

AGENDA

WORCESTER COUNTY COMMISSIONERS

Due to the current COVID-19 pandemic, this meeting will be held virtually and can be publicly viewed online via live stream feed at - <https://worcestercountymd.swagit.com/live>

May 5, 2020

	<u>Item #</u>
9:00 AM - Call to Order	
9:01 - Review and Approval of Minutes	
9:05 - J. Ranck - Library Director: Pocomoke Library - Construction Cost Estimates	1
9:10 -	
9:20 - B. Jones - IT Director: Worcester County Broadband Study and Update	2
9:30 - Chief Administrative Officer: Administrative Matters	3-12
(Support Letter for Chesapeake Country National Scenic Byway as an All-American Road; Shared Facility Agreement - Ayres Creek Family Farm, LLC; Small Project Agreement - Bay Marsh Inc. Sewer; Bid Specifications for Ocean Pines Wastewater Treatment Plant Improvements - Treatment Unit No. 3; Parking Lot Paving at Health Department Facility in Berlin; Request for Nuisance Abatement on Snow Hill Road in Girdletree; Street Lights on Unionville Road near Pocomoke City; Scheduling Public Hearings for Proposed Enterprise Fund Budgets - Water and Wastewater, Solid Waste, and Liquor Control; and potentially other administrative matters)	
9:40 -	
9:50 -	
10:00 - Questions from the Press; County Commissioners' Remarks	
10:01 - Vote to Meet In Closed Session	
10:05 - Closed Session: Discussion regarding hiring a Part-Time Temporary Roads Worker III for the Roads Division of Public Works, an Enterprise Fund Controller for the Treasurers Office, and an Office Assistant and Deputy Director for Development Review & Permitting; receiving legal advice from Counsel; and performing administrative functions	
10:30 - Adjourn after Closed Session to Reconvene at 7:00 pm for the Budget Hearing	
7:00 PM - Public Hearing - Constant Yield Tax Rate and Requested FY2021 County Operating Budgets	13-14
- Due to the COVID-19 pandemic, and in lieu of public appearance, the public hearing will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at:	
https://us02web.zoom.us/webinar/register/WN_R7VZcbCZRwqWickNDZKfVw	
Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.	

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Minutes of the County Commissioners of Worcester County, Maryland

April 14, 2020

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

Due to the current COVID-19 pandemic, this meeting was held virtually via Zoom for which the live stream and can be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

At 9:00 a.m. Commissioner Mitrecic called the meeting to order.

The Commissioners reviewed and approved the open and closed session minutes of their March 17, 2020 meeting as presented.

The Commissioners met with Library Director Jennifer Ranck to review schematic designs and a comparison of site and building options developed by local stakeholders from the Library, Commission on Aging (COA) and Health Department with assistance from Architect Jeff Schoellkopf of JSD, Inc./The Design Group for the Pocomoke Branch Library project. Ms. Ranck advised that in December 2019 Library officials began a site evaluation of the property offered by Pocomoke City officials to construct a new Pocomoke Branch Library and met with stakeholders to better understand what would be needed to develop a facility that could accommodate Library, Senior Center, and Health Department services in one location as directed by the Commissioners. She noted that the City of Pocomoke is completing a phase one environmental study of that property, and she reviewed the concepts available for the Pocomoke Branch Library Project as follows: Concepts 1a and 1b - construct a new 15,000 to 17,000-square-foot (SF), one-story facility with a Library and Senior Center on the parcels offered by Pocomoke officials with two options for parking; Concept 2 - construct a new 20,000 to 22,000-SF, facility with a Library, Senior Center, and Health Department offices, or construct that same facility and place the Library and Senior Center on the first floor and construct a 4,000 to 7,000-SF second floor for Health Department offices with a separate entrance, on parcels offered by Pocomoke officials. Both Concepts one and two include developing parking on a parcel directly behind the Delmarva Discovery Center, which the town does not own and which would require additional funding to purchase, or providing parking on surrounding streets and parcels; Concepts 3a and 3b - build a new, 15,000 to 17,000-SF Pocomoke Branch Library and Senior Center at the current location on Market Street, and depending upon the location of the new building, one option would allow the existing Library to remain open during construction; Concept 4 - construct a new 11,000 to 12,000-SF facility for a new Library Branch only at the Market Street property, and keeping the existing Branch Library open during construction; or

Concept 5 - renovate the existing 7,000-SF facility at Market Street to include a 3,000 to 4,000 SF addition at an estimated cost of \$522 per SF, with a 5% escalation cost, for an estimated cost of \$5.6 million.

Ms. Ranck advised that \$490,000 was reserved in the FY21 budget for design funds, and the Library applied for and was awarded State grant funds to develop design plans in keeping with Concept 5. She stated that Library officials would like to apply for an FY22 State Capital Grant to assist with construction costs. However, the application deadline is May 22, 2020, and the County must identify the preferred construction concept in the grant application. Ms. Ranck also clarified that any State funds that may be awarded for the renovation and/or construction of a new Library can only be used for that purpose. Therefore, funding for Senior Center and Health Department offices must be applied for separately by the requesting agencies.

Commissioner Bunting agreed that Pocomoke City needs a new Library, but stated that the Commissioners need to know the estimated cost of each Concept in order to select the best Concept for the town and County. Commissioner Bertino concurred and asked how much it would cost for purchase the adjacent lot downtown for parking and what other funding sources or donations may be available to assist with the cost. In response, Ms. Ranck advised that the Library portion of any construction project would account for the majority of project costs. She also noted that the COA should be able to apply for State funding for the Senior Center portion of the project. She further explained that Concept 1b, the downtown location for the Library and Senior Center with parking on adjacent streets, is the preferred alternative and if chosen would not obligate the County to construction funding at this time.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, for The Design Group to develop a cost estimate for Concept 1b for the Commissioners' consideration prior to the State grant application deadline of May 22.

Pursuant to the request of Chief Deputy Mark Titanski and the written request of Sheriff Matthew Crisafulli and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Mitrecic to sign the Law Enforcement Training Scholarship grant application through the Governor's Office of Crime Control and Prevention to cover costs associated with the Northwestern University School of Police Staff and Command training program that prepares law enforcement managers for senior positions.

Pursuant to the recommendation of Tom Perlozzo, Director of Recreation, Parks, Tourism, and Economic Development, and upon a motion by Commissioner Purnell, the Commissioners unanimously rejected all bids for the construction of a 720 square foot facility to house a small concession stand and permanent restrooms at Showell Park. Mr. Perlozzo explained that the County allotted \$200,000 in Maryland Department of Natural Resources (DNR) Program Open Space (POS) funds to cover 90% of all project costs, to include water and sewer service and concession equipment, which were not included in the bid package. However, the low bid of \$246,000 from The Whayland Company of Laurel, Delaware exceeded total project funding by \$46,000. Therefore, he advised that staff will look into acquiring a pre-fabricated building or mobile unit for concessions only.

Pursuant to the request of Mr. Perlozzo and upon a motion by Commissioner Church, the Commissioners unanimously authorized the Town of Berlin to host a family festival with fireworks at the Northern Worcester Athletic Complex in Berlin, Maryland on July 3, 2020, with the town to cover all costs associated with the fireworks. Mr. Perlozzo stated that Recreation and Parks will provide family fun games and entertainment and will offer opportunities to vendors to rent space to cover any costs the County might incur.

In response to a question by Commissioner Bertino, Mr. Perlozzo stated that Recreation and Parks could assist other municipalities with similar events in the future if requested to do so.

Pursuant to the request of Environmental Programs Director Bob Mitchell in response to a written request from Maryland Coastal Bays Program (MCBP) Executive Director Kevin Smith and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved an in-kind match of approximately \$662,500 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period of October 1, 2020 to September 30, 2021. Mr. Mitchell explained that the MCBP should receive \$662,500 in EPA funding this year, which represents a 10% increase in federal funding. Furthermore, the County will use non-federal Rural Legacy Program funds expended to protect and restore the Coastal Bays during the same time period as well as the annual Bay Restoration Fund (BFR) grant for sewer connections and septic pre-treatment upgrades and Maryland Water Quality Financing Grant funding to satisfy the in-kind match requirements without any additional cash required by the County.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved Change Order No. 1 for revisions to the scope of work for the Courthouse heating ventilation and air conditioning (HVAC) project, resulting in a reduction in the contract cost from \$465,850 to \$445,076, so the County can proceed to final payment on this project which has now been completed.

The Commissioners met with Mr. Tustin to review the results of a speed study on Swan Gut Road near Stockton, which was conducted from March 24-31, 2020 at the request of an area resident to address safety concerns and speeding vehicles and to consider posting a speed limit sign. Mr. Tustin reviewed the results and noted that 682 vehicles or 26.4% of drivers traveled 35 miles per hour (mph) or less, and 1,895 or 73.6% of drivers traveled 36 mph or greater, while the average speed was 37 mph on Swan Gut Road during the speed study. Mr. Tustin recommended that Swan Gut Road be posted at 40 mph, with 30 mph safe speed placards to be attached to the curve signs to provide a more uniform speed limit on this previously unposted road.

Upon a motion by Commissioner Nordstrom, the Commissioners concurred with staff's recommendation to establish the speed limit and post speed limit signs and agreed to request that the Sheriff's Office enforce the new speed limit of 40 miles per hour on this unposted road.

The Commissioners met with Development Review and Permitting Director Ed Tudor and Zoning Administrator Jennifer Keener to review a request from Attorney Mark Cropper on behalf of Robert Ewell to adopt a new development standard, specifically a new private campground subdivision road design to facilitate the approval of the remaining phases of the Island Resort Campground. Mr. Tudor stated that, in accordance with Section 1-118(b)(9) of the

Zoning Code, the County Commissioners have the authority to adopt such standards. He further noted that Section 1-318 Campgrounds states that “All roads and incidental drainage shall comply and be constructed in accordance with County road specifications for private campground subdivisions, as adopted by the County Commissioners.” Ms. Keener noted that this requirement applies to all campgrounds regardless of type (rental, membership, subdivision, and cooperative), and there are currently two such standards: one with a 30' wide right-of-way, and another with a 40' wide right-of-way, both with paved surfaces. The new standard would permit gravel surfacing within a 30' wide right-of-way.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 20-7 amending the road construction standards and specifications for private campground subdivisions to include the 30' wide gravel roads as proposed.

The Commissioners met with Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan to review a request from Hugh Cropper, on behalf of Sun Frontier, LLC, for allocation of 38 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve Phase II of the proposed Frontier Town Campground expansion to serve an additional 112 campsites identified on Tax Map 33 as Parcel 94. Mr. Shannahan advised that this request was previously reviewed by the County Commissioners on August 6, 2019, after which a decision was postponed pending adoption of the Standard Sewer Flow calculations on December 3, 2019. He noted that the Technical Review Committee (TRC) reviewed the campground expansion plans on March 11, 2020 and determined that the campground expansion plans cannot proceed unless additional sewer capacity is allocated to the property; however, there is currently no available undesignated sanitary capacity in the southern part of the Mystic Harbour Service Area (Area 2) to serve the proposed expansion. Furthermore, County staff discovered last fall that the Frontier Town Water Park and other commercial uses are significantly exceeding their permitted average daily flow of 6,667 gallons per day (gpd) of sewerage to the Assateague Pointe Service Area during the 2019 summer season, ranging from a low of 10,314 gpd to a high of 19,657 gpd from June 7 through July 26, with an overall average daily flow of 16,841, which exceeds the permitted flow by 10,164 gpd or 252% of the maximum daily flow. Mr. Shannahan stated that Frontier Town officials have agreed to install a meter to record the actual flow to Assateague Pointe from the water park this season, which should help identify the actual flows and determine how sufficient sewage treatment can be provided by Assateague Pointe, perhaps supplemented by Mystic Harbour if necessary. He concluded that, given that there is insufficient capacity in the southern part of the Mystic Harbour Service Area (Area 2), to serve the proposed campground expansion coupled with the potential need for treatment capacity from Mystic Harbour to supplement treatment capacity from Assateague Pointe for the Water Park, the Sewer Committee cannot support the requested allocation of 38 EDUs for the further expansion of campsites at Frontier Town Campground.

Commissioner Mitrecic stated that Frontier Town officials are working diligently to correct the water park issue, and he supported approving the 38 EDUs as requested. In response to a question by Commissioner Bertino, Mr. Mitchell stated that Frontier Town officials have complied with directives from County staff to monitor water usage to avoid future overages. In

response to a question by Commissioner Purnell, Mr. Shannahan confirmed that the Commissioners would have to approve an amendment to the Water and Sewerage Plan to allocate EDUs from Area 1 (north of the airport) to Area 2 (south of the airport) to accommodate this request. Commissioner Nordstrom stated that, while he did not oppose the request, he was not prepared to vote on this matter until the water park issue is corrected.

After some discussion and upon a motion by Commissioner Bunting, the Commissioners voted 6-1, with Commissioner Nordstrom voting in opposition, to initiate an amendment to the Water and Sewerage Plan to allocate and shift 38 EDUs of sewer service from Area 1 (north of the airport), including 29 EDUs from the "Infill and Intensification" category and 9 EDUs from the "Vacant or Multi-Lot Properties" category, to Area 2 (south of the airport) to serve Phase II of the proposed Frontier Town Campground expansion.

Pursuant to the request of Chief Administrative Officer Harold Higgins and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Commission President Mitrecic to sign the contract between the County Commissioners and Sergio Castillo (contractor), hiring Mr. Castillo as a COVID-19 procurement consultant on a temporary, contractual basis. Mr. Higgins explained that Mr. Castillo has the experience and contacts necessary to help the county procure additional resources for Worcester County and its partnering agencies to address the current state of emergency.

In response to a question by Commissioner Bunting, Mr. Higgins advised that for example Atlantic General Hospital (AGH) and the Berlin Nursing Home lack the mortuary capabilities necessary in the event that the number of COVID-19 infections escalates on the Lower Eastern Shore, and Mr. Castillo has the expertise to procure trailers to provide these services if needed and to secure the personal protective equipment and resources needed to address the current health crisis.

The Commissioners met with Chief Administrative Officer Harold Higgins and Budget Officer Kathy Whited to review the Notice of a Proposed Real Property Tax Increase (Constant Yield Tax Rate) advertisement, which has already been approved by the Maryland Department of Assessments and Taxation, to be advertised in area newspapers during the week of April 23, 2020. Mr. Higgins stated that financial projections have been adjusted due to the potential impact of the COVID-19 pandemic on County revenues for FY21; however, the Commissioners intend to maintain the current real property tax rate, as indicated in the advertisement. Mr. Higgins then explained that, in accordance with State law, the notice states that, for the tax year beginning July 1, 2020, the estimated real property assessable base will increase by 2.1%, from \$15,734,438,820 to \$16,061,877,029 and if the County maintains the current tax rate of \$0.845 per \$100 of assessment, real property tax revenues will increase by \$2,766,853 or 2.1%. The notice states that, to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.8278 per \$100 of assessment, the Constant Yield Tax Rate (CYTR). The County is considering not reducing its real property tax rate enough to fully offset increasing assessments and instead proposes to adopt a real property tax rate of \$0.845 per \$100 of assessment. Ms. Whited reiterated that this language is required by State law.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the FY21 Constant Yield Tax Rate advertisement, as required by State law.

Pursuant to the request of Mr. Higgins and Ms. Whited and upon a motion by Commissioner Purnell, the Commissioners unanimously approved the required advertisement of the Notice of Public Hearing on the FY21 County Operating Budgets, which will run in area newspapers the weeks of April 23 and April 30, 2020. This advertisement will advise the public that, due to the health pandemic and in lieu of public appearance, the budget hearing will take place remotely via video teleconference on Tuesday, May 5, 2020, at 7:00 p.m. Mr. Higgins advised that the originally requested budget has been revised due to the COVID-19 pandemic to reduce revenue estimates to reflect anticipated reductions in income taxes, investment interest, and other funding and also reduce department requests to reflect essential needs.

In response to a question by Commissioner Bunting, County Attorney Roscoe Leslie stated that, even if Governor Larry Hogan lifts the stay-at-home order, the meeting must be live-streamed to comply with information outlined in the legal advertisement, the Commissioners could potentially conduct the public hearing in-person at the Worcester County Government Center in Snow Hill and live-stream the meeting for home viewing. In response to a question by Commissioner Bertino, Mr. Shannahan advised that the public may participate in the budget hearing by emailing or mailing written comments no later than Monday, May 4, 2020, at 4:00 p.m. or by registering in advance to receive a link that will allow them to speak to specific aspects of the budget during the public hearing. Mr. Shannahan explained that comments made during the hearing would be limited to no more than two minutes, but more lengthy and detailed written comments would also be accepted.

In response to additional questions by Commissioner Bertino, Mr. Higgins confirmed that the revised budget addresses Maintenance of Effort (MOE) funding for the Board of Education (BOE), including salary increases for BOE and County employees, and includes adjustments in emergency medical services (EMS) funding, and requests from the various departments and agencies to address essential needs.

In response to a question by Commissioner Bertino with regard to whether the County will defer or delay water bill payments, Mr. Higgins confirmed that the County is following the State guidelines. He stated that the water bills have been issued, but the County will not discontinue service and will waive any penalties that may accrue due to nonpayment for a full 30 days after the Commissioners lift the current declaration of emergency.

Commissioner Bertino requested the Worcester County Board of Elections website be updated to advise residents regarding the delay in primary elections in Maryland.

In response to a question by Commissioner Purnell with regard to safety measures implemented in the divisions of Public Works where personnel work in teams to provide essential services, Assistant Chief Administrative Officer Kelly Shannahan stated that all County employees have and will continue to be instructed to practice social distancing and to wear personal protective equipment to prevent the spread of COVID-19.

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

Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, the Commissioners unanimously voted to meet virtually in closed session at 10:04 a.m. to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the virtual closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Robert “Trey” Harman, III as an Environmental Health Specialist Trainee for Environmental Programs, Gavaughn Trower and Aaron Price as Correctional Officer Trainees at the Jail, and Laraine Buck as an Emergency Services Planner within Emergency Services; transferring and promoting Carlos Rivera from Transfer Station Attendant within the Solid Waste Division to Plant Operator Trainee and hiring Jon Mears as a Plant Operator I for the Water and Wastewater Division of Public Works; posting to fill the position of Deputy Director for Development Review and Permitting, and discussing other personnel matters; and receiving legal advice from counsel.

Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 10:52 a.m., after which they adjourned to meet again on April 21, 2020.

Minutes of the County Commissioners of Worcester County, Maryland

April 21, 2020

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

Due to the current COVID-19 pandemic, this meeting took place virtually via Zoom for which the live stream and can be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

At 9:00 a.m. Commissioner Mitrecic called the meeting to order and announced the topics discussed during the April 14, 2020 closed session, which took place immediately following the April 14 open session.

The Commissioners informed the public that they will review and approve the open and closed session minutes of their April 14 and April 21 meetings at their next meeting on May 5, 2020.

The Commissioners presented a proclamation to Housing Program Administrator Jo Ellen Bynum recognizing April as Fair Housing Month in Worcester County to educate renters, homebuyers, and the public at large that everyone has a right to buy a home, purchase homeowners' insurance, or rent an apartment free from discrimination, and renters with disabilities may request reasonable accommodations, such as a service dog or assigned parking closer to a unit, to use and enjoy their dwellings. Ms. Bynum thanked the Commissioners for supporting the housing rehabilitation program in Worcester County, which plays a key role in the ongoing provision of fair housing.

The Commissioners met in legislative session.

The Commissioners met with Environmental Programs Director Bob Mitchell to review a proposed text amendment submitted by Attorney Mark Cropper seeking to amend Sections NR 3-102(a) and NR 3-108(d) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland regarding land use in the Resource Conservation Area (RCA) of the Atlantic Coastal Bays Critical Area to add a definition of "special events" and to allow special events, subject to certain conditions, in the RCA in the Estate, Agricultural, and Resource Protection zoning districts. Mr. Mitchell advised that this text amendment is accompanying a zoning text amendment (Bill 20-2) to permit non-agricultural functions and events as an accessory use on a farm in the Resource Protection zoning district by special exception. He then reviewed the proposed restrictions that would apply to special events in the RCA and stated that staff has given the text amendment a favorable recommendation.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Nordstrom, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 20-3 (Natural Resources - Special Events in Resource Conservation Areas) and scheduled a public hearing on the bill for May 19, 2020 concurrent with the hearing on Bill 20-2.

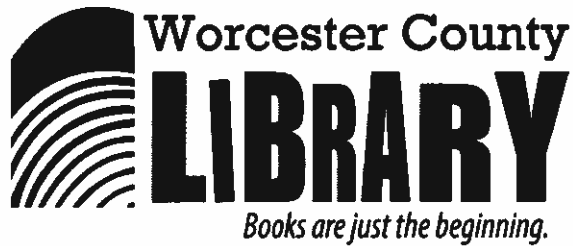
Commissioner Mitrecic closed the legislative session.

Commissioner Nordstrom stated that he has received a request from citizens in the Unionville Road area outside of the corporate limits of Pocomoke City to have the street lights turned back on in this community, and requested that this matter be added to the Commissioners' May 5, 2020 meeting for discussion. The Commissioners concurred.

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

Following a motion by Commissioner Elder, seconded by Commissioner Church, the Commissioners unanimously voted to meet virtually in closed session at 9:16 a.m. to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the virtual closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Tucker Bailey as a part-time temporary Parks Worker II for Recreation, Parks, Tourism and Economic Development, and performing administrative functions, including receiving an FY20 monthly financial update.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 9:43 a.m. to meet again on May 5, 2020.



1

To: Harold Higgins, Chief Administrative Officer
From: Jennifer Ranck, Library Director
Date: April 28, 2020
Re: Pocomoke Library – Construction Cost Estimates

The Library has an opportunity to apply for a State Capital grant to assist with construction funds for the Pocomoke library. Applications are due May 22, 2020. The application requires a letter of intent to fund the project should the library receive an award. Enclosed with this memo are cost estimates for construction fees of two design schemes.

Building Scheme 1B - New Library and Senior Center combined facility located downtown on vacant lot near the river. 17,000 SF total with approximately 4,000 SF allocated for the senior center.

Total Estimate = \$8,535,691 (Library portion = \$6,527,293; Senior = \$2,008,398)

Per the grant guidelines, the Library can only request funding for the library portion of the facility, and for funds that will be spent between July 1, 2021 and June 30, 2022. The construction schedule will overlap into FY 23. If this scheme is approved, the library will request approximately \$1.9 million toward the project in FY 22 and apply for additional funding in FY 23. Worcester County Commission on Aging can request up to \$800,000 from the Maryland Department on Aging with a match from County funds.

Considerations:

- Property would need to be deeded to the County.
- A Phase One Environmental Test was completed on April 14, 2020 and recommended additional environmental testing due to previous property use.
- An additional piece of property may be needed to purchase for parking.
- If the decision is made to build a new facility, the library would need to rescind the FY 20 grant for design (\$120,000).
- This plan does not include any improvements for the Health Department. If the Health Department moves to the current library facility, estimated renovation costs are somewhere between \$225 - \$275 per SF, with additional funds needed to construct lab space and required ventilation, as well as space for Emergency Preparedness supplies.

1a

Building Scheme 5 - Existing Library renovation and addition at the current location on Market Street, 11,000 SF total

Total Estimate = \$5,213,698

The construction schedule will overlap into FY 23. If this scheme is approved, the library will request approximately \$1.5 million toward the project in FY 22 and apply for additional funding in FY 23.

Considerations:

- Scheme includes mechanical system improvements, additional meeting space, new restrooms, and overall better space functionality.
- Library would be able to use the FY 20 grant to assist with design fees (\$120,000)
- The library would need to find a temporary location during the renovation and construction
- Does not include plans for a shared facility.

Next Steps

If a scheme is selected and the Library receives permission to submit a FY 22 State Capital grant application, the library will submit a letter of intent for signature.

Attachment
Cost Estimates



The Whiting-Turner Contracting Company

Project Name: *WORCESTER COUNTY POCOMOKE LIBRARY*

Type of Proposal *SCHEMATIC DESIGN BUDGET / COST ASSESSMENT*

Budget Date: *April 27, 2020*

Project Location: *Pocomoke City, MD 21851*

Owner: *Worcester County*

WT VP/ Group: *James J. Martini - Senior Vice President
Scott Saxman - Vice President*

Architect: *Jeff Schoellkopf Design (JSD)*

Engineer: *MEP - Gipe Associates, Inc.
Structural - TBD
Civil - TBD*

Document Set: *Schematic Design Studies dated 3/31/2020*

Project Description: *Building Scheme 1.B and Scheme 5 Comparison
Scheme 1.B - New 17,000 SF building (Library & Senior Center)
Scheme 5 - Addition and Renovation of Existing Library*

www.whiting-turner.com

Worcester County

Pocomoke City Library Cost Assessment

BUILDING - SCHEME 1B

BUILDING - SCHEME 5

Description: New Library and Senior Center combined facility located downtown on vacant lot near the river. 17,000 SF total with approx. 4,000 SF allocated for the senior center.

Existing Library renovation and addition at the current location on Market Street. 4,000 SF addition with 7,000 SF total renovation. 11,000 SF total

DIVISION	17,000 GSF			11,000 GSF		
	COST	\$/SF	%/COW	COST	\$/SF	%/COW
1 General Conditions & Requirements	\$ 383,907	\$ 22.58	5.44%	\$ 257,613	\$ 23.42	5.98%
2 Existing Conditions	\$ 18,125	\$ 0.95	0.23%	\$ 267,573	\$ 24.32	6.21%
3 Concrete	\$ 482,043	\$ 27.18	6.55%	\$ 148,995	\$ 13.36	3.41%
4 Masonry	\$ 352,000	\$ 20.71	4.99%	\$ 168,067	\$ 15.28	3.90%
5 Metals	\$ 160,500	\$ 9.44	2.28%	\$ 59,750	\$ 5.43	1.39%
6 Wood and Plastic	\$ 487,050	\$ 27.47	6.62%	\$ 330,940	\$ 30.09	7.68%
7 Thermal & Moisture Protection	\$ 1,200,089	\$ 70.59	17.02%	\$ 515,364	\$ 46.85	11.97%
8 Doors and Windows	\$ 424,500	\$ 24.97	6.02%	\$ 261,555	\$ 23.78	6.07%
9 Finishes	\$ 824,007	\$ 48.47	11.69%	\$ 456,134	\$ 41.47	10.59%
10 Specialties	\$ 94,171	\$ 5.54	1.34%	\$ 91,921	\$ 8.36	2.13%
11 Equipment	\$ 3,400	\$ 0.20	0.05%	\$ 3,400	\$ 0.31	0.08%
12 Furnishings	\$ 10,000	\$ 0.59	0.14%	\$ 10,000	\$ 0.91	0.23%
13 Special Construction	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
14 Conveying Systems	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
21 Fire Suppression	\$ 85,000	\$ 5.00	1.21%	\$ 49,500	\$ 4.50	1.15%
22 Plumbing & Mechanical	\$ 1,105,000	\$ 65.00	15.87%	\$ 682,000	\$ 62.00	15.83%
23 Geothermal	\$ 186,000	\$ 10.94	2.64%	\$ 139,500	\$ 12.68	3.24%
26 Electrical	\$ 765,000	\$ 45.00	10.85%	\$ 462,000	\$ 42.00	10.73%
27 Communications	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
28 Electronic Safety & Security	\$ 34,000	\$ 2.00	0.48%	\$ 22,000	\$ 2.00	0.51%
	\$ 6,572,791	\$ 387	93.21%	\$ 3,924,311	\$ 357	91.11%

SITework - SCHEME 1B

SITework - SCHEME 5

	COST	\$/SF	%/COW	COST	\$/SF	%/COW
31,32,33 Earthwork, Utilities & Exterior Improvements	\$ 478,766	\$ -	6.79%	\$ 382,861	\$ -	8.89%
Subtotal	\$ 7,051,557	\$ 414.80	100.00%	\$ 4,307,172	\$ 391.56	100.00%
Design Contingency 10%	\$ 705,156	\$ 41.48		\$ 430,717	\$ 39.16	
Subtotal	\$ 7,756,713	\$ 456		\$ 4,737,889	\$ 431	
DIVISION	COST		\$/SF	COST		\$/SF
Owner Contingency 0.00%	\$ -	\$ -		\$ -	\$ -	
CM/GC Construction Contingency 5.00%	\$ 387,835.65	\$ 22.81		\$ 236,894.47	\$ 21.54	
CM/GC Fee 3.00%	\$ 244,336.48	\$ 14.37		\$ 149,243.52	\$ 13.57	
General Liability Ins. / Bond 1.75%	\$ 146,805.49	\$ 8.64		\$ 89,670.48	\$ 8.15	
Builders Risk Ins. 0.00%	By Owner	\$ -		By Owner	\$ -	
TOTAL	\$ 8,536,691	\$ 502.10		\$ 5,213,698	\$ 473.97	
TOTAL	\$ 8,536,691			\$ 5,213,698		
Cost for Library Area:	\$ 8,527,293					
Cost for Senior Center Area:	\$ 2,008,398					

BUILDING - SCHEME 1.B - New Facility (Library & Senior Ctr.)

17000 SF

		DESCRIPTION				COMMENTS
1 GENERAL CONDITIONS/ REQUIREMENTS						
General Conditions/ Requirements						
	General Conditions	1	LS	\$ 310,207	\$ 310,207	See GC/GR Tab
	General Requirements	1	LS	\$ 52,550	\$ 52,550	See GC/GR Tab
	Permit Fees	0	LS	\$ -	\$ -	Excluded
	As-Built Survey for C of O	0	ALL	\$ 4,500.00	\$ -	Inc. In Div. 02A
	Storm Water Maintenance	0	ALL	\$ 2,000.00	\$ -	Included
	Traffic & Safety Project Signs	0	ALL	\$ 4,000.00	\$ -	Included
	Site Maintenance	0	MO	\$ 450.00	\$ -	Included
	Movers & Furniture Storage	0	ALL	\$ 15,000.00	\$ -	Excluded
	Temp laydown areas, Restore	0	ALL	\$ 3,500.00	\$ -	
	Safety / Temp. Partitions	0	ALL	\$ 4,500.00	\$ -	
	Weather Protection / windows	1	ALL	\$ 5,000.00	\$ 5,000	
	Dumpsters	0	MO	\$ 1,000.00	\$ -	Included
	General Labor	80	HR	\$ 30.00	\$ 2,400	
	Final Clean-Up	17000	SF	\$ 0.50	\$ 8,500	
	Testing & Inspections	1	ALL	\$ 10,500.00	\$ 5,250	
Total General Conditions/ Requirements					\$ 383,907	
2 EXISTING CONDITIONS						
Existing Conditions						
02A	Site Survey	1	allow	\$ 11,125	\$ 11,125	Allowance Establish Benchmarks & Controls, Asbuilt Survey
02A	Mold Remediation / Control	1	allow	\$ 5,000	\$ 5,000	Allowance During construction
02A	Demo / Site Clearing	0	in	\$ -	\$ -	Included in Sitework
Total Existing Conditions					\$ 16,125	
3 CONCRETE						
Structural Concrete						
03A	Mobilization, Site Access, Demobilization	1	in	\$ 10,000.00	\$ 10,000	
03A	Building Foundations - Perimeter footings	142	cy	\$ 550.00	\$ 78,222	Assumes bld perimeter x 3'W x 2'H
03A	Building Foundations - Interior column spread footings	90	cy	\$ 650.00	\$ 58,500	
03A	Foundation Walls	104	cy	\$ 700.00	\$ 72,593	Assumes bld perimeter x 12"W x 4'H
03A	Slab On Grade	270	cy	\$ 450.00	\$ 121,528	5" ground floor slab thickness - includes porch areas
03A	4" Below Slab Insulation	18000	sf	\$ 3.95	\$ 71,100	includes patio and porch areas
03A	Waterproof Foundation Walls	2800	sf	\$ 7.00	\$ 19,600	
Miscellaneous Concrete						
32A	Exterior Sidewalk / Ramp	0	sf	\$ -	\$ -	See site concrete - div 32
32A	Exterior planters, site walls	1	allow	\$ 20,000.00	\$ 20,000	Planter / seat wall
03A	Equipment / House Keeping Pads	1	allow	\$ 5,000.00	\$ 5,000	Mechanical rooms
03A	Winter Protection/ Admixtures/ Heat	1	allow	\$ 2,500.00	\$ 2,500	
03A	Access and dewatering	1	allow	\$ 3,000.00	\$ 3,000	Localized dewatering & shoring may be required for deep excavations & rainwater
Total Concrete					\$ 482,943	
4 MASONRY						
Masonry						
04A	CMU - Foundation	0				All foundation walls are assumed to be concrete
CMU						
04A	6" CMU Interior Walls	1200	sf	\$ 10.50	\$ 12,600	At mechanical room only
Veneer						
04A	Brick Veneer	8000	sf	\$ 36.80	\$ 294,400	
04A	Flashings	1000	lf	\$ 10.00	\$ 10,000	
04A	Cast Stone	500	lf	\$ 70.00	\$ 35,000	
Total Masonry					\$ 382,000	
5 METALS						
Structural Steel						
05A	Structural Steel Framing System	1	in	\$ 100,000.00	\$ 100,000	
Miscellaneous Metals						
05A	Storefront Support Steel	1	allow	\$ 2,500.00	\$ 2,500	
05A	Mezzanine Railings	40	lf	\$ 100.00	\$ 4,000	
05A	Masonry Relieving Angles	200	lf	\$ 105.00	\$ 21,000	7"x8"x5/16" bent shelf angle - galvanized
05A	Loose Lintels	100	lf	\$ 25.00	\$ 2,500	5"x5"x3/8" angle
05A	Misc Steel at Slab openings	1	ea	\$ 500.00	\$ 500	3x3' floor opening for ductwork (includes pour stops & angle support)
05A	Add on Eave Assembly	1	allow	\$ 30,000.00	\$ 30,000	
Total Metals					\$ 160,500	

6 Wood and Plastic

Miscellaneous Carpentry/ Rough Carpentry						
16A	3/4" Plywood/blocking - Metal Flashing and Trim	1000	sf	\$ 5.50	\$ 5,500	
J6A	In wall Blocking	1	ln	\$ 6,000.00	\$ 6,000	
06A	Plywood @ Ele: Rm / Comm Rm	400	sf	\$ 3.50	\$ 1,400	
06A	Roof Sheathing	25500	sf	\$ 2.00	\$ 51,000	New roof, two-layers, includes porch areas
06A	Roof blocking	1	ln	\$ 6,500.00	\$ 6,500	
06A	Miscellaneous rough carpentry	1	ln	\$ 20,000.00	\$ 20,000	
06A	Roof Trusses	25500	sf	\$ 5.50	\$ 140,250	
06A	Interior Wall Framing					See Div 09A
06A	Gypsum Board Wall Sheathing					See Div 09A
Interior Architectural Woodwork/ Finish Carpentry						
06B	Condition Space/Moisture/Humid/Temp	1	ln	\$ 6,500.00	\$ 6,500	Required prior to permanent systems in use (2 months)
06B	Circulation Desk	1	allow	\$ 25,000.00	\$ 25,000	Does not include library shelving
06B	Wood Window Stools	800	#	\$ 30.00	\$ 18,000	
06B	Built-In Desk, Shelving	282	#	\$ 450.00	\$ 126,900	
06B	Built-In Seating - Wood Finishes and Upholstery	100	#	\$ 500.00	\$ 50,000	None assumed
06B	Closet and Utility Shelving	2	ln	\$ 5,000.00	\$ 10,000	
06B	Library Shelving (Freestanding)	0	allow	\$ 250,000.00	\$ -	Not included

Total Wood Plastics and Composites \$ 487,050

7 THERMAL AND MOISTURE PROTECTION

Water Proofing/ Perimeter/Under slab Installation						
07C	Spray Foam Air Barrier for exterior walls	16801	sf	\$ 4.00	\$ 68,404	
07C	AVB Membrane on Roof Substrate	25500	sf	\$ 2.88	\$ 73,313	
Caulking & Expansion Joints						
07B	Interior Architectural Caulking	1	ln	\$ 7,500.00	\$ 7,500	
07B	Exterior Caulking	17000	sf	\$ 0.52	\$ 8,798	
07D	Fire Sealants	17000	sf	\$ 0.25	\$ 4,250	
07D	Expansion Joints - Vertical Building Façade	200	#	\$ 100.00	\$ 20,000	
07D	Expansion Joints - Interior Floors, Walls, Ceilings	300	#	\$ 100.00	\$ 30,000	
07D	Fire Safing - Perimeter Edge	350	#	\$ 9.50	\$ 3,325	
07D	Spray On Fire Proofing	0	sf	\$ 3.50	\$ -	May not be required depending on building design
Roofing & Walls						
07A	Standing Seam Metal Roof - SSMR	25500	sf	\$ 27.50	\$ 701,250	Assume 6/12 Slope
07A	Flashing/Penetrations - SSMR	17000	sf	\$ 0.30	\$ 5,100	
07A	8" Metal Gutter	600	#	\$ 17.00	\$ 10,200	
07A	Rain Leaders	600	#	\$ 12.00	\$ 7,200	
07A	Soffit Metal	2450	sf	\$ 55.00	\$ 134,750	
07A	Metal Wall Panel Type 1	4000	sf	\$ 32.00	\$ 128,000	
07A	Metal Wall Panel Type 2	0	sf	\$ 32.00	\$ -	None assumed
07A	Siding Type 1	0	sf	\$ 32.00	\$ -	None assumed
07A	Siding Type 2	0	sf	\$ 32.00	\$ -	None assumed

Total Thermal and Moisture Protection \$ 1,200,089

8 Doors and Openings

Doors/ Frames/ Hardware						
06A/08A	3060 Wood/ HM	0	dr	\$ 1,800.00	\$ -	F/I and Hardware included
06A/08A	3070 Wood/ HM	18	dr	\$ 1,700.00	\$ 30,600	F/I and Hardware included
06A/08A	4070 Wood/HM 45 Min	1	dr	\$ 2,350.00	\$ 2,350	F/I and Hardware included
06A/08A	6070 Wood/ HM	0	dr	\$ 2,750.00	\$ -	F/I and Hardware included
06A/08A	5070 Wood/HM	0	dr	\$ 2,650.00	\$ -	F/I and Hardware included
06A/08A	3070 Metal/ HM	5	dr	\$ 2,000.00	\$ 10,000	F/I and Hardware included
06A/08A	6070 Metal/ HM	2	dr	\$ 2,400.00	\$ 4,800	F/I and Hardware included
06A/08A	6070 Metal/ HM - 45 Min	1	dr	\$ 2,500.00	\$ 2,500	F/I and Hardware included
06A/08A	Hollow metal frames - Framed Openings	1	allow	\$ 3,500.00	\$ 3,500	
Storefront, Glazing & Windows						
08C	6070 Alum/Alum Entrance Door System (w/ Sidelight)	4	ea	\$ 10,000.00	\$ 40,000	F/I and Hardware included
08C	3070 Alum/Alum Entrance Door (w/ Sidelight)	4	ea	\$ 3,500.00	\$ 14,000	F/I and Hardware included
08C	Interior Glazing with Aluminum Frame System	400	sf	\$ 85.00	\$ 34,000	F/I and Hardware included
08C	Ext. Window System (Assorted types/sizes)	1700	sf	\$ 110.00	\$ 187,000	
08C	Aluminum Storefront windows	200	sf	\$ 75.00	\$ 15,000	None assumed
08C	Automatic entrance operators	4	dr	\$ 6,500.00	\$ 26,000	
08C	Testing (Water and Air Leakage)	1	ln	\$ 40,000.00	\$ 40,000	
Special Doors						
08B	Access Doors for MEP	25	ea	\$ 150.00	\$ 3,750	
Architectural Louvers						
08A	Architectural Louvers	2	allow	\$ 5,500.00	\$ 11,000	

Total Openings \$ 424,600

9 FINISHES

Structural Stud Assemblies

09A	Structural Stud Wall Assemblies @ Perimeter	10500	sf	\$	19.30	\$	202,850
09A	Exterior Soffit Framing	2450	sf	\$	30.00	\$	73,500
09A	Shear Wall Allowance	1	allow	\$	25,000.00	\$	25,000

Ext sheathing/studs/interior insulation/ interior drywal
Paint included below

09A	Gypsum Wall Board Assemblies						
09A	GWB - Double sided - finished 3 5/8 to 6" studs	11639	sf	\$	10.00	\$	116,390
09A	GWB - Interior side of Exterior Wall	10500	sf	\$	5.50	\$	57,750

All gypsum board is mold resistant
5/8" GWB 2 Sides/ +6"/Insul
5/8" GWB 1 side, furring or light framing

09B	Ceiling Finishes						
09B	ACT Ceilings	10000	sf	\$	5.30	\$	53,000
09B	Wood Veneer Acoustic Panels	0	sf	\$	42.00	\$	-
09A	GWB Bulkhead & Ceilings	7000	sf	\$	20.00	\$	140,000
09B	Acoustical Batt Insulation Above 1st floor Ceiling	5000	sf	\$	1.75	\$	8,750
09G	ES - Exposed Structure - Occupied	0	sf	\$	1.70	\$	-

Area included below Mechanical Mezzanine only
Painted

09C	Floor and Base Finishes						
09C	Carpet tiles	1333	sy	\$	50.00	\$	66,667
09F	Ceramic floor tile	1000	sf	\$	22.00	\$	22,000
09C	Rubber flooring and treads	0	sf	\$	15.25	\$	-
09G	Sealed or painted concrete	162	sf	\$	1.00	\$	162
09C	VCB - Vinyl Cove Base (6")	1640	lf	\$	3.15	\$	5,166
09E	Resinous flooring	0	sf	\$	14.00	\$	-
09C	Vinyl sheet flooring	67	sy	\$	50.00	\$	3,333

Entrance Vestibules
Mechanical Rooms
Assume no wood baseboard
Bathrooms & Kitchenette

09C	Floor Mats and Frames						
09C	Floor Mats and Frames (Recessed)	500	sf	\$	35.00	\$	17,500

At exterior entrances

09G	Wall Finishes						
09G	GWB - Painted Gypsum Wall Board	22139	sf	\$	1.00	\$	22,139
09G	Painted GWB Ceiling & Bulkhead	0	sf	\$	0.90	\$	-
09G	Painted Exposed Ceilings	0	sf	\$	1.25	\$	-

09G	Exterior Façade Painting						
09G	Miscellaneous Painted Finishes	1	allow	\$	10,000.00	\$	10,000

Total Finishes \$ **824,007**

10 SPECIALTIES

Visual Display Boards

06A	Porcelain enamel marker boards - 12"	2	ea	\$	1,650.00	\$	3,300
06A	Porcelain enamel marker boards - 6"	1	ea	\$	1,250.00	\$	1,250
06A	Porcelain enamel marker boards - 6"	4	ea	\$	1,050.00	\$	4,200
06A	Porcelain enamel marker boards - 4"	1	ea	\$	800.00	\$	800
06A	2' Tack Board	6	ea	\$	150.00	\$	900
06A	3' Tack Board	5	ea	\$	150.00	\$	750
06A	4' Tack Board	10	ea	\$	174.00	\$	1,740
06A	8' Tack Board	10	ea	\$	270.00	\$	2,700
06A	Tack Board Strip	5	lf	\$	3.00	\$	15

Toilet Compartments

06A	Toilet partitions - handicapped	2	ea	\$	1,500.00	\$	3,000
06A	Toilet partitions - standard	4	ea	\$	1,250.00	\$	5,000
06A	Urinal Screens	2	ea	\$	400.00	\$	800

06A	Flagpoles	1	ls	\$	14,000.00	\$	14,000
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Re-use Existing

06A	Signage						
06A	Code Required Signs (ADA, Fire, Address, etc.)	1	allow	\$	10,000.00	\$	10,000

Life Safety

06A	Impact - Resistant Wall Protection						
06A	Corner Guards at all drywall corners (plastic)	50	ea	\$	44.25	\$	2,213

At drywall corners

Toilet Accessories

06A	Toilet Tissue Dispenser (TP)	6	ea	\$	210.00	\$	1,260
06A	Paper towel dispenser	6	ea	\$	153.00	\$	918
06A	Liquid Soap Dispenser (SD)	6	ea	\$	75.00	\$	450
06A	Vertical grab bars	6	ea	\$	100.00	\$	600
06A	Grab bars (54"x42")	6	ea	\$	150.00	\$	1,200
06A	Sanitary Napkin Disposal (SND)	6	ea	\$	75.00	\$	600
06A	Bathroom mirrors	7	ea	\$	225.00	\$	1,575
06A	Under lavatory Guard	6	ea	\$	150.00	\$	900
06A	Robe hook	6	ea	\$	50.00	\$	300
06A	Shelf with mop hooks in janitors closet	2	ea	\$	150.00	\$	300

This number assumes 1 at each sink in every room
This number assumes 1 at each sink in every room

Bathroom and break room sinks
1 per water closet

06A	Fire Extinguisher Cabinets						
06A	Fire extinguisher hooks	2	ea	\$	50.00	\$	100
06A	Wall inset fire extinguisher cabinets	10	ea	\$	325.00	\$	3,250
06A	Fire extinguishers	10	ea	\$	150.00	\$	1,500

Provided by owner

Operable partitions

06A	Operable partitions	1	ea	\$	20,000.00	\$	20,000
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Book Drop

06A	Book Drop	1	ea	\$	2,500.00	\$	2,500
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Interior Specialties

06A	Interior Specialties						
06A	Knox Box	1	ea	\$	550.00	\$	550

Lockers

06A	Lockers - Metal	10	ea	\$	750.00	\$	7,500
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Total Specialties \$ **84,171**

11 EQUIPMENT						
	Appliances					
J6B	Refrigerator residential grade	2 ea	\$	1,200	\$	2,400
J6B	Microwave	2 ea	\$	500	\$	1,000
Total Equipment					\$	3,400
12 FURNISHINGS						
12A	Horizontal Louver Blinds	1 allow	\$	10,000.00	\$	10,000
Total Furnishings					\$	10,000
13 SPECIAL CONSTRUCTION						
	Special Construction					
	N/A					
Total Special Construction					\$	-
14 CONVEYING SYSTEMS						
14A	Elevators (Passenger)					
	N/A					
Total Conveying System					\$	-
21 FIRE SUPPRESSION						
21A	Fire Protection	17000 sf	\$	5.00	\$	85,000
	Fire Protection					Includes existing building footprint
Total Fire Suppression					\$	85,000
22 PLUMBING						
22A	Plumbing	1 system	\$	-	\$	-
22A	Sterilization	1 system	\$	-	\$	-
22A	Storm Piping	1 system	\$	-	\$	-
22A	Sanitary Piping	1 system	\$	-	\$	-
22A	Domestic Water Piping	1 system	\$	-	\$	-
22A	Air Piping	1 system	\$	-	\$	-
22A	Gas Piping	1 system	\$	-	\$	-
22A	Insulation	1 system	\$	-	\$	-
22A	Plumbing Equipment	1 system	\$	-	\$	-
22A	Plumbing Fbdures and Rough-In	1 system	\$	-	\$	-
22A	General Conditions	1 system	\$	-	\$	-
Total Plumbing/ Heating/ Air Conditioning					\$	-
23 HEATING VENTILATING AND AIR CONDITIONING						
23B	Heating Ventilating and Air Conditioning	17000 sf	\$	65.00	\$	1,105,000
23B	Rigging	1 system	\$	-	\$	-
23B	Seismic Allowance	1 system	\$	-	\$	-
23B	Heating Water Piping	1 system	\$	-	\$	-
23B	Hydronic Water Piping	1 system	\$	-	\$	-
23B	Condensate Piping	1 system	\$	-	\$	-
23B	Insulation	1 system	\$	-	\$	-
23B	Automatic Temperature Control	1 system	\$	-	\$	-
23B	Test, Balance, Adjust	1 system	\$	-	\$	-
23B	Ductwork	1 system	\$	-	\$	-
23B	HVAC Equipment	1 system	\$	-	\$	-
23B	General Conditions	1 system	\$	-	\$	-
23A	Geothermal well field and piping	40 wells	\$	4,650.00	\$	186,000
Total Plumbing/ Heating/ Air Conditioning					\$	1,291,000
26 ELECTRICAL						
26A	Electrical	17000 sf	\$	45.00	\$	765,000
26A	Electrical system	1 system	\$	-	\$	-
26A	Lighting and Branching	1 system	\$	-	\$	-
26A	Devices and Branch	1 system	\$	-	\$	-
26A	Fire Alarm System	1 system	\$	-	\$	-
26A	Lightning Protection and Grounding	1 system	\$	-	\$	-
26A	Mechanical Equipment Wiring	1 system	\$	-	\$	-
26A	Emergency Generator	1 system	\$	-	\$	-
26A	Security system	1 system	\$	-	\$	-
26A	Access control system	1 system	\$	-	\$	-
26A	Service and Distribution Equipment	1 system	\$	-	\$	-
26A	Feeders	1 system	\$	-	\$	-
26A	Temporary Power and Light	1 allow	\$	-	\$	-
Total Electrical					\$	765,000
27 COMMUNICATIONS						
27A	Communications	0 system	\$	-	\$	-
27A	Communications Raceways	0 system	\$	-	\$	-
27A	Communication Cabling	0 system	\$	-	\$	-
27A	Communication racks and connections	0 system	\$	-	\$	-
27A	Installation of communications equipment provided by owner	0 system	\$	-	\$	-
27A	Fiber optic cables	0 system	\$	-	\$	-
27A	Audio / Visual	0 system	\$	-	\$	-
Total Communications					\$	-
28 ELECTRONIC SAFETY AND SECURITY						
28A	Electronic Safety and Security	17000 sf	\$	2.00	\$	34,000
	Security and Access Control System					
Total Electronic Safety and Security					\$	34,000
BUILDING SUBTOTAL:					\$	6,572,791.00

SITework - SCHEME 1.B

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL \$	COMMENTS
2 EXISTING CONDITIONS					
Site Demolition					
Remove Existing Asphalt - Parking Lot	-	sf	\$ 1.50	\$ -	
Remove Existing Concrete - Sidewalks	-	sf	\$ 1.00	\$ -	
Remove Existing Light Poles	-	ea	\$ 1,500.00	\$ -	
Relocate Site Power	-	ea	\$ 2,500.00	\$ -	
Total Existing Conditions				\$ -	
31 EARTHWORK					
General Mobilization & Demobilization					
31A General Mobilization & Demobilization	1	ls	\$ 5,000.00	\$ 5,000	
31A Layout & Survey	1	ls	\$ 5,000.00	\$ 5,000	
31A Cleaning/grubbing	1	ls	\$ 5,000.00	\$ 5,000	
31A Temporary Fencing & Gates	1,200	lf	\$ 9.50	\$ 11,400	Install / Remove
31A Truck Gates	2	ea	\$ 1,100.00	\$ 2,200	
31A Man Gates	4	ea	\$ 250.00	\$ 1,000	
31A Temporary Site Signage	1	ls	\$ 5,000.00	\$ 5,000	
31A Temporary Vehicular & Pedestrian Detours	2	ls	\$ 2,500.00	\$ 5,000	
31A Termite Treatment	17,000	sf	\$ 0.25	\$ 4,250	
31A Final Site Cleaning	1	allow	\$ 4,500.00	\$ 4,500	Site Cleaning/ Road Wash down
Excavation					
31A Sediment Control Install & Remove	1	ls	\$ 8,000.00	\$ 8,000	F/I/ W/R (Inlet protect/ RCD / etc.)
31A Silt Fence	1,200	lf	\$ 1.27	\$ 1,524	
31A Super silt fence	-	lf	\$ 6.39	\$ -	None assumed
31A Sediment Control Maintenance & Rainwater Pumping	13	mon	\$ 1,200.00	\$ 15,600	
31A Earthwork	1	ls	\$ 20,000.00	\$ 20,000	
31A Fine Grade Site/Building	7,618	sy	\$ 5.00	\$ 38,092	
31A Site Laydown Area, Stone, Parking, Restoration	1	ls	\$ 7,500.00	\$ 7,500	
Total Earthwork				\$ 138,088	
32 EXTERIOR IMPROVEMENTS					
Paving					
31A Asphalt paving parking area paving sections	2,000	sy	\$ 50.00	\$ 100,000	Replace parking lot at geothermal wellfield
31A Temporary Asphalt Patch/repair of base from construction traffic	1	ls	\$ 5,000.00	\$ 5,000	
31A MOT and construction of entrances	1	ls	\$ 7,500.00	\$ 7,500	
31A Pavement Markings & Signage	2,000	sy	\$ 2.00	\$ 4,000	
31A Parking wheel stops	52	ea	\$ 100.00	\$ 5,200	
31A Mill & Overlay of City Roadways	1,000	sy	\$ 20.50	\$ 20,500	Allowance for adjacent roads
Site Concrete & Unit Pavers					
31A Curb	800	lf	\$ 25.00	\$ 20,000	Perimeter of parking lot
31A Sidewalks 5" concrete & ramps	750	sf	\$ 8.00	\$ 6,000	
Landscaping					
31B Landscaping Allowance - Plantings and Grasses	1	allow	\$ 10,000.00	\$ 10,000	
31B Landscape Irrigation	1,000	sf	\$ 2.50	\$ 2,500	Assumed area
Site Furnishings					
32A Bicycle Racks	2	ea	\$ 2,000.00	\$ 4,000	
32A Benches	2	sets	\$ 1,500.00	\$ 3,000	
32A Trash Receptacles	1	allow	\$ 500.00	\$ 500	
Total Exterior Improvements				\$ 188,200	
33 UTILITIES					
Water - Domestic & Fire Line					
Water - Domestic & Fire Line					
31A Street Connection	2	ea	\$ 3,000.00	\$ 6,000	
31A Test pitting	2	allow	\$ 1,000.00	\$ 2,000	Allowance
31A Valves	2	ea	\$ 1,000.00	\$ 2,000	
31A Piping 6"	80	lf	\$ 40.00	\$ 3,200	
31A Fire Hydrants	2	ea	\$ 3,000.00	\$ 6,000	
31A Meter Vault	2	ea	\$ 4,500.00	\$ 9,000	
31A Testing & chlorination	1	allow	\$ 2,700.00	\$ 2,700	
Sanitary Sewer					
31A 8" sanitary sewer piping	50	lf	\$ 50.00	\$ 2,500	
31A Testing	1	allow	\$ 2,000.00	\$ 2,000	
31A Test pitting	1	ea	\$ 1,000.00	\$ 1,000	
31A Manholes	2	ea	\$ 4,000.00	\$ 8,000	
31A Tie into Existing Manholes/Modify	1	ea	\$ 3,000.00	\$ 3,000	
31A Stone bedding	1	ls	\$ 2,000.00	\$ 2,000	
31A Cleanout	2	ea	\$ 1,000.00	\$ 2,000	
Storm					
31A Storm piping 12" RCP	200	lf	\$ 30.00	\$ 6,000	
31A Outlet Structures	2	ea	\$ 5,000.00	\$ 10,000	
31A Catch Basins	1	ea	\$ 2,100.00	\$ 2,100	
31A Bioretention Area	500	cy	\$ 90.00	\$ 45,000	
31A Utility Test Pits	1	ea	\$ 1,000.00	\$ 1,000	Allowance
31A Roof Drain Tie Ins	1	ls	\$ 5,000.00	\$ 5,000	remobilization required
31A Rainwater collection systems	1	allow	\$ 5,000.00	\$ 5,000	

	Site Duct banks & Vaults					
26A	Electrical Underground Ductbank - Power	100	#	\$	250.00	\$ 25,000
26A	Site Electric and Comms DB's	1	system	\$	-	\$ -
26A	Site Comms Cabling	1	system	\$	-	\$ -
26A	Electrical Vaults	-	ea	\$	-	\$ -
26A	Teledata Vaults	-	ea	\$	-	\$ -
26A	Test Pits	1	ea	\$	1,000.00	\$ 1,000
						Included in electrical Allowance
	Site Lighting					
26A	Site Lighting	1	system	\$	-	\$ -
						Included in Electrical

Total Utilities	\$ 161,600
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99	TOTAL for Site	\$ 478,766
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BUILDING - SCHEME 5 (Renovation & Addition)

11000 SF

	DESCRIPTION				COMMENTS	
1 GENERAL CONDITIONS/ REQUIREMENTS						
	General Conditions/ Requirements					
	General Conditions	1	LS	\$ 235,688	\$ 235,688	See GC/GR Tab
	General Requirements	1	LS	\$ 9,300	\$ 9,300	See GC/GR Tab
	Permit Fees	0	LS	\$ -	\$ -	Excluded
	As-Built Survey for C of O	0	ALL	\$ 4,500.00	\$ -	
	Storm Water Maintenance	0	ALL	\$ 2,000.00	\$ -	Included
	Traffic & Safety Project Signs	0	ALL	\$ 4,000.00	\$ -	Included
	Site Maintenance	0	MO	\$ 450.00	\$ -	Included
	Movers & Furniture Storage	0	ALL	\$ 15,000.00	\$ -	Excluded
	Temp laydown areas, Restore	0	ALL	\$ 3,500.00	\$ 875	
	Safety / Temp. Partitions	0	ALL	\$ 4,500.00	\$ -	
	Weather Protection / windows	0	ALL	\$ 5,000.00	\$ 1,250	
	Dumpsters	0	MO	\$ 1,000.00	\$ -	Included
	General Labor	0	HR	\$ 30.00	\$ -	
	Final Clean-Up	10500	SF	\$ 0.50	\$ 5,250	
	Testing & Inspections	1	ALL	\$ 10,500.00	\$ 5,250	
	Total General Conditions/ Requirements				\$ 267,613	
2 EXISTING CONDITIONS						
	Existing Conditions					
02A	Survey	1	allow	\$ 8,500	\$ 8,500	Allowance Establish Benchmarks & Controls
02A	Tree Protection	1	allow	\$ 6,000	\$ 6,000	Allowance
02A	Mold Remediation / Control	1	allow	\$ 9,218	\$ 9,218	Allowance
02A	Hazardous Materials Remediation	0	ls	\$ -	\$ -	Excluded
02A	Asbestos / Lead/ Mold Remediation	0	ls	\$ -	\$ -	Excluded
02A	Demo / Site Clearing	0	ls	\$ -	\$ -	Included in Sitework
02A	Demolition of Interior, General Demo	6818	sf	\$ 7.00	\$ 47,728	
02A	Removal of Existing Concrete Slab & Trenching	500	sf	\$ 20.00	\$ 10,000	For new bathrooms
02A	Demolition of Roof & Structure	2628	sf	\$ 6.00	\$ 15,768	Demo roof for addition
02A	Removal of Existing Roof Material	18227	sf	\$ 8.00	\$ 81,816	
02A	Ceiling Removal (ACT)	6818	sf	\$ 2.50	\$ 17,045	
02A	Ceiling Removal (GYPBD)	2000	sf	\$ 3.50	\$ 7,000	Assumed bulkhead
02A	Remove Existing Windows and Doors	30	ea.	\$ 150.00	\$ 4,500	Assume 9' tall system, includes existing exterior window removal also.
02A	Shoring, Engineering, Underpinning of Existing Building	1	allow	\$ 40,000.00	\$ 40,000	Enlarge wall openings at existing north wall & roof system
02A	Enlarge Openings at Existing North Wall	4	ea.	\$ 5,000.00	\$ 20,000	Enlarge wall openings at existing north wall & roof system
	Total Existing Conditions				\$ 267,673	
3 CONCRETE						
	Structural Concrete					
03A	Mobilization, Site Access, Demobilization	1	ls	\$ 15,000.00	\$ 15,000	
03A	Building Foundations (Spread Footings)	55	cy	\$ 550.00	\$ 30,250	Assumes addition perimeter x 3'W x 2'H
03A	Foundation Walls	37	cy	\$ 650.00	\$ 24,074	Assumes addition perimeter x 12"W x 4'H
03A	Slab On Grade	79	cy	\$ 450.00	\$ 35,488	5" ground floor slab thickness - includes porch areas
03A	4" Below Slab Insulation	5110	sf	\$ 3.95	\$ 20,185	
03A	Waterproof Foundation Walls	1000	sf	\$ 7.00	\$ 7,000	
	Miscellaneous Concrete					
03A	Exterior Walkway/ Ramp	0	sf	\$ -	\$ -	See site concrete - div 32
03A	Exterior planters, site walls	1	allow	\$ 15,000.00	\$ -	None Assumed Planter / seat wall
03A	House Keeping Pads	1	allow	\$ 5,000.00	\$ 5,000	Mechanical Rooms
03A	Winter Protection/Admixtures/ Heat	1	allow	\$ 5,000.00	\$ 5,000	
03A	Access and dewatering	1	allow	\$ 5,000.00	\$ 5,000	Localized dewatering & stone may be required for deep excavations & fill/water
	Total Concrete				\$ 146,995	
4 MASONRY						
	Masonry					
04A	CMU - Foundation	0				All foundation walls are assumed to be concrete
	CMU					
04A	8" CMU Interior Walls	0	sf	\$ 10.50	\$ -	No interior CMU walls
	Veneer					
04A	Brick Veneer	4179	sf	\$ 36.80	\$ 153,787	
04A	Brick Toothing Infill - Match Existing	4	allow.	\$ 3,000.00	\$ 12,000	Allowance = \$1500.00 per door opening
04A	Flashings	228	lf	\$ 10.00	\$ 2,280	
04A	Cast Stone	0	lf	\$ 70.00	\$ -	None indicated on drawings
	Total Masonry				\$ 168,067	
5 METALS						
	Structural Steel					
05A	Structural Steel Framing System for addition	0	ls	\$ -	\$ -	Cold formed metal framing for addition
	Miscellaneous Metals					
05A	Ship Ladder @ Mezzanine	0	ea	\$ 2,500.00	\$ -	
05A	Mezzanine Railings	10	lf	\$ 100.00	\$ 1,000	
05A	Masonry Relieving Angles	250	lf	\$ 105.00	\$ 26,250	7"x8"x5/16" bent shelf angle - galvanized
05A	Loose Lintels	100	lf	\$ 25.00	\$ 2,500	5"x5"x3/8" angle
05A	Misc Steel at Slab openings	0	ea	\$ 500.00	\$ -	
05A	Perimeter safety cable	0	lf	\$ 25.00	\$ -	Install / Remove
05A	Add on Eave Assembly	1	allow	\$ 30,000.00	\$ 30,000	
	Total Metals				\$ 69,750	

6 Wood and Plastic

Code	Description	Quantity	Unit	Rate	Amount	Notes
Miscellaneous Carpentry/ Rough Carpentry						
06A	3/4" Plywood/blocking - Metal Flashing and Trim	1000	sf	\$ 5.50	\$ 5,500	
06A	In wall Blocking	1	ln	\$ 6,000.00	\$ 6,000	
06A	Plywood @ Elec Rm / Comm Rm	400	sf	\$ 3.50	\$ 1,400	
06A	Roof Sheathing	17632	sf	\$ 2.00	\$ 35,264	New roof, two-layers, includes porch areas
06A	Roof blocking	1	ln	\$ 20,000.00	\$ 20,000	
06A	Miscellaneous rough carpentry	1	ln	\$ 10,000.00	\$ 10,000	
06A	Roof Trusses	17632	sf	\$ 5.50	\$ 96,976	
06A	Interior Wall Framing					See Div 09A
06A	Gypsum Board Wall Sheathing					See Div 09A
Interior Architectural Woodwork/ Finish Carpentry						
06B	Condition Space/Moisture/Humid/Temp	1	ln	\$ 6,500.00	\$ 6,500	Required prior to permanent systems in use (2 months)
06B	Circulation Desk	1	allow	\$ 25,000.00	\$ 25,000	Does not include library shelving
06B	Solid-Surface window sills	0	sf	\$ 30.00	\$ -	None assumed
06B	Built-In Desk, Shelving	254	sf	\$ 450.00	\$ 114,300	
06B	Built-in Seating - Wood Finishes and Upholstery	0	sf	\$ 500.00	\$ -	None assumed
06B	Closet and Utility Shelving	2	ln	\$ 5,000.00	\$ 10,000	
06B	Library Shelving (Freestanding)	0	allow	\$ 250,000.00	\$ -	Not Included

Total Wood Plastics and Composites \$ 330,840

7 THERMAL AND MOISTURE PROTECTION

Code	Description	Quantity	Unit	Rate	Amount	Notes
Water Proofing/ Perimeter/Under slab installation						
07C	Spray Foam Air Barrier for exterior walls	8000	sf	\$ 4.00	\$ 32,000	
07C	AVB Membrane on Roof Substrate	17632	sf	\$ 3.00	\$ 52,896	
Caulking & Expansion Joints						
07B	Interior Architectural Caulking	1	ln	\$ 5,500.00	\$ 5,500	
07B	Exterior Caulking	11000	sf	\$ 0.52	\$ 5,693	
07D	Fire Sealants	11000	sf	\$ 0.25	\$ 2,750	
07D	Expansion Joints - Vertical Building Façade	150	lf	\$ 100.00	\$ 15,000	
07D	Expansion Joints - Interior Floors, Walls, Ceilings	150	lf	\$ 100.00	\$ 15,000	
07D	Fire Saling - Perimeter Edge	350	lf	\$ 9.50	\$ 3,325	
07D	Spray On Fire Proofing	0	sf	\$ 3.50	\$ -	May not be required depending on building design
Roofing & Walls						
07A	Standing Seam Metal Roof - SSMR @ New Sloped Roof	1989	sf	\$ 27.50	\$ 54,698	Assume 3/12 Slope at New Roof
07A	Standing Seam Metal Roof - SSMR @ Existing Roof	4636	sf	\$ 27.50	\$ 127,490	Assume 5/12 Slope at Existing Roof
07A	EPDM Single Ply Roof on Tapered Insulation	5898	sf	\$ 20.00	\$ 117,960	High Roof Area over Meeting Room and Porches
07A	Flashing/Penetrations - SSMR	6625	sf	\$ 0.30	\$ 1,988	
07A	8" Metal Gutter	200	lf	\$ 17.00	\$ 3,400	
07A	Rain Leaders	500	lf	\$ 12.00	\$ 6,000	
07A	Soffit Metal	1303	sf	\$ 55.00	\$ 71,665	
07A	Metal Wall Panel Type 1	0	sf	\$ 32.00	\$ -	None assumed
07A	Metal Wall Panel Type 2	0	sf	\$ 32.00	\$ -	None assumed
07A	Siding Type 1	0	sf	\$ 32.00	\$ -	None assumed
07A	Siding Type 2	0	sf	\$ 32.00	\$ -	None assumed

Total Thermal and Moisture Protection \$ 615,364

8 Doors and Openings

Code	Description	Quantity	Unit	Rate	Amount	Notes
Doors/ Frames/ Hardware						
06A/08A	3060 Wood/ HM	0	dr	\$ 1,600.00	\$ -	F/I and Hardware included
06A/08A	3070 Wood/ HM	24	dr	\$ 1,700.00	\$ 40,800	F/I and Hardware included
06A/08A	4070 Wood/HM 45 Min	1	dr	\$ 2,350.00	\$ 2,350	F/I and Hardware included
06A/08A	6070 Wood/ HM	0	dr	\$ 2,750.00	\$ -	F/I and Hardware included
06A/08A	5070 Wood/HM	0	dr	\$ 2,650.00	\$ -	F/I and Hardware included
06A/08A	3070 Metal/ HM	5	dr	\$ 2,000.00	\$ 10,000	F/I and Hardware included
06A/08A	6070 Metal/ HM	0	dr	\$ 2,400.00	\$ -	F/I and Hardware included
06A/08A	6070 Metal/ HM - 45 Min	0	dr	\$ 2,500.00	\$ -	F/I and Hardware included
06A/08A	Hollow metal frames - Framed Openings	2	allow	\$ 3,500.00	\$ 7,000	At existing north masonry wall, enlarged openings
Storefront, Glazing & Windows						
08C	8070 Alum/Alum Entrance Door System (w/ Sidelight)	4	ea	\$ 10,000.00	\$ 40,000	F/I and Hardware included
08C	3070 Alum/Alum Entrance Door (w/ Sidelight)	0	ea	\$ 3,500.00	\$ -	F/I and Hardware included
08C	Interior Glazing with Aluminum Frame System	125	sf	\$ 85.00	\$ 10,625	F/I and Hardware included
08C	Ext. Window System (Assorted types/sizes)	646	sf	\$ 110.00	\$ 71,260	Includes replacement of existing and new windows. Assumed 3'x6' windows
08C	Aluminum Storefront windows	200	sf	\$ 75.00	\$ 15,000	None assumed
08C	Automatic entrance operators	4	dr	\$ 6,500.00	\$ 26,000	
08C	Testing (Water and Air Leakage)	1	ln	\$ 30,000.00	\$ 30,000	
Special Doors						
08B	Access Doors for MEP	20	ea	\$ 150.00	\$ 3,000	
Architectural Louvers						
06A	Architectural Louvers	1	allow	\$ 5,500.00	\$ 5,500	

Total Openings \$ 281,564

9 FINISHES

Structural Stud Assemblies

09A	Structural Stud Wall Assemblies @ Perimeter / Exterior	4828	sf	\$	19.30	\$	93,180	
09A	Exterior Soffit Framing	1148	sf	\$	30.00	\$	34,440	
09A	Shear Wall Allowance	1	allow	\$	30,000.00	\$	30,000	

Ext sheathing/studs/interior insulation/ interior drywal
Paint included below

09A	Gypsum Wall Board Assemblies							
09A	GWB - Double sided - finished 3 5/8 to 6" studs	10722	sf	\$	10.00	\$	107,220	All gypsum board is mold resistant
09A	GWB - Interior side of Exterior / Exdst. Wall	4828	sf	\$	5.50	\$	26,554	5/8" GWB 2 Sides/ +6"insul 5/8" GWB 1 side, furring or light framing

09B	Ceiling Finishes							
09B	ACT Ceilings	10500	sf	\$	5.30	\$	55,650	
09B	Wood Veneer Acoustic Panels	0	sf	\$	42.00	\$	-	
09A	GWB Bulkhead	0	sf	\$	20.00	\$	-	
09B	Acoustical Batt Insulation Above 1st floor Ceiling	10500	sf	\$	1.75	\$	18,375	Area included below Mechanical Mezzanine only
09G	ES - Exposed Structure - Occupied	0	sf	\$	1.70	\$	-	Painted

09C	Floor and Base Finishes							
09C	Carpet tiles	920	sq	\$	50.00	\$	46,006	
09F	Ceramic floor tile	314	sf	\$	22.00	\$	6,908	Entrance Vestibules
09C	Rubber flooring and treads	0	sf	\$	15.25	\$	-	None Assumed
09G	Sealed or painted concrete	275	sf	\$	1.00	\$	275	Mechanical Rooms
09C	VCB - Vinyl Cove Base (6")	1472	lf	\$	3.15	\$	4,637	Assume no wood baseboard
09E	Resinous flooring	0	sf	\$	14.00	\$	-	None Assumed
09C	Vinyl sheet flooring	37	sf	\$	50.00	\$	1,844	Bathrooms & Kitchenette

09C	Floor Mats and Frames							
09C	Floor Mats and Frames (Recessed)	157	sf	\$	35.00	\$	5,495	At exterior entrances

09G	Wall Finishes							
09G	GWB - Painted Gypsum Wall Board	15550	sf	\$	1.00	\$	15,550	
09G	Painted GWB Ceiling & Bulkhead	0	sf	\$	0.90	\$	-	None Assumed
09G	Painted Exposed Ceilings	0	sf	\$	1.25	\$	-	None Assumed

09G	Exterior Façade Painting							
09G	Miscellaneous Painted Finishes	1	allow	\$	10,000.00	\$	10,000	Existing Finishes

Total Finishes \$ **456,134**

10 SPECIALTIES

06A	Visual Display Boards							
06A	Porcelain enamel marker boards - 12'	2	ea	\$	1,650.00	\$	3,300	
06A	Porcelain enamel marker boards - 8'	1	ea	\$	1,250.00	\$	1,250	
06A	Porcelain enamel marker boards - 6'	4	ea	\$	1,050.00	\$	4,200	
06A	Porcelain enamel marker boards - 4'	1	ea	\$	800.00	\$	800	
06A	2' Tack Board	8	ea	\$	150.00	\$	900	
06A	3' Tack Board	5	ea	\$	150.00	\$	750	
06A	4' Tack Board	10	ea	\$	174.00	\$	1,740	
06A	8' Tack Board	10	ea	\$	270.00	\$	2,700	
06A	Tack Board Strip	5	lf	\$	3.00	\$	15	

06A	Toilet Compartments							
06A	Toilet partitions - handicapped	2	ea	\$	1,500.00	\$	3,000	
06A	Toilet partitions - standard	3	ea	\$	1,250.00	\$	3,750	
06A	Urinal Screens	1	ea	\$	400.00	\$	400	

06A	Flagpoles	1	ts	\$	14,000.00	\$	14,000	Re-use Existing
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06A	Signage							
06A	Code Required Signs (ADA, Fire, Address, etc.)	1	allow	\$	10,000.00	\$	10,000	Life Safety

06A	Impact - Resistant Wall Protection							
06A	Corner Guards at all drywall corners (plastic)	50	ea	\$	44.25	\$	2,213	At drywall corners

06A	Toilet Accessories							
06A	Toilet Tissue Dispenser (TP)	6	ea	\$	210.00	\$	1,260	
06A	Paper towel dispenser	6	ea	\$	153.00	\$	918	This number assumes 1 at each sink in every room
06A	Liquid Soap Dispenser (SD)	6	ea	\$	75.00	\$	450	This number assumes 1 at each sink in every room
06A	Vertical grab bars	6	ea	\$	100.00	\$	600	
06A	Grab bars (54"x42")	6	ea	\$	150.00	\$	900	
06A	Sanitary Napkin Disposal (SND)	4	ea	\$	75.00	\$	300	
06A	Bathroom mirrors	7	ea	\$	225.00	\$	1,575	
06A	Under lavatory Guard	6	ea	\$	150.00	\$	900	Bathroom and break room sinks
06A	Robe / Coat hook	6	ea	\$	50.00	\$	300	1 per water closet
06A	Shelf with mop hooks in janitors closet	2	ea	\$	150.00	\$	300	

06A	Fire Extinguisher Cabinets							
06A	Fire extinguisher hooks	2	ea	\$	50.00	\$	100	
06A	Wall inset fire extinguisher cabinets	10	ea	\$	325.00	\$	3,250	
06A	Fire extinguishers	10	ea	\$	150.00	\$	1,500	Provided by owner

06A	Operable partitions	1	all	\$	20,000.00	\$	20,000	
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06A	Book Drop	1	ea	\$	2,500.00	\$	2,500	
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06A	Interior Specialties							
06A	Knox Box	1	ea	\$	550.00	\$	550	

06A	Lockers							
06A	Lockers - Metal	10	ea	\$	750.00	\$	7,500	

Total Specialties \$ **91,921**

11 EQUIPMENT						
16B	Appliances					
	Refrigerator residential grade	2	ea	\$	1,200	\$ 2,400
06B	Microwave	2	ea	\$	500	\$ 1,000
Total Equipment						\$ 3,400
12 FURNISHINGS						
12A	Horizontal Louver Blinds	0	allow	\$	7,500.00	\$ -
12A	Motorized Window Blinds	1	allow	\$	10,000.00	\$ 10,000
Total Furnishings						\$ 10,000
13 SPECIAL CONSTRUCTION						
Special Construction						
N/A						
Total Special Construction						\$ -
14 CONVEYING SYSTEMS						
14A	Elevators (Passenger)					
	N/A					
Total Conveying System						\$ -
21 FIRE SUPPRESSION						
21A	Fire Protection	11000	sf	\$	4.50	\$ 49,500
	Fire Protection					Includes existing building footprint
Total Fire Suppression						\$ 49,500
22 PLUMBING						
22A	Plumbing	1	system	\$	-	\$ -
22A	Sterilization	1	system	\$	-	\$ -
22A	Storm Piping	1	system	\$	-	\$ -
22A	Sanitary Piping	1	system	\$	-	\$ -
22A	Domestic Water Piping	1	system	\$	-	\$ -
22A	Air Piping	1	system	\$	-	\$ -
22A	Gas Piping	1	system	\$	-	\$ -
22A	Insulation	1	system	\$	-	\$ -
22A	Plumbing Equipment	1	system	\$	-	\$ -
22A	Plumbing Fixtures and Rough-In	1	system	\$	-	\$ -
22A	General Conditions	1	system	\$	-	\$ -
Total Plumbing/ Heating/ Air Conditioning						\$ -
24 HEATING VENTILATING AND AIR CONDITIONING						
22B	Heating Ventilating and Air Conditioning	11000	sf	\$	62.00	\$ 682,000
22B	Rigging	1	system	\$	-	\$ -
22B	Seismic Allowance	1	system	\$	-	\$ -
22B	Heating Water Piping	1	system	\$	-	\$ -
22B	Hydronic Water Piping	1	system	\$	-	\$ -
22B	Condensate Piping	1	system	\$	-	\$ -
22B	Insulation	1	system	\$	-	\$ -
22B	Automatic Temperature Control	1	system	\$	-	\$ -
22B	Test, Balance, Adjust	1	system	\$	-	\$ -
22B	Ductwork	1	system	\$	-	\$ -
22B	HVAC Equipment	1	system	\$	-	\$ -
22B	General Conditions	1	system	\$	-	\$ -
23A	Geothermal well field and piping	30	wells	\$	4,650.00	\$ 139,500
Total Plumbing/ Heating/ Air Conditioning						\$ 821,600
26 ELECTRICAL						
26A	Electrical	11000	sf	\$	42.00	\$ 462,000
26A	Electrical system	1	system	\$	-	\$ -
26A	Lighting and Branching	1	system	\$	-	\$ -
26A	Devices and Branch	1	system	\$	-	\$ -
26A	Fire Alarm System	1	system	\$	-	\$ -
26A	Lightning Protection and Grounding	1	system	\$	-	\$ -
26A	Mechanical Equipment Wiring	1	system	\$	-	\$ -
26A	Emergency Generator	1	system	\$	-	\$ -
26A	Security system	1	system	\$	-	\$ -
26A	Access control system	1	system	\$	-	\$ -
26A	Service and Distribution Equipment	1	system	\$	-	\$ -
26A	Feeders	1	system	\$	-	\$ -
26A	Temporary Power and Light	1	allow	\$	-	\$ -
Total Electrical						\$ 462,000
27 COMMUNICATIONS						
27A	Communications	0	system	\$	-	\$ -
27A	Communications Raceways	0	system	\$	-	\$ -
27A	Communication Cabling	0	system	\$	-	\$ -
27A	Communication racks and connections	0	system	\$	-	\$ -
27A	Installation of communications equipment provided by owner	0	system	\$	-	\$ -
27A	Fiber optic cables	0	system	\$	-	\$ -
27A	Audio / Visual	0	system	\$	-	\$ -
Total Communications						\$ -
28 ELECTRONIC SAFETY AND SECURITY						
28A	Electronic Safety and Security	11000	sf	\$	2.00	\$ 22,000
	Security and Access Control system					
Total Electronic Safety and Security						\$ 22,000
BUILDING SUBTOTAL:						\$ 3,824,311.00

SITework SCHEME 5

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTALS	COMMENTS
2 EXISTING CONDITIONS					
Site Demolition					
Remove Existing Asphalt - Parking Lot	18,331	sf	\$ 1.50	\$ 27,497	
Remove Existing Concrete - Sidewalks	100	sf	\$ 1.00	\$ 100	
Remove Existing Light Poles	4	ea	\$ 1,500.00	\$ 6,000	Remove and store
Relocate Site Power	1	ea	\$ 2,500.00	\$ 2,500	Relocation required at footprint of addition
Total Existing Conditions				\$ 38,097	
31 EARTHWORK					
General Mobilization & Demobilization					
31A General Mobilization & Demobilization	1	ls	\$ 5,000.00	\$ 5,000	
31A Layout & Survey	1	ls	\$ 5,000.00	\$ 5,000	
31A Clearing/grubbing	1	ls	\$ 5,000.00	\$ 5,000	
31A Temporary Fencing & Gates	1,000	lf	\$ 9.50	\$ 9,500	Install / Remove
31A Truck Gates	2	ea	\$ 1,100.00	\$ 2,200	
31A Man Gates	2	ea	\$ 250.00	\$ 500	
31A Temporary Site Signage	1	ls	\$ 5,000.00	\$ 5,000	
31A Temporary Vehicular & Pedestrian Detours	1	ls	\$ 2,500.00	\$ 2,500	
31A Termite Treatment	4,000	sf	\$ 0.25	\$ 1,000	
31A Final Site Cleaning	1	allow	\$ 4,500.00	\$ 4,500	Site Cleaning/ Road Wash down
Excavation					
31A Sediment Control Install & Remove	1	ls	\$ 8,000.00	\$ 8,000	F/I M/R (Inlet protect/ RCD / etc.)
31A Silt Fence	900	lf	\$ 1.27	\$ 1,143	
31A Super silt fence	-	lf	\$ 6.39	\$ -	None assumed
31A Sediment Control Maintenance & Rainwater Pumping	8	mon	\$ 1,200.00	\$ 9,600	
31A Earthwork	1	ls	\$ 20,000.00	\$ 20,000	
31A Fine Grade Site/Building	4,222	sy	\$ 5.00	\$ 21,111	
31A Site Laydown Area, Stone, Parking, Restoration	1	ls	\$ 7,500.00	\$ 7,500	
Total Earthwork				\$ 107,654	
32 EXTERIOR IMPROVEMENTS					
Paving					
31A Asphalt paving parking area paving sections	2,037	sy	\$ 50.00	\$ 101,861	Replace parking lot at geothermal wellfield
31A Temporary Asphalt Patch/repair of base from construction traffic	1	ls	\$ 5,000.00	\$ 5,000	
31A MOT and construction of entrances	1	ls	\$ 7,500.00	\$ 7,500	
31A Pavement Markings & Signage	2,037	sy	\$ 2.00	\$ 4,074	
31A Parking wheel stops	25	ea	\$ 100.00	\$ 2,500	
31A Mill & Overlay of City Roadways	-	sy	\$ 20.50	\$ -	None assumed
Site Concrete & Unit Pavers					
31A Curb	663	lf	\$ 25.00	\$ 16,575	Perimeter of parking lot
31A Sidewalks 5" concrete	750	sf	\$ 8.00	\$ 6,000	
Landscaping					
31B Landscaping Allowance - Plantings and Grasses	1	allow	\$ 15,000.00	\$ 15,000	
31B Landscape Irrigation	1,000	sf	\$ 2.50	\$ 2,500	Assumed area
Site Furnishings					
32A Bicycle Racks	2	ea	\$ 2,000.00	\$ 4,000	
Benches	2	sets	\$ 1,500.00	\$ 3,000	
Trash Receptacles	1	allow	\$ 500.00	\$ 500	
Total Exterior Improvements				\$ 168,511	
33 UTILITIES					
Water - Domestic & Fire Line					
Water - Domestic & Fire Line					
31A Tie Into Existing	-	ea	\$ 3,000.00	\$ -	Re-use Existing
31A Test pitting	1	allow	\$ 1,000.00	\$ 1,000	Allowance
31A Valves	-	ea	\$ 1,000.00	\$ -	None assumed
31A Piping 6"	-	lf	\$ 40.00	\$ -	None assumed
31A Fire Hydrants	-	ea	\$ 3,000.00	\$ -	None assumed
31A Meter Vault	-	ea	\$ 4,500.00	\$ -	Re-use Existing
31A Testing & chlorination	1	allow	\$ 2,700.00	\$ 2,700	
Sanitary Sewer					
31A 8" sanitary sewer piping	-	lf	\$ 50.00	\$ -	Re-use Existing
31A Testing	1	allow	\$ 2,000.00	\$ 2,000	
31A Test pitting	1	ea	\$ 1,000.00	\$ 1,000	Allowance
31A Manholes	-	ea	\$ 4,000.00	\$ -	None assumed
31A Tie into Existing Manholes/Modify	1	ea	\$ 3,000.00	\$ 3,000	
31A Stone bedding	1	ls	\$ 2,000.00	\$ 2,000	
31A Cleanout	2	ea	\$ 1,000.00	\$ 2,000	
Storm					
31A Storm piping	-	ea	\$ 1,000.00	\$ -	Utilize Existing system
31A Utility Test Pits	1	ea	\$ 1,000.00	\$ 1,000	Allowance
31A Roof Drain Tie Ins	1	ls	\$ 5,000.00	\$ 5,000	remobilization required
Site Duct banks & Vaults					
26A Electrical Underground Ductbank - Power	200	lf	\$ 250.00	\$ 50,000	New 400A electrical ductbank to mech. Room
26A Site Electric and Comms DB's	1	system	\$ -	\$ -	Included in electrical

26A	Site Comms Cabling	1	system	\$	-	\$	-	Included in electrical
26A	Electrical Vaults	-	ea	\$	-	\$	-	Included in electrical
26A	Teledata Vaults	-	ea	\$	-	\$	-	Included in electrical
26A	Test Pits	1	ea	\$	1,000.00	\$	1,000	Allowance
Site Lighting								
26A	Site Lighting	1	system	\$	-	\$	-	Included in Electrical / re-use existing

Total Utilities **\$ 70,700**

99 TOTAL for Site **\$ 382,861**

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April 14, 2020

Mr. Daniel L. Brandewie
Planning Director
City of Pocomoke
Planning, Zoning and Housing Department
101 Clark Avenue
Pocomoke City, MD 21851

RE: Phase I Environmental Site Assessment
Proposed Pocomoke Library
Pocomoke City, Maryland
Hillis-Carnes Project Number: S20052

Dear Mr. Brandewie:

Hillis-Carnes Engineering Associates, Inc. appreciates the opportunity to provide our services on this project. Attached is a report of our findings from our Phase I Environmental Site Assessment of the above-referenced property, hereafter referred to as the "Site". This Phase I ESA was conducted in general conformance with the "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process", as defined by the American Society for Testing and Materials (ASTM) in ASTM Designation E1527-13.

We, Nicholas T. Fulford and Gregory L. McIsaac declare that, to the best of our professional knowledge and belief, that we meet the definition of Environmental Professional as defined in Section 312.10 of 40 CFR 312 and have the specific qualifications based on education, training, and experience to assess a property of the nature, history and setting of the Site. We have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.

If you have any questions regarding this report, please feel free to contact us at (410) 749-0940.

Very truly yours,
HILLIS-CARNES ENGINEERING ASSOCIATES, INC.


Nicholas T. Fulford
Senior Environmental Project Manager

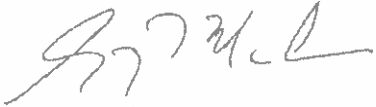

Gregory L. McIsaac, P.G.
Environmental Services Manager

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FIGURES

- Figure 1 Site Vicinity Map
- Figure 2 Site Layout Sketch

APPENDICES

- Appendix A Site Photographs
- Appendix B Federal and State Environmental Database Radius Map Report
- Appendix C Records of Communication
- Appendix D Sanborn Map Report
- Appendix E Aerial Photographs
- Appendix F City Directory Abstract
- Appendix G Topographic Maps
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1.0 SUMMARY

Hillis-Carnes Engineering Associates, Inc. (Hillis-Carnes) was retained by the City of Pocomoke (Client/User) to perform a Phase I Environmental Site Assessment (ESA) of the proposed Pocomoke Library Property in Pocomoke City, Maryland hereafter referred to as the Site. The assessment included a site reconnaissance, an area reconnaissance, a regulatory database review, a historic record search, and interviews. This Phase I ESA was conducted in general conformance with the "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process", hereafter referred to as the ASTM E1527-13 Standard Practice, as defined by the American Society for Testing and Materials (ASTM) in ASTM Designation E1527-13 (refer to Section 2.1).

The Site consist of eight tax parcels of land situated on both sides of Clarke Avenue and Willow Street including a former commercial building, a recreational use area, a vacant lot and a communal garden. The Site has historically been occupied by a power generation company, a roller mill with petroleum storage tanks, two 20+ car service garages with multiple petroleum storage tanks, a cleaning and dyeing operation, a laundromat, multiple stores, barber shops, grocery stores, dwellings, and smaller buildings. Areas northwest of the Site included differing industrial uses. The remainder of the Site vicinity included an armory, hotels, dwellings, and commercial retail business. Access is granted to the Site parcels by Willow Street, Clarke Avenue and Maple Street. Hillis-Carnes understands the Client/User is evaluating the feasibility of constructing a library on one or more of the parcels of the Site. The proposed construction will utilize municipal sewer and water.

Additional information pertaining to site observations, area reconnaissance, regulatory agency records review, historical records review, interviews, etc. is included in the text of this report and is also generally summarized in Section 8.0 of this report.

In summary, this assessment has revealed evidence of the following Recognized Environmental Conditions (RECs) in connection with the Site.

- The Site was included on up to three Oil Control Program Database Listings associated with removal of underground storage tanks (USTs) or general response to release of petroleum on Parcels 643 and 645 of the Site. Due to the proposed construction potentially including excavation in areas where petroleum impact exists in association with these former occurrences, it is Hillis-Carnes' opinion these listings represents RECs to the Site.
- Multiple gasoline tanks and one oil tank were depicted to have existed, or possibly still exist, on Parcels 920 and 643 through 648 of the Site. It is possible one or all of these tanks remain onsite buried. Based on the age of these tanks it is likely the tanks would have corroded resulting in perforations to the tank and subsequent release of gasoline and/or oil into subsurface soils and groundwater onsite. Based on the proposed construction including excavation, it is possible that construction workers or other future occupants of the Site may be exposed to these contaminants. Further, it is possible that enough gasoline and/or oil was released to the subsurface to migrate offsite and impact environmental conditions on nearby offsite properties. Based on the reported information, it is Hillis-Carnes' opinion that the gasoline tanks and the oil tank depicted on the aforesaid parcels of the Site represent RECs to the Site.

- A power generation company operated on Parcel 920 of the Site. The power generation company did not operate onsite past 1911. It is likely this former power generation company used coal. During the incineration of coal to generate power hazardous waste may be generated in the form ash containing semi-volatile organic compounds or metals. It is possible that particulates released during incineration landed on the surface of the Site depositing these hazardous substances on the surface of the Site. It is also possible that the incineration ash was buried onsite. Although these particulates may have naturally attenuated to a degree over a period of over 100 years, the aforesaid contaminants do not quickly attenuate. Based on the possible exposure to construction workers to incinerator ash during the proposed construction for the Site, it is Hillis-Carnes' opinion the former power generator operation onsite represents a REC to the Site.
- A cleaning and dyeing operation operated on Parcels 643 through 648 of the Site. These operations include the use of various hydrocarbons and/or solvents to clean clothing dropped off by customers. During the use of the aforesaid chemicals, releases may have via spills, leaking equipment/containers, poor recycling efforts, or storage of filters soaked in these chemicals in leaking containers prior to pick up for offsite disposal. Based on the proposed construction including excavation, it is possible that construction workers may be exposed to these contaminants. Further, it is possible that enough of the aforesaid chemicals were released on the Site to migrate to offsite properties impacting environmental conditions on nearby offsite properties. Based on the reported information, it is Hillis-Carnes' opinion that the former cleaning and dyeing operation onsite represent a REC to the Site.
- Two 20+ car auto service garages operated on Parcels 643 through 648 of the Site. Auto service garages include the use and storage of bulk and spent oils, fuels, solvents, and paints. These operations may also include the use of hydraulic lifts to lift vehicles and oil water separators to separate oils washed off of cars during car washing activities from municipal waste water. It is possible that during the use of the aforesaid chemicals and items, releases of petroleum and hazardous substances to subsurface soil and groundwater occurred by dumping, leaking equipment and spills. Based on the possible exposure to construction workers to these contaminants during the proposed construction for the Site, it is Hillis-Carnes' opinion the auto service garage operations represent a RECs to the Site.
- No further information was available from EDR regarding occurrences associated with Oil Control Program database listings for the Site. Hillis-Carnes requested records for the Site as outlined in Section 5.2.1. The MDE responded that no records were available for the Site. Due to the proposed construction potentially including excavation in areas where petroleum impact exists in association with these former occurrences, it is Hillis-Carnes' opinion these listings represents RECs to the Site.

Based on the findings of this assessment, it is HCEA's opinion that additional environmental investigation at the Site appears to be warranted.

It must be noted that at the time of the completion of this assessment, information requested from the Worcester County Fire Marshal had not been received. Upon receipt of the responses from this agency, HCEA will notify the Client/User via an addendum letter if information regarding the Site is available. It must be noted that HCEA's conclusions and/or opinions as presented in this report are based solely on the information obtained to date.

7.6 Interviews with Government Officials

As previously reported in Sections 5.2.1 and 5.2.2, state and local agencies in the location of the Site require that requests for information be made in writing; therefore, interviews with representatives of these offices were not conducted and typed requests for information were submitted.

7.7 Other Interviews

No other interviews were conducted during the course of this assessment.

8.0 FINDINGS

In accordance with the ASTM E1527-13 Standard Practice, known or suspect environmental conditions identified during the Phase I ESA, including RECs, CRECs, HRECs and de minimis conditions, as defined previously in this report, are to be summarized in this section. In addition, this section includes HCEA's opinions of the potential for impact to the Site as a result of the presence of these known or suspect environmental conditions.

- The Site consist of eight tax parcels of land situated on both sides of Clarke Avenue and Willow Street including a former commercial building, a recreational use area, a vacant lot and a communal garden. The Site has historically been occupied by a power generation company, a roller mill with petroleum storage tanks, two 20+ car service garages with multiple petroleum storage tanks, a cleaning and dyeing operation, a laundromat, multiple stores, barber shops, grocery stores, dwellings, and smaller buildings. Areas northwest of the Site included properties with differing industrial uses. The remainder of the Site vicinity included an armory, hotels, dwellings and commercial retail business. Access is granted to the Site Parcels by Willow Street, Clarke Avenue and Maple Street. Hillis-Carnes understands the Client/User is evaluating the feasibility of constructing a library on one or more of the Parcels of the Site. The proposed construction will utilize municipal sewer and water services.
- The following RECs were identified during the course of this investigation:

The Site was included on up to three Oil Control Program Database Listings associated with removal of underground storage tanks (USTs) or general response to release of petroleum on Parcels 643 and 645 of the Site. Due to the proposed construction potentially including excavation in areas where petroleum impact exists in association with these former occurrences, it is Hillis-Carnes' opinion these listings represents RECs to the Site.

Multiple gasoline tanks and one oil tank were depicted to have existed, or possibly still exist, on Parcels 920 and 643 through 648 of the Site. It is possible one or all of these tanks remain buried onsite. Based on the age of these tanks it is likely the tanks would have corroded resulting in perforations to the tank and subsequent release of gasoline and/or oil into subsurface soils and groundwater onsite. Based on the proposed construction including excavation, it is possible that construction workers may be exposed to these contaminants. Further, it is possible that enough gasoline and/or oil was released to the subsurface to migrate offsite and impact environmental conditions on nearby offsite

properties. Based on the reported information, it is Hillis-Carnes' opinion that the gasoline tanks and the oil tank depicted on the aforesaid parcels of the Site represent RECs to the Site.

A power generation company operated on Parcel 920 of the Site. The power generation company did not operate onsite past 1911. It is likely this former power generation company used coal. During the incineration of coal to generate power hazardous waste may be generated in the form ash containing semi-volatile organic compounds or metals. It is possible that particulates released during incineration landed on the surface of the Site depositing these hazardous substances on the surface of the Site. It is also possible that the incineration ash was buried onsite. Although these particulates would have naturally attenuated to a degree over a period of over 100 years, the aforesaid contaminants do not quickly attenuate. Based on the possible exposure to construction workers to incinerator ash during the proposed construction for the Site, it is Hillis-Carnes' opinion the former power generator operation onsite represents a REC to the Site.

A cleaning and dyeing operation operated on Parcels 643 through 648 of the Site. These operations include the use of various hydrocarbons and/or solvents to clean clothing dropped off by customers. During the use of the aforesaid chemicals, releases may have via spills, leaking equipment/containers, poor recycling efforts, or storage of filters soaked in these chemicals in leaking containers prior to pick up for offsite disposal. Based on the proposed construction including excavation, it is possible that construction workers may be exposed to these contaminants. Further, it is possible that enough of the aforesaid chemicals were released on the Site to migrate to offsite properties impacting environmental conditions on nearby offsite properties. Based on the reported information, it is Hillis-Carnes' opinion that the former cleaning and dyeing operation onsite represent a REC to the Site.

Two 20+ car auto service garages operated on Parcels 643 through 648 of the Site. Auto service garages include the use and storage of bulk and spent oils, fuels, solvents, and paints. These operations may also include the use of hydraulic lifts to lift vehicles and oil water separators to separate oils washed off of cars during car washing activities from municipal waste water. It is possible that during the use of the aforesaid chemicals and items, releases of petroleum and hazardous substances to subsurface soil and groundwater occurred by dumping, leaking equipment and spills. Based on the possible exposure to construction workers to these contaminants during the proposed construction for the Site, it is Hillis-Carnes' opinion the auto service garage operations represent a RECs to the Site.

No further information was available from EDR regarding occurrences associated with Oil Control Program database listings for the Site. Hillis-Carnes requested records for the Site outlined in section 5.2.1. The MDE responded that no records were available for the Site. Due to the proposed construction potentially including excavation in areas where petroleum impact exists in association with these former occurrences, it is Hillis-Carnes' opinion these listings represents RECs to the Site.

- During the site visit, HCEA did not observe surficial evidence of the following:
 - the storage or use of hazardous substances (exclusive of janitorial/cleaning supplies and/or building maintenance supplies such as paint and joint compound, and exclusive of containers with a capacity of less than 5 gallons);
 - the storage or use of petroleum products (exclusive of containers with a capacity of less than 5 gallons);
 - the generation, treatment, or disposal of hazardous substances or petroleum products;
 - open or damaged containers containing unidentified substances suspected of being hazardous substances or petroleum products;
 - the generation, treatment, storage or disposal of hazardous wastes in connection with the use of the Site;
 - drums (i.e., containers with a capacity of 55 gallons);
 - current underground storage tanks (USTs) (e.g., vent pipes, fill caps, fuel pumps, or concrete islands);
 - current aboveground storage tanks (ASTs);
 - electrical equipment known to contain PCBs or likely to contain PCBs (excluding fluorescent light ballasts);
 - hydraulic equipment known to contain PCBs or likely to contain PCBs;
 - odors (i.e., strong, pungent or noxious odors indicative of hazardous substances or petroleum products);
 - pools or sumps containing liquids likely to be hazardous substances or petroleum products;
 - pits, ponds, or lagoons used in connection with waste disposal or waste treatment;
 - stained soil (from something other than water);
 - stained pavement (with the exception of staining typically observed in areas of parked vehicles);
 - stressed vegetation (from something other than insufficient water);
 - mounds or depressions suggesting solid waste disposal;
 - areas that are apparently filled or graded by non-natural causes (excluding areas that have been filled or graded in association with an engineered site development project);
 - wastewater discharges (excluding stormwater; refer to Section 6.2 and municipal wastewater; refer to Section 6.3, as applicable) into a ditch, drain, underground injection system, or stream on or adjacent to the Site;
 - wells (including dry wells, irrigation wells, injection wells, abandoned wells, or other wells); and
 - septic systems.

- During the site visit, HCEA observed the following:
 - Hillis-Carnes observed a two concrete pads on the Site, one on Parcel 649 and one on Parcels 643 through 648. Hillis-Carnes did not observe saddles, anchors, vents, or fill pipes in the vicinity of these two pads which would suggest the presence of a former aboveground storage tank (AST). Therefore, these two pads do not represent a REC to the Site.

- The Site is located in a commercial and residential use area of Pocomoke City, Maryland. Properties in the vicinity of the Site were included on environmental databases reviewed during the course of this assessment. These properties are discussed in Section 5.1. The property southwest and northwest of the Site which includes a monitoring well is discussed in Section 5.1.
- Due to the proximity of the offsite properties discussed in Section 5.1 it is possible that a release on these nearby offsite properties could impact environmental conditions for the Site. However, based on the following factors, it is Hillis-Carnes' opinion that the data base listings for these nearby offsite properties do not represent RECs to the Site: a) the regulator's involvement with the offsite database listings; b) the apparent absence of a regulatory agency requirement to conduct on-site investigations in association with the off-site environmental database listings (to evaluate migration of contaminants from the off-site source); c) the absence of these properties from databases related to improper waste disposal, priority remediation, etc. (e.g., Federal Superfund List, State Hazardous Waste List, Voluntary Cleanup Program List, etc.); d) the "closed" status of the off-site OCP cases; d) the factor that the OCP cases appear to be associated with relatively routine tank operations (i.e., these cases do not appear to be associated with operations at heavy manufacturing facilities, factories, or processing plants, etc.); and e) the non-residential use of the Site.

Based on a number of factors, the remaining off-site database listings for the properties discussed in Section 5.1 do not appear to represent RECs to the Site. These factors include, but are not limited to the following: a) distance and/or topography; b) the regulator's involvement with the offsite database listings; c) the apparent absence of a regulatory agency requirement to conduct on-site investigations in association with the off-site environmental database listings (to evaluate migration of contaminants from the off-site source); d) the absence of these properties from databases related to improper waste disposal, priority remediation, etc. (e.g., Federal Superfund List, State Hazardous Waste List, Voluntary Cleanup Program List, etc.) with the exception of one offsite property separated from the Site by the Pocomoke River which is a hydrologic barrier; e) the "closed" status of the off-site OCP cases; and f) the non-residential use of the Site.

➤ Site History

- Parcel 920

Parcel 920 has been developed since prior to 1895. Parcel 920 included a few dwellings and miscellaneous buildings from 1895 to 1981. The present day office building was constructed on Parcel 920 in 1950. The Eagle Roller Mills operated on Parcel 920 from prior to 1895 to sometime between 1948 and 1960. The buildings associated with this former operation existed on Parcel 920 until sometime between 1981 and 1988. Between 1895 and 1900 the Citizens Electric and Power Company, and subsequently Stephenson's Electric Light and Power Company, existed on Parcel 920 until between 1906 and 1911. A gasoline tank and an oil tank were depicted in Parcel 920 on the 1948 Sanborn map. Sometime in the 2010s Parcel 920 began use as a recreational soccer field.

- Parcel 649

Parcel 649 has been developed since prior to 1895. Parcel 690 included multiple buildings occupied by grocery stores, a printing operation, an office, a drug store, a pool room, a barber, a bicycle shop, a department store, and a restaurant until between 1948 and 1960.

- Parcels 643 through 648

Parcels 643 through 648 have been developed since prior to 1895. Parcels 643 through 648 included a few dwellings and miscellaneous buildings until between 1919 and 1926. Parcels 643 through 648 included multiple grocery stores, barbers, offices, a livery, an ice house, restaurants, a feed warehouse, a furniture store, a bakery, a cobbler, and stores until between 1981 and 1988. Two 20+ car auto garages were added to Parcels 643 through 648 between 1919 and 1926 and existed until between 1988 and 1994. Gasoline tanks were depicted for the two car garages on the northern border of Parcels 643 through 648. The gasoline tanks were added between 1919 and 1926 and were depicted on the latest Sanborn map year 1960. A cleaning and dyeing operation existed on Parcels 643 through 648 from between 1919 and 1926 until between 1981 and 1988. A laundromat existed on Parcels 643 through 648 from between 1926 and 1948 until 1988 and 1994.

➤ Site Vicinity History

The site vicinity included a combination of industrial, residential and commercial use during the time periods reviewed for this assessment. Present day Willow Street, Maple Street, and Clarke Avenue were constructed prior to 1895. Properties northeast of the Site included retail stores, hotels and dwellings. Properties southwest of the Site include residential, commercial and church properties. Properties northwest of the Site included industrial properties including a lumber yard and saw mill, machine shop, and an ice and electric plant. Properties southeast of the Site included an armory, commercial stores, hotels and residential properties.

The properties northwest of the Site presently include a monitoring well. Due to the former industrial nature of this property it is possible this monitoring well was installed for the purpose of sampling and analysis of groundwater which may have been impacted by the former operations conducted on this offsite property. However, this property is downgradient of the estimated west southwesterly groundwater flow direction relative to the Site. Therefore, it would be unlikely that impact from this offsite property would migrate toward the Site. Based on groundwater flow direction, it is Hillis-Carnes' opinion that this offsite property does not represent a REC to the Site.

The properties southwest, southeast, and northeast of the Site do not represent RECs to the Site based on the review of previously referenced historical sources which did not reveal evidence of industrial or manufacturing activities, bulk chemical or petroleum storage/usage, transportation activities, large-scale solid waste disposal activities (i.e., dumping/landfilling), or other environmental concerns at the properties in these areas of the vicinity of the Site that would likely result in a REC to the Site.

9.0 CONCLUSIONS

Hillis-Carnes Engineering Associates, Inc. has performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM E1527-13 Standard Practice of the Proposed Pocomoke Library in Pocomoke City, Maryland ("Site"). Any exceptions to, or deletions from, this practice are described in Sections 2.4 and 2.5 of this report. This assessment has revealed evidence of the following Recognized Environmental Conditions (RECs) in connection with the Site.

- The Site was included on up to three Oil Control Program Database Listings associated with removal of underground storage tanks (USTs) or general response to release of petroleum on Parcels 643 and 645 of the Site. Due to the proposed construction potentially including excavation in areas where petroleum impact exists in association with these former occurrences, it is Hillis-Carnes' opinion these listings represents RECs to the Site.
- Multiple gasoline tanks and one oil tank were depicted to have existed, or possibly still exist, on Parcels 920 and 643 through 648 of the Site. It is possible one or all of these tanks remain onsite buried. Based on the age of these tanks it is likely the tanks would have corroded resulting in perforations to the tank and subsequent release of gasoline and/or oil into subsurface soils and groundwater onsite. Based on the proposed construction including excavation, it is possible that construction workers or other future occupants of the Site may be exposed to these contaminants. Further, it is possible that enough gasoline and/or oil was released to the subsurface to migrate offsite and impact environmental conditions on nearby offsite properties. Based on the reported information, it is Hillis-Carnes' opinion that the gasoline tanks and the oil tank depicted on the aforesaid parcels of the Site represent RECs to the Site.
- A power generation company operated on Parcel 920 of the Site. The power generation company did not operate onsite past 1911. It is likely this former power generation company used coal. During the incineration of coal to generate power hazardous waste may be generated in the form ash containing semi-volatile organic compounds or metals. It is possible that particulates released during incineration landed on the surface of the Site depositing these hazardous substances on the surface of the Site. It is also possible that the incineration ash was buried onsite. Although these particulates may have naturally attenuated to a degree over a period of over 100 years, the aforesaid contaminants do not quickly attenuate. Based on the possible exposure to construction workers to incinerator ash during the proposed construction for the Site, it is Hillis-Carnes' opinion the former power generator operation onsite represents a REC to the Site.
- A cleaning and dyeing operation operated on Parcels 643 through 648 of the Site. These operations include the use of various hydrocarbons and/or solvents to clean clothing dropped off by customers. During the use of the aforesaid chemicals, releases may have via spills, leaking equipment/containers, poor recycling efforts, or storage of filters soaked in these chemicals in leaking containers prior to pick up for offsite disposal. Based on the proposed construction including excavation, it is possible that construction workers may be exposed to these contaminants. Further, it is possible that enough of the aforesaid chemicals were released on the Site to migrate to offsite properties impacting environmental conditions on nearby offsite properties. Based on the reported information, it

is Hillis-Carnes' opinion that the former cleaning and dyeing operation onsite represent a REC to the Site.

- Two 20+ car auto service garages operated on Parcels 643 through 648 of the Site. Auto service garages include the use and storage of bulk and spent oils, fuels, solvents, and paints. These operations may also include the use of hydraulic lifts to lift vehicles and oil water separators to separate oils washed off of cars during car washing activities from municipal waste water. It is possible that during the use of the aforesaid chemicals and items, releases of petroleum and hazardous substances to subsurface soil and groundwater occurred by dumping, leaking equipment and spills. Based on the possible exposure to construction workers to these contaminants during the proposed construction for the Site, it is Hillis-Carnes' opinion the auto service garage operations represent a RECs to the Site.
- No further information was available from EDR regarding occurrences associated with Oil Control Program database listings for the Site. Hillis-Carnes requested records for the Site as outlined in Section 5.2.1. The MDE responded that no records were available for the Site. Due to the proposed construction potentially including excavation in areas where petroleum impact exists in association with these former occurrences, it is Hillis-Carnes' opinion these listings represents RECs to the Site.

Based on the findings of this assessment, it is HCEA's opinion that additional environmental investigation at the Site appears to be warranted.

It must be noted that at the time of the completion of this assessment, information requested from the Worcester County Fire Marshal had not been received. Upon receipt of the responses from this agency, HCEA will notify the Client/User via an addendum letter if information regarding the Site is available. It must be noted that HCEA's conclusions and/or opinions as presented in this report are based solely on the information obtained to date.



SCHEME 14
 LIBRARY & SENIOR CENTER
 NEW CONST.
 ONE STORY 516,000 S.F.



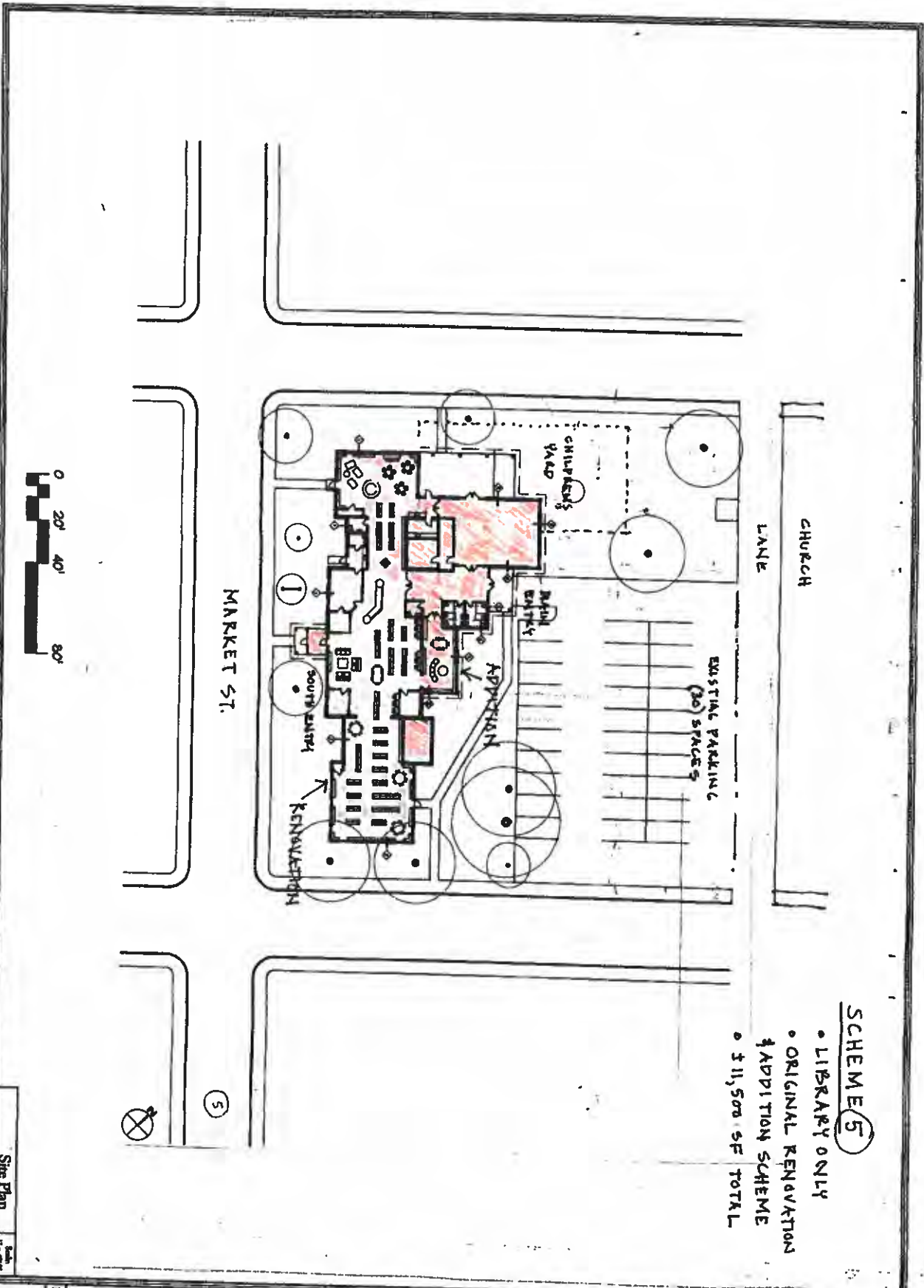
Site Plan



DATE: 02/17/20
 S14
 Schematic Design Studies

Worcester County Library
Pocomoke Branch
 Pocomoke City, Maryland 21851

The Design Group
 Architects
 101 Schenck Rd, A/A
 PO Box 237
 Pocomoke, MD 21859
 Tel: 410-326-1111
 Fax: 410-326-2111
 www.thedesigngroup.com



- SCHEME 5**
- LIBRARY ONLY
 - ORIGINAL RENOVATION
 - ADDITION SCHEME
 - 11,500 SF TOTAL

Site Plan 1" = 40'

E.S.5

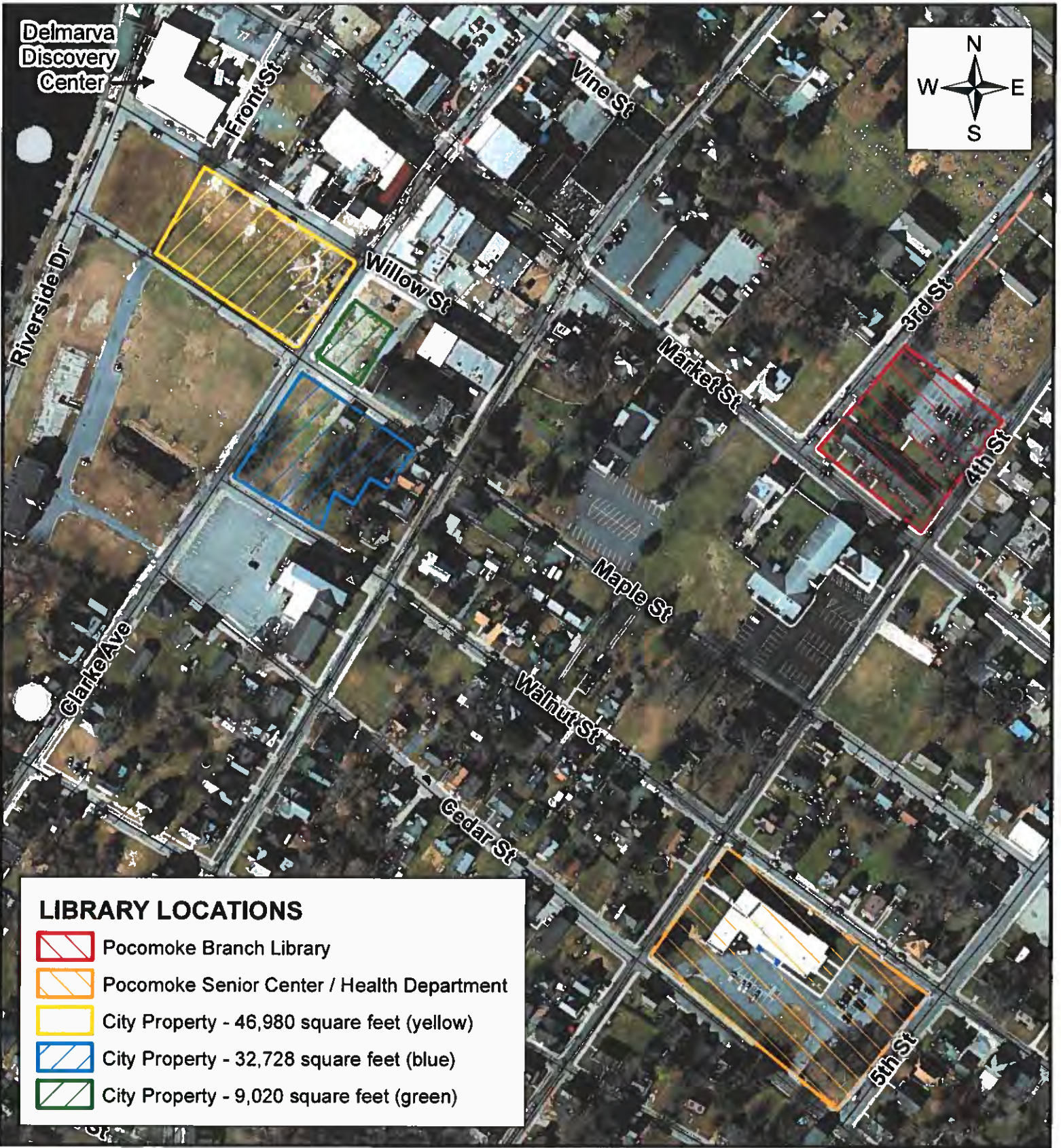
DATE: 02.17.20

Schematic Design Studies

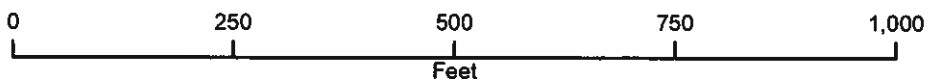
Worchester County Library
Pocomoke Branch
 Pocomoke City, Maryland 21851

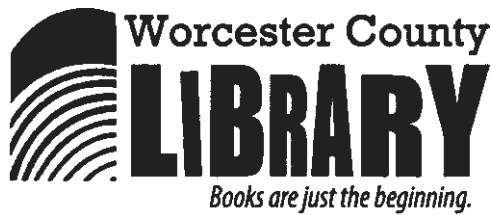
The Design Group
 1000...
 P.O. Box 337
 Warren, VT 05674
 Tel: 802-465-3166
 Fax: 802-339-2311
 www.thedesigngroup.com

Delmarva
Discovery
Center



POCOMOKE BRANCH LIBRARY EXISTING AND POSSIBLE ALTERNATIVE LOCATIONS DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING Technical Services Division - December 2019





To: Harold Higgins, Chief Administrative Officer
From: Jennifer Ranck, Library Director
Date: April 7, 2020
Re: Pocomoke Library – site selection update

In December 2019, the Library began site evaluation of the property offered by the City of Pocomoke. The library enlisted the help of Jeff Schoellkopf to assist in creating project goals, refining the library's building program, and developing building concepts. Several meetings were held with stakeholders to better understand facility needs of the Library, Senior Center, and Health Department. The City of Pocomoke is completing a Phase One Environmental Study of the property.

Enclosed are Four Options:

1. Library and Senior Center located on the parcels offered by City of Pocomoke
2. Library, Senior Center, and Health Dept. offices located on parcels offered by City of Pocomoke
3. Library and Senior Center located at the current location (Market Street)
4. New Library facility only on the current location (Market Street)

Key Points of Each Concept

Concept 1 – Library and Senior Center – Downtown Location

- Scheme 1a – combined building approximately 15-17,000 SF; parking on parcel 1 near historic buildings
- Scheme 1b – combined building approximately 15-17,000 SF; parking on surrounding streets and parcels

Concept 2 – Library, Senior Center, and Health Department facilities – Downtown Location

- Combined building approximately 20-22,000 SF single with option of 4-7,000 additional SF for the Health Department on the second floor; separation entrance and parking for Health Department; parking on surrounding streets and parcels

Concept 3 - New Library and Senior Center located at the current location (Market Street)

- Scheme 3a – add new library and Senior Center, combined building about 15-17,000 SF single story; parking off Market Street; with some parking behind building; attempt to save most large trees.
- Scheme 3b- Add new library and Senior Center in the back of the property; combined building about 15-17,000 SF single story; parking in both front and back of building; likely to remove a large tree or two; possible to keep existing library open during construction, but that would challenge construction process

Concept 4 – Existing Library Renovation and Addition at the current location (Market Street)

- Scheme 4 – new library building in the back of the current property; roughly 11-12,000 SF, single story building; parking on side and drop off in front; may be able to save most of the large trees on site; only in the rear; possible to keep existing library open during construction, but that would challenge construction process
- Scheme 5 – roughly 3-4,000 SF addition with 6-7,000 SF major renovation; estimated cost \$5.6 million

Next Steps

The Library is seeking guidance from the Commissioners on site selection and scope of project. The library would like to apply for FY 22 State Capital grants to assist with construction funds for the library portion of the project. Applications are due May 22, 2020. The application requires a letter of intent to fund the project should the library receive an award. Based on direction from the County Commissioners, the library can present a cost estimate at a meeting in May.



THE DESIGN GROUP

ARCHITECTURE PLANNING INTERIOR DESIGN

JIM EDGCOMB, ARCHITECT

Airport Road Warren VT 05674 tel 802-496-5255

JEFF SCHOELLKOPF, ARCHITECT

March 31, 2020

To:

Worcester County Library Board of Trustees

C/o Ms. Jennifer Ranck, Director

307 North Washington Street

Snow Hill, Maryland 21863

**COMPARITIVE SITE STUDIES FOR
WORCESTER COUNTY POCOMOKE BRANCH LIBRARY and SENIOR CENTER
And possible HEALTH DEPT**

Dear Ms. Ranck and Library Trustees,

Please find here and attached schematic design studies and a comparison of site and building options for the Pocomoke Library project. This includes what appears to be a good likelihood of combining the project with the Senior Center, and a possibility of building new Health Dept facilities as well.

Executive Summary

The two sites under study are the existing Library property and the downtown site which has been offered by the town. The Senior Center appears to be a good match and can fit well, especially on the Downtown site. The Health Dept could not be fit on the existing library site and would only fit on the downtown site if the parking for all the facilities are built on the surrounding parcels. Also, we understand there are concerns for possible interactions between some Health Dept clients and children, and some regulations which prevent surveillance required of the library facilities, so any blend would require distinctly separate parking lots and entries.

The downtown site includes several parcels. The main parcel is about the same size as the existing parcel (about 1 acre). Building downtown offers the advantages of

1. Supporting downtown revitalization
2. Easier association with the Senior Center
3. New construction on a clean lot
4. Association with the Discovery Museum and the waterfront (though noted a not very active waterfront)

The existing site has been considered previously for renovation and addition for the library only. We have now considered the option of combining the senior center on that site. The two ways to approach that are

1. To temporarily relocate the library and renovate, add to, and/or replace the existing library, or
2. To remain in operation and build a new building to the rear- then add parking after the existing building is closed and removed

The program areas being considered range from 10-11,000sf for the library, about 3-4,000sf for the Senior Center, and about 1-2,000sf of space that might be shared by them (Entry, restrooms, and mechanical spaces). The Health Dept has a less concrete program definition and has suggested 4-6,000sf could be well used.

Options- we have developed five basic options and have reviewed several variations within these

1. Library and Senior Center located on the parcels offered by City of Pocomoke
 - a. Downtown site Scheme S1a
 - i. Combined building about 15-17,000sf single story
 - ii. With parking on parcel 1 and some shown by the historic houses
 - b. Downtown site Scheme S1b
 - i. Combined building about 15-17,000sf single story
 - ii. With parking on surrounding streets and parcels
2. Library, Senior Center, and Health Dept. facilities located on parcels offered by City of Pocomoke
 - a. Downtown site Scheme S2
 - i. Combined building with Health Dept about 20-22,000sf single with option of 4-7,000 addition for the Health Dept on the second floor
 - ii. With parking on surrounding streets and parcels
 - iii. Health Dept with separate entrance and parking
3. New Library and Senior Center located at the current location (Market Street)
 - a. Existing site Scheme ES3a- Add new library and Senior Center in front
 - i. Combined building about 15-17,000sf single story
 - ii. Parking in rear. Uses town lane.
 - iii. Attempt to save most large trees
 - b. Existing site Scheme ES3b- Add new library and Senior Center in the rear
 - i. Combined building about 15-17,000sf single story
 - ii. Parking in front and rear. Uses lane.
 - iii. Could keep existing open- but that would challenge construction
 - iv. Likely need to remove a large trees or two.
4. New Library facility only on the current location (Market Street) ---
 - a. Existing site Scheme ES4- Add new library only in the rear
 - i. Add 11-12,000sf Library only single story
 - ii. Could keep existing open- but that would challenge construction
 - iii. Parking on side and drop off in front
 - iv. May be able to save most of the large trees on the site.

5. Existing Library Renovation and addition as previously planned

a. Existing site Scheme ES5

- i. Roughly 3-4,000 sf addition with 6-7,000sf major renovation- for about 11,500gsf total.
- ii. Cost estimated at \$5.6 million

Other notes

1. The Downtown site is undergoing phase 1 environmental review.
2. The Town of Pocomoke is in flux with changes in leadership continuing.
3. We have not studied the condition or possible redevelopment of the existing Senior Center and Health Dept but understand there are location concerns that make it desirable to relocate facilities.
4. The existing Library site is slightly more centrally located.
5. The downtown site, with surrounding possibly available properties, offers more space and possibilities
6. There is a significant parcel between the main downtown parcel and the waterfront, that may be integrated into the project.
7. There are significant community gardens that have been developed on the main parcel downtown, but may be relocated or modified
8. The waterfront sees relatively low activity. The Discovery Museum is popular, and active. The restaurant is operated by the town.
9. There are significant large trees on the existing site that would be a shame to remove. Maybe a couple if need be.

Please note this is a progress report to help update the trustees and Commissioners on where we stand.

We look forward to continuing the studies and consideration of what might be best for the County overall.

Respectfully submitted

Jeff Schoellkopf
JSD/ The Design Group



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it

2

To: Harold Higgins, Chief Administrative Officer

From: Brian Jones, IT Director

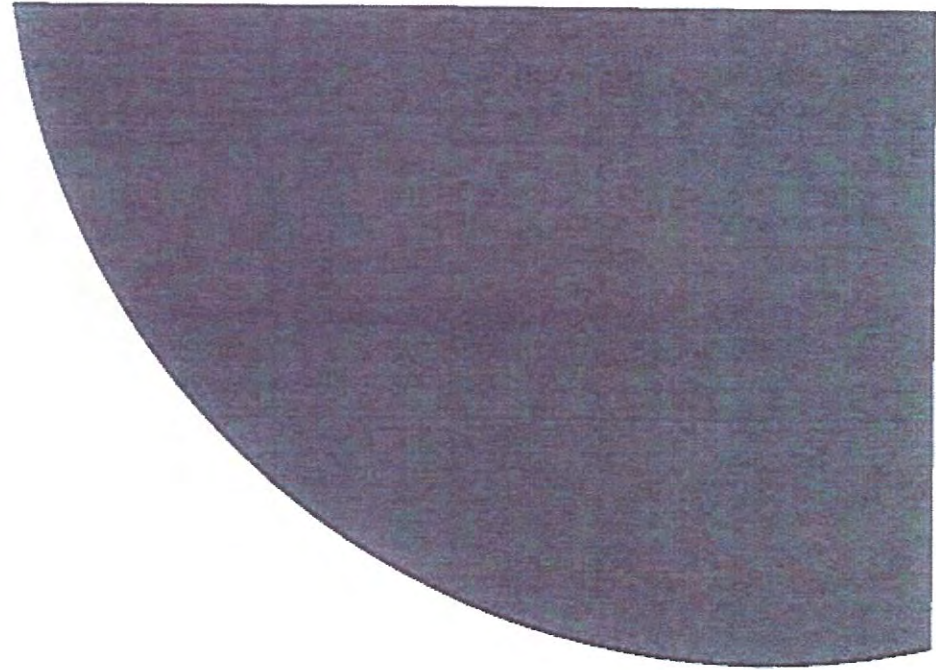
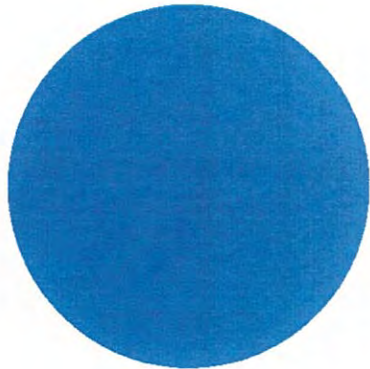
Re: Broadband Study and Update

Date: April 24, 2020

On April 2, 2020, we enlisted assistance from Worcester County residents to run a broadband speed test from their homes. We posted an article with a link for speed tests on the County Website, Facebook, and Twitter. The article appeared in local news sources as well. We started receiving results almost immediately. We have since reposted the article and we continue to receive survey results. From the tests, we are able to see what areas of the county suffers from inadequate internet service, their service level and overall satisfaction. Data from the speed test is imported into a database and sent electronically to CTC. Attached, are results of data collected to date. The study will likely run thru June, during the peak of tree foliage. When the data collection process has completed, we will have a better understanding where the critical needs of the county exist. The next steps for CTC is **field signal testing**, (pending a lift of the stay at home order) and **in home testing** (also pending a lift of the stay at home order). The data will be invaluable to any potential internet providers in the county.

Legislation to allow Choptank Electric Cooperative to deliver broadband to members on the Eastern Shore passed unanimously in the House and Senate on March 18, 2020. Dubbed "an emergency bill," it becomes effective as soon as Governor Hogan signs it. **Mike Malandro, President and CEO of the Cooperative said, "The team at Choptank Electric will work tirelessly to achieve this life-changing infrastructure deployment for our members"**. Under the bill, Choptank Electric Cooperative must conduct a vote of its members to become member regulated. With a positive vote from members, the Cooperative will quickly move forward with broadband plans. The vote has been delayed due to the Covid19 pandemic. Updates to Choptank Broadband can be found on their website. I am in frequent contact with Choptank and will continue to update everyone as I receive new information. I have attached a letter from Choptank summarizing their progress.

Citizens and Government Working Together



Worcester County SpeedSurvey Results

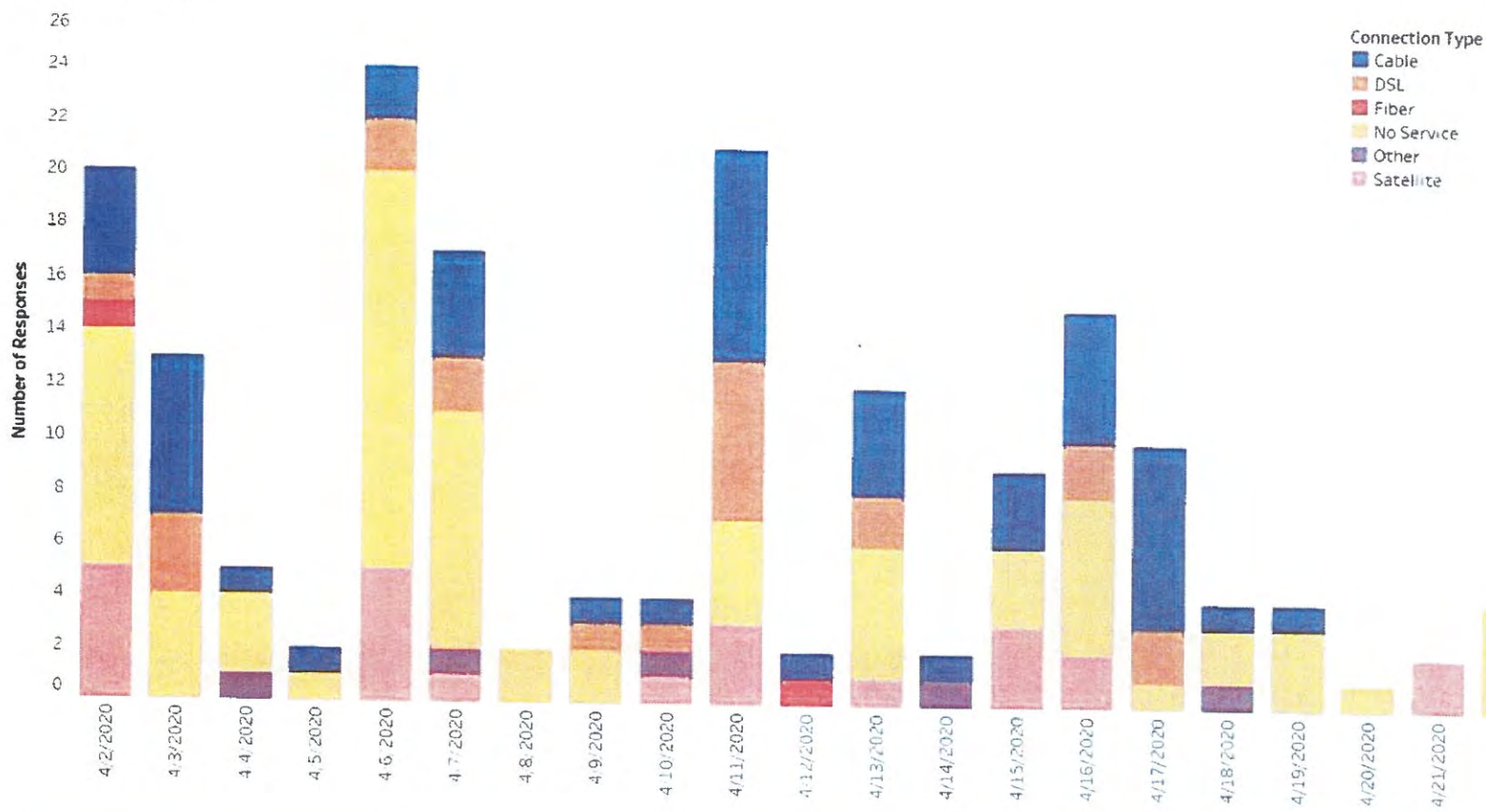
For period of
4/2/2020-4/22/2020
Powered by CTC technology

2



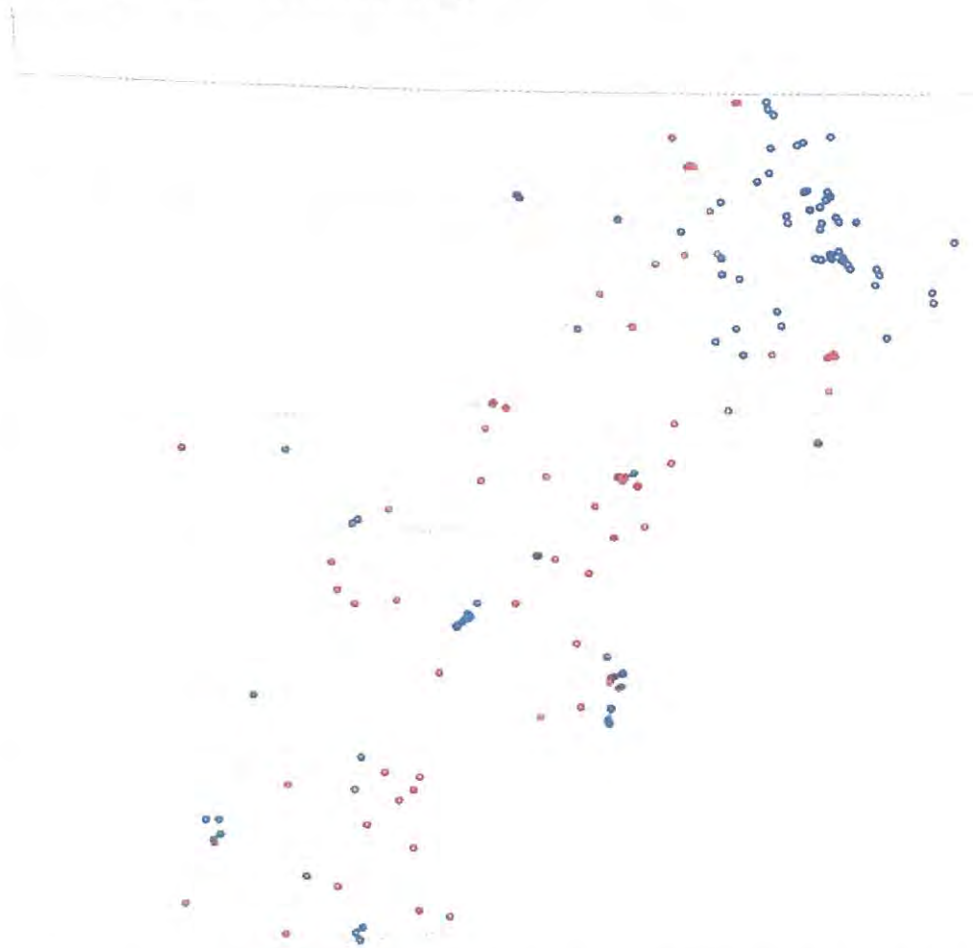
Daily Activity by Broadband Technology

Daily Activity



Speed tests for Worcester County 4/2/2020-4/22/2020 -- Powered by CTC technology

Availability (Not Including Mobile or Satellite)



- Connection Type**
- Cable
 - DSL
 - Fiber
 - Fixed Wireless
 - Mobile Wireless
 - No Service
 - Other
 - Satellite

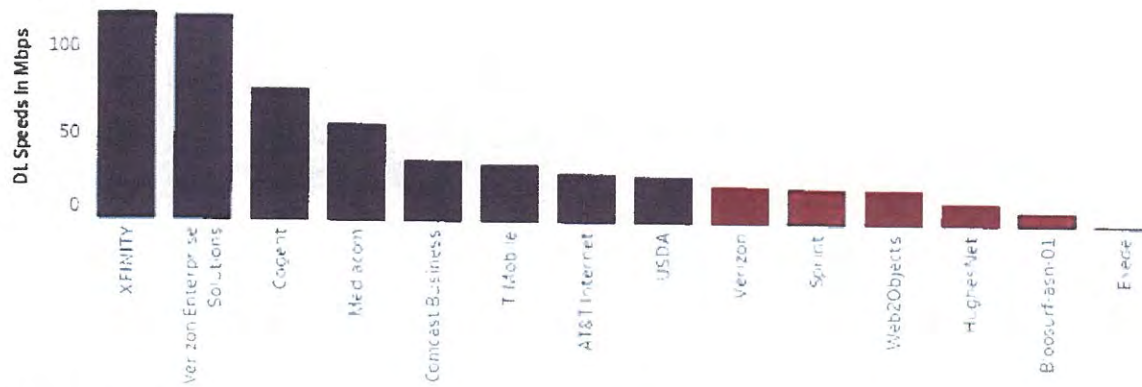
- Type**
- No service
 - Speed Test

Speed tests for Worcester County 4/2/2020-4/22/2020 -- Powered by CTC technology

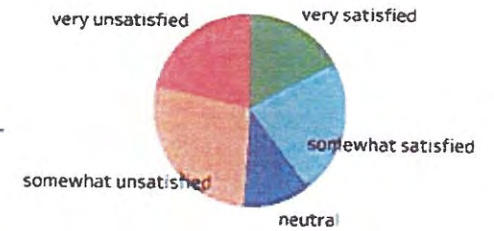


ISP and City Speeds

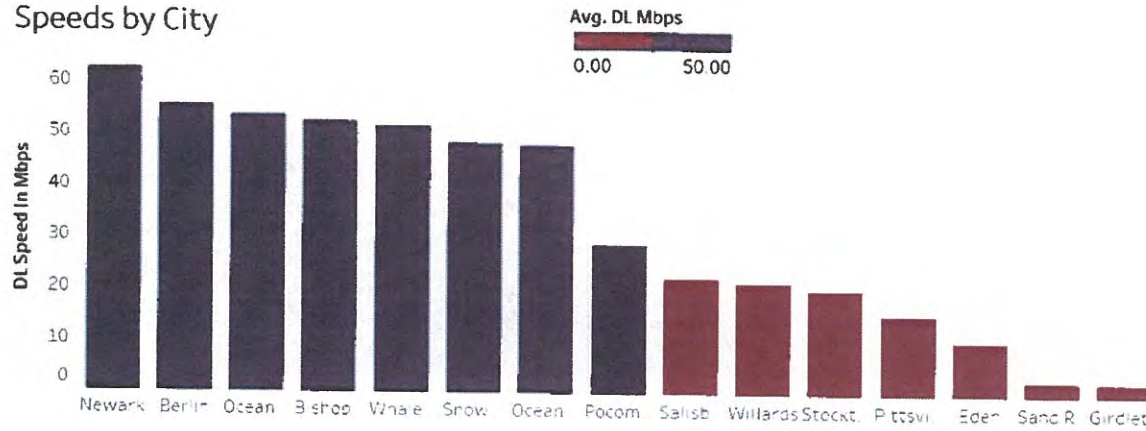
Speeds by ISP



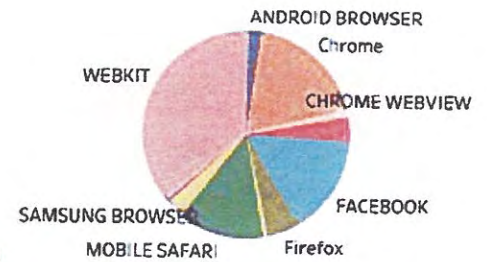
Connection Satisfaction



Speeds by City



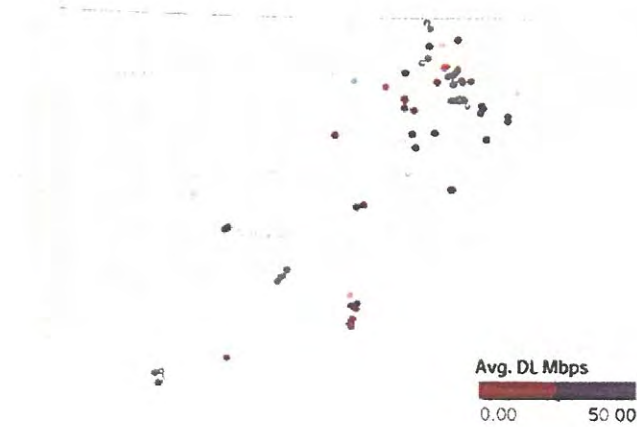
Browsers Used



Speed tests for Worcester County 4/2/2020-4/22/2020 -- Powered by CTC technology

Wireline ISPs

Download Speeds



Service Providers



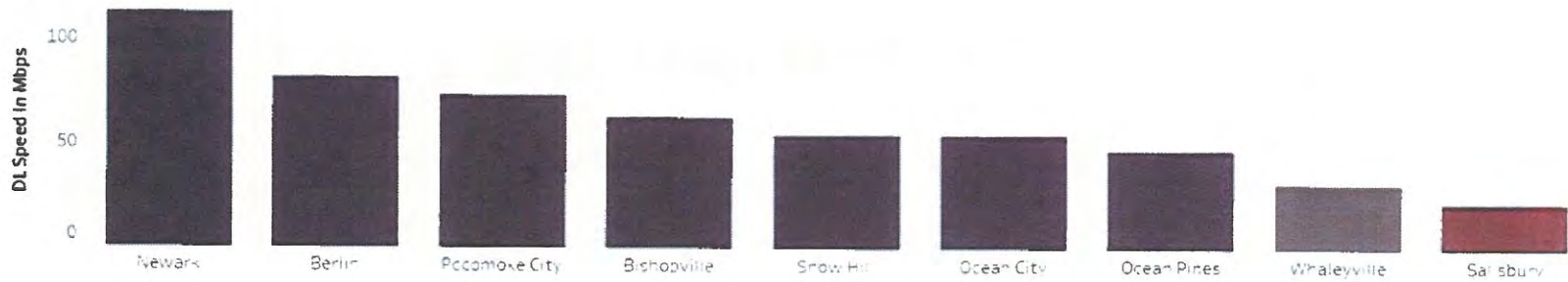
Connection Type

- Cable
- DSL
- Fiber
- Fixed Wireless
- Mobile Wireless
- No Service
- Other
- Satellite

ISP Name

- HughesNet
- Mediacom
- Sprint
- T-Mobile
- Verizon
- Web2Objects
- XFINITY

Speeds by City

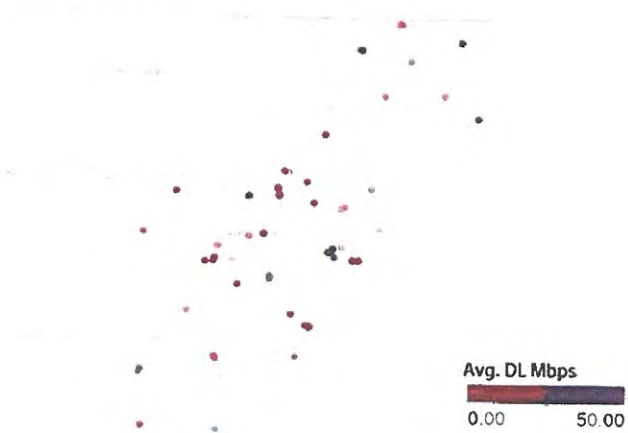


Speed tests for Worcester County 4/2/2020-4/22/2020 -- Powered by CTC technology

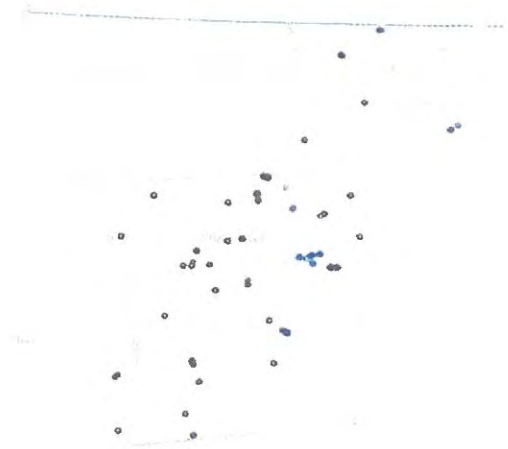
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Mobile Service Providers

Download Speeds

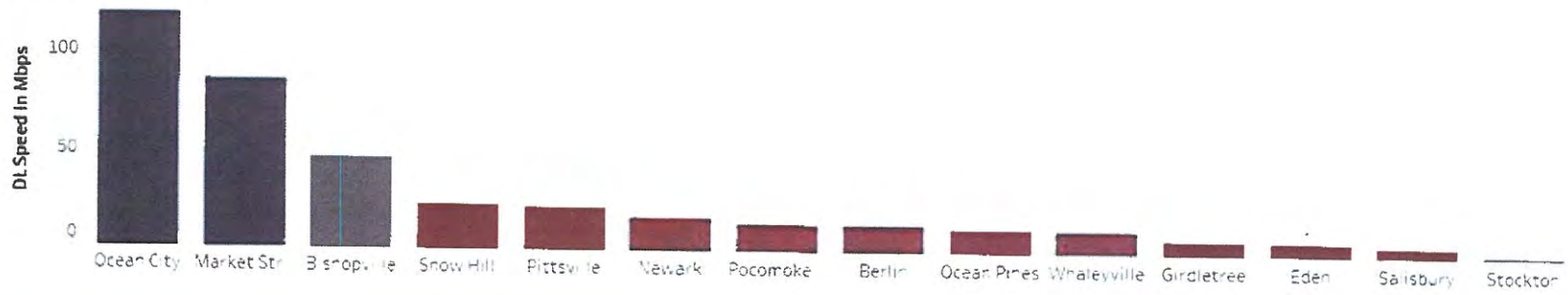


Service Providers



- Connection Type**
- Cable
 - DSL
 - Fiber
 - Fixed Wireless
 - Mobile Wireless
 - No Service
 - Other
 - Satellite
- ISP Name**
- AT&T Internet
 - Exede
 - Mediacom
 - Sprint
 - Verizon
 - XFINITY

Speeds by City

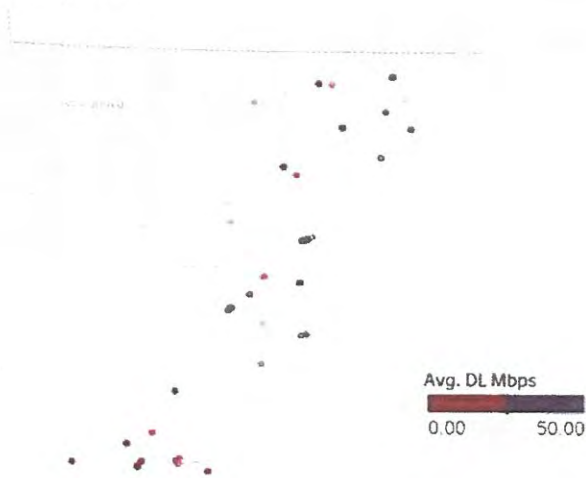


Speed tests for Worcester County 4/2/2020-4/22/2020 -- Powered by CTC technology

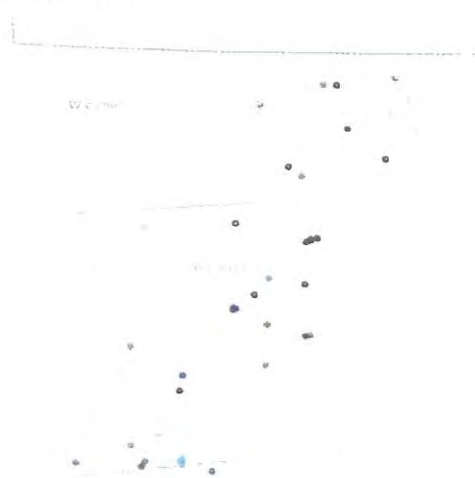
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Satellite, Fixed, and Other Service Providers

Download Speeds



Service Providers



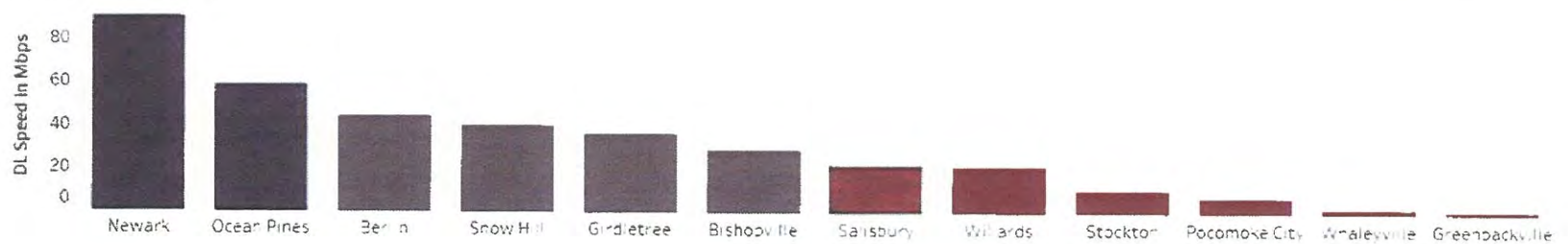
Connection Type

- Cable
- DSL
- Fiber
- Fixed Wireless
- Mobile Wireless
- No Service
- Other
- Satellite

ISP Name

- AT&T Internet
- Bloosurf-asn-01
- Exeex
- HughesNet
- Med.acom
- Sprint
- T-Mobile
- Verizon
- Verizon Enterpri.
- XFINITY

Speeds by City



Speed tests for Worcester County 4/2/2020-4/22/2020 -- Powered by CTC technology



**Choptank Electric
Cooperative**

A Touchstone Energy
Cooperative



P.O. BOX 430, Denton, MD 21629
Toll-Free: 1-877-892-0001
Z_info@choptankelectric.coop
www.choptankelectric.coop

FOR IMMEDIATE RELEASE
March 18, 2020

Elizabeth Hallett
Manager of Marketing & Communications
Direct: 410-479-8640
bethh@choptankelectric.coop

Cooperative's Broadband Bill Passes in Annapolis

DENTON – Legislation to allow Choptank Electric Cooperative to deliver broadband to members on the Eastern Shore passed unanimously in the House and Senate today. Dubbed “an emergency bill,” it becomes effective as soon as Governor Hogan signs it.

“The team here at Choptank Electric will work tirelessly to achieve this life-changing infrastructure deployment for our members,” said Mike Malandro, President and CEO of the Cooperative.

“The arduous negotiations of Speaker Pro Tem Delegate Sheree Sample-Hughes (District 37A) and Senator Steve Hershey (District 36) really pulled this bill through in the final hours of the General Assembly session,” explained Malandro. “We are grateful for their support and the leadership of Chairman Dereck Davis and Chairwoman Delores Kelley to get this bill passed on the last day of Session.”

“The dedication of the entire Eastern Shore delegation, county elected officials and our grassroots members is what made this happen,” concluded Malandro.

Under the bill, Choptank Electric Cooperative must conduct a vote of its members to become member-regulated. That vote will occur after at least two regional information meetings are held. Planning for meetings and the vote of members will begin immediately, with due regard to the current COVID-19 state of emergency in Maryland.

With a positive vote from members, the Cooperative will quickly move forward with broadband plans. These include meetings with members who desire broadband service to begin laying out the deployment schedule. And, application to the FCC for Rural Development Opportunity Act grant funds to bring down the cost of broadband installation for all members.

Updated information about Broadband plans will be posted on the Cooperative's website. For more information about your Cooperative, you can call our Member Service Center at 1.877.892.0001 or visit our website at www.choptankelectric.coop.

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About Choptank Electric: Choptank Electric, a Touchstone Energy Cooperative, is a not-for-profit, member-owned, electric distribution co-op located on Maryland's Eastern Shore serving over 54,000 members. Choptank Electric Cooperative exists to provide reliable and cost effective electricity that improves the quality of life for our member-owners. For more information about Choptank Electric Cooperative, visit our website at www.choptankelectric.coop or call our Member Service Center at 1.877.892.0001.

Members First. Every Day.



TEL: 410.632.3110
FAX: 410.632.3158
lisac@co.worcester.md.us

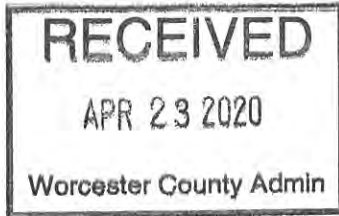


DEPARTMENT OF
TOURISM

Worcester County

104 WEST MARKET STREET
SNOW HILL, MARYLAND
21863

3



April 23, 2020

To: Harold Higgins, CAO
From: Lisa Challenger, Director
Re: Support letter for All American Road Status

Worcester County in conjunction with the other eight counties on the shore are making application to the National Scenic Byway program-administered by the Federal Highway Administration- to join the Eastern Shore by a series of existing scenic byways to be eligible to become an All American Road. There are only 20 in the country, Blue Ridge Parkway being the closest.

The byway will mirror the existing Chesapeake Country Scenic Byway, which will include Pocomoke City in Worcester County. The county's welcome center will serve as a beginning/ending terminus and Pocomoke's downtown and Discovery Center will be featured on the byway.

There is no cost associated with this program just the tremendous marketing benefits of being an All American Road.

I am requesting a letter of support from the commissioners to strengthen our nomination.

Please let me know if you have any questions.

Cc: Tom Perlozzo, Director of Recreation, Parks, Tourism and Economic Development
Melanie Pursel, Incoming Director of Tourism

DRAFT

May 5, 2020

The Honorable Nicole R. Nason
Federal Highway Administrator (HOA-1)
Federal Highway Administration
1200 New Jersey Ave., SE
Washington D.C. 20590

Dear Ms. Nason,

It is our pleasure to offer this letter of support for the Chesapeake Country National Scenic Byway's nomination as an All-American Road. We applaud the effort to seek this special designation as a recognition of the nationally and internationally significant history, culture, scenery and outdoor recreation found along Maryland's unique and diverse Eastern Shore.

Maryland hosted 41.9 million visitors in 2018. Visitor spending was \$18.1 billion, resulting in \$2.5 billion in local and state tax revenues. On the Eastern Shore alone, tourism is a \$2.8 billion industry and critically important to our economy. Prestigious All-American Road designation would provide a source of community pride, help to support quality of life, preserve the treasured intrinsic qualities, and generate economic impact from domestic and international visitor spending.

Visitors from near and far can walk in the footsteps of Harriet Tubman and celebrate America's Indigenous People. They can experience world-class water and nature trails, fascinating historic districts, memorable events, working waterfronts, pristine nature preserves, and the unforgettable foods of the Chesapeake Bay.

We understand and embrace the importance of All-American Road status and respectfully urge you to support Chesapeake Country National Scenic Byway's application for designation.

Sincerely,

Joseph M. Mitrecic
President

cc: Tom Perlozzo, Director, Recreation, Parks, Tourism and Economic Development
Lisa Challenger, Tourism Director




4

Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: Shared Facility Agreement – Ayres Creek Family Farm, LLC.

Date: April 13, 2020

An application for a Shared Sanitary Agreement has been received from Mr. Hugh Cropper, Esq., on behalf of the Owner, Ayres Creek Family Farm, LLC., for the establishment of a shared facility for the onsite sewage system that has been constructed, and which is currently operating and serving both a residence and a non-profit office (Worcester County Tax Map 33, Parcel 80). The Owner desires to create and build additional structures on future residential lots on the Ayres Creek Family Farm property. The subject property was developed as a golf course and a consolidation of the lots included in the property was done in 1997 in association with that development. In meeting with County staff, the path forward includes a deconsolidation and reassembly of the lots within this property. The property is not adjacent to public sewer mains and the Ayres Creek Family Farm property does not have individual onsite sewage systems to serve the separate wastewater needs of the proposed subdivision. The Owner is proposing to utilize the existing onsite sewer system on the Ayres Creek Family Farm property for this purpose. The farm is improved with an existing 3,500 gallon per day (gpd) septic mound system built to serve the former golf course. The subdivision will be called the Ayres Creek Family Farm subdivision. All of the lots will be owned by the same property owner. As a subdivision plat will separate lot boundaries, a shared facility agreement will be needed. As such, they are subject to the Code of Maryland Regulations (COMAR 26.04.05), and the local requirements of Section §PW 5-101 of the Public Works Article.

The five (5) reassembled lots would be as follows:

Lot 1 – 9.13 acres +/- . This proposed lot is the site of the nonprofit office (Coastal Bays) and the proposed Shared Sanitary Facility on the existing sand mound septic system.

Lots 2 and 3 – These proposed lots are shown on the west side of Raccoon Land containing 2.033 +/- acres and 2.873 +/-, respectfully.

Citizens and Government Working Together

Parcel 81 – This proposed reassembled lot includes a small house along Assateague Road, on 1.085 +/- acres and improved with an existing septic system that will not be connected to the Shared Facility).

Parcel 80 - This is the residual parcel (farm), which contains a single family home, consisting of 83.024 +/- acres. It will also be improved by an existing secondary home relocated from another location on the same property, reconstructed and reestablished within the residual property boundary.

The name of the facility shall be the “Ayres Creek Family Farm Shared Facility”. This application was received in accordance with the requirement for such an agreement in Section §PW 5-104 of the Public Works Article.

Ayres Creek Family Farm, LLC is the Owner of improved and unimproved real property located on the west side of MD Route 611(Stephan Decatur Highway), just South of the intersection with Maryland Route 376 (Assateague Road). The address for the former clubhouse, now the Coastal Bays office, is 8219 Stephen Decatur Highway and Berlin, Maryland, more particularly identified as shown on Worcester County Tax Map 33, Parcel 80. There are additional structures within the property that, to date, have been given separate 911 addresses.

Detailing the capability of the existing 3,500 gpd septic mound system and reserve area to serve the existing and proposed structures, I would report the following:

- Lot 1 - Existing Office Space (former clubhouse): $4,422 \text{ sf} \times 0.09 \text{ gal/sf/day} = 397.98 \text{ gpd}$ or (400) gpd;
- Existing single family home on residual parcel (farm): 3 bedrooms at 150 gpd/bedroom = 450 gpd;
- Existing home on residual parcel (farm) that will be relocated and connected: 2 bedrooms at 150 gpd/bedroom = 300 gpd
- Future home on Lot 2 – estimated 3 bedrooms at 150 gpd/bedroom = 450 gpd
- Future home on Lot 3 – estimated 3 bedrooms at 150 gpd/bedroom = 450 gpd

**TOTAL CURRENT AND ESTIMATED FUTURE DEMAND = 2,050 GPD of 3,500 GPD
CONSTRUCTED SYSTEM CAPACITY**

As this is a critical area property, in accordance with COMAR 26.04.02.07, any new system constructed (including septic tanks) will need to install nitrogen-reducing (pretreatment) units. A pretreatment unit has already been installed in conjunction with the house on the residual parcel (farm), and similar pretreatment units will be required for future construction on Lots 2 and 3 and the relocation and reconstruction of the existing structure on the residual parcel (farm).

The execution of a shared facilities agreement will be recorded in the Land Records of Worcester County and provides for takeover and/or operation of the Shared Facility by Worcester County should it be determined that it is necessary to take over the Shared Facility to protect the health, safety and welfare of the users of this facility. Considering the current and proposed

infrastructure is typical of residential construction, component failure there would be a very small probability of that happening.

Pursuant to the investigation required under Section §PW 5-105(a), I have investigated and evaluated the agreement under the standards listed in Section §PW 5-105(b). In this investigation, I included the Department of Public Works. The Department of Public Works has no objections or reservation concerning this proposal at this time. We have also reviewed this with Critical Areas Commission Staff and their final review letter is attached that demonstrate the plat now meets their requirements. After reviewing all of the applicable information, I find the following:

1. The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will be served by the proposed shared facility. “Ayres Creek Family Farm Shared Facility” has installed a septic mound system to serve both the existing and the proposed Ayres Creek Family Farm structures in their existence as residential units and an existing nonprofit office unit. A centrally located septic system, built in accordance with all applicable regulations, would provide the for the comfort, convenience, health, safety, and welfare of the current and planned future residents of structures built and maintained within the Ayres Creek Subdivision.
2. The operation and construction is certainly feasible from both the engineering and economic standpoints. All costs to operate the system will be borne by the owner of the properties. All system components, except for future force mains, pump stations, and pretreatment units for future structures have been constructed and are in sound working order. These components are very typical of residential construction and are feasible from an engineering standpoint.
3. The proposal is in the best interest of the public health, safety, and welfare of the residents of the County. The existing sand mound septic system has been constructed to all applicable regulations, as has a pretreatment system with accompanying force main and pump station been installed for the single family home on the residual parcel (farm) that has connected to this system. Any future connections will require the same infrastructure be installed that will include a pretreatment unit.
4. The proposal will not be unduly detrimental to the environment of the County. The facility as proposed will not be unduly detrimental to the environment of the County. Pretreatment will be provided to treat sewage before discharge to the force main before delivery to the shared septic mound system. The same will be required for all new connections within the proposed subdivision.
5. The design and operation of the facility was completed according to State and County guidelines. The system was installed under inspection by the local approving authority for the Maryland Department of the Environment and the

plumbing for any associated structures was installed, permitted, and inspected by the Department of Environmental Programs in accordance with the plumbing

code. The existing facilities were successfully constructed and have been in operation for some time now without incident.

We respectfully request that the Commissioners approve this shared sanitary agreement for the Ayres Creek Family Farm Shared Sanitary Facility.

As always, I will be available to discuss this 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. Shared Facility Proposed Agreement and Application
2. Property Map – Proposed Family Shared Sewage Facility

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**

April 10, 2020

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

**Re: Ayres Creek Family Farms LLC Subdivision and Revision Plat
8219 Stephen Decatur Highway, Berlin, Maryland**

Dear Ms. Gerthoffer:

Thank you for providing updated information regarding the above-referenced revision plat application. The applicant is proposed to abandon all interior lot lines to create five buildable lots, including two new lots in the Limited Development Area (LDA) via subdivision, and to allow for the continuance of an existing non-profit residential use. The parcel is designated as both a Resource Conservation Area (RCA) and as an LDA. Total RCA acreage is 83.9 acres, and total LDA acreage is 4.47 acres. Under the proposed revision, the following lots will be established: Lot One (existing non-profit residential use), Parcel 81 (one existing dwelling unit), Parcel 80 (two existing dwelling units), and Lots Two and Three (individual LDA lots).

Per COMAR 27.01.02.08, this submission includes a set of written findings by Worcester County, demonstrating that the proposal meets the requirements for a lot reconfiguration in the Critical Area. Notably, the County is recognizing that the number of parcels in the RCA that existed prior to the lot consolidation in 1998¹ exceeds or is equal to the number of parcels/dwelling units currently proposed in the RCA, and the development right associated with those parcels are grandfathered. Additionally, the County has determined that two of the grandfathered RCA development rights may be used to connect LDA Lots Two and Three to the existing septic system located in the RCA. Based on the County's determination related to grandfathering, the concerns outlined in Kate Durant's December 12, 2019 letter have been addressed and the application meets the Commission's lot consolidation and reconfiguration requirements. In addition, the project appears to meet the requirements for subdivision in the LDA. Provided that the County ensures that each lot in the RCA and LDA meets all other Critical Area requirements as applicable, including lot coverage limits, Buffer establishment, and afforestation, then we have no further comments.

¹ In 1998, the subject parcels were consolidated to create a golf course facility. The golf course use was subsequently abandoned, and the applicant wishes to reconfigure the property to its current proposed design to allow for residential use.

If you have any questions or concerns, please contact me at nick.kelly@maryland.gov or (410) 260-3483. I thank you and your staff for all of your assistance in addressing our questions related to this application.

Sincerely,

A handwritten signature in blue ink that reads "Nick Kelly". The signature is written in a cursive, flowing style.

Nick Kelly
Regional Program Chief

File: WC 745-19

cc: David Bradford, Worcester County
Hugh Cropper, Booth, Cropper, and Marriner
Kate Durant, Critical Area Commission
Kate Charbonneau, Critical Area Commission
Emily Vainieri, Maryland Office of the Attorney General

SHARED SANITARY FACILITY AGREEMENT

This Shared Sanitary Facility Agreement (“Agreement”), entered into on _____ by the Commissioners of Worcester County (“County”), Ayres Creek Family Farm, LLC (“Developer”), and the Bank of Ocean City (“Lienholder”).

Recitals

- A. Developer is the owner of land located at 8219 Stephan Decatur Highway, Berlin, MD 21811 and described in a deed recorded among the Land Records of Worcester County Liber SRB No. 7299, Folio 105, et seq.;
- B. A conceptual approval has been given by County for use of an existing waste water disposal system (“System”), to serve a five-lot subdivision known as the Ayres Creek Family Farm;
- C. The System has been constructed by Developer and will be named “Ayres Creek Family Farm Shared Wastewater Facility”;
- D. The System will be a Shared Sanitary Facility under Worcester County Code, Public Works § 5-101 et seq., as amended;
- E. On May 5, 2020, County adopted a resolution approving the creation of the Shared Sanitary Facility, which is attached as Exhibit A;
- F. County and Developer enter this Agreement to provide for the operation, maintenance, and transfer of ownership of the System; and
- G. Lienholder is the only lien on any of the real property described in Recital A or needed for the use of the System.

Terms

The parties agree as follows:

- 1. Developer certifies that the System will be constructed, maintained, and operated in accordance with all permits and applicable standards. Upon completion of the System, Developer must provide a project affidavit in the form provided as Exhibit B.
- 2. Before transferring any of the subdivision lots to different ownership, Developer will record a Maintenance Agreement and Declaration, indicating that each lot owner must be responsible for the costs of maintenance and replacement of the System in proportion to the usage of each lot. Each individual lot owner will be responsible for infrastructure

- failures on their own lots.
3. Each lot owner must be granted rights of way as may be necessary to implement this Agreement, including the right to enter the land where the System is located for use, maintenance, and replacement.
 4. Before recording the Maintenance Agreement and Declaration, Developer must transfer ownership of the System to the owners of all of the lots served by the System (“Owners”). The Owners will be responsible for the operation and maintenance of the System.
 5. The System is subject to an irrevocable Offer of Dedication from Developer and Owners (and subordinated to by Lienholder) to County. The Offer of Dedication is exercisable when County, at its sole discretion, determines that transfer to County is necessary to protect the health, safety, and welfare of the citizens of Worcester County or to insure proper operation of the System. Any transfer to the County will be at no cost to County and will be free of all encumbrances. County may collect pro rata user fees from those using the System and such unpaid fees will be liens upon the property for which they are assessed.
 6. County may periodically inspect the System and the Owners will be responsible for fees in accordance with the County’s fee schedule for shared sanitary facilities.
 7. Developer certifies that Lienholder is the only person having a lien against the property described in Recital A and in accordance with the opinion attached as Exhibit C.
 8. Lienholder agrees to subordinate its lien to this Agreement and joins in the Offer of Dedication of the property upon which it has a lien.
 9. The recitals above are incorporated and are a part of this Agreement.
 10. This Agreement must be recorded at the expense of the Developer among the Land Records of Worcester County. A notation that the property is subject to this Agreement, including the recording reference to this Agreement, must appear on any subsequent recorded plat. This Agreement will be binding upon the parties and their successors and assigns. This Agreement will be a covenant running with the land encumbering all of the property described in the Agreement.
 11. This Agreement will be governed by the laws of the State of Maryland.

DRAFT

The Parties agree to this Agreement on the date stated above.

Attest:

**County Commissioners of
Worcester County, Maryland**

Harold L. Higgins
Chief Administrative Officer

_____(Seal)
Joseph M. Mitrecic
President

Witness

Ayres Creek Family Farm, LLC
Developer

_____(Seal)
By:

Witness

Bank of Ocean City
Lienholder

_____(Seal)
By:

DRAFT

**EXHIBIT B
PROJECT AFFIDAVIT FORM**

The undersigned hereby certifies that the following statements are true and correct:

1. The Developer entered into a contract in with TLG Engineering, Inc and Smith's Septic for the design and construction of the sand mound sewage facility. Developer does not have a copy of these contract(s) as the work was done in 1997. Developer certifies that the design and construction were done in compliance with the plans and specifications. Developer certifies that both contractors were paid in full.
2. The Developer will enter into a contracts for design and/or construction of the remaining portion of the shared facility used to serve the lots of the proposed subdivision. Copies of any such contract(s) for these services will be provided to the County. The Engineer and Contractor will certify that the water and sewer facilities have been constructed in a substantial compliance with project plans and specifications and are ready for acceptance. The Developer certifies that it will ensure compliance with project plans and specifications.
3. The Developer will certify that payment in full has been received by the Engineer and Contractor from Developer for the remaining services to be rendered on the project.

The Developer and Contractor certify that all just and lawful bills for labor, equipment, materials and other items employed in the construction of the utilities have been property paid; that there are no outstanding claims against the construction; and that the Developer and Contractor hereby release the Worcester County from all liens, claims or demands of any kind.

DATED this _____ day of _____, 2020.

DEVELOPER

FIRM: Ayres Creek Family Farm, LLC

WITNESS

By: _____
Name

DRAFT

ENGINEER

Firm: _____

WITNESS

By: _____
Name _____
Maryland P.E. # _____

CONTRACTOR

FIRM: _____

WITNESS

By: _____
Name _____

RESOLUTION NO. 20 - ____

**RESOLUTION ESTABLISHING A SHARED SANITARY FACILITY
SERVING LOTS OWNED BY AYRES CREEK FAMILY FARM, LLC
AS SHOWN ON TAX MAP 33, PARCEL 80
WORCESTER COUNTY, MARYLAND**

WHEREAS, Title 5 (Water and Sewers), Subtitle I (Shared Sanitary Facilities) of the Code of Public Local Laws of Worcester County, Maryland provides guidelines for the establishment and operation of shared sanitary facilities; and

WHEREAS, Ayres Creek Family Farm, LLC is the owner of land located at 8219 Stephen Decatur Highway, just south of the intersection with Maryland Route 376 (Assateague Road), more particularly identified as shown on Worcester County Tax Map 33, Parcel 80, and described in a deed recorded among the Land Records of Worcester County Liber SRB No.7299, Folio 105, et sq., and on which an onsite sewage disposal system has been installed which they desire to utilize to serve the subdivision plat for the Ayres Creek Family Farm that is currently under review for the reinstatement of previous consolidated lots, which will be done by a boundary line adjustment plan and minor subdivision creating five (5) lots all owned by Ayres Creek Family Farm, LLC., the title of the plat will be "Lands of Ayres Creek Family Farm, LLC", dated 9-27-19; and

WHEREAS, the aforementioned septic system has been constructed on the Ayres Creek Family Farm, LLC property, it has been tied into by a residential structure and an existing non-profit office and will be tied into other existing residential structures whose lots are being reestablished, and it is intended that the onsite wastewater system be shared by the lots and parcels designated on the aforementioned minor subdivision plat; and

WHEREAS, an application has been filed and an investigation of the system has been completed, and it has been determined that: the facility is desirable for the comfort, convenience, health, safety and welfare of the people to be served by the facility; the construction and operation of the facility is feasible from an engineering and economic standpoint; the facility is in the best interest of the public health, safety and general welfare of the residents of the County; the facility will not be unduly detrimental to the environment of the County; and the design and operation of the facility is in accordance with all required permits and applicable standards; and

WHEREAS, the shared facility will be named the "Ayres Creek Family Farm Shared Wastewater Facility".

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

1. A shared sanitary facility, entitled "Ayres Creek Family Farm Shared Wastewater Facility" for the above referenced property and the subdivision of Ayres Creek Family Farm plat currently under review entitled, "Lands of Ayres Creek Family Farm, LLC", dated 9-27-19, is hereby established.
2. A Shared Sanitary Facility agreement shall be executed between the County and Ayres Creek Family Farm, LLC in furtherance of this resolution.

PASSED AND ADOPTED this _____ day of _____, 2020.

Attachment 1

**Proposed Agreement and
Application**

LAW OFFICES

BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

9923 STEPHEN DECATUR HIGHWAY, D-2

OCEAN CITY, MARYLAND 21842

(410) 213-2681

FAX (410) 213-2685

EMAIL: bcropper@bbcmllaw.com

CURTIS H. BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
ELIZABETH ANN EVENS
LYNDSY J. RYAN

*ADMITTED IN MD & DC

EASTON OFFICE

130 N. WASHINGTON ST.
EASTON, MD 21601
(410) 822-2929
FAX (410) 820-6386

WEBSITE

www.bbcmllaw.com

May 14, 2019

Robert J. Mitchell, LEHS, REHS
Director, Worcester County Department of
Environmental Programs
One West Market Street
Snow Hill, Maryland 21863

Mr. Harold Higgins, CAO
Worcester County
One West Market Street
Snow Hill, Maryland 21863

RE: Proposed Shared Sanitary Facility
Ayres Creek Family Farm, LLC
Worcester County Tax Map 33, Parcel 80
99.06 Acres

Messrs. Mitchell and Higgins:

Please accept this correspondence as the application of Ayres Creek Family Farm, LLC, owner of the above referenced property, to establish a Shared Sanitary Facility pursuant to Public Works Article, Sections 5-104 and 5-105. The property is designated as Parcel 80 on Worcester County Tax Map 33, and it contains 99.06 acres of land, more or less. Copies of the SDAT printout and deed are attached.

The property was originally subdivided into six (6) separate parcels, which were consolidated by virtue of a Declaration of Consolidation dated September 3, 1997, and recorded among the Land Records of Worcester County in Liber RHO No. 2477, Folios 60. The previous Declaration of Consolidation was executed and recorded in connection with the Pine Shores South Golf Course, which is no longer in existence. The property owner is desirous of releasing the Declaration of Consolidation and reassembling the six (6) lots into five (5) lots, by virtue of a Boundary Line Adjustment Plat.

May 14, 2019
Page Two

The Declaration of Consolidation has been terminated by operation of law. The six (6) lots or parcels were utilized as a single lot in order to permit the following condition: **"Golf course development."** Upon receipt by the proper Department of written verification that the aforementioned condition has been eliminated or removed, **"this Declaration of Consolidation shall be null and void and of no effect."**

The former Pine Shores South Golf Course was served by an on-site septic system. The system was approved for 5,000 gpd, and currently serves the Coastal Bays Office, as well as a single family residence. The five (5) reassembled lots would be as follows:

Lot 1 – 9.13 acres. This proposed lot is the site of the Coastal Bays Office and the proposed Shared Sanitary Facility, or existing sand mound system.

Lots 2 and 3– These proposed lots are shown on the west side of Raccoon Lane containing 2.033 acres, and 2.873 acres, respectively.

Parcel 81 – This proposed lot includes the small rental house along Assateague Road, on 1.085 acres.

Parcel 80 – This is the residual parcel, which contains the single family home under construction, consisting of 83.024 acres.

The property owner is proposing a sanitary facility to serve more than one but fewer than twenty single-family units or equivalent dwelling units in separate ownership, producing or designed to produce less than 5,000 gallons per day of effluent and, as such, has proposed a Shared Sanitary Facility to be known as the Ayres Creek Family Farm Shared Sanitary Facility.

Please consider the following factors as set forth in Section PW5-105:

1. The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will be served by the proposed shared facility. There are currently two (2) small single family dwellings on the property, each of which are located in the Atlantic Coastal Bays Critical Area, and each of which are served by an individual on-site septic system. The connection to these systems to the 5,000 gpd sand mound system, previously approved, would be desirable for the comfort, convenience, health, safety, and welfare of the people who will be served by the proposed

May 14, 2019
Page Three

Shared Facility. The property owner is constructing a new single family residence near Ayres Creek. Although the proposed Shared Sanitary Facility is still in the Critical Area, it is probably 900 feet remote from Ayres Creek. Disposing of the septic in this previously approved facility, will have positive environmental benefits. The environmental benefits of the proposed Shared Sanitary Facility will benefit this property, Ayres Creek and its surrounding waters, as well as the entire neighborhood.

2. The operation and construction is certainly feasible from both the engineering and economic standpoints. The Shared Sanitary Facility has been constructed and it is in operation. It is approved for 5,000 gpd. All five (5) proposed lots are in single ownership at this time, and the infrastructure or force main pipes are feasible from an engineering standpoint.

3. The proposal is in the best interest of the public health, safety, and welfare of the residents of the County. Please see section number 1, which is hereby incorporated by reference. The previously approved 5,000 gpd sand mound system is remote from Ayres Creek, and it is barely within the limits of the Atlantic Coastal Bays Critical Area. It is in the best interests of the health, safety, and welfare of the residents of the County to dispose of any septic effluent in this previously approved system.

4. The proposal will not be unduly detrimental to the environment of the County. Please see sections 1 and 3 which are hereby incorporated by reference. The proposal will not be unduly detrimental to the environment. In fact, it will be of great environmental benefit, particularly since the two (2) existing single family dwellings are served by individual on-site septic systems, which will be abandoned.

5. The design and operation of the facility was completed according to State and County guidelines. Yes, the facility was previously permitted and approved. It served the former Pine Shores South Golf Course.

The proposed Shared Sanitary Facility Agreement is attached.

In accordance with Mr. Mitchell's letter of April 22, 2019, each structure will have its own water supply.

The proposed plat is attached.

May 14, 2019
Page Four

From a Critical Area perspective, inasmuch as there are currently six (6) pre-existing parcels, the 20 acre lot minimum in an RCA should not apply. The proposal is to reduce six (6) lots to five (5) lots, which should actually render the entire property more conforming.

If you need a more formal application, or if there is an application fee, please let me know. I have attached the other relevant documents.

Thank you, and have a great day.

Very truly yours,



Hugh Cropper IV

HC/tgb

Enclosures

CC W/Enclosures: Maureen Howarth, Esquire
Todd E. Burbage

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map		View GroundRent Redemption			View GroundRent Registration					
Tax Exempt:		Special Tax Recapture:								
Exempt Class:		NONE								
Account Identifier:		District - 10 Account Number - 019850								
Owner Information										
Owner Name:	AYRES CREEK FAMILY FARM LLC			Use:	COMMERCIAL					
Mailing Address:	9919 STEPHEN DECATUR HWY OCEAN CITY MD 21842-0000			Principal Residence:	NO					
				Deed Reference:	/07299/ 00105					
Location & Structure Information										
Premises Address:	8218 STEPHEN DECATUR HWY BERLIN 21811-0000			Legal Description:	99.06 ACS W SIDE STEPHEN DECATUR RD FOR CONSRV EASEMENT ADAND PL					
Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	163059
0033	0021	0080		74D4				2019	Plat Ref: 245/ 27	
Special Tax Areas:				Town:	NONE					
				Ad Valorem:						
				Tax Class:						
Primary Structure Built	Above Grade Living Area		Finished Basement Area		Property Land Area	County Use				
1998	6,971 SF				99.0600 AC					
Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation				
		SERVICE GARAGE		2 full		2002				
Value Information										
	Base Value		Value As of		Phase-In Assessments					
			01/01/2019		As of 07/01/2018		As of 07/01/2019			
Land:	1,139,100		1,981,200							
Improvements	320,200		315,800							
Total:	1,459,300		2,297,000		1,459,300		1,738,533			
Preferential Land:	0						0			
Transfer Information										
Seller: AYRES CREEK FAMILY FARM PROPERTIES LLC		Date: 10/09/2018		Price: \$0						
Type: NON-ARMS LENGTH OTHER		Deed1: /07299/ 00105		Deed2:						
Seller: AYRES CREEK FAMILY FARM		Date: 11/12/2014		Price: \$0						
Type: NON-ARMS LENGTH OTHER		Deed1: /06463/ 00067		Deed2:						
Seller: NOVO REALTY LLC		Date: 02/14/2014		Price: \$1,350,000						
Type: ARMS LENGTH IMPROVED		Deed1: /06323/ 00145		Deed2:						
Exemption Information										
Partial Exempt Assessments:	Class	07/01/2018		07/01/2019						
County:	000	0.00								
State:	000	0.00								
Municipal:	000	0.00 0.00		0.00 0.00						
Tax Exempt:	Special Tax Recapture:									

40-
20-

THIS CONFIRMATORY DEED is made this 31 day of October, 2018, by AYRES CREEK FAMILY FARM PROPERTIES, LLC, a Maryland limited liability company, hereinafter called Grantor.

WHEREAS, on April 16, 2014, Ayres Creek Family Farm Properties, LLC changed its name to Ayres Creek Family Farm, LLC (dropping the word "Properties") and

WHEREAS, by deed dated April 21, 2014 and recorded among the Land Records of Worcester County, Maryland in Liber S.V.H. No. 6463, folios 667, et. seq., Ayres Creek Family Farm Properties, LLC recorded a deed for the hereinafter described property solely for the purpose of confirming title in the new named, however, Exhibit A omitted a portion of the legal description.

WITNESSETH: that for and in consideration of zero dollars (\$0.00), no monetary consideration, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, AYRES CREEK FAMILY FARM PROPERTIES, LLC, the Grantor herein, does hereby grant, convey and confirm unto AYRES CREEK FAMILY FARM, LLC, a Maryland limited liability company, its successors and assigns, forever, in fee simple, all of its right, title, and interest in and to the following described property:

All that lot or parcel of land situate and lying in the Tenth Tax District of Worcester County, Maryland, with improvements thereon being known as 8219 Stephen Decatur Highway, Berlin, Maryland 21811, all as more particularly described in Exhibit A attached hereto and made a part hereof, BEING ALL AND THE SAME PROPERTY conveyed unto Grantor herein by deed dated February 6, 2014, and recorded among the Land Records of Worcester County, Maryland in Liber S.V.H. No. 6323, folio 145 et. seq.

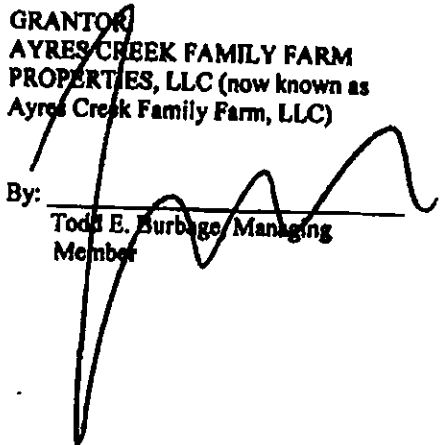
TOGETHER with all the improvements thereupon erected and all rights, alleys, waters, privileges, appurtenances and advantages thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above described property unto AYRES CREEK FAMILY FARM, LLC, a Maryland limited liability company, its successor and assigns, forever, in fee simple.

AND the said Grantor herein covenants that it will warrant, specially, the property hereby conveyed, and it will execute such further assurances of the same as may be requisite.

AS WITNESS, the hand and seal of the Grantor herein, as of the day and year first above written.

GRANTOR
AYRES CREEK FAMILY FARM
PROPERTIES, LLC (now known as
Ayres Creek Family Farm, LLC)

By: 
Todd E. Burbage, Managing
Member


WITNESS

CLERK'S NOTATION
Document submitted for
record in a condition not
permitting satisfactory
photographic reproduction.

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7299, p. 0105, MSA_CE31_7475. Date available 10/12/2018. Printed 05/07/2019.

STATE OF MARYLAND, COUNTY OF WORCESTER, TO WIT:

I HEREBY CERTIFY that on this 31st day of October 2018, before me, a Notary Public in and for the State and County aforesaid, personally appeared Todd E. Burbage, Managing Member of Ayres Creek Family Farm, LLC, known to me, or satisfactorily proven to be the person named in the foregoing deed to be the act and deed of said company, and further certified that this conveyance is not part of a transaction in which there is a sale.


AS WITNESS my hand and Notarial Seal.



Notary Public
My Commission expires: _____
Thomas K. Coates
Notary Public
Worcester County
Maryland
My Commission Expires 04-11-2020


ATTORNEY AFFIDAVIT

I HEREBY CERTIFY that this instrument was prepared under the supervision of an attorney admitted to practice law before the Court of Appeals for the State of Maryland.


Thomas K. Coates

TRANSFER TAX NOT REQUIRED
FINANCE OFFICER
WORCESTER COUNTY MARYLAND
By: 
10/5/18

TAXES FOR WHICH ASSESSMENTS
HAVE BEEN RECEIVED HAVE BEEN
PAID AS OF THIS DATE. 10/5/18
Worcester County Finance Officer
By: 
PERSONAL PROPERTY

Water & Wastewater Services
Worcester County
NO ASSESSMENT
By:  Date 10/5/18
Wor. Co. Finance Officer

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7299, p. 0108, MSA_CE31_7475. Date available 10/12/2018. Printed 05/07/2019.

Exhibit A

8219 Stephen Decatur Highway, Berlin, MD 21811
Tax I.D. No. 10-019850

All that lot or parcel of land situate, lying and being in the Tenth Election District, Worcester County, State of Maryland, and more particularly described as follows:

BEGINNING for the outlines of the same at a point located on the southwesterly side of and binding upon Maryland Route 376, and the easterly side of Raccoon Lane; thence (1) by and with the Southwesterly line of Maryland Route 376 South 52 degrees 31 minutes 48 seconds East a distance of 858.45 feet to a point on the Northwesterly line of the land now or formerly of Edith M. Jones, et al.; thence (2) by and with the Northwesterly line of the said Jones land South 37 degrees 00 minutes 41 seconds West a distance of 597.67 feet to a concrete monument on the Southwesterly line of the land of Choptank Electric Cooperative, Inc.; thence (3) by and with the Southwesterly line of the Choptank land South 52 degrees 37 minutes 08 seconds East a distance of 648.07 feet to a concrete monument on the Northwesterly line of the Choptank land; thence (4) by and with the Northwesterly line of the Choptank land and the land now or formerly of John S. Thatcher through a concrete monument South 21 degrees 14 minutes 54 seconds West a distance of 739.25 feet to a point on the Southwesterly line of the Thatcher land; thence (5) by and with the Southwesterly line of the Thatcher land South 54 degrees 13 minutes 09 seconds East a distance of 175.00 feet to a concrete monument on the Northwesterly line of the Thatcher land; thence (6) by and with the Northwesterly line of the Thatcher land South 21 degrees 09 minutes 07 seconds West a distance of 199.98 feet to a concrete monument on the Southwesterly line of the Thatcher land; thence (7) by and with the Southwesterly line of the Thatcher land South 53 degrees 19 minutes 19 seconds East a distance of 24.93 feet to an iron pipe on the Northwesterly line of the land now or formerly of Margaret E. Vrazity; thence (8) by and with the Southwesterly line of the Vrazity land South 54 degrees 22 minutes 04 seconds East a distance of 200.00 feet to the Westerly line of the Stephen Decatur Memorial Road; thence (9) by and with the Westerly line of Stephen Decatur Memorial Road South 21 degrees 18 minutes 23 seconds West a distance of 239.51 feet to a concrete monument; thence (10) by and with the Northerly line of the said William H. Rayne land, North 77 degrees 14 minutes 24 seconds West a distance of 300.00 feet to a point; thence (11) by and with the Westerly line of said Rayne land and the lands now or formerly of Kurtz, Brittingham and Redden, South 21 degrees 37 minutes 00 seconds West a distance of 295.35 feet to a point on the Northeasterly line of the land now or formerly of M. Dean Jenkins et ux. and the center line of a ditch; thence (12) by and with the said Jenkins land and the center line of said ditch North 51 degrees 35 minutes 00 seconds West a distance of 454.00 feet to a point; thence (13) continuing by and with the said Jenkins land and the center line of said ditch North 69 degrees 27 minutes 00 seconds West a distance of 330.50 feet to a point; thence (14) continuing by and with said Jenkins land and the center line of said ditch North 46 degrees 23 minutes 56 seconds West a distance of 289.81 feet to a point; thence (15) continuing by and with said Jenkins land and the center line of said ditch North 23

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7299, p. 0107, MSA_CE31_7475. Data available 10/12/2018. Printed 05/07/2019.

degrees 54 minutes 32 seconds West a distance of 132.86 feet to a point on the Easterly line of a small canal; thence by and with the easterly, northeasterly and northerly lines of said canal the following ten courses and distances: (16) North 37 degrees 13 minutes 34 seconds East a distance of 68.87 feet to a point; (17) North 42 degrees 40 minutes 02 seconds West a distance of 60.20 feet to a point; (18) South 59 degrees 30 minutes 07 seconds West a distance of 47.85 feet to a point; (19) North 52 degrees 10 minutes 12 seconds West a distance of 340.69 feet to a point; (20) North 00 degrees 28 minutes 57 seconds East a distance of 218.97 feet to a point; (21) South 87 degrees 21 minutes 22 seconds West a distance of 90.43 feet to a point; (22) South 04 degrees 30 minutes 46 seconds East a distance of 145.48 feet to a point; (23) North 73 degrees 40 minutes 54 seconds West a distance of 141.09 feet to a point; (24) South 24 degrees 54 minutes 17 seconds West a distance of 11.80 feet to a point; (25) North 59 degrees 57 minutes 02 seconds West a distance of 43.36 feet to a point on the Easterly line of Ayres Creek; thence by and with the Easterly and Northerly line of said Ayres Creek the following thirteen courses and distances: (26) North 03 degrees 30 minutes 09 seconds East a distance of 134.60 feet to a point; (27) North 12 degrees 43 minutes 40 seconds West a distance of 52.51 feet to a point; (28) North 25 degrees 10 minutes 47 seconds West a distance of 92.74 feet to a point; (29) North 65 degrees 47 minutes 37 seconds East a distance of 11.96 feet to a point; (30) North 21 degrees 05 minutes 38 seconds West a distance of 203.30 feet to a point; (31) North 39 degrees 36 minutes 07 seconds West a distance of 131.65 feet to a point; (32) North 53 degrees 36 minutes 36 seconds West a distance of 48.76 feet to a point; (33) South 14 degrees 58 minutes 40 seconds West a distance of 59.06 feet to a point; (34) South 44 degrees 06 minutes 01 seconds West a distance of 294.92 feet to a point; (35) North 43 degrees 38 minutes 32 seconds West a distance of 188.14 feet to a point; (36) North 19 degrees 27 minutes 13 seconds East a distance of 370.23 feet to a point; (37) North 62 degrees 05 minutes 47 seconds East a distance of 271.85 feet to a point; (38) North 09 degrees 02 minutes 30 seconds East a distance of 148.14 feet to a point on the Southerly line of the land now or formerly of William C. Waterman, II; thence (39) by and with the Southerly line of the said Waterman land and through an iron pipe, North 62 degrees 20 minutes 00 seconds East a distance of 234.04 feet to a point on the Easterly line of the said Waterman land; thence (40) by and with the Easterly line of the said Waterman land North 26 degrees 26 minutes 50 seconds West a distance of 206.90 feet to a point on the Southerly line of the land now or formerly of Michael G. Kobin et ex.; thence (41) by and with the Easterly line of the said Kobin land and the land of Thomas K. Coates et ux. North 00 degrees 45 minutes 00 seconds East a distance of 467.23 feet to a railroad spike; thence (42) continuing by and with the Easterly line of said Coates land North 27 degrees 34 minutes 13 seconds East a distance of 89.98 feet to an iron pipe; thence continuing by and with the easterly line of said Coates land North 27 degrees 34 minutes 13 seconds West a distance of 19.20 feet to an iron pipe on the Southerly line of the land of Thaddeus J. Ward; thence (47) continuing by and with the Southerly line of the said Ward land South 79 degrees 07 minutes 51 seconds East a distance of 96.42 feet to a concrete monument on the Northwesterly line of the land now or formerly of Samuel T. Ludlam et ux.; thence (48) by and with the Southwesterly line of the land of said Ludlam and Margaret H. Mealey South 71 degrees 21 minutes 02 seconds East a distance of 394.39 feet to a concrete monument on the Southwesterly line of the land now or formerly of Raymond D. Coates;

thence (49) by and with the Southwesterly line of the land of Raymond D. Coates South 18 degrees 06 minutes 00 seconds West a distance of 303.11 feet to a steel bolt; thence (50) South 00 degrees 00 minutes 00 seconds East a distance of 13.50 feet to a point on the Southerly line of the said Raymond D. Coates land and the center line of the road 10 feet in width known as Raccoon Lane; thence by and with the Southerly and Easterly lines of the said Coates land and the center line of Raccoon Lane the following eight courses and distances: (51) South 78 degrees 07 minutes 30 seconds East a distance of 220.00 feet to a point; (52) South 80 degrees 46 minutes 00 seconds East a distance of 189.00 feet to a point; (53) South 68 degrees 20 minutes 00 seconds East a distance of 76.00 feet to a point; (54) South 77 degrees 06 minutes 00 seconds East a distance of 62.00 feet to a point; (55) North 50 degrees 00 minutes 00 seconds East a distance of 60.00 feet to a point; (56) North 29 degrees 56 minutes 00 seconds East a distance of 110.00 feet to a point; (57) North 27 degrees 52 minutes 00 seconds East a distance of 300.00 feet to a point; (58) North 45 degrees 55 minutes 00 seconds East a distance of 45.79 feet to a point on the Southwesterly line of Maryland Route 376 at the point and place of beginning; containing 99.06 acres of land, more or less, and being more particularly shown and designated on a plat entitled, "Boundary Plat Showing Lands of Charles Edward Mumford, III" prepared by L.E. Bunting Surveys, Inc., dated April 26, 2000 and recorded among the Land Records of Worcester County in Plat Book No. 163, folio 59.

BEING all and the same lots or parcels of land conveyed unto Charles Edward Mumford, III by deeds from (i) Zaidee Henry Mumford, Charles Edward Mumford, III and Walter C. Anderson, Personal Representatives of the Estate of Elizabeth Henry Hall, dated April 21, 1993 and recorded among the Land Records of Worcester County in Liber R.H.O. No. 1924, folio 560; (ii) Raymond D. Coates and Jane R. Coates, dated July 1, 1996 and recorded as aforesaid in Liber R.H.O. No. 2320, folio 24; and (iii) Debra L. Farlow, dated April 25, 1997 and recorded as aforesaid in Liber R.H.O. No. 2381, folio 491. The aforesaid deeds have been consolidated by a Declaration of Consolidation granted by Charles Edward Mumford, III, dated September 3, 1997 and recorded among the Land Records aforesaid in Liber R.H.O. No. 2477, folio 60.

SAVING AND EXCEPTING, however, that parcel conveyed by Charles Edward Mumford, III, to Thomas K. Coates by deed dated August 19, 1996 and recorded among the Land Records aforesaid in Liber R.H.O. No. 2510, folio 306, more particularly described as follows, that is to say:

All that lot or parcel of land described as Right of Way on a "Plat of Survey of Property of Margaret L. Mumford to be conveyed to Elizabeth H. Hall", prepared by L.E. Bunting, dated December 22, 1983, and recorded among the Land Records of Worcester County, Maryland, in Plat Book W.C.L. No. 87, folio 60, which is lying and being situate in the

Tenth Election District of Worcester County, State of Maryland, and more particularly described as follows:

BEGINNING at a railroad spike located on the westerly side of a twenty foot (20') right of way set forth in a Deed from Raymond D. Coates, Sr. and Jane R. Coates, his wife, to Thomas K. Coates and Cathi V. Coates, his wife, dated January 4, 1996, and recorded in the Land Records of Worcester County, Maryland in Liber R.H.O. No. 2229, folio 371, et seq. (the "Coates Deed"), it being the northeast corner of Item Two of the Coates Deed, thence by and with the northerly line of Item Two of the Coates Deed North 65 degrees 26' West 145.00 feet to an iron pipe on the easterly line of Ayres Creek, thence by and with the easterly line of said Ayres Creek North 17 degrees 00' 50" East 59.8 feet to an iron pipe on the southwesterly line of the land of Thaddeus J. Ward, thence by and with the southwesterly line of said Ward land South 43 degrees 47' 40" East 137.90 feet to a concrete monument, thence continuing by and with the southerly line of the said Ward land South 88 degrees East 27.51 feet to an iron pipe, thence South 27 degrees 34' 10" West 19.2 feet to the railroad spike and the place of beginning.

BEING ALSO the same lot or parcel of land conveyed unto Pine Shore Golf- South, Inc., a Maryland corporation by virtue of that certain deed from Charles Edward Mumford, III dated April 28, 2000 and recorded May 1, 2000 among the Land Records of Worcester County, Maryland in Liber 2847, folio 260.

; and BEING ALL AND THE SAME property which, by Deed, dated February 6, 2014, and recorded among the Land Records of the County of Worcester, State of Maryland, in Liber S.V.H. No. 6323, folio 145, et seq., was granted and conveyed unto Ayres Creek Family Farm Properties, LLC, a Maryland limited liability company.

Recording Fee (No-Taxes)	29.00
Name: ayres creek/acffp llc	
Ref:	
LR - Deed (No-Taxes)	
Surcharge	49.00
SubTotal:	68.00
Total:	5,016.40
10/09/2018 02:40	
CC23-RH	
#11000640 CC0104 -	
Worcester	
County/CC#1.04.02 -	
Register 02	

OCT 9 2018 The foregoing instrument filed for record and is accordingly recorded among the land records of Worcester County, Maryland.

Sam Fratell
Clerk

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7299, p. 0110, MSA_CES1_7475, Date available 10/12/2018. Printed 05/07/2019.

State of Maryland Land Instrument Intake Sheet
 Baltimore City of County WORCESTER
 Information provided is for the use of the Clerk's Office, State Department of
 Assessments and Taxation, and County Finance Office Only
 (Type or Print in Block Ink Only—All Capital Must Be Legible)

1 Type(s) of Instruments
 Deed Deed of Trust Mortgage Other Other
 Improved Sale Arms-Length [1] Unimproved Sale Arms-Length [2] Multiple Accounts Arms-Length [2] Not an Arms-Length Sale [2]

2 Conveyance Type Check Box
 Residential State Transfer NO CONSIDERATION
 County Transfer

3 Tax Exemptions (if applicable) Cite or Explain Authority

Consideration Amount		Please Print Use Only Transfer and Reservation Tax Consideration	
Purchase Price/Consideration	\$	Transfer Tax Consideration	\$
Any New Mortgage	\$	X ()%	= \$
Release of Existing Mortgage	\$	Loss Exemption Amount	= \$
Other	\$	Title Transfer Tax	= \$
Other	\$	Reservations for Consideration	= \$
Full Cash Value	\$	X ()% Tax Due	= \$
		TOTAL DUE	\$

Amount of Fee		Doc. 1	Doc. 2	Agent
Recording Charge	\$ 20.00	\$	\$	
Surcharge	\$ 40.00	\$	\$	
State Registration Tax	\$	\$	\$	Tax Bill:
State Transfer Tax	\$	\$	\$	
County Transfer Tax	\$	\$	\$	C.B. Credit:
Other	\$	\$	\$	
Other	\$	\$	\$	Ag. Transfer:

4 Description of Property SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104a(3)(3).

Blotter Property Tax ID No. (1) Grantor Libor/Volts Map Pared No. Var. LOC
 010000 0000/00 30 00 00 00
 Subdivision Name Lot (2a) Block (2b) Parcel R (2c) Plat Ref. Sq/Ft/Arms (4)
 Location/Address of Property Being Conveyed (3)
 1210 Stenton Center Highway, Berlin, MD 21811
 Other Property Identifiers (if applicable) Water Meter Account No.
 Residential or Non-Residential Fee Single or Ground Rent Amount
 Partial Conveyance? Yes No Description/Amt. of Sq/Ft/Arms Transferred:

5 Transferred From

Doc. 1 - Grantor(s) Name(s)
 Acres Creek Family Farm Properties, LLC
 Doc. 2 - Grantor(s) Name(s)
 Doc. 1 - Owner(s) of Record, if Different from Grantor(s)
 Doc. 2 - Owner(s) of Record, if Different from Grantor(s)

6 Transferred To

Doc. 1 - Grantee(s) Name(s)
 Acres Creek Family Farm, LLC
 Doc. 2 - Grantee(s) Name(s)
 New Owner's (Grantee) Mailing Address
 1210 Stenton Center Highway, Berlin, MD 21811

7 Other Names to Be Indexed

Doc. 1 - Additional Names to be Indexed (Optional)
 Doc. 2 - Additional Names to be Indexed (Optional)

8 Contact/Title Information

Instrument Submitted By or Contact Person
 Name: Thomas K. Coates
 Firm: Coates, Coates & Coates, P.A.
 Address: 6800 Coastal Highway Suite 300
 Ocean City, MD 21842 Phone: (410) 753-0000
 Return to Contact Person
 Hold for Pickup
 Return Address Provided

9 IMPORTANT: BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER

Assessment Information
 Yes No Will the property being conveyed be the grantor's principal residence?
 Yes No Does transfer include personal property? If yes, identify:
 Yes No Was property surveyed? If yes, attach copy of survey (if recorded, no copy required).

Approved for County Validation

Transfer Verification	Assessment Verification	Other Verification	Final	Trans. Process Verification
Transfer Number	Assessment Number	Other	Final	Trans. Process
Doc. 1	Doc. 2	Doc. 3	Doc. 4	Doc. 5
Doc. 6	Doc. 7	Doc. 8	Doc. 9	Doc. 10
Doc. 11	Doc. 12	Doc. 13	Doc. 14	Doc. 15

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7299, p. 0111, MSA_CE31_7475. Date available 10/12/2018. Printed 06/07/2019.

LIBER 2477 FOLIO 60

DECLARATION OF CONSOLIDATION

THIS DECLARATION OF CONSOLIDATION made this 3 day of September, in the year nineteen hundred ninety 97 (1997), by Charles E. Mumford III hereinafter called Declarant.

WHEREAS, by Deed dated April 23, 1993 and recorded among the Land Records of Worcester County, Maryland in Liber 1924, folio 560-566 et seq., and by Deed dated N/A and recorded among the Land Records of Worcester County, Maryland in Liber N/A, folio N/A at seq., the Declarant became the owner of two (or more) adjoining lots or parcels of land described as The Green Farm on the corner of Rt. 376 and Rt. 611 - Tax map 33, Parcels 7A, 7B, 8D, 8E & 23A; and

WHEREAS, the Declarant desires to utilize the above mentioned lots or parcels as a single lot or parcel in order to permit the following condition: Self course development

WHEREAS, the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, in Section 1-104(i) provides that such lots or parcels may be considered a single lot for purposes of calculating lot and setback requirements, provided that the property owner executes and records in the Land Records of Worcester County, Maryland a Declaration of Consolidation in order that such lots may be transferred only as a single lot, unless otherwise authorized by the proper department designated by the County Commissioners of Worcester County.

NOW, THEREFORE, WITNESSETH: That for good and valuable, but not taxable, consideration, and in consideration of the issuance of a building permit or zoning permit, the said Declarant does hereby covenant and agree that the aforesaid lots or parcels shall hereafter be held to be consolidated becoming as one lot or parcel for building or zoning purposes and shall be transferred or encumbered only as a single lot so long as the aforementioned condition exists thereon. This Declaration of Consolidation shall remain in full force and effect until the proper department authorized by the County Commissioners verifies in writing that the aforesaid condition has either been eliminated, removed or determined to be in compliance with any and all applicable zoning

PPI

FILED

LIBER 2477 FOLIO 61

regulations as set forth in the Worcester County Zoning and Subdivision Control Article. Upon receipt by the Declarant, or its heirs and successors, of the aforesaid written verification, this Declaration of Consolidation shall be null and void and of no effect.

AS WITNESS the hand(s) and seal(s) of the Declarant herein, as of the day and year first above written.

WITNESS:

[Signature]

Charles E. Mumford, Jr. (SEAL)

Charles E. Mumford, Jr. (SEAL)

(SEAL)

STATE OF Maryland, COUNTY OF Worcester, to wit:

I HEREBY CERTIFY that on this 3rd day of September 1997, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Charles E. Mumford, Jr., who acknowledged the foregoing Deed of Consolidation to be his/her act and deed and made oath in due form of law that he/she is fully empowered to execute this Declaration of Consolidation as Declarant.

AS WITNESS my hand and notarial seal.

Charles E. Mumford, Jr.
Notary Public

My Commission Expires: 01-10-99

State Department of Assessments & Taxation
for Worcester County

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this _____ day of _____ 199 , before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, who acknowledged the foregoing Deed of Consolidation to be his/her act and deed and made oath in due form of law that he/she is fully empowered to execute this Declaration of Consolidation as Declarant.

AS WITNESS my hand and notarial seal.

NOTARY PUBLIC FEE \$ 2.00
RECORDING FEE \$ 2.00
TOTAL \$ 4.00
Notary Public
SEP 21 1998

My Commission Expires:

TRANSFER TAX MAY BE REQUIRED
BY THE STATE OF MARYLAND
BY J. H. G.
DATE 1-27-98

TAXES FOR WHICH ASSESSMENTS
HAVE BEEN MADE OR WILL BE MADE
BY THE STATE OF MARYLAND
BY J. H. G.
DATE 1-27-98

JAMES HOO

The foregoing instrument filed for record and is accordingly recorded among the land records of Worcester County, Maryland.

Richard H. Patton Clerk

WORCESTER COUNTY CIRCUIT COURT (Land Records) RHD 2477, p. 0061, MSA_CES1_2824. Date available 08/30/2003. Printed 05/07/2019.



5

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director of Public Works
DATE: April 27, 2020
SUBJECT: Small Project Agreement – Bay Marsh, Inc.

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 is a Small Project Agreement for a 250 foot extension of a sanitary sewer line along Ridge Lane in West Ocean City. Ridge Lane is an unimproved street off of Golf Course Road across from Cedar Lane just south of the Captain's Hill area.

The design drawing prepared for this extension was completed in 2005 and is now ready for construction. As with similar small projects, we have required Bay Marsh, Inc. to complete the attached standard agreement to demonstrate compliance with County Code, specifically, PW5-307.

This agreement have been reviewed by the County Attorney and it is now being presented for approval.

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

Attachment

cc: Jessica R. Wilson, CPA Enterprise Fund Controller
John S. Ross, P.E. Deputy Director

la

WORCESTER COUNTY
SMALL PROJECT
WASTEWATER AND/OR WATER AGREEMENT
Reference PW5-307 Code of Public Local Laws of Worcester County

THIS AGREEMENT made this 31 day of March, 2020, by and between THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, in the capacity of the governing body of the Ocean Pines Sanitary Service Area, hereinafter called "Service Area" and Bay Marsh, Inc, hereinafter called "Developer." The parties hereto do hereby agree as follows:

A. PROJECT Proposed Sewer extension and driveway hereinafter called "Facilities."

B. LOCATION PROPERTY

Properties affected by this agreement are more particularly described as follows:

Deed Reference Lot 35, 36, 37 Tax Map 22 Parcel 397

C. SERVICE TO BE PROVIDED Reynolds Excavating or Goodyhill

D. LEGAL REQUIREMENTS AND PROCEDURE

Developer shall:

1. Upon the execution hereof, deed to Service Area, free and clear of all liens and encumbrances, by special warranty deed: all fee simple parcels and easements required for the operation and construction of Facilities and provide an acceptable title certificate signed by a Maryland attorney.
2. Provide plans as required by Service Area which must be satisfactory to Service Area prior to commencement of construction.
3. In cooperation with Service Area, secure all necessary permits for the benefit of Service Area and transfer the same to the Service Area.
4. Provide any construction bond required by applicable law regulation.
5. Commence construction of Facilities by June 2020 complete construction by Dec 2020 and Construct Facilities to the satisfaction of Service Area in accordance with all required permits to all applicable standards as established by Service Area.
6. Upon completion of Facilities and final inspection, approval and acceptance by the Service Area transfer all portions of the Facilities not already property of the Service Area free and clear of all liens and encumbrances at which time Service Area shall assume operational control of the Facilities.
7. Post such cash deposits as required by Service Area to provide for operation for not less than one year of operational costs of Facilities.
8. Provide lien releases or evidence of full and final payment to all contractors, engineers and suppliers as required by Service Area.

9. Warrant the construction and performance of Facilities for a period of not less than two years from the date of acceptance by the Service Area.
10. Post a maintenance bond in amounts to guarantee the warranty. Such bond shall be equal to 50% of actual cost of all equipment. Further provide that Service Area may set amounts of such bonds within the parameters hereof.

E. SPECIAL REQUIREMENTS None

F. CONSTRUCTION AGREEMENTS

1. Developer shall construct Facilities at Developer's sole expense subject to the oversight of Service Area.
2. Developer shall make all corrections, additions, and adjustments required by Service Area to complete construction of Facilities according to all permits, plans and specifications.
3. Service Area may reject unsatisfactory work in which case it shall be redone by Developer.

G. CHARGES, COSTS, FEES AND EXPENSES

1. Developer shall pay all costs, fees and expenses of Service Area in performing of this agreement including without limitation, permit fees and costs incurred by Service Area in processing and oversight of the construction of Facilities. Those fees and costs are estimated to be \$2,500.
2. A deposit in escrow for costs, fees and expenses of Service Area in the amount of \$2,500 shall be made by Developer upon signing and such account maintained as required by Service Area pending acceptance by Service Area.
3. Upon completion and acceptance of the Facilities and the commencement of operation thereof, Developer shall commence payment of standard charges imposed within the service area in which the service is provided.

H. EXCESS CAPACITY-OWNED BY SERVICE AREA

1. Facilities are designed and intended to serve residential lots (up to 12) along Ridge Lane
2. Any excess capacity of Facilities or of any modification or addition thereto shall be the property of Service Area and shall belong to Service Area. There shall be no recoupment of costs of construction, expenses, fees, operation or installation of Facilities by Developer unless as specifically set forth herein or in a separate written agreement between the parties.

I. MISCELLANEOUS PROVISIONS

1. In any action brought in court under this agreement the, jurisdiction venue shall be exclusively the Circuit Court of Worcester County, Maryland.
2. The provisions of this agreement shall be governed and construed according to the laws of the State of Maryland. The parties' performance of obligations hereunder shall comply with all applicable governmental requirements. Existing and future laws shall supersede this agreement. It is entered into pursuant to Section PW 5-307 of the Code of Public Local Laws of Worcester County.

3. The construction of Facilities pursuant hereto shall constitute an offer of dedication to the County Commissioners of Worcester County for the benefit of Service Area.
4. This agreement shall constitute an encumbrance on lands described in Paragraph B hereof and shall run with the land.
5. Developer and Service Area agree to cooperate in the implementation of this agreement and agree to execute such other and further assurances or additional documents and instruments as it may be reasonably required of or requested by the other party to carry out the provisions hereof.
6. The rights, obligations and duties of Service Area hereunder are delegated (subject to revocation) to the Worcester County Department of Public Works.
7. The Service Area is a governmental body and shall be entitled to all immunities and nothing herein shall negate any governmental entities..
8. All documents executed pursuant hereto shall be subject to the approval of the County Attorney for Worcester County, acting on behalf of Service Area.

SERVICE AREA

Witness

County Commissioners of Worcester County, Maryland

 Harold L. Higgins
 Chief Administrative Officer

 (SEAL)
~~Diana Parsell, President~~
 JOSEPH M. MITRECIC, PRESIDENT

Witness:

DEVELOPER

Paula L. Quillen

Bay Marsh, Inc

 Paula L. Quillen
 (Print Name)

 Stephen T. Lewis
 Print Name and Capacity

 (SEAL)
 Signature



6

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: April 27, 2020
SUBJECT: Bid Request – Ocean Pines Wastewater Treatment Plant Treatment Unit Number 3

DIVISIONS

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

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

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

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

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

.....
Attached for your review and approval are bid documents including the Notice to Bidders, Drawings, Specifications and Bidder's List for Rehabilitation of Treatment Unit Number 3 at the Ocean Pines Wastewater Treatment Plant in the Ocean Pines Service Area. The total cost for this construction project is estimated to be \$500,000. Funding for the project is included the 2019 bond issue.

We are requesting that the Commissioners authorize the Department to proceed with bidding this work.

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

Attachments

cc: Jessica R. Wilson, CPA Enterprise Fund Controller
John S. Ross, P.E. Deputy Director

DRAFT

SECTION 00100

NOTICE TO BIDDERS

**WORCESTER COUNTY PUBLIC WORKS
OCEAN PINES WASTEWATER TREATMENT PLANT
IMPROVEMENTS - TREATMENT UNIT NO. 3**

The Office of the County Commissioners of Worcester County is accepting sealed bids for the improvements associated with Treatment Unit No. 3 at the Ocean Pines, Maryland Wastewater Treatment Plant. Bid Packages and Bid Forms are available for downloading on the Worcester County Website www.co.worcester.md.us. Bids will be accepted until 1:00 p.m., Monday, June 8, 2020, in the Office of the County Commissioners, Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, MD 21863, at which time they will be opened and publicly read aloud. Sealed envelopes will be marked "Bid for Improvements - Treatment Unit No. 3" in the lower left-hand corner. The work will consist of improvements associated with Treatment Unit No. After opening, bids will be forwarded to the Public Works Department for tabulation, review, and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to John Ross at 410-641-5251.

BIDDERS' LIST

Ocean Pines Treatment Unit 3 Rehabilitation

Bunting & Murray Construction
Corp.
RD 1, Box 140A
Selbyville DE 19975
302-436-5144
FAX: 1-302-436-1753
carrie@buntingandmurray.com

Hopkins Construction, Inc.
Rt. 3, Box 12
Bridgeville DE 19933
302-337-3366
FAX: 1-302-337-3317
www.hopcon.com

George & Lynch, Inc.
113 W. 6th Street
New Castle DE 19720
302-328-6275
FAX: 1-302-328-8998
mmcgonigal@geolyn.com

Mervin L Blades & Son
1212 Unionville Rd
Pocomoke City, MD 21851
410-957-3515
tblades@bladesconstruction.com

Bennett Construction, Inc.
515 S. Camden Avenue
Fruitland MD 21826
410-749-3116
FAX: 410-749-6088
bruceg@bennett-construction.com

A-del Construction Company, Inc.
10 Adel Drive
Newark, DE 19702-1331
(302) 893-3964
FAX (302) 453-9550
cfairer@a-del.com

Dixie Construction Company, Inc.
260 Hopewell Road
Churchville, MD 21028
(410) 879-8055
(410)241-5586
ebrown@dixieconst.com

A.P. Croll & Son, Inc.
PO Box 748
22997 Lewes-Georgetown Highway
Georgetown, DE 19947
302-856-6177
Fax: 302-856-3482
mail@apcroll.com

Bearing Construction, Inc.
805 Shine Smith Road
Sudlersville, MD 21668-1561
(410)556-6100
Fax (410)556-6574
jim@bearingconstruction.net

Teal Construction, Inc.
PO Box 779 – 19903
612 Mary Street
Dover, DE 19903
302-678-9500
Fax: 302-678-9715
CR1647@TealConstruction.com

M2 Construction, Inc.
901 Stony Battery Road
Landisville, PA 17538
(717) 305-8801
Fax - (717) 823-6977
admin@m2constructionllc.com



REQUEST FOR PROPOSAL

WORCESTER COUNTY PUBLIC WORKS OCEAN PINES WASTEWATER TREATMENT PLANT IMPROVEMENTS - TREATMENT UNIT NO. 3



1000 Shore Lane
Berlin, MD 21811

MARCH 2020

GMB FILE NO. 150127.B

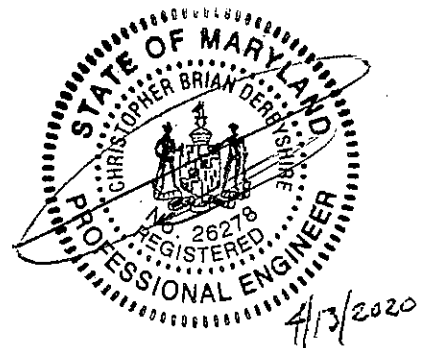
GMB

GEORGE, MILES & BUHR, LLC

ARCHITECTS/ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
410.742.3115

SALISBURY/BALTIMORE/SEAFORD



SECTION 01100

SUMMARY OF WORK

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

A. The site of the Ocean Pines Wastewater Treatment Plant is located on Shore Lane in Ocean Pines, Maryland.

B. Treatment Unit No. 3 (TU3) at the Ocean Pines Wastewater Treatment Plant is an activated sludge process capable of biological nitrogen reduction connected to an aerobic digester. The system was constructed in the 1990's. The plant capacity was expanded around 2004 using the Bardenpho Process after which time TU3 is not required to be online year-round. The aeration diffusers and associated components will be replaced. This contract serves to select a general contractor (hereinafter referred to as "INSTALLER") to remove and replace the aeration system and to also complete the other work shown and described within the Contract Documents. As part of the work the INSTALLER will need to clean the interior of existing 8-inch and 12-inch air supply headers to remove any debris that if left in place may damage the new aeration system.

C. The OWNER previously selected and entered into a contract with an aeration supplier (hereinafter referred to as "SUPPLIER") to define its scope of supply and services and to pre-purchase these items.

1.03 GUARANTEE

A. INSTALLER shall furnish the County a 24-month guarantee of workmanship and materials, dating from time of delivery of materials to the site and shall make good any defects which may occur during that period.

1.04 FIELD CONDITIONS AND MEASUREMENTS

A. INSTALLER shall field verify all dimensions of existing treatment unit and other items pertinent to the scope of supply and installation of the aeration diffusers.

B. Should the INSTALLER discover any discrepancy between actual conditions and those indicated, which prevent following good practice or the intent of the Contract Drawings and Specifications, he shall notify the Engineer and shall not proceed with his work until he has received instructions from the Engineer.

C. No claims shall be made for extra payment or extensions of Contract completion time if the Contractor fails to notify the Engineer of any discrepancy before proceeding with the aspect of the work.

1.05 CONTRACT DOCUMENTS

A. All work shall be completed in accordance with the Contract Documents.

B. The Contract Drawings and Specifications are complementary. However, should a dispute arise as to which shall govern, the Contract Specifications will apply.

C. Any discrepancy between the "General Conditions" and the "Technical Specifications," the Technical Specifications shall govern.

1.06 WORK PERIOD

A. The Contractor will be allowed to work 40 hours per week Monday through Friday, 52 weeks per year.

B. The Contractor shall not work on Saturday, Sunday, or any Holidays observed by the Owner unless prior approval is secured from the Owner. If the Contractor desires to work longer than eight (8) hours per day or if he desires to work on weekends, he must first obtain the written permission of the Owner and Engineer.

PART 2 – PRODUCTS

(Not used)

PART 3 – EXECUTION

3.01 GENERAL REQUIREMENTS

A. Contractor shall be solely responsible for the means, manpower, methods, techniques, sequences and procedures of construction.

B. Construction work under this contract shall be performed in a manner that minimizes impact to normal facility operations.

C. All operations of existing equipment, valves and gates required to perform the work shall be done by the owner. The Owner or his designated agent shall be informed in writing at least 24 hours, or longer where specified, in advance of the need to operate existing equipment, valves or gates or other actions which could affect facility operations.

D. The Owner will be responsible for taking existing facilities off-line and draining existing tanks, except as noted below.

1. Final wash down and cleaning, including removal of solids, of these tanks to the degree necessary to perform work within the tanks shall be the responsibility of the Contractor.

E. Contractor shall furnish any temporary access required, including ladders, platforms, grating, walkways and awais, which shall comply with OSHA laws, for necessary plant operations.

F. No extra payment shall be made for any labor, materials, tools, equipment or temporary facilities required during the construction of facilities. All costs therefore shall be considered to have been included in the price bid of the Proposal.

*** END OF SECTION ***

SECTION 00400

BID FORM

**WORCESTER COUNTY PUBLIC WORKS
OCEAN PINES WASTEWATER TREATMENT PLANT
IMPROVEMENTS - TREATMENT UNIT NO. 3**

TO:

COMMISSIONERS OF WORCESTER COUNTY
COUNTY GOVERNMENT CENTER
1 WEST MARKET STREET, RM. 1103
SNOW HILL, MARYLAND

I have received the construction documents titled **Improvements - Treatment Unit NO.3**. I have also received Addenda Nos. _____, and have included their provisions in this Proposal. I have examined the bid documents and submit the following bid:

SCHEDULE A – LUMP SUM PRICES BID

Item No.	Description	Lump Sum Price
A1	Improvements – Treatment Unit No.3	
Subtotal Schedule A		\$

SCHEDULE B – UNIT PRICE BIDS

Item No.	Description	Size	Unit	Estimated Quantity	Bid Unit Price	Estimated Bid Price
B1	Concrete Demolition and Repair	--	SF	1,000		
B2	Miscellaneous Existing Reinforcing Prep and Anti-Corrosion Coating	--	LF	20		
B3	Chemical Injection Repair of Leaking Crack	--	LF	50		
Subtotal Schedule B						\$

TOTAL BASE BID (SCHEDULE "A" + "B"):

Total Base Bid Price (Number): _____

Total Base Bid Price (in Words): _____

BID MUST BE SIGNED TO BE VALID

Date: _____

Signature: _____

Typed Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

REQUEST FOR PROPOSAL

**WORCESTER COUNTY PUBLIC WORKS
OCEAN PINES WASTEWATER TREATMENT PLANT
IMPROVEMENTS - TREATMENT UNIT NO. 3**

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SECTION 00300

GENERAL CONDITIONS

WORCESTER COUNTY PUBLIC WORKS OCEAN PINES WASTEWATER TREATMENT PLANT IMPROVEMENTS - TREATMENT UNIT NO. 3

1. Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified firms to complete improvements associated with Treatment Unit No. 3 located at the Ocean Pines Wastewater Treatment Plant for the Worcester County Department of Public Works, Water and Wastewater Division.

2. Scope of Work and Technical Requirements

- 2.1. Summary of Work – Refer to Section 01100.
- 2.2. Coordination – Refer to Section 01040
- 2.3. Bid Items – Refer to Section 00400.
- 2.4. Schedule

All work shall be completed based on the following schedule:

No later than 150 calendar days after the Notice-To-Proceed (NTP). Owner anticipates a NTP date of September, 2020.

3. Proposals from Bidders

3.1. Proposals

Proposal must include the business address and telephone number and identify one (1) or more individual authorized to sign the contract. The Proposal must be signed by such individual(s).

3.2. Submission of Proposals

Bidders shall submit one (1) paper copy of Proposal in a sealed envelope labeled "Bid for Treatment Unit #3".

Proposals must be received no later than June 8, 2020 at 1:00 PM local time at the following location:

The Office of the County Commissioners
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863

Any proposal received after that date and time will not be considered.

3.3. Pre-Proposal Meeting

There will be a pre-proposal meeting, the meeting will be held on Monday, May 18, 2020 at 10:00 AM at the Ocean Pines WWTP.

3.4. Questions or Clarifications

All questions or requests for clarification must be submitted to Mr. John S. Ross, P.E., Deputy Director of Public Works via e-mail (jross@co.worcester.md.us) no later than March 27, 2020 by 5:00 PM local time.

All questions and requests for clarification will be addressed via addendum which will be posted to the County's website.

3.5. Notice of Award

Contractors will be notified of the acceptance or rejection of their proposal once an award has been made.

4. Award of Agreement

The Agreement shall be awarded to the lowest responsive, responsible bidder. The County will send written notice of its award to the successful firm. This notice shall constitute acceptance of the successful Firm's proposal. The County reserves the right to reject the proposals where the available evidence or information does not satisfy the County that the Firm is qualified to carry out the terms of the contract.

5. Award or Rejection of Proposals

The Office of the County Commissioners reserves the right to reject any and/or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of Worcester County. All Instructions, Conditions and Provisions contained within the proposal document must be adhered to. Failure to comply with Instruction, Condition or Provision shall be deemed reasonable cause to disqualify any proposal. The Office of the County Commissioners also reserves the right to reject the proposal of a Contractor who has previously failed to perform properly or complete on time contracts of similar nature or a proposal of a Contractor which investigation shows is not in a position to perform the contract. The Office of the County Commissioners also reserves the right to award the proposal within ninety (90) days from the date of opening.

6. Contractor Communication, Questions and Clarification

All correspondence, communication and/or contact in regard to any aspect of this solicitation shall be with the designated contact identified above, or his/her designated representative. Contractors and their representative shall not make any contact with or communicate with any members of Worcester County Government, or its employees and Contractors, other than the designated contact in regard to any aspect of this solicitation or proposals.

7. Withdrawal

After proposals have been officially opened, no proposal may be withdrawn for a period of sixty (60) days, and then only by written notification delivered to the Office of the County Commissioners prior to the date and time set for proposal opening.

However, proposals may be modified or withdrawn by the Contractor's authorized representative in person or by written or facsimile notice. If proposals are modified or withdrawn in person, the authorized representative shall make her/his verifiable identity known and shall sign a receipt for the proposal. Written or facsimile notices shall be received in the office and labeled "Office of the County Commissioners" no later than the exact proposal due date and time. Pre-notifications on the bid proposal shall not be construed to comply with this requirement.

8. Proposal Postponement and Addenda

Worcester County reserves the right to revise or amend the specifications up to the time set for final written questions. Such revisions and amendments, if any, shall be announced by an addendum to this solicitation. Acknowledgements of the receipt of all amendments will be required from all Contractors receiving this RFP. If the revisions and amendments require, in the sole judgment of Worcester County, changes to substance of the proposal, the proposal due date may be postponed by such number of days as in the opinion of Worcester County shall enable Contractors to revise their proposals. In any case, the proposal due date will be at a time not less than five (5) business days after the issue date of the last addendum, and the new addendum will include announcement of the new proposal due date, if applicable.

9. Cancellation of RFP

The Office of the County Commissioners may cancel this RFP, in whole or in part, whenever this action is determined to be advantageous to the County or otherwise in its best interest.

10. Incurred Expenses

The Office of the County Commissioners will not be responsible for any costs incurred by any Contractor in preparing and submitting a proposal, or in performing any other activities relative to this procurement.

11. Confidential Information

Worcester County Government will in good faith endeavor not to disclose proprietary information, trade secrets and confidential, commercial and financial information submitted in any proposal. Any such proprietary information, trade secrets or confidential commercial and financial information that a Contractor believes should be exempted from disclosure must be specifically identified and marked as such. Blanket-type identification or designation by a Contractor of whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not necessarily assure confidentiality. Specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

12. Proposal Rejection / Reservations

The Office of the County Commissioners reserves the right to waive minor informalities or irregularities in any proposal received that do not go to the heart and central purpose of the proposal or do not prejudice other Contractors. The Office of the County Commissioners further reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever in its opinion best serves the interest of the County. The County may waive minor differences in the specifications, provided these differences do not violate the specifications intent, nor materially affect the operation for which the item or items are being purchased, nor increase estimated maintenance and repair cost to the County. The County shall have the right to take such steps as it deems necessary to determine the stability of the Contractor to perform the work; the apparent low Contractor, upon request, shall furnish all such information and data for this purpose.

13. Deviations from Specifications

Specifications contained herein reflect Worcester County's preference (or are noted as illustrative) as to dimensions, materials and major components of this procurement. The Contractor must note, in bold face type, in any proposal that deviates from any specification, the text where each deviation occurs, and the Contractor must state an explanation of the deviation.

14. Verification of Registration and Tax Payment

Before a corporation can do business in the State of Maryland, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201.

It is strongly recommended that any potential Contractor complete registration prior to the due date for receipt of proposals. A Contractor's failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Contractor from final consideration and contract award.

15. Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, a Contractor shall be deemed to have accepted all the terms, conditions and requirements set forth in this RFP and hereby offers to provide services and results as specified in this Worcester County Request for Proposal, unless otherwise clearly noted and explained in its proposal as described.

16. Acceptance of Proposal Content

The content of this RFP and the Proposal of the successful Contractor will be included by reference in any resulting contract. All prices, terms and conditions in the proposal shall remain fixed and valid for 60 days after the closing date. This period may be extended by mutual agreement between the Contractor and Worcester County.

17. Exceptions

The Contractor shall furnish a separate statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications, referencing the section of the RFP being addressed.

Failure to furnish the statement will mean that the proposer agrees to meet all requirements of the RFP.

18. Qualified Contractors

In order to be considered a qualified Contractor, the Contractor submitting a proposal in response to this Request for Proposal must be able to completely perform the services requested and all of the requirements of this Request for Proposal in a timely, prompt and satisfactory manner.

By submitting a response to this solicitation, each Contractor certifies that it can legally do business in the State of Maryland, and represents that it is not in arrears in the payments of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

19. Project Information

All existing County data to be used and additional data or information developed by the firm for this project is and shall be the sole property of the County. The firm may not assert any right of ownership to any of the data or information resulting from this project, including text files, mapping data, databases, spreadsheets, etc. the County shall have full rights for use and transfer of any and all data or information. Any transfer, sale, distribution, loan or offering for use of existing data or data and information developed by the firm for this project, in whole or in part, to any person or entity outside of Worcester County Government is prohibited without prior written consent by the County.

20. Procedures

The extent and character of the work to be done by the Contractor shall be subject to the general control and approval of the County's authorized representative. The Contractor shall not comply with requests and/or orders issued by other than the representatives acting within their authority for the County.

21. Labor and Procurement Requirements

The Contractor and all subcontractors of the Contractor shall conform to the labor laws of the State of Maryland and all other laws, ordinances, and legal requirements affecting the work in Worcester County, Maryland.

22. Contract

The proposal with respect to all items accepted and all papers accompanying the same, the scope of services and the Standard Services Agreement, and other papers and documents referred to in any of the foregoing shall constitute the formal contract, unless otherwise specified between the successful Contractor or individual and the Office of the County Commissioners.

23. Non-Collusion Certification

By submission of this proposal, the firm hereby certifies:

1. The fees in this Proposal have been arrived at as a result of an independent business judgment, without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, in any manner relating to prices, with any other person, partnership or corporation;
2. Unless otherwise required by law, the fees which have been set forth in this Proposal have not directly or indirectly been knowingly disclosed by the firm, prior to proposal "opening," to any other person, partnership or corporation; and,
3. No attempt has been made, or will be made, by the firm to induce any other person, partnership or corporation to submit, or not to submit, a Proposal for the purpose of restricting competition.

24. Billing and Payment

Each bill shall carry the purchase order number of Worcester County.

All invoices will be paid within thirty (30) days unless any item thereon is questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim.

25. Indemnity

The successful bidder shall protect, hold free and harmless, defend and indemnify the County Commissioners of Worcester County, including its officers, agents, volunteers and employees, from all liability, penalties, cost, law suits, damages, expenses, death of any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. The Contractor's / vendor's obligation to defend and indemnify shall survive the termination of the contract.

26. Insurance Requirements

A. Workers' Compensation and Employer's Liability Insurance:

The successful bidder shall maintain coverage during the entire life of the Contract:

- I. Contractor shall obtain Workers' Compensation Insurance as required by statute. The Workers' Compensation coverage shall cover a sole proprietor, all employees, partners, officers, members, leased employees and any other person working for or with the Contractor. Contractor shall provide County a certificate of Workers' Compensation insurance before beginning the Work. If Contractor fails to carry Workers' Compensation insurance, or its policy lapses during the Work for any reason, Contractor shall indemnify County against any claims against County's Workers' Compensation insurance policy. Contractor shall also be responsible to reimburse the County for any audit premiums that result from any lapses in Contractor's policy and

II. Employer's Liability Insurance with limits of:

\$100,000 accident/\$100,000 disease each employee/and
\$500,000 disease policy limit

If any portion of the project is subcontracted, the successful bidder shall require all of the Subcontractors to maintain the same policy limits in workers' compensation and employer's liability insurance required for the successful bidder.

B. Commercial General Liability Insurance:

The successful bidder's Commercial General Liability policy shall be on an occurrence basis and shall include:

Policy limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

Coverage for Premises/Operations, Actions of Independent Contractors, Products/Completed Operations, Contractual Liability and Personal Injury.

Coverage shall include explosion, collapse, or underground (XCU) hazards as applicable to classification.

Products or Completed Operations coverage shall be purchased for at least five (5) years after the completion of the contract and shall cover the operations performed under the contract

C. Business Automobile Liability:

The successful bidder shall provide insurance coverage for any owned, hired, or non-owned motor vehicles. The policy limits shall not be less than \$1,000,000 combined single limit or \$1,000,000 bodily injury and \$1,000,000 property damage each accident. The policy will provide \$1,000,000 of uninsured or underinsured motorist coverage and include contractual liability coverage.

D. General Insurance Requirements for all Insurance Policies:

The County shall be added as an additional insured to the general liability policy with the following wording: "The County, its officers, agents, employees and volunteers are additional insured with regards to the General Liability policy for work performed under terms of the contract."

The successful bidder's Certificate(s) of Insurance shall include the following:

- I. A cancellation provision requiring a written forty-five (45) day notice of cancellation or non-renewal will be furnished to the County by the successful bidder's insurance carrier(s) or insurance agent(s). Therefore, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be

eliminated from the cancellation provision of standard ACORD certificates of insurance.

II. A Project description in the body of the form.

The successful bidder shall provide the County with Certificate of Insurance, within seven (7) days of bid award notification, evidencing the coverage required above. Insurance shall be procured from insurance companies authorized to do business in the State of Maryland and acceptable to Worcester County. The insurers shall have an A.M. Best's insurance rating of A- or better and a financial size of Class VII or better unless the County Risk Manager grants specific approval for an exception.

E. Bidders Insurance Requirement:

Commercial General or Other Required Liability Insurance – "Claims Made" Basis:

I. If Commercial General or other liability insurance purchased by the successful bidder has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions. The limits of liability and the extensions to be included as described in the Check List remain the same. The Contractor must either:

- (a) Agree to provide certificates of insurance evidencing the above coverages for a period of five (5) years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors or subcontractors' work under this contract; or
- (b) Purchase an extended (minimum five (5) years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.
- (c) All construction projects exceeding \$1,500,000.00 will require a five (5) year extended reporting period (tail).
- (d) All deductibles for all insurance requirements are subject to County approval.
- (e) Contractors Pollution Liability or equivalent coverage extension within the General Liability policy. Policy limits not less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This policy must provide coverage for:

Bodily injury, sickness, disease, sustained by any person, including death;

Property damage, including physical injury to or destruction of tangible property including the resulting loss of use thereof; cleanup costs, the loss of use of tangible property that has not been physically injured or destroyed including diminution of value and Natural Resources damages;

Defense costs including costs, charges and expenses incurred in the investigation, adjustment or defense of claims;

Contractual liability coverage, eg. Coverage for liability assumed by the named insured under a written contract or agreement;

The full scope of the named insureds operating as found within the scope of work for the contract;

The policy must provide coverage for claims made or occurrence based on policy form;

The policy must insure contractual liability, be Primary and Non-Contributory and name County as an additional insured;

The policy cannot contain exclusions for work performed by subcontractors.

27. Certificate of Insurance

Prior to job starting dates Contractors must provide the County with a Certificate of Insurance for all required coverage. The certificate must show: Contractor's agent's name, insurance carrier's name, the County as additionally insured, name of Contractor, policy number, effective and expiration dates of Contractor's policy.

The Contractor shall not begin to perform work on the project until certificate is received by the Office of the County Commissioners.

28. Interpretation – Maryland Law Prevails

The contract resulting from this solicitation shall be construed under the laws of the State of Maryland. Mandatory provision for all contracts unless otherwise authorized by the Office of the County Commissioners of Worcester County

29. Protest Procedures

Protests of bid awards must be received by the County in writing by certified mail not later than ten (10) calendar days after bidders have been notified or should have known of the contract award. Protests must be fully supported with adequate technical data, test results, or other pertinent information to support the protest. At a minimum, this must include the name and address of the protestor; identification of the project for which the protest is being filed; a statement of the reasons for the protest; supporting exhibits, evidence or documents to substantiate the protest; and a statement of the ruling desired from the county.

The decision of the county shall be final except in instances of violations of federal law or regulations; and/or violations of the county's protest procedure or the failure of the county to review a complaint or protest.

30. Worcester County Equal Employment Opportunity Clause

Worcester County expects that the Contractor not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or age.

31. The Americans with Disabilities Act

The Americans with Disabilities Act applies to the Worcester County Government and its programs, services, activities, and facilities.

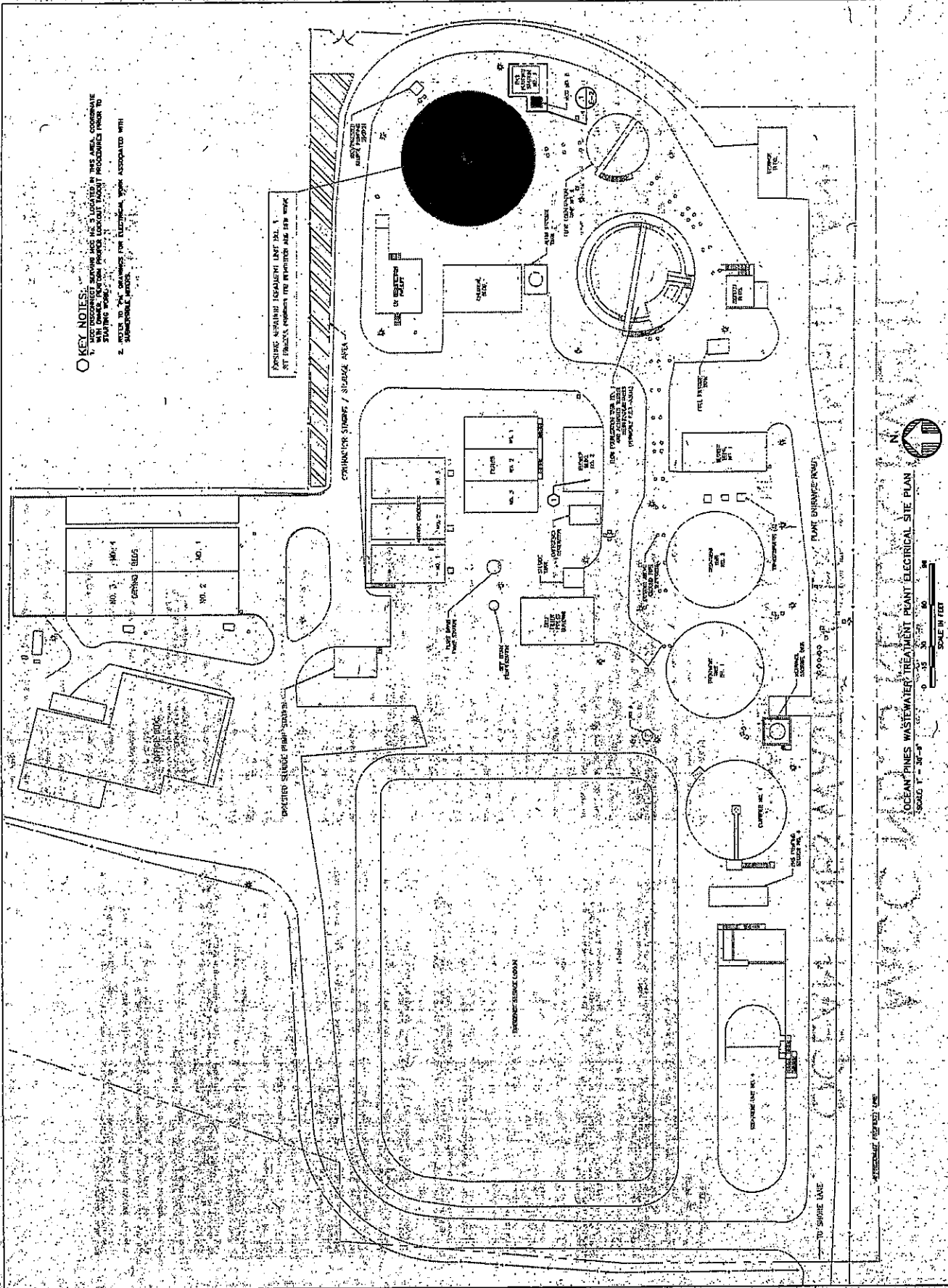
32. Employment of Aliens

All bidders, as a condition to doing business with the County, are required to comply with all applicable laws and regulations relating to the employment of aliens. If it is determined that a bidder fails to comply with any such employment laws or regulations during the course of any County projects, such failure may constitute material breach of the bidder's contractual relationship with the County, and the County may take all reasonable steps to terminate its relationship with the bidder.

33. Cooperative Purchasing

The County reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested.

The County assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this bid. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid/proposal response.



KEY NOTES:

1. ALL WORK IN THIS AREA COORDINATE WITH OTHER RELATED PROJECTS OCCURRING PRIOR TO STARTING WORK.
2. REFER TO THE DRAWINGS FOR ELECTRICAL WORK ASSOCIATED WITH SUBMITTABLE WORK.

EXISTING STAGE PLANT UNIT NO. 1
 NEW STAGE PLANT UNIT NO. 1
 ALL TANKS SUBJECT TO REVISION AND SET WORK

EXISTING STAGE PLANT / STORAGE AREA

EXISTING STAGE PLANT

OCEAN PINES WASTEWATER TREATMENT PLANT
 IMPROVEMENTS
 TREATMENT UNIT NO. 3
 WORCESTER COUNTY, MARYLAND

OMB
 GEORGE MILLS & BURNETT, LLC
 ARCHITECTS & ENGINEERS
 208 WEST MAIN STREET
 SALISBURY, MARYLAND 21801

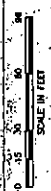
Keystone
 CONSULTING GROUP
 1000 W. BROADWAY
 BALTIMORE, MD 21201

OCEAN PINES WASTEWATER TREATMENT PLANT ELECTRICAL SITE PLAN
 SCALE: 1" = 30'-0"

DATE: 11/14/2018
 DRAWN BY: J. COLE
 CHECKED BY: J. COLE
 PROJECT NO.: 18-0001

E-1

OCEAN PINES WASTEWATER TREATMENT PLANT ELECTRICAL SITE PLAN
 SCALE: 1" = 30'-0"





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: April 27, 2020
SUBJECT: Berlin Health Department Lot Paving

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

On April 17, 2020, I met with representatives of David A. Bramble, Inc. (DAB), to discuss the need to perform pavement restoration to the parking lot at the Berlin Health Department. This parking lot was originally constructed in the early 1990's and is in very poor condition.

I am requesting that the County Commissioners waive formal bidding requirements and award DAB the contract for Option 1 in accordance with the attached proposal dated April 21, 2020 in the amount of \$56,750.00 for the following reasons:

- The Health Department is currently closed and the parking lot will be void of any vehicular traffic which would allow the project to be completed in a timely manner. If we were to follow formal bidding requirements, preparation of plans and specifications, advertising and eventual award, it would be a July/August project and at that point the Health Department may be back in full operation which would require the project to be completed in phases which would increase the project cost; and
- DAB is currently working on MD 346 (Old Ocean City Blvd), Health Way Drive and MD 589 and we save monies in equipment mobilization costs.

There is \$200,000 that has been earmarked for parking lot resurfacing/upgrades, in the approved Assigned Fund Balance for this project.

Should you have any questions in the mean time, please do not hesitate to contact me.

Attachment

cc: Frank Adkins, Roads Superintendent

David A. Bramble, Inc. *General Contractors*

410-778-3023 / 410-778-3427 (FAX) • 705 MORGNEC ROAD • P.O. BOX 419 • CHESTERTOWN, MARYLAND 21620

April 21, 2020

To: Worcester County DPW
 6113 Timmons Road
 Snow Hill, MD 21863
 PH: 410-632-5623
 Fax: 410-632-1753
 Email: justin@co.worcester.md.us
 From: Keith Harris
 RE: Worcester County Health Department Paving.

Attn: John Tustin

David A. Bramble, Inc. is pleased to present this price for the parking lot repair and paving at 9730 Healthway Drive Berlin, MD 21811. Total area to be surface paved is approximately 30,950 SF.

Option I. Patch and Surface Pave Parking Lot

1. **9.5mm HMA Surface Paving.** Pave a compacted 1.5-inch of 9.5mm hot mix asphalt surface. Mill all necessary tie-ins for smooth transition of new asphalt surface. Apply Tack per MD-DOT Standards and Specifications.
2. **19mm HMA Patching.** Mill failed areas of asphalt 3-inch and dispose of material. Pave a compacted 3-inch of 19mm hot mix asphalt base in patch areas. Apply tack per MD-DOT Standards and Specifications. Total area to be patched is approximately 10,200 SF.
3. **Striping.** Restripe parking to match existing
4. **Initial if work to be performed _____.**

Price I: Includes labor, equipment, and material to performer work listed below.

Item	Description	Quantity	Unit	Unit Price	Total Price
1	9.5mm HMA Surface Paving	300	Ton	\$105.00	\$31,500.00
2	19mm HMA Patching	170	Ton	\$145.00	\$24,650.00
3	Striping	1	LS	\$600.00	\$600.00
	Total				\$56,750.00

Option II. Install Paving Fabric and Surface Pave Parking Lot.

1. **9.5mm HMA Surface Paving.** Pave a compacted 1.5-inch of 9.5mm hot mix asphalt surface. Mill all necessary tie-ins for smooth transition of new asphalt surface. Apply Tack per MD-DOT Standards and Specifications.
2. **Paving Fabric.** Install reinforced paving fabric with performance grade asphalt (approximately 11550 SY). Install paving fabric with performance grade asphalt.
3. **Striping.** Restripe parking to match existing
4. **Initial if work to be performed _____.**

Price I: Includes labor, equipment, and material to performer work listed below.

Item	Description	Quantity	Unit	Unit Price	Total Price
1	9.5mm HMA Surface Paving	300	Ton	\$130.00	\$39,000.00
2	Paving Fabric	3,440	Ton	\$4.50	\$15,480.00
3	Striping	1	LS	\$600.00	\$600.00
	Total				\$55,080.00

David A. Bramble, Inc. *General Contractors*

410-778-3023 / 410-778-3427 (FAX) • 705 MORGNEC ROAD • P.O. BOX 419 • CHESTERTOWN, MARYLAND 21620

Price Excludes:

1. Maintenance of Traffic.
2. Excavation, Grading and/or Compaction of Sub-Base.
3. Fine Grade.
4. Utility location/ Adjustment/ Test Pitting.
5. Any engineering for grades, layout, and stakeout.
6. Milling Concrete.
7. Field in-place compaction and density testing by independent testing agency.
8. Proof Rolling.
9. Striping.
10. Prime Coat.
11. Certified Payroll/Davis-Bacon/Prevailing Wages Rates.
12. Restoration.

Terms and Conditions

1. When scheduling, please provide DAB, Inc. three weeks' notice of the intended start date.
2. The pricing herein is for work during the 2020 Construction Season, with completion by December 20, 2020. Any work remaining after December 20, 2020 will be subject to renegotiation.
3. Pricing for this project is based on unit prices. Billing will be based on the actual quantities placed on the project.
4. Any item not specifically referenced in the Scope of Work is excluded from the contract pricing.
5. Pricing does not include any testing, required permits, inspection fees, or bonds of any type.
6. Pricing is based on one mobilization. Any additional remobilization will be \$2,500.00 each.
7. Please note, DAB takes no responsibility for the existing condition of the owner's roadways or haul routes, and will not be liable for damages to roadways or haul routes that cannot support the construction equipment required to complete the work.
8. Pricing is based on soils encountered at designed subgrade elevations being suitable to support the proposed improvements. Should this material be determined to be unsuitable, removal and replacement with imported borrow shall be a negotiated extra.
9. Pricing is based on the Maryland Index for Liquid Asphalt in the current month. If the index changes, then a price adjustment will be billed to the customer based on the use of 3.5% liquid asphalt mix in the hot mix asphalt recipe. The current MD Index can be found at <http://mdasphalt.org/asphalt-index/>.
10. New hot mix asphalt is prone to scuff marks created by automobile tires. This is normal, and the scuff marks will wear off as the asphalt cures and vehicle weight continues to provide residual compaction. To minimize scuff marks, avoid turning vehicle tires while in a parked position, but instead begin to turn while the vehicle is in motion. David A. Bramble, Inc. is not responsible for scuff marks.
11. Please note, Contractor cannot guarantee positive drainage where design elevations yield less than 1.5% slope.
12. David A. Bramble, Inc. will warranty all material and workmanship for 1 year from the date of completion. Warranty does not include materials placed on unsuitable ground, such as areas that are too wet, or areas where the ground yields beneath a loaded dump truck.
13. Price is good for 30 days. A signed proposal or subcontract must be returned to David A Bramble Inc. prior to the start of work.
14. Payment is net 30. Bills left unpaid for over 30 days will be assessed finance charges at a rate of 18% per annum.
15. All executed proposals are subject to the approval of our credit department. Please contact Debbie Glebe at 410-778-3023 to request a credit application.

Thank you for the opportunity to provide you with a price quotation for this project. Should you have any questions, comments, or concerns, please call me at 443-480-2403.

Keith A. Harris
David A. Bramble, Inc.

David A. Bramble, Inc. *General Contractors*



410-778-3023 / 410-778-3427 (FAX) • 705 MORGNEC ROAD • P.O. BOX 419 • CHESTERTOWN, MARYLAND 21620

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and hereby agreed to and accepted. David A. Bramble, Inc. is authorized to perform the work as specified. Payment will be made as outlined above.

AGREED AND ACCEPTED

Worcester County DPW

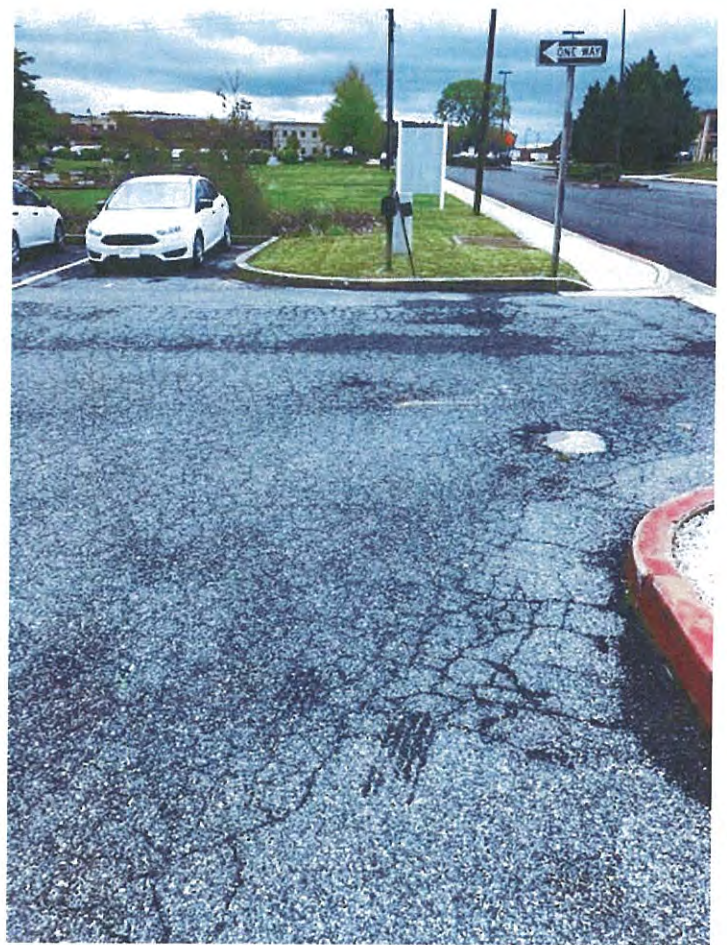
By: _____

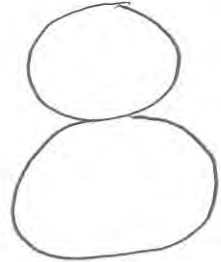
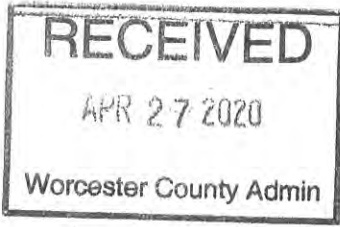
Date: _____

Title: _____

Please sign and return this proposal by fax, email, or mail to attention Keith Harris at David A. Bramble, Inc.
Fax: 410-778-3427
Email: kharris@davidabrambleinc.com







DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: April 27, 2020
RE: Request for Nuisance Abatement - 2816 Snow Hill Road -
Tax Map 79, Parcel 250

In accordance with the provisions of § PH 1-102 of the Public Health Article I am writing to request the County Commissioners' assistance in abating the nuisance conditions on the above referenced property. The existence of certain conditions in the County which are found to be dangerous or prejudicial to the maintenance of property values, health, safety or general welfare of the people of the County by the duly designated County department or official are declared to constitute a public nuisance by § PH 1-101(a). The specific nature of the nuisance in this particular instance is as detailed in § PH 1-101(a)(11) which states the following :

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

As you can see from the attached photographs, the subject structure is uninhabited and in severe decay. In fact, the photographs do not do justice in showing just what bad shape the structure is in. To further complicate the matter, you can see from the photographs that this structure is located just a few feet from both Snow Hill Road and Boxiron Roads.

Letters sent to the owner by both regular and certified mail have been returned as undeliverable. The property owner's address is listed as the structure itself. Taxes for 2018 and 2019 are still due. The last tax payment for 2017 was paid in cash, leaving no additional owner tracing.

Should the County Commissioners concur with this request, I recommend that the correspondence to the property owner notifying the owner of the need to correct the nuisance conditions or to request a hearing be limited to 21 days since we can be reasonably confident that the letter will be returned. We will, however, also post a copy of the letter on the front door of the structure.


If you need any additional information or photographs, please let me know. As always, I will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachment

cc: Jennifer Keener, Zoning Administrator

Lisa Wilkens, Zoning Inspector

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

- A. When the storage or accumulation of personal property as described in Subsection (a)(4) above is visually screened from adjoining public road rights-of-way and adjoining properties or contained wholly within a completely enclosed structure, the storage or accumulation of personal property may occupy greater than one hundred square feet of land area per parcel or lot.
- B. The provisions of this subsection shall not apply to properties utilized for bona fide agricultural purposes.
- (5) The deposit or accumulation of any foul, decaying or putrescent substance or garbage, trash, rubbish or other offensive matter upon the ground surface or in or upon any groundwater, abandoned well, sewage system, bathing area, lake, pond, watercourse, ditch, drain, gutter or tidewater, hole or pit.
- (6) The overflow of any foul liquids or sewage or the escape of any sewage or sewage gas from any privy, cesspool, septic tank, subsurface tile field or any other type of sewage system which is not connected to a municipal sewage system; or any open cesspool or unsafe sewage system. [Amended 7-26-2005 by Bill No. 05-8]
- (7) A toilet or urinal in any public or quasi-public building which is maintained in an unsanitary condition.
- (8) The accumulation or deposit of manure, human feces, garbage, cannery wastes or by-products, feathers and poultry offal, carcasses of animals or any form of filth.
- (9) A polluted or unsafe water system, well or spring or the pollution of any well or spring. [Amended 7-26-2005 by Bill No. 05-8]
- (10) Any premises having an unsafe sewerage system or facility, or that is not provided with a suitable toilet or sanitary privy for all persons gathering, working or living therein. [Amended 7-26-2005 by Bill No. 05-8]
-  (11) Any dilapidated, burned-out, fallen-down, ramshackled or decayed structure or remnant thereof which is unattended and uninhabitable or unusable for its intended purpose and is beyond reasonable hope of rehabilitation or restoration. The Commissioners, in making a determination of a nuisance condition under this subsection, shall consider the historical significance of the structure and its danger or potential danger to the public.
- (12) Any unattended and unprotected man-made hole, cave, crater, cavity, pit or pool or similar surface condition which constitutes or has the potential of becoming a hazardous area to the public because of potential for cave-in, subsidence or collapse or because of an accumulation of water.
- (13) The disposition of any animal carcass upon the surface of any land, road or highway.

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

(e) Applicability.

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

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

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

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

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

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

(d) Abatement by County.

- (1) In the event that such person does not abate any such nuisance as prescribed hereby within the prescribed period of abatement or does not appear before the County Commissioners and have such abatement order rescinded by the County Commissioners within the time prescribed, the County Commissioners may enter upon the premises and cause such condition to be removed or otherwise remedied by such means as the County Commissioners may deem most appropriate and expedient.
- (2) Any person, upon receipt of an abatement notice as prescribed by this section, may, at any time up to the date on which such person might have been heard with regard to an order to abate, request the County, in writing, to abate such condition, provided that such request states an affirmative agreement on the part of the requesting party to pay the costs of such removal or abatement.

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



9
Tax Map 79 Parcel 250

4/27/20



Tax Map 79 Parcel 250

7
4/27/20



Tax Map 79 Parcel 29D

4/27/20



Tax Map 79 Parcel 250

4/27/20⁹



HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 28, 2020

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Street Lights - Unionville Road

Following the request of Commissioner Josh Nordstrom at the County Commissioners' meeting on April 21, 2020, and at my direction, Kristina Prout of our office conducted extensive research of our files and the County Commissioners minutes regarding street lights in Worcester County and specifically with regard to the street lights on Unionville Road southwest of Pocomoke City. I also reached out to Public Works Director John Tustin who provided additional details from the Worcester County Street Lighting Committee of 1988, and Sheriff Matt Crisafulli for his input on security issues in the Unionville Road area. Following is a report of our findings.

In June of 1987 the County Commissioners established the Worcester County Street Lighting Committee to "analyze the existing county policy on street lighting and to formulate recommendations for its modernization, continuation or elimination." The attached Committee report dated January 6, 1988 concluded, among other findings and recommendations, that "the county should no longer pay for the existing street lights located throughout the county with the exception of those lights that are deemed to be for public safety purposes or are located at public facilities." p. 5
p. 15

The history of the street lights on Unionville Road date back to November 2000 when the County Commissioners reviewed and discussed a letter from Mrs. Jean Allen stating that the Unionville Area Neighborhood Crime Watch had been approved for a \$1,500 State grant which would cover the costs of installing six street lights. However, the organization needed further assistance to cover the cost of the electric bills, estimated at a cost of \$1,400 per year, starting in 2002. As a result of their discussion, the County Commissioners agreed to provide a grant of \$1,000 for FY 2001/2002. Those annual grants continued for several years until the budget process of FY 2011 when the County Commissioners decided to reduce grants to non-profit organizations and agencies due to substantial revenue reductions. County funding has not been provided since that time p. 18

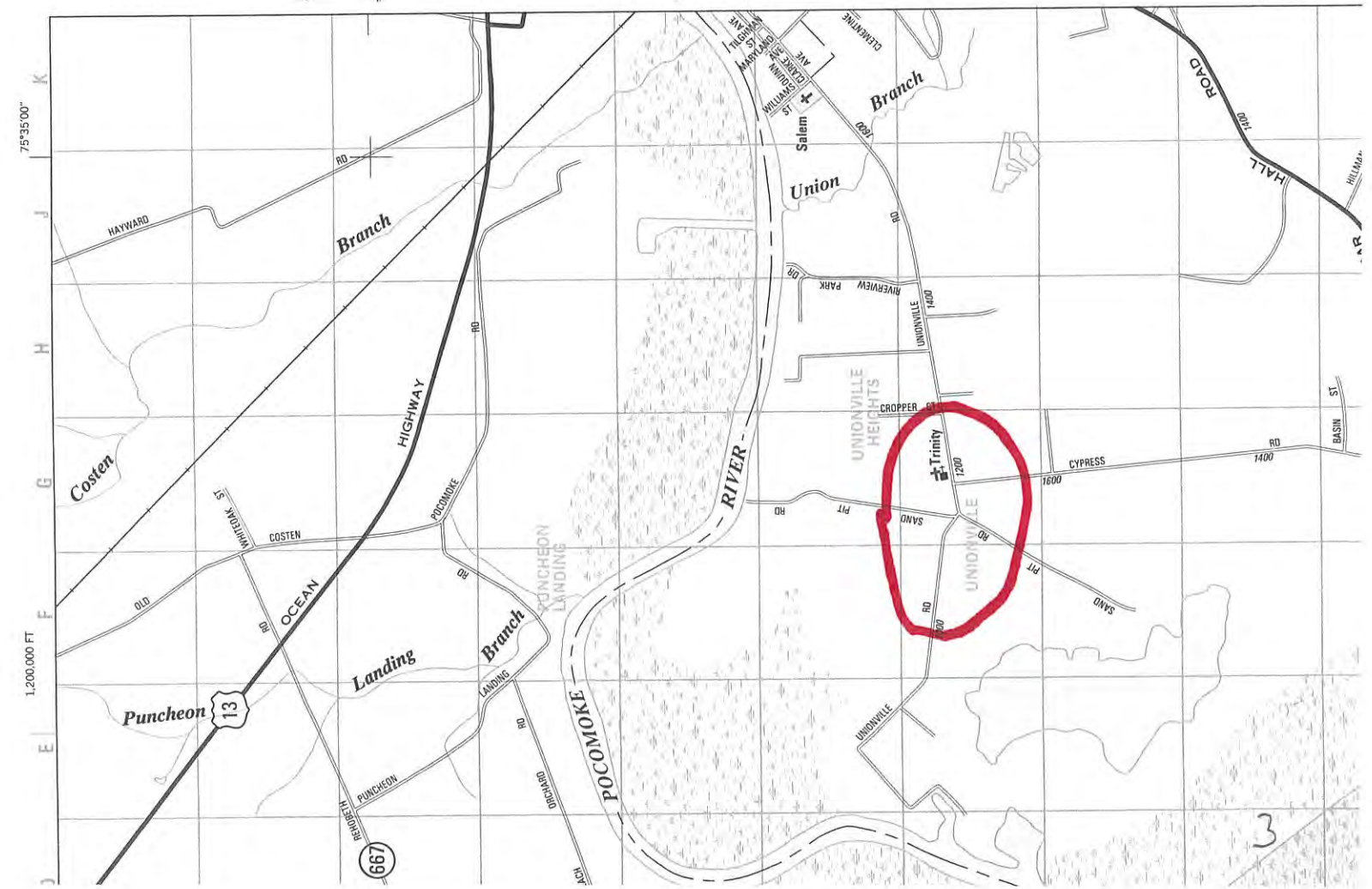
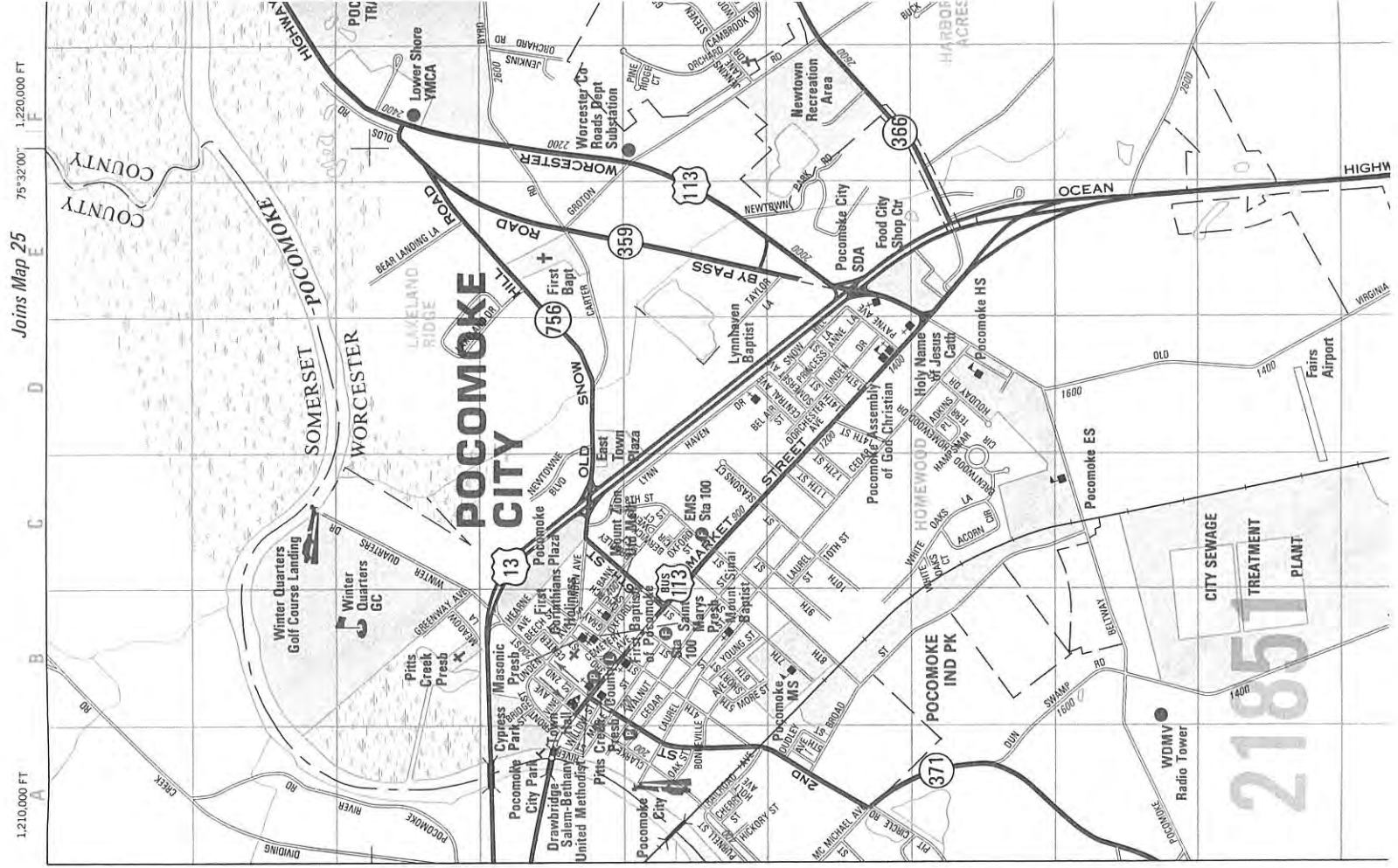
With regard to public safety, Sheriff Crisafulli has advised that there have been 69 calls for service on Unionville Road over the past 15 months. He further advised that street lights help to reduce the fear of crime and to reduce criminal behavior. So while street lights may be helpful in the fight against crime in the Unionville Road area, the question becomes who should pay for the lights - the County taxpayers or the community members who benefit from those lights.

p. 23

Staff recommends that the Commissioners proceed with caution regarding this request given that funding the street lighting for Unionville Road would set a precedent which would likely be expected in several other communities throughout the county. Our current advice to other homeowners associations and communities which have requested street lights in their neighborhoods over the past several years is to contact their local electric company and request this service privately.

Please schedule this matter for the Commissioners' discussion at their next meeting. In the meantime, if you should have any questions or concerns, please feel free to contact me.

cc: John Tustin, Director of Public Works (DPW)
Frank Adkins, Roads Superintendent, DPW
Sheriff Matt Crisafulli
Kathy Whited, Budget Officer



January 19, 1988

A public hearing was held on Rezoning Case No. 242 (Chesser/Unionville Road). Mr. Harold Morris gave the favorable report of the Planning Commission on the application to rezone approximately 2 acres from M-1 to A-1 zoning. Mr. Henry P. Walters, representing the applicant, briefed the Board on the desire of his client to have the property rezoned. Mr. George Young, engineering consultant, . There being no further public comment, the Board discussed the matter and agreed to adopt the Findings of Fact of the Planning Commission and approved the application as presented.

A public hearing was held on Rezoning Case No. 245 (Chesapeake Corporation/Dunn Swamp Road). Mr. Harold Morris gave the favorable report of the Planning Commission for the rezoning of approximately 71 acres of land from A-1 to R-1 zoning. Mr. Henry Walters and Mr. Jim Porter, representing the applicant, briefed the Commissioners with regard to their clients desire to locate a mobile home trailer park on this property and submitted many items of evidence for consideration by the Commissioners. Mr. Porter sited a change in the neighborhood as the basis for this rezoning. Mr. Larry McKinley, developer; Mr. Ames Byrd, of Byrd Real Estate; and Mr. Dennis Maddox, of Larry's Homes, each spoke in favor of the application and stated that a middle-income housing development is needed in the Pocomoke area. Mr. George Linville, Dr. Leroy Johnson, Mr. Logan Widdowson, Mr. Ashton Young, Mr. William Buchanan, Ms. Marian Linville, and Mr. R. Gillespie each spoke in opposition to the rezoning and expressed their belief that the neighborhood has not changed and does not warrant a rezoning. Mayor Curt Lippoldt of Pocomoke City spoke in favor of the rezoning and suggested that a residential neighborhood of this type is needed in the Pocomoke area and that the Mayor and Council will pass a trailer park ordinance and intend to annex this area into the city limits if it is rezoned. The Commissioners closed the hearing and agreed to postpone a decision on this matter until such time as the full board may review the transcript.

Members of the Special Street Lighting Committee met with the Commissioners and discussed with them their preliminary report and recommendations concerning the use of street lights throughout the non-incorporated areas of the County. The Committee explained their recommendation to create special street lighting districts for those areas which currently have street lights and to provided that street lights may be installed in new areas provided special districts are created. Mr. Yankus pointed out that the criteria for establishing street taxing districts needs to be very specific so that the County would not be overwhelmed with a multitude of very small districts. The Commissioners agreed that Mr. Hammond work with the Committee to develop more specific criteria and procedures for the establishment of these districts.

PRELIMINARY REPORT

**WORCESTER COUNTY
STREET LIGHTING COMMITTEE**

JANUARY 6, 1988

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STREET LIGHTING COMMITTEE

ARTHUR T. DAVIS, CHAIRMAN
23 Piney Island
Bishopville, Maryland 21813

EDWARD HUDSON, MEMBER
Route 1, Box 236
Ocean City, Maryland 21842

CHRISTINE RAYNE, MEMBER
13 Powellton Avenue
Berlin, Maryland 21811

BARRY TURNER, MEMBER
Route 2, Box 275
Berlin, Maryland 21811
641-2630

JOHN LYNCH, MEMBER
c/o Commanders Hotel
Boardwalk & 14th Street
Ocean City, Maryland 21842
289-6166

AUDREY SPELLER, MEMBER
118th Street & Ocean Highway
Ocean City, Maryland 21842
524-7586

CARROLL BERDAN, MEMBER
Post Office Box 37
Newark, Maryland 21841
632-0346

GEORGE E. WARD, JR., MEMBER
Route 1, Box 117
Stockton, Maryland 21841
632-0499

RICHARD L. BUNTING, MEMBER
Buck Harbor Road
Pocomoke City, Maryland 21851
957-3259

RAYMOND C. DRYDEN, MEMBER
804 Market Street
Pocomoke City, Maryland 21851
957-2540

STAFF

Harold W. Morris, Planning Director
Phyllis Wimbrow, Chief Planner
Vic Smullen, County Roads Engineer

COMMITTEE GOALS AND OBJECTIVES

Goal: To establish an equitable and uniform County Policy on Street Lighting.

Objective: Investigate existing County Street Lighting Policy and make recommendations to County Commissioners regarding:

- A. Existing areas receiving street light service.
- B. New areas desiring street light service.
- C. Street Lighting Policy in general.

Tasks: Review and evaluate the following:

- A. Policy and criteria to regulate existing street light service areas.
- B. Policy and criteria to regulate new street light service areas.
- C. Governmental responsibility for street lighting.
- D. Street lighting policies of other jurisdictions.
- E. Power company policy and regulations for street lighting.

INTRODUCTION

The Worcester County Street Lighting Committee was formed by the Worcester County Commissioners on June 9, 1987. Committee members were requested to analyze the existing county policy on street lighting and to formulate recommendations for its modernization, continuation or elimination.

Since its inception, the Street Lighting Committee has met a total of seven (7) times to discuss the issue of street lights on public roads in Worcester County. The committee has received information from its staff support members as well as information from the two local power companies serving the Worcester County area.

The Street Lighting Committee now submits its first summary report to the County Commissioners for their consideration and comments. The committee's report presents its findings and recommendations for existing street light areas in Section IV and new street light areas in Section V.

The committee's report also includes four appendices which describe existing street lights located in the county, estimated cost for existing street lights and the outdoor lighting policies of the two major power companies, Delmarva Power and Light and Choptank Electric Cooperative.

This report is submitted to the Worcester County Commissioners as an interim status report on the initial findings of the Street Lighting Committee. Following review by the Worcester County Commissioners the committee, if requested, will conduct further research and provide more in-depth policy procedures or recommendations needed to carry out future policy of the Worcester County Commissioners regarding street lighting.

EXISTING AREAS OF STREET LIGHTING

It is estimated at this time that there are approximately four hundred ninety-seven street lights within Worcester County which represent an estimated budget amount of \$46,000.00 which is charged against the Worcester County Roads Department annual budget. Most of the existing street lights inventoried are located within the older unincorporated settlements and villages of Worcester County. Some however, are located around the Court House in Snow Hill and at the public boat landings. See Appendix "A" for a list of existing street light locations and their estimated monthly costs.

As one of its first tasks, the Street Lighting Committee undertook to determine existing street light locations, the type and number of lights and the approximate cost of service for the light. Appendix "B" lists thirteen locations of existing street lights and projects an estimated cost per benefited lot by year and month within each location. This table indicates a per month, per lot figure ranging from \$1.31 to \$3.79 that would be required if present street light service was paid for by the private sector.

The committee met with representatives of the Choptank Electric Cooperative, Inc. and Delmarva Power and Light Company regarding their policies on street lighting. Appendix "C" and Appendix "D" contain the formal company policy on this matter. Both companies seem somewhat flexible in their street lighting policies however, it was stressed that the power company did require some responsible person or party to be responsible for the payment of the bill incurred relative to the provision of street lights. As mentioned previously, this bill is now being assessed to the Worcester County Roads Department budget.

As a result of its study thus far, the Street Lighting Committee would submit the following initial draft recommendations for the consideration of the Worcester County Commissioners regarding existing areas of street lighting in Worcester County.

1. The cost of existing street lighting should be borne by those improved properties receiving the service or benefiting from the service.
2. Areas now receiving street lighting should be afforded the opportunity to form a Street Lighting District which would be responsible for the continuation and payment of services received. The county should provide a defined mechanism and procedure to establish and operate a Street Lighting District.
3. The county would be responsible for initiating street light districts for the existing lighted areas however, final establishment of such a district would have to be approved by seventy percent of the improved properties within the proposed district.
4. Payment for lighting service within the district would be made by the County which would receive revenue from an appropriate assessment on the property owners annual tax bill. The County may want to consider special provisions for treatment of elderly or low/fixed income properties. The County may also want to consider a "Phase-In" approach relative to the local community assuming the existing cost burden.
5. A designated county staff member should review the locations of all existing street lights and determine which lights promote

general public safety or serve a specified public need such as those lights at county boat ramps. The committee recommends that the cost of these lights be paid out of the County Commissioner's General Transportation Budget.

NEW STREET LIGHT AREAS

It is the understanding of the committee that the Worcester County Commissioners have not authorized any new street lights in Worcester County during the past seventeen years. As a result of its study, the committee concluded that certain areas of Worcester County are developing on an urban scale and that future street lighting might be desirable within certain subdivisions and developments.

Accordingly, the committee suggests the following initial draft recommendations for areas of new street lighting:

1. The cost of street lighting should be borne by those improved properties requesting the service.
2. The areas requesting future street lighting should be identified as Street Light Districts.
3. New districts should be created under a defined County mechanism and procedure to establish and operate the district.
4. Twenty percent of the improved properties within a proposed district should be required to petition a new Street Light District. Seventy percent approval of the improved properties within a district should be obtained to establish the lighting district.
5. Payment for lighting service within the district would be made by the County which would receive revenue from an appropriate assessment on the property owners annual tax bill.

6. The County Planning Commission as part of its Comprehensive Plan review should consider amending the County Subdivision Regulations to require new urban style developments to install base wiring for street lights as part of the initial construction phase of the subdivision.

The Committee feels that the power companies will be of great assistance in the creation of new street light districts. The mechanism for creation of the districts could be similar to those Urban Service Districts found in Sussex County, Delaware and Wicomico County, Maryland. Should the Committee be requested to pursue this issue, legal assistance would be required by the Committee in the drafting of such a measure.

SUMMARY AND CONCLUSIONS

As a result of its study thus far, the Worcester County Street Lighting Committee has concluded that the county should no longer pay for the existing street lights located throughout the county with the exception of those lights that are deemed to be for public safety purposes or are located at public facilities.

The committee feels that in areas of existing street lights, the County Commissioners should initiate a policy whereby the improved properties receiving the benefit of the street lights could petition the County Commissioners to form a Street Lighting District whereby the cost of the service could be divided among the properties receiving the service. In areas of existing service, the County Commissioners would be expected to provide assistance in the creation of the Street Lighting District which would ultimately be voted upon by all the properties within the district. The committee feels that a majority of seventy percent approval should be required otherwise the district would not be formed and the county would no longer pay for the street light service.

In the formation of districts for existing street lighting the Commissioners are urged to consider special provisions for the elderly or other income impaired parties which require special consideration to remain in the district. The committee recommends in existing areas of street lighting that a "Phase-In" approach be taken whereby a certain percentage (the committee suggests twenty percent) of the cost of the street lighting obligation would be incurred over a five year period.

Once a district is established the county would ultimately phase its self out of the street lighting business and those districts so formed would continue to function in cooperation with the local power company providing service to that area. One remaining obligation of the County would be to collect necessary fees for the service through the annual tax bill to the affected properties and to insure payment to the appropriate power company.

In areas of new development the committee feels that there may be a future requirement for street lighting especially in new developments where lot sizes become smaller due to community water or community sewer services. The committee also recommends that a mechanism be devised whereby these areas could also form a Street Lighting District. In this case however, the initial petition would be submitted by the area in question with the county assuring that the minimum standards are followed. Generally in such cases as these, the committee would recommend that at least twenty percent of the improved properties be required to petition the district and that ultimately seventy percent of the improved properties be required to pass the Street Lighting District.

The committee found that the power companies, Delmarva Power and Choptank Electric, were most willing to work with the county and its citizens to provide street lighting service. Indeed, much of the basic engineering and needs analyze would be performed by the power companies at no cost.

To summarize briefly; the Street Lighting Committee would recommend that the County Commissioners consider the establishment of a legal vehicle by which to create a Street Lighting District for both existing and new

areas of street light service. If desired, the committee would be willing to continue its work in this matter however, this phase of the study would require additional technical and legal expertise. Perhaps the County Engineer and County Attorney could provide assistance as necessary.

This report is submitted as a six month status report on the findings and initial recommendations of the Street Lighting Committee for the County Commissioners consideration and information. If the Commissioners feel that these recommendations have merit, the committee would appreciate any assistance and direction the Commissioners feel appropriate at this time.

Element of the Comprehensive Plan in 1997 to help citizens better understand regulation and opportunities for restoration of environmentally sensitive areas in the County. She reminded the Commissioners that last year they had allocated funds for the publication of 2,000 copies of the document. Ms. Munson stated that the free guide will be available in public locations and mailed to citizens upon request. The Commissioners advised staff to announce the availability of the guide by means of a press release. After further discussion, the Commissioners thanked Ms. Munson, Mr. Coyman and their staff for their assistance in preparing this useful guide.

Pursuant to the request of Jerry Redden, Director of Economic Development, and upon a motion by Commissioner Shockley, the Commissioners unanimously authorized President Lynch to sign the Maryland Economic Development Corporation (MEDCo) Grant application for reimbursement of up to \$5,000 for expenses incurred from trips and marketing efforts of the Worcester County Economic Development Department. Mr. Redden informed the Commissioners that the funds have been set aside for the Eastern Shore Marketing Partnership which is made up of the nine Economic Development Directors for the Eastern Shore and funded by Delmarva Power/Conectiv.

Pursuant to the request of Ira F. Shockley, Warden of the Worcester County Jail, and upon a motion by Commissioner Gulyas, the Commissioners unanimously authorized Warden Shockley to spend \$37,837 of the revenue generated at the Jail to enhance the appearance of the correctional staff by purchasing new uniforms at an estimated cost of \$32,850 and improve the appearance of the administrative area of the jail, as well as the safety of those who enter the area, by replacing the existing carpet within the administrative area at an estimated cost of \$4,987. In a memorandum to the Commissioners, Warden Shockley informed them that in the Jail's budget for last fiscal year, he had estimated revenue in the amount of \$600,000 and was able to exceed that amount by \$287,000.

The Commissioners reviewed a letter from Jean Allen, Unionville Area Neighborhood Crime Watch Coordinator, and a petition signed by many residents of Unionville requesting the County's assistance in the upkeep of the lights in the Unionville Area for the Neighborhood Crime Watch program. In her letter, Ms. Allen stated that the Unionville Area Neighborhood Crime Watch has been approved for a \$1,500 state grant for one year which will cover the cost of installation for six lights, yet the organization needs further financial assistance to cover the cost of the electric bills starting in 2002. Mr. Mason informed the Commissioners that the annual operating costs of the lights were estimated to be approximately \$1,400. In response to a question from Commissioner Bloxom, Mr. Mason stated that the County currently pays for street lighting within the villages of Girdletree and Stockton. Commissioner Bloxom emphasized that the Unionville community has existed for many years and asserted that if the County is paying for street lighting within Girdletree and Stockton, they should do the same for Unionville. Commissioner Purnell agreed and stated that the County should do what it can to assist the Unionville community. Commissioner Lynch expressed concern regarding other groups asking the County for similar financial assistance if the Commissioners approve assistance for the Unionville community. Commissioner Purnell responded that the Commissioners will need to look at each request on a case-by-case basis. Commissioner Bloxom stated that this was a special

case since Unionville is a long-standing community as opposed to a subdivision and therefore recommended that the County provide a grant of \$1,000 in next year's budget to be used for the operating costs of street lights in the Unionville community. After further discussion, and upon a motion by Commissioner Gulyas, the Commissioners agreed to provide a grant of \$1,000 as suggested by Commissioner Bloxom.

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

After lunch the Commissioners reconvened in open session.

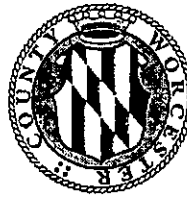
The Commissioners met in legislative session.

The Commissioners held a public hearing to receive comment on Emergency Bill 00-10 (Natural Resources- Construction Along Shoreline) which was introduced by Commissioners Bloxom, Gulyas, Lynch and Purnell on October 17, 2000. Mr. Tudor informed the public that the bill repeals and reenacts Subsection NR 2-102(f) of the Natural Resources Article of the Code of Public Laws of Worcester County to establish additional requirements for shoreline construction and to establish specific consideration for the Shoreline Commission's approval of certain requests. He briefly outlined the additional requirements for shoreline construction as addressed in the bill. Mr. Tudor further briefly outlined the events preceding the hearing.

Commissioner Lynch asked the Commissioners whether they had any questions of the Shoreline Commission. Commissioner Bloxom questioned the Shoreline Commission on the procedure they utilize in addressing environmental issues related to shoreline construction in their review of permit applications. In response, Frank Villani, a member of the Shoreline Commission, stated that the Shoreline Commission relies on state and federal review of environmental impact through agencies such as the Maryland Department of the Environment (MDE), the Department of Natural Resources (DNR) and the Army Corps of Engineers. He further stated that the Army Corps of Engineers specifically address water depth during the application process. In response to a further question from Commissioner Bloxom, Pat Schrawder, a member of the Shoreline Commission, stated that if MDE approves the permit, the Shoreline Commission determines that the project will not adversely impact the environment unless they receive testimony to the contrary. She further stated that the Commission does not have clear guidelines as to what constitutes adverse impact, nor do they have resources or equipment to inspect such issues as water depth. She added that some applicants testify that they plan to use their docks simply for sitting and enjoying nature. In response to a question from Commissioner Bloxom, Dave Goshorn, of the DNR, stated that regarding shoreline construction applications, it is his understanding that the MDE sends the application to the DNR for review and comment regarding presence of submerged aquatic vegetation and endangered species among other issues, after which the DNR sends the application back to MDE for approval or denial.

In response to a question from Commissioner Lynch, Dave Blazer, Executive Director of the Maryland Coastal Bays Program (MCBP) informed the public that the MCBP's Navigation and Dredging Advisory Group provided the Commissioners with a set of recommendations to address the issue of building docks and boat lifts in shallow water in July of 2000. He stated that

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: warccadm@ezy.net



COMMISSIONERS
JEANNE LYNCH, PRESIDENT
JOHN E. BLOXOM, VICE PRESIDENT
LOUISE L. GULYAS
JAMES L. PURNELL, JR.
VIRGIL L. SHOCKLEY

OFFICE OF THE
COUNTY COMMISSIONERS
Worcester County

ROOM 112 COURT HOUSE
ONE WEST MARKET STREET
SNOW HILL, MARYLAND
21863-1072

GERALD T. MASON
CHIEF ADMINISTRATIVE OFFICER
EDWARD H. HAMMOND, JR.
COUNTY ATTORNEY

November 24, 2000

Mrs. Jean Allen
1822 Cypress Road
Pocomoke City, Maryland 21851

RE: Grant for Street Lighting in Unionville Area

Dear Mrs. Allen:

Please be advised that at our meeting of November 21, 2000, the Worcester County Commissioners reviewed your letter and petition from the residents of the Unionville area requesting the Commissioners' assistance in covering a portion of the annual cost for street lighting in the Unionville area in conjunction with the Neighborhood Crime Watch Program in your community. As a result of our discussion, the Commissioners have committed to providing the Unionville Neighborhood Watch Program with a grant in the amount of \$1,000 in Fiscal Year 2001/2002 to assist your community with the cost of the bills for these street lights which are being installed in your community. Once these funds have been officially approved in next year's budget, this grant will be available to you after July 1, 2001. Please contact Kathy Whited, Budget Officer, at (410) 632-3001 for further instructions on the process for requesting and receiving this grant.

We are impressed by the initiative of you and your neighbors in the Unionville area to have these street lights installed in order to preserve the safety of your community and are pleased to be able to assist you in this endeavor. If you should have any further questions or concerns with regard to this matter, please feel free to contact either me or Gerald T. Mason, Chief Administrative Officer, at this office.

Sincerely,

Jeanne Lynch
President

JL/KS:ddc
cf: Kathy Whited, Budget Officer
CC101/Unionville.Grant

20

Jean Allen
1822 Cypress Rd.
Pocomoke, Md. 21851
Ph-410-957-1189

Kathy Whited
Budget Office
COUNTY COMMISSIONERS

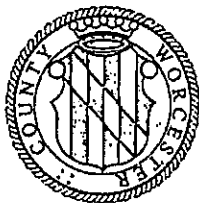
Please Pay The Grant money for
The Unionville Crime Watch Program
TO:

CHOPTANK ELECTRIC
P.O. BOX 199
Berlin, Md.
Attention - Clarence Howmen

Trinity united methodist
Church

~~22~~
1423 Unionville Rd
Pocomoke City, MD
21851

THANKS
Jean Allen



COMMISSIONERS
JAMES C. CHURCH, PRESIDENT
LINDA C. BUSICK, VICE PRESIDENT
JUDITH O. BOGGS
ROBERT L. COWGER, JR.
LOUISE L. GULYAS
JAMES L. PURNELL, JR.
VIRGIL L. SHOCKLEY

OFFICE OF THE
COUNTY COMMISSIONERS

GERALD T. MASON
CHIEF ADMINISTRATIVE OFFICER
JOHN E. "SONNY" BLOXOM
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195
February 16, 2010

Mrs. Jean Allen,
Unionville Crime Watch Program
Trinity United Methodist Church
1423 Unionville Road
Pocomoke City, MD 21851

Dear Mrs. Allen:

The County will soon begin the budget process for Fiscal Year 2011. As you may be aware, property assessments will decline for the upcoming year which will result in substantial revenue reductions for Worcester County. In addition to the decline of real property tax revenues we are also experiencing a severe decline in Income Tax revenues, due to the economic downturn. At the same time our fixed costs such as operation of plant (fuel and electricity), building maintenance and insurance continue to rise. As a result, significant reductions will be required in all areas of County government operations and the elimination of funding for non-essential services must be considered in order for the County Commissioners to develop a balanced budget.

While the County Commissioners recognize the value of the services that your organization provides to the citizens of Worcester County, we regret to inform you that it is apparent that the County will have to consider reducing grants to non-profit organizations and agencies. As a result, given the time and energy required of you to develop your budget requests, the County will not be sending grant applications this year. We will do our very best to ensure that our financial resources are allocated in a manner which will bring about the best possible services to all of the people of the County.

Thank you for your understanding with regard to these difficult circumstances.

Sincerely,

Gerald T. Mason
Chief Administrative Officer

GTM/kw
Cc: County Commissioners

U:\Commissioners\Peggy\non profit request letter kw.doc

Kelly Shannahan

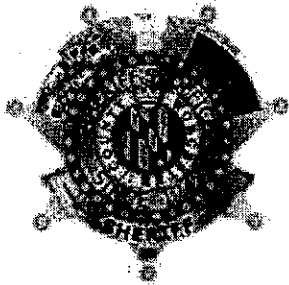
From: Matthew Crisafulli
Sent: Wednesday, April 22, 2020 2:07 PM
To: Kelly Shannahan
Subject: RE: Street Lights Unionville Rd

Kelly,

All community policing advise and crime prevention schools of thought recommend increased lighting as a deterrent to crime. Criminals enjoy the cover of darkness to carry out their nefarious acts of personal and property crimes. Increased lighting helps illuminate the pedestrian traffic increasing on our roadways. Increased lighting helps in the reduction of the fear of crime and the reduction of criminal behavior.

Since January 1st 2019 until April 22nd 2020 the Worcester County Sheriff's Office has responded to 69 calls for service on Unionville Rd.

Sheriff Matthew Crisafulli



Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111 ext. 2231 (Susan)/ 410-632-3070 fax
www.WorcesterSheriff.com
"Proud to Protect, Ready to Serve"



10

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Assistant Finance Officer* JW
DATE: *April 28, 2020*
RE: *Water and Wastewater Enterprise Fund Public Hearing*

.....

The purpose of this memo is to request a public hearing for the Water and Wastewater Enterprise Fund FY20/21 budgets on Tuesday, June 2, 2020. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY20/21 Requested Operating Budgets and Assessments as well as the handout for the public hearing meeting. Any proposed changes to rates are noted in the advertisement.

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

Notice of Public Hearing
Worcester County Water and Wastewater Enterprise Fund
FY 2020/2021 Requested Budgets and Assessments

The Worcester County Commissioners will conduct a public hearing on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_xfZ63-49QrqInTBAO9reWA . Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wehearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, June 1, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

The meeting and public hearing will be streamed live on the County website at <https://worcestercountymd.swagit.com/live> on:

Tuesday, June 2, 2020 at 9:20 a.m.

The 11 sanitary service areas and proposed changes to the users fees to cover projected expenses are as follows:

Assateague Pointe - increase from \$15 to \$25 per lot grinder pump flat surcharge.

Bridgetown - increase in commercial water base fee ranging from \$53 to \$441.50 at present to \$56.75 to \$472.50 based on total EDU's; and increase in water usage charge from \$9.19 to \$9.75 per thousand gallons.

Edgewater Acres – increase from \$160 to \$175 per EDU per quarter domestic water and sewer base fee; increase from \$98 to \$103 per EDU per quarter domestic water flat charge; increase from \$140 to \$150 per EDU per quarter domestic sewer flat charge; and decrease from \$25 to \$0 per EDU per quarter accessibility fee.

The Landings - increase from \$240 to \$250 per EDU per quarter domestic water and sewer base fee; increase from \$37 to \$39 per EDU per quarter Lewis Road domestic water base fee; increase in commercial water and sewer base fees ranging from \$275 to \$2,300 at present to \$295 to \$2,461 based on total EDUs; and increase from \$230 to \$240 per EDU per quarter accessibility fee.

Lighthouse Sound - no proposed changes.

Mystic Harbour - increase from \$173 to \$178 per EDU per quarter domestic water and sewer base fee; increase from \$172 to \$175.75 per EDU per quarter domestic sewer flat charge; and increase in commercial water and sewer base fees ranging from \$212 to \$1,766 at present to \$227 to \$1,890 based on total EDU's. decrease from \$54 to \$18 per EDU per quarter oyster debt service; and increase from \$47.50 to \$48.75 per EDU per quarter sunset village domestic water flat charge.

Newark - new \$55 per EDU per quarter sewer debt service.

Ocean Pines - increase from \$175 to \$179 per EDU per quarter domestic water and sewer base fee; increase from \$161.75 to \$164.75 per EDU per quarter domestic sewer flat charge; increase White Horse Park domestic water and sewer flat charge from \$138 to \$141 per lot per quarter; increase in commercial water and sewer base fees ranging from \$212 to \$1,766 at present to \$227 to \$1,890 based on total EDUs.

Riddle Farm - increase from \$190 to \$200 per EDU per quarter domestic water and sewer base fee; increase in commercial water and sewer base fees ranging from \$212 to \$1,766 at present to \$227 to \$1,890 based on total EDU's; and new \$35 per EDU per quarter effluent disposal charge.

River Run - increase from \$54.69 to \$56 per EDU per quarter domestic water base fee.

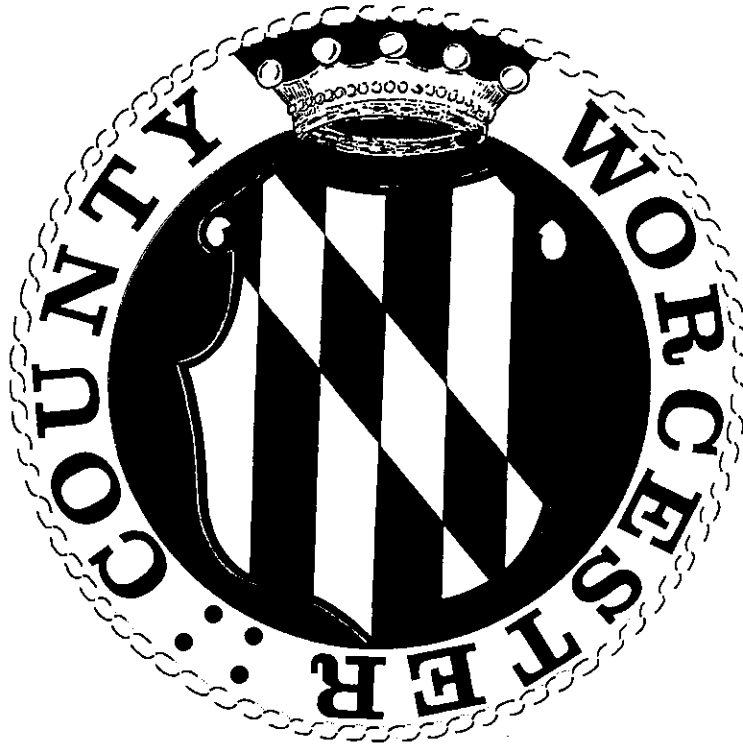
West Ocean City - no proposed changes.

In addition to user fees, assessments will be levied in the Mystic Harbour, Newark, Ocean Pines, Oyster Harbour, Riddle Farm, and Snug Harbour service areas or sub-areas to make debt payments. All assessments shall be made on an EDU basis.

Copies of the proposed budgets for each service area are available online at www.co.worcester.md.us. For additional information, contact the Worcester County Treasurer's Office at (410) 632-0686 ext. 1217.

Worcester County

Water & Wastewater



Ratepayer's Guide to the FY 2020/21 Requested Operating Budgets

Board of County Commissioners of Worcester County

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

Harold L. Higgins, Chief Administrative Officer
John H. Tustin, P.E., Director of Public Works
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Water and Wastewater Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1217.

Worcester County Department of Public Works Water & Wastewater Division

Introduction

The Water and Wastewater Division was setup an Enterprise Fund. The purpose of an Enterprise Fund is to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The use of consistent budgeting methods combined with the required use of generally accepted accounting principles provides the County with accrual basis data to measure the financial strength of the fund. In addition, the use of consistent accounting and budgeting provides comparable data to evaluate the performance of the fund from year to year.

Water & Wastewater Services

The County currently provides water and/or sewer service to approximately 14,890 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 56 wastewater pumping stations, and 17 water supply wells which pumped over 570 million gallons of water during 2019. User charges cover the operation and maintenance of these facilities. In addition, user charges are also used to pay for the administrative and technical support functions provided by the Treasurer's Office and the Department of Public Works, respectively. The Treasurer's Office mails and collects over 59,500 bills annually. The Department of Public Works provides construction management and engineering support to the department.

Other Charges

In addition to the user charges already mentioned, an equivalent dwelling unit (EDU) charge is collected in six of the County Service Areas or sub-areas including Mystic Harbour, Newark, Ocean Pines, Oyster Harbor, Riddle Farm, and Snug Harbor. An EDU is a measurement which is approximately the same amount of water and sewer flow as an average single family residence. The purpose of EDU assessments in the service area or sub-area is to collect funds to pay any debt related to the acquisition or construction of sanitary facilities.

Where Can Information Be Obtained on the FY 2020/21 Budget?

Copies of the proposed budgets for each service area are available at the Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland, the County Treasurer's Office in the Isle Of Wight Complex on Route 90 and St. Martins Neck Road, the County Library in Ocean Pines on Cathell Road, and online at www.co.worcester.md.us. For additional information, contact the Worcester County Treasurer's Office at (410) 632-0686 ext. 1217.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	11,633,544	12,175,547	542,003	4.66%
Interest & Penalties	152,250	157,200	4,950	3.25%
Operating Grants	28,000	30,000	2,000	7.14%
Other Revenue	167,875	170,515	2,640	1.57%
Transfer From (To) Reserves	344,525	415,015	70,490	20.46%
	<u>12,326,194</u>	<u>12,948,277</u>	<u>622,083</u>	<u>5.05%</u>
Expenditures				
Personnel Services	5,082,215	5,225,903	143,688	2.83%
Supplies & Materials	948,831	931,295	(17,536)	-1.85%
Maintenance & Services	4,541,780	4,766,988	225,208	4.96%
Other Charges	154,951	359,105	204,154	131.75%
Interfund Charges	760,517	798,986	38,469	5.06%
Capital Equipment	837,900	866,000	28,100	3.35%
	<u>12,326,194</u>	<u>12,948,277</u>	<u>622,083</u>	<u>5.05%</u>

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	7,231,665	7,410,441	178,776	2.47%
Interest and Penalties	83,000	83,000	-	0.00%
Other Revenue	143,000	145,000	2,000	1.40%
Transfer From (To) Reserves	(235,398)	(65,178)	170,220	-72.31%
	<u>7,222,267</u>	<u>7,573,263</u>	<u>350,996</u>	<u>4.86%</u>
Expenditures				
Personnel Services	3,627,937	3,724,853	96,916	2.67%
Supplies & Materials	490,189	473,256	(16,933)	-3.45%
Maintenance & Services	2,145,747	2,111,729	(34,018)	-1.59%
Other Charges	97,264	234,056	136,792	140.64%
Interfund Charges	468,230	488,369	20,139	4.30%
Capital Equipment	392,900	541,000	148,100	37.69%
	<u>7,222,267</u>	<u>7,573,263</u>	<u>350,996</u>	<u>4.86%</u>

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$175.00 to \$179.00
Proposed increase in domestic sewer flat charge from \$161.75 to \$164.75
Proposed increase in domestic nonmetered White Horse Park flat charge from \$138.00 to \$141.00 per lot
Proposed increase in commercial water and sewer base fees ranging from \$212.00 to \$1,766.00 at present to \$227.00 to \$1,890

	2019/20 Budget	2020/21 Request	
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Domestic:

Metered Water & Sewer

Base Fee	\$175.00	\$179.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

Nonmetered Sewer

Sewer Only	\$161.75	\$164.75	Flat Charge
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Nonmetered Water & Sewer

White Horse Park - 100 GPD/Lot	\$138.00	\$141.00	Flat Charge
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**WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds**

2019/20 Budget	2020/21 Request
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Commercial:

Metered Water & Sewer

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

1 EDU	\$212.00	\$227.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$294.00	\$315.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$589.00	\$630.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$883.00	\$945.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,177.00	\$1,260.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,766.00	\$1,890.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand

EDU:

Standard EDU	\$37.00	\$37.00 Per EDU per Quarter
Supplemental EDU (14 & 19 Bonds)	\$20.00	\$20.00 Per EDU per Quarter

**WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds**

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	255,610	259,240	3,630	1.42%
Interest and Penalties	4,000	3,750	(250)	-6.25%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	2,328	15,567	13,239	568.69%
	<hr/> 261,938	<hr/> 278,557	<hr/> 16,619	<hr/> 6.34%
Expenditures				
Personnel Services	98,474	102,043	3,569	3.62%
Supplies & Materials	26,450	28,007	1,557	5.89%
Maintenance & Services	101,668	108,439	6,771	6.66%
Other Charges	5,959	9,411	3,452	57.93%
Interfund Charges	29,387	30,657	1,270	4.32%
Capital Equipment	-	-	-	N/A
	<hr/> 261,938	<hr/> 278,557	<hr/> 16,619	<hr/> 6.34%

Proposed Quarterly Rates

Proposed increase in grinder pump surcharge from \$15.00 to \$25.00 per lot
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	2019/20 Budget	2020/21 Request	
Domestic:			
Nonmetered Water & Sewer			
Water & Sewer - 110 GPD Units	\$90.00	\$90.00	Flat Charge
Sewer Only - 250 GPD Units	\$140.50	\$140.50	Flat Charge
Grinder Pump Surcharge per Lot	\$15.00	\$25.00	Flat Charge

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	12,769	13,330	561	4.39%
Interest and Penalties	550	550	-	0.00%
Operating Grants	28,000	30,000	2,000	7.14%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	1,332	(56)	(1,388)	-104.20%
	42,651	43,824	1,173	2.75%
Expenditures				
Personnel Services	7,966	7,524	(442)	-5.55%
Supplies & Materials	976	1,088	112	11.48%
Maintenance & Services	32,031	33,185	1,154	3.60%
Other Charges	333	611	278	83.48%
Interfund Charges	1,345	1,416	71	5.28%
Capital Equipment	-	-	-	N/A
	42,651	43,824	1,173	2.75%

Proposed Quarterly Rates

Proposed increase in commercial water base fees ranging from \$53.00 to \$441.50 at present to \$56.75 to \$472.50 based on total EDU's
 Proposed increase in usage fees from \$9.19 to \$9.75 per thousand gallons

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Nonmetered Water			
Water Only	\$66.00	\$66.00	Flat Charge
Swimming Pool (in-ground)	\$27.00	\$27.00	Flat Charge
Irrigation System	\$60.00	\$60.00	Flat Charge
<u>Commercial:</u>			
Metered Water			
Base Fee Range (EDU's)			
1	\$53.00	\$56.75	Flat Charge
2	\$73.50	\$78.75	Flat Charge
3-13	\$147.25	\$157.50	Flat Charge
14-24	\$220.75	\$236.25	Flat Charge
25-39	\$294.25	\$315.00	Flat Charge
40+	\$441.50	\$472.50	Flat Charge
Usage (Gallons)	\$9.19	\$9.75	Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	228,100	240,692	12,592	5.52%
Interest and Penalties	2,000	2,000	-	0.00%
Other Revenue	875	875	-	0.00%
Transfer From (To) Reserves	(2,217)	6,468	8,685	-391.75%
	<hr/> 228,758	<hr/> 250,035	<hr/> 21,277	<hr/> 9.30%
Expenditures				
Personnel Services	43,947	44,671	724	1.65%
Supplies & Materials	4,159	4,301	142	3.41%
Maintenance & Services	167,084	165,317	(1,767)	-1.06%
Other Charges	2,117	3,804	1,687	79.69%
Interfund Charges	11,451	11,942	491	4.29%
Capital Equipment	-	20,000	20,000	N/A
	<hr/> 228,758	<hr/> 250,035	<hr/> 21,277	<hr/> 9.30%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$160.00 to \$175.00
Proposed increase in nonmetered water flat charge from \$98.00 to \$103.00
Proposed increase in nonmetered sewer flat charge from \$140.00 to \$150.00
Proposed decrease in accessibility charge from \$25.00 to \$0.00

	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$160.00	\$175.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$8.00	\$8.00	Per Thousand
10,001 - 35,000	\$9.00	\$9.00	Per Thousand
35,001 - 45,000	\$10.00	\$10.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Water	\$98.00	\$103.00	Flat Charge
Nonmetered Sewer	\$140.00	\$150.00	Flat Charge
Accessibility	\$25.00	\$0.00	Flat Charge per EDU
Front Foot Assessment	\$0.02	\$0.02	Per Linear Foot per Quarter

**WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds**

	2019/20 Budget	2020/21 Request	(\$)	Difference (%)
Revenue				
Charges for Services	313,180	326,496	13,316	4.25%
Interest and Penalties	5,000	4,000	(1,000)	-20.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	122,555	8,456	(114,099)	-93.10%
	<hr/> 440,735	<hr/> 338,952	<hr/> (101,783)	<hr/> -23.09%
Expenditures				
Personnel Services	186,865	103,190	(83,675)	-44.78%
Supplies & Materials	62,637	28,053	(34,584)	-55.21%
Maintenance & Services	180,279	193,426	13,147	7.29%
Other Charges	3,002	5,998	2,996	99.80%
Interfund Charges	7,952	8,285	333	4.19%
Capital Equipment	-	-	-	N/A
	<hr/> 440,735	<hr/> 338,952	<hr/> (101,783)	<hr/> -23.09%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$240.00 to \$250.00
Proposed increase in lewis road domestic water minimum from \$37.00 to \$39.00
Proposed increase in commercial water and sewer base fees ranging from \$275.00 to \$2,300.00 at present to \$295.00 to \$2,461.00
Proposed increase in accessibility fee from \$230.00 to \$240.00

	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$240.00	\$250.00	Flat Charge
Lewis Road - Water Only Base Fee	\$37.00	\$39.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

*water only service (metered) shall be billed at 25% of the above proposed rates.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

2019/20 **2020/21**
Budget **Request**

Commercial:

Metered Water & Sewer

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

1 EDU	\$275.00	\$295.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$360.00	\$395.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$770.00	\$824.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$1,150.00	\$1,231.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,530.00	\$1,637.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$2,300.00	\$2,461.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand

Accessibility- Domestic & Commercial: \$230.00 \$240.00 Flat Charge per EDU

*water only service (metered) shall be billed at 25% of the above proposed rates.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	99,840	99,840	-	0.00%
Interest and Penalties	700	700	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	(4,149)	40,873	45,022	-1085.13%
	96,391	141,413	45,022	46.71%
Expenditures				
Personnel Services	47,784	49,376	1,592	3.33%
Supplies & Materials	12,083	12,324	241	1.99%
Maintenance & Services	31,937	43,251	11,314	35.43%
Other Charges	1,225	2,922	1,697	138.53%
Interfund Charges	3,362	3,540	178	5.29%
Capital Equipment	-	30,000	30,000	N/A
	96,391	141,413	45,022	46.71%

Proposed Quarterly Rates

No proposed changes to quarterly rates

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Nonmetered Sewer (improved lot)	\$215.00	\$215.00	Flat Charge per EDU
Accessibility (unimproved lot)	\$100.00	\$100.00	Flat Charge per EDU

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	1,207,080	1,384,340	177,260	14.69%
Interest & Penalties	15,000	15,000	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	191,418	185,894	(5,524)	-2.89%
	1,413,498	1,585,234	171,736	12.15%
Expenditures				
Personnel Services	474,604	535,271	60,667	12.78%
Supplies & Materials	221,070	242,881	21,811	9.87%
Maintenance & Services	579,632	640,254	60,622	10.46%
Other Charges	18,896	38,879	19,983	105.75%
Interfund Charges	89,296	97,949	8,653	9.69%
Capital Equipment	30,000	30,000	-	N/A
	1,413,498	1,585,234	171,736	12.15%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$173.00 to \$178.00
 Proposed increase in domestic sewer flat charge from \$172.00 to \$175.75
 Proposed increase in commercial water and sewer base fees ranging from \$198.00 to \$1,650.00 at present to \$212.00 to \$1,766.00 based on total EDU's

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$173.00	\$178.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
*water only service (metered) shall be billed at 25% of the above proposed rates.			
Nonmetered Sewer	\$172.00	\$175.75	Flat Charge

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

Oyster Harbor

Proposed Quarterly Rates

Reduction in quarterly debt service from \$54.00 per EDU per quarter to \$18.00 for upcoming planned debt retirement

	2019/20 Budget	2020/21 Request	
EDU charge	\$54.00	\$18.00	Per EDU per Quarter

Sub-area of Mystic Harbour service area

Payments for water service will be made to Mystic Harbour service area

Sunset Village

Proposed Quarterly Rates

Proposed increase in nonmetered water only flat charge from \$47.50 to \$48.75

	2019/20 Budget	2020/21 Request	
Water only	\$47.50	\$48.75	Per EDU - bulk billed to SSV HOA

Snug Harbor

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2019/20 Budget	2020/21 Request	
EDU charge	\$162.50	\$162.50	Per EDU per Quarter

Sub-area of Assateague Point service area

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$)	Difference (%)
Revenue				
Charges for Services	134,910	148,588	13,678	10.14%
Interest & Penalties	2,500	2,000	(500)	-20.00%
Other Revenue	24,000	24,640	640	2.67%
Transfer From (To) Reserves	(15,837)	(12,360)	3,477	-21.95%
	<hr/> 145,573	<hr/> 162,868	<hr/> 17,295	<hr/> 11.88%
Expenditures				
Personnel Services	78,436	81,084	2,648	3.38%
Supplies & Materials	16,448	14,114	(2,334)	-14.19%
Maintenance & Services	43,413	57,107	13,694	31.54%
Other Charges	1,476	4,261	2,785	188.69%
Interfund Charges	5,800	6,302	502	8.66%
Capital Equipment	-	-	-	N/A
	<hr/> 145,573	<hr/> 162,868	<hr/> 17,295	<hr/> 11.88%

Proposed Quarterly Rates

Proposed new sewer debt service of \$55.00 per EDU

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee- Includes 3,000 Gallons	\$216.00	\$216.00	Flat Charge
Usage Range (Gallons) over 3,000	\$7.00	\$7.00	Per Thousand
<u>Commercial:</u>			
Metered Water & Sewer			
Base Fee- Includes 3,000 Gallons	\$266.00	\$266.00	Flat Charge
Usage Range (Gallons) over 3,000	\$14.00	\$14.00	Per Thousand
<u>EDU:</u>			
Debt Service	\$27.00	\$27.00	Per EDU per Quarter
Sewer Debt Service	\$0.00	\$55.00	Per EDU per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$)	Difference (%)
Revenue				
Charges for Services	558,320	667,580	109,260	19.57%
Interest & Penalties	5,000	6,500	1,500	30.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	65,132	119,030	53,898	82.75%
	<hr/> 628,452	<hr/> 793,110	<hr/> 164,658	<hr/> 26.20%
Expenditures				
Personnel Services	256,453	292,133	35,680	13.91%
Supplies & Materials	72,497	74,020	1,523	2.10%
Maintenance & Services	236,604	340,719	104,115	44.00%
Other Charges	5,319	27,613	22,294	419.14%
Interfund Charges	22,579	23,625	1,046	4.63%
Capital Equipment	35,000	35,000	0	N/A
	<hr/> 628,452	<hr/> 793,110	<hr/> 164,658	<hr/> 26.20%

Proposed Quarterly Rates

<p>Proposed increase in domestic base fee from \$190.00 to \$200.00</p> <p>Proposed increase in commercial water and sewer base fees ranging from \$212.00 to \$1,766.00 at present to \$227.00 to \$1,890.00 based on total EDU's</p> <p>Proposed new effluent disposal charge of \$35.00 per EDU</p>
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	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$190.00	\$200.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

<u>Commercial:</u>	2019/20	2020/21
Metered Water & Sewer	Budget	Request
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$212.00	\$227.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$294.00	\$315.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$589.00	\$630.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$883.00	\$945.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,177.00	\$1,260.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,766.00	\$1,890.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
 <u>Accessibility:</u>	 \$150.00	 \$150.00 Flat Charge per EDU
 <u>EDU:</u>	 \$9.00	 \$9.00 Per EDU per Quarter
 <u>Effluent Disposal Charge</u>	 \$0.00	 \$35.00 Per EDU per Quarter

**WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds**

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	172,070	175,000	2,930	1.70%
Interest and Penalties	500	700	200	40.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	7,515	19,245	11,730	156.09%
	<hr/>	<hr/>	<hr/>	<hr/>
	180,085	194,945	14,860	8.25%
Expenditures				
Personnel Services	59,314	60,472	1,158	1.95%
Supplies & Materials	17,348	21,283	3,935	22.68%
Maintenance & Services	92,667	99,457	6,790	7.33%
Other Charges	1,558	3,726	2,168	139.15%
Interfund Charges	9,198	10,007	809	8.80%
Capital Equipment	-	-	-	N/A
	<hr/>	<hr/>	<hr/>	<hr/>
	180,085	194,945	14,860	8.25%

Proposed Quarterly Rates

Proposed increase to domestic water base fee from \$54.69 to \$56.00

	2019/20 Budget	2020/21 Request
Domestic:		
Nonmetered Sewer	\$150.00	\$150.00 Flat Charge
Metered Water		
Base Fee	\$54.69	\$56.00 Flat Charge
Usage Range (Gallons)		
0 - 10,000	\$0.50	\$0.50 Per Thousand
10,001 - 25,000	\$1.09	\$1.09 Per Thousand
25,001 - 35,000	\$1.88	\$1.88 Per Thousand
35,001 - 45,000	\$2.81	\$2.81 Per Thousand
over 45,000	\$4.69	\$4.69 Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	1,420,000	1,450,000	30,000	2.11%
Interest & Penalties	34,000	39,000	5,000	14.71%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	211,846	97,076	(114,770)	-54.18%
	1,665,846	1,586,076	(79,770)	-4.79%
Expenditures				
Personnel Services	200,435	225,286	24,851	12.40%
Supplies & Materials	24,974	31,968	6,994	28.01%
Maintenance & Services	930,718	974,104	43,386	4.66%
Other Charges	17,802	27,824	10,022	56.30%
Interfund Charges	111,917	116,894	4,977	4.45%
Capital Equipment	380,000	210,000	(170,000)	-44.74%
	1,665,846	1,586,076	(79,770)	-4.79%

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2019/20 Budget	2020/21 Request	
Domestic:			
Nonmetered Sewer	\$10.50	\$10.50	Per fixture quarterly
Commercial:			
Nonmetered Sewer	\$14.25	\$14.25	Per fixture quarterly

OCEAN PINES WATER AND WASTEWATER ADVISORY BOARD

**1000 Shore Lane
Ocean Pines, Maryland 21811**

March 3, 2020

The Honorable Joseph Mitrecic, President
Worcester County Commissioners
Government Center - Room 1103
One West Market Street
Snow Hill, Maryland 21863

Re: Operating Budget FY 20/21 Ocean Pines Service Area

Dear Commissioner Mitrecic:

The Ocean Pines Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 20/21. In developing this budget, there are several issues that we have addressed, specifically:

- The budget includes one (1) additional staff member at the wastewater treatment plant to eliminate the need for the Wastewater Treatment Supervisor to cover daily shifts.
- We are continuing to fund replacement of homeowner holding tanks throughout Ocean Pines as we recognize how beneficial this program has been to the overall system operation
- We are developing a long-term vision for major system maintenance and repair as we see the system age and we are proposing to look at the operating budget over a multi-year window to better plan for expenses and maintain a reserve fund for unexpected expenses. Without a reserve, the Department is unable to cushion the adverse impact of such expenses to the ratepayers resulting in potentially large rate swings from year to year
- We are continuing to exceed the effluent requirements of our wastewater treatment plant permit to maintain the waiver of the Bay Restoration Fee

As a result of our meetings with the County Staff and review of the proposed budget, the Board recognizes the continuing escalation of operating expenses. To cover the rising expenses, the board is recommending an increase of \$4.00 in the quarterly base residential charge, \$3 in the quarterly charge for White Horse Park units and a 7% increase in the commercial rate. In our opinion, it is important that the water and wastewater operations remain on a firm financial footing.

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY 20/21 budget as proposed.

Sincerely;



Frederick Stiehl, Chairman
Ocean Pines Water and Wastewater Advisory Board

JR/jr

MYSTIC HARBOUR WATER AND WASTEWATER ADVISORY BOARD
1000 Shore Lane
Ocean Pines, Maryland 21811

March 6, 2020

The Honorable Joseph Mitrecic, President
Worcester County Commissioners
Government Center - Room 1103
One West Market Street
Snow Hill, Maryland 21863

Re: Operating Budget FY 20/21 Mystic Harbour Service Area

Dear Commissioner Mitrecic:

The Mystic Harbour Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 20/21.

The Board continues to monitor expenditures in the service area and the combination of the treatment plant operating cost and the aging of other system components must be considered to keep the Service Area financially sound. The Board is recommending an increase in the base charge of \$5 per quarter on the domestic rate with corresponding adjustments to the quarterly charges for commercial customers.

We remain concerned that the service area must continue to grow and allocate the reserve capacity built within the plant. The treatment plant was originally constructed with that proposed growth in mind and without it, they service area will struggle to cover expenses.

We are pleased with the recently completed project to spray sewage plant effluent on the Eagle's Landing Golf Course as it is very beneficial in disposal of plant effluent.

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY19/20 budget as proposed.

Sincerely;



Richard Jendrek, Chairman
Mystic Harbour Water and Wastewater Advisory Board
JR/jr

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
	REVENUE							
	<i>Gain/Loss on Disposal of Assets</i>							
4600	Sale Of Fixed Assets	.00	.00	.00		.00	10,727.77	.00
	<i>Gain/Loss on Disposal of Assets Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$10,727.77	\$0.00
	<i>Charges for Services</i>							
5000.100	Domestic Water Service	1,463,184.00	1,426,700.00	36,484.00	3	1,072,139.15	1,386,744.57	1,252,469.00
5000.200	Domestic Water Usage	210,000.00	210,000.00	.00		163,701.95	196,644.67	211,332.69
5005.100	Commercial Water Service	59,920.00	52,965.00	6,955.00	13	39,793.00	50,366.25	44,043.00
5005.200	Commercial Water Usage	43,000.00	30,000.00	13,000.00	43	33,428.98	35,059.37	29,407.20
5010.100	Domestic Sewer Service	4,388,552.00	4,274,100.00	114,452.00	3	3,217,872.98	4,157,878.57	3,754,545.89
5010.200	Domestic Sewer Usage	560,000.00	560,000.00	.00		440,728.83	519,503.81	575,840.12
5015.100	Commercial Sewer Service	168,525.00	156,220.00	12,305.00	8	114,477.75	146,912.75	129,361.00
5015.200	Commercial Sewer Usage	100,000.00	90,000.00	10,000.00	11	78,130.29	92,596.97	92,021.47
5025	Transfer from River Run	50,000.00	50,000.00	.00		33,916.06	37,502.19	49,721.32
5030	White Horse Park Revenue	262,260.00	256,680.00	5,580.00	2	192,510.00	249,240.00	226,920.00
5040	Hook-Ups	105,000.00	125,000.00	(20,000.00)	(16)	60,925.00	103,465.00	136,458.00
5825	Future Capital Development Reven	.00	.00	.00		25,650.00	32,406.00	25,686.00
	<i>Charges for Services Totals</i>	\$7,410,441.00	\$7,231,665.00	\$178,776.00	2%	\$5,473,273.99	\$7,008,320.15	\$6,527,805.69
	<i>Interest & Penalties</i>							
4700	Interest On Investments	.00	.00	.00		32.57	76.96	42.88
4710	Penalty/Fees	83,000.00	83,000.00	.00		67,402.25	82,867.65	82,503.82
	<i>Interest & Penalties Totals</i>	\$83,000.00	\$83,000.00	\$0.00	0%	\$67,434.82	\$82,944.61	\$82,546.70
	<i>Other Revenue</i>							
5042	Equity Contribution	85,000.00	85,000.00	.00		484,664.79	581,900.72	115,749.72
5850	Other Revenue	30,000.00	30,000.00	.00		53,400.03	127,248.49	413,156.24
5875	Rent/Overhead Reimbursement	30,000.00	28,000.00	2,000.00	7	.00	28,000.00	28,000.00
	<i>Other Revenue Totals</i>	\$145,000.00	\$143,000.00	\$2,000.00	1%	\$538,064.82	\$737,149.21	\$556,905.96
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	(65,178.00)	(235,398.00)	170,220.00	(72)	.00	.00	.00
	<i>Transfers In Totals</i>	(\$65,178.00)	(\$235,398.00)	\$170,220.00	(72%)	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$6,078,773.63	\$7,839,141.74	\$7,167,258.35
	EXPENSE							
	Department 8001 - Admin							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	131,271.00	131,271.00	.00		96,332.90	121,113.73	139,839.32
6000.200	Personnel Services Salaries-Support Group	7,402.00	7,217.00	185.00	3	8,815.94	2,430.03	4,041.32



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8001 - Admin								
Personnel Services								
6000.300	Personnel Services Salaries-Construction	1,348.00	1,324.00	24.00	2	1,143.02	.00	.00
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	.00	61.83
6010.100	Benefits Fica & Fringe Benefits	75,773.00	72,873.00	2,900.00	4	36,355.59	70,873.02	67,480.45
6010.900	Benefits OPEB contribution	10,502.00	9,409.00	1,093.00	12	.00	9,235.45	8,200.48
	<i>Personnel Services Totals</i>	\$226,296.00	\$222,094.00	\$4,202.00	2%	\$142,647.45	\$203,652.23	\$219,623.40
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	56,000.00	63,700.00	(7,700.00)	(12)	27,626.77	70,668.99	62,229.84
6110.090	Supplies & Equipment Computers & Printers	.00	284.00	(284.00)	(100)	269.00	4.65	.00
6110.290	Supplies & Equipment Other Office Equipment	5,000.00	5,000.00	.00		608.97	1,704.40	5,502.53
6110.340	Supplies & Equipment Safety Program Equipment	596.00	576.00	20.00	3	148.50	1,378.90	759.29
6150.050	Uniforms & Personal Equipment Uniforms	12,252.00	12,252.00	.00		7,701.39	10,814.13	10,932.95
	<i>Supplies & Materials Totals</i>	\$73,848.00	\$81,812.00	(\$7,964.00)	(10%)	\$36,354.63	\$84,571.07	\$79,424.61
<i>Maintenance & Services</i>								
6530.100	Consulting Services Professional Fees	36,700.00	14,700.00	22,000.00	150	.00	13,879.75	14,058.88
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	2,500.00	2,500.00	.00		952.16	1,231.16	1,209.51
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	1,008.00	1,464.00	(456.00)	(31)	663.46	252.35	730.68
6550.020	Building Site Expenses Buildings & Grounds Maintenance	17,000.00	17,000.00	.00		6,965.14	12,032.46	13,146.12
6550.270	Building Site Expenses Telephone	3,600.00	3,600.00	.00		2,031.05	3,224.91	3,152.77
6700.500	Other Maint. & Svcs Water & Wastewater Construction	658.00	775.00	(117.00)	(15)	.00	.00	.00
	<i>Maintenance & Services Totals</i>	\$61,466.00	\$40,039.00	\$21,427.00	54%	\$10,611.81	\$30,620.63	\$32,297.96
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	2,566.00	2,567.00	(1.00)		485.00	806.80	404.27
7170.010	Benefits & Insurance Allowance for COLA	8,577.00	.00	8,577.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	82,000.00	76,000.00	6,000.00	8	78,897.65	71,815.45	72,294.92
	<i>Other Charges Totals</i>	\$93,143.00	\$78,567.00	\$14,576.00	19%	\$79,382.65	\$72,622.25	\$72,699.19
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	116,807.00	107,482.00	9,325.00	9	81,417.21	106,981.22	123,104.42
8010.040	Interfund Treasurer's Support - Fringe	53,031.00	48,711.00	4,320.00	9	36,898.28	48,077.38	55,273.88
8010.050	Interfund Public Works & Admin - Benefits	99,459.00	97,313.00	2,146.00	2	69,777.87	90,649.86	82,317.36
8010.060	Interfund Public Works & Admin - Salaries	219,072.00	214,724.00	4,348.00	2	153,967.04	201,713.11	183,334.86



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8001 - Admin								
<i>Interfund Charges</i>								
	<i>Interfund Charges Totals</i>	\$488,369.00	\$468,230.00	\$20,139.00	4%	\$342,060.40	\$447,421.57	\$444,030.52
<i>Capital Equipment</i>								
9010	Capital Equipment	.00	31,000.00	(31,000.00)	(100)	36,648.62	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	1,490,358.18	1,515,547.00
	<i>Capital Equipment Totals</i>	\$0.00	\$31,000.00	(\$31,000.00)	(100%)	\$36,648.62	\$1,490,358.18	\$1,515,547.00
Department 8001 - Admin Totals		\$943,122.00	\$921,742.00	\$21,380.00	2%	\$647,705.56	\$2,329,245.93	\$2,363,622.68
Department 8002 - Water								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	346,787.00	344,112.00	2,675.00	1	210,329.10	370,325.48	339,128.64
6000.200	Personnel Services Salaries-Support Group	32,385.00	31,573.00	812.00	3	28,187.89	27,642.03	38,686.94
6000.300	Personnel Services Salaries-Construction	224,001.00	214,819.00	9,182.00	4	148,872.60	275,374.03	251,192.22
6000.400	Personnel Services Overtime Pay	15,000.00	15,000.00	.00		10,364.36	12,822.69	15,490.01
6010.100	Benefits Fica & Fringe Benefits	318,557.00	311,989.00	6,568.00	2	129,449.30	321,669.82	314,121.51
6010.900	Benefits OPEB contribution	45,516.00	41,894.00	3,622.00	9	.00	44,474.30	41,147.10
	<i>Personnel Services Totals</i>	\$982,246.00	\$959,387.00	\$22,859.00	2%	\$527,203.25	\$1,052,308.35	\$999,766.42
<i>Supplies & Materials</i>								
6110.060	Supplies & Equipment Chemicals	120,000.00	110,000.00	10,000.00	9	94,118.76	141,471.44	114,041.40
6110.090	Supplies & Equipment Computers & Printers	.00	866.00	(866.00)	(100)	743.00	52.88	.00
6110.340	Supplies & Equipment Safety Program Equipment	3,920.00	3,833.00	87.00	2	20,633.09	2,895.00	2,724.79
6110.390	Supplies & Equipment Small Equipment	.00	3,000.00	(3,000.00)	(100)	.00	224.02	373.76
6110.420	Supplies & Equipment Tools & Supplies	1,500.00	1,500.00	.00		2,539.12	1,345.65	1,504.69
6200.010	Other Supplies & Materials Lab Testing	9,000.00	12,000.00	(3,000.00)	(25)	1,750.00	9,688.00	4,052.80
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	5,000.00	(3,000.00)	(60)	336.00	.00	297.12
	<i>Supplies & Materials Totals</i>	\$136,420.00	\$136,199.00	\$221.00	0%	\$120,119.97	\$155,676.99	\$122,994.56
<i>Maintenance & Services</i>								
6500.020	Systems Maintenance Water Plant/System Maint	290,500.00	287,500.00	3,000.00	1	271,750.79	223,342.63	321,638.14
6500.040	Systems Maintenance WWW Paving	70,000.00	70,000.00	.00		42,626.50	97,486.73	70,935.39
6500.070	Systems Maintenance Contractor Water Install/Repair	100,000.00	100,000.00	.00		27,092.00	7,200.00	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	22,000.00	20,000.00	2,000.00	10	10,934.72	19,042.33	25,176.43
6540.030	Vehicle Operating Expenses Vehicle Maintenance	8,000.00	8,000.00	.00		9,974.73	7,546.65	6,473.43
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,410.00	6,405.00	(1,995.00)	(31)	.00	7,074.31	9,497.52

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8002 - Water								
<i>Maintenance & Services</i>								
6550.020	Building Site Expenses Buildings & Grounds Maintenance	6,000.00	6,000.00	.00		5,063.65	1,970.05	1,726.66
6550.060	Building Site Expenses Electricity	75,000.00	75,000.00	.00		47,382.01	70,303.98	69,395.64
6550.270	Building Site Expenses Telephone	4,000.00	3,500.00	500.00	14	2,349.78	3,641.38	3,399.30
6700.500	Other Maint. & Svcs Water & Wastewater Construction	97,128.00	111,033.00	(13,905.00)	(13)	.00	185,429.87	93,824.71
<i>Maintenance & Services Totals</i>		\$677,038.00	\$687,438.00	(\$10,400.00)	(2%)	\$417,174.18	\$623,037.93	\$602,067.22
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	3,987.00	3,562.00	425.00	12	539.95	2,221.41	5,596.14
7170.010	Benefits & Insurance Allowance for COLA	33,534.00	.00	33,534.00		.00	.00	.00
<i>Other Charges Totals</i>		\$37,521.00	\$3,562.00	\$33,959.00	953%	\$539.95	\$2,221.41	\$5,596.14
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	44,000.00	3,300.00	40,700.00	1,233	375.00	.00	.00
9010.090	Capital Equipment Other WWW Equipment	115,000.00	25,000.00	90,000.00	360	22,699.00	.00	.00
<i>Capital Equipment Totals</i>		\$159,000.00	\$28,300.00	\$130,700.00	462%	\$23,074.00	\$0.00	\$0.00
Department 8002 - Water Totals		\$1,992,225.00	\$1,814,886.00	\$177,339.00	10%	\$1,088,111.35	\$1,833,244.68	\$1,730,424.34
Department 8003 - Treatment Plant								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	775,485.00	739,820.00	35,665.00	5	490,251.74	642,205.47	661,245.84
6000.200	Personnel Services Salaries-Support Group	37,012.00	36,083.00	929.00	3	7,840.19	24,749.90	31,179.14
6000.300	Personnel Services Salaries-Construction	13,476.00	5,297.00	8,179.00	154	35,837.07	12,328.67	1,233.68
6000.400	Personnel Services Overtime Pay	12,000.00	12,000.00	.00		9,139.04	9,564.69	7,522.32
6010.100	Benefits Fica & Fringe Benefits	478,293.00	466,238.00	12,055.00	3	205,367.26	381,460.88	399,227.99
6010.900	Benefits OPEB contribution	61,949.00	51,964.00	9,985.00	19	.00	46,354.74	45,984.99
<i>Personnel Services Totals</i>		\$1,378,215.00	\$1,311,402.00	\$66,813.00	5%	\$748,435.30	\$1,116,664.35	\$1,146,393.96
<i>Supplies & Materials</i>								
6110.060	Supplies & Equipment Chemicals	195,000.00	195,000.00	.00		163,790.04	227,627.68	191,985.35
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	1,165.37	.00
6110.340	Supplies & Equipment Safety Program Equipment	7,980.00	7,880.00	100.00	1	3,237.51	3,445.93	4,958.96
6110.390	Supplies & Equipment Small Equipment	.00	4,500.00	(4,500.00)	(100)	1,339.68	1,107.83	1,047.77
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		105.45	2,122.20	1,666.79
6130.045	Equipment Maintenance Other Equipment Maint/Repair	8,000.00	8,000.00	.00		6,581.32	8,759.06	7,616.35



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8003 - Treatment Plant								
Supplies & Materials								
6200.010	Other Supplies & Materials Lab Testing	26,000.00	13,000.00	13,000.00	100	17,845.00	24,214.65	13,454.80
6200.030	Other Supplies & Materials Testing Supplies	13,000.00	26,000.00	(13,000.00)	(50)	6,341.55	10,158.52	7,721.83
	<i>Supplies & Materials Totals</i>	\$252,980.00	\$257,380.00	(\$4,400.00)	(2%)	\$199,240.55	\$278,601.24	\$228,451.85
Maintenance & Services								
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	126,900.00	166,000.00	(39,100.00)	(24)	53,071.58	145,187.84	84,963.22
6530.100	Consulting Services Professional Fees	25,000.00	.00	25,000.00		.00	.00	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	20,000.00	20,000.00	.00		11,844.94	14,534.15	12,678.86
6540.030	Vehicle Operating Expenses Vehicle Maintenance	10,000.00	8,000.00	2,000.00	25	5,967.11	10,382.82	17,322.41
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	5,040.00	7,320.00	(2,280.00)	(31)	.00	4,620.94	6,097.47
6550.020	Building Site Expenses Buildings & Grounds Maintenance	19,000.00	12,000.00	7,000.00	58	21,944.29	10,206.48	8,572.50
6550.060	Building Site Expenses Electricity	250,000.00	250,000.00	.00		149,046.42	237,637.29	227,809.51
6550.270	Building Site Expenses Telephone	2,000.00	3,000.00	(1,000.00)	(33)	1,188.35	1,795.52	1,726.05
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	3,000.00	3,000.00	.00		2,613.30	1,932.85	3,019.30
6700.500	Other Maint. & Svcs Water & Wastewater Construction	6,578.00	3,099.00	3,479.00	112	.00	8,291.74	461.91
6700.650	Other Maint. & Svcs Tipping Fees	75,000.00	65,000.00	10,000.00	15	67,014.45	66,795.60	73,311.00
	<i>Maintenance & Services Totals</i>	\$542,518.00	\$537,419.00	\$5,099.00	1%	\$312,690.44	\$501,385.23	\$435,962.23
Other Charges								
7000.060	Travel, Training & Expense Educational Training	7,228.00	8,334.00	(1,106.00)	(13)	2,373.76	3,320.42	8,314.16
7170.010	Benefits & Insurance Allowance for COLA	47,949.00	.00	47,949.00		.00	.00	.00
	<i>Other Charges Totals</i>	\$55,177.00	\$8,334.00	\$46,843.00	562%	\$2,373.76	\$3,320.42	\$8,314.16
Capital Equipment								
9010.010	Capital Equipment New Vehicles	.00	3,300.00	(3,300.00)	(100)	.00	.00	.00
9010.090	Capital Equipment Other WWW Equipment	60,000.00	35,000.00	25,000.00	71	10,599.00	.00	.00
	<i>Capital Equipment Totals</i>	\$60,000.00	\$38,300.00	\$21,700.00	57%	\$10,599.00	\$0.00	\$0.00
	Department 8003 - Treatment Plant Totals	\$2,288,890.00	\$2,152,835.00	\$136,055.00	6%	\$1,273,339.05	\$1,899,971.24	\$1,819,122.20
Department 8004 - Collection Systems								
Personnel Services								
6000.100	Personnel Services Salaries	448,582.00	442,531.00	6,051.00	1	314,550.83	482,136.38	443,331.34
6000.200	Personnel Services Salaries-Support Group	77,725.00	75,774.00	1,951.00	3	18,840.73	28,199.77	43,004.88
6000.300	Personnel Services Salaries-Construction	176,209.00	183,486.00	(7,277.00)	(4)	77,988.40	144,046.56	170,344.94

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8004 - Collection Systems								
<i>Personnel Services</i>								
6000.400	Personnel Services Overtime Pay	25,000.00	25,000.00	.00		15,690.56	29,286.49	30,849.64
6010.100	Benefits Fica & Fringe Benefits	358,641.00	356,840.00	1,801.00	1	137,971.93	304,373.14	310,040.32
6010.900	Benefits OPEB contribution	51,939.00	51,423.00	516.00	1	.00	43,943.58	43,198.98
<i>Personnel Services Totals</i>		\$1,138,096.00	\$1,135,054.00	\$3,042.00	0%	\$565,042.45	\$1,031,985.92	\$1,040,770.10
<i>Supplies & Materials</i>								
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	53.95	.00
6110.340	Supplies & Equipment Safety Program Equipment	7,008.00	6,798.00	210.00	3	3,323.39	3,463.02	2,512.41
6110.390	Supplies & Equipment Small Equipment	.00	2,000.00	(2,000.00)	(100)	.00	2,145.99	334.57
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		2,318.81	3,334.69	2,007.27
6130.045	Equipment Maintenance Other Equipment Maint/Repair	.00	3,000.00	(3,000.00)	(100)	349.33	2,038.32	1,808.84
<i>Supplies & Materials Totals</i>		\$10,008.00	\$14,798.00	(\$4,790.00)	(32%)	\$5,991.53	\$11,035.97	\$6,663.09
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	270,000.00	290,000.00	(20,000.00)	(7)	168,111.98	296,861.78	288,264.41
6500.040	Systems Maintenance WWW Paving	15,000.00	20,000.00	(5,000.00)	(25)	3,346.00	2,688.85	13,892.37
6500.075	Systems Maintenance Contractor Sewer Install/Repair	50,000.00	50,000.00	.00		38,482.50	38,424.29	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	25,000.00	25,000.00	.00		13,881.07	19,943.16	19,140.17
6540.030	Vehicle Operating Expenses Vehicle Maintenance	10,000.00	10,000.00	.00		4,881.74	9,823.29	7,734.44
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	10,584.00	15,372.00	(4,788.00)	(31)	.00	6,105.84	13,918.81
6550.020	Building Site Expenses Buildings & Grounds Maintenance	4,000.00	4,000.00	.00		721.88	4,999.19	2,664.01
6550.060	Building Site Expenses Electricity	350,000.00	350,000.00	.00		212,098.45	340,317.34	337,837.94
6550.270	Building Site Expenses Telephone	15,000.00	15,000.00	.00		7,872.28	13,600.49	14,857.78
6700.500	Other Maint. & Svcs Water & Wastewater Construction	81,123.00	101,479.00	(20,356.00)	(20)	.00	96,879.59	63,779.41
<i>Maintenance & Services Totals</i>		\$830,707.00	\$880,851.00	(\$50,144.00)	(6%)	\$449,395.90	\$829,643.82	\$762,089.34
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	6,789.00	6,801.00	(12.00)		1,462.65	2,454.64	3,460.01
7170.010	Benefits & Insurance Allowance for COLA	41,426.00	.00	41,426.00		.00	.00	.00
<i>Other Charges Totals</i>		\$48,215.00	\$6,801.00	\$41,414.00	609%	\$1,462.65	\$2,454.64	\$3,460.01
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	22,000.00	25,300.00	(3,300.00)	(13)	500.00	.00	.00

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
	EXPENSE							
	Department 8004 - Collection Systems							
	Capital Equipment							
9010.090	Capital Equipment Other WWW Equipment	300,000.00	270,000.00	30,000.00	11	180,759.91	.00	.00
	Capital Equipment Totals	\$322,000.00	\$295,300.00	\$26,700.00	9%	\$181,259.91	\$0.00	\$0.00
	Department 8004 - Collection Systems Totals	\$2,349,026.00	\$2,332,804.00	\$16,222.00	1%	\$1,203,152.44	\$1,875,120.35	\$1,812,982.54
	Department 8006 - Veh-Equip							
	Personnel Services							
6000.100	Personnel Services Salaries	.00	.00	.00		31,971.15	.00	.00
6000.200	Personnel Services Salaries-Support Group	.00	.00	.00		78.62	.00	.00
6010.100	Benefits Fica & Fringe Benefits	.00	.00	.00		6,496.82	.00	.00
	Personnel Services Totals	\$0.00	\$0.00	\$0.00	+++	\$38,546.59	\$0.00	\$0.00
	Department 8006 - Veh-Equip Totals	\$0.00	\$0.00	\$0.00	+++	\$38,546.59	\$0.00	\$0.00
	EXPENSE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$4,250,854.99	\$7,937,582.20	\$7,726,151.76
Fund 555 - Ocean Pines Totals								
	REVENUE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$6,078,773.63	\$7,839,141.74	\$7,167,258.35
	EXPENSE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$4,250,854.99	\$7,937,582.20	\$7,726,151.76
Fund 555 - Ocean Pines Totals		\$0.00	\$0.00	\$0.00	+++	\$1,827,918.64	(\$98,440.46)	(\$558,893.41)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$6,078,773.63	\$7,839,141.74	\$7,167,258.35
	EXPENSE GRAND TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$4,250,854.99	\$7,937,582.20	\$7,726,151.76
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,827,918.64	(\$98,440.46)	(\$558,893.41)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 520 - Assateague Point								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	47,215.00	47,215.00	.00		35,437.50	44,625.00	42,000.00
5005.100	Commercial Water Service	850.00	850.00	.00		675.00	850.00	800.00
5010.100	Domestic Sewer Service	187,465.00	187,465.00	.00		140,735.00	177,785.00	161,317.50
5015.100	Commercial Sewer Service	17,010.00	16,000.00	1,010.00	6	12,757.50	16,065.00	15,120.00
5040	Hook-Ups	.00	.00	.00		2,675.00	6,800.00	4,025.00
5856	Grinder Pump Surcharge	6,700.00	4,080.00	2,620.00	64	3,045.00	2,690.00	.00
	<i>Charges for Services Totals</i>	\$259,240.00	\$255,610.00	\$3,630.00	1%	\$195,325.00	\$248,815.00	\$223,262.50
<i>Interest & Penalties</i>								
4710	Penalty/Fees	3,750.00	4,000.00	(250.00)	(6)	2,178.10	3,653.12	3,636.57
	<i>Interest & Penalties Totals</i>	\$3,750.00	\$4,000.00	(\$250.00)	(6%)	\$2,178.10	\$3,653.12	\$3,636.57
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		880.07	2,110.44	8,096.88
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$880.07	\$2,110.44	\$8,096.88
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	15,567.00	2,328.00	13,239.00	569	.00	.00	.00
	<i>Transfers In Totals</i>	\$15,567.00	\$2,328.00	\$13,239.00	569%	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$198,383.17	\$254,578.56	\$234,995.95
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		183.00	2,159.76	2,335.36
6000.200	Personnel Services Salaries-Support Group	50,891.00	49,614.00	1,277.00	3	33,466.05	55,180.05	43,661.51
6000.300	Personnel Services Salaries-Construction	6,738.00	6,622.00	116.00	2	6,164.71	7,030.55	5,126.83
6000.400	Personnel Services Overtime Pay	3,000.00	3,000.00	.00		2,536.15	6,640.39	1,526.34
6010.100	Benefits Fica & Fringe Benefits	33,867.00	32,108.00	1,759.00	5	16,157.36	37,499.49	28,591.68
6010.900	Benefits OPEB contribution	4,547.00	4,130.00	417.00	10	.00	4,088.68	3,490.47
	<i>Personnel Services Totals</i>	\$102,043.00	\$98,474.00	\$3,569.00	4%	\$58,507.27	\$112,598.92	\$84,732.19
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	7,600.00	6,680.00	920.00	14	1,203.18	5,552.63	6,243.66
6110.060	Supplies & Equipment Chemicals	13,000.00	13,000.00	.00		2,257.20	9,208.54	12,321.99
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	105.83	.00
6110.340	Supplies & Equipment Safety Program Equipment	660.00	523.00	137.00	26	72.50	496.05	266.17
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		255.96	1,476.00	97.38
6110.420	Supplies & Equipment Tools & Supplies	400.00	400.00	.00		107.48	353.08	137.91

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 520 - Assateague Point								
EXPENSE								
<i>Supplies & Materials</i>								
6150.050	Uniforms & Personal Equipment Uniforms	347.00	347.00	.00		.00	394.16	379.19
6200.010	Other Supplies & Materials Lab Testing	5,000.00	4,500.00	500.00	11	3,220.00	4,780.00	3,900.48
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		242.07	1,065.37	484.65
	<i>Supplies & Materials Totals</i>	\$28,007.00	\$26,450.00	\$1,557.00	6%	\$7,358.39	\$23,431.66	\$23,831.43
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	.00		19,666.43	7,845.55	7,828.82
6500.012	Systems Maintenance Grinder Pump	40,000.00	30,000.00	10,000.00	33	40,286.86	24,721.00	37,943.58
6500.020	Systems Maintenance Water Plant/System Maint	4,000.00	4,000.00	.00		2,955.52	11,171.99	3,850.18
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	15,000.00	15,000.00	.00		2,903.51	13,329.53	3,194.92
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		712.00	641.35	1,421.96
6500.070	Systems Maintenance Contractor Water Install/Repair	.00	.00	.00		1,700.00	.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		2,005.00	5,090.00	.00
6530.100	Consulting Services Professional Fees	980.00	980.00	.00		.00	3,394.52	920.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	6,930.00	10,065.00	(3,135.00)	(31)	.00	5,408.42	5,512.27
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	750.00	250.00	33	437.78	919.98	848.97
6550.060	Building Site Expenses Electricity	25,000.00	25,000.00	.00		14,937.93	23,996.17	24,717.63
6550.270	Building Site Expenses Telephone	240.00	.00	240.00		.00	.00	.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	3,289.00	3,873.00	(584.00)	(15)	.00	5,912.99	1,919.55
	<i>Maintenance & Services Totals</i>	\$108,439.00	\$101,668.00	\$6,771.00	7%	\$85,605.03	\$102,431.50	\$88,157.88
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	451.00	459.00	(8.00)	(2)	.00	519.05	162.97
7170.010	Benefits & Insurance Allowance for COLA	3,460.00	.00	3,460.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	5,500.00	5,500.00	.00		4,906.62	4,411.26	4,562.96
	<i>Other Charges Totals</i>	\$9,411.00	\$5,959.00	\$3,452.00	58%	\$4,906.62	\$4,930.31	\$4,725.93
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	7,787.00	7,205.00	582.00	8	5,458.13	7,171.93	8,539.04
8010.040	Interfund Treasurer's Support - Fringe	3,535.00	3,266.00	269.00	8	2,473.64	3,223.06	3,834.04
8010.050	Interfund Public Works & Admin - Benefits	6,037.00	5,899.00	138.00	2	4,230.06	5,495.37	5,328.98
8010.060	Interfund Public Works & Admin - Salaries	13,298.00	13,017.00	281.00	2	9,333.75	12,228.22	11,868.54
	<i>Interfund Charges Totals</i>	\$30,657.00	\$29,387.00	\$1,270.00	4%	\$21,495.58	\$28,118.58	\$29,570.60

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 520 - Assateague Point								
	EXPENSE							
	<i>Capital Equipment</i>							
9100.010	Depredation Depreciation Expense	.00	.00	.00		.00	79,004.46	84,230.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$79,004.46	\$84,230.00
	EXPENSE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$177,872.89	\$350,515.43	\$315,248.03
Fund 520 - Assateague Point Totals								
	REVENUE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$198,383.17	\$254,578.56	\$234,995.95
	EXPENSE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$177,872.89	\$350,515.43	\$315,248.03
Fund 520 - Assateague Point Totals		\$0.00	\$0.00	\$0.00	+++	\$20,510.28	(\$95,936.87)	(\$80,252.08)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$198,383.17	\$254,578.56	\$234,995.95
	EXPENSE GRAND TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$177,872.89	\$350,515.43	\$315,248.03
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$20,510.28	(\$95,936.87)	(\$80,252.08)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 525 - Bridgetown								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	11,700.00	11,180.00	520.00	5	8,775.00	10,475.00	10,231.00
5005.100	Commercial Water Service	630.00	589.00	41.00	7	441.75	550.00	500.00
5005.200	Commercial Water Usage	1,000.00	1,000.00	.00		828.85	938.30	481.19
5040	Hook-Ups	.00	.00	.00		.00	1,718.00	.00
	<i>Charges for Services Totals</i>	\$13,330.00	\$12,769.00	\$561.00	4%	\$10,045.60	\$13,681.30	\$11,212.19
<i>Interest & Penalties</i>								
4710	Penalty/Fees	550.00	550.00	.00		459.26	471.87	497.57
	<i>Interest & Penalties Totals</i>	\$550.00	\$550.00	\$0.00	0%	\$459.26	\$471.87	\$497.57
<i>Operating Grant</i>								
5815	Operating Grant	30,000.00	28,000.00	2,000.00	7	28,000.00	26,000.00	26,000.00
	<i>Operating Grant Totals</i>	\$30,000.00	\$28,000.00	\$2,000.00	7%	\$28,000.00	\$26,000.00	\$26,000.00
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		67.27	153.82	123.12
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$67.27	\$153.82	\$123.12
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(56.00)	1,332.00	(1,388.00)	(104)	.00	.00	.00
	<i>Transfers In Totals</i>	(\$56.00)	\$1,332.00	(\$1,388.00)	(104%)	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$43,824.00	\$42,651.00	\$1,173.00	3%	\$38,572.13	\$40,306.99	\$37,832.88
EXPENSE								
<i>Personnel Services</i>								
6000.200	Personnel Services Salaries-Support Group	3,701.00	3,608.00	93.00	3	1,887.40	5,113.97	3,235.90
6000.300	Personnel Services Salaries-Construction	898.00	1,324.00	(426.00)	(32)	34.51	824.55	1,970.15
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	28.19	245.03
6010.100	Benefits Fica & Fringe Benefits	2,580.00	2,663.00	(83.00)	(3)	994.79	3,520.18	3,176.10
6010.900	Benefits OPEB contribution	345.00	371.00	(26.00)	(7)	.00	384.43	363.80
	<i>Personnel Services Totals</i>	\$7,524.00	\$7,966.00	(\$442.00)	(6%)	\$2,916.70	\$9,871.32	\$8,990.98
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	515.00	401.00	114.00	28	71.44	417.05	427.43
6110.090	Supplies & Equipment Computers & Printers	.00	12.00	(12.00)	(100)	.00	9.83	.00
6110.340	Supplies & Equipment Safety Program Equipment	48.00	38.00	10.00	26	.00	40.46	19.63
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	41.66	7.18
6150.050	Uniforms & Personal Equipment Uniforms	25.00	25.00	.00		.00	36.63	27.97
6200.010	Other Supplies & Materials Lab Testing	500.00	500.00	.00		200.00	250.00	422.60
	<i>Supplies & Materials Totals</i>	\$1,088.00	\$976.00	\$112.00	11%	\$271.44	\$795.63	\$904.81



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 525 - Briddietown								
EXPENSE								
<i>Maintenance & Services</i>								
6500.020	Systems Maintenance Water Plant/System Maint	2,000.00	2,000.00	.00		6.64	1,821.24	2,544.05
6530.100	Consulting Services Professional Fees	74.00	74.00	.00		.00	69.00	69.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	504.00	732.00	(228.00)	(31)	.00	475.51	383.58
6550.020	Building Site Expenses Buildings & Grounds Maintenance	150.00	150.00	.00		148.27	.00	.00
6550.060	Building Site Expenses Electricity	.00	800.00	(800.00)	(100)	51.45	228.30	226.92
6550.270	Building Site Expenses Telephone	18.00	.00	18.00		.00	.00	.00
6700.200	Other Maint. & Svcs Payment to Water Utility	30,000.00	27,500.00	2,500.00	9	16,921.64	28,149.48	25,481.76
6700.500	Other Maint. & Svcs Water & Wastewater Construction	439.00	775.00	(336.00)	(43)	.00	554.56	737.65
	<i>Maintenance & Services Totals</i>	\$33,185.00	\$32,031.00	\$1,154.00	4%	\$17,128.00	\$31,298.09	\$29,442.96
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	33.00	33.00	.00		.00	48.23	12.02
7170.010	Benefits & Insurance Allowance for COLA	278.00	.00	278.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	300.00	300.00	.00		177.36	159.61	173.66
	<i>Other Charges Totals</i>	\$611.00	\$333.00	\$278.00	83%	\$177.36	\$207.84	\$185.68
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	519.00	480.00	39.00	8	363.88	478.14	569.26
8010.040	Interfund Treasurer's Support - Fringe	236.00	218.00	18.00	8	164.92	214.88	255.62
8010.050	Interfund Public Works & Admin - Benefits	206.00	202.00	4.00	2	144.62	187.88	173.30
8010.060	Interfund Public Works & Admin - Salaries	455.00	445.00	10.00	2	319.10	418.05	385.98
	<i>Interfund Charges Totals</i>	\$1,416.00	\$1,345.00	\$71.00	5%	\$992.52	\$1,298.95	\$1,384.16
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	11,296.10	11,317.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$11,296.10	\$11,317.00
	EXPENSE TOTALS	\$43,824.00	\$42,651.00	\$1,173.00	3%	\$21,486.02	\$54,767.93	\$52,225.59
Fund 525 - Briddletown Totals								
	REVENUE TOTALS	\$43,824.00	\$42,651.00	\$1,173.00	3%	\$38,572.13	\$40,306.99	\$37,832.88
	EXPENSE TOTALS	\$43,824.00	\$42,651.00	\$1,173.00	3%	\$21,486.02	\$54,767.93	\$52,225.59
	Fund 525 - Briddletown Totals	\$0.00	\$0.00	\$0.00	+++	\$17,086.11	(\$14,460.94)	(\$14,392.71)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$43,824.00	\$42,651.00	\$1,173.00	3%	\$38,572.13	\$40,306.99	\$37,832.88
	EXPENSE GRAND TOTALS	\$43,824.00	\$42,651.00	\$1,173.00	3%	\$21,486.02	\$54,767.93	\$52,225.59

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Budget Worksheet Report

Budget Year 2021

Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$17,086.11	(\$14,460.94)	(\$14,392.71)
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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 530 - Edgewater Acres								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	55,640.00	49,600.00	6,040.00	12	38,730.00	49,580.00	44,865.00
5000.200	Domestic Water Usage	44,000.00	40,000.00	4,000.00	10	32,655.70	42,260.29	38,014.55
5010.100	Domestic Sewer Service	141,052.00	137,600.00	3,452.00	3	99,789.00	133,332.00	128,697.00
5020	Additional Assessments	.00	900.00	(900.00)	(100)	675.00	900.00	900.00
<i>Charges for Services Totals</i>		\$240,692.00	\$228,100.00	\$12,592.00	6%	\$171,849.70	\$226,072.29	\$212,476.55
<i>Interest & Penalties</i>								
4710	Penalty/Fees	2,000.00	2,000.00	.00		1,534.38	2,189.18	2,003.75
<i>Interest & Penalties Totals</i>		\$2,000.00	\$2,000.00	\$0.00	0%	\$1,534.38	\$2,189.18	\$2,003.75
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	6,468.00	(2,217.00)	8,685.00	(392)	.00	.00	.00
<i>Transfers In Totals</i>		\$6,468.00	(\$2,217.00)	\$8,685.00	(392%)	\$0.00	\$0.00	\$0.00
<i>Debt Service Revenue</i>								
5980	Front Foot/EDU Revenue	875.00	875.00	.00		648.18	869.24	874.24
<i>Debt Service Revenue Totals</i>		\$875.00	\$875.00	\$0.00	0%	\$648.18	\$869.24	\$874.24
REVENUE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$174,032.26	\$229,130.71	\$215,354.54
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	500.00	500.00	.00		.00	512.61	533.11
6000.200	Personnel Services Salaries-Support Group	24,058.00	23,454.00	604.00	3	18,236.51	23,449.42	19,125.48
6000.300	Personnel Services Salaries-Construction	1,348.00	1,766.00	(418.00)	(24)	546.35	2,092.66	1,536.70
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		989.50	.00	1,179.18
6010.100	Benefits Fica & Fringe Benefits	14,322.00	13,889.00	433.00	3	6,503.13	14,093.78	11,893.60
6010.900	Benefits OPEB contribution	1,943.00	1,838.00	105.00	6	.00	1,651.25	1,482.10
<i>Personnel Services Totals</i>		\$44,671.00	\$43,947.00	\$724.00	2%	\$26,275.49	\$41,799.72	\$35,750.17
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	2,075.00	1,505.00	570.00	38	93.38	1,731.95	1,655.00
6110.090	Supplies & Equipment Computers & Printers	.00	43.00	(43.00)	(100)	.00	45.05	.00
6110.340	Supplies & Equipment Safety Program Equipment	312.00	247.00	65.00	26	448.33	185.37	116.63
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	190.86	42.67
6150.050	Uniforms & Personal Equipment Uniforms	164.00	164.00	.00		.00	167.80	166.16
6200.010	Other Supplies & Materials Lab Testing	1,500.00	2,200.00	(700.00)	(32)	200.00	275.00	418.00
6200.030	Other Supplies & Materials Testing Supplies	250.00	.00	250.00		.00	227.87	209.91
<i>Supplies & Materials Totals</i>		\$4,301.00	\$4,159.00	\$142.00	3%	\$741.71	\$2,823.90	\$2,608.37

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 530 - Edgewater Acres								
EXPENSE								
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	4,000.00	4,000.00	.00		1,129.40	3,566.57	2,106.56
6500.020	Systems Maintenance Water Plant/System Maint	6,500.00	6,500.00	.00		2,480.56	897.40	1,040.39
6500.040	Systems Maintenance WWW Paving	.00	.00	.00		900.00	.00	.00
6530.100	Consulting Services Professional Fees	368.00	368.00	.00		.00	345.00	345.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	3,276.00	4,758.00	(1,482.00)	(31)	.00	2,324.08	2,434.74
6550.020	Building Site Expenses Buildings & Grounds Maintenance	300.00	300.00	.00		57.60	38.53	39.58
6550.060	Building Site Expenses Electricity	6,500.00	6,500.00	.00		3,043.50	5,717.12	6,869.38
6550.270	Building Site Expenses Telephone	715.00	625.00	90.00	14	431.29	633.26	603.48
6700.100	Other Maint. & Svcs Payment to Sewer Utility	76,000.00	76,000.00	.00		56,590.56	75,302.65	73,764.69
6700.200	Other Maint. & Svcs Payment to Water Utility	67,000.00	67,000.00	.00		41,196.87	48,847.11	75,716.91
6700.500	Other Maint. & Svcs Water & Wastewater Construction	658.00	1,033.00	(375.00)	(36)	.00	1,407.43	575.36
<i>Maintenance & Services Totals</i>		\$165,317.00	\$167,084.00	(\$1,767.00)	(1%)	\$105,829.78	\$139,079.15	\$163,496.09
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	213.00	217.00	(4.00)	(2)	.00	220.96	71.41
7170.010	Benefits & Insurance Allowance for COLA	1,491.00	.00	1,491.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,100.00	1,900.00	200.00	11	1,912.73	1,719.25	1,735.20
<i>Other Charges Totals</i>		\$3,804.00	\$2,117.00	\$1,687.00	80%	\$1,912.73	\$1,940.21	\$1,806.61
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	2,985.00	2,762.00	223.00	8	2,092.28	2,749.21	3,273.30
8010.040	Interfund Treasurer's Support - Fringe	1,355.00	1,252.00	103.00	8	948.20	1,235.53	1,469.70
8010.050	Interfund Public Works & Admin - Benefits	2,374.00	2,319.00	55.00	2	1,663.10	2,160.55	1,992.94
8010.060	Interfund Public Works & Admin - Salaries	5,228.00	5,118.00	110.00	2	3,669.69	4,807.67	4,438.62
<i>Interfund Charges Totals</i>		\$11,942.00	\$11,451.00	\$491.00	4%	\$8,373.27	\$10,952.96	\$11,174.56
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	20,000.00	.00	20,000.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	4,370.24	4,370.00
<i>Capital Equipment Totals</i>		\$20,000.00	\$0.00	\$20,000.00	+++	\$0.00	\$4,370.24	\$4,370.00
EXPENSE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$143,132.98	\$200,966.18	\$219,205.80
Fund 530 - Edgewater Acres Totals								
REVENUE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$174,032.26	\$229,130.71	\$215,354.54
EXPENSE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$143,132.98	\$200,966.18	\$219,205.80



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund	530 - Edgewater Acres Totals	\$0.00	\$0.00	\$0.00	+++	\$30,899.28	\$28,164.53	(\$3,851.26)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$250,035.00	\$228,758.00	\$21,277.00	9%	\$174,032.26	\$229,130.71	\$215,354.54
	EXPENSE GRAND TOTALS	\$250,035.00	\$228,758.00	\$21,277.00	9%	\$143,132.98	\$200,966.18	\$219,205.80
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$30,899.28	\$28,164.53	(\$3,851.26)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 535 - Landings								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	33,486.00	35,620.00	(2,134.00)	(6)	24,064.50	30,386.00	28,442.50
5000.200	Domestic Water Usage	5,500.00	5,500.00	.00		3,724.03	4,212.50	4,165.78
5010.100	Domestic Sewer Service	86,430.00	79,400.00	7,030.00	9	62,122.50	79,410.00	74,280.00
5010.200	Domestic Sewer Usage	11,000.00	10,500.00	500.00	5	9,101.96	10,223.63	9,650.98
5020	Additional Assessments	190,080.00	182,160.00	7,920.00	4	137,615.00	175,505.00	166,425.00
5040	Hook-Ups	.00	.00	.00		.00	.00	5,100.00
5825	Future Capital Development Reven	.00	.00	.00		.00	.00	1,200.00
<i>Charges for Services Totals</i>		\$326,496.00	\$313,180.00	\$13,316.00	4%	\$236,627.99	\$299,737.13	\$289,264.26
<i>Interest & Penalties</i>								
4710	Penalty/Fees	4,000.00	5,000.00	(1,000.00)	(20)	1,655.06	3,451.46	4,290.59
<i>Interest & Penalties Totals</i>		\$4,000.00	\$5,000.00	(\$1,000.00)	(20%)	\$1,655.06	\$3,451.46	\$4,290.59
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		.00	.00	18,291.00
5850	Other Revenue	.00	.00	.00		211.02	433.72	12,260.71
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$211.02	\$433.72	\$30,551.71
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	8,456.00	122,555.00	(114,099.00)	(93)	.00	.00	.00
<i>Transfers In Totals</i>		\$8,456.00	\$122,555.00	(\$114,099.00)	(93%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$238,494.07	\$303,622.31	\$324,106.56
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	4,000.00	4,000.00	.00		482.60	3,724.69	4,059.75
6000.200	Personnel Services Salaries-Support Group	55,518.00	108,249.00	(52,731.00)	(49)	51,883.22	88,561.17	98,632.49
6000.300	Personnel Services Salaries-Construction	2,246.00	2,649.00	(403.00)	(15)	2,101.08	3,743.65	1,823.32
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		1,966.82	3,073.59	3,560.07
6010.100	Benefits Fica & Fringe Benefits	34,294.00	61,245.00	(26,951.00)	(44)	23,745.93	55,626.31	54,093.19
6010.900	Benefits OPEB contribution	4,632.00	8,222.00	(3,590.00)	(44)	.00	6,115.97	7,241.05
<i>Personnel Services Totals</i>		\$103,190.00	\$186,865.00	(\$83,675.00)	(45%)	\$80,179.65	\$160,845.38	\$169,409.87
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,655.00	1,237.00	418.00	34	56.46	1,281.86	1,320.46
6110.060	Supplies & Equipment Chemicals	20,000.00	50,000.00	(30,000.00)	(60)	9,406.06	35,339.62	49,264.95
6110.090	Supplies & Equipment Computers & Printers	.00	204.00	(204.00)	(100)	.00	356.63	.00
6110.340	Supplies & Equipment Safety Program Equipment	720.00	1,140.00	(420.00)	(37)	72.50	839.85	1,301.85

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 535 - Landings								
EXPENSE								
<i>Supplies & Materials</i>								
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	721.42	220.22
6110.420	Supplies & Equipment Tools & Supplies	300.00	300.00	.00		89.65	188.94	140.48
6150.050	Uniforms & Personal Equipment Uniforms	378.00	756.00	(378.00)	(50)	.00	634.25	857.53
6200.010	Other Supplies & Materials Lab Testing	3,000.00	6,000.00	(3,000.00)	(50)	3,567.00	5,940.97	5,670.40
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	3,000.00	(1,000.00)	(33)	1,163.60	2,094.07	1,652.27
	<i>Supplies & Materials Totals</i>	\$28,053.00	\$62,637.00	(\$34,584.00)	(55%)	\$14,355.27	\$47,397.61	\$60,428.16
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		3,863.11	12,459.46	1,775.57
6500.020	Systems Maintenance Water Plant/System Maint	10,000.00	10,000.00	.00		17,658.37	6,344.27	15,329.33
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	10,000.00	78,000.00	(68,000.00)	(87)	29,216.33	32,297.89	23,633.46
6500.040	Systems Maintenance WWW Paving	500.00	500.00	.00		.00	.00	89.43
6530.100	Consulting Services Professional Fees	270.00	270.00	.00		.00	6,753.00	9,379.90
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	7,560.00	21,960.00	(14,400.00)	(66)	.00	8,671.11	12,384.50
6550.020	Building Site Expenses Buildings & Grounds Maintenance	3,000.00	3,000.00	.00		238.71	1,543.36	1,132.51
6550.060	Building Site Expenses Electricity	30,000.00	60,000.00	(30,000.00)	(50)	26,577.00	61,150.00	59,779.00
6550.270	Building Site Expenses Telephone	2,000.00	2,000.00	.00		1,165.31	1,531.86	1,235.24
6700.100	Other Maint. & Svcs Payment to Sewer Utility	125,000.00	.00	125,000.00		.00	.00	.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,096.00	1,549.00	(453.00)	(29)	.00	2,517.82	682.68
6700.650	Other Maint. & Svcs Tipping Fees	2,000.00	1,000.00	1,000.00	100	261.08	.00	1,958.40
	<i>Maintenance & Services Totals</i>	\$193,426.00	\$180,279.00	\$13,147.00	7%	\$78,979.91	\$133,268.77	\$127,380.02
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	492.00	1,002.00	(510.00)	(51)	.00	835.22	368.56
7170.010	Benefits & Insurance Allowance for COLA	3,506.00	.00	3,506.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		1,414.80	1,272.62	1,742.42
	<i>Other Charges Totals</i>	\$5,998.00	\$3,002.00	\$2,996.00	100%	\$1,414.80	\$2,107.84	\$2,110.98
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,947.00	1,801.00	146.00	8	1,364.54	1,792.99	2,063.60
8010.040	Interfund Treasurer's Support - Fringe	884.00	816.00	68.00	8	618.41	805.77	926.56
8010.050	Interfund Public Works & Admin - Benefits	1,703.00	1,664.00	39.00	2	1,193.10	1,549.98	1,429.72
8010.060	Interfund Public Works & Admin - Salaries	3,751.00	3,671.00	80.00	2	2,632.60	3,448.97	3,184.22



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 535 - Landings								
	EXPENSE							
	Interfund Charges							
	Interfund Charges Totals	\$8,285.00	\$7,952.00	\$333.00	4%	\$5,808.65	\$7,597.71	\$7,604.10
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	240,606.83	239,245.00
	Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$240,606.83	\$239,245.00
	EXPENSE TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$180,738.28	\$591,824.14	\$606,178.13
Fund 535 - Landings Totals								
	REVENUE TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$238,494.07	\$303,622.31	\$324,106.56
	EXPENSE TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$180,738.28	\$591,824.14	\$606,178.13
Fund 535 - Landings Totals		\$0.00	\$0.00	\$0.00	+++	\$57,755.79	(\$288,201.83)	(\$282,071.57)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$238,494.07	\$303,622.31	\$324,106.56
	EXPENSE GRAND TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$180,738.28	\$591,824.14	\$606,178.13
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$57,755.79	(\$288,201.83)	(\$282,071.57)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 540	Lighthouse Sound							
	REVENUE							
	<i>Charges for Services</i>							
5010.100	Domestic Sewer Service	89,440.00	89,440.00	.00		67,080.00	87,360.00	87,360.00
5020	Additional Assessments	10,400.00	10,400.00	.00		7,800.00	8,840.00	8,840.00
5825	Future Capital Development Reven	.00	.00	.00		600.00	.00	.00
	<i>Charges for Services Totals</i>	\$99,840.00	\$99,840.00	\$0.00	0%	\$75,480.00	\$96,200.00	\$96,200.00
	<i>Interest & Penalties</i>							
4710	Penalty/Fees	700.00	700.00	.00		999.40	612.99	637.03
	<i>Interest & Penalties Totals</i>	\$700.00	\$700.00	\$0.00	0%	\$999.40	\$612.99	\$637.03
	<i>Other Revenue</i>							
5850	Other Revenue	.00	.00	.00		158.23	381.90	310.39
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$158.23	\$381.90	\$310.39
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	40,873.00	(4,149.00)	45,022.00	(1,085)	.00	.00	.00
	<i>Transfers In Totals</i>	\$40,873.00	(\$4,149.00)	\$45,022.00	(1085%)	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$141,413.00	\$96,391.00	\$45,022.00	47%	\$76,637.63	\$97,194.89	\$97,147.42
	EXPENSE							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	2,000.00	2,000.00	.00		497.50	2,175.70	2,690.69
6000.200	Personnel Services Salaries-Support Group	24,983.00	24,356.00	627.00	3	23,557.95	27,405.26	18,698.71
6000.300	Personnel Services Salaries-Construction	2,695.00	2,649.00	46.00	2	881.80	2,207.90	1,682.10
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		503.25	905.51	955.26
6010.100	Benefits Fica & Fringe Benefits	16,472.00	15,662.00	810.00	5	8,911.23	18,075.57	12,809.43
6010.900	Benefits OPEB contribution	2,226.00	2,117.00	109.00	5	.00	2,028.79	1,459.48
	<i>Personnel Services Totals</i>	\$49,376.00	\$47,784.00	\$1,592.00	3%	\$34,351.73	\$52,798.73	\$38,295.67
	<i>Supplies & Materials</i>							
6100.010	Administrative Expense Administrative Expenses	830.00	602.00	228.00	38	168.24	800.91	740.56
6110.060	Supplies & Equipment Chemicals	6,000.00	6,000.00	.00		872.00	7,752.62	6,316.12
6110.090	Supplies & Equipment Computers & Printers	.00	54.00	(54.00)	(100)	.00	52.68	.00
6110.340	Supplies & Equipment Safety Program Equipment	324.00	257.00	67.00	26	948.51	273.74	113.90
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		214.99	223.18	41.67
6150.050	Uniforms & Personal Equipment Uniforms	170.00	170.00	.00		.00	196.21	162.26
6200.010	Other Supplies & Materials Lab Testing	5,000.00	5,000.00	.00		2,448.00	6,458.57	3,962.00
	<i>Supplies & Materials Totals</i>	\$12,324.00	\$12,083.00	\$241.00	2%	\$4,651.74	\$15,757.91	\$11,336.51
	<i>Maintenance & Services</i>							
6500.010	Systems Maintenance Collection System Maintenance	5,500.00	5,500.00	.00		230.92	5,272.36	772.11

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 540 - Lighthouse Sound								
EXPENSE								
<i>Maintenance & Services</i>								
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	10,050.00	5,000.00	5,050.00	101	2,982.85	3,415.27	2,689.26
6530.100	Consulting Services Professional Fees	8,147.00	147.00	8,000.00	5,442	.00	138.00	138.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	3,402.00	4,941.00	(1,539.00)	(31)	.00	2,692.95	2,381.33
6550.020	Building Site Expenses Buildings & Grounds Maintenance	500.00	500.00	.00		562.09	.00	.00
6550.060	Building Site Expenses Electricity	13,500.00	13,500.00	.00		10,013.35	15,180.93	13,720.83
6550.270	Building Site Expenses Telephone	836.00	800.00	36.00	5	487.15	721.77	605.66
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,316.00	1,549.00	(233.00)	(15)	.00	1,484.94	629.80
<i>Maintenance & Services Totals</i>		\$43,251.00	\$31,937.00	\$11,314.00	35%	\$14,276.36	\$28,906.22	\$20,936.99
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	221.00	225.00	(4.00)	(2)	.00	258.38	69.74
7170.010	Benefits & Insurance Allowance for COLA	1,701.00	.00	1,701.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,000.00	1,000.00	.00		454.93	409.77	507.09
<i>Other Charges Totals</i>		\$2,922.00	\$1,225.00	\$1,697.00	139%	\$454.93	\$668.15	\$576.83
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,298.00	1,201.00	97.00	8	909.72	1,195.37	1,352.04
8010.040	Interfund Treasurer's Support - Fringe	589.00	544.00	45.00	8	412.27	537.16	607.06
8010.050	Interfund Public Works & Admin - Benefits	516.00	504.00	12.00	2	361.54	469.68	433.24
8010.060	Interfund Public Works & Admin - Salaries	1,137.00	1,113.00	24.00	2	797.75	1,045.15	964.92
<i>Interfund Charges Totals</i>		\$3,540.00	\$3,362.00	\$178.00	5%	\$2,481.28	\$3,247.36	\$3,357.26
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	30,000.00	.00	30,000.00		.00	.00	.00
<i>Capital Equipment Totals</i>		\$30,000.00	\$0.00	\$30,000.00	+++	\$0.00	\$0.00	\$0.00
EXPENSE TOTALS		\$141,413.00	\$96,391.00	\$45,022.00	47%	\$56,216.04	\$101,378.37	\$74,503.26
Fund 540 - Lighthouse Sound Totals								
REVENUE TOTALS		\$141,413.00	\$96,391.00	\$45,022.00	47%	\$76,637.63	\$97,194.89	\$97,147.42
EXPENSE TOTALS		\$141,413.00	\$96,391.00	\$45,022.00	47%	\$56,216.04	\$101,378.37	\$74,503.26
Fund 540 - Lighthouse Sound Totals		\$0.00	\$0.00	\$0.00	+++	\$20,421.59	(\$4,183.48)	\$22,644.16
Net Grand Totals								
REVENUE GRAND TOTALS		\$141,413.00	\$96,391.00	\$45,022.00	47%	\$76,637.63	\$97,194.89	\$97,147.42
EXPENSE GRAND TOTALS		\$141,413.00	\$96,391.00	\$45,022.00	47%	\$56,216.04	\$101,378.37	\$74,503.26
Net Grand Totals		\$0.00	\$0.00	\$0.00	+++	\$20,421.59	(\$4,183.48)	\$22,644.16

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 545 - Mystic Harbour								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	293,250.00	277,000.00	16,250.00	6	212,243.18	270,670.00	258,066.00
5000.200	Domestic Water Usage	62,000.00	62,000.00	.00		52,357.40	55,538.76	58,056.30
5005.100	Commercial Water Service	64,200.00	52,430.00	11,770.00	22	43,891.50	49,509.50	43,955.50
5005.200	Commercial Water Usage	45,000.00	42,000.00	3,000.00	7	35,489.15	42,340.29	41,090.11
5010.100	Domestic Sewer Service	394,100.00	373,770.00	20,330.00	5	286,387.25	365,503.50	351,035.25
5010.200	Domestic Sewer Usage	63,000.00	61,000.00	2,000.00	3	58,537.82	57,945.47	56,848.28
5015.100	Commercial Sewer Service	50,290.00	36,380.00	13,910.00	38	34,386.75	30,957.00	25,432.50
5015.200	Commercial Sewer Usage	118,000.00	118,000.00	.00		76,161.75	56,129.71	47,024.88
5020.100	Additional Assessments Water Accessibility	50,000.00	65,000.00	(15,000.00)	(23)	42,637.50	65,737.50	69,100.00
5020.200	Additional Assessments Sewer Accessibility	79,500.00	79,500.00	.00		110,250.00	215,212.50	166,500.00
5040	Hook-Ups	40,000.00	40,000.00	.00		19,535.00	55,623.00	32,082.56
5510	Transfers From Other Funds	125,000.00	.00	125,000.00		.00	.00	.00
5825	Future Capital Development Reven	.00	.00	.00		125,500.00	242,000.00	87,600.00
<i>Charges for Services Totals</i>		\$1,384,340.00	\$1,207,080.00	\$177,260.00	15%	\$1,097,377.30	\$1,507,167.23	\$1,236,791.38
<i>Interest & Penalties</i>								
4700	Interest On Investments	.00	.00	.00		79.10	1,091.53	1,407.46
4710	Penalty/Fees	15,000.00	15,000.00	.00		12,738.12	21,561.50	14,793.38
<i>Interest & Penalties Totals</i>		\$15,000.00	\$15,000.00	\$0.00	0%	\$12,817.22	\$22,653.03	\$16,200.84
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		451,503.97	447,208.00	131,344.00
5850	Other Revenue	.00	.00	.00		6,483.78	1,204,584.05	512,847.32
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$457,987.75	\$1,651,792.05	\$644,191.32
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	185,894.00	191,418.00	(5,524.00)	(3)	.00	.00	.00
5975.200	Transfers From Other Funds	.00	.00	.00		.00	2,671,598.84	.00
<i>Transfers In Totals</i>		\$185,894.00	\$191,418.00	(\$5,524.00)	(3%)	\$0.00	\$2,671,598.84	\$0.00
REVENUE TOTALS		\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$1,568,182.27	\$5,853,211.15	\$1,897,183.54
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	10,000.00	10,000.00	.00		5,271.47	11,112.48	11,311.24
6000.200	Personnel Services Salaries-Support Group	296,095.00	258,897.00	37,198.00	14	152,079.29	237,877.23	216,278.64
6000.300	Personnel Services Salaries-Construction	15,230.00	19,450.00	(4,220.00)	(22)	9,141.24	16,039.21	17,147.69
6000.400	Personnel Services Overtime Pay	15,000.00	10,000.00	5,000.00	50	9,683.48	14,856.50	11,302.42

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 545 - Mystic Harbour								
EXPENSE								
<i>Personnel Services</i>								
6010.100	Benefits Fica & Fringe Benefits	175,147.00	155,707.00	19,440.00	12	69,806.35	141,551.15	132,657.49
6010.900	Benefits OPEB contribution	23,799.00	20,550.00	3,249.00	16	.00	16,862.84	16,742.61
<i>Personnel Services Totals</i>		\$535,271.00	\$474,604.00	\$60,667.00	13%	\$245,981.83	\$438,299.41	\$405,440.09
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	14,025.00	12,035.00	1,990.00	17	596.67	13,246.27	13,487.69
6110.060	Supplies & Equipment Chemicals	200,000.00	180,000.00	20,000.00	11	110,598.09	140,266.59	184,609.65
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	643.75	.00
6110.340	Supplies & Equipment Safety Program Equipment	3,840.00	2,727.00	1,113.00	41	72.50	2,067.34	2,337.38
6110.390	Supplies & Equipment Small Equipment	.00	1,500.00	(1,500.00)	(100)	.00	2,261.77	1,347.97
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		1,366.10	1,814.92	2,990.16
6150.050	Uniforms & Personal Equipment Uniforms	2,016.00	1,808.00	208.00	12	.00	1,703.65	1,878.71
6200.010	Other Supplies & Materials Lab Testing	10,000.00	10,000.00	.00		11,919.00	6,081.00	7,596.15
6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	.00		5,288.15	6,558.22	6,804.36
<i>Supplies & Materials Totals</i>		\$242,881.00	\$221,070.00	\$21,811.00	10%	\$129,840.51	\$174,643.51	\$221,052.07
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	40,000.00	37,000.00	3,000.00	8	18,402.26	40,772.58	39,898.48
6500.020	Systems Maintenance Water Plant/System Maint	136,500.00	125,500.00	11,000.00	9	153,110.06	123,718.04	120,678.49
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	108,250.00	79,000.00	29,250.00	37	75,819.15	74,695.43	71,597.64
6500.040	Systems Maintenance WWW Paving	4,000.00	2,000.00	2,000.00	100	1,790.35	3,391.96	1,745.29
6500.070	Systems Maintenance Contractor Water Install/Repair	10,000.00	.00	10,000.00		5,300.00	11,124.58	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	5,000.00	.00	5,000.00		1,200.00	4,448.90	.00
6530.100	Consulting Services Professional Fees	2,573.00	2,573.00	.00		830.97	4,841.25	2,415.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	40,320.00	52,521.00	(12,201.00)	(23)	.00	23,428.56	27,169.42
6550.020	Building Site Expenses Buildings & Grounds Maintenance	15,000.00	10,000.00	5,000.00	50	17,984.95	14,452.85	13,811.99
6550.060	Building Site Expenses Electricity	200,000.00	200,000.00	.00		114,514.77	179,907.70	200,331.95
6550.270	Building Site Expenses Telephone	7,130.00	7,000.00	130.00	2	4,949.16	6,074.21	6,203.50
6700.100	Other Maint. & Svcs Payment to Sewer Utility	50,000.00	50,000.00	.00		81,361.20	81,186.70	102,503.04
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		176.70	79.05	.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	5,481.00	9,038.00	(3,557.00)	(39)	.00	10,787.30	6,420.31
6700.650	Other Maint. & Svcs Tipping Fees	15,000.00	4,000.00	11,000.00	275	19,017.08	7,267.00	9,107.20

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 545 - Mystic Harbour								
	EXPENSE							
	<i>Maintenance & Services</i>							
	<i>Maintenance & Services Totals</i>	\$640,254.00	\$579,632.00	\$60,622.00	10%	\$494,456.65	\$586,176.11	\$601,882.31
	<i>Other Charges</i>							
7000.060	Travel, Training & Expense Educational Training	2,624.00	2,396.00	228.00	10	.00	2,243.48	807.47
7170.010	Benefits & Insurance Allowance for COLA	18,255.00	.00	18,255.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	18,000.00	16,500.00	1,500.00	9	16,054.37	14,431.23	13,753.26
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	.00	9,681.60
	<i>Other Charges Totals</i>	\$38,879.00	\$18,896.00	\$19,983.00	106%	\$16,054.37	\$16,674.71	\$24,242.33
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	20,766.00	18,614.00	2,152.00	12	14,100.19	18,527.48	21,988.02
8010.040	Interfund Treasurer's Support - Fringe	9,428.00	8,436.00	992.00	12	6,390.21	8,326.25	9,872.62
8010.050	Interfund Public Works & Admin - Benefits	21,156.00	19,412.00	1,744.00	9	13,919.43	18,083.00	15,163.74
8010.060	Interfund Public Works & Admin - Salaries	46,599.00	42,834.00	3,765.00	9	30,713.63	40,238.11	33,772.22
	<i>Interfund Charges Totals</i>	\$97,949.00	\$89,296.00	\$8,653.00	10%	\$65,123.46	\$85,174.84	\$80,796.60
	<i>Capital Equipment</i>							
9010.090	Capital Equipment Other WWW Equipment	30,000.00	30,000.00	.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	518,351.51	509,408.00
	<i>Capital Equipment Totals</i>	\$30,000.00	\$30,000.00	\$0.00	0%	\$0.00	\$518,351.51	\$509,408.00
	EXPENSE TOTALS	\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$951,456.82	\$1,819,320.09	\$1,842,821.40
Fund 545 - Mystic Harbour Totals								
	REVENUE TOTALS	\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$1,568,182.27	\$5,853,211.15	\$1,897,183.54
	EXPENSE TOTALS	\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$951,456.82	\$1,819,320.09	\$1,842,821.40
Fund 545 - Mystic Harbour Totals		\$0.00	\$0.00	\$0.00	+++	\$616,725.45	\$4,033,891.06	\$54,362.14
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$1,568,182.27	\$5,853,211.15	\$1,897,183.54
	EXPENSE GRAND TOTALS	\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$951,456.82	\$1,819,320.09	\$1,842,821.40
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$616,725.45	\$4,033,891.06	\$54,362.14

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 570 - Riddle Farm								
REVENUE								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	.00	(11,908.95)
<i>Gain/Loss on Disposal of Assets Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	(\$11,908.95)
<i>Charges for Services</i>								
5000.100	Domestic Water Service	88,750.00	80,750.00	8,000.00	10	65,097.50	75,105.00	68,437.50
5000.200	Domestic Water Usage	25,000.00	20,000.00	5,000.00	25	19,552.39	20,924.17	20,046.27
5005.100	Commercial Water Service	5,350.00	3,000.00	2,350.00	78	2,242.50	2,794.00	2,540.00
5005.200	Commercial Water Usage	6,000.00	3,500.00	2,500.00	71	2,983.12	4,233.60	3,654.44
5010.100	Domestic Sewer Service	266,250.00	242,750.00	23,500.00	10	194,790.00	224,800.00	204,772.50
5010.200	Domestic Sewer Usage	70,000.00	55,000.00	15,000.00	27	55,834.05	62,455.73	54,035.19
5015.100	Commercial Sewer Service	16,050.00	8,320.00	7,730.00	93	6,250.50	7,788.00	7,080.00
5015.200	Commercial Sewer Usage	15,000.00	10,000.00	5,000.00	50	7,908.33	12,290.51	10,704.54
5020	Additional Assessments	120,000.00	135,000.00	(15,000.00)	(11)	104,040.00	140,140.00	158,770.00
5040	Hook-Ups	53,500.00	.00	53,500.00		107,000.00	37,337.00	2,550.00
5825	Future Capital Development Reven	.00	.00	.00		27,000.00	26,400.00	17,400.00
5857	Effluent Disposal Surcharge	1,680.00	.00	1,680.00		.00	.00	.00
<i>Charges for Services Totals</i>		\$667,580.00	\$558,320.00	\$109,260.00	20%	\$592,698.39	\$614,268.01	\$549,990.44
<i>Interest & Penalties</i>								
4700	Interest On Investments	.00	.00	.00		525.66	1,246.38	55.33
4710	Penalty/Fees	6,500.00	5,000.00	1,500.00	30	5,040.44	6,297.37	4,829.52
<i>Interest & Penalties Totals</i>		\$6,500.00	\$5,000.00	\$1,500.00	30%	\$5,566.10	\$7,543.75	\$4,884.85
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		.00	101,241.00	89,367.00
5850	Other Revenue	.00	.00	.00		878.48	1,701.19	1,190,711.11
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$878.48	\$102,942.19	\$1,280,078.11
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	119,030.00	65,132.00	53,898.00	83	.00	.00	.00
<i>Transfers In Totals</i>		\$119,030.00	\$65,132.00	\$53,898.00	83%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$599,142.97	\$724,753.95	\$1,823,044.45
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		3,633.27	6,697.07	5,666.93
6000.200	Personnel Services Salaries-Support Group	158,225.00	142,528.00	15,697.00	11	104,455.68	159,510.06	131,733.71
6000.300	Personnel Services Salaries-Construction	13,476.00	11,036.00	2,440.00	22	11,102.13	13,631.12	10,331.36



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 570 - Riddle Farm								
EXPENSE								
<i>Personnel Services</i>								
6000.400	Personnel Services Overtime Pay	7,500.00	4,000.00	3,500.00	88	4,979.45	17,217.35	8,519.66
6010.100	Benefits Fica & Fringe Benefits	96,829.00	84,484.00	12,345.00	15	45,629.54	91,960.80	77,125.96
6010.900	Benefits OPEB contribution	13,103.00	11,405.00	1,698.00	15	.00	11,439.60	10,190.04
	<i>Personnel Services Totals</i>	\$292,133.00	\$256,453.00	\$35,680.00	14%	\$169,800.07	\$300,456.00	\$243,567.66
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	4,400.00	3,510.00	890.00	25	411.29	3,650.25	4,713.49
6110.060	Supplies & Equipment Chemicals	50,000.00	50,000.00	.00		34,301.25	67,691.49	49,775.13
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	492.61	.00
6110.340	Supplies & Equipment Safety Program Equipment	2,052.00	1,501.00	551.00	37	180.71	1,399.68	938.24
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	4,616.91	293.86
6110.420	Supplies & Equipment Tools & Supplies	991.00	991.00	.00		818.95	1,301.01	692.01
6150.050	Uniforms & Personal Equipment Uniforms	1,077.00	995.00	82.00	8	.00	1,140.74	1,144.29
6200.010	Other Supplies & Materials Lab Testing	11,000.00	11,000.00	.00		7,560.00	9,038.00	10,321.60
6200.030	Other Supplies & Materials Testing Supplies	4,500.00	4,500.00	.00		2,357.73	2,658.04	1,452.89
	<i>Supplies & Materials Totals</i>	\$74,020.00	\$72,497.00	\$1,523.00	2%	\$45,629.93	\$91,988.73	\$69,331.51
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	24,000.00	24,000.00	.00		7,600.30	10,459.65	24,886.17
6500.020	Systems Maintenance Water Plant/System Maint	98,000.00	30,000.00	68,000.00	227	80,217.94	61,884.41	24,462.48
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	47,180.00	55,000.00	(7,820.00)	(14)	62,610.30	219,552.31	61,556.67
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	.00		2,415.00	1,691.35	633.14
6500.070	Systems Maintenance Contractor Water Install/Repair	48,000.00	.00	48,000.00		44,417.92	16,103.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		1,691.25	750.00	.00
6530.100	Consulting Services Professional Fees	735.00	735.00	.00		.00	690.00	690.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	21,546.00	28,914.00	(7,368.00)	(25)	.00	15,809.17	16,629.15
6550.020	Building Site Expenses Buildings & Grounds Maintenance	4,000.00	4,000.00	.00		2,272.08	2,044.41	3,493.69
6550.060	Building Site Expenses Electricity	78,000.00	78,000.00	.00		43,845.74	65,556.00	71,665.02
6550.110	Building Site Expenses Heating Fuel Oil	5,000.00	5,000.00	.00		3,343.23	3,826.86	4,686.30
6550.270	Building Site Expenses Telephone	1,680.00	1,500.00	180.00	12	526.52	737.35	731.39
6550.280	Building Site Expenses Tipping Fees	4,000.00	1,000.00	3,000.00	300	2,108.28	280.70	12,644.80
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		198.40	133.30	.00

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 570 - Riddle Farm								
EXPENSE								
<i>Maintenance & Services</i>								
6700.500	Other Maint. & Svcs Water & Wastewater Construction	6,578.00	6,455.00	123.00	2	.00	9,167.72	3,868.20
<i>Maintenance & Services Totals</i>		\$340,719.00	\$236,604.00	\$104,115.00	44%	\$251,246.96	\$408,686.23	\$225,947.01
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,402.00	1,319.00	83.00	6	.00	1,502.19	491.81
7170.010	Benefits & Insurance Allowance for COLA	10,011.00	.00	10,011.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	4,200.00	4,000.00	200.00	5	3,767.37	3,386.68	3,891.50
7200.010	Bond & Interest Expense Interest Expense	12,000.00	.00	12,000.00		7,913.91	13,875.78	6,899.72
<i>Other Charges Totals</i>		\$27,613.00	\$5,319.00	\$22,294.00	419%	\$11,681.28	\$18,764.65	\$11,283.03
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	5,905.00	5,524.00	381.00	7	4,184.56	5,498.48	5,906.16
8010.040	Interfund Treasurer's Support - Fringe	2,681.00	2,504.00	177.00	7	1,896.45	2,471.01	2,651.86
8010.050	Interfund Public Works & Admin - Benefits	4,696.00	4,538.00	158.00	3	3,253.88	4,227.20	3,899.24
8010.060	Interfund Public Works & Admin - Salaries	10,343.00	10,013.00	330.00	3	7,179.81	9,406.31	8,684.28
<i>Interfund Charges Totals</i>		\$23,625.00	\$22,579.00	\$1,046.00	5%	\$16,514.70	\$21,603.00	\$21,141.54
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	35,000.00	35,000.00	.00		17,373.88	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	555,966.67	550,228.00
<i>Capital Equipment Totals</i>		\$35,000.00	\$35,000.00	\$0.00	0%	\$17,373.88	\$555,966.67	\$550,228.00
EXPENSE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$512,246.82	\$1,397,465.28	\$1,121,498.75
Fund 570 - Riddle Farm Totals								
REVENUE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$599,142.97	\$724,753.95	\$1,823,044.45
EXPENSE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$512,246.82	\$1,397,465.28	\$1,121,498.75
Fund 570 - Riddle Farm Totals		\$0.00	\$0.00	\$0.00	+++	\$86,896.15	(\$672,711.33)	\$701,545.70
Net Grand Totals								
REVENUE GRAND TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$599,142.97	\$724,753.95	\$1,823,044.45
EXPENSE GRAND TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$512,246.82	\$1,397,465.28	\$1,121,498.75
Net Grand Totals		\$0.00	\$0.00	\$0.00	+++	\$86,896.15	(\$672,711.33)	\$701,545.70

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 575 - River Run								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	50,000.00	51,470.00	(1,470.00)	(3)	.00	37,502.19	49,721.32
5010.100	Domestic Sewer Service	125,000.00	120,600.00	4,400.00	4	93,150.00	121,350.00	119,100.00
5040	Hook-Ups	.00	.00	.00		16,050.00	7,650.00	7,650.00
5825	Future Capital Development Reven	.00	.00	.00		.00	(13,550.00)	2,850.00
<i>Charges for Services Totals</i>		\$175,000.00	\$172,070.00	\$2,930.00	2%	\$109,200.00	\$152,952.19	\$179,321.32
<i>Interest & Penalties</i>								
4710	Penalty/Fees	700.00	500.00	200.00	40	424.61	951.17	512.94
<i>Interest & Penalties Totals</i>		\$700.00	\$500.00	\$200.00	40%	\$424.61	\$951.17	\$512.94
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		323.73	1,049.84	604.62
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$323.73	\$1,049.84	\$604.62
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	19,245.00	7,515.00	11,730.00	156	.00	.00	.00
<i>Transfers In Totals</i>		\$19,245.00	\$7,515.00	\$11,730.00	156%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$194,945.00	\$180,085.00	\$14,860.00	8%	\$109,948.34	\$154,953.20	\$180,438.88
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	29,500.00	29,500.00	.00		20,124.50	32,668.71	34,680.14
6000.200	Personnel Services Salaries-Support Group	6,477.00	6,315.00	162.00	3	975.01	4,138.03	425.46
6000.300	Personnel Services Salaries-Construction	898.00	883.00	15.00	2	2,072.13	987.62	.00
6000.400	Personnel Services Overtime Pay	500.00	500.00	.00		86.26	456.56	27.24
6010.100	Benefits Fica & Fringe Benefits	20,331.00	19,487.00	844.00	4	8,986.80	15,387.33	14,629.21
6010.900	Benefits OPEB contribution	2,766.00	2,629.00	137.00	5	.00	2,442.81	5.77
<i>Personnel Services Totals</i>		\$60,472.00	\$59,314.00	\$1,158.00	2%	\$32,244.70	\$56,081.06	\$49,767.82
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,655.00	1,237.00	418.00	34	243.76	1,317.61	1,220.30
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		3,017.00	7,495.00	8,620.00
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	7.92	.00
6110.340	Supplies & Equipment Safety Program Equipment	84.00	67.00	17.00	25	.00	32.57	.49
6110.390	Supplies & Equipment Small Equipment	1,500.00	1,500.00	.00		.00	33.54	.18
6150.050	Uniforms & Personal Equipment Uniforms	44.00	44.00	.00		.00	29.48	.69
6200.010	Other Supplies & Materials Lab Testing	7,000.00	3,500.00	3,500.00	100	3,139.74	6,716.00	3,255.80
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		713.59	.00	469.28

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 575 - River Run								
	EXPENSE							
	Supplies & Materials							
	<i>Supplies & Materials Totals</i>	\$21,283.00	\$17,348.00	\$3,935.00	23%	\$7,114.09	\$15,632.12	\$13,566.74
	Maintenance & Services							
6500.010	Systems Maintenance Collection System Maintenance	13,000.00	13,000.00	.00		3,379.98	14,341.67	4,361.07
6500.020	Systems Maintenance Water Plant/System Maint	.00	.00	.00		16,435.69	8,444.66	1,650.00
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	6,000.00	6,000.00	.00		1,620.66	4,747.21	1,284.09
6500.070	Systems Maintenance Contractor Water Install/Repair	7,200.00	.00	7,200.00		.00	.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		.00	750.00	.00
6530.100	Consulting Services Professional Fees	270.00	270.00	.00		.00	253.00	491.85
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	882.00	1,281.00	(399.00)	(31)	.00	528.49	165.47
6550.020	Building Site Expenses Buildings & Grounds Maintenance	100.00	100.00	.00		.00	250.00	.00
6550.060	Building Site Expenses Electricity	20,000.00	20,000.00	.00		15,432.73	24,720.65	21,919.24
6550.270	Building Site Expenses Telephone	1,566.00	1,500.00	66.00	4	269.11	426.39	864.09
6700.200	Other Maint. & Svcs Payment to Water Utility	50,000.00	50,000.00	.00		.00	37,502.19	49,721.32
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	.00	.00	.00		50.00	.00	50.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	439.00	516.00	(77.00)	(15)	.00	664.23	.00
	<i>Maintenance & Services Totals</i>	\$99,457.00	\$92,667.00	\$6,790.00	7%	\$37,188.17	\$92,628.49	\$80,507.13
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	57.00	58.00	(1.00)	(2)	.00	38.83	.30
7170.010	Benefits & Insurance Allowance for COLA	1,919.00	.00	1,919.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,750.00	1,500.00	250.00	17	1,565.04	1,406.49	1,293.21
	<i>Other Charges Totals</i>	\$3,726.00	\$1,558.00	\$2,168.00	139%	\$1,565.04	\$1,445.32	\$1,293.51
	Interfund Charges							
8010.030	Interfund Treasurer's Support - Salary	2,336.00	2,102.00	234.00	11	1,591.95	2,091.82	2,490.54
8010.040	Interfund Treasurer's Support - Fringe	1,061.00	952.00	109.00	11	721.47	940.06	1,118.26
8010.050	Interfund Public Works & Admin - Benefits	2,064.00	1,916.00	148.00	8	1,373.86	1,784.82	1,559.70
8010.060	Interfund Public Works & Admin - Salaries	4,546.00	4,228.00	318.00	8	3,031.48	3,971.55	3,473.70
	<i>Interfund Charges Totals</i>	\$10,007.00	\$9,198.00	\$809.00	9%	\$6,718.76	\$8,788.25	\$8,642.20
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	2,012.75	2,013.00

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 575 - River Run								
	EXPENSE							
	Capital Equipment							
	Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$2,012.75	\$2,013.00
	EXPENSE TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$84,830.76	\$176,587.99	\$155,790.40
Fund 575 - River Run Totals								
	REVENUE TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$109,948.34	\$154,953.20	\$180,438.88
	EXPENSE TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$84,830.76	\$176,587.99	\$155,790.40
Fund 575 - River Run Totals		\$0.00	\$0.00	\$0.00	+++	\$25,117.58	(\$21,634.79)	\$24,648.48
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$109,948.34	\$154,953.20	\$180,438.88
	EXPENSE GRAND TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$84,830.76	\$176,587.99	\$155,790.40
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$25,117.58	(\$21,634.79)	\$24,648.48

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 580 - West Ocean City								
REVENUE								
<i>Charges for Services</i>								
5010.100	Domestic Sewer Service	1,167,000.00	1,148,000.00	19,000.00	2	879,170.25	1,150,314.00	1,140,661.50
5015.100	Commercial Sewer Service	272,000.00	267,000.00	5,000.00	2	214,626.34	267,056.66	269,404.70
5040	Hook-Ups	11,000.00	5,000.00	6,000.00	120	16,281.00	20,848.00	13,030.00
5825	Future Capital Development Reven	.00	.00	.00		9,000.00	29,606.00	13,800.00
<i>Charges for Services Totals</i>		\$1,450,000.00	\$1,420,000.00	\$30,000.00	2%	\$1,119,077.59	\$1,467,824.66	\$1,436,896.20
<i>Interest & Penalties</i>								
4700	Interest On Investments	20,000.00	15,000.00	5,000.00	33	16,589.86	22,120.26	9,819.81
4710	Penalty/Fees	19,000.00	19,000.00	.00		13,019.37	19,070.63	18,873.33
<i>Interest & Penalties Totals</i>		\$39,000.00	\$34,000.00	\$5,000.00	15%	\$29,609.23	\$41,190.89	\$28,693.14
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		4,734.24	5,249.78	4,012.08
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$4,734.24	\$5,249.78	\$4,012.08
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	97,076.00	211,846.00	(114,770.00)	(54)	.00	.00	.00
<i>Transfers In Totals</i>		\$97,076.00	\$211,846.00	(\$114,770.00)	(54%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$1,153,421.06	\$1,514,265.33	\$1,469,601.42
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	5,000.00	5,000.00	.00		3,270.50	7,039.08	4,210.84
6000.200	Personnel Services Salaries-Support Group	101,782.00	86,599.00	15,183.00	18	41,803.20	85,353.67	67,126.30
6000.300	Personnel Services Salaries-Construction	31,156.00	30,721.00	435.00	1	15,157.84	27,929.22	14,560.61
6000.400	Personnel Services Overtime Pay	3,500.00	3,500.00	.00		1,132.54	3,792.70	2,286.39
6010.100	Benefits Fica & Fringe Benefits	73,952.00	65,953.00	7,999.00	12	21,290.78	58,973.23	42,742.57
6010.900	Benefits OPEB contribution	9,896.00	8,662.00	1,234.00	14	.00	7,650.36	5,807.25
<i>Personnel Services Totals</i>		\$225,286.00	\$200,435.00	\$24,851.00	12%	\$82,654.86	\$190,738.26	\$136,733.96
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	27,955.00	21,457.00	6,498.00	30	2,958.44	21,273.65	22,251.50
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	350.58	.00
6110.340	Supplies & Equipment Safety Program Equipment	1,320.00	912.00	408.00	45	68.50	721.48	408.78
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	695.80	149.55
6110.420	Supplies & Equipment Tools & Supplies	2,000.00	2,000.00	.00		384.38	355.17	1,627.23
6150.050	Uniforms & Personal Equipment Uniforms	693.00	605.00	88.00	15	.00	611.73	582.34
<i>Supplies & Materials Totals</i>		\$31,968.00	\$24,974.00	\$6,994.00	28%	\$3,411.32	\$24,008.41	\$25,019.40



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 580 - West Ocean City								
EXPENSE								
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	140,000.00	100,000.00	40,000.00	40	31,854.88	130,927.48	103,348.99
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		2,133.25	3,754.50	909.84
6500.075	Systems Maintenance Contractor Sewer Install/Repair	8,250.00	.00	8,250.00		17,995.00	13,649.57	.00
6530.100	Consulting Services Professional Fees	4,190.00	4,190.00	.00		.00	3,933.00	3,958.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	13,860.00	17,568.00	(3,708.00)	(21)	.00	8,670.08	8,454.44
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		1,292.50	1,430.14	401.28
6550.060	Building Site Expenses Electricity	18,000.00	18,000.00	.00		9,047.23	15,765.99	17,450.43
6550.270	Building Site Expenses Telephone	4,526.00	3,500.00	1,026.00	29	2,377.84	3,942.56	3,384.78
6700.100	Other Maint. & Svcs Payment to Sewer Utility	770,000.00	770,000.00	.00		732,250.80	730,680.30	751,688.96
6700.500	Other Maint. & Svcs Water & Wastewater Construction	12,278.00	14,460.00	(2,182.00)	(15)	.00	18,784.00	5,451.69
<i>Maintenance & Services Totals</i>		\$974,104.00	\$930,718.00	\$43,386.00	5%	\$796,951.50	\$931,537.62	\$895,048.41
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	902.00	802.00	100.00	12	.00	805.55	250.29
7170.010	Benefits & Insurance Allowance for COLA	7,922.00	.00	7,922.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	19,000.00	17,000.00	2,000.00	12	17,868.83	16,060.09	15,567.89
<i>Other Charges Totals</i>		\$27,824.00	\$17,802.00	\$10,022.00	56%	\$17,868.83	\$16,865.64	\$15,818.18
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	31,409.00	29,063.00	2,346.00	8	22,014.48	28,926.78	32,163.70
8010.040	Interfund Treasurer's Support - Fringe	14,259.00	13,171.00	1,088.00	8	9,976.96	12,999.69	14,441.50
8010.050	Interfund Public Works & Admin - Benefits	22,240.00	21,732.00	508.00	2	15,582.53	20,243.57	18,673.04
8010.060	Interfund Public Works & Admin - Salaries	48,986.00	47,951.00	1,035.00	2	34,383.32	45,045.78	41,588.10
<i>Interfund Charges Totals</i>		\$116,894.00	\$111,917.00	\$4,977.00	4%	\$81,957.29	\$107,215.82	\$106,866.34
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	210,000.00	380,000.00	(170,000.00)	(45)	16,639.73	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	311,669.09	354,857.00
<i>Capital Equipment Totals</i>		\$210,000.00	\$380,000.00	(\$170,000.00)	(45%)	\$16,639.73	\$311,669.09	\$354,857.00
EXPENSE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$999,483.53	\$1,582,034.84	\$1,534,343.29
Fund 580 - West Ocean City Totals								
REVENUE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$1,153,421.06	\$1,514,265.33	\$1,469,601.42
EXPENSE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$999,483.53	\$1,582,034.84	\$1,534,343.29

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund	580 - West Ocean City Totals	\$0.00	\$0.00	\$0.00	+++	\$153,937.53	(\$67,769.51)	(\$64,741.87)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$1,153,421.06	\$1,514,265.33	\$1,469,601.42
	EXPENSE GRAND TOTALS	\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$999,483.53	\$1,582,034.84	\$1,534,343.29
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$153,937.53	(\$67,769.51)	(\$64,741.87)

SS



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TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Assistant Finance Officer* JW
DATE: *April 28, 2020*
RE: *Solid Waste Enterprise Fund Public Hearing*

.....

The purpose of this memo is to request a public hearing for the Solid Waste Enterprise Fund FY20/21 budget on Tuesday, June 2, 2020. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY20/21 Requested Operating Budget as well as the handout for the public hearing meeting.

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

DRAFT

**Notice of Public Hearing
Worcester County
Solid Waste Enterprise Fund
FY 2020/2021 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2020/2021 Solid Waste Enterprise Fund Operating Budget as requested by the Worcester County Department of Public Works, Solid Waste Division. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_xfZ63-49QrqInTBAO9reWA . Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, June 1, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

The meeting and public hearing will be streamed live on the County website at <https://worcestercountymd.swagit.com/live> on:

Tuesday, June 2, 2020 at 9:20 a.m.

The Proposed Budget for solid waste tipping fee includes increases from \$70 to \$75 per ton for municipal waste and maintains the \$80 per ton for construction and demolition debris. Copies of the detailed budget are available for public inspection online at www.co.worcester.md.us.

WORCESTER COUNTY
2020/2021 REQUESTED OPERATING BUDGET

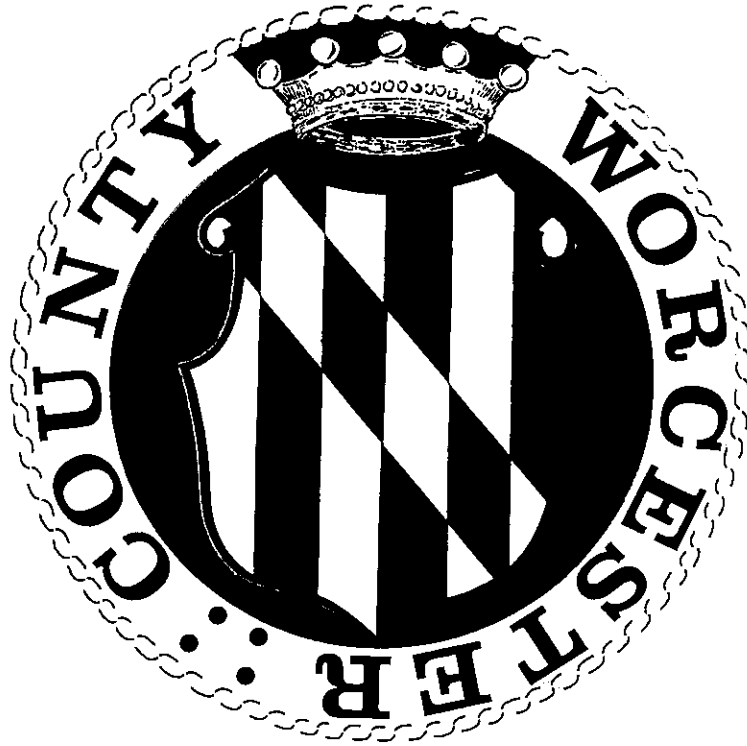
SOLID WASTE ENTERPRISE FUND

Personnel Services	\$1,375,142
Supplies & Materials	\$27,025
Maintenance & Services	\$1,008,475
Other Charges	\$670,861
Debt Service	\$443,430
Interfund Charges	\$(243,370)
Capital Equipment	<u>\$42,000</u>
TOTAL REQUESTED EXPENDITURES	\$3,323,563
Tipping Fees	\$3,977,945
Permits	\$4,500
Interest and Penalties	\$82,000
Other Revenue	\$125,800
Transfer to Reserves	<u>\$(866,682)</u>
TOTAL ESTIMATED REVENUES	\$3,323,563

For additional information, contact the Worcester County Treasurer's Office
at 410-632-0686, ext. 1217.

Worcester County

Solid Waste Division



FY 2020/2021 Requested

Operating Budgets

Board of County Commissioners of Worcester County

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

Harold L. Higgins, Chief Administrative Officer
John H. Tustin, P.E., Director of Public Works
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Solid Waste Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1217.

WORCESTER COUNTY
Solid Waste Division
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Variance	(%) Variance
Revenue				
Tipping Fees	3,806,000	3,977,945	171,945	4.52%
Permits	6,000	4,500	(1,500)	-25.00%
Interest & Penalties	2,500	82,000	79,500	3180.00%
Other Revenue	255,500	125,800	(129,700)	-50.76%
Transfer (To)/From Reserves	(884,365)	(866,682)	17,683	-2.00%
	3,185,635	3,323,563	137,928	4.33%
Expenditures				
Personnel Services	1,352,526	1,375,142	22,616	1.67%
Supplies & Materials	42,891	27,025	(15,866)	-36.99%
Maintenance & Services	965,500	1,008,475	42,975	4.45%
Other Charges/Lease Pay	639,399	670,861	31,462	4.92%
Debt Service	296,500	443,430	146,930	49.55%
Interfund Charges	(266,181)	(243,370)	22,811	-8.57%
Capital Equipment	155,000	42,000	(113,000)	-72.90%
Depreciation	-	-	-	N/A
	3,185,635	3,323,563	137,928	4.33%

Tipping Rates:

	Approved	Proposed
Refuse	70	75 per ton
Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste	80	80 per ton
Construction/Deomolition, Concrete, Boats	80	80 per ton
Asbestos	150	150 per ton
"Clean" concrete	Free	Free per ton
House Trailers	1,000	1,500 each
Metal	25	25 per ton
Tires		
Industrial/Tractor	600	600 per ton
Truck	10	10 each
Car	3	3 each
Car on rim	5	5 each
Car - large volume	225	225 per ton
Disposed of on landfill	20	20 each
Other:		
Commercial Permit	25	25 per vehicle
Commercial Permit- local government	15	15 per vehicle
Mulch purchase	20	20 per bucket



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 680	Landfill							
	REVENUE							
	<i>Gain/Loss on Disposal of Assets</i>							
4600	Sale Of Fixed Assets	.00	.00	.00		.00	20,500.00	2,800.00
	<i>Gain/Loss on Disposal of Assets Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$20,500.00	\$2,800.00
	<i>Licenses and Permits</i>							
4980	Landfill Permits-Household	.00	.00	.00		.00	322,100.00	317,200.00
4982	PAYT Tags - Household	.00	.00	.00		.00	9,010.00	8,225.00
4985	Landfill Permits-Commercial	4,500.00	6,000.00	(1,500.00)	(25)	4,250.00	3,025.00	6,485.00
	<i>Licenses and Permits Totals</i>	\$4,500.00	\$6,000.00	(\$1,500.00)	(25%)	\$4,250.00	\$334,135.00	\$331,910.00
	<i>Charges for Services</i>							
4990	Tipping Fee Revenue	3,937,945.00	3,771,000.00	166,945.00	4	2,903,531.75	3,659,902.27	3,390,337.84
5185	Recycling Revenue	.00	.00	.00		.00	92,888.76	146,199.38
5186	Metal Recycling Revenue	.00	.00	.00		.00	69,793.10	64,439.36
5190	Stump/Yard Waste/Mulch Revenue	40,000.00	35,000.00	5,000.00	14	60.00	49,215.20	37,488.00
5195	Tire Revenue	.00	.00	.00		.00	27,954.50	21,664.25
	<i>Charges for Services Totals</i>	\$3,977,945.00	\$3,806,000.00	\$171,945.00	5%	\$2,903,591.75	\$3,899,753.83	\$3,660,128.83
	<i>Interest & Penalties</i>							
4700	Interest On Investments	80,000.00	500.00	79,500.00	15,900	57,782.98	76,569.11	116,994.74
4710	Penalty/Fees	2,000.00	2,000.00	.00		1,190.59	1,979.06	1,156.58
	<i>Interest & Penalties Totals</i>	\$82,000.00	\$2,500.00	\$79,500.00	3180%	\$58,973.57	\$78,548.17	\$118,151.32
	<i>Other Revenue</i>							
5850	Other Revenue	125,800.00	255,500.00	(129,700.00)	(51)	.00	26,230.14	12,100.37
	<i>Other Revenue Totals</i>	\$125,800.00	\$255,500.00	(\$129,700.00)	(51%)	\$0.00	\$26,230.14	\$12,100.37
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	(866,682.00)	(884,365.00)	17,683.00	(2)	.00	.00	.00
5985.100	Transfer from General Fund Recycling Grant	.00	.00	.00		.00	1,033,339.00	1,042,255.00
5985.200	Transfer from General Fund Conv. Centers Grant	.00	.00	.00		.00	664,984.00	624,068.00
	<i>Transfers In Totals</i>	(\$866,682.00)	(\$884,365.00)	\$17,683.00	(2%)	\$0.00	\$1,698,323.00	\$1,666,323.00
	REVENUE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$2,966,815.32	\$6,057,490.14	\$5,791,413.52
	EXPENSE							
	Department 7001 - Admin							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	153,676.00	118,832.00	34,844.00	29	87,108.03	114,218.57	108,379.79
6010.100	Benefits Fica & Fringe Benefits	84,522.00	65,155.00	19,367.00	30	30,697.38	54,749.49	44,689.45
6010.900	Benefits OPEB contribution	27,662.00	20,500.00	7,162.00	35	.00	20,153.74	16,569.73
	<i>Personnel Services Totals</i>	\$265,860.00	\$204,487.00	\$61,373.00	30%	\$117,805.41	\$189,121.80	\$169,638.97



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7001 - Admin								
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	12,500.00	18,000.00	(5,500.00)	(31)	11,143.51	12,280.51	15,166.59
6100.100	Administrative Expense Dues, Licenses & Subscriptions	575.00	575.00	.00		.00	.00	.00
6110.090	Supplies & Equipment Computers & Printers	.00	866.00	(866.00)	(100)	743.00	34.95	.00
6150.050	Uniforms & Personal Equipment Uniforms	700.00	700.00	.00		647.89	.00	644.96
	<i>Supplies & Materials Totals</i>	\$13,775.00	\$20,141.00	(\$6,366.00)	(32%)	\$12,534.40	\$12,315.46	\$15,811.55
<i>Maintenance & Services</i>								
6530.100	Consulting Services Professional Fees	8,125.00	11,500.00	(3,375.00)	(29)	12,200.00	10,800.00	10,429.86
6550.135	Building Site Expenses Insurance Claim Expenses	.00	.00	.00		.00	2,000.00	.00
	<i>Maintenance & Services Totals</i>	\$8,125.00	\$11,500.00	(\$3,375.00)	(29%)	\$12,200.00	\$12,800.00	\$10,429.86
<i>Other Charges</i>								
7000.020	Travel, Training & Expense Board Member Allowance	1,500.00	1,500.00	.00		400.00	650.00	700.00
7170.010	Benefits & Insurance Allowance for COLA	8,684.00	.00	8,684.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	12,250.00	12,250.00	.00		.00	10,961.19	11,220.20
	<i>Other Charges Totals</i>	\$22,434.00	\$13,750.00	\$8,684.00	63%	\$400.00	\$11,611.19	\$11,920.20
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	34,100.00	32,396.00	1,704.00	5	26,284.41	62,547.68	62,537.54
8010.040	Interfund Treasurer's Support - Fringe	15,300.00	14,559.00	741.00	5	11,912.08	28,108.92	28,079.36
8010.050	Interfund Public Works & Admin - Benefits	39,000.00	37,086.00	1,914.00	5	26,147.64	61,661.72	59,109.10
8010.060	Interfund Public Works & Admin - Salaries	86,700.00	82,524.00	4,176.00	5	57,695.59	137,209.02	131,646.06
8100.060	Transfers Out Recycling	(73,346.00)	(62,470.00)	(10,876.00)	17	(46,852.50)	.00	.00
8100.070	Transfers Out Convenience Centers	(58,677.00)	(49,976.00)	(8,701.00)	17	(37,482.00)	.00	.00
	<i>Interfund Charges Totals</i>	\$43,077.00	\$54,119.00	(\$11,042.00)	(20%)	\$37,705.22	\$289,527.34	\$281,372.06
	Department 7001 - Admin Totals	\$353,271.00	\$303,997.00	\$49,274.00	16%	\$180,645.03	\$515,375.79	\$489,172.64
Department 7002 - Solid Waste								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	627,095.00	654,247.00	(27,152.00)	(4)	396,682.62	834,151.33	839,891.80
6000.400	Personnel Services Overtime Pay	15,000.00	15,000.00	.00		1,199.76	.00	236.61
6010.100	Benefits Fica & Fringe Benefits	344,903.00	351,792.00	(6,889.00)	(2)	152,839.88	442,070.78	474,101.99
6010.900	Benefits OPEB contribution	122,284.00	127,000.00	(4,716.00)	(4)	.00	147,026.52	128,407.48
	<i>Personnel Services Totals</i>	\$1,109,282.00	\$1,148,039.00	(\$38,757.00)	(3%)	\$550,722.26	\$1,423,248.63	\$1,442,637.88
<i>Supplies & Materials</i>								
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	832.55	.00



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7002 - Solid Waste								
Supplies & Materials								
6110.340	Supplies & Equipment Safety Program Equipment	2,000.00	2,000.00	.00		427.28	674.75	902.85
6110.390	Supplies & Equipment Small Equipment	.00	9,500.00	(9,500.00)	(100)	5,900.00	.00	24,001.42
6110.420	Supplies & Equipment Tools & Supplies	2,500.00	2,500.00	.00		1,722.93	2,268.30	336.74
6150.050	Uniforms & Personal Equipment Uniforms	8,750.00	8,750.00	.00		3,930.30	5,993.30	8,493.94
<i>Supplies & Materials Totals</i>		\$13,250.00	\$22,750.00	(\$9,500.00)	(42%)	\$11,980.51	\$9,768.90	\$33,734.95
<i>Maintenance & Services</i>								
6530.040	Consulting Services Consulting Services	125,000.00	125,000.00	.00		91,905.19	118,849.64	95,311.70
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	70,000.00	70,000.00	.00		23,538.60	54,971.60	41,840.71
6540.030	Vehicle Operating Expenses Vehicle Maintenance	10,000.00	10,000.00	.00		2,812.06	1,646.32	6,523.66
6540.070	Vehicle Operating Expenses Off-road Fuel	130,000.00	130,000.00	.00		50,633.36	91,754.29	119,663.69
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	256,350.00	225,000.00	31,350.00	14	140,397.05	155,357.64	149,506.73
6550.020	Building Site Expenses Buildings & Grounds Maintenance	150,000.00	135,000.00	15,000.00	11	48,990.49	101,996.64	113,098.71
6550.060	Building Site Expenses Electricity	30,000.00	30,000.00	.00		13,290.23	28,711.56	22,811.57
6550.270	Building Site Expenses Telephone	4,000.00	4,000.00	.00		1,910.48	3,266.93	3,584.53
6700.610	Other Maint. & Svcs Leachate Treatment	225,000.00	225,000.00	.00		98,702.39	203,104.84	179,228.36
<i>Maintenance & Services Totals</i>		\$1,000,350.00	\$954,000.00	\$46,350.00	5%	\$472,179.85	\$759,659.46	\$731,569.66
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,649.00	1,649.00	.00		526.00	1,393.62	667.83
7170.010	Benefits & Insurance Allowance for COLA	34,855.00	.00	34,855.00		.00	.00	.00
7200.010	Bond & Interest Expense Interest Expense	611,000.00	624,000.00	(13,000.00)	(2)	452,366.29	73,854.17	26,421.50
7200.020	Bond & Interest Expense Bond Interest Expense	443,430.00	294,000.00	149,430.00	51	174,583.83	107,133.49	80,294.38
7200.030	Bond & Interest Expense Bond Issuance Expense	923.00	2,500.00	(1,577.00)	(63)	.00	28,936.85	922.90
<i>Other Charges Totals</i>		\$1,091,857.00	\$922,149.00	\$169,708.00	18%	\$627,476.12	\$211,318.13	\$108,306.61
<i>Interfund Charges</i>								
8100.060	Transfers Out Recycling	(152,696.00)	(154,791.00)	2,095.00	(1)	(116,093.25)	.00	.00
8100.070	Transfers Out Convenience Centers	(133,751.00)	(165,509.00)	31,758.00	(19)	(124,131.75)	.00	.00
<i>Interfund Charges Totals</i>		(\$286,447.00)	(\$320,300.00)	\$33,853.00	(11%)	(\$240,225.00)	\$0.00	\$0.00
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	31,000.00	.00	31,000.00		.00	.00	.00
9010.050	Capital Equipment Building Improvements	.00	75,000.00	(75,000.00)	(100)	.00	.00	.00





Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7002 - Solid Waste								
<i>Capital Equipment</i>								
9010.060	Capital Equipment Other	11,000.00	.00	11,000.00		.00	.00	.00
9010.070	Capital Equipment Heavy Equipment	.00	80,000.00	(80,000.00)	(100)	.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	1,161,535.67	426,025.44
9100.500	Depreciation Reserve for Closure	.00	.00	.00		.00	686,165.00	.00
<i>Capital Equipment Totals</i>		\$42,000.00	\$155,000.00	(\$113,000.00)	(73%)	\$0.00	\$1,847,700.67	\$426,025.44
Department 7002 - Solid Waste Totals		\$2,970,292.00	\$2,881,638.00	\$88,654.00	3%	\$1,422,133.74	\$4,251,695.79	\$2,742,274.54
Department 7003 - Recycle								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	.00	.00	.00		.00	339,261.19	312,433.22
6010.100	Benefits Fica & Fringe Benefits	.00	.00	.00		.00	196,334.53	180,060.81
6010.900	Benefits OPEB contribution	.00	.00	.00		.00	59,914.45	47,766.58
<i>Personnel Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$595,510.17	\$540,260.61
<i>Supplies & Materials</i>								
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	832.55	816.12
6110.340	Supplies & Equipment Safety Program Equipment	.00	.00	.00		.00	719.25	2,510.37
6110.420	Supplies & Equipment Tools & Supplies	.00	.00	.00		.00	6,691.39	4,143.53
6150.050	Uniforms & Personal Equipment Uniforms	.00	.00	.00		.00	3,126.17	3,142.68
<i>Supplies & Materials Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$11,369.36	\$10,612.70
<i>Maintenance & Services</i>								
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		.00	29,012.42	20,229.07
6540.030	Vehicle Operating Expenses Vehicle Maintenance	.00	.00	.00		.00	2,313.57	2,043.04
6540.070	Vehicle Operating Expenses Off-road Fuel	.00	.00	.00		.00	7,254.75	10,690.37
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	.00	.00	.00		.00	29,348.89	32,179.78
6550.020	Building Site Expenses Buildings & Grounds Maintenance	.00	.00	.00		.00	36,857.54	26,917.24
6550.060	Building Site Expenses Electricity	.00	.00	.00		.00	26,335.60	31,113.55
6550.270	Building Site Expenses Telephone	.00	.00	.00		.00	2,058.18	1,760.66
6700.620	Other Maint. & Svcs Tire Recycling	.00	.00	.00		.00	20,088.55	15,675.20
6700.640	Other Maint. & Svcs Special Events	.00	.00	.00		.00	15,837.94	17,439.11
6700.660	Other Maint. & Svcs HHW Ads	.00	.00	.00		.00	2,501.00	2,444.00
<i>Maintenance & Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$171,608.44	\$160,492.02



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7003 - Recycle								
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	.00	.00	.00		.00	423.00	999.00
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	1,020.51	1,791.10
	<i>Other Charges Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$1,443.51	\$2,790.10
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	164,747.35	150,165.08
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$164,747.35	\$150,165.08
	Department 7003 - Recycle Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$944,678.83	\$864,320.51
	EXPENSE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$1,602,778.77	\$5,711,750.41	\$4,095,767.69
Fund 680 - Landfill Totals								
	REVENUE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$2,966,815.32	\$6,057,490.14	\$5,791,413.52
	EXPENSE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$1,602,778.77	\$5,711,750.41	\$4,095,767.69
	Fund 680 - Landfill Totals	\$0.00	\$0.00	\$0.00	+++	\$1,364,036.55	\$345,739.73	\$1,695,645.83
Net Grand Totals								
	REVENUE GRAND TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$2,966,815.32	\$6,057,490.14	\$5,791,413.52
	EXPENSE GRAND TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$1,602,778.77	\$5,711,750.41	\$4,095,767.69
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,364,036.55	\$345,739.73	\$1,695,645.83

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Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND

21863

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

Mike Poole, Chairman
Solid Waste Advisory Board
10509 Blue Heron Court
Bishopville, MD 21813

January 28, 2020

Honorable Joseph M. Mitrecic, President
Worcester County Commissioners
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863

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

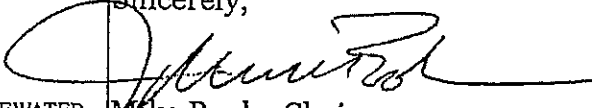
WATER AND WASTEWATER
TEL: 410-641-5251
FAX: 410-641-5185

Dear Commissioner Mitrecic:

The Solid Waste Advisory Board met on January 22, 2020, and unanimously recommended that the County Commissioners adopt the proposed FY 2020-2021 Solid Waste and Recycling budgets as presented.

The Board also recommends increasing the tipping fee for refuse from \$70.00 per ton to \$75.00 per ton, increasing house trailers from \$1,000.00 per unit to \$1,500.00 per unit, charging a \$10.00 disposal fee per propane tank and charging a fee of \$50.00 for a second homeowner permit with the first permit remaining at \$100.00.

Sincerely,



Mike Poole, Chairman
Solid Waste Advisory Board

CC: John Tustin, P.E., Director
Michael Mitchell, Solid Waste Superintendent
Michael McClung, Recycling Manager



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TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER

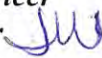
Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
ASSISTANT FINANCE OFFICER

MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Assistant Finance Officer* 
DATE: *April 28, 2020*
RE: *Liquor Control Enterprise Fund Public Hearing*

.....

The purpose of this memo is to request a public hearing for the Liquor Control Enterprise Fund FY20/21 budget on Tuesday, June 2, 2020. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY20/21 Requested Operating Budget as well as the handout for the public hearing meeting.

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

DRAFT

**Notice of Public Hearing
Worcester County
Liquor Control Enterprise Fund
FY 2020/2021 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2020/2021 Liquor Control Enterprise Fund Operating Budget as requested by the Worcester County Liquor Control Department. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_xfZ63-49QrqInTBAO9reWA . Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, June 1, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

The meeting and public hearing will be streamed live on the County website at <https://worcestercountymd.swagit.com/live> on:

Tuesday, June 2, 2020 at 9:20 a.m.

Copies of the detailed budget are available for public inspection online at www.co.worcester.md.us.

**WORCESTER COUNTY
2020/2021 REQUESTED OPERATING BUDGET**

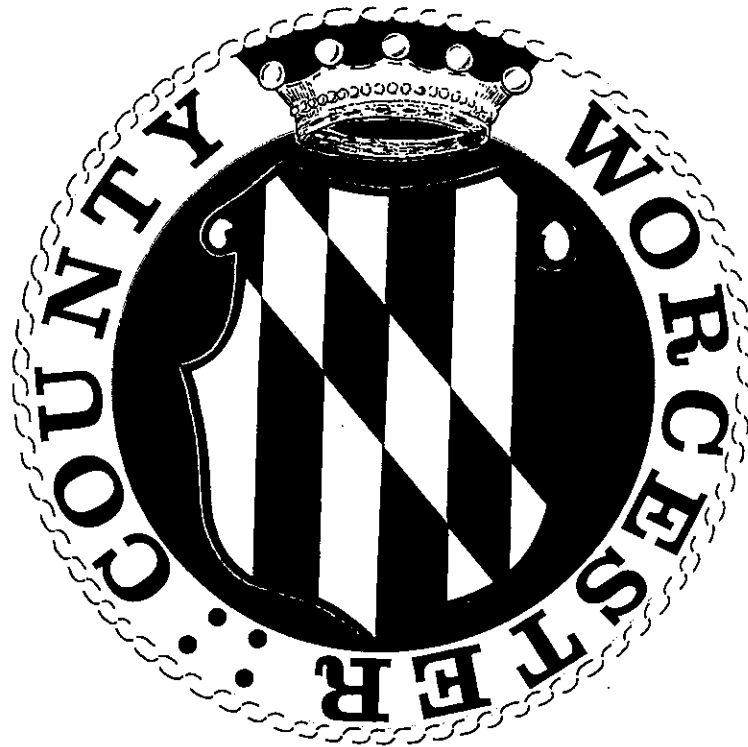
LIQUOR CONTROL ENTERPRISE FUND

Personnel Services	\$177,678
Supplies & Materials	\$14,200
Cost of Goods Sold	\$632,400
Maintenance & Services	\$67,400
Other Charges.....	\$5,736
Payout of Net Income (Loss) to County and Pocomoke City	\$17,586
Interfund Charges.....	<u>\$15,000</u>
 TOTAL REQUESTED EXPENDITURES	 \$930,000
 Sales - Retail	 <u>\$930,000</u>
 TOTAL ESTIMATED REVENUES	 \$930,000

For additional information, contact the Worcester County Treasurer's Office at 410-632-0686, ext. 1217.

Worcester County

Department of Liquor Control



FY 2020/21 Requested

Operating Budgets

Board of County Commissioners of Worcester County

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

Harold L. Higgins, Chief Administrative Officer
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Liquor Control Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1217.

WORCESTER COUNTY
Liquor Control
Enterprise Funds

	2019/20 Budget	2019/20 Request	(\$) Variance	(%) Variance
Revenue				
Liquor Sales - Retail	915,000	930,000	15,000	1.64%
	<u>915,000</u>	<u>930,000</u>	<u>15,000</u>	<u>1.64%</u>
Expenditures				
Cost of Goods Sold	622,200	632,400	10,200	1.64%
Personnel Services	166,648	177,678	11,030	6.62%
Supplies & Materials	14,200	14,200	-	0.00%
Maintenance & Services	62,140	67,400	5,260	8.46%
Other Charges	2,500	5,736	3,236	129.44%
Interfund Charges	14,100	15,000	900	6.38%
Payout of profits/(losses)	33,212	17,586	(15,626)	-47.05%
	<u>915,000</u>	<u>930,000</u>	<u>15,000</u>	<u>1.64%</u>

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 400	Liquor Control							
	REVENUE							
	Department 4001 - Administration							
	Miscellaneous							
4800	Other Miscellaneous Revenue	.00	.00	.00		.00	134.00	.00
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$134.00	\$0.00
	Department 4001 - Administration Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$134.00	\$0.00
	Department 4005 - Retail							
	Location 603 - Pocomoke							
	Charges for Services							
5270	Liquor Sales - Retail	930,000.00	915,000.00	15,000.00	2	699,924.53	850,903.98	772,157.35
	<i>Charges for Services Totals</i>	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$699,924.53	\$850,903.98	\$772,157.35
	Location 603 - Pocomoke Totals	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$699,924.53	\$850,903.98	\$772,157.35
	Location 608 - 16th Street							
	Miscellaneous							
4800	Other Miscellaneous Revenue	.00	.00	.00		72,324.21	94,058.32	92,260.84
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$72,324.21	\$94,058.32	\$92,260.84
	Location 608 - 16th Street Totals	\$0.00	\$0.00	\$0.00	+++	\$72,324.21	\$94,058.32	\$92,260.84
	Department 4005 - Retail Totals	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$944,962.30	\$864,418.19
	REVENUE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$945,096.30	\$864,418.19
	EXPENSE							
	Department 4001 - Administration							
	Supplies & Materials							
6100.100	Administrative Expense Dues, Licenses & Subscriptions	.00	.00	.00		.00	24.00	24.00
6100.190	Administrative Expense Office Supplies	.00	.00	.00		.00	.00	441.03
	<i>Supplies & Materials Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$24.00	\$465.03
	Maintenance & Services							
6530.100	Consulting Services Professional Fees	5,000.00	5,000.00	.00		2,000.00	5,000.00	.00
6550.270	Building Site Expenses Telephone	.00	.00	.00		.00	.00	(3.62)
	<i>Maintenance & Services Totals</i>	\$5,000.00	\$5,000.00	\$0.00	0%	\$2,000.00	\$5,000.00	(\$3.62)
	Other Charges							
7000.115	Travel, Training & Expense Mileage	500.00	500.00	.00		556.66	653.69	400.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		1,910.92	1,801.31	1,767.19
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	.00	1,447.08
	<i>Other Charges Totals</i>	\$2,500.00	\$2,500.00	\$0.00	0%	\$2,467.58	\$2,455.00	\$3,614.27
	Interfund Charges							
8010.010	Interfund Office Expense (Divided)	.00	14,100.00	(14,100.00)	(100)	11,657.89	.00	.00
8010.030	Interfund Treasurer's Support - Salary	7,850.00	.00	7,850.00		.00	6,935.00	5,500.00



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control								
EXPENSE								
Department 4001 - Administration								
<i>Interfund Charges</i>								
8010.040	Interfund Treasurer's Support - Fringe	3,925.00	.00	3,925.00		.00	3,465.00	4,500.00
8010.050	Interfund Public Works & Admin - Benefits	1,075.00	.00	1,075.00		.00	1,900.00	1,513.00
8010.060	Interfund Public Works & Admin - Salaries	2,150.00	.00	2,150.00		.00	950.00	1,237.00
<i>Interfund Charges Totals</i>		\$15,000.00	\$14,100.00	\$900.00	6%	\$11,657.89	\$13,250.00	\$12,750.00
<i>Payments to Other Government Entities</i>								
8500.800	Payments to Other Gov't Entities Distribution of Liquor Profits	17,586.00	33,212.00	(15,626.00)	(47)	.00	.00	.00
<i>Payments to Other Government Entities Totals</i>		\$17,586.00	\$33,212.00	(\$15,626.00)	(47%)	\$0.00	\$0.00	\$0.00
<i>Capital Equipment</i>								
9100.010	Deprecation Depreciation Expense	.00	.00	.00		11,970.00	15,960.00	15,958.00
<i>Capital Equipment Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$11,970.00	\$15,960.00	\$15,958.00
Department 4001 - Administration Totals		\$40,086.00	\$54,812.00	(\$14,726.00)	(27%)	\$28,095.47	\$36,689.00	\$32,783.68
Department 4003 - Transportation								
<i>Maintenance & Services</i>								
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		.00	.00	126.63
<i>Maintenance & Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$126.63
Department 4003 - Transportation Totals		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$126.63
Department 4005 - Retail								
Location 603 - Pocomoke								
<i>Cost of Goods Sold</i>								
8910	Purchases	632,400.00	622,200.00	10,200.00	2	522,233.28	618,889.55	628,422.23
8915	Change in Inventory	.00	.00	.00		(9,838.00)	6,267.00	(52,044.00)
<i>Cost of Goods Sold Totals</i>		\$632,400.00	\$622,200.00	\$10,200.00	2%	\$512,395.28	\$625,156.55	\$576,378.23
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	64,709.00	64,148.00	561.00	1	45,579.35	71,374.02	91,308.21
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	568.16	1,573.68
6010.100	Benefits Fica & Fringe Benefits	22,969.00	22,500.00	469.00	2	14,725.64	36,819.34	59,013.46
6050	Outsourced Labor	90,000.00	80,000.00	10,000.00	13	65,961.34	80,117.41	68,822.46
<i>Personnel Services Totals</i>		\$177,678.00	\$166,648.00	\$11,030.00	7%	\$126,266.33	\$188,878.93	\$220,717.81
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	14,000.00	14,000.00	.00		9,539.76	13,595.19	13,591.01
6150.050	Uniforms & Personal Equipment Uniforms	200.00	200.00	.00		113.88	.00	293.60
<i>Supplies & Materials Totals</i>		\$14,200.00	\$14,200.00	\$0.00	0%	\$9,653.64	\$13,595.19	\$13,884.61

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control								
EXPENSE								
Department 4005 - Retail								
Location 603 - Pocomoke								
<i>Maintenance & Services</i>								
6530.100	Consulting Services Professional Fees	30,000.00	30,000.00	.00		80.00	9,497.50	69,461.64
6550.015	Building Site Expenses Building Supplies	3,000.00	2,140.00	860.00	40	3,170.84	3,742.98	2,192.03
6550.020	Building Site Expenses Buildings & Grounds Maintenance	5,000.00	5,000.00	.00		6,610.00	3,932.06	5,070.38
6550.060	Building Site Expenses Electricity	11,000.00	11,000.00	.00		6,469.12	9,420.71	10,562.06
6550.220	Building Site Expenses Security Alarm Monitoring	300.00	300.00	.00		265.94	332.00	1,336.96
6550.270	Building Site Expenses Telephone	3,600.00	3,200.00	400.00	13	2,691.24	3,398.47	3,185.99
6550.310	Building Site Expenses Water & Sewer	500.00	500.00	.00		309.36	458.04	424.04
6900.070	Advertising Sales	9,000.00	5,000.00	4,000.00	80	6,611.93	9,230.97	2,437.59
	<i>Maintenance & Services Totals</i>	\$62,400.00	\$57,140.00	\$5,260.00	9%	\$26,208.43	\$40,012.73	\$94,670.69
<i>Other Charges</i>								
7170.010	Benefits & Insurance Allowance for COLA	3,236.00	.00	3,236.00		.00	.00	.00
	<i>Other Charges Totals</i>	\$3,236.00	\$0.00	\$3,236.00	+++	\$0.00	\$0.00	\$0.00
	Location 603 - Pocomoke Totals	\$889,914.00	\$860,188.00	\$29,726.00	3%	\$674,523.68	\$867,643.40	\$905,651.34
Location 605 - Gold Coast Mall								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	.00	.00	.00		.00	.00	5.00
	<i>Supplies & Materials Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$5.00
	Location 605 - Gold Coast Mall Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$5.00
Location 607 - North Worcester								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	.00	.00	.00		.00	.00	20.95
	<i>Supplies & Materials Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$20.95
	Location 607 - North Worcester Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$20.95
Location 608 - 16th Street								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	.00	.00	.00		.00	.00	10.00
	<i>Supplies & Materials Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$10.00
<i>Maintenance & Services</i>								
6550.170	Building Site Expenses Office Rent/Lease	.00	.00	.00		72,485.20	95,136.76	93,670.57
	<i>Maintenance & Services Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$72,485.20	\$95,136.76	\$93,670.57
	Location 608 - 16th Street Totals	\$0.00	\$0.00	\$0.00	+++	\$72,485.20	\$95,136.76	\$93,680.57
	Department 4005 - Retail Totals	\$889,914.00	\$860,188.00	\$29,726.00	3%	\$747,008.88	\$962,780.16	\$999,357.86





Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 12/31/19	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control								
	EXPENSE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$775,104.35	\$999,469.16	\$1,032,268.17
Fund 400 - Liquor Control	Totals							
	REVENUE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$945,096.30	\$864,418.19
	EXPENSE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$775,104.35	\$999,469.16	\$1,032,268.17
Fund 400 - Liquor Control	Totals	\$0.00	\$0.00	\$0.00	+++	(\$2,855.61)	(\$54,372.86)	(\$167,849.98)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$945,096.30	\$864,418.19
	EXPENSE GRAND TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$775,104.35	\$999,469.16	\$1,032,268.17
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$2,855.61)	(\$54,372.86)	(\$167,849.98)

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**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, 2020, the estimated real property assessable base will increase by 2.1% from \$15,734,438,820 to \$16,061,877,029.

2. If Worcester County maintains the current tax rate of \$0.845 per \$100 of assessment, real property tax revenues will increase by 2.1% resulting in \$2,766,853 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 \$0.8278, 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 \$0.845 per \$100 of assessment. This tax rate is 2.1% higher than the constant yield tax rate and will generate \$2,766,853 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 5, 2020 at the Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863. *

Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_R7VZcbCZRwqWickNDZKfVw . The meeting will also be streamed live on the County website at <http://worcestercountymd.swagit.com/live>.

The hearing is open to the public and public testimony is encouraged. Participants who join the video/audio conference

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will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

All commenters must identify themselves by their full name and address to be included in the public record. Written comments received by the deadline will be read into the record by Worcester County staff during the public comment portion of the meeting.

Persons with questions or wanting additional information regarding this hearing may call (410) 632-1194.



OFFICE OF THE
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 6, 2020

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
Kathy Whited, Budget Officer *KW*
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 retain the current real property tax rate, which is greater than the constant yield rate. 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 23, 2020. Additional language is now allowed due to COVID-19 and the proposal for holding public hearings through video/audio conferences, email and written comments. 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 FY2021 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 \$0.8278 to offset the increasing assessments. This is the constant yield tax rate.
- Part 4 of the notice proposes to adopt and maintain the real property tax rate of \$.845 which is 2.1% higher than the constant yield tax rate and will generate \$2,766,853 in additional real property tax revenues.

With the proposal that the Constant Yield Advertisement reflect the current real property tax rate of \$.845 this would therefore NOT ALLOW the County to increase the rate higher than \$.845 per \$100 of assessment for real property. We are available for any questions you may have.

Attached please find copies of the following:

Page 2 Constant Yield advertisement
Page 4 2020 Constant Yield Tax Rate Certification

H:\FY21 Budget\FY21 Constant Yield\Constant yield tax rate comm memo.doc

APPROVED

Worcester County Commissioners

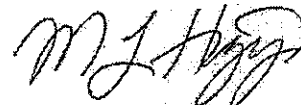
Date H+ 4/14/20

2020 Constant Yield Tax Rate Certification

Taxing authority: **Worcester
 County**

1	1-Jul-2019	Gross assessable real property base	\$	15,884,134,247															
2	1-Jul-2019	Homestead Tax Credit	-	149,695,427															
3	1-Jul-2019	Net assessable real property base		15,734,438,820															
4	1-Jul-2019	Actual local tax rate (per \$100)	x	0.8450															
5	1-Jul-2019	Potential revenue	\$	132,956,008															
6	1-Jul-2020	Estimated assessable base	\$	16,335,045,374															
7	1-Jan-2020	Half year new construction	-	62,690,690															
8	1-Jul-2020	Estimated full year new construction*	-	44,057,000															
9	1-Jul-2020	Estimated abatements and deletions**	-	166,420,655															
10	1-Jul-2020	Net assessable real property base	\$	16,061,877,029															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">11</td> <td style="width: 15%;">1-Jul-2019</td> <td style="width: 55%;">Potential revenue</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 15%; text-align: right;">132,956,008</td> </tr> <tr> <td>12</td> <td>1-Jul-2020</td> <td>Net assessable real property base</td> <td style="text-align: right;">÷</td> <td style="text-align: right;">16,061,877,029</td> </tr> <tr> <td>13</td> <td>1-Jul-2020</td> <td>Constant yield tax rate</td> <td style="text-align: right;">\$</td> <td style="text-align: right; border: 1px solid black; background-color: #cccccc;">0.8278</td> </tr> </table>					11	1-Jul-2019	Potential revenue	\$	132,956,008	12	1-Jul-2020	Net assessable real property base	÷	16,061,877,029	13	1-Jul-2020	Constant yield tax rate	\$	0.8278
11	1-Jul-2019	Potential revenue	\$	132,956,008															
12	1-Jul-2020	Net assessable real property base	÷	16,061,877,029															
13	1-Jul-2020	Constant yield tax rate	\$	0.8278															

Certified by



Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2020, including Homestead Tax Credit.
 Form CYTR #1

**WORCESTER COUNTY
NOTICE OF PUBLIC HEARING
FY 2021 OPERATING BUDGETS**

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2021 Operating Budgets for the Agencies and Departments which are funded by the Worcester County Commissioners. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_R7VZcbCZRwqWickNDZKfvw . Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

The meeting will be streamed live on the County website <https://worcestercountymd.swagit.com/live> at:

7:00 P.M., Tuesday, May 5, 2020

General Fund requested expenditures consolidated on March 17, 2020 exceeded available revenues (based upon current tax rates) by \$11,326,214. Due to COVID-19, revisions to revenues and expenditures have been reduced in anticipation of economic forecasts which now amends the shortfall to \$272,504. 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 requested and revised budgets are available for public inspection on the Worcester County website at www.co.worcester.md.us.

			GENERAL FUND ESTIMATED REVENUES		
	Requested Budget	Covid-19 Revised		Requested Budget	Covid-19 Revised
Property Taxes	\$ 145,059,221	\$ 145,059,221	Licenses & Permits	2,506,182	2,506,182
Income Taxes	30,000,000	26,500,000	Charges for Services	6,558,570	6,558,570
Other Local Taxes	13,781,000	13,781,000	Fines & Forfeits	52,700	52,700
State Shared	1,811,823	1,811,823	Interest	1,500,000	850,000
Federal Grants	369,957	369,957	Misc/Sale of Assets/& Other	440,561	440,561
State Grants	5,354,372	5,266,872	Transfers In – Casino/Local Impact Grant Funds	<u>2,497,400</u>	<u>2,497,400</u>
TOTAL ESTIMATED REQUESTED & REVISED REVENUES				<u>\$ 209,931,786</u>	\$ 205,694,286

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GENERAL FUND ESTIMATED EXPENDITURES

	Requested Budget	Covid-19 Revised		Requested Budget	Covid-19 Revised
Board of Education: Operating Expenses Debt Payments to be paid on behalf	\$ 98,529,334 12,494,881	\$ 94,611,239 12,494,881	Library	2,826,767	2,669,521
Boat Landings	477,315	302,315	Maintenance	1,278,217	1,053,342
Circuit Court	1,286,419	1,283,919	Mosquito Control	223,830	189,405
Commission On Aging	1,505,778	1,450,878	Natural Resources	521,254	521,254
County Administration	980,197	983,367	Orphan's Court	28,294	27,800
Debt Service (less Education Debt)	1,440,788	1,440,788	Other General Government	2,690,284	2,451,284
Development Review & Permitting	1,872,260	1,787,703	Other General Government: (State Dept. of Assessment Operating Exp)	730,745	589,787
Economic Development	448,471	395,738	Parks	2,003,395	1,826,205
Elections	1,057,341	1,054,533	Public Works Administration	663,852	607,152
Emergency Services	3,350,706	3,020,315	Recreation	1,798,342	1,646,232
Environmental Programs	1,548,032	1,423,749	Recreation & Culture	85,001	75,000
Extension Office	206,697	206,697	Recycling	972,486	839,886
Fire Marshal	551,353	516,664	Roads	4,441,199	3,496,753
Grants to Towns	7,242,640	5,986,250	Sheriff	8,827,604	7,455,700
Health Department	5,683,797	5,683,797	Social Service Groups	841,368	675,078
Homeowner Convenience Centers	797,716	687,716	State's Attorney	1,482,633	1,484,463
Human Resources	471,341	435,691	Taxes Shared w/ Towns	2,645,257	2,345,257
Information Technology	522,436	522,386	Tourism	1,331,527	1,264,727
Insurance & Benefits: (Includes OPEB-all employees)	23,916,877	21,584,483	Treasurer	1,224,778	1,163,841
Interfund	756,945	0	Vol. Fire Co. & Ambulance Co.	9,418,369	7,861,124
Jail	9,663,352	9,431,748	Wor-Wic Community College	2,418,122	2,418,122
	TOTAL REQUESTED & REVISED EXPENDITURES			<u>\$ 221,258,000</u>	<u>\$ 205,966,790</u>

Worcester County Notice of Public Hearing FY2021 Operating Budgets

The FY2021 General Fund Budget as shown below includes the COVID-19 revised Revenues and Expenditures as compared to the original submitted request on March 17, 2020 (shown in italics). This document includes the dollar and percent variances between the FY2021 COVID-19 Revised Budget and the FY2020 Adopted Budget. The Public Hearing on the FY2021 Budget will be held on May 5, 2020 at 7:00 p.m. from the Worcester County Government Center and will take place remotely via video teleconference and will also be live-streamed at <https://worcestercountymd.swagit.com/live>. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_R7VZcbCZRwqWickNDZKFVw. Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received by the deadline will be read into the record at the public hearing.

**WORCESTER COUNTY
Summary
FY2021 Revenue Estimate**

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Covid-19 Revised/ FY20 Approved	Difference (%)
Property Taxes	\$ 145,059,221	\$ <i>145,059,221</i>	\$ 140,826,835	\$ 4,232,386	3%
Income Taxes	26,500,000	<i>30,000,000</i>	26,500,000	0	0%
Other Local Taxes	13,781,000	<i>13,781,000</i>	12,534,000	1,247,000	10%
State Shared	1,811,823	<i>1,811,823</i>	1,584,729	227,094	14%
Licenses & Permits	2,506,182	<i>2,506,182</i>	2,393,982	112,200	5%
Charges for Services	6,558,570	<i>6,558,570</i>	6,667,281	(108,711)	-2%
Interest on Investments	850,000	<i>1,500,000</i>	1,900,000	(1,050,000)	-55%
Fines & Forfeits	52,700	<i>52,700</i>	52,500	200	0%
Misc./Sale of Assets/Other Revenue	440,561	<i>440,561</i>	519,532	(78,971)	-15%
Federal Grants	369,957	<i>369,957</i>	346,188	23,769	7%
State Grants	5,266,872	<i>5,354,372</i>	4,892,694	374,178	8%
Transfers In-Casino/Local Impact Grant	2,497,400	<i>2,497,400</i>	3,067,811	(570,411)	-19%
Transfers In - Budget Stabilization	0	<i>0</i>	0	0	N/A
TOTAL REVENUES	\$ 205,694,286	\$ <i>209,931,786</i>	\$ 201,285,552	\$ 4,408,734	2%

FY 2021 Requested General Fund Budget

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Covid-19 Revised/ FY20 Approved	Difference (%)
County Commissioners & Admin.					
Personnel Services	954,022	<i>954,022</i>	967,450	(13,428)	-1%
Supplies & Materials	33,702	<i>34,422</i>	39,446	(5,744)	-15%
Maintenance & Services	32,694	<i>25,972</i>	25,537	7,157	28%
Other Charges	43,914	<i>46,746</i>	44,614	(700)	-2%
Interfund Charges	(80,965)	<i>(80,965)</i>	(81,037)	72	0%
Capital Equipment	0	<i>0</i>	0	0	N/A
	983,367	<i>980,197</i>	996,010	(12,643)	-1%
Circuit Court					
Personnel Services	951,991	<i>951,991</i>	981,121	(29,130)	-3%
Supplies & Materials	212,231	<i>212,731</i>	182,452	29,779	16%
Maintenance & Services	110,765	<i>112,765</i>	112,765	(2,000)	-2%
Other Charges	8,932	<i>8,932</i>	12,848	(3,916)	-30%
Capital Equipment	0	<i>0</i>	0	0	N/A
	1,283,919	<i>1,286,419</i>	1,289,186	(5,267)	0%

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Difference (%) Covid-19 Revised/ FY20 Approved	
Orphan's Court					
Personnel Services	21,000	21,000	28,500	(7,500)	-26%
Supplies & Materials	0	0	0	0	N/A
Other Charges	6,800	7,294	7,294	(494)	-7%
	27,800	28,294	35,794	(7,994)	-22%
State's Attorney					
Personnel Services	1,390,121	1,388,291	1,349,099	41,022	3%
Supplies & Materials	51,242	51,242	50,109	1,133	2%
Maintenance & Services	17,350	17,350	26,012	(8,662)	-33%
Other Charges	25,750	25,750	25,750	0	0%
Interfund Charges	0	0	0	0	N/A
Capital Equipment	0	0	0	0	N/A
	1,484,463	1,482,633	1,450,970	33,493	2%
Treasurer					
Personnel Services	1,248,522	1,302,531	1,253,170	(4,648)	0%
Supplies & Materials	136,855	142,355	136,527	328	0%
Maintenance & Services	2,400	4,200	5,000	(2,600)	-52%
Other Charges	4,900	6,800	6,735	(1,835)	-27%
Interfund Charges	(228,836)	(231,108)	(226,122)	(2,714)	1%
Capital Equipment	0	0	0	0	N/A
	1,163,841	1,224,778	1,175,310	(11,469)	-1%
Elections Office					
Personnel Services	522,228	522,228	535,496	(13,268)	-2%
Supplies & Materials	367,593	367,593	340,149	27,444	8%
Maintenance & Services	149,326	152,134	140,250	9,076	6%
Other Charges	15,386	15,386	14,190	1,196	8%
Capital Equipment	0	0	0	0	N/A
	1,054,533	1,057,341	1,030,085	24,448	2%
Human Resources					
Personnel Services	446,554	446,554	442,827	3,727	1%
Supplies & Materials	22,760	23,310	23,955	(1,195)	-5%
Maintenance & Services	25,500	32,100	26,500	(1,000)	-4%
Other Charges	4,500	4,500	5,320	(820)	-15%
Interfund Charges	(63,623)	(63,623)	(62,795)	(828)	1%
Capital Equipment	0	28,500	0	0	N/A
	435,691	471,341	435,807	(116)	0%
Development Review & Permitting					
Personnel Services	1,507,623	1,525,230	1,442,541	65,082	5%
Supplies & Materials	281,502	288,202	282,560	(1,058)	0%
Maintenance & Services	56,000	58,250	58,425	(2,425)	-4%
Other Charges	23,331	23,331	22,120	1,211	5%
Interfund Charges	(80,753)	(80,753)	(15,491)	(65,262)	421%
Capital Equipment	0	58,000	18,000	(18,000)	-100%
	1,787,703	1,872,260	1,808,155	(20,452)	-1%
Environmental Programs					
Personnel Services	1,078,264	1,104,197	1,107,101	(28,837)	-3%
Supplies & Materials	268,252	268,252	282,522	(14,270)	-5%
Maintenance & Services	98,145	100,895	104,842	(6,697)	-6%
Other Charges	5,656	5,656	9,662	(4,006)	-41%
Interfund Charges	(26,568)	(26,568)	(26,568)	0	0%
Capital Equipment	0	95,600	0	0	N/A
	1,423,749	1,548,032	1,477,559	(53,810)	-4%

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Difference (%) Covid-19 Revised/ FY20 Approved	
Information Technology					
Personnel Services	532,292	532,292	525,345	6,947	1%
Supplies & Materials	9,450	9,450	11,182	(1,732)	-15%
Maintenance & Services	2,280	2,330	1,980	300	15%
Other Charges	6,452	6,452	8,759	(2,307)	-26%
Interfund Charges	(28,088)	(28,088)	(28,088)	0	0%
Capital Equipment	0	0	26,000	(26,000)	-100%
	522,386	522,436	545,178	(22,792)	-4%
Other General Government					
Supplies & Materials	957,987	961,987	982,942	(24,955)	-3%
Maintenance & Services	909,738	909,738	911,698	(1,960)	0%
Other Charges	1,157,374	1,298,332	1,185,967	(28,593)	-2%
Capital Equipment	15,972	250,972	0	15,972	N/A
	3,041,071	3,421,029	3,080,607	(39,536)	-1%
Sheriff's Department					
Personnel Services	6,098,539	6,760,183	6,043,233	55,306	1%
Supplies & Materials	721,379	786,643	612,623	108,756	18%
Maintenance & Services	582,673	715,533	429,383	153,290	36%
Other Charges	53,109	80,109	64,609	(11,500)	-18%
Capital Equipment	0	485,136	180,000	(180,000)	-100%
	7,455,700	8,827,604	7,329,848	125,852	2%
Emergency Services					
Personnel Services	1,730,326	1,907,987	1,463,443	266,883	18%
Supplies & Materials	1,037,646	1,041,696	1,130,671	(93,025)	-8%
Maintenance & Services	212,200	229,200	247,750	(35,550)	-14%
Other Charges	40,143	49,823	51,295	(11,152)	-22%
Interfund Charges	0	0	0	0	N/A
Capital Equipment	0	122,000	118,000	(118,000)	-100%
	3,020,315	3,350,706	3,011,159	9,156	0%
County Jail					
Personnel Services	6,058,843	6,139,122	6,153,698	(94,855)	-2%
Supplies & Materials	1,039,385	1,118,960	1,185,102	(145,717)	-12%
Maintenance & Services	2,299,162	2,326,912	2,254,450	44,712	2%
Other Charges	16,056	16,056	16,056	0	0%
Capital Equipment	18,302	62,302	73,000	(54,698)	-75%
	9,431,748	9,663,352	9,682,306	(250,558)	-3%
Fire Marshal's Office					
Personnel Services	424,899	456,288	422,157	2,742	1%
Supplies & Materials	49,720	52,720	37,040	12,680	34%
Maintenance & Services	17,360	17,660	16,260	1,100	7%
Other Charges	24,685	24,685	23,470	1,215	5%
Capital Equipment	0	0	45,500	(45,500)	-100%
	516,664	551,353	544,427	(27,763)	-5%
Volunteer Fire & Ambulance					
Supplies & Materials	1,800	1,800	19,020	(17,220)	-91%
Maintenance & Services	19,404	19,404	17,810	1,594	9%
Other Charges	7,818,920	9,376,165	7,430,386	388,534	5%
Capital Equipment	21,000	21,000	0	21,000	N/A
	7,861,124	9,418,369	7,467,216	393,908	5%

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Difference (%) Covid-19 Revised/ FY20 Approved	
Public Works Department					
Personnel Services	671,789	671,789	574,243	97,546	17%
Supplies & Materials	31,752	31,752	23,435	8,317	35%
Maintenance & Services	40,746	43,446	51,396	(10,650)	-21%
Other Charges	2,865	2,865	2,865	0	0%
Interfund Charges	(140,000)	(140,000)	(205,037)	65,037	-32%
Capital Equipment	0	54,000	6,500	(6,500)	-100%
	607,152	663,852	453,402	153,750	34%
Maintenance Division					
Personnel Services	918,743	1,009,764	953,236	(34,493)	-4%
Supplies & Materials	56,161	63,780	50,382	5,779	11%
Maintenance & Services	76,888	87,930	75,728	1,160	2%
Other Charges	1,550	8,078	4,650	(3,100)	-67%
Capital Equipment	0	108,665	53,000	(53,000)	-100%
	1,053,342	1,278,217	1,136,996	(83,654)	-7%
Roads Division					
Personnel Services	1,566,326	1,569,317	1,572,527	(6,201)	0%
Supplies & Materials	1,251,925	1,751,925	1,226,006	25,919	2%
Maintenance & Services	676,512	676,812	674,106	2,406	0%
Other Charges	1,990	1,990	1,590	400	25%
Capital Equipment	0	441,155	347,000	(347,000)	-100%
	3,496,753	4,441,199	3,821,229	(324,476)	-8%
Boat Landings					
Supplies & Materials	265,000	265,000	200,000	65,000	33%
Maintenance & Services	37,315	212,315	81,615	(44,300)	-54%
Capital Equipment	0	0	0	0	N/A
	302,315	477,315	281,615	20,700	7%
Homeowner Convenience Centers					
Personnel Services	213,782	213,782	268,382	(54,600)	-20%
Supplies & Materials	9,150	9,150	3,150	6,000	190%
Maintenance & Services	273,050	273,050	265,000	8,050	3%
Other Charges	0	0	0	0	N/A
Interfund Charges	191,734	191,734	215,485	(23,751)	-11%
Capital Equipment	0	110,000	0	0	N/A
	687,716	797,716	752,017	(64,301)	-9%
Recycling					
Personnel Services	397,055	397,055	340,631	56,424	17%
Supplies & Materials	17,150	17,150	17,150	0	0%
Maintenance & Services	198,325	198,325	195,000	3,325	2%
Other Charges	1,314	1,314	1,314	0	0%
Interfund Charges	226,042	226,042	217,261	8,781	4%
Capital Equipment	0	132,600	45,000	(45,000)	-100%
	839,886	972,486	816,356	23,530	3%
Health Department					
Supplies & Materials	3,000	3,000	3,000	0	0%
Maintenance & Services	416,002	416,002	416,002	0	0%
Other Charges	5,264,795	5,264,795	5,197,842	66,953	1%
Capital Equipment	0	0	0	0	N/A
	5,683,797	5,683,797	5,616,844	66,953	1%

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Difference (%) Covid-19 Revised/ FY20 Approved	
Mosquito Control Division					
Personnel Services	93,185	93,185	89,483	3,702	4%
Supplies & Materials	5,695	5,695	3,650	2,045	56%
Maintenance & Services	20,350	20,350	18,050	2,300	13%
Other Charges	70,175	70,175	70,000	175	0%
Capital Equipment	0	34,425	0	0	N/A
	189,405	223,830	181,183	8,222	5%
Commission on Aging					
Supplies & Materials	182,728	182,728	56,108	126,620	226%
Maintenance & Services	206,250	207,650	209,750	(3,500)	-2%
Other Charges	1,061,900	1,115,400	1,023,700	38,200	4%
Capital Equipment	0	0	0	0	N/A
	1,450,878	1,505,778	1,289,558	161,320	13%
Social Service Groups					
Personnel Services	0	0	0	0	N/A
Other Charges	675,078	841,368	686,328	(11,250)	-2%
	675,078	841,368	686,328	(11,250)	-2%
Wor-Wic Community College					
Other Charges	2,418,122	2,418,122	2,333,092	85,030	4%
Capital Equipment	0	0	0	0	N/A
	2,418,122	2,418,122	2,333,092	85,030	4%
Board of Education					
Personnel Services	71,892,099	71,892,099	69,146,121	2,745,978	4%
Supplies & Materials	3,407,333	3,407,333	3,255,833	151,500	5%
Maintenance & Services	8,093,236	8,093,236	7,776,138	317,098	4%
Other Charges	31,651,467	34,669,562	31,517,591	133,876	0%
Interfund Charges	(20,927,438)	(20,927,438)	(20,602,519)	(324,919)	2%
Capital Equipment	494,542	1,394,542	544,542	(50,000)	-9%
Total Operating Budget	94,611,239	98,529,334	91,637,706	2,973,533	3%
School Debt Service	12,494,881	12,494,881	11,763,756	731,125	6%
Total Operating & Debt Service	107,106,120	111,024,215	103,401,462	3,704,658	4%
Recreation Department					
Personnel Services	901,614	966,924	809,238	92,376	11%
Supplies & Materials	522,740	546,240	357,505	165,235	46%
Maintenance & Services	184,128	186,878	191,478	(7,350)	-4%
Other Charges	37,750	37,750	16,880	20,870	124%
Capital Equipment	0	60,550	0	0	N/A
	1,646,232	1,798,342	1,375,101	271,131	20%
Parks Department					
Personnel Services	417,716	417,716	413,234	4,482	1%
Supplies & Materials	1,319,608	1,418,108	1,304,579	15,029	1%
Maintenance & Services	88,131	90,131	88,331	(200)	0%
Other Charges	750	1,250	630	120	19%
Capital Equipment	0	76,190	48,500	(48,500)	-100%
	1,826,205	2,003,395	1,855,274	(29,069)	-2%
Library					
Personnel Services	1,841,641	1,930,642	1,852,680	(11,039)	-1%
Supplies & Materials	455,908	482,553	468,210	(12,302)	-3%
Maintenance & Services	363,172	364,772	383,672	(20,500)	-5%
Other Charges	8,800	8,800	8,804	(4)	0%
Capital Equipment	0	40,000	85,000	(85,000)	-100%
	2,669,521	2,826,767	2,798,366	(128,845)	-5%

	FY2021 Covid-19 Revised	FY2021 March Estimate	FY2020 Approved	(\$) Difference (%) Covid-19 Revised/ FY20 Approved	
Recreation & Culture					
Other Charges	75,000	85,001	75,000	0	0%
	75,000	85,001	75,000	0	0%
Extension Service					
Supplies & Materials	16,615	16,615	18,593	(1,978)	-11%
Maintenance & Services	2,500	2,500	2,500	0	0%
Other Charges	187,582	187,582	179,952	7,630	4%
Capital Equipment	0	0	0	0	N/A
	206,697	206,697	201,045	5,652	3%
Natural Resources					
Supplies & Materials	1,700	1,700	1,700	0	0%
Other Charges	519,554	519,554	509,554	10,000	2%
	521,254	521,254	511,254	10,000	2%
Economic Development Department					
Personnel Services	143,413	178,648	193,872	(50,459)	-26%
Supplies & Materials	179,450	179,450	139,816	39,634	28%
Maintenance & Services	54,200	54,200	93,950	(39,750)	-42%
Other Charges	18,675	18,675	18,675	0	0%
Capital Equipment	0	17,498	0	0	N/A
	395,738	448,471	446,313	(50,575)	-11%
Tourism Department					
Personnel Services	202,982	202,982	207,023	(4,041)	-2%
Supplies & Materials	249,861	249,861	183,948	65,913	36%
Maintenance & Services	806,984	873,784	729,844	77,140	11%
Other Charges	4,900	4,900	5,000	(100)	-2%
	1,264,727	1,331,527	1,125,815	138,912	12%
Taxes Shared W/Towns					
Other Charges	2,345,257	2,645,257	2,345,257	0	0%
	2,345,257	2,645,257	2,345,257	0	0%
Grants to Towns					
Supplies & Materials	0	100,000	0	0	N/A
Other Charges	5,986,250	7,142,640	5,856,000	130,250	2%
	5,986,250	7,242,640	5,856,000	130,250	2%
Insurance & Benefits					
Maintenance & Services	5,000	5,000	5,000	0	0%
Health, OPEB & Other	21,579,483	23,911,877	20,714,728	864,755	4%
	21,584,483	23,916,877	20,719,728	864,755	4%
Debt Service					
Interfund Charges	13,935,669	13,935,669	13,215,563	720,106	5%
Less: Alloc. Brd of Ed Debt	(12,494,881)	(12,494,881)	(11,763,756)	(731,125)	6%
	1,440,788	1,440,788	1,451,807	(11,019)	-1%
Interfund					
Interfund Charges	0	756,945	394,893	(394,893)	-100%
	0	756,945	394,893	(394,893)	-100%
TOTAL EXPENDITURES	\$ 205,966,790	\$ 221,258,000	\$ 201,285,552	\$ 4,681,238	2%



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

OFFICE OF THE
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 7, 2020

APPROVED

Worcester County Commissioners

Date HH 4/14/20

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
Kathy Whited, Budget Officer
RE: FY2021 Notice of Public Hearing Operating Budget 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 FY2021 Operating Budget. In order for the County Commissioners to review the FY21 budget within the current real property tax rate of \$.845, the County will take emergency actions to address the COVID-19 Pandemic with fiscal measures. The advertisement will include the estimated revenues and requested expenditures consolidated and delivered to the Commissioners at the March 17, 2020 meeting. Due to the economic effects that COVID-19 will present, reductions in Income Taxes, Investment Interest and Program Open Space were revised down. Upon review and given the present real property tax rate, work has begun to bring the requested FY21 budgets in line with revised estimated revenues. It is our belief that during the budget work sessions which begin in May, these revisions will be a starting point for Commissioners and staff.

Attached you will find the FY21 budget advertisement which now includes the March 17 request and COVID-19 revisions so the public will be able to comment on budget estimates that more accurately reflect the current economic conditions.

Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. We plan to advertise with the following options:

If you would like to speak at this public hearing you must register in advance at (<https://usxxweb.zoom.us/webinar/register/xxx>). Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. The meeting will also be streamed live on the County website <https://worcestercountymd.swagit.com/live>. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. The public hearing will be held on Tuesday, May 5, 2020, at 7:00 PM from the Government Center, One West Market Street, Snow Hill, MD 21863.

The advertisement for the Notice of Public Hearing FY2021 Estimated Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 23 and April 30, 2020.

Attachment: Notice of Public Hearing

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Minutes of the County Commissioners of Worcester County, Maryland

April 14, 2020

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

Due to the current COVID-19 pandemic, this meeting was held virtually via Zoom for which the live stream and can be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

At 9:00 a.m. Commissioner Mitrecic called the meeting to order.

The Commissioners reviewed and approved the open and closed session minutes of their March 17, 2020 meeting as presented.

The Commissioners met with Library Director Jennifer Ranck to review schematic designs and a comparison of site and building options developed by local stakeholders from the Library, Commission on Aging (COA) and Health Department with assistance from Architect Jeff Schoellkopf of JSD, Inc./The Design Group for the Pocomoke Branch Library project. Ms. Ranck advised that in December 2019 Library officials began a site evaluation of the property offered by Pocomoke City officials to construct a new Pocomoke Branch Library and met with stakeholders to better understand what would be needed to develop a facility that could accommodate Library, Senior Center, and Health Department services in one location as directed by the Commissioners. She noted that the City of Pocomoke is completing a phase one environmental study of that property, and she reviewed the concepts available for the Pocomoke Branch Library Project as follows: Concepts 1a and 1b - construct a new 15,000 to 17,000-square-foot (SF), one-story facility with a Library and Senior Center on the parcels offered by Pocomoke officials with two options for parking; Concept 2 - construct a new 20,000 to 22,000-SF, facility with a Library, Senior Center, and Health Department offices, or construct that same facility and place the Library and Senior Center on the first floor and construct a 4,000 to 7,000-SF second floor for Health Department offices with a separate entrance, on parcels offered by Pocomoke officials. Both Concepts one and two include developing parking on a parcel directly behind the Delmarva Discovery Center, which the town does not own and which would require additional funding to purchase, or providing parking on surrounding streets and parcels; Concepts 3a and 3b - build a new, 15,000 to 17,000-SF Pocomoke Branch Library and Senior Center at the current location on Market Street, and depending upon the location of the new building, one option would allow the existing Library to remain open during construction; Concept 4 - construct a new 11,000 to 12,000-SF facility for a new Library Branch only at the Market Street property, and keeping the existing Branch Library open during construction; or

Concept 5 - renovate the existing 7,000-SF facility at Market Street to include a 3,000 to 4,000 SF addition at an estimated cost of \$522 per SF, with a 5% escalation cost, for an estimated cost of \$5.6 million.

Ms. Ranck advised that \$490,000 was reserved in the FY21 budget for design funds, and the Library applied for and was awarded State grant funds to develop design plans in keeping with Concept 5. She stated that Library officials would like to apply for an FY22 State Capital Grant to assist with construction costs. However, the application deadline is May 22, 2020, and the County must identify the preferred construction concept in the grant application. Ms. Ranck also clarified that any State funds that may be awarded for the renovation and/or construction of a new Library can only be used for that purpose. Therefore, funding for Senior Center and Health Department offices must be applied for separately by the requesting agencies.

Commissioner Bunting agreed that Pocomoke City needs a new Library, but stated that the Commissioners need to know the estimated cost of each Concept in order to select the best Concept for the town and County. Commissioner Bertino concurred and asked how much it would cost for purchase the adjacent lot downtown for parking and what other funding sources or donations may be available to assist with the cost. In response, Ms. Ranck advised that the Library portion of any construction project would account for the majority of project costs. She also noted that the COA should be able to apply for State funding for the Senior Center portion of the project. She further explained that Concept 1b, the downtown location for the Library and Senior Center with parking on adjacent streets, is the preferred alternative and if chosen would not obligate the County to construction funding at this time.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, for The Design Group to develop a cost estimate for Concept 1b for the Commissioners' consideration prior to the State grant application deadline of May 22.

Pursuant to the request of Chief Deputy Mark Titanski and the written request of Sheriff Matthew Crisafulli and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Mitrecic to sign the Law Enforcement Training Scholarship grant application through the Governor's Office of Crime Control and Prevention to cover costs associated with the Northwestern University School of Police Staff and Command training program that prepares law enforcement managers for senior positions.

Pursuant to the recommendation of Tom Perlozzo, Director of Recreation, Parks, Tourism, and Economic Development, and upon a motion by Commissioner Purnell, the Commissioners unanimously rejected all bids for the construction of a 720 square foot facility to house a small concession stand and permanent restrooms at Showell Park. Mr. Perlozzo explained that the County allotted \$200,000 in Maryland Department of Natural Resources (DNR) Program Open Space (POS) funds to cover 90% of all project costs, to include water and sewer service and concession equipment, which were not included in the bid package. However, the low bid of \$246,000 from The Whayland Company of Laurel, Delaware exceeded total project funding by \$46,000. Therefore, he advised that staff will look into acquiring a pre-fabricated building or mobile unit for concessions only.

Pursuant to the request of Mr. Perlozzo and upon a motion by Commissioner Church, the Commissioners unanimously authorized the Town of Berlin to host a family festival with fireworks at the Northern Worcester Athletic Complex in Berlin, Maryland on July 3, 2020, with the town to cover all costs associated with the fireworks. Mr. Perlozzo stated that Recreation and Parks will provide family fun games and entertainment and will offer opportunities to vendors to rent space to cover any costs the County might incur.

In response to a question by Commissioner Bertino, Mr. Perlozzo stated that Recreation and Parks could assist other municipalities with similar events in the future if requested to do so.

Pursuant to the request of Environmental Programs Director Bob Mitchell in response to a written request from Maryland Coastal Bays Program (MCBP) Executive Director Kevin Smith and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved an in-kind match of approximately \$662,500 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period of October 1, 2020 to September 30, 2021. Mr. Mitchell explained that the MCBP should receive \$662,500 in EPA funding this year, which represents a 10% increase in federal funding. Furthermore, the County will use non-federal Rural Legacy Program funds expended to protect and restore the Coastal Bays during the same time period as well as the annual Bay Restoration Fund (BFR) grant for sewer connections and septic pre-treatment upgrades and Maryland Water Quality Financing Grant funding to satisfy the in-kind match requirements without any additional cash required by the County.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved Change Order No. 1 for revisions to the scope of work for the Courthouse heating ventilation and air conditioning (HVAC) project, resulting in a reduction in the contract cost from \$465,850 to \$445,076, so the County can proceed to final payment on this project which has now been completed.

The Commissioners met with Mr. Tustin to review the results of a speed study on Swan Gut Road near Stockton, which was conducted from March 24-31, 2020 at the request of an area resident to address safety concerns and speeding vehicles and to consider posting a speed limit sign. Mr. Tustin reviewed the results and noted that 682 vehicles or 26.4% of drivers traveled 35 miles per hour (mph) or less, and 1,895 or 73.6% of drivers traveled 36 mph or greater, while the average speed was 37 mph on Swan Gut Road during the speed study. Mr. Tustin recommended that Swan Gut Road be posted at 40 mph, with 30 mph safe speed placards to be attached to the curve signs to provide a more uniform speed limit on this previously unposted road.

Upon a motion by Commissioner Nordstrom, the Commissioners concurred with staff's recommendation to establish the speed limit and post speed limit signs and agreed to request that the Sheriff's Office enforce the new speed limit of 40 miles per hour on this unposted road.

The Commissioners met with Development Review and Permitting Director Ed Tudor and Zoning Administrator Jennifer Keener to review a request from Attorney Mark Cropper on behalf of Robert Ewell to adopt a new development standard, specifically a new private campground subdivision road design to facilitate the approval of the remaining phases of the Island Resort Campground. Mr. Tudor stated that, in accordance with Section 1-118(b)(9) of the

Zoning Code, the County Commissioners have the authority to adopt such standards. He further noted that Section 1-318 Campgrounds states that “All roads and incidental drainage shall comply and be constructed in accordance with County road specifications for private campground subdivisions, as adopted by the County Commissioners.” Ms. Keener noted that this requirement applies to all campgrounds regardless of type (rental, membership, subdivision, and cooperative), and there are currently two such standards: one with a 30' wide right-of-way, and another with a 40' wide right-of-way, both with paved surfaces. The new standard would permit gravel surfacing within a 30' wide right-of-way.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 20-7 amending the road construction standards and specifications for private campground subdivisions to include the 30' wide gravel roads as proposed.

The Commissioners met with Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan to review a request from Hugh Cropper, on behalf of Sun Frontier, LLC, for allocation of 38 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve Phase II of the proposed Frontier Town Campground expansion to serve an additional 112 campsites identified on Tax Map 33 as Parcel 94. Mr. Shannahan advised that this request was previously reviewed by the County Commissioners on August 6, 2019, after which a decision was postponed pending adoption of the Standard Sewer Flow calculations on December 3, 2019. He noted that the Technical Review Committee (TRC) reviewed the campground expansion plans on March 11, 2020 and determined that the campground expansion plans cannot proceed unless additional sewer capacity is allocated to the property; however, there is currently no available undesignated sanitary capacity in the southern part of the Mystic Harbour Service Area (Area 2) to serve the proposed expansion. Furthermore, County staff discovered last fall that the Frontier Town Water Park and other commercial uses are significantly exceeding their permitted average daily flow of 6,667 gallons per day (gpd) of sewerage to the Assateague Pointe Service Area during the 2019 summer season, ranging from a low of 10,314 gpd to a high of 19,657 gpd from June 7 through July 26, with an overall average daily flow of 16,841, which exceeds the permitted flow by 10,164 gpd or 252% of the maximum daily flow. Mr. Shannahan stated that Frontier Town officials have agreed to install a meter to record the actual flow to Assateague Pointe from the water park this season, which should help identify the actual flows and determine how sufficient sewage treatment can be provided by Assateague Pointe, perhaps supplemented by Mystic Harbour if necessary. He concluded that, given that there is insufficient capacity in the southern part of the Mystic Harbour Service Area (Area 2), to serve the proposed campground expansion coupled with the potential need for treatment capacity from Mystic Harbour to supplement treatment capacity from Assateague Pointe for the Water Park, the Sewer Committee cannot support the requested allocation of 38 EDUs for the further expansion of campsites at Frontier Town Campground.

Commissioner Mitrecic stated that Frontier Town officials are working diligently to correct the water park issue, and he supported approving the 38 EDUs as requested. In response to a question by Commissioner Bertino, Mr. Mitchell stated that Frontier Town officials have complied with directives from County staff to monitor water usage to avoid future overages. In

response to a question by Commissioner Purnell, Mr. Shannahan confirmed that the Commissioners would have to approve an amendment to the Water and Sewerage Plan to allocate EDUs from Area 1 (north of the airport) to Area 2 (south of the airport) to accommodate this request. Commissioner Nordstrom stated that, while he did not oppose the request, he was not prepared to vote on this matter until the water park issue is corrected.

After some discussion and upon a motion by Commissioner Bunting, the Commissioners voted 6-1, with Commissioner Nordstrom voting in opposition, to initiate an amendment to the Water and Sewerage Plan to allocate and shift 38 EDUs of sewer service from Area 1 (north of the airport), including 29 EDUs from the "Infill and Intensification" category and 9 EDUs from the "Vacant or Multi-Lot Properties" category, to Area 2 (south of the airport) to serve Phase II of the proposed Frontier Town Campground expansion.

Pursuant to the request of Chief Administrative Officer Harold Higgins and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Commission President Mitrecic to sign the contract between the County Commissioners and Sergio Castillo (contractor), hiring Mr. Castillo as a COVID-19 procurement consultant on a temporary, contractual basis. Mr. Higgins explained that Mr. Castillo has the experience and contacts necessary to help the county procure additional resources for Worcester County and its partnering agencies to address the current state of emergency.

In response to a question by Commissioner Bunting, Mr. Higgins advised that for example Atlantic General Hospital (AGH) and the Berlin Nursing Home lack the mortuary capabilities necessary in the event that the number of COVID-19 infections escalates on the Lower Eastern Shore, and Mr. Castillo has the expertise to procure trailers to provide these services if needed and to secure the personal protective equipment and resources needed to address the current health crisis.

The Commissioners met with Chief Administrative Officer Harold Higgins and Budget Officer Kathy Whited to review the Notice of a Proposed Real Property Tax Increase (Constant Yield Tax Rate) advertisement, which has already been approved by the Maryland Department of Assessments and Taxation, to be advertised in area newspapers during the week of April 23, 2020. Mr. Higgins stated that financial projections have been adjusted due to the potential impact of the COVID-19 pandemic on County revenues for FY21; however, the Commissioners intend to maintain the current real property tax rate, as indicated in the advertisement. Mr. Higgins then explained that, in accordance with State law, the notice states that, for the tax year beginning July 1, 2020, the estimated real property assessable base will increase by 2.1%, from \$15,734,438,820 to \$16,061,877,029 and if the County maintains the current tax rate of \$0.845 per \$100 of assessment, real property tax revenues will increase by \$2,766,853 or 2.1%. The notice states that, to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.8278 per \$100 of assessment, the Constant Yield Tax Rate (CYTR). The County is considering not reducing its real property tax rate enough to fully offset increasing assessments and instead proposes to adopt a real property tax rate of \$0.845 per \$100 of assessment. Ms. Whited reiterated that this language is required by State law.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the FY21 Constant Yield Tax Rate advertisement, as required by State law.

Pursuant to the request of Mr. Higgins and Ms. Whited and upon a motion by Commissioner Purnell, the Commissioners unanimously approved the required advertisement of the Notice of Public Hearing on the FY21 County Operating Budgets, which will run in area newspapers the weeks of April 23 and April 30, 2020. This advertisement will advise the public that, due to the health pandemic and in lieu of public appearance, the budget hearing will take place remotely via video teleconference on Tuesday, May 5, 2020, at 7:00 p.m. Mr. Higgins advised that the originally requested budget has been revised due to the COVID-19 pandemic to reduce revenue estimates to reflect anticipated reductions in income taxes, investment interest, and other funding and also reduce department requests to reflect essential needs.

In response to a question by Commissioner Bunting, County Attorney Roscoe Leslie stated that, even if Governor Larry Hogan lifts the stay-at-home order, the meeting must be live-streamed to comply with information outlined in the legal advertisement, the Commissioners could potentially conduct the public hearing in-person at the Worcester County Government Center in Snow Hill and live-stream the meeting for home viewing. In response to a question by Commissioner Bertino, Mr. Shannahan advised that the public may participate in the budget hearing by emailing or mailing written comments no later than Monday, May 4, 2020, at 4:00 p.m. or by registering in advance to receive a link that will allow them to speak to specific aspects of the budget during the public hearing. Mr. Shannahan explained that comments made during the hearing would be limited to no more than two minutes, but more lengthy and detailed written comments would also be accepted.

In response to additional questions by Commissioner Bertino, Mr. Higgins confirmed that the revised budget addresses Maintenance of Effort (MOE) funding for the Board of Education (BOE), including salary increases for BOE and County employees, and includes adjustments in emergency medical services (EMS) funding, and requests from the various departments and agencies to address essential needs.

In response to a question by Commissioner Bertino with regard to whether the County will defer or delay water bill payments, Mr. Higgins confirmed that the County is following the State guidelines. He stated that the water bills have been issued, but the County will not discontinue service and will waive any penalties that may accrue due to nonpayment for a full 30 days after the Commissioners lift the current declaration of emergency.

Commissioner Bertino requested the Worcester County Board of Elections website be updated to advise residents regarding the delay in primary elections in Maryland.

In response to a question by Commissioner Purnell with regard to safety measures implemented in the divisions of Public Works where personnel work in teams to provide essential services, Assistant Chief Administrative Officer Kelly Shannahan stated that all County employees have and will continue to be instructed to practice social distancing and to wear personal protective equipment to prevent the spread of COVID-19.

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

Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, the Commissioners unanimously voted to meet virtually in closed session at 10:04 a.m. to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the virtual closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Robert “Trey” Harman, III as an Environmental Health Specialist Trainee for Environmental Programs, Gavaughn Trower and Aaron Price as Correctional Officer Trainees at the Jail, and Laraine Buck as an Emergency Services Planner within Emergency Services; transferring and promoting Carlos Rivera from Transfer Station Attendant within the Solid Waste Division to Plant Operator Trainee and hiring Jon Mears as a Plant Operator I for the Water and Wastewater Division of Public Works; posting to fill the position of Deputy Director for Development Review and Permitting, and discussing other personnel matters; and receiving legal advice from counsel.

Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 10:52 a.m., after which they adjourned to meet again on April 21, 2020.

Minutes of the County Commissioners of Worcester County, Maryland

April 21, 2020

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

Due to the current COVID-19 pandemic, this meeting took place virtually via Zoom for which the live stream and can be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

At 9:00 a.m. Commissioner Mitrecic called the meeting to order and announced the topics discussed during the April 14, 2020 closed session, which took place immediately following the April 14 open session.

The Commissioners informed the public that they will review and approve the open and closed session minutes of their April 14 and April 21 meetings at their next meeting on May 5, 2020.

The Commissioners presented a proclamation to Housing Program Administrator Jo Ellen Bynum recognizing April as Fair Housing Month in Worcester County to educate renters, homebuyers, and the public at large that everyone has a right to buy a home, purchase homeowners' insurance, or rent an apartment free from discrimination, and renters with disabilities may request reasonable accommodations, such as a service dog or assigned parking closer to a unit, to use and enjoy their dwellings. Ms. Bynum thanked the Commissioners for supporting the housing rehabilitation program in Worcester County, which plays a key role in the ongoing provision of fair housing.

The Commissioners met in legislative session.

The Commissioners met with Environmental Programs Director Bob Mitchell to review a proposed text amendment submitted by Attorney Mark Cropper seeking to amend Sections NR 3-102(a) and NR 3-108(d) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland regarding land use in the Resource Conservation Area (RCA) of the Atlantic Coastal Bays Critical Area to add a definition of "special events" and to allow special events, subject to certain conditions, in the RCA in the Estate, Agricultural, and Resource Protection zoning districts. Mr. Mitchell advised that this text amendment is accompanying a zoning text amendment (Bill 20-2) to permit non-agricultural functions and events as an accessory use on a farm in the Resource Protection zoning district by special exception. He then reviewed the proposed restrictions that would apply to special events in the RCA and stated that staff has given the text amendment a favorable recommendation.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Nordstrom, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 20-3 (Natural Resources - Special Events in Resource Conservation Areas) and scheduled a public hearing on the bill for May 19, 2020 concurrent with the hearing on Bill 20-2.

Commissioner Mitrecic closed the legislative session.

Commissioner Nordstrom stated that he has received a request from citizens in the Unionville Road area outside of the corporate limits of Pocomoke City to have the street lights turned back on in this community, and requested that this matter be added to the Commissioners' May 5, 2020 meeting for discussion. The Commissioners concurred.

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

Following a motion by Commissioner Elder, seconded by Commissioner Church, the Commissioners unanimously voted to meet virtually in closed session at 9:16 a.m. to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the virtual closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Tucker Bailey as a part-time temporary Parks Worker II for Recreation, Parks, Tourism and Economic Development, and performing administrative functions, including receiving an FY20 monthly financial update.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 9:43 a.m. to meet again on May 5, 2020.