

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

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

**January 10th, 2023**

	Item #
9:00 AM - Vote to Meet in Closed Session in Commissioners' Meeting Room – Room 1101 Government Center, One West Market Street, Snow Hill, Maryland	
9:01 - Closed Session (Closed Session: Discussion regarding requests to hire a Landfill Operator II and certain personnel matters with human resources, receiving legal advice, and performing administrative functions)	
10:00 - Call to Order, Prayer, Pledge of Allegiance	
10:01 - Report on Closed Session; Review and Approval of Minutes from December 20th, 2022 Meeting	
10:02 - Proclamation for National Mentoring Month	
	<b>1</b>
10:05 - Chief Administrative Officer: Administrative Matters (2023 SDAT Reassessment, Binocular Night Vision Grant Award, SAO Vehicle Purchase Request, SAO Maryland Criminal intelligence Network Grant Award, Request to Award Selsey Road Living Shoreline Construction and Construction Inspection Services, Updates on the Ice Rink and Alyosha Agreement, and Pending Board Appointments)	
	<b>1A-8, 10</b>
10:30- Public Hearing on FY24-28 Capital Improvement Plan	
	<b>9</b>
12:00- Questions from the Press; County Commissioner's Remarks	
<b>Lunch</b>	
1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)	

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

**Hearing Assistance Units Available** – see County Administration Office  
Please be thoughtful and considerate of others. **\*Turn OFF all cell phones and notification during the meeting!\***

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

December 20, 2022

Anthony W. Bertino, Jr., President  
Madison J. Bunting, Jr., Vice President  
Caryn G. Abbott  
Theodore J. Elder  
Eric J. Fiori  
Joseph M. Mitrecic  
Diana Purnell

Following a motion by Commissioner Elder, seconded by Commissioner Purnell, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included the following: hiring Ronald White as a landfill operator I within the Solid Waste Division and Rachel Perotta as an environmental intern; receiving legal advice from counsel; and performing administrative functions, including an Emergency Services transfer policy, and potential board appointments.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Elder, the commissioners unanimously voted to adjourn their closed session at 9:59 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Bertino called the meeting to order, and following a morning prayer by Reverend Zachary Brown of the Newark/Snow Hill United Methodist Church Circuit and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their December 6, 2022 meeting as presented.

Commissioner Bertino announced that item 13, a request to purchase FY23 vehicles, was pulled from today's agenda and will be considered at the commissioners' January 10, 2023 meeting.

The commissioners presented years-of-service commendations to honor retiring Maintenance Worker II Donald L. Hardy of the Water and Wastewater Division (19 years) and Corporal Donn G. Rodgers of the County Jail (21 years).

Upon a motion by Commissioner Elder, the commissioners unanimously approved by consent agenda item numbers 2-10 as follows: Housing Rehabilitation Program bids from

Colossal Contractors for \$16,500 and Poseidon Plumbing and Home Services for \$8,123.91 to rehabilitate a house in Berlin; a Housing Rehabilitation Program Maryland Historic Trust Concurrence requiring photographs of a home in the Stockton Historic District prior to its demolition; the contract of \$49,968 from Wallace, Montgomery & Associates, LLP for the Comprehensive Plan Update: Public Engagement Program; the proposal from Municipal Emergency Services of \$80,625.28 for self-contained breathing apparatus; the lowest responsive bid from Reese Transportation of \$92 per load for dirt hauling services from the County borrow pit on Langmaid Road to the Central Landfill; a \$100,000 Local Assistance and Tribal Consistency Fund Grant for FY23/FY24 as part of the American Rescue Plan Act of 2021; a Community Resilience Grant for the Selsey Road Resiliency Project; Ocean Heights Turnover Documents; and the River Run Small Project Agreement.

Pursuant to the recommendation of Public Works Director Dallas Baker and upon a motion by Commissioner Bunting, the commissioners unanimously approved the purchase of a roll off truck from Mid-Atlantic Waste Systems of \$299,990.55 for use in the Solid Waste Division. In response to a question by Commissioner Bertino, Procurement Officer Nick Rice stated that contracts like this, which are available thanks to a cooperative contract through Sourcewell, result in a savings of 25 to 30 percent off the sticker price. Mr. Baker advised that funds are available in the FY23 budget for this expense.

Pursuant to the request of Mr. Baker and upon a motion by Commissioner Purnell, the commissioners unanimously agreed to reallocate \$146,000 in the FY23 Roads Division budget to purchase a cab tractor with mower attachment from Selbyville Tractor at a total cost of \$110,337.48 in lieu of acquiring a six-wheel dump truck. Mr. Baker advised that the sole bid for the dump truck came in well over budget, so staff will postpone purchasing this piece of equipment until FY24. In response to a request by Commissioner Bunting, Mr. Baker advised that the cost savings will be reallocated to the FY24 budget when they plan to rebid the dump truck.

Pursuant to the recommendation of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Mitrecic, the commissioners unanimously authorized Commission President Bertino to sign the Agreement of Sale for the purchase of a Rural Legacy Area (RLA) easement between Douglas and Hollie McCall (Sellers) and the County Commissioners of Worcester County, Maryland (Buyer), with FY21/FY22 Coastal Bays RLA funds to cover the cost of an easement on approximately 23.09 acres of land located at 5337 Stockton Road and identified on Tax Map 86 as Parcel 19. This property is to be purchased at a cost of \$2,620 per acre. Mr. Mitchell advised that the land is within the Chincoteague Bay watershed and is nearly surrounded by adjacent protected farmlands and State lands. He further advised that the owner is surrendering all subdivision and development rights, and the easement will disallow most non-agricultural uses in perpetuity.

The commissioners met with Development Review and Permitting Director Jennifer Keener to discuss adopting an honorary street dedication policy. Ms. Keener advised that this policy was developed by Technical Services Division Manager Kelly Henry to streamline the process by which an individual may request to designate an honorary street name to pay respects

to an individual, group, or organization within the community, while retaining the original street name. Awarding an honorary name can be achieved by adding a second sign above the County road sign and eliminates the need to obtain approvals from the commissioners and the residents on a given road, who previously would have been required to change their addresses to reflect the new street name. Commissioner Elder requested the resolution include information identifying that any associated costs for the sign would be borne by the individual making the request. Commissioner Mitrecic thanked Ms. Henry for her efforts, but stated that the commissioners should not be involved in deciding which requests are and are not approved.

Following some discussion a motion by Commissioner Purnell to adopt the honorary street dedication program failed 1-6, with Commissioner Purnell voting in favor.

Pursuant to the recommendation of Ms. Keener and upon a motion by Commissioner Mitrecic, the commissioners unanimously adopted Resolution No. 22-29 naming a private lane off of Main Street in Berlin as Ataturk Lane.

The commissioners met in legislative session.

The commissioners met with Ms. Keener to review a text amendment application drafted by staff that would impact the assignment of addresses and the installation of signage for properties located on an existing or proposed private lane in the County when it is to be served by three or more buildable lots.

Following some discussion, Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 23-01 (Emergency Services – General Provisions) and agreed to schedule a public hearing on the bill.

The commissioners met with Ms. Keener to review a text amendment application drafted at the request of the Board of Electrical Examiners to repeal and replace Subtitle II Electrical Standards of the Code of Public Local Laws of Worcester County. Ms. Keener advised that the proposed revisions are necessary to comply with Senate Bill 762 - Maryland Electricians Act of 2021, Senate Bill - 604 Maryland Electricians Act Revisions of 2022, and Senate Bill 406 - Annual Corrective Bill of 2022.

Following some discussion, Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 23-02 (Electrical Standards) and agreed to schedule a public hearing on the bill.

Commissioner Bertino closed the legislative session.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Purnell, the commissioners unanimously agreed to reappoint Roy Case to the Board of Electrical Examiners, Theophilus Hobbs to the Local Management Board, Alvin Hondo Handy to the Recreation Advisory Board, and Lisa Bowen to the Board of Zoning Appeals.

Upon a nomination by Commissioner Mitrecic, the commissioners unanimously agreed to reappoint John Gehrig to the Recreation Advisory Board.

Upon a nomination by Commissioner Abbott, the commissioners unanimously agreed to reappoint George Linvill to the Solid Waste Advisory Board and Larry Fykes to the Board of Zoning Appeals.



The commissioners extended best wishes to all for a Merry Christmas and a happy and safe New Year.

The commissioners answered questions from the press, after which they adjourned to meet in closed session at 10:37 a.m.

Following a motion by Commissioner Elder, seconded by Commissioner Mitrecic, the commissioners unanimously voted to meet in closed session at 10:37 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, and Development Review and Permitting Director Jennifer Keener. Topics discussed and actions taken included the following: certain personnel matters, receiving legal advice from counsel; and performing administrative functions, including proposed permit submission policy changes in Development Review and Permitting and an FY22 financial update.

Following a motion by Commissioner Abbott, seconded by Commissioner Mitrecic, the commissioners unanimously voted to adjourn their closed session at 11:46 a.m. to meet again on January 10, 2023.



COMMISSIONERS  
ANTHONY W. BERTINO, JR., PRESIDENT  
MADISON J. BUNTING, JR., VICE PRESIDENT  
CARYN G. ABBOTT  
THEODORE J. ELDER  
ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
CANDACE I. SAVAGE, CGFM  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

## PROCLAMATION

**WHEREAS**, January 2023 is National Mentoring Month, and this year's campaign focuses attention on the role of mentors and the need for all in the community to partner with mentoring programs, like Big Brothers Big Sisters of the Eastern Shore (BBBS), to increase the number of mentors to help ensure positive outcomes for our young people; and

**WHEREAS**, BBBS mentors play a critical role in the lives of young people by establishing trust and offering stability, support, and direction. Mentoring relationships help young people to become more confident and better equipped to reach their full potential.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim January as **National Mentoring Month** to celebrate, elevate, and encourage mentoring and to recruit caring adult mentors in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 10<sup>th</sup> day of January, in the Year of Our Lord Two Thousand and Twenty-Three.



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Anthony W. Bertino, Jr., President

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Madison J. Bunting, Jr., Vice President

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Caryn G. Abbott

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Eric J. Fiori

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Theodore J. Elder

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Joseph M. Mitrecic

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Diana Purnell



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  
DEPUTY FINANCE OFFICER

**TO: Weston E. Young, P.E. - Chief Administrative Officer**  
**FROM: Phillip G. Thompson - Finance Officer** *PGT*  
**DATE: January 2, 2023**  
**SUBJECT: 2023 State Department of Assessment and Taxation Reassessment**

As you are aware, the State Department of Assessments and Taxation (SDAT) issued a News Release dated December 29, 2022 detailing the upcoming 2023 reassessment of property value across the State. The state-wide increase for residential and commercial properties totals 20.6% and Worcester County properties in the "Group 2" reassessment area (map attached) reflected a 30.8% increase over the past three years. It is important to point out that the properties included in "Group 2" represent approximately 18% of the total assessable base in the Worcester County. In addition, the 30.8% increase reflected is a total value increase and does not take into consideration the three-year phase in of the "new" value or the Homeowners Tax Credit which will have a significant impact on the actual revenue the County receives in the upcoming budget. Based on our preliminary analysis of the reassessment data we anticipate additional revenue in FY24 of approximately \$5.87M if all other factors remain constant. This anticipated increase of 3.89% in property tax revenue is slightly above our recent revenue trend history.

Should you have any questions, or require additional data, please do not hesitate to contact me.



For immediate release:  
December 29, 2022

Contact:  
Meghann Malone

## Property Values Rise 20.6% According to SDAT's 2023 Reassessment

*Percentage Reflects Largest Property Value Increase in Several Years and a Rise in Values Since the Onset of the Pandemic*

**Baltimore, MD -** [The Maryland Department of Assessments and Taxation](#) (SDAT) today announced its 2023 reassessment of 779,573 "Group 2" residential and commercial properties. In Maryland, there are more than 2 million property accounts which are split into three groups, each appraised once every three years. **The overall statewide increase for "Group 2" properties was 20.6% over the past three years according to SDAT.**

The overall statewide increase was higher than 2022's 12.0% increase, representing an average **increase in value of 22.2% for all residential properties and 15.8% for all commercial properties** over the three-year period since the last "Group 2" reassessment for January 2020 prior to the pandemic.

"All 23 counties and Baltimore City experienced an increase in residential property values for the fifth consecutive year, while commercial property values also increased in all 23 counties and Baltimore City. This is a good indicator that the market remains strong and growth is steady here in Maryland," said SDAT Director Michael Higgs. "The Department's real property assessors continue to work hard to ensure that all of Maryland's properties are assessed uniformly and fairly. As part of our Tax Credit Awareness Campaign, each reassessment notice includes information about the Homeowners' and Homestead Tax Credits, which save Marylanders more than \$260 million in taxes each year."

The 2023 assessments for "Group 2" properties were based on an evaluation of 89,880 sales that occurred within the group over the last three years. If the reassessment resulted in a property value being adjusted, any increase in value will be phased-in equally over the next three years, while any decrease in value will be fully implemented in the 2023 tax year. **For the 2023 reassessment, 96.4% of Group 2 residential properties saw an increase in property value.**

Property tax assessment notices were mailed to Group 2 property owners on Tuesday, December 27, 2022. A map of which properties fall into Groups 1, 2, and 3 and their respective years for reassessment can be viewed on SDAT's website [here](#). For additional statistics and information, please visit the [Department's Statistics & Reports webpage](#).

The [Homeowners' Tax Credit](#) provides relief for eligible homeowners by setting a limit on the amount of property taxes that are owed based on their income. Residential property owners who complete a one-time application and meet certain eligibility requirements can also receive a [Homestead Tax Credit](#), which limits their principal residence's taxable assessment from increasing by more than a certain percentage each year regardless of their income level. Although statewide legislation caps the increase at no more than 10% per year, many local governments have capped property taxes at lower percentages.

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⌵ About SDAT ⌵ Businesses ⌵ Real Property ⌵ Tax & Assessments ⌵ Forms & Applications ⌵ SDAT/Stats ⌵ Services

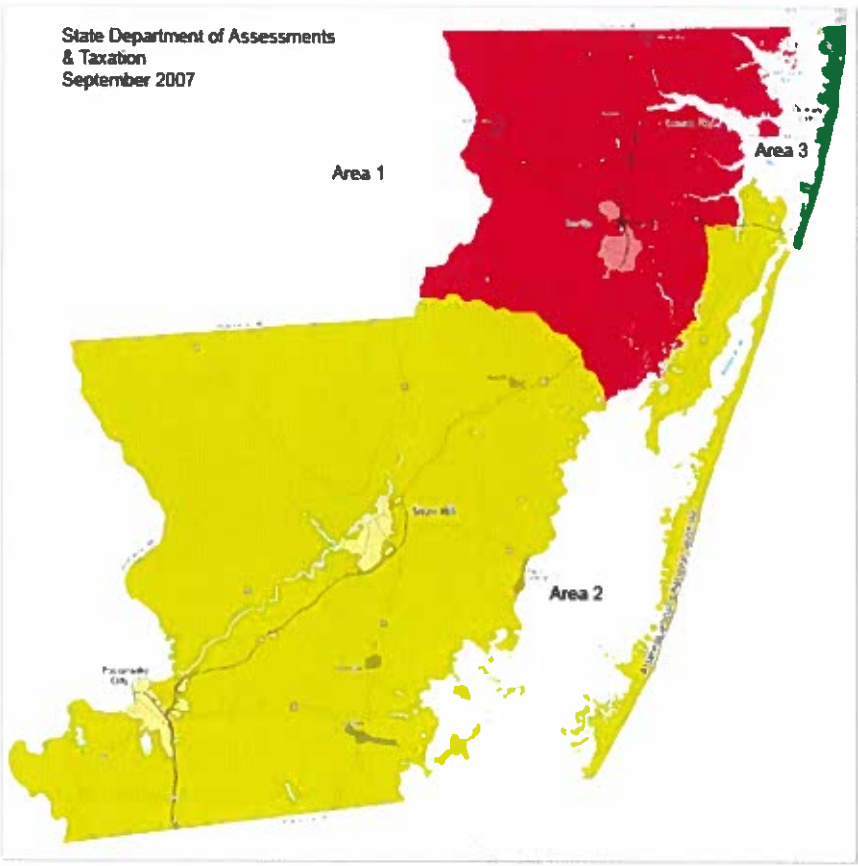
SDAT

Maryland's largest source of business and real estate data

Maryland State Department of Assessments and Taxation

301 W. Preston St., Baltimore, MD 21201 410-767-1184, toll free in MD 888-246-5941 MD Relay TTY 800-735-2258

State Department of Assessments & Taxation  
September 2007



Area 1	Assessment Area 1 will be reassessed for January 1, 2022	FY23 Berlin, Ocean Pines
Area 2	Assessment Area 2 will be reassessed for January 1, 2023	FY24 Southern County
Area 3	Assessment Area 3 will be reassessed for January 1, 2024	FY25 Ocean City

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Worcester County Government

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

(410) 632-1194 | (410) 632-3131 (fax) | [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us) | [www.co.worcester.md.us](http://www.co.worcester.md.us)

December 19, 2022

To: Weston Young, Chief Administrative Officer

From: Kim Reynolds, Budget Officer

Subject: GOCCP – Binocular Night Vision Grant Award FY2023

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Attached is the Binocular Night Vision Grant Award and Acceptance for FY2023 for you review and approval. The grant has been awarded through the Governor's Office of Crime Control and Prevention in the amount of \$98,417. This grant will allow the Sheriff's Office STAR Team to purchase 11 binocular night vision devices to enhance the STAR team's ability to safely and effectively operate during the most common and dangerous circumstances. There are no matching funds required.



## GOVERNOR'S COORDINATING OFFICES

Community Initiatives • Service & Volunteerism • Performance Improvement  
 Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs  
 Banneker-Douglass Museum • Volunteer Maryland • Deaf & Hard of Hearing

December 15, 2022

Mr. Joseph M. Mitrecic  
 President  
 Worcester County Board of County Commissioners  
 County Government Center  
 Room 1103  
 One West Market Street  
 Snow Hill, MD 21863

RE: BJAG-2020-0030

Dear Mr. Mitrecic:

I am pleased to inform you that your grant application submitted by **Worcester County Board of County Commissioners**, entitled "**Binocular Night Vision Grant**," in the amount of \$98,417.00 has received approval under the Byrne - Justice Assistance Grant (JAG) Program program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Worcester County Sheriff's Office Binocular Night Vision Devices program helps to improve the vision of the Sheriff's Tactical Armed Response (STAR) Team members in properly equipping each team member with this essential equipment to acquire vision in the dark. The program is essential to assist STAR Team members handle exigent, dangerous, or unique situations in attempts to locate lost/missing persons, searching for suspects or for perimeter operations and surveillance in low light or hours of darkness. Program funding will provide necessary equipment.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.



A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this grant award, please contact **Quentin Jones**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kunle Adeyemo', written in a cursive style.

Kunle Adeyemo, Esq.  
Executive Director

cc: Ms. Kimberly Reynolds



12/15/2022

Governor's Office of Crime Control and Prevention

Control Number:

44472

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney



## Grant Award & Acceptance Form

**Grant Award Number:** BJAG-2020-0030**Sub-recipient:** Worcester County Board of County Commissioners**Project Title:** Binocular Night Vision Grant**Implementing Agency:** Worcester County Board of County Commissioners**Award Period:** 10/01/2022 - 09/30/2023

CFDA: 16.738

Federal Grant #: 2020-MU-BX-0009

Funding Summary	Grant Funds	100.0 %	<b>\$98,417.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	Total Project Funds		<b>\$98,417.00</b>

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the

**Byrne - Justice Assistance Grant (JAG) Program**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**

Executive Director

Governor's Office of Crime Control and Prevention

**SUB-RECIPIENT ACCEPTANCE:**

Signature of Authorized Official

Typed Name And Title

Date

To submit, **sign in blue ink** and scan and upload the document to the grant award Documents section in the Grants Management System.

2020-MU-BX-0009



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:Jones, Quentin  
Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 1 Award Period of Performance

Approved by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) of the submitted application, and the subaward that it has generated, is for the time period stated in this Subaward Package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses must be provided within 60 calendar days. Also see the General Condition related to Termination of the Subaward.

### 2 Statutes and Requirements of State and Federal Funds

This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.

### 3 General and Special Conditions (POST AWARD INSTRUCTIONS)

This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The Office retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.

### 4 Sub-award Acceptance Document

The original Award Acceptance document containing the original signature of the Executive Director of the Office must be signed (electronic signature is acceptable) by the Authorized Official noted on the submitted application. This signed document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Acceptance of this subaward constitutes a commitment. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

### 5 Notification of Project Commencement Form

The Notice of Project Commencement/Delay form must be initialed in the Award Information Verification Section, AND signed at the bottom (electronic signature is acceptable) preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded in the Grants Management System (GMS) within 30 calendar days of the receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by the Office. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, you may submit Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.



## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 6 Special Conditions

It is important that you review all conditions attached to this subaward including general and special conditions. Each Special Condition page must be initialed by the Authorized Official\* on the bottom right hand corner (electronic signature is acceptable). The initialed Special Condition pages must be uploaded in the Grants Management System (GMS) within 21 calendar days of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. \*See General Conditions below related to the Authorized Official.

### 7 Subrecipient Organizational Capacity Questionnaire

This questionnaire (<http://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions. This completed questionnaire is required post-award and must be submitted with your Award Acceptance Document and Notification of Project Commencement. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

### 8 Civil Rights Federal Reporting Requirements

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDPA) comply with the Equal Employment Opportunity Plan (EEOP). The EEOP Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing your report, please know the source of grant and from which year your award has been funded. Your grant number can be found on your award documents (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once you are registered, the EEOP Utilization Report tool will give you step-by-step guidance for preparing and submitting your EEO Utilization Report and/or certification form.

Upon submission/completion of your report, forward the confirmation email to your funding manager and include a cc: [dlcivilrightscompliance\\_goccp@maryland.gov](mailto:dlcivilrightscompliance_goccp@maryland.gov) In your forwarded email, include in the subject line: Civil Rights/EEOP reporting and your award number so the Office can update your organization's information. If you have any questions, please email your funding manager and cc: [dcivilrightscompliance\\_goccp@maryland.gov](mailto:dcivilrightscompliance_goccp@maryland.gov).

### 9 Sub-award Budget Notice and New Personnel

The approved Budget Notice is included in your subaward packet. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to your Program Fund Manager in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be deobligated at the discretion of the Office. Also see General Condition related to Key Personnel.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 10 Personnel Costs

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits)

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

### 11 Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification. Advanced approval is required.

### 12 Supplanting

Supplanting is the use of grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded. Any line item paid for with Office grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

### 13 Budgeted Match Above Standard Requirements

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

### 14 Expended Grant Funds During Award Period

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

### 15 Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 16 Procurement

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

### 17 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:Jones, Quentin  
Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 18 Modifications to Subaward

You are required to submit a GAN if the budget modification changes the scope of the project, the project award period, and/or changes to Project Director or Fiscal Officer. This would include altering the period of performance, goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or if a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, the Office currently requires the submission of a GAN.

Requests for changes or modifications must be submitted electronically in the GMS at least 30 calendar days prior to the end of the award through a GAN and approved by the Office prior to the occurrence. To be clear, the activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. This approval will come via an automated email from the GMS. These changes may not be requested via telephone, fax, or email.

There are limited subaward adjustments that do not require the submission of a GAN. Subrecipients are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding). Additionally, subrecipients are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. subrecipients should update the Program Fund Manager of staffing changes via email or by including this information on the next quarterly progress reports. See the Grant Management System Help Documents area of the Office website for more information.

The recipient should act as soon as possible to submit a GAN via the GMS. All GANs must be submitted at least 30 days prior to the end of the award period, allowing the Office sufficient time to review the GAN. Exceptions for GANs within 30 days of the end of the award period will be considered on a case by case basis. Requests for an exception must be submitted via email to the Program Fund Manager with sufficient justification for the consideration of completion of the GAN administratively by the Program Fund Manager.

There are two types of GANs as follows:

1. General GAN - must be submitted to make any type of non budgetary change to a grant to include, but not limited to, project scope, changes to the period of performance, and personnel changes.
2. Budget GAN - must be submitted to make any changes to line items within the budget to include, but not limited to, reallocating funding, adding budget line items, deobligating funds, and requesting additional funding.

Depending on the adjustments requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time.

GANs must be completed by one of the following authorized personnel: authorized official, project director, the fiscal officer, or pre-approved alternative authorized signatory. GANs submitted by anyone else will be returned to the subrecipient.





Governor's Office of Crime Control and Prevention

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## Grant Award - General Conditions

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<b>Project Title:</b>	Binocular Night Vision Grant		

### 19 Authorized Official/Alternate Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to the Office via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

### 20 Issuance of Statements, Press Releases, or Other Documents - GOCOPYVS role

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention, Youth, and Victim Services funded this project under subaward number BJAG-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

### 21 Reproduction and Sharing of Subaward and Project Materials

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

### 22 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's Grants Management System (GMS) Training Videos, which can be accessed at: <http://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance through the online system, from application to reporting. If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the Office IT Staff at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 23 Privacy and Confidentiality of Client Records

The subrecipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.

### 24 Use of GOCPYVS forms

All Governor's Office of Crime Prevention, Youth, and Victim Services' required forms must be generated electronically through the web-based Grants Management System (GMS). Only applications and/or reports that are in "Submitted" status online will be reviewed and considered.

### 25 Online Submission of Quarterly Report Forms inline with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

All Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the Office web-based Grants Management System (GMS). In accordance with policy, the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports and said reports have been approved by the Office.

PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GMS on a quarterly basis. Additionally, federal required reports, as applicable to include the Performance Measurement Tool (PMT), are due no later than 15 calendar days after the end of each quarter. This due date is prior to the submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/15

10/01 - 12/31: reports due 01/15

01/01 - 03/31: reports due 04/15

04/01 - 06/30: reports due 07/15

In addition the Office may require an Annual Progress Report which would be documented in the Special Conditions. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

FINANCIAL REPORTS: The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to processing the quarterly financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/30

10/01 - 12/31: reports due 01/30

01/01 - 03/31: reports due 04/30

04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

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## Grant Award - General Conditions

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<b>Project Title:</b>	Binocular Night Vision Grant		

### 26 Submission of Revised Financial Report

The Financial Reports must be submitted no later than 30 calendar days from the end of the reporting period. If the initial 30 calendar day submission is not your actual final report for the reporting period, the subrecipient must email the Fiscal Specialist and copy the Program Manager stating that the report is not final at the same time that the financial report is submitted electronically, which is no later than 30 calendar days from the end date of the reporting period. Submission of a "Final/Revised" report must be emailed to the Office staff described above and uploaded into the Grants Management System (GMS) for this particular subaward no later than 60 calendar days after the end of the reporting period. Revisions are a manual process that require the subrecipient to make corrections on a copy of the previously electronically submitted 30 day report, with the words "Final/Revised" labeled across the top. Additionally, the "Final/Revised" submission document must include the dated signatures from the authorized agency representative. The corrections must be actual expenditures, not the variance. At the end of the subaward period, the Office reserves the right to complete an administrative closeout and deobligate remaining funds on any subaward that does not comply with this requirement.

### 27 Failure to Submit Reports within allotted time frames

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

### 28 Holding Funds

In accordance with policy, the Office will hold the release of funds until a subrecipient is current in the filing of all reports, submission of documentation, and have resolved any remaining issues.

### 29 Monitoring Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Please also see the General Condition on Records Retention.

### 30 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Please also see the General Condition on Monitoring Expenditures and 2 C.F.R. 200.333 regarding federal requirements.

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

**31 Termination of Subaward**

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

**32 Civil Rights Discrimination**

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights :<https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>; (800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <http://goccp.maryland.gov/grants/civil-rights-compliance/>. Also see the General Conditions related to Civil Rights Federal Reporting Requirements and Applicable Statutorily-imposed Nondiscrimination Requirements.

**33 Proof of Applicable Audit Regulations - On Site**

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

**34 Single Audit Requirement**

If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. If the audit discloses findings on Office grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

**35 ACORN**

The subrecipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 36 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.

### 37 OJP Financial Guide

In addition to the Office's General Conditions (Post Award Instructions) and Special Conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The financial guide may be accessed at the following web URL:  
[http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO\\_2013Financial\\_Guide.pdf](http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf)

### 38 Food and Conference Costs

On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding enacted conference costs and reporting requirements. In order to follow the federal guidelines, the Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The Office may consider exceptions to this General Condition for non-federal funded grants.

### 39 Applicable Statutorily-imposed Nondiscrimination Requirements

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations, (28 CFR Part 38).

### 40 DUNS and SAM.Gov Requirements

Throughout the entire period of the grant, the subrecipient must maintain a valid unique identifier (currently DUNS Number) and current registration with SAM.Gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is provided by the commercial company Dun and Bradstreet. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients.

Access to SAM.GOV: <https://sam.gov/SAM/>

### 41 Computer Equipment/Program/Network Procurement

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:  
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Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 42 Hire within 45 days

All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office.

### 43 No distracted Driving While Performing Program Duties

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

### 44 Services to those with Limited English Proficiency

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

### 45 Drug-Free Workplace Requirements

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: State of Maryland Substance Abuse Policy -- <https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>. The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83.

### 46 Office Name Change Effective 1.1.2020

Any reference to the Governor's Office of Crime Control and Prevention or GOCCP should now be referenced as the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) per Executive Order 01.01.2020.01.



Governor's Office of Crime Control and Prevention

Regional Monitor:  
Fiscal Specialist:Jones, Quentin  
Thomas, Courtney

## Grant Award - Special Conditions

<b>Grant Award Number:</b>	BJAG-2020-0030	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2022 - 09/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Binocular Night Vision Grant		

### 1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCPYVS website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCPYVS website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

### 2 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at [www.sam.gov](http://www.sam.gov). Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.

### 3 In addition to GOCCP quarterly reports (financial and programmatic), the sub-recipient must report specific information, as mandated by the Federal Funding Accountability and Transparency Act (FFATA), directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT).

The Bureau of Justice Assistance's reporting requirements MUST be completed NO LATER than FIFTEEN CALENDAR DAYS after the end of each quarter (via [www.bjaperformancetools.org](http://www.bjaperformancetools.org)).

Login procedures are either provided with your award packet or will be made available via email. The BJA PMT helpline number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.

### 4 GOCPYVS support must be noted in any press releases, brochures, materials or RFPS related to this sub-award.

"The Governor's Office of Crime Prevention Youth and Victim Services funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

### 5 Reporting Potential Fraud

The sub-recipient must PROMPTLY report any credible evidence of fraud, waste, abuse, and similar misconduct with grant funds.



## ITEM 2

- 6 Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCOPYVS reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.

- 7 If the SAM.gov account expires anytime during the life of the grant, GOCOPYVS reserves the right to stop all activity / payments on the grant until the account is made current.
- 8 The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards

("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at

any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

- 9 The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site

at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to

any business or non-profit organization that he or she may own or operate in his or her name).

- 10** 1. The recipient (and any subrecipient at any tier) must--
- A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).
- B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--
- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.
2. Monitoring
- The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
3. Allowable costs
- To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
4. Rules of construction
- A. Staff involved in the hiring process
- For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.
- B. Employment eligibility confirmation with E-Verify
- For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.
- C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).
- Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email [EVerify@E-VerifyEmployerAgent@dhs.gov](mailto:EVerify@E-VerifyEmployerAgent@dhs.gov).
- Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.
- 11** The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
- 12** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").
- The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

- 13** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).  
The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.
- 14** SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).
1. No discrimination, in procurement transactions, against associates of the federal government  
Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
2. Monitoring  
The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
3. Allowable costs  
To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
4. Rules of construction  
A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.  
B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 15** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.  
The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

- 16** SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age. The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.
- 17** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").
- 18** Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.
- 19** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- 20** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."
- 21** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations. The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.
- 22** In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.) Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations. Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

- 23** The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.
- 24** No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.
1. In accepting this award, the recipient--
    - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
    - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
  2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
    - a. it represents that--
      - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
      - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
    - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



- 25** The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.
- 26** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.



Governor's Office of Crime Control and Prevention

Regional Monitor:  
Fiscal Specialist:Jones, Quentin  
Thomas, Courtney**Budget Notice**

<b>Grant Award Number:</b>	<b>BJAG-2020-0030</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Binocular Night Vision Grant	
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners	
<b>Award Period:</b>	<b>10/01/2022 - 09/30/2023</b>	CFDA: 16.738 Federal Grant #: 2020-MU-BX-0009

Funding Summary	Grant Funds	100.0 %	<b>\$98,417.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	Total Project Funds		<b>\$98,417.00</b>

**Equipment**

Description	Funding	Quantity	Unit Cost	Total Budget
Binocular Night Vision Equipment	Grant Funds	11	\$8,947.00	\$98,417.00

Equipment Total: \$98,417.00

Approved:

\_\_\_\_\_  
 Governor's Office of Crime Control and Prevention Authorized  
 Representative

Effective Date: 10/3/2022





Governor's Office of Crime Control and Prevention



Control Number:

44472

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney

Submitted Date:

**Programmatic Reporting****Grant Award Number:** BJAG-2020-0030**Sub-recipient:** Worcester County Board of County Commissioners**Project Title:** Binocular Night Vision Grant**Implementing Agency:** Worcester County Board of County Commissioners**Award Period:** 10/01/2022 - 09/30/2023

CFDA: 16.738

Federal Grant #: 2020-MU-BX-0009

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

**Performance Measures (1)**

1	Additional (required) quarterly reporting was completed directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT) at <a href="https://ojpsso.ojp.gov">https://ojpsso.ojp.gov</a> . Enter the calendar day (1-15) reporting was completed.	
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**Progress Report Questions (7)**

1	Please list any successes and/or best practices developed through this program funded by the Governor's Office of Crime Prevention, Youth, and Victim Services.
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4	Please provide a detailed narrative describing how the quarterly performance measures report numbers are collected and what method or system is currently used to track them.
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5	If no funds or minimal funds (less than 25%) were expended during this reporting period provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
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6	Every quarterly report should provide a brief narrative assessment of the projects effectiveness thus far. The brief narrative should include qualitative and quantitative evidence, as available, and also highlight factors that the author considers to have facilitated or impaired the project's effectiveness.
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7	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
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8	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
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9	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this program.
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## ITEM 2

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

*Project Director - Reynolds, Kimberly*

*(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



## Worcester County

DALLAS BAKER JR., P.E.  
 DIRECTOR

DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

CHRISTOPHER CLASING, P.E.  
 DEPUTY DIRECTOR

**TO:** Weston S. Young, Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** December 14, 2022  
**SUBJECT:** States Attorney Vulnerable Adult Task Force Vehicle Purchase

Public Works is requesting Commissioner approval to purchase two new vehicles on behalf of the State's Attorney. The State's Attorney requested Public Works – Fleet Division's assistance in procuring two new 2023 Ford Explorers for the new positions associated with the Vulnerable Adult Task Force. Per the State's Attorney, the vehicles are needed by January 3, 2023 when the two new positions start. The only way to meet that deadline is to purchase the vehicles off a dealership lot. Fleet found the following two vehicles which the State's Attorney has confirmed will meet their needs. It is Public Work's understanding that funds are available to cover the purchase of these vehicles with the recently approved grant associated with the Vulnerable Adult Task Force.

Below is a summary of quotes received. The vehicles quoted below are available at the time of writing this memo but have not been reserved and could be purchased by another party at any time.

### **2023 Ford Explorer SUV (States Attorney)**

<i>Hertrich Ford <u>Pocomoke, MD</u></i>	2023 Ford Explorer	\$41,500.00 ea.
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<i>Lindsay Ford <u>Wheaton, MD</u></i>	2023 Ford Explorer	\$41,720.00
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Please let me know if there are any questions.

Attachments

cc: Derrick Babcock  
 Kristin Heiser  
 Nick Rice



FAMILY OF AUTOMOBILE DEALERSHIPS

FOR INTERNAL USE ONLY

Date: 12/13/2022  
 Salesperson: William Jump Keith Ferry  
 Manager: Troy Paul

**CUSTOMER** WORCESTER COUNTY COMMISSIONERS Home Phone: (410) 632-1194  
1 WEST MARKET ST  
 Address : SNOW HILL, MD 21863 Work Phone: (410) 632-5666  
WORCESTER CO  
 E-Mail : dbabcock@co.worcester.md.us Cell Phone: (410) 632-1277

**VEHICLE**

Stock # : \_\_\_\_\_ New / Used : **New** VIN : \_\_\_\_\_ Mileage: 90  
 Vehicle : 2022 Ford Explorer Color : \_\_\_\_\_  
 Type : XLT 4dr 4x4

**TRADE IN**

Payoff : \_\_\_\_\_ VIN : \_\_\_\_\_ Mileage: \_\_\_\_\_  
 Vehicle : \_\_\_\_\_ Color : \_\_\_\_\_  
 Type : \_\_\_\_\_

Market Value Selling Price	41,500.00
Discount	523.00
Adjusted Price	40,977.00
Total Purchase	40,977.00
Trade Allowance	
Trade Difference	
Document Fee	499.00
Tax	.00
Non Tax Fees	24.00
Net Price	41,500.00
Trade Payoff	
Cash Deposit	.00
Balance	41,500.00

Customer Approval: \_\_\_\_\_

Management Approval: \_\_\_\_\_

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

Lindsay Ford, LLC

(240) 283-3770 ext. DEALER 27A 016

VIN 1FMSK8DH8NGC30364

K8DE EXPLORER XLT 4WD	Suggested Retail Price	40570 00	38947 00
2022 MODEL YEAR			
UM AGATE BLACK METALLIC			
8N SANDSTONE UNIQUE CLOTH SEATS			
INCLUDED ON THIS VEHICLE			
EQUIPMENT GROUP 200A			
OPTIONAL EQUIPMENT/OTHER			
.18" 5-SPOKE PAINTED ALUM WHLS			
99H .2.3L ECOBOOST I-4 ENGINE	NC		NC
44T .10-SPEED AUTO TRANSMISSION	NC		NC
.P255/65R18 A/S BSW TIRES			
JOB #3 ORDER			
4WD REGIONAL DISCOUNT	NC		NC
425 50 STATE EMISSIONS	NC		NC
52X AUTO START-STOP REMOVAL	50 00-		47 00-
59W 4G LTE WI-FI HOTSPOT CREDIT	20 00-		18 00-
153 FRONT LICENSE PLATE BRACKET	NC		NC
TOTAL OPTIONS/OTHER	70 00-		65 00-
*****			
*RESIDENCY RESTRICTIONS APPLY*			
*TO DISCOUNTS/SAVINGS - BASED*			
* ON CUSTOMER ZIP CODE. SEE *			
* DEALER FOR DETAILS. *			
*****			
TOTAL VEHICLE & OPTIONS/OTHER	40500 00		38882 00
DESTINATION & DELIVERY	1495 00		1495 00
TOTAL BEFORE DISCOUNTS	41995 00		40377 00
##SPECIAL ADDED DISCOUNTS#			
4WD REGIONAL DISCOUNT	300 00-		282 00-
TOTAL SAVINGS	300 00-		282 00-
<hr/>			
TOTAL FOR VEHICLE	41695 00		
FUEL CHARGE			
CV LOT MANAGEMENT			66 88
SHIPPING WEIGHT 4345 LBS.			10 00
TOTAL	41695 00		40171 88

Retail sale only @ MSRP

41,695.00

Tax Tag

25.

41,720.00

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to Lindsay Ford, LLC 11250 Veirs Mill Road Wheaton		27A016 MD 20902		Order Type 2				Ramp Code CD06		Batch ID NK201		Price Level 270	
Ship to (if other than above)				Date Inv. Prepared		Item Number		Transit Days					
				10 20 22		27-4892		08					
				Ship Through F220739									
Invoice & Unit Identification NO. 1FMSK8DH8NGC30364				Final Assembly Point CHICAGO				Finance Company and/or Bank Harris NA 024630					

HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA
804	40171.88	38737.88	38837.88	40286.19		604.00

This invoice to be used for the billing of vehicles only

Dealer's copy

OFFICE OF THE STATE'S ATTORNEY FOR WORCESTER COUNTY

Kristin Heiser  
State's Attorney



106 Franklin Street  
Snow Hill, MD 21863

Circuit Court Division (410) 632-2166  
Fax (410) 632-3250  
[www.worcestersao.com](http://www.worcestersao.com)

District Court Division (410) 632-2177  
Fax (410) 632-2175  
[sao@co.worcester.md.us](mailto:sao@co.worcester.md.us)

December 14, 2022

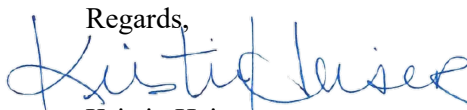
Worcester County Commissioners  
1 West Market Street  
Snow Hill, Maryland 21863

Dear Commissioners:

I am writing to request that you include consideration of additional grant funding awarded by the Maryland Criminal Intelligence Network (MCIN) to the Office of the State's Attorney as an item on the January 10, 2022 meeting agenda. The grant award is \$50,000, with the restriction that it can only be used for employee compensation.

I ask that you authorize acceptance of the full grant award, with \$6,000 to be added to the overtime budget and the remaining \$44,000 as reimbursement to the General Fund for existing employee salaries.

I have been proactive and successful in obtaining grant funding like this in large part because you have consistently allowed me to utilize that funding to meet the needs of my office, which also provides a financial benefit to Worcester County taxpayers. I have made it a practice to avoid asking the county to pay for anything that I can fund with grant money and I would like to continue that practice.

Regards,  
  
Kristin Heiser



Worcester County Government

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

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

## MEMORANDUM

TO: Worcester County Commissioners  
 FROM: Nicholas W. Rice, Procurement Officer  
 DATE: January 10, 2023  
 RE: Request to Award – Coastal Resiliency and Living Shoreline Project – Selsey Road

Please see the attached bid tabulation for the Coastal Resiliency and Living Shoreline Project at Selsey Road. Environmental Programs is requesting the Commissioner's review and approval to award this project to the lowest responsive and responsible vendor, Shoreline Design, in the amount of \$1,478,000. The county received donated dredge material that was able to reduce the contractor's bid amount by \$20,000. Bids were due and opened on September 21, 2022 at 1:00pm. Seven bids were received.

Grant funding in the amount of \$1,508,500 for this project was approved by the Board of Public Works on December 21, 2022 (attached).

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

<b>Coastal Resiliency and Living Shoreline Project - Selsey Road</b>	
<b>September 21, 2022 at 1:00pm</b>	
<b>Bid Tabulation</b>	
<b><u>Vendor Name</u></b>	<b><u>Base Bid</u></b>
Resource Environmental Solutions	\$2,415,833.00
Underwood and Associates, Inc	\$2,047,000.00
Unity Landscape Design/Build	\$2,399,965.48
Shoreline Design	\$1,498,000.00
Adel Construction	\$1,687,330.00
Chesapeake Turf, LLC	\$3,381,250.00
Lindstrom Excavating Contractors, Inc.	\$2,075,000.00

Item	Agency Institution	County	Vendor, Contractor, Grantee	Description	21-Dec-22 Page 3 of 41
6	BPW/WET	Talbot	Easton Utilities Commission	Wetlands License - #22-0670 - (1) Approve wetlands license for project involving horizontal drilling; and (2) Assess annual compensation to be deposited into the MDE Wetlands and Waterways Program Fund in the amount of \$637.50.	
action: Approved      discussion: No      Doc. No.					
7	HCD	Anne Arundel	Young Women's Christian Association of Annapolis & Arundel County	Loan - Shelter and Transitional Housing Facilities Grant Program - Approve lending general obligation bond proceeds secured by a Deed of Trust, for the YWCA Trafficking Safe House for Minors and Young Adults Anne Arundel County project, a newly constructed facility. Amount: \$1,900,000.	
action: Approved      discussion: yes      Doc. No.					
8	DNR	Worcester	Worcester County Commissioners	Grant - Resiliency through Restoration Initiative - Selsey Road Project - Construct a 1,100 linear foot living shoreline (Isle of Wight Bay, Cape Isle of Wight, West Ocean City) - Approve grant of general obligation bond proceeds to construct one restoration project. Amount: \$1,508,500.	
action: Approved      discussion: No      Doc. No.					





## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
1 WEST MARKET STREET, ROOM 1103  
SNOW HILL, MARYLAND 21863  
410-632-1194  
FAX: 410-632-3131

Weston Young  
Chief Administrative Officer

Nicholas W. Rice, CPPO, CPPB, NIGP-CPP  
Procurement Officer

### CONTRACT

THIS CONTRACT, made on January 10, 2023, between the County Commissioners of Worcester County, Maryland ("County"); and Shoreline Design, LLC ("Successful Vendor").

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the COASTAL RESILIENCY AND LIVING SHORELINE PROJECT.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$1,478,000 or as shown in the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Documents and Specifications, Project No: CRP-1-17, dated 7/25/22
  - d. Construction Bid Form
  - e. Plans, dated 7/26/21
  - f. Addendums 1, 2, 3, & 4
  - g. Successful Vendor's Completed Bid Documents
  - h. Notice of Award
  - i. Notice to Proceed
6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

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Anthony W. Bertino, Jr.  
President  
Date:

WITNESS:

**CONTRACTOR:**  
SHORELINE DESIGN, LLC

---

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By:  
Title:  
Date:



Worcester County Government

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

(410) 632-1194 | (410) 632-3131 (fax) | [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us) | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Nicholas W. Rice, Procurement Officer  
DATE: January 10, 2023  
RE: Request to Contract – Coastal Resiliency and Living Shoreline Project at Selsey Road – Construction Inspection Services

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Environmental Programs is requesting Commissioner approval to award Coastline Design PC construction inspection services for the Coastal Resiliency and Living Shoreline Project at Selsey in the amount of \$30,500. These services were included in the \$1,508,500 grant that was approved by the Board of Public Works on December 21, 2022.

Coastline Design was selected to perform these services as they are the firm that completed the original bid documents and specifications.

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

Coastline Design PC

PO Box 157  
Achilles, VA 23001

Katherine Munson  
Worcester County, Dept. of Environmental Programs  
1 West Market Street, Suite 1306  
Snow Hill, MD 21863

Re: *Coastal Resiliency and Living Shoreline Project at Selsey Road*, Scope of Work, revised  
12.28.22

1. **Construction Services.**

Lump sum services: Glen and Scott = **\$30,500\***

To include: Pre construction conference, inspections, site visit reports, time and travel and a completed as-built survey. Assumption is for a six (6) month actual construction time

Services will be billed on a monthly basis.

Thanks

C. Scott Hardaway, Jr.  
President

\*If additional time is needed for inspection services over the six (6) months estimated in this proposal, an additional charge of \$ \$3,500 per month will be incurred.



Worcester County Recreation & Parks

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## MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer

FROM: Kelly Rados, Director of Recreation & Parks

DATE: December 28, 2022

SUBJECT: Ice Rink Update

Please find an update on the current status of the synthetic ice rink, as requested for the Worcester County Commissioners.

In December 2019, the Recreation and Parks Department purchased a Glice synthetic ice rink in the amount of \$69,973.30 out of Recreation's general fund balance. The purchased included 80 Glice panels, dasher wall system, Glice care solution, sharpening machine, rubber flooring, skate rack and 80 pairs of skates. The rink measures 52 feet by 32 feet, and supports 30 simultaneous skaters. In addition, \$7,442 was spent in FY21 to purchase a cargo trailer that holds the ice rink and skate racks, and \$1,689.09 was spent FY23 to purchase new felt used to place on the surface for the ice rink to be laid on top of.

Historically when we have set-up the rink for an outside group to utilize it, it has been with a civic organization and/or as a fundraiser/community event. A 90/10 revenue split has been included to help off-set our costs. (An example of an agreement with an outside organization is attached.) When our Department sets up the rink for our staff to manage, we have charged \$2 - \$5 per skater, or have received a sponsor to cover the costs so we can offer skating for free. While this doesn't pay for itself, it does allow us to bring in some revenue.

This past season the ice rink was setup outside at Sturgis Park. The ice rink was laid down on November 22. The Downtown Snow Hill Inc. operated the ice rink through December 20. Snow Hill had 150 total participants during this time frame, charging \$5 per ice skater, totaling \$750. Per the 90/10 revenue split agreement, with 90% profit to Snow Hill and 10% to Worcester County, our Department will receive \$75 from this. The Recreation Department operated the ice rink from December 21 through December 30. This time frame included a Skate with Santa event where approximately 115 people attended. From December 27 to December 30 open skate was offered from 12:00 – 7:00 p.m. Over these four days, there were 243 participants. The Recreation Department received a sponsorship in the amount of \$1,000 and offered ice skating for free to participants. In order for the Recreation Department to operate the ice rink, a total of 67.45 part-time monitor hours were used, totaling \$1,112.25. (A combined cost breakdown is attached.)

Typically we do not provide the rink for one-day or two-day events as a lot of time goes into setup and breakdown of the rink. On average, it takes 4 hours for laying down the ice rink and 3 hours to pick it back up, not including driving time. We usually use 8 staff members to handle the setup and breakdown (4 Recreation staff and 4 Parks staff). This amounts to approximately \$1,400 in man-hours. (A breakdown on this expense is included in the attachment.) Please note, that setup time at each location can vary based on the size of the space and any issues that arise, and we have used up to 10 staff at times. In addition to the Recreation Center the ice rink has been laid down at Pocomoke Middle School, Berlin Fire Department, Trimmer's Ride for OCDC event, and Sturgis Park.

Other factors that go into the decision of approving requests for the ice rink include location, security, length of time, weather, environmental factors and staffing. When outside organizations are running the daily operations of the rink, training is required by our staff. Daily operating responsibilities include money handling, signing of waivers, safety supervision, skate sharpening, and rink cleaning.



Worcester County Recreation & Parks

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Our future plans for the ice rink are to continue winter events in the southern end of the county. We are also working internally to create an application that includes the criteria for utilizing the ice rink. I also feel we need to change the revenue sharing split and create a rental fee. With a completed and approved application and fees I feel we can better market the rink to outside groups and research possible locations and events.

While the ice rink is able to generate some revenue, it does not currently cover its costs. Fees would need to be increased and put in place. Otherwise the ice rink will continue to be a service to the county but operating at a loss.

I would be happy to discuss this information and answer any other questions at the January 10 Commissioner's Meeting.

cc: Jacob Stephens, Parks Superintendent  
W. Ben Kirk, Recreation Superintendent

Attachments: Ice Skate Rink Agreement  
Operating Expense Breakdown



Worcester County Recreation & Parks

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## ICE RINK RENTAL AGREEMENT

### Applicant Information (Lessee)

**Name:** Lorissa McAllister

**Organization:** Downtown Snow Hill INC

**Address:** 112 W. Green St.

**City:** Snow Hill

**State:** MD

**Zip:** 21863

**Phone:** (443)900-1057

**Email:** [lmcallister@snowhillmd.com](mailto:lmcallister@snowhillmd.com)

**Rental Purpose/Location:** Sturgis Park Pavilion

**Rental Fee:** 90% profit to Snow Hill, 10% profit to WCRP    **Rental Dates:** Drop off 11/22, Pick up first week of January

**County Commissioners of Worcester County, Maryland ("County") and Lessee agree to the following:**

1. County will make the ice rink exclusively available to the Lessee at the time and place agreed upon.
2. The Lessee will not sublease the rink.
3. The Lessee will comply with all established rink rules and policies of County. The rink rules must be posted at all times during the rental period. The rink rules are attached as Exhibit A
4. The Lessee shall provide proper supervision to ensure the protection of persons and property.
5. During the time the rink is being used by the Lessee, the Lessee is responsible for its own personal property, accidents, injuries, damages or loss of property. Lessee shall indemnify and hold County harmless for any and all claims resulting from the use of the rink by the Lessee, their employees, and guests. Lessee may be required, at the discretion of County, to have liability insurance at levels acceptable to the County, name County as Additional Insured, and present a Certificate of Insurance before use. Lessee must have guests sign a release in a form acceptable to the County.
6. The Lessee shall be liable to County for payment in full of the cost of replacement and/or repair of any rink personal property or real property damaged as a result of the Lessee's, their employees' or guests' use of the rink, except ordinary wear and tear.
7. The Lessee shall responsible for the routine cleaning and maintenance of the rink during the period of the rental. If County personnel is needed, the Lessee will pay a charge for custodial services at \$50/hr.



Worcester County Recreation & Parks

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8. County reserves the right to make spot checks during the rental period. County reserves the right to refuse or cancel any rental that is contrary to public safety and welfare of the County ordinances and policies.

9. Unless alternative arrangements are made with County, the Lessee agrees to end the rental at 8 pm on the final scheduled day of rental.

10. Cancellation and Refunds:

A. County reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause or failure to comply with any of the above terms and conditions. There will be no refund.

B. County may terminate for convenience and Lessee may receive a prorated refund of the Rental Fee.

C. Under certain weather conditions, County may declare rink conditions unsafe or unacceptable. This decision is at the sole discretion of County. If events are canceled, County will make every effort to reschedule at a time convenient to the Lessee. In the event the function cannot be rescheduled, a prorated fund will be processed.

D. In the event the Lessee finds it necessary to cancel any of the rental periods of the rink for which it has contracted, the Lessee shall give County 14 days prior notice in writing of intent to cancel. In the event County sells the cancelled contracted time to another party, then the Lessee will no longer be liable for the charge on the cancelled contracted time. If the time cannot be sold, the Lessee shall pay for the cancelled contracted time at the specified rate.

**Applicant (Lessee) has reviewed and agrees to adhere to all policies, rules and regulations of County.**

**Applicant agrees to the terms on this ICE RINK RENTAL AGREEMENT.**

*Lorissa McAllister*

APPLICANT (LESSEE) SIGNATURE

10/3/22

DATE

*WPK*

COUNTY SIGNATURE

10.3.22

DATE





Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

## ICE RINK RULES

1. Rink Capacity: 15 skaters at a time
2. Children under the age of 14 must be accompanied by an adult at all times.
3. Children 6 and under are not permitted to skate without an adult on the ice with them.
4. Management reserves the right to remove anyone from the rink at any time for any reason. Refrain from acting in a manner that may cause or contribute to the injury of themselves or another person.
5. Management is not responsible for items stolen or left within or near rink and facility.
6. No skating without a rink issued wristband color coded for the day. Wristbands can be acquired at the front desk once payment and completed waivers have been submitted.
7. No reckless skating which includes speed skating, backwards skating or skating against the flow.
8. No jumping or sliding while skating.
9. No carrying children on the ice.
10. No one is permitted on the ice without skates.
11. Skaters and spectators are required to follow directions of the Ice Attendant and rink staff at all time.
12. Skates will be provided. No outside skates are permitted. Socks must be worn at all times when using provided skates.
13. Skaters and spectators must not sit on, lean over or leave articles on the dasher boards.
14. No food, beverages or breakable objects are allowed on the ice.
15. Use caution entering and exiting the rink. The exit must be kept clear at all times.
16. Worcester County Recreation and Parks is not responsible for accidents. Skaters and spectators assume all risk and danger of injury arising from or related to admission to the rink, including but not limited to being injured by ice skates, falls, other skaters, spectators or objects in and around the rink and building. Skate at your own risk.

## Recreation & Parks Ice Rink - Expense & Revenue

Ice Rink expenses to date:

Ice Rink Purchase	\$69,973.30
Cargo Trailer	\$ 7,442.00
Felt Flooring	<u>\$ 1,689.09</u>
<b>Total Cost</b>	<b>\$79,104.39</b>

### Operating Expenses

2022 Winter Ice Skating at Sturgis Park

Expenses		Revenue	
Labor Costs (set-up & break down)	\$1,400.00	Snow Hill - 90/10 split	\$ 75
Part-time monitor hours	\$1,112.25	Sponsorship	\$1,000
<b>Total Expenses</b>	<b>\$2,512.25</b>	<b>Total Revenue</b>	<b>\$1,075</b>
<b>Program Net</b>			<b>-\$1,437.25</b>

### Labor Expense Breakdown

- 7 hours total – 4 hours to set-up & 3 hours to break down
- 8 staff members – 4 Recreation staff & 4 Parks staff
- Recreation staff – average \$27.25/hour (4 staff at 7 hours = 763)
- Parks staff – average \$21.30/hour (4 staff at 7 hours = \$596.40)
- Total Cost of Labor \$1,359.40



Worcester County Recreation & Parks

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## MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Kelly Rados, Director of Recreation & Parks  
DATE: December 27, 2022  
SUBJECT: Alyosha Update

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Please find an update on the current status of the Alyosha, as requested for the Worcester County Commissioners. We have completed 3 years of our 5-year agreement with Thrive Engineering, LLC/Steve Butz, owner of the Alyosha. The current License Agreement is attached.

The terms of the agreement allows the Alyosha to dock at the West Ocean City Commercial Harbor. The approved space is approximately 64 feet in length and runs along the bulkhead from the County Boat Ramp to the Worcester County Governor's Dock. The agreement is for a period of five years, beginning on October 1, 2019 and ending on September 30, 2024 for an annual fee of \$8,500. The agreement also gives the County exclusive rights to sell advertising and corporate sponsorships on the Alyosha.

For the 2022 season, the \$8,500 lease amount was paid in full to the Recreation & Parks Department. The Tourism & Economic Development Department paid Mr. Butz \$5,500 for advertisement, in flying of the Maryland's Coast sail. While the Alyosha has been flying a Maryland's Coast flag during his sailing cruises, we have no formal agreement in connection with crediting Mr. Butz for running the Maryland's Coast sail.

At the completion of this season it was made clear to Mr. Butz, by both departments, that moving forward the \$8,500 lease would be due in full and that he would not be receiving any credit or payment from the county for running the Maryland's Coast sail.

I would be happy to discuss this information and answer any other questions at the January 10 Commissioner's Meeting.

cc: Melanie Pursel, Director of Tourism & Economic Development  
Jacob Stephens, Parks Superintendent

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made this 15<sup>th</sup> day of October, in the year two thousand and nineteen by and between COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, a body corporate and politic of the State of Maryland, hereinafter referred to as the "County" and Thrive Engineering, LLC, respectfully hereinafter referred to as "Licensee", witnesseth:

IN CONSIDERATION of the mutual covenants contained herein and the license fee reserved hereunder, the parties hereto do hereby covenant and agree as follows:

1. The County does hereby grant a License unto Licensee for the use and occupancy of the dock space shown in the attached Exhibit A, said space being approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock for five (5) years beginning on October 1, 2019, and ending on September 30, 2024, upon terms and conditions more particularly described. The License Agreement (hereinafter "Agreement") may be renewed for one year with mutual consent of Licensee and the County.
2. The license fee reserved hereunder and payable by Licensee shall be \$8,500 a year and due on the first day of the license period for each year, unless covered by the advertisement revenue in Section 19.
3. This Agreement shall be cancelable for any reason upon ninety (90) days' notice by County to Licensee and upon ninety (90) days' notice by Licensee to the County. In the event of cancellation by the County, the license fee paid hereunder shall be rebated to Licensee on a per diem basis for the unused term of said License Agreement. If the event of cancellation by Licensee, Licensee shall pay the license fee for two additional years.
4. The County shall have the right to cancel this Agreement at any time during the term hereof because of illegality of performance, orders of court, injunctions or other litigation or related reasons including settlement of pending or threatened litigation. In such cases a rebate, pursuant to Paragraph 3, shall be applicable.
5. Licensee shall not be permitted to tie boats abreast within this dock space, this will be strictly enforced and may include immediate termination of this Agreement.
6. Licensee shall maintain his dock space and bulkhead adjacent thereto in a clean, neat, and orderly manner.
7. Licensee shall not be permitted to store any materials, supplies, gasoline, paraphernalia, equipment or any other items on the bulkhead, catwalks or parking lot nor shall permit any such storage by any persons claiming under him/her. The dock space shall be used for the docking of the catamaran Alyosha and for no other purpose. Licensee will in no way interfere with the use of any other dock or with the lawful use of the County boat ramp. Licensee shall not pick up or drop off customers at this dock space

8. Vessel name and USCG DOC# to be docked at this space is as follows: **Alyosha**, #USCG Documentation # 1294434, State of Maryland Registration/Title # MD 9020 CR.

9. Licensee shall comply with all County, State and Federal laws and regulations in the use of the dock space.

10. Licensee shall not, nor allow third parties or persons under his/her control, to throw, discharge, dump or place any material, lubricants, sewage, trash, garbage, waste water, solid waste or any other objects or substances into the West Ocean City Harbor or the County public use small dumpster in the parking lot. **This small dumpster is for the use of the recreational boaters only.**

11. Licensee shall comply with all rules of use of the West Ocean City Harbor as are currently promulgated by the County and as may be promulgated in the future by the County .

12. Licensee hereby indemnifies and holds harmless the County against any and all liabilities, claims, suits, damages and other expenses including reasonable attorney's fees and court costs which may be imposed upon, incurred by or asserted against the County in connection herewith during the term of this Agreement by reason of any of the following:

- (a) Any use or condition of the dock space or any activities carried thereon or adjacent thereof or along the bulkhead.
- (b) Any negligence on the part of the Licensee, his/her agents, contractors, licensees, employees or invitees.
- (c) Any personal injury, death or property damage occurring on or about the dock space or the adjacent bulkhead, as well as any personal injury, death or property damage occurring while onboard the Alyosha.
- (d) Any failure on the part of the Licensee to perform or comply with any covenant required hereunder.
- (e) This indemnification includes injuries, death and damage to the Licensee, his/her property, agents, contractors, licensees, employees and invitees.

13. Nothing herein or any related agreement or any amendment hereto shall under any circumstances constitute or be construed as a waiver of immunities or limitations of liability that the County Commissioners, their officers, employees, agents, or servants, may have in by virtue of and in accordance with any law, including sovereign, statutory, qualified, official, common law, public general law or public local law immunity. County Commissioners, as a body politic, has become a party hereto only in the capacity stated herein. No individual elected County Commissioner, contractor, employee, agent, or servant of County shall have any personal liability hereunder. Any indemnity herein or arising out of this Agreement, on the part of the County Commissioners, shall be only to the extent permitted by law and shall be subject to the non-waiver of immunity, limitations of liability and all other provisions of this Agreement. County's liability under or arising out of this Agreement shall be subject to annual budget appropriation and strictly conditioned thereon. The non-waiver and the limitation of liability to County Commissioners hereunder shall be contractual and it is agreed that such limitation is fair and equitable under the totality of the circumstances hereof. It is further agreed and understood that this provision is of the essence.

14. It shall be the responsibility of Licensee to maintain his exclusive use of the dock space and the County incur no affirmative duty to see to the exclusive nature of this License to the extent that the County will only be responsible for the policing of the West Ocean City Harbor area in a governmental capacity as they are responsible in any other area of the County and will make no special efforts with regard to the enforcement of the exclusiveness of this License and it shall be the responsibility of the Licensee to seek whatever legal redress may be necessary to enforce his/her rights hereunder as against third parties.

15. If the space becomes unusable by Act of God for more than ninety (90) consecutive days, a per diem rebate shall be applicable for all days the space is unusable due to the Act of God.

16. Any notice under this Agreement must be in writing and must be served as follows:

- (a) Notice to the County shall be delivered to the Office of the County Commissioners, Government Center-Room 1103, One West Market Street, Snow Hill, MD 21863.
- (b) Notices to Licensee shall be either: (1) Mailed to the Licensee at the following address: 6222 Mossway Baltimore, Maryland 21212 or 9101 Rusty Anchor Way, Unit #5 Ocean City, Maryland 21842, or  
(2) By the posting of such notice upon the bulkhead adjacent to the dock space.
- (c) Licensee shall provide to the County an emergency telephone number and email address so that he/she can be contacted immediately in case of an emergency. Licensee shall promptly notify the County of any change in the telephone number or email address.
- (d) When Licensee is contacted by the County, he/she shall respond within 24 hours, otherwise, the County will take whatever action they deem necessary to correct any delinquencies or emergencies that have arisen.

17. This License is for dock space and access thereto only and not for any portion of the land adjacent to the dock space. Any property of any type other than a licensed motor vehicle or such other property as may be permitted by the County may be removed by the County without notice to Licensee and Licensee hereby consents to hold harmless the County on account of such removal and shall pay to the County the reasonable costs incurred to remove and store or dispose of such property.

18. The Licensee shall maintain comprehensive liability insurance in the minimum amount of One Million Dollars (\$1,000,000.00) and with such companies as County may approve and including pollution abatement insurance in the minimum amount of Eight Hundred Thousand Dollars (\$800,000.00), covering petroleum spills, pollution and cleanup for the period of the License Agreement and provide proof of such insurance to the County. The County shall be named as an additional insured.

19. The County have the exclusive right to sell advertising and corporate sponsorships on the Alyosha. Licensee agrees the County can sell advertising on the following components of the Alyosha:

- (a) Sail Cover
- (b) Gennaker
- (c) Jib
- (d) Spinnaker
- (e) Storm Jib
- (f) Flags- up to 10 feet by 15 feet. 3 maximum.
- (g) Main Sail

Licensee has approval authority over the designs and placement of these advertisements. Such approval shall not be unreasonably withheld. Any revenue generated from said advertisements or sponsorships shall be first applied to pay the County the \$8,500 annual license fee, then any remaining revenue shall be shared equally between County and Licensee. This revenue sharing shall continue for the full five year term of this Agreement regardless of whether the Agreement is cancelled under Section 3 or terminated under Section 22.

Licensee has the authority to fly flags advertising his business and the location of where the Alyosha customers are picked up.

The County has the right to sell to potential advertisers and sponsors souvenirs for the sailing charters. The design of said souvenirs shall be approved by Licensee.

The County has the exclusive right to sell to potential advertisers and sponsors a space on the electronic sailing charter booking confirmation page. Licensee shall allow said space to the advertiser or sponsor.

20. Licensee shall operate the Alyosha for sailing cruises from the Friday before Memorial Day weekend to the Monday of Labor Day weekend and on Saturday and Sunday in September (hereinafter the "Season"). Weather permitting, Licensee shall operate a minimum of one 3 hour charter and one two hour charter a day, six days a week. The components sold for advertising and sponsorship, are required to be used on said cruises. If Licensee operates other charters on a given day (Sunset Cruises, Moonlight Cruises, Weddings, Ice Cream Sails), then the components sold for advertising and sponsorship, are required to be used on these additional cruises as appropriate for the trip taking place. Licensee guarantees 160 cruises per Season as a minimum.

21. Licensee agrees that upon cancellation under Section 3 or termination under Section 22 of the Agreement, Licensee shall not enter into a similar partnership with another governmental entity or corporate entity on the Alyosha for two years from the date of cancellation or termination. Licensee agrees that upon cancellation under Section 3 or termination under Section 22 of the Agreement and for two years thereafter, Licensee shall not enter into an advertising or sponsorship agreement with an entity that Licensee and/or the County was receiving revenue from during the terms of this Agreement.

22. This Agreement may be terminated in writing by the County, upon 15 days' notice to Licensee, for breach hereof by Licensee. Licensee has the 15 days' to cure the breach. If the breach is not cured to the satisfaction of the County in the 15 days' the termination is in effect. In the event of termination by the County, any unpaid licensee fee for the term of the Agreement

is due and payable immediately by Licensee. Licensee will not be reimbursed for any anticipatory revenue.

23. Licensee shall comply with the political contribution reporting requirements under Title 14 of the Election Law Article, Maryland Annotated Code, to which the Licensee may be subject.

24. This Agreement must be construed in accordance with the laws and regulations of Maryland and Worcester County. For purposes of litigation involving this Agreement, exclusive venue and jurisdiction must be in the Circuit Court for Worcester County, Maryland or in the District Court of Maryland for Worcester County.

25. During the performance of this Agreement, Licensee shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of race, color, sex, religion, national origin, creed, age, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, political affiliation, or the presence of any sensory, mental or physical handicap, and any other classification protected under federal, state, or local law.

26. Neither party shall assign or otherwise transfer any of its rights, liabilities, obligations nor entitlements under this Agreement without obtaining the prior written consent of the other which consent may be withheld by the County in its sole and absolute discretion. Any attempted assignment made in violation of this section shall be void and of no force or effect.

27. No exercise or waiver of any right or remedy provided for herein shall operate as a waiver of any right or remedy, except as otherwise provided in this Agreement. No delay, forbearance, or neglect on the part of a party in the exercise of a right or remedy shall operate as a waiver thereof.

28. If any provision of this Agreement shall be held invalid or unenforceable by any court, governmental agency or arbitrator of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid or unenforceable provision were never contained herein.

29. This Agreement constitutes the entire understanding between the parties with respect to the subject matter and supersedes any prior negotiations, representations, agreements, and understandings.

30. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

AS WITNESS the hands and seals and/or corporate name of the parties hereto, the day and year first above written.



WITNESS:

THRIVE ENGINEERING, LLC

\_\_\_\_\_

Licensee



ATTEST:

COUNTY COMMISSIONERS OF WORCESTER  
COUNTY, MARYLAND

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

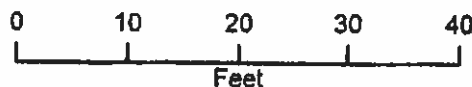
By: \_\_\_\_\_  
Diana Purnell  
President

West Ocean City Harbor - 12826 Sunset Avenue  
Area for County Use or County Joint Venture



County Use / County Joint Venture: 26 feet x 64 feet

DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING  
Technical Services Division - August 2019



Source: 2016 Aerial Imagery

Exhibit A

**MEMORANDUM**

TO: *The Daily Times Group and The Ocean City Today Group*  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: December 9, 2022  
SUBJECT: Worcester County Requested Capital Improvement Plan for FY 2024 through FY 2028

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Please print the attached notice as a display ad at the legal advertising rates per our agreement in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on December 22, 2022 and December 29, 2022. Please make the advertisement approximately 3 columns wide with a prominent border and place the ad in a part of the newspaper other than the legal ads. Thank you.

**Notice of Public Hearing  
REQUESTED Five-Year Capital Improvement Plan  
FY 2024 through FY 2028  
Worcester County, Maryland**

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2024 through FY2028. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP does not constitute a guarantee of funding from the County. Some capital projects will be added, deleted and/or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2024 through FY2028 summary may be obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us). For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

**Tuesday, January 10, 2023  
at 10:30 A.M.**  
in the  
County Commissioners Meeting Room  
Room 1101 - Government Center  
One West Market Street  
Snow Hill, Maryland 21863

# Worcester County

**Requested**

5 Year Capital Improvement Plan  
FY 2024 to FY 2028



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

December 6, 2022

## REQUESTED PLAN SUMMARY BY CATEGORY

11/22/2022

**WORCESTER COUNTY**  
**FIVE YEAR CAPITAL IMPROVEMENT PLAN**  
**FY 2024 TO FY 2028 PROJECT SUMMARY**

Project Category	2024	2025	2026	2027	2028	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	6,326,500	7,130,500	1,000,000	1,000,000	1,000,000	16,457,000	7.91%	0	0	16,457,000
Public Safety	9,585,369	3,956,052	2,473,320	10,774,364	22,500,000	49,289,105	23.69%	7,150,090	0	56,439,195
Public Works	9,267,000	4,880,000	5,600,000	2,250,000	2,850,000	24,847,000	11.94%	0	0	24,847,000
Recreation & Parks	960,000	0	0	0	0	960,000	0.46%	300,000	0	1,260,000
Public Schools	1,365,537	6,099,659	3,281,944	34,453,103	68,628,121	113,828,364	54.71%	0	64,595,010	178,423,374
Community College	0	0	148,732	2,436,380	106,237	2,691,349	1.29%	0	0	2,691,349
<b>TOTAL</b>	<b>27,504,406</b>	<b>22,066,211</b>	<b>12,503,996</b>	<b>50,913,847</b>	<b>95,084,358</b>	<b>208,072,818</b>	<b>100.00%</b>	<b>7,450,090</b>	<b>64,595,010</b>	<b>280,117,918</b>

Source of Funds	2024	2025	2026	2027	2028	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	0	0	0	0	0	0	0.00%	0	0	0
User Fees	832,000	2,400,000	0	0	0	3,232,000	1.55%	0	0	3,232,000
Grant Funds	9,300,000	4,910,000	0	2,250,000	2,850,000	19,310,000	9.28%	0	0	19,310,000
State Match	846,393	2,603,607	952,000	7,947,500	11,653,459	24,002,959	11.54%	0	16,900,041	40,903,000
State Loan	0	0	0	0	0	0	0.00%	0	0	0
Assigned Funds	8,728,184	11,593,604	5,951,996	4,464,244	3,847,737	34,585,765	16.62%	842,822	0	35,428,587
Private Donation	0	84,000	0	0	302,741	386,741	0.19%	0	0	386,741
Enterprise Bonds	0	300,000	5,600,000	0	0	5,900,000	2.84%	0	0	5,900,000
General Bonds	7,797,829	175,000	0	26,252,103	53,930,421	88,155,353	42.37%	6,607,268	47,694,969	142,457,590
General Bonds (Re-paid through VLT)	0	0	0	10,000,000	22,500,000	32,500,000	15.62%	0	0	32,500,000
<b>TOTAL</b>	<b>27,504,406</b>	<b>22,066,211</b>	<b>12,503,996</b>	<b>50,913,847</b>	<b>95,084,358</b>	<b>208,072,818</b>	<b>100.00%</b>	<b>7,450,090</b>	<b>64,595,010</b>	<b>280,117,918</b>

\* Balance to Complete - Years FY2029 and future

**FY 2024 TO FY 2028 SUMMARY BY PROJECT  
REQUESTED**

11/21/2022

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

		FY2024	FY2025	FY2026	FY2027	FY2028	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>									
	New Pocomoke Library	4,486,500	6,130,500						10,617,000
	Snow Hill Library Building Improvements	840,000							840,000
	Broadband Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
	<b>Total General Government Facilities</b>	<b>6,326,500</b>	<b>7,130,500</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>16,457,000</b>
<b>Public Safety</b>									
	Worcester County Jail Improvement Project	4,690,329	175,000				7,150,090		12,015,419
	Public Safety Logistical Storage Facility	3,307,500							3,307,500
	State's Attorney Building Addition	87,540	2,731,052	2,373,320	774,364				5,966,276
	Outdoor Warning Siren System	100,000	1,050,000						1,150,000
	Fire Training Tower	1,400,000							1,400,000
	Public Safety Building			100,000	10,000,000	22,500,000			32,600,000
	<b>Total Public Safety</b>	<b>9,585,369</b>	<b>3,956,052</b>	<b>2,473,320</b>	<b>10,774,364</b>	<b>22,500,000</b>	<b>7,150,090</b>	<b>0</b>	<b>56,439,195</b>
<b>Public Works</b>									
	Berlin Homeowner Convenience Center - Dock Wall Replacement	435,000							435,000
	Public Works Fuel Facility Replacement	350,000							350,000
	Roads - Front End Loader	300,000							300,000
	Roads - Pocomoke Shop Renovation	250,000	250,000						500,000
<b>Water Wastewater</b>									
	Riddle Farm WWTP Bypass to OP WWTP	1,000,000							1,000,000
	Riddle Farm WWTP Rehabilitation	1,700,000							1,700,000
	Mystic Harbour Solids Handling	3,000,000							3,000,000
	Mystic Harbour WTP Rehabilitation	1,400,000							1,400,000
	Ocean Pines UV Disinfection	300,000							300,000
	Landings Water Tower Rehabilitation		580,000						580,000
	Riddle Farm Water Tower Rehabilitation, Painting & Lowering		650,000						650,000
	Mystic Harbour Effluent Connection to Assateague Greens		1,000,000						1,000,000
	Mystic Harbour Storage Building		700,000						700,000
	River Run Sewer Interconnection to Ocean Pines		100,000	1,100,000					1,200,000
	River Run Replacement Liner		100,000	1,100,000					1,200,000
	Assateague Point WWTP Replacement Liner		100,000	600,000					700,000
	Mystic Harbour Effluent Connection to Riddle Farm Lagoon		200,000	2,800,000					3,000,000
	Mystic Harbour Effluent Disposal Expansion				2,100,000				2,100,000
	Newark WTP Rehabilitation				150,000	2,850,000			3,000,000
<b>Solid Waste</b>									
	Landfill - Leachate Storage Tank	532,000							532,000
	Administration Scale House Renovations & Addition		1,200,000						1,200,000
	<b>Total Public Works</b>	<b>9,267,000</b>	<b>4,880,000</b>	<b>5,600,000</b>	<b>2,250,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>24,847,000</b>

**FY 2024 TO FY 2028 SUMMARY BY PROJECT  
REQUESTED**

11/21/2022

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

			FY2024	FY2025	FY2026	FY2027	FY2028	Prior Allocation	Balance To Complete	TOTAL
<b>Recreation &amp; Parks</b>										
	Recreation Center - HVAC Replacement		960,000					300,000		1,260,000
	<b>Total Recreation &amp; Parks</b>		<b>960,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>1,260,000</b>
<b>Public Schools</b>										
	Snow Hill Middle/Cedar Chapel School - Roof Replacement		119,000	3,920,700						4,039,700
	Buckingham Elementary Replacement School		1,246,537	1,305,059	582,410	21,965,967	40,197,638		9,898,985	75,196,596
	Pocomoke Elementary School - Roof Replacement			100,000	1,998,000					2,098,000
	New Central Office Building			773,900	701,534	12,130,136	21,576,783			35,182,353
	Worcester Technical High School - Roof Replacement					207,000	5,328,000			5,535,000
	Snow Hill Elementary Replacement School					150,000	1,525,700		54,696,025	56,371,725
	<b>Total Public Schools</b>		<b>1,365,537</b>	<b>6,099,659</b>	<b>3,281,944</b>	<b>34,453,103</b>	<b>68,628,121</b>	<b>0</b>	<b>64,595,010</b>	<b>178,423,374</b>
<b>Wor-Wic Community College</b>										
	Wor-Wic Learning Commons Building				148,732	2,436,380	106,237			2,691,349
	<b>Total Wor-Wic</b>		<b>0</b>	<b>0</b>	<b>148,732</b>	<b>2,436,380</b>	<b>106,237</b>	<b>0</b>	<b>0</b>	<b>2,691,349</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>										
			FY2024	FY2025	FY2026	FY2027	FY2028	Prior Allocation	Balance to Complete	TOTAL
	General Fund									0
	User Fees		832,000	2,400,000						3,232,000
	Grant Funds		9,300,000	4,910,000		2,250,000	2,850,000			19,310,000
	State Match		846,393	2,603,607	952,000	7,947,500	11,653,459		16,900,041	40,903,000
	State Loan									0
	Assigned Funds		8,728,184	11,593,604	5,951,996	4,464,244	3,847,737	842,822		35,428,587
	Private Donation			84,000			302,741			386,741
	Enterprise Bonds			300,000	5,600,000					5,900,000
	General Bonds		7,797,829	175,000		26,252,103	53,930,421	6,607,268	47,694,969	142,457,590
	General Bonds (Debt Service to be paid through Video Lottery Funds)					10,000,000	22,500,000			32,500,000
										0
	<b>TOTAL</b>		<b>27,504,406</b>	<b>22,066,211</b>	<b>12,503,996</b>	<b>50,913,847</b>	<b>95,084,358</b>	<b>7,450,090</b>	<b>64,595,010</b>	<b>280,117,918</b>



## CIP Project Name: New Pocomoke Library

**Project Director (Name & Title):** Jennifer Ranck, Library Director

**Phone Number:** 410-632-2600

**Project Summary and Purpose:** To replace the current 51-year old facility with a new, larger building.

**Project Location:** Downtown Pocomoke

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

There are grant funds available through the Maryland State Library Agency's "County Library Capital Grant" program. The Library applied for a \$2.2 million grant in FY 24.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** There will be increased costs for personnel because an increase in the size of the staff will be required. There will be an increase in some building operations costs because it is a larger building (custodial). Repair and maintenance costs will go down significantly in the first few years of the new building's operation.

**What is the useful life of the asset/project?** Likely 50 years; the current facility opened in 1970

**Will this project generate revenue?** The library generates a small amount of revenue. Libraries play an important role in building and supporting healthy communities and have a positive impact on downtown areas by attracting foot traffic.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	86,500	86,500						173,000
Land Acquisition								0
Site Work								0
Construction	4,400,000	5,560,000						9,960,000
Equipment/Furnishings		484,000						484,000
Other - Please Specify								0
<b>TOTAL</b>	<b>4,486,500</b>	<b>6,130,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,617,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	2,200,000	2,980,000						5,180,000
State Match								0
State Loan								0
Assigned Funds	2,286,500	3,066,500						5,353,000
Private Donation		84,000						84,000
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,486,500</b>	<b>6,130,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,617,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	(3,000)	38,702	38,702	38,702	38,702			151,808
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## CIP Project Name: New Pocomoke Library

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Complete the following questions.

### Project scope.

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

Worcester County Library updated a Facilities Master Plan in 2022. The Pocomoke Library replacement was identified as the first priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. If the grant is not successful, the library would like to move forward with plans for a new branch on the current site, Market Street. Design for the new library began in July 2022.

### County benefit.

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and a new facility will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional fiction and non-fiction picture books for the Children's area to support school readiness but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A new building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space, if renovated and expanded, will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

### Cost estimate (Must Be Provided).

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based on figures developed by Whiting Turner in May 2021 to complete the "County Library Capital Grant" application.

### CIP Timing.

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

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. (An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable.)

### Urgency.

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** This project is critical. The building systems are long past their useful life, the roof needs to be replaced, the plumbing system and fixtures are dated, the low ceiling height limits lighting and HVAC upgrades, and many of the windows are single pane. An addition of 4,000 SF is also needed for expanded program space. There is also a desire by the County Commissioners and the City of Pocomoke to revive a difficult site and inspire improvements and redevelopment of the neighborhood. New construction would allow the library to build a high performance building and reduce operating costs for years to come.

**CIP Operating Impact Projections**

Project: New Pocomoke Library

Department &amp; Signature of Department Head: Jennifer Ranck, Sept. 9, 2022

Personnel Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Part-time Library Serv. Assistant (2)		34,300	34,300	34,300	34,300	137,200
Benefits		7,402	7,402	7,402	7,402	29,608
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

New Positions Salary & Benefits TOTAL	0	41,702	41,702	41,702	41,702	166,808
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Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0
<b>EXPENDITURES</b>						

Operating TOTAL	0	0	0	0	0	0
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# ITEM 9

## Project: New Pocomoke Library

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
Anticipated Library Usage Fees (copies) - Pocomoke branch	3,000	3,000	3,000	3,000	3,000	15,000
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>15,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>(3,000)</b>	<b>38,702</b>	<b>38,702</b>	<b>38,702</b>	<b>38,702</b>	<b>151,808</b>

## Project: New Pocomoke Library

Complete the following questions.

### Operating Impacts

#### Employee positions.

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

With a larger building, we anticipate the need of two additional part-time employees.

#### Utility costs.

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

New equipment should result in lower utility cost.

#### Maintenance costs.

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance costs may increase depending on building systems and if outside vendors will need to support. Custodial services will increase with a larger building.

#### Insurance costs.

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

A larger building may increase property insurance.

#### Telecommunications.

Consider the potential need of telephones, copiers, and computers and hardware. List them below.

New telephone and updated security system will be needed; perhaps additional computers in the adult and children's areas.

#### Furniture, equipment or capital outlay.

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

New shelving and furnishings will be needed, approximately \$484,000 (anticipating 10% escalation over the next two years). Shown on page one of the CIP Project.

**Pocomoke Library FY 24 – Cost Estimate**

The attached estimate for a new Pocomoke Library includes an 8% escalation contingency but does not include additional funds for prevailing wage. If the Pocomoke Library project is fortunate to receive funding for 25% (or more) of the project, Worcester County Library understands that prevailing wage is required. To account for this possibility, we have increased the construction cost by \$1.5 million and using these figures to more accurately reflect projected cost:

Construction Project Totals:	\$10,353,834
Projected Owner's Costs:	\$547,673
<b>Total:</b>	<b>\$10,901,507 (\$908.46/GSF)</b>



The Whiting-Turner Contracting Company  
 100 West Main Street  
 Salisbury, MD 21804  
 410-677-3253  
[www.whiting-turner.com](http://www.whiting-turner.com)



<b>Project Name:</b>	Worcester County Pocomoke Branch Library
<b>Type of Estimate:</b>	Conceptual Design Estimate
<b>Estimate Date:</b>	May 13, 2022
<b>Project Location:</b>	Pocomoke City, MD 21851
<b>Owner:</b>	Worcester County Government
<b>Whiting-Turner Contact:</b>	Adam Leonard
<b>Whiting-Turner VP:</b>	Scott Saxman
<b>Architect/Engineer:</b>	The Design Group
<b>Document Set:</b>	N/A - Conceptual Design Narrative
<b>Project Description:</b>	Construction of a new 12,000 square foot single story public library located on an adaptive reuse site in downtown Pocomoke City, MD.



Worcester County Pocomoke Branch Library  
Conceptual Design Estimate - 05/13/2022

ITEM 9



MASTERFORMAT SUMMARY

DIVISION	BUILDING			SITE DEVELOPMENT			PROJECT TOTAL		
	12,000	GSF	BLDG	1.1	ACRE	SITE	12,000	GSF	
	COST	\$/SF	% COW	COST	\$/ACRE	% COW	COST	\$/SF	% COW
1 General Requirements	\$ 299,193	\$ 24.93	5.79%	\$ 22,000	\$ 20,389.79	2.96%	\$ 321,193	\$ 26.77	5.44%
2 Existing Conditions	\$ -	\$ -	0.00%	\$ 33,500	\$ 31,048.09	4.50%	\$ 33,500	\$ 2.79	0.57%
3 Concrete	\$ 321,865	\$ 26.82	6.23%	\$ -	\$ -	0.00%	\$ 321,865	\$ 26.82	5.45%
4 Masonry	\$ 367,490	\$ 30.62	7.12%	\$ -	\$ -	0.00%	\$ 367,490	\$ 30.62	6.22%
5 Metals	\$ 370,920	\$ 30.91	7.18%	\$ -	\$ -	0.00%	\$ 370,920	\$ 30.91	6.28%
6 Wood, Plastics, and Composites	\$ 121,955	\$ 10.16	2.36%	\$ -	\$ -	0.00%	\$ 121,955	\$ 10.16	2.06%
7 Thermal & Moisture Protection	\$ 787,739	\$ 65.64	15.25%	\$ -	\$ -	0.00%	\$ 787,739	\$ 65.64	13.33%
8 Openings	\$ 260,165	\$ 21.68	5.04%	\$ -	\$ -	0.00%	\$ 260,165	\$ 21.68	4.40%
9 Finishes	\$ 487,689	\$ 40.64	9.44%	\$ -	\$ -	0.00%	\$ 487,689	\$ 40.64	8.25%
10 Specialties	\$ 82,429	\$ 6.87	1.60%	\$ 10,000	\$ 9,268.09	1.34%	\$ 92,429	\$ 7.70	1.56%
11 Equipment	\$ 13,750	\$ 1.15	0.27%	\$ -	\$ -	0.00%	\$ 13,750	\$ 1.15	0.23%
12 Furnishings	\$ 167,369	\$ 13.95	3.24%	\$ -	\$ -	0.00%	\$ 167,369	\$ 13.95	2.83%
13 Special Construction	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
14 Conveying Systems	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
21 Fire Suppression	\$ 72,000	\$ 6.00	1.39%	\$ -	\$ -	0.00%	\$ 72,000	\$ 6.00	1.22%
22 Plumbing	\$ 92,560	\$ 7.71	1.79%	\$ -	\$ -	0.00%	\$ 92,560	\$ 7.71	1.57%
23 HVAC	\$ 851,500	\$ 70.96	16.49%	\$ -	\$ -	0.00%	\$ 851,500	\$ 70.96	14.41%
25 Integrated Automation	\$ 42,000	\$ 3.50	0.81%	\$ -	\$ -	0.00%	\$ 42,000	\$ 3.50	0.71%
26 Electrical & Solar	\$ 706,450	\$ 58.87	13.68%	\$ 5,500	\$ 5,097.45	0.74%	\$ 711,950	\$ 59.33	12.05%
27 Communications	\$ 49,120	\$ 4.09	0.95%	\$ -	\$ -	0.00%	\$ 49,120	\$ 4.09	0.83%
28 Electronic Safety & Security	\$ 69,850	\$ 5.82	1.35%	\$ -	\$ -	0.00%	\$ 69,850	\$ 5.82	1.18%
31 Earthwork	\$ -	\$ -	0.00%	\$ 124,866	\$ 115,726.86	16.77%	\$ 124,866	\$ 10.41	2.11%
32 Exterior Improvements	\$ -	\$ -	0.00%	\$ 415,970	\$ 385,524.70	55.88%	\$ 415,970	\$ 34.66	7.04%
33 Site Utilities	\$ -	\$ -	0.00%	\$ 132,532	\$ 122,831.79	17.80%	\$ 132,532	\$ 11.04	2.24%
<b>SUBTOTAL - COST OF WORK</b>	<b>\$ 5,164,044</b>	<b>\$ 430.34</b>	<b>100.00%</b>	<b>\$ 744,368</b>	<b>\$ 689,886.75</b>	<b>100.00%</b>	<b>\$ 5,908,412</b>	<b>\$ 492.37</b>	<b>100.00%</b>
Preconstruction Services	\$ 29,542	\$ 2.46	0.50%	\$ 3,722	\$ 3,449.43	0.50%	\$ 33,264	\$ 2.77	
Design and Estimating Contingency	\$ 472,673	\$ 39.39	8.00%	\$ 59,847	\$ 55,466.89	8.00%	\$ 532,520	\$ 44.38	
Construction/CM Contingency	\$ 281,952	\$ 23.50	5.00%	\$ 37,218	\$ 34,494.34	5.00%	\$ 319,171	\$ 26.60	
General Conditions	\$ 642,039	\$ 53.50	Fixed	\$ -	\$ -	Fixed	\$ 642,039	\$ 53.50	
Liability Insurance	\$ 62,277	\$ 5.19	0.85%	\$ 7,500	\$ 6,951.39	0.85%	\$ 69,777	\$ 5.81	
Whiting-Turner Bond	\$ 63,947	\$ 5.33	1.00%	\$ 8,441	\$ 7,823.32	1.00%	\$ 72,388	\$ 6.03	
Whiting-Turner Fee	\$ 226,052	\$ 18.84	3.50%	\$ 29,839	\$ 27,655.42	3.50%	\$ 255,891	\$ 21.32	
Builder's Risk Insurance	\$ 8,096	\$ 0.67	0.12%	\$ 1,068	\$ 989.71	0.12%	\$ 9,164	\$ 0.76	
<b>CONSTRUCTION TOTALS</b>	<b>\$ 6,950,623</b>	<b>\$ 579.22 / GSF</b>		<b>\$ 892,004</b>	<b>\$ 826,717.26 / ACRE</b>		<b>\$ 7,842,627</b>	<b>\$ 653.55 / GSF</b>	
FF&E, Artwork, and AV	\$ 400,000	\$ 33.33	Fixed	\$ -	\$ -	Fixed	\$ 400,000	\$ 33.33	
Permitting Fees	\$ 75,000	\$ 6.25	Fixed	\$ -	\$ -	Fixed	\$ 75,000	\$ 6.25	
Escalation Contingency	\$ 473,680	\$ 39.47	8.00%	\$ 62,527	\$ 57,950.49	8.00%	\$ 536,207	\$ 44.68	
<b>CONSTRUCTION PROJECT TOTALS</b>	<b>\$ 7,899,302</b>	<b>\$ 658.28 / GSF</b>		<b>\$ 954,531</b>	<b>\$ 884,667.74 / ACRE</b>		<b>\$ 8,853,834</b>	<b>\$ 737.82 / GSF</b>	
<b>Owner's Costs</b>									
Architectural / Engineering Fees	\$ 472,673	\$ 39.39	8.00%	\$ -	\$ -		\$ 472,673	\$ 39.39	
Owner Contingency	\$ -	\$ -	Fixed	\$ -	\$ -		\$ -	\$ -	
FF&E Design	\$ 25,000	\$ 2.08	Fixed	\$ -	\$ -		\$ 25,000	\$ 2.08	
Testing & Inspection Costs	\$ 50,000	\$ 4.17	Fixed	\$ -	\$ -		\$ 50,000	\$ 4.17	
<b>GRAND TOTAL PROJECT COST</b>	<b>\$ 8,446,975</b>	<b>\$ 703.91 / GSF</b>		<b>\$ 954,531</b>	<b>\$ 884,667.74 / ACRE</b>		<b>\$ 9,401,507</b>	<b>\$ 783.46 / GSF</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>01 GENERAL REQUIREMENTS</b>					
<b>01 50 00 Temporary Facilities and Controls</b>					
General Requirements	1	ls	\$ 299,193.00	\$ 299,193	See GR tab for breakdown and more detail
<b>01 70 00 Execution and Closeout Requirements</b>					
<b>TOTAL - DIV 1</b>				<b>\$ 299,193</b>	
<b>02 EXISTING CONDITIONS</b>					
<b>TOTAL - DIV 2</b>				<b>\$ -</b>	
<b>03 CONCRETE</b>					
<b>03 30 00 Cast in Place Concrete</b>					
<u>Standard Foundations</u>					
Concrete Foundations	1	ls	\$ 146,355.00	\$ 146,355	
Rebar	1	ls	\$ 26,010.00	\$ 26,010	
<u>Slab on Grade</u>					
Slab on Grade - 4"	12,000	sf	\$ 11.00	\$ 132,000	Incl concrete, stone base, vapor barrier
Broom Finish Concrete	-	ls	\$ -	\$ -	See division 31
<u>Walls and Columns</u>					
Mock-Up of Site wall	1	ls	\$ 7,500.00	\$ 7,500	Concrete only
<u>Miscellaneous</u>					
Housekeeping Pads	500	sf	\$ 20.00	\$ 10,000	
<b>03 40 00 Precast Concrete</b>					
Precast Concrete - Architectural					Potential for site wall
<b>TOTAL - DIV 3</b>				<b>\$ 321,865</b>	
<b>04 MASONRY</b>					
<b>04 20 00 Unit Masonry</b>					
CMU Foundation Walls - Building Shell	815	sf	\$ 46.00	\$ 37,490	
Brick Veneer	6,600	sf	\$ 50.00	\$ 330,000	
<b>04 40 00 Stone Assemblies</b>					
Stone Cladding		sf	\$ -	\$ -	
<b>TOTAL - DIV 4</b>				<b>\$ 367,490</b>	
<b>05 METALS</b>					
<b>05 10 00 Structural Metal Framing</b>					
Structural Steel Material	80	ton	\$ 4,200.00	\$ 336,000	
Structural Steel Decking and Joist Material	1	ls	\$ 15,000.00	\$ 15,000	1.5" B roof deck(22 ga) Galvanized G60 decking @ 14,564sf. 75 Bar Joists. Did not include metal decking where wood decking assumed(See division 06)
Fabrication	1	ls	\$ 54,627.00	inc.	
Erection	1	ls	\$ 83,062.00	inc.	
Detailing and Engineering	1	ls	\$ 25,642.00	inc.	
<b>05 40 00 Cold Formed Metal Framing</b>					
See Division 9 - Structural Studs included in wall systems costs					



## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>05 50 00 Metal Fabrications</b>					
<u>Miscellaneous Metals</u>					
Allowance for Miscellaneous Metals	1	allow	\$ 7,500.00	\$ 7,500	
Metal Roof Ladders	-	vlf	\$ -	\$ -	None assumed other than ships ladder
Ships Ladder	1	vlf	\$ 5,720.00	\$ 5,720	
Overhead Support Steel - Operable Partitions	37	lf	\$ 100.00	\$ 3,700	
Overhead Support Steel - Projection Screens	-	lf	\$ -	\$ -	Mount to wall
Overhead Support Steel - Projector Mounts	2	ea	\$ 1,000.00	\$ 2,000	
Pipe Railings Type 1	-	lf	\$ 175.00	\$ -	Non assumed
Pipe Railings Type 2	10	lf	\$ 100.00	\$ 1,000	On two sides of roof hatch
Pipe Railings Type 3	-	ea	\$ 60.00	\$ -	Non assumed
<u>Canopies</u>					
Canopy Framing	-	sf	\$ -	\$ -	Canopy framing included in structural metal framing and division 06.
<b>TOTAL - DIV 5</b>				<b>\$ 370,920</b>	
<b>06 WOOD, PLASTICS, AND COMPOSITES</b>					
<b>06 10 00 Rough Carpentry</b>					
Rough Carpentry (In wall Strapping / Blocking)	12,000	sf	\$ 1.50	\$ 18,000	
Roof Blocking	1,760	lf	\$ 13.00	\$ 22,880	Includes blocking for gutters, perimeter 3 rows of 2"x8"
PT Exterior Blocking	1,625	lf	\$ 15.00	\$ 24,375	1 row of 2"x8" at window, curtain wall, and storefront locations
2x12 exterior exposed wood joints	400	sf	\$ 24.00	\$ 9,600	2x12 joints #1 or better S4S Douglas Fir
2x12 interior exposed wood joints	1,830	sf	\$ 24.00	\$ 43,920	2x12 joints #1 or better S4S Douglas Fir, included in rooms 108, 110, 111, 112, 114, 115, 116, and 118
Plywood decking at exterior entrance	400	sf	\$ 6.70	\$ 2,680	
Plywood @ Elec or Mech Rm Com Rm for mounting 4x8 sheet	2	ea	\$ 250.00	\$ 500	presumed 8' Height, two walls
<b>06 40 00 Architectural Woodwork</b>					
Wood Base - Paint Grade		lf	\$ -	\$ -	- 10/A003 assumed wood base at carpet areas, included in division 12
Wood Base - Clear Finish	1	lf	\$ -	\$ -	- 10/A003 assumed wood base at carpet areas, included in division 12
Wood Veneer Wall Paneling		lf	\$ -	\$ -	- Sanded AC wall paneling included in division 9
Casework, Cabinets, Countertops, Etc. - see Div 12					
<b>TOTAL - DIV 6</b>				<b>\$ 121,955</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>07 THERMAL &amp; MOISTURE PROTECTION</b>					
<b>07 10 00 Damp proofing &amp; Waterproofing</b>					
Damp proofing at Foundation Wall	1,760	sf	\$ 1.25	\$ 2,200	
Waterproofing - Fluid Applied Membrane		sf	\$ 5.00	\$ -	
Vertical Wall Drainage Board	1,760	sf	\$ 1.75	\$ 3,080	
<b>07 20 00 Thermal Protection/Weather Barriers</b>					
Below grade Sips	-	sf	\$ 14.00	\$ -	
Exterior Wall Rigid Insulation - Basement Wall	-	sf	\$ 2.00	\$ -	
Air/Vapor Barrier	6,600	sf	\$ 8.00	\$ 52,800	Assumed Henry Air-Bloc 31MR and Blueskin SA - Includes lifts
Air Barrier Testing	-	sf	\$ -	\$ -	See general requirement for Skin consultant
<b>07 40 00 Roofing and Siding Panels</b>					
Standing Seam Metal Roofing	12,130	sf	\$ 43.50	\$ 527,655	Peterson(PacClad Standing Seam Roof)
Metal Wall Panel System - Exterior	3,232	sf	\$ 22.00	\$ 71,104	
Metal Panel Wall System Testing	-	ls	\$ -	\$ -	See general requirement for Skin consultant
Metal Panel Wall System Mock-up	-	ls	\$ 1,500.00	\$ -	None assumed
Building Envelope Performance Testing	-	allow	\$ -	\$ -	See general requirement for Skin consultant
Fiber Cement Panel	2,710	sf	\$ 12.00	\$ 32,520	12" James Hardie with furring
<b>07 50 00 Membrane Roofing</b>					
TPO Membrane	-	sf	\$ 33.75	\$ -	
<b>07 60 00 Flashing and Sheet Metal</b>					
Flashing/Penetrations	1	Allow	\$ 10,000.00	\$ 10,000	
<b>07 70 00 Roof and Wall Specialties and Accessories</b>					
Coping - typ. bent metal	440	lf	\$ 22.50	\$ 9,900	
Walkway Pads (Precast 2' x 2')	-	ea	\$ 80.00	\$ -	
Scuppers	-	ea	\$ -	\$ -	Included in gutter and downspout
Collection Boxes	-	ea	\$ -	\$ -	Included in gutter and downspout
Gutters	440	lf	\$ 26.00	\$ 11,440	
Downspouts	270	lf	\$ 32.00	\$ 8,640	18 locations assuming 15 height
Fall Arrest Anchorage Devices	-	ea	\$ -	\$ -	none assumed
Roof Hatches	1	ea	\$ 3,000.00	\$ 3,000	
Roof - Expansion Joints	-	lf	\$ 45.00	\$ -	None assumed
Roof Curbs - Mechanical Eqpt	-	lf	\$ 48.00	\$ -	None assumed
<b>07 80 00 Fire and Smoke Protection</b>					
<u>Penetration Fire Stopping</u>					
Fire Sealants	1	allow	\$ 5,000.00	\$ 5,000	Based on Building SF
<u>Spray Applied Fireproofing &amp; Intumescent Paint</u>					
Spray Applied Fireproofing		sf	\$ -	\$ -	None assumed
Intumescent Fireproofing		sf	\$ -	\$ -	None assumed

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>07 90 00 Joint Protection</b>					
Interior Architectural Caulking	12,000	sf	\$ 2.00	\$ 24,000	Based on Building SF
Exterior Caulking	6,600	sf	\$ 4.00	\$ 26,400	Based on SF of skin
Expansion Joints - Vertical Building Façade		lf	\$ -	\$ -	None assumed
Expansion Joints - Interior Floors, Walls, Ceilings	-	lf	\$ -	\$ -	None assumed
<b>TOTAL - DIV 7</b>				<b>\$ 787,739</b>	
<b>08 OPENINGS</b>					
<b>08 10 00 Doors and Frames</b>					
<u>Exterior Doors</u>					
Exterior HM/HM - Single - 3' 0" x 7' 0"		ea	\$ 1,900.00	\$ -	Furnish Only
Exterior HM/HM - Single - 4' 0" x 8' 0"	1	ea	\$ 1,900.00	\$ 1,900	Furnish Only
Exterior HM/HM - Double - 6' 0" x 7' 0"		ea	\$ 2,430.00	\$ -	Furnish Only
Exterior HM/HM - Double - 6' 0" x 7' 2"	1	ea	\$ 2,430.00	\$ 2,430	Furnish Only
Exterior HM/HM - Single - 4' 0" x 8' 0" - Non electrified	1	ea	\$ 550.00	\$ 550	Install Only
Exterior HM/HM - Double - 6' 0" x 7' 0" - Non electrified	1	ea	\$ 700.00	\$ 700	Install Only
Exterior HM/HM - Single - 3' 0" x 7' 0" - Electrified	-	ea	\$ 500.00	\$ -	Install Only
Exterior HM/HM - Double - 6' 0" x 7' 0" - Electrified	4	ea	\$ 800.00	\$ 3,200	Install Only
<u>Interior Doors</u>					
Interior HM/HM - Single - 3' 6" x 7' 0"	-	ea	\$ 1,000.00	\$ -	Furnish Only
Interior HM/HM - Single - 3' 0" x 7' 2"	2	ea	\$ 1,000.00	\$ 2,000	Furnish Only
HM/HM - Double - 6' 0" x 7' 0"	-	ea	\$ 2,100.00	\$ -	Furnish Only
Sliding Rite Slide Doors SCWD - Single - 3' 4" x 8' 0"	1	ea	\$ 2,500.00	\$ 2,500	Furnish Only
Sliding Rite Slide Doors SCWD - Double - 6' 0" x 8' 0"	2	ea	\$ 2,500.00	\$ 5,000	Furnish Only,
Interior SCWD/HM - Single - 3' 0" x 7' 0"	-	ea	\$ 1,220.00	\$ -	Plastic laminate (std laminate) at LPDL doors + Prefinished Red Oak at SCWD doors Finish Hardware for above and cylinders only for alum doors - Furnish Only
Interior LPDL/HM - Single - 3' 0" x 7' 10"	14	ea	\$ 1,220.00	\$ 17,080	Furnish Only
Interior SCWD/HM - Single - 3' 4" x 7' 2"	1	ea	\$ 1,220.00	\$ 1,220	Furnish Only
Interior SCWD/HM - Single - 3' 6" x 7' 10" Vision Glass	1	ea	\$ 1,220.00	\$ 1,220	
Interior SCWD/HM - Single - 3' 0" x 7' 0" Full Glass	1	ea	\$ 1,220.00	\$ 1,220	
Interior SCWD/HM - Double - 6' 0" x 7' 0"	1	ea	\$ 2,150.00	\$ 2,150	Furnish Only
Interior SCWD/HM - Double - 6' 0" x 7' 0" Vision Glass		ea	\$ -	\$ -	
Interior SCWD/HM - Single - 4' 0" x 7' 10"	24	ea	\$ 550.00	\$ 13,200	Install only
Premium for Fire Rating (per leaf)	4	ea	\$ 50.00	\$ 200	
Premium for Card Readers	-	ea	\$ 560.00	\$ -	Division 28
<b>08 30 00 Specialty Doors and Frames</b>					
Exterior Overhead Doors - 8' x 8'		ea	\$ -	\$ -	none assumed
Access Panels	25	ea	\$ 150.00	\$ 3,750	
Vertical Fire and Smoke Curtain		sf	\$ -	\$ -	none assumed
<b>08 40 00 Entrances, Storefronts, and Curtainwalls</b>					
<u>Exterior Storefront Curtainwall/Doors</u>					
<u>Interior Glass Doors</u>					
Interior Storefront Door - Single 3' 0" x 7' 0"	-	ea	\$ -	\$ -	
Interior Storefront Door - Double 6' 0" x 7' 0"	-	pr	\$ -	\$ -	
Interior Frameless Glass Door - Single 3' 0" x 8' 0"	2	ea	\$ 3,950.00	\$ 7,900	
Interior Frameless Glass Door - Single 3' 3" x 8' 0"	1	ea	\$ 3,950.00	\$ 3,950	
Interior Frameless Glass Door - Double 6' 0" x 8' 0"	1	pr	\$ 5,950.00	\$ 5,950	
Interior Frameless Glass Door - Single 4' 0" x 8' 0"	4	ea	\$ 3,950.00	\$ 15,800	
Premium for Full Glass Fire-Rated Doors	-	ea	\$ -	\$ -	
Auto Operators Single - Interior - just operator	1	ea	\$ 2,800.00	\$ 2,800	
Auto Operators Double - Interior	1	ea	\$ 4,000.00	\$ 4,000	
Auto Operators Single - Exterior	3	ea	\$ 2,800.00	\$ 8,400	
Auto Operators Double - Exterior	1	ea	\$ 4,000.00	\$ 4,000	
Card Readers	-	ea	\$ -	\$ -	See security

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<u>Exterior Curtainwall / Storefront Systems</u>					
Curtainwall - CW-1	250	sf	\$ 120.00	\$ 30,000	
Storefront - SF-1	500	sf	\$ 82.00	\$ 41,000	
<u>Interior Glass Walls</u>					
Interior Storefront - GW-1	55	sf	\$ 419.00	\$ 23,045	
<b>08 50 00 Windows and Glass</b>					
<u>Exterior Windows</u>					
Aluminum Windows	500	sf	\$ 110.00	\$ 55,000	none assumed
<u>Interior Glass and Glazing</u>					
Interior Glazing - Premium for Fire Rated Glass		sf	\$ -	\$ -	none assumed
Mirrors - Frameless	-	sf	\$ -	\$ -	none assumed
<b>08 90 00 Louvers and Vents</b>					
Louvers - Prefinished Aluminum to Match Metal Panels		sf	\$ -	\$ -	none assumed
<b>TOTAL - DIV 8</b>				<b>\$ 260,165</b>	
<b>09 FINISHES</b>					
<b>09 20 00 Plaster and Gypsum Board</b>					
<u>Structural Stud Wall Assemblies</u>					
CFMF Engineered shop drawings	1	ls	\$ 5,800.00	\$ 5,800	CFMF, insulated sheathing, inwall insulation, drywall and finishing - No AVB
Exterior Back-up Wall System at Metal Panel, Wood siding, and fiber cement siding	6,600	sf	\$ 28.50	\$ 188,100	CFMF, insulated sheathing, inwall insulation, drywall and finishing - No AVB
Exterior Back-up Wall System at Site Wall	-	sf	\$ 6.00	\$ -	None assumed
Exterior Soffit	170	sf	\$ 19.00	\$ 3,230	CFMF, insulated sheathing, inwall insulation - No AVB

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<u>Interior GWB Wall Assemblies</u>					
2A - 3 5/8" stud, 5/8" GWB ea. side to underside of deck/structure	91	lf	\$ 121.33	\$ 11,041	
2A (FIRE) - 3 5/8" stud, 5/8" type "X" GWB to underside of deck/structure (fire rated) U.L. design U 305		lf	\$ -	\$ -	None assumed
2B - 3 5/8" stud, 5/8" GWB ea. side to underside of deck/structure to 6"(min) above finished ceiling w/ bracing as reqd.		lf	\$ -	\$ -	None assumed
2C - 6" stud, 5/8" GWB ea. side to underside of deck/structure	354	lf	\$ 130.45	\$ 46,179	
2C (FIRE) - 6" stud, 5/8" type "X" GWB to underside of deck/structure (fire rated) U.L. design U 305	54	lf	\$ 135.00	\$ 7,290	
2D - 6" stud, 5/8" GWB ea. side to underside of deck/structure to 6"(min) above finished ceiling w/ bracing as reqd.		lf	\$ -	\$ -	None assumed
2K - 3 5/8" stud, 5/8" GWB. on one side of wall only up to underside of deck/structure	25	lf	\$ 86.57	\$ 2,164	
2L - 3 5/8" stud, 5/8" GWB. on one side of wall only up to 6" above fin. ceiling		lf	\$ -	\$ -	None assumed
2M - 6" stud, 5/8" GWB. on one side of wall only up to underside of deck/structure	21	lf	\$ 95.68	\$ 2,009	
2N - 6" stud, 5/8" GWB. on one side of wall only up to 6" above fin. ceiling		lf	\$ -	\$ -	None assumed
2P - 3 5/8" stud, 3/4" GWB sanded AC plywood ea. side to underside of deck/structure		lf	\$ -	\$ -	None assumed
2Q - 6" stud, 3/4" GWB sanded AC plywood ea. side to underside of deck/structure		lf	\$ -	\$ -	None assumed
2R - 3 5/8" stud, 3/4" GWB sanded AC plywood on one side of wall only to underside of deck/structure		lf	\$ -	\$ -	None assumed
2S - 6" stud, 3/4" sanded AC plywood on one side to 8" above ceiling; 5/8" GWB on one side to underside of deck/structure	34	lf	\$ 192.61	\$ 6,549	
2T - 6" stud, 3/4" sanded AC plywood on one side to 8" above ceiling; 5/8" GWB ea. side to underside of deck/structure		lf	\$ -	\$ -	None assumed
3A - 6" stud, 3/4" sanded AC plywood on one side to underside of structure; metal wall panel on one side to continue to 12'-0" AFF w/ 5/8" ea. side to underside of deck	77	lf	\$ 161.18	\$ 12,411	Does not include metal panel, j channel, or wood base.
4A - 6" stud, 5/8" sanded AC plywood on one side and horizontal engineered wood siding to 12'-0" AFF; 5/8" GWB on one side to underside of deck/structure	33	lf	\$ 137.94	\$ 4,552	
4B - 3 5/8" stud, tile backing panel on one side to underside of deck/structure	32	lf	\$ 155.06	\$ 4,962	
4C - 6" stud, tile backing panel on one side to underside of deck/structure	23	lf	\$ 133.43	\$ 3,069	
4D - 3 5/8" stud, 5/8" GWB on one side of wall w/ tile backing panel on one side to underside of deck/structure		lf	\$ -	\$ -	None assumed
4E - 6" stud, 5/8" GWB on one side of wall w/ tile backing panel on one side to underside of deck/structure	133	lf	\$ 153.35	\$ 20,396	
4F - 3 5/8" stud, tile backing panel on both sides to underside of deck/structure	8	lf	\$ 204.09	\$ 1,633	
4G - 6" stud, tile backing panel on both sides to underside of deck/structure		lf	\$ -	\$ -	None assumed
Premium for STC Rating		sf	\$ -	\$ -	none assumed
Premium for Level 5 Finish		sf	\$ -	\$ -	none assumed
Premium for Abuse Resistant		sf	\$ -	\$ -	none assumed
Premium for Impact Resistant		sf	\$ -	\$ -	none assumed
<u>Interior GWB Ceiling Assemblies</u>					
GWB Ceilings - Metal framing	250	sf	\$ 15.00	\$ 3,750	none assumed
GWB Ceilings - Moisture Resistant		sf	\$ -	\$ -	none assumed
Acoustical Ceiling Panels - Moisture Resistant		sf	\$ -	\$ -	none assumed
GWB Bulkheads	40	lf	\$ 60.00	\$ 2,400	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>09 30 00 Tiling (See finish matrix)</b>					
<u>Tile/Stone Flooring</u>					
Porcelain Tile - Floor		sf	\$ 13.50	\$ -	None assumed
Porcelain Tile - Base		lf	\$ 20.00	\$ -	None assumed
Ceramic Tile - Floor	411	sf	\$ 9.25	\$ 3,802	
Ceramic Tile - Base		lf	\$ 7.75	\$ -	None assumed
Quarry Tile Floor		sf	\$ -	\$ -	None assumed
Quarry Tile Base		lf	\$ -	\$ -	None assumed
Natural Stone Floor		sf	\$ -	\$ -	None assumed
Natural Stone Base		lf	\$ -	\$ -	None assumed
Schluter Strip Threshold	7	ea	\$ 25.00	\$ 175	
<u>Tile/Stone Wall Finish</u>					
Porcelain Tile - Wall		sf	\$ 13.50	\$ -	None assumed
Ceramic Tile - Wall	2,250	sf	\$ 9.25	\$ 20,813	
<u>Misc. Tile Supplementary Components</u>					
Waterproofing Membrane - fleece polyethylene grid (under tile floors)		sf	\$ 3.00	\$ -	Included in CT sq ft cost
Anti-Fracture Membrane		sf	\$ 3.00	\$ -	None assumed
Sealer for Natural Stone Tile		sf	\$ -	\$ -	None assumed
Epoxy grout		sf	\$ 2.50	\$ -	None assumed
<b>09 50 00 Ceilings</b>					
<u>Acoustical Panel Ceilings</u>					
ACT Ceilings	2,955	sf	\$ 5.00	\$ 14,775	
Wood Veneer Acoustic Panels	142	sf	\$ 12.00	\$ 1,704	
<b>09 60 00 Flooring (See finish matrix)</b>					
<u>Resilient Flooring, Base and Accessories</u>					
VCT- Vinyl Tile	-	sf	\$ 2.00	\$ -	None assumed but unit cost based on Armstrong Standard Excelon VCT.
Resilient Sheet Flooring		sf	\$ -	\$ -	None assumed
LVT	1,139	sf	\$ 5.00	\$ 5,695	Armstrong Natural Creations LVT plank and tile
Sealed Concrete	493	sf	\$ 2.00	\$ 986	
Rubber Base	2,509	lf	\$ 2.50	\$ 6,273	4" high Armstrong
<u>Carpet</u>					
Carpet Tile - moderate price	1,033	sy	\$ 40.00	\$ 41,333	Based on Mohawk New Basics
Carpet Tile - high end price	-	sy	\$ 50.00	\$ -	None assumed. Based on J&J Kinetex
Walk Off Mat	101	sy	\$ 7.50	\$ 758	None assumed. Based on J&J Kinetex
Floor prep	600	sf	\$ 3.50	\$ 2,100	5% of 12,000 sf
Moisture Mitigation	10,540	sf	\$ 1.00	\$ 10,540	
<b>09 70 00 Wall Finishes</b>					
Natural Stone Veneer		sf	\$ -	\$ -	See VE log
Vinyl Wall Coverings		sy	\$ -	\$ -	See VE log
<b>09 80 00 Acoustic Treatment</b>					
Acoustic Wall Panels	285	lf	\$ 40.00	\$ 11,400	See Ceiling type 6
<b>09 90 00 Painting and Coating</b>					
<u>Exterior Façade Painting</u>					
Exterior Painting	1	ls	\$ 3,500.00	\$ 3,500	
<u>Interior Painting</u>					
Painted GWB Walls	27,225	sf	\$ 0.90	\$ 24,503	Spray work
Painted CMU Walls	-	sf	\$ -	\$ -	None assumed
Painted GWB Ceilings	550	sf	\$ 0.50	\$ 275	Spray work
Painted Exposed MEP and bar joists in Ceilings	6,372	sf	\$ 0.40	\$ 2,549	Flat dryfall
Paint - GWB bulkhead	24	sf	\$ 0.65	\$ 16	
Paint Frames	18	ea	\$ 65.00	\$ 1,170	
Paint Doors	18	ea	\$ 55.00	\$ 990	
Paint Stairs / Stair Railings	1	flts	\$ 300.00	\$ 300	Ship ladder
Misc. Painted Finishes	1	allow	\$ 8,500.00	\$ 8,500	
<b>TOTAL - DIV 9</b>				<b>\$ 487,689</b>	

## BUILDING

	DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
10	SPECIALTIES					
10 10 00	Information Specialties					
	<u>Visual Display Units</u>					
	Whiteboards - 4' x 3'	2	ea	\$ 195.00	\$ 390	Polyvision
	Whiteboards - 4' x 6'	2	ea	\$ 235.00	\$ 470	Polyvision
	Tack boards 4'x4'	-	ea	\$ 185.00	\$ -	Polyvision
	<u>Display Cases</u>					
	Glass Display Case, in wall / flush	1	ea	\$ 2,150.00	\$ 2,150	Assumed 7'1"x6' in rm 101
	Glass Display Case, wall mounted	-	ea	\$ 1,750.00	\$ -	Assumed 6'x6' - None assumed
	<u>Directories</u>					
	Directory, wall mounted	-	ea	\$ -	\$ -	None Assumed
	<u>Signage</u>					
	Code Required Signs (ADA, Fire, Address, etc.)	4	allow	\$ 115.00	\$ 460	Life Safety
	Exterior Signage on Building	2	ea	\$ 15,000.00	\$ 30,000	
	Interior Signage, Room ID Plaque	25	ea	\$ 115.00	\$ 2,875	
	Interior Signage, 12" Metal Pin Letters Cast Aluminum	10	ea	\$ 180.00	\$ 1,800	Assumed "library" and "circulation"
10 20 00	Interior Specialties					
	<u>Operable Partition</u>					
	Operable Panel Partition	225	sf	\$ 85.75	\$ 19,294	Assumed Hufcor Model 642 standard colors
	<u>Wall and Door Protection</u>					
	Corner Guards - Resilient, Plastic Type	24	ea	\$ 90.00	\$ 2,160	Include corner guards in book sorting
	Fiberglass Reinforced Panels		sf	\$ -	\$ -	None assumed
	<u>Toilet, Bath, and Laundry Accessories</u>					
	18" Grab Bar	7	ea	\$ 75.00	\$ 525	Bobrick
	24" Grab Bar	7	ea	\$ 79.00	\$ 553	Bobrick
	36" Grab Bar	7	ea	\$ 86.00	\$ 602	Bobrick
	Changing Table	2	ea	\$ 350.00	\$ 700	Koala Kare
	Single Coat Hook	11	ea	\$ 75.00	\$ 825	Bobrick
	Paper Towel Dispenser	6	ea	\$ 250.00	\$ 1,500	Bobrick electrified unit
	Paper Towel Dispenser with trash receptical	7	ea	\$ 450.00	\$ 3,150	Bobrick - Combo unit - Electrified per meeting on 7/21/21
	Sanitary Napkin Disposal	7	ea	\$ 85.00	\$ 595	Bobrick
	Soap Dispenser	13	ea	\$ 95.00	\$ 1,235	Bobrick
	Toilet Seat Cover Dispenser	7	ea	\$ 65.00	\$ 455	Bobrick
	Toilet Tissue Dispenser	7	ea	\$ 65.00	\$ 455	Bobrick
	Bathroom Mirrors - Framed	7	ea	\$ 225.00	\$ 1,575	Bobrick
	Janitor's Closet Accessories - Mop rack	1	ea	\$ 300.00	\$ 300	per janitor's closet
10 40 00	Safety Specialties					
	<u>Fire Extinguishers and Cabinets</u>					
	Fire Extinguishers and cabinets (non rated)	5	ea	\$ 315.00	\$ 1,575	
10 50 00	Storage Specialties					
	<u>Lockers</u>					None assumed
	Exterior Lockers - Metal		ea	\$ -	\$ -	None assumed
	<u>Janitor Closet Wire Shelving</u>					
	Shelving, High Volume, Vertical or Horizontal	1	ea	\$ 285.00	\$ 285	Assumed in janitors closet
			sf	\$ -	\$ -	See Division 12
10 70 00	Exterior Specialties					
	Flagpole	1	ea	\$ 8,500.00	\$ 8,500	
TOTAL - DIV 10				\$	82,429	
11	EQUIPMENT					
11 30 00	Residential Equipment					
	Refrigerator	1	ea	\$ 2,000.00	\$ 2,000	Furnish and install
	Microwave - Counter top	1	ea	\$ 150.00	\$ 150	Furnish and install
	Dishwasher	1	ea	\$ 1,400.00	\$ 1,400	Furnish and install
	Vending Machines	-	ea	\$ -	\$ -	Assumed provided by library's existing vender/lease so none included

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>11 50 00 Educational and Scientific Equipment</b>					
TV Monitors - 55" TV	4	ea	\$ 800.00	\$ 3,200	In rooms 106, 108, 114, 115, 118, and 124
Electrically Operated Projection Screen and Controls	1	ea	\$ 5,000.00	\$ 5,000	
AV Eqpt - Projectors	1	ea	\$ 2,000.00	\$ 2,000	
<b>TOTAL - DIV 11</b>				<b>\$ 13,750</b>	
<b>12 FURNISHINGS</b>					
<b>12 20 00 Window Treatments</b>					
Window Treatment - Manual shades	336	sf	\$ 14.00	\$ 4,704	Chain driven with valence, below the ceiling.
Window Treatment - Motorized Shades	500	sf	\$ 40.00	\$ 20,000	Power and control wiring by others, intelligent motor middle of the road.
<b>12 30 00 Casework</b>					
Elevation 1/701 Rm 105 Kitchen - Plan West	1	ls	\$ 5,919.36	\$ 5,919	
Elevation 2/A701 Rm 118 Children's Program - North	1	ls	\$ 10,552.27	\$ 10,552	
Elevation 3/A701 Rm 119 Children's Librarian	1	ls	\$ 3,581.07	\$ 3,581	
Elevation 4/A701 Rm 120 Office Plan West	1	ls	\$ 5,046.15	\$ 5,046	
Elevation 5/A701 Rm 122 Office	1	ls	\$ 5,046.15	\$ 5,046	
Elevation 5/A701 Rm 123 Director Office	1	ls	\$ 5,046.15	\$ 5,046	
Elevation 6/A701 Rm 143 Office Plan East	1	ls	\$ 4,840.39	\$ 4,840	
Elevation 7/A701 Rm 138 Receiving East	1	ls	\$ 6,422.08	\$ 6,422	
Elevation 8/A701 Rm 137 Work Room North (Dry Top - Left side)	1	ls	\$ 10,795.39	\$ 10,795	
Elevation 8/A701 Rm 137 Work Room North (wet Top - Right side)	1	ls	\$ 7,995.78	\$ 7,996	
Elevation 9/A701 Rm 137 Work Room East	1	ls	\$ 2,640.18	\$ 2,640	
Elevation 10/A701 Rm 108 Medium Conference Room	1	ls	\$ 6,734.61	\$ 6,735	
Elevation 11/A701 Rm 137 - Work Room	1	ls	\$ 10,293.76	\$ 10,294	
Elevation Rm 137 Work Room Center Island	-	ls	\$ 14,281.42	\$ -	
Elevation Rm 12/A701 Rm 115 Teen Lounge South	1	ls	\$ 10,300.19	\$ 10,300	
Elevation Rm 123/A701 Rm 115 Teen Lounge South	1	ls	\$ 7,276.19	\$ 7,276	
Elevation 14/A-701 Rm 124 Circulation Desk	1	ls	\$ 18,847.52	\$ 18,848	
116 Connector Plywood Tree	1	ls	\$ 9,897.52	\$ 9,898	
RM 114 Reading Room Shelving	1	ls	\$ 14,130.71	\$ 14,131	
RM 101 Wood Gate	1	ls	\$ 6,800.00	\$ 6,800	11'4" x 8' wood gate at gallery 101
Large Conference Room Podium	-	ls	\$ 3,700.00	\$ -	Removed per meeting on 6/23/21 with BMG and WT
Remove solid surface trim around casework	1	ls	\$ (9,500.00)	\$ (9,500)	7/28/21 Per board meeting on 7/28/21 the best value item was accepted to remove solid surface trim around the casework.
<b>12 50 00 Furniture</b>					
All non-fixed furniture	-	sf	\$ 57.00	\$ -	Budget from Liberty Systems - Average Finishes
Artwork	-	ls	\$ -	\$ -	See FF&E, Artwork, and AV
Security Mirrors	-	lf	\$ -	\$ -	Assume in furniture budget
<b>TOTAL - DIV 12</b>				<b>\$ 167,369</b>	
<b>13 SPECIAL CONSTRUCTION</b>					
<b>13 10 00 Special Facility Components</b>					
Fountains	-	ea	\$ -	\$ -	None assumed
<b>TOTAL - DIV 13</b>				<b>\$ -</b>	
<b>14 CONVEYING SYSTEMS</b>					
<b>14 20 00 Elevators</b>					
Elevators - Passenger	-	stops	\$ -	\$ -	None assumed
Elevators - Service	-	stops	\$ -	\$ -	None assumed
Cab Finishes - Passenger - Stainless Steel - Allowance	-	allow	\$ -	\$ -	None assumed
Cab Finishes - Service - Stainless Steel - Allowance	-	allow	\$ -	\$ -	None assumed
<b>TOTAL - DIV 14</b>				<b>\$ -</b>	



## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>21 FIRE SUPPRESSION</b>					
<b>21 10 00 Water Based Fire Suppression Systems</b>					
Sprinklers	12,000	sf	\$ 6.00	\$ 72,000	Seismic not assumed
<b>21 30 00 Fire Pumps</b>					
Fire Pumps	-	ea	\$ -	\$ -	Not assumed, if needed add \$35,000
<b>TOTAL - DIV 21</b>				<b>\$ 72,000</b>	
<b>22 PLUMBING</b>					
<b>22 00 00 Plumbing Insulation</b>					
Plumbing Insulation	1	sf	\$ -	\$ -	Included with plumbing and piping number
<b>22 10 00 Plumbing Piping</b>					
Storm Piping	1	sf	\$ -	\$ -	Included with plumbing and piping number
Sanitary Piping	1	sf	\$ 56,805.00	\$ 56,805	Included with plumbing number, VRF system is Mitsubishi
Gas Piping		sf	\$ -	\$ -	None assumed
Selective Demo to safe off demo of exiting library addition	1	sf	\$ 1,500.00	\$ 1,500	
<b>22 30 00 Plumbing Equipment</b>					
Plumbing Equipment	1	ea	\$ -	\$ -	Included with plumbing and piping number
<b>22 40 00 Plumbing Fixtures</b>					
Plumbing Fixtures, WH, Drains, Permit, ETC	1	ls	\$ 34,255.00	\$ 34,255	7/21/21 Removed two sinks in 102.
<b>TOTAL - DIV 22</b>				<b>\$ 92,560</b>	
<b>23 HVAC</b>					
<b>23 10 00 Facility Fuel Systems</b>					
Natural Gas Piping	-	lf	\$ -	\$ -	None assumed
<b>23 00 00 HVAC</b>					
Rough Material for piping, ductwork, and plumbing	1	ls	\$ 71,500.00	\$ 71,500	
<b>23 30 00 HVAC</b>					
Heating & A/C Equipment	12,000	ls	\$ 65.00	\$ 780,000	
Air Outlets and Inlets	-	sf	\$ -	\$ -	
Testing and balancing	-	sf	\$ -	\$ -	
<b>23 40 00 HVAC Air Cleaning Devices</b>					
Air Filtration System	-	gsf	\$ -	\$ -	None assumed
<b>TOTAL - DIV 23</b>				<b>\$ 851,500</b>	
<b>25 INTEGRATED AUTOMATION</b>					
<b>25 50 00 Integrated Automation Facility Controls</b>					
Automated Building Controls	12,000	sf	\$ 3.50	\$ 42,000	Assumed packaged control system
<b>TOTAL - DIV 25</b>				<b>\$ 42,000</b>	
<b>26 ELECTRICAL</b>					
<b>26 10 00 Medium Voltage Electrical Distribution</b>					
Site power tie in	1	ea	\$ 10,000.00	\$ 10,000	
Site power	1	ls	\$ 75,000.00	\$ 75,000	
Selective demo to safe off demo of exiting library addition	1	ls	\$ 5,000.00	\$ 5,000	
Electrical Labor	5,040	hrs	\$ 60.00	\$ 302,400	
Temporary Power & Lighting	1	ls	\$ 5,000.00	\$ 5,000	
Electrical permits and inspections	1	ls	\$ 5,000.00	\$ 5,000	
Independent testing & studies	1	ls	\$ 10,000.00	\$ 10,000	
Mobilization and equipment	1	ls	\$ 10,000.00	\$ 10,000	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>26 20 00 Low Voltage Electrical Distribution</b>					
Lighting Controls	12,000	sf	\$ 1.71	\$ 20,520	
Branch Power	12,000	sf	\$ 4.23	\$ 50,760	
Switchgear & Panels	12,000	sf	\$ 2.00	\$ 24,000	
Feeders	-	sf	\$ -	\$ -	
Mechanical Connections	12,000	sf	\$ 3.49	\$ 41,880	
Raceways for other trades	90	ea	\$ 100.00	\$ 9,000	
Power for paper towel dispensers and faucets	14	ea	\$ 275.00	\$ 3,850	
<b>26 30 00 Facility Power Generating and Storing Equipment</b>					
Emergency Generators	-	sf	\$ -	\$ -	none assumed
Battery Equipment	-	sf	\$ -	\$ -	none assumed
Power Filtering and Conditioning	-	sf	\$ -	\$ -	none assumed
Transfer Switches	-	sf	\$ -	\$ -	none assumed
<b>26 40 00 Electrical Protection</b>					
Grounding	12,000	sf	\$ 0.72	\$ 8,640	
Lightning Protection	12,000	sf	\$ 1.10	\$ 13,200	
<b>26 50 00 Lighting</b>					
Lighting	12,000	sf	\$ 7.25	\$ 87,000	for fixtures
Site Lighting	4	ea	\$ 6,300.00	\$ 25,200	
Mamument LED Sign and power	-	ea	\$ -	\$ -	See Site
<b>26 90 00 Photovoltaic</b>					
Roof mounted solar arrays	-	W	\$ 2.00	\$ -	none assumed
<b>TOTAL - DIV 26</b>				<b>\$ 706,450</b>	
<b>27 COMMUNICATIONS</b>					
<b>27 10 00 Structured Cabling</b>					
Structured Cabling	-	sf	\$ -	\$ -	
<b>27 20 00 Data Communications</b>					
Data Cabling and wall and floor boxes	1	ls	\$ 40,000.00	\$ 40,000	
Wireless Access Points(WAPS)	1	ls	\$ 9,120.00	\$ 9,120	
<b>27 40 00 Audio-Video Communications</b>					
Audio-Video Communications	-	sf	\$ -	\$ -	Included \$10,000 with the FF&E, Artwork, and AV line item.
<b>27 60 00 Computer Equipment</b>					
Computers and accessories	-	sf	\$ -	\$ -	By ESRL, none assumed.
TVs	-	sf	\$ -	\$ -	See division 11
Cabling - HDMI	-	sf	\$ -	\$ -	By ESRL, none assumed.
Mobile TV station	-	ls	\$ -	\$ -	Included in AV
Printers	-	sf	\$ -	\$ -	By ESRL, none assumed.
<b>TOTAL - DIV 27</b>				<b>\$ 49,120</b>	
<b>28 ELECTRONIC SAFETY &amp; SECURITY</b>					
<b>28 10 00 Access Control</b>					
Access Control - Single Door	7	ea	\$ 3,000.00	\$ 21,000	Included card readers, per door schedule. Per 6/24/21 meeting add a card reader to room 111/1 so all reading rooms have a card reader
Access Control - Double Door	1	ea	\$ 5,000.00	\$ 5,000	Included card readers, door 100/1
Access Control - Intercom	1	ea	\$ 1,200.00	\$ 1,200	Included card readers, door 139/2
<b>28 20 00 Video Surveillance</b>					
Video Surveillance - CCTV cabling	1	ls	\$ 3,450.00	\$ 3,450	Assumed 15 camera locations to wire to
CCTV Equipment - Outdoor Camera	5	ea	\$ 1,800.00	\$ 9,000	Assumed 5 camera locations
CCTV Equipment - Indoor Camera	15	ea	\$ 1,500.00	\$ 22,500	Assumed 10 camera locations
<b>28 40 00 Life Safety</b>					
Fire Detection and Alarm	14,000	sf	\$ 0.55	\$ 7,700	
<b>TOTAL - DIV 28</b>				<b>\$ 69,850</b>	
<b>TOTAL BUILDING</b>				<b>\$ 5,164,011</b>	

## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>01 GENERAL REQUIREMENTS</b>					
<b>01 50 00 Temporary Facilities and Controls</b>					
Perimeter Fencing & Barricades - Chain link	1,500	lf	\$ 4.00	\$ 6,000	Temp Chain link Fence
Perimeter Fencing & Barricades - Gates	3	sets	\$ 5,000	\$ 15,000	Temp Chain link Fence Type
<b>01 70 00 Execution and Closeout Requirements</b>					
Final Cleaning	1	allow	\$ 1,000	\$ 1,000	Site Cleaning/Road Wash down
<b>TOTAL - DIV 1</b>				<b>\$ 22,000</b>	
<b>02 EXISTING CONDITIONS</b>					
<b>02 40 00 Demolition and Structure Moving</b>					
<u>Site Demolition</u>					
Existing Sitework Demolition	47,000	sf	\$ 0.50	\$ 23,500	
<u>Site Utility Demolition</u>					
Demo Geothermal	-	ea	\$ -	\$ -	
<u>Building Demolition</u>					
Building Demolition		cf	\$ -	\$ -	By Pocomoke City - Grant Funded
<u>Site Remediation</u>					
Hazardous Materials Remediation	-	allow	\$ -	\$ -	None included.
<b>TOTAL - DIV 2</b>				<b>\$ 23,500</b>	
<b>10 SPECIALTIES</b>					
<b>10 10 00 Information Specialties</b>					
Site Signage	1	ea	\$ -	\$ -	Included with building
<b>10 70 00 Exterior Specialties</b>					
Ground Set Flag Poles	1	ea	\$ -	\$ -	See Division 10 70 00
Exterior Garden Shed	1	allow	\$ 10,000.00	\$ 10,000	
<b>TOTAL - DIV 10</b>				<b>\$ 10,000</b>	
<b>26 ELECTRICAL</b>					
<b>26 50 00 Lighting</b>					
Site Lighting	1	sf	\$ -	\$ -	Included with building
Site Lighting - Parking Lot	1	sf	\$ -	\$ -	Included with building
Entrance Sign power	1	ls	\$ 5,500.00	\$ 5,500	
<b>TOTAL - DIV 26</b>				<b>\$ 5,500</b>	
<b>31 EARTHWORK</b>					
<b>31 10 00 Site Clearing</b>					
Clear and Grub	1	acres	\$ 1,100.00	\$ 1,187	
Remove Large Tree	0	ea	\$ 500.00	\$ -	
<b>31 20 00 Earth Moving</b>					
<u>Excavation - Mass Site Operation</u>					
Bulk Earthwork	1	ls	\$ 66,394.00	\$ 66,394	
Fine Grade Site	1	acres	\$ 1,500.00	\$ 1,618	
Unforeseen Conditions or Hazardous Materials Allowance		cy	\$ -	\$ -	None included.
Utility Locating - Test pits / Potholing	1	allow	\$ 10,000.00	\$ 10,000	
<u>Dewatering</u>					
Dewatering (Rainwater Only)		allow	\$ -	\$ -	None included.
<u>Sediment and Erosion Control</u>					
Silt Fence	-	ls	\$ -	\$ -	
Construction Entrance - Fabric and Stone	1	ea	\$ 10,000.00	\$ 10,000	
Dust Control/Street Cleaning	12	mths	\$ 1,000.00	\$ 12,000	
Temporary Seeding	5,222	sy	\$ 3.00	\$ 15,667	
SEC Maintenance	12	mths	\$ 1,000.00	\$ 12,000	

## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>31 30 00 Earthwork Methods</b>					
Termite Control Soil Treatment	12,000	sf	\$ 0.50	\$ 6,000	Bldg. Footprint one application only
<b>TOTAL - DIV 31</b>				<b>\$ 134,866</b>	
<b>32 EXTERIOR IMPROVEMENTS</b>					
<b>31 10 00 Bases, Ballasts, and Paving</b>					
<u>Asphalt Paving</u>					
Asphalt Pavement - Light Duty (Parking Lots)	1	ls	\$ 61,882.00	\$ 61,882	
<u>Concrete Paving</u>					
Concrete curb, gutter, and sidewalk	1	ls	\$ 54,091.00	\$ 54,091	Includes broom finish sidewalks
Stamped concrete sidewalks	2,300	sf	\$ 15.75	\$ 36,225	
<u>Paving Specialties</u>					
Parking Bumpers	17	ea	\$ 75.00	\$ 1,275	
Pavement Markings & Signage	-	sy	\$ 0.50	\$ -	Included in asphalt paving
Bollards	-	ea	\$ -	\$ -	None included.
<b>32 30 00 Site Improvements</b>					
<u>Chain Link Fences and Gates - Permanent</u>					
Steel and picket site fence west	57	lf	\$ 170.00	\$ 9,690	
Steel and picket fence gates	3	ea	\$ 1,500.00	\$ 4,500	
Cedar Site Fence	425	lf	\$ 112.69	\$ 47,848	
<u>Site Concrete</u>					
Transformer Pad		allow	\$ -	\$ -	
<u>Site Retaining / Screen Walls</u>					
Site Walls - Concrete	1	ls	\$ 82,000.00	\$ 82,000	
Site Wall - Children's Area Projection Wall Steel Support	1	ls	\$ 5,000.00	\$ 5,000	
Site Wall - Children's Area Projection Wall Parklex	384	sf	\$ 53.00	\$ 20,352	
Exterior Benches and Monument Sign	1	ls	\$ 18,507.00	\$ 18,507	
Concrete Base for Lockers	2	ea	\$ 300.00	\$ 600	
Raised Planters / Concrete Retaining Wall	1	ea	\$ 17,500.00	\$ 17,500	
<u>Site Furnishings</u>					
Bicycle Racks	4	ea	\$ 1,500.00	\$ 6,000	
Benches	-	ea	\$ -	\$ -	Included with concrete
Trash Receptacles	1	allow	\$ 500.00	\$ 500	
Table and Chairs		allow	\$ -	\$ -	See Division 14
<b>32 80 00 Irrigation</b>					
<u>Landscape Irrigation</u>					
Sprinkler Irrigation including power feed	1	sf	\$ -	\$ -	None assumed
<b>32 90 00 Planting</b>					
<u>Turf and Grasses</u>					
Seed Disturbed Areas		sy	\$ -	\$ -	Included with Earth work
<u>Plants</u>					
Landscaping	1	allow	\$ 50,000.00	\$ 50,000	
<b>TOTAL - DIV 32</b>				<b>\$ 415,970</b>	

## SITE DEVELOPMENT

	DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>33 UTILITIES</b>						
<b>33 10 00 Water Utilities</b>						
	Domestic Water					
	Water Utilities	1	ls	\$ 23,327.00	\$ 23,327	
<b>33 30 00 Sanitary Sewerage</b>						
	Sanitary Sewerage, piping, and manholes	1	ls	\$ 19,205.00	\$ 19,205	
<b>33 40 00 Stormwater Utilities</b>						
	Storm utility / infiltrations system	1	allow	\$ 90,000.00	\$ 90,000	
<b>33 70 00 Electrical Utilities</b>						
	Electric - Power Tie Into Main Utilities	1	ea	\$	-	Included with building
<b>33 80 00 Communications Utilities</b>						
	Communication - Telecomm Tie in to Main Utilities	1	ea	\$	-	Included with building
<b>TOTAL - DIV 33</b>					<b>\$ 132,532</b>	
<b>TOTAL SITE DEVELOPMENT</b>					<b>\$ 741,368</b>	

## OWNER COSTS

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>X OWNER'S COSTS</b>					
<b>OWNER'S COSTS</b>					
Architectural / Engineering Fees	8%	ls	\$ 400,500.00	\$ 472,673	
Owner Contingency	0.00	ls	\$ 250,000.00	\$ -	
FF&E Design	1.00	ls	\$ 25,000.00	\$ 25,000	
Testing & Inspection Costs	1.00	ls	\$ 50,000.00	\$ 50,000	
Campaign Costs	0.00	ls	\$ -	\$ -	
Sustainability	0.00	ls	\$ -	\$ -	
<b>Subtotal - OWNER'S COSTS</b>				<b>\$ 547,673</b>	
<b>TOTAL - X OWNER'S COSTS</b>				<b>\$ 547,673</b>	
<b>TOTAL OWNER COSTS</b>				<b>\$ 547,673</b>	

**CIP Project Name: Snow Hill Library Building Improvements****Project Director (Name & Title):** Jennifer Ranck, Library Director**Phone Number:** 410-632-2600**Project Summary and Purpose:** Snow Hill Library Building Improvements, improve HVAC and lighting**Project Location:** Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland 21863**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

The Library could apply for capital grant funds through the Maryland State Library Agency, but is already requesting funds for the Pocomoke replacement project.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No impact to personnel; operating costs should decrease with more efficient equipment; maintenance cost may increase depending on the building systems selected and if outside vendors need to support.**What is the useful life of the asset/project?** 20 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	70,000							70,000
Land Acquisition								0
Site Work								0
Construction	770,000							770,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>840,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>840,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	840,000							840,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>840,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>840,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Snow Hill Library Building Improvements**

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Complete the following questions.

### **Project scope.**

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

Worcester County Library completed a Facilities Master Plan in 2022. Building improvements to the Snow Hill Branch Library were identified as the second priority after the Pocomoke Branch Library replacement project. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. The Facility Plan recommends, "A major renovation of all interior finishes, fixtures, furniture, equipment, lighting, service desks, etc. is needed in both the public and staff areas. This includes shelving, both metal shelving and end panels, and the addition of mobile display units to highlight topical, new, or popular items." The library understands that a major renovation may not be possible.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

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

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$70,000); HVAC replacement (including air handling units, circulating pumps, and controls (\$400,000); plumbing and lighting improvements (\$370,000). Increased the overall estimate by approximately 16% from the FY 22 CIP to account for escalation. In September 2021, the HVAC unit for the Worcester Room for our local history collection was replaced at a cost of approximately \$21,000 (using funds from the library's periodical savings due to Covid).

### **CIP Timing.**

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

This project was first submitted in FY 2019, and has been requested for approval in the FY 2024 budget. The library did not apply for a state capital grant due to the priority of the Pocomoke library project.

### **Urgency.**

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

This project is necessary but not time critical; although the age of the building equipment is concerning. Building improvements should lower ongoing operating costs.



**CIP Operating Impact Projections**

Project: Snow Hill Library Building Improvements

Department &amp; Signature of Department Head: Jennifer Ranck, Sept. 9, 2022

Personnel Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

New Positions Salary & Benefits TOTAL 0 0 0 0 0 0

Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0

**EXPENDITURES**

Operating TOTAL 0 0 0 0 0 0

# ITEM 9

## Project: Snow Hill Library Building Improvements

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
Capital TOTAL	0	0	0	0	0	0
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
Project Revenue TOTAL	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0	0

## Project: Snow Hill Library Building Improvements

Complete the following questions.

### Operating Impacts

#### Employee positions.

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

No impact to personnel expenses.

#### Utility costs.

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Replacement of HVAC and the plumbing and lighting upgrades should result in utility cost reduction.

#### Maintenance costs.

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance cost may increase depending on the building systems selected and if outside vendors need to support.

#### Insurance costs.

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

No impact anticipated.

#### Telecommunications.

Consider the potential need of telephones, copiers, and computers and hardware. List them below.

HVAC may require computer and network capability for monitoring / energy analysis purposes.

#### Furniture, equipment or capital outlay.

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

No furnishing or capital outlay in the project.

**CIP Project Name: Broadband Infrastructure****Project Director (Name & Title):** Brian Jones, Director of IT**Phone Number:** 410-632-9301**Project Summary and Purpose:** To support the expansion of broadband infrastructure county-wide.**Project Location:** Worcester County unserved areas.**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There could possibly be more grant funds available in the future. We continue to monitor grant availability. Most grants do require a match based on a percentage.**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Not at this point**What is the useful life of the asset/project?** Fiber has a 20-45 year shelf life depending on it being buried in innerduct or aerial. Once the fiber is installed and the computer hardware is purchased it will become the service providers (ISP) responsibility to replace and upgrade as needed.**Will this project generate revenue?** The availability of broadband will increase property values and add equity to home owners as well as provide Economic Development to areas that don't already have adequate services.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## CIP Project Name: Broadband Infrastructure

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Complete the following questions.

### Project scope.

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

We have a feasibility study that determines the scope of the project. The scope was conducted by residential testing for broadband speeds available in respective neighborhoods. Data was collected and sent to CTC Consulting for their review and reporting.

### County benefit.

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This would allow all residents in unserved areas of the county to have broadband access. This will also help drive down the costs for those in the county already served. Having broadband in rural areas will increase property value and add equity home as well as add value to Economic Development. Delaying this progress will mean rising costs for hardware, fiber and labor as we have seen since other rural broadband projects started.

### Cost estimate (Must Be Provided).

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

We used the consultant of CTC to complete a feasibility study for Worcester County. The study was done a couple of years ago, prior to the pandemic. It was estimated to cost 52 to 54 million dollars for the entire project. As of 2/10/2022 the estimated costs jumped to 74 million dollars to complete. The cost per mile is estimated between \$36 to \$87 thousand per mile. This is dependent on road condition, population of the area and aerial verses in-ground cabling. The CTC original study can be found on the county internet site.

### CIP Timing.

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

Timing is always a huge factor in this project as the costs and availability for fiber is constantly changing. The costs to produce and manufacture is on the rise while availability is shrinking. No special timing concerns other than overall costs.

### Urgency.

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

Since the wide spread of the pandemic, the ability to telework or virtual school from home and telehealth/telemedicine has had a huge impact for citizens without broadband capabilities. We want to expand broadband countywide. This is a growing concern of many residents that need the ability to work from home. The pandemic has changed the way residents work and or educate.

**CIP Project Name: Worcester County Jail Improvements Phase 2**

**Project Director (Name & Title):** Fulton Holland, Warden: William Bradshaw, County Engineer  
**Phone Number:** 410,632,1300;410-632-1200

**Project Summary and Purpose:** This project includes replacement of heating and ventilating equipment and ductwork, controls, fire alarms and electrical for the 1980's original housing units and 1988 work release addition housing unit. Also included is HVAC equipment for corridors and office areas in the 1980 and 1988 building areas and multipurpose rooms. This project includes roof replacement/repair for the original building. Maintenance and replacement of exterior steel coatings, kitchen doors, lighting in renovated areas, building controls and shower enclosures in the 1980/1988 areas are also included. This project improves the 40 year old building sections heating, ventilating, and air conditioning equipment to current standards and will mitigate future outages and disruptions due to leaks and equipment failure.

**Project Location:**

Worcester County Jail, 5022 Joyner Road Snow Hill, MD

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?**

No grants provided. This project is currently in process and funded by general fund and general bonds same as prior forecast estimate.

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

The project does not increase personnel. The project does provide for energy costs savings as a result of more efficient equipment and LED lighting installation estimated at \$40,000 per year.

**What is the useful life of the asset/project?** 20 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	40,000					542,000		582,000
Land Acquisition								0
Site Work								0
Construction	4,565,580	175,000				6,593,090		11,333,670
Equipment/Furnishings								0
Other - (Commissioning and Contingency)	84,749					15,000		99,749

<b>TOTAL</b>	<b>4,690,329</b>	<b>175,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,150,090</b>	<b>0</b>	<b>12,015,419</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						542,822		542,822
Private Donation								0
Enterprise Bonds								0
General Bonds	4,690,329	175,000				6,607,268		11,472,597
Other - Please Specify								0

<b>TOTAL</b>	<b>4,690,329</b>	<b>175,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,150,090</b>	<b>0</b>	<b>12,015,419</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	(39,500)	(39,500)	(39,500)	(39,500)			(158,000)
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**CIP Project Name: Worcester County Jail Improvements Phase 2**

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Complete the following questions.

**Project scope.**

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

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 escalated the need for replacement of critical equipment based on operational priority and completed as phase 1 previously. The remaining improvements are generally designed to replace 40 year old equipment, improve building conditions including ventilation and space conditioning in select areas. Phase 2 also includes roof repairs and replacement of the original facility, painting of outdoor steel security enclosures, and select replacement of interior doors and shower areas.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The County improves reliability by replacing 40 year old systems with a newer, more efficient system components. The occupants benefit by improving building ventilation and conditioning.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Base estimate is per Gipe Engineering - attached. Construction is awarded to Bancroft Construction and cash flows represent the current project schedule (as of August 2022).

**CIP Timing.**

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

This request includes an increase of \$59,749 resulting from the bidding and award of the construction contract to Bancroft in February 2022.

**Urgency.**

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

This project is currently in construction phase.

# ITEM 9

## CIP Operating Impact Projections

Project: Jail Improvements Phase 2

Department & Signature of Department Head: Fulton Holland

Personnel Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
						0

### EXPENDITURES

New Positions Salary & Benefits TOTAL 0 0 0 0 0 0

Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities		(40,000)	(40,000)	(40,000)	(40,000)	(160,000)
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other (Estimate of additional insurance based on increase building value)		500	500	500	500	2,000
						0
						0
						0

### EXPENDITURES

Operating TOTAL 0 (39,500) (39,500) (39,500) (39,500) (158,000)



# ITEM 9

## Project: Jail Improvements Phase 2

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						

<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	(39,500)	(39,500)	(39,500)	(39,500)	(158,000)
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**Project: Jail Improvements Phase 2**

Complete the following questions.

**Operating Impacts****Employee positions.**

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

No additional employees.

**Utility costs.**

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Estimated to reduce utility costs \$40,000 per year beginning FY 25.

**Maintenance costs.**

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

**Insurance costs.**

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Based on the value of the improvements the facility insurance costs will increase. Estimate increase \$500 per year.

**Telecommunications.**

Consider the potential need of telephones, copiers, and computers and hardware. List them below. None needed.

**Furniture, equipment or capital outlay.**

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time? No



# Gipe Associates, Inc.

## CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE

EASTON, MARYLAND

PHONE: 410-822-8688

FAX: 410-822-6306

### CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center  
 GAI PROJECT NO: 20059  
 DATE: 03/05/21  
 PREPARED BY: GAW

### GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524  
 FACILITY TYPE: Detention Center  
 # OF FLOORS: 1  
 ARCHITECT: Gipe Associates, Inc.  
 BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
 SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Design Development Total Estimate	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	
BASE BID COST ESTIMATE							
DIVISION 01-DIVISION09	1.0	LS	\$ -	\$ -	\$ 2,546,000.00	\$ 2,546,000.00	\$ 2,546,000.00
DIVISION 21-23	1.0	LS		\$ -	\$ 4,465,220.00	\$ 4,465,220.00	\$ 4,465,220.00
DIVISION 26-28	1.0	LS		\$ -	\$ 453,670.00	\$ 453,670.00	\$ 453,670.00
COMMISSIONING	1.0	LS		\$ -	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
CONTINGENCY ALLOWANCE	1.0	LS		\$ -	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
ALTERNATE #1 - 2 YEAR WARRANTY	1.0	LS		\$ -		\$ -	\$ -
ALTERNATE #2 - ATC SYSTEM CONTRACTOR	1.0	LS		\$ -		\$ -	\$ -
ALTERNATE #3 - PVC PIPE JACKET	1.0	LS		\$ -		\$ -	\$ -
ALTERNATE #4 - HIGH EFFICENCY UNITS	1.0	EA		\$ -		\$ -	\$ -
ALTERNATE #5 - LAUNDRY MAKE-UP	1.0	LS		\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
ALTERNATE #6 - EXERCISE ENCLOSURES (9 ENCLOSURES)	1.0	LS		\$ -	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00
ALTERNATE #7 - ATC SYSTEM INTEGRATION	1.0	LS		\$ -	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00
ALTERNATE #8 - STAINLESS STEEL SHOWER ENCLOSURE	1.0	LS		\$ -	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
ALTERNATE #9 - ROOF REPLACEMENT	1.0	LS		\$ -	\$ 538,000.00	\$ 538,000.00	\$ 538,000.00
ALTERNATE #10 - LED LIGHTING	1.0	LS		\$ -	\$ 247,500.00	\$ 247,500.00	\$ 247,500.00

<b>COST ESTIMATE SUMMARY</b>			
DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ -	\$ 7,586,890.00	\$ 7,586,890.00
ALTERNATE #1 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #2 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #3 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #4 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #5 TOTAL COST	\$ -	\$ 30,000.00	\$ 30,000.00
ALTERNATE #6 TOTAL COST	\$ -	\$ 72,000.00	\$ 72,000.00
ALTERNATE #7 TOTAL COST	\$ -	\$ 33,000.00	\$ 33,000.00
ALTERNATE #8 TOTAL COST	\$ -	\$ 95,000.00	\$ 95,000.00
ALTERNATE #9 TOTAL COST	\$ -	\$ 538,000.00	\$ 538,000.00
ALTERNATE #10 TOTAL COST	\$ -	\$ 247,500.00	\$ 247,500.00
<b>TOTAL BASE BID + ALTERNATES:</b>	<b>\$ -</b>	<b>\$ 8,602,390.00</b>	<b>\$ 8,602,390.00</b>
<b>TOTAL BASE BID + ALT. COST PER SQUARE FOOT:</b>	<b>\$0.00 PER S.F.</b>	<b>\$149.54 PER S.F.</b>	<b>\$149.54 PER S.F.</b>

<b>GRAND TOTAL COST ESTIMATE SUMMARY</b>			
ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	5.0%	\$ 379,344.50	
CONTRACTOR PROFIT	5.0%	\$ 379,344.50	
GENERAL CONDITIONS	5.0%	\$ 379,344.50	
PHASING OF GENERAL CONDITIONS	5.0%	\$ 379,344.50	
DESIGN CONTINGENCY	5.0%	\$ 379,344.50	
CONSTRUCTION CONTINGENCY	5.0%	\$ 379,344.50	
BUILDER'S RISK INSURANCE	1.0%	\$ 75,868.90	
PERMIT FEES	1.0%	\$ 75,868.90	
CONTRACTOR INSURANCE	2.0%	\$ 151,737.80	
PAYMENT BOND	1.0%	\$ 75,868.90	
PERFORMANCE BOND	1.0%	\$ 75,868.90	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		<b>\$ 2,731,280.40</b>	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 10,318,170.40</b>	<b>\$179.37 PER S.F.</b>
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 11,333,670.40</b>	<b>\$197.03 PER S.F.</b>

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE  
EASTON, MARYLAND  
PHONE: 410-822-8688  
FAX: 410-822-6306

PROJECT:	Worcester County Detention Center
GAI PROJECT NO:	20059
DATE:	03/05/21
PREPARED BY:	GAW

PROJECT SQUARE FOOTAGE:	57,524
FACILITY TYPE:	Detention Center
# OF FLOORS:	1
ARCHITECT:	Gipe Associates, Inc
BASIS FOR ESTIMATE:	CODE-B (DESIGN DEVELOPMENT)
SUMMARY:	DESIGN DEVELOPMENT ESTIMATE

[illegible]

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ -	\$ 2,546,000.00	\$ 2,546,000.00
TOTAL BASE BID	\$ -	\$ 2,546,000.00	\$ 2,546,000.00
BASE BID COST PER SQUARE FOOT:	\$0.00 PER S.F.	\$44.26 PER S.F.	\$44.26 PER S.F.

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		\$ -	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 2,546,000.00</b>	<b>\$44.26 PER S.F.</b>



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE

EASTON, MARYLAND |

PHONE: 410-822-8688

FAX: 410-822-6306

## CONSTRUCTION COST ESTIMATE

PROJECT:	Worcester County Detention Center
GAI PROJECT NO:	20059
DATE:	03/05/21
PREPARED BY:	GAW

## GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE:	57,524
FACILITY TYPE:	Detention Center
# OF FLOORS:	1
ARCHITECT:	Gipe Associates, Inc
BASIS FOR ESTIMATE:	CODE-B (DESIGN DEVELOPMENT)
SUMMARY:	DESIGN DEVELOPMENT ESTIMATE

[illegible]

### BASE BID COST ESTIMATE

DEMOLITION	1.0	LS	\$ -	\$ -	\$ 287,620.00	\$ 287,620.00	\$ 287,620.00
GYM AHU	1.0	EA	\$ 143,810.00	\$ 143,810.00	\$ 115,048.00	\$ 115,048.00	\$ 258,858.00
CORRIDOR RTU	3.0	EA	\$ 57,524.00	\$ 172,572.00	\$ 43,143.00	\$ 129,429.00	\$ 302,001.00
CRANE	1.0	LS	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00
REFRIGERANT/CONDENSATE PIPE	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 31,638.20	\$ 31,638.20	\$ 74,781.20
HOT WATER PIPE	1.0	LS	\$ 103,543.20	\$ 103,543.20	\$ 135,181.40	\$ 135,181.40	\$ 238,724.60
INSULATION	1.0	LS	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 189,829.20
AUTOMATIC TEMP. CONTROLS (ATC)	1.0	LS	\$ 287,620.00	\$ 287,620.00	\$ 402,668.00	\$ 402,668.00	\$ 690,288.00
RELIEF FAN	12.0	EA	\$ 3,500.00	\$ 42,000.00	\$ 1,500.00	\$ 18,000.00	\$ 60,000.00
TEST AND BALANCE	1.0	LS	\$ -	\$ -	\$ 138,057.60	\$ 138,057.60	\$ 138,057.60
DUCTWORK	1.0	LS	\$ 483,201.60	\$ 483,201.60	\$ 819,717.00	\$ 819,717.00	\$ 1,302,918.60
FIRE PROTECTION	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 109,295.60	\$ 109,295.60	\$ 152,438.60
H&V UNIT	11.0	EA	\$ 30,000.00	\$ 330,000.00	\$ 15,000.00	\$ 165,000.00	\$ 495,000.00
PLUMBING PIPING	2,300.0	LF	\$ 7.00	\$ 16,100.00	\$ 10.00	\$ 23,000.00	\$ 39,100.00
FREEZE PUMPS	15.0	EA	\$ 600.00	\$ 9,000.00	\$ 800.00	\$ 12,000.00	\$ 21,000.00
PLUMBING CHASE	54.0	EA	\$ 800.00	\$ 43,200.00	\$ 1,500.00	\$ 81,000.00	\$ 124,200.00
SHOWERS	17.0	EA	\$ 400.00	\$ 6,800.00	\$ 800.00	\$ 13,600.00	\$ 20,400.00

## COST ESTIMATE SUMMARY

COST ESTIMATE SUMMARY			
DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 1,889,047.40	\$ 2,576,169.40	\$ 4,465,216.80
TOTAL BASE BID COST PER SQUARE FOOT:	\$32.84 PER S.F.	\$44.78 PER S.F.	\$77.62 PER S.F.

### GRAND TOTAL COST ESTIMATE SUMMARY

GRAND TOTAL COST ESTIMATE SUMMARY			
ADDITIONAL PROJECT COST ITEM DESCRIPTION (TO BASE BID ONLY)	(APPLIES PERCENTAGE (%))	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC....)	0.0%	\$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		\$ -	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		\$ 4,465,216.80	\$77.62 PER S.F.



# Gipe Associates, Inc.

## CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

### CONSTRUCTION COST ESTIMATE

PROJECT: Worcester County Detention Center  
 GAI PROJECT NO: 20059  
 DATE: 03/05/21  
 PREPARED BY: EMP

### GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 57,524  
 FACILITY TYPE: Detention Center  
 # OF FLOORS: 1  
 ARCHITECT: Gipe Associates, Inc.  
 BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
 SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Electrical Systems	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

### BASE BID COST ESTIMATE

DEMOLITION	1.0	LS	\$ -	\$ -	\$ 48,895.40	\$ 48,895.40	\$ 48,895.40
FIRE ALARM	1.0	LS	\$ 71,905.00	\$ 71,905.00	\$ 106,419.40	\$ 106,419.40	\$ 178,324.40
GYM AHU	1.0	EA	\$ 2,400.00	\$ 2,400.00	\$ 6,000.00	\$ 6,000.00	\$ 8,400.00
CORRIDOR RTU	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	\$ 6,000.00	\$ 8,000.00
MAU	1.0	EA	\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00	\$ 2,400.00
WORK RELEASE RTU	1.0	EA	\$ 1,200.00	\$ 3,500.00	\$ 2,500.00	\$ 1,500.00	\$ 5,000.00
H&V UNIT	11.0	EA	\$ 1,000.00	\$ 11,000.00	\$ 3,500.00	\$ 38,500.00	\$ 49,500.00
ERV UNIT	11.0	EA	\$ 1,000.00	\$ 11,000.00	\$ 3,500.00	\$ 38,500.00	\$ 49,500.00
FANS	9.0	EA	\$ 450.00	\$ 4,050.00	\$ 1,100.00	\$ 9,900.00	\$ 13,950.00
LIGHTING (REMOVE, CLEAN & REPLACE)	550.0	EA	\$ 75.00	\$ 41,250.00	\$ 35.00	\$ 19,250.00	\$ 60,500.00
UPS CIRCUITS	1.0	LS	\$ 2,700.00	\$ 2,700.00	\$ 6,500.00	\$ 6,500.00	\$ 9,200.00
PANEL	2.0	EA	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 20,000.00

### ALTERNATE #1 - REPLACE LIGHTING IN KIND WITH LED LIGHTING

ALTERNATE #1 - LIGHTING	550.0	EA	\$ 300.00	\$ 165,000.00	\$ 150.00	\$ 82,500.00	\$ 247,500.00
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### ALTERNATE #2 -

ALTERNATE #2 -	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
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### COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 160,705.00	\$ 292,964.80	\$ 453,669.80
ALTERNATE #1 TOTAL COST	\$ 165,000.00	\$ 82,500.00	\$ 247,500.00
ALTERNATE #2 TOTAL COST	\$ -	\$ -	\$ -
TOTAL BASE BID + ALTERNATES:	\$ 325,705.00	\$ 375,464.80	\$ 701,169.80
TOTAL BASE BID + ALT. COST PER SQUARE FOOT:	\$5.66 PER S.F.	\$6.53 PER S.F.	\$12.19 PER S.F.

### GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		\$ -	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		\$ 453,669.80	\$7.89 PER S.F.
GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)		\$ 701,169.80	\$12.19 PER S.F.

## CIP Project Name: Public Safety Logistical Storage Facility

**Project Director (Name & Title):** Matthew Owens, Fire Marshal

**Phone Number:** 410-632-5666

**Project Summary and Purpose:** The proposed building will house vehicles and storage for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. The proposed building will hold the current 22 vehicles and the many trailers used by all three departments. Plus the building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous materials responses (CBRNE) and a secure impound facility.

Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. Although the county currently leases space for the LSA, the accessibility and security of the lease space is not desirable.

**Project Location:** The proposed location is on the property of the existing Fire Training Center which is owned by the county (12 acres of cleared land/adjacent to a proposed Public Safety Building).

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No grants.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** N/A

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a personnel standpoint, no immediate additional personnel is projected for this project. Obviously there would be an increase in maintenance cost due to the larger size building.

**What is the useful life of the asset/project?** 30 + years

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work	157,500							157,500
Construction	2,887,500							2,887,500
Equipment/Furnishings	52,500							52,500
Other - Please Specify	210,000							210,000
<b>TOTAL</b>	<b>3,307,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,307,500</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	200,000							200,000
Private Donation								0
Enterprise Bonds								0
General Bonds	3,107,500							3,107,500
Other - Please Specify								0
<b>TOTAL</b>	<b>3,307,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,307,500</b>

<b>PROJECTED OPERATING IMPACTS</b>	23,300	23,300	23,300	23,300	23,300			116,500
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## **CIP Project Name: Public Safety Logistical Storage Facility**

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Complete the following questions.

### **Project scope.**

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

The project was discussed between the 3 public safety departments to include Emergency Services, Sheriff's Office and the Fire Marshal's Office. A larger "warehouse" style building is needed for several purposes. To include current emergency response vehicles to be stored inside out of the weather. These vehicles are critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE type incidents.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the county's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate was difficult to determine due to the current environment of supplies and materials. The county is currently entered into a contract with Davis Bowen and Friedel to provide architectural and engineering services. At this time the building product cost vary day to day and have steadily increased over the past several years. There was no scope performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceeding \$1,000,000 in value. A square foot estimate is being prepared by DBF. A concern of material cost exist due to the current building industry.

### **CIP Timing.**

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

There is no CIP timing. This project was driven by the pandemic, the need for a LSA and to reduce damage to current emergency equipment and vehicles stored outside. In the past several years the county has added to the vehicles and equipment which is stored outside in harsh weather conditions.

### **Urgency.**

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

We consider this project critical to Public Safety in Worcester County. Protecting current assets in crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.



## CIP Operating Impact Projections

## Project: Public Safety Logistical Storage Building

**Department & Signature of Department Head: Matthew Owens**

Personnel Expenses						FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)											
											0
											0
											0
											0
											0
											0
											0
											0
<b>EXPENDITURES</b>											0

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities	10,000	10,000	10,000	10,000	10,000	50,000
Telephone	500	500	500	500	500	2,500
Custodial	2,500	2,500	2,500	2,500	2,500	12,500
Cleaning	300	300	300	300	300	1,500
Maintenance Repairs	6,000	6,000	6,000	6,000	6,000	30,000
Refuse	1,000	1,000	1,000	1,000	1,000	5,000
Fire/Security Alarm	2,000	2,000	2,000	2,000	2,000	10,000
Internet	1,000	1,000	1,000	1,000	1,000	5,000
Vehicle Expense						0
Other						0
						0
						0
						0
<b>EXPENDITURES</b>						

Operating TOTAL	23,300	23,300	23,300	23,300	23,300	116,500
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# ITEM 9

## Project: Public Safety Logistical Storage Building

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
Capital TOTAL	0	0	0	0	0	0
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
Project Revenue TOTAL	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	23,300	23,300	23,300	23,300	23,300	116,500

## Project: Public Safety Logistical Storage Building

Complete the following questions.

### Operating Impacts

#### Employee positions.

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

No new personnel is expected at this time.

#### Utility costs.

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Utility costs will be increased because this is a new building.

#### Maintenance costs.

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance cost will increase because this is a new building.

#### Insurance costs.

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Insurance cost will increase because this is a new building in the county's inventory.

#### Telecommunications.

Consider the potential need of telephones, copiers, and computers and hardware. List them below.

Telephone service, internet service, computer service will all need to be provided for the proposed building.

#### Furniture, equipment or capital outlay.

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

There will be a one-time furniture and equipment cost.

**CIP Project Name: State's Attorney Building Addition****Project Director (Name & Title):** William Bradshaw, P.E. County Engineer**Phone Number:** 410-632-1200**Project Summary and Purpose:**

Provide office space for the State's Attorney Offices (SAO). The current building will not accommodate authorized and projected staffing levels. This estimate is for a 6,000 SF building addition adjacent to the existing SAO building with elevator. No formal design has been completed for this conceptual estimate. This estimate includes preliminary schematic design professional services.

**Project Location:** Snow Hill MD (Walking proximity to both Circuit and District Courthouses)

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

None Identified

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

State mandate for law enforcement to use body/video cameras increases personnel/attorney resources required to process.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Yes operating costs including utilities and maintenance.

**What is the useful life of the asset/project?** 40 years

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	50,000	200,000	50,000	50,000				350,000
Land Acquisition	0							0
Site Work		600,000	703,852					1,303,852
Construction		1,705,813	1,194,069	511,744				3,411,625
Equipment/Furnishings			50,000	100,000				150,000
Other - Contingency, Permitting, Moving, Escalation	37,540	225,240	375,400	112,620				750,799
<b>TOTAL</b>	<b>87,540</b>	<b>2,731,052</b>	<b>2,373,320</b>	<b>774,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,966,276</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	87,540	2,731,052	2,373,320	774,364				5,966,276
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>87,540</b>	<b>2,731,052</b>	<b>2,373,320</b>	<b>774,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,966,276</b>

<b>PROJECTED OPERATING IMPACTS</b>	12,950	12,950	13,025	13,025	13,450			65,400
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## CIP Project Name: State's Attorney Building Addition

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Complete the following questions.

### Project scope.

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

The scope of this project is to design and build an addition adjacent to the existing SAO office building. The building will need to be elevated to maintain ground level stormwater system function for the existing facility and to accommodate new roof/collection requirements for the addition. New parking lot expansion will be needed on Washington street. There is a vacant lot the County owns for the purpose of additional parking.

### County benefit.

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** The County will benefit by locating State's Attorney personnel in a central location adjacent to existing court facilities and supervisory staff.

### Cost estimate (Must Be Provided).

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

This estimate is based on order of magnitude building area metrics and fee base percentages of construction cost (eg., architect fees, construction management fees, etc.)currently in use for similar projects. The estimate spreadsheet is attached.

### CIP Timing.

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

This project is requested by direction of the County Commissioners on 9/6/22 as a result of new SAO employee needs.

### Urgency.

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

This project is necessary and high priority to accommodate approved employee hiring.

## **CIP Operating Impact Projections**

**Project:** State's Attorney Building Addition

**Department & Signature of Department Head:** William Bradshaw

Personnel Expenses						FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)											
											0
											0
											0
											0
											0
											0
											0
											0
<b>EXPENDITURES</b>											0

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities	8,500	8,500	8,575	8,575	9,000	43,150
Telephone						0
Custodial	1,200	1,200	1,200	1,200	1,200	6,000
Cleaning						0
Maintenance Repairs	1,500	1,500	1,500	1,500	1,500	7,500
Refuse						0
Fire/Security Alarm	1,000	1,000	1,000	1,000	1,000	5,000
Internet						0
Vehicle Expense						0
Other	750	750	750	750	750	3,750
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Operating TOTAL</b>	<b>12,950</b>	<b>12,950</b>	<b>13,025</b>	<b>13,025</b>	<b>13,450</b>	<b>65,400</b>
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# ITEM 9

**Project:** State's Attorney Building Addition

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	0	0	0	0	0	0
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	12,950	12,950	13,025	13,025	13,450	65,400

**Project:** State's Attorney Building Addition

**Complete the following questions.**

**Operating Impacts**

**Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. This project is required due to the prior authorization of additional employees. No additional employees are required for this addition to the existing building.**

**Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs. Yes utility costs will increase due to the increase in building size. Primarily electricity costs will increase for heating/cooling additional space.**

**Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance. Yes, additional custodial services, alarm systems maintenance/monitoring and general maintenance costs will increase.**

**Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Yes, est. \$750 per year.**

**Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

**Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**



# ITEM 9

Capital Cost Estimate		State's Attorney Building Addition CIP Estimate			Existing Site				
Initial Estimate - 8/12/22		6000 SF Addition			Parking, Stormwater				
		Building			Site Development			Project Total	
Division	6000	GSF	%	0.5	Acre	%	6000	GSF	
	Cost	\$/SF		Cost	\$/Acre		Cost	\$/SF	
Construction Work									
1 General Requirements	\$ 108,000.00	18	4.07	\$ 10,150.00	20300	0.93	\$ 118,150.00	19.69	
2 Existing Conditions	\$ -	0	0.00	\$ 15,524.00	31048	1.42	\$ 15,524.00	2.59	
3 Concrete	\$ 180,000.00	30	6.78	\$ -		0.00	\$ 180,000.00	30.00	
4 Masonry	\$ 210,000.00	35	7.91	\$ -		0.00	\$ 210,000.00	35.00	
5 Metals	\$ 185,460.00	30.91	6.98	\$ -		0.00	\$ 185,460.00	30.91	
6 Wood, Plastic, Composites	\$ 60,960.00	10.16	2.29	\$ -		0.00	\$ 60,960.00	10.16	
7 Thermal & Moisture Protection	\$ 393,840.00	65.64	14.83	\$ -		0.00	\$ 393,840.00	65.64	
8 Openings	\$ 130,080.00	21.68	4.90	\$ -		0.00	\$ 130,080.00	21.68	
9 Finishes	\$ 243,840.00	40.64	9.18	\$ -		0.00	\$ 243,840.00	40.64	
10 Specialties	\$ 41,220.00	6.87	1.55	\$ -		0.00	\$ 41,220.00	6.87	
11 Equipment	\$ 6,900.00	1.15	0.26	\$ -		0.00	\$ 6,900.00	1.15	
12 Furnishings	\$ 30,000.00	5	1.13	\$ -		0.00	\$ 30,000.00	5.00	
13 Special Construction	\$ -		0.00	\$ -		0.00	\$ -	0.00	
14 Conveying Systems	\$ 100,000.00	fix	3.76	\$ -		0.00	\$ 100,000.00	16.67	
21 Fire Suppression	\$ 60,000.00	10	2.26	\$ -		0.00	\$ 60,000.00	10.00	
22 Plumbing	\$ 46,260.00	7.71	1.74	\$ -		0.00	\$ 46,260.00	7.71	
23 HVAC	\$ 425,760.00	70.96	16.03	\$ -		0.00	\$ 425,760.00	70.96	
25 Integrated Automation	\$ 21,000.00	3.5	0.79	\$ -		0.00	\$ 21,000.00	3.50	
26 Electrical \$ Solar	\$ 354,000.00	59	13.33	\$ 7,500.00	15000	0.68	\$ 361,500.00	60.25	
27 Communications	\$ 24,000.00	4	0.90	\$ -		0.00	\$ 24,000.00	4.00	
28 Electronic Safety & Security	\$ 34,920.00	5.82	1.31	\$ -		0.00	\$ 34,920.00	5.82	
31 Earthwork	\$ -		0.00	\$ 57,500.00	115000	5.25	\$ 57,500.00	9.58	
32 Exterior Site Improvements (+ WS Park)	\$ -		0.00	\$ 942,500.00	385000	86.02	\$ 942,500.00	157.08	
33 Site utilities	\$ -		0.00	\$ 62,500.00	125000	5.70	\$ 62,500.00	10.42	
Subtotal Cost of Work	\$ 2,656,240.00	426.04	100	\$ 1,095,674.00	691348	100	\$ 3,751,914.00	625.319	
		Base Bldg \$/SF						Base Bldg + Site \$/SF	
General Contractor Services									
1 Preconstruction Services	\$ 13,281.20	2.21	0.50	\$ 5,478.37	10956.74	0.5	\$ 18,759.57	4.04	
2 Design Contingency	\$ 300,153.12	50.03	8.00	\$ 87,653.92	175307.84	8	\$ 387,807.04	79.24	
3 Construction Contingency	\$ 187,595.70	31.27	5.00	\$ 54,783.70	109567.40	5	\$ 242,379.40	49.53	
4 General Conditions (Div 1)	\$ 48,000.00	8.00	1.81	\$ -	0.00		\$ 48,000.00	8.00	
5 Bond and Insurance	\$ 75,038.28	12.51	2.00	\$ 21,913.48	43826.96	2	\$ 96,951.76	19.81	
6 CM Fee	\$ 131,316.99	21.89	3.50	\$ 38,348.59	76697.18	3.5	\$ 169,665.58	34.67	
Subtotal Construction	\$ 3,411,625.29	551.94		\$ 1,303,852.06	2607704.12		\$ 4,715,477.35	820.609235	
		Bldg \$/SF						Bldg+ Site \$/SF	
Owners Costs									
1 Schematic Prelim Design	\$ 50,000.00								
2 Furnishings & AV	\$ 150,000.00	fix					\$ 150,000.00		
3 Permitting Fees	\$ 50,000.00	fix					\$ 50,000.00		
4 Moving Expenses & Temp Office	\$ 85,000.00						\$ 85,000.00		
5 Architect/Engineer Fees	\$ 300,153.12		8				\$ 300,153.12		
6 Testing & Inspection Costs	\$ 50,000.00	fix					\$ 50,000.00		
7 Owner Contingency	\$ 428,050.44		8				\$ 428,050.44		
4 Escalation Contingency	\$ 187,595.70		5				\$ 187,595.70		
Subtotal Owners Costs	\$ 1,300,799.26						\$ 1,250,799.26		
GRAND TOTAL PROJECT COST	\$ 4,712,424.55	551.9375483		\$ 1,303,852.06	2607704.12		\$ 5,966,276.61		

**CIP Project Name: Outdoor Warning System Replacement****Project Director (Name & Title):** James E Hamilton, JR - Deputy Director, Emergency Services**Phone Number:** 410-632-3080

**Project Summary and Purpose:** As directed by the County Commissioners, this project seeks to replace the outdoor warning system (sirens) installed throughout Worcester County. This system is currently used both to warn the public of immediate threats such as tornadoes as well as used as one method of alerting many fire departments within the county to calls for service.

**Project Location:** Countywide

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

No

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Yes

**What is the useful life of the asset/project?** 20 Years (estimated)

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work		400,000						400,000
Construction								0
Equipment/Furnishings		650,000						650,000
Other - Please Specify								0
<b>TOTAL</b>	<b>100,000</b>	<b>1,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,150,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	100,000	1,050,000						1,150,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>100,000</b>	<b>1,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,150,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	17,100	17,100	17,100	17,100			68,400
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## **CIP Project Name: Outdoor Warning System Replacement**

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Complete the following questions.

### **Project scope.**

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

Scope and pricing is a best estimate at this point. This project seeks to generate an RFP that will be based on coverage performance. As such, vendors will be asked to engineer a solution to meet those objectives and the manner that those objectives are met will determine the total number of sirens and associated infrastructure required. Pricing is derived by using recent turn-key quotes on replacing three sirens and extrapolating an estimate of 25 sirens required. The number of sirens required to meet the coverage objectives is estimated very conservatively for this project.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Current sirens throughout Worcester County are aged between 40 - 80 years old and are failing at a rapid rate. They also fail to meet general industry standards for modern outdoor warning systems. If implemented, this project will benefit all citizens of the county where coverage is provided. This will also seek to target the most vulnerable populations including areas of recreation and camping where individuals may be less likely to have access to other methods of warning for severe weather and other threats.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimation was derived as a best guess based on recent per-site pricing coupled with a conservative estimation of number of sites required. Costs provided within this document reflect an estimate based on replacing existing coverage without adding much additional coverage. It is anticipated that the results of proposals may require a second project phase to be added in FY26 to meet full expectations however without vendor designs this is hard to estimate at this point.

### **CIP Timing.**

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

This project is being added to the CIP based on recent direction from the County Commissioners to assume responsibility for this function.

### **Urgency.**

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

Project urgency is based upon the rate of failure of existing sirens within the county. As this project is being submitted, we are replacing three sirens for \$100,880 that may not be of use when the full system replacement is executed. Should we delay this project further, we risk making continued investments due to failures that may place us in a position of having to sole source this project.

## ITEM 9

## CIP Operating Impact Projections

## Project: Outdoor Warning System Replacement

**Department & Signature of Department Head:** James E Hamilton, Jr. Deputy Director

Personnel Expenses		FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Beneift Costs	(List Separately)						0
							0
							0
							0
							0
							0
							0
							0
<b>EXPENDITURES</b>							

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities		7,500	7,500	7,500	7,500	30,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet		9,600	9,600	9,600	9,600	38,400
Vehicle Expense						0
Other						0
						0
						0
<b>EXPENDITURES</b>						

<b>Operating TOTAL</b>	<b>0</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>	<b>68,400</b>
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# ITEM 9

**Project:** Outdoor Warning System Replacement

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	0	0	0	0	0	0
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	0	17,100	17,100	17,100	17,100	68,400

**Project:** Outdoor Warning System Replacement

**Complete the following questions.**

## **Operating Impacts**

### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.**

1,050,00At this time, additional employee costs are not anticipated.

### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

This project will require a power connection at each siren and a significant number of sirens are likely to require a cellular data SIM card.

### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

A maintenance agreement will be required for this system. At this time estimates on maintenance agreement costs are not available.

### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance.**

All installations should be covered by LGIT for property insurance.

### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

Radios and LTE modems will be required along with fiber routers at some sites.

### **Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

N/A

## CIP Project Name: Fire Training Tower

**Project Director (Name & Title):** Matthew Owens, Fire Marshal

**Phone Number:** 410-632-5666

**Project Summary and Purpose:** The project is the proposed replacement of the county's 40+ year old Fire Training Tower located at the Fire Training Center. The current Fire Training Tower has reached its end-of-life and needs to be replaced. The current tower has numerous structural problems and the cost to repair out ways the cost to replace the tower. The current tower provides interior fire training to the 10 Worcester County volunteer fire companies and mutual-aid fire companies. Law Enforcement also utilize the tower for training evolutions. The current Fire Training Tower does not meet current fire training codes and practices.

**Project Location:** Fire Training Center

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** I would like to think there are grants available for this type of project. This proposed project would be utilized for the training and development of new and existing firefighters, law enforcement officers, and other public safety partners.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** The existing Fire Training Tower does not meet today's codes for a fire training facility.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No new personnel and utility. Maintenance cost should stay approximately the same.

**What is the useful life of the asset/project?** 40+ years.

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work	200,000							200,000
Construction	1,200,000							1,200,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,400,000							1,400,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	2,000	0	0	0	0			2,000
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## **CIP Project Name: Fire Training Tower**

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Complete the following questions.

### **Project scope.**

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

The existing Fire Training Tower has provided training to new and existing firefighters for over the past 40 years. Moving into the future, we would like to provide state-of-the-art training to the career and volunteer firefighters helping to protect the citizens and visitors of Worcester County. There are several vendors which offer this type of training facility and we are currently researching pricing. We have formed a training committee consisting of all 10 volunteer fire companies and law enforcement departments in Worcester County to assist in making informed decisions regarding future training of firefighters and law enforcement officers in Worcester County.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** This project would benefit the entire county. State-of-the-art training for Worcester County firefighters would only enhance the current level of service and professionalism provided by Worcester County volunteer and career firefighters. This proposed project would also be used by law enforcement departments in Worcester County to further their training capabilities.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is provided based on similar projects and based on estimates received from vendors which do this type of work. Estimates are provided with this CIP.

### **CIP Timing.**

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

The replacement of the Fire Training Tower is part of the site plan for the proposed LSA storage building currently under design and engineering which is to be constructed on the property of the Fire Training Center.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** This project is critical to the training and development of new and existing firefighters and law enforcement officers in Worcester County. In the development of the site plan for the future of the Fire Training Center and the proposed LSA Storage Building, a new location for a new State-of-the-art Fire Training Tower has been established. The existing Fire Training Tower has served Worcester County for the past 40+ years and is failing and needs to be replaced.



**CIP Operating Impact Projections****Project:** Fire Training Tower**Department & Signature of Department Head:** Matthew Owens, Fire Marshal

Personnel Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

New Positions Salary & Benefits TOTAL **0** **0** **0** **0** **0** **0**

Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs	2,000					2,000
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0
<b>EXPENDITURES</b>						

Operating TOTAL **2,000** **0** **0** **0** **0** **2,000**

# ITEM 9

**Project:** Fire Training Tower

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
Capital TOTAL	0	0	0	0	0	0
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
Project Revenue TOTAL	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	2,000	0	0	0	0	2,000

**Project:** Fire Training Tower

**Complete the following questions.**

## **Operating Impacts**

### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. No new employees.**

### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs. No new utilities.**

### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance. Currently there is no money provided for maintenance cost at the current Fire Training Tower so we would be requesting minimal maintenance monies to maintain the proposed Fire Training Tower.**

### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. I'm sure there would be an increase in insurance cost for a new Fire Training Tower.**

### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below. No IT needed for this proposed project.**

### **Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

No furniture or equipment needed for this project.



September 2, 2022

Ref Number: 22-17474

Worcester County Fire Marshal's Office  
1 West Market Street  
Room 1302  
Snow Hill, MD 21863

Attention: Fire Marshal Robert Korb

Via email: rkorb@co.worcester.md.us

Dear Fire Marshal Korb,

We are pleased to provide you with the following rough order of magnitude cost estimate for a **GENERAL ALARM FOUR STORY** WHP training simulator. The simulator would consist of a structure that would approximate the following:

Features included are as follows:

1. Section A will be a **Four-Story Tower** approximately 21'-11" W x 25'-4" L x 44'-0" H (to top of parapet).
  - a. Three (3) interior floors (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)
  - b. One (1) flat roof with parapet roof guard system
  - c. Two (2) 3'-4' chain gate openings
  - d. Four (4) rappelling anchors on the roof
  - e. One (1) 2'-6" x 3'-0" Bilco roof hatch
  - f. One (1) Vertical ladder from the 4th floor up to the roof hatch
  - g. One (1) four-story interior stair with intermediate landings and welded stair railing
  - h. Two (2) inset corner balcony with railing
  - i. Five (5) 3' x 7' plate steel doors with hardware
  - j. Four (4) 3' x 4' window openings with latching shutters
2. Section B will be a **Two-Story Residential/Industrial** section approximately 21'-11" W x 35'-0" L x 24'-0" H to eave.
  - a. One (1) gable roof, 5/12 and 9/12 un-equal pitch on half of roof with perimeter welded guardrail
  - b. One (1) flat roof with parapet walls on half of roof with two (2) chain gate openings
  - c. Two (2) 6'-0" chain gates
  - d. Two (2) chop-outs on gabled roof one 48" x 48" and one 48"x96"
  - e. One (1) attic space provided between the gabled roof and the second floor

519 Duck Road, Grandview, MO 64030 | P: 800.351.2525 | www.TrainingTowers.com | Info@TrainingTowers.com

- f. Two (2) 3' x 3' framed window opening with latching shutter at ends of gabled attic
- g. Seven (7) 3' x 4' framed window openings with latching shutters
- h. One (1) 6'x4' double framed window opening with latching shutters
- i. Fourteen (14) 3' x 7' plate steel doors with hollow and hardware
- j. Three (3) 3' x 7' plate steel burn room doors and hardware
- k. One (1) 6'x7' double plate steel door with hardware
- l. One (1) two-story interior stair with welded stair railing
- m. One (1) 2-story stair with 4'x38'-7" balcony
- n. One (1) 11' x 16' burn room protected with a Padgenite Interlock lining system
- o. One (1) 4'x4' attic burn area system

3. Section C will be a **One-Story Annex** approximately 21'-11" W x 14'-6" L x 10'-0" H.
- a. Two (2) 3' x 4' framed window openings with latching shutters
  - b. One (1) 3' x 7' exterior plate steel burn room door and hardware
  - c. Entire room shall be protected with a Padgenite Interlock lining system
  - d. One (1) Temperature monitoring system

<b>Materials and Freight</b> is estimated at:	\$649,533.00
<b>Labor (non-prevailing wage)</b> is estimated at:	<u>\$247,276.00</u>
<b>Total:</b>	<b>\$896,809.00</b>

Optional items you might consider are as follows:

Four story Exterior Stair with three doors	\$41,460.00
Four story standpipe with two sprinkler heads	\$9,798.00
Forcible Entry Power Jamb door	\$3,018.00
4' x 4' Floor/Ceiling Breach area	\$3,932.00
Bail Out Prop	\$2,093.00
Maze Panels (10)	\$7,213.00
Maze Panel (door)	\$1,490.00

Additional items excluded from the price for consideration:

Foundation Design:

Soil Borings	\$3,500.00
Stamped and Sealed Foundation Design	\$3,500.00
Site work and Foundation, Fill on Deck	TBD

Prevailing Wage Rates (Add to above Labor)	\$167,850.00
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**Prevailing Wages:** Prevailing wages have been included based on General Decision Number: MD20220010 09/02/2022 Worcester County Maryland. If the General Decision is updated or a job specific wage determination is performed wages will be adjusted accordingly and be the responsibility of the owner.

All pricing is in US Dollars and is valid for 30 days. It is the policy of WHP Trainingtowers to provide a reasonable cost estimate for your budgeting purposes. It is not uncommon in the construction industry to offer cost estimates that are for low end or stripped down structures. WHP believes the cost estimate should reflect a training simulator that meets OSHA safety requirements, is of the highest quality, and will meet the expectations of the customer.

**Schedule:** We would require 2 weeks to prepare conceptual drawings after award of the contract or purchase order and 16-18 weeks for delivery after receipt of approved drawings. If the foundation is in place the erection would be complete approximately 12-14 weeks after delivery of building. Some optional items such as brick exteriors will require more time to complete erection.

**Design Criteria:** Pricing is based on the following design criteria:

1. *Live Loads-* (a) Roof: 100 psf (b) Floor: 100 psf (c) Attic: 100 psf
2. *Wind Loads-* (a) Speed: 90 mph (b) Exposure: C
3. *Seismic Loads-* (a) Coefficient S<sub>s</sub> [max]: 55 (b) Coefficient S<sub>1</sub> [max]: 13

\*Requirements exceeding these loads may result in additional costs.

**Exclusions:** We exclude from our proposal: bonds, taxes, permits, special insurance requirements if any, field painting of exterior handrails and stairs, mechanical, electrical, fire protection systems, gas fired simulators, winter conditions, concrete foundations, foundation design, slab on grade, concrete fill on decks, anchor bolts, site work, excavation, engineering layout and general condition items and any other miscellaneous fees. Prevailing wage rates, if any will be applied to the labor cost to erect the simulator.

**Terms:** For materials a deposit of 25% on the building package is due on receipt of order (signing of contract). Balance of payment on materials due on delivery to site. No retention on materials. Labor will be billed monthly. Invoices not in dispute over 30 days will be assessed 1 ½ % per month on balances in excess of 30 days. Financing is available through lease purchase programs.

We hope you find the proposal acceptable. If we can provide you with further information please feel free to contact me at 410-256-3126.

Sincerely,

*James R. Eicholtz*

James R. Eicholtz  
WHP Trainingtowers

CC: Alan Henderson, WHP Trainingtowers  
Joe Kirchner, WHP Trainingtowers  
Rob VanBibber, WHP Trainingtowers

## CIP Project Name: Public Safety Building

**Project Director (Name & Title):** Sheriff Matthew Crisafulli

**Phone Number:** 410-632-1111

**Project Summary and Purpose:** The construction of a Public Safety Facility

**Project Location:** Parcel of land adjacent to the Health Department/Jail off of Route 113 or on the 12 acres of land where the Fire Training Center is located.

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No grant funds available.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No Federal mandate.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Employee positions may increase due to future unfunded mandates. Utility costs would increase due to operations being in a new facility other than the government center building.

**What is the useful life of the asset/project?** Indefinite useful life of the building.

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			100,000	1,250,000				1,350,000
Land Acquisition								0
Site Work				1,000,000				1,000,000
Construction				7,750,000	22,250,000			30,000,000
Equipment/Furnishings					250,000			250,000
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>10,000,000</b>	<b>22,500,000</b>	<b>0</b>	<b>0</b>	<b>32,600,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds			100,000					100,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - General Bond to be re-paid thru VLT				10,000,000	22,500,000			32,500,000

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>10,000,000</b>	<b>22,500,000</b>	<b>0</b>	<b>0</b>	<b>32,600,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>261,500</b>	<b>262,500</b>			<b>524,000</b>
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## **CIP Project Name: Public Safety Building**

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Complete the following questions.

### **Project scope.**

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

The new building amounts are based on the new MSP Cumberland Barrack that was recently opened and the Wicomico County Public Safety Building.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Consolidation of Public Safety into one building will allow for improved coordination between departments and offices. This will also allow for future growth as mandated by the State Legislature.

### **Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

There have been no consultants used or engineering studies done as of yet.

### **CIP Timing.**

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

### **Urgency.**

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

All of the Public Safety Departments have outgrown there existing space available.



## ITEM 9

## CIP Operating Impact Projections

**Project:** Public Safety Building

**Department & Signature of Department Head:** Matt Crisafulli

[illegible]

## EXPENDITURES

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Operating Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Utilities				26,000	26,000	<b>52,000</b>
Telephone				210,000	211,000	<b>421,000</b>
Custodial				5,000	5,000	<b>10,000</b>
Cleaning				10,000	10,000	<b>20,000</b>
Maintenance Repairs						<b>0</b>
Refuse				1,000	1,000	<b>2,000</b>
Fire/Security Alarm				7,500	7,500	<b>15,000</b>
Internet				2,000	2,000	<b>4,000</b>
Vehicle Expense						<b>0</b>
Other						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>

## EXPENDITURES

Operating TOTAL	0	0	0	261,500	262,500	524,000
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# ITEM 9

**Project:** Public Safety Building

Capital Expenses	FY 24	FY 25	FY 26	FY 27	FY 28	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	0	0	0	0	0	0
Projected Revenue Impact	FY 24	FY 25	FY 26	FY 27	FY 28	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	261,500	262,500	524,000

**Project:** Public Safety Building

**Complete the following questions.**

## **Operating Impacts**

### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.**

Employee positions may be increased due to future unfunded mandates.

### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

Utilities would increase due to operations being in a new facility other than the government center building.

### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Custodial and cleaning services would be needed. Maintenance costs should be very low since the building would be newly constructed.

### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance.**

Property Insurance costs are unknown at this point in time.

### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

All new communications infrastructure would be part of the design and construction.

### **Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

Equipment and furniture are considered in the CIP Project first page of this document.

**CIP Project Name: Berlin Homeowner Convenience Center - Dock Wall Replacement****Project Director (Name & Title):** David Candy Solid Waste Superintendent**Phone Number:** 410-632-3177**Project Summary and Purpose:** Rebuild Belin Dock**Project Location:** Berlin Home Owner Convenience Center**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Yes**What is the useful life of the asset/project?** If built out of concrete the life would be years.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	35,000							35,000
Land Acquisition								0
Site Work								0
Construction	400,000							400,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>435,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>435,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	435,000							435,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>435,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>435,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Berlin Homeowner Convenience Center - Dock Wall Replacement**

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Complete the following questions.

**Project scope.**

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

The dock walls were built years ago, out of crested wood on one side. The other side has big concrete blocks stacked up in place of the wood. The existing wood dock has a lot of wood rot. The pole going in the ground appear to be rotted off.

Solid Waste would like to replace the dock walls with concrete walls, like we are doing at Snow Hill Convenience Center. And repave the ramp area.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

By not funding this dock project we could have a safety issue with the black top or the wall giving way.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost was estimated.

**CIP Timing.**

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

When the new packer was installed at Berlin, we noticed the wall had a lot of dirt washed from behind it. We took a closer look and found the wall appears to have rotten support poles as well as rotten boards holding the dirt back. The black top has been patched in the past, because of the dirt washing out under it.

**Urgency.**

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

This is a safety issue, because of the dirt washing out from under the black top.

**CIP Project Name: Public Works Fuel Facility Replacement****Project Director (Name & Title):** Department of Public Works, Dallas Baker - P.E.**Phone Number:** 410-632-5623**Project Summary and Purpose:** Replace the aging above ground fuel facility at the Public Works Water/Wastewater treatment plant.**Project Location:** 1000 Shore Lane, Berlin MD, 21811**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Personnel who use this fuel facility will have to utilize the Berlin state highway salt barn fuel facility while renovation work is in progress.**What is the useful life of the asset/project?** The useful life of the fuel pumps, electronic items, and hardware is 20-25 years with regular maintenance. The useful life of the above ground fuel tanks are 25-30 years with regular maintenance.**Will this project generate revenue?** No.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	350,000							350,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	350,000							350,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Public Works Fuel Facility Replacement**

---

Complete the following questions.

**Project scope.**

This project is in response to the aging, deteriorated, and under sized fuel facility at the water/wastewater treatment plant. The Worcester County fleet of vehicles and the amount of users that utilize this fuel site has increased over the past 25 years. The project scope will completely replace the existing above ground fuel facility to include all electronic monitoring devices, tanks, and associated hardware with the latest state of the art equipment needed to be able to operate and supply fuel to users for many more years. The replacement site will have larger capacities and be able to handle any future expanding government use.

**County benefit.**

This project will benefit county staff by reducing the need to drive outside of the ocean pines area to fill vehicles and equipment with fuel. Multiple county departments utilize this fuel site. Negative impacts to delaying or not funding this project would cause users to travel outside the area and get fuel for vehicles and equipment at the state highway salt dome fuel site in Berlin.

**Cost estimate (Must Be Provided).**

The cost estimate was developed by consulting with outside vendors to design and quote the project work. Price increases will be a concern with this project and we have accounted for a increase in our CIP expenditure amount.

**CIP Timing.**

This project is requested to be completed in FY24. The fuel facility replacement was requested in the FY23 budget but removed in order to help obtain a balanced budget. The existing fuel facility has been operated beyond its useable lifespan.

**Urgency.**

The replacement of this fuel facility is critical so that we do not have any delay in the ability to get fuel at the northern water/wastewater site. As with anything that contains extremely hazardous materials it is paramount to prevent any type of fuel spill into the environment. This fuel facility and components are estimated to be at least 30 years old and are extremely worn out. Although this site is still fully operational, it is critical to replace the site before a leak occurs or an inspection is conducted that shuts the site down due to faults with no replacement parts.



## Quotation

P.O. Box 71 Lincoln, DE 19960 | 302-422-8148 | Office@DPS.Email

8/23/22

Quotation No. TW082322A

Worcester County Public Works  
6113 Timmons RD  
Snow Hill, MD

**Dear Worcester County Public Works:**

Delmarva Petroleum Service, LLC will complete the following work at the Ocean Pines Waste Water Plant:

- Remove the existing fuel system and install new as listed below in the scope of work.

This work can be completed for a price of **\$242,740.65**. Any waste disposal will be charged at an additional rate of **\$1.85 per gallon**.

**This price is good for thirty days after the above date.**

**This price does not include:**

- Additional costs from encountering contaminated soil.
- Any soil or water samples required by the state.
- Dewatering.
- Any repairs to the existing equipment.

**The customer agrees to indemnify and hold harmless Delmarva Petroleum Service, LLC from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever due to damage of unknown structures (i.e. telephone lines, cable, electrical lines and conduits, pipes, tanks).**

Thank you,

Travis Walls  
Delmarva Petroleum Service, LLC  
302-542-9922

A handwritten signature in black ink that reads 'Travis Walls'. The signature is written over a horizontal line.

Accepted \_\_\_\_\_

Date \_\_\_\_\_



## Scope of Work

- **Fuel System Removal**
  - Remove the existing diesel and gasoline aboveground storage tanks.
  - Remove the existing two dispensers and fuel management unit.
  - Remove the existing tank monitor unit.
  - Remove the existing concrete island, pad, and bollards.
- **Tanks**
  - Supply and install 1 new Fireguard UL-2085 6,000-gallon AST, split 4,500-gallons for gasoline and 1,500-gallons for diesel.
  - The tank will have a 2" interstitial monitoring port and double bulkhead.
  - The tank will come from the factory with remote fills and vapor recovery in spill containments.
  - The tank will include emergency venting.
  - A new 22'x12' concrete pad with 4" steel bollards will be poured for the new tank.
- **STPs and Piping**
  - 1 Red Jacket 3/4hp pump will be installed for regular unleaded gasoline.
  - 1 Red Jacket 3/4hp pump will be installed for on road diesel.
  - 1 ½" painted black steel piping will be utilized for the product piping. All piping will be aboveground.
  - 1 ½" solenoid valves with pressure relief will be installed at the pump discharge.
  - 1 ½" ball valves and impact shear valves will be installed in line.
- **Tank Monitor System and Sensors**
  - A new Veeder Root TLS-4c will be installed in place of the current Veeder Root.
  - The Veeder Root will be tied into the network for remote monitoring and report printing.
  - New 96" probes and float kits will be installed in each tank.
  - Sensors will be installed in the interstitial spaces.
  - An overfill alarm and acknowledgment switch will be installed at the tank.
- **Tank Top**
  - A 2" pressure/vacuum vent will be installed on the gasoline tank, and a standard 2" updraft vent will be installed on the diesel tank.
  - OPW mechanical gauges will be installed in both tanks.
  - Overfill prevention valves will be installed from the factory in the fills.
- **Dispensers & Fuel Management Unit**
  - 1 new Bennett 3711SNR-18 stainless steel remote dispenser with totalizer, pulse output, hose retractor, and spin on filter will be installed for the diesel.
  - 1 new Bennett 3711SNR-18 stainless steel remote dispenser with totalizer, pulse output, hose retractor, and spin on filter will be installed for the gasoline.
  - 1 OPW PK-EZR hanging hardware kit will be installed on each dispenser.
  - Each dispenser will be set on a steel pedestal with shear valve bracket for piping access.
  - A new Syntech Fuelmaster 2500plus will be installed, utilizing the existing Prokees.
- **Canopy**
  - A new 24'x24'x16' two post canopy will be installed at the fuel island.
  - The canopy will include 4 LED downlights with photocell.

- 
- **Electrical and Emergency Stop**
    - All electrical piping will be tied onto at the front of the building.
    - New wiring will be pulled to all dispensers, pumps, canopy, and probes/sensors.
    - An emergency stop switch will be installed on the outside of the building.
  - **Permits and Inspections**
    - All required permits will be filed with the Fire Marshal, Worcester County, and MDE
    - All necessary inspections will be scheduled with the Fire Marshal, Worcester County, MDE, and electrical.
    - All work will be photographed throughout the progression of the job.

# Bennett 3000 SERIES

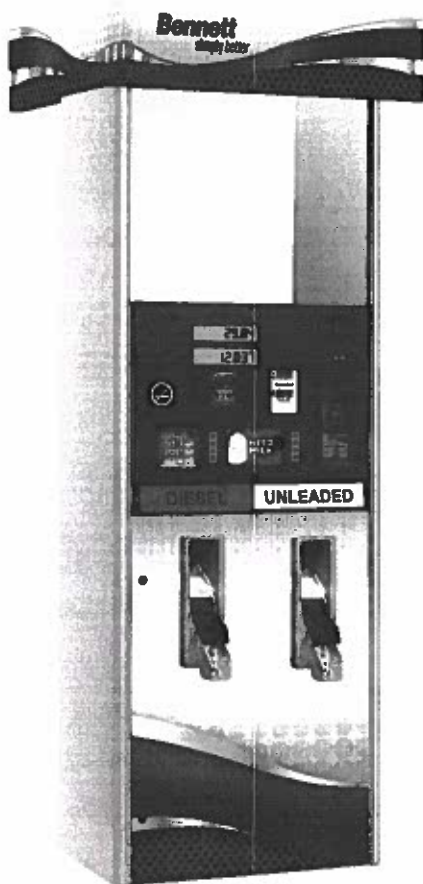


**Bennett**  
simply better

# 3000 SERIES SPECIFICATIONS

## STANDARD FEATURES

Dimensions: Low Hose: 30" w x 60" h x 20" d  
 High Hose: 30" w x 88" h x 20" d  
 Products: Up to 2 Products (per side)  
 Hoses: Up to 2 Hoses (per side)  
 Unit Type: Straight Grade Only  
 Hydraulics: Suction or Remote  
 Activation: Lift to Start  
 Displays: LCD 8-Digit 1" for Sales and Volume  
 LCD 4-Digit ½" Price Per Volume  
 Voltage: 120/240 VAC, 50/60Hz  
 Flow Rate: 18-23GPM<sup>1</sup>  
 Inlet / Outlet: 1.5" dia NPT / 1" dia NPT  
 Protocol: Bennett Open Protocol / Generic / RS485  
 Regulatory: UL™ Listed, Weights and Measures



## OPTIONAL FEATURES

Payment Options<sup>2</sup>: A variety of payment options are available for the 3000 series dispenser depending on your needs.

- EMV-R: 7" Widescreen display with soft keys, Hybrid Chip EMV Card Reader, PCI Compliant EMV ready EPP, High Speed Receipt Printer
- Full-EMV: Full EMV payment with 7" Display (require dispenser hub board and in-store hub box)
- Credit-Alpha: 7" Widescreen display with soft keys, Dual Side Credit/Fleet Card Reader, Alphanumeric Pin-Pad, High Speed Receipt Printer
- Credit-Numeric: Numeric Credit Only Payment
- Audio: Media Kit with External Audio for 7" Displays
- NFC
- Local Preset

Stainless Steel: Optional stainless steel packages for doors, end panels, top cover, electronic cover assembly, hinged upper doors and grade panel area

Other Options: Low Hose or High Hose, Side Mount (low hose only) or Front Mount Nozzle Boots, Two-Tier Price Displays, Electro-Mechanical Totalizers, Junction Box, Pulse Output Board, Automatic Temperature Compensation, Intercom Speaker, Intercom Speaker with Call Button, Custom Graphics, Valance (high hose models)

## BASE MODEL NUMBER DESCRIPTIONS

1	2	3	4	5	6	7
3	8	1	2	S	N	R

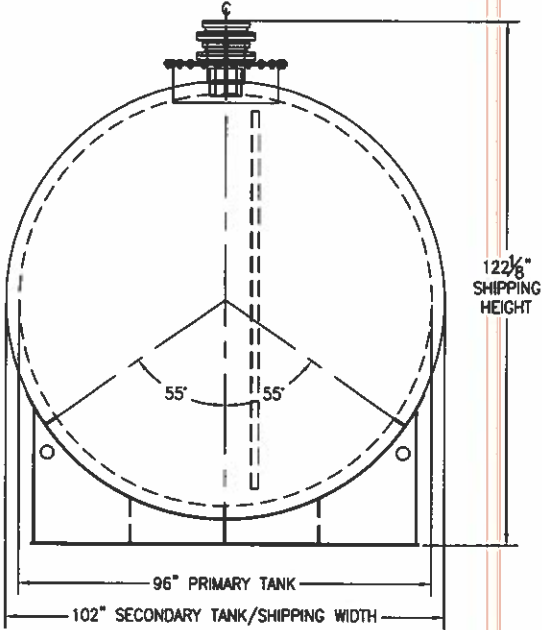
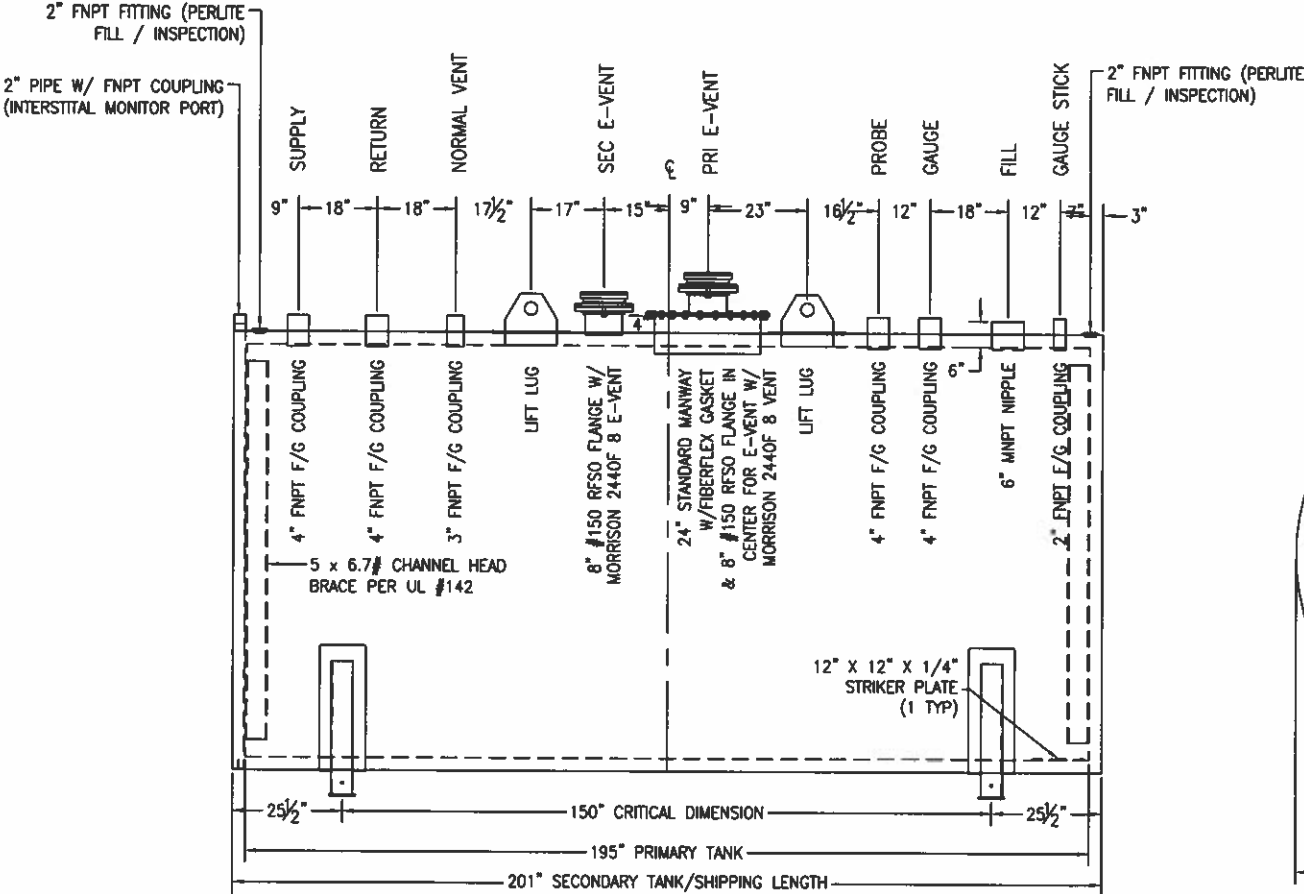
1. 3000 Dispenser Series: Always "3"
2. Display Type: 7=Commercial Display | 8=Retail Display 1 Tier Prices | 9=Retail Display Two Price Tiers
3. Products: 1 or 2
4. Hose Outlets: 1, 2, or 4
5. Flow Rate: S=Standard
6. Hydraulic Details: Always N for None
7. Hydraulics: R=Remote | S=Suction | P=Suction w/ Prepay Valve(s)

**Bennett**  
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<sup>1</sup> Flow rates are nominal rates under test conditions. Actual rates will vary subject to installation conditions, hanging hardware used, and submerged pump used if applicable.

<sup>2</sup> Payment options are only available on Front Mounted Units

\*SADDLES ARE SEAL WELDED TO TANK



CUSTOMER APPROVAL SIGNATURE/DATE:

6,000 GALLON THERMALLY INSULATED (FIREGUARD) STORAGE TANK

**SURFACE PREPARATION/COATING INFORMATION:**  
INTERIOR SURFACES: SSPC-SP-3 POWER TOOL CLEAN WELDS ONLY  
REMOVE ALL LOOSE DEBRIS  
EXTERIOR SURFACES: SSPC-SP-6 COMMERCIAL BLAST  
ONE COAT WHITE URETHANE @ 5-7 MILS DFT

**MATERIAL /CONSTRUCTION/ LABELING INFORMATION:**  
MATERIAL: CARBON STEEL ASTM A 36 OR A 569  
MATERIAL THICKNESS: PRIMARY TANK: 1/4" PRIMARY HEADS: 1/4"  
SECONDARY TANK: 1/4" SECONDARY HEADS: 5/16"

LABELING/MARKING: UNDERWRITERS LABORATORIES UL-2085  
/ STEEL TANK INSTITUTE FIREGUARD

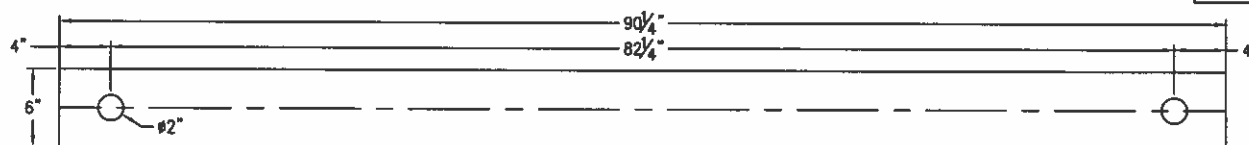
CUSTOMER: \_\_\_\_\_  
PROJECT: \_\_\_\_\_  
AGENT: \_\_\_\_\_

**GENERAL INDUSTRIES**

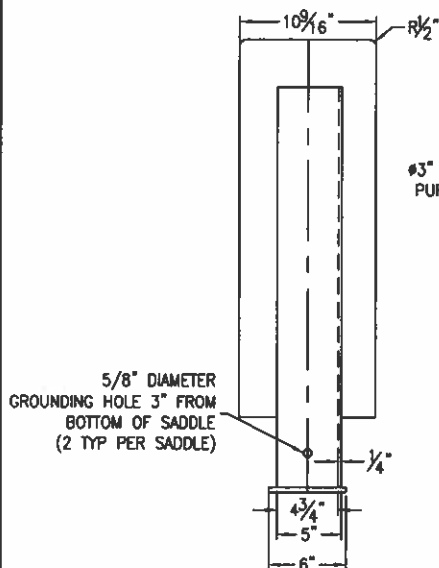
P.O. BOX 1279 GOLDSBORO, NC 27533  
PHONE: (919)751-1791 FAX: (919)751-6186  
DRAWING NUMBER: GIG06K96  
REVISED 6/15

QUANTITY: ONE (1) REQUIRED  
WEIGHT WITHOUT PERLITE: 13,000 lbs ± 10%  
WEIGHT: 18,250 lbs ± 10%

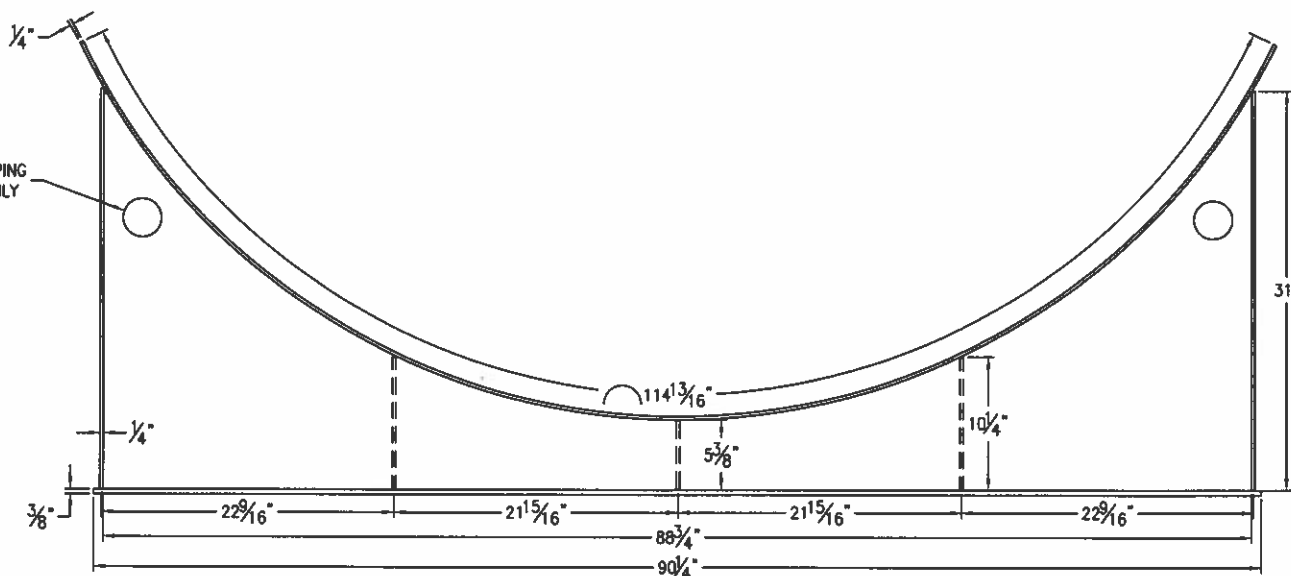
\*SADDLES ARE SEAL WELDED TO TANK



BASE PLATE ANCHOR HOLE DETAIL



#3" FOR SHIPPING PURPOSES ONLY



CUSTOMER APPROVAL SIGNATURE/DATE:

6,000 GAL 6" TALL SADDLE FOR 102" DIAMETER FIREGUARD TANK

SURFACE PREPARATION/COATING INFORMATION:

MATERIAL /CONSTRUCTION/ LABELING INFORMATION:

EXTERIOR SURFACES: SSPC-SP-6 COMMERCIAL BLAST  
ONE COAT WHITE URETHANE @ 5-7 MILS DFT

MATERIAL: CARBON STEEL ASTM A 36 OR A 569

CUSTOMER:

PROJECT:

AGENT:

**GENERAL INDUSTRIES**

P.O. BOX 1279 GOLDSBORO, NC 27533  
PHONE: (919)751-1791 FAX: (919)751-8186

GI-S6F10206

REVISED 6/15

QUANTITY: TWO (2) REQUIRED  
WEIGHT: 301 lbs ea  $\pm$  10%

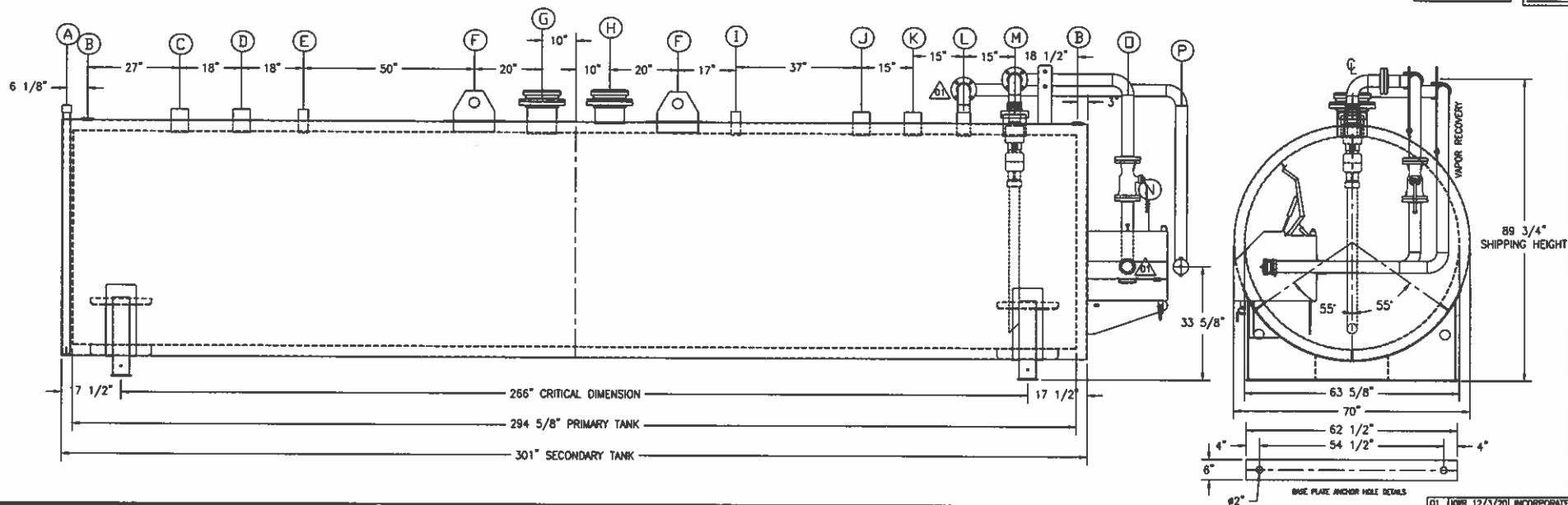
Parts List

ITEM	QTY	SIZE	RATING	TYPE	MATERIAL	PROJ. OUT	FUNCTION	ITEM	QTY	SIZE	RATING	TYPE	MATERIAL	PROJ. OUT	FUNCTION
A	1	2"	FNPT	COUPLING	C.S.	-	INTERSTITIAL MONITOR PIPE	J	1	4"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	PROBE
B	2	2"	FNPT	FITTING	C.S.	-	PERLITE FILL/INSPECTION	K	1	4"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	GAUGE
C	1	4"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	SUPPLY	L	1	3"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	VAPOR RECOVERY
D	1	4"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	RETURN	M	1	6"	MNPT	PIPE NIPPLE	C.S.	6"	FILL W/3' MORRISON 9095AA DPV & DROP TUBE
E	1	2"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	NORMAL VENT	N	1				C.S.		MORRISON 515 SPILL CONTAINER W/3' PORT
F	2	-	-	-	C.S.	-	LIFTING LUG	D	1				C.S.		FILL LINE-3" DRY DISCONNECT W/DUST CAP, 3"
G	1	8"	150#	RFSO	C.S.	9"	PRIMARY E-VENT W/MORRISON 2440 DR EQUAL								PIPING & BALL VALVE
H	1	8"	150#	RFSO	C.S.	6"	SECONDARY E-VENT W/MORRISON 2440 DR EQUAL	P	1				C.S.		VAPOR RECOVERY - 3" ADAPTOR W/DUST CAP, 3"
I	1	2"	FNPT	FIREGUARD COUPLING	C.S.	6 1/2"	GAUGE STICK								SCH 40 PIPING

*Travis Wall*

Approved 12/18/20

ALL PROJECTION OUT  
DIMENSIONS ARE FROM  
THE PRIMARY TANK W/  
EXCEPTION OF SECONDARY  
E-VENT & INTERSTITIAL  
MONITOR



CUSTOMER APPROVAL SIGNATURE/DATE:

### 4000 GALLON THERMALLY INSULATED (FIREGUARD) STORAGE TANK

#### DESIGN DATA

OPERATING PRESSURE: ATMOSPHERIC

SPECIFIC GRAVITY: 1.0

TANK MATERIAL: ASTM A36 CARBON STEEL

SHELL THICKNESS: PRIMARY SHELL: 7 GA, HEADS: 7 GA  
SECONDARY SHELL: 7 GA, HEADS: 7 GA

SADDLES ARE SEAL WELDED TO TANK

JOINT DESIGN: PRI./SEC. LAP WELD

ALL LINEAR DIMENSIONS SHALL BE  $\pm 1/4$ " AND ANGULAR DIMENSIONS WITHIN  $\pm 1^\circ$

INTERIOR SURFACES: SSPC-SP-3 POWER TOOL CLEAN WELDS ONLY REMOVE ALL LOOSE DEBRIS

EXTERIOR SURFACES: SSPC-SP-6 BLAS & 5.7 MILS WHITE URETHANE

LABEL/MARKING: UNDERWRITERS LABORATORIES UL-142, UL-2085/ STI FIREGUARD

GI USER 12/1/20 INCORPORATED CUSTOMER CHANGES

CUSTOMER: DPS, LLC

PROJECT: WORCESTER COUNTY BOARD OF EDUCATION

AGENT: TRAVIS WALLS

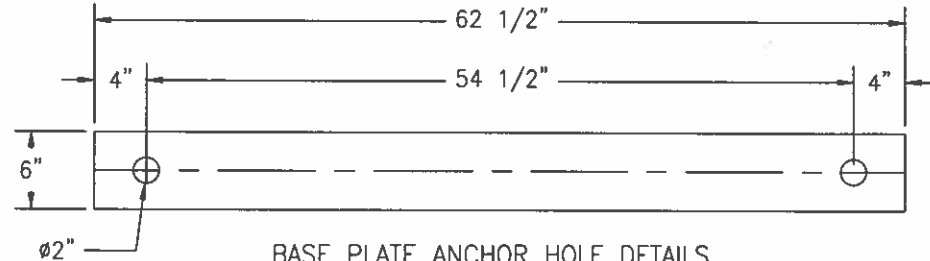
**GENERAL INDUSTRIES**

P.O. BOX 1279 GOLDSBORO, NC 27533  
PHONE: (919)751-1791 FAX: (919)751-8186

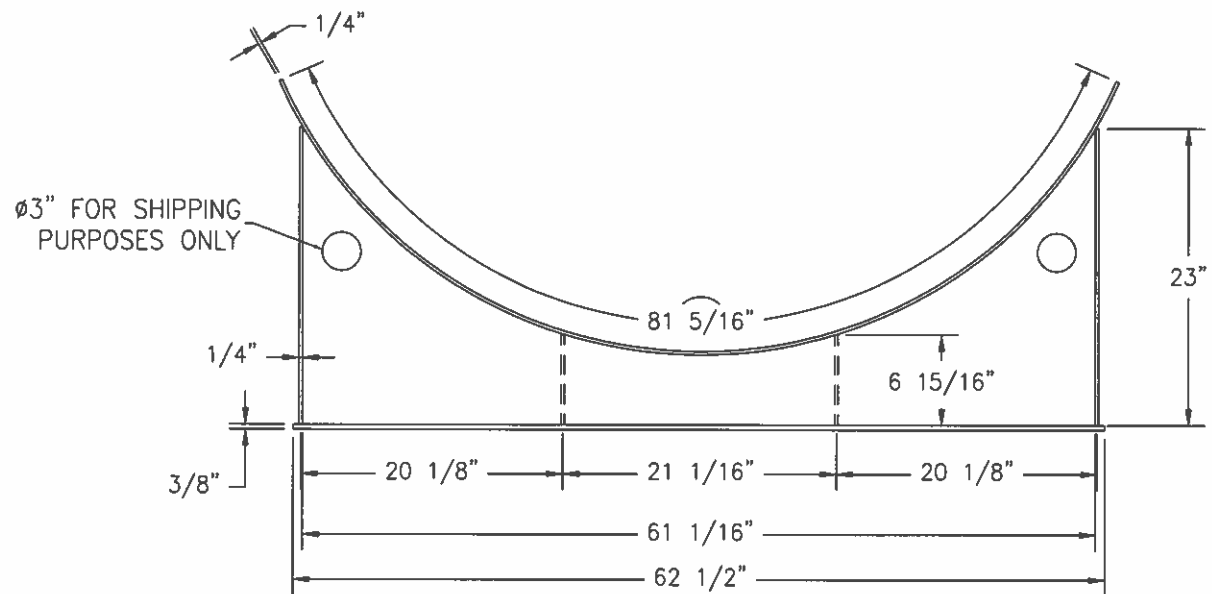
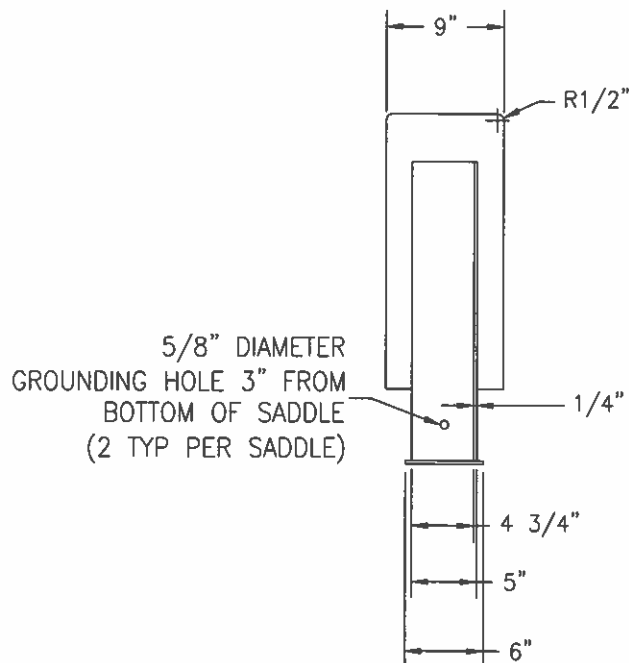
DRAWING NUMBER  
1505680

K. ROUSE  
12.3.2020

QUANTITY: ONE (1) REQUIRED  
TANK WEIGHT WITHOUT PERLITE: 8,620 lbs  $\pm 10\%$   
TANK WEIGHT: 13,740 lbs  $\pm 10\%$   
FAST FUELER/SHIPPING WEIGHT: 14,000 lbs  $\pm 10\%$



BASE PLATE ANCHOR HOLE DETAILS



CUSTOMER APPROVAL SIGNATURE/DATE:

6 1/4" TALL SADDLE FOR 70" DIAMETER TANK

CUSTOMER: DPS, LLC  
PROJECT: WORCESTER COUNTY BOARD OF EDUCATION  
AGENT: TRAVIS WALLS

**GENERAL INDUSTRIES**

P.O. BOX 1279 GOLDSBORO, NC 27533  
PHONE: (919)751-1791 FAX: (919)751-8186  
DRAWING NUMBER: 1505680/1  
K. ROUSE  
12.3.2020

QUANTITY: TWO (2) REQUIRED  
SADDLE WEIGHT(EA): 200 lbs ± 10%



**CIP Project Name: Roads - Front End Loader****Project Director (Name & Title):**Kevin Lynch-Superintendent**Phone Number:** 410-632-2244**Project Summary and Purpose:**

Replace a 1973 Front end loader that is becoming unsafe to operate and hard to find parts to fix.

**Project Location:** Snow Hill Shop**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** NA**Is there a Federal or State mandate related to this project? If so, please elaborate:** NA**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

General Preventative maintenance such as but not limited to, filters, oil, tires, batteries.

**What is the useful life of the asset/project?** 20 years**Will this project generate revenue?** NA

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings	300,000							300,000
Other - Please Specify								0
<b>TOTAL</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	300,000							300,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Roads - Front End Loader**

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Complete the following questions.

**Project scope.**

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

NA

**County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This is the main loader used at the Snow Hill shop to load our trucks with material such as stone or sand. Not funding this project will result in loss of time due to the fact another loader has be hauled to the Snow Hill shop from another one of our shops. Due to the age of this piece of equipment, parts are becoming hard to find and even at times, impossible to find. With the age of this loader, it lacks many of the safety features that newer equipment has.

**Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Quote from a Sourcewell contract.

**CIP Timing.**

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

NA

**Urgency.**

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

Not funding this piece of equipment will only result in more loss of time at the Road's Division and hinder daily operations. We use our front end loaders during winter snow storms to dig out drifts and not having a loader in the central portion of the County will result in more strain and work on the other loaders and loader operators on the North and South end's of County to cover the central portion of the County.



October 14, 2021

**WORCESTER COUNTY DPW**

6113 Timmons Road  
Snow Hill, Maryland 21863

**Attention: Travis Timmons**

**RE: Quote 167615-01**

Dear Travis,

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration.

Cat Model: 926M 3VFS Wheel Loaders with all standard equipment in addition to the additional specifications

**ID#** : TBD      **SERIAL NUMBER** : TBD      **YEAR** : 2022      **HOURS** :

**MACHINE SPECIFICATIONS**

<b>Description</b>	<b>Reference No</b>
926M WHEEL LOADER	541-2670
PREP PACK, UNITED STATES	430-2943
HYDRAULICS, 3V, CPLR READY, SL	541-3073
HYDRAULICS, STANDARD, SL	536-5281
STEERING, STANDARD	430-2996
DIFFERENTIAL, OPEN REAR	333-6529
ENVIRONMENT, STANDARD	536-5320
WEATHER, COLD START 120V	525-5964
CAB, DELUXE	549-0451
ENGINE	527-0422
SEAT, DELUXE	563-5967
RADIO, BLUETOOTH, AUX, MIC	372-1868
PRODUCT LINK, CELLULAR PL641	565-0908
TIRES, 20.5R25 MX XTLA * L2	366-6896
FENDERS, STANDARD	366-8148
COUNTERWEIGHT, STANDARD	348-2579
TOOLBOX AUX, NONE	519-8081
QUICK COUPLER, FUSION	536-5313
LINES, AUX 3RD, STD LIFT	530-1623
JUMPER LINES, NONE	536-5339
RIDE CONTROL	430-2859
GUARD, POWERTRAIN, LOWER	349-8165
GUARD, CRANKCASE	349-8163
GUARD, POWERTRAIN, SIDE	425-1425
CUTTING EDGE, BOLT ON(4 PIECE)	8E-4566
WARNING, BEACON, LED STROBE	333-1425
LIGHTS, AUX, LED	559-0842
LIGHTS, ROADING, LED, RH	541-3067

# ITEM 9

## Description

CARRIAGE, PAL C3/4, 62", FUS  
FORK TINE, 2.25" X 6" X 60"  
BUCKET-GP, 3.0 YD3, FUS

## Reference No

532-8222  
371-2360  
360-3322

MACHINE LIST PRICE	\$256,124.00
32% SOURCEWELL DISCOUNT – CONTRACT 032119-CAT	<u>\$81,959.68</u>
MACHINE SELL PRICE AFTER DISCOUNT	\$174,164.32
Additional Required Items Not Subject to Sourcewell Discount	
DELIVERY & FREIGHT	\$2,778.00
EXT WARRANTY	\$10,088.00
CSA	\$5,761.00
<b>NET BALANCE DUE</b>	<b>\$192,791.32</b>

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## WARRANTY/EXTENDED COVERAGE

Extended Warranty:	60 Months/5000 Hrs Powertrain + Hydraulics + Tech with Travel Time & Mileage Included
CSA	Carter will perform 500hr & 1000hr PM Filter Service in the field with TT&M included. Carter will provide Filter Kits only up to 3000hrs to customer.

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeff Cronshaw  
Machine Sales Representative  
443-783-8248

**CIP Project Name: Roads - Pocomoke Shop Renovation****Project Director (Name & Title):** Kevin Lynch- Superintendent**Phone Number:** 410-632-2244**Project Summary and Purpose:** To renovate the roads shop by installing new windows, entry way doors, flooring, lighting, new HVAC, bathroom fixtures, insulation, siding, and outside lighting, fire/security alarm, security fencing around property.**Project Location:** 2152 Groton Road, Pocomoke City, MD 21851**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

NA

**Is there a Federal or State mandate related to this project? If so, please elaborate:**NA**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

Greatly reduce utility bills by better insulating the building, having energy efficient lighting and HVAC.

**What is the useful life of the asset/project?** 50 Years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	250,000	250,000						500,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	250,000	250,000						500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	8,300	0	0	0	0			8,300
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## **CIP Project Name: Roads - Pocomoke Shop Renovation**

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Complete the following questions.

### **Project scope.**

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

Install new insulated siding on the exterior of the building to aid in utility cost, as well as seal up any areas that have water intruding into the building/walls. Install new security lighting on the outside of the building. Install new LED lights and new windows throughout entire building, new flooring and a drop ceiling to aid with heating/air cost in the assembly area, new HVAC, updated bathroom fixtures, hot water heater and install a shower and shower drain. Install 1,820 feet of chain-link fence around property, install 1-30 feet gate at entrance to property, install an fire/burglary alarm system on the building, as well as monitoring cameras on the outside of the building. Powerwash and repaint existing block walls in the equipment bays.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Not funding or delaying this project will only allow the building to decay more and result in more costly repair's to be needed.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Quote's from contractors. See attached documentation.

### **CIP Timing.**

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

I recommend this project be completed before the front end loader replacement.

### **Urgency.**

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

Funding of this project is at it's critical state. Currently this shop is housing 7 employees but due to the high cost in utility bills during the winter months, no heat can be used. This shop currently has no hot water heater due to the pipes freezing because no heat is being used. Currently the exterior walls leak water when it rains due to gaps under and around windows which also allow critter's and bugs inside the building. Continued use of the shop is critical to the residents on the South end of the County by allowing the storage of equipment and trucks for a quicker response after hours, as well as response time during storm/snow events. Currently the building as no type of security protecting the County property or equipment stored inside the building such as tools, signs, hand tools, 2-way radios, pickups and tractors. The property has no security fencing protecting the storage of materials outside, as well as several pieces of equipment.

**BEAUCHAMP CONSTRUCTION**

P.O. Box 389  
900 Clarke Avenue  
Pocomoke City, Maryland 21851  
410-957-1100  
Fax 410-957-3030  
[www.bbcs.net](http://www.bbcs.net)

August 23, 2022

Worcester County Roads  
5764 Worcester Highway  
Snow Hill, MD 21863

Attention: Mr. Kevin Lynch

Re: Proposal for upgrades to the building on Groton Road in Pocomoke.

Dear Kevin:

Thank you for considering Beauchamp Construction as contractor for the office upgrades project. We are happy to submit our budget for this work and hope this helps you with the decisions to be made.

I have tried to include everything per our walk-through with you. If you see something I missed, let me know.

For this proposal, we have included renovating the office, break room and rest room space. For the remainder of the interior, we are figuring to paint the masonry walls. We have included replacing two (2) exterior lintels and all exterior windows. The base price includes E.I.F.S. on the exterior and we have listed new exterior metal wall panels as an alternate.

**Scope of Work:**

- A. We will work with Worcester County Roads on sequence of construction in order to work with your schedule for moving existing furniture, lockers, equipment, etc.
- B. Beauchamp shall provide supervision for the duration of the project.
- C. Beauchamp shall provide a dumpster for the duration of the project.
- D. Remove the existing rest room, toilet, sink, electric heater, etc.
- E. Note: existing bladder tank to remain.
- F. Saw-cut and demo floor for new shower, etc. as needed. Patch the floor

as required.

- G. Remove all existing receptacles, lights, etc. We shall leave existing conduits, etc. for new fixtures, etc.
- H. Remove the office door. This door shall not be replaced.
- I. Remove all blinds and windows.
- J. Point-up existing masonry. Replace three (3) lintels. New lintels to be precast in lieu of steel.
- K. Provide framing in existing openings for new, windows. New windows to be 3'-0" x 3'-0" all vinyl. We included Eight (8) new windows.
- L. Frame a new rest room approximately 8' x 10'. This room shall accommodate the existing bladder tank, toilet, sink, shower, etc. Frame a deck over the new rest room to carry the water heater and a hard ceiling.
- M. Provide new 2" furring on all existing masonry walls in the end space for rest room, locker/break room and office – up to 12'. Install 2" rigid foam up to 12'. Frame-in existing interior window in office space.
- N. Install 5/8" drywall on all new walls and furring up to 12' up to existing ceiling in office.
- O. Provide sound batts in new rest room framed walls.
- P. Provide acoustical ceiling in locker/break room. Provide R-19 insulation over acoustical ceiling and rest room ceiling.
- Q. Note: the existing ceiling in the office space shall be removed. A drywall ceiling shall be installed under the existing framing.
- R. Provide a new 3'-0" x 6'-8" door for rest room. Door to be cut off at the bottom to allow for exhaust.
- S. Provide a new 2'-8" x 6'-8" door to replace hallway door.
- T. Provide new Plank flooring in rest room, locker/break room and office. Provide vinyl cove base on walls.
- U. Painting:
  - a. Prep and paint interior walls in office space including rest room door and new door from hallway to the adjacent equipment bay.
  - b. Repaint existing front walk door.
  - c. Paint all existing masonry walls in equipment bays. Walls to be power washed and painted with one coat of block filler and one finish coat.
- V. Plumbing:
  - a. Plumbing is existing, and will be modified as required using plastic piping (PVC/CPVC) for the installation of the following fixtures:
    - i. 1 tank type toilet
    - ii. 1 urinal
    - iii. 1 shower with faucet
    - iv. 1 sink with faucet
    - v. 1 30-gallon water heater
    - vi. Total Plumbing Budget \$8,000

W. HVAC:



- a. Furnish and installation of two (2) mini split heat pumps with wall mounted inside units, a 9,000 btu for the office and a 15,000 btu for the larger room. These units will be controlled by handheld remote control thermostats. Each units installation will have all required refrigerant and condensate piping. The outside condensing units can be mounted to the exterior of the building on brackets.
- b. Furnish and installation of an oversized bathroom exhaust fan, to pull in the conditioned air from the rest of the building. This unit will be rated to run continuously and should be wired to a light switch. Included with the fan is all associated ductwork and termination cap required. Submittals attached. Total HVAC Budget \$14,000

X. Exterior work:

- a. Provide all new E.I.F.S. exterior finish system, with 1-12" rigid foam insulation. Color to be from standard color charts.
- b. Return E.I.F.S. to all doors. Provide new weatherstripping at overhead doors.
- c. Provide all new white painted metal fascia & gable trims.

Y. Electric:

- a. Use existing circuits, conduits, etc. where possible.
- b. Provide ten (10) duplex receptacles.
- c. Provide four (4) LED lay-in ceiling lights.
- d. Provide two (2) new LED surface-mount ceiling lights.
- e. Provide one (1) new LED wall pack on the end of the building adjacent the exterior diesel heater circuits.
- f. Provide strip heat in rest room on a thermostat.
- g. Electric budget is \$5,000.00

Z. Provide a final clean-up upon completion of the project.

Our proposed budget for the scope of work as outlined above is: One Hundred Seventy-Five Thousand and 00/100 dollars (\$175,000.00).

Exclusions:

- A. Bond, liquidated damages, permits and fees.
- B. Work on the remainder of the building.
- C. Plumbing, Mechanicals and Electrical.
- D. Evening and weekend hours.
- E. Wage scale rates.
- F. Window in rest room.
- G. New lockers.
- H. Cabinets and tops.
- I. Electric in equipment bays.
- J. Work on overhead doors.

Alternates:

- A. For exterior painted metal panels (not insulated) and trims, deduct  
< \$4,775.00 >
- B. We can install exterior painted metal panels (furred-out with 1-1/2" rigid  
foam insulated) for the same price as E.I.F.S.

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

Very truly yours,

*John P Chamberlain*

John P Chamberlain, Project Manager  
Beauchamp Construction

**CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Install a sewer force main bypass line to allow untreated wastewater to flow from the Riddle Farm Service Area to the Ocean Pines WWTP for treatment. This will allow for the Riddle Farm WWTP to be bypassed during emergency plant shutdowns and future rehabilitation without the need for pumping & hauling operations. This will also eliminate the risk of sanitary sewer overflows that are a risk during plant shutdown or failure.

**Project Location:** Riddle Farm WWTP (Riddle Farm Service Area)

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Looking into applying for USDA or MDE Funding sources.

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No direct mandates, but DPW is at risk of violating discharge permits if pumping & hauling operations continue or if a plant failure resulted in sewer overflows at the plant.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

**What is the useful life of the asset/project?** 30-40 years

**Will this project generate revenue?** Yes, this will allow for the Riddle Farm WWTP to stay in-service during the plant rehabilitation.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	40,000							40,000
Land Acquisition								0
Site Work								0
Construction	960,000							960,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG	1,000,000							1,000,000
<b>TOTAL</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0

## **CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP**

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Complete the following questions.

### **Project scope.**

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

The scope of this project is to design and install a sewer force main running from the Riddle Farm WWTP to the Ocean Pines WWTP. This scope was determined due to the need for the interconnect of the two plants so that raw, untreated sanitary sewerage can be treated during the Riddle Farm WWTP upgrades and during emergency situations that could impact plant operations. The Riddle Farm WWTP has been having issues treating wastewater effectively over the past few years due to ineffective membranes. This project will allow for wastewater to still be treated while the plant is taken offline for rehabilitation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

### **CIP Timing.**

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

Yes, this bypass force main needs to be done first to allow for raw, untreated wastewater to be directed to another treatment plant while the Riddle Farm WWTP has to be taken offline for rehabilitation.

### **Urgency.**

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

The project is critical and needs to be completed as soon as possible so that raw wastewater flow can be routed to another WWTP while the Riddle Farm WWTP is taken offline for rehabilitation.

**CIP Project Name: Riddle Farm WWTP Rehabilitation****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Rehabilitate the existing WWTP to include new membranes and aeration processes that will increase the treatment capacity of the plant. The overall purpose of this project is to provide a functional plant that has the ability to treat the flows coming to it, rather than having to pump & haul raw wastewater away due to inadequate capacity in the current membranes.

**Project Location:** Riddle Farm WWTP (Riddle Farm Service Area)

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

Yes, Tri-County Grant funding has been awarded for this project.

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No direct mandates, but DPW is at risk of violating discharge permits if pumping and hauling operations continue.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

**What is the useful life of the asset/project?**

15-20 years, based off of estimated lifespan of membranes at other County-operated facilities.

**Will this project generate revenue?**

Yes, additional EDUs will be available as plant capacity will be increased.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work								0
Construction	1,600,000							1,600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Tri County Grant	1,700,000							1,700,000
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Riddle Farm WWTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

The scope of the project was determined via an engineering report by GMB. The original membranes lasted 14 years and were replaced by membranes from an alternate supplier. These alternate membranes are failing and have already been replaced by the manufacturer. It is the intent of this project to replace the faulty membranes and add new membranes from the original membrane supplier to make the operation more reliable and capable of treating higher flows.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional capacity and plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

### **CIP Timing.**

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

Yes, bypass force main needs to be done first to eliminate pumping and hauling.

### **Urgency.**

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

The project is critical and needs to be completed as soon as possible.

**CIP Project Name: Mystic Harbour Solids Handling****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Upgrades to the Mystic Harbor Solids Dewatering process which will resolve the dewatering problems at the Mystic Harbour Wastewater Treatment Plant.**Project Location:** Mystic Harbour/West OC**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Looking into applying for USDA or MDE Funding for this project.**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No**What is the useful life of the asset/project?** 30 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work								0
Construction	2,800,000							2,800,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>3,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG	3,000,000							3,000,000
<b>TOTAL</b>	<b>3,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Solids Handling**

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Complete the following questions.

### **Project scope.**

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

This project includes improvement to the Mystic Harbour Wastewater Treatment Plan by construction of needed improvements to the sludge handling facilities.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project will permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant and benefit the Mystic Harbor Service

### **Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate for the Solids Handling improvements were taken from a 2017 Preliminary Engineering Report completed by GMB. This is a complete design, permitting, and construction cost estimate including Construction Admin and Inspection.

### **CIP Timing.**

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

This was on last years CIP for FY 23 but not funded.

### **Urgency.**

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

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these building improvements are required.



**CIP Project Name: Mystic Harbour WTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works  
**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

**Project Location:** Mystic Harbour

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Looking into applying for USDA or MDE funding for this project.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

**What is the useful life of the asset/project?** 40 years

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work								0
Construction	1,200,000							1,200,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG	1,400,000							1,400,000
<b>TOTAL</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour WTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Project is required to maintain the operation of the Mystic Harbour Water system.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is from the preliminary engineering study conducted in December 2021. The estimated impact (IF NO GRANT FUNDING WERE TO BE USED) to water debt service (EDUs) will increase the rate by \$7.78 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

### **CIP Timing.**

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

This was on last years CIP for FY 23 but not funded.

### **Urgency.**

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

This facility is the primary supplier of water to the Mystic Harbour and West Ocean City Area.

**CIP Project Name: Ocean Pines UV Disinfection****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Replacement of the UV Disinfection system at the Ocean Pines WWTP.**Project Location:** Ocean Pines WWTP (Ocean Pines Service Area)**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No**What is the useful life of the asset/project?** 30 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	300,000							300,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	300,000							300,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Ocean Pines UV Disinfection**

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Complete the following questions.

### **Project scope.**

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

Replacement of the UV disinfection system at the Ocean Pines WWTP.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Project is required to maintain a high quality effluent for the Ocean Pines WWTP and overall service area. This is the last treatment prior to discharge to the receiving coastal waters.

### **Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of recent estimates for similar engineering estimates for projects in Worcester County. There are no reserves, this project will be included in the Operations and Maintenance Budget for 9,550 EDU's including WHP.

### **CIP Timing.**

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

This is a new CIP item. Construction funding is requested in FY23 due to the anticipated degradation of the existing UV clarifier system and the lack of replacement parts to fix the system in the event of a failure.

### **Urgency.**

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

Project is required to maintain a high quality effluent for the Ocean Pines WWTP and overall service area. This is the last treatment prior to discharge to the receiving coastal waters. Lack of a functioning UV disinfection could jeopardize the permit compliance with MDE.

**CIP Project Name: Landings Water Tower Rehabilitation****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Painting and rehabilitation of the Landings Water Tower.**Project Location:** Landings WTP (Landings Service Area)**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Planning on applying for grant funding through MDE or USDA.**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

No

**What is the useful life of the asset/project?**

15-20 years, based off of estimated lifespan at other County-operated facilities

**Will this project generate revenue?**

No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		30,000						30,000
Land Acquisition								0
Site Work								0
Construction		550,000						550,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>580,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		580,000						580,000
<b>TOTAL</b>	<b>0</b>	<b>580,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Landings Water Tower Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of an important water storage tower

### **Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Estimate developed from water tower inspection in December 2021 and historical costs from other tower painting projects. The estimated impact to water debt service (EDUs) will increase the rate by \$24.17 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

### **CIP Timing.**

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

Second time on CIP

### **Urgency.**

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

Waiting will increase the deterioration and increase rehabilitation cost.

**CIP Project Name: Riddle Farm Water Tower Rehabilitation, painting and lowering****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Painting, Lowering and rehabilitation of the Riddle Farm Water Tower in order to extend the life of the Riddle Farm Water Tower and to lower the tower and bring it to the same hydraulic elevation as surrounding service areas.**Project Location:** Riddle Farm WTP (Riddle Farm Service Area)**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

Planning on applying for funding through MDE or USDA.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No**What is the useful life of the asset/project?** 15-20 years**Will this project generate revenue?**

Yes, this will allow for efficient operations of the Riddle Farm WTP; hence allowing for water production for the service area.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		600,000						600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		650,000						650,000
<b>TOTAL</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Riddle Farm Water Tower Rehabilitation, painting and lowering**

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Complete the following questions.

### **Project scope.**

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

Repainting, lowering and miscellaneous improvements to the Riddle Farm Water Tower

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of an important water storage tower. Lowering the tower will allow for better compatibility with adjoining service areas.

### **Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed based off of an inspection done by the County's trusted water tower consultant, MWB Tanks.

### **CIP Timing.**

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

No change in timing.

### **Urgency.**

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

Waiting will increase the deterioration and increase rehabilitation cost.



**CIP Project Name: Mystic Harbour Effluent Connection to Assateague Greens****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant via spray irrigation land disposal at the Assateague Greens golf facility. The connection would allow for additional effluent disposal capabilities for the network. Overall, this project could present the service area with about 48,000 gpd (160 EDUs) of capacity via the increase in area for land disposal.

**Project Location:** Mystic Harbour

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

No

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

No

**What is the useful life of the asset/project?**

30 years

**Will this project generate revenue?**

Yes, this will free up the sale of additional EDU's currently limited at the Landings, Mystic, and Assateague Point service areas due to inadequate effluent disposal capacity.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		950,000						950,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	0	1,000,000	0	0	0	0	0	1,000,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees		1,000,000						1,000,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	0	1,000,000	0	0	0	0	0	1,000,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Effluent Connection to Assateague Greens**

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Complete the following questions.

### **Project scope.**

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

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant via installation of a spray irrigation land disposal facility at the Assateague Greens golf facility. The connection would allow for additional effluent disposal capabilities for the network. The scope would include the engineering design and construction of the spray irrigation facility while reusing any viable irrigation equipment already being used by the golf facility. Also included would be the dredging and lining of an existing onsite holding pond (for effluent storage) and the sewer line connection to the existing effluent transmission line located along Rt. 611.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of similar spray irrigation installs and utility connection projects that have recently takenplace in Worcester County.

### **CIP Timing.**

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

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

### **Urgency.**

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible

**CIP Project Name: Mystic Harbour Storage Building****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Rehabilitation of the Mystic Harbour Storage Building in order to provide a conditioned space for safe storage of Water and Wastewater Division equipment.**Project Location:** Mystic Harbour/West OC**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Planning on applying for funding through MDE or USDA.**Is there a Federal or State mandate related to this project? If so, please elaborate:**No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**No**What is the useful life of the asset/project?** 30 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		650,000						650,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		700,000						700,000
<b>TOTAL</b>	<b>0</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Storage Building**

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Complete the following questions.

### **Project scope.**

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

The scope of the project is to provide the needed improvements to the on-site storage building. Scope was determined by a Preliminary Engineering Report completed by GMB for the rehabilitation of a deteriorating, flood prone building.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The storage building at the Mystic Harbour Waste Water Plant is unusable due to frequent flooding. A low finished floor elevation plus poor site grading around the building cause runoff to enter the building through the doors. Any equipment or materials stored in the build become ruined during rain events. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include raising the finished floor elevation, replacing the door & window hardware, and regrading around the building to stop water from entering.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate for the Storage Building was taken from a preliminary engineering study conducted by George, Miles, & Buhr in December 2021. The estimated impact to sewer debt service (EDUs) will increase the rate by \$7.00 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects. There would be no impact to rates if grant funding covering the entire project were to become available.

### **CIP Timing.**

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

This was on last years CIP for FY 23 but not funded. This project still needs to be completed in order to provide equipment storage at the site; however, it is more critical to complete the Solids Handling project at Mystic Harbor first.

### **Urgency.**

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

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these building improvements are required.

**CIP Project Name: River Run Sewer Interconnection to Ocean Pines****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

**Project Location:** River Run WWTP (River Run Service Area)

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

**What is the useful life of the asset/project?** 40 years

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,100,000					1,100,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds		100,000	1,100,000					1,200,000
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: River Run Sewer Interconnection to Ocean Pines**

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Complete the following questions.

### **Project scope.**

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

This project involves the interconnection of the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This interconnection allows for redundancy in the event of an emergency, unexpected shutdown, or maintenance of one of the connected plants. As a result of this interconnection, sewer flows can be directly sent to a connected treatment plant during shutdown periods which will avoid the need for expensive and intrusive pumping & hauling operations.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate developed from recent force main installs in Worcester County.

### **CIP Timing.**

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

First time on CIP, requesting the interconnection sooner due to the need to send wastewater flow elsewhere for treatment during the River Run lagoon liner replacement. Once this project is complete, the raw wastewater from River Run can be directed to Ocean Pines for treatment while the River Run WWTP is take offline for the liner rehabilitation.

### **Urgency.**

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

Not funding this project will lead to extremely high pumping & hauling costs that would be incurred during the River Run lagoon liner replacement. The need to resort to pumping & hauling operations could also open up the County to violation of the MDE permit regulations for the treatment plant.

**CIP Project Name: River Run Replacement Liner****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Replacement of the liner at the River Run lagoon.**Project Location:** River Run WWTP (River Run Service Area)**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No**What is the useful life of the asset/project?** 30 years, based off of estimated lifespan of liners at other County-operated facilities.**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,100,000					1,100,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees		100,000						100,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			1,100,000					1,100,000
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## CIP Project Name: River Run Replacement Liner

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Complete the following questions.

### Project scope.

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

Replacement of the liner at the River Run WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypolon liner with a more durable 100 mil thick HDPE liner.

### County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

### Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

### CIP Timing.

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

First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

### Urgency.

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

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.



**CIP Project Name: Assateague Point Replacement Liner****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Replacement of the liner at the Assateague Point WWTP Lagoon.**Project Location:** Assateague Point WWTP (Assateague Point Service Area)**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

No

**Is there a Federal or State mandate related to this project? If so, please elaborate:**

No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**

No

**What is the useful life of the asset/project?**

30 years, based off of estimated lifespan of liners at other County-operated facilities

**Will this project generate revenue?**

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			600,000					600,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees		100,000						100,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			600,000					600,000
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	0	0	0	0	0			0

## **CIP Project Name: Assateague Point Replacement Liner**

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Complete the following questions.

**Project scope.**

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

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

**CIP Timing.**

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

First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

**Urgency.**

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

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

**CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.

**Project Location:** Mystic Harbour/West OC

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

**What is the useful life of the asset/project?** 30 years

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		200,000						200,000
Land Acquisition								0
Site Work								0
Construction			2,800,000					2,800,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>200,000</b>	<b>2,800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds		200,000	2,800,000					3,000,000
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>200,000</b>	<b>2,800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon**

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Complete the following questions.

### **Project scope.**

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

Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

By interconnecting, Public Works would have the ability to store treated effluent during extreme weather events without sending the flow to the Ocean City WWTP (where it would have to be treated again). There is a cost saving to the rate payers by not having to pay for treatment and disposal fees from the Town of Ocean City.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of similar utility force main projects that have recently taken place in Worcester County.

### **CIP Timing.**

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

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

### **Urgency.**

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**CIP Project Name: Mystic Harbour Effluent Disposal Expansion****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network.**Project Location:** Mystic Harbour/West OC**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Looking to apply for grant funding through MDE or USDA.**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No**What is the useful life of the asset/project?** 30 years**Will this project generate revenue?** Yes, this will free up the sale of additional EDU's currently limited at the Landings development due to inadequate effluent disposal capacity.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design				100,000				100,000
Land Acquisition								0
Site Work								0
Construction				2,000,000				2,000,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG				2,100,000				2,100,000

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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**CIP Project Name: Mystic Harbour Effluent Disposal Expansion**

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Complete the following questions.

**Project scope.**

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

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of similar utility connection projects that have recently taken place in Worcester County.

**CIP Timing.**

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

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

**Urgency.**

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**CIP Project Name: Newark WTP Rehabilitation****Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works**Phone Number:** 410-632-5623**Project Summary and Purpose:** Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is nearing the end of its useful life.**Project Location:** Newark WTP (Newark Service Area)**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Looking into applying for funding through USDA or MDE grants.**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No**What is the useful life of the asset/project?** 40 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design				150,000				150,000
Land Acquisition								0
Site Work								0
Construction					2,850,000			2,850,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG				150,000	2,850,000			3,000,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Newark WTP Rehabilitation**

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Complete the following questions.

**Project scope.**

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

The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of recent estimates for similar engineering estimates for projects in Worcester County.

**CIP Timing.**

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

This is a new CIP item. Construction funding is added for the last year of the CIP. Engineering/design funding is requested in FY27 in order to have construction documents and permitting complete prior to bidding for construction.

**Urgency.**

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

This facility is the only supplier of water to Newark Area and needs to be replaced in order to maintain plant resiliency. It is critical to fund the engineering/design/permitting phases sooner as plan development and permitting with the State may take an extended period of time.



**CIP Project Name: Landfill - Leachate Storage Tank****Project Director (Name & Title):** David Candy, Solid Waste Superintendent**Phone Number:** 410-632-3177**Project Summary and Purpose:** Additional leachate storage.**Project Location:** Central Site Landfill**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

I'm not aware of any grants at this time.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** MDE**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The funds would be coming from the Enterprise Fund.**What is the useful life of the asset/project?** Useful life is 40 years with proper maintenance.**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	25,000							25,000
Land Acquisition								0
Site Work								0
Construction	507,000							507,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>532,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>532,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	532,000							532,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>532,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>532,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Landfill - Leachate Storage Tank**

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Complete the following questions.

### **Project scope.**

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

The existing leachate tank has a capacity of 500,000 gallons of leachate. The tank was designed to be expanded, as the landfill grows. The existing tank can be expanded to increase the total capacity to 788,000 gallons.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Negative impact could be fines from MDE, if we needed the storage and didn't have it.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

We contacted the tank company for a budget number.

### **CIP Timing.**

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

MDE requires landfills to have 20 days of leachate storage capacity. The existing tank was designed in 2013 and built in 2014. EA Engineering noted at that time, when cell 5 is built the tank would need to be added on to, to handle the increase in leachate from cell 5. The existing leachate capacity was approved based on the assumption of hauling off 16,000 gallons a day. The last few years we have been getting an excessive amount of rain fall, which can make it hard to keep up hauling leachate to the waste water treatment plants.

### **Urgency.**

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

The project should be considered necessary at this time. Delay of this project and the recent impacts of increased storm intensity results in challenges for leachate hauling. The alternative to expanding the leachate tank would be to cap and close the existing leachate cells. Cap and closure would be approximately \$4M per cell.

**CIP Project Name: Administration Scale House Renovation & Addition****Project Director (Name & Title):** David Candy Solid Waste Superintendent**Phone Number:** 410-632-3177**Project Summary and Purpose:** Administration Scale House Renovation and Addition.**Project Location:** Central Site Landfill**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:**

Not that I'm aware of at this time.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** None**What is the useful life of the asset/project?** 30 years or more with regular maintenance.**Will this project generate revenue?** The building and scales take in all the landfill revenue.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		60,000						60,000
Land Acquisition								0
Site Work								0
Construction		1,080,000						1,080,000
Equipment/Furnishings		60,000						60,000
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>1,200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees		1,200,000						1,200,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>1,200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Administration Scale House Renovation & Addition**

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Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The project will benefit the recycling, landfill administrative employees and the citizens of Worcester County. When the citizens of Worcester County come in to get there house hold permits and or to pay there tipping fee. They won't have to find there way to the counter. The administration employees need separation from the landfill employees and the citizens of the county. The way it works now people walk in off the street, and come sit down in your office and start talking unannounced. The building hasn't been renovated in over 20 years and needs updating to be in ADA compliance.

The negative impact to the Enterprise Fund is the longer we wait to do the construction the more it will cost.

### **Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The project hasn't been design at this point. The cost estimated is based on the scope of work and pervious building costs.

### **CIP Timing.**

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

This project was added for FY23 and FY24. I would like to push it back to FY25, because of another project on the landfill that is more important. I feel that the expansion of the leachate tank is more important than the office renovation. I feel we should look in to adding on to the existing leachate tank, to give the landfill more storage for leachate. At this time the leachate tank has a capacity of 500,000 gallons, the tank can be added on to so it will have a capacity of 750,000 gallons. With all the old cells being open and cell 5 having so much open semi flat area, with periods of heavy rain we may not having enough storage. Which in turn could lead to the tank over flowing, and a environmental issue.

### **Urgency.**

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

This project is not critical, but the building needs to have updates done when the funds are available.

**CIP Project Name: Recreation Center - HVAC Replacement****Project Director (Name & Title):** Kelly Rados, Director Recreation & Parks**Phone Number:** 410-632-2144**Project Summary and Purpose:**

This project will include a complete replacement of the existing ground mounted packaged rooftop HVAC units for the gym arena at the Recreation Center..

The current gymnasium HVAC units are undersized and inadequate. They are 18 years old and at the end of their useful life expectancy of 15 to 18 years.

**Project Location:** Worcester County Recreation Center, 6030 Public Landing Road, Snow Hill, MD 21863**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** N/A**Is there a Federal or State mandate related to this project? If so, please elaborate:** No**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** General preventative maintenance and continued maintenance repairs**What is the useful life of the asset/project?** 20 years**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	960,000					300,000		1,260,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>960,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>1,260,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	960,000					300,000		1,260,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>960,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>1,260,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Recreation Center - HVAC Replacement**

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Complete the following questions.

### **Project scope.**

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

This project involves a complete replacement of the two current ground mounted packaged rooftop units and incorporating single zone VAV (supply and exhaust fans) control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for a single zone VAV operations. The project had an analysis completed in 2018 that included a detailed scope of the project and recommendations.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This project would benefit citizens that utilize the Recreation Center facility, addressing comfort complaints while attending and participating in Recreation programs and events. Not funding or delaying the project could result in decreased attendance and registration to programs and unsatisfactory working conditions to employees. Delaying the project would result in increased costs in trying to maintain the current systems and overall increased project costs due to construction costs continuing to increase.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate was provided to us by Gipe Associates, Inc. Consulting Engineers. Gipe provided an HVAC Systems Analysis in 2018 this project. They recently provided us with an updated cost estimate based on actual bids for construction projects similar to what is needed for the Recreation Center, including projections for increased costs of construction. Concerns with my estimate would be the continued rising costs of construction and materials.

### **CIP Timing.**

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

The condenser coils on the outside HVAC units are in bad shape and were scheduled for replacement 4 - 5 years ago. \$300,000 was earmarked, at the time, for the Recreation Center - HVAC improvements in assigned funds, when the coil replacements were in the works. This work was never completed as pricing came back too high. The units have now aged out and are not worth spending \$30-\$40K per unit for replacement coils.

### **Urgency.**

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

The current HVAC units are not able to maintain the temperatures for the gym arena. The existing cooling set point of 80 degrees is inappropriate for a multipurpose area of this size related to temperature/humidity performance. Prolonging the project will incur additional maintenance costs and overall increased project costs.

## CIP Project Name: Snow Hill Middle School/Cedar Chapel Special School - Roof Replacement

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new built-up roof at Snow Hill Middle School (90,000 square feet) and Cedar Chapel Special School (17,175 square feet). Existing roof at Snow Hill Middle School is 28-years-old and the existing roof at Cedar Chapel Special School is 36-years-old.

**Project Location:** Snow Hill Middle School, 522 Coulbourne Lane, Snow Hill, MD. 21863  
Cedar Chapel Special School, 510 Coulbourne Lane, Snow Hill, MD. 21863

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Snow Hill Middle School and Cedar Chapel Special School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	119,000							119,000
Land Acquisition								0
Site Work								0
Construction		3,920,700						3,920,700
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>119,000</b>	<b>3,920,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,039,700</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	39,000	1,867,000						1,906,000
State Loan								0
Assigned Funds	80,000	2,053,700						2,133,700
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>119,000</b>	<b>3,920,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,039,700</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Snow Hill Middle School/Cedar Chapel Special School - Roof Replacement**

Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

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

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

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

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

### **Urgency.**

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

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the



**CIP Project Name: Buckingham Elementary Replacement School****Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools**Phone Number:** 410 632-5063

**Project Summary and Purpose:** A feasibility Study for the Buckingham Elementary School project began in July 2022. The Study will document existing building, site and instructional deficiencies at Buckingham Elementary School and will provide options to address those deficiencies (Replacement School on site, Replacement School off-site or Renovation/Addition to existing school). The Study is scheduled to be complete and presented to the Worcester County Board of Education in December 2022, to the State Interagency Commission on School Construction (IAC) in December 2022 and to the Worcester County Commissioners in March 2023.

**Project Location:** Buckingham Elementary School, 100 Buckingham Road, Berlin, MD 21811

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Based on preliminary school size and cost estimates for construction scheduled to begin in 2026, the current State funding allocation for the project is \$17,182,000.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Either through a Replacement School or a Renovation/Addition project, the Buckingham Elementary project will provide more square footage than the existing 49,000 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

**What is the useful life of the asset/project?** 30-50 years.

**Will this project generate revenue?** No.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	1,246,537	1,215,921	159,201	191,237	327,836		81,959	3,222,691
Land Acquisition								0
Site Work								0
Construction				20,517,175	35,172,300		8,793,075	64,482,550
Equipment/Furnishings				140,804	3,022,978		60,345	3,224,127
Other - Construction Manager, Commissioning		89,138	423,209	1,116,751	1,674,524		963,606	4,267,228
<b>TOTAL</b>	<b>1,246,537</b>	<b>1,305,059</b>	<b>582,410</b>	<b>21,965,967</b>	<b>40,197,638</b>	<b>0</b>	<b>9,898,985</b>	<b>75,196,596</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	807,393	686,607		7,844,000	7,844,000			17,182,000
State Loan								0
Assigned Funds	439,144	618,452	582,410					1,640,006
Private Donation								0
Enterprise Bonds								0
General Bonds				14,121,967	32,353,638		9,898,985	56,374,590
Other - Please Specify								0
<b>TOTAL</b>	<b>1,246,537</b>	<b>1,305,059</b>	<b>582,410</b>	<b>21,965,967</b>	<b>40,197,638</b>	<b>0</b>	<b>9,898,985</b>	<b>75,196,596</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Buckingham Elementary Replacement School**

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Complete the following questions.

**Project scope.**

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

The Buckingham Elementary School project began in July 2022 with the Feasibility Study. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the Buckingham construction project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 44-year-old facility.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As the Feasibility Study has just recently started, projected replacement/renovation school size and the associated cost estimates are very preliminary. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

**CIP Timing.**

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

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

**Urgency.**

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

Buckingham Elementary is a 44-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional

**CIP Project Name: Pocomoke Elementary School - Roof Replacement****Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools**Phone Number:** 410 632-5063**Project Summary and Purpose:** Demolish existing and install new built-up roof at Pocomoke Elementary School (52,512 square feet). Existing roof at Pocomoke Elementary School is 29-years-old.**Project Location:** Pocomoke Elementary School, 2119 Pocomoke Beltway, Pocomoke, MD. 21851**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Pocomoke Elementary School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.**What is the useful life of the asset/project?** 30-40 years.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,998,000					1,998,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,998,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,098,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match		50,000	952,000					1,002,000
State Loan								0
Assigned Funds		50,000	1,046,000					1,096,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,998,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,098,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Pocomoke Elementary School - Roof Replacement**

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Complete the following questions.

**Project scope.**

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

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

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

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

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing.**

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

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Worcester Technical High School.

**Urgency.**

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

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

## CIP Project Name: New Central Office Building

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Worcester County Public Schools' Central Office operations are currently located in the old Worcester High School. This building was constructed in 1952. There have been no major renovation or addition projects to the building. The existing and original building systems, including water, sewer, electrical and mechanical, have surpassed their expected life. The building will require major systemic upgrades over the next few years in order for the building to remain a viable space for Central Office operations. This project is a preliminary evaluation of required space requirements for a future new Central office facility and the associated costs.

**Project Location:** Worcester County Schools Central Office, 6270 Worcester Highway, Newark, MD. 21841

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There are no grants available at this time.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Without the construction of a new Central Office facility, energy and maintenance costs required to maintain the existing 70-year-old Central Office will continue to increase annually. A new Central Office building will provide energy efficiency elements, reducing existing energy costs, and new building systems requiring minimal maintenance costs.

**What is the useful life of the asset/project?** 50+ years.

**Will this project generate revenue?** No.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		773,900	429,946	110,880	190,080			1,504,806
Land Acquisition								0
Site Work								0
Construction				11,609,177	19,901,450			31,510,627
Equipment/Furnishings					752,403			752,403
Other - Please Specify Construction Manager			271,588	410,079	732,850			1,414,517
<b>TOTAL</b>	<b>0</b>	<b>773,900</b>	<b>701,534</b>	<b>12,130,136</b>	<b>21,576,783</b>	<b>0</b>	<b>0</b>	<b>35,182,353</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds		773,900	701,534					1,475,434
Private Donation								0
Enterprise Bonds								0
General Bonds				12,130,136	21,576,783			33,706,919
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>773,900</b>	<b>701,534</b>	<b>12,130,136</b>	<b>21,576,783</b>	<b>0</b>	<b>0</b>	<b>35,182,353</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: New Central Office Building**

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Complete the following questions.

### **Project scope.**

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

WCPS developed a Preliminary Space Study in September 2022. The Space Study calculated existing square footage for each department within Central Office and projected future square foot requirements. The Study differentiated office space requirements from warehouse space requirements. The Study will be provided to the Project Architect as an initial step in developing a more detailed Space Summary for design of the proposed new building.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the New Central Office construction project will provide current and future school leadership, instructional, finance, technology, transportation, food services, maintenance and facilities personnel with a complete upgrade to the existing 70-year-old facility to provide support to our 14 schools.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects over the past twenty years. As this is a brand new CIP project, the required size of the new Central Office facility and the associated cost estimates are very preliminary. The preliminary cost estimate provides unique projected square foot costs for office space and for warehouse space. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

### **CIP Timing.**

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

This is a new County Capital Improvement Program project. No school construction project is dependent on the completion of this project.

### **Urgency.**

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

As stated above, the existing WCPS Central Office building is a 70-year-old structure with aging structural/mechanical/electrical systems and has far exceeded its life expectancy with no major building or systemic upgrades. Maintenance and repair costs will only increase as the building systems continue to age.

**CIP Project Name: Worcester Technical High School - Roof Replacement****Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools**Phone Number:** 410 632-5063**Project Summary and Purpose:** Demolish existing roof and install new roof at Worcester Technical High School. The existing shingle roof at Worcester Technical High School will be 20-years-old when this project is scheduled to be executed in summer 2027.**Project Location:** Worcester Technical High School, 5290 Worcester Highway, Newark, MD 21841**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Worcester Technical High School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.**What is the useful life of the asset/project?** 30-40 years.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design				207,000				207,000
Land Acquisition								0
Site Work								0
Construction					5,328,000			5,328,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207,000</b>	<b>5,328,000</b>	<b>0</b>	<b>0</b>	<b>5,535,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match				103,500	2,586,500			2,690,000
State Loan								0
Assigned Funds				103,500	2,741,500			2,845,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207,000</b>	<b>5,328,000</b>	<b>0</b>	<b>0</b>	<b>5,535,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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**CIP Project Name: Worcester Technical High School - Roof Replacement**

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Complete the following questions.

**Project scope.**

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

Preliminary scope is to replace the shingle system roof at Worcester Technical High School with a metal roof system (the original design intent roofing system for the school). Due to ongoing roof issues, WCPS requested and received a Limited Building Enclosure Evaluation for WTHS in January 2022 from an independent roofing manufacturer. The Evaluation identified deterioration of sheathing due to air space limitations, insufficient ventilation throughout the roof system and valley flashing issues. The Evaluation recommended short-term and long term solutions to the roof issues, including replacement of the roof system.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

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

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing.**

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

The Worcester Technical High School roof replacement project request timing is a new project for both the Board of Education and County Capital Improvement Programs. As both the Board of Education and County CIP's progress into the late 2020's, WCPS will continue to identify and include new systemic projects in the CIP.

**Urgency.**

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

As stated above, the Worcester Technical High School shingle roof system continues to deteriorate over time.



**CIP Project Name: Snow Hill Elementary Replacement School****Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools**Phone Number:** 410 632-5063

**Project Summary and Purpose:** A Feasibility Study for the Snow Hill Elementary School project is scheduled to begin in July 2026. The Study will document existing building, site and instructional deficiencies at Snow Hill Elementary School and will provide options to address those deficiencies (Replacement School on site, Replacement School off-site or Renovation/Addition to existing school). The Study is scheduled to be complete and presented to the Worcester County Board of Education in December 2026, to the State Interagency Commission on School Construction (IAC) in December 2026 and to the Worcester County Commissioners in March 2027.

**Project Location:** Snow Hill Elementary School, 515 Coulbourne Lane, Snow Hill, MD. 21863

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Based on preliminary school size and cost estimates for construction scheduled to begin in 2030, the current State funding allocation for the project is \$18,123,000.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Either through a Replacement School of a Renovation/Addition project, the Snow Hill Elementary project will provide more square footage than the existing 40,500 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

**What is the useful life of the asset/project?** 30-50 years.

**Will this project generate revenue?** No.

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design				150,000	1,525,700		770,218	2,445,918
Land Acquisition								0
Site Work								0
Construction							48,312,975	48,312,975
Equipment/Furnishings							2,415,650	2,415,650
Other - Construction Manager, Commissioning							3,197,182	3,197,182
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>1,525,700</b>	<b>0</b>	<b>54,696,025</b>	<b>56,371,725</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match					1,222,959		16,900,041	18,123,000
State Loan								0
Assigned Funds				150,000				150,000
Private Donation					302,741			302,741
Enterprise Bonds								0
General Bonds							37,795,984	37,795,984
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>1,525,700</b>	<b>0</b>	<b>54,696,025</b>	<b>56,371,725</b>

<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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**CIP Project Name: Snow Hill Elementary Replacement School**

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Complete the following questions.

**Project scope.**

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

The Snow Hill Elementary School project will begin in July 2026 with the Feasibility Study. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school.

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the Buckingham construction project will provide current and future students, faculty and Snow Hill Elementary parents and community with a complete upgrade to the existing 43-year-old facility.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As the Feasibility Study is four years from starting, projected replacement/renovation school size and the associated cost estimates are very preliminary.

**CIP Timing.**

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

The Snow Hill Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

**Urgency.**

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

Snow Hill Elementary is a 43-year-old facility, which will be 51-years-old when construction is scheduled to begin in 2030, with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

**Project: Wor-Wic Learning Commons Building****Project Director (Name & Title):** Jennifer Sandt, Vice President for Administrative Services**Phone Number:** 410-334-2911**Project Summary and Purpose:**

Construct a new +-40,000 GSF Learning Commons building to the east of the Hazel Center, and in the location of a portion of our existing South 1 parking lot. Wor-Wic is proposing to build a new building to assist the college with meeting its strategic goals to provide students with educational experiences and support services that help them achieve their goals through college completion and workforce preparation.

**Project Location:** Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?**

**Is there a Federal or State mandate related to this project? If so, please elaborate:** Yes.

**Are there impacts to the General Fund Operating expenditures such as personnel or utilities & maintenance?** NA

**What is the useful life of the asset/project?** 50 years

**Will this project generate revenue?** No

	FY 24	FY 25	FY 26	FY 27	FY 28	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			148,732					148,732
Land Acquisition								0
Site Work								0
Construction				2,436,380				2,436,380
Equipment/Furnishings					106,237			106,237
Other								0

**EXPENDITURES**

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>148,732</b>	<b>2,436,380</b>	<b>106,237</b>	<b>0</b>	<b>0</b>	<b>2,691,349</b>
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**SOURCES OF FUNDS**

General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds			148,732	2,436,380	106,237			2,691,349
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>148,732</b>	<b>2,436,380</b>	<b>106,237</b>	<b>0</b>	<b>0</b>	<b>2,691,349</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Wor-Wic Learning Commons Building**

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**Complete the following questions.**

### **Project scope.**

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

The college proposes to build a 40,000 GSF learning commons on the college campus. The learning commons will be located to the east of the Hazel Center, and in the location of a portion of our existing South 1 parking lot.

This building is a major shift for the College, proposing to consolidate library services to more of a hub strategy. It is envisioned as a true learning center serving to supplement the learning experience of classrooms and labs, and encouraging group study and collaboration. The new building would include a resource center and office space for library services staff, centralizing the existing resource centers by relocating the largest center on campus from Brunkhorst Hall and eliminating the smaller centers in other buildings. Tutoring services, TRIO support services (laboratory and office space), Veterans services (laboratory, lounge and offices), the testing center, mathematics laboratory, reading and writing center service, and offices for student services staff whose job responsibilities include student development and success will relocate from Brunkhorst Hall to this proposed building. Moving functions from Brunkhorst allows the students to interact with students from other majors, frees up space in Brunkhorst Hall on the 2nd and 3rd floors to create additional faculty offices, converts some spaces back to laboratories and classrooms, and relocates some of the business office functions, HR, marketing and development from the Brunkhorst Hall first floor to enlarge and create a "one stop" student services admissions/registration office in that first floor space. The counseling and disability services office suite with an assistive technology lab/testing site will move from the first floor of the Maner Technology Center, and a computer laboratory will move from Fulton-Owen Hall. The proposed new building will also include large study spaces and group study rooms.

Additional parking will need to be considered before the start of, or as part of the learning commons project since the building will reside on part of our existing South 1 parking lot.

### **County benefit.**

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

Citizens attend courses at Wor-Wic Community College

### **Cost estimate.**

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

The estimate for the building was provided by a construction management company in April 2019 and is based on the estimate provided to build the applied technology building. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

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

### **Urgency.**

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

Classrooms and labs in existing buildings have been converted to resource centers, tutoring rooms, the advising center, TRIO support services, Veterans services, etc. over the years. This new building will enable the college to centralize student support services and convert existing space back to classrooms and labs, and create additional employee offices.



COMMISSIONERS  
 Anthony W. Bertino, Jr., PRESIDENT  
 Madison J. Bunting, Jr., VICE PRESIDENT  
 Caryn Abbott  
 Theodore J. Elder  
 Eric J. Fiori  
 Joseph M. Mitrecic  
 Diana Purnell

OFFICE OF THE  
 COUNTY COMMISSIONERS  
**Worcester County**  
 GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103  
 SNOW HILL, MARYLAND  
 21863-1195

WESTON S. YOUNG, P.E.  
 CHIEF ADMINISTRATIVE OFFICER  
 CANDACE I. SAVAGE  
 DEPUTY ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

December 28, 2022

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

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (21), which have current or upcoming vacancies (69). The annual report for each board is also included. I have circled the members whose terms have expired or will expire on each of these boards.

**Please Note:** LDCOD – Cam Bunting, available for reappointment (At-Large, Fiori),  
Social Services Advisory Bd. - Diana Purnell, Mary White (At-Large) and Voncecia Brown (Fiori) are available for reappointment.  
Youth Council – 2 available for reappointment and 16 are nominated.

**President Bertino – You have Three (3) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- J.T. Novak – Term Ending – Bd. Of Electrical Examiners
- James Spicknall – Term Ending – WWW – Ocean Pines Advisory

**Commissioner Purnell – You have One (1) position open:**

- Gregory Purnell – Term Ending – Tourism Advisory Committee

**Commissioner Bunting - You have Three (3) positions open:**

- David Deutsch - Term Ending - Dec. 21- Ethics Board
- Debbie Hileman – Term Ending – Housing Review Bd.
- Susan Childs – Resigned – April, 2022 – Commission For Women

**Commissioner Abbott - You have One (1) position open:**

- Mickey Ashby – Term Ending – Ethics Bd.

**Commissioner Mitrecic - You have One (1) position open:**

- Jake Mitrecic – Resigned – Housing Review Bd.

**Commissioner Fiori - You have Twelve (12) positions open:**

- Jim Wilson – Term Ending – Building Code Appeals Bd.
- Chase Church – Resigning – Housing Review Bd.
- Gee Williams – Term Ending – Local Development Council Ocean Downs
- Cam Bunting – Local Development Council Ocean Downs – Available for Reappointed, Berlin – Resident
- Voncecia Brown – Term Ending – Social Services Bd – Available for Reappointment
- Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Matthew Krueger - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment
- Mary “Liz” Mumford -Tenure Expired -Dec. 21- Commission for Women- Not a Reappointment
- 

**Commissioner Elder - You have Eight (8) positions open:**

- Ed Phillips – Term Ending – Agricultural Preservation Advisory Bd.
- Alan Hudson – Term Ending - Agricultural Preservation Advisory Bd.
- Tom Babcock – Term Ending – Agricultural Reconciliation Bd. – At Large
- Mark Bargar – Term Ending - Building Codes Appeal Bd.
- Carl Smith – Term Ending – Bd. Of Electrical Examiners
- Brooks Clayville – Term Ending - Planning Commission
- George Dix – Term Ending – Solid Waste Advisory Bd.
- Hope Carmean – Tenure Expires – Commission For Women - Not a Reappointment

**All Commissioners:**

- **(5)-Adult Public Guardianship Board-** (1) Vacancy/Resignation- Dr. Kenneth Widra  
- Psychiatrist – (4) Term Endings – Dr. Greer, Mr. Collins, Ms. Howard and Ms. Wessels.
- **(4) -Drug and Alcohol Abuse Council - 4 Positions – (1)** (Passing of Dr. Cragway, Jr),  
**3-Term Endings** – Eric Gray, Sue Abell-Rodden and Col. Douglas Dods
- **(3) - Local Development Council For the Ocean Downs Casino-4 yr.-**  
Mark Wittmyer At-Large, Gee Williams (Fiori), David Massey (At-Large-Business O.P.),
- **(1) – LDCODC** – available and in agreement to be **reappointed** – Cam Bunting-(Fiori)  
Business, Berlin
- **(2) – Social Services Advisory Board – Reappoint Commissioner Purnell and Mary White At-Large,** See attached letter.
- **(3) - Water and Sewer Advisory Council - Mystic Harbour** (Passing of Richard Jendrek and Bruce Burns) (1)-Term Ending-Dec. 21- Martin Kwesko
- 
- **(1)- Water and Sewer Advisory Council- West Ocean City-(1)** Term Endings-Dec. 21 -  
Keith Swanton
- 
- **(7) - Commission for Women- (3) Resigned** -Elizabeth Rodier, (Fiori) does not choose to be reappointed  
Resignation of Susan Childs (Bunting) and the resignation of Kris Heiser.  
**(2) Term Ending-** Coleen Colson (DSS), and Windy Phillips (Bd. Of Ed.)  
**(2) Tenure Ending -** Mary Mumford (At-Large) and Hope Carmean (Elder)
- **(18) – Youth Council – Reappoint two members** – Roberson and Rutzler,  
**Nominate** - 16 new members

**Pending Board Appointments - By Commissioner****District 1 - Abbott**

p. 13- Mickey Ashby – Term Ending – Ethics Bd.

**District 2 - Purnell**

p.21- Gregory Purnell – Term Ending – Tourism Advisory Committee

**District 3 - Fiori**

p. 9- Jim Wilson – Term Ending – Building Code Appeals Bd.  
p. 14- C h a s e Church – Resigning – Housing Review Bd.  
p. 15- Gee Williams – Term Ending – Local Development Council Ocean Downs  
p. 15- Cam Bunting – Local Development Council Ocean Downs – Available for Reappointment  
p. 17- Voncelia Brown – Term Ending – Social Services Bd – Available for Reappointment  
p.22- Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour  
p.22- Matthew Krueger - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic H.  
p.22- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour  
p.22- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour  
p.24- Keith Swanton -Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City  
p.25- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment  
p.25- Mary “Liz” Mumford -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

**District 4 - Elder**

p.7- Ed Phillips – Term Ending – Agricultural Preservation Advisory Bd.  
p.7- Alan Hudson – Term Ending - Agricultural Preservation Advisory Bd.  
p.8- Tom Babcock – Term Ending – Agricultural Reconciliation Bd. – At Large  
p.9- Mark Bargar – Term Ending - Building Codes Appeal Bd.  
p.12- Carl Smith – Term Ending – Bd. Of Electrical Examiners  
p.16- Brooks Clayville – Planning Commission  
p.20- George Dix – Term Ending – Solid Waste Advisory Bd.  
p.25- Hope Carmean – Term Ending – Commission For Women

**District 5 - Bertino**

p.8- George Solyak – Term Ending – Agricultural Reconciliation Bd.  
p.12- J.T. Novak – Term Ending – Bd. Of Electrical Examiners  
p.23- James Spicknall – Term Ending – WWW – Ocean Pines Advisory

**District 6 -Bunting**

p. 13- David Deutsch– Ethics Board –  
p. 14- Debbie Hileman Term Ending – Housing Review Bd.  
p. 25- Susan Childs - resigned– Commission For Women

**District 7 -Mitrecic**

p.14- Jake Mitrecic – Resigned – Housing Review Bd.

**All Commissioners:**

**p. 5- (5)-Adult Public Guardianship Board-** (1) Vacancy/Resignation- Dr. Kenneth Widra  
- Psychiatrist – (4) Term Endings – Dr. Greer, Mr. Collins, Ms. Howard and Ms. Wessels.

**p. 10 - (4) -Drug and Alcohol Abuse Council - 4 Positions – (1)** (Passing of Dr. Cragway, Jr),  
**3-Term Endings** – Eric Gray, Sue Abell-Rodden and Col. Douglas Dods

**p. 15 - (3) - Local Development Council For the Ocean Downs Casino-4 yr.-**  
Mark Wittmyer At-Large, Gee Williams (Fiori), David Massey (At-Large-Business O.P.),

**(1)- LDCODC** – available and in agreement to be **reappointed** – Cam Bunting-(Fiori)  
Business, Berlin

**p. 17 - (2) – Social Services Advisory Board – Reappoint Commissioner Purnell  
and Mary White At-Large, see attached letter.**

**p. 22 - (3) - Water and Sewer Advisory Council - Mystic Harbour** (Passing of  
Richard Jendrek and Bruce Burns) (1)-Term Ending-Dec. 21- Martin Kwesko

**p. 24- (1)- Water and Sewer Advisory Council- West Ocean City-(1)**  
Term Endings-Dec. 21 - Keith Swanton

**p. 25 - (7) - Commission for Women (3) Resigned** -Elizabeth Rodier, (Fiori)  
Resignation of Susan Childs (Bunting) and the resignation of Kris Heiser.

**(2) Term Ending-** Coleen Colson (DSS), and Windy Phillips  
(Bd. Of Ed.)

**(2) Tenure Ending** - Mary Mumford (At-Large) and Hope  
Carmean (Elder)

**p. 28 - (18) – Youth Council – Reappoint** two members – Roberson and Rutzler,  
**Nominate** - 16 new members, See attached List, (p. 31)



**ADULT PUBLIC GUARDIANSHIP BOARD**

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

**Current Members:**

<b><u>Member's Name</u></b>	<b><u>Representing</u></b>	<b><u>Years of Term(s)</u></b>
Dr. Kenneth Widra	Psychiatrist	18-21
Dr. William Greer	Physician	07-10-13-16-19, 19-22
Richard Collins	Lawyer	95-98-01-04-07-10-13-16 -19-22
Nancy Howard	Lay Person	*17-19, 19-22
Connie Wessels	Lay Person	*15-16-19, 19-22
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24

\* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD

(Continued)

Prior Members:

Since 1972

Dr. Donald Harting  
 Maude Love  
 Thomas Wall  
 Dr. Dorothy Holzworth  
 B. Randall Coates  
 Kevin Douglas  
 Sheldon Chandler  
 Martha Duncan  
 Dr. Francis Townsend  
 Luther Schultz  
 Mark Bainum  
 Thomas Mulligan  
 Dr. Paul FloryBarbara Duerr  
 Craig Horseman  
 Faye Thornes  
 Mary Leister  
 Joyce Bell  
 Ranndolph Barr  
 Elsie Briddell  
 John Sauer  
 Dr. Timothy Bainum  
 Ernestine Bailey  
 Terri Selby (92-95)  
 Pauline Robbins (92-95)  
 Darryl Hagey  
 Dr. Ritchie Shoemaker (92-95)  
 Barry Johansson (93-96)  
 Albert Straw (91-97)  
 Nate Pearson (95-98)  
 Dr. William Greer, III (95-98)  
 Rev. Arthur L. George (95-99)  
 Irvin Greene (96-99)  
 Mary Leister (93-99)  
 Otho Aydelotte, Jr. (93-99)  
 Shirley D'Aprix (98-00)  
 Theresa Bruner (91-02)  
 Tony Devereaux (93-02)  
 Dr. William Krone (98-02)  
 David Hatfield (99-03)  
 Dr. Kimberly Richardson (02-03)  
 Ina Hiller (91-03)  
 Dr. David Pytlewski (91-06)  
 Jerry Halter (99-06)  
 Dr. Glenn Arzadon (04-07)  
 Madeline Waters (99-08)  
 Mimi Peuser (03-08)  
 Dr. Gergana Dimitrova  
 (07-08)Carolyn Cordial (08-13)  
 June Walker (02-13)  
 Bruce Broman (00-14)  
 Lori Carson (13-14)

Pattie Tingle (15-16)  
 The Rev. Guy H. Butler  
 (99-17)Debbie Ritter (07-17)  
 Dean Perdue (08-17)  
 Dr. Dia Arpon \*(10-18)

\* = Appointed to fill an unexpired term

AGRICULTURAL PRESERVATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

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

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

Prior Members:

Norman Ellis	Frank Baker (98-01)
Richard Bradford	Ed Anderson (98-03)
Charles Fulton	Robert Gray (00-05)
Elmer Hastings	Orlando Bishop (01-06)
David Stevens	Roger Richardson (96-07)
Curtis Shockley	Anne Hastings (06-11)
Gerald Redden	Earl Ludey (07-13)
William Sirman, Jr.	George Lee Clayville (00-14)
Harold Purnell	Sandra Frazier (03-14)
Chauncy Henry (96-97)	Donnie Powell (06-15)
Lieselotte Pennewell (93-98)	Bill Bruning(O-O) (11-19)
Carlton Magee (90-00)	Billy Thompson (19-23)
Harry Mitchell (90-00)	

\* = Appointed to fill an unexpired term

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

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

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
- Two Members chosen from nominees of Worcester County Farm Bureau  
- One Member chosen from nominees of Worcester County Forestry Board  
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting  
- Jennifer Keener (410-632-1200)  
County Agricultural Extension Agent - As Consultant to the Board  
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Tom Babcock	At-Large	No	Whaleyville	14-18, 18-22
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20, 20-24
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20, 20-24
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26

Prior Members: Since 2000

Michael Beauchamp (00-06)  
Phyllis Davis (00-09)  
Richard G. Holland, Sr. (00-12)  
Rosalie Smith (00-14)  
Betty McDermott \*(09-17)

**BUILDING CODE APPEALS BOARD**

**Reference:** PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

**Appointed by:** County Commissioners

**Function:** Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

**Number/Term:** 7/4-year terms  
Terms expire December 31

**Compensation:** \$100 per meeting (by policy)

**Meetings:** As Needed

**Special Provisions:** Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

**Staff Contact:** Edward A. Tudor, Director  
Development Review & Permitting (410-632-1200, ext. 1100)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Mark Bargar	D-4 - Elder	Berlin	14-18, 18-22
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18, 18-22
Elbert Davis	D-2 - Purnell	Snow Hill	*03-03-07-11-15-19, 19-23
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19, 19-23
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25

**Prior Members:**

Robert L. Cowger, Jr. (92-95)  
Charlotte Henry (92-97)  
Robert Purcell (92-98)  
Edward DeShields (92-03)  
Sumei Prete (97-04)  
Shane C. Spain (03-14)  
Dominic Brunori (92-15)  
Richard P. Mueller (98-17)

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

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

**Current Members:**

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

<b><u>Ex-Officio Members</u></b>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

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

Prior Members:

Since 2004

Vince Gisriel	Peter Buesgens
Michael McDermott	Aaron Dale
Marion Butler, Jr.	Garry Mumford
Judge Richard Bloxom	Sharon Smith
Paula Erdie	Jennifer Standish
Tom Cetola	Karen Johnson (14-17)
Gary James (04-08)	Rev. Bill Sterling (13-17)
Vickie Wrenn	Kat Gunby (16-18)
Deborah Winder	William McDermott
Garry Mumford	Sheriff Reggie Mason
Judge Theodore Eschenburg	Colleen Wareing ( *06-19)
Andrea Hamilton	Rev. Matthew D'Amario(*18-21)
Fannie Birkhead	Donna Nordstron *(19-21)
Sharon DeMar Reilly	Jennifer LaMade (*12-22)
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty -SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	
Marty Pusey (04-15)	
Debbie Goeller	



Alcohol and Other Drug Council  
*Worcester County*  
P.O. Box 249  
Snow Hill, MD 21863  
410-632-1100  
Fax: 410-632-0906

December 19, 2022

Anthony "Chip" Bertino, President  
Worcester County Commissioners  
One West Market Street, Room 1103  
Snow Hill, MD 21863

Dear President Bertino,

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointment to the Council. The terms will expire December 2022.

Douglas Dods, Worcester County Sheriff's Office (Knowledgeable of Substance Abuse Issues)  
Eric Gray, Worcester County Health Department (Substance Abuse Treatment Provider)  
Sue Abell-Rodden, Atlantic Club (Recipient of Addictions Treatment Services)

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

*Douglas A. Dods*

Douglas Dods, Chairman  
Worcester County AOD Council



**BOARD OF ELECTRICAL EXAMINERS**

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory  
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years  
Terms expire December 31st

Compensation: \$100 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.  
1 must be electrician in Worcester County.  
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting  
Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19, 19-22
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19, 19-22
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17-20, 20-23
Kenneth Lambertson (ME-5)	D-1, Nordstrom	Pocomoke	96-11-14-17-20, 20-23
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-21, 21-24
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18-21-24
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19-22-25

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited; EG = Electrician General)

**Prior Members: (Since 1972)**

Harrison Lambertson	Howard Pusey	Bob Arnold (97-10)
William Molnar	Elwood Bunting	Jamie Englishmen (06-12)
Thomas Ashby	W. Prentiss Howard	
Billy Burton Cropper	Frank Bradshaw (90-96)	
Alonza Anderson	H. Coston Gladding (90-96)	
Gus Foltz	Willard W. Ward (92-97)	
Robert Conner	Walter Ward (92-98)	
Gus Payne	Dale Venable (94-00)	
Robert Farley	Gary Frick (96-03)	
Mike Costanza	Thomas Duncan (02-05)	
Herbert Brittingham	Mike Henderson (00-06)	
Otho Mariner	Brent Pokrywka (02-07)	
Mark Odachowski	Joel Watsky (03-08)	

\* = Appointed to fill an unexpired term

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Mickey Ashby	D-1, Abbott	Pocomoke	14-18, 18-22
Frank Knight	D-7, Mitrecic	Ocean City	*14-19, 19-23
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24
Joseph Stigler	D-4, Elder	Berlin	16-20, 20-24
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26

Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

**HOUSING REVIEW BOARD**

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.  
Review Housing Assistance Programs.

Number/Term 7/3 year terms  
Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
Davida Washington, Housing Program Administrator - 410-632-1200  
Ext: 1171

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22
Chase Church	D-3, Church	Ocean Pines	*19-20, 20-23(resigning)
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18-21, 21-24(resigning)
Keri-Ann F. Byrd	D-1, Nordstrom	Pocomoke	22-25

**Prior Members:**

Phyllis Mitchell	Wardie Jarvis, Jr. (96-03)	C.D. Hall 10-22
William Lynch	Albert Bogdon (02-06)	
Art Rutter	Jamie Rice (03-07)	
William Buchanan	Howard Martin (08)	
Christina Alphonsi	Marlene Ott (02-08)	
Elsie Purnell	Mark Frostrom, Jr. (01-10)	
William Freeman	Joseph McDonald (08-10)	
Jack Dill	Sherwood Brooks (03-12)	
Elbert Davis	Otho Mariner (95-13)	
J. D. Quillin, III (90-96)	Becky Flater (13-14)	
Ted Ward (94-00)	Ruth Waters (12-15)	
Larry Duffy (90-00)	John Glorioso (*06-19)	
Patricia McMullen (00-02)	Sharon Teagle (00- 20)	
William Merrill (90-01)	Davida Washington (*21-21)	
Debbie Rogers (92-02)	Donna Dillion (08-22)	

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

**ITEM 10**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gee Williams <sup>c</sup>	Dist. 3 - Fiori	Resident - Berlin	09-13-17, 17-21
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18, 18-22
Mary Beth Carozza	Indefinite	Maryland Senator	14-18-22-26
Wayne A. Hartman	Indefinite	Maryland Delegate	18-22-26
Charles Otto	Indefinite	Maryland Delegate	14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 - Abbott	Resident - Pocomoke	19-22, 22-26

**Prior Members:**

J. Lowell Stoltzfus <sup>c</sup> (09-10)  
Mark Wittmyer <sup>c</sup> (09-11)  
John Salm <sup>c</sup> (09-12)  
Mike Pruitt <sup>c</sup> (09-12)  
Norman H. Conway <sup>c</sup> (09-14)  
Michael McDermott (10-14)  
Diana Purnell <sup>c</sup> (09-14)  
Linda Dearing (11-15)  
Todd Ferrante <sup>c</sup> (09-16)

**Since 2009**

Joe Cavilla (12-17)  
James N. Mathias, Jr. <sup>c</sup> (09-18)  
Ron Taylor <sup>c</sup> (09-14)  
James Rosenberg (09-19)  
Rod Murray <sup>c</sup> (\*09-19)  
Gary Weber (\*19-21)

Charlie Dorman (12-19)

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plats.

Number/Term: 7/5 years; Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting  
Jennifer Keener, Director (410-632-1200, ext. 1123)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
<b>Brooks Clayville</b>	<b>D-4, Elder</b>	<b>Snow Hill</b>	<b>02-07-12-17, 17-22</b>
Marlene Ott	D-5, Bertino	Ocean Pines	08-13-18, 18-23
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14-19, 19-24
Mary Knight	D-7, Mitrecic	Berlin	*20-24
Ken Church	D-3, Church	Berlin	20-25
Jerry Barbierri	D-1, Nordstrom	Pocomoke	*12-15-20, 20-25
Richard L. Wells	D-6, Bunting	Bishopville	11-16-21, 21-26

Prior Members:

Since 1972

David L. Johnson	Terry Bayshore	Wilbert "Tom" Pitts (99-07)
N. Paul Joyner	Larry Widgeon	Doug Slingerland (07-08)
Daniel Trimper, IV	Charles D. "CD" Hall	Carolyn Cummins (90-94, 99-09)
Hugh F. Wilde	Ernest "Sandy" Coyman	Madison "Jimmy" Bunting (05-10)
Warren Frame	Rev. Donald Hamilton	Jeanne Lynch (06-11)
Roland E. Powell	Dale Stevens	H. Coston Gladding (96-12)
Harry Cherrix	Marion L. Butler, Sr.	Wayne A. Hartman (09-14)
W. David Stevens	Ron Cascio (96-97)	Jay Knerr (14-20)
Granville Trimper	Louie Paglierani (90-99)	Mike Diffendal (10-20)
J. Brad Aaron	Robert Hawkins (96-99)	
Lester Atkinson	Ilia Fehrer (94-99)	
Paul L. Cutler	Rob Clarke (99-00)	
Edward R. Bounds	W. Kenny Baker (97-02)	
Edward Phillips	James Jarman (99-03)	
Vernon McCabe	Harry Cullen (00-03)	
R. Blaine Smith	Ed Ellis (96-04)	
Edward A. Tudor	Troy Purnell (95-05)	
	Larry Devlin (04-06)	
	Tony Devereaux (03-07)	

\* = Appointed to fill an unexpired term

**SOCIAL SERVICES ADVISORY BOARD**

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
Act as liaison between Social Services Dept. and County Commissioners.  
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
Maximum 2 consecutive terms, minimum 1-year between reappointment  
Members must attend at least 50% of meetings  
One member (ex officio) must be a County Commissioner  
Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Diana Purnell	ex officio - Commissioner		14-18, 18-22
Voncelia Brown	D-3, Fiori	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23
Karen Hammer	D-4, Elder	Snow Hill	21-24
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25

## SOCIAL SERVICES BOARD

(Continued)

## Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenney (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thornes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	Faith Coleman (15-21)
Marie Doughty	Cathy Gallagher (*13-20)
James Taylor	Sharon Dryden (*20-21)
K. Bennett Bozman	Marie Campione-Lawrence(16-20)
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	



## DEPARTMENT OF HUMAN SERVICES

**Worcester County**  
**Department of Social Services**

**Roberta Baldwin**  
 Director

**Tammy Jones**  
 Assistant Director  
 Services

**Evelyne Tyndall**  
 Assistant Director  
 Family Investment

**Mary Beth Quillen**  
 Assistant Director  
 Administration

**Renee Reid**  
 Assistant Director  
 Child Support

**MAIN OFFICE**  
 299 Commerce Street  
 P.O. Box 39  
 Snow Hill, Maryland 21863

Telephone: 410-677-6800  
 Fax: 410- 677-6810  
 TTY: 410-677-6800

Website:  
[www.dhr.maryland.gov/local-offices/worcester-county/](http://www.dhr.maryland.gov/local-offices/worcester-county/)

November 16, 2022

Joseph M. Mitrecic, President  
 Worcester County Office of the Commissioners  
 Worcester County Government Center  
 One West Market St., Room 1103  
 Snow Hill, MD 21863

**RE: Re-Appointment to the Worcester County DSS Advisory Board**

Dear Mr. Mitrecic,

I am writing regarding Advisory Board membership which includes the re-appointment of two (2) existing members. I am recommending the re-appointment of Dr. Voncelia S. Brown and Ms. Mary White. Both have eagerly accepted. Their contact information is listed below:

Dr. Voncelia S. Brown  
 6024 South Point Road  
 Berlin, MD 21811

Ms. Mary White  
 9114 Lincoln Lane  
 Berlin, MD 21811

Please feel free to contact me if any additional information is needed.

Thank you for your assistance.

Sincerely,

Roberta Baldwin, LCSW-C  
 Director

CC: Weston Young, Chief Administrative Officer





Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$100 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - Dallas Baker- (410-632-5623)

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
John O'Brien	D-6, Bunting	Bishopville	*22-23
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20, 20-24
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20, 20-24
Michael Pruitt	Town of Snow Hill		*22-24
Don Furbay	D-3, Church	Berlin	20-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26

## Prior Members: (Since 1994)

Ron Cascio (94-96)	Hugh McFadden (98-05)	Bob Donnelly (11-15)
Roger Vacovsky, Jr. (94-96)	Dale Pruitt (97-05)	Howard Sribnick (10-16)
Lila Hackim (95-97)	Frederick Stiehl (05-06)	Dave Wheaton (14-16)
Raymond Jackson (94-97)	Eric Mullins (03-07)	Wendell Purnell (97-18)
William Turner (94-97)	Mayor Tom Cardinale (05-08)	George Tasker (*15-20)
Vernon "Corey" Davis, Jr. (96-98)	William Breedlove (02-09)	Rodney Bailey *19
Robert Mangum (94-98)	Lester D. Shockley (03-10)	Steve Brown *10-19
Richard Rau (94-96)	Woody Shockley (01-10)	Bob Augustine 16-19
Jim Doughty (96-99)	John C. Dorman (07-10)	Michael Pruitt *15-19
Jack Peacock (94-00)	Robert Hawkins (94-11)	James Rosenburg (*06-19)
Hale Harrison (94-00)	Victor Beard (97-11)	Jamey Latchum *17-19
Richard Malone (94-01)	Mike Gibbons (09-14)	Hal Adkins (*20-21)
William McDermott (98-03)	Hank Westfall (00-14)	Mike Poole (11-22)
Fred Joyner (99-03)	Marion Butler, Sr. (00-14)	
	Robert Clarke (11-15)	

\* = Appointed to fill an unexpired term

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$100 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

#### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Barbara Tull	D-1, Abbott	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Fiori	West Ocean City	*16-20, 20-24
Josh Davis	D-5, Bertino	Berlin	*19-21, 21-25
Lauren Taylor	D-7, Mitrecic	Ocean City	13 17-21, 21-25
Kerrie Anne Bunting	D-4, Elder	Snow Hill	21-25

#### Prior Members: Since 1972

Isaac Patterson <sup>1</sup>	Klein Leister (99-03)	Michael Day *19-21
Lenora Robbins <sup>1</sup>	Bill Simmons (99-04)	
Kathy Fisher <sup>1</sup>	Bob Hulburd (99-05)	
Leroy A. Brittingham <sup>1</sup>	Frederick Wise (99-05)	
George "Buzz" Gering <sup>1</sup>	Wayne Benson (05-06)	
Nancy Pridgeon <sup>1</sup>	Jonathan Cook (06-07)	
Marty Batchelor <sup>1</sup>	John Glorioso (04-08)	
John Verrill <sup>1</sup>	David Blazer (05-09)	
Thomas Hood <sup>1</sup>	Ron Pilling (07-11)	
Ruth Reynolds (90-95)	Gary Weber (99-03, 03-11)	
William H. Buchanan (90-95)	Annemarie Dickerson (99-13)	
Jan Quick (90-95)	Diana Purnell (99-14)	
John Verrill (90-95)	Kathy Fisher (11-15)	
Larry Knudsen (95)	Linda Glorioso (08-16)	
Carol Johnsen (99-03)	Teresa Travatello (09-18)	
Jim Nooney (99-03)	Molly Hilligoss (15-18)	
Barry Laws (99-03)	Denise Sawyer (*18-19)	
	Isabel Morris (11-19)	

\* = Appointed to fill an unexpired term

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

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

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 7/4-year terms  
Terms Expire December 31

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

**Current Members:**

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

**Prior Members: (Since 2005)**

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

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

**Current Members:**

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

**Prior Members: (Since 1993)**

Andrew Bosco (93-95)  
 Richard Brady (96-96, 03-04)  
 Michael Robbins (93-99)  
 Alfred Lotz (93-03)  
 Ernest Armstrong (93-04)  
 Jack Reed (93-06)  
 Fred Henderson (04-06)  
 E. A. "Bud" Rogner (96-07)  
 David Walter (06-07)  
 Darwin "Dart" Way, Jr. (99-08)  
 Aris Spengos (04-14)  
 Gail Blazer (07-17)  
 Mike Hegarty (08-17)  
 Michael Reilly (14-18)  
 Bob Poremski (17-20)  
 Gregory Sauter (17-21)

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/Meeting

Meetings: Monthly

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

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

**Current Members:**

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

**Prior Members: (Since 1993)**

Eleanor Kelly <sup>c</sup> (93-96)	Andrew Delcorro (*14-19)
John Mick <sup>c</sup> (93-95)	
Frank Gunion <sup>c</sup> (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham <sup>c</sup> (93-13)	
Ralph Giove <sup>c</sup> (93-14)	
Chris Smack (04-14)	

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
 4 At-large members, nominations from women's organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Tamara White and Coleen Colson, Co-Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21(Resigned)
Mary E. (Liz) Mumford	At-Large	W. Ocean City	*16, 16-19, 19-22
Coleen Colson	Dept of Social Services		19-22
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Windy Phillips	Board of Education		19-22
Tamara White	D-1, Abbott	Pocomoke City	17-20, 20-23 21-24
Kris Heiser	Public Safety – State Attorney Office		(Resigned)
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Laura Morrison	At-Large	Pocomoke	*19-20, 20-23
Crystal Bell, MPA	Health Department		*22-23
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21, 21-24

## Prior Members: Since 1995

Ellen Pilchard <sup>c</sup> (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Catherine W. Stevens (02-04)
Helen Henson <sup>c</sup> (95-97)	Lil Wilkinson (00-01)	Hattie Beckwith (00-04)
Barbara Beaubien <sup>c</sup> (95-97)	Diana Purnell <sup>c</sup> (95-01)	Mary Ann Bennett (98-04)
Sandy Wilkinson <sup>c</sup> (95-97)	Colleen McGuire (99-01)	Rita Vaeth (03-04)
Helen Fisher <sup>c</sup> (95-98)	Wendy Boggs McGill (00-02)	Sharyn O'Hare (97-04)
Bernard Bond <sup>c</sup> (95-98)	Lynne Boyd (98-01)	Patricia Layman (04-05)
Jo Campbell <sup>c</sup> (95-98)	Barbara Trader <sup>c</sup> (95-02)	Mary M. Walker (03-05)
Karen Holck <sup>c</sup> (95-98)	Heather Cook (01-02)	Norma Polk Miles (03-05)
Judy Boggs <sup>c</sup> (95-98)	Vyoletus Ayres (98-03)	Roseann Bridgman (03-06)
Mary Elizabeth Fears <sup>c</sup> (95-98)	Terri Taylor (01-03)	Sharon Landis (03-06)
Pamela McCabe <sup>c</sup> (95-98)	Christine Selzer (03)	Vanessa Alban (17-22)
Teresa Hammerbacher <sup>c</sup> (95-98)	Linda C. Busick (00-03)	
Bonnie Platter (98-00)	Gloria Bassich (98-03)	
Marie Velong <sup>c</sup> (95-99)	Carolyn Porter (01-04)	
Carole P. Voss (98-00)	Martha Pusey (97-03)	
Martha Bennett (97-00)	Teole Brittingham (97-04)	

**Prior Members: Since 1995 (continued)**

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	Kelly Riwniak *(19-20)
Jody Falter (06-09)	Kelly O'Keane (17-22)
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	

## WORCESTER COUNTY COMMISSION FOR WOMEN

P.O. BOX 211, SNOW HILL, MD 21863

December 15, 2022

Anthony W. Bertino, Jr., President  
Worcester County Office of the Commissioners  
Worcester County Government Center  
One West Market Street – Room #1103  
Snow Hill, MD 21863

RE: Worcester County Commission for Women

Dear Mr. Bertino:

As you may be aware, Mary E. (Liz) Mumford and Hope Carmean tenure will expired in December 2022, leaving two vacancy. Mrs. Mumford was at-Large and Mrs. Carmean was appointed from District-4 by commissioner Theodore J. Elder. I respectfully request appointees to fill these vacancy at your earliest convenience.

We look forward to welcoming our new members so we may continue with a full active Commission.

Please feel free to contact me at 443-614-3004. Thank you for your assistance.

Respectfully,

Tamara White  
Chair, Worcester County Commission for Women



Reference: Resolution No. 06-2, adopted February 21, 2006

Appointed by: County Commissioners

Functions: Advisory  
Share information about youth-related concerns; promote internal and external assets among youth in order to prevent unhealthy behaviors which may result in harm or reduced opportunities for success; and provide information to County Commissioners, County agencies, and Youth Serving organizations specific to youth development and resources.

Number/Term: Up to 25 with 5 from each community/two-year terms  
Terms Expire April 30<sup>th</sup>

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

Special Provisions: Members who have more than two unexcused absences may be recommended for replacement by the Youth Council.

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)

Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)  
Kari Lamboni, Worcester County Health Department - (410-632-1100, x1102)  
Crystal Bell, Worcester County Health Department - (410-632-1100, x1108)  
Tyrone Mills, Worcester County Board of Education - (410-632-5084)

Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>	<u>Year(s) of Term(s)</u>
Wynter Roberson	Snow Hill	Snow Hill	21-25
Mary Ann Rutzler	Snow Hill	Snow Hill	21-25

## Prior Members: (Since 2006)

Mallory Miller (06-07)	Rachel Thompson (09-11)	William (Jacob) Mast (13-15)
Irene Mertz (06-07)	Emily Cieri (09-11)	Sohiab Ijaz (13-15)
Codee Buckler (06-07)	Brianna Carroll (09-11)	Michelle Collins (13-15)
Sabrina Kunciw (06-07)	LaShae Smith (09-11)	Olivia Hancock (13-15)
Abigail Duffield (06-07)	Jenna Kramer (09-11)	Asia Mason (13-15)
Ashley Brodie (06-07)	Quashaun Willis (09-11)	Taylor Portier (13-15)
Morgan Crank (06-07)	Tori Duncan (09-11)	Colby Lane Payne (13-15)
Justin Lewis (06-07)	Victoria Danna (09-11)	Madeline Goodard (12-16)
Amber Sparks (06-07)	Makya Purnell (11-12)	Charles Pritchard (13-16)
Marshall Wool (06-07)	Michelle Rosinski (11-12)	Jacob LeMay (13-16)
Monique Douglas (06-07)	Ron Foreman (11-12)	Glennie Rippin (14-16)
Ebony Marshall (06-07)	Hannah Marie McFord (11-12)	Rachel Thomas (14-16)
Ashley Cody (06-07)	Mariah Amos (09-13)	Danielle Gelinas (14-16)
Lorissa McAllister (06-07)	William Wangel (09-13)	Sammi Schachter (14-16)
Dominique Kunciw (06-08)	Elizabeth Sayan (11-13)	Katie Withers (14-16)
Brittany Cottman (06-08)	Casey Ortiz (11-13)	Peyton Dunham (14-17)
Ronata Thomas (06-08)	Karley Snyder (11-13)	Madison Mendiaz (15-17)
Matthew Smarte (07-08)	Dana Pappas (11-13)	Claire Riley (15-17)
Keith Spangler (07-08)	Tyler Bivens (11-13)	Amy Lizas (15-17)
Clayton Perry (07-08)	Jasmine Brown (11-13)	Riley Dickerson (15-17)
Marissa Dean (07-08)	Abby Bunting (11-13)	D'Nasia Jones (15-17)
Charnell Fitchett (07-08)	Megan Ludy (11-13)	Alison Snead (15-17)
Quavis Hayes (07-08)	Robbie Stancil (11-13)	LuAnne Mottley (15-17)
Dominique Bias (07-08)	Torres Savage (12-13)	Erica Hall (15-17)
Tommy Murray (06-09)	Gabrielle Ortega (11-14)	Kyle Jarmon (15-17)
Jackie Wangel (06-09)	Collin Bankert (11-14)	Destinee Johnson (15-18)
Kara Brower (07-09)	Ami Oliver (11-14)	Tatyana Waters (15-18)
Mary Mazcko (07-09)	Taylor Black (11-14)	Cali Litton (16-18)
Kevin Ayres (07-09)	Jonah Crisanti (11-14)	McKenzie Mitchell (16-18)
Aaron Marshall (07-09)	Paige Stanley (11-14)	Decklan Fisher (16-18)
Gwendolyn Jackson (08-09)	Kamryn Evans (12-14)	Jon Selby (16-18)
LaTrele Crawford (08-09)	Dylan Elliott (12-14)	Laila Mirza (16-18)
Andrew VanBruggen (09)	Sabah Nawaz (12-14)	Patrick Reid (16-18)
Brandon Thaler (08-10)	Brynae Waters (13)	Tyler Keiser (16-18)
Megan O'Donnell (08-10)	Gracie Riley (13-15)	Melissa Laws (16-18)
Mike Guerrieri (09-10)	Ruben Ortega III (12-15)	T'Nae Fitch (16-18)
Brett Oliver (09-10)	Jillian Petito (13-15)	Avalon Fortt (17-19)
Andrew Murrell (09-10)	Brittany Wangel (11-15)	Zanab Iqbal (17-19)
Sharryse Piggott (09-10)	Rachel Bourne (12-15)	Jessica Wynne (17-19)
Michelle Wangel (07-11)	Erik Zorn (13-15)	Dana Kim (17-19)
Liam Hammond (16-19)		Cooper Richins (17-19)
McCammon Mottley (16-19)		
Caroline Matthews (17-20)		
Craig Birckhead-Morton (17-20)		
Richard Poist (17-20)		
Chloe Goddard (16-20)		
Amber Whittaker (19-20)		



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

## Worcester County HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249  
[www.worcesterhealth.org](http://www.worcesterhealth.org)

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

# MEMO

**To:** Weston Young, Assistant Chief Administrative Officer, Worcester County, One West Market Street, Rm. 1103, Snow Hill, Md. 21863

**From:** Mimi Dean, MS, Director of Prevention Services, Worcester County Health Department

**cc:** Rebecca L. Jones, RN, BSN, MSN, Health Officer  
Lou Taylor, Superintendent, Worcester County Public Schools  
Tamara Mills, Worcester County Public Schools  
Kelcey Luyo, Coordinator of Special Programs II

**Date:** November 1, 2022

**Re:** Youth Council for Worcester County

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The Worcester County Youth Council continued to meet during the 2021-2022 school year to discuss and develop strategies to address youth-related concerns. We appreciate the support of the Commissioners for this Board.

The Worcester County Youth Council members reviewed applications during the March 14, 2022 and at the October 11, 2022 meeting and are recommending the appointment of the following 16 new members for the Youth Council.

The Council respectfully requests that the Worcester County Commissioners officially appoint the following youth to the Board.

<i>Name</i>	<i>School</i>	<i>Grade</i>	<u><i>Community</i></u>
<b>Appointment (2 year):</b>			
Mia Acuna	Pocomoke	11	Pocomoke
Brooke Berquist	Stephen Decatur	10	Bishopville
Mandy Chau	Pocomoke	11	Pocomoke
Madelyn Cornwell	Pocomoke	10	Pocomoke
Georgina Enriquez	Pocomoke	10	Pocomoke
Vanessa Francisco-Epitacio	Pocomoke	11	Pocomoke
Teresa Guo	Pocomoke	10	Pocomoke
Emily Knight	Pocomoke	11	Pocomoke
Kyleigh Kruse	Pocomoke	9	Pocomoke
Treston Melvin	Pocomoke	11	Pocomoke
Gregory Mizelle, Jr.	Pocomoke	11	Pocomoke
Brianna Morrison	Stephen Decatur	10	Berlin
Laila Pascucci	Stephen Decatur	9	Berlin
Gabriella Thompson-Servant	Stephen Decatur	10	Berlin
Maddie Shirk	Stephen Decatur	11	Bishopville
Emily Skorobatsch	Pocomoke	9	Pocomoke

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This brings the membership to 18 youth with these appointments. During this school year, the council will work to recruit additional members in efforts to expand membership. We are very excited to work with this group of energized, creative young people who are interested in making a difference in their schools and communities.

I am enclosing a copy of the students' applications and a copy of the membership list by community and mailing addresses for appointments.