%	.5%	.5%	.5%	0%	0%	0%	0%	0%	0%	0.75% APMs 0.25% MIPS
<b>MIPS</b>					±4% Clinical Practice Improvement Activities Patient Safety and Quality Improvement Activities EHR Incentives	±5% Clinical Practice Improvement Activities Patient Safety and Quality Improvement Activities EHR Incentives	±7% Clinical Practice Improvement Activities Patient Safety and Quality Improvement Activities EHR Incentives	±9% Clinical Practice Improvement Activities Patient Safety and Quality Improvement Activities EHR Incentives				
<b>Certain APMs</b>					Qualifying APM Participant Medicare Payment Threshold Excluded from MIPS	5% Incentive Payment						Excluded from MIPS

Source: Centers for Medicare & Medicaid Services: [www.cms.gov/Medicare/Quality-Initiatives-Patient-Safety-Programs/MACRA-MIPS-and-APMs/MACRA-MIPS-and-APMs.html](http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Safety-Programs/MACRA-MIPS-and-APMs/MACRA-MIPS-and-APMs.html)

 MIPS and APMs begin operating

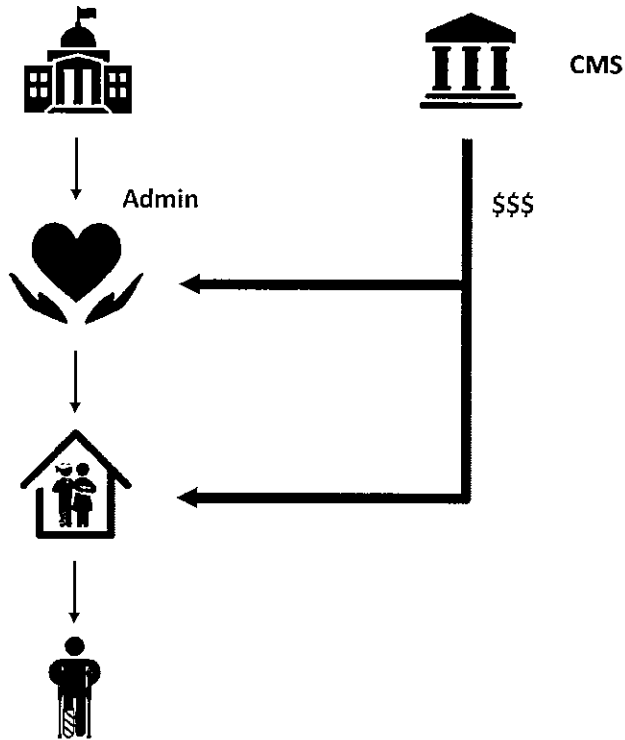
# The Maryland Primary Care Program

Maryland Department  
of Health/ Program  
Management  
Office in Office of Sec

Care Transformation  
Organization  
(leverage existing entities)

Practices and Providers

Patients

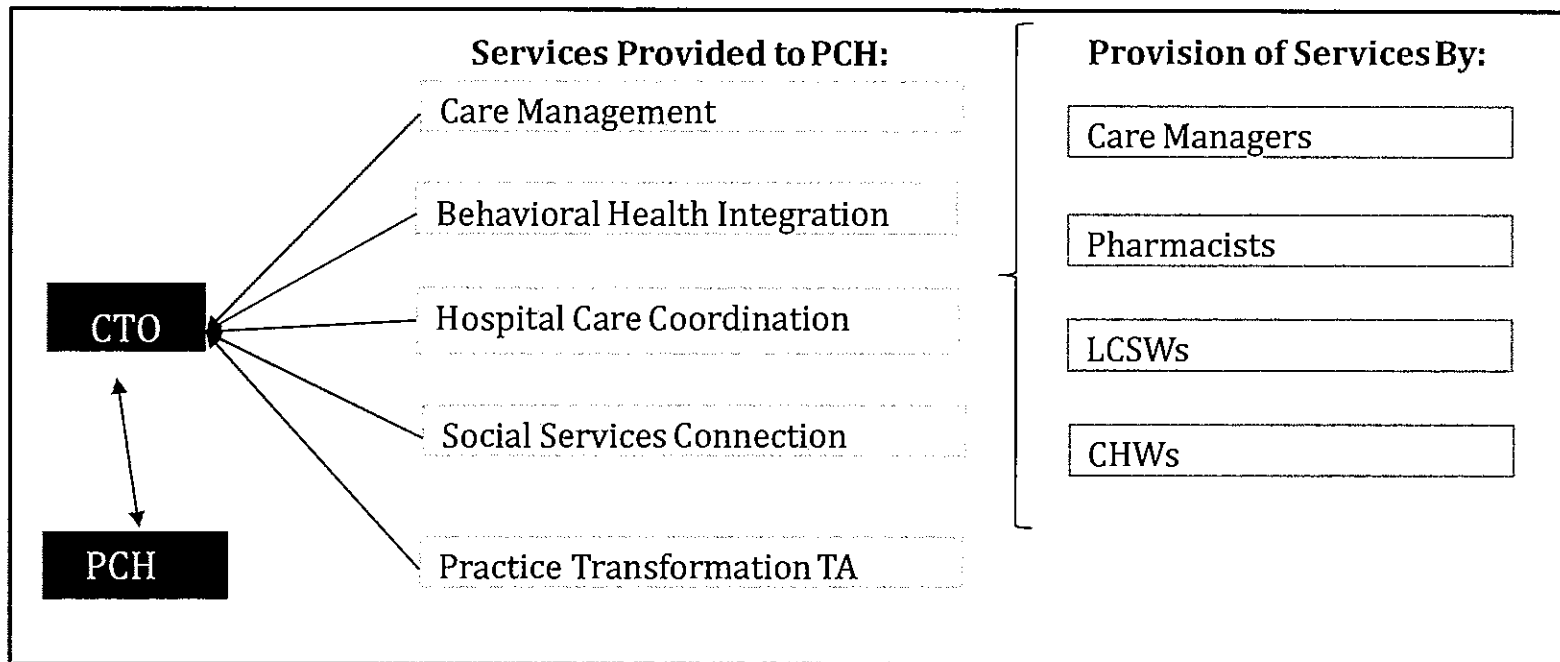


2  
2

22

# Care Transformation Organizations

Designed to assist the practice meet the 5 primary care functions



# Medication Nonadherence: Data and Analytics Can Make an Impact



**50%**  
of patients are nonadherent  
at any given time<sup>1</sup>

Nonadherence is linked to adverse clinical outcomes in the U.S.  
including substantial increases in mortality and morbidity.



**Up to \$300B**  
in waste per year due to  
nonadherence<sup>1</sup>



**Up to 69%**  
of hospital readmissions  
are due to nonadherence<sup>1</sup>



**125,000**  
deaths per year are due  
to nonadherence<sup>2</sup>



**4 billion**  
scripts are written  
in a year<sup>3</sup>



**1 in 5**  
are never filled



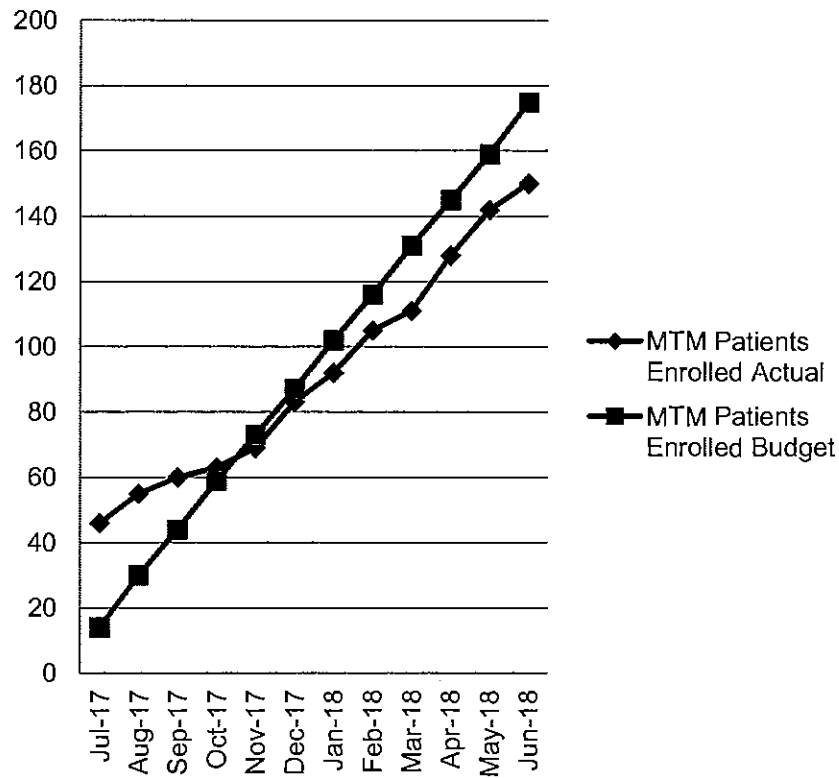
**50%**  
are taken  
incorrectly



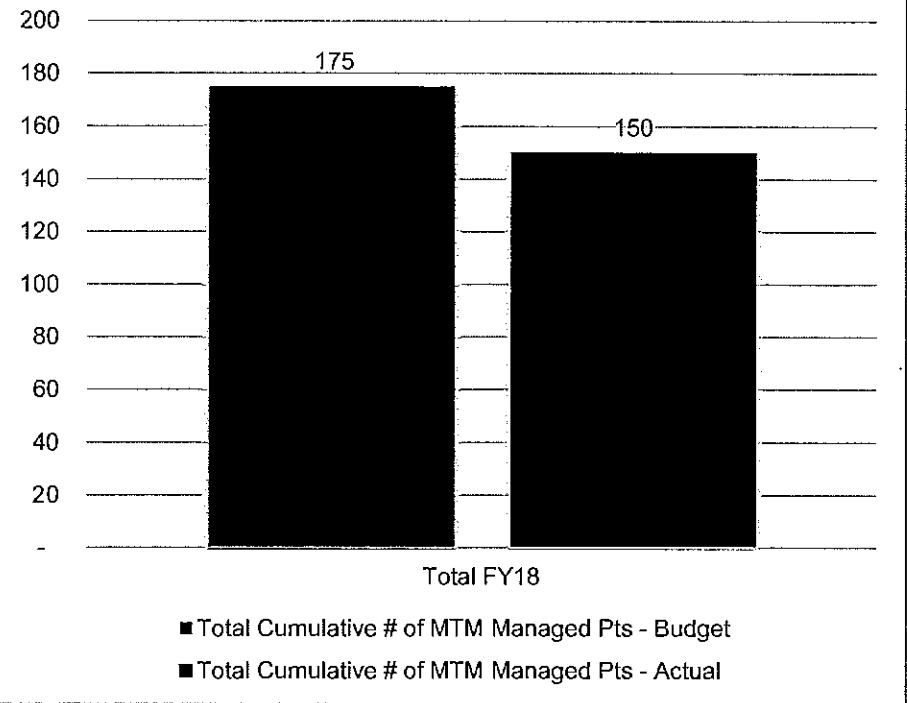
**68%**  
of patients stop  
taking their  
medications at 12  
months<sup>4</sup>

# MTM Actual vs Projected Volume of Participants

## MTM Patients VS Budget



## FY 18 Total Patients Budget vs. Actual





## Readmissions from MTM Population

Estimated Cost of an Avoided Admission => \$12,000 x 62.8% overall AGH FY17 cost-to-charge ratio = \$7,536

Estimated Cost of an Avoided ED Visit => \$600 x 62.8% overall AGH FY17 cost-to-charge ratio = \$377

- **Patient population= 150 patients**

Readmissions year prior to MTM Clinic	Readmissions while in MTM Clinic
20	2

ED Visits year prior to MTM Clinic	ED Visits while in MTM Clinic
215	77

- Total Readmissions Avoided= 18
- Readmission Rate= 1.3%
- Estimated cost avoidance **\$135,648**
- *See CRISP Report*

Total ED Visits Avoided= 138

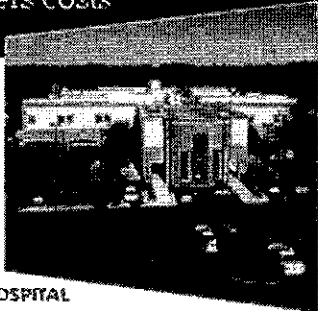
Estimated cost avoidance **\$52,026**



# MTM Recognition

- Q3 FY17 Board Dedication to Excellence award
- PHS whitepaper
- Maryland Rural Health Practitioner Award for 2018 – Karan Bealla
  - Bestowed annually by the Maryland Rural Health Association, in conjunction with the Rural Maryland Council and the State Office of Rural Health, in recognition of individuals who make outstanding development and health efforts in rural communities.
- Staff recognition PCMH

Ambulatory pharmacy-driven MTM improves outcomes and lowers costs



**CHALLENGER**

1. Build upon the strong program already in place with Atlantic General's patient-centered medical home (PCMH) to strengthen medication adherence and decrease hospital readmissions.

**SOLUTION**

1. Partner with PHS to create a pharmacy-driven medication therapy management (MTM) program within the PCMH.

**OUTCOME**

Senior Pharmacy Care

- 1. 88% lower readmissions
- 2. 88% lower emergency room visits
- 3. 82.5% adherence vs. 79% national average

Strategic Financial Results

- 1. Total revenue 28.5% over goal
- 2. Revenue per pt 20% over goal
- 3. Gross profit nearly 68% over goal

**ATLANTIC GENERAL HOSPITAL**

Atlantic General Hospital is a 62-bed acute care facility in Belts, Maryland, serving more than 118,000 people in Maryland, Virginia and Delaware. Part of the Atlantic General Health System, the hospital gives back to its community in many ways—including health literacy programs for children, community needs services (such as health fairs), community health services, charity care and more. Atlantic General's physicians are well represented in the "Top Docs" list published by Baltimore Magazine.

**CHALLENGE**

**Lower Readmission Rates**

Five years ago, the hospital created a patient-centered medical home (PCMH): a nurse-led collaboration of clinicians—including physicians and care managers—to focus on serving higher-risk patients. By engaging more deeply with these patients over the long term, the hospital's aim is to reduce readmissions, which improves outcomes and lowers costs.

A primary cause of readmissions in hospitals and health systems across the country is medication non-adherence—and it has been for some time. Research conducted by Mayo Clinic in 2011 indicates that 50% of patients nationwide don't take medications as prescribed, and it's estimated that non-adherence is responsible for 11% of hospital readmissions across the country.<sup>1</sup>

In fact, more than 25% of new prescriptions are never filled for such chronic conditions as diabetes, high cholesterol and high blood pressure.<sup>2</sup> As a result, medication mismanagement creates an estimated 1.5 million adverse events each year and \$177 billion in avoidable costs.<sup>3</sup>

In addition to the PCMH already established, what more could Atlantic General do to help reduce the non-adherence that drives up readmissions?





## ATLANTIC GENERAL 2020 VISION

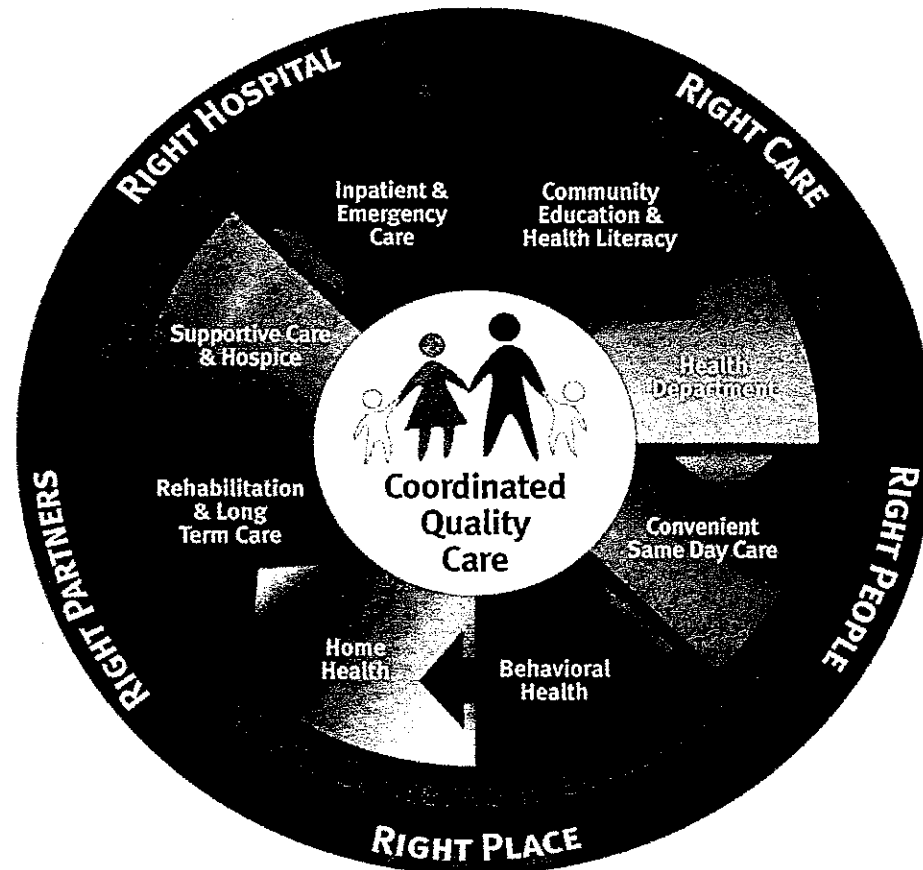
# care.coordination

### VISION

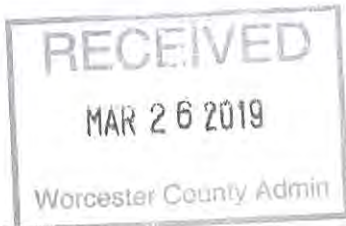
To be the leader in caring for people and advancing health for the residents of and visitors to our community.

### MISSION

To create a coordinated care delivery system that will provide access to quality care, personalized service and education to improve individual and community health.







8

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:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum   
**Date:** 3/26/2019  
**Re:** On Behalf Of Program

At this time, the Maryland Department of Housing & Community Development is requesting Worcester County's continued participation in the "On Behalf Of" Bond Transfer Program. The transfer of the Maryland Mortgage Program and Maryland HomeCredit Program bond allocation to the State is routinely done by local jurisdictions to avoid the costly and time-consuming process of issuing bonds at the local level. Worcester has consistently participated in this program, transferring 100% of the allocation to the Maryland Mortgage Program. Worcester County's Housing Bond allocation for 2019 is \$1,842,085.

There are two programs encompassed by this bond allocation, the Maryland Mortgage Program and the Maryland HomeCredit Program. The CDA's Maryland Mortgage Program provides low interest loans to first time homebuyers and to those homebuyers who have not owned their principal residence within the last three years. There are two exceptions to the first-time homebuyer rule. If the home purchase is to be within a targeted area, the program participant need not be a first-time homebuyer; however, currently, there are no targeted areas within Worcester County. Honorably discharged veterans are also exempted from the first-time homebuyer rule; this exemption may only be used for one home purchase. Attached is the most recent information in regard to income limits and maximum mortgage amounts for Maryland Mortgage Program participants and target areas.

The Maryland HomeCredit Program provides a federal tax credit of 25% of the borrower's annual mortgage interest payment, up to a maximum credit of \$2,000 in any single year for the life of the loan. To qualify for this program, applicants must be purchasing a home in Maryland and must meet borrowing criteria that include:

- the same income and home purchase limits as for the Maryland Mortgage Program
- the borrower cannot have owned a home within the past 3 years unless purchasing in a target area or if the borrower is a qualified veteran who has not previously used the Program

- the home must be the borrower's primary residence. This program is not available for refinances or existing homeowners.

I recommend the Commissioners approval of the bond transfer. To complete the transfer, the enclosed attachment must be signed and mailed to the State by the May 1 deadline.

**DRAFT**

April 2, 2019

Maddy Ciulu, Director  
Single Family Housing  
Community Development Administration  
Department of Housing & Community Development  
7800 Harkins Road, Room 367  
Lanham, MD 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Worcester County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$1,842,085 of its total \$1,842,085 tax-exempt housing bond allocation as set forth in the 2019 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

The attached form has been executed to indicate how the Community Development Administration is instructed to use this transferred allocation.

Very truly yours,

Diana Purnell  
President, Worcester County Commissioners

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of Worcester County.

Maureen Howarth  
County Attorney  
Attorney for: Worcester County

2019 CDA MAXIMUM MORTGAGE AMOUNTS

COUNTIES & CITY	INCOME LIMITS			MAXIMUM ACQUISITION COSTS		CDA Maximum Mortgage Amounts (as of 1/1/19)
	Household Size	Non-Targeted	Targeted	Non-Targeted	Targeted	
Allegany County	1 or 2		\$115,800		\$331,423	\$314,827
	3 or more		\$135,100			
Anne Arundel County	1 or 2	\$112,641	\$115,800	\$476,471	\$582,353	\$484,350
	3 or more	\$129,537	\$135,100			
Baltimore City	1 or 2		\$115,800		\$582,353	\$484,350
	3 or more		\$135,100			
Baltimore County	1 or 2	\$112,641	\$115,800	\$476,471	\$582,353	\$484,350
	3 or more	\$129,537	\$135,100			
Calvert County	1 or 2	\$140,640		\$625,765		\$484,350
	3 or more	\$164,080				
Caroline County	1 or 2		\$115,800		\$331,423	\$314,827
	3 or more		\$135,100			
Carroll County	1 or 2	\$112,641		\$476,471		\$484,350
	3 or more	\$129,537				
Cecil County	1 or 2	\$96,500		\$354,706		\$402,500
	3 or more	\$110,975				
Charles County	1 or 2	\$140,640		\$625,765		\$484,350
	3 or more	\$164,080				
Dorchester County	1 or 2		\$115,800		\$331,423	\$314,827
	3 or more		\$135,100			
Frederick County	1 or 2	\$140,640	\$140,640	\$625,765	\$764,823	\$484,350
	3 or more	\$164,080	\$164,080			
Garrett County	1 or 2		\$115,800		\$331,423	\$314,827
	3 or more		\$135,100			

COUNTIES & CITY	INCOME LIMITS			MAXIMUM ACQUISITION COSTS		CDA Maximum Mortgage Amounts (as of 1/1/19)
	Household Size	Non-Targeted	Targeted	Non-Targeted	Targeted	
Harford County	1 or 2	\$112,641	\$115,800	\$476,471	\$582,353	\$484,350
	3 or more	\$129,537	\$135,100			
Howard County	1 or 2	\$112,641		\$476,471		\$484,350
	3 or more	\$129,537				
Kent County	1 or 2		\$115,800		\$331,423	\$314,827
	3 or more		\$135,100			
Montgomery County	1 or 2	\$140,640	\$140,640	\$625,765	\$764,823	\$484,350
	3 or more	\$164,080	\$164,080			
Prince George's County	1 or 2	\$140,640	\$140,640	\$625,765	\$764,823	\$484,350
	3 or more	\$164,080	\$164,080			
Queen Anne's County	1 or 2	\$112,641		\$476,471		\$484,350
	3 or more	\$129,537				
St. Mary's County	1 or 2	\$103,400		\$319,765		\$347,300
	3 or more	\$118,910				
Somerset County	1 or 2		\$115,800		\$355,882	\$336,950
	3 or more		\$135,100			
Talbot County	1 or 2	\$96,500		\$352,589		\$382,950
	3 or more	\$110,975				
Washington County	1 or 2	\$96,500	\$115,800	\$271,165	\$331,423	\$314,827
	3 or more	\$110,975	\$135,100			
Wicomico County	1 or 2	\$96,500	\$115,800	\$291,176	\$355,882	\$336,950
	3 or more	\$110,975	\$135,100			
Worcester County	1 or 2	\$96,500		\$291,176		\$336,950
	3 or more	\$110,975				

**MAXIMUM LOAN AMOUNT: \$484,350, with the following exceptions:**

- For Conventional loans the lesser of \$484,350 or the “Program Conventional Mortgage Amount.
- For FHA loans, the lesser of \$484,350 or the “Program” FHA Maximum Mortgage Amount, plus the FHA Up Front Mortgage Insurance Premium (UFMIP)
- For VA loans the lesser of \$484,350 or the “Program” VA Maximum Mortgage Amount, plus the VA Funding Fee.
- For RHS loans the lesser of \$484,350 or the “Program” RHS Maximum Mortgage Amount, plus the RHS Guarantee Fee.

<sup>1</sup> Entire jurisdiction is targeted - borrowers do not have to be first-time homebuyers

<sup>2</sup> Jurisdiction contains certain targeted census tracts (refer to <http://mmp.maryland.gov/Pages/Property-Information.aspx> for information on Targeted Areas) in which borrowers do not have to be first-time homebuyers

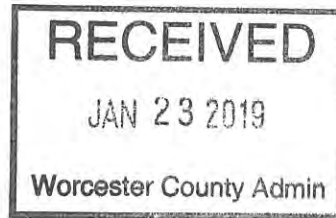
Information subject to change. Revised 01/1/19



Larry Hogan | Governor  
Boyd Rutherford | Lt. Governor  
Kelly M. Schulz | Secretary of Commerce  
Benjamin H. Wu | Deputy Secretary of Commerce

Copy: JD Ellen Bynum ✓  
Kathy Whitel ✓  
Kim Reynolds ✓  
Kathryn Gordon ✓  
Review and advise

January 14, 2019



The Honorable Diana W. Purnell  
President  
Board of County Commissioners  
of Worcester County  
One West Market Street, Room 1103  
Snow Hill, Maryland 21863

SUBJECT: Private Activity Bonds 2019 Initial Allocation for Maryland

Dear Commissioner Purnell:

Enclosed is the 2019 Private Activity Bonds Initial Allocation of the Maryland State Ceiling. This year's total allocation of \$634,485,390 is calculated from a population of 6,042,718 multiplied by \$105 per capita as stated in the Financial Institutions Article Section 13-801 through 13-807 of Maryland Code guidelines, in addition to the United States Tax Reform Act of 1986. Allocation is not a source of funding, but is the limit established for "Private Activity" tax-exempt bond issuances.

Pursuant to the law, counties may use their housing allocations for non-housing bonds. The term used in the Tax Reform Act of 1986, "Private Activity" bonds is broad and may include general obligation bonds, leases, and other forms of tax-exempt financing. Bond counsel should be contacted to further explain the ramifications of the Tax Reform Act of 1986. Section 13-804 and other sections of the law require reporting the issuance of these bonds.

Before transferring unused allocation to another issuer, jurisdictions are encouraged to consult with Andy Fish Senior Director, at 410-767-6376 or [andy.fish@maryland.gov](mailto:andy.fish@maryland.gov), or Rahel Kidane, at 410-767-6357 or [rahel.kidane@maryland.gov](mailto:rahel.kidane@maryland.gov). Notice of any intended transfer of allocation by counties to another issuer shall be reported to the Secretary of The Department of Commerce by August 31st.

Sincerely,

Andy Fish  
Senior Director, Office of Finance Programs

Enclosure

cc: Ms. Katherine Gordon, Interim Director, Worcester County Department  
of Economic Development

# DEPARTMENT OF COMMERCE

## PRIVATE ACTIVITY BONDS 2019 INITIAL ALLOCATION

**\$ 634,485,390**

### RECITALS

Pursuant to Section 146 of the Internal Revenue Code of 1986 (the "Code"), the General Assembly of the State of Maryland passed Senate Bill 673 which is part of the Maryland Code, Financial Institutions Article, Sections 13-801 through 13-807. Capitalized terms not defined in this initial allocation have the meanings given them in the law.

Section 13-807 (A) (1) allows the Secretary of the Department of Commerce to make any and all allocations required or permitted by the law.

Section 13-802 of the law establishes formulas for allocation of the Maryland State Ceiling among Counties, Municipal Corporations, Community Development Administration and Secretary's Reserve, for the period from January 1st through September 30th of each year.

NOW THEREFORE, I, Kelly M. Schulz, Secretary of the Department of Commerce, do hereby allocate the amounts of the Maryland State Ceiling, a total of \$634,485,390 for the calendar year 2019 as follows:

1. Allocations to Counties. \$317,242,695 of the Maryland State Ceiling among all counties of the State of Maryland and the City of Baltimore (collectively, the "Counties" and individually a "County") in the following respective amounts.

MD Population	Housing Alloc.	Min. Non-House	Bonus Non-House	Grand Total
Allegany	\$ 2,545,018	\$ 1,090,722	\$ -	\$ 3,635,739
Anne Arundel	\$ 20,326,490	\$ 8,711,353	\$ -	\$ 29,037,842
Baltimore City	\$ 21,784,223	\$ 9,336,096	\$ -	\$ 31,120,318
Baltimore Co.	\$ 29,562,472	\$ 12,669,631	\$ 9,517,281	\$ 51,749,383
Calvert	\$ 3,258,182	\$ 1,396,364	\$ -	\$ 4,654,545
Caroline	\$ 1,183,141	\$ 507,060	\$ -	\$ 1,690,201
Carroll	\$ 5,977,622	\$ 2,561,838	\$ -	\$ 8,539,460
Cecil	\$ 3,644,600	\$ 1,561,972	\$ -	\$ 5,206,572
Charles	\$ 5,614,588	\$ 2,406,252	\$ -	\$ 8,020,840
Dorchester	\$ 1,140,720	\$ 488,880	\$ -	\$ 1,629,600
Frederick	\$ 8,983,170	\$ 3,849,930	\$ -	\$ 12,833,100
Garrett	\$ 1,040,051	\$ 445,736	\$ -	\$ 1,485,788
Harford	\$ 9,004,737	\$ 3,859,173	\$ -	\$ 12,863,910
Howard	\$ 11,478,495	\$ 4,919,355	\$ -	\$ 16,397,850
Kent	\$ 677,303	\$ 290,273	\$ -	\$ 967,575
Montgomery	\$ 37,928,940	\$ 16,255,260	\$ -	\$ 54,184,200
Prince George's	\$ 32,474,873	\$ 13,917,803	\$ -	\$ 46,392,675
Queen Anne's	\$ 1,771,681	\$ 759,292	\$ -	\$ 2,530,973
St. Mary's	\$ 3,956,873	\$ 1,695,803	\$ -	\$ 5,652,675
Somerset	\$ 922,700	\$ 395,443	\$ -	\$ 1,318,143
Talbot	\$ 1,320,918	\$ 566,108	\$ -	\$ 1,887,026
Washington	\$ 5,347,125	\$ 2,291,625	\$ -	\$ 7,638,750
Wicomico	\$ 3,621,786	\$ 1,552,194	\$ -	\$ 5,173,980
Worcester	\$ 1,842,085	\$ 789,465	\$ -	\$ 2,631,549
<b>TOTAL</b>	<b>\$ 215,407,790</b>	<b>\$ 92,317,624</b>	<b>\$ 9,517,281</b>	<b>\$ 317,242,695</b>



2. Allocation to Community Development Administration is \$158,621,348 of the Maryland State Ceiling.
3. Allocation to Municipal Corporations is \$15,862,134 of the Maryland State Ceiling.
4. Allocation to the Secretary's Reserve is \$142,759,213.
5. The Effective Date. The initial allocation shall take effect immediately.

I FURTHER CERTIFY under penalty of perjury that this Initial Allocation was not made in consideration of any bribe, gift, gratuity, or direct or indirect contribution to any political campaign.

WITNESS my official signature and seal as of this 14th of January, 2019

  
\_\_\_\_\_  
Kelly M. Schulz  
Secretary of Commerce

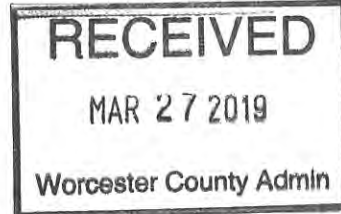
ATTEST:

  
\_\_\_\_\_  
Andy Fish  
Senior Director, Office of Finance Programs

# *Worcester County's Initiative to Preserve Families*

6040 Public Landing Rd.  
Post Office Box 129  
Snow Hill, MD 21863


Telephone: 410-632-3648



Worcester County's  
Initiative  
to Preserve Families

The logo features a stylized white figure of a person walking, with a large, dark, curved shape behind it that resembles a wing or a protective shield. The shape is filled with a gradient from black to blue. A thin line extends from the top right of the shape, ending in a small circle.

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**TO:** Harold Higgins, Chief Administrative Officer  
**FROM:**  Jessica Sexauer, Director of Local Management Board  
**DATE:** March 27, 2019  
**SUBJECT:** 2020 Notice of Funding Availability

Attached is the 2020 Local Management Board (LMB) grant proposal in response to the Governor's Office for Children's (GOC) Notice of Funding Availability.

The LMB is requesting to fund the following programs for fiscal year 2020: WE3: Worcester Employment, Education and Empowerment Program, Building Bridges, Comprehensive Parenting, Adverse Childhood Experiences Training, Mentoring, Growing a Health Community. These programs were determined to be a high need in Worcester County to provide ongoing support and improve well-being outcomes for children, youth and families.

The LMB is seeking approval for submission of the NOFA response to bring funding to Worcester County. Your continued support in serving the children, youth, and families in Worcester County is greatly appreciated.

If you have any questions, please do not hesitate to contact me at 410-632-3648.

cc: Kelly Shannahan, Assistant Chief Administrative Officer

Enclosures

# *Worcester County's Initiative to Preserve Families*

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## **Executive Summary**

Worcester County's Initiative to Preserve Families (LMB) is preparing a response to a notice of funding availability issued by the Governor's Office for Children. The proposal includes programs and strategies to address needs of children, youth, and families of Worcester County. The amount of funding the LMB is requesting totals \$832,918. This includes an administrative budget of \$124,115 and program allocations of \$708,803. The LMB Board of Directors has reviewed state and local data available to guide decisions on programs to fund in fiscal year 2020.

The following program strategies are being recommended for fiscal year 2020:

- **Local Care Team Coordinator**: A coordinator to facilitate Local Care Team meetings. These meetings bring Worcester County's child serving agencies together with families to address concerns and needs.
- **Worcester Employment, Education, and Empowerment (WE3)**: A program to engage opportunity youth with college and career readiness.
- **Building Bridges**: A program that supports children and families impacted by incarceration. This is a multigenerational approach that supports the community caregiver of youth who have a parent incarcerated as well as the child.
- **Comprehensive Parenting**: Parent education courses are offered to parents with a history of trauma, or are impacted by incarceration.
- **Adverse Childhood Experiences Training and Education**: This project will provide education to the community around trauma and how it affects the community. In addition, there are strategies to provide intensive training and certification to behavioral health specialists so professionals are better equipped to serve families experiencing trauma.
- **Mentor services**: One on one mentor services targeting youth impacted by poverty. These services would also support youth at risk of truancy, in truancy court, or youth
- **Growing a Healthy Community**: A home visiting program targeting families with children between the ages of birth to five. This program offers weekly visits with families in their home with goals to decrease reports of depression, decrease child maltreatment rates, and improve early childhood behavior and attachment.

Please consider supporting these program strategies to strengthen the community with services that support the needs and concerns identified through the LMB's community needs assessment process.

*Worcester County's Local Management Board*

Board Name: Worcester County's Initiative to Preserve Families

FY20 NOFA Application Summary					
	Prioritize the Programs/Strategies (1=Most Important)	Requested Funds	Cash Match (Total Cash Match/% of Line Item Funds)	In-Kind (Total In-Kind/% of Total Funds)	TOTAL FUNDS
• Board Support		\$124,115	\$ %	\$ %	\$
• Local Care Team Coordinator		\$53,000	\$ %	\$ %	\$
• Program/Strategy: Worcester Employment, Education, and Empowerment (WE3)	1	\$140,000	\$ %	\$ %	\$
• Program/Strategy: Building Bridges	2	\$145,803	\$ %	\$ %	\$
• Program/Strategy: Comprehensive Parenting	4	\$75,000	\$ %	\$ %	\$
• Program/Strategy: Adverse Childhood Experiences Training	3	\$120,000	\$ %	\$ %	\$
• Program/Strategy: Mentoring	6	\$65,000	\$ %	\$ %	\$
• Program/Strategy: Growing a Healthy Community	5	\$110,000	\$ %	\$ %	\$
<b>Totals</b>		\$832,918	\$ %	\$ %	\$

**Check All that Apply:**

Requesting Extra Points for:	<ul style="list-style-type: none"> <li>• Two Generation Approach</li> <li>• Home Visiting</li> </ul>
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**Name, title, telephone, and email of Board's staff point of contact:**

Jessica Sexauer, Director of the Local Management Board  
 410-632-3648  
 jessica.sexauer@maryland.gov

**Name, title, telephone, and email of Board's fiscal contact (if different from above):**

David Beach, Accountant Supervisor  
 410-632-1100 ext. 1215  
 davidm.beach@maryland.gov

1c

*By signing below, I hereby certify that the Local Management Board reviewed and approved this application, and complied with the local procurement, conflict of interest and ethics policies in the development of the application.*

Original signatures of Board's staff point of contact, Board Chair, and the Chief Executive Officer(s) of the jurisdiction:

\_\_\_\_\_  
**Diana Purnell, President**  
County Commissioners of Worcester County, MD

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Jessica Sexauer, LMSW, Director**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Roberta Baldwin, LCSW-C, Board Chair**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Jennifer LaMade, LMSW, Director of Planning**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Rebecca Jones, RN, BSN, MSN, Health Officer**

\_\_\_\_\_  
Date

**Table of Contents:**

<b>FY20 NOFA Prioritized Results</b>	<b>3</b>
<b>FY20 NOFA Program/Strategies</b>	<b>23</b>
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FY20 NOFA Application Results Page

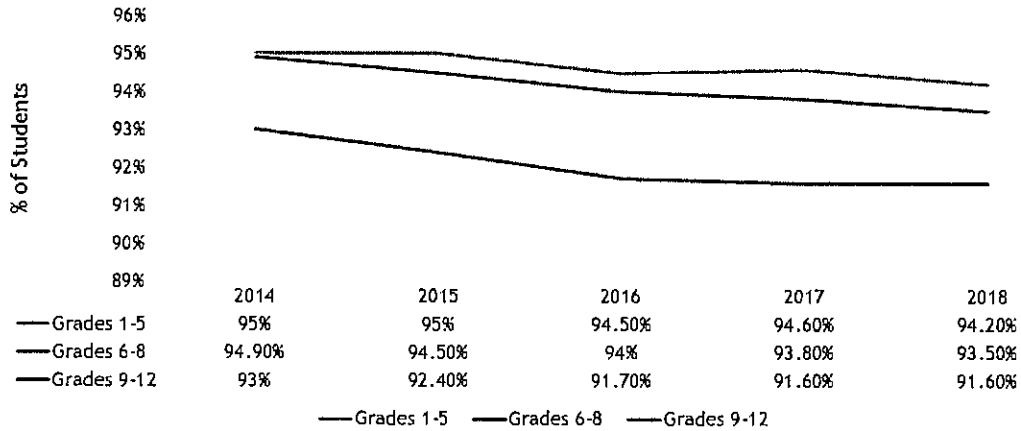
Local Management Board: Worcester County's Initiative to Preserve Families, Worcester County LMB

Child Well-Being Result - Select one that the Board has prioritized for FY20:

Children are Successful in School

Prioritized Indicator(s): Truancy, Bullying/Harassment

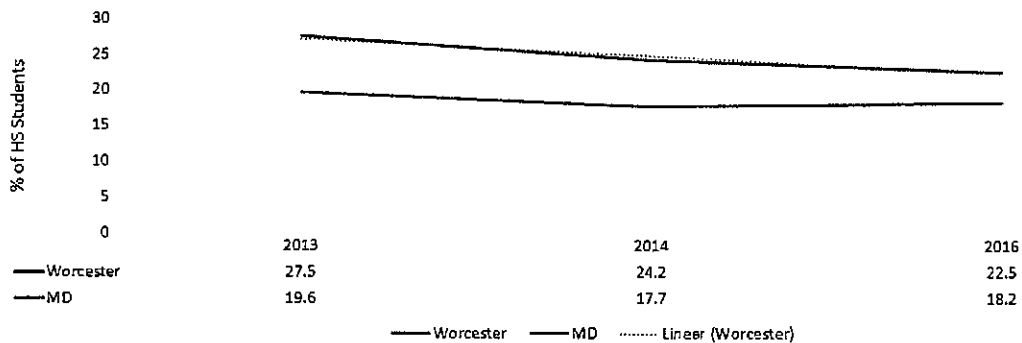
Attendance Rate



Source: MSDE Worcester County Report Card

Bullying

Students who report being bullied on school property in past 12 months, 9-12 grade



Source: YRBS, QN23

Story Behind:

Truancy

The "Attendance Rate" chart includes a break down by age of the attendance rates in Worcester County. Since 2014 the data indicates youth attendance rates are dropping in the jurisdiction. The age group with the greatest drop of attendance rates are high school youth between grades 9-12. This trend can be contributed to changes in the age where students can legally withdraw from school. The age at which a student can withdraw from school increased from 16 in 2014 to 18 by 2018. It is projected the attendance rates will continue to trend in a negative direction without supporting efforts to improve this area.

**Bullying/Harassment**

The "Bullying" chart is from the 2016 Youth Risk Behavior Survey. The data in the chart is self reported incidences of Worcester County high school students reported being bullied on school property within a 12 month period of time. The rate of reported bullying has decreased slightly since 2013, however Worcester County rates are higher in this area than when compared to the State of Maryland. This has been a consistent trend since 2013.

**Planning Process:**

In order to address the needs of children, youth and families in Worcester County, the LMB solicited input from stakeholders, community members, state and local agencies, youth and families. The Worcester County LMB utilized a Community Needs Survey, key informant interviews and focus groups to help identify specific needs and gaps in the community that have an impact on the community.

The Community Needs Survey was marketed electronically via social media, between February - March FY2019, to community members that live and work in Worcester County. Additionally, the Community Needs Survey was electronically distributed to employees of the three largest employers in Worcester County: the Worcester County Health Department, the Worcester County Board of Education, and the Worcester County Government. LMB staff also promoted the Community Needs Survey during committee and coalition meetings. Results from the survey indicated a large concern in the community in areas of poverty, bullying, employment, mental health, and substance abuse by both teens and parents. Other concerns included childhood hunger, suicide, trauma, racism, obesity, and the impact of incarceration on children.

In addition to the Community Needs Survey, six key informant interviews were conducted. Informants included individuals from Worcester County's Department of Social Services, Board of Education, Detention Center, Health Department, Pocomoke's Drug Free Coalition, and Telamon Corporation. Key informants identified similar themes during their interviews including a lack of readily available resources such as employment, youth activities, behavioral health treatment, and affordable housing. Key informants also identified the impact trauma, childhood hunger, and poverty as major concerns for Worcester County's children, youth and families.

Three focus groups were also conducted during the LMB's planning process; one with disconnected youth, one with incarcerated fathers, and one with a mixed group of human services professionals. Each focus group was approximately 10 people, and conducted in an intimate environment. Focus groups were informal, allowing individuals to address concerns and needs around the Governor's Four Strategic Goals and Maryland's Child Wellbeing Indicators. Participants indicated need in areas of resources, trauma, substance abuse and employment; which mimicked those in both the Community Needs Survey and key informant interviews.

Information was also gathered from a wide variety of vetted sources, including the Youth Risk Behavior Survey, the County Rankings website, Opportunity Index, as well as the Governor's Office. These resources provided a statistical data analysis of the growing concerns in the community.

At the LMB Board of Directors meeting, held in March 2019, LMB staff provided the Board with the information collected during research and planning. Utilizing the information from the Community Needs survey, key informant interviews, focus groups, as well as the quantitative statistical data, the Board, along with LMB staff, were able to prioritize Result Areas and Indicators that are of most concern to the children, youth and families in Worcester County.

**Explain why the Board Prioritized this Result and Indicator for FY20:**

The Worcester County Local Management Board of Directors reviewed data available for each of Maryland's results and indicators. The indicators selected from the result area of Children will be successful in school are two that are concerning as the data is trending in a negative direction, or the County's trends are significantly



above the State's average. This data is concerning to the LMB Board of Directors. Through the data review and planning process the Board has decided to focus on these areas to make a positive difference for youth who are not attending school, and those that are impacted by bullying.

**List All FY20 Programs/Strategies Proposed that Will Impact this Result:**

List in bulleted form and indicate with an "\*" if the program/strategy proposed is new for FY20.

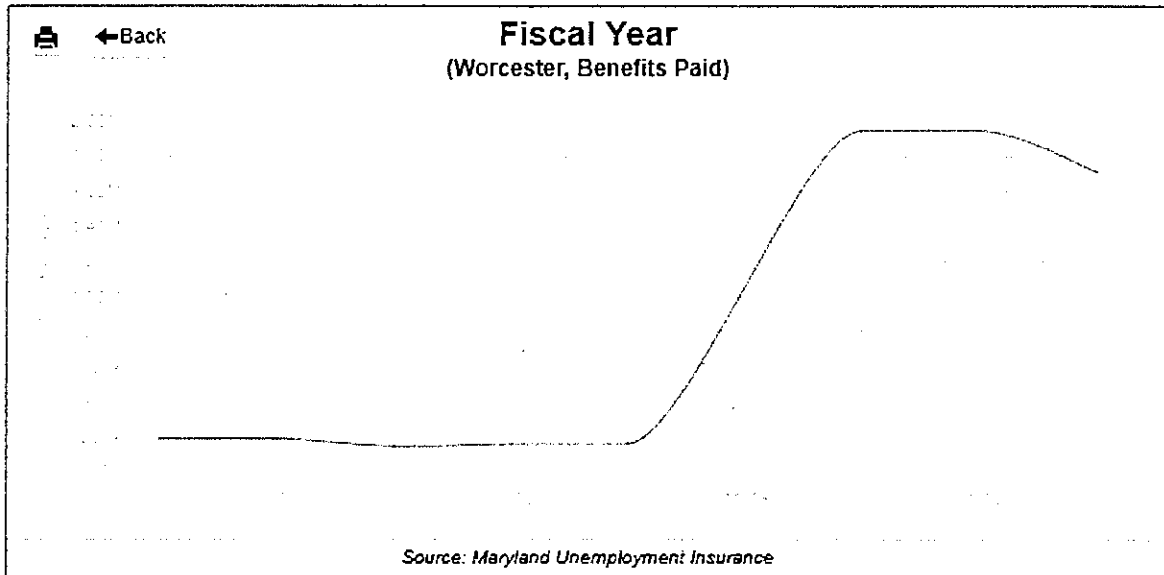
- Mentoring Services\*

Local Management Board: Worcester County's Initiative to Preserve Families, Worcester County LMB

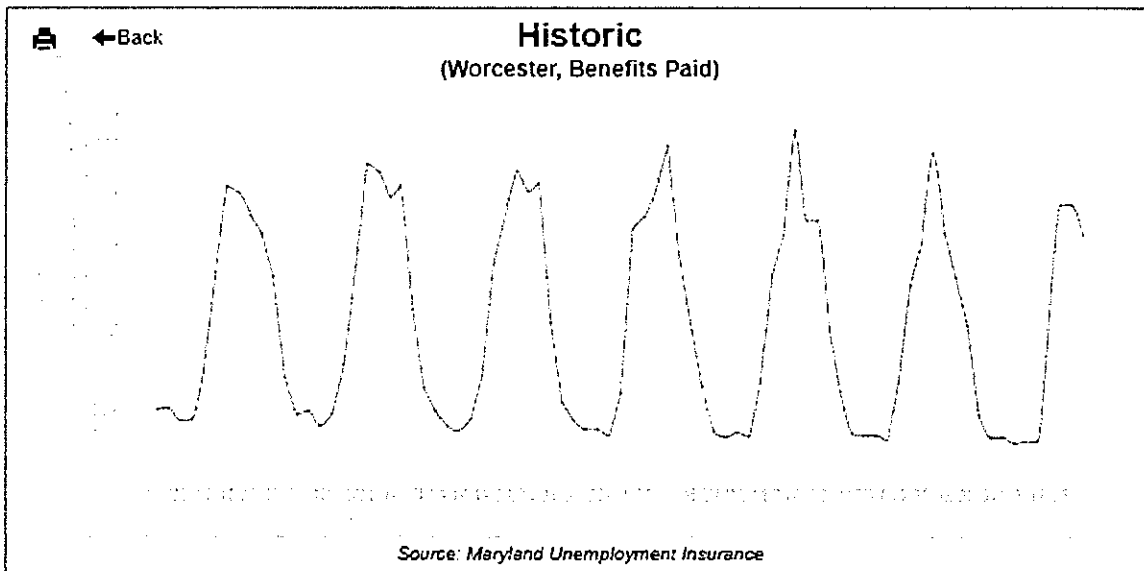
Child Well-Being Result - Select one that the Board has prioritized for FY20:  
Youth have Opportunities for Employment or Career Readiness

Prioritized Indicator(s): Youth Employment/Disconnected Youth

### Unemployment Benefits Paid, 7/18-1/19



### History of Seasonal Unemployment



### Unemployment

Age Group	Unemployment Rate		
(All ages included)	2015	2016	2017
White	8.3%	6.7%	6.1%
Black	20.2%	14%	14.5%
Hispanic	0%	0%	0%
American Indian	16%	21.3%	16%
Two or more races	0%	0%	0%
Other	0%	0%	0%

Source: US Census, ACS, 5 Year Estimate

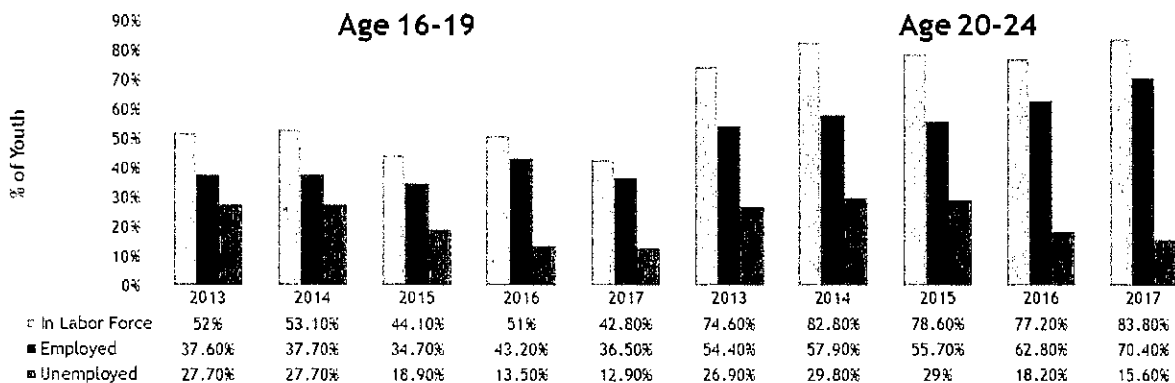
Worcester County Census data from 2017 shows 15.7% of individuals employed part-time lived below the poverty level, while only 1.6% of individuals employed full-time were considered below the poverty level. This trend is reflected across the country. Source: US Census, 2017 ACS, 5 year Estimate

### Youth(16-24) Employment Status Comparison with Maryland

	2013		2014		2015		2016		2017	
	Wor	MD	Wor	MD	Wor	MD	Wor	MD	Wor	MD
<b>16-19</b>										
In Labor Force	52%	39.6%	53.1%	38.7%	44.1%	38%	51%	38%	42.8%	37.9%
Employed	37.6%	28.7%	37.7%	28.3%	34.7%	28.7%	43.2%	29.3%	36.5%	29.7%
Unemployed	27.7%	26.7%	27.7%	25.6%	18.9%	23.1%	13.5%	21.3%	12.9%	19.9%
<b>20-24</b>										
In Labor Force	74.6%	75.8%	82.8%	75.6%	78.6%	75.2%	77.2%	74.9%	83.8%	75.3%
Employed	54.4%	62.9%	57.9%	62.9%	55.7%	63.1%	62.8%	63.5%	70.4%	64.6%
Unemployed	26.9%	15.3%	29.8%	15.1%	29%	14.2%	18.2%	13.1%	15.6%	12%

Source: US Census, ACS, 5 year Estimates

### Youth Employment Youth (16-24) Employment Status



Source: US Census, ACS, 5 year Estimate

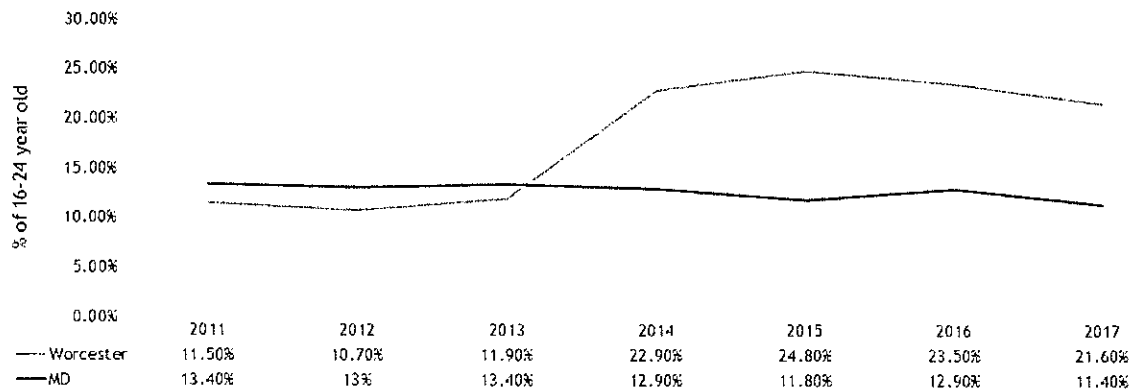
### Youth Population

Youth Population	2013	2014	2015	2016	2017
16-19	2,252	2,193	2,012	2,036	2,125
20-24	2,650	2,741	2,866	2,623	2,474
Total	4,902	4,934	4,878	4,659	4,599

Source: US Census, 2017 ACS, 5 year Estimate

### Disconnected Youth

Age 16-24 neither in school nor working



Source: Opportunityindex.org

Actual Number 2017 estimate=1,160 youth

#### Story Behind:

##### Youth Unemployment/Disconnected Youth

The first two graphs highlight the seasonal nature of unemployment in Worcester County. In the first graph highlights that more unemployment benefits are paid late fall through the winter. This is supported by the fact that seasonal work tends to be at its peak up spring until October, drops off during the late fall-spring. This is a historic trend that is not new to Worcester County as seen in the second graph that shows the increases and decreases in unemployment paid over time that corresponds with the seasonal employment.

The first table in this section highlights unemployment for all ages over the span of three years. Unemployment is about twice as common in minority populations (African Americans and American Indians) compared to their White counterparts. Worcester County Census data from 2017 shows 15.7% of individuals employed part-time lived below the poverty level, while only 1.6% of individuals employed full-time were considered below the poverty level. This trend is reflected across the country. With that in mind, full-time employment seems to be a major contributor to helping someone live above the poverty level.

The second table shows "Youth(16-24) Employment Status Comparison with Maryland" and overall while Worcester County is better or on par with the state in some regards, the older portion of this population (ages 20-24) have higher unemployment rates compared to the state.

The third graph shows the breakdown of the percentage of youth, ages 16-19 and 20-24, who were in the labor force, employed, or unemployed from 2013-2017. There is a higher percentage of youth unemployed in the 20-24 years old age range compared to the 16-19 age range. "In the labor force" means someone is either

employed or looking for work. Approximately 50% of the unemployed youth ages 16-19 are looking for work, whereas approximately 80% of unemployed youth ages 20-24 are looking for work. This makes sense since most youth ages 16-19 are typically still in high school so they may not need to find a job, but older youth who are possibly out of school and trying to live on their own are more often looking for jobs when unemployed.

The last table notes the number of youth ages 16-24 from 2013-2017 in Worcester County and the last graph shows the number of youth ages 16-24 considered to be “disconnected” not in school and not working based on data from the Opportunity Index. The largest contributing factor to the disconnected youth in Worcester County is unemployment.

#### **Planning Process:**

In order to address the needs of children, youth and families in Worcester County, the LMB solicited input from stakeholders, community members, state and local agencies, youth and families. The Worcester County LMB utilized a Community Needs Survey, key informant interviews and focus groups to help identify specific needs and gaps in the community that have an impact on the community.

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In addition to the Community Needs Survey, six key informant interviews were conducted. Informants included individuals from Worcester County’s Department of Social Services, Board of Education, Detention Center, Health Department, Pocumoke’s Drug Free Coalition, and Telamon Corporation. Key informants identified similar themes during their interviews including a lack of readily available resources such as employment, youth activities, behavioral health treatment, and affordable housing. Key informants also identified the impact trauma, childhood hunger and poverty as major concerns for Worcester County’s children, youth and families.

Three focus groups were also conducted during the LMB’s planning process; one with disconnected youth, one with incarcerated fathers, and one with a mixed group of human services professionals. Each focus group was approximately 10 people, and conducted in an intimate environment. Focus groups were informal, allowing individuals to address concerns and needs around the Governor’s Four Strategic Goals and Maryland’s Child Wellbeing Indicators. Participants indicated need in areas of resources, trauma, substance abuse and employment; which mimicked those in both the Community Needs Survey and key informant interviews.

Information was also gathered from a wide variety of vetted sources, including the Youth Risk Behavior Survey, the County Rankings website, Opportunity Index, as well as the Governor’s Office. These resources provided a statistical data analysis of the growing concerns in the community.

At the LMB Board of Directors meeting, held in March 2019, LMB staff provided the Board with the information collected during research and planning. Utilizing the information from the Community Needs survey, key informant interviews, focus groups, as well as the quantitative statistical data, the Board, along with LMB staff, were able to prioritize Result Areas and Indicators that are of most concern to the children, youth and families in Worcester County.

**Explain why the Board Prioritized this Result and Indicator for FY20:**

The Worcester County Local Management Board of Directors reviewed data available for each of Maryland's results and indicators. The indicators selected from the result area of Youth will have opportunities for employment or career readiness is a major concern for Worcester County. The data reviewed by the Board of Directors led to the decision of focusing on the population of disconnected youth. Approximately one fifth of Worcester County's youth population is considered disconnected, meaning these youth are not in school and/or not working. The State and County data comparison for disconnected youth and youth completing schools shows there is a high rate of high school completion in Worcester County and low rates of high school drop out occurring. Based on graduation rates, and the rate in which students are completing school it is evident disconnection is occurring post high school graduation, or after obtaining a GED. The Board has elected to prioritize this result and indicator based on the rate of youth are not employed, in school or in the labor force. The data is alarming to the Board of Directors and without intervention these rates may not improve.

**List All FY20 Programs/Strategies Proposed that Will Impact this Result:**

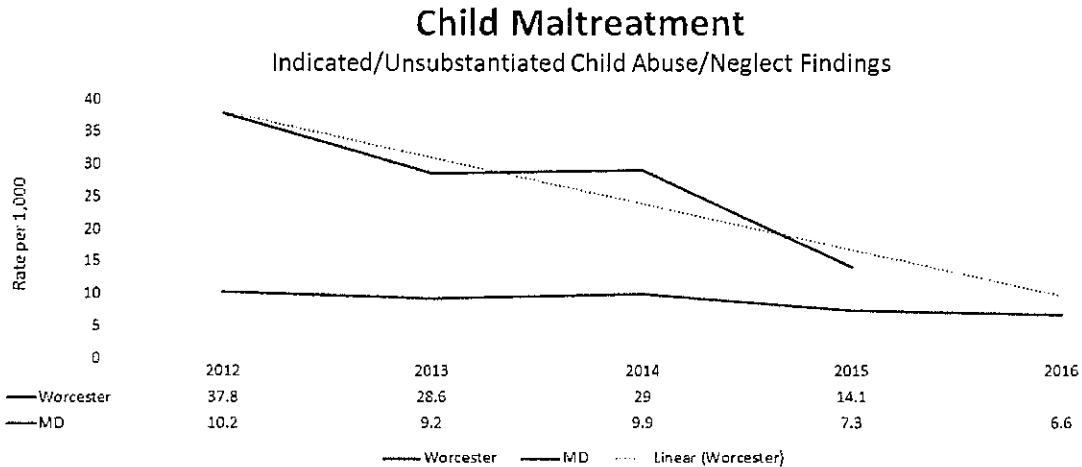
List in bulleted form and indicate with an "\*" if the program/strategy proposed is new for FY20.

- Worcester Employment, Education, and Empowerment (WE3)
- Adverse Childhood Experiences\*

Child Well-Being Result - Select one that the Board has prioritized for FY20:

Communities are Safe for Children, Youth and Families

Prioritized Indicator(s): Child Maltreatment/Crime



Source: GOC – Results Scorecard

## CHILD, FAMILY & ADULT SERVICES

### Child Protective Services

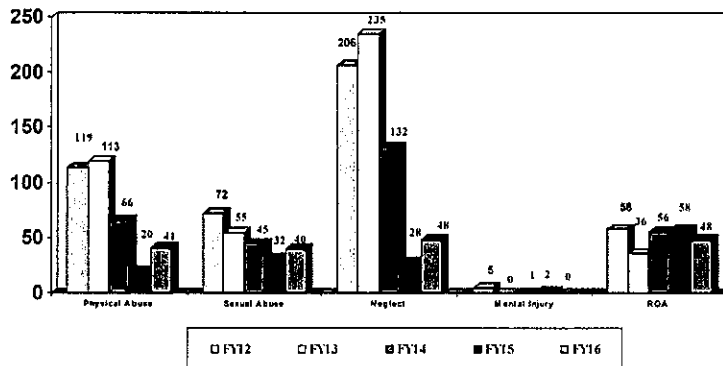
Maryland law mandates local Departments of Social Services to respond to all reports of suspected child abuse and/or neglect. Child Protective Services workers are responsible for assessing and taking steps to ensure the safety of children.

Accepted Investigations FY16

- 41 Physical Abuse
- 40 Sexual Abuse
- 48 Neglect
- 0 Mental Injury
- 48 Referrals from other Agencies (ROA's)

Accepted Alternative Response Investigations FY16

- 29 Physical Abuse Alternative Response
- 74 Neglect Alternative Response
- 59 Non-CPS (512/domestic violence)



FY2016 Worcester County DSS Annual Report

**Story Behind:**

Worcester County's child maltreatment rate is significantly above the State of Maryland Average. The data collected in the first chart includes all cases of child maltreatment that were investigated in Worcester County. The rate of child maltreatment reported and investigated is trending in a positive direction, however the jurisdiction has higher rates of child maltreatment cases than the state average. There are a number of factors that may be contributing to these rates of child maltreatment. One contributing factor is the rate of substance use. There has been an increasing number of parents and caregivers of children who are struggling with an addiction, including opiates. The rate of overdose has increased over the past five years, which may be a contributing factor is the incidents child abuse or neglect are reported. In addition, Worcester County is a resort area with high volumes of tourists traveling to Ocean City, Maryland during the summer months. If there is an abuse or neglect report made while a family is visiting Ocean City, those numbers would be included in the data.

The second chart shows information from the Worcester County Department of Social Services FY2016 annual report. This information shows the number of children served through Child Protective Services when an investigation occurs through the department. This chart shows the number of cases investigated due to abuse, neglect, and the number of cases investigated through an alternative response.

**Planning Process:**

In order to address the needs of children, youth and families in Worcester County, the LMB solicited input from stakeholders, community members, state and local agencies, youth and families. The Worcester County LMB utilized a Community Needs Survey, key informant interviews and focus groups to help identify specific needs and gaps in the community that have an impact on the community.

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Information was also gathered from a wide variety of vetted sources, including the Youth Risk Behavior Survey, the County Rankings website, Opportunity Index, as well as the Governor's Office. These resources provided a statistical data analysis of the growing concerns in the community.



At the LMB Board of Directors meeting, held in March 2019, LMB staff provided the Board with the information collected during research and planning. Utilizing the information from the Community Needs survey, key informant interviews, focus groups, as well as the quantitative statistical data, the Board, along with LMB staff, were able to prioritize Result Areas and Indicators that are of most concern to the children, youth and families in Worcester County.

**Explain why the Board Prioritized this Result and Indicator for FY20:**

The Board has prioritized this result and indicator for FY20 based on the data available showing the rate of child maltreatment. Although this data is trending in a positive direction, Worcester County remains above the state average. There are continued concerns of substance abuse and mental health being expressed by local communities and across generations in Worcester County. This continues to be an evident concern in the community through the community needs assessment. The LMB supports program implementation of home visiting programs, and services that will improve child and family protective factors. Programs that support decreasing child maltreatment rates is critical.

**List All FY20 Programs/Strategies Proposed that Will Impact this Result:**

List in bulleted form and indicate with an "\*" if the program/strategy proposed is new for FY20.

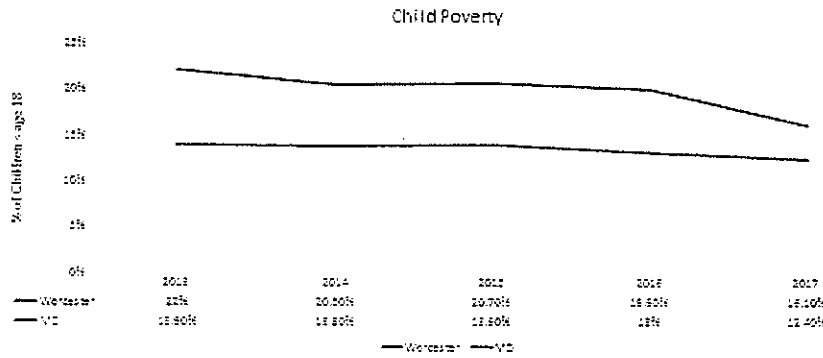
- Growing a Healthy Community\*
- Building Bridges
- Comprehensive Parenting
- Adverse Childhood Experiences\*

Child Well-Being Result - Select one that the Board has prioritized for FY20:

Families are Safe and Economically Stable

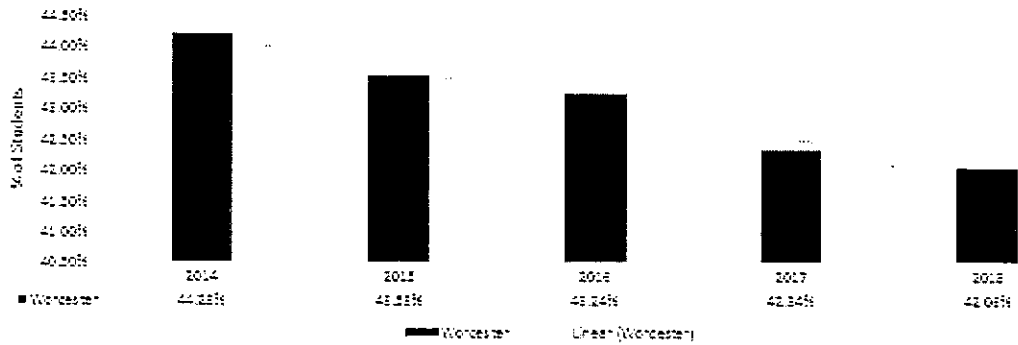
Prioritized Indicator(s): Child Poverty/Hunger

### Child Poverty



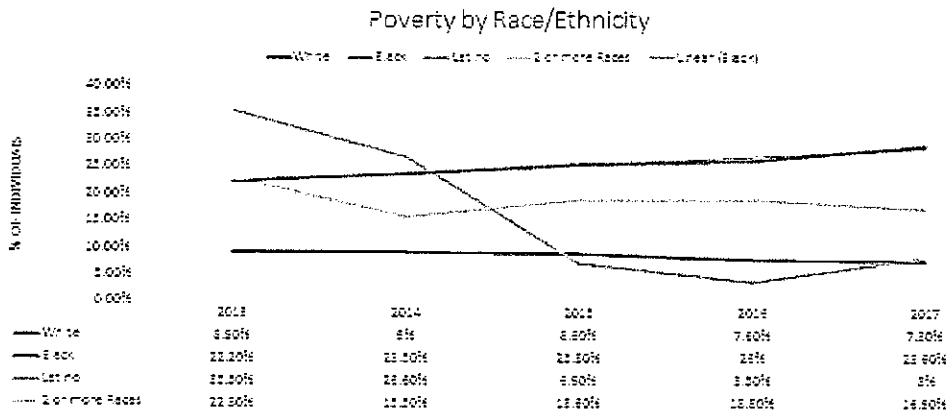
Source: US Census, SAIGE, 2017

### Free and Reduced Meals Worcester County Public Schools



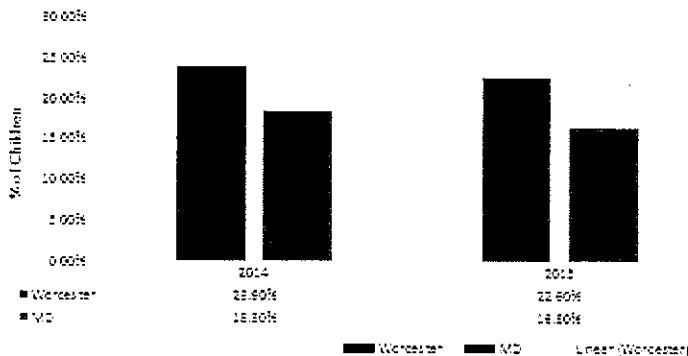
Source: MSDE

# Poverty by Race/Ethnicity



Source: US Census, ACS, 2017 5 Year Estimates

# Child Food Insecurity



Source: Feeding America, Map the Meal Gap 2017 – most recent

## Story Behind:

While Worcester County is trending down in relation to childhood poverty, the County has higher rates than the state (see first figure). Approximately 40% of children receive free and reduced meal services and approximately 20% of children are food insecure (the state of being without reliable access to a sufficient quantity of affordable, nutritious food) (see second graph and fourth graph). Black individuals and individuals with 2 or more races have higher rates of poverty than white individuals (see third graph). Individuals who are black or hispanic are trending in the wrong direction (getting worse) in relation to poverty. Lack of food security, compounded by poverty, are difficult challenges to overcome without support, education, and guidance.

**Planning Process:**

In order to address the needs of children, youth and families in Worcester County, the LMB solicited input from stakeholders, community members, state and local agencies, youth and families. The Worcester County LMB utilized a Community Needs Survey, key informant interviews and focus groups to help identify specific needs and gaps in the community that have an impact on the community.

The Community Needs Survey was marketed electronically via social media, between February - March FY2019, to community members that live and work in Worcester County. Additionally, the Community Needs Survey was electronically distributed to employees of the three largest employers in Worcester County: the Worcester County Health Department, the Worcester County Board of Education, and the Worcester County Government. LMB staff also promoted the Community Needs Survey during committee and coalition meetings. Results from the survey indicated a large concern in the community in areas of poverty, bullying, employment, mental health, and substance abuse by both teens and parents. Other concerns included childhood hunger, suicide, trauma, racism, obesity, and the impact of incarceration on children.

In addition to the Community Needs Survey, six key informant interviews were conducted. Informants included individuals from Worcester County's Department of Social Services, Board of Education, Detention Center, Health Department, Pocomoke's Drug Free Coalition, and Telamon Corporation. Key informants identified similar themes during their interviews including a lack of readily available resources such as employment, youth activities, behavioral health treatment, and affordable housing. Key informants also identified the impact trauma, childhood hunger, and poverty as major concerns for Worcester County's children, youth and families.

Three focus groups were also conducted during the LMB's planning process; one with disconnected youth, one with incarcerated fathers, and one with a mixed group of human services professionals. Each focus group was approximately 10 people, and conducted in an intimate environment. Focus groups were informal, allowing individuals to address concerns and needs around the Governor's Four Strategic Goals and Maryland's Child Wellbeing Indicators. Participants indicated need in areas of resources, trauma, substance abuse and employment; which mimicked those in both the Community Needs Survey and key informant interviews.

Information was also gathered from a wide variety of vetted sources, including the Youth Risk Behavior Survey, the County Rankings website, Opportunity Index, as well as the Governor's Office. These resources provided a statistical data analysis of the growing concerns in the community.

At the LMB Board of Directors meeting, held in March 2019, LMB staff provided the Board with the information collected during research and planning. Utilizing the information from the Community Needs survey, key informant interviews, focus groups, as well as the quantitative statistical data, the Board, along with LMB staff, were able to prioritize Result Areas and Indicators that are of most concern to the children, youth and families in Worcester County.

**Explain why the Board Prioritized this Result and Indicator for FY20:**

The Board has prioritized this result and indicator for FY20 based on the data available showing the rates of child poverty and hunger. Although the childhood poverty data is trending in a positive direction, Worcester County remains above the state average. There are the associated concerns and issues such as chronic health conditions and obesity that make addressing childhood hunger and poverty even more important. The LMB supports program implementation of home visiting programs, programs that will improve child and family protective-factors. Programs that support decreasing childhood poverty and hunger are vital to improving the lives of children and families in Worcester County.

**List All FY20 Programs/Strategies Proposed that Will Impact this Result:**

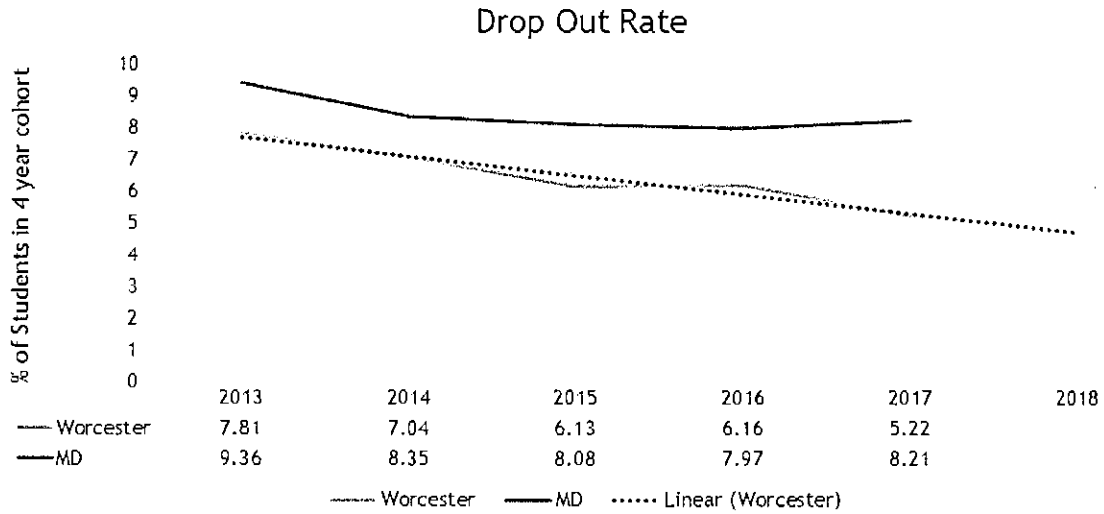
List in bulleted form and indicate with an “\*” if the program/strategy proposed is new for FY20.

- Adverse Childhood Experiences\*
- Growing Healthy Families\*

**Local Management Board:** Worcester County's Initiative to Preserve Families, Worcester County LMB

**Child Well-Being Result - Select one that the Board has prioritized for FY20:**  
Youth will complete school

**Prioritized Indicator(s):** High School Dropout/High School Completion/Educational Attainment



Source: MSDE

#### Worcester County High School Drop Out Data

Graduation Year	# of Drop Outs	# of Students in cohort	Dropout Rate
2013	41	525	7.81%
2014	35	497	7.04%
2015	32	522	6.13%
2016	31	503	6.16%
2017	28	536	5.22%
2018			

Source: MSDE Worcester County Report Card, 2018 data not available yet

High School Dropout Rate by Subgroup						
	2013	2014	2015	2016	2017	2018
Worcester	7.81%	7.04%	6.13%	6.16%	5.22%	
Maryland	9.36%	8.35%	8.08%	7.97%	8.21%	
Worcester by Subgroup	2013	2014	2015	2016	2017	2018
Hispanic	4.35%	13.04%	<3%	8.33%	<3%	
Black	9.38%	8.99%	<3%	5.15%	6.54%	
White	7.49%	6.74%	7.39%	6.78%	4.91%	
FARMS	15.51%	11.54%	10.38%	8.54%	9.18%	
Male- FARMS	22.33%	15.05%	13.58%	12%	11.71%	
Female- FARMS	7.14%	7.87%	7.84%	5.05%	5.88%	

(FARMS = Free And Reduced Meal Service)  
Source: MSDE Worcester County Report Card

High School Program Completion						
Completion Category	2015		2016		2017	
	Worcester	MD	Worcester	MD	Worcester	MD
Univ MD Course Requirements	62.7%	59%	55.1%	51.5%	51.6%	51.5%
Career & Tech Ed Requirements	<5%	8.2%	5.5%	9%	5.8%	9%
Both Univ MD and Career/Tech Requirements	30.2%	12.9%	35%	13.5%	36.6%	13.5%
Rigorous High School Program	34.5%	23.5%	29.2%	28.5%	31%	28.5%
At least one of the above	>95%	80.5%	>95%	75.9%	94.2%	75.9%

Source: MSDE Worcester County Report Card

**Educational Attainment  
Worcester County Population age 25 and over**

Highest Level of Education	2013	2014	2015	2016	2017
<9th grade	2.7%	2.9%	2.7%	2.9%	2.7%
No diploma	8.5%	7.8%	8.1%	7.5%	7.2%
HS Grad/GED	35.4%	33.3%	31.6%	32.3%	32%
Some college	19.6%	20.4%	21.2%	20.9%	21.2%
Worcester < AA degree	66.2%	64.4%	63.6%	63.6%	63.1%
MD < AA degree	56.9%	56.3%	62.2%	55.2%	54.5%

Source: US Census, 2017 ACS, 5-Year Estimate

**Graduation Rates**

Worcester County	2017	2016	2015
All	91.79%	91.65%	93.1%
Black Students	83.18%	92.78%	>95%
Hispanic Students	>95%	91.67%	>95%
White Students	93.8%	90.96%	92.35%
Special Education Students	72.86%	76.47%	80%
FARMS	85.2%	87.44%	87.43%

Source: MSDE Worcester County Report Card, 2018 Data not available yet

**Story Behind:**

Worcester County has overall high graduation rates and low drop out rates with a lower drop out rate than the state and headed in the right direction (see first graph and first table). But when looking at drop out rates based on subgroup (such as race and socioeconomic status), then the disparity between subgroup drop out rates can be seen (see second table). The largest disparity in drop out rates can be seen with the FARMS (FARMS = free and reduced meal service) subgroup, especially for the male FARMS students. Individuals receiving the FARMS have a lower socioeconomic status and therefore have related struggles and challenges



due to lower income such as less financial support, less resources for extracurricular activities, etc. The higher drop out rate trend with this subgroup also connects to the cycle of poverty and lower educational attainment, which limits someone's earning potential and upward mobility.

Worcester County High School students have an overall high program completion compared to the state, but have a lower percentage of students completing career and tech ed requirements compared to the state (see third table). In the fourth table, approximately 30% of individuals 25 years old and over have a high school diploma/GED. Just having a high school diploma/GED limits earning potential and variety of job opportunities available to the person. Lastly, special education students, followed by FARMS students, have the lowest high school graduation rates (see last table). Lack of higher educational attainment reduces upward mobility through higher paying jobs and can keep those in poverty stuck in the cycle of poverty in their generation and possibly the next generation.

**Planning Process:**

In order to address the needs of children, youth and families in Worcester County, the LMB solicited input from stakeholders, community members, state and local agencies, youth and families. The Worcester County LMB utilized a Community Needs Survey, key informant interviews and focus groups to help identify specific needs and gaps in the community that have an impact on the community.

The Community Needs Survey was marketed electronically via social media, between February - March FY2019, to community members that live and work in Worcester County. Additionally, the Community Needs Survey was electronically distributed to employees of the three largest employers in Worcester County: the Worcester County Health Department, the Worcester County Board of Education, and the Worcester County Government. LMB staff also promoted the Community Needs Survey during committee and coalition meetings. Results from the survey indicated a large concern in the community in areas of poverty, bullying, employment, mental health, and substance abuse by both teens and parents. Other concerns included childhood hunger, suicide, trauma, racism, obesity, and the impact of incarceration on children.

In addition to the Community Needs Survey, six key informant interviews were conducted. Informants included individuals from Worcester County's Department of Social Services, Board of Education, Detention Center, Health Department, Pocomoke's Drug Free Coalition, and Telamon Corporation. Key informants identified similar themes during their interviews including a lack of readily available resources such as employment, youth activities, behavioral health treatment, and affordable housing. Key informants also identified the impact trauma, childhood hunger, and poverty as major concerns for Worcester County's children, youth and families.

Three focus groups were also conducted during the LMB's planning process; one with disconnected youth, one with incarcerated fathers, and one with a mixed group of human services professionals. Each focus group was approximately 10 people, and conducted in an intimate environment. Focus groups were informal, allowing individuals to address concerns and needs around the Governor's Four Strategic Goals and Maryland's Child Wellbeing Indicators. Participants indicated need in areas of resources, trauma, substance abuse and employment; which mimicked those in both the Community Needs Survey and key informant interviews.

Information was also gathered from a wide variety of vetted sources, including the Youth Risk Behavior Survey, the County Rankings website, Opportunity Index, as well as the Governor's Office. These resources provided a statistical data analysis of the growing concerns in the community.

At the LMB Board of Directors meeting, held in March 2019, LMB staff provided the Board with the information collected during research and planning. Utilizing the information from the Community Needs survey, key informant interviews, focus groups, as well as the quantitative statistical data, the Board, along

with LMB staff, were able to prioritize Result Areas and Indicators that are of most concern to the children, youth and families in Worcester County.

**Explain why the Board Prioritized this Result and Indicator for FY20:**

The Board has prioritized this result and indicator for FY20 based on the data available showing the disparity of graduation and educational attainment rates among subgroups in the community. Although the County as a whole ranks higher than the state for high school graduation, the issues with completion among those with a lower socioeconomic status and disparity among higher educational/trade attainment make this result and indicator a priority for the Board. There are the associated long term consequences of low educational attainment such as being stuck in the cycle of poverty and struggling with unemployment. That is why programs that provide mentoring and job assistance are important to help address this problem and mitigate those possible future issues.

**List All FY20 Programs/Strategies Proposed that Will Impact this Result:**

List in bulleted form and indicate with an "\*" if the program/strategy proposed is new for FY20.

- Mentoring Services\*
- WE3

**FY20 NOFA Application Program/Strategy/Planning Page**

<b>Local Management Board:</b> Worcester County's Initiative to Preserve Families, Worcester County LMB
<b>Prioritized Result for this Program/Strategy:</b> Youth Have Opportunities for Employment or Career Readiness; Youth will complete school
<b>Prioritized Indicator(s) for this Program/Strategy:</b> Disconnected Youth; Youth Employment; High School Dropout Rate; Educational Attainment; High School Completion
<b>Program/Strategy/Planning Activity Name:</b> Worcester Employment, Education and Empowerment (WE3)
<b>Vendor Name (if known):</b> N/A
<p><b>Need:</b></p> <p>Disconnected Youth are defined as the population between the ages of 16-24 that are either not working or not in school. As of 2017, Worcester County had 1,160 Disconnected Youth. The unemployment rate for ages 16-24 continues to rise. According to Opportunity Index, Worcester County has one of the highest Disconnected Youth populations in the State. In 2017, there was 21.6% of Worcester County's youth that were considered disconnected, compared to the state's average of 11.4%. While dropout rates are relatively low for Worcester County and graduation rates are relatively high, there is a relatively large gap between those who graduate in Worcester County and those that obtain secondary education.</p> <p>Worcester County's unemployment rate fluctuates by approximately 50% in the winter months due to the seasonal nature of employment in the resort town of Ocean City (Kids Count, 2014). Additionally, in 2013, according to Kids Count 499 or 11% of Worcester children were raised by their grandparents. The most significant data comes from the Opportunity Index, which reported Worcester had 23.5% youth ages 16-24 not in school and not working in 2016, which is high compared to the state and national percentages (12.9% and 13.2% respectively). The number of disconnected youth was on the rise from 2013 to 2015 in Worcester County. In 2013, Worcester County was reported to have 11.9% disconnected youth, in 2014 it was 22.9%, and in 2015 it was 24.8%. Research shows that rural counties have a higher rate of disconnected youth compared to urban areas (Measure of America, 2017).</p>
<p><b>Target Population:</b></p> <p>WE3 will target the Disconnected Youth population in Worcester County. Disconnected youth is defined as youth ages 16-24 who are not enrolled in school or working. Recruitment/referrals to the WE3 program will come from the multiple community and state agencies to ensure that services are available to all youth that fit the targeted population. The WE3 program vendor will conduct regular outreach to partners, including, but not limited to, the Local Care Team, local detention center, the board of education and local behavioral health programs. The referred youth would be youth that: live in poverty; lack a positive support system/family; youth considering dropping out of school; youth with physical or mental disability that impacts their employment/educational opportunities; WE3 will require the vendor to serve 40 disconnected youth in the first full year of the program.</p>
<p><b>Detailed Program/Planning Description:</b></p> <p>The program that Worcester County proposes to implement is called WE3 (Worcester Education, Employment and Empowerment) and is modeled after the Substance Abuse and Mental Health Services Administration (SAMHSA) model, PASSAGES. PASSAGES stands for Progressive Adulthood: Skills, Support, Advocacy, Growth, and Empowerment = Success. PASSAGES assist youth by helping them gain competency in five major life domains: employment, education, housing, community life and personal well being. Providing comprehensive support services to youth transitioning into adulthood is critical to their success. Many youth age out of children's services and lack skills to manage the transition and accomplish their goals. Youth are expected to face the transition into adulthood without adequate support or services. Youth in transition need services that assist them in employment, housing, and education. Research shows that these services are most effective when they are tailored to meet the goals of each young person. Services and supports also need to be developmentally appropriate in order to build on the strengths of the youth in transition. The model focuses on person-centered</p>

planning. This is when a person's need or goal is identified and a detailed plan is developed. The youth, family members, educators and transition facilitator help develop and implement the plan. The model utilizes a "transition timeline checklist to assist the team with identifying timeframes and the person responsible for completion of the goal." The model also addresses the special needs of youth in foster care.

WE3 will hire an employment and education specialist to focus on job readiness for youth and supported employment. The National Alliance on Mental Illness (NAMI) defines supported employment as, "...a well-defined approach to helping people with disabilities participate in the competitive labor market, helping them find meaningful jobs and providing ongoing support from a team of professionals" (Bond & Campbell, 2003). NAMI also found that 40%-60% of individuals enrolled in supported employment attain competitive employment compared to the less than 20% of similar consumers who are not enrolled. In addition to an employment and education specialist, a youth coordinator will be hired. Many transitional youth lack the support and connections to family members and friends. The youth coordinator will provide support to youth and young adults as they begin the process of developing the skills they need to live in the community with independence and success. A youth coordinator can be an individual with lived experience in the mental health system or with caring for someone in the mental health system. This individual will serve as a peer support specialist and assist program participants in accessing resources in the community.

Areas will be measured at the start of the program, six months after, and 12 months after. Areas measured: Substance use (Tobacco, Alcohol, Cannabis); Housing (nights homeless, nights in hospital, nights in detoxification, and nights in jail); Living situation (independent, with others, other); School Enrollment (enrolled or not enrolled); Highest Level of Education Achieved (less than 12th grade, high school diploma/GED, Some College); Employment Status (Employed or Unemployed). In addition to these measures, youth will be given a short survey when they begin the program and after they have been in the program for 6 months. The General Self Efficacy (GSE) Scale, a 10 question survey, will be used as the pre/post test for the participants. This scale measures general self-efficacy, which represents the individuals' feelings and belief that they are able to succeed, capable of making changes and handling challenges as they arise.

The LMB will explore the requirement of sustainability through the fee for service system and Medicaid payments for behavioral health consumers. Since supportive employment fee for service is limited to individuals with behavioral health involvement, the LMB's support will enable the program to provide services to youth regardless of eligibility for fee for service programs. The program will advocate for legislative changes to allow all disconnected youth access to supported employment services. Additionally, the program will explore partnerships with other funded employment programs such as Telamon and Shore-Up. Identification and referral of youth who may be eligible for Department of Disabilities employment services or Division of Rehabilitation Services will eliminate duplicative services and allow more individuals served.

#### **Race Equity:**

For youth of all races, the chance of disconnection increases when the family has a lower household income. Worcester County has a child poverty rate of approximately 16%. In 2017, the poverty rate for individuals in the black community was 28.6% compared to 7.3% of the white community (US Census Bureau, ACS 5 year estimates). Additionally, the largest population of black individuals live in Pocomoke City, which has the lowest median household income in Worcester County at \$29,943 (Data USA). Pocomoke City also has a poverty rate of 31.7%.

The vendor of the WE3 program will be encouraged to promote and recruit heavily in Pocomoke City to ensure that individuals in the black community have an opportunity to participate in the program.

#### **Evidence of Effectiveness (Not required for a planning request):**

The WE3 program will be modeled after the Substance Abuse and Mental Health Services Administration (SAMHSA) model, PASSAGES. PASSAGES stands for Progressive Adulthood: Skills, Support, Advocacy, Growth, and

Empowerment = Success. PASSAGES assist youth by helping them gain competency in five major life domains: employment, education, housing, community life and personal well being. Providing comprehensive support services to youth transitioning into adulthood is critical to their success.

**Proposed Performance Measures (not required for a planning request):**

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
<b>What/How Much We Do:</b>	
Number of Youth Served	
Number of community partners committed to supporting the WE3 program and WE3 Participants	
<b>How Well We Do It:</b>	
#/% of WE3 program participants who report service satisfaction at six months and 12 months	NUM: Number of program participants that report satisfaction
	DEN: Number of program participants that completed the survey
#/% of WE3 program participants completing employment training program	NUM: Number of youth that completed the employment program
	DEN: Number of youth served through WE3
<b>Is Anyone Better Off?</b>	
#/% of youth retaining employment or educational program for at least 90 days	NUM: Number of program participants that are
	DEN: Number of youth served through WE3
#/% of youth reporting increased score on the General Self Efficacy (GSE) Scale after 6 months in the program	NUM: Number of youth that have improved their GSE score
	DEN: Number of youth that have completed the GSE

**Definitions:**

**Unduplicated:** When reporting the number of parents, families, children, youth, etc. for the half year, a new count is started at the beginning of every fiscal year. The first Half Fiscal Year (HFY1) report will count all the parents, families, children, youth, etc. who have been served during the first six months of the fiscal year. The second Half Fiscal Year (HFY2) report will count only new parents, families, children, youth, etc. The Fiscal Year (FY) report will provide the total served for the whole year.

**Served:** A definition of "served" should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set # of weeks of the program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

**Youth Served:** Disconnected youth between the ages of 16-24 that have enrolled in the WE3 program

**Committed to Supporting:** partners utilizing and making referrals to WE3 program.

<b>Local Management Board:</b> Worcester County's Initiative to Preserve Families, Worcester County LMB
<b>Prioritized Result for this Program/Strategy</b> (list all as applicable): Communities are safe for children, youth, and families;
<b>Prioritized Indicator(s) for this Program/Strategy</b> (list all as applicable): Child Maltreatment;
<b>Program/Strategy/Planning Activity Name:</b> Comprehensive Parenting
<b>Vendor Name (if known):</b> N/A
<p><b>Need:</b></p> <p>The selection of this program was determined using Worcester County's rate of child maltreatment, review of concerning data regarding substance use and mental health needs, disconnected youth, and the impact of incarceration. This program will directly impact the result area of Communities are Safe for Children, Youth, and Families. Comprehensive Parenting will utilize several evidence based and effective programs; some of the programs could include Nurturing Families, Nurturing Fathers, Guiding Good Choices, Parenting Wisely, and Parenting Inside Out.</p> <p>During the planning process the LMB Board and staff identified the rate of child maltreatment and the Governor's Strategic Goal of reducing the impact of incarceration as the targeted population for the Comprehensive Parenting program. In 2016 the trend for Worcester continued to show a decrease to 11.5%, but this continues to be higher than the state average of 6.6% (Governor's Office for Children). Community and agency members believe that there will be an uptick once FY2017-FY2018 data is released. Child maltreatment continues to be one of the greatest safety concerns for Worcester County's children.</p> <p>Additionally, the impact of incarceration continues to be a major concern for those working with children and families. In Worcester County there are an estimated 586 Worcester parents that have involvement with the criminal justice system, which impacts 1,219 children in the community (July 2016 MD Department of Public Safety and Correctional Services).</p>
<p><b>Target Population:</b></p> <p>The Comprehensive Parenting Program will target families and caregivers that are incarcerated, awaiting adjudication and/or recently released from incarceration. Additionally, the program will provide parenting classes to those that are referred by the Department of Social Services, Worcester County Courts as well as the Local Care Team as appropriate to reduce the impact of child maltreatment in the community.</p> <p>The program will be required to serve at least 40 parents during the course of the FY2020. The program vendor will be encouraged to host classes at the local detention center, local libraries, health department locations as well as other community inclusive and easily accessible venues.</p>
<p><b>Detailed Program/Planning Description:</b></p> <p><u>Nurturing Families</u> is an evidence based program for prevention and treatment of child abuse and neglect. Recognized by Substance Abuse and Mental Health Services Administration (SAMHSA) and National Registry of Effective Programs and Practices (NREPP) Program allows parents to improve parenting skills and replace negative parenting with appropriate parenting habits.</p> <p><u>Nurturing Fathers</u> is an evidence based training program designed for men to teach parenting and nurturing skills. Involved fatherhood is often associated with the development of caring and nurturing practices by men toward their children. "For fathers, being involved with their children is an "opportunity to develop the sensitive, caring parts of themselves". (Coltrane, 1996, p.117)</p> <p><u>Guiding Good Choices</u> is a science-based, proven-effective Alcohol, Tobacco, and other Drugs prevention course for parents. This program has been honored with numerous citations of excellence, including Exemplary 1</p>

Program (the highest possible rating), Office of Juvenile Justice and Delinquency Prevention; Promising Program, Department of Education's Expert Panel, Safe and Drug-Free Schools Program; and Promising Program, Blueprints for Healthy Youth Development, University of Colorado.

Parenting Wisely is an interactive course which gives parents proper tools to engage children with difficult issues, learn skills proven to lessen drug and alcohol abuse in youth, school and homework problems, delinquency, and other family dynamics. It was identified as the following: "Best Practice for the Prevention of Youth Violence" by the Center for Disease Control. "Positive Parenting Award" by the National Council for Children's Rights. Active Parenting Award by Children's Rights Council.

Parenting Inside Out is an evidence-based skills program that is specifically designed for parents that are currently incarcerated and/or recently released. This program encourages communication, problem-solving, monitoring, positive reinforcement and non-violent discipline techniques. Parenting Inside Out is a learner-centered program that helps parents develop and refine social interaction skills with their children and other family members.

#### **Race Equity:**

The Comprehensive Parenting program will target individuals that are incarcerated, awaiting incarceration or recently released from incarceration. Additionally, the program will also receive referrals from outside community resources that may or may not have involvement in the Criminal Justice System and other state agencies. Prison Policy Initiative identified that 68% of the Maryland's incarcerated population are from the black community, were as only 27% are from the white community. (Prison Policy Initiative) The Comprehensive Parenting will provide classes in the local detention center, and will conduct targeted outreach to ensure racial equity is met.

#### **Evidence of Effectiveness (Not required for a planning request):**

Each parenting program curriculum mentioned above are evidence-based programs that have been utilized throughout the nation in different venues and arenas.

Nurturing Parents: Peer reviewed and evidence based research can be found at <https://www.cebc4cw.org/program/nurturing-parenting-program-for-parents-and-their-infants-toddlers-and-or-eschoolers/detailed>

Nurturing Fathers: Clinical studies can be found here <https://nurturingfathers.com/research-validation/>

Guiding Good Choices: Research and clinical studies can be found here <https://www.channing-bete.com/prevention-programs/guiding-good-choices/results-recognition.html>

Parenting Wisely: For research, data and evidence based outcomes please visit <https://www.familyworksinc.com/independent-research.html>

Parenting Inside Out: For evidence of effectiveness please visit <http://www.parentinginsideout.org/evidence-based-practices/>

**Proposed Performance Measures (not required for a planning request):**

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
<b>What/How Much We Do:</b>	
# of parent participants that are enrolled in the Comprehensive Parenting program	
# of Comprehensive Parenting classes offered by certified instructors	
# of Comprehensive Parenting clients that were referred to the program	
<b>How Well We Do It:</b>	
#/% participants rating that the Comprehensive Parenting program as very good or excellent on a Likert scale	NUM: Those rating the program as very good or excellent DEN: Number individuals that completed the survey
#/% of parents that successfully completed a Comprehensive Parenting program by receiving a certificate	NUM: Number of parents that completed the class DEN: Number of parents that enrolled in the program
<b>Is Anyone Better Off?</b>	
#/% of program participants who, after completion of the Parenting Inside Out classes, show overall improvement on pre/post parenting skills assessment tools	NUM: Number of parents that have improved DEN: Number of parents that completed the class
#/% of program participants that are not-rearrested within six months of release	NUM: Number of parents not re-arrested DEN: Number of parents that completed a parenting class

**Definitions:**

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**Served:** A definition of "served" should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set # of weeks of the program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

**Parent participants:** incarcerated parents, parents facing incarceration and parents recently released from incarceration

**Classes:** session offered by instructors



**Referred:** includes self-referrals

**Complete:** attend a specific amount of sessions of each class offered

**Offered:** sessions to be taught in the jail and in the community when members are released prior to completion

**Certified instructors:** individuals that are facilitating the Comprehensive Parenting programs in the jail and the community that are certified instructors

**Additional support services:** Services could include addictions treatment; Mental Health treatment; Building Bridges; etc.

<b>Local Management Board:</b> Worcester County's Initiative to Preserve Families, Worcester County LMB
<b>Prioritized Result for this Program/Strategy</b> (list all as applicable): Communities are safe for children, youth and families; Families are safe and economically stable;
<b>Prioritized Indicator(s)</b> for this Program/Strategy (list all as applicable): Child Maltreatment; Out-of-home placements; Crime; Child poverty
<b>Program/Strategy/Planning Activity Name:</b> Building Bridges Comprehensive Parenting
<b>Vendor Name (if known):</b> N/A
<p><b>Need:</b></p> <p>The LMB will assist with the goal of reducing the impact of incarceration on children, families, and communities. Incarceration rates have risen significantly over the last several years. As family members have been removed from their children and community, families are facing the realities of an absent parent or family member. Although the impact of incarceration on children and families remains understudied, there have been several consequences identified for children and youth with an incarcerated parent. These children have higher rates of homelessness, more involvement with the child welfare system, increased prevalence of behavioral health symptoms and financial instability. Data for Worcester County reflects Worcester's higher rate of childhood poverty and homelessness. The rates of child maltreatment in Worcester County are also significant. In 2016 the trend for Worcester continued to show a decrease to 11.5%, but this continues to be higher than the state average of 6.6% (Governor's Office for Children). Community and agency members believe that there will be an uptick once FY2017-FY2018 data is released. Child maltreatment continues to be one of the greatest safety concerns for Worcester County's children. Feedback generated from an incarcerated parent focus group supported these concerns. Some participants reported their families have encountered financial issues as a result of their incarceration. The participants also identified concerns of their children "acting out" in school and the community. In Worcester County there are an estimated 586 Worcester parents that have involvement with the criminal justice system, which impacts 1,219 children in the community. ( July 2016 MD Department of Public Safety and Correctional Services). This program aligns with the results of Communities are Safe for Children, Youth, and Families as well as Families are Safe and Economically Stable.</p>
<p><b>Target Population:</b></p> <p>The impact of incarceration is in need of further exploration, however data reported by the Worcester County Local Behavioral Health Authority (WCLBHA) shows there were 609 individuals detained that were referred for mental health services during FY2015. This does not include individuals in detainment that were not involved with mental health treatment. The number of individuals served in local detention is expected to be higher than this. Children of incarcerated family members are more likely to be homeless. The Maryland State Department of Education reported in 2015, 2.46% of Worcester County public school children as homeless; compared to the state average of 1.87%. Family financial instability is also indicated for children of incarcerated family members. The United States Census Bureau reported 20.7% of children under the age of 18 in Worcester County lived in poverty in 2015. This is significantly higher than Maryland's state average of 13.8% in 2014.</p> <p>The target population for this program will be children, families and caregivers impacted by incarceration. The program will utilize outreach and referrals to recruit individuals and families into the program. Partnerships for this recruitment plan include the local detention center, the health department's re-entry program and case management services, the Board of Education, the Judy Center, Department of Social Services and the Local Care Team. The program has a goal of reaching 50 parents, having 20 transitional care plans successfully completed, and providing follow up to at least the 15 parents served throughout the fiscal year.</p>
<p><b>Detailed Program/Planning Description:</b></p> <p>Worcester County has a successful Comprehensive Parenting Program that targets parents involved with the child welfare system while they are in jail. The Worcester County LMB desires to develop a system for a warm hand off when individuals are returning to Worcester County from incarceration. The LMB is proposing to include a care</p>

coordinator and behavioral health professionals in the jail in addition to the Comprehensive Parenting Program. The program is called Building Bridges: Transitional Care from Jail to the Community and is modeled after the Transition from Jail to Community (TJC) program. TJC has many benefits for the overall system, community, and the individuals and their families who are directly affected by these programs. The National Institute of Corrections (NIC) lists four main benefits of implementing a TJC model: 1) Long-term public safety, 2) Cost effectiveness, 3) Improved individual outcomes, and 4) Resource expansion (National Institute of Corrections (NIC), n.d.).

SAMHSA's Guidelines for Successful Transition of People With Mental or Substance Abuse Disorders from Jail and Prison: Implementation Guide promotes the principles of TJC with an emphasis on individuals with mental and substance abuse disorders. APIC (assess, plan, identify, coordinate) facilitates successful community reentry for justice involved people with mental and co-occurring substance abuse disorder. The behavioral health professional will complete an initial psychosocial assessment, intake and Release of Information forms, initiate retrieval of previous behavioral health and medical records, and refer the individual to the care coordinator for transition planning and interventions. Utilizing these two resources as models for the Building Bridges program, the behavioral health professional and care coordinator will provide screening and assessment, transition plan development and transition interventions, explore family support services, while developing natural supports with the individual.

Since the initial time following community reintegration are a heightened vulnerability to the individual, the program expansion will include follow up and support of parents needs post release from jail. The program will be expected to follow up with individuals served in incarceration or detention once every 30 days for three months after release from jail. After the initial 90 days, the program will follow up with parents every three months until the one year anniversary of release from jail.

Local, state and federal agencies will be researched for funding opportunities, as well as private funding opportunities. The program will explore fee for service options upon the behavioral health consumer's release from incarceration. The support from the LMB will enable the program to serve individuals who are not eligible for the behavioral health fee for service system. Partnering with local agencies and programs that have the goal of reducing the impact of incarceration on children, families and the community will increase the program's options for funding and community support. These partners also have similar goals of promoting family stability, maintaining family connections and reunification.

**Race Equity:**

In Worcester County, the rate of incarceration affects individuals in poverty more so than those in middle class. As noted, the poverty is not limited to any particular race in Worcester County, but there is a more significant impact on those in the African American community than others. The program vendor selected will ensure that areas with high poverty are included in outreach and education of the Building Bridges program. Additionally, individuals in the jail providing services will establish a working relationship with other providers in the local detention center to obtain referrals from those identified in poverty areas.

**Evidence of Effectiveness (Not required for a planning request):**

SAMHSA's Guidelines for Successful Transition of People With Mental or Substance Abuse Disorders from Jail and Prison: Implementation Guide promotes the principles of TJC with an emphasis on individuals with mental and substance abuse disorders. APIC (assess, plan, identify, coordinate) facilitates successful community reentry for justice involved people with mental and co-occurring substance abuse disorder. The behavioral health professional will complete an initial psychosocial assessment, intake and Release of Information forms, initiate retrieval of previous behavioral health and medical records, and refer the individual to the care coordinator for transition planning and interventions. Utilizing these two resources as models for the Building Bridges program, the behavioral health professional and care coordinator will provide screening and assessment, transition plan

development and transition interventions, explore family support services, while developing natural supports with the individual.

**Proposed Performance Measures (not required for a planning request):**

Performance Measure	NUM/DEN
<b>What/How Much We Do:</b>	
# of Building Bridges program participants that complete a Transitional Care Plans within four visits	
# of meetings held with participants and Building Bridges staff for development of post release plans prior to release	
# of Building Bridges youth connected programs or activities that promote resilience during the first four visits from program staff	
<b>How Well We Do It:</b>	
#/% of successful contacts made by program staff to released parents/caregivers every 30 days for 3 months post release	NUM: Number of successful contacts DEN: Number of contacts attempted
#/% of Worcester County families meeting with Building Bridges staff at least once per month for six months to review Transitional Care Plan, from the date first referred	NUM: Number of Building Bridges participants reviewing TCP once a month DEN: Number of Building Bridges participants that were visited in a month
<b>Is Anyone Better Off?</b>	
#/% of participants that are not re-arrested within six months of release	NUM: Number of participants not rearrested DEN: Number of participants released
#/% of youth engaged in programs or activities that promote resilience during the first four months of participation in the Building Bridges program	NUM: Number of youth engaged DEN: Number of youth in BB program

**Definitions:**

**Unduplicated:** When reporting the number of parents, families, children, youth, etc. for the half year, a new count is started at the beginning of every fiscal year. The first Half Fiscal Year (HFY1) report will count all the parents, families, children, youth, etc. who have been served during the first six months of the fiscal year. The second Half Fiscal Year (HFY2) report will count only new parents, families, children, youth, etc. The Fiscal Year (FY) report will provide the total served for the whole year.

**Served:** A definition of "served" should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set number of weeks of the

program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

**Participants:** Worcester County incarcerated parents and/or caregivers as well as non-incarcerated parents, caregivers and/or adult family members

**Promote resilience:** programs that promote emotional and mental health, as well as stabilization, support and coping mechanism. Examples: PRP; Big Brothers, Big Sisters; Just for Girls; Just for guys; YCC; 4H; Worcester Youth and Family; etc

**Connected:** referral being made by the Building Bridges staff that is accepted by the agency

**Successful contacts:** Building Bridges staff contacted client through phone, text, email or face-t- face and received a response back

**Youth participation:** youth meeting with Building Bridges staff a minimum of 2 times per month, face to face, for 4 months

<b>Local Management Board:</b> Worcester County's Initiative to Preserve Families, Worcester County LMB
<b>Prioritized Result for this Program/Strategy</b> (list all as applicable): <b>Communities are safe for children, youth and families</b>
<b>Prioritized Indicator(s) for this Program/Strategy</b> (list all as applicable): <b>Child Maltreatment</b>
<b>Program/Strategy/Planning Activity Name:</b> Adverse Childhood Experiences and Trauma Training/Planning
<b>Vendor Name (if known):</b> N/A
<p><b>Need:</b></p> <p>In 2016, the Primary Care Assessment showed the trend child maltreatment in Worcester County had decreased from 14.1% to 11.5%, but this continues to be higher than the state average of 6.6% (2016 Primary Care Assessment). Additionally, the Annie E. Casey foundation's raw data reports that between 2016 and 2018 there were a reported 373 Investigative Responses opened by Child Protective Services in Worcester County. Investigative Responses are investigations into suspected child abuse or neglect. (Annie E. Casey Foundation, Kids Count). Child Maltreatment continues to be one of the greatest safety concerns for Worcester County's children. Recently, studies show that individuals that experience trauma are more likely to experience substance abuse issues, depression, and anxiety. They are also more likely to develop chronic diseases, including diabetes, obesity, congestive heart failure, and chronic pain. (National Institute of Health).</p> <p>In addition to quantitative data collected, qualitative data composed during the LMB planning process also indicated that childhood trauma was a threat that the community identified. Key informant interviews and focus groups expressed concern that the impact of trauma and Adverse Childhood Experiences (ACEs) has on the children in the community. Key informants also identified the lack of easily accessible resources for the community as well as child serving agencies to educate and prevent trauma and ACEs.</p>
<p><b>Target Population:</b></p> <p>The Worcester County LMB is committed to promoting and providing training, education and resources to reduce the impact of trauma and ACEs in the community. The LMB has identified two targeted audiences for this planning/training proposal.</p> <p>First, the LMB Board has determined that a training should be offered for clinical behavioral health staff. This training would be open to all behavioral health providers in Worcester County, and would focus on intervention techniques and strategies to reduce the impact of trauma and ACEs. The LMB would hope that 20% of current behavioral health providers that are not trained in a comprehensive trauma focused approach would be by the end of FY2020.</p> <p>The second training that the LMB Board has identified as a need is a community approach to identifying ACEs. The LMB would like to offer trainings to a wide variety of community and human services professionals to be able to screen and refer children and adults to behavioral health professionals if trauma/ACEs are identified. Targeted population would include local physicians and pediatricians, child serving agencies (Social Services, Board of Education, Local Care Team, etc.) and community based resources as well (faith based community, YMCAs, Parks and Rec, etc.). This would ensure a holistic approach to identifying and reducing the impact that trauma/ACEs has on the community. The LMB is suggesting that a minimum of 30 non-clinical staff are trained.</p>
<p><b>Detailed Program/Planning Description:</b></p> <p>The LMB is proposing that this training/planning proposal be contracted to a vendor who would inadvertently host the identified trainings. The LMB will work closely with the vendor to ensure that planning and implementation of trauma/ACEs trainings are held within a realistic timeline. The LMB will require a full training plan during the Request for Proposal process in order for a vendor to be considered for funding. The LMB will select a vendor by mid- September, 2019, to ensure that the first training is held by January 30, 2020. The LMB will encourage the vendor to partner with certified trauma/ACEs trainers from nationally recognized institutes,</p>

including, but not limited to the Philadelphia ACE Project, the Beck Institute, and ACEs Action and Alliance. The LMB will require that the vendor provide a minimum of 2 intensive trauma informed care/ACEs trainings for clinical behavioral health providers. The LMB will also require a minimum of 10 community based ACEs screening trainings be conducted in various locations in Worcester County to ensure accessibility.

Based on the local procurement process the LMB will go through to identify a new program vendor of this project. The timeline for program implementation is as follows:

- Issue RFP: 7/1/2019
- Select vendor: 9/1/2019
- Execute contracts: 9/15/2019
- Begin planning and recruitment with vendor: 10/1/2019
- First Training offered: 1/2020

**Race Equity:**

Training will be open to all members of the clinical behavioral providers and child serving agency in Worcester County. There is a need to ensure that all individuals that interact with children are able to identify when ACEs are present. Additionally, the vendor will offer trainings in conveniently located places throughout Worcester County to establish a holistic and inclusive community that is committed to reducing the impact of trauma/ACEs, regardless of race.

**Evidence of Effectiveness (Not required for a planning request):**

There are many Trauma/ACEs trainings have been nationally recognized as best-practices, including:  
 The Philadelphia Project <http://www.philadelphiaaces.org/resources/trauma-trainings>  
 ACEs Action Alliance <https://acesactionalliance.org/resources/for-professionals/>  
 The Beck Institute for CBT  
<https://beckinstitute.org/get-training/topics/specialty-workshops/cbt-for-post-traumatic-stress-disorder/>

The LMB will work with the selected vendor to provide a certified training from one of the vetted institutions.

According to SAMHSA, engaging in early identification of people who have experienced ACEs could have a significant reduction in the impact of critical health problems.

**Proposed Performance Measures (not required for a planning request):**

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
<b>What/How Much We Do:</b>	
Number of Trauma Informed Care/ACEs trainings held for clinical behavioral health staff	
Number of ACEs screening trainings held for community/child serving agencies	
<b>How Well We Do It:</b>	
Number/Percentage of Worcester County behavioral health clinical staff trained in trauma/ACEs	NUM: Number of staff trained
	DEN: Number of clinical behavioral health identified
Number/Percentage of Worcester County child serving agencies participating in ACEs screening training	NUM: number of agencies that participated
	DEN: number of child serving agencies identified

<b>Is Anyone Better Off?</b>	
Number/Percentage of clinical behavioral staff certified in trauma/ACEs training	NUM: Number of clinical behavioral staff certified
	DEN: Number of clinical behavioral staff that participated in the training
Number/Percentage of community/child serving agencies that have implemented the ACEs screening tool into their organization	NUM: Number of agencies that implemented ACEs
	DEN: Number of agencies that attended the ACEs training

**Definitions:**

**Unduplicated:** When reporting the number of parents, families, children, youth, etc. for the half year, a new count is started at the beginning of every fiscal year. The first Half Fiscal Year (HFY1) report will count all the parents, families, children, youth, etc. who have been served during the first six months of the fiscal year. The second Half Fiscal Year (HFY2) report will count only new parents, families, children, youth, etc. The Fiscal Year (FY) report will provide the total served for the whole year.

**Served:** A definition of "served" should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set number of weeks of the program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

**Clinical Behavioral Health Staff-** includes clinical social workers, licensed counselors, psychiatrist, psychologist

**Certified-** Obtaining a certification of completion



<b>Local Management Board:</b> Worcester County's Initiative to Preserve Families, Worcester County LMB
<b>Prioritized Result for this Program/Strategy</b> (list all as applicable): Children are Successful in School; Youth will complete school
<b>Prioritized Indicator(s) for this Program/Strategy</b> (list all as applicable): Truancy, Bullying/Harassment; High School Dropout/High School Completion/Educational Attainment
<b>Program/Strategy/Planning Activity Name:</b> Mentoring Services
<b>Vendor Name (if known):</b> N/A
<p><b>Need:</b></p> <p>Worcester County's high rates of bullying and harassment at schools along with increasing truancy have an impact on and correlate with high school completion and educational attainment (Maryland State Department of Education [MSDE] Worcester County Report Card, Youth Risk Behavior Survey [YRBS]; US Census, 2017 American Community Survey [ACS], 5-Year Estimate).</p> <p>Children and youth's mental health/behavioral health has been cited as a concern through community surveys, focus groups, and key informant interviews, but is also supported by data from the YRBS.</p> <p>Members of the LMB Board of Directors, particularly members from the Worcester County Board of Education, have seen an increase in students reporting bullying and Harassment, not only on school grounds, but through social media sites as well. Quantitative data collected during the planning process for the FY202 NOFA mimics these concerns voiced by Board members and the Board of Education. The LMB Board and staff are committed to improving the safety and wellbeing of all children who are attending school as well as providing them with the necessary skills for a healthy and holistic future. If students are safe and supported they will be more successful in school as seen through attendance and educational attainment. Appropriate and supportive role models are not always available to youth and without that they have fewer options of how to envision their future and improve their lives (LMB focus group 2019).</p>
<p><b>Target Population:</b></p> <p>The target population will be those with special needs (learning, developmental, behavioral) as well as individuals with a lower socioeconomic status in 1st -12th grade, with a particular focus on high school students. This is the target population due to the data highlighting the disparity in results for these subgroups and due to understanding that being in these subgroups makes one more vulnerable to being bullied and harrassed.</p> <p>Recruitment plan will include creation and distribution of information about mentoring services as well as how to make a referral. This information will be circulated at the schools, but will also be used to educate other health and human services organizations who may have contact with the target population. This will allow for more opportunities for the child/youth to be referred to the mentoring services. The provider of the program will also be encouraged to conduct regular outreach to various community organizations and local agencies, including, but not limited to, the faith based communities, local health department programs, the Board of Education, Department of Social Services and the Local Care Team.</p> <p>The provider of the mentoring services will also be required to have a locally based, office ideally in Pocomoke or Snow Hill area in Worcester County to ensure accessibility to the program. Having a locally based office is crucial when providing services to vulnerable populations, including those populations were they are limited resources available.</p> <p>The provider of the mentoring services will be expected to serve at least 40 high school students in the first full year of funding with the expectation of expanded service numbers and age ranges as the program becomes more established.</p>

**Detailed Program/Planning Description:**

There are four areas of the County that would be targeted by the mentoring services are Pocomoke City, Snow Hill, Berlin, and West Ocean City. These areas are also where the key neighborhoods and schools are located. The mentor services model would be like Big Brothers Big Sisters with one-on-one mentoring in the community focusing on helping students stay in school, improve in school, and improve life skills which can include communication skills. The goal is to help students stay in school and improve their educational attainment. There would be some hired staff for coordination and oversight, but mentors would be primarily volunteers.

Volunteer mentors will meet with the student once a week for at least one hour or at least twice a week with a total of at least four hours per month.

The vendor will provide recruitment, training, and supervision of mentors. The vendor would also provide outreach to schools and health and human services organizations about the mentor services and referring into the program.

For the first year the target number of youth to be served is 40. This is based on the local procurement process the LMB will go through to identify a new program vendor of this project. The timeline for program implementation is as follows:

- Issue RFP: 7/1/2019
- Select vendor: 9/1/2019
- Execute contracts: 9/15/2019
- Begin planning and recruitment with vendor:10/1/2019
- Enroll program participants: 12/1/2019

**Race Equity:**

The LMB will work with the provider of this program to ensure that specific areas that experience higher rates of poverty, truancy and bullying/harassment are served. Additionally, the provider will work with the Board of Education to obtain the necessary demographic information to provide a culturally comprehensive program to areas where high rates of bullying and truancy occur, regardless of race.

**Evidence of Effectiveness (Not required for a planning request):**

Mentoring services have the potential to improve a young person's life by improving their academic and social skills. Those skills can help make someone more likely/capable to attend more schooling and/or get a job. There are many types of mentoring programs that exist with varying degrees of specificity and success. In Worcester County, the focus would be on youth, especially high school students, who are at risk of becoming disconnected.

**Young people who were at-risk for falling off track but had a mentor are:**

- 55% more likely to enroll in college
- 52% less likely than their peers to skip a day of school
- 78% more likely to volunteer regularly in their communities
- 90% more interested in becoming a mentor
- 46% less likely than their peers to use illegal drugs
- The Centers for Disease Control and Prevention lists mentoring as one of four strategies that holds the most promise for youth violence prevention

(Source: Maryland MENTOR, the statewide affiliate of MENTOR: The National Mentoring Partnership)

Big Brothers Big Sisters (BBBS) is an intensive, community-based mentoring program for at-risk school-aged children and adolescents. BBBS staff carefully screen and match community volunteers with participants and then monitor and provide ongoing support to the matches. BBBS mentoring is designed to promote emotional support, positive social skills, feelings of safety and security, academic skills, and more positive relationships with

family and peers. An experimental evaluation of the community-based BBBS program found statistically significant impacts on drug abuse initiation, hitting someone, scholastic competence, skipping class, skipping school, parental relationship, family trust, and lying to a parent; subgroup analyses also found impacts on some outcomes by race and/or gender (Child Trends, 2011).

**Proposed Performance Measures (not required for a planning request):**

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
<b>What/How Much We Do:</b>	
Number of youth engaged in mentoring services	
Average number of meetings held with youth participants through the mentoring program	
<b>How Well We Do It:</b>	
Number/Percentage of youth that were referred to mentoring services that are engaged in services	NUM: number of youth engaged in services DEN: number of youth referred
Number/Percentage of successful contacts made to youth during the first 30 days engaged in services	NUM: Number of successful contacts DEN: Number of attempts made to youth
<b>Is Anyone Better Off?</b>	
Number/percentage of youth reporting improvement in the General Self Efficacy pre/post test assessment	NUM: Number of youth reporting improvement DEN: Number of youth who took the GSE assessment
Number/percentage of youth referred to community based services that promote self sufficiency (PRP, YCC, Therapy, After School)	NUM: Number of youth engaged in other services DEN: Number of youth referred to other community services

**Definitions:**

**Unduplicated:** When reporting the number of parents, families, children, youth, etc. for the half year, a new count is started at the beginning of every fiscal year. The first Half Fiscal Year (HFY1) report will count all the parents, families, children, youth, etc. who have been served during the first six months of the fiscal year. The second Half Fiscal Year (HFY2) report will count only new parents, families, children, youth, etc. The Fiscal Year (FY) report will provide the total served for the whole year.

**Served:** A definition of "served" should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set # of weeks of the program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

**Engaged:** Youth that have met with a program mentor more than 3 times

**Successful Contacts:** Call, text, and/or email to youth participant with a response

**General Self Efficacy assessment:** A pre and post test completed with program participants to measure their level of engagement

**Referred to other services:** mentor provider will refer youth to other programs that promote self sufficiency to ensure "wrap around" services are being explored

**Local Management Board:** Worcester County's Initiative to Preserve Families, Worcester County LMB

**Prioritized Result for this Program/Strategy** (list all as applicable) Communities are Safe for Children, Youth and Families; Families are Safe and Economically Stable

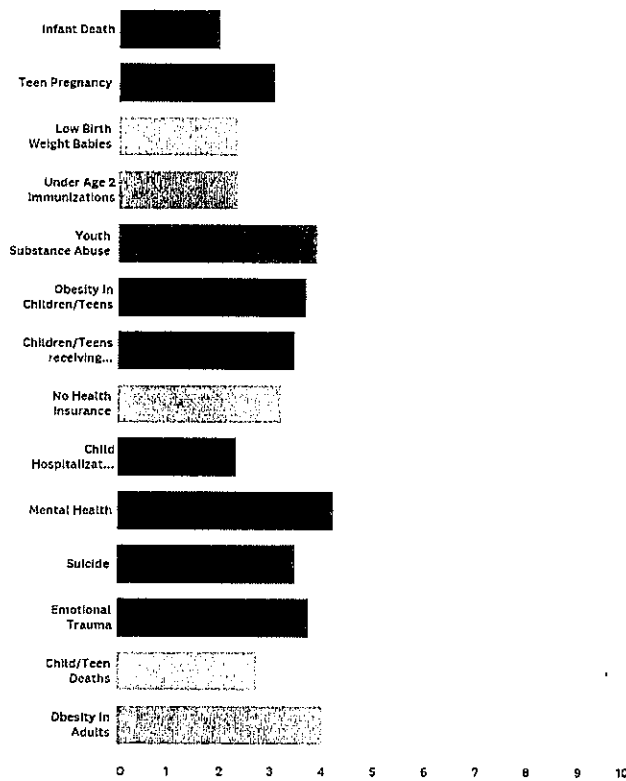
**Prioritized Indicator(s) for this Program/Strategy** (list all as applicable): Child Maltreatment/Crime; Child Poverty/Hunger

**Program/Strategy/Planning Activity Name:** Growing a Healthy Community, home visiting program

**Vendor Name (if known):** N/A

**Need:**

Q10 The items in this question are about problems concerning Health related Issues. Looking at the items below please rate from 1 - Not a Problem to 5 - Biggest Problem based upon your experience in Worcester County.



Worcester County continues to have higher rates of child maltreatment, children living in poverty, and children experiencing food insecurity than the state of Maryland average. In addition, more than 40% of students enrolled in the public school system are eligible to receive Free and Reduced Meal Services (FARMS). In addition to state available data there is also local data that supports the need for a home visiting program to be proposed. Data collected from the local community needs assessment survey, focus groups, and key informant interviews shows there is a high area of concern regarding health related issues in the county including mental health and substance use/abuse. The consistent themes of mental health and substance use/abuse concerns reported through the planning process has led to the Board's decision to implement a home visiting program in Worcester County.

**Target Population:**

The population identified for Worcester County's Growing a Healthy Community home visiting program are families with children from birth up to age six in which (1) children have emotional, behavioral, or developmental challenges; or (2) the family faces multiple environmental and psychosocial challenges that may lead to negative child outcomes, such as maternal depression, domestic violence, substance abuse, homelessness, or abuse and neglect. This population was identified through review and research of appropriate home visiting programs that would best meet the needs of Worcester County. The model the LMB has selected is the Child First program model, which is a model program highlighted by the US Department of Health and Human Services. The target population of this model is ideal based on the data sources available through the review of Worcester County's indicators.

This is a new program initiative being recommended by the Worcester County LMB. The first year of programming will include hiring a master's level behavioral health clinician, as well as a community support worker with a minimum of a bachelor's degree. Through the program planning and implementation phase the recruitment plan will involve developing policies, procedures, guidelines, and a plan for outreach to educate the community and partners of this program. The partner agencies that will be outreached first include the Local Care Team, Local Health Department, Department of Social Services, Infants and Toddlers, Head Start Programs, the Judy Center, and obstetric offices. Phase two of outreach and education will include early childhood daycare providers, primary care providers, elementary schools. Children and families can be referred from any provider, or can self refer. The vendor will be required to maintain a screening tool to determine eligibility. Families who are not eligible will be provided additional resources and referrals by the community support worker.

For the first year the target number of families to serve is 10 families for a minimum of four months.

**Detailed Program/Planning Description:**

Growing a Healthy Community home visiting program will serve families primarily in their homes, however services can also be provided in other community spaces if this would be safer for a family, especially in instances where domestic violence is a concern. In addition, children of school age will be provided on site assessment and observation services from a master's level clinician.

The program model includes a team, consisting of a master's level behavioral health professional, and a bachelors level care coordinator. This team will conduct home visits together with each visit lasting approximately one hour. The duration in which services are provided to families can range from a minimum of six months and up to a year. There are occasions when services may be extended based on the needs of the family. This would be at the discretion of the program team and family being served.

The role of the master's level behavioral health professional will be to conduct assessments and implement appropriate interventions. The role of the care coordinator is to connect families to appropriate services and resources available in the community based on needs. The type of services included in the Child First model includes:

- *Engage and assess the family.* The first month of the project will focus a lot on rapport building to engage the family.
- *Assessing child and family needs.* The home visiting team will use an assessment tool that will include review of the child's health and development, document important relationships, and review family challenges. The assessment process will include input from the family and caregivers, health care providers, educators, and the clinical staff person's observations from the home and early care/education setting.
- *Observe child in early care, education and home setting.* The behavioral health professional will observe the child at home, and in a classroom. Based on observations and collateral information collected from class room staff, family and caregivers, the clinical staff person will develop strategies to implement in school or at home that will assist with decreasing unwanted behavior and enhance social and emotional development.

- *Develop a care plan.* The care plan will include a plan for intervention and support strategies, identify community services for the child and family members. The home visiting team will conduct an initial plan with the family that will be revised throughout the program. The plan will include goals, priorities, strengths, and needs. The plan should be reviewed at a minimum of once every three months.
- *Trauma Focused interventions.* The interventions provided in the home should be trauma focused and support parental guidance. The model is a two generation approach with a goal of strengthening the child and parent bond. This is done through interventions supporting attachment, to enhance protective factors for the child and family. The process also provides education to family members and caregivers to promote a better understanding of normal and atypical developmental challenges and expectations; safety and joy in the relationship; parental reflection on the meaning and feelings motivating a child's behavior; problem-solving and the development of new strategies.
- *Care coordination services.* The care coordinator supports the family through connecting them to services and additional support that can assist with reducing barriers, and reduce challenges faced by the family as identified through the care plan.

Based on the local procurement process the LMB will go through to identify a new program vendor of this project, the timeline for program implementation is as follows:

- Issue RFP: 7/1/2019
- Select vendor: 9/1/2019
- Execute contracts: 9/15/2019
- Begin planning and recruitment with vendor: 10/1/2019
- Enroll program participants: 12/1/2019

**Race Equity:**

The LMB will work with the local provider to ensure accessibility to all of Worcester County's residents. The provider will be responsible to ensure that their staff hired for the program is cultural competent and knowledgeable of the racial equity and disparities in the community. The provider of the program will establish recruitment techniques that are accessible to all individuals, regardless of race and location.

**Evidence of Effectiveness (Not required for a planning request):**

The LMB is proposing that Growing a Health Community, home visiting program, be based upon the Child First model. This model ensures that individuals in the program are receiving appropriate interventions and services to ensure the best possible care.

**Proposed Performance Measures (not required for a planning request):**

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
<b>What/How Much We Do:</b>	
Number of families served	
Number of visits per week	
<b>How Well We Do It:</b>	
#/% of families who remain in the program at least six months	NUM: # of families in services after six months
	DEN: # of families referred
#/% of families reporting improved child behavior through pre/post screening	NUM: # of families with increased score through pre/post screening
	DEN: # of families completing pre/post screening

<b>Is Anyone Better Off?</b>	
#/% of caregivers reporting reduced depression on depression screening tool after six months of program	NUM:# of caregivers with reduced depressive symptoms
	DEN: # of caregivers screened for depression
#/% of children observed showing less behavioral concerns after six months of program based on behavioral health clinician observation reports	NUM: # of children observed as having less classroom behaviors after six months
	DEN: # of children observed after six months

**Definitions:**

**Unduplicated:** When reporting the number of parents, families, children, youth, etc. for the half year, a new count is started at the beginning of every fiscal year. The first Half Fiscal Year (HFY1) report will count all the parents, families, children, youth, etc. who have been served during the first six months of the fiscal year. The second Half Fiscal Year (HFY2) report will count only new parents, families, children, youth, etc. The Fiscal Year (FY) report will provide the total served for the whole year.

**Served:** A definition of "served" should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set # of weeks of the program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

**Families Served:** families receiving services from the provider of Growing a Health Community

**Visits per week:** LMB will require a set amount per week as predetermined with the provider

**Reporting improvement:** parents/caregiver enrolled in the program will be provided a vetted pre/post tests per each child to determine improvement in behavior

**Depression Screening Tool:** Utilized by provider from a vetted source (i.e. Beck institute)

**Behavioral Concerns:** children enrolled in the program that show signs of depression, anxiety, bullying behaviors, etc.

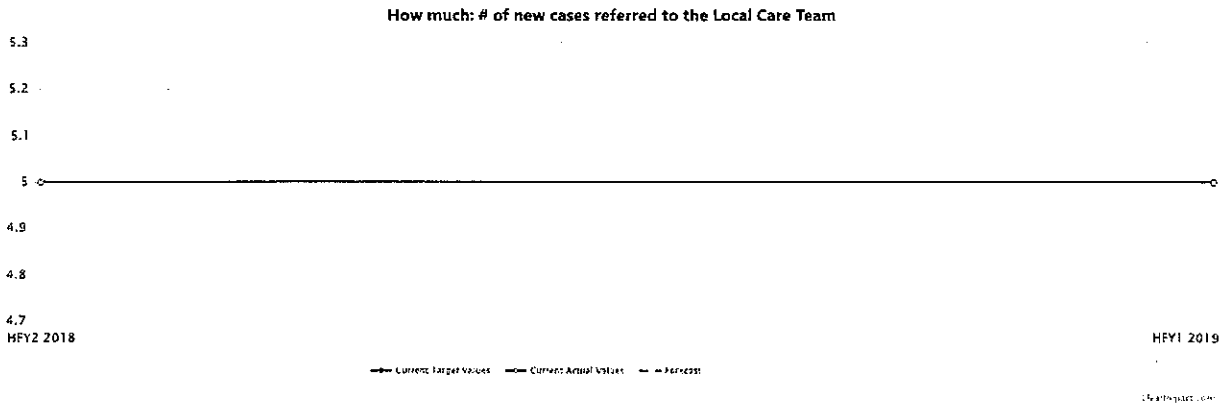
**FY20 NOFA Application Local Care Team Coordinator Page**

<b>Local Management Board:</b> Worcester’s Inative to Preserve Families
<b>Local Care Team Coordinator Name:</b> Christen Barbierr
<b>Is the Local Management Board Requesting Funding for a Local Care Team Coordinator for FY20?</b> Yes If yes, how much: \$53,000 for FY20
<b>If funding for FY20 is not requested, explain how the Local Care Team coordinator functions will be covered (e.g. sharing a coordinator with another jurisdiction, using existing county resources, etc.).</b> N/A
<b>Describe how the Local Care Team has worked over the last year to integrate with local child-serving systems to contribute to the decline in the number of children placed out-of-State:</b> The Local Care Team (LCT) continues to work towards better outcomes for children, youth and families by providing holistic recommendations and resources to families in crisis in Worcester County. The LCT has a standing meeting on the third Wednesday of every month. LCT members also sit on the multidisciplinary team (Multi-D), which often makes recommendations and referrals in the community for children and families approaching a crisis level. The LCT and Multi-D team work from a hands-on approach that encourages families to engage in community-based services before discussion of a out-of-home placement is had. LCT members strive to ensure that children are served in the least restrictive environment which is both beneficial to the needs of a child, their family and the community. During the second half of FY18 and the first half of FY19 the LCT had no case that were referred for out-of-state placement. The Worcester County LCT continues to evolve, incorporating non-mandated child serving agencies in the LCT. This has been particularly beneficial when exploring less traditional recommendations for a child and family.
<b>Training and Technical Assistance</b> The LCT coordinator conducted several trainings and provided technical assistance to state and community organizations. The LCT coordinator provided referrals and educational information to Worcester County’s Local Behavioral Health Authority (LBHA), Health Department (WCHD), Department of Social Services (DSS), Board of Education (BOE), Judy Center and Maryland Coalition of Families (MFC).  In partnership with the LBHA, the LMB hosted a “Trauma Informed Care” training to local partners and members of the Local Care Team. This 8 hour training provided information on identifying Adverse Childhood Experiences (ACEs), the link between ACEs and other health factors, and the growing link between the opioid crisis and trauma.  In addition to hosting trainings, members of the LCT have also attended a number of trainings and provided information from those trainings to the larger group: <ul style="list-style-type: none"> <li>● Members from the LCT attended an 8 hour “Human Trafficking” conference hosted by Salisbury University. This training covered ways to identify traffickers and provided educational resources on the growing severity of the problem.</li> <li>● The LCT coordinator attended the Eastern Shore School Mental Health Coalition Conference held at Chesapeake College. This event covered multiple areas of child and family mental health, including holistic approaches to adverse behavior in school, identifying ACEs, and providing outside support to parents/caregivers that have a child with a behavioral health issue.</li> <li>● Members of the LCT attended “How to Run an Effective Meeting” seminar held at the Governor’s Office for Children. At this seminar, the LCT coordinator and a LCT member from DSS, learned how to effectively engage partners and family members during a LCT meeting to produce the best outcome possible.</li> <li>● The LCT coordinator and LCT members have attended the quarterly LCT meetings held by the GOC. Meeting topics include troubleshooting, technical assistance and networking with the other 23 jurisdictions.</li> </ul>

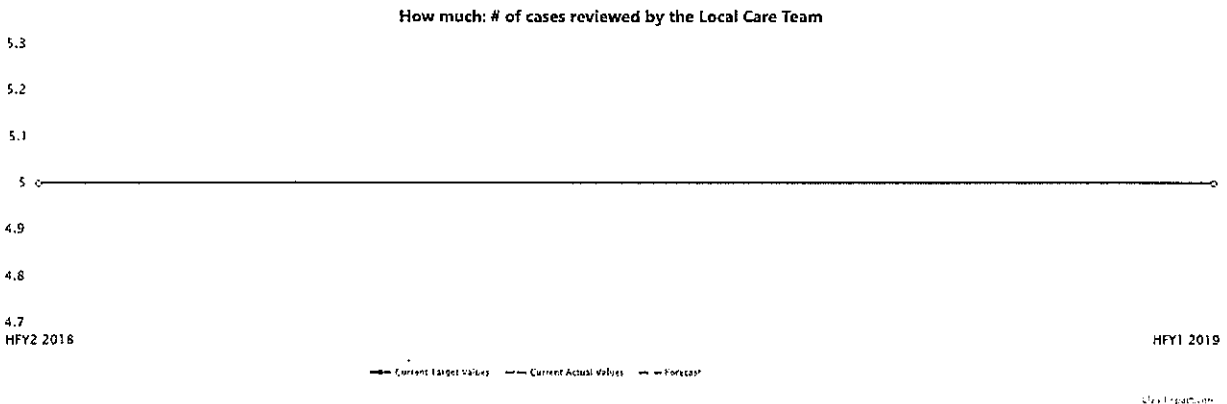


**Evidence of Effectiveness:**

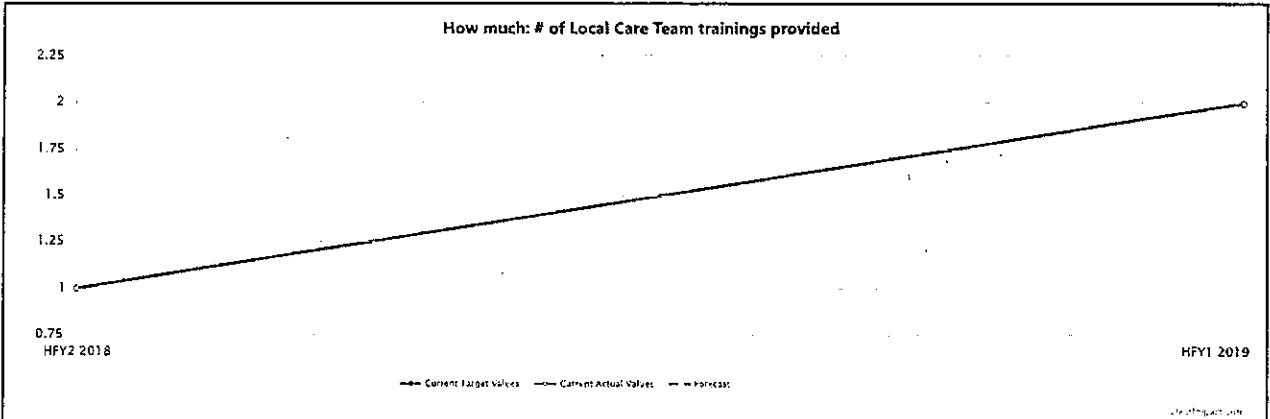
In the charts below, you will find data for the LCT during the second half of FY18 and the first half of FY19. As depicted in the charts, the LCT members strived to recommend the most appropriate level of care based upon the needs of the child and family.



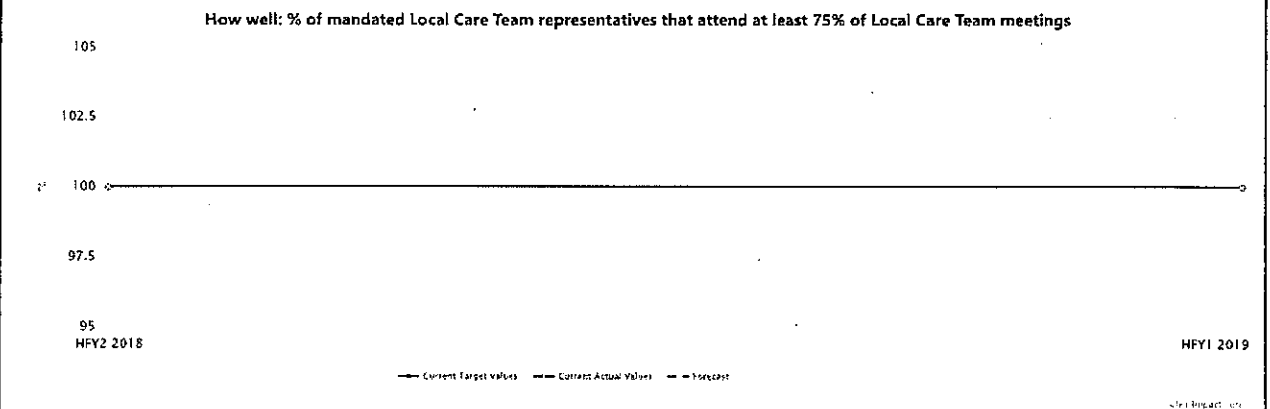
**How Much: Number of New Cases Referred:** During the second half of FY18 and first half of FY19, the LCT reviewed a total of 10 new cases. Many of these cases were referred to the LCT through partner agencies, including DSS, WCHD and the BOE. Cases were referred to the LCT because the level of care needed exceeded what was capable of the referring agency and/or the parent/caregiver.



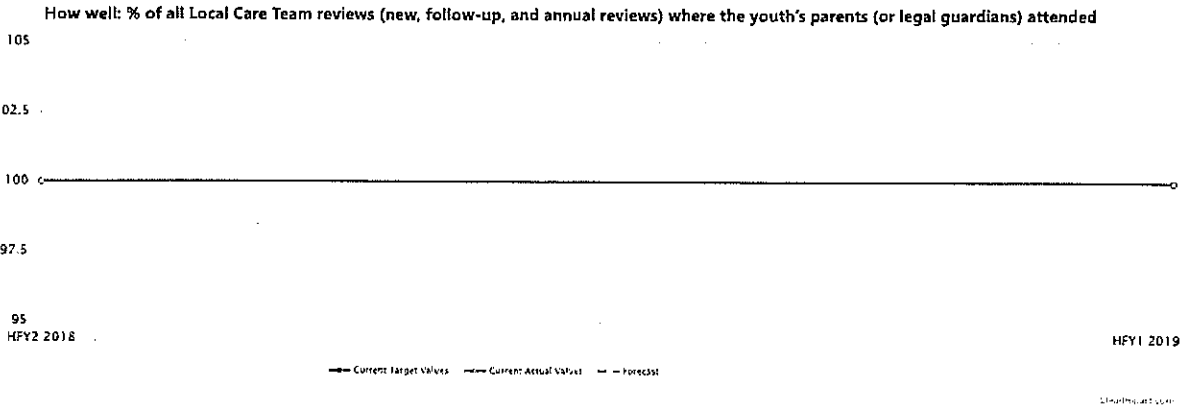
**How Much: Number of Cases Reviewed:** During the identified time period, the LCT reviewed 10 cases. These LCT cases are a continuation of the “New Cases Referred”. The LCT has not had cases that have needed to remain on the docket for longer than 4 months. During meetings the LCT members provide recommendations and are immediately able to expedite the process of securing appointments, making referrals, and organizing transportation, if necessary, for a child and family. This has reduced barriers to services as well as the need for ongoing involvement from the LCT.



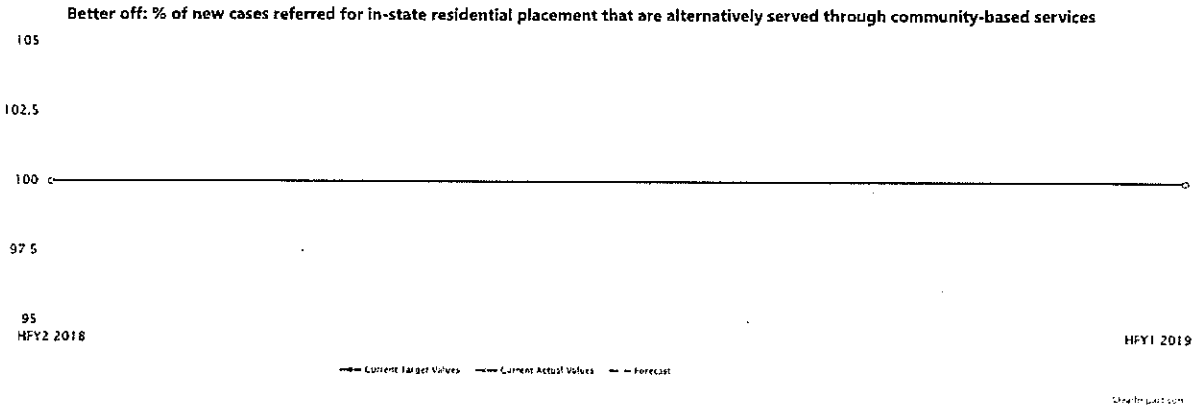
**How Much: Number of Local Care Team trainings provided:** The LCT coordinator has provided 3 trainings during the second half of FY18 and the first half of FY19. Two of these trainings included an overview of what the LCT is, who the members are, who should be referred and how to utilize the new LCT referral form. The third training provided was through partnership with the LBHA. The LMB and LBHA hosted a “Trauma Informed Care” training, specifically focusing on identifying Adverse Childhood Experiences. Four mandated LCT members participated in the training: the LBHA, BOE, WCHD and the LCT coordinator. The LCT coordinator provides monthly information to LCT members about upcoming training opportunities. The LCT coordinator continues to explore opportunities for trainings that would be beneficial to LCT members.



**How Well: Percentage of mandated Local Care Team representatives that attend at least 75% of the Local Care Team meetings:** Worcester County’s LCT mandated members understand the importance of attending LCT meetings, and are thoroughly committed to ensuring the well-being of children and families in the community. All mandated agencies of the LCT make a sincere effort to have a representative from their agency present that is able to provide resources or recommendations. In addition, parents/caregivers are requested to sign a 10-day Waiver if a LCT meeting is being called within 10-days of referral. This waiver informs the parent/caregiver that all mandated members of the LCT may not be present due to time constraints. LCT members that are not able to be physically present at the time of the meeting are encouraged to call in. This has been extremely helpful in ensuring that all members of the LCT are able to participate.

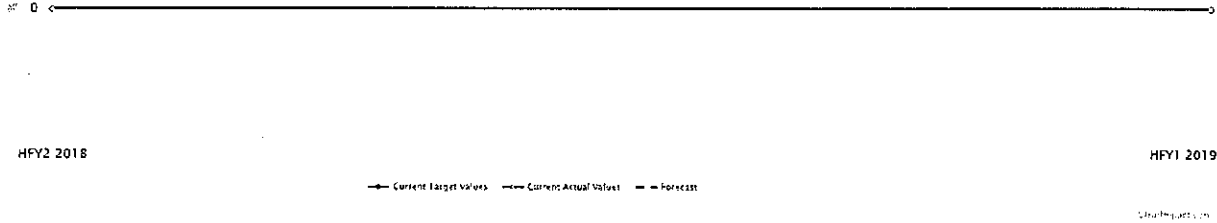


**How Well: Percentage of all Local Care Team reviews where the youth's parents are present:** During the planning process for reestablishing the LCT, members agreed that in order for it to be a LCT case, a parent/caregiver must be present. If there is a case brought to the LCT, and a parent/caregiver is not able to attend, then accommodations are made, whether it is allowing a conference call, or moving the meeting to another date/time. After an initial LCT meeting is held, a follow up meeting is scheduled, usually the following month. Parents/Caregivers are encouraged to call the LCT coordinator or other agency members if they feel that they need to meet before the next scheduled meeting. A LCT case will continue to stay of the LCT docket until the parent/caregiver feel that there has been improvement.



**Better Off: Percentage of new cases referred for in-state residential placement that are alternatively served through community-based services:** Between the second half of FY18 and the first half of FY19, there were only 2 cases referred to the LCT for in-state placement. These cases were ultimately served through more intensive community services, including family therapy, psychiatric rehabilitation, Youth Care Coordination, and after school programs. The LCT works closely with parents/caregivers to ensure that a child is being served in the least restrictive environment.

**Better off: % of new cases referred for out-of-state placement that are alternatively served through in-state community-based services or in-state placements**



**Better Off: Percentage of new cases referred for out-of-state placement that are alternatively served through in-state community-based services or in-state placement:** During the time period, the LCT did not receive any referrals for cases to be served in an out-of-state placement.

## Appendix A

## FY20 Notice of Funding Availability Budget Request

### A. GENERAL INFORMATION

**Local Management Board:** Worcester County's Initiative to Preserve Families

**Street Address:** 6040 Public Landing Road

**City:** Snow Hill

**Zip:** 21863

**Point of Contact:** Jessica Sexauer

**Phone:** 410-632-3648

**Fax:** 410-632-2869

**Federal Taxpayer ID:** 01-0916667

### B. TYPE OF REQUEST

New

Modification

Supplemental

Reduction

## FY20 Notice of Funding Availability Budget Request

A. GENERAL INFORMATION	
Local Management Board:	Worcester County's Initiative to Preserve Families
Street Address:	6040 Public Landing Road
City:	Snow Hill
State:	Maryland
Zip:	21863
Point of Contact:	Jessica Sexauer
Phone:	410-632-3648
Fax:	410-632-2869
Federal Taxpayer ID:	01-0916667
B. TYPE OF AWARD	
New	<input checked="" type="checkbox"/>
Modification	<input type="checkbox"/>
Supplemental	<input type="checkbox"/>
Reduction	<input type="checkbox"/>
STATE FUNDS:	<u>\$832,918.00</u>
TOTAL CHILDREN'S CABINET REQUEST	\$ <u>832,918.00</u>

Page \_\_\_\_ of \_\_\_\_

**BOARD SUPPORT BUDGET AND REVENUE**  
Fiscal Year 2020

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
	Children's Cabinet Funds	Non-Children's Cabinet Funds that Directly Support CPA (Cash + In-Kind)		
<b>Budget for Local Management Board Support</b>				
Personnel	102,803.00	0.00	\$102,803	
Salaries	71,131.00	0.00	\$71,131	Director 16 hours/wk; Resource coordinator 40 hours/wk, admin support 6 hours/wk, IT support 1.75 HR/wk
Fringe Costs	31,672.00	0.00	\$31,672	Benefits for staff based on state of Maryland health insurance, FICA, retirement, and workmans comp rates
Operating Expenses	4,500.00	0.00	\$4,500	
Communications	900.00	0.00	\$900	Telephone lines @ \$75/month
Postage	300.00	0.00	\$300	Postage and mailing material at \$25/month
Utilities	0.00	0.00	\$0	
Advertising	2,000.00	0.00	\$2,000	Advertisement ad 4 @ \$200 each; outreach and educational materials \$1,200
Office Supplies	800.00	0.00	\$800	\$200 per quarter for supplies including printer ink, printing paper, envelopes, office pens/pencils, post it note pads, binders, paper clips, binder clips, portfolio
Insurance	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	\$0	
Printing/Duplication	500.00	0.00	\$500	400 tri-fold brochures @ \$1.25 each
Information System	0.00	0.00	\$0	
Vehicle Operating (other than insurance)	0.00	0.00	\$0	
Travel	2,800.00	0.00	\$2,800	
Business Travel	1,800.00	0.00	\$1,800	\$150/month for travel
Conferences/Conventions	1,000.00	0.00	\$1,000	Support for 4 trainings for staff or board members @ \$250 each (includes registration, hotel accommodations, and meals)
Contractual Services	1,000.00	0.00	\$1,000	
Training	0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)	1,000.00	0.00	\$1,000	Website design and maintenance, epidemiologist, community plan needs
Legal	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	\$0	
Equipment	500.00	0.00	\$500	
Office Equipment	500.00	0.00	\$500	Purchase ipad for LCT coordinator
Other	12,512.00	0.00	\$12,512	
Vehicle Purchase and Lease	0.00	0.00	\$0	
Program Supplies (not included in Board Support)	12,412.00	0.00	\$12,412	10% indirect to support local management board. This includes HR support, fiscal support, accounting, IT needs, software needs
Professional Dues/Publications/Subscriptions	100.00	0.00	\$100	Dues for 1 membership benefiting the LMB @ \$100
Food	0.00	0.00	\$0	
<b>TOTAL Budget for Board Support</b>	<b>\$124,115</b>	<b>\$0</b>	<b>\$124,115</b>	
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations (Admin):</b>				
County/City Direct Revenue (Cash)	0.00	0.00		
County/City In-Kind	0.00	0.00		
Fee for Service	0.00	0.00		
Other (Enter Source Here)	0.00	0.00		
Other (Enter Source Here)	0.00	0.00		
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>	<b>\$0</b>	<b>\$0</b>		
<b>CPA/Children's Cabinet FUNDING REQUEST</b>	<b>\$124,115</b>			
<b>TOTAL Revenue-Children's Cabinet + Other Sources Used to Support CPA</b>			<b>\$124,115</b>	

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**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS**

Fiscal Year 2020

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
<b>Program/Strategy: Worcester Employment, Education, and Empowerment (WEE)</b>				
Personnel				
Salaries	58,300.00	0.00	\$58,300	
Fringe Costs	73,052.00	0.00	\$73,052	1.5 FTE - includes Workplace Readiness Specialist, Supervisor, Work Experience Wages - 15 youth; Work Based on 36% benefit rate
Operating Expenses	28,700.00	0.00	\$28,700	
Communications	300.00	0.00	\$300	\$25 per month telephone
Postage	1,200.00	0.00	\$1,200	\$100/month postage
Utilities	4,800.00	0.00	\$4,800	\$200/month for utilities including water, heat/A/C, electricity
Advertising	2,400.00	0.00	\$2,400	\$200/month advertising for pandora, newspaper, electronically, outreach
Office Supplies	2,000.00	0.00	\$2,000	Printer toner, paper, pens post it notes, pens, binders, portfolio books, folders @ approximately \$17 per month
Insurance	0.00	0.00	\$0	
Rent/Mortgage	18,000.00	0.00	\$18,000	Rental space @ \$1,500 per month
Printing/Duplication	0.00	0.00	\$0	
Information System Repair/Maintenance	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	0.00	0.00	\$0	
Travel	6,000.00	0.00	\$6,000	
Business Travel	5,000.00	0.00	\$5,000	
Conferences/Conventions	1,000.00	0.00	\$1,000	
Contractual Services	6,200.00	0.00	\$6,200	
Training	5,000.00	0.00	\$5,000	10 staff and/or participant training and hotel accommodations @ \$500 each
Legal	0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	\$0	
Accounting/Auditing	1,200.00	0.00	\$1,200	\$1,200 for financial audit
Equipment	0.00	0.00	\$0	
Office Equipment	0.00	0.00	\$0	
Other	800.00	0.00	\$800	
Vehicle purchase and lease	0.00	0.00	\$0	
Program Supplies	800.00	0.00	\$800	\$800 program participant materials for interviews, job readiness/training/support
Professional Dues/Publications/Subscriptions	0.00	0.00	\$0	
Food	0.00	0.00	\$0	
Other (Specify)	0.00	0.00	\$0	
Other (Specify)	0.00	0.00	\$0	
<b>TOTAL budget for Worcester Employment, Education, and Empowerment (WEE)</b>	\$140,000	\$0	\$140,000	
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:</b>				
County/City Direct Revenue (Cash)				
County/City In-Kind		0.00	0.00	
Fee for Service		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>		\$0	\$0	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>	\$140,000		\$140,000	
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>			\$140,000	

**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS**  
**Fiscal Year 2020**

LMB: Worcester County's Initiative to Preserve Families	DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
		Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
Program/Strategy: Building Bridges					
Personnel					
Salaries		134,422.00	0.00	\$134,422	
Fringe Costs		75,803.00	0.00	\$75,803	Employment/work readiness specialist, supervisor, support staff, work release for 15 youth
Operating Expenses		58,619.00	0.00	\$58,619	Fringe benefits
Communications		8,340.00	0.00	\$8,340	\$75 per month for telephone and fax
Postage		900.00	0.00	\$900	\$17/month postage costs
Utilities		240.00	0.00	\$240	\$100 per month advertising ads
Advertising		1,200.00	0.00	\$1,200	
Office Supplies		0.00	0.00	\$0	
Insurance		0.00	0.00	\$0	
Rent/Mortgage		6,000.00	0.00	\$6,000	\$500 rental space for office
Printing/Duplication		0.00	0.00	\$0	
Information System Repair/Maintenance		0.00	0.00	\$0	
Vehicle Operating (other than Insurance)		1,200.00	0.00	\$1,200	
Travel		1,200.00	0.00	\$1,200	\$200 per month average to meetings, home visits, training costs
Business Travel		0.00	0.00	\$0	
Conferences/Conventions		1,000.00	0.00	\$1,000	
Contractual Services		1,000.00	0.00	\$1,000	4 @ \$250 per person training registration and hotel accommodations
Training		0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)		0.00	0.00	\$0	
Legal		0.00	0.00	\$0	
Accounting/Auditing		0.00	0.00	\$0	
Equipment		500.00	0.00	\$500	
Office Equipment		500.00	0.00	\$500	4 @ print cartridge of \$250 per cartridge x 4
Other		341.00	0.00	\$341	
Vehicle purchase and lease		0.00	0.00	\$0	
Program Supplies		341.00	0.00	\$341	Program materials: binder, ink, paper, pens, etc.
Professional Dues/Publications/Subscriptions		0.00	0.00	\$0	
Food		0.00	0.00	\$0	
Other (specify)		0.00	0.00	\$0	
Other (specify)		0.00	0.00	\$0	
<b>TOTAL budget for Building Bridges</b>		<b>\$145,803</b>	<b>\$0</b>	<b>\$145,803</b>	
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:					
County/City Direct Revenue (Cash)			0.00	0.00	
County/City In-Kind			0.00	0.00	
Fees for Service			0.00	0.00	
Other (Enter Source Here)			0.00	0.00	
Other (Enter Source Here)			0.00	0.00	
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>		<b>\$145,803</b>	<b>\$0</b>	<b>\$145,803</b>	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>					
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>				<b>\$145,803</b>	

**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS  
Fiscal Year 2020**

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
<b>Program/Strategy: Comprehensive Parenting</b>				
Personnel				
Salaries	67,080.00	0.00	\$67,080.00	
Fringe Costs	38,300.00	0.00	\$38,300.00	1 FTE Community Health Educator
Operating Expenses	28,780.00	0.00	\$28,780.00	Fringe benefits for Community Health Educator (Health Insurance, FICA, workman's comp, retiree health insurance)
Communications	300.00	0.00	\$300.00	Telephone @ \$25/month
Postage	120.00	0.00	\$120.00	postage @ \$10 per month
Utilities	0.00	0.00	\$0	
Advertising	0.00	0.00	\$0	
Office Supplies	1,200.00	0.00	\$1,200.00	\$100 per month for paper, pens, tower, binders, staples
Insurance	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	\$0	
Printing/Duplication	0.00	0.00	\$0	
Information System Repair/Maintenance	1,200.00	0.00	\$1,200.00	\$100 per month of IT support
Vehicle Operating (other than Insurance)	800.00	0.00	\$800.00	\$200 per quarter for oil change, tire rotation, and vehicle maintenance
Travel	1,200.00	0.00	\$1,200.00	\$100 per month travel for program needs (meetings, trainings, home visits, group activities)
Conferences/Conventions	0.00	0.00	\$0	
Contractual Services	2,000.00	0.00	\$2,000.00	
Training	800.00	0.00	\$800.00	4 professional development trainings @ \$200 each including registration, meals, lodging
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	\$0	
Legal	0.00	0.00	\$0	
Accounting/Auditing	1,200.00	0.00	\$1,200.00	\$100 per month accountant
Equipment	500.00	0.00	\$500.00	
Office Equipment	500.00	0.00	\$500.00	Printer
Other	600.00	0.00	\$600.00	
Vehicle purchase and lease	0.00	0.00	\$0	
Program Supplies	500.00	0.00	\$500.00	Program workbooks for parents
Professional Dues/Publications/Subscriptions	0.00	0.00	\$0	
Food	100.00	0.00	\$100.00	Food to support family activities
Other (specify)	0.00	0.00	\$0	
Other (specify)	0.00	0.00	\$0	
<b>TOTAL budget for Comprehensive Parenting</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>	
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:</b>				
County/City Direct Revenue (Cash)	0.00	0.00	0.00	
County/City In-Kind	0.00	0.00	0.00	
Fee for Service	0.00	0.00	0.00	
Other (Enter Source Here)	0.00	0.00	0.00	
Other (Enter Source Here)	0.00	0.00	0.00	
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>				
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>	

**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS**  
**Fiscal Year 2020**

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
<b>Program/Strategy: Mentor Services</b>				
Personnel				
Salaries	\$4,000.00	0.00	\$4,000	
Fringe Costs	36,000.00	0.00	\$36,000	1 FTE mentor
Operating Expenses	18,000.00	0.00	\$18,000	Fringe benefits (health insurance, FICA, workmans com., retirees insurance)
Communications	4,400.00	0.00	\$4,400	
Postage	600.00	0.00	\$600	\$50 per month for telephone and air card
Utilities	200.00	0.00	\$200	postage for one year to mail reports to vendor; materials to program participants
Advertising	0.00	0.00	\$0	
Office Supplies	1,000.00	0.00	\$1,000	Purchase material for promoting program including brochures, radio ads, p. xibora
Rent/Mortgage	600.00	0.00	\$600	\$50 per month for pager, toner, pens, notebooks
Printing/Duplication	0.00	0.00	\$0	
Information System Repair/Maintenance	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	1,200.00	0.00	\$1,200	\$100 per month IT support
Travel	800.00	0.00	\$800	\$200 per quarter for oil change, tire rotation, vehicle maintenance
Business Travel	2,400.00	0.00	\$2,400	
Conferences/Conventions	2,400.00	0.00	\$2,400	\$200 travel for mentor services, meetings, training, outreach activities
Contractual Services	0.00	0.00	\$0	
Training	1,600.00	0.00	\$1,600	
Consultant (other than Legal & Accounting/Auditing)	400.00	0.00	\$400	2 professional development trainings @ \$200 each including registration, if od, lodging
Legal	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	\$0	
Equipment	1,200.00	0.00	\$1,200	\$100 per month accountant
Office Equipment	1,000.00	0.00	\$1,000	Laptop
Other	1,600.00	0.00	\$1,600	
Vehicle purchase and lease	0.00	0.00	\$0	
Program Supplies	1,200.00	0.00	\$1,200	\$100 per month for youth activities
Professional Dues/Publications/Subscriptions	0.00	0.00	\$0	
Food	400.00	0.00	\$400	Food for family night/ youth groups
Other (specify)	0.00	0.00	\$0	
Other (specify)	0.00	0.00	\$0	
<b>TOTAL Budget for Mentor Services</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$65,000</b>	
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:</b>				
County/City Direct Revenue (Cash)				
County/City In-Kind				
Fee for Service				
Other (Enter Source Here)				
Other (Enter Source Here)				
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$65,000</b>	
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$65,000</b>	

**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS**  
**Fiscal Year 2020**

LMB: Worcester County's Initiative to Preserve Families

Program/Strategy: Growing Healthy Families	DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
		Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
Personnel					
	Salaries	95,000.00	0.00	\$95,000	
	Fringe Costs	65,000.00	0.00	\$65,000	
	Operating Expenses	30,000.00	0.00	\$30,000	1.25 FTE (1 FTE home-visiting family support staff; 0.25 supervision program management/oversight)
	Communications	7,300.00	0.00	\$7,300	Fringe benefits including health insurance, retiree health, FICA
	Postage	900.00	0.00	\$900	\$25/month office telephone; \$50/month cell phone service
	Utilities	200.00	0.00	\$200	\$200 annually for postage needs including stamps and envelopes
	Advertising	0.00	0.00	\$0	
	Office Supplies	2,000.00	0.00	\$2,000	4 advertising activities @ \$500 each (news paper, radio, pandora; social media)
	Insurance	1,200.00	0.00	\$1,200	\$100 per month paper, cover, pens, binders
	Rent/Mortgage	0.00	0.00	\$0	
	Printing/Duplication	1,000.00	0.00	\$1,000	\$1,000 printing brochures and professional literature relevant to program
	Information System Repair/Maintenance	1,200.00	0.00	\$1,200	\$100 per month IT support
	Vehicle Operating (other than Insurance)	800.00	0.00	\$800	\$200 per quarter for oil change, tire rotation, and vehicle maintenance
Travel					
	Business Travel	2,400.00	0.00	\$2,400	\$200 per month travel expenses for home visiting, meetings, training
	Conferences/Conventions	0.00	0.00	\$0	
	Contractual Services	2,700.00	0.00	\$2,700	
	Training	1,500.00	0.00	\$1,500	\$ trainings @ \$300 each for staff development; includes lodging, registration, food
	Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	\$0	
	Legal	0.00	0.00	\$0	
	Accounting/Auditing	1,200.00	0.00	\$1,200	\$100 per month for accountant
Equipment					
	Office Equipment	1,000.00	0.00	\$1,000	Purchase laptop
Other					
	Vehicle purchase and lease	2,600.00	0.00	\$2,600	
	Program Supplies	0.00	0.00	\$0	\$100 per month for program supplies
	Professional Dues/Publications/Subscriptions	1,200.00	0.00	\$1,200	
	Food	400.00	0.00	\$400	\$200 for 2 family night activities
	Other (specify)	0.00	0.00	\$0	
	Other (specify)	0.00	0.00	\$0	
<b>TOTAL budget for Growing Healthy Families</b>		<b>\$110,000</b>	<b>\$0</b>	<b>\$110,000</b>	
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:</b>					
	County/City Direct Revenue (Cash)	0.00	0.00		
	County/City In-Kind	0.00	0.00		
	Fee for Service	0.00	0.00		
	Other (Enter Source Here)	0.00	0.00		
	Other (Enter Source Here)	0.00	0.00		
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>		<b>\$0</b>	<b>\$0</b>		
<b>CPA/Children's Cabinet FUNDING REQUEST</b>		<b>\$110,000</b>			
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>				<b>\$110,000</b>	

**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS  
Fiscal Year 2020**

LMB: Worcester County's initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
<b>Program/Strategy: Adverse Childhood Experience Planning</b>				
Personnel				
Salaries	55,000.00	0.00	55,000.00	
Fringe Costs	35,000.00	0.00	35,000.00	1.0 FTE coordinator for Adverse Childhood Experiences Training
Operating Expenses	20,000.00	0.00	20,000.00	Fringe Benefits
Communications	0.00	0.00	\$0	
Postage	0.00	0.00	\$0	
Utilities	0.00	0.00	\$0	
Advertising	0.00	0.00	\$0	
Office Supplies	0.00	0.00	\$0	
Insurance	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	\$0	
Printing/Duplication	0.00	0.00	\$0	
Information System Repair/Maintenance	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	0.00	0.00	\$0	
Travel				
Business Travel	0.00	0.00	\$0	
Conferences/Conventions	0.00	0.00	\$0	
Contractual Services				
Training	65,000.00	0.00	65,000.00	
Consultant (other than Legal & Accounting/Auditing)	65,000.00	0.00	65,000.00	TF-CBT for 15 behavioral health professionals, technical assistance, follow up
Legal	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	\$0	
Equipment				
Office Equipment	0.00	0.00	\$0	
Other				
Vehicle purchase and lease	0.00	0.00	\$0	
Program Supplies	0.00	0.00	\$0	
Professional Dues/Publications/Subscriptions	0.00	0.00	\$0	
Food	0.00	0.00	\$0	
Other (Specify)	0.00	0.00	\$0	
Other (Specify)	0.00	0.00	\$0	
<b>TOTAL budget for Adverse Childhood Experience Planning</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$120,000</b>	
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:</b>				
County/City Direct Revenue (Cash)		0.00	0.00	
County/City In-Kind		0.00	0.00	
Fee for Service		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>		<b>\$0</b>	<b>\$0</b>	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>				
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>			<b>\$120,000</b>	

**SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS**  
**Fiscal Year 2020**

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement		Total	Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash + In-Kind)		
Program/Strategy: Local Care Team				
Personnel				
Salaries	53,000.00	0.00	\$53,000.00	
Fringe Costs	35,000.00	0.00	\$35,000.00	0.75 FTE LCT Coordinator
Operating Expenses	18,000.00	0.00	\$18,000.00	Fringe benefits based on state of Maryland personnel
Communications	0.00	0.00	\$0	
Postage	0.00	0.00	\$0	
Utilities	0.00	0.00	\$0	
Advertising	0.00	0.00	\$0	
Office Supplies	0.00	0.00	\$0	
Insurance	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	\$0	
Printing/Duplication	0.00	0.00	\$0	
Information System Repair/Maintenance	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	0.00	0.00	\$0	
Travel	0.00	0.00	\$0	
Business Travel	0.00	0.00	\$0	
Conferences/Conventions	0.00	0.00	\$0	
Contractual Services	0.00	0.00	\$0	
Training	0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	\$0	
Legal	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	\$0	
Equipment	0.00	0.00	\$0	
Office Equipment	0.00	0.00	\$0	
Other	0.00	0.00	\$0	
Vehicle purchase and lease	0.00	0.00	\$0	
Program Supplies	0.00	0.00	\$0	
Professional Dues/Publications/Subscriptions	0.00	0.00	\$0	
Food	0.00	0.00	\$0	
Other (Specify)	0.00	0.00	\$0	
Other (Specify)	0.00	0.00	\$0	
<b>TOTAL Budget for Local Care Team</b>	<b>\$53,000.00</b>	<b>\$0</b>	<b>\$53,000.00</b>	
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:				
County/City Direct Revenue (Cash)		0.00	0.00	
County/City In-Kind		0.00	0.00	
Fee for Service		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>	<b>\$53,000.00</b>	<b>\$0</b>	<b>\$53,000.00</b>	
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>	<b>\$53,000.00</b>	<b>\$0</b>	<b>\$53,000.00</b>	



KATHRYN GORDON  
Deputy Director  
[kgordon@co.worcester.md.us](mailto:kgordon@co.worcester.md.us)

100 Pearl Street Suite B  
Snow Hill, Maryland 21863  
Phone: 410-632-3112  
Fax: 410-632-5631



10

DEPARTMENT OF  
ECONOMIC DEVELOPMENT

## Worcester County

TO: Worcester County Commissioners  
Harold L. Higgins, Chief Administrative Officer  
FROM: Kathryn Gordon, Deputy Director  
DATE: April 2, 2019 *KS*  
RE: CGI Communications Maryland Showcase Project

\*\*\*\*\*

Video is a powerful marketing tool. Not only can one provide valuable information to the user within a one-minute video, but users are able to recall the video content more clearly than traditional text marketing. With video streaming web traffic demand steadily increasing, many public sector organizations are participating in providing video content to tell the story of their community.

CGI Communications is a video production and digital marketing company with 30+ years of experience. CGI works with cities and counties throughout the nation to bring their stories to light and showcase their unique atmosphere and what makes their area a great place to live and work, driving business, tourism, and economic growth. CGI Communications has partnered with Maryland Municipal League (MML) and National Association of Counties (NACo) to provide a cost free showcase project for counties throughout the State of Maryland. Included in this showcase project is a welcome video and five focus videos including, but not limited to: Economic Development, Business and Industry, Quality of Life, Tourism and Attraction, Real Estate Development, Healthcare, Education, Parks and Recreation. All aspects of the video production (shooting footage and still images, production, editing, and final draft) will be provided by CGI Communications. Worcester County Economic Development will work with CGI to assist with the content and script for the videos.

With the Internet providing instant information to its users in an ever-changing environment, economic development entities are finding the success in utilizing this powerful marketing tool to showcase their community, the quality of life, development, and business opportunities it offers.



# 2019 County Video Program

Name: Kathryn Gordon  
 Title: Economic Development Director  
 Address: 1 West Market Street  
 City, State, Zip: Snow Hill MD 21863  
 Phone: 410-632-3112  
 Email: KGordon@co.worcester.md.us  
 Website: www.co.worcester.md.us

This agreement is between CGI Communications, Inc. ("CGI") and the County Commissioners of Worcester County, Maryland (the "County") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved County Video Program is made available for viewer access on different devices via a link on the www.co.worcester.md.us homepage, including any alternate versions of that homepage.

**During the term of this Agreement, CGI shall:**

- Produce a total of six video chapters with subject matter that includes but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Send a videographer to County locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of County Video Program content subject to County's approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response is received by us within 30 days of request
- Provide our patented OneClick Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia and QuickTime
- Store and stream all videos on CGI's dedicated server
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the County Video Program from County website, including any alternate versions of County's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.co.worcester.md.us website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement. "County Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant the County a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master County Video Program
- Provide a completed DVD copy that the County can use for non commercial marketing purposes
- Allow the County to place the Video Tour on additional websites that aid in the promotion of the County and/or area
- Assume all costs for the County Video Program
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates
- Honor any request for termination of this agreement upon 30 day notice and only if the City continues to provide the Community Video Program linkage from its homepage for the duration of business sponsorship fulfillment

**Program add-ons will include:**

- Multiple segments of aerial footage pending approval from FAA and any airports within a 5 mile radius of filming location(s)

**During the term of this Agreement, the County shall:**

- Provide a letter of introduction for the program on County's letterhead
- Assist with the content and script for the County Video Program
- Grant CGI the right to use County's name in connection with the preparation, production, and marketing for the term of the agreement only
- Display the "Coming Soon" graphic link prominently on the www.co.worcester.md.us homepage within 10 business days of receipt of HTML source code
- Display the "County Video Program" link prominently on its www.co.worcester.md.us homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the County Video Program only
- Agree that the County will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program.

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. County warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.

County Commissioners of Worcester County, Maryland

CGI Communications, Inc.

Signature:

Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President of Marketing and Acquisitions

Date:

Date: March 26, 2019

## Kathryn Gordon

---

**To:** Nicole Rongo  
**Subject:** RE: Worcester County Video Tour

**From:** Nicole Rongo <nicoler@cgicomunications.com>  
**Sent:** Tuesday, March 26, 2019 3:48 PM  
**To:** Kathryn Gordon <kgordon@co.worcester.md.us>  
**Subject:** Worcester County Video Tour

Hello Kathryn,

Very nice speaking with you today about our no cost Aerial Video Tour for Worcester County! We are excited to help you promote the many wonderful attributes that make the county unique! I have attached our one page proposal and the letter template referenced in our call. Please note the letter can be reworded to your liking or signed as.

Below are links with more information for your review.

<https://clevelandcountyoak.com/>

<http://www.whitfieldcountyga.com/>

<http://www.cgimedialibrary.com/videos?tag=Aerial>

<http://www.cgimedialibrary.com/?vertical=Community+Videos>

Click <https://cgicompany.com/testimonials/> to see testimonials of other communities working with CGI!

Please do not hesitate to reach out any questions as well.

All My Best,

Nicole

Nicole Rongo  
Vice President  
p: 800.398.3029 x203  
f: 585.653.7393




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

11

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services 

Re: Hazardous Mitigation Plan contract renewal

Date: 25 March 2019

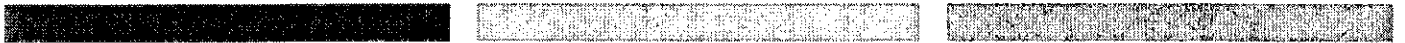
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The Department of Emergency Services is seeking permission to enter into a contractual agreement with Smith Planning and Design (SP&D) to renew the Worcester County Hazardous Mitigation plan. Renewal of the plan is required every 5 years per MEMA and FEMA and this ensures residents are eligible for FEMA assistance for disaster relief. We are requesting to use SP&D under professional services due to our past experience with them and a cost savings for the county. The total amount of the request to SP&D is \$19,950.00. While we are finalizing the contract now to secure resources from the vendor, the work will not be completed until FY20. Copies of the contract and proposal are included, which will require an Elected Official or Designee's signature.

I am available to answer any questions at your convenience.

Worcester County, Maryland

Hazard Mitigation Plan Update Proposal



**Worcester County,  
Maryland  
Hazard Mitigation Plan Update  
Proposal**

January 22, 2019

# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

### Project Description

Smith Planning and Design, LLC (SP&D), proposes to complete a comprehensive review and update to the *2014 Worcester County Hazard Mitigation Plan*, resulting in a FEMA approved hazard mitigation plan that meets the provisions of the Disaster Mitigation Act of 2000. The plan update will include the latest information based on hazard events and land development within the planning cycle. FEMA recommendations for improvement will be incorporated into the Plan Update. “The Multi-Hazard Mitigation Planning Guidance under DMA 2000” as well as any amendments that have been promulgated since the *2014 Worcester County Hazard Mitigation Plan* was adopted. Additional guidance to be used will include State of Maryland Local Hazard Mitigation Plan Guidance and FEMA Mitigation How-To Guides, particularly “Understanding your Risks, Identifying Hazards and Estimating Losses (FEMA 386-2)”, “Developing the Mitigation Plan, Identifying Mitigation Actions and Implementing Strategies” (FEMA 386-3)”, “Bringing the Plan to Life, Implementing the Hazard Mitigation Plan (FEMA 386-4)”, “Using Benefit-Cost Review in Mitigation Planning (FEMA 386-5)”, “Using the Hazard Mitigation Plan to Prepare Successful Mitigation Projects (FEMA 386-9)” and “Integrating Hazard Mitigation Into Local Planning- March 1, 2013.” In addition, the plan will include the municipalities of Berlin, Snow Hill and Pokomoke City, meeting the requirements of both the State and Federal government for plan approval by the County and participating municipalities.

The basic scope of work will include nine elements:



# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

### Scope of Work-Task Items

- (a) Review of current Hazard Mitigation Plan document, FEMA recommendations for Plan Update and incorporate recommended updates into Plan Update.
- (b) Description of how the revisions and updates to the Plan were prepared.
- (c) Establish Hazard Mitigation Planning Committee (HMPC) to include broad cross-section of Stakeholders.
- (d) Hold Kick-off meeting(s) with HMPC and/or representatives from designated committee and public. Prepare meeting materials and conduct HMPC meeting.
- (e) Obtain, review & incorporate new data including National Center for Environmental Information (NCEI) hazard and storm data, permit data, new FEMA FIRMS maps, flood risk products, local GIS data and critical and public facilities.
- (f) Update hazard identification and profiles, analysis and risk assessment sections of the plan. SP&D proposes to provide both an overall County perspective and community perspective to include the municipalities of Snow Hill, Berlin, and Pocomoke City in the Hazard Identification section of the Updated Plan. *Note: For those unable to attend, provide user-friendly Adobe PDF fillable questionnaire or online survey to obtain input.*
- (g) Identify risks to Worcester County and determine current capabilities and gaps. Results of this effort will include new recommendations in expanded plan Chapter 6-Capability Assessment & Gap Analysis.
- (h) Incorporate NFIP compliance information and statistics.
- (i) Hold mid-point meeting(s) with HMPC and/or representatives from designated committee and public. Prepare meeting materials and conduct HMPC meeting.
- (j) Update hazard vulnerability analysis, which will include critical facilities and user-defined data. New mapping products will be added to the 2019 plan.
- (k) Review previous mitigation strategies and include a current status report and project implementation. Develop current status and project implementation report for Plan Update.
- (l) Update mitigation strategies section of the plan to include goals, objectives and prioritized potential project listing.
- (m) Hold final meeting(s)-mitigation ideas workshop with HMPC and/or representatives from designated committee and public. Prepare meeting materials and conduct HMPC meeting.
- (n) Complete plan update and produce draft version which will include a complete mitigation strategy chapter with prioritized actions/projects that detail implementation, funding sources, potential cost, responsible entities, partners, benefits/costs.
- (o) Update Plan maintenance and implementation to include monitoring, evaluation, and update process during the five-year plan cycle.
- (p) Present draft plan update to HMPC and/or representatives from designated committee and public.
- (q) Make any modifications to plan as needed based upon plan update review.
- (r) Submit plan update to MEMA and FEMA for review and approval. Any review items/comments from the MEMA and/or FEMA review will be addressed within two weeks of receipt by SP&D staff.
- (s) Assist in the local plan adoption process and public meetings as directed by Worcester County Project Manager. This may include, but not limited to

# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

press release(s) and website content for public outreach.

- (t)** Submit Plan copies. (Includes Printing of (10) hard copies and a digital copy with all data collected (both PDF and MS Word File) on CD-ROM.

*Note: Non-Propriety GIS database in ArcMap files containing all data and mapping products, adoption/resolutions; and collected data.*

Furthermore, SP&D proposes to aid the County in the selection and composition of the Planning Committee

(PC) members, which should include a cross-section of the community, such as residents, government agency representatives and officials, community leaders and business owners.

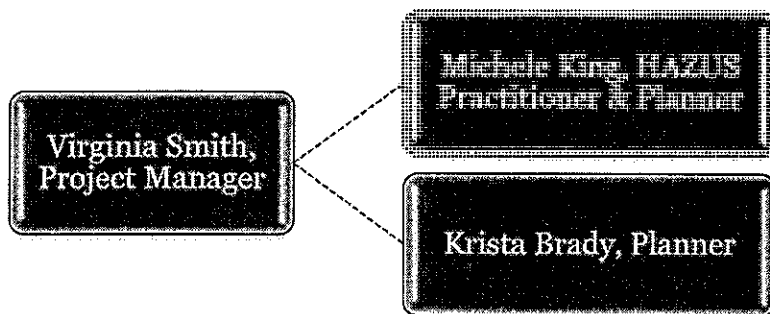
SP&D proposes to limit to the extent possible the workload and responsibilities of County staff and PC members. The staff of SP&D works diligently to prepare the necessary paperwork, handouts and visual aids in advance of all meetings.



# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

### SP&D Team



Mrs. Smith, Project Manager has worked with both State and local governments on hazard and land use planning for the past 20 years. Mrs. Smith has experience in working closely with various community groups and planning committees to ensure public participation and input during the plan development process.

Ms. King, a FEMA Certified HAZUS Practitioner, has conducted Level II HAZUS analysis for numerous Hazard Mitigation Plan documents. Ms. King assisted with the planning process, provided mapping products and assisted in public outreach for all plan updates listed in the project reference section.

Ms. King will focus her efforts on specific elements of the Plan as well as the overall Plan format and public outreach efforts. Ms. King will be responsible for completing necessary new mapping products as well as graphic representation of collected data as requested by the project manager.

Mrs. Brady will also focus her efforts on research and data gathering as well as provide administrative support to Smith Planning and Design staff for the duration of the Plan development process.

# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

### SP&D Hazard Mitigation Planning Experience

Following the passage of the Disaster Mitigation Act of 2000, Smith Planning and Design (SP&D) successfully completed FEMA approved Hazard Mitigation Plans within the State of Maryland. The thirteen jurisdictions include: Caroline, Baltimore, Garrett, Washington, Allegany, Queen Anne's, Somerset, Dorchester, Wicomico, Talbot, Worcester, St. Mary's, and Ocean City.

Additionally, SP&D assisted in the *2011 Maryland State Hazard Mitigation Plan Update*. SP&D were responsible for Local Planning Interface, which included local plan upload and providing linkages between the State and local jurisdictions. Furthermore, SP&D was also responsible for conducting Open Houses throughout the State of Maryland in an effort to obtain feedback from local jurisdictions. More recently, SP&D was contracted to complete the *2016 Maryland State Hazard Mitigation Plan Update*, which was approved by the Federal Emergency Management Agency adopted by Maryland Governor Larry Hogan in August of 2016.

Selected Hazard Mitigation Plan Updates completed by Smith Planning and Design include:

- 2011 Talbot County Hazard Mitigation Plan Update;
- 2011 Wicomico County Hazard Mitigation Plan Update;
- 2011 Dorchester County Multi-Hazard Mitigation Update;
- 2011 Caroline County Hazard Mitigation Plan Update;
- 2012 Somerset County Hazard Mitigation Plan Update;
- 2012 Allegany County Hazard Mitigation Plan Update;
- 2012 Washington County Hazard Mitigation Plan Update;
- 2014 Worcester County Hazard Mitigation Plan Update;
- 2014 Baltimore County Hazard Mitigation Plan Update;
- 2016 Wicomico County Hazard Mitigation Plan;
- 2016 State of Maryland Hazard Mitigation Re-write;
- 2017 Ocean City Hazard Mitigation Plan;
- 2017 Talbot County Hazard Mitigation and Resiliency Plan;
- 2017 Dorchester County Hazard Mitigation Plan;
- 2017 Somerset County Hazard Mitigation Plan;
- 2017 St. Mary's County Hazard Mitigation Plan;
- 2018 City of Annapolis Hazard Mitigation Plan;
- 2018 City of Baltimore DP3; and,
- 2018 Allegany County Hazard Mitigation Plan.

*All Plans listed above have been approved by MEMA and FEMA and adopted by their respective jurisdictions.*

# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

### SP&D References

Mr. Robert Rhodes, Emergency Management Planner/Coordinator  
Ocean City Department of Emergency Services  
6501 Coastal Highway  
Ocean City, MD 21842  
410-723-6643  
Description of contract: *2017 Ocean City Hazard Mitigation Plan*

Mr. Steve Garvin, Emergency Management Planner  
Dorchester County Emergency Management Agency  
829 Fieldcrest Road  
Cambridge, Maryland 21613  
410-228-1818  
Description of contract: *2017 Dorchester County Hazard Mitigation Plan*

Mr. David Mandell, Deputy Director  
City of Annapolis Office of Emergency Management  
199 Taylor Avenue  
Annapolis, Maryland 21401  
410-216-9167  
Description of contract: *2018 City of Annapolis Hazard Mitigation Plan*

# Worcester County, Maryland

## Hazard Mitigation Plan Update Proposal

### Project Budget

The total lump sum cost for completion of the 2019 Worcester County Hazard Mitigation Plan Update is \$19,950. The project billing schedule is as follows: (4) invoice totaling \$4,987.50 each, billed following each of the Planning Committee Meetings shown on the project timeline below and are as follows-July 1st, August 1st, and September 1st, with the final invoice, invoice #4, billed after the plan has been approved.

### Project Timeline

Project Milestone	March	April	May	June	July	August	Sept.	Oct.
Organize Resources & Planning Team								
<b>Planning Committee Meeting #1</b>		•						
Capabilities Update								
Hazard ID 2019 Update								
NFIP Data Integration								
<b>Planning Committee Meeting #2</b>				•				
Hazard Vulnerability Assessment								
2014 Mitigation Strategies Update								
Strategies Report								
<b>Planning Committee Meeting #3</b>						•		
2019 Mitigation Actions & Projects								
Draft Plan								
Local & Public Review & Comments								
State & FEMA Review & Comments								
Final Plan								
Adoption by Worcester Co. & Municipalities								




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BILLY BIRCH  
DIRECTOR

EMERGENCY SERVICES  
**Worcester County**

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

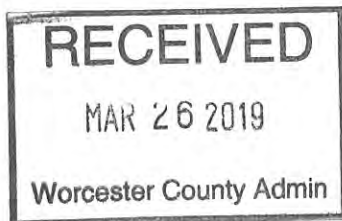
To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: Communications shelter replacement at the Snow Hill water tower  
Date: 25 March 2019

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The Department of Emergency Services has been working for several years toward the replacement of the communications shelter located at the Snow Hill Water Tank. This structure houses a large quantity of critical communications components supporting fiber optic, microwave and other services that impact virtually all government voice and data connectivity for state and local government within Worcester County. The condition of the existing structure has deteriorated significantly over the last several years.

Please find attached to this memorandum a complete request for proposals as well as potential bidders list for this project. Funding for this project, in the amount of \$300,000 has been programed within the FY19 budget. The project shall be turn-key and provide for the design, delivery and installation of a new pre-case concrete shelter structure along with all required engineering and site work. I respectfully request the approval of the County Commissioners for the release of this RFP. If approved, a pre-bid meeting and site visits will be conducted on April 22, 2019 and bids will be opened on May 28, 2019.

I am available for any questions that you may have related to this project.



**Request for Proposals**  
**Worcester County, MD**  
**Communications Shelter Replacement**

## **INTRODUCTION**

Worcester County, MD (the County) seeks to replace an existing fiberglass communications shelter located at the Town of Snow Hill water tank located on North Washington Street in Snow Hill, MD. The County desires to replace the existing fiberglass shelter with a new concrete shelter as a turn-key project with minimal site disruption.

This request for proposals is structured into seven separate components:

1. General Information
2. Communications Shelter Design
3. Generator & UPS Power
4. Fiber Optic Connectivity
5. Waveguide Ladder & Ice Bridge
6. Site Work & Installation
7. Warranty

## **ATTACHMENTS:**

- A. Example Shelter
- B. Site Plan
- C. Bid Form

## GENERAL INFORMATION

### Scope of Work

This project shall include the full replacement of the communications shelter. Worcester County intends for this project to be 100% turn-key. As a turn-key project the Proposer will be responsible for the design, permitting, site construction, installation, testing, and final acceptance of the new shelter, power and related systems. All costs to provide these turnkey services shall be included in the Pricing Proposal.

### Proposal Delivery

All proposals shall be delivered by **1:00 PM (Eastern Standard Time) on Monday, May 28, 2019** to the Worcester County Commissioners ATTN: COMMUNICATIONS SHELTER REPLACEMENT PROPOSALS; Room 1103 Government Center, 1 W. Market Street, Snow Hill, MD 21863

Proposals shall include, at a minimum:

- County BID Sheet with firm fixed price
- Shelter Drawing Package inclusive of:
  - Materials List
  - Floor Plan
  - Elevations
  - Electrical Schematic
  - Alarm Diagram
  - Grounding Schematic
  - Foundation Drawings
  - Installation Details
- Description of bidders understanding of Scope of Work and materials to be provided, specifically noting any exceptions to the technical requirements.
- Description of bidders experience on similar projects, including references.
- Description of bidders warranties.
- Fixed pricing for any options that the proposer wishes to include.
- Proposed contract with payment milestones.
- Copy of proposers certificate of liability insurance

### Evaluation & Award

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.

### Pre-Bid Meeting & Site Visits



An optional pre-bid meeting will be held on **Monday, April 22, 2019 at 10:00 AM** at the Department of Emergency Services in Room 1002 within the Worcester County Government Center located at 1 W. Market Street, Snow Hill, MD 21863. Questions shall be submitted, in writing, a minimum of four days prior to the pre-bid meeting. Any party wishing to submit a Proposal may send appropriate representatives to attend this meeting. Immediately following the pre-bid meeting a site walk will be held.

#### **Accuracy of Information**

Respondents are solely responsible for conducting their own independent research, due diligence, or other work necessary for the preparation of responses, negotiation of contracts, and the subsequent delivery of services pursuant to any contract. The County takes no responsibility for the completeness or the accuracy of any information presented in this RFP or otherwise distributed or made available during the selection process, or during the term of any subsequent contract.

#### **Qualifications of Contractor / Sub-Contractor**

Any Proposer desiring to use subcontractors must include within their Proposal a list and description of any such qualified subcontractors. Worcester County will require documentation and references to ensure the qualification of a subcontractor. The County will require that a subcontractor cannot be changed without written permission and that any changes in subcontractors will not provide an extension of time to the Contractor.

#### **Special Requirements**

Proposers must indicate any special requirements (e.g. architectural, mechanical, electrical, civil or structural modifications) that may be required to fulfill this contract that are not already defined within this document. The costs for these special requirements shall be disclosed in the Proposal as this is a turnkey project whereby the costs to furnish and install in place the new facility in service are fixed to the Proposal amount. As an example of special requirements: a geotechnical study is required for foundation design or a structural evaluation is required for antenna attachment. The County will have no obligation to pay or reimburse Contractor for any special requirement not provided for in their proposal.

#### **Time for Completion**

The Proposer shall provide a proposed project schedule as part of its proposal submission and this project schedule will be reviewed on a regular basis throughout the project.

The Project will not be deemed completed until approved by county official, inspections have been conducted with a Certificate of Occupancy provided by code officials and all systems are operational.

#### **Failure to Deliver**

In the event of failure of the successful Contractor to deliver services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure the services from other sources and hold the successful Contractor responsible for any costs stemming from additional purchased and/or administrative services.

### **Insurance Requirements**

Bidders should be aware of the following mandatory insurance requirements and shall provide a certificate of insurance as part of their proposal submission:

- Automobile Liability Insurance for owned, hired and non-owned coverage, including bodily injury, per person and per occurrence and property damage per occurrence with a minimum limit of \$1,000,000.00 combined.
- Worker's Compensation Insurance meeting statutory limits as required by the State of Maryland or other applicable laws.
- Liability Insurance with a minimum limit of \$500,000.00 for:
  - Each accident for bodily injury by accident
  - Bodily injury by disease
  - Employee for bodily injury by disease
- Professional Liability Insurance for errors, omissions, or negligence acts per claim and aggregate, with one year discovery period with a minimum limit of \$1,000,000.00 per occurrence and a maximum deductible of \$5,000.00

### **Bond Requirements**

Successful bidder shall be required to secure a performance bond and payment bond for this project.

### **Taxes**

The County is exempt from federal and state taxes. Bids should be reflective of same.

### **Parallel Implementation**

The new communications shelter must be installed in a parallel implementation with the County's currently-operating shelter. Additionally, the only access to the site for offloading of the shelter and large components is a busy parking lot. As a result, work requiring such access must be coordinated with county officials and be performed outside of normal county government business hours.

### **Standards and Summary Reference**

The Proposer must demonstrate that it has designed, delivered and installed turn-key communications shelters having comparable size and scope. These systems shall be described with enough information that a reasonable determination of project equivalency may be made.

The Proposer shall prepare a Summary Reference Report for a minimum of three (3) installed and fully operational shelter implementations that best emulate that being proposed for Worcester County, and shall submit such report with the Proposal.

The Proposer shall provide a reference to those standards used as design criteria. The Proposer shall describe any exceptions taken to such standards in their design. The following standards shall be, at a minimum, applied to the project and any design exceptions clearly documented:

1. IBC 2018: Building Code
2. Maryland Performance Code for Industrialized Buildings
3. NFPA 70: National Electrical Code
4. NFPA 1: Life Safety Code
5. NFPA 1221: Standard for the installation, maintenance, and use of emergency services communications systems.
6. TIA-222-H: Structural Standard for Antenna Supporting Structures and Antennas
7. ANSI/TIA/EIA-569-B
8. Motorola R56: Standards and Guidelines for Communications Sites
9. Harris LBI-39184: Concrete Communications Shelter Construction Guidelines & Practices
10. Harris LBI-39148: Standards for Site Construction & Contractor Specifications

## COMMUNICATIONS SHELTER MINIMUM REQUIREMENTS

Contractor shall furnish one pre-fabricated communications shelter consisting of an equipment room and generator room. The shelter shall be nominally sized 12x28x10 foot (height is interior dimension).

Shelter shall incorporate non-porous wall and roof sections, to preclude capillary action, and shall be so designed, and constructed to provide a minimum useful life period of 20 years, without need for major maintenance actions.

The wall outer finish shall be natural stone aggregate with an aesthetically pleasing earth tone. Finish selections shall be submitted for review with final selection by the owner.

The minimum floor loading design shall be 300 pounds per square foot. The minimum roof loading design shall be 100lbs per square foot. The minimum wall loading design shall be 34lbs per square foot.

The shelter shall be rated to withstand winds of 145mph (minimum) while on specified foundation.

Structure and foundations shall be designed by a Maryland licensed engineer / architect.

The shelter shall be ballistic resistant withstanding 30-06 rifle fire at a distance of 15 feet per UL 752.

All joints shall be sealed with a compressible, resilient sealant. The surface of exterior walls shall be sealed with two coats of sealant (Thoroglaze H Sealer or equivalent).

The wall separating the generator and equipment room shall have a fire rating of not less than two hours.

Door frames shall be 16 gauge galvanized steel, primed, painted and fastened to the wall panel. Doors shall be 3'x7'x3/4" 18 gauge steel, insulated, primed, painted and installed flush with door check, door stop, weather-stripping, mortise lockset with deadbolt and tamper plate, stainless tamperproof steel ball bearing hinges. Deadbolt lock shall be security type with removable cylinder (Best or equivalent). The shelter doors shall have an internal lock mechanism to allow rapid exit from the building without requiring a key. The doors shall be equipped with a device to lock the door in the open position in order to prevent the door from being damaged by wind gusts. An illegal entry switch, with form "C" contacts shall be provided on both doors. Each door shall be covered by a canopy. Each door will be bonded to its frame with welding cable of the appropriate gauge in accordance with R56. Braided cable shall not be used.

The equipment room floor shall be covered with 1/8" thick 12x12" vinyl tile, light in color. Walls shall be trimmed with a 4" high rubber base trim against the floor.

Walls shall be covered with a minimum of white vinyl over 1/2" thick plywood.

A 3/4" 4'x8' plywood telephone mounting board (backboard) shall be installed on the interior wall. This backboard shall be painted.

Two 16-port cable entry points complete with weatherproof caps shall be provided for antenna cable entry. One entry point shall be located on the rear wall of the equipment shelter and the second entry point shall be located on the end wall between the air conditioner units. Each port within both assemblies shall be 4 inches in diameter and shall be located with the top of the assembly located directly under the cable rack in 4 rows of 4 ports each. Ports shall be sealed with removable foam inserts and blank caps to provide thermal insulation of unused ports.

Equipment and generator rooms shall be equipped with 16" ventilation fans with gravity operated back draft louvers and 16" gravity intake damper with filter and hood. Ventilation openings shall be insect and rodent intrusion resistant. Ventilation fan shall be operated by a thermostatic device to allow automatic fan on-off control. All required exhaust and intake plenums required for the manufacturer's recommended air flow shall be included as part of the installed equipment. A dry contact closure shall be provided to indicate the operation of the ventilation fan.

All openings in the shelter structure for the provision of entry or exit of cables, equipment, ventilation, etc must be sealed to prevent the intrusion of moisture, insects and rodents.

Electric baseboard heater strips shall supply heating for the generator room. A thermostat mounted on the wall opposite the heater shall control the heater strips. The heater strips shall be sufficient to the size of the generator room to maintain a room temperature of 72 degrees F.

Insulation shall be non-combustible, with vapor barrier. Insulation shall meet or exceed adopted energy code requirements.

Openings through fire resistant walls shall be firestopped using an approved method to maintain the fire resistance rating.

#### Overhead cable support

Cable ladders (24 inches wide) shall be mounted from the ceiling using all-thread and insulators and installed 8 feet above the finished floor.

The cable tray should be installed to provide at least 305 mm (12 in.) clearance between the cable ladder and the ceiling (ANSI/TIA/EIA 569-B).

The cable tray system shall be designed to accommodate cable distribution throughout the equipment area. Continuity of the cable tray system and support for the cables shall be maintained

The cable tray system shall use the proper sections as designed by the manufacturer. Straight sections, elbows, tees, dropouts, and expansion connectors shall be used as required within the system.

A cable channel, supported from the side of the cable ladder, shall be provided to support the dedicated equipment ground conductor.

The entire system shall be rigid, immovable and properly secured in place. Manufacturer's specifications as well as the NFPA 70-2005, Article 392 shall be followed.

All cable tray sections shall be electrically bonded together by an approved method and connected to the building ground system. The cable tray system shall be grounded to the room single point ground position (MGB) only per R56.

Threaded support rods shall not extend below the tray bottom further than the required fittings and shall include appropriate protective end caps.

### HVAC

Two Bard single phase redundant wall-mounted, vertical, self-contained HVAC units with heat strips shall be installed at the locations specified on the equipment shelter drawing.

The provided HVAC units shall have sufficient capacity for the equipment shelter size supplied when fully loaded with equipment to maintain room conditions between 64° to 75° F and reduce humidity to a level of 30 to 55% relative humidity per ANSI/TIA/EIA-569-B. At a minimum, each unit shall be sized not less than 5-Ton cooling and 5kw heating.

To reduce operating costs and prevent the compressors from freezing during cold weather, all units should be equipped with heating elements and an economizer which allows the site to be cooled by outside air if the outside temperature falls below a predetermined value.

Separate circuit breakers for each unit shall be installed in the main load center panel.

Each unit shall contain a time delay startup relay, low ambient control, and a forced air resistive heat strip.

Delay start-up should be configured so that site AC power cycling or stand-by generator cut-over does not present a drop-out/brown-out condition which could stall and damage HVAC compressors.

The outside portions of the units shall be weather/rodent and tamper resistant.

The HVAC controller shall be a Bard MC-4002-AC with humidity control feature. Thermostats shall be installed in locations where room ambient temperature can be best and most evenly controlled. The placement and number of thermostats should be determined by the contracted

Coolant lockout (High/Low Pressure) alarm signaling circuits shall be provided for each unit.

Bidder shall provide the complete design of the HVAC system as part of their bid submission. Once accepted, any modification must be approved by county.

### ELECTRICAL

A properly sized 240 Volt, fused single-phase disconnect switch shall be mounted on the rear exterior wall of the shelter.

The shelter shall incorporate a 200 amp integrated load center, such as Transtector ISP series, incorporating the main service disconnect, manual transfer switch, surge protection and load center. This

shall be sized for not less than (20) 20A breakers. Breakers shall be "high magnetic" or high inrush current type.

All electrical receptacles and devices shall be identified with a permanent labeling method at the receptacle or appliance indicating the panel and breaker of termination.

All electrical wiring shall be contained in surface mount EMT conduit that is properly sized and bonded per referenced codes and standards. For main power distribution through the length of the shelter, a wiring trough meeting applicable codes shall be permitted for ease of construction and maintenance.

Surface mounted, grounded, duplex outlets shall be provided at 5 foot increments (where possible) around the interior walls. All wiring for these outlets shall be installed in surface mount EMT. Outlets shall be 18" above the finished floor. Horizontal runs of conduit will be installed a minimum of 7.5' above the floor whenever possible with vertical connections to the surface mounted devices to minimize interference with installing equipment against the wall. Two weatherproof outlets will be installed on the exterior of the shelter.

An Appleton AJA20044-200 weatherproof emergency generator receptacle shall be mounted on the front of the shelter to allow the connection of a suitable portable emergency generator in case of failure of the internal generator during a power outage. The generator receptacle shall be located in such a place that it will not interfere with the operation of the equipment room door. The receptacles operation shall be controlled by operating the manual transfer switch inside the equipment shelter. A permanent label type diagram shall be provided at either the receptacle or manual transfer switch indicating the pin assignments for L1-L2-N-G.

The contractor shall furnish a compatible Appleton plug (AP2044-CD) with 50' of conductors terminated in a pigtail. The plug shall be designed to interface a portable generator with the Appleton receptacle mounted on the building. The plug will be weatherproof and the conductors adequately insulated and weatherproofed. They shall be sized to safely connect a temporary generator to carry the buildings load while mitigating any voltage drop. The cable assembly will be provided with the shelter and installed inside the generator compartment on an adequately sized hose bib. If made of a conductive material, the hose bib will be bonded per R56. At the unfinished end, conductors shall be identifiable either through conductor insulation color or a durable colored heat shrink tubing of black, red, white and green to indicate L1-L2-N-G. Proposal shall include option pricing for the purchase of up to five additional cable / connector setups.

Each rack position shall be furnished with three circuits and each circuit shall have its own dedicated neutral, ground and 20-amp circuit breaker. Each circuit shall be terminated to a NEMA L5-20R receptacle mounted to the ceiling to fall directly adjacent to the cable tray edge. Two of the circuits at each rack shall be terminated to a sub-panel for UPS power and the third terminated within the main load center. Racks #1 and 2 shall be supplied with one junction box each containing one 240V 20A circuit terminated with NEMA L6-20 receptacle supplied from the main load center. All circuits will have a dedicated neutral installed in accordance with the latest version of R56. Each receptacle shall be labeled via a permanent label indicating panel and breaker.

A dedicated circuit shall be installed and equipped with a NEMA L5-20R receptacle powered from the main load center for the purposes of powering a waveguide dehydrator to be mounted to the wall near the rear cable entry port. Contractor shall locate this outlet in a location conducive for dehydrator wall mounting without interfering with racks or other equipment.

All low voltage wiring (alarm, control, etc) shall be routed in separate conduits in accordance with the National Electrical Code.

#### RACKS

Industry standard 19" equipment mounting racks shall be provided and installed for each rack position shown on the example shelter diagram attachment. Each rack shall include an integrated grounding and bonding system as well as threaded rails for the attachment of network devices. Each rack shall be bonded to the equipment ground provided in the overhead cable tray and include a equipment ground bus bar.

Rack positions #4 - #8 shall be equipped horizontally overhead and vertically down each rack with fiber optic jumper cable management system such as the Panduit Fiber Routing System product line. The system shall be configured to contain, protect and ensure bend radius retention of fiber optic jumper cables between racks and between various components within the same rack.

#### LIGHTING

The equipment and generator rooms of the shelter shall be illuminated with two or four tube energy efficient fluorescent fixtures and shall provide sufficient lighting (minimum 50 foot candles) per ANSI/TIA/EIA 569-B. This lighting shall be controlled via a wall switch internal to the shelter, located next to the entry door.

An exterior LED entry light shall be installed outside the main doorway of the structure (RAB Lighting ENTRA12 or equivalent). This light shall be controlled by a photoelectric sensor wired through a wall switch inside the shelter. The wall switch shall allow the light to be turned on even if the photoelectric sensor does not indicate darkness.

Each room shall be equipped with emergency lighting to provide illumination in the event of a power failure.

#### GROUNDING, BONDING & SURGE SUPPRESSION

The shelter shall meet all grounding, bonding and surge suppression requirements of Motorola R56 and Harris LBI-39184. In the event of a conflict between those standards and/or this document, the stricter shall be applied.

An exterior ground ring shall be installed in accordance with R56 and LBI-39184.

An external minimum of ¼" x 4" x 24", (36 hole pairs) copper ground bar is to be installed on the outside of the shelter directly under the main cable entry port and attached with three (3), solid tinned copper,



2-inch ground straps, to the single ground point directly below the main cable entry port. Refer to Harger EPK16MOT)

An interior system ground (halo) with a single #2 AWG stranded wire will be provided with proper connections to the shelter and, in turn, to the tower ground system. The halo will have a 6-inch break roughly opposite the Master Ground Bar. The #2 AWG ground wire for each row of racks will be suspended on independent ground lead stand offs as outlined in the typical shelter drawing. They will be positioned to ensure the #2 AWG lead is isolated from the main cable racks. No electrical conduit is allowed to bridge the 6" gap in the halo ground. The internal ground system will be mounted on the wall using 2-inch (2") standoff insulators, connected to two (2) minimum ¼" x 5" x 24", (33 hole pairs) minimum copper master ground bus bars that are installed directly under each cable entry port. The ground bus system shall be a Harger EPK16MOT bus bar system or an approved substitute. The copper ground bars on the back interior wall of the shelter will be connected to the corresponding exterior ground bar with stainless steel insulated feed through. The external ground bar will be connected through a minimum of three (3) 2-inch copper straps to the external building ground ring and tower grounding system. All exterior connections shall be exothermically welded to ensure proper connection. Electrical ground will be bonded to the RF ground.

Interior bus bars shall be labeled and configured using the "PANI" method.

An equipment ground conductor, sized in accordance with reference standards but not less than #2AWG, shall be provided and suspended in a dedicated cable support channel of the cable ladder.

An equipment bonding conductor, sized in accordance with referenced standards but not less than #6AWG, shall extend from the overhead bonding conductor to each rack.

An equipment bus bar shall be provided and installed to each rack supplied.

A bus bar shall be provided on the telco backboard, bonded to the main ground bus, for the purposes of grounding surge protection devices that may be installed at that location.

An IEEE Type 1 SAD/MOV protection device shall be part of the integrated load center and approved for use in the latest version of RS6. This device shall provide a dry contact alarm connection.

An IEEE Type 2 MOV protection device shall be installed at the main power input inside the shelter, by means of a 60A (per leg) breaker disconnect, across the utility lugs of the transfer switch. The device will be installed inside the equipment shelter and approved for use in the latest version of R56 (Transtector IMAX or equiv). Installation shall comply with UL1449. This device shall provide a dry contact alarm connection.

Air condition units shall be connected to the internal (halo) grounding system only. There shall be no connection to the external grounding system.

An external ground ring shall be provided around each shelter foundation. Above grade ground tails will be provided. The buried external ground ring shall be in direct contact with the earth at a depth of 30

inches below the earth's surface with ground rods driven into the earth at intervals not to exceed twice the ground rod length. In the event 10-foot ground rods cannot be driven shorter rods are acceptable if driven at the proper intervals. The external ground ring is to be placed 3 feet outside each shelter foundation in order to be outside the drip line of the shelters.

A ground bus bar (Harger EPK16MOT bus bar system or an approved substitute) shall be installed at the base of the waveguide ladder on the leg of the water tank and connected to the external ground ring with a minimum of two #2AWG tinned copper conductors. All connections shall be exothermically welded to ensure proper connection.

All grounds must be bonded together. This includes the shelters, fuel tanks, fencing, and equipment shelter grounding systems, the ice bridge and the tower. The ground test reading must not normally exceed 5 OHMS. The County Project Manager shall witness this test.

### ALARMS

Both rooms of the shelter shall be equipped with smoke, heat and carbon monoxide detectors installed in accordance with NFPA 72.

Alarms from the generator shall be provided in accordance with NFPA 110 Level 1 EPSS requirements.

The shelter shall be pre-wired, with the following functions, to a common point and terminated to a 66-Block:

1. High Temperature Alarm (equipment room) – Adjustable for over-temperature
2. Low Temperature Alarm (equipment room) – Adjustable for under-temperature
3. Low Temperature Alarm (generator room) – Adjustable for under-temperature
4. High Humidity Alarm (equipment room) – Adjustable for over-humidity
5. HVAC Failure Alarm – Derived from HVAC controller indicating coolant lockout of each HVAC unit.
6. Door Alarm (equipment room) – Indicates door has been opened
7. Door Alarm (generator room) – Indicated door has been opened
8. Smoke Alarm (equipment room)
9. Heat Alarm (equipment room)
10. CO Alarm (equipment room)
11. Smoke Alarm (equipment room)
12. Heat Alarm (equipment room)
13. CO Alarm (equipment room)
14. Type I Surge Suppressor Alarm – Indicates surge suppressor has an alarm
15. Type II Surge Suppressor Alarm – Indicates surge suppressor has an alarm
16. Generator Running
17. Transfer Switch Position – Indicates ATS position between utility and generator
18. Generator Low Oil Pressure
19. Generator Low Coolant

20. Generator Overcrank
21. Generator High Coolant Temperature
22. Generator Low Battery / Charger Failure
23. Ventilation Fan Running – Indicates ventilation fan for equipment room is active

The alarm block shall be installed on or next to the telephone backboard.

#### ACCESSORIES

Bridging clip style surge suppression devices (Transtector 1101-115, ITW Linx UP3 or equiv) shall be provided uninstalled for each alarm point.

The shelter shall be designed and installed per the latest version of Motorola R56 to include eye wash station, first aid kit, chemical and CO2 type fire extinguishers. Fire extinguishers shall be 10# ABC dry chemical type within the generator room and 10# CO2 within the equipment room. Each of these accessories shall be mounted to the interior shelter wall.

Each shelter shall include one broom and dust pan, one folding chair, one folding card tables, one six foot step ladder, one 30 gallon (plastic) trash can and one box of garbage can liners.

A box of disposable ear plugs shall be provided and a wall mounted ear plug dispenser mounted inside the generator room.

#### **GENERATOR AND UPS POWER**

##### Generator

Contract shall include all materials and services to provide a fully functional generator back-up system. Included in the pricing of the proposal shall include all wiring and fuel connections.

Contractor shall provide one liquid cooled 45kw LPG fueled generator to power the shelter in the event of the failure of utility power.

Generator shall be an industrial type designed, configured and installed in accordance with NFPA 110 Level 1 requirements.

Generator shall provide dry contact closure alarm points for all alarms required by NFPA 110 for Level 1 installations. These shall be routed to the alarm block within the equipment room.

A 200-Amp automatic transfer switch capable of zero cross-over (in-phase switching) and time-delay neutral switching to eliminate service interruptions of the electronic equipment. The transfer switch will also have a programmable exercise timer. Time delay neutral will be programmable from at least 0-3 seconds. The exercise timer will allow preprogramming of time and date of weekly generator runs. The transfer switch will allow the weekly generator runs to be conducted with or without load. As part of initial configuration, the generator shall be configured to exercise at 09:00 EDT on Mondays under load.

Fuel strainers on the propane fuel systems must be installed for proper drainage to prevent moisture buildup in the line. Proper sized flex fuel lines need to be installed on all generators and the fuel line to not impede the proper flow of fuel and must not be sharply bent, or crimped. The flex jumper must be placed to ensure minimal engine vibration is transferred to the fuel solenoid assemblies to prevent rupture. The fuel line from the secondary regulator to the manifold shall not be less than 1" to minimize fuel pressure drop from no load to full load. The metal fuel line inside the room will be bonded to the internal halo where it enters the room. This can be done with a c-clamp style device at the fuel line. Proper venting of the fuel system must be installed to ensure no buildup of pressure and safe venting will occur. Fuel lines run in conduit or sleeves must be sealed from moisture.

All exhaust piping that can come in contact with personnel will have a heat shield installed.

A battery charger shall be provided to maintain the starting battery and the charger shall be monitored / alarmed for failure.

Contractor shall ensure that generator is compatible with UPS unit specified herein.

Generator start-up and test under full load (using load bank) after permanent power is connected to the equipment shelter must be coordinated with the County Project Manager. The test using the load bank will be one hour. The startup will include generator alarm/function programming. Startup services shall be provided by the manufacturer.

If the generator proposed by the Contractor is capable of being monitored and/or controlled by an IP network (HTTP/SNMP), contractor shall propose this feature as an option.

#### UPS

Contractor shall furnish and install an Eaton 9155 UPS within the equipment room of the shelter.

UPS shall be rated for 10KVA and contain a minimum of two extended battery modules.

UPS shall be installed with a make before break maintenance bypass switch external to the device to facilitate UPS service without interrupting the load.

UPS shall be powered from the main load center and its output shall feed a sub-panel dedicated for UPS operation. This sub-panel shall be sized to support the number of circuits required within the design with 25% growth.

UPS shall be equipped with an SNMP capable network card for remote monitoring.

Contractor shall provide for on-site startup of the UPS by a factory authorized technician.

#### **FIBER OPTIC CONNECTIVITY**

The equipment room of the shelter will house a significant number of fiber optic circuits. These circuits are currently routed to the existing communications shelters via diverse paths into the structure.

Contractor shall be responsible to install new 4" conduit to intercept existing fiber optic conduits at two locations on the site. Contractor shall hand excavate the point of intercept with existing conduit and place a hand box over the existing conduit.

A hand box shall be installed for each conduit at the shelter exterior prior to making the vertical transition up the shelter exterior wall.

The fiber optic conduits shall enter the building through each cable entry port making use of an LB.

Contractor shall not be responsible to cut existing conduit, pull new fiber optic cable nor perform any fiber optic terminations or splicing. This work will be performed by others.

## **WAVEGUIDE LADDER & ICE BRIDGE**

### **WAVEGUIDE LADDER**

Contractor shall design and install a waveguide ladder down the leg of the water tank to intercept the ice bridge. Waveguide ladder shall be designed and installed in compliance with TIA-222-H and R56.

The waveguide ladder shall be designed and sized to secure at a minimum: (4) elliptical waveguides, (4) 7/8" coaxial cables and (2) 1/2" coaxial cables.

### **ICE BRIDGE**

One (1) extruded metal, 24-inch wide, no cantilever ice-bridge, such as Andrew WB-T24-4 or suitable equivalent shall be installed to connect the shelter to the waveguide ladder.

A four tier "tee" or "tree" trapeze cable management system to facilitate easy installation and removal of cables shall be provided. The trapeze sections will be no more than four (4) feet apart.

Ice bridge posts will be no less than 3" in diameter, spaced no more than 6' apart. Posts will be buried 36" encased in concrete.

The ice bridge will be routed in accordance with the site plan attachment and electrically insulated from the tower. The ice bridge will be bonded to the external ground bus bars.

## **SITE WORK AND INSTALLATION**

Contractor shall be responsible for all permitting and inspections required by code.

Contractor shall be responsible for performing all due-diligence related to site plan, site conditions and equipment configuration. This shall include the performance of any geo-technical studies, structural evaluations or similar work required for proper installation and/or permitting.

Contractor shall be responsible to locate any buried electrical, gas, fiber optic and/or telephone cable on the property that may be affected by site construction activities.

Contractor shall construct one (1) 12x28ft equipment shelter foundation. The foundation design shall be approved by the shelter manufacturer. At a minimum their footers will extend at least 6" below the local frost line. The installation of the concrete equipment shelter foundation shall include integrated continuous stoops for the doors and be designed to support a 12x28x10ft concrete equipment shelter (height is inside dimension). Foundation must be designed by a Maryland registered engineer and be acceptable to local permitting and inspection officials and permitting shall be considered within the project scope.

Contractor shall construct foundation for 1,000 gallon LPG tank. The foundation design shall include footers that will extend at least 6" below the frost line. Foundation must be acceptable to local permitting and inspection officials and permitting shall be considered within the project scope.

Contractor shall install shelter ground rings per the latest version of all referenced standards.

Contractor shall modify fence at the site to accommodate shelter placement per attached site plan.

Contractor shall coordinate conduit and associated fiber optic entrance considerations with the County's Wide Area Network contractor, Skyline Technology Solutions of Glen Burnie, MD. Contractor shall be responsible to install conduit and required hand boxes to intercept existing fiber optic conduits located on the site. Pulling and splicing of fiber optic cables shall be the responsibility of others and outside of the scope of this proposal.

Contractor shall coordinate with local electrical utility to establish electrical service to the shelter. This shall be inclusive of contractor installing required conduit, wiring, meter can, and any expense related to the establishment of electrical service required by the utility.

Contractor shall be responsible for the purchase and installation of one (1) new 1,000 gallon LP fuel tank at the site with hookup to the generator and shall include first LP fill-up. Underground fuel supply piping shall be "plastic" high-performance polyethylene piping or equivalent and include a method of inductive tracing for utility locating purposes. The above ground piping must be UV rated rubber jacketed corrugated metallic piping. Both underground and above ground piping shall be sized so that the flow of fuel is not impeded with the system operating at full load. Tank shall be secured to foundation in accordance with applicable codes and regulations. The fuel tank shall be connected to the ground ring.

Contractor shall purchase and install one (1) extruded metal, 24-inch wide, no cantilever ice-bridge with a four tier "tee" or "tree" trapeze cable management system to facilitate easy installation and removal of cables, such as Andrew WB-T24-4 or suitable equivalent. Ice bridge posts will be no less than 3" in diameter, spaced no more than 6' apart. Posts will be buried 36" encased in concrete. The ice bridge will be routed in accordance with the site plan attachment and electrically insulated from the tower. The trapeze sections will be no more than four (4) feet apart. The ice bridge will be bonded to the external ground bus bars.

Contractor shall purchase and install one (1) Waveguide ladder down water tank leg for supporting communications cables and waveguide.

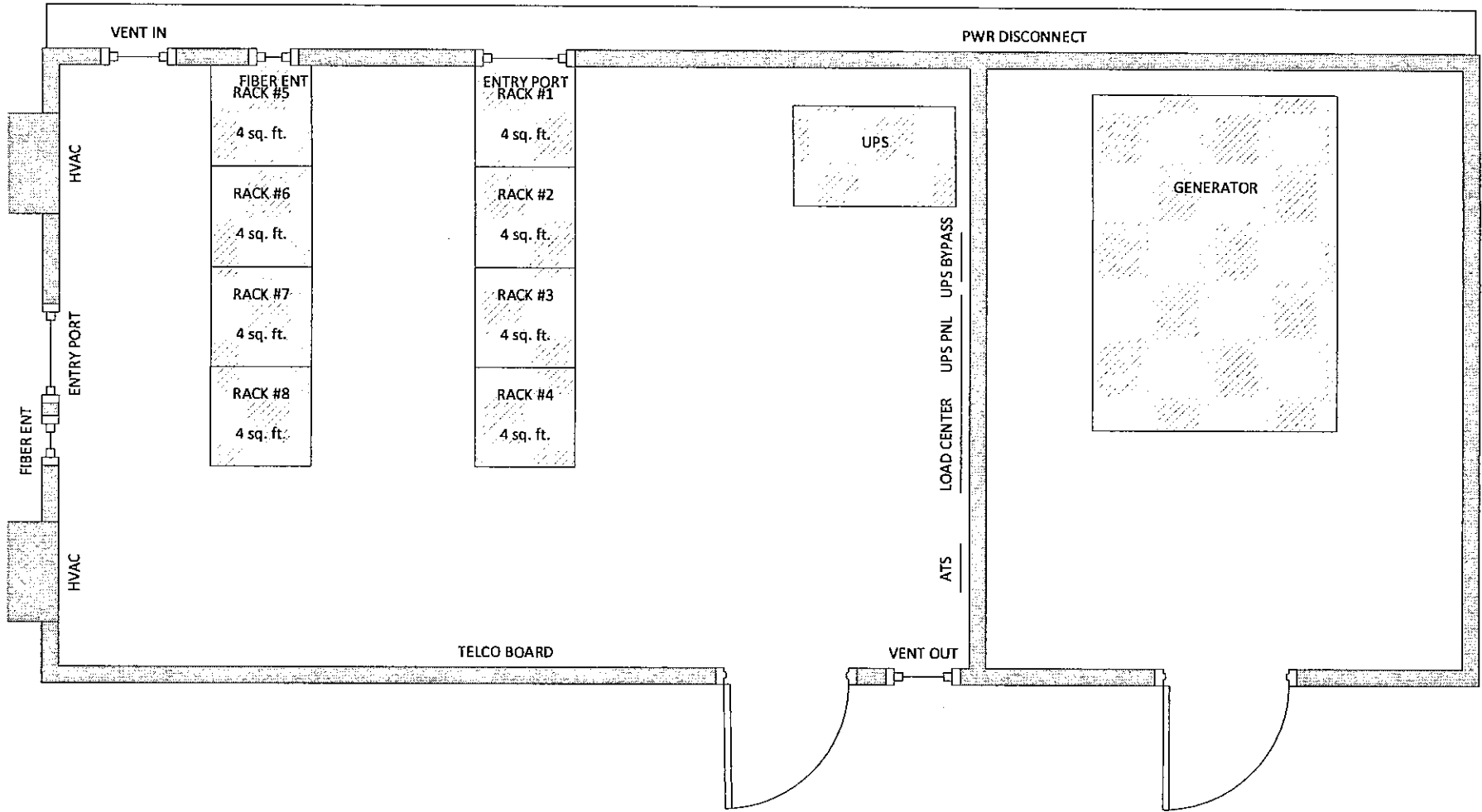
Contractor shall perform all work that requires disruption of multiple parking spaces during periods that shall not disrupt use of the parking facility for the conduct of county business. These activities must be coordinated, through the assigned project manager, with county officials but shall generally be restricted to weekends, holidays or after 5:30pm during the business week.

The contractor will provide placards affixed to each equipment and generator room door stating there is Electro Magnetic Energy danger at the "notice" level. These signs will comply with the latest version of Motorola's R56. Contractor shall also supply signage on exterior of generator room door as required by OSHA for sound levels produced during generator run condition.

After customer has completed migrating all equipment to the new communications shelter, Contractor shall remove and dispose of existing shelter.

#### **WARRANTY**

It is expected that a full warranty shall be provided with the structure, installation and associated systems. The County requests a warranty of not less than 10 years on the structural components of the shelter building. Additionally, the County expects that the successful bidder shall be responsible to resolve any defects associated with bidder provided equipment during its warranty period. Bidders shall provide detailed information regarding warranties with their submittal.





# HARRIS CORPORATION

## SITE NAME: SNOW HILL WT

114 N WASHINGTON STREET  
SNOW HILL, MD 21863  
WORCESTER COUNTY



Know what's below.  
Call before you dig.

**NB+C**  
TOTALLY COMMITTED

NB+C ENGINEERING SERVICES, LLC.  
1100 INNOVATION BLVD.  
FORT WAYNE, IN 46816  
(317) 731-1100

**HARRIS**  
CORPORATION

2310 INNOVATION BLVD.  
FORT WAYNE, IN 46816  
OFFICE: (317) 451-7145

SNOW HILL WT  
114 N WASHINGTON STREET  
SNOW HILL, MD 21863  
WORCESTER COUNTY

### SITE INFORMATION

**SCOPE OF WORK:** PROJECT CONSISTS OF INSTALLING (1) NEW EQUIPMENT SHELTER AND (1) NEW CONCRETE PAD FOR A PROPANE TANK.

**911 SITE ADDRESS:** 114 N WASHINGTON STREET  
SNOW HILL, MD 21863

**LATITUDE (NAD 83):** 38° 10' 38.2460"  
**LONGITUDE (NAD 83):** -75° 23' 30.3400"

**JURISDICTION:** WORCESTER COUNTY  
**ZONING:** R3

**USE & OCCUPANCY GROUP:** U

**CONSTRUCTION TYPE:** IIB

**TAX ACCOUNT NUMBER:** 02-018721  
**PARCEL AREA:** 0.20± ACRES  
**PARCEL OWNER:** MAYOR & CITY COUNCIL OF SNOW HILL  
**ADDRESS:** PO BOX 348  
SNOW HILL, MD 21863

**GROUND ELEVATION:** 32.07 (AMSL)

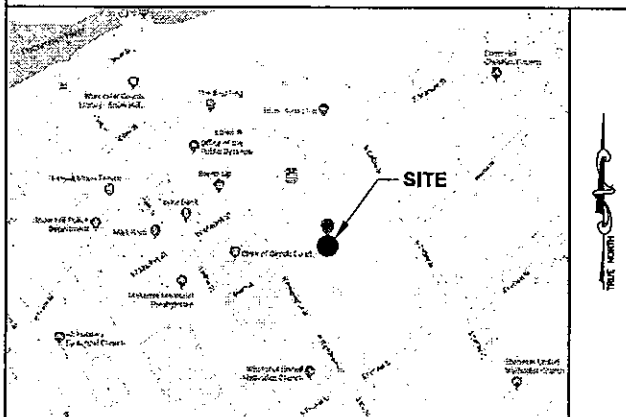
### PROJECT TEAM

**APPLICANT:** HARRIS CORPORATION  
2310 INNOVATION BLVD  
FORT WAYNE, IN 46816  
OFFICE: (317) 451-7145

**PROJECT MANAGEMENT FIRM:** NETWORK BUILDING + CONSULTING, LLC.  
8095 MARSHALEE DRIVE, SUITE 300  
ELK RIDGE, MD 21075  
(410) 712-7092

**ENGINEERING FIRM:** NB+C ENGINEERING SERVICES, LLC.  
6095 MARSHALEE DRIVE, SUITE 300  
ELK RIDGE, MD 21075  
(410) 712-7092

### VICINITY MAP



### DIRECTIONS

FROM: BALTIMORE WASHINGTON INTERNATIONAL AIRPORT:

DEPART TOWARD FRIENDSHIP RD. KEEP STRAIGHT ONTO FRIENDSHIP RD. KEEP RIGHT TOWARD ELM RD. KEEP STRAIGHT ONTO ELM RD. TURN RIGHT ONTO TERMINAL RD. TURN RIGHT ONTO MD-70 N / AIRPORT LOOP / AVIATION BLVD. KEEP STRAIGHT ONTO MD-62 E / AIRPORT LOOP / AVIATION BLVD. TURN LEFT ONTO MD-10 N / ELDORSEY RD. TAKE RAMP RIGHT FOR LHT & KEEP STRAIGHT ONTO ROAD. TAKE RAMP LEFT FOR US-301 NORTH / US-50 EAST TOWARD ANNAPOLIS / BAY BRIDGE. TAKE RAMP RIGHT FOR US-50 EAST TOWARD OCEAN CITY. KEEP STRAIGHT ONTO US-50 E / OCEAN GATEWAY. TAKE RAMP RIGHT FOR MD-12 TOWARD SALISBURY / SNOW HILL. TURN LEFT ONTO MD-12 S. KEEP STRAIGHT ONTO N WASHINGTON ST. ARRIVE AT N WASHINGTON ST. THE LAST INTERSECTION IS US-113 BR / MD-304.

### CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING CODES.

- 2015 INTERNATIONAL BUILDING CODE
- 2015 INTERNATIONAL RESIDENTIAL CODE
- 2015 INTERNATIONAL ENERGY CODE
- 2017 NATIONAL ELECTRIC CODE
- MARYLAND ACCESSIBILITY CODE
- WORCESTER COUNTY FLOODPLAIN MANAGEMENT CODE BR 2-301

### DRAWING INDEX

T-1 TITLE SHEET  
SP-1 SITE PLAN  
C-1 COMPOUND PLAN  
D-1 DETAIL SHEET

### DO NOT SCALE DRAWINGS

THESE DRAWINGS ARE FORMATTED TO BE FULL-SIZE AT 24"X36". CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE DESIGNER / ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR MATERIAL ORDERS OR BE RESPONSIBLE FOR THE SAME. CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICE TO PREVENT STORM WATER POLLUTION DURING CONSTRUCTION.

### APPROVAL BLOCK

	DATE	APPROVED	APPROVED AS NOTED	DISAPPROVED / REVISE
PROPERTY OWNER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE ACQUISITION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION MANAGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZONING		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RF ENGINEER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENGINEER

APPLICANT

SITE INFORMATION

DESIGN RECORD

PROFESSIONAL STAMP

ENGINEER

SHEET TITLE

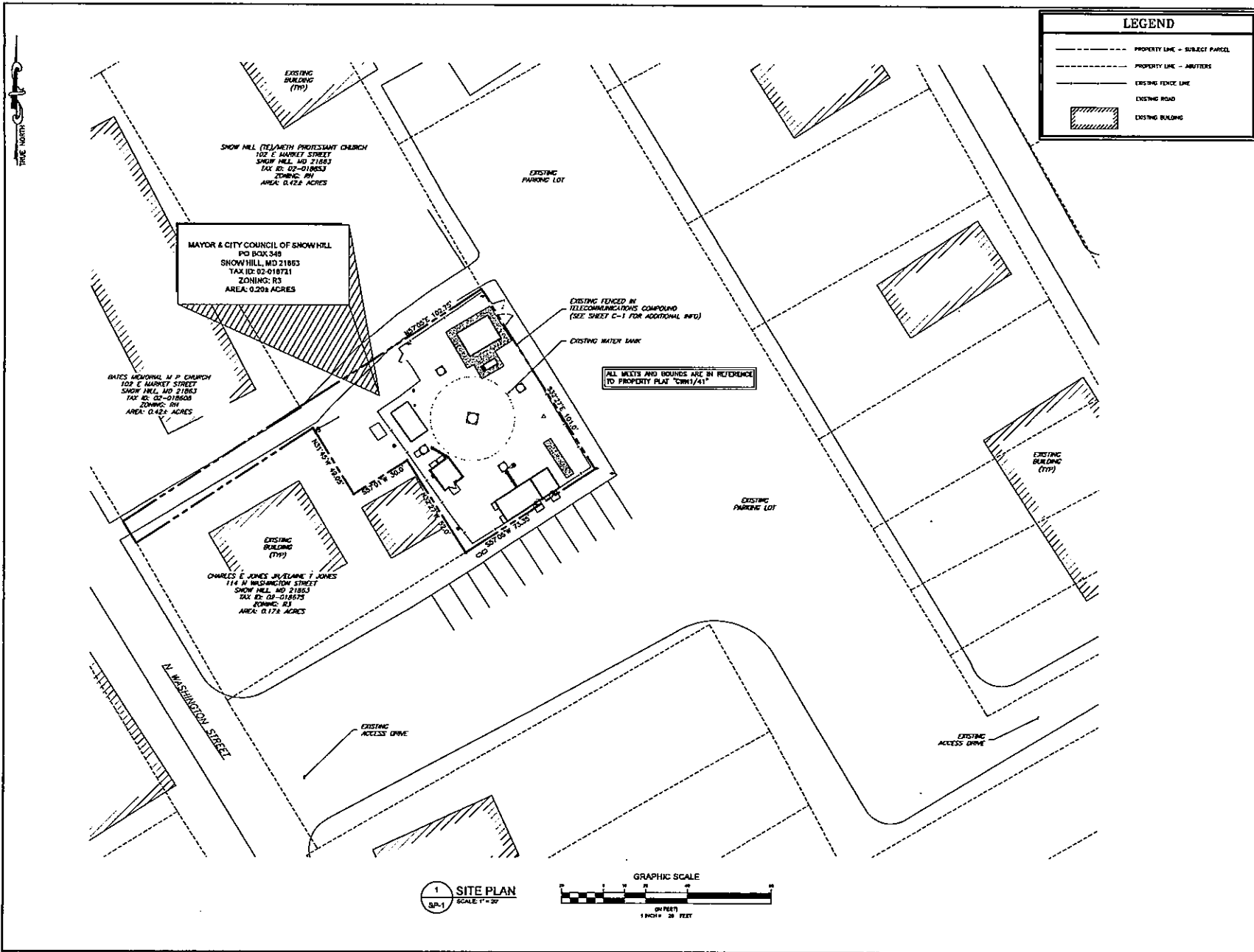
SHEET NUMBER

### REVISIONS

REV	DATE	DESCRIPTION	BY
B	01/19/19	REVISED PER COMMENTS	CSB
A	11/09/18	PRELIMINARY	SKB

TITLE SHEET

**T-1**  
SHEET 1 OF 4



LEGEND	
	PROPERTY LINE - SUBJECT PARCEL
	PROPERTY LINE - ADJACENTS
	EXISTING FENCE LINE
	EXISTING ROAD
	EXISTING BUILDING

**ENGINEER**

**N&C**  
TOTALLY COMMITTED.

N&C ENGINEERING SERVICES, LLC.  
REGISTERED PROFESSIONAL ENGINEER  
STATE OF MARYLAND  
LICENSE NO. 10797

**APPLICANT**

**HARRIS**  
CORPORATION

7310 INNOVATION BLVD.  
ROCK HAVEN, IN 47618  
OFFICE: (219) 451 7145

**SITE INFORMATION**

SNOW HILL WT  
114 N WASHINGTON STREET  
SNOW HILL, MD 21863  
WORCESTER COUNTY

**REVISIONS**

REV	DATE	DESCRIPTION	BY
B	01/18/13	REVISED PER COMMENTS	CEB
A	11/05/13	PRELIMINARY	SDA

**DESIGN RECORD**

PROFESSIONAL STAMP

**ENGINEER**

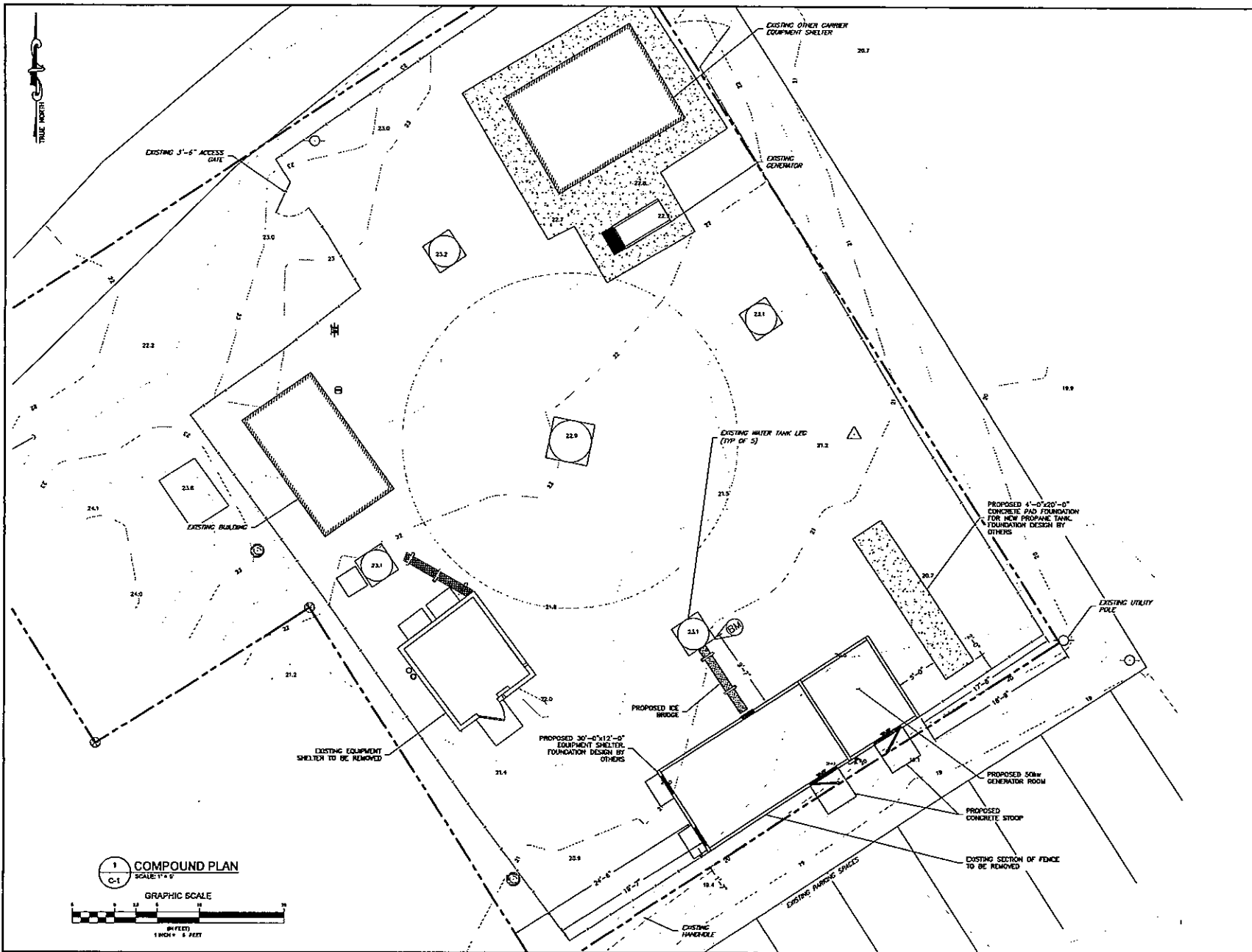
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**SITE PLAN**

**SHEET NUMBER**

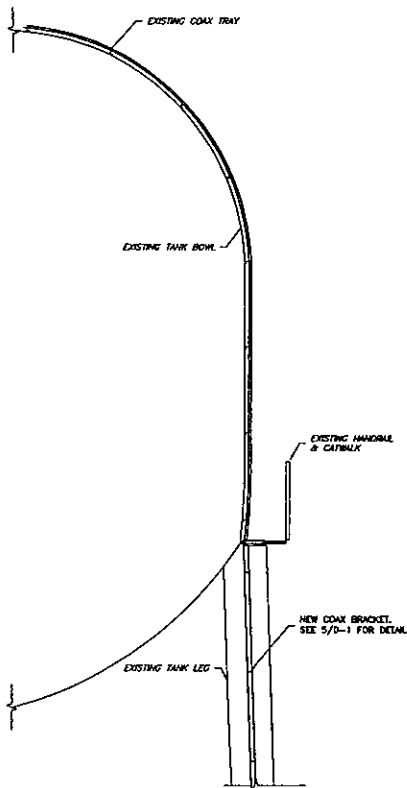
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SHEET 2 OF 4

22

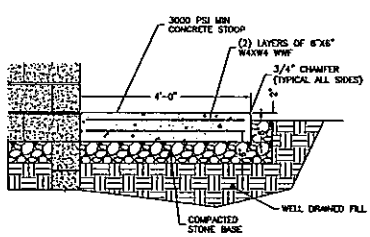


ENGINEER	 <b>TOTALLY COMMITTED.</b> <small>NB+C ENGINEERING SERVICES, L.L.C.          480 LANTANA BLVD. SUITE 200          FORT MYERS, FL 33901          (888) 757-7570</small>												
APPLICANT	 <b>HARRIS CORPORATION</b> <small>7310 INNOVATION BLVD.          FORT MYERS, FL 33919          OFFICE: (239) 481-7145</small>												
SITE INFORMATION	<b>SNOW HILL WT</b> 114 N WASHINGTON STREET SNOW HILL, MD 21863 WORCESTER COUNTY												
DESIGN RECORD	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">REVISIONS</th> </tr> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>01/18/19</td> <td>REVISED PER COMMENTS</td> </tr> <tr> <td>A</td> <td>11/09/18</td> <td>PRELIMINARY</td> </tr> </tbody> </table>	REVISIONS			REV	DATE	DESCRIPTION	B	01/18/19	REVISED PER COMMENTS	A	11/09/18	PRELIMINARY
REVISIONS													
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A	11/09/18	PRELIMINARY											
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ENGINEER	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>												
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SHEET NUMBER	<b>C-1</b> SHEET 3 OF 4												

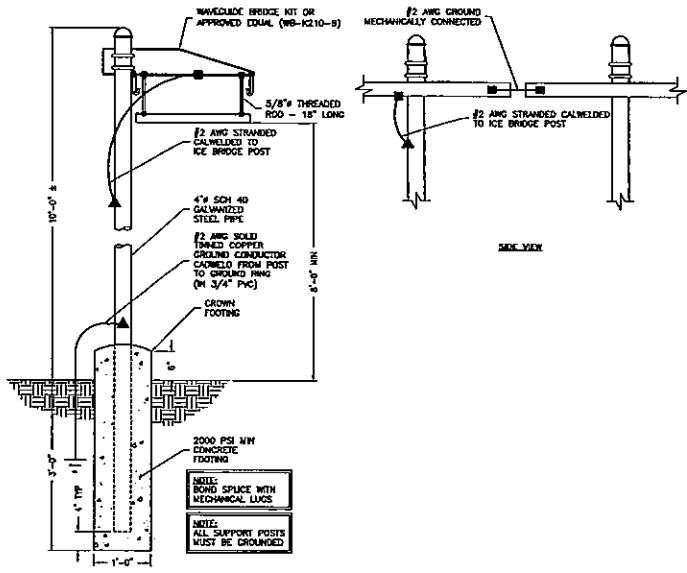
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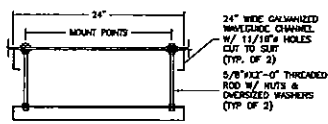
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D-1



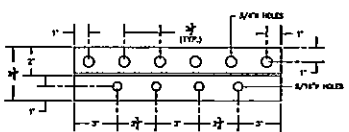
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NOT TO SCALE  
D-1



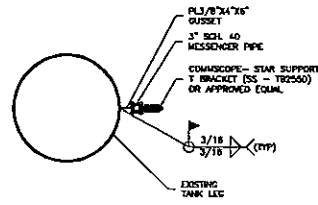
3 ICE BRIDGE DETAIL  
NOT TO SCALE  
D-1



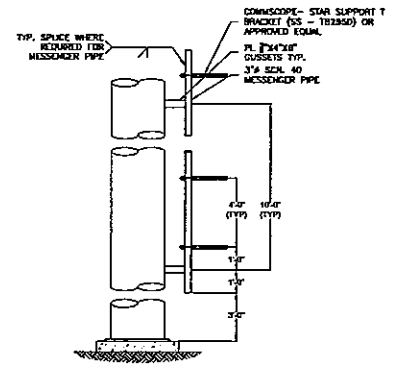
4 CABLE SUPPORT SECTION  
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D-1



5 COAX BRACKET  
SCALE: 1/4\"/>



6 WATER TANK LEG COAX TRAY  
SCALE: NTS  
D-1



7 WATER TANK LEG COAX TRAY (PROFILE)  
SCALE: NTS  
D-1

**GENERAL NOTES**

1. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES, ORDINANCES, LAWS AND REGULATIONS OF ALL MUNICIPALITIES, UTILITIES COMPANY OR OTHER PUBLIC AUTHORITIES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS THAT MAY BE REQUIRED BY ANY FEDERAL, STATE, COUNTY OR MUNICIPAL AUTHORITY.
3. THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER, IN WRITING, OF ANY CONFLICTS, ERRORS OR OMISSIONS PRIOR TO THE SUBMISSION OF BIDS OR PERFORMANCE OF WORK. SIGNOR OMISSIONS OR ERRORS IN THE BID DOCUMENTS SHALL NOT RELIEVE THE CONTRACTOR FROM RESPONSIBILITY FOR THE OVERALL INTENT OF THESE DRAWINGS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING SITE IMPROVEMENTS PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL REPAIR ANY DAMAGE CAUSED AS A RESULT OF CONSTRUCTION OF THIS FACILITY.
5. THE SCOPE OF WORK FOR THIS PROJECT SHALL INCLUDE PROVIDING ALL MATERIALS, EQUIPMENT AND LABOR REQUIRED TO COMPLETE THIS PROJECT. ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
6. THE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO SUBMITTING A BID TO VERIFY THAT THE PROJECT CAN BE CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
7. CONTRACTOR SHALL MAKE A UTILITY "ONE CALL" TO LOCATE ALL UTILITIES PRIOR TO EXCAVATING.
8. IF ANY UNDERGROUND UTILITIES OR STRUCTURES EXIST BENEATH THE PROJECT AREA, CONTRACTOR MUST LOCATE IT AND CONTACT THE APPLICANT & THE OWNER'S REPRESENTATIVE.
9. THIS PLAN IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
10. THE PROPOSED FACILITY WILL CAUSE ONLY A "DE MINIMUS" INCREASE IN STORMWATER RUNOFF. THEREFORE, NO DRAINAGE STRUCTURES ARE PROPOSED.
11. NO SIGNIFICANT NOISE, SMOKE, DUST, OR ODOR WILL RESULT FROM THIS FACILITY.
12. THE FACILITY IS UNMANNED AND NOT INTENDED FOR HUMAN HABITATION (NO HANDICAP ACCESS REQUIRED).
13. THE FACILITY IS UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SANITARY SERVICE.

**NB+C**  
TOTALLY COMMITTED.

NB+C ENGINEERING SERVICES, LLC  
180 WASHINGTON DRIVE, SUITE 100  
BETHESDA, MD 20814  
(301) 415-1200

**HARRIS**  
CORPORATION

7310 PINNACCLE ALLEY  
FREETWALDE, IN 46815  
OFFICE: (219) 451-7143

**SITE INFORMATION**

SNOW HILL WT  
114 N WASHINGTON STREET  
SNOW HILL, MD 21863  
WORCESTER COUNTY

**DESIGN RECORD**

REVISIONS		
REV	DATE	DESCRIPTION
B	01/19/19	REVISED PER COMMENTS CES
A	11/09/18	PRELIMINARY SDP

**PROFESSIONAL STAMP**

**ENGINEER**

**SHEET TITLE**

DETAIL SHEET

**SHEET NUMBER**

**D-1**  
SHEET 4 OF 4

hl

**BID FORM**

**Communications Shelter Replacement**

I/we have reviewed the specifications and provisions for furnishing and installing One (1) Concrete Communications Shelter and associated site work. I/we have reviewed the technical specifications within the Request for Proposals and understand said requirements. I/we hereby propose to furnish the equipment as specified:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Total bid price: \_\_\_\_\_

The product will be delivered within \_\_\_\_\_ calendar days from receipt of written order.

**BID MUST BE SIGNED TO BE VALID**

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

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

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

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

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

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

\_\_\_\_\_

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

**POTENTIAL BIDDERS LIST**  
**COMMUNICATIONS SHELTER REPLACEMENT**

Fibrebond  
1300 Davenport Drive  
Minden, LA 71005  
318-377-1030  
[sales@fiberbond.com](mailto:sales@fiberbond.com)

Custom Tower, LLC  
402 Facile Road  
Scott, LA 70583  
337-873-9113  
[info@customtowerllc.com](mailto:info@customtowerllc.com)

Thermo Bond Buildings  
109 E. Pleasant  
Elk Point, SD 57025  
800-356-2686  
[info@thermobond.com](mailto:info@thermobond.com)

JG Contracting  
100 W. MAIN STREET  
SUITE 200  
CARNEGIE, PA 15106  
412-446-1701

VFP, Inc  
5410 Fallowater Lane  
Roanoke, VA 24018  
540-977-0500  
[info@vfpinc.com](mailto:info@vfpinc.com)

NB+C Engineering Services  
6095 Marshalee Drive  
Suite 300  
Elkridge, MD 21075  
410-712-7092  
[mmcgarity@nbcilc.com](mailto:mmcgarity@nbcilc.com)

Modular Connections, LLC  
1090 Industrial Blvd  
Bessemer, AL 35022  
205-980-4565  
[Sales@ModularConnections.com](mailto:Sales@ModularConnections.com)

Sabre Industries, Inc.  
5031 Hazel Jones Road  
Bossier City, LA 71111  
800-213-2900  
[buildingsinfo@sabreindustries.com](mailto:buildingsinfo@sabreindustries.com)



13

**Worcester County**  
Department of Environmental Programs

**Memorandum**

**To:** Harold L. Higgins, Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS  
Director

**Subject:** Maryland Coastal Bays Program  
Request for Annual Cost Share

**Date:** March 27, 2019

Pursuant to your request, I have reviewed the attached letter from Mr. Frank Piorko, Executive Director of the Maryland Coastal Bays Program. In this letter, Mr. Piorko is requesting a matching fund commitment from Worcester County toward the match required by the Environmental Protection Agency's National Estuary Program Grant Funding for the time frame of October 1, 2019 through September 30, 2020. The Program is scheduled to receive \$600,000 in annual funding from the Federal Government and has to provide an equivalent match from other non-federal sources. Worcester County is just one of a number of local partners the program is reaching out to with these requests.

In prior years, the County Commissioners approved an in-kind match, specifically the State funds expended for the purchase of Rural Legacy Easements in our Coastal Bays Rural Legacy Program Area and other state grant and in-kind services conducted by the County aimed at the protection and restoration of our Coastal Bays.

We are working through our annual grant of from the State for the Bay Restoration Fund (BRF) for sewer connections and septic pre-treatment upgrades. Historically, over 80% of the annual BRF funding is expended in the Coastal Bays Watershed and I believe we would be right to project that a significant portion of this funding program (over \$200,000) will be expended in the Federal Grant Cycle detailed in the letter. There will be \$50,000 in DNR Resiliency Grant Funds expended in the same time period.

Also, our expected level of funding would total a minimum of \$500,000 from the State in Rural Legacy Grant Funds for easement purchases in the Coastal Bays Rural Legacy Area (RLA) in FY 19. This is a figure staff feels confident that we will expend a significant portion within the referenced timeframe.

Continuing our past practice of matching these grants in this manner will be of assistance to the Coastal Bays Program without requiring any cash being directly laid out by the County. Additionally, there are also other programs and in-kind services that would also qualify as a match for this partner funding should the program funding referenced above fall short for any reason.

For the request for this coming period, we would respectfully recommend that the County Commissioners consider a \$550,000 match commitment. That is a level we feel confident will be expended in the next fiscal cycle that would qualify as matching funds.

Should the County Commissioners concur and wish to approve this same type of in-kind match in the amount of \$550,000, a draft letter to the Maryland Coastal Bays Program has been sent electronically to Kelly Shannahan for your consideration.

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

#### Attachment

cc: David Bradford  
Katherine Munson  
Kathy Whited





## MARYLAND COASTAL BAYS PROGRAM

8219 Stephen Decatur Highway  
Berlin, Maryland 21811  
(410) 213-2297 - PHONE  
(410) 213-2574 – FAX  
[mcbp@mdcoastalbays.org](mailto:mcbp@mdcoastalbays.org)  
[www.mdcoastalbays.org](http://www.mdcoastalbays.org)

March 24, 2019

Mr. Harold L. Higgins  
Worcester County Government Center  
One West Market St., Snow Hill, MD 21863 – 1195

Dear Mr. Higgins,

The Maryland Coastal Bays Program is once again applying for the EPA National Estuary Program grant funding for the time frame of October 1, 2019 through September 30, 2020. This grant-funding year, the Maryland Coastal Bays Program is still expected to receive \$600,000 from the EPA. The program must provide as match an equivalent amount of \$600,000 from other non-federal sources. I am attaching the letter from FY 19 that the County was able to provide to MCBP.

We are being asked to apply for this grant early this year, so we are looking to complete the application process by April 30, 2019.

For this grant application, we are requesting a similar amount of match previously provided by each of the program participants. In the past, Worcester County provided match for the grant from the following in-kind source:

- Rural Legacy
- Environmental Programs

We would appreciate whatever match Worcester County can provide. In order to facilitate the grant application process, please respond by April 20, 2019.

The Maryland Coastal Bays Program appreciates your support and involvement in the National Estuary Program. If you have questions, please contact me at 410-213-2297 x 102.

Thank you,

*Frank M. Piorko*

Frank M. Piorko  
Executive Director

Cc: Bob Mitchell  
Katherine Munson

**DRAFT**

April 2, 2019

Mr. Frank M. Piorko, Executive Director  
Maryland Coastal Bays Program  
8219 Stephen Decatur Highway  
Berlin, Maryland 21811

Re: National Estuary Program Grant Match, FFY20

Dear Mr. Piorko:

Please be advised that at their meeting on April 2, 2019 the County Commissioners approved an in-kind match of approximately \$550,000 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period of October 1, 2019 to September 30, 2020.

Worcester County will use non-federal Rural Legacy Program funds, expended during the above-stated time period for this match. There may also be a match from the Bay Restoration Fund (BRF) grants for the same time period along with Maryland Department of Natural Resources (DNR) Coastal Resiliency Brant funding and other County programs that could qualify as a match for your partner funding requirements. The Department of Environmental Programs (EP) will assemble and submit the necessary documentation required by the EPA to the Maryland Coastal Bays Program. Please contact either Robert Mitchell, EP Director or Katherine Munson, Planner V, directly regarding this matter.

Sincerely,

Harold L. Higgins  
Chief Administrative Officer

cc: Bob Mitchell, Environmental Programs Director  
Katherine Munson, Planner V, EP  
Kathy Whited, Budget Officer



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**RECEIVED**  
MAR 2 / 2019  
Worcester County Admin

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

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** March 19, 2019  
**SUBJECT:** Proposed Mosquito Control Budget – 2019 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

.....  
I was requested to review the attached letter, dated February 28, 2019 from Mr. Brian Prendergast, Program Manager for the Mosquito Control Section of the Maryland Department of Agricultural transmitting the proposed Mosquito Control Budget for the 2019 season. In reviewing the document, the proposed budget is identical to last year's budget. Total proposed County funding for the season is \$83,940.

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

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

Attachment

cc: Ken Whited



# Maryland Department of Agriculture

Office of Plant Industries and Pest Management

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

## Mosquito Control

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

Agriculture | Maryland's Leading Industry

410.841.5870 Baltimore/Washington  
410.841.5835 Fax  
800.492.5590 Toll Free

### MOSQUITO CONTROL SECTION

410-841-5870

February 28, 2019

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

*Copy: John Tustine ✓  
For review and recommendation  
Kathy White ✓*

Dear Mr. Bunting:

The Maryland Department of Agriculture, Mosquito Control Section, has prepared an estimate of operating expenses for mosquito control in Worcester County during the 2019 season. This budget estimate is based on previous years' expenditures and anticipated costs for the upcoming season.

The proposed mosquito control budget for the 2019 season in Worcester County is enclosed. If these amounts are acceptable, please sign and return two copies. If you wish to revise the suggested amounts, please line through the typed amount, write the new amount, initial and return two signed two copies of the document to the Maryland Department of Agriculture. Please note that if the local and/or county share is reduced, there will be a proportional reduction of State funds allotted. Once the copies are received by the Department, both copies will be signed, one will be returned to you, and one will remain in the Department file.

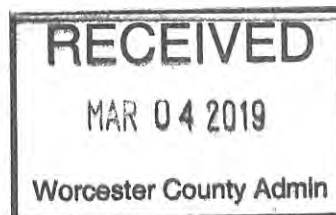
Please give this matter prompt attention as mosquito control activities will be starting soon in many areas. Thank you for your continued support. I trust that our cooperative efforts will result in a successful mosquito control program in Worcester County. Please call me if you have any questions.

Sincerely,

Brian Prendergast  
Program Manager

BFP/dch  
Enclosure

cc: Kevin Conroy, Assistant Secretary



PROPOSED BUDGET  
 WORCESTER COUNTY-MOSQUITO CONTROL  
 CALENDAR YEAR 2019  
 (FY 2020 SETTLEMENT)

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

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

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

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

APPROVED BY COUNTY:

APPROVED BY STATE:

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Kevin Conroy, Assistant Secretary

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



15

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

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

DIVISIONS

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

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

**MEMORANDUM**

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: John H. Tustin, P.E., Director** *JHT*  
**DATE: March 27, 2019**  
**SUBJECT: Worcester County Landfill Cell 5 – Final Payment Adjustment**

.....

I have reviewed the attached recommendation letter dated March 27, 2019, from EA Engineering (EA) regarding the final payment to be made to Allan Meyers (AM) for the completion of the Landfill Cell 5 construction project at the County's Central Landfill Facility. The substantial completion of this project exceeded the Contract completion date which could result in the possible assessment of Liquidated Damages calculated to be in the amount of \$25,000.

Given the difficult circumstances incurred during the course of construction due to excessive rainfall and Allan Myers extraordinary efforts to deal with the issue, working 7 days a week during times of good weather, I concur with EA's assessment and recommend the Commissioners concur as well and agree to the withholding of \$12,500 from the final payment for this project in lieu of attempting to legally collect the \$25,000 in Liquidated Damages which AM would challenge. AM has agreed to this withholding as final settlement of the Contract.

Should you have any questions in the mean time, please do not hesitate to contact me.

Attachment

March 27, 2019

Mr. John Tustin, P.E.  
Director of Public Works  
Worcester County Department of Public Works  
6113 Timmons Road  
Snow Hill, Maryland 21863

**Subject: Worcester County Landfill Cell 5 – Final Payment Adjustment**

Dear Mr. Tustin:

EA Engineering, Science, and Technology, Inc., PBC (EA) assisted Worcester County (the County) with construction management and full-time construction inspection for the duration of the Worcester County Central Landfill Facility Landfill Cell No. 5 Project. As the County is aware, the cell is approved by the Maryland Department of the Environment and accepting solid waste. Construction was substantially complete on January 11, 2019. This exceeded the contract completion date of December 3, 2018. The intent of this letter is to address and discuss a negotiated fee to be provided by the Contractor, Allan Myers. EA took the evaluation components below into consideration to identify a fair and reasonable approach.

As the County is aware, rainfall amounts over the past year were record levels and nearly double the prior year. During this period between the contract completion date and substantial completion, Allan Myers requested 17 additional weather days. EA reviewed and deemed 15 of the requested weather days as applicable. Therefore, EA evaluated at period of 25 days between contract completion and substantial completion for consideration of compensation to the County.

Secondly, the week between the Christmas and New Years Day holidays is typically a week where contractors and subcontractors break for a week. To the extent practicable, Allan Myers worked during this period but was significantly limited with available work due to subcontractors not working that week.

Next, EA evaluated Allan Myers' work approach throughout the duration of the project to evaluate the effort to maximize scheduling. Early in the construction process and recognizing the impacts of the storm rainfall amounts and intensity, Allan Myers requested to work 7-days a week from 7:00am to 7:00pm. It is EA's opinion that Allan Myers made a viable effort to maximize effort to complete the project on schedule.



Based on the evaluation above, EA identifies a fair assessment of \$12,500 be deducted from Allan Myers current retainage in lieu of seeking liquidated damages. We appreciate the opportunity to continue our long history of partnership with Worcester County. Feel free to contact me at (410) 641-5341 should you have any questions concerning this proposal.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Darl Kolar'. The signature is written in a cursive, flowing style.

Darl Kolar, P.E., BCEE  
Project Manager

cc: Sam Davis, P.E. - EA



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



17

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND  
21863-1195

March 24, 2019

TO: Worcester County Commissioners  
FROM: Karen Hammer, Office Assistant IV  
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2019

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (4) which have current or upcoming vacancies (5 total). They are as follows: Economic Development Advisory Board (2), Property Tax Assessment Appeal Board (1), (with 3 nominees to Governor for each seat = 6 total nominees), Solid Waste Advisory Committee (1), Water and Sewer Advisory Council - Mystic Harbour (1). I have circled the members whose terms have expired or will expire on each of these boards.

Please note that Ms. Martha Bennett, is waiting for the final approval from Governor Hogan for her nomination to the Property Tax Assessment Appeal Board to fill the vacancy created by Mr. Larry Fry's resignation as a regular member. The Worcester County Property Tax Assessment Appeal Board requires one nomination for the alternate position as Mr. Flater has resigned. The Economic Advisory Board and Kathryn Gordon are seeking to fill two positions, the term ended for Greg Shockley (Mitrecic-Ocean City) and Tom Terry (Bertino-Ocean Pines) resigned.

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during April.

## **Pending Board Appointments - By Commissioner**

**District 1 - Nordstrom** All District Appointments Received. Thank you!

**District 2 - Purnell** All District Appointments Received. Thank you!

**District 3 - Church** p. 6 -Water & Sewer Advisory Council-Mystic Harbour- Carol Ann Beres - Ocean Reef - 4 year

**District 4 - Elder** p. 5 - Solid Waste Advisory Committee (George Dix) - 4-year

**District 5 - Bertino** p. 3 - Economic Development Advisory Board (Tom Terry) - 4-year

**District 6 - Bunting** All District Appointments Received. Thank you!

**District 7 - Mitrecic** p. 3 - Economic Development Advisory Board (Greg Shockley) - 4-year

### **All Commissioners**

p. 4 - (1) Property Tax Assessment Appeal Board ( Gary M. Flater - alternate-Snow Hill has resigned)  
Currently waiting for the Governor's approval for the nomination of Ms. Martha Bennett. (must submit 3 nominees for each seat to the Governor for his consideration in making these appointments) - 5-year

### **All Commissioners - (continued)**

p. 6 - (1) Water and Sewer Advisory Council - Mystic Harbour ( Carol Ann Beres - Ocean Reef) - 4-year

### **All Commissioners (Awaiting Nominations)**

## ECONOMIC DEVELOPMENT ADVISORY BOARD

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
 Members may be reappointed

Staff Contact: Economic Development Department - Kathryn Gordon (410-632-3112)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Greg Shockley	D-7, Mitrecic	Ocean City	14-18
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15, 15-19
Tom Terry	D-5, Bertino	Ocean Pines	15-19
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20
John Glorioso	D-3, Church	West Ocean City	08-12-16, 16-20
Ralph Shockley	D-4, Elder	Snow Hill	*08-09-13-17, 17-21
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21

### Prior Members: Since 1972

George Gering	Mary Humphreys	Michael Avara (99-03)
Margaret Quillin	Theodore Brueckman	Annette Cropper (00-04)
Robert W. Todd	Shirley Pilchard	Billie Laws (91-08)
Charles Fulton	W. Leonard Brown	Anne Taylor (95-08)
E. Thomas Northam	Charles Nichols (92-97)	Mary Mackin (04-08)
Charles Bailey	Jeff Robbins (97-98)	Thomas W. Davis, Sr. (99-09)
Terry Blades	Colleen Smith (94-98)	Mickey Ashby (00-12)
Roy Davenport	Tommy Fitzpatrick (97-99)	Priscilla Pennington-Zytkowicz (09-14)
M. Bruce Matthews	John Rogers (92-98)	Barbara Purnell (08-15)
Barbara Tull	Jennifer Lynch (98-99)	Timothy Collins (03-15)
Tawney Krauss	Don Hastings (92-99)	Joshua Nordstrom (12-16)
Dr. Francis Ruffo	Jerry Redden (92-00)	William Sparrow (16-18)
William Smith	Keith Mason (98-00)	
Saunders Marshall	Bob Pusey (99-00)	
Elsie Marshall	Harold Scrimgeour (00-02)	
Halcolm Bailey	Scott Savage (98-03)	
Norman Cathell	Gabriel Purnell (91-03)	

\* = Appointed to fill an unexpired term

# PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)  
- Nominees must each fill out a resume to be submitted to Governor  
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory  
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms  
Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)  
Ext:112

Current Members:

*Waiting for Governor Hogan's Approval of Martha Bennett*

Larry Fry	Ocean Pines	*10-14(alt), 14-18	Resigned
Gary M. Flater (Alternate)	Snow Hill	13-18	Resigned
Arlene C. Page	Bishopville	18-23	
Steven W. Rakow	Ocean Pines	*19-23	

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Mary Yenny (98-03)
E. Carmel Wilson	Walter F. Powers (01-04)
Daniel Trimper, III	Grace C. Purnell (96-04)
William Smith	George H. Henderson, Jr. (97-06)
William Marshall, Jr.	Joseph A. Calogero (04-09)
Richard G. Stone	Joan Vetare (04-12)
Milton Laws	Howard G. Jenkins (03-18)
W. Earl Timmons	Robert D. Rose (*06-17)
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	

## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21
Jamey Latchum	Town of Berlin		*17, 17-21
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18,18-22

### Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

\* = Appointed to fill an unexpired term

**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: Expense allowance for meeting attendance as authorized in the budget.

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  
John Ross - (410-641-5251)

Current Members:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Carol Ann Beres	Ocean Reef	14-18
Joseph Weitzell <sup>c</sup>	Mystic Harbour	05-11-15, 15-19
Bob Huntt	Deer Point	*06-11-15, 15-19
David Dypsky	Teal Marsh Center	*10-12-16, 16-20
Stan Cygam	Whispering Woods	*18-20
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek <sup>c</sup>	Bay Vista I	05-10-14-18, 18-22

Prior Members: (Since 2005)

John Pinnero<sup>c</sup> (05-06)  
Brandon Phillips<sup>c</sup> (05-06)  
William Bradshaw<sup>c</sup> (05-08)  
Buddy Jones (06-08)  
Lee Trice<sup>c</sup> (05-10)  
W. Charles Friesen<sup>c</sup> (05-13)  
Alma Seidel (08-14)  
Gerri Moler (08-16)  
Mary Martinez (16-18)

<sup>c</sup> = Charter member - Initial Terms Staggered in 2005  
<sup>\*</sup> = Appointed to fill an unexpired term

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



18

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 20, 2019

TO: Worcester County Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer  
Kathy Whited, Budget Officer  
RE: FY2020 Notice of Public Hearing Advertisement

---

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2020 Requested Budget.

The public hearing will be held at Stephen Decatur High School on Tuesday, May 7, 2019 at 7:00 p.m.

The advertisement for the Notice of Public Hearing FY2020 Requested Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 25 and May 1, 2019.

Attachment: Notice of Public Hearing

Kjw\H:\FY20 Budget\Constant Yield and Budget Request Ad\fy20 requested budget ad comm memo.doc

**WORCESTER COUNTY  
NOTICE OF PUBLIC HEARING  
FY 2020 REQUESTED OPERATING BUDGETS**

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2020 Operating Budgets as requested by the Agencies and Departments which are funded by the Worcester County Commissioners. The Public Hearing will be held at:

7:00 P.M., Tuesday, May 7, 2019  
STEPHEN DECATUR HIGH SCHOOL, BERLIN, MD

General Fund requested expenditures exceed available revenues (based upon current tax rates) by \$6,791,942. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the detailed budgets are available for public inspection at the County Commissioners Office in Room 1103 of the County Government Center.

<b><u>GENERAL FUND EXPENDITURES</u></b>	
Board of Education:	
Operating Expenses	\$ 90,190,761
Debt Payments to be paid on behalf	12,130,181
Boat Landings	281,615
Circuit Court	1,249,004
Comm. On Aging	1,275,903
County Administration	1,222,478
Debt Service (less Educ. Debt)	1,451,807
Development Review & Permitting	1,683,552
Economic Development	440,481
Elections	1,158,144
Emergency Services	3,391,679
Environmental Programs	1,451,217
Extension Office	201,045
Fire Marshal	534,076
Grants to Towns	6,858,252
Health Department	5,616,844
Human Resources	405,078
Information Technology	515,207
Insurance & Benefits:	
(Includes OPEB-all employees )	20,768,050
Interfund Transfer Out - Reserve Fund	300,000
Jail	9,573,155
Library	2,810,293
Maintenance	1,104,543
Mosquito Control	194,881
Natural Resources	511,254
Orphan's Court	35,794
Other General Government	2,453,069
Other General Government:	
(State Dept. of Assessment Operating Exp)	627,538
Parks	1,836,530
Public Works:	
Administration	408,601
Homeowner Convenience Centers	1,006,613
Recycling	1,137,045
Recreation	1,344,171
Recreation & Culture	112,051
Roads	4,422,631
Sheriff	7,645,763
Social Service Groups	958,871
State's Attorney	1,423,482
Taxes Shared w/ Towns	2,345,257
Tourism	1,116,002
Treasurer	1,108,530
Vol. Fire Co. & Ambulance Co.	7,049,215
Wor-Wic Community College:	
Operating Expenses	<u>2,333,092</u>
<b>TOTAL REQUESTED EXPENDITURES</b>	<b><u>\$ 202,683,755</u></b>

<b><u>GENERAL FUND ESTIMATED REVENUES</u></b>	
Property Taxes	\$ 139,817,860
Income Taxes	23,000,000
Other Local Taxes	12,238,000
State Shared	1,584,729
Federal & State Grants	5,226,829
Licenses & Permits	2,383,982
Charges for Services	6,667,281
Fines & Forfeits	52,500
Interest	1,900,000
Misc/Sale of Assets/& Other	519,532
Transfers In – Casino/Local Impact Grant Funds	<u>2,501,100</u>
<b>TOTAL ESTIMATED REVENUES</b>	<b><u>\$ 195,891,813</u></b>

DRAFT





19

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 21, 2019

TO: Worcester County Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer  
Kathy Whited, Budget Officer *Kathy*  
RE: Notice of a Proposed Real Property Tax Increase (Constant Yield Advertisement)

The following draft advertisement is submitted for your consideration of a proposed Real Property Tax Increase (Constant Yield Advertisement). The State Department of Assessments and Taxation has been sent this draft to approve for the required advertisement with a tax increase that would fully fund the requested FY2020 budget expenditures. The language for the constant yield advertisement is established by State Code (Tax-Property Article, § 6-308) and must appear in the newspapers as written during the week of April 25, 2019. The Constant Yield Tax Rate notice gives property owners' the opportunity to be heard on the issue of real property tax rates before they are final.

The Proposed Real Property Tax Increase advertisement states the following:

- In FY2020 the real property assessable base will increase as outlined by Part 1 and Part 2 of the notice.
- Part 3 of the notice indicates the real property tax increase could be \$0.8231 to offset the increasing assessments. This is the constant yield tax rate.
- Part 4 of the notice proposes the real property tax rate in order to fully fund the revenue shortfall of \$6,791,942 which would be necessary to fund all requested expenditures. The County would need a tax rate of \$0.8666 per \$100 of assessment, or an increase of \$0.0435 (4.35 cents) over the constant yield tax rate of \$0.8231. This tax rate increase would generate an additional \$6,793,232 in FY2020.

Although the County Commissioners may ultimately balance the budget through reduced expenditures, other additional revenues, or a combination of the two, we propose that the Constant Yield Advertisement reflect the maximum proposed real property tax rate of \$0.8666. We are available for any questions you may have.

Attached please find copies of the following:

Page 2 Constant Yield advertisement  
Page 3 FY2020 Property Tax Increase Worksheet  
Page 4 2019 Constant Yield Tax Rate Certification

H:\FY20 Budget\Constant Yield and Budget Request Ad\Constant yield tax rate comm memo.doc

# DRAFT

## WORCESTER COUNTY NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The Board of County Commissioners of Worcester County proposes to increase real property taxes.

1. For the tax year beginning July 1, 2019, the estimated real property assessable base will increase by 1.4% from \$15,393,741,626 to \$15,616,625,511.

2. If Worcester County maintains the current tax rate of \$.835 per \$100 of assessment, real property tax revenues will increase by 1.4% resulting in \$1,861,080 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$.8231, the constant yield tax rate.

4. The County is considering not reducing its real property tax rate enough to fully offset increasing assessments. The County proposes to adopt a real property tax rate of \$.8666 per \$100 of assessment. This tax rate is 5.3% higher than the constant yield tax rate and will generate \$6,793,232 in additional real property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 7:00 P.M., on Tuesday, May 7, 2019 at Stephen Decatur High School, 9913 Seahawk Road, Berlin, Maryland, 21811.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call (410) 632-1194 for further information.

**FY2020 Property Tax Increase Worksheet:**

FY2020 Request	\$	202,683,755	
FY2020 Revenue Est.	\$	195,891,813	@\$.835 /\$100
FY2020 Shortfall	\$	(6,791,942)	

Constant Yield Tax Rate of \$.8231 to fund \$6,791,942

7/1/20 Net Assessable Real Property Base	\$	15,616,625,511	
@ \$.8231 rate	\$	128,540,445	\$0.8231
@ \$.8666 rate	\$	135,333,677	\$0.0435
Additional Revenue	\$	6,793,232	\$0.8666

## 2019 Constant Yield Tax Rate Certification

Taxing authority: **Worcester County**

1	1-Jul-2018	Gross assessable real property base	\$	15,552,573,857
2	1-Jul-2018	Homestead Tax Credit	-	158,832,231
3	1-Jul-2018	Net assessable real property base		15,393,741,626
4	1-Jul-2018	Actual local tax rate (per \$100)	x	0.8350
5	1-Jul-2018	Potential revenue	\$	128,537,743
6	1-Jul-2019	Estimated assessable base	\$	15,906,265,083
7	1-Jan-2019	Half year new construction	-	70,062,000
8	1-Jul-2019	Estimated full year new construction*	-	31,025,000
9	1-Jul-2019	Estimated abatements and deletions**	-	188,552,572
10	1-Jul-2019	Net assessable real property base	\$	15,616,625,511

11	1-Jul-2018	Potential revenue	\$	128,537,743
12	1-Jul-2019	Net assessable real property base	÷	15,616,625,511
13	1-Jul-2019	<b>Constant yield tax rate</b>	\$	<b>0.8231</b>

Certified by



\_\_\_\_\_  
Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2019, including Homestead Tax Credit.  
 Form CYTR #1

LARRY HOGAN  
GOVERNOR

BOYD RUTHERFORD  
LT. GOVERNOR



MICHAEL HIGGS  
DIRECTOR

DENISE HERNDON  
DEPUTY DIRECTOR

Date: February 14, 2019  
To: All County Taxing Authorities  
From: Michael Higgs, Director  
RE: 2019/20 Constant Yield Tax Rate – Instructions

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The Department of Assessments and Taxation is charged with administering the Constant Yield Tax Rate law. The law is found in two separate sections of the Tax-Property Article, §§ 2-205 and 6-308. The latter section contains the provisions that must be followed by taxing authorities. We are here to answer your questions and assist you in complying with this law.

Although personal property is no longer a part of the Constant Yield Tax Rate calculations, the tax rate on personal property shall be no more than 2.5 times the rate for real property. Failure to comply with the Constant Yield Tax Rate law could have serious consequences for your jurisdiction.

#### Concept

The Constant Yield Tax Rate is calculated by the Department for each taxing authority in Maryland. It represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that *a tax rate at or below the existing tax rate is a tax increase if it is higher than the constant yield tax rate*. When a taxing authority plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to maintain its Real Property Tax Rate at the current level, but above the Constant Yield Tax Rate, it must be advertised and a hearing must be held.

For the upcoming tax year, the assessable base of some taxing authorities has decreased. Therefore, the Constant Yield Tax Rate for those jurisdictions will actually be higher than the Real Property Tax Rate for the current year. However, the legal requirements for adopting a tax rate above the Constant Yield Tax Rate remain the same. Accordingly, any taxing authority that is proposing a tax rate above the Constant Yield Tax Rate must comply with the enclosed instructions.

If the taxing authority plans to set a Real Property Tax Rate that is *equal to or less than* the Constant Yield Tax Rate, then the Constant Yield Tax Rate statute **does not** require a notice or a hearing.

#### Procedures

The law establishes very strict procedures governing advertisement and public hearing for tax rate increases above the constant yield tax rate. Further, the law requires that the Department of Assessments and Taxation monitor the advertising and hearing process and report to the Attorney General any apparent violations. In the past, violations have resulted in jurisdictions being ordered to reduce the tax rate after tax bills had been issued. To avoid violating the law, you must comply with the following procedures:

*Real Property Division*  
300 W. Preston St., Room 605, Baltimore, MD 21201  
[www.dat.maryland.gov](http://www.dat.maryland.gov)  
410-767-6259 (phone)      1-800-552-7724 (MD Relay)  
410-333-7275 (fax)      1-888-246-5941 (toll free)

LARRY HOGAN  
GOVERNOR

BOYD RUTHERFORD  
LT. GOVERNOR



MICHAEL HIGGS  
DIRECTOR

DENISE HERNDON  
DEPUTY DIRECTOR

1. **Notice or Advertisement (2 options):** (1) Mail the proper notice to each property taxpayer who resides in your jurisdiction; or (2) place an advertisement in a newspaper of general circulation in your jurisdiction. If you want to mail the notice to each resident, please contact the Department for prior approval and guidance.

2. **Form of the Notice or Advertisement:** The language is specified word-for-word in the statute. An ad that deviates from the statutory requirements does not meet the requirements of the law and will be referred to the Attorney General for action. A sample notice and instructions for the arithmetic (Form CYTR#3) are included in this package. The wording in the statute is required and may not be modified. No part of this notice may be omitted. Additional language consistent with the intent of the law will be permitted (e.g. information regarding access to the hearing for the disabled). *Additional language designed to recast a tax rate in excess of the Constant Yield Tax Rate as anything other than a tax increase is contrary to the intent of the Constant Yield Tax Rate law and is not acceptable. It does not matter whether the additional language is within or outside the border of the required notice.* In order to minimize your advertising costs and avoid needless litigation, please use only the language required by law. If you have any questions about the acceptability of additional language, contact Zachary Grisard at the address on the following page.

If you are using the same tax rate as last year, please note that the percentage change in Section 1 and Section 2 of the advertisement will be the same but may be different than Section 4. Even though the calculations for the new real property tax revenues generated in Section 2 and Section 4 will vary due to rounding, please use the figure from Section 2 in both sections. Please use whole dollars in the advertisement and round to one decimal place in the percent changes.

We will gladly review any advertisement prior to publication. The advertisement will be checked for any errors in the text and calculations, and any additional language will be reviewed. If you wish, we will write your advertisement for you if you furnish us with your proposed tax rate(s). We will attempt to get the advertisement back to you by the next work day. Whenever possible, you will receive a response from us the same day we receive it. Please contact Zachary Grisard for additional information.

3. **Style and Placement of the Advertisement:** The ad must be at least 1/4 of a page in size and use 18 point type. The notice must not be placed on pages with legal notices or classified advertisements. The headline must be in bold face with all capital letters. The text of the advertisement must be in regular face with mixed case letters. Be sure to emphasize these requirements with the newspaper. The sample notice enclosed shows the correct form for the advertisement.

4. **Timing of the Advertisement and Hearing:** The hearing must be held on or after the 7<sup>th</sup> day and on or before the 21<sup>st</sup> day after the notice is published. Do not count the day of the notice or advertisement, but count the day of the hearing and all intervening calendar days, including Saturdays, Sundays, and holidays. This means that the advertisement must appear between one and three weeks before the hearing. The hearing must be held on or before June 17<sup>th</sup>, which is the date

**Real Property Division**

300 W. Preston St., Room 605, Baltimore, MD 21201

[www.dat.maryland.gov](http://www.dat.maryland.gov)

410-767-6259 (phone)      1-800-552-7724 (MD Relay)  
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LARRY HOGAN  
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BOYD RUTHERFORD  
LT. GOVERNOR



MICHAEL HIGGS  
DIRECTOR

DENISE HERNDON  
DEPUTY DIRECTOR

required by law for imposition of the property tax. This means that the absolute latest the advertisement can be published is June 10<sup>th</sup> for a June 17<sup>th</sup> hearing.

5. **Reporting to the Department:** The taxing authority must provide the *entire actual page* of the physically published edition of the newspaper that carried the notice or evidence that the notice was mailed to each property taxpayer. Photocopies of the newspaper page or just the advertisement itself are not acceptable. Please return the enclosed memo (Form CYTR #2). This must be sent to the Department within 15 days of the date of the advertisement. We strongly recommend that you send the Department a copy of the notice as soon as it is published, especially if the Department has not reviewed the advertisement prior to publication. We review all advertisements as soon as they are received so that if the advertisement does not conform to the law you may have time to republish it and hold a new hearing before the June 17<sup>th</sup> deadline. Failure to properly report to the Department is noncompliance that must be referred to the Attorney General.

6. **Setting the Rate:** The Real Property Tax Rate must be set at the Constant Yield Tax Rate hearing or at a later time if the day, time, and location that the tax rate will be set are announced at the hearing. The property tax rate applicable to personal property shall be no more than 2.5 times the rate for real property. Enclosed is the Constant Yield Tax Rate Certification (Form CYTR #1) which shows the Constant Yield Tax Rate and the associated steps in its calculation for your jurisdiction. Personal property is not part of the Constant Yield Tax Rate calculation.

Please remember that the constant yield tax rate uses an estimate of assessable real property made in February, several months before tax rates are typically set. Every effort is made to provide reliable estimates of revenue for the upcoming year. However, these estimates may be affected by subsequent reductions in assessments by the local Property Tax Assessment Appeal Board or the Maryland Tax Court for certain properties. The Department issues revised estimates on a county basis in late March which may be obtained by contacting this office or from our web site at: [www.dat.maryland.gov](http://www.dat.maryland.gov).

**Questions or problems:**

Maryland State Department of Assessments and Taxation  
Attn: Zachary Grisard, Special Assistant  
300 West Preston Street, Room 605  
Baltimore, Maryland 21201  
Phone: (410) 767-6259  
E-mail: [zachary.grisard@maryland.gov](mailto:zachary.grisard@maryland.gov)

*Real Property Division*  
300 W. Preston St., Room 605, Baltimore, MD 21201  
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## Calculations for Decreasing Constant Yield Tax Rate Advertisement

Part 1: For the tax year beginning July 1, 2019, the estimated real property assessable base will increase by ❶% from \$❷ to \$❸.

$$\text{❶} = \frac{(\text{Line 10} - \text{Line 3})}{(\text{Line 3})}$$

$$\text{❷} = \text{Line 3}$$

$$\text{❸} = \text{Line 10}$$

Part 2: If county/city/town maintains the current real property tax rate of \$❹ per \$100 of assessment, real property tax revenues will increase by ❺% resulting in \$❻ of new real property tax revenues.

$$\text{❹} = \text{Line 4}$$

$$\text{❻} = \frac{\text{Line 10} \times \text{Line 4} - \text{Line 3} \times \text{Line 4}}{100}$$

$$\text{❺} = \frac{\text{❻}}{\frac{\text{Line 3} \times \text{Line 4}}{100}}$$

Part 4: This tax rate is ❽% higher than the constant yield tax rate and will generate \$❾ in additional real property tax revenues.

$$\text{❽} = \frac{(\text{Proposed Rate} - \text{Line 13})}{\text{Line 13}}$$

❾ = If your proposed rate is the same as your current rate, use ❹. Otherwise use this:

$$= \frac{\text{Line 10} \times \text{Proposed Rate} - \text{Line 10} \times \text{Line 13}}{100}$$

**NOTE:** Line numbers correspond with the line numbers of form CYTR #1.





OFFICE OF THE TREASURER

## Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

TEL: 410-632-0686  
FAX: 410-632-3003

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PHILLIP G. THOMPSON, CPA  
FINANCE OFFICER

JENNIFER C. SWANTON, CPA  
ASSISTANT FINANCE OFFICER

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: Phillip G. Thompson, Finance Officer** PGT  
**DATE: March 27, 2019**  
**SUBJECT: 2019 General Obligation Bond**

As you are aware, construction of the new Showell Elementary School is currently underway and the planned county funding for this project will be a \$38M General Obligation Bond. In addition to the school project we will also be procuring funding for a turf field and track at Stephen Decatur High School totaling \$1.4M, landfill capital improvements totaling \$3.325M and water and wastewater infrastructure improvements totaling \$3.25M. The sale is scheduled to take place via electronic bid on Tuesday April 2, 2019 and bidding will close at 10:00a.m. that morning. I have attached a copy of the Notice of Sale appendix from the Preliminary Official Statement (POS) that was released on March 21 in order to provide investors and potential bidder's pertinent data regarding the sale. It is my intention to provide a status update on the bond sale to the Commissioners prior to the close of their regular meeting on April 2.

Should you have any questions, or require additional data, please do not hesitate to contact me.

NOTICE OF SALE

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
 \$45,975,000\*  
 CONSOLIDATED PUBLIC IMPROVEMENT BONDS, 2019 SERIES

Electronic bids via *PARITY* will be received for the above-captioned issue of general obligation bonds (the “Bonds”) of the County Commissioners of Worcester County, Maryland (the “County”) by the Finance Officer of Worcester County at the offices of the Finance Officer, Worcester County Government Building, Room 1103, One West Market Street, Snow Hill, Maryland, 21863, until 10:00 a.m. (E.D.T.) on Tuesday,

April 2, 2019.

**Dated Date and Interest Payment Dates.** The Bonds will be dated as of the date of delivery of the Bonds (the “Dated Date”). Interest on the Bonds will be payable on February 1, 2020 and semiannually thereafter on August 1 and February 1 until maturity or earlier redemption.

**Principal Amounts and Principal Payment Dates.** The Bonds will be issued in serial form, as described below. The Bonds will be issued in the aggregate principal amount of \$45,975,000\* and will mature on August 1 in the following years and in the following amounts:

<u>Year of Maturity</u>	<u>Principal Amount*</u>	<u>Year of Maturity</u>	<u>Principal Amount*</u>
2020.....	\$2,190,000	2028.....	\$3,165,000
2021.....	2,255,000	2029.....	3,330,000
2022.....	2,345,000	2030.....	3,500,000
2023.....	2,465,000	2031.....	3,680,000
2024.....	2,595,000	2032.....	3,830,000
2025.....	2,725,000	2033.....	3,945,000
2026.....	2,865,000	2034.....	4,070,000
2027.....	3,015,000		

**General Obligations.** The Bonds will be the unconditional general obligation of the County and will be issued upon its full faith and credit, which will be irrevocably pledged to the prompt payment of the principal of and interest on all of the Bonds as the same become due.

**Book Entry Form; Payment.** The Bonds will be issued in book-entry form by issuing a single bond for each maturity registered in the name of Cede & Co. as nominee for The Depository Trust Company or its successor (“DTC”) and immobilized in its custody under DTC’s “FAST” system (provided that if DTC so requests or if DTC is replaced as the depository for the Bonds, replacement bonds will be issued in the denominations of \$5,000 or any integral multiples thereof). Principal of the Bonds will be payable at maturity to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC, and transfer of principal and interest payments to beneficial owners of the Bonds by participants of DTC will be the responsibility of such participants and other nominees of beneficial owners. The County will not be responsible or liable for such transfers of payments or for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

The principal of the Bonds will be payable at the designated corporate trust office of Manufacturers and Traders Trust Company (the “Bond Registrar”), initially in Buffalo, New York, upon presentation and surrender of the Bonds. Payment of interest on the Bonds, at the rates specified by the successful bidder in its bid via *PARITY*, shall be made by the Bond Registrar on each interest payment date to the person appearing on the registration books of the County maintained by the Bond Registrar as the registered owner thereof, by check or draft mailed to each such registered owner at his, her or its address

\*Preliminary, subject to change.

as it appears on such registration books on the record date for the Bonds, which shall be the fifteenth day of the month next preceding each interest payment date. Notwithstanding the foregoing, while the Bonds are registered under DTC's book-entry only system, payment of the principal of and interest on the Bonds shall be made by the Bond Registrar to DTC or its nominee in accordance with the procedures of DTC.

**Authorization and Use of Proceeds.** The Bonds are being issued pursuant to the authority of Sections 11-401 and 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, Sections 9-601 to 9-699, inclusive, of the Environment Article of the Annotated Code of Maryland, PW-5-204 of the Code of Public Local Laws of Worcester County, Maryland (the "Code of Public Local Laws"), Appendices NN (Bill No. 18-8), OO (Bill No. 18-9) and PP (Bill No. 18-10) of the Code of Public Local Laws, and pursuant to a Resolution No. 19-7, adopted by the Board of County Commissioners of Worcester County, Maryland (the "Board") on March 19, 2019 (the "Resolution"). The proceeds of the sale of the Bonds are being used to finance (a) the construction, installation and equipping of (i) a new Showell Elementary School facility, (ii) a new turf athletic field and track at Stephen Decatur High School, and (iii) the Central Landfill Site Cell No. 5 construction project, and (iv) various water and wastewater infrastructure projects in the Ocean Pines and Riddle Farm Sanitary Service Areas, and costs of issuance and other related costs of the Bonds.

**Redemption.** The Bonds maturing on or after August 1, 2030 shall each be subject to redemption prior to their respective maturities, at the option of the County, on or after August 1, 2029, as a whole or in part at any time, but only upon payment of a redemption price equal to 100% of the principal amount of the Bonds to be redeemed, together with accrued interest thereon to the date fixed for redemption at the rate or rates stated in the Bonds to be redeemed.

**Notice of and Procedure for Redemption.** The procedures for redemption of the Bonds, including the requirements for giving notice of such redemption, are described in the Preliminary Official Statement (hereinafter defined) and are incorporated herein by reference.

**Adjustments.** The aggregate principal amount of the Bonds and the principal amount of each maturity are subject to adjustment by the County, both before and after the receipt of bids for their purchase. Changes to be made prior to the sale will be through TM3 News Service not later than 9:30 a.m. (E.D.T.) on the date of sale (or as soon thereafter as is reasonably practicable) and will be used to compare bids and select a winning bidder. Changes to be made after the sale and the maturity amounts for the Bonds will be communicated to the successful bidder by 5:00 p.m. (E.D.T.) on the date of the sale, and will not reduce the aggregate principal amount of the Bonds by more than the premium amount of the bid. In addition, the final maturity schedule for the Bonds will be communicated to the successful bidder by 5:00 p.m. (E.D.T.) on the date of the sale. The dollar amount bid for principal and any amount bid for premium by the successful bidder will be adjusted proportionately to reflect any reduction or increase in the aggregate principal amount of the Bonds, but the interest rates specified by the successful bidder for all maturities will not change. The successful bidder may not withdraw its bid as a result of any changes made within these limits.

## TERMS OF SALE

**Electronic Bids.** Electronic bids will be received via *PARITY* pursuant to this Notice of Sale until 10:00 a.m. (E.D.T.), but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in *PARITY* conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further information about *PARITY*, potential bidders may contact *PARITY* (212) 849-5021. Bidders may only submit bids electronically via *PARITY*.

Each prospective bidder shall be solely responsible to submit its bids via *PARITY* as described above. Each prospective bidder shall be solely responsible to make necessary arrangements to access *PARITY* for the purpose of submitting its bid in a timely manner and in compliance with the requirements of this Notice of Sale. Neither the County nor *PARITY* shall have any duty or obligation to provide or assure access to *PARITY* to any prospective bidder, and neither the County nor *PARITY* shall be responsible for proper operation of, or have any liability for delays or interruptions of, or any damages caused by, *PARITY*. The County is using *PARITY* as a communication mechanism, and not as the County's agent, to conduct the electronic bidding for the Bonds. The County is not bound by any advice and determination of *PARITY* to the effect that any particular bid complies with the terms of this Notice of Sale and in particular the bid parameters set forth herein. All costs and expenses incurred by prospective bidders in connection with their submissions of bids via *PARITY* are the sole responsibility of the bidders; and the County is not responsible, directly or indirectly, for any of such costs or expenses. If a prospective bidder encounters any difficulty in submitting, modifying or withdrawing a bid of the Bonds, it should telephone *PARITY* (212) 849-5021 and notify the County's Financial Advisor, Davenport & Company LLC by facsimile at (866) 932-6660 and by telephone at (410) 296-9426.

Electronic bids must be submitted for the purchase of the Bonds (all or none) via **PARITY**. Bids will be communicated electronically to the County at 10:00 a.m. (E.D.T.), on April 2, 2019. Prior to that time, a prospective bidder may (1) submit the proposed terms of its bid via **PARITY**, (2) modify the proposed terms of its bid, in which event the proposed terms as last modified will (unless the bid is withdrawn as described herein) constitute its bid for the Bonds, or (3) withdraw its proposed bid. Once the bids are communicated electronically via **PARITY** to the County, each bid will constitute an irrevocable offer to purchase the Bonds on the terms therein provided. *For purposes of the electronic bidding process, the time as maintained on **PARITY** shall constitute the official time.*

**Bidding Constraints.** Each bidder shall submit one bid via **PARITY** at a price of not less than par, based on the aggregate principal amount of the Bonds, on an “all-or-none” basis. Each bid must specify the rate or rates of interest to be paid on the Bonds, in multiples of one-eighth or one-twentieth of one percent (1/8 or 1/20 of 1%). Bidders may specify more than one rate of interest to be borne by the Bonds; but all Bonds maturing on the same date must bear interest at the same rate. Bidders may not specify (1) any interest rate for any Bonds which exceeds the interest rate stated in such bid for any other Bonds by more than 3.00%, (2) any interest rate that exceeds 5.00%, or (3) a zero rate of interest. Bidders are requested to specify the true interest cost (computed in accordance with the terms of this Notice of Sale) in their bid for the Bonds. A bid for the purchase of the Bonds at a price of less than 100% of par, or a bid for the Bonds that specifies split or supplemental interest rates, will not be considered. The County will also not consider and will reject any bid for the purchase of less than all of the Bonds. All bids must be unconditional. By submitting a bid for the Bonds, the bidder agrees, if it is the successful bidder for the Bonds, to (1) provide full and complete pricing information with respect to the Bonds to the County in a timely manner so that the County may fulfill its obligation relating to the delivery of the Official Statement to the purchaser of the Bonds within seven business days following the award, including, without limitation, the offering price(s), interest rate(s), selling compensation, delivery dates and other similar information; (2) comply with the requirements of SEC Rule 15c2-12 (the “Rule”), applicable federal and state securities laws and the applicable rules of the Municipal Securities Rulemaking Board (the “MSRB”) in connection with the offer and sale of the Bonds; (3) furnish to the County before the delivery of the Bonds such information as shall be necessary to enable the County to determine the “issue price” of the Bonds in accordance with the Internal Revenue Code of 1986, as amended; and (4) within three business days after the final Official Statement becomes available, cause copies thereof to be filed with the MSRB.

**Good Faith Deposit.** A good faith deposit (the “Deposit”) is required in connection with the sale and bid for the Bonds. The Deposit shall be provided in the form of (i) a federal funds wire transfer in the amount of \$459,750 to be submitted to the County by the successful bidder not later than 4:00 p.m. (E.D.T.) (the “Deposit Deadline”) on the date of sale as described in more detail below. The Deposit of the successful bidder will be retained by the County to be applied in partial payment for the Bonds and no interest will be allowed or paid upon the amount thereof, but in the event the successful bidder shall fail to comply with the terms of its bid, the proceeds thereof will be retained as and for full liquidated damages.

The County shall distribute wiring instructions for the Deposit to the successful bidder upon verification of the bids submitted by the bidders and prior to the Deposit Deadline. If the Deposit is not received by the Deposit Deadline, the award of the sale of the Bonds to the successful bidder may be cancelled by the County in its discretion without any financial liability of the County to the successful bidder or any limitations whatsoever on the County’s right to sell the Bonds to a different purchaser upon such terms and conditions as the County shall deem appropriate.

**Award of Bonds.** The County will not consider and will reject any bid for the purchase of less than all of the Bonds. THE RIGHT IS RESERVED TO REJECT ANY AND ALL BIDS AND TO WAIVE ANY IRREGULARITY OR NON-CONFORMITY IN ANY BID. Bids will be opened promptly after 10:00 a.m. (E.D.T.) (as determined in accordance with the time as maintained on **PARITY**) on April 2, 2019. The award, if made, will be made as promptly as possible after the bids are opened to the bidder offering the lowest interest rate to the County. The lowest interest rate shall be determined in accordance with the true interest cost (“TIC”) method by doubling the semiannual interest rate (compounded semiannually) necessary to discount the debt service payments from the payment dates to the date of the Bonds and to the price bid, excluding interest accrued to the date of delivery. If two or more bidders have made bids, each of which represents the lowest true interest cost to the County, then the Bonds shall be awarded to the bidder offering the highest premium and, if the highest premium is offered by two or more such bidders or if no premium is bid by any such bidders, then the Bonds may be awarded, with their consent, in a ratable portion among such bidders, or the County, in its discretion, may award all of the Bonds to one bidder. The judgment of the County shall be final and binding upon all bidders with respect to the form and adequacy of any bid received and as to its conformity to the terms of this Notice of Sale. THE SUCCESSFUL BIDDER SHALL MAKE A BONA FIDE PUBLIC OFFERING OF THE BONDS AT THE INITIAL REOFFERING PRICES AND SHALL PROVIDE THE RELATED CERTIFICATION DESCRIBED UNDER “DELIVERY OF BONDS” BELOW.

**Change of Date or Time of Sale; Change in Bidding Constraints.** The County reserves the right to change, from time to time, the date or time established for the receipt of the bids. Any such change will be announced by TM3 News Service by notice given at or before the time for submission of the bids. If any date fixed for the receipt of bids and the sale of the Bonds is postponed, any alternative sale date will be announced via TM3 News Service at least 48 hours prior to such alternative sale date. In addition, the County reserves the right, on the date established for the receipt of bids, to reject all bids and establish a subsequent alternative sale date. On any such alternative sale date, any bidder may submit a sealed bid or electronic bid via *PARITY* for the purchase of the Bonds in conformity in all respects with the provisions of this Notice of Sale except for the date of sale and except for the changes announced by TM3 News Service at the time the sale date and time are announced.

**CUSIP Numbers.** CUSIP numbers for the Bonds will be applied for by the Financial Advisor, but the County will assume no obligation for the assignment or printing of such numbers on the Bonds or for the correctness of such numbers, and neither the failure to print such numbers on any of the Bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the successful bidder to accept delivery of and make payment for the Bonds.

**Legal Opinion.** The issuance of the Bonds will be subject to delivery of the approving opinion of Miles & Stockbridge P.C., Baltimore, Maryland, and copies of their opinion shall be substantially in the form set forth as an exhibit to the Preliminary Official Statement referred to below. The opinion will be delivered upon request, without charge, to the successful bidder for the Bonds.

**Delivery of Bonds.** The Bonds will be delivered on April 16, 2019, or as soon as practicable thereafter, at the expense of the County, for the account of the successful bidder, through the facilities of DTC in New York, New York, upon payment of the amount of the successful bid (including any premium), less the deposit theretofore made. Payment for the Bonds shall be made in federal funds. The Bonds will be issued by means of book-entry system with no physical distribution of bond certificates made to the public. The successful bidder for the Bonds, as a condition to delivery of the Bonds, shall be required to deposit the bond certificates with DTC, registered in the name of Cede & Co., its partnership nominee.

**Certification as to Issue Price.** The successful bidder shall assist the County in establishing the issue price of the Bonds and shall execute and deliver to the County on or before the Dated Date, as applicable, an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the Bonds together with the supporting pricing wires or equivalent communications as described herein. All communications under this Official Notice of Sale relating to issue price of the Bonds may be taken on behalf of the County by the County's municipal advisor identified herein and any notice or report to be provided to the County relating to issue price may be provided to the County's municipal advisor.

The County intends and expects that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Bonds) will apply to the initial sale of the Bonds (the "competitive sale requirements") because: (i) the County shall disseminate this Official Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters; (ii) all bidders shall have an equal opportunity to bid; (iii) the County may receive bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and (iv) the County anticipates awarding the sale of the Bonds to the bidder who submits a firm offer to purchase the Bonds at the lowest true interest cost, as set forth in this Official Notice of Sale (a "Qualified Competitive Bid"). If a bid qualifies as a Qualified Competitive Bid, the successful bidder shall be required to provide to the County a certificate acceptable to Bond Counsel, on or before the Dated Date of the Bonds, substantially in the form attached hereto as Exhibit I, with such modifications as may be appropriate or necessary, in the reasonable judgment of the successful bidder, the County and Bond Counsel.

In the event that a bid fails to satisfy the requirements of a Qualified Competitive Bid (an "Alternate Competitive Bid"), the County shall so advise the successful bidder. The County may determine to treat (i) the first price at which 10% of a maturity of the Bonds (the "10% test") is sold to the public as the issue price of that maturity and/or (ii) the initial offering price to the public as of the sale date of any maturity of the Bonds as the issue price of that maturity (the "hold-the-offering-price rule"), in each case applied on a maturity-by-maturity basis (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity). Bids will not be subject to cancellation in the event that the County determines to apply the hold-the-offering-price rule to any maturity of the Bonds. Bidders should prepare their bids on the assumption that some or all of the maturities of the Bonds will be subject to the 10% test and/or the hold-the-offering-price rule in order to establish the issue price of the Bonds. Bidders should note that an Alternate Competitive Bid may require the successful bidder and, if applicable, other underwriters of the Bonds to hold the initial offering prices for certain maturities of the Bonds for up to 5 business days after the sale date of the Bonds. If a bid is an Alternate Competitive Bid, the successful bidder shall be required to provide to the County a certificate acceptable to Bond Counsel, substantially in the form attached

hereto as Exhibit II, with such modifications as may be appropriate or necessary, in the reasonable judgment of the successful bidder, the County and Bond Counsel.

Any bid submitted pursuant to this Official Notice of Sale shall be considered a firm offer for the purchase of the Bonds, as specified in the bid. All bids shall include a representation that the underwriters have established industry reputations for underwriting new issuances of municipal securities.

**Closing Documents.** The Bonds will be accompanied by the customary closing documents, including a no-litigation certificate, effective as of the date of delivery, stating that there is no litigation pending against the County affecting the validity of the Bonds, and a Tax Certificate and Compliance Agreement signed by the Finance Officer of the County. It shall be a condition to the obligation of the successful bidder to accept delivery of and pay for the Bonds that, simultaneously with or before delivery and payment for the Bonds, such successful bidder shall be furnished a certificate or certificates of the President of the Board and the Chief Administrative Officer of the County to the effect that, to the best of their knowledge and belief, the Official Statement (hereinafter defined) (and any amendment or supplement thereto) (except for the any information furnished by the successful bidder, as to which no view will be expressed) as of the date of sale and as of the date of delivery of the Bonds does not contain any untrue statement of a material fact and does not omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading and that between the date of sale and the date of delivery of the Bonds there has been no material adverse change in the financial position or revenues of the County, except as reflected or contemplated in the Official Statement (and any amendment or supplement thereto).

**Preliminary Official Statement.** The Preliminary Official Statement of the County concerning the Bonds (the "Preliminary Official Statement") is in a form "deemed final" by the County for purposes of SEC Rule 15c2-12(b)(1) (the "Rule") but is subject to revision, amendment and completion in the final Official Statement.

**Official Statement.** As soon as practicable after the award of the Bonds to the successful bidder therefor on the day of sale, the County will authorize the final Official Statement for the Bonds (the "Official Statement"). By submitting its bid for the Bonds, the successful bidder agrees to provide the County with pricing information and such other information as the County may require in order that the County may provide the successful bidder with a final Official Statement in compliance with the Rule. Whether or not any such information is included in the Official Statement (and any amendment of supplement thereto), such successful bidder shall be responsible to the County and its officials in all respects for the accuracy, fairness and completeness of such information, and for all decisions made with respect to the use or omission of such information in any re-offering of the Bonds, including the presentation or exclusion of any such information in any documents, including the Official Statement. Within seven (7) business days after the award of the Bonds to the successful bidder, the County will deliver to the successful bidder an Official Statement, which is expected to be substantially in the form of the Preliminary Official Statement. The successful bidder will also be furnished, without cost, with up to 100 copies of the Official Statement and any amendments or supplements thereto. The successful bidder may obtain additional copies at such successful bidder's own expense.

The County will undertake to provide the successful bidder with further additional information to be included in the Official Statement, when in the opinion of the County or of Bond Counsel, such additional information constitutes a material change to the Official Statement. The County will take such steps as are necessary to arrange for amending and supplementing the Official Statement in connection with the disclosure of such additional information; provided, however, that the County shall have no obligation to provide such additional information after the date which is 25 days after the "end of the underwriting period", as such term is defined in the Rule.

**Continuing Disclosure Agreement.** In order to assist bidders in complying with the SEC Rule 15c2-12(b)(5), the County will execute and deliver a continuing disclosure agreement on or before the date of issuance of the Bonds pursuant to which the County will undertake to provide certain information annually and notices of certain events. A description of this agreement is set forth in the Preliminary Official Statement and will also be set forth in the Official Statement.

**Additional Information.** The Preliminary Official Statement of County Commissioners of Worcester County, Maryland, concerning the Bonds, and copies of this Notice of Sale may be obtained from Mr. Phillip G. Thompson, Finance Officer, Worcester County Government Building, Room 1103, Snow Hill, Maryland, 21863, or from the County's Financial Advisor, Davenport & Company LLC, The Oxford Building 8600 LaSalle Road, Suite 618, Towson, Baltimore, Maryland, 21286 (410-296-9426).

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

By: Diana Purnell  
President of the Board  
of County Commissioners

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RESOLUTION NO. 19- \_\_\_\_

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
CONSOLIDATED PUBLIC IMPROVEMENT  
BONDS, 2019 SERIES

SUPPLEMENTAL RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY (THE "BOARD") SUPPLEMENTING RESOLUTION NO. 19-7, ADOPTED BY THE BOARD ON MARCH 19, 2019 (THE "BOND RESOLUTION") PROVIDING FOR THE ACCEPTANCE BY COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND (THE "COUNTY") OF BIDS RECEIVED FOR ITS "COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND CONSOLIDATED PUBLIC IMPROVEMENT BONDS, 2019 SERIES" AND AWARDING SUCH BONDS TO THE SUCCESSFUL BIDDER THEREFOR; FIXING THE FINAL PRINCIPAL AMOUNT OF SUCH BONDS, THE INTEREST RATE OR RATES PAYABLE ON SUCH BONDS AND THE SCHEDULE OF PRINCIPAL INSTALLMENTS FOR SUCH BONDS; RATIFYING THE PRELIMINARY OFFICIAL STATEMENT OF THE COUNTY PREPARED AND DISTRIBUTED IN CONNECTION WITH THE ISSUANCE AND SALE OF SUCH BONDS; PROVIDING FOR THE APPLICATION OF THE PROCEEDS OF SUCH BONDS; APPROVING THE OFFICIAL STATEMENT OF THE COUNTY PREPARED IN CONNECTION WITH THE ISSUANCE AND SALE OF SUCH BONDS AND DECLARING SUCH OFFICIAL STATEMENT TO BE "DEEMED FINAL" PURSUANT TO SECURITIES AND EXCHANGE COMMISSION RULE 15c2-12; AUTHORIZING THE COMPLETION, EXECUTION, ISSUANCE AND DISTRIBUTION OF SUCH OFFICIAL STATEMENT; AND FOR RELATED MATTERS.

RECITALS

Pursuant to Resolution No. 19-7, adopted by the Board of County Commissioners of Worcester County (the "Board") on March 19, 2019 (the "Bond Resolution"), and a published Notice of Sale (the "Notice of Sale"), the Finance Officer (the "Finance Officer") of the County Commissioners of Worcester County, Maryland (the "County"), has received electronic bids via **PARITY** at his office for its "County Commissioners of Worcester County, Maryland Consolidated Public Improvement Bonds, 2019 Series" (the "Bonds"). The bids for the Bonds were received prior to 10:00 o'clock a.m. (E.D.T.) on Tuesday, April 2, 2019. A list of the bidders for the Bonds and the true interest cost of their respective bids is attached hereto as Exhibit A.

The Preliminary Official Statement of the County dated March \_\_, 2019, issued in connection with the issuance and sale of the Bonds (the "Preliminary Official Statement"), has been previously distributed to potential bidders for the Bonds, and copies of the Preliminary Official Statement have been delivered to the members of the Board prior to this meeting. In connection with the issuance and sale of the Bonds, it is necessary that the County issue an Official Statement describing, inter alia, the Bonds and the County.

Pursuant to the Bond Resolution, the Board is authorized to adopt a resolution supplemental to the Bond Resolution, immediately after the sale of the Bonds, pursuant to which the Board will (a) determine and fix the aggregate principal amount of the Bonds, the principal amount of each maturity of the Bonds and the portion of such aggregate principal amount and maturities attributable to (i) the County Capital Projects Portion, (ii) the Ocean Pines Water and Wastewater Improvements Project Portion, and (iii) the Riddle Farm Water and Wastewater Improvements Project Portion (all as defined in the Bond Resolution), (b) fix the interest rate or rates payable on the Bonds, and (c) provide for and approve various other matters in connection with the issuance, sale and delivery of the Bonds.

NOW, THEREFORE, pursuant to and in accordance with Sections 11-401 and 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, Section PW5-204, Appendix NN (Bill No. 18-8), Appendix OO (Bill No. 18-9) and Appendix PP (Bill No. 18-10) of the Code of Public Local Laws of Worcester County, Maryland, and Sections 9-601 to 9-699, inclusive, of the Environment Article of the Annotated Code of Maryland, as amended, and Section 19-101 of the Local Government Article of the Annotated Code of Maryland, and pursuant to the Bond Resolution:

Section 1. BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That all terms used herein which are defined in the Recitals hereof, in the Exhibits hereto or in the Bond Resolution, shall have the meanings given such terms therein.

Section 2. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the final aggregate principal amount of the Bonds is hereby determined to be \$ \_\_\_\_\_.

Section 3. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the bid of \_\_\_\_\_ (the "Successful Bidder") for the Bonds at a purchase price of \$ \_\_\_\_\_, as submitted to the County through *PARITY* and opened by the Finance Officer at his office on April 2, 2019, is the lowest bid conforming with the terms of the Notice of Sale and shall be and the same is hereby accepted.

Section 4. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, (a) That the principal amount of the Bonds and the principal amount of each maturity of the Bonds, both as set forth in Exhibit B hereto, and the interest rates for the Bonds (which are the interest rates set forth in the bid of the Successful Bidder), as also set forth in Exhibit B hereto, are hereby adopted as the principal amount of the Bonds, the principal amount of each maturity of the Bonds and the interest rates payable on the Bonds.

(b) In addition, the aggregate principal amounts and maturity schedules for (i) the County Capital Projects Portion, (ii) the Ocean Pines Water and Wastewater Improvements Project Portion, and (iii) the Riddle Farm Water and Wastewater Improvements Project Portion are set forth in Exhibit C hereto. Such amounts are hereby adopted as the respective portions of the principal amount of each maturity payable on the Bonds.



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Section 5. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the interest payment dates and all other provisions of the Bond Resolution are ratified and confirmed.

Section 6. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Preliminary Official Statement, together with the distribution thereof, is hereby ratified and approved.

Section 7. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Official Statement of the County to be prepared and delivered in connection with the issuance and sale of the Bonds (the "Official Statement") shall be substantially in the form of the Preliminary Official Statement, but shall also include the final aggregate principal amount of the Bonds, the final principal amount of each maturity of the Bonds and the interest rates for the Bonds adopted in this Resolution, such pricing and other information relating to the re-offering of the Bonds, if any, as may have been specified and furnished in writing by the Successful Bidder for the Bonds prior to the adoption of this Resolution and such other changes, corrections and additions as the President of the Board shall approve on behalf of the County; and in such form, the Official Statement of the County is hereby approved and hereby "deemed final" for purposes of Securities and Exchange Commission Rule 19c2-12.

Section 8. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the President of the Board is hereby authorized and directed to execute, issue and distribute the Official Statement in connection with the sale of the Bonds.

Section 9. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That this Resolution is and shall be deemed a supplemental resolution authorized and referred to in the Bond Resolution.

Section 10. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That this Resolution shall take effect immediately.

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[SEAL]

Passed and adopted this 2<sup>nd</sup> day of April, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

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

\_\_\_\_\_  
James C. Church, Commissioner

\_\_\_\_\_  
Theodore J. Elder, Commissioner

\_\_\_\_\_  
Joshua C. Nordstrom, Commissioner



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EXHIBIT B

**SCHEDULE OF PRINCIPAL AMOUNTS OF  
AND INTEREST RATES FOR THE BONDS**

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
August 1, 2020		
August 1, 2021		
August 1, 2022		
August 1, 2023		
August 1, 2024		
August 1, 2025		
August 1, 2026		
August 1, 2027		
August 1, 2028		
August 1, 2029		
August 1, 2030		
August 1, 2031		
August 1, 2032		
August 1, 2033		
August 1, 2034		

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EXHIBIT C

SCHEDULE OF PRINCIPAL AMOUNTS  
FOR THE BONDS  
AND  
EACH PORTION OF THE BONDS

Maturity Date	Bonds	County Capital Projects Portion	Ocean Pines Water and Wastewater Improvements Portion	Riddle Farm Water and Wastewater Improvements Portion
August 1, 2020				
August 1, 2021				
August 1, 2022				
August 1, 2023				
August 1, 2024				
August 1, 2025				
August 1, 2026				
August 1, 2027				
August 1, 2028				
August1, 2029				
August 1, 2030				
August 1, 2031				
August 1, 2032				
August1, 2033				
August 1, 2034				
TOTAL				

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Add to  
20

RESOLUTION NO. 19- \_\_\_\_

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
CONSOLIDATED PUBLIC IMPROVEMENT  
BONDS, 2019 SERIES

SUPPLEMENTAL RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY (THE "BOARD") SUPPLEMENTING RESOLUTION NO. 19-7, ADOPTED BY THE BOARD ON MARCH 19, 2019 (THE "BOND RESOLUTION") PROVIDING FOR THE ACCEPTANCE BY COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND (THE "COUNTY") OF BIDS RECEIVED FOR ITS "COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND CONSOLIDATED PUBLIC IMPROVEMENT BONDS, 2019 SERIES" AND AWARDING SUCH BONDS TO THE SUCCESSFUL BIDDER THEREFOR; FIXING THE FINAL PRINCIPAL AMOUNT OF SUCH BONDS, THE INTEREST RATE OR RATES PAYABLE ON SUCH BONDS AND THE SCHEDULE OF PRINCIPAL INSTALLMENTS FOR SUCH BONDS; RATIFYING THE PRELIMINARY OFFICIAL STATEMENT OF THE COUNTY PREPARED AND DISTRIBUTED IN CONNECTION WITH THE ISSUANCE AND SALE OF SUCH BONDS; PROVIDING FOR THE APPLICATION OF THE PROCEEDS OF SUCH BONDS; APPROVING THE OFFICIAL STATEMENT OF THE COUNTY PREPARED IN CONNECTION WITH THE ISSUANCE AND SALE OF SUCH BONDS AND DECLARING SUCH OFFICIAL STATEMENT TO BE "DEEMED FINAL" PURSUANT TO SECURITIES AND EXCHANGE COMMISSION RULE 15c2-12; AUTHORIZING THE COMPLETION, EXECUTION, ISSUANCE AND DISTRIBUTION OF SUCH OFFICIAL STATEMENT; AND FOR RELATED MATTERS.

RECITALS

Pursuant to Resolution No. 19-7, adopted by the Board of County Commissioners of Worcester County (the "Board") on March 19, 2019 (the "Bond Resolution"), and a published Notice of Sale (the "Notice of Sale"), the Finance Officer (the "Finance Officer") of the County Commissioners of Worcester County, Maryland (the "County"), has received electronic bids via *PARITY* at his office for its "County Commissioners of Worcester County, Maryland Consolidated Public Improvement Bonds, 2019 Series" (the "Bonds"). The bids for the Bonds were received prior to 10:00 o'clock a.m. (E.D.T.) on Tuesday, April 2, 2019. A list of the bidders for the Bonds and the true interest cost of their respective bids is attached hereto as Exhibit A.

The Preliminary Official Statement of the County dated March 21, 2019, issued in connection with the issuance and sale of the Bonds (the "Preliminary Official Statement"), has been previously distributed to potential bidders for the Bonds, and copies of the Preliminary Official Statement have been delivered to the members of the Board prior to this meeting. In connection with the issuance and sale of the Bonds, it is necessary that the County issue an Official Statement describing, inter alia, the Bonds and the County.

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Pursuant to the Bond Resolution, the Board is authorized to adopt a resolution supplemental to the Bond Resolution, immediately after the sale of the Bonds, pursuant to which the Board will (a) determine and fix the aggregate principal amount of the Bonds, the principal amount of each maturity of the Bonds and the portion of such aggregate principal amount and maturities attributable to (i) the County Capital Projects Portion, (ii) the Ocean Pines Water and Wastewater Improvements Project Portion, and (iii) the Riddle Farm Water and Wastewater Improvements Project Portion (all as defined in the Bond Resolution), (b) fix the interest rate or rates payable on the Bonds, and (c) provide for and approve various other matters in connection with the issuance, sale and delivery of the Bonds.

NOW, THEREFORE, pursuant to and in accordance with Sections 11-401 and 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, Section PW5-204, Appendix NN (Bill No. 18-8), Appendix OO (Bill No. 18-9) and Appendix PP (Bill No. 18-10) of the Code of Public Local Laws of Worcester County, Maryland, and Sections 9-601 to 9-699, inclusive, of the Environment Article of the Annotated Code of Maryland, as amended, and Section 19-101 of the Local Government Article of the Annotated Code of Maryland, and pursuant to the Bond Resolution:

Section 1. BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That all terms used herein which are defined in the Recitals hereof, in the Exhibits hereto or in the Bond Resolution, shall have the meanings given such terms therein.

Section 2. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the final aggregate principal amount of the Bonds is hereby determined to be \$39,765,000.

Section 3. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the bid of Fidelity Capital Markets (the "Successful Bidder") for the Bonds at a purchase price of \$46,183,356.76, as submitted to the County through *PARITY* and opened by the Finance Officer at his office on April 2, 2019, is the lowest bid conforming with the terms of the Notice of Sale and shall be and the same is hereby accepted.

Section 4. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, (a) That the principal amount of the Bonds and the principal amount of each maturity of the Bonds, both as set forth in Exhibit B hereto, and the interest rates for the Bonds (which are the interest rates set forth in the bid of the Successful Bidder), as also set forth in Exhibit B hereto, are hereby adopted as the principal amount of the Bonds, the principal amount of each maturity of the Bonds and the interest rates payable on the Bonds.

(b) In addition, the aggregate principal amounts and maturity schedules for (i) the County Capital Projects Portion, (ii) the Ocean Pines Water and Wastewater Improvements Project Portion, and (iii) the Riddle Farm Water and Wastewater Improvements Project Portion are set forth in Exhibit C hereto. Such amounts are hereby adopted as the respective portions of the principal amount of each maturity payable on the Bonds.

# DRAFT

Section 5. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the interest payment dates and all other provisions of the Bond Resolution are ratified and confirmed.

Section 6. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Preliminary Official Statement, together with the distribution thereof, is hereby ratified and approved.

Section 7. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Official Statement of the County to be prepared and delivered in connection with the issuance and sale of the Bonds (the "Official Statement") shall be substantially in the form of the Preliminary Official Statement, but shall also include the final aggregate principal amount of the Bonds, the final principal amount of each maturity of the Bonds and the interest rates for the Bonds adopted in this Resolution, such pricing and other information relating to the re-offering of the Bonds, if any, as may have been specified and furnished in writing by the Successful Bidder for the Bonds prior to the adoption of this Resolution and such other changes, corrections and additions as the President of the Board shall approve on behalf of the County; and in such form, the Official Statement of the County is hereby approved and hereby "deemed final" for purposes of Securities and Exchange Commission Rule 15c2-12.

Section 8. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the President of the Board is hereby authorized and directed to execute, issue and distribute the Official Statement in connection with the sale of the Bonds.

Section 9. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That this Resolution is and shall be deemed a supplemental resolution authorized and referred to in the Bond Resolution.

Section 10. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That this Resolution shall take effect immediately.

[SIGNATURES ON THE FOLLOWING PAGE]



DRAFT

[SEAL]

Passed and adopted this 2<sup>nd</sup> day of April, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

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

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

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

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

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

\_\_\_\_\_  
James C. Church, Commissioner

\_\_\_\_\_  
Theodore J. Elder, Commissioner

\_\_\_\_\_  
Joshua C. Nordstrom, Commissioner

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
CONSOLIDATED PUBLIC IMPROVEMENT BONDS,  
2019 SERIES

BIDS FOR THE BONDS

Bidder Name	TIC
Fidelity Capital Markets	2.353561
Robert W. Baird & Co., Inc.	2.375532
Citigroup Global Markets Inc.	2.383511
Mesirow Financial, Inc.	2.389471
J.P. Morgan Securities LLC	2.404343
Bank of America Merrill Lynch	2.415981
Piper Jaffray	2.424680
Wells Fargo Bank, National Association	2.433999
Jefferies LLC	2.440880
TD Securities	2.444521

**EXHIBIT B****SCHEDULE OF PRINCIPAL AMOUNTS OF  
AND INTEREST RATES FOR THE BONDS**

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
August 1, 2020	\$ 1,840,000	5.000%
August 1, 2021	1,930,000	5.000%
August 1, 2022	2,035,000	5.000%
August 1, 2023	2,135,000	5.000%
August 1, 2024	2,245,000	5.000%
August 1, 2025	2,365,000	5.000%
August 1, 2026	2,480,000	5.000%
August 1, 2027	2,610,000	5.000%
August 1, 2028	2,745,000	5.000%
August 1, 2029	2,885,000	5.000%
August 1, 2030	3,035,000	5.000%
August 1, 2031	3,170,000	4.000%
August 1, 2032	3,305,000	4.000%
August 1, 2033	3,440,000	4.000%
August 1, 2034	3,545,000	3.000%
	\$ 39,765,000	

**EXHIBIT C**

**SCHEDULE OF PRINCIPAL AMOUNTS  
FOR THE BONDS  
AND  
EACH PORTION OF THE BONDS**

Maturity Date	Bonds	County Capital Projects Portion	Ocean Pines Water and Wastewater Improvements Portion	Riddle Farm Water and Wastewater Improvements Portion
August 1, 2020	\$ 1,840,000	\$ 1,710,000	\$ 120,000	\$ 10,000
August 1, 2021	1,930,000	1,795,000	125,000	10,000
August 1, 2022	2,035,000	1,890,000	135,000	10,000
August 1, 2023	2,135,000	1,985,000	140,000	10,000
August 1, 2024	2,245,000	2,090,000	145,000	10,000
August 1, 2025	2,365,000	2,195,000	155,000	15,000
August 1, 2026	2,480,000	2,305,000	160,000	15,000
August 1, 2027	2,610,000	2,425,000	170,000	15,000
August 1, 2028	2,745,000	2,550,000	180,000	15,000
August1, 2029	2,885,000	2,680,000	190,000	15,000
August 1, 2030	3,035,000	2,820,000	200,000	15,000
August 1, 2031	3,170,000	2,945,000	205,000	20,000
August 1, 2032	3,305,000	3,070,000	215,000	20,000
August1, 2033	3,440,000	3,195,000	225,000	20,000
August 1, 2034	3,545,000	3,300,000	230,000	15,000
<b>TOTAL</b>	<b>\$ 39,765,000</b>	<b>\$ 36,955,000</b>	<b>\$ 2,595,000</b>	<b>\$ 215,000</b>

# RatingsDirect®

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## Summary:

# Worcester County, Maryland; General Obligation

### Primary Credit Analyst:

John Kennedy, New York + 1 (212) 438 2128; john.kennedy@spglobal.com

### Secondary Contact:

Nora G Wittstruck, New York (1) 212-438-8589; nora.wittstruck@spglobal.com

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Rationale

Outlook

Related Research

## Summary:

# Worcester County, Maryland; General Obligation

### Credit Profile

US\$45.98 mil cons pub imp bnds ser 2019 due 08/01/2029		
<i>Long Term Rating</i>	AA+/Stable	New
Worcester Cnty GO rfdg bnds		
<i>Long Term Rating</i>	AA+/Stable	Affirmed

## Rationale

S&P Global Ratings assigned its 'AA+' long-term rating to Worcester County, Md.'s series 2019 general obligation (GO) consolidated public improvement bonds. The outlook is stable.

The county's full-faith-and-credit pledge secures the bonds. Officials intend to use the 2019 bond proceeds to permanently finance the construction and equipping of a new elementary school and other minor capital projects.

The rating reflects the continued strength of Worcester County's financial position, which has benefited from limited debt and management's robust financial and capital planning framework. Relatively significant development in the northeast portion of the county, coupled with the growing strength of the broader Salisbury metropolitan statistical area (MSA), has led to an economic profile we view as materially improved. Even so, we view the economy's seasonal tourism, illustrated by high winter-month unemployment and employment base concentration, as a constraint on the rating. The county's intentional fiscal 2018 reserve drawdown financed additional capital spending while returning fund balance to its 2016 levels. We understand the county's management intends to produce results nearer to break-even and maintain its current fund balance level.

The rating further reflects our view of the county's:

- Strong economy, with access to a broad and diverse MSA, yet a concentrated employment base;
- Very strong management, with strong financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Adequate budgetary performance, with operating results that we expect could improve in the near term relative to fiscal 2018, which closed with operating deficits in the general fund and at the total governmental fund level in fiscal 2018;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2018 of 26% of operating expenditures;
- Very strong liquidity, with total government available cash at 29.8% of total governmental fund expenditures and 5.1x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 5.8% of expenditures and net direct debt that is 63.6% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value and rapid amortization, with 70.5% of debt scheduled to be retired in 10 years; and

- Very strong institutional framework score.

### **Strong economy**

We consider the county's economy strong. Worcester County, with an estimated population of 51,559, is Maryland's easternmost county, on the state's eastern shore in the Delmarva Peninsula. It is in the Salisbury MSA, which we consider to be broad and diverse. The county has a projected per capita effective buying income of 117% of the national level and per capita market value of \$301,823. Overall, market value grew by 2.4% over the past year to \$15.6 billion in 2018. Constraining Worcester County's economy is a concentrated employment base, with the leisure and hospitality sector accounting for more than 30% of total county employment. The county unemployment rate was 8.5% in 2017.

Worcester County, is home to Ocean City, a summer beach resort town that draws more than 8 million visitors annually. Ocean City is roughly a two-and-a-half hour drive from Washington and Baltimore. Development in the northeast portion of the county, near Ocean City, has been especially strong over the past two years, including six new hotels that opened in 2018 or are scheduled to open in 2019.

In addition to tourism, the county's other main industry has historically been agriculture. Leading private-sector county employers include Harrison Group (1,083 employees), an owner and operator of Ocean City hotels; Atlantic General Hospital (830); a number of restaurants; and Wal-Mart Stores Inc. (500). Due to the seasonality of the dominant tourism industry, unemployment in the county has historically been well above state and national levels. We understand management has launched initiatives focusing on extending the county's prime tourism season as well as bolstering the year-round economy. To the extent these efforts enjoy considerable success in diversifying the employment base, we would consider them a credit positive.

### **Very strong management**

We view the county's management as very strong, with strong financial policies and practices under our FMA methodology, indicating financial practices are strong, well embedded, and likely sustainable.

Our assessment includes what we view as conservative revenue and expenditures assumptions based on historical analysis and forward-looking multiyear projections to identify future budgetary stresses and respond accordingly. The budget is regularly monitored with monthly budget-to-actual reports presented to the board. The board may amend the budget throughout the year as needed. The county's long-term planning includes three-year financial planning of operating revenues and expenditures and changes in their effects on reserves. The county's five-year capital improvement plan is revisited annually with major projects and funding sources identified. Its formal investment policy is in conformance with Maryland law on the investment of public funds and monitored monthly by the finance department. Its formal reserve policy requires the unassigned unreserved/undesignated general fund balance to be maintained at a minimum 10% of expenditures; if reserves fall below 10%, the county should replenish within two years. The county's formal debt policy limits outstanding tax-secured debt to no more than 1% of assessed value (AV) and a maximum debt service carrying charge of 10%.

### **Adequate budgetary performance**

Worcester County's budgetary performance is adequate, in our opinion. The county had operating deficits of negative 1.9% of expenditures in the general fund and negative 2.9% across all governmental funds in fiscal 2018. Our

assessment accounts for the fact that we expect budgetary results could improve from 2018 results in the near term.

Our assessment of the fiscal year 2018 performance also includes adjustments for recurring transfers into and out of the general fund, including an operating subsidy provided from the general fund to the solid waste department over the past two years in support of a recycling program. The county spent \$7.4 million on its pay-as-you-go capital program, which has been successful in keeping debt costs low. The county does not typically budget for pay-as-you-go capital, instead using positive budget-to-actuals variances to fund one-time capital projects.

We understand that fiscal year 2019 results should be closer to break-even as capital outlays are reduced. Management has indicated that budget-to-actuals are tracking well so far in the year. Budgeted revenues and expenditures both appear lower in 2019 than they did in 2018 due to revised accounting choices surrounding room and food taxes that the county collects on behalf of Ocean City. The 2019 budget includes an increased contribution to the county's other postemployment benefit (OPEB) obligation, to \$6.1 million from \$5.0 in 2018.

Generally speaking, the county's financial performance has benefited from a stable but diverse revenue mix that also insulates the county from the effects of state and federal changes. Property taxes made up 67% of general fund revenues, followed by room and food taxes at 15%, and income taxes at 11%. Continued transfers of around \$1.5 million from the general fund to the solid waste department to support a recycling program have been a slight drag on the county's finances. We understand management is considering folding the recycling program into general fund operations in the near future.

#### **Very strong budgetary flexibility**

Worcester County's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2018 of 26% of operating expenditures, or \$53.9 million.

Despite a reserve drawdown in fiscal 2018, we expect flexibility will remain very strong. The county used about \$7.4 million of available fund balance for capital projects while slightly increasing its budget stabilization reserves to \$13.6 million from \$13.5 million the prior year. The county experienced similar intentional drawdowns in 2014 and 2015. We do not expect reserves to further decline based on budget-to-actual performance so far this year and management's stated intention to keep reserves near current levels.

#### **Very strong liquidity**

In our opinion, Worcester County's liquidity is very strong, with total government available cash at 29.8% of total governmental fund expenditures and 5.1x governmental debt service in 2018. In our view, the county has strong access to external liquidity if necessary.

We believe the county's strong access to external liquidity is supported by its regular debt issuances. We believe it does not currently have aggressive investments with most funds invested in the state local government investment pool and U.S. Treasuries. The county has consistently had very strong liquidity and we do not anticipate a change to these ratios.

#### **Very strong debt and contingent liability profile**

In our view, Worcester County's debt and contingent liability profile is very strong. Total governmental fund debt service is 5.8% of total governmental fund expenditures, and net direct debt is 63.6% of total governmental fund



revenue. Overall net debt is low at 1.6% of market value, and approximately 70.5% of the direct debt is scheduled to be repaid within 10 years, which are, in our view, positive credit factors.

We calculate that Worcester County has about \$145.8 million in total direct debt outstanding. In our analysis, we consider slightly less than \$12.6 million of this debt to be supported or partially supported by enterprise rates and charges. We understand the county does not intend to issue additional debt over the next two years, so we do not expect to change our view of its long-term debt profile.

Worcester County's combined required pension and actual OPEB contributions totaled 2.3% of total governmental fund expenditures in 2018. Of that amount, 1.2% represented required contributions to pension obligations, and 1.1% represented OPEB payments.

Generally, all regular employees participate in the State of Maryland Employees Retirement and Pension Systems. Law enforcement officers employed by the county participate in the State of Maryland Law Enforcement Officers Pension Systems (LEOPS). Correctional officers employed by the county participate in the State of Maryland Correctional Officers Retirement System (CORS). The combined employees' retirement system for the state was 71.2% funded as of its June 30, 2018 actuarial valuation. Its proportion of the plan's net pension liability was \$25.8 million as of the last valuation. The county made its full annual required pension contribution in 2018.

Worcester County also offers OPEBs to its employees through the Worcester County Post-Retirement Medical Benefits Plan. The combined net OPEB liability related to all active and retirees for the county was \$349.7 million as of the latest valuation on July 1, 2017, including county and board of education employees. The county has ramped up its OPEB funding in recent years and contributed \$6.2 million in fiscal year 2019, up from \$3.0 million in fiscal year 2016. The actuarial value of plan assets in the OPEB trust totaled \$68.4 million as of July 1, 2018.

### **Very strong institutional framework**

The institutional framework score for Maryland counties is very strong.

## **Outlook**

The stable outlook reflects Worcester County's strong and stable financial position, with budgetary performance expected to remain adequate or strong over the next two years. The rating is further supported by our opinion of the county's very strong management conditions and very strong debt profile. As a result, we do not expect to change our rating within the outlook period.

### **Upward scenario**

We would consider raising our rating if Worcester County's economy showed improving economic and unemployment metrics, along with a broader decoupling of the economy from seasonal tourism while the county's financial position remained very strong.

### **Downside scenario**

If the county's financial performance weakens in a way that results in large and sustained draws on fund balance, we would consider lowering the rating.

## **Related Research**

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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**CREDIT OPINION**

15 March 2019

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**CLIENT SERVICES**

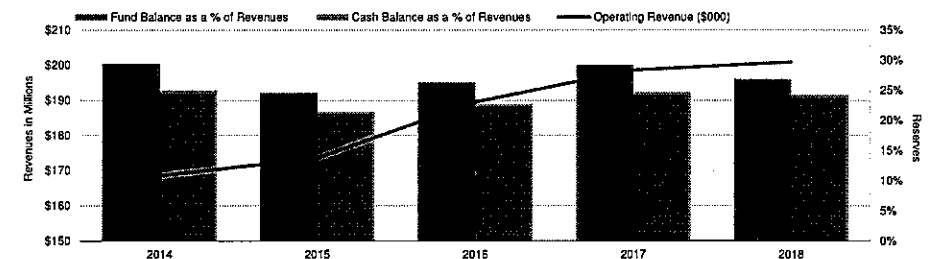
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**Asia Pacific** 852-3551-3077  
**Japan** 81-3-5408-4100  
**EMEA** 44-20-7772-5454

# Worcester (County of) MD

## Update to credit analysis

**Summary**

Located on Maryland's (Aaa stable) Eastern Shore, Worcester County (Aa2) serves as a regional resort destination to the Baltimore (Aa2 stable) and District of Columbia (Aaa stable) metro area. Anchored by Ocean City (Aa2), the county is benefitting from growing tourism revenues, which have increased 9.5% from fiscal 2015 to reach \$47.6 million in fiscal 2018. Population growth in the area is also spurred by an expanding retirement community, and increased tourist, income, and property tax revenues are supporting the county's healthy financial position. Capital needs remain manageable, and the county has low debt and pension liabilities and fixed costs.

**Exhibit 1**
**Historically Stable Financial Position  
 Fiscal 2014-2018**


Source: Worcester County, MD & Moody's Investors Service

**Credit strengths**

- » Sizeable tax base with regional importance
- » Low debt and pension liabilities
- » Historically stable financial position

**Credit challenges**

- » Reliance on tourism industry
- » Coastal location susceptible to weather-related events and rising sea-levels

**Rating outlook**

Outlooks are usually not assigned to local government credits with this amount of debt outstanding.

## Factors that could lead to an upgrade

- » Material tax base expansion and diversification
- » Improved wealth and income levels
- » Sizeable increases to reserves and liquidity

## Factors that could lead to a downgrade

- » Material decline in financial position
- » Substantial tax base erosion
- » Significant increase in debt burden or capital needs

## Key indicators

Exhibit 2

Worcester (County of) MD	2014	2015	2016	2017	2018
<b>Economy/ Tax Base</b>					
Total Full Value (\$000)	\$15,069,853	\$14,888,349	\$14,885,658	\$15,193,941	\$15,561,696
Population	51,558	51,519	51,441	51,559	51,559
Full Value Per Capita	\$292,289	\$288,988	\$289,373	\$294,690	\$301,823
Median Family Income (% of USMedian)	107.4%	103.9%	100.7%	101.0%	101.0%
<b>Finances</b>					
Operating Revenue (\$000)	\$168,488	\$173,503	\$189,490	\$198,486	\$200,798
Fund Balance (\$000)	\$49,501	\$42,657	\$49,848	\$57,795	\$53,906
Cash Balance (\$000)	\$42,034	\$37,305	\$42,941	\$48,927	\$48,585
Fund Balance as a % of Revenues	29.4%	24.6%	26.3%	29.1%	26.8%
Cash Balance as a % of Revenues	24.9%	21.5%	22.7%	24.7%	24.2%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$113,218	\$116,259	\$113,785	\$104,001	\$95,945
3-Year Average of Moody's ANPL (\$000)	\$140,722	\$116,712	\$74,470	\$80,255	\$90,925
Net Direct Debt / Full Value (%)	0.8%	0.8%	0.8%	0.7%	0.6%
Net Direct Debt / Operating Revenues (x)	0.7x	0.7x	0.6x	0.5x	0.5x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.9%	0.8%	0.5%	0.5%	0.6%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	0.8x	0.7x	0.4x	0.4x	0.5x

Source: Worcester County, MD CAFRs & Moody's Investors Service

## Profile

Worcester County is a regional tourism destination that includes Ocean City, with a seasonal population between 200,000 and 300,000.

## Detailed credit considerations

### Economy and tax base: regional tourism base serving the Baltimore-Washington metro area

Worcester County's sizeable tax base will likely remain stable in the near-term as property values exhibit modest growth following years of consecutive declines. The tax base grew 2.4% to reach a full value of \$15.6 billion in fiscal 2018, although it declined a compound

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody.com](http://www.moody.com) for the most updated credit rating action information and rating history.

annual rate of 0.3% during the past five years. The county's taxable value exceeds the median of \$8.3 billion for similarly rated credits nationally.

The dominant tourism industry continues to contribute to tax base growth, with the development of 10 new hotels between 2016 and 2019. The county also has a substantial agricultural economy, with 62% zoned for agriculture production and 31% for resource protection, as well as a growing healthcare sector. The largest employers are predominantly hotel and restaurant businesses, and top employers include the county's Board of Education (1,185 employees), Harrison Group Hotels and Restaurants (1,170 employees), and Atlantic General Hospital (860 employees). Atlantic General Hospital opened an 18,000 square foot regional cancer center in July 2018, and a new 98,000 square foot medical center in Berlin is slated to begin construction in May 2019. The Peninsula Regional Medical Center also opened a new health facility in 2015, and expansions followed in 2017 and Spring 2019.

The county's employment is highly seasonal and fluctuates accordingly. First and fourth quarters of the year reflect the highest unemployment, which varied between 11 and 12% in fiscal 2018. During the spring and summer months, 2018 unemployment averaged 7.2% and 5.6%, respectively. Still, the unemployment rate is above average relative to the state (3.4%) and nation (3.7%), and the number employed remains below levels in 2013 and prior years.

Although wealth levels remain below average for the state, per capita income (110.4% of the US) and median family income (101% of the US) were aligned with the nation in 2017. Full value per capita was also very healthy at \$301,823 (relative to a Aa-median of \$84,145), reflecting the nature of the tax base of second homes, rental, and commercial properties.

#### **Financial operations and reserves: healthy and stable financial position**

Worcester County's financial position will likely remain healthy based on the county's long-term fiscal planning, adherence to formal financial policies, and ability to raise taxes to address budgetary shortfalls. Fiscal 2018 yielded a higher than budgeted general fund surplus of \$17.4 million (inclusive of transfers in), before a \$21.4 million transfer out for other financing uses. Uses included approximately \$12.3 million for debt service, \$7.4 million for pay-go capital projects, and \$1.7 million for a landfill grant, which ultimately utilized approximately \$4 million in general fund reserves. Available fund balance (assigned and unassigned) was a still healthy \$53.9 million (26.5% of revenues), which falls below the national median for similarly-rated counties (36% of revenues). Approximately 65.2% of general fund revenues are derived from property taxes, with an additional 10.9% generated from the county's local income tax, and 9.4% from other local taxes including recordation, room, and food taxes.

The fiscal 2019 general fund budget represents a 4.5% decrease over fiscal 2018, primarily due to the county's decision to separate the room and food tax into a separate fund. Preliminary projections are tracking to the budget, and year-end results are anticipated to be balanced with no use of reserves.

The county maintains a real property tax rate of \$8.35 per \$1,000 of assessed value, which has been consistent following a tax increase in fiscal 2016 from \$7.70 per \$1,000 of assessed value. The income tax rate was also increased in fiscal 2016 to 1.75% from 1.25%, which provided revenue enhancements following the economic downturn. The county remains well below the local income tax maximum of 3.2%, and can also raise the recordation tax rate, providing additional flexibility.

#### **LIQUIDITY**

The county's liquidity position is healthy with \$48.6 million (26.5% of revenues) in general fund cash as of fiscal 2018. The county has maintained a stable net cash position of 23.6% of revenues over the last five years, which is below the rating category of 39.4% of revenues.

#### **Debt and pensions: low debt and pension liabilities will remain manageable**

The county's debt position will remain affordable because of above-average debt retirement and manageable additional planned issues, totaling approximately \$59.9 million through fiscal 2024. Including the 2019 bond issuance, the direct debt burden is 0.9% of full value, which is above the median (0.5% of full value) for Moody's rated Aa2 counties nationwide. However, Maryland counties typically have higher direct debt burdens because they issue debt on behalf of schools.

The county's \$91.2 million 2020–2024 capital improvement program (CIP) is primarily slated for public schools (58.6%), public works (24.2%), and public safety (10.7%). Approximately 66% of the CIP will be debt financed, with the remainder financed by non-county sources (including state and federal funding) and county pay-go funding.

**DEBT STRUCTURE**

All of the county's debt is fixed rate and consists primarily of general obligation bonds, and amortization of debt is rapid with 74.7% of principal retired in 10 years and a descending debt service schedule. Fiscal 2018 debt service represents a low 6% of operating expenditures.

**DEBT-RELATED DERIVATIVES**

The county is not party to any derivative agreements.

**PENSIONS AND OPEB**

The county participates in the Maryland State Retirement and Pension Systems for school, county, and library employees, and contributed \$2.9 million, or a minimal 1.4% of operating expenditures in fiscal 2018. The combined adjusted net pension liability (ANPL), under Moody's methodology for adjusting reported pension data, was \$87.3 million, or a below-average 0.43 times operating revenues.

The county provides other post-employment benefits (OPEB) and funds the trust on a pay go basis annually. The county's net OPEB liability was \$31.7 million in fiscal 2018, and OPEB contributions totaled \$5 million. The county plans to contribute \$6.2 million in fiscal 2019.

Total fixed costs in fiscal 2018, including debt service, pension, and OPEB, accounted for an average 9.8% of operating expenditures.

**Management and governance**

County management practices long-term financial and capital planning. The county's fiscal policies also afford the county adequate financial flexibility, including maintaining a minimum 10% of annual budgeted expenditures in a reserve fund (included in unassigned fund balance).

Maryland Counties have an Institutional Framework score of Aa, which is high compared to the nation. Institutional Framework scores measure a sector's legal ability to increase revenues and decrease expenditures.

While the sector's largest revenue source, property taxes, is not subject to any statewide caps, income taxes account for approximately a third of revenues and are capped at 3.2%. Unpredictable revenue fluctuations tend to be minor, or under 5% annually. Across the sector, fixed and mandated costs are generally greater than 25% of expenditures. Maryland has public sector unions, which can limit the ability to cut expenditures. Unpredictable expenditure fluctuations tend to be minor, under 5% annually.

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## **FITCH RATES WORCESTER COUNTY, MD'S \$45.98MM GOS 'AA'; OUTLOOK STABLE**

Fitch Ratings-New York-14 March 2019: Fitch Ratings has assigned an 'AA' rating to the following Worcester County, MD general obligation (GO):

--\$45.98 million consolidated public improvement bonds, 2019 series.

In addition, Fitch has affirmed the county's Issuer Default Rating (IDR) at 'AA' along with the following:

--\$75.8 million outstanding GO bonds at 'AA'.

The Rating Outlook is Stable.

The bonds are being issued to provide funds to finance costs of certain capital projects. The bonds are scheduled for sale on April 2, 2019 via competitive bid.

### **SECURITY**

The GO bonds are general obligations of the county for which its full faith and unlimited taxing power are pledged.

### **ANALYTICAL CONCLUSION**

The 'AA' rating on the IDR and GO bonds reflects the county's very high financial resilience through economic cycles, supported by superior inherent budget flexibility, and despite slow revenue growth prospects. The county's long-term liability burden associated with pensions and overall debt is low. .

### **Economic Resource Base**

Worcester County is located on Maryland's eastern shore and encompasses the entire Atlantic seaboard of the state. The county, a prime tourist destination, boasts many public beaches, a boardwalk, golf courses, and convention facilities. While annual population is estimated at 51,690 for 2017, the summer population can peak to 325,000.

### **KEY RATING DRIVERS**

#### **Revenue Framework: 'aa'**

General fund revenues have historically grown at a pace in line with inflation, a trend that Fitch expects to continue. There is no legal limit to the county's independent ability to raise property tax revenues. The county gains additional revenue-raising flexibility from the remaining margin below the maximum income tax rate.

#### **Expenditure Framework: 'aa'**

Fitch expects the natural pace of spending to generally be in line with or marginally exceed revenue growth trends, absent policy action. County expenditure flexibility is aided by the absence of collective bargaining and low fixed carrying costs.

#### **Long-Term Liability Burden: 'aaa'**

The county's liability burden is low. Future debt needs are manageable and amortization of existing debt is rapid. Direct and overlapping debt represents the majority of the liability burden.

Operating Performance: 'aaa'

Fitch believes the county will continue to maintain reserves throughout the economic cycle solidly above the level consistent with an 'aaa' financial resilience assessment, given the county's strong control over revenue and spending, history of strong budget management and relatively low expected revenue volatility.

#### RATING SENSITIVITIES

Change in Revenue Growth Prospects: The rating assumes revenue growth will improve but remain slow going forward. Continued weakness in the revenue trend could put negative pressure on the rating.

#### CREDIT PROFILE

Worcester County encompasses the entire Atlantic coastline of Maryland, serving as home to Ocean City, a prime tourist destination. Tourism-generated revenues have continued to increase year-over-year. The county collects hotel and room taxes and remits the bulk of collections to its local municipalities. Remaining direct tourism-generated tax revenues represented a small portion of overall revenues after these pass-throughs.

Leisure and hospitality is the leading sector, with primary employers from hotel and restaurant establishments. Harrison Group is the largest employer with several hotels and restaurants located within the county. This sector continues to expand with the recent development of multiple hotels with several in the pipeline. Atlantic General Hospital (AGH) is the second largest private employer, which is somewhat reflective the county's above average age of 50. The hospital recently opened a new \$30 million cancer center. Future plans for the AGH Network include the construction of a new medical center.

Agriculture is a significant driver of the economy for Worcester County since 70% of the county is zoned as agricultural. One third of the county's acreage is actively engaged in farming.

The county's unemployment rate exhibits a seasonal pattern similar to that of tourist arrivals and traditionally exceeds state and national norms, although they have improved since the recessionary peak. Resident income levels are below the state and U.S. average, but additional wealth flows into the county during the summer months from tourists and second-homeowners.

#### Revenue Framework

The county derived approximately 66% of its revenues from property taxes in fiscal 2018, followed by income tax revenues, which were equal to about 11%. Property tax revenue growth over the past decade has been about the level of inflation despite a weaker assessed value growth trend over the past decade. Revenue growth reflects the county's increased real property tax rate in 2014 and 2016 and income tax rate in 2016. The 2019 TAV is over \$15.9 billion, which is a 2.4% increase over 2018 but remains 22% below the 2009 TAV peak.

Income tax revenue growth has been volatile but employment growth in recent years has been positive. Income tax revenues declined in fiscal 2018 despite increases in employment which may be the result of changes in taxpayer behavior due to federal tax changes. The 2019 budget assumes a 3% increase in income tax revenues relative to fiscal 2018. Year-to-date income tax revenue receipts indicative revenues are likely to meet budget expectations.

Fitch expects natural revenue growth exclusive of policy actions to be around the rate of inflation. While adjusted general fund revenue growth over the 10 year compound annual growth rate (CAGR) period has been less than inflation, the aforementioned decline in income taxes is

projected to be temporary and the natural pace of property tax revenue growth over the near term is expected to rebound as evidenced by recent TAV growth over 2%.

The county maintains substantial independent ability to raise revenues. Property tax revenues and rates are not subject to a cap. The current property tax rate of \$0.835 is the second lowest in the state. Each additional penny on the tax rate is approximately \$1.6 million in additional revenue. The county also levies an income tax pursuant to state law; the county's rate is the lowest in the state. Increasing the income tax rate to the cap would generate an additional \$18.4 million, equal to approximately 10% of fiscal 2019 budgeted spending.

#### Expenditure Framework

Education is the county's leading expenditure category at 48% of fiscal 2018 general fund expenditures, followed by 18% for public safety.

Given no notable pressures on spending, the natural pace of spending growth is expected to be in line with to marginally above revenue growth.

The county has a solid level of expenditure flexibility, aided by the absence of collective bargaining, which provides management with considerable control in managing employee wages and benefits. According to the state maintenance of effort mandate, education spending is tied to enrollment and cannot decline from year to year without approval from the state, which somewhat limits spending flexibility. During the recent recession, the county was able to achieve cost savings by freezing wages and offering an early retirement program to reduce the workforce. The county workforce has gradually increased over the years with the current headcount in line with pre-recession levels, providing flexibility. Additional savings could be achieved through a reduction in pay-go capital spending. Fiscal 2019 capital pay-go spending is estimated at \$4.7 million or about 2% of the fiscal 2019 general fund budget. Fixed carrying costs associated with debt service, contractually required pension payments and other post-employment benefit (OPEB) contributions are low at approximately 9% of fiscal 2018 spending.

#### Long-Term Liability Burden

Fitch estimates the county's long-term liability burden to be just under 10% of personal income. Because a large number of resident personal income is excluded from the resource base due to the tourism-based economy, which includes a notable proportion of second homes, Fitch also evaluates the county's liability burden against market value, which is approximately 1.8%. The liability burden is expected to remain relatively stable with manageable debt plans. The county's 2020 to 2024 capital improvement plan outlines \$91.2 million in projects focused mostly on school replacement and upgrades, of which approximately 60% will be funded with tax-supported debt. Overlapping debt comprises the majority of the liability burden, but is not expected to pressure the metric. Fitch expects liabilities to remain a low burden on the resource base even with the additional issuance.

The county provides pension benefits to its employees and employees of the Board of Education (BOE) through the State of Maryland Employees Retirement and Pension System. The adjusted net pension liability for the county's and BOE's proportionate share of the system-wide liability is less than 1% of personal income, despite the plan's aggregate assets that cover only about 54% of liabilities at Fitch's 6% investment return assumption.

#### Operating Performance

The county's prudent fiscal management and adherence to fiscal policies have resulted in the maintenance of solid reserves, despite experiencing periods of declining revenues. General fund reserves are well above the county's 10% reserve policy and comfortably above the minimum reserve safety margin for a 'aaa' financial resilience assessment, given expected revenue volatility and the county's inherent budget flexibility. Fitch expects the county to maintain an exceptionally

strong level of financial resilience throughout economic cycles. The unrestricted general fund balance of \$53.9 million at fiscal year-end 2018 was a healthy 26% of spending.

The county demonstrated its strong budget management during the recent downturn by freezing salaries and deferring capital spending. The county also implemented an early retirement plan in fiscal 2009, which continued annually through fiscal 2016. Fitch expects county management would respond in a similar manner during another economic downturn.

The fiscal 2019 general fund budget of \$190 million is an \$8.9 million decrease from fiscal 2018. The budget decline reflects an accounting change of room and food tax revenues into a new agency fund in order to meet a new Governmental Accounting Standards Board (GASB) statement standard. The budget increase mostly funds an increased allocation to the BOE and salary increases for all county employees. Given the county's conservative budgeting practices, Fitch expects operating results to remain positive relative to budget.

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Additional information is available on [www.fitchratings.com](http://www.fitchratings.com)

Applicable Criteria

U.S. Public Finance Tax-Supported Rating Criteria (pub. 03 Apr 2018)

<https://www.fitchratings.com/site/re/10024656>

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