

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

January 8, 2019

Item

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding hiring a Communications Clerk I and posting to fill an additional Communications Clerk I vacancy in Emergency Services; proposed Library Personnel Changes; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:05 - Presentation of Proclamation Declaring January as Mentoring Month in Worcester County 1
- 10:10 - Public Hearing - Amended Five-Year Capital Improvement Plan, FY20 through FY24 2
- 10:20 - Chief Administrative Officer: Administrative Matters 3-17
(FY19 Library Budget Adjustment to Reflect New Grant Funds; Additional Vehicle for Sheriff's Office; Additional Vehicle for Development Review and Permitting; Proposed Revisions to Mystic Harbour Sewer Service Application; Status Update on Lewis Road Sewer Extension Project; Operational Issues at Riddle Farm Wastewater Treatment Plant; Award of Bid for Courthouse HVAC Renovation Project; Resolution for Sectional Rezoning of Maryland Route 589 Area North of US Route 50; Request for Proposals for Broadband Feasibility Study; Establishing the Asking Price for Sale of Former Liquor Control Warehouse Property in Snow Hill; Request for Transfer of Surplus Swing Set at Stockton Playground to Pocomoke City; Pending Board Appointments; Annual Report from Youth Council and Appointment of New Members; Proposed Worcester County Employee Events in 2019; Correction to Christmas Eve Holiday Resolution; and potentially other administrative matters)
- 10:30 -
- 10:40 -
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

December 18, 2018

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

Following a motion by Commissioner Nordstrom, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; Stacey Norton, Human Resources Director; and Sheriff Matt Crisafulli. Topics discussed and actions taken included: posting to fill two vacant Communications Clerk Trainee positions; reviewing personnel changes in the Sheriff's Office, including the promotion of Mark Titanski from Corporal to Chief Deputy and Colonel Doug Dods from Chief Deputy to Operations Officer; reviewing personnel changes within the State's Attorney's Office; receiving legal advice from counsel; and performing administrative functions, including: reviewing schedule changes in the Sheriff's Office, vacancies within the County Jail and Public Works Roads Division, employee medical leave update, and Human Resources activity updates, including wreath decorating contest, annual souper bowl and food drive, cereal drive, and blood drive; drawing for an outstanding employee; discussing potential board appointments; scheduling annual County fire services dinner meeting; reviewing invitations to the Board of Education and State's Attorney-elect Kristin Heiser's swearing in ceremonies; receiving FY19 monthly financial update; and approving a typographical correction to Resolution No. 18-26 (Sea Oaks Village RPC).

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 10:00 a.m.

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

The Commissioners reviewed and approved the minutes of their December 4, 2018 open session as amended and closed session as presented.

DRAFT

The Commissioners presented retirement commendations to Emergency Services Director Fred Webster, who will retire December 30, 2018 after 17 years of public service, and to former Orphans Court Chief Judge William D. Shockley and Register of Wills Charlotte Kerbin Cathell, who retired recently after 32 years and 20 years of public service, respectively. The Commissioners thanked Mr. Webster, Judge Shockley, and Ms. Cathell for their lasting contributions to Worcester County and Commissioner Bertino recited a poem he had written to commemorate Ms. Cathell's retirement.

Pursuant to the written recommendation of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bid for a housing rehabilitation project located in Ocean Pines to Shoreman Construction Company, Inc. of Delmar, Maryland at a total cost of \$34,485.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Elder, the Commissioners unanimously approved the Request for Proposals (RFP) for the Diakonia, Inc. shelter renovation project, with project costs to be paid for with Community Development Block Grant (CDBG) funds.

Pursuant to the request of Berlin Fire Company President David Fitzgerald and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the Section 147(f) Approval and Written Agreement, authorizing tax-exempt financing not to exceed \$800,000 to construct a new fire station at 10845 Ocean Gateway in Berlin. In response to a question by Commissioner Church, Mr. Fitzgerald advised that construction is scheduled to begin in February 2019 and be complete by summer 2019.

The Commissioners conducted a public hearing on the proposed comprehensive sectional reclassification of the E-1 Estate and A-1 Agricultural Zoned properties located to the north of Grays Corner Road, on the easterly and westerly sides of McAllister Road, northerly and southerly sides of Griffin Road, and the westerly side of MD Rt. 589 (Racetrack Road) in the Third Tax District of Worcester County. Development Review and Permitting (DRP) Director Ed Tudor provided the zoning and land use history along with an overview of the proposed comprehensive sectional reclassification. Mr. Tudor explained that the lands were originally zoned A-1 Agricultural in 1965 and were rezoned to E-1 Estate with the Comprehensive Rezoning of 1992. He advised that the 2006 County Comprehensive Plan called for the deletion of the Estate land use category and associated E-1 zoning district, and during the 2009 comprehensive rezoning, several property owners within the study area requested a commercial classification; however, staff and the Planning Commission concluded that sufficient commercial zoning was already in place along the U.S. Rt. 50 corridor and on MD Rt. 589 to serve the needs of residents and the traveling public in light of the number of unutilized or underutilized commercial properties in the area. Therefore, the Planning Commission and staff had recommended the portion zoned E-1 be given an R-1 Rural Residential District zoning designation; however, the Commissioners chose to retain the E-1 zoning classification. Mr. Tudor advised that more recently, based on the five rezoning case numbers 399, 400, 401, 402, and 415 seeking to rezone properties in the above-referenced area from E-1 to C-2 General

DRAFT

Commercial, or alternatively C-1 Neighborhood Commercial zoning, on March 1, 2018 the Planning Commission recommended initiating a sectional rezoning of the properties, and that request was approved by the County Commissioners on April 3, 2018. The Planning Commission subsequently discussed the proposal at several meetings throughout 2018 and concluded that to place commercial zoning in the area would be inappropriate, and recommended that the area remain zoned E-1 Estate until the next Comprehensive Development Plan and Comprehensive Rezoning of the County based on the following reasons: the substantial existing residential areas; McAllister Road is not adequate for commercial usage; there is already an abundance of traffic on MD Route 589; and public water and sewer services are not yet available.

Commissioner Purnell opened the floor to receive public comment.

Mark Cropper, attorney in the five rezoning case numbers 399, 400, 401, 402, and 415 (the "589 properties"), stated that his clients, whose properties are zoned E-1, not A-1, and total 19.1 acres, are seeking a change in zoning classification to C-2 or alternatively C-1. He introduced his letter dated June 21, 2018 to the Planning Commission to support the requested rezoning of the 589 properties. Specifically, Mr. Cropper pointed to Rezoning Case Nos. 392 and 396 which involved properties just north of the 589 properties, and which resulted in rezoning those properties from A-1 to C-2, based on a change in the character of the neighborhood to commercial, and the definition of the neighborhood included the 589 properties. He further stated that Case No. 392 was appealed to the Court of Special Appeals (Silver Fox, LLC et. al versus Walter M. Stansell, Jr., et. al) upon which the court upheld the decision of the Commissioners to rezone the property. Mr. Cropper pointed out that he does not represent the other land owners whose properties are also being considered for rezoning, as part of the sectional reclassification.

Mark Cropper called on Hugh Cropper, the attorney who handled the rezoning of the properties in Rezoning Case Nos. 392 and 396. Hugh Cropper reviewed the details of said rezoning cases, noting that both properties were located roughly one mile from the Casino at Ocean Downs which is directly across the highway from the 589 properties, and he agreed that the properties being represented by Mark Cropper are in the defined neighborhood and are in much closer proximity to the casino than those of his clients and thus more heavily impacted. He further agreed with Mark Cropper's assertion that MD Rt. 589 in the vicinity of the five properties consists of five lanes, including acceleration and deceleration lanes, making that area even more well suited to handle additional traffic that could be generated if the subject properties are rezoned and developed for commercial use than the properties he represented. He then reviewed the history of the Estate zone classification, noting that it was meant for use on large lots in areas such as South Point, Showell, and Bishopville and not on the small lots on MD Rt. 589 near the casino. He concurred with Mark Cropper that the Estate zone did not represent smart growth, and for that reason the County's own comprehensive plan called for its elimination, though that has yet to occur.

In response to questions by Commissioner Bertino, Mark Cropper agreed that the proposed reclassification could impact property owners he does not represent, though he felt the commercial zoning classification would increase the permitted uses in the area and thus benefit all of the property owners. Mr. Tudor advised that the Commissioners are able to determine which properties, if any, to rezone. For example, they could choose to rezone 50% of the properties, 75%, or none, though he cautioned that the homes on any properties rezoned to C-1 or

C-2 commercial would become non-conforming uses, requiring homeowners to apply for special exceptions from the Board of Zoning Appeals when seeking to make changes to their homes. In response to a question by Commissioner Elder, DRP Deputy Director Phyllis Wimbrow advised that DRP staff sent notifications to all impacted property owners. In response to a question by Commissioner Bunting, Mr. Cropper stated that his clients would like their properties to be rezoned C-2.

Mr. Cropper called on his client, James C. Motsko of Ocean City, an area realtor who represents the Nock property, which is one of the five properties being represented by Mr. Cropper. Mr. Motsko stated that the Nock property has been on the market for eight years, and he will not be able to sell the property unless it is rezoned for commercial use because it is located directly opposite the casino and a boat dealership, making it undesirable for residential use.

Mr. Cropper called on his client, Steve Machan of McAllister Road. Mr. Machan stated that he requested his property be rezoned from E-1 to commercial in 2006 and again during the 2009 comprehensive rezoning, at which time the County Commissioners denied his rezoning request and assured him that they were in the process of eliminating the E-1 zoning classification. He made a third request based on rezoning cases 392 and 396, but his request was denied a third time, though his property is located closer to and more immediately impacted by the casino than either of the properties in those rezoning cases. He asked the Commissioners to support this request today to rezone his property for commercial use.

Mr. Cropper called on his client, Goodwin Hunt Taylor, III, of McAllister Road, who stated that his property was being used for commercial purposes when he bought it in 2011 and it is still being used for commercial purposes today. He stated that residential zoning is not appropriate for his property, and he requested the Commissioners rezone his property C-2 or, alternatively, C-1.

Mr. Cropper called on his client, Kevin Evans, owner of the former Planted Pleasures, located on MD Rt. 589. Mr. Evans stated that the Commissioners denied his 2009 request to rezone his property from E-1 to commercial; however, the County had assured him the E-1 zoning would be eliminated and his property would be granted a new zoning classification, which has not happened. He stated that only commercial zoning is appropriate for his property.

Mr. Cropper provided closing comments, reiterating that the neighborhood has been defined as commercial in nature twice in recent years with rezoning cases 392 and 396, properties that were rezoned from A-1 to commercial based on a change in the character of the neighborhood, and the inappropriateness of E-1 zoning on MD Rt. 589 in the area of the casino. He pointed out that the five properties being considered for rezoning today sit closer to the casino than either of those rezoning cases. He stated that in spite of recommendations from County staff and the Planning Commission based on the Comprehensive Land Use Plan, which calls for the elimination of the Estate Zone, the Commissioners failed to eliminate the E-1 zone during the 2009 Comprehensive Rezoning. He pointed out that the Worcester County Comprehensive Land Use Plan is applauded Statewide as one of the best planning documents ever developed, and he urged the Commissioners to adhere to this plan by granting the rezoning requests before them today rather than postponing these rezoning requests until the next comprehensive rezoning, which has yet to be scheduled. He reiterated that the Estate zoning is inappropriate for this area, noting that his clients' properties cannot and will not sell under their current zoning classifications because residential zoning is highly inappropriate for these sites. He reiterated that

DRAFT

the 2006 Comprehensive Land Use Plan calls for the elimination of the Estate zone, and he asked how long the Commissioners expect his clients to wait before the County follows through with rezoning their properties to meet the goals of the plan.

In response to a question by Commissioner Bunting, Mr. Cropper reviewed the differences between the various commercial zoning classifications. Commissioner Bunting suggested that perhaps only the properties fronting on MD Route 589 should be zoned commercial.

In response to a question by Commissioner Bertino, Public Works Director John Tustin stated that McAllister Road is roughly 22 feet wide and the road would likely need to be upgraded if the zoning is changed from E-1 to commercial. Commissioner Bunting added that McAllister Road has a 30-foot wide right-of-way.

Don Giancoli of Glen Riddle urged the Commissioners to support the recommendations of County staff and the Planning Commission, noting that factors in Rezoning Cases 392 and 396 don't apply to this area. He expressed concern regarding the domino effect of rezoning these properties which would lead to more nearby properties being rezoned commercial too, if the Commissioners agree with the logic of the argument presented by Mr. Cropper. He stated that it doesn't make sense to rezone these properties with no traffic study and no coordination of how that is going to coordinate into the overall development of MD Rt. 589. He added that common sense indicates that there is already too much traffic on MD Route 589 and rezoning these properties to commercial zoning will only make it worse. He concluded that staff has suggested a more prudent way of proceeding with future development in this area, and these properties should not be zoned commercial.

Steve Rakow, attorney for the Ocean Downs Casino, stated that his client opposes any rezoning of these properties prior to review of the County Comprehensive Plan scheduled for 2021 for the following reasons: there is sufficient existing underutilized or unutilized commercially-zoned properties already available for development in that area; there is no provision for public sewer services, and the casino will not grant access through their property and overburden the sewer system for commercial development on MD Rt. 589; and there should be no change in development patterns permitted in the area until a traffic study is completed; and MD Route 589 should be widened to 4-lanes before any commercial development is permitted in the area.

Commissioner Purnell closed the public hearing.

In response to a question by Commissioner Bertino regarding water and sewer, Environmental Programs Director Bob Mitchell stated that the subject properties are not in the planning area for Ocean Pines, so any future commercial developed would be required to include onsite septic services.

In follow up to comments made by Mark Cropper, Ms. Howarth addressed the following legal points. First, the Court of Special Appeals agreed with the Circuit Court that it was not going to substitute its judgement in place of the County Commissioners on the appropriateness of the neighborhood in Rezoning Case No. 392, and that the issue was fairly debatable. She emphasized that the Court did not say that the definition of the neighborhood was correct, as that's not the reviewed standard. Additionally, she pointed out that this is a comprehensive rezoning, not a piece-meal rezoning, and the Commissioners are not required to consider the definition of the neighborhood or a change in the character of the neighborhood. Those are not

DRAFT

the standards for a comprehensive rezoning. Rather when considering a comprehensive rezoning, the Commissioners are required to look at the local and regional needs and all property owners in the planning area, you consider broad policy considerations, including whether the comprehensive rezoning takes into account future public needs and purposes, whether it is designed to provide an adequate potential for orderly growth in the future, to satisfy local and regional needs, and ultimately whether it bears a relationship to the public health, safety, and general welfare.

Commissioner Bertino stated that he could not support the proposed sectional rezoning for the following reasons: the needed water and sewer is not available to serve the area, existing homeowners would be required to take the additional step of applying for a special exception to make improvements to their own properties, it would place additional traffic on an already impacted MD Rt. 589 when funding has yet to be identified to upgrade the road, and McAllister Road would need to be upgraded to support commercial development of these properties.

After much discussion and upon a motion by Commissioner Bunting, the Commissioners voted 5-2, with Commissioners Bertino and Nordstrom voting in opposition, to amend the boundary line on the comprehensive reclassification map submitted to include only those properties shown on Tax Map 21 as Parcels 32, 71, 79, 83, 84, 87, 88, 94, 97, 110, 111, 114, 151, 219, 265 and 276 along MD Rt. 589 and McAllister Road which are currently zoned E-1 Estate or A-1 Agricultural to be considered for this comprehensive sectional reclassification.

Upon a motion by Commissioner Bunting, the Commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to rezone the above referenced properties in the MD Rt. 589, McAllister Road, and Griffin Road area from E-1 Estate or A-1 Agricultural to C-2 General Commercial zoning district.

The Commissioners recessed for five minutes.

The Commissioners reviewed proposed bond bills and the Official Intent Resolution, to include the financing schedule provided by the County's financial advisor, Joe Mason of Davenport & Company, LLC. The bond bills include \$37 million to replace Showell Elementary School (SES), \$1.4 million, which has been reduced from \$1.5 million for a new turf athletic field and track at Stephen Decatur High School (SDHS), \$3.328 million for completion of Central Landfill Cell No. 5, \$3.25 million for water and wastewater projects in the Ocean Pines and Riddle Farm Sanitary Service Areas (SSA); and the Official Intent Resolution to use the bond proceeds to reimburse expenses incurred for each of these projects prior to the issuance of the bonds. Chief Administrative Officer Harold Higgins advised that there are two changes to the resolution. The first includes an increase from an amount not to exceed \$47 million to an amount not to exceed \$48 million for the SES project to include constructing four pre-kindergarten (pre-k) classrooms. The second includes adding a track to the installation of a new turf athletic field at SDHS.

In response to questions by Commissioner Bertino, Mr. Higgins stated that the \$1 million increase in the bond bill for SES is to cover the cost of four classrooms for pre-k, based on a request from the Board of Education (BOE) in anticipation that the State will require the provision of all day pre-k beginning in 2022. Assistant Chief Administrative Officer Kelly Shannahan stated that the \$3.25 million for Water and Wastewater projects includes \$3 million

for miscellaneous projects in Ocean Pines and \$250,000 for the equalization tank in the Riddle Farm Sanitary Service Area (SSA). Public Works Director John Tustin reviewed the breakdown of projects for the Ocean Pines SSA as follows: \$800,000 to replace a belt filter press, \$600,000 to construct a new operations center; \$500,000 to paint the north water tower; \$500,000 for miscellaneous pump station upgrades; \$500,000 to rehabilitate treatment unit three; and \$100,000 to replace blue tubing (water lines) throughout the service area. Mr. Shannahan further stated that this is not a commitment of those funds at this time, and the residents of Ocean Pines will have an opportunity to speak at a public hearing on these projects before those expenditures are approved. Commissioner Bunting stated that it makes better sense to add the pre-k classrooms now rather than in the future at a much higher cost. He further stated that the State funding formula for school construction in Worcester County is unfair and needs to be changed. Commissioner Mitrecic concurred, noting that Worcester County receives the lowest percentage of State funding for school construction of any county in Maryland.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Official Intent Resolution No. 18-27 as amended.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing on Bill 18-7 (Zoning - Campgrounds - RV Camping Areas), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Lockfaw, Mitrecic, and Purnell on November 20, 2018. Mr. Tudor reviewed the bill, which would amend Section ZS 1-318(c)(3)B of the Zoning and Subdivision Control Article to remove the requirement for a specific angle of access and egress to each pull-through campsites in rental and membership campgrounds. Mr. Tudor explained that the current language requires an angle of between 120 and 135 degrees, which may not be appropriate in all cases and is better self-regulated by the owner of the campground. He stated that the text amendment filed by Mark Cropper, attorney for Robert Ewell, has the full support of the Planning Commission and staff.

Mark Cropper, attorney for Robert Ewell, owner of Island Resort Campground in Newark, Maryland, stated that the purpose of the text amendment is to eliminate the arbitrary angle that pull-through campsites are required to develop, and the angle should be determined by the campground owner and not some arbitrary rule.

In response to questioning by Mr. Cropper, Mr. Ewell agreed that the existing provision is unnecessary and campsite owners should determine the extent to which pull-through campsites are on an angle and if so what that angle should be.

There being no further public comment, Commissioner Purnell closed the public hearing.

Upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Bill 18-7 (Zoning - Campgrounds - Recreational Vehicle Camping Areas) as presented.

The Commissioners met with Mr. Higgins to consider introducing an updated bond bill entitled An Act to authorize and empower the County Commissioners to borrow on its full faith and credit and to issue and sell its general obligation bonds and its bond anticipation notes at one time or from time to time within four years from the date this bill becomes effective in an amount not to exceed \$38 million to provide financing for a portion of the cost for construction and equipping of the new Showell Elementary School (SES), including payment of all related costs and costs of issuance of such bonds. Mr. Higgins noted that the proposed bill reflects an increase

from \$37 million to include an additional \$1 million for four additional pre-k classrooms as discussed earlier.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned bond bill as Bill 18-8 and scheduled a public hearing on the bill for January 22, 2019.

The Commissioners met with Mr. Higgins to consider introducing an updated bond bill entitled An Act to authorize and empower the County Commissioners to borrow on its full faith and credit and to issue and sell its general obligation bonds and its bond anticipation notes at one time or from time to time within four years from the date this bill becomes effective in an amount not to exceed \$1.4 million to provide financing for installation of a new turf athletic field and track at Stephen Decatur High School (SDHS), including payment of all related costs and costs of issuance of such bonds. Mr. Shannahan advised that the revised draft bill reflects a decrease in funding of \$100,000 from \$1.5 million to \$1.4 million and the addition of a track.

Following some discussion, Commissioners Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned bond bill as Bill 18-9 and scheduled a public hearing on the bill for January 22, 2019.

The Commissioners met with Mr. Higgins to consider introducing a bond bill entitled An Act to authorize and empower the County Commissioners to sell its general obligation bonds and its bond anticipation notes at one time or from time to time within four years from the date this bill becomes effective in an amount not exceeding \$3,328,000 to provide financing to complete the Central Landfill Site Cell No. 5 construction project, including payment of all related costs and costs of issuance of such bonds. In response to questions by Commissioner Mitrecic, Mr. Tustin stated that Cell 5 construction should be complete within two weeks, with certification by Maryland Department of the Environment (MDE), and thereafter should begin accepting waste by mid-January 2019.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned bond bill as Bill 18-8 and scheduled a public hearing on the bill for January 22, 2019.

Commissioner Purnell closed the legislative session.

The Commissioners conducted a public hearing on a Comprehensive Water and Sewerage Plan amendment application submitted by Hugh Cropper, IV, on behalf of Atlantic General Hospital (AGH), to reclassify the water and sewer planning area designations for two adjacent properties to serve a proposed outpatient medical center to be located on MD Rt. 589 (Racetrack Road), south of the Ocean Pines South Gate entrance and more specifically identified on Tax Map 21 as Parcel 66, Lots A and B. Mr. Mitchell reviewed the amendment, which would change the designation for the properties from W-6/S-6 (no planned service) to W-1/S-1 (planned to be served within two years) and will include the relevant information for the Ocean Pines planning area in the plan. He advised that the proposed medical office will consist of 98,964 square feet of medical offices serving different medical specialties. He concluded that the Planning Commission found the proposed amendments to be consistent with the County's Comprehensive Development Plan and granted the application a favorable recommendation. In response to

DRAFT

questions by Commissioner Bertino, Mr. Mitchell stated that the outpatient medical center will receive services from the Ocean Pines Sanitary Service Area (SSA) via a connection from the South Gate area of Ocean Pines near Pennington Commons, and they will be subject to Forest Conservation Act requirements, but no offsite mitigation will be required. In response to a question by Commissioner Mitrecic, Mr. Mitchell stated that this project will not impact a small section of wetlands on the property.

Commissioner Purnell opened the floor to receive public comment.

Hugh Cropper, attorney for Silver Fox and Burbage Melson who own the two parcels, and Sina Companies, LLC, advised that his client plans to develop, design and build a campus to lease to AGH as a medical campus on property zoned C-2 and medical office space consisting of just under 100,000 square feet. He advised that the building will be very attractive, with every effort to be made to protect the existing forest to meet the required threshold. He stated that the rear of the property will be landscaped with low-light parking. He stated that this project will allow AGH to consolidate a number of medical services under one roof, making the project cost effective. He advised that this project is consistent with the Comprehensive Plan, and the Ocean Pines Sanitary Service Area (SSA) has adequate water and sewer for this project, and he urged the Commissioners to approve the requested amendment as presented.

There being no further public comment, Commissioner Purnell closed the public hearing.

In response to a question by Commissioner Bertino, Malcolm Sina advised that project construction is scheduled to begin during the second quarter of 2019 and be complete 12 months after construction begins.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the request to amend the Comprehensive Water and Sewerage Plan for Worcester County to reclassify the designation for the properties from W-6/S-6 (no planned service) to W-1/S-1 (planned to be served within two years). Mr. Shannahan stated that there is no resolution for the Commissioners to sign today. Rather, this property must first be incorporated into the Ocean Pines SSA, and at that public hearing, staff will present a resolution incorporating the properties into the Ocean Pines SSA as well as amending the Water and Sewerage Plan as approved today.

The Commissioners met with Finance Officer Phil Thompson and Chris Hall of TGM Group, LLC, Certified Public Accountants to review the County's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2018. Mr. Thompson stated that this document, which County and TGM staff spent countless hours preparing, represents the County's fiscal report card, stat sheet, and fiscal state of the County, all in one document, and County staff send the CAFR to more than 100 entities the County does business with, as well as international bond rating firms, Moody's, Fitch, and Standard & Poors, which use this data to assign the County's credit rating, the financial analysts and institutions that currently hold or bid on the County's bond offerings, and most importantly make it available to the public on the County website at www.co.worcester.md.us. Mr. Thompson then announced that the County was awarded the Certificate of Achievement for Excellence in Financial Reporting for the tenth consecutive year by the Government Finance Officers Association (GFOA) of the United States and Canada for its CAFR for FY17. This award is the highest form of recognition awarded to local governments in the areas of accounting and financial reporting and assures the users of the County's financial statements that the County is complying with the most recent accounting and

DRAFT

finance pronouncements in a format that is widely acceptable. He recognized key members of the finance team, Budget Officer Kathy Whited, Assistant Finance Officer Jennifer Swanton, Enterprise Fund Controller Jessica Wilson, and Senior Budget Accountant Kim Reynolds for the dedication and knowledge they provide and for the support and guidance that Mr. Higgins and the Commissioners have given to staff, noting that it would not be possible to accomplish this without their dedication to excellence in financial reporting.

Mr. Hall reviewed the Independent Auditors' Report, issuing Worcester County an unmodified opinion (previously referred to as a "clean opinion"), which represents the highest assurance TGM can give. He pointed out the new accounting principal that TGM was required to implement this year, Government Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Other Post Employment Benefits (OPEB). He then reviewed the Management's Discussion and Analysis (which provides private citizens with a snapshot of what happened during the current fiscal year along with a comparison to the prior year); Balance Sheet Governmental Funds, with a Fund Balance of roughly \$54 million, of which \$18.7 million is Assigned (planned), leaving \$35 million Unassigned for use in future years; General Fund final adopted budget of roughly \$195 million, with actual revenues generated of roughly \$200 million; Statement of Revenues, Expenses, and Changes in Fund Net Position for Business-Type Activities, with a net position of \$54.6 million at the fiscal year opening and \$57 million at the fiscal year close; and Statement of Net Position Fiduciary Funds, which includes roughly \$49.3 million for Other Post Employment Benefits (OPEB), which reflects a net increase of \$3.2 million in fair value of investments.

In response to a question by Commissioner Bertino, Mr. Hall confirmed that the OPEB Net Position for the County is \$49.3 million, with a \$31.6 million liability; and the Net Position for the Board of Education (BOE) is \$19 million, with a \$318 million liability. Mr. Hall advised that each liability reflects the projected cost for current employees and retirees.

In response to a question by Commissioner Mitreic, Mr. Thompson confirmed that the prior report, completed two years ago, for the BOE liability was \$250 million. Ms. Swanton advised that this change reflects the new GASB 75 reporting requirements for reporting cash balances, which mandates projecting a lower rate of return for the BOE funds due to the level of liability in their OPEB Fund while we are able to project a higher rate of return for the County OPEB Fund which more closely resembles our recent experience. Mr. Hall stated that this is a nationwide issue for jurisdictions that pay post employment benefits. Commissioner Mitreic stated that the Town of Ocean City developed a long-term payment plan to address their OPEB liability and urged the Commissioners to do the same. Following some discussion, the Commissioners directed staff to provide them with a full report on the current County and BOE OPEB liability and to develop a potential 30-year payment plan in order to stay ahead of the current liability and to address the full \$350 million long-term liability, and to include specific recommended funding requirements for both the County Government and the BOE to address these liabilities.

Pursuant to the recommendation of Fire Marshal Jeff McMahon and upon a motion by Commissioner Bertino, the Commissioners unanimously declared a 1985 Ford/Peirce fire engine, previously donated to the County by the Ocean Pines Volunteer Fire Department (OPVFD) in 1985 and since used by the Special Hazards Response Team (Hazmat), Worcester Technical

DRAFT

High School (WTHS) cadet vocational program, and as a reserve engine for the County fire service, to be surplus property and agreed to notify the public of their intent to dispose of the surplus property by returning it to the OPVFD, with the public to have an opportunity to object to the proposed disposal in advance or at 10:00 a.m. during the Commissioners' meeting on January 22, 2019 before this item is returned. Mr. McMahon advised that the OPVFD donated the engine to the County for said purposes, with the caveat that it be returned to the OPVFD in the event that it ceased to be used for its intended purposes.

Pursuant to the request of Mr. McMahon and upon a motion by Commissioner Bunting, the Commissioners unanimously approved the offer of the Ocean City Volunteer Fire Company (OCVFC) Fire Safety House to the County at no cost for use by the County. Mr. McMahon explained that the OCVFC fire safety house fire prevention trailer program is being terminated, and area fire chiefs asked his office to continue the program and store the trailer at the Fire Training Center in Newark.

Emergency Services Director Billy Birch provided the Commissioners with a P25 Radio System status update, noting that no significant issues have been reported regarding the system since the last update on November 20, 2018, and advising that this week Harris contractors will be replacing the existing generators at the Pocomoke and Mystic Harbour sites with new, larger units at no additional cost to the County to overcome issues identified during system testing, to assure readiness for the Town of Ocean City's transition to the new system, and to provide additional interoperability for users placing "individual calls" when roaming between Ocean City and Worcester County tower sites.

In a related matter, at the request of Mr. Birch and upon a motion by Commissioner Bertino, the Commissioners unanimously declared portable radio equipment from the Legacy Enhanced Digital Access Communications System (EDACS) to be surplus property with only de minimis value which does not justify the cost to prepare this equipment for sale and therefore authorized the department to dispose of said equipment by physical destruction.

Pursuant to the request of Recreation and Parks Director Tom Perlozzo and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a Land and Water Conservation Fund Grant application for a grant of \$175,000 or 50% of the total estimated project cost of \$350,000 for the development of passive recreational components at the Greys Creek Nature Park. In response to a question by Commissioner Bunting, Mr. Perlozzo advised that there is an island shown on the map that will be removed from the map of potential water access and water trail connections for Greys Creek Nature Park, as that island is not County-owned.

Pursuant to the request of Mr. Perlozzo and upon a motion by Commissioner Mitrecic, the Commissioners unanimously accepted the best bid for the Public Landing dredging engineering project to J. Stacey Hart & Associates, Inc. of Snow Hill, Maryland at a total cost of \$35,000. In response to a question by Commissioner Bertino, Mr. Perlozzo explained that the State has no experience working with Three Chord CEM, LLC of Frankford, Delaware, the apparent low bidder with a bid of \$26,700, while J. Stacey Hart & Associates has successfully

DRAFT

completed a number of projects in Maryland.

Environmental Programs Director Bob Mitchell advised the Commissioners that the County's Agricultural Land Preservation Program has been re-certified by the Maryland Department of Planning (MDP) and the Maryland Agricultural Land Preservation Foundation (MALPF) through June 30, 2021. Mr. Mitchell advised that certification entitles the County to retain 75% instead of 33% of the Agricultural Land Transfer Tax (ALTT) and also makes the County eligible for 60% additional matching funds from the State when those funds may be available for the purchase of agricultural easements in the future. The Commissioners commended Mr. Mitchell and Katherine Munson, Planner V, as well as local partners for their efforts to cultivate interest from local landowners and farmers to take part in the program.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners voted 6-1, with Commissioner Elder voting in opposition, to authorize Commission President Purnell to sign the Agreement of Sale between Porter Mill Properties, LLC (Seller) and the County Commissioners of Worcester County, Maryland (Buyer) for the purchase of a Rural Legacy Area easement for \$2,166.50 per acre for a total purchase cost of \$127,000, to be funded by the Maryland Department of Natural Resources (DNR) at no cost to the County, on 58.62 acres of a 62.11-acre property (excluding the 3.49-acre abandoned railroad right-of-way), which is located at 1108 Snow Hill Road in Stockton, and more specifically identified on Tax Map 94 as Parcel 175.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the Request for Proposals (RFP) for design engineering services for the Selsey Road Resiliency Project. While the stabilization and enhancement activities will take place primarily on the private property of an interested landowner, the restoration effort will benefit the entire Cape Isle of Wight community. Commissioner Bunting expressed skepticism that any such efforts will ultimately be successful due to the forces of nature in that area of the Isle of Wight Bay.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Bunting, the Commissioners unanimously accepted the best proposal from Davis, Bowen & Friedel, Inc. of Salisbury, Maryland to comprehensively update the Worcester County Water and Sewerage Plan at a total cost of \$124,095.40. In response to a question by Commissioner Bertino, Mr. Mitchell stated that J.W. Salm Engineering, Inc. submitted the lowest-cost proposal at \$119,644.91, but only scored 52 points when evaluated on experience, project team, schedule, overall proposal, and ongoing work that could affect this project; however, Davis, Bowen & Friedel, Inc., scored 90 points, making them the most qualified among the three companies to perform this work for the County.

Pursuant to the request of Administrative Judge Brian D. Shockley and the recommendation of Public Works Director John Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the construction of a private bathroom within the Clerk of Court's Office at a cost not to exceed \$9,000.

DRAFT

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to review their plans to tour and discuss Solid Waste Division operations on Tuesday, January 15, 2019 and agreed to postpone the start time from 10:00 a.m. to 10:30 a.m. to permit them to attend the swearing in ceremony for Board of Education members that day at 9:30 a.m.

The Commissioners met with Mr. Shannahan to discuss a request from Hunter Pusey of Paul M. Jones Lumber Company, Inc. to lease outdoor storage space in the covered loading bays at the former Liquor Control Warehouse in Snow Hill to store surplus lumber from December 2018 through June 2019 with a proposed lease payment of \$1,000 per month. Mr. Shannahan stated that County staff sent a letter that acknowledged his request and advised that the Commissioners have not yet decided whether to renovate the facility to satisfy existing County storage needs or to sell the property outright to an interested buyer.

Upon a motion by Commissioner Bertino, the Commissioners unanimously denied Mr. Pusey's request. Upon a subsequent motion by Commissioner Mitrecic, the Commissioners declared their intention to sell the property as is. Mr. Shannahan agreed to provide information at a future meeting so that the Commissioners can determine the asking price for this property.

The Commissioners met with Mr. Shannahan to review the proposal for their two-day Strategic Planning Retreat on January 29-30, 2019 at the Berlin Branch Library. Pursuant to the request of Mr. Shannahan and upon a motion by Commissioner Mitrecic, the Commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to approve the proposal from The Novak Consulting Group of Cincinnati, Ohio for Catherine Tuck Parish to provide consulting services associated with facilitating the strategic planning workshop at a total fixed fee of \$10,000. The Commissioners had reviewed and conceptually approved this proposal at their December 4, 2018 meeting.

Upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Resolution No. 18- 28 to amend the Worcester County Government Personnel Rules and Regulations to declare Christmas Eve as a full-day holiday, as conceptually approved by the Commissioners at their November 7, 2018 meeting and after having been posted for 15 days and receiving no comment. The amendment includes the addition of Christmas Eve, December 24, under Subsection A of Section 6.11 (Holidays).

The Commissioners reviewed and discussed various board appointments.

Upon nominations by Commissioner Nordstrom, the Commissioners unanimously agreed to reappoint Mark Frostrom to the Local Management Board for an additional three-year term expiring December 31, 2021, and Mickey Ashby to the Ethics Board and George Linvill to the Solid Waste Advisory Committee for additional four-year terms each expiring December 31, 2022; and to appoint Ronnie White to the Social Services Advisory Board for the remainder of a three-year term expiring December 31, 2020, to replace Tracey Cottman whose term expired last year.

Upon nominations by Commissioner Church, the Commissioners unanimously agreed to reappoint Duane Duncan to the Board of Electrical Examiners for an additional three-year term

DRAFT

expiring December 31, 2021, and to reappoint Jim Wilson to the Building Code Appeals Board and Richard Jendrek to the Water and Sewer Advisory Council for the Mystic Harbour Service Area for additional four-year terms each expiring December 31, 2022.

Upon a nomination by Commissioner Elder, the Commissioners unanimously agreed to reappoint Ed Phillips and Alan Hudson to the Agricultural Preservation Advisory Board for additional four-year terms each expiring December 31, 2022; and to appoint Michael Day to the Tourism Advisory Committee for the remainder of a four-year term expiring December 31, 2019 to replace Molly Hilligoss who resigned.

Upon a nomination by Commissioner Bunting, the Commissioners unanimously agreed to reappoint Cam Bunting as an at-large business representative to the Local Development Council for the Ocean Downs Casino for an additional four-year term expiring December 31, 2022.

County Attorney Maureen Howarth updated the Commissioners on the Open Meetings Compliance Board (the Board) Opinion that was recently issued. Ms. Howarth advised that the Board agreed that the Commissioners were performing an administrative function; however, the Board found that the County violated the Open Meetings Act by failing to sufficiently disclose in the open session minutes the subject matters of the administrative items discussed in the closed session. Based on the Board's findings that the Commissioners violated the act, the Commissioners are required at this open session meeting to announce the violation and orally summarize the opinion, and they are required to sign and return the opinion to the Board.

Commission President Purnell read the disclosure, stating that the State of Maryland Open Meetings Compliance Board recently determined that the Worcester County Commissioners violated Section 3-104 of the General Provisions Article of the Annotated Code of Maryland related to the County's administration function meeting on September 18, 2018 by failing to include a phrase or sentence identifying the subject matters discussed in the administrative function meeting in the minutes of the September 18, 2018 meeting. She further stated that the County Commissioners will ensure that all administrative matters are properly referenced in the open session meetings, as required by Section 3-104.

In response to a request for clarification by Commissioner Bertino, Ms. Howarth confirmed that the Board found that the Commissioners were appropriately in a closed session meeting.

Pursuant to the request of Budget Officer Kathy Whited and upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to host the annual public hearing on the FY20 County Operating Budget at Stephen Decatur High School on May 7, 2019 at 7:00 p.m.

The Commissioners reviewed a letter from Ocean City Mayor Rick Meehan requesting a property tax setoff in the County's FY20 budget for Ocean City taxpayers who pay County property taxes. Chief Administrative Officer Harold Higgins advised that in accordance with the provisions of Section 6-306(f)(1) of the Tax-Property Article of the Annotated Code of Maryland, a request for property tax setoff must be submitted at least 180 days before the date that the annual County budget is approved. He advised that the town has met that deadline with this request. He further stated that while the request does not outline their desired level of

DRAFT

property tax setoff for the next fiscal year, the letter does request a discussion to include ways to work together to share additional expenses and develop an economic strategy to grow the town and County's economic future.

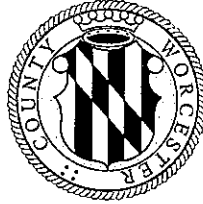
Following some discussion and upon a motion by Commissioner Bunting, the Commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to authorize Mr. Higgins to send a letter to Mayor Meehan seeking to schedule a meeting between County Administration and town representatives in the near future to discuss the nature of the Ocean City tax differential request, to be sent along with copies of the County's Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2018 and the County's FY19 General Fund Operating Budget.

In response to comments by Commissioner Mitrecic, the Commissioners directed staff to provide them with a report and recommendations for implementing a Countywide room tax and/or rental license program to generate revenue from County property owners who rent their properties for transient use. Commissioner Mitrecic stated that Ocean City officials recently instituted a program to track and recover room tax revenues for property owners in the town who rent their properties for transient use, which resulted in the generation of roughly \$55,000 in additional room tax revenues last year. He also stated that the County should develop a better program to track and recover unpaid food and beverage taxes.

The Commissioners wished one and all a Merry Christmas and a Joyful New Year.

The Commissioners answered questions from the press, after which they adjourned to meet again on January 8, 2019.

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



1

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

PROCLAMATION

WHEREAS, this January, National Mentoring Month, we recognize the power of mentors to transform young lives; and we honor their investment into the lives of area youth; and

WHEREAS, mentoring is a gift that continues to give through generations, as studies prove that youth who are mentored miss fewer school days, are 81% more likely to play sports, and are 55% more likely to attend college. They are less likely to abuse alcohol or other drugs. They have healthier relationships, and they are more likely to feel empowered to pursue their own dreams and to themselves go on to become mentors and volunteers.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, partner with representatives from Big Brothers Big Sisters of the Eastern Shore to proclaim January as **National Mentoring Month** and to encourage those looking to make a positive difference in the community to become mentors.

Executed under the Seal of the County of Worcester, State of Maryland, this 8th day of January, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

Citizens and Government Working Together

2

**Notice of Public Hearing
AMENDED Five-Year Capital Improvement Plan
FY 2020 through FY 2024
Worcester County, Maryland**

The Worcester County Commissioners will conduct a public hearing on the AMENDED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2020 through FY2024. The current Worcester County Five-Year CIP for FY2020 through FY2024 was adopted by the County Commissioners by Resolution No. 18-24 on November 20, 2018. However, certain revisions have been requested by the Worcester County Board of Education (BOE) with respect to the Showell Elementary Replacement School project and the Stephen Decatur High School (SDHS) Turf Field project since adoption. Specifically, the BOE has requested additional funding of \$1,000,000 for the Showell Elementary Replacement School project for additional classrooms to accommodate anticipated Pre-Kindergarten enrollment, and has revised the scope of the SDHS Turf Field project to include a running track and athletic improvements. 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 AMENDED Capital Improvement Plan for FY2020 through FY2024 summary may be obtained from the Worcester County Administration Office, Room 1103 - Government Center, One West Market Street, Snow Hill, Maryland 21863 or online at 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 8, 2019
at 10:10 A.M.**

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



OFFICE OF THE
COUNTY COMMISSIONERS

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

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

Worcester County

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

December 18, 2018

TO: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

FROM: Kim Reynolds, Senior Budget Accountant

RE: "REVISED REQUESTED" Capital Improvement Plan FY2020 through FY2024

Please find attached, the Requested Fiscal Year 2020 through Fiscal Year 2024 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$91,237,085 are requested over the five-year period. Of these projects, \$7,927,492 or 8.69% is proposed to come from the General Fund and \$54,418,101 or 59.6% from general bond funds. The remaining portion would come from user fees, grant funds, state match funds, state loans, assigned funds and enterprise bonds. Public School projects have been included in the Capital Improvement Plan.

Please review the revisions per the Board of Education to the Capital Improvement Plan. The revisions include a change to the title of the Stephen Decatur High School – Turf Field to include the (Running Track/Athletic Improvements) and \$1,000,000 added to the Showell Elementary Replacement School expanding classrooms for Pre-K Enrollment. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

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

REQUESTED PLAN SUMMARY BY CATEGORY

12/18/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2020 to FY 2024 Project Summary**

Project Category	2020	2021	2022	2023	2024	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	250,000	2,500,000	0	550,000	0	3,300,000	3.62%	0	0	3,300,000
Public Safety	500,000	5,500,710	3,800,710	0	0	9,801,420	10.74%	3,500,000	0	13,301,420
Public Works	7,130,000	5,970,000	4,680,000	2,700,000	1,600,000	22,080,000	24.20%	1,116,000	0	23,196,000
Public Schools	27,756,519	10,027,637	7,690,062	5,461,370	2,553,000	53,488,588	58.63%	12,731,756	879,000	67,099,344
Community College	0	197,492	2,279,610	89,975	0	2,567,077	2.81%	0	0	2,567,077
TOTAL	35,636,519	24,195,839	18,450,382	8,801,345	4,153,000	91,237,085	100.00%	17,347,756	879,000	109,463,841

Source of Funds	2020	2021	2022	2023	2024	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,500,000	1,697,492	1,653,000	1,577,000	1,500,000	7,927,492	8.69%	1,016,000	0	8,943,492
User Fees	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	865,000	1,560,000	1,215,000	600,000	50,000	4,290,000	4.70%	50,000	0	4,340,000
State Match	5,285,000	1,250,000	3,650,000	1,906,000	831,000	12,922,000	14.16%	4,336,000	0	17,258,000
State Loan	815,000	960,000	15,000	0	0	1,790,000	1.96%	50,000	0	1,840,000
Assigned Funds	2,549,055	1,565,437	0	275,000	0	4,389,492	4.81%	5,858,188	0	10,247,680
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	950,000	1,950,000	1,950,000	600,000	50,000	5,500,000	6.03%	0	0	5,500,000
General Bonds	23,672,464	15,212,910	9,967,382	3,843,345	1,722,000	54,418,101	59.64%	6,037,568	879,000	61,334,669
TOTAL	35,636,519	24,195,839	18,450,382	8,801,345	4,153,000	91,237,085	100.00%	17,347,756	879,000	109,463,841

* Balance to Complete - Years FY2025 and future

3

**FY 2020 TO FY 2024 SUMMARY BY PROJECT
REQUESTED**

12/18/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Pocomoke Library Building Improvements	250,000	2,500,000						2,750,000
Snow Hill Library Building Improvements				550,000				550,000
Total General Government Facilities	250,000	2,500,000	0	550,000	0	0	0	3,300,000
Public Safety								
Worcester County Jail Improvement Project	500,000	5,500,710	3,800,710	0	0	3,500,000		13,301,420
Total	500,000	5,500,710	3,800,710	0	0	3,500,000	0	13,301,420
Public Works								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Bridge Replacement -Bayside Road Bridge	3,000,000					16,000		3,016,000
Water Wastewater								
Mystic Harbour Wastewater Plant Expansion	100,000	1,200,000	2,400,000	1,200,000	100,000			5,000,000
Newark Spray Irrigation	1,000,000	940,000				100,000		2,040,000
Lewis Road Sewer Extension	630,000	980,000	30,000					1,640,000
Ocean Pines Service Area Upgrades	900,000	1,350,000	750,000					3,000,000
								0
Total Public Works	7,130,000	5,970,000	4,680,000	2,700,000	1,600,000	1,116,000	0	23,196,000

**FY 2020 TO FY 2024 SUMMARY BY PROJECT
REQUESTED**

12/18/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance to Complete	TOTAL
Public Schools								
Showell Elementary School Replacement	26,723,464	9,712,200				12,116,756		48,552,420
Stephen Decatur High School-Turf Field/Running Track	785,000					615,000		1,400,000
Stephen Decatur Middle School Addition	131,055	315,437	5,005,062	3,753,370				9,204,924
Pocomoke Middle School - Roof Replacement	117,000		2,532,000					2,649,000
Snow Hill Middle/Cedar Chapel School - Roof Replace			153,000	1,631,000	1,722,000			3,506,000
Pocomoke Elementary School - Roof Replacement				77,000	831,000		879,000	1,787,000
Total Public Schools	27,756,519	10,027,637	7,690,062	5,461,370	2,553,000	12,731,756	879,000	67,099,344
Wor-Wic Community College								
Wor-Wic Applied Technology Building		197,492	2,279,610	89,975				2,567,077
Total Wor-Wic	0	197,492	2,279,610	89,975	0	0	0	2,567,077
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,500,000	1,697,492	1,653,000	1,577,000	1,500,000	1,016,000		8,943,492
User Fees								0
Grant Funds	865,000	1,560,000	1,215,000	600,000	50,000	50,000		4,340,000
State Match	5,285,000	1,250,000	3,650,000	1,906,000	831,000	4,336,000		17,258,000
State Loan	815,000	960,000	15,000			50,000		1,840,000
Assigned Funds	2,549,055	1,565,437		275,000		5,858,188		10,247,680
Private Donation								0
Enterprise Bonds	950,000	1,950,000	1,950,000	600,000	50,000			5,500,000
General Bonds	23,672,464	15,212,910	9,967,382	3,843,345	1,722,000	6,037,568	879,000	61,334,669
TOTAL	35,636,519	24,195,839	18,450,382	8,801,345	4,153,000	17,347,756	879,000	109,463,841



Project: Showell Elementary Replacement School

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

Project Summary: Showell Elementary Replacement School

Purpose: Demolish existing school and construct replacement school.

Location: 11318 Showell School Road, Berlin, Md. 21811

Impacts on General Fund Operating, Personnel or Maintenance: The Showell Elementary Replacement School will provide more square footage than the existing 52,610 s.f. school. However, with energy efficiency elements included in the design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 20	FY 21	FY 22	FY 23	FY 24	Prior Allocation (FY16-FY19)	Balance to Complete	Total Project Cost
Engineering/Design	186,864	93,446				2,222,651		2,502,961
Land Acquisition								0
Site Work	2,389,062	912,969				912,969		4,215,000
Construction	22,193,978	8,222,153				8,785,328		39,201,459
Equipment/Furnishings	1,953,560	483,632				195,808		2,633,000
Other								0
EXPENDITURES								
TOTAL	26,723,464	9,712,200	0	0	0	12,116,756	0	48,552,420
SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	4,336,000					4,336,000		8,672,000
State Loan								0
Assigned Funds						2,358,188		2,358,188
Private Donation								0
Enterprise Bonds								0
General Bonds	22,387,464	9,712,200				5,422,568		37,522,232
								0
								0
TOTAL	26,723,464	9,712,200	0	0	0	12,116,756	0	48,552,420
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Project: Showell Elementary Replacement School

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 Showell Elementary School Feasibility Study was completed in April 2014, approved by the Worcester County Board of Education in May 2014 and by the Worcester County Commissioners in August 2014. The Study recommended construction of a replacement school in lieu of renovating the existing school. Current project scope was determined through Conceptual Plan phase of the project completed in August 2016. Schematic Design, Design Development and Construction Documents have been completed. The project bid on June 13, 2018. The bids were approved by the Board of Education in July 2018 and by the County Commissioners and the State of Maryland in August 2018. Construction is scheduled to begin in October 2018.

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?

Completion of the construction project will provide current and future students, faculty and Showell Elementary parents and community with a complete upgrade to the existing 41-year-old facility.

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?

Costs are based upon the final construction and project costs approved by the County Commissioners in August 2018.

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?

N/A

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 has been approved by the County Commissioners.



The Board of Education of Worcester County

6270 Worcester Highway
Newark, Maryland 21841
www.worcesterk12.org
Telephone: (410) 632-5000
Fax: (410) 632-0364

Board Members

WILLIAM L. GORDY
President

ERIC W. CROPPER, SR.
Vice-President

BARRY G. BRITTINGHAM, SR.

J. DOUGLAS DRYDEN

ELENA J. MCCOMAS

ROBERT A. ROTHERMEL, JR.

SARA D. THOMPSON

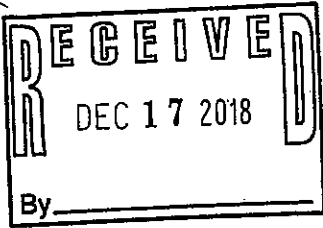
LOUIS H. TAYLOR
Superintendent of Schools

H. STEPHEN PRICE
Chief Safety Officer

JOHN R. QUINN, Ed.D.
Chief Academic Officer

VINCENT E. TOLBERT, CPA
Chief Financial Officer

ANNETTE E. WALLACE, Ed.D.
Chief Operating Officer



December 18, 2018

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

*Copy: Kathy Whikel ✓
Phil Thompson ✓*

Dear President Purnell:

On August 7, 2018, the County Commissioners approved the bids for the Showell Elementary Replacement School project. Construction began on September 29, 2018 and is proceeding on schedule.

During preparation of the Showell Elementary Replacement School bid documents, the Board of Education and the project Architect developed a project bid alternate to construct four additional Pre-Kindergarten classrooms. The current construction plans for the replacement school include four Pre-Kindergarten classrooms. These four classrooms will accommodate the current Showell Pre-K enrollment for the half-day Pre-Kindergarten program. Showell Elementary experienced an increase in Pre-K enrollment from September 2017 (62 students) to September 2018 (86 students).

Due to the expanding Pre-K enrollment at the Showell Elementary School and the very likely possibility that the State of Maryland will, in the next few years, mandate all-day Pre-Kindergarten in all Maryland public schools, I am requesting your consideration and approval of Bid Alternate #1 for the Showell construction project. Bid Alternate #1 provides four additional Pre-K classrooms for the new school.

I have attached a floor plan of the new school which indicates the location of the four classroom addition and a Bid Alternate #1 cost information sheet. As you can see, execution of Bid Alternate #1 will entail additional project funding of \$966,362.00. Eleven of the thirteen Showell Elementary contractors who will participate in the work included in Bid Alternate #1 have confirmed that the costs they submitted in their bid proposals dated June 13, 2018 are confirmed as submitted. Two contractors, the mechanical and electrical contractors, have submitted increased Bid Alternate #1 costs due to material and equipment costs they have experienced over the past six months. The revised mechanical and electrical costs have added \$92,888.00 to the \$873,474.00 Bid Alternate #1 costs we received on bid opening day in June.

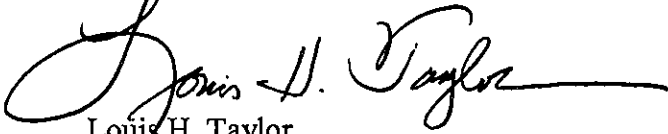
*← **



It is our strong belief that execution of Bid Alternate #1 will provide the students of Showell Elementary the instructional spaces required for the future all-day Pre-Kindergarten mandate. It is also our belief that now is the time to execute the bid alternate in order to eliminate the possibility of adding portable classrooms at the newly-opened Showell Elementary School in order to accommodate the all-day Pre-K mandate and to mitigate rising construction costs we would most certainly be impacted by should we decide to add the four classrooms as we approach completion of the new school or even a year or two after opening the new school.

The Board of Education and I want to thank and commend you for your continued support of our school system. Because of your unwavering support and leadership, we have navigated the design and bidding processes for the Showell Replacement School. I am reminded of all of the hard work we accomplished together as I watch the construction progress on the Showell Elementary site every day. We look forward to meeting with you on December 18th to discuss our Bid Alternate #1 funding request for the Showell Elementary Replacement School project.

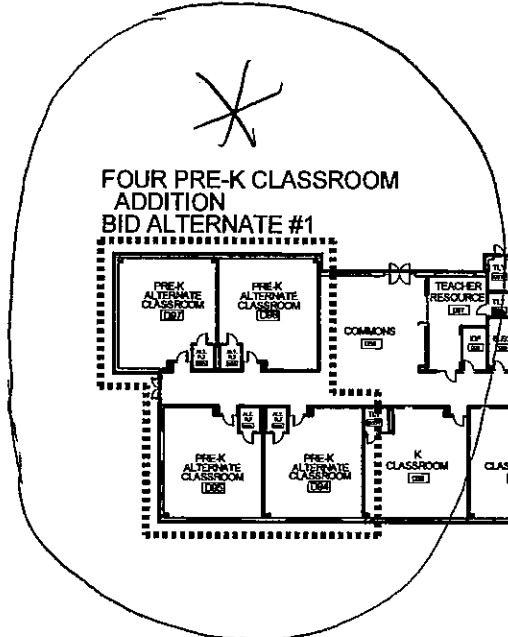
Sincerely,



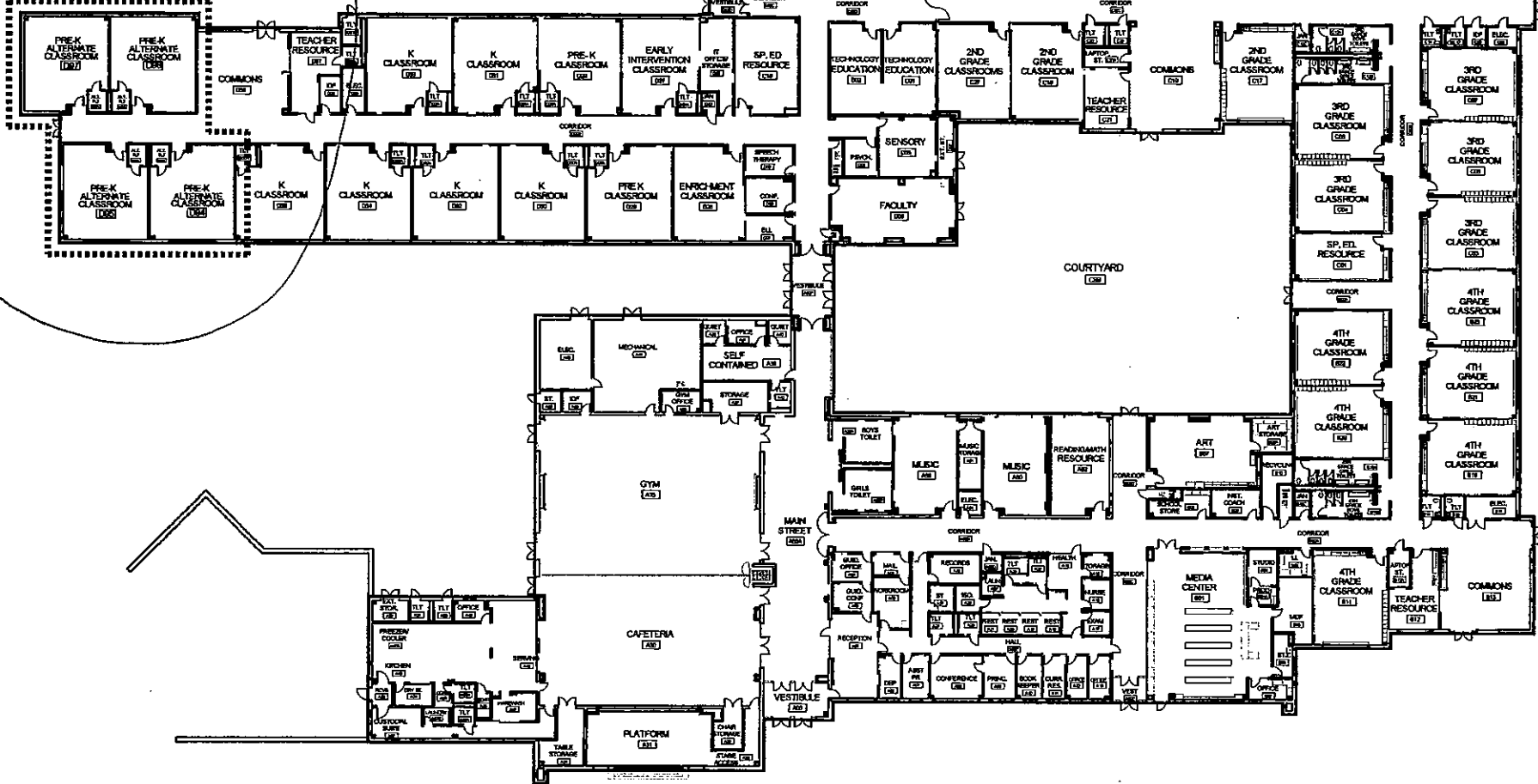
Louis H. Taylor
Superintendent of Schools

LT:jjp
Atch.

cc: Board of Education Members
Mr. Harold Higgins



FOUR PRE-K CLASSROOM
ADDITION
BID ALTERNATE #1



10

Showell Elementary Replacement School

**Showell Elementary Replacement School
 Bid Alternate #1 Costs
 (Four Pre-Kindergarten Classroom Addition)**

Bid Package	Area of Work	Bid Alt. #1 Cost
2A	Sitework	\$5,000.00
3A	Building Concrete	\$54,500.00
4A	Masonry	\$130,000.00
5A	Structural Steel	\$37,000.00
6A	Carpentry	\$104,515.00
7A	Roofing	\$93,000.00
8A	Windows	\$7,600.00
9A	Drywall	\$104,000.00
9B	Ceramic Tile	\$9,000.00
9D	Carpet/VCT	\$12,359.00
9E	Paint	\$6,000.00
15A	Mechanical	\$178,278.00
16A	Electrical	\$225,110.00
Total		\$966,362.00

Project: Stephen Decatur High School - Turf Field/Running Track/Athletic Improvements

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Install Turf Field, Resurface Running Track, Athletic Field Improvements - Stephen Decatur High School

Purpose: Demolish existing grass athletic field and install new turf surface. Included within field perimeter will be improvements to field event areas, including high jump, long jump, shot put and pole vault areas. Resurface existing running track.



Location: 9913 Seahawk Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance: Installation of the new turf field will eliminate maintenance of the existing grass field and the existing field sprinkler system. Track resurfacing will address deteriorated track areas and improve the overall expected life of the track.

	FY 20	FY 21	FY 22	FY 23	FY 24	Prior Allocation	Balance to Complete	Total Project Cost
(FY 19)								
Engineering/Design	20,000					60,000		80,000
Land Acquisition								0
Site Work	765,000					555,000		1,320,000
Construction								0
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	785,000	0	0	0	0	615,000	0	1,400,000
--------------	----------------	----------	----------	----------	----------	----------------	----------	------------------

SOURCES OF FUNDS		(FY 19)						
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	785,000					615,000		1,400,000
								0
								0

TOTAL	785,000	0	0	0	0	615,000	0	1,400,000
--------------	----------------	----------	----------	----------	----------	----------------	----------	------------------

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
------------------------------------	----------	----------	----------	----------	----------	--	--	----------

Project: Stephen Decatur High School - Turf Field/Running Track/Athletic Improvements

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?

Installation of the new turf field and resurfacing of the existing running track at Stephen Decatur High School will provide the SDHS students the same athletic surfaces we have installed at Pocomoke High School (2008) and Snow Hill High School (2014) through renovation projects at those two schools. ←

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?

Completion of the athletic turf installation project will provide current and future SDHS students the opportunity to utilize their athletic field year round. With the current grass field, SDHS administration limits the use of the field in order to protect and maintain the natural grass. The athletic turf will allow use of the field for team practices, band and unit practice, etc. Resurfacing of the existing running track will extend the serviceable life of the track and address areas of deterioration. ←

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 cost estimate was developed through analysis of the athletic turf field costs experienced through the bids received for the Snow Hill High School renovation/addition project in 2013 and adding an inflation factor for the five year period between the SHHS bids and the SDHS construction timeline.

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 Stephen Decatur High School athletic turf field/running track project will be funded from general obligation bond proceeds. ←

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 existing grass field at Stephen Decatur High School and the field's underground sprinkler system require a constant maintenance effort. Execution of the project also provides turf surfaces at all three of our high schools.

RESOLUTION NO. 18 - 24

**RESOLUTION APPROVING AND ADOPTING THE WORCESTER COUNTY
FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2020 TO FY 2024**

WHEREAS, the County Commissioners of Worcester County, Maryland have determined that certain Capital Projects are necessary to be constructed during the period of July 1, 2019 through June 30, 2024 in order to promote the health, safety, and welfare of the citizens of Worcester County and in order to provide adequate public facilities for the proper and efficient delivery of public services to the citizens of Worcester County; and

WHEREAS, the Worcester County Commissioners have conducted a public hearing on November 20, 2018 to receive public comment on the list of Capital Projects proposed for construction during the period of 2019-2024 as identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024 attached hereto, is hereby adopted.

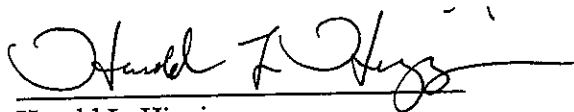
AND BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that funding for the projects identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024 may be provided from annual tax levies, issuance of public debt, use of reserve funds, or from such other sources as the County Commissioners may from time to time determine.

AND BE IT FURTHER RESOLVED that the County Commissioners of Worcester County, Maryland may, from time to time as deemed to be in the best interest of the County and to meet the needs of its citizens, amend said Capital Improvement Plan by the addition or deletion of projects therefrom.

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

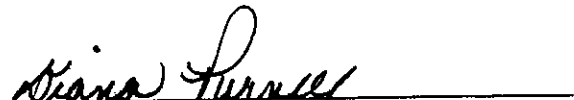
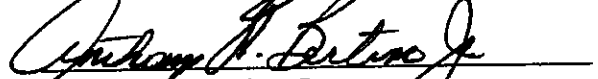
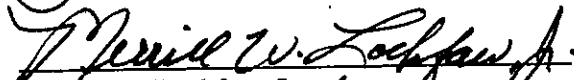
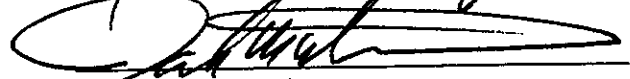
PASSED AND ADOPTED this 20th day of November, 2018.

ATTEST:



Harold L. Higgins
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND


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

Worcester County

Approved

5 Year Capital Improvement Plan
FY 2020 to FY 2024



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.

November 20, 2018

REQUESTED PLAN SUMMARY BY CATEGORY

11/20/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2020 to FY 2024 Project Summary**

Project Category	2020	2021	2022	2023	2024	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	250,000	2,500,000	0	550,000	0	3,300,000	3.66%	0	0	3,300,000
Public Safety	500,000	5,500,710	3,800,710	0	0	9,801,420	10.86%	3,500,000	0	13,301,420
Public Works	7,130,000	5,970,000	4,680,000	2,700,000	1,600,000	22,080,000	24.47%	1,116,000	0	23,196,000
Public Schools	26,756,519	10,027,637	7,690,062	5,461,370	2,553,000	52,488,588	58.17%	12,731,756	879,000	66,099,344
Community College	0	197,492	2,279,610	89,975	0	2,567,077	2.84%	0	0	2,567,077
TOTAL	34,636,519	24,195,839	18,450,382	8,801,345	4,153,000	90,237,085	100.00%	17,347,756	879,000	108,463,841

Source of Funds	2020	2021	2022	2023	2024	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,500,000	1,697,492	1,653,000	1,577,000	1,500,000	7,927,492	8.79%	1,016,000	0	8,943,492
User Fees	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	865,000	1,560,000	1,215,000	600,000	50,000	4,290,000	4.75%	50,000	0	4,340,000
State Match	5,285,000	1,250,000	3,650,000	1,906,000	831,000	12,922,000	14.32%	4,336,000	0	17,258,000
State Loan	815,000	960,000	15,000	0	0	1,790,000	1.98%	50,000	0	1,840,000
Assigned Funds	2,549,055	1,565,437	0	275,000	0	4,389,492	4.86%	5,858,188	0	10,247,680
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	950,000	1,950,000	1,950,000	600,000	50,000	5,500,000	6.10%	0	0	5,500,000
General Bonds	22,672,464	15,212,910	9,967,382	3,843,345	1,722,000	53,418,101	59.20%	6,037,568	879,000	60,334,669
TOTAL	34,636,519	24,195,839	18,450,382	8,801,345	4,153,000	90,237,085	100.00%	17,347,756	879,000	108,463,841

* Balance to Complete - Years FY2025 and future

**FY 2020 TO FY 2024 SUMMARY BY PROJECT
REQUESTED**

11/20/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Pocomoke Library Building Improvements	250,000	2,500,000						2,750,000
Snow Hill Library Building Improvements				550,000				550,000
Total General Government Facilities	250,000	2,500,000	0	550,000	0	0	0	3,300,000
Public Safety								
Worcester County Jail Improvement Project	500,000	5,500,710	3,800,710	0	0	3,500,000		13,301,420
Total	500,000	5,500,710	3,800,710	0	0	3,500,000	0	13,301,420
Public Works								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Bridge Replacement -Bayside Road Bridge	3,000,000					16,000		3,016,000
Water Wastewater								
Mystic Harbour Wastewater Plant Expansion	100,000	1,200,000	2,400,000	1,200,000	100,000			5,000,000
Newark Spray Irrigation	1,000,000	940,000				100,000		2,040,000
Lewis Road Sewer Extension	630,000	980,000	30,000					1,640,000
Ocean Pines Service Area Upgrades	900,000	1,350,000	750,000					3,000,000
								0
Total Public Works	7,130,000	5,970,000	4,680,000	2,700,000	1,600,000	1,116,000	0	23,196,000

17

**FY 2020 TO FY 2024 SUMMARY BY PROJECT
REQUESTED**

11/20/2018

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance To Complete	TOTAL
Public Schools								
Showell Elementary School Replacement	25,723,464	9,712,200				12,116,756		47,552,420
Stephen Decatur High School - Turf Field	785,000					615,000		1,400,000
Stephen Decatur Middle School Addition	131,055	315,437	5,005,062	3,753,370				9,204,924
Pocomoke Middle School - Roof Replacement	117,000		2,532,000					2,649,000
Snow Hill Middle/Cedar Chapel School - Roof Replace			153,000	1,631,000	1,722,000			3,506,000
Pocomoke Elementary School - Roof Replacement				77,000	831,000		879,000	1,787,000
Total Public Schools	26,756,519	10,027,637	7,690,062	5,461,370	2,553,000	12,731,756	879,000	66,099,344
Wor-Wic Community College								
Wor-Wic Applied Technology Building		197,492	2,279,610	89,975				2,567,077
Total Wor-Wic	0	197,492	2,279,610	89,975	0	0	0	2,567,077
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,500,000	1,697,492	1,653,000	1,577,000	1,500,000	1,016,000		8,943,492
User Fees								0
Grant Funds	865,000	1,560,000	1,215,000	600,000	50,000	50,000		4,340,000
State Match	5,285,000	1,250,000	3,650,000	1,906,000	831,000	4,336,000		17,258,000
State Loan	815,000	960,000	15,000			50,000		1,840,000
Assigned Funds	2,549,055	1,565,437		275,000		5,858,188		10,247,680
Private Donation								0
Enterprise Bonds	950,000	1,950,000	1,950,000	600,000	50,000			5,500,000
General Bonds	22,672,464	15,212,910	9,967,382	3,843,345	1,722,000	6,037,568	879,000	60,334,669
TOTAL	34,636,519	24,195,839	18,450,382	8,801,345	4,153,000	17,347,756	879,000	108,463,841

18

Project: Showell Elementary Replacement School

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

Project Summary: Showell Elementary Replacement School

Purpose: Demolish existing school and construct replacement school.

Location: 11318 Showell School Road, Berlin, Md. 21811

Impacts on General Fund Operating, Personnel or Maintenance: The Showell Elementary Replacement School will provide more square footage than the existing 52,610 s.f. school. However, with energy efficiency elements included in the design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 20	FY 21	FY 22	FY 23	FY 24	Prior Allocation (FY16-FY19)	Balance to Complete	Total Project Cost
Engineering/Design	186,864	93,446				2,222,651		2,502,961
Land Acquisition								0
Site Work	2,389,062	912,969				912,969		4,215,000
Construction	21,193,978	8,222,153				8,785,328		38,201,459
Equipment/Furnishings	1,953,560	483,632				195,808		2,633,000
Other								0
EXPENDITURES								

TOTAL	25,723,464	9,712,200	0	0	0	12,116,756	0	47,552,420
--------------	-------------------	------------------	----------	----------	----------	-------------------	----------	-------------------

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	4,336,000					4,336,000		8,672,000
State Loan								0
Assigned Funds						2,358,188		2,358,188
Private Donation								0
Enterprise Bonds								0
General Bonds	21,387,464	9,712,200				5,422,568		36,522,232
								0
								0

TOTAL	25,723,464	9,712,200	0	0	0	12,116,756	0	47,552,420
--------------	-------------------	------------------	----------	----------	----------	-------------------	----------	-------------------

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
------------------------------------	----------	----------	----------	----------	----------	--	--	----------

Project: Showell Elementary Replacement School

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 Showell Elementary School Feasibility Study was completed in April 2014, approved by the Worcester County Board of Education in May 2014 and by the Worcester County Commissioners in August 2014. The Study recommended construction of a replacement school in lieu of renovating the existing school. Current project scope was determined through Conceptual Plan phase of the project completed in August 2016. Schematic Design, Design Development and Construction Documents have been completed. The project bid on June 13, 2018. The bids were approved by the Board of Education in July 2018 and by the County Commissioners and the State of Maryland in August 2018. Construction is scheduled to begin in October 2018.

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?

Completion of the construction project will provide current and future students, faculty and Showell Elementary parents and community with a complete upgrade to the existing 41-year-old facility.

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?

Costs are based upon the final construction and project costs approved by the County Commissioners in August 2018.

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?

N/A

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 has been approved by the County Commissioners.

Project: Stephen Decatur High School - Turf Field

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Install Turf Field - Stephen Decatur High School

Purpose: Demolish existing grass athletic field and install new turf surface.

Location: 9913 Seahawk Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance: Installation of the new turf field will eliminate maintenance of the existing grass field and the existing field sprinkler system.

	FY 20	FY 21	FY 22	FY 23	FY 24	Prior Allocation	Balance to Complete	Total Project Cost
(FY 19)								
Engineering/Design	20,000					60,000		80,000
Land Acquisition								0
Site Work	765,000					555,000		1,320,000
Construction								0
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	785,000	0	0	0	0	615,000	0	1,400,000
--------------	----------------	----------	----------	----------	----------	----------------	----------	------------------

SOURCES OF FUNDS		(FY 19)						
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	785,000					615,000		1,400,000
								0
								0

TOTAL	785,000	0	0	0	0	615,000	0	1,400,000
--------------	----------------	----------	----------	----------	----------	----------------	----------	------------------

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
------------------------------------	----------	----------	----------	----------	----------	--	--	----------

Project: Stephen Decatur High School - Turf Field

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?

Installation of the new turf field at Stephen Decatur High School will provide the SDHS students the same athletic surface we have installed at Pocomoke High School (2008) and Snow Hill High School (2014) through renovation projects at those two schools.

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?

Completion of the athletic turf installation project will provide current and future SDHS students the opportunity to utilize their athletic field year round. With the current grass field, SDHS administration limits the use of the field in order to protect and maintain the natural grass. The athletic turf will allow use of the field for team practices, band and unit practice, etc.

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 cost estimate was developed through analysis of the athletic turf field costs experienced through the bids received for the Snow Hill High School renovation/addition project in 2013 and adding an inflation factor for the five year period between the SHHS bids and the SDHS construction timeline.

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 Stephen Decatur High School athletic turf field project was partially funded (\$615,000) by the County Commissioners in the Board of Education FY 2019 Operating Budget. The BOE will request the balance of the \$1,400,000 budget request in the FY 2020 Operating budget.

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 existing grass field at Stephen Decatur High School and the field's underground sprinkler system require a constant maintenance effort. Execution of the project also provides turf surfaces at all three of our high schools.

DRAFT

RESOLUTION NO. 19 - 1

RESOLUTION APPROVING AND ADOPTING THE AMENDED WORCESTER COUNTY FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2020 TO FY 2024

WHEREAS, the County Commissioners of Worcester County, Maryland adopted the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024 by Resolution No. 18-24 on November 20, 2018 which reflects certain Capital Projects which are necessary to be constructed during the period of July 1, 2019 through June 30, 2024 in order to promote the health, safety, and welfare of the citizens of Worcester County and in order to provide adequate public facilities for the proper and efficient delivery of public services to the citizens of Worcester County; and

WHEREAS, subsequent to the adoption of the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024, the Worcester County Board of Education (BOE) requested certain revisions with respect to the Showell Elementary Replacement School project and the Stephen Decatur High School (SDHS) Turf Field project since adoption. Specifically, the BOE requested additional funding of \$1,000,000 for the Showell Elementary Replacement School project for additional classrooms to accommodate anticipated Pre-Kindergarten enrollment, and requested a revised scope for the SDHS Turf Field project to include a running track and athletic improvements: and

WHEREAS, the Worcester County Commissioners have conducted a public hearing on January 8, 2019 to receive public comment on the proposed amendments to the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024 adopted by Resolution No. 18-24 on November 20, 2018; and

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the amended Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024 attached hereto, is hereby adopted.

AND BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that funding for the projects identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2024 may be provided from annual tax levies, issuance of public debt, use of reserve funds, or from such other sources as the County Commissioners may from time to time determine.

AND BE IT FURTHER RESOLVED that the County Commissioners of Worcester County, Maryland may, from time to time as deemed to be in the best interest of the County and to meet the needs of its citizens, amend said Capital Improvement Plan by the addition or deletion of projects therefrom.

DRAFT

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom



Worcester
County
Library

Books are just the beginning.

3

To: Harold Higgins
From: Jennifer Ranck *JR*
Date: December 26, 2018
Re: FY19 Grant Funds

I am requesting approval of a budget adjustment due to an unexpected grant opportunity for FY19. The Library was notified of grant funding through the Maryland State Library that reimbursed the cost of materials purchased in FY19 in the amount of \$49,446.37.

I propose the \$49,446.37 from this year's materials budget be reallocated as follows:

- New carpet in the large meeting room and small conference room of the Ocean Pines Library during the current renovation to save money and manpower (approximately \$12,000)
- New window coverings in the Ocean Pines Library (\$23,000)
- Engineering Study/Feasibility Analysis for the Pocomoke branch (\$7,400)
- Additional library programs for adult and children (\$7,000)

Thank you for your consideration.

RECEIVED
DEC 13 2018
Worcester County Sheriff's Office
Matthew Crisafulli
Sheriff

Worcester County Sheriff's Office

4



Mark C. Titanski
Chief Deputy

December 12, 2018

Copy: John Tustin ✓
Kathy Whitel ✓

Honorable Diana Purnell
President, Worcester County Commissioners
1 W. Market St. Room 1103
Snow Hill, MD. 21863

SUBJECT: Purchase of replacement vehicle

On November 26, 2018 Deputy Chris Parr was involved in a departmental motor vehicle collision. Investigation showed that he was not at fault. The other driver's insurance company (Erie Insurance Co) has deemed the 2012 Tahoe Patrol Vehicle damaged beyond its current value and totaled the vehicle.

I am requesting the County Commissioners allow the Sheriff's Office to add another Pursuit 2x4 Tahoe to the bid package that was approved at the October 23, 2018 County Commissioners Meeting. Funding for this vehicle would be from FY19 funds available from the vehicle bids coming in less than that budgeted (\$11,239) and funds received from the insurance company (To Be Determined). The amount left to be covered after our budgeted funds is \$25,090. This will be reduced by the amount paid by the insurance company. I request that any difference be covered by supplemental county funds not in the Sheriff's Office budget.

The insurance company is covering the loss of emergency equipment and other items not part of the vehicle (lights, siren speaker, etc.). Undamaged equipment will be re-purposed to the replacement vehicle, to reduce costs.

I am requesting that the County Commissioners approve this recommendation and that Fleet Management be instructed to order 1 more vehicle (2x4) to the approved order packet that met these specifications.

Sincerely

A handwritten signature in blue ink, appearing to read "M. Crisafulli".

Matthew Crisafulli
Sheriff of Worcester County

"Proud to Protect, Ready to Serve"

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

|

Kelly Shannahan

From: Derrick Babcock
Sent: Thursday, December 13, 2018 2:39 PM
To: Kelly Shannahan; John Tustin
Cc: Harold Higgins; Kathy Whited
Subject: RE: Additional Vehicle Request from Sheriff

Kelly,

I am aware of the request for a replacement. I informed John about this as well. We would be able to order any additional vehicle for the same approved bid price. I have touched base with Hertrich Fleet to confirm. The vehicle replacement would be ordered through Hertrich Fleet at a total cost of \$33,410. **This option is available until the (5) 2WD TAHOE we currently have ordered start arriving (around February).** If any other questions arise, feel free to ask. I hope you all have a good weekend and Happy Holidays! *

Derrick Babcock
Fleet Management Superintendent
Worcester County Department of Public Works
6113 Timmons Road
Voice - 410-632-5675
Cell - 443-783-5639
Fax - 410-632-1753

From: Kelly Shannahan
Sent: Thursday, December 13, 2018 1:53 PM
To: John Tustin
Cc: Harold Higgins; Kathy Whited; Derrick Babcock
Subject: Additional Vehicle Request from Sheriff

JT,

This memo was submitted today (after yesterday's 9 am package deadline) so I don't believe that we can add it to the December 18 package. But I wanted to give you and Derrick a heads up. Not sure how late we can add vehicles to our order but hopefully it won't be too late to add this after the Commissioners' consider it at their January 8, 2019 meeting should they approve the request at that time.

Kelly Shannahan

Assistant Chief Administrative Officer

Worcester County Administration
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195
410-632-1194
410-632-3131 (fax)

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



5

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

TO: Commissioners 21863-1195
FROM: Harold L. Higgins, Chief Administrative Officer *HH*
RE: Vehicle request for Ed Tudor
DATE: December 27, 2018

Ed Tudor's vehicle has suffered a major mechanical failure and he is now using a pool vehicle. Although we are through the hurricane season, it is still imperative that our Development, Review and Planning Director be on call 24/7 for any building catastrophic issues. He routinely responds in the off hours to requests for assistance from local fire companies through Emergency Services Dispatch when vehicles strike buildings or for other structural damage. Ed has reviewed this issue with me, John Tustin, Public Works Director and Derrick Babcock, Fleet Management Superintendent. I am therefore requesting an over expenditure and your approval that we be allowed to add another 4X4 (AWD) Dodge Durango to the approved vehicle list.

Cc: Ed Tudor, Development, Review and Planning Director
John Tustin, Director of Public Works
Derrick Babcock, Fleet Management Superintendent

\$26,298 From
I.G. Burton



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

JENNIFER C. SWANTON, CPA
ASSISTANT FINANCE OFFICER

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



MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Enterprise Fund Controller JW*
DATE: *December 27, 2018*
RE: *Mystic Harbour Sewer Service EDU Application*

.....

In the past, Future Capital Improvement (FCI) charges have been collected when plumbing permits are pulled and Equivalent Dwelling Units (EDUs) are placed in service. In some instances, plumbing permits have not been pulled therefore FCI charges were not collected. As a way to prevent this from happening in the future, the Water and Sewer Committee recommended that we add the FCI charges on the EDU applications and they will be collected at the time the EDUs are sold and assigned to the property. For any EDUs sold in the past but not placed in service yet, we will continue to collect the FCI charges when the plumbing permits are pulled.

Attached is the updated Mystic Harbour Sewer Service EDU Application for your review and approval since this application was originally created as part of the Resolution 17-19 establishing The Mystic Harbour Sanitary Service Area Sewer EDU Allocation Process.

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

New

Name: _____ Date: _____

Mailing address: _____

Address of service location: _____

Property identification (acct # & map/parcel): _____

Type of project (circle one below):

Single Family Minor Site Plan Major Site Plan Residential Planned Community

Type of service requested (circle one): Residential Commercial

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

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

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

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

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

Signature: _____ Date: _____

Attachments required to be submitted with application:

Single Family- Copy of permit application.

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

Major Site Plans- Copy of TRC report.

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

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

OFFICE USE ONLY:

Date received: _____ By: _____

Environmental Programs approval: _____ Date: _____

Treasurer's Office approval: _____ Date: _____

Public Work's approval: _____ Date: _____

FEES PAID:

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

Remaining Balance \$6,964 per EDU X _____ (EDU's) = \$ _____

Future Capital Improvement Charge \$1,000 per EDU X _____ (EDU's) = \$ _____

Date received: _____ By: _____

RETURN TO:

Worcester County Treasurer's Office
Attn: Jessica Wilson
P.O. Box 349
Snow Hill, MD 21863

FULL POLICY ATTACHED AND INCORPORATED.

*

Original Form

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

Name: _____ Date: _____

Mailing address: _____

Address of service location: _____

Property identification (acct # & map/parcel): _____

Type of project (circle one below):

Single Family Minor Site Plan Major Site Plan Residential Planned Community

Type of service requested (circle one): Residential Commercial

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

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

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

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

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

Signature: _____ Date: _____

Attachments required to be submitted with application:

- Single Family- Copy of permit application.
- Minor Site Plans- Copy of TRC report or documentation of administrative waiver.
- Major Site Plans- Copy of TRC report.
- Residential Planned Community- Copy of Planning Commission's findings/recommendation for Step 1.

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

OFFICE USE ONLY:

Date received: _____ By: _____

Environmental Programs approval: _____ Date: _____

Treasurer's Office approval: _____ Date: _____

Public Work's approval: _____ Date: _____

FEES PAID:

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

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

Date received: _____ By: _____

RETURN TO:

Worcester County Treasurer's Office
Attn: Jessica Wilson
P.O. Box 349
Snow Hill, MD 21863

FULL POLICY ATTACHED AND INCORPORATED.

RESOLUTION NO. 17 - 19

RESOLUTION CREATING THE MYSTIC HARBOUR SANITARY SERVICE AREA
SEWER EDU ALLOCATION PROCESS

WHEREAS, the Mystic Harbour Wastewater Treatment Plant (WWTP) was upgraded and expanded in 2014 to provide additional sanitary sewer treatment capability to serve residential and commercial needs of properties within the Mystic Harbour Sanitary Service Area (SSA); and

WHEREAS, the upgrade and expansion resulted in a total of 200,000 gallons per day of additional sewage treatment capacity in the Mystic Harbour WWTP which created a total of 666 new Equivalent Dwelling Units (EDUs) of sewer capacity at a rate of 300 gallons per day per EDU which are now available in the Mystic Harbour SSA; and

WHEREAS, the planning documents included in the latest approved *Worcester County Water and Sewerage Master Plan* amendment regarding the Mystic Harbour SSA identified a number of goals for the additional capacity and included a chart (attached hereto) allocating the new EDUs to different areas within the Mystic Harbour SSA for different purposes; and

WHEREAS, on March 15, 2016, the Worcester County Commissioners reviewed and approved an implementation policy for the newly available sewer EDUs in the Mystic Harbour/West Ocean City SSA Overlay Area; and

WHEREAS, upon the recommendation of the Worcester County Water and Sewer Committee, the County Commissioners have determined that it is prudent to have an allocation process in place for all 666 new sewer EDUs in the Mystic Harbour SSA, not just those aimed at the Overlay Area, to include County Commissioner approval of future allocations.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Mystic Harbour Sanitary Service Area EDU Allocation Process is hereby adopted:

1. The allocation of Mystic Harbour Sanitary Service Area sewer EDUs shall only be approved for properties with an existing demonstrated need and in connection with either a permit or plan application specifying how and where the capacity will be allocated:
 - A. The project must apply to the County Commissioners for the EDU allocation while the project is pending as follows:
 - i. Single Family Dwellings and change of use commercial spaces - The property owner or their representative must apply for and receive any needed EDU allocation prior to receiving any permit for the project. EDU(s) must be paid for in full at time of the first permit application.
 - ii. Minor Site Plans and other projects requiring administrative approvals - The project must have completed the Technical Review Committee process (when required) or the granting of an administrative waiver before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final signature approval with the Zoning Administrator. A deposit shall be required upon application as detailed in

Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.

- iii. Major Site Plans - The project must have completed the Technical Review Committee process before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final site plan approval with the Planning Commission. A deposit shall be required upon application as detailed in Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.
 - iv. Residential Planned Community (RPC) - Concurrent with Step 1 of the RPC approval process, the project shall apply to the County Commissioners for EDU allocation. The project cannot move to Step 2 of the RPC approval process without sufficient EDUs being allocated. A deposit shall be required upon application as detailed in Section 1B hereof.
- B. Included with the application shall be a \$1,000 deposit per EDU applied for. If the County Commissioners deny the allocation or if the Planning Commission fails to approve the site plan, the deposit shall be returned. If the County Commissioners approve the allocation and if the Planning Commission approves the site plan or RPC, the deposit is non-refundable.
 - C. If the project approvals expire, the project shall lose its allocation of EDUs. The County shall return the amount paid to purchase the EDUs less the non-refundable deposit.
 - D. If after one year of the project having EDUs allocated to it, a building permit has still not been issued for the project, an additional deposit of \$1,000 per EDU per year shall be required for each year of additional reservation of service up to a maximum of five years. No reservation shall be allowed beyond five years. The additional deposit shall be paid not less than 60 days prior to the anniversary date of the original allocation approval. If the additional deposit is not paid as required or if five years elapses, the EDU allocation shall be null and void and all prior deposits shall be forfeited.
 - E. Applications shall be submitted to: Worcester County Administration, Government Center - Room 1103, One West Market Street, Snow Hill, MD 21863.
- 2. There shall be no transfers of sewer allocations permitted in the Mystic Harbour Sanitary Service Area (MHSSA) by property owners who have excess capacity allocated to their properties. In the event that excess sewer capacity exists on a property as a result of changes or modifications to the original development plan, any and all excess capacity shall revert to the MHSSA two years after the issuance of the certificate of occupancy for the last building shell in the project. The property owner shall only be entitled to the return of the amount of the original price paid to the County for the EDUs less the non-refundable deposit. The property owner shall be notified in writing of the forfeiture of the unused capacity. Such notice shall be sent by registered mail to the property owner(s) address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessments and Taxation.
 - 3. The current equity contribution in fiscal year 2018 (FY18) for each Mystic Harbour Sanitary Service Area sewer EDU is \$7,700, with quarterly debt service payments of \$54 per EDU

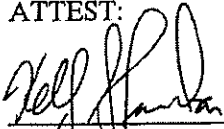
thereafter until the debt is paid in full. The equity contribution will be recalculated each fiscal year to include the debt service from the prior year. Quarterly debt service payments may be adjusted in the future to pay for additional debt incurred by the Mystic Harbour Sanitary Service Area.

4. Upon allocation of the EDUs, accessibility charges as established in the annual budget for the Mystic Harbour Sanitary Service Area shall become due and payable on a quarterly basis. The current accessibility charge is \$150 per quarter per EDU. Accessibility charges are non-refundable should the applicant fail to utilize the allocated EDUs.

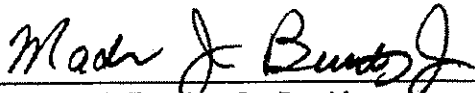
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

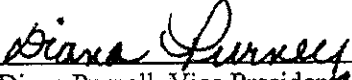
PASSED AND ADOPTED this 19th day of September, 2017.


ATTEST:

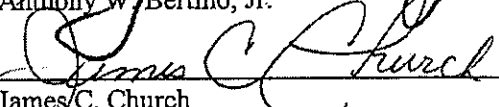

Harold L. Higgins - Kelly Shanahan
Chief Administrative Officer; Assistant CAO

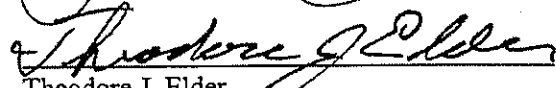
COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

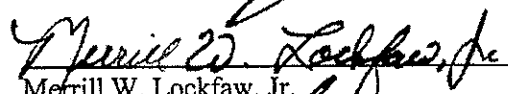

Madison J. Bunting, Jr., President

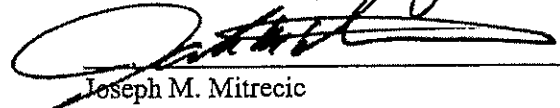

Diana Burnell, Vice President


Anthony W. Bertino, Jr.


James C. Church


Theodore J. Elder


Merrill W. Lockfaw, Jr.


Joseph M. Mitrecic

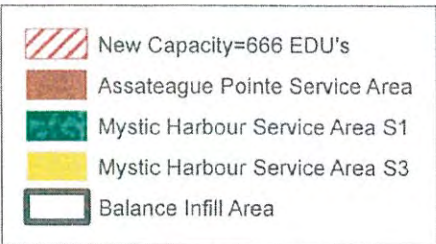
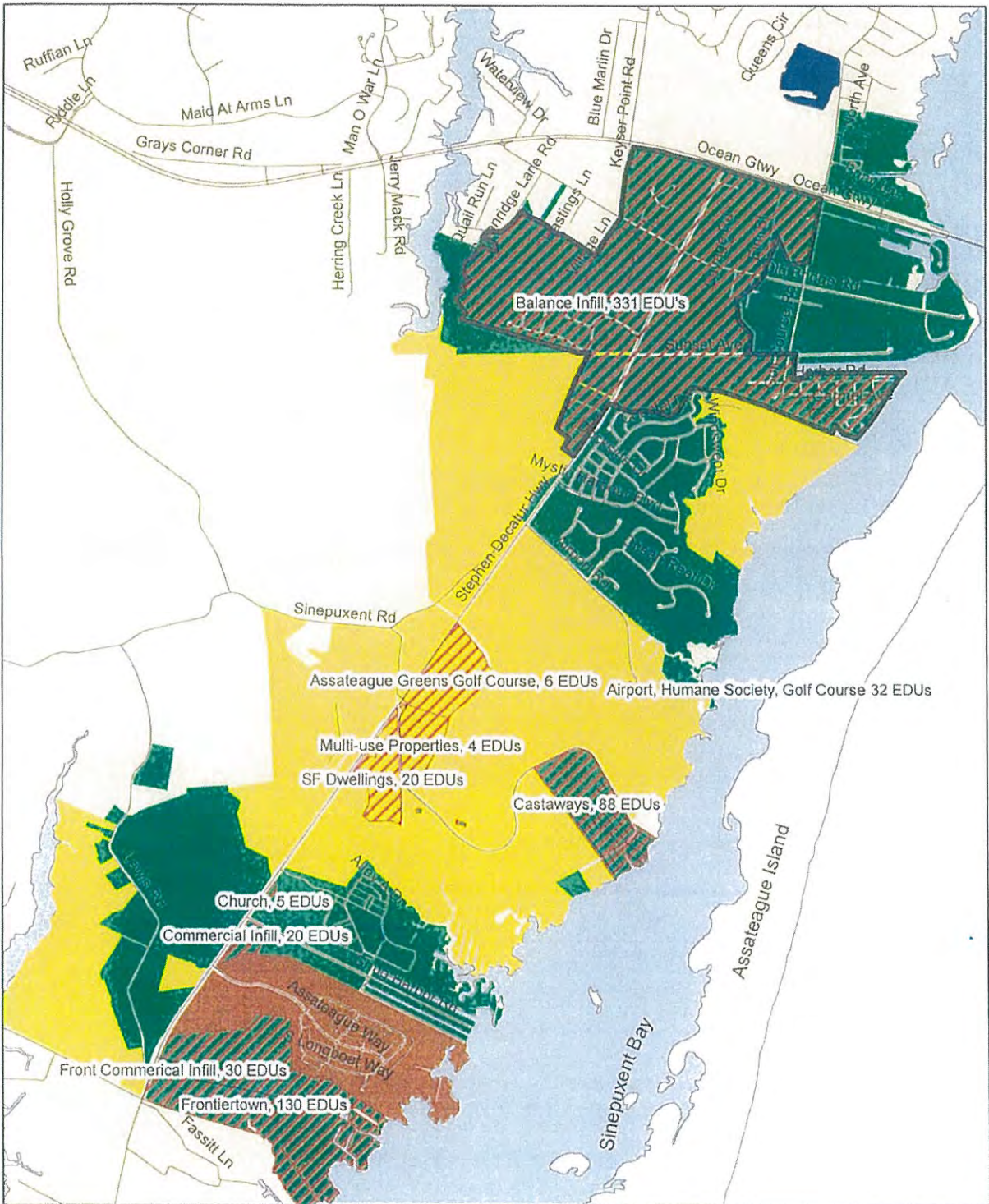
Allocation of Sewer EDUs in Mystic Harbour Sanitary Service Area (New Capacity as of 10/23/18)

North of Airport, North of Antique Road, East and West of Route 611 - "Area 1"	Original Allocation	Current Adjusted Allocation	Sold and In Service	Sold and Not In Service	Remaining Allocation	Footnotes
Infill and Intensification of Properties in "Area 1"	154	114	0	81	33	3, 10, 12, 13, 14
Vacant or Multi-lot Properties in "Area 1"	80	80	0	30	50	13
Single Family Dwellings	17	17	0	0	17	
Commercial Properties in "Area 1"	80	80	0	64	16	4, 5, 7, 8, 11, 13, 14
Subtotal EDUs in "Area 1"	331	291	0	175	116	
Airport and South of Airport, East of Route 611 - "Area 2"						
Commercial Infill South of Airport	20	20	0	0	20	
Vacant or Multi-lot Properties	4	4	0	2	2	6
Assateague Greens Executive Golf Course/Range-9-holes	6	6	0	0	6	
Ocean City Airport, Clubhouse and Humane Society	32	32	32		0	1
Church	5	5	0	0	5	
Single Family Dwellings	20	20	0	1	19	9
Castaways Campground	88	88	88		0	2
Frontier Town Campground	130	200	0	200	0	3, 10
Commercial Portion of Frontier Town Campground	30	0			0	
Subtotal EDUs in "Area 2"	335	375	120	203	52	
TOTAL EDUs	666	666	120	378	168	

Note: See attached map for location of EDU allocations

Footnotes:

- 1 - Transferred 32 EDUs to Town of Ocean City on June 3, 2014 as part of the Eagles Landing Spray Irrigation MOU.
- 2 - Sold 88 EDUs to Castaways Campground on July 3, 2014.
- 3 - Sold 166 EDUs to Frontier Town Campground on March 30, 2017 by transferring 30 EDUs from Frontier Town Commercial allocation and 6 EDUs from "infill and intensification of properties in Area 1" allocation as agreed by Commissioners on September 19, 2017.
- 4 - Sold 14 EDUs to Park Place on May 16, 2017.
- 5 - Hampton Inn bought 40 EDUs from Mitch Parker and bought an additional 13 EDUs from the County on August 28, 2017.
- 6 - Approved the sale of 2 EDU's to Victor H. Birch Property on March 20, 2018.
- 7 - Approved the sale of 1 EDU to Eugene Parker Trust Property on April 3, 2018.
- 8 - Approved the sale of 3 EDU's to L & B Ocean City, LLC Properties on April 3, 2018.
- 9 - Approved the sale of 1 EDU to Michael Jay Deem Property on April 17, 2018.
- 10 - Water and Sewerage Plan Amendment - 34 EDUs from "infill and intensification of properties in Area 1" to Frontier Town Campground for Expansion - approved on June 19, 2018 by County Commissioners (Resolution No. 18-17).
- 11 - Approved the sale of 9 EDUs to Stockyard Inc. Property on June 19, 2018.
- 12 - Approved the sale of 27 EDUs to GCR Development, LLC Property on July 3, 2018.
- 13 - Approved the sale of 63 EDUs - (29-infill, 30-vacant, 4-commercial) - to Sea Oaks, LLC property on Sept 18, 2018. Pending MDE approval.
- 14 - Approved the sale of 45 EDUs - (25-infill, 20-commercial) - to ODIE-1, LLC (Alamo Motel) property on October 23, 2018.



Mystic Harbour Sewer Planning Area
 New Mystic Capacity--666 EDU's

Prepared by the Worcester County
 Department of Environmental Programs
 June 2015




7

Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: **Status Update**
Lewis Road Sewer Extension Project

Date: December 27, 2018

As requested, I am providing this status update on the Lewis Road Sewer Extension Project. I did consult with Mr. John Ross for assistance in preparing this report of the efforts completed on this matter. This project was scoped to realize the connection of the Lewis Road community to public sewer at the Landings WWTP, where the residents have wastewater capacity reserved for existing uses on the subject properties. The community has already been connected to public water in a prior effort.

The County Commissioners authorized the Department of Public Works (DPW) to contract out and prepare a Preliminary Engineering Report (PER) for the potential connection project and that report was reviewed with the County Commissioners at their meeting on January 16, 2018. At that meeting, staff requested that the Commissioners approve the report and allow staff to move forward with investigating funding for the project. Approval was given to proceed with investigation of funding for Alternative I, which was the installation of a gravity sewer system and central grinder pump station.

An application for capital project funding, which was started by staff in late 2017, was submitted by DPW to the Maryland Water Quality Financing Administration in late January 2018. We were notified in June of 2018 that our ranking did not qualify for funding under this very competitive program.

In May of 2018, an additional inquiry was prepared and sent by the Department of Environmental Programs (DEP) to the Maryland Department of the Environment (MDE) for a Priority Funding Area (PFA) exemption to utilize Bay Restoration Fund (BRF) grants for a portion of the project.

Citizens and Government Working Together

This is needed as most of the project area is not within a PFA. The Maryland Smart Growth Coordinating Committee, which is made up of staff from state agencies, must issue a PFA exemption for counties to use their BRF funding for sewer connections. Discussions with state staff serving this committee extended into the summer of 2018 on examining various planning aspects of the project. We are currently working to assuage committee concerns on those aspects. While DEP has secured such exemptions in the past, any potential for expansions or additional subdivision potentials outside PFA areas is a matter where state staff have been overly protective of not allowing any additional growth. We are looking forward to concluding those discussions in the near future and would point out that this effort, if approved, will not fund the entire construction costs of the selected construction option.

The PER was submitted by DPW to USDA-Rural Development for their review. They have comments that DPW staff is currently addressing. USDA has loan and potential grant funding that they can commit to the project, but would need their required Environmental Report prepared to identify any potential environmental impacts generated by the proposed project. These reports have been prepared in the past by DEP staff for DPW staff to use in their capital project funding efforts. This report is significant and would take some time and repositioning of staff priorities to complete quickly. The engineering firm that prepared the PER report for the project has quoted to DPW staff a figure of \$6,500 to prepare this report.

To conclude, funding efforts have been partially fruitful and continue to this day. We are working to address the overly protective concerns of state staff to utilize one of the funding sources and would need to make a decision on the environmental report for the other source. If the County Commissioners desire that staff complete the report in-house, we will work to re-position staff priorities to complete. If they wish to complete this utilizing a contractor, then \$6,500 will need to be allocated to finish that report so it can be submitted to USDA for the actual funding decision.

Once we secure final funding decisions, this combination of funding sources will then be presented to the County Commissioners on how they cover the estimated project cost and what the cost will be to the residents and customers of this district.

If you have any questions or need additional information please let me know.

cc: John Tustin/DPW
John Ross/DPW
Jessica Wilson/Ent. Fund Controller

*

2

The Commissioners met with Mr. Ross to review the proposed Lewis Road Sewer Extension Project Preliminary Engineering Report, which includes three alternatives as follows: Alternative I - gravity collection system at a project cost of \$1,604,583, an annual cost of \$9,152, and present worth of \$1,769,305; Alternative II - pressure sewer system using grinder pumps and small diameter force main at a project cost of \$947,709, annual cost of \$19,380, and present worth of \$1,315,579; and Alternative III - a hybrid system between Alternatives I and II using a gravity sewer system but serving properties on the ends with grinder pumps to reduce pipeline depth at a project cost of \$1,272,699, annual cost of \$12,114, and present worth of \$1,555,384. The report also addresses non-monetary issues, such as system reliability and long-term operational concerns. Given these issues, Mr. Ross recommended Alternative I, noting that though it is the most expensive option, it provides the most reliable system, while minimizing annual maintenance costs, as there would be no grinder pumps to replace every five to seven years. Furthermore, he stated that the County may qualify for grant and loan funding through the USDA for the project costs, as it had for the project recently completed in Newark, while no funding would be available for ongoing maintenance.

Upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the report and authorized staff to investigate potential funding sources for Alternative I to extend sewer service to Lewis Road.



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

RECEIVED
 JAN 10 2018
 Worcester County Admin

JOHN H. TUSTIN, P.E.
 DIRECTOR

JOHN S. ROSS, P.E.
 DEPUTY DIRECTOR

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

DIVISIONS

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

RECREATION
 TEL: 410-632-2244
 FAX: 410-632-7020

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

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

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director
DATE: January 10, 2018
SUBJECT: Lewis Road Preliminary Engineering Report

Attached is the Preliminary Engineering Report for extending sewer service to the Lewis Road Area. The three options examined for service to Lewis Road are as follows:

- Alternative I - Gravity Collection System and Pump Station
- Alternative II - Pressure Sewer system using Grinder Pumps and small diameter force main
- Alternative III - A hybrid system between Alternatives I and II using a gravity sewer system but serving properties on the ends with Grinder Pumps to reduce pipeline depth.

The following summarizes financial concerns:

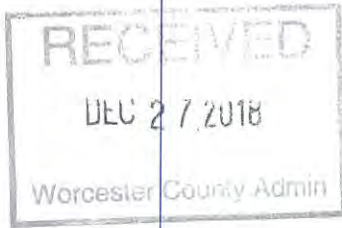
Alternative	Project Cost	Annual cost	Present Worth
I	\$1,604,583	\$9,152	\$1,769,305
II	\$947,709	\$19,380	\$1,315,579
III	\$1,272,699	\$12,114	\$1,555,384

Finally, the report discusses non-monetary issues such as system reliability and long term operational concerns. Given these issues, it is recommended that the construction be of Alternative I, gravity sewer and central pump station. Although this is the most expensive option, it provides the most reliable system while minimizing annual maintenance costs.

We are requesting the County Commissioners approve the report and allow staff to move forward with investigating potential funding sources for the project. If you have any questions, please contact me.

Attachment

cc: John H. Tustin, P. E., Director
 Jessica Wilson, CPA, Enterprise Fund Controller



8

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E. Director of Public Works
John S. Ross, P.E. Deputy Director
DATE: December 27, 2018
SUBJECT: Riddle Farm Problems

DIVISIONS

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

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

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

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

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

.....
Per our recent discussions, we are providing this summary of the ongoing problems at Riddle Farm and the corrective actions we are taking. The issues are divided into three (3) categories as follows:

1. Flow Equalization Tank – As previously discussed, the leaking in the upper portion of the tank has resulted in the available volume being reduced. This reduces the plant's ability to handle changing flow conditions and reduces our ability to complete some needed plant maintenance by simply holding influent flow in this tank.

While this problem alone could have been managed, because of the other problems, we have brought temporary holding tanks to the site to make up for the lost capacity. The long term solution is to move forward with the repair/replacement of the flow equalization tank which is now underway.

2. Screening - The Riddle Plant's use of membrane technology was relatively new at the time this plant was constructed. As this technology is now more common, it has been learned that wastewater screening is a critical step in the process and more importantly, aggressive screening extends the life of the plant membranes.

The screen at the head of the Riddle Plant is capable of screening influent material down to a size of 3 millimeters. It is now recommended that for membrane protection, screening should remove materials down to 1 millimeter. Both the Landings and the new Mystic Harbour Plants have influent screening to 1 millimeter.

We had arranged to have a 1 millimeter screen delivered as a trial and are currently operating it. We plan to operate the new screen for a few months to be sure we are getting the performance needed before we make a recommendation to purchase this screen.

3. Membranes - The membranes that were installed at the Riddle Plant during the recent upgrade were not the same as the original plant membranes. They were a substitute that were to be "just as good" as the original membranes. Turns out that there are some issues with these membranes. The membranes seem to be clogging more than we expected. Since their installation, the performance has continued to deteriorate to the point where our run times are down to a few weeks before they need to be cleaned. Adding to this, we are having problems with the hoist needed to lift the membranes for cleaning which we will need to replace as it was provided with the original plant. The hoist is currently functioning but will need addressed in the near future.

The membrane manufacturer has been working with us to determine a solution to the problem and it is now clear that the membranes need to be replaced. They have identified some similar problems with this membrane configuration, specifically the membrane aeration systems that are used to keep the membranes separated. The system has been changed in more recent installations by using a fine bubble aeration.

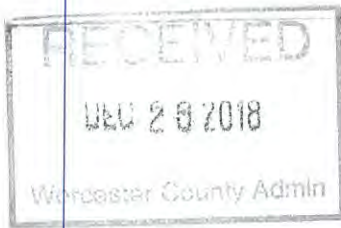
The new membranes were delivered the week before Christmas and are now in service for one-half of the plant. During installation of the new membranes, several problems were noted that could have contributed to the membrane failure that are now corrected.

The Maryland Department of the Environment has been kept informed of these problems but there have been no reportable overflows or violations to date that would result in fines being assessed.

Finally, even with the membranes being provided at no cost, the service area is incurring related expenses. We believe these expenses could exceed \$100,000. We had hoped that some reserves would be available from the "new" commercial area to apply toward these expenses but to date, EDU sales in that area have been minimal. It may be necessary to obtain a short term loan to cover these costs and establish a repayment schedule.

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

cc: Jessica Wilson



9


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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director 
DATE: December 21, 2018
SUBJECT: Courthouse HVAC Renovation

DIVISIONS

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

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

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

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

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

A bid opening was held on December 10, 2018 for the subject project and five (5) bids were received and are attached. A summary of the bids is enclosed for your review. Gipe & Associates, Inc. and The Whiting-Turner (W-T) Contracting Company were hired by the County to evaluate the bids and provide their recommendation for contract award. Upon receiving the bids, the County's representative, Gipe and W-T tabulated the bids and performed a post-bid evaluation (phone interviews) with the two lowest bidders. Gipe's recommendations are attached for your review and consideration.

At this point we are in agreement with the recommendations and feel strongly that the County should award the project to Hancock & Son Plumbing, LLC with acceptance of their base bid plus alternates 1, 2, 3 & 5 totaling \$465,850.00.

Funds, \$575,000.00 are available in the Assigned Fund Balance for this project.

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

Attachments

cc: Ken Whited

Worcester County Courthouse HVAC Renovation Project
 Bid Tabulation

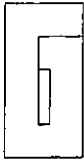
ALTERNATE

Page 29 17 6 45 55

CT.	BIDDER	1	2	3	4	5	TOTAL WIALTS
		2-YR. WARRANTY	PVC JACKET	ATC by MODERN	AIR FLOW MONITORS	VRV by DAIKIN	
1	Denver-Elek, Inc.	4,800.00	12,000.00	12,700.00	5,700.00	23,000.00	583,800.00
2	Joseph M. Zimmer, Inc.	5,800.00	3,500.00	0.00	2,175.00	0.00	488,575.00
3	Hancock & Son Plumbing, LLC	5,400.00	3,500.00	14,000.00	3,100.00	12,950.00	468,950.00
4	Joseph T. Richardson, Inc.	3,500.00	23,000.00	0.00	3,900.00	20,000.00	609,400.00
5	Bancroft Construction Company	8,000.00	3,800.00	0.00	2,400.00	0.00	684,200.00

GIPE RECOMMENDATION: 430,000.00 5,400.00 3,500.00 14,000.00 Rejected 12,950.00 **Total Recommended \$465,850.00**

For Hancock & Son Plumbing, LLC



Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O.#:17036

December 20, 2018

Ken Whited
Worcester County Department of Public Works
6113 Timmons Road
Snow Hill, MD 21853

Project: Worcester County Courthouse HVAC Renovation
Reference: Bid Review and Recommendation

Dear Ken:

As you are aware the bids for the above referenced project were received on December 10, 2018 at the Worcester County Commissioners Office. The enclosed Bid Tabulation Form illustrates the bids received.

As seen on the enclosed Bid Tabulation Form the low bidder was Hancock & Sons Plumbing. Their base bid was (\$430,000) Four Hundred and Thirty Thousand Dollars. We are very pleased that the total construction cost of the lowest bonafide bid was below the cost estimate, especially in the current bidding climate.

Alternates for the low bidder (Hancock & Son) came in as follows:

Alternate #1 Two Year Warranty = \$ 5,400.00

- 1. Gipe Associates Recommendation: The 2 year warranty alternate represents the additional cost to increase the warranty from 1 year to 2 years for labor and material. We find the cost to be reasonable and recommend acceptance of the same.**

Alternate #2 PVC Jacketing = \$3,500.00

- 2. Gipe Associates Recommendation: The PVC jacketing alternate is the additional cost to jacket all exposed piping/ductwork with PVC jacketing. The PVC jacketing provides an outstanding vapor barrier and protects the soft insulation prolonging the life of the exposed mechanical insulation systems. We find the cost to be reasonable and recommend acceptance of the same.**

Alternate #3 ATC System by Modern = \$14,000.00

- 3. Gipe Associates Recommendation: The ATC system by Modern alternate is the preferred vendor alternate that would allow Worcester County to pick the controls Contractor, while still maintaining a competitive bid process. Worcester County is familiar with Modern Controls and Modern Controls has installed front end control systems in County-owned facilities. The additional cost to maintain continuity and familiarity with the automatic temperature control system is fair and we would recommend acceptance of the same.**

Alternate #4 Thermal Dispersion Type Air Flow Monitoring Stations = \$3,100.00

1220 East Joppa Road
Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

4. **Gipe Associates Recommendation: The thermal dispersion type air flow monitoring station alternate additional cost is too high and we would not recommend acceptance of the same.**

Alternate #5 VRV System by Daikin = \$12,950.00

5. **Gipe Associates Recommendation: The VRV system by Daikin alternate is the preferred vendor alternate that would allow Worcester County to pick the VRV system manufacturer, while still maintaining a competitive bid process. Worcester County is familiar with Daikin and has installed Daikin VRV systems in County-owned facilities. The additional cost to maintain continuity and familiarity with the VRV system is fair and we would recommend acceptance of the same.**

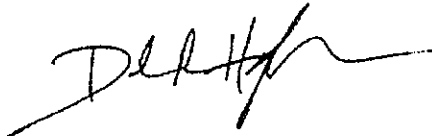
We have also conducted scope reviews for Hancock & Sons and Zimmer (See Enclosures) and per the scope reviews found both firms to be comprehensive regarding their understanding of the project scope. Also per your request we called references provided by Hancock & Son and all of the references spoke positively regarding work that Hancock had done on previous projects. I spoke with Joe Moran of Allen Harim Corporate and I also spoke with Kathy Parsons of St. Peters Church, both individuals indicated that the work that Hancock & Son had performed for them was excellent and that they would highly recommend Hancock & Son.

We have worked with Hancock & Son on previous projects and have found them to be a reputable and competent company. Hancock & Son has included all of the required bid documents. We recommend that Hancock & Son's base bid and Alternate's 1, 2, 3 and 5 be accepted.

Please let us know if we should draft-up the Owner-Contractor Agreement for your review?

Should you have any questions, please call me.

GIPE ASSOCIATES, INC.



David R. Hoffman, P.E., C.P.D., LEED AP
President

DRH/sag

Enclosures: Bid Tabulation Sheet
Original Bids from Bancroft Construction, Denver Elek, Hancock & Sons Plumbing,
Joseph M. Zimmer, Inc. and Joseph T. Richardson.
Scope Review, Joseph M. Zimmer, Inc.
Scope Review, Hancock & Son

Cc: Scott Saxman, Whiting Turner



GIPE ASSOCIATES, INC.
 CONSULTING ENGINEERS
 MECHANICAL / ELECTRICAL / PLUMBING

TABULATION OF BIDS

Project No.: 17036
 Project Name: Worcester Co Courthouse HVAC Renovation
 Bid Due Date/Time: 12/10/2018- 1:00pm
 Bids Opened Date/Time: 12/10/2018- 1:00pm
 Bids Opened By: Worcester County
 Bids Tabulated By: Gipe Associates

Bidder's Company Name	Bidder's Company Trade	Bid Envelope Sealed	Bid Form Completed & Signed	Acknowledgment of Addenda	Bid Guaranty and Contract Bond	Sub-Contractor Listing	Affidavit to Qualify to Bid	Non-Collusion Certificate	Disclosure of Interest	Time in Weeks for Delivery of VRV Equipment	Time in Weeks for Delivery of Energy Recovery Module	Information Price for Sprinkler Heads	Informational Price for Lintels	Base Bid Amount	Alternate No.1 - Two Year Warranty	Alternate No.2 - PVC Jacketing	Alternate No.3 - ATC System by Modem	Alternate No.4 - Thermal Dispersion Type Air Flow Monitoring Stations	Alternate No.5 - VRV System by Daikin	Total Bid Value (Including Alternates)	
																					GENERAL (G)
Joseph M. Zimmer, Inc.	H	X	X	X	X	X	X	X	X	6	8	\$ 9,980.00	\$ 5,900.00	\$ 477,100.00	\$ 5,800.00	\$ 3,500.00	\$ -	\$ 2,175.00	No Bid	\$488,575.00	
Joseph T. Richardson	H	X	X	X	X	X	X	X	X	6	6	NOT PROVIDED	NOT PROVIDED	\$ 559,000.00	\$ 3,500.00	\$ 23,000.00	\$ -	\$ 3,900.00	\$ 20,000.00	\$609,400.00	
Hancock and Son Plumbing	H	X	X	X	X	X	X	X	X	4	8	\$ 10,975.00	\$ 5,375.00	\$ 430,000.00	\$ 5,400.00	\$ 3,500.00	\$ 14,000.00	\$ 3,100.00	\$ 12,950.00	\$468,950.00	
Denver Elek	H	X	X	X	X	X	X	X	X	8	6	\$ 7,500.00	\$ 2,500.00	\$525,600.00	\$4,800.00	\$12,000.00	\$12,700.00	\$5,700.00	\$23,000.00	\$583,800.00	
Bancroft Construction	G	X	X	X	X	X	X	X	X	8	8	\$ 9,980.00	\$ 37,500.00	\$ 670,000.00	\$ 8,000.00	\$ 3,800.00	\$ -	\$ 2,400.00	No Bid	\$684,200.00	
																				\$0.00	
																					\$0.00
																					\$0.00
																					\$0.00
																					\$0.00

NOTES:

SECTION 004100: REVISED BID FORM

GENERAL CONSTRUCTION CONTRACT

Date:

PROJECT IDENTIFICATION: WORCESTER COUNTY COURTHOUSE VRV SYTEM
SNOW HILL, WORCESTER COUNTY, MARYLAND

BID TO: COUNTY COMMISSIONERS OF WORCESTER COUNTY

BID FROM: HANCOCK LINDSON PLUMBING
2305 WORTHWOOD DRIVE
SALISBURY MD 21801

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid: BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.
 - j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION

W.O. # 17036

Addendum #2

Addendum No. <u>1</u>	Dated <u>11.26.18</u>	Addendum No. _____	Dated _____
Addendum No. <u>2</u>	Dated <u>11.29.18</u>	Addendum No. _____	Dated _____
Addendum No. <u>3</u>	Dated <u>12.3.18</u>	Addendum No. _____	Dated _____

3. The amount of stated allowances shall be included in the Bidder's stated price.
4. Informational price for removal, relocating, and reinstalling twenty (20) sprinkler heads and piping. \$ 10,975.00 (All costs associated with sprinkler work shall be done during unoccupied periods so fire protection can remain in place during occupied periods. All sprinkler work shall be included in the base bid.)
5. Informational price for labor and materials to install ten (10) lintels that are 20 inches wide. \$ 5,375.00 (All costs associated with installing lintels shall be included in the base bid)
6. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for VRV/VRF Equipment: 4 weeks."
7. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Energy Recovery Module: 8 weeks.
8. BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):
 STIPULATED-SUM BID PRICE (also known as Base Bid) Four hundred and thirty thousand
(\$430,000.00) (figures) (use words)

The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).

ALTERNATES

Alternate No. 1: Two Year Warranty

Add Five thousand four hundred Dollars (\$ 5,400)
 (in words) (in numerals)

Alternate No. 2: PVC Jacketing

Add three thousand five hundred Dollars (\$ 3,500)
 (in words) (in numerals)

Alternate No. 3: ATC System by Modern Controls

Add Fourteen thousand Dollars (\$ 14,000)
 (in words) (in numerals)

Alternate No. 4: Thermal Dispersion Type Air Flow Monitoring Stations

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Add Three Thousand One hundred^{7/100} Dollars (\$ 3,100^{00/100})
(in words) (in numerals)

Alternate No. 5: VRV System by Daikin

Add Twelve Thousand nine hundred^{Fifty} Dollars (\$ 12,950^{00/100})
(in words) (in numerals)

9. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
10. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
11. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) 004350 Subcontractor's/Manufacturer's Listing Form
 - (c) 004500 Affidavit of Qualification to Bid
 - (d) 004600 Affidavit I Non-Collusion Certificate
 - (e) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with the County Commissioners of Worcester County Maryland

Leif Hancock, being first duly sworn deposes and says that he is an officer in the building construction organization known as Hancock & Son Plumbing, and the party making a certain proposal or bid dated December 10, 2018, to County Commissioners of Worcester County Maryland and that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the owner or any other person interested in the proposed contract; and that all statements is said proposal or bid are true.

Signature of:

x

Bidder if the bidder is an individual

x

Partner if the bidder is a partnership

x


Officer if the bidder is a corporation

Registered Maryland Contractor No. 19868

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Subscribed and sworn before me this 10 day of December, 2018.

x Notary Public *Sharon Lynn Morris*

My commission expires: _____, _____.

END OF SECTION

SHARON LYNN MORRIS
Notary Public-Maryland
Wicomico County
My Commission Expires
December 15, 2020

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, Hancock & Son Plumbing, (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, at the time of receipt of Bids.

VRV Manufacturer Name: Mitsubishi (Chesapeake Systems)
Address: 7400 Coca Cola Dr Hanover, MD 21076

Mechanical Name: Hancock and Son Plumbing
Address: 2305 Northwood Dr. Salisbury, MD 21801

Automatic Temperature Control Name: Control Technologies
Address: 6804 Brustbuck Lane Berlin, MD 21811

ERV Manufacturer Name: Greenheck (ward Beland)
Address: 10252-5 Stone creek Dr. Laurel de 19956

Electrical Name: Lynwood Electric
Address: P.O. Box 416 Federalsburg, MD 21632

Mechanical Insulation Name: Tri State insulation
Address: 925 W. Isabella St Salisbury, MD 21801

Roofing Name: Service Max of Delmarva
Address: 309 Trivitt St. Salisbury, MD 21804

General Trades (ceilings, walls, etc.) Name: Eastern Contractors
Address: P.O. Box 223 Eden, MD 21822

12-10-18
(date)

Hancock & Son Plumbing
Firm Name



Signature

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the President and the duly authorized representative of the firm Hancock Son Plumbing whose address is 2305 Northwood Dr. Salisbury, MD and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, I nor the firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws of any state or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, official, or administrative body; the individuals involved and their position with the firm, and sentence or disposition if any.

I acknowledge that this affidavit is to be furnished to the County Commissioners of Worcester County Maryland and, where appropriate to the State of Maryland and to the Attorney General under the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County Commissioners of Worcester County Maryland may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering in to contract with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

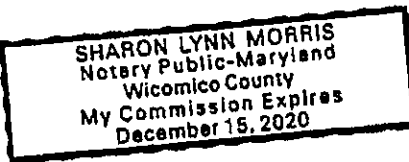
Subscribed and sworn to be before me

on this 10 date of December, 2018.

Sharon Lynn Morris

(Notary)

My commission expires



(signature) [Handwritten Signature]

(date) 12-10-18

END OF SECTION

TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND

NON-COLLUSION CERTIFICATE

COUNTY OF: _____
STATE OF: _____

SHARON LYNN MORRIS
Notary Public-Maryland
Wicomico County
My Commission Expires
December 15, 2020

Before me, the undersigned, a Notary Public, in and for the County and State aforesaid,
personally appeared Leif Hancock
_____ and made oath in due form of law that the Respondent herein,
his Agents, servants and/or employees, to the best of his knowledge and belief, have not in any way
colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that
would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and
on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.

Sharon Lynn Morris
(NOTARY PUBLIC)

TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of the County Commissioners of Worcester County Maryland, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Worcester County, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County Commissioners of Worcester County Maryland in connection with the contract, job, work, or service for the Worcester County, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

12-10-18
DATE


SIGNATURE

Leif Hancock President
PRINTED NAME AND TITLE

FIRM NAME AND ADDRESS Hancock and son Plumbing
2305 Northwood Dr.
Salisbury, MD 21801

TELEPHONE NUMBER 410-749-1000

E-MAIL leif@hancockandsonplumbing.com

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Hancock & Son Plumbing, LLC
2305 Northwood Drive
Salisbury, MD 21801

SURETY:

(Name, legal status and principal place of business)

The Ohio Casualty Insurance Company
175 Berkeley Street
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Worcester County Courthouse
1 West Market Street
Snow Hill, MD 21863

BOND AMOUNT: \$ Five Percent of Bid Amount (5% of Bid Amount)

PROJECT:

(Name, location or address, and Project number, if any)

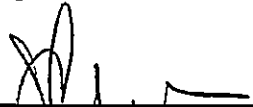
Project No. 17036
Replace HVAC System

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

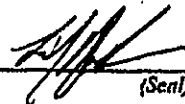
Signed and sealed this 10 day of December, 2018



(Witness)

Hancock & Son Plumbing, LLC

(Principal)


(Seal)

By: Leif Hancock - President
(Title)

The Ohio Casualty Insurance Company

(Surety)

(Seal)

By: 
(Title) Courtney W. Judge Attorney-in-Fact

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7944671

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Douglas J. Dixon; Courtney W. Judge; Brian S. McCoog; Laura E. Scholze; Thomas A. Whipple

all of the city of Hunt Valley state of MD each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 22nd day of November, 2017.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 22nd day of November, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp, Montgomery County
My Commission Expires March 28, 2021
Member: Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10 day of December, 2018.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

16

SECTION 004100: REVISED BID FORM

GENERAL CONSTRUCTION CONTRACT

Date:

PROJECT IDENTIFICATION: **WORCESTER COUNTY COURTHOUSE VRV SYTEM
SNOW HILL, WORCESTER COUNTY, MARYLAND**

BID TO: **COUNTY COMMISSIONERS OF WORCESTER COUNTY**

BID FROM: Joseph M. Zimmer, Inc.
2225 Northwood Drive
Salisbury, MD 21801

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.
 - j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Addendum No. <u>1</u>	Dated <u>11/26/18</u>	Addendum No. _____	Dated _____
Addendum No. <u>2</u>	Dated <u>11/29/18</u>	Addendum No. _____	Dated _____
Addendum No. <u>3</u>	Dated <u>12/03/18</u>	Addendum No. _____	Dated _____

3. The amount of stated allowances shall be included in the Bidder's stated price.
4. Informational price for removal, relocating, and reinstalling twenty (20) sprinkler heads and piping. \$ 9980.00 (All costs associated with sprinkler work shall be done during unoccupied periods so fire protection can remain in place during occupied periods. All sprinkler work shall be included in the base bid.)
5. Informational price for labor and materials to install ten (10) lintels that are 20 inches wide. \$ 5900.00 (All costs associated with installing lintels shall be included in the base bid)
6. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for VRV/VRF Equipment: 6 weeks."
7. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Energy Recovery Module: 8 weeks.
8. BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):

STIPULATED-SUM BID PRICE (also known as Base Bid) One Hundred Forty Four Thousand Eight Hundred Dollars (\$ 44,800.00) Four Hundred Seventy Seven Thousand
 (figures) (use words)

The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).

ALTERNATES

Alternate No. 1: Two Year Warranty

Add Five Thousand ^{Eight} One Hundred Dollars (\$ 5800.00)
 (in words) (in numerals)

Alternate No. 2: PVC Jacketing

Add Three Thousand Five Hundred Dollars (\$ 3500.00)
 (in words) (in numerals)

Alternate No. 3: ATC System by Modern Controls

Add Zero Dollars (\$ 0.00)
 (in words) (in numerals)

Alternate No. 4: Thermal Dispersion Type Air Flow Monitoring Stations

Add Two Thousand One Hundred Twenty Five Dollars (\$ 2175.00)
(in words) (in numerals)

Alternate No. 5: VRV System by Daikin

Add NO BID Dollars (\$ NO BID)
(in words) (in numerals)

- 9. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 10. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
- 11. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) 004350 Subcontractor's/Manufacturer's Listing Form
 - (c) 004500 Affidavit of Qualification to Bid
 - (d) 004600 Affidavit I Non-Collusion Certificate
 - (e) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with the County Commissioners of Worcester County Maryland

Joseph M. Zimmer, III, being first duly sworn deposes and says that he is an officer in the building construction organization known as Joseph M. Zimmer, Inc., and the party making a certain proposal or bid dated 12/10, 2018, to County Commissioners of Worcester County Maryland and that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the owner or any other person interested in the proposed contract; and that all statements is said proposal or bid are true.

Signature of:

~~Bidder if the bidder is an individual~~

~~Partner if the bidder is a partnership~~

Officer if the bidder is a corporation

Joseph M. Zimmer III
President

Registered Maryland Contractor No. 22377112

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

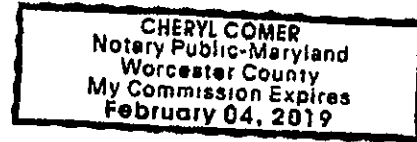
Subscribed and sworn before me this 10th day of December, 2018.

x

Notary Public Cheryl Comer

My commission expires: February 4, 2019.

END OF SECTION



SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, Joseph M. Zimmer, Inc., (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, at the time of receipt of Bids.

VRV Manufacturer Name: Mitsubishi
Address: _____

Mechanical Name: Joseph M. Zimmer, Inc.
Address: 2225 Northwood Drive, Salisbury, MD 21801

Automatic Temperature Control Name: Modern Controls
Address: New Castle, DE.

ERV Manufacturer Name: Greenheck
Address: _____

Electrical Name: Rommel Electric
Address: Fruitland, MD.

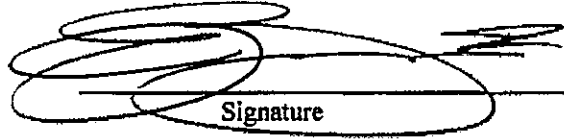
Mechanical Insulation Name: TriState Insulation
Address: Salisbury, MD.

Roofing Name: Service Max
Address: Salisbury, MD.

General Trades (ceilings, walls, etc.) Name: Willow Construction
Address: Easton, MD.

12/10/18
(date)

Joseph M. Zimmer, Inc.
Firm Name



Signature

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the President and the duly authorized representative of
(Title)

the firm Joseph M. Zimmer, Inc. whose address is 2225 Northwood Drive, Salisbury, MD and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, I nor the firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws of any state or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date, court, official, or administrative body; the individuals involved and their position with the firm, and sentence or disposition if any.

I acknowledge that this affidavit is to be furnished to the County Commissioners of Worcester County Maryland and, where appropriate to the State of Maryland and to the Attorney General under the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County Commissioners of Worcester County Maryland may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering in to contract with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Subscribed and sworn to be before me

on this 10th date of December, 2018.

Cheryl Comer
(Notary)

Joseph M. Zimmer
(signature) President

December 10, 2018
(date)

My commission expires 2/4/19

CHERYL COMER
Notary Public-Maryland
Worcester County
My Commission Expires
February 04, 2019

END OF SECTION

TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND

NON-COLLUSION CERTIFICATE

COUNTY OF: Worcester

STATE OF: Maryland

Before me, the undersigned, a Notary Public, in and for the County and State aforesaid, personally appeared Joseph M. Zimmer, III
President and made oath in due form of law that the Respondent herein, his Agents, servants and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.

Cheryl Comer
(NOTARY PUBLIC)

CHERYL COMER
Notary Public-Maryland
Worcester County
My Commission Expires
February 04, 2019


**TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND**

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of the County Commissioners of Worcester County Maryland, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Worcester County, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County Commissioners of Worcester County Maryland in connection with the contract, job, work, or service for the Worcester County, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

12/10/18
DATE


SIGNATURE

Joseph M. Zimmer, III, President
PRINTED NAME AND TITLE

FIRM NAME AND ADDRESS Joseph M. Zimmer, Inc.
2225 Northwood Drive
Salisbury, MD 21801

TELEPHONE NUMBER 410-546-5700

E-MAIL jeff_white@jinzinc.com

Bid Bond

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

KNOW ALL MEN BY THESE PRESENTS, that we

Joseph M. Zimmer, Inc.
2225 Northwood Drive, Salisbury, MD 21801

(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and
Fidelity and Deposit Company of Maryland
1299 Zurich Way, Schaumburg, Illinois 60196-1056

(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of as Surety, hereinafter called the Surety, are held and firmly bound unto
Worcester County

(Here insert full name and address or legal title of Owner)

as Oblige, hereinafter called the Oblige, in the sum of 10% of Amount Bid Dollars (\$), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Project No.: 17036 Worcester County Courthouse HVAC Renovations

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.


Signed and sealed this 10th day of December, 2018

Cheryl Corne
(Witness)

Joseph M. Zimmer, Inc.
(Principal)  (Seal)

Joseph M. Zimmer III President
(Title)

Anthony
(Witness)

Fidelity and Deposit Company of Maryland
(Surety)  (Seal)

Craig Bancroft, Attorney-in-Fact
(Title)

© 1970 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20008-5282. AIA DOCUMENT A310 - BID BOND - FEBRUARY 1970 EDITION - AIA® - Unlicensed photocopying violates U.S. copyright laws and is subject to legal prosecution. This document was electronically produced with permission of the AIA and can be reproduced in accordance with your license without violation until the date of expiration as noted below. This document is not an original AIA® Contract Document, but a reproduction produced by AIA® Contract Documents software for administrative purposes only and is not for other use or resale.

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by MICHAEL BOND, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Stephen M. MUTSCHELLER, Robert F. WHITE, Gary L. BERGER, R. Nelson OSTER, Craig BANCROFT, Joshua B. HAUSERMAN, William FRANCIK, Jonathan KIBLER, Matthew RANKIN and Emily BRENNAN, all of Hunt Valley, Maryland, EACH its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 13th day of November, A.D. 2017.

ATTEST:

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**



By: *Dawn E. Brown*
Assistant Secretary
Dawn E. Brown

Michael Bond
Vice President
Michael Bond

State of Maryland
County of Baltimore

On this 13th day of November, A.D. 2017, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, MICHAEL BOND, Vice President, and DAWN E. BROWN, Assistant Secretary, of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Constance A. Dunn

Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2019



EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 10 day of December, 20 18.



David McVicker, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT ALL REQUIRED INFORMATION TO:

Zurich American Insurance Co.
Attn: Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056

SECTION 004100: REVISED BID FORM
GENERAL CONSTRUCTION CONTRACT

Date:

PROJECT IDENTIFICATION: **WORCESTER COUNTY COURTHOUSE VRV SYTEM
SNOW HILL, WORCESTER COUNTY, MARYLAND**

BID TO: **COUNTY COMMISSIONERS OF WORCESTER COUNTY**

BID FROM: Denver-Elek, Inc.
8860 Kelso Dr.
Essex, MD 21221

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.
 - j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Addendum No. 1 Dated 11/26/18 Addendum No. _____ Dated _____
Addendum No. 2 Dated 11/29/18 Addendum No. _____ Dated _____
Addendum No. 3 Dated 12/03/18 Addendum No. _____ Dated _____

3. The amount of stated allowances shall be included in the Bidder's stated price.
4. Informational price for removal, relocating, and reinstalling twenty (20) sprinkler heads and piping. \$ 7,500.00 (All costs associated with sprinkler work shall be done during unoccupied periods so fire protection can remain in place during occupied periods. All sprinkler work shall be included in the base bid.)
5. Informational price for labor and materials to install ten (10) lintels that are 20 inches wide. \$ 2,500.00 (All costs associated with installing lintels shall be included in the base bid)
6. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for VRV/VRF Equipment: 8 weeks."
7. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Energy Recovery Module: 6 weeks.
8. BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):
STIPULATED-SUM BID PRICE (also known as Base Bid) \$ 525,600 Five hundred twenty five six hundred
(\$ 525,600) (use words)
(figures)

The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).

ALTERNATES

Alternate No. 1: Two Year Warranty

Add FOUR THOUSAND EIGHT HUNDRED Dollars (\$ 4,800)
(in words) (in numerals)

Alternate No. 2: PVC Jacketing

Add TWELVE THOUSAND Dollars (\$ 12,000)
(in words) (in numerals)

Alternate No. 3: ATC System by Modern Controls

Add TWELVE THOUSAND SEVEN HUNDRED Dollars (\$ 12,700)
(in words) (in numerals)

Alternate No. 4: Thermal Dispersion Type Air Flow Monitoring Stations

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Add FIVE THOUSAND SEVEN HUNDRED Dollars (\$ 5,700)
(in words) (in numerals)

Alternate No. 5: VRV System by Daikin

Add TWENTY THREE THOUSAND Dollars (\$ 23,000)
(in words) (in numerals)

9. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
10. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
11. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) 004350 Subcontractor's/Manufacturer's Listing Form
 - (c) 004500 Affidavit of Qualification to Bid
 - (d) 004600 Affidavit I Non-Collusion Certificate
 - (e) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with the County Commissioners of Worcester County Maryland

Charles M. Elek, Jr., being first duly sworn deposes and says that he is an officer in the building construction organization known as Denver-Elek, Inc., and the party making a certain proposal or bid dated December 10, 2018, to County Commissioners of Worcester County Maryland and that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the owner or any other person interested in the proposed contract; and that all statements is said proposal or bid are true.

Signature of:

x

Bidder if the bidder is an individual

x

Partner if the bidder is a partnership

x By:

Charles M. Elek, Jr. Pres
Officer if the bidder is a corporation

Registered Maryland Contractor No. 03315696

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Subscribed and sworn before me this 10 day of December, 2018.

x Karen M. Terry
Notary Public

My commission expires: January 9, 2021.

END OF SECTION

Karen M. Terry
Notary Public
Harford County
STATE OF MARYLAND
My Commission Expires: 1/9/21

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

PART 1 GENERAL

1.1 DESCRIPTION

- A. Copy of Subcontractor's/Manufacturer's Listing Form is bound herein.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, Denver-Elek, Inc., (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, at the time of receipt of Bids.

VRV Manufacturer

Name: MITSUBUSHI

Address: _____

Mechanical

Name: DENVER - ELEK

Address: _____

Automatic Temperature Control

Name: CONTROL SOURCES

Address: _____

ERV Manufacturer

Name: GREENHECK

Address: _____

Electrical

Name: ROMMEL ELECTRIC

Address: _____

Mechanical Insulation

Name: —

Address: _____

Roofing

Name: SERVICE WAY

Address: _____

General Trades (ceilings, walls, etc.)

Name: DENVER - ELEK

Address: _____

 12/10/18
(date)

 Denver-Elek, Inc.
Firm Name

By: Charles May Elka Jr. Pres.
Signature

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

PART 1 GENERAL

1.1 DESCRIPTION

- A. Copy of Affidavit of Qualifications to Bid.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the President and the duly authorized representative of
(Title)
the firm Denver-Elek, Inc. whose address is 8860 Kelso Dr.,
Essex, MD 21221 and that I possess the legal authority to make this affidavit on behalf of myself
and the firm for which I am acting.

2. Except as described in paragraph 3 below, I nor the firm, nor to the best of my knowledge, any of
its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the
State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of,
or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or
other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted
bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws
of any state or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2
above, with the date, court, official, or administrative body; the individuals involved and their position
with the firm, and sentence or disposition if any.

I acknowledge that this affidavit is to be furnished to the County Commissioners of Worcester
County Maryland and, where appropriate to the State of Maryland and to the Attorney General under the
Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not
true and correct, the County Commissioners of Worcester County Maryland may terminate any contract
awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in
compliance with the Annotated Code of Maryland, which provides that certain persons who have been
convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified,
either by operation of law or after a hearing, from entering in to contract with the State or any of its
agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit
are true and correct.

Subscribed and sworn to be before me

on this 7th date of December, 2018.

Karen M. Terry
(Notary)

Charles ...
(signature)

12/10/18
(date)

My commission expires 1/9/21

END OF SECTION

Karen M. Terry
Notary Public
Harford County
STATE OF MARYLAND
My Commission Expires: 1/9/21

SECTION 004600: AFFIDAVIT I NON-COLLUSION CERTIFICATE

PART 1 GENERAL

1.1 DESCRIPTION

- A. Copy of Affidavit I Non-Collusion Certificate.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

**SECTION 004700: AFFIDAVIT II DISCLOSURE OF INTEREST BY PERSONS DOING
BUSINESS WITH COUNTY COMMISSIONERS OF WORCESTER
COUNTY MARYLAND**

PART 1 GENERAL

1.1 DESCRIPTION

- A. Copy of Affidavit II Disclosure of Interest by Persons Doing Business with the County Commissioners of Worcester County Maryland.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of the County Commissioners of Worcester County Maryland, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Worcester County, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County Commissioners of Worcester County Maryland in connection with the contract, job, work, or service for the Worcester County, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

12/10/18
DATE

By: Charles M. Elek, Jr. Pres.
SIGNATURE

Charles M. Elek, Jr. /President
PRINTED NAME AND TITLE

FIRM NAME AND ADDRESS 8860 Kelso Dr.
Essex, MD 21221

TELEPHONE NUMBER 410-574-8400

E-MAIL 410-574-6700



December 10, 2018

County Commissioners of Worcester County Maryland
Worcester County Courthouse
One West Market Street
Snow Hill, MD 21863

RE: *Contractor:* Denver-Elek, Inc.
Project: Worcester County Courthouse HVAC Renovations

To Whom It May Concern:

As surety for Denver-Elek, Inc., Liberty Mutual Insurance Company hereby agrees to furnish the 100 percent Performance and Payment Bonds, as required by the specifications for the above referenced project on behalf of the Contractor, in the event that such firm be the successful bidder for this project.

Liberty Mutual Insurance Company

James F. Jones
Attorney-in-Fact

Bid Bond

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

KNOW ALL MEN BY THESE PRESENTS, that we Denver-Elek, Inc.

8860 Kelso Drive Essex, Maryland 21221

(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and Liberty Mutual Insurance Company

175 Berkeley Street, Boston, MA 02116

(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of as Surety, hereinafter called the Surety, are held and firmly bound unto County Commissioners of Worcester County Maryland, Worcester County Courthouse

One West Market St. Snow Hill, MD 21863

Five Percent of Bid Amount (5% of Bid)

as Obligee, hereinafter called the Obligee, in the sum of Dollars (\$), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

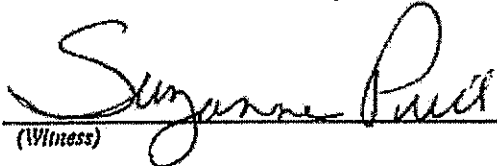
WHEREAS, the Principal has submitted a bid for Worcester County Courthouse HVAC Renovations

Worcester County Courthouse, One West Market Street, Snow Hill, MD 21863

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 10th day of December, 2018.


(Witness)

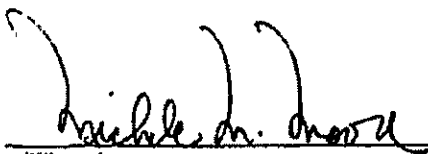
Denver-Elek, Inc.

(Principal)

(Seal)



(Title)


(Witness) Michele M. Moore

Liberty Mutual Insurance Company

(Surety)

(Seal)


(Title) James F. Jones, Attorney-in-Fact

© 1970 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5202. AIA DOCUMENT A310 - BID BOND - FEBRUARY 1970 EDITION - AIA® - Unlicensed photocopying violates U.S. copyright laws and is subject to legal prosecution. This document was electronically produced with permission of the AIA and can be reproduced in accordance with your license without violation until the date of expiration as noted below.

This document is not an original AIA® Contract Document, but a reproduction produced by AIA® Contract Documents software for administrative purposes only and is not for other use or resale.

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 8150551

Liberly Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Leonard E. Callahan; Debbie Guido; Steven T. Johnson; James F. Jones

all of the city of Timonium, state of MD each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 13th day of July, 2018.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 13th day of July, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of December, 2018.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

SECTION 004100: BID FORM

GENERAL CONSTRUCTION CONTRACT

Date: *December 10, 2018*

PROJECT IDENTIFICATION: **WORCESTER COUNTY COURTHOUSE VRV SYTEM
SNOW HILL, WORCESTER COUNTY, MARYLAND**

BID TO: **COUNTY COMMISSIONERS OF WORCESTER COUNTY**

BID FROM: *Joseph T. Richardson, Inc.*
PO Box 269
Harrington, DE 19952

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.
 - j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION

W.O. # 17036

Addendum No. <u>1</u>	Dated <u>11-26-18</u>	Addendum No. _____	Dated _____
Addendum No. <u>2</u>	Dated <u>11-30-18</u>	Addendum No. _____	Dated _____
Addendum No. <u>3</u>	Dated <u>12-3-18</u>	Addendum No. _____	Dated _____

3. The amount of stated allowances shall be included in the Bidder's stated price.
4. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for VRV/VRF Equipment: 6 weeks."
5. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Energy Recovery Module: 6 weeks.
6. BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):
 STIPULATED-SUM BID PRICE (also known as Base Bid) Five Hundred Fifty Nine Thousand Dollars (\$ 559,000.00) (use words)
 (figures)

The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).

ALTERNATES

Alternate No. 1: Two Year Warranty

Add Three Thousand Five Hundred Dollars (\$ 3,500.00)
 (in words) (in numerals)

Alternate No. 2: PVC Jacketing

Add Twenty Three Thousand Dollars (\$ 23,000.00)
 (in words) (in numerals)

Alternate No. 3: ATC System by Modern Controls

Add Zero Dollars (\$ 0.00)
 (in words) (in numerals)

Alternate No. 4: Thermal Dispersion Type Air Flow Monitoring Stations

Add Three Thousand Nine Hundred Dollars (\$ 3,900.00)
 (in words) (in numerals)

Alternate No. 5: VRV System by Daikin

Add Twenty Thousand Dollars (\$ 20,000.00)
 (in words) (in numerals)

- 7. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 8. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
- 9. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) 004350 Subcontractor's/Manufacturer's Listing Form
 - (c) 004500 Affidavit of Qualification to Bid
 - (d) 004600 Affidavit I Non-Collusion Certificate
 - (e) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with the County Commissioners of Worcester County Maryland

John Dunbar, President, being first duly sworn deposes and says that he is an officer in the building construction organization known as Joseph T. Richardson, Inc., and the party making a certain proposal or bid dated December 10, 2018, to County Commissioners of Worcester County Maryland and that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the owner or any other person interested in the proposed contract; and that all statements is said proposal or bid are true.

Signature of:

- Bidder if the bidder is an individual
- Partner if the bidder is a partnership
- Officer if the bidder is a corporation

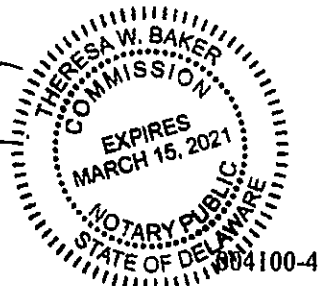


Registered Maryland Contractor No. 05325419

Subscribed and sworn before me this 10th day of December, 2018.

Notary Public Theresa W. Baker

My commission expires: March 15, 2021



SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, Joseph T. Richardson, Inc., (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, at the time of receipt of Bids.

VRV Manufacturer Name: Samsung

Address: Wilmington, DE

Mechanical Name: Joseph T. Richardson, Inc.

Address: Harrington, DE

Automatic Temperature Control Name: Modern Controls, Inc.

Address: New Castle, DE

ERV Manufacturer Name: RenewAire

Address: Wilmington, DE

Electrical Name: ADEX Electrical

Address: Federalsburg, MD

Mechanical Insulation Name: County Insulation Company

Address: New Castle, DE

Roofing Name: ServiceMax of Delmarva, LLC.

Address: Ocean City, MD

General Trades (ceilings, walls, etc.) Name: K. B. Coldiron, Inc.

Address: Frankford, DE

12/10/18
(date)

Joseph T. Richardson, Inc.
Firm Name



Signature *John Dunbar*

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the President and the duly authorized representative of
(Title)
the firm Joseph T. Richardson, Inc. whose address is P.O. Box 269
Harrington, DE 19952 and that I possess the legal authority to make this affidavit on behalf of myself
and the firm for which I am acting.

2. Except as described in paragraph 3 below, I nor the firm, nor to the best of my knowledge, any of
its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the
State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of,
or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or
other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted
bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws
of any state or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2
above, with the date, court, official, or administrative body; the individuals involved and their position
with the firm, and sentence or disposition if any.


I acknowledge that this affidavit is to be furnished to the County Commissioners of Worcester
County Maryland and, where appropriate to the State of Maryland and to the Attorney General under the
Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not
true and correct, the County Commissioners of Worcester County Maryland may terminate any contract
awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in
compliance with the Annotated Code of Maryland, which provides that certain persons who have been
convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified,
either by operation of law or after a hearing, from entering in to contract with the State or any of its
agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit
are true and correct.

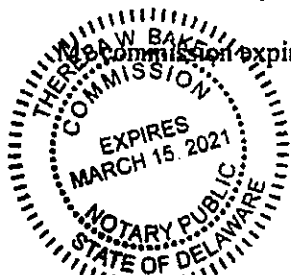
Subscribed and sworn to before me


(signature) John Dunbar

on this 10th date of December, 2018.


Theresa W. Baker
(Notary)

(date) December 10, 2018



Commission expires March 15, 2021

END OF SECTION

TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND

NON-COLLUSION CERTIFICATE

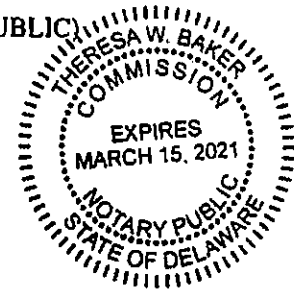
COUNTY OF: Kent

STATE OF: Delaware

Before me, the undersigned, a Notary Public, in and for the County and State aforesaid, personally appeared John Dunbar, President of Joseph T. Richardson, Inc. and made oath in due form of law that the Respondent herein, his Agents, servants and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.

Theresa W. Baker

(NOTARY PUBLIC)



**TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND**

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of the County Commissioners of Worcester County Maryland, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Worcester County, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County Commissioners of Worcester County Maryland in connection with the contract, job, work, or service for the Worcester County, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

December 10, 2018

DATE



SIGNATURE

John Dunbar, President

PRINTED NAME AND TITLE

FIRM NAME AND ADDRESS

Joseph T. Richardson, Inc.

P.O. Box 269

Harrington, DE 19952

TELEPHONE NUMBER

302-398-8101

E-MAIL

302-398-9504

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Joseph T. Richardson, Inc.
as Principal, hereinafter called the Principal, and Liberty Mutual Insurance Company
a corporation duly organized under the laws of the State of Massachusetts
as Surety, hereinafter called the Surety, are held and firmly bound unto
County Commissioners of Worcester County, Maryland
as Obligees, hereinafter called the Obligees, in the sum of

Five Per Cent of the Base Bid Amount Dollars (\$5% of bid)

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

Worcester County Courthouse HVAC Renovations
Project W.O. #17036

NOW, THEREFORE, if the Obligees shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligees in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligees the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligees may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 10th day of December 2018

Lawrence N. Wall (Witness)

Joseph T. Richardson, Inc.
(Principal) Copy
(Seal)
John Dunbar (Title) President

Maryellen M. Colman (Witness)

Liberty Mutual Insurance Company
(Surety) (Seal)
Robert J. Colman (Title) Attorney-in-fact

* authorized to transact business in the State of Maryland

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7632894

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, David B. Kane; David E. Kells, Jr.; Matthew T. Burke; R.H. Shepherd, Jr.; Robert J. Colman

all of the city of Fort Washington, state of PA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 11th day of July, 2017.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 11th day of July, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of December, 2018



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

54

SECTION 004100: REVISED BID FORM

GENERAL CONSTRUCTION CONTRACT

Date:

PROJECT IDENTIFICATION: WORCESTER COUNTY COURTHOUSE VRV SYTEM
SNOW HILL, WORCESTER COUNTY, MARYLAND

BID TO: COUNTY COMMISSIONERS OF WORCESTER COUNTY

BID FROM: Bancroft Construction Company
1300 Grant Avenue, Suite 101
Wilmington, DE 19806

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid: BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding: and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.
 - j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

Addendum No. 1 Dated 11/26/18 Addendum No. _____ Dated _____
Addendum No. 2 Dated 11/29/18 Addendum No. _____ Dated _____
Addendum No. 3 Dated 12/3/18 Addendum No. _____ Dated _____

3. The amount of stated allowances shall be included in the Bidder's stated price.
4. Informational price for removal, relocating, and reinstalling twenty (20) sprinkler heads and piping, \$ 9,980.00 (All costs associated with sprinkler work shall be done during unoccupied periods so fire protection can remain in place during occupied periods. All sprinkler work shall be included in the base bid.)
5. Informational price for labor and materials to install ten (10) lintels that are 20 inches wide, \$ 37,500.00 (All costs associated with installing lintels shall be included in the base bid)
6. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for VRV/VRF Equipment: 6 weeks."
7. Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Energy Recovery Module: 8 weeks.
8. BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):
STIPULATED-SUM BID PRICE (also known as Base Bid) Six Hundred Seventy Thousand Dollars
(\$ 670,000.00) (use words)
(figures)

The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).

ALTERNATES

Alternate No. 1: Two Year Warranty

Add Eight Thousand Dollars (\$ 8,000.00)
(in words) (in numerals)

Alternate No. 2: PVC Jacketing

Add Thirty Eight Hundred Dollars (\$ 3,800.00)
(in words) (in numerals)

Alternate No. 3: ATC System by Modern Controls

Add Zero Dollars (\$ 0.00)
(in words) (in numerals)

Alternate No. 4: Thermal Dispersion Type Air Flow Monitoring Stations

WORCESTER COUNTY COURTHOUSE HVAC RENOVATION
Addendum #2

W.O. # 17036

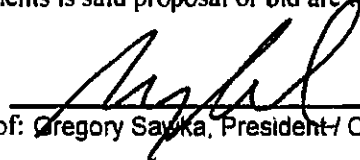
Add Twenty Four Hundred Dollars (\$ 2,400.00)
(in words) (in numerals)

Alternate No. 5: VRV System by Daikin

Add No Bid Given by Mechanical Subcontractor Dollars (\$ No Bid)
(in words) (in numerals)

- 9. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 10. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
- 11. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) 004350 Subcontractor's/Manufacturer's Listing Form
 - (c) 004500 Affidavit of Qualification to Bid
 - (d) 004600 Affidavit I Non-Collusion Certificate
 - (e) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with the County Commissioners of Worcester County Maryland

Gregory Sawka, being first duly sworn deposes and says that he is an officer in the building construction organization known as President / CEO, and the party making a certain proposal or bid dated December 10, 2018, to County Commissioners of Worcester County Maryland and that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the owner or any other person interested in the proposed contract; and that all statements is said proposal or bid are true.


Signature of: Gregory Sawka, President / CEO

X
~~XXXXXX~~
Bidder if the bidder is an individual

X
~~XXXXXX~~
Bidder if the bidder is a corporation

X
Officer if the bidder is a corporation

Registered Maryland Contractor No. 07329266

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, Bancroft Construction Company, (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, at the time of receipt of Bids.

VRV Manufacturer Name: Mitsubishi
Address: _____

Mechanical Name: Joseph M. Zimmer
Address: Salisbury MD

Automatic Temperature Control Name: Modern Controls
Address: New Castle, DE

ERV Manufacturer Name: Greenheck
Address: _____

Electrical Name: Boonmel Electric
Address: Salisbury MD

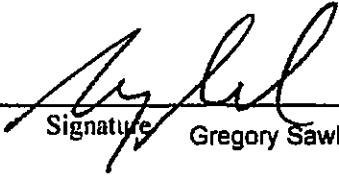
Mechanical Insulation Name: Tri-State
Address: Salisbury MD

Roofing Name: ServiceMax
Address: Salisbury MD

General Trades (ceilings, walls, etc.) Name: K.B. Calderon
Address: Salisbury, DE

December 10, 2018
(date)

Bancroft Construction Company
Firm Name



Signature Gregory Sawka, President / CEO

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the President / CEO and the duly authorized representative of
(Title)
the firm Bancroft Construction Company whose address is 1300 Grant Ave., Ste. 101,
Wilmington, DE 19806 and that I possess the legal authority to make this affidavit on behalf of myself
and the firm for which I am acting.


2. Except as described in paragraph 3 below, I nor the firm, nor to the best of my knowledge, any of
its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the
State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of,
or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or
other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted
bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws
of any state or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2
above, with the date, court, official, or administrative body; the individuals involved and their position
with the firm, and sentence or disposition if any.

I acknowledge that this affidavit is to be furnished to the County Commissioners of Worcester
County Maryland and, where appropriate to the State of Maryland and to the Attorney General under the
Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not
true and correct, the County Commissioners of Worcester County Maryland may terminate any contract
awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in
compliance with the Annotated Code of Maryland, which provides that certain persons who have been
convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified,
either by operation of law or after a hearing, from entering in to contract with the State or any of its
agencies or subdivisions.


I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit
are true and correct.

Subscribed and sworn to be before me



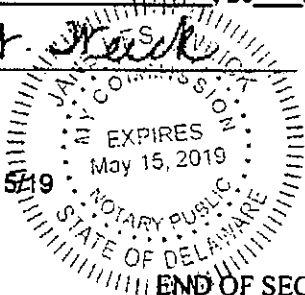
(signature) Gregory Sawka, President / CEO

on this 10th date of December, 2018.



Jane Best-Weick
(Notary)

My commission expires 5/15/19



(date)

END OF SECTION

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

**Bancroft Construction Company
1300 Grant Ave., Ste. 101
Wilmington, DE 19806**

SURETY:

(Name, legal status and principal place of business)

**Liberty Mutual Insurance Company
Interchange Corporate Center
175 Berkeley Street
Boston, MA 02116**

OWNER:

(Name, legal status and address)

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

BOND AMOUNT: \$ 5% of bid amount

PROJECT:

(Name, location or address, and Project number, if any)

**Worcester County Courthouse HVAC Renovations
One West Market Street
Snow Hill, MD 21863**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein, When so

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 14:23:12 ET on 11/29/2018 under Order No 0281775225 which expires on 08/02/2019, and is not for resale

User Notes:


(1917073525)

1

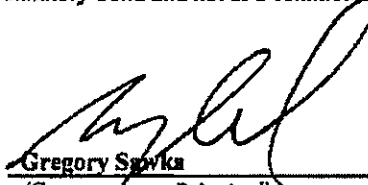
61

furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of December, 2018



(Witness) **John C. Barr, CFO**

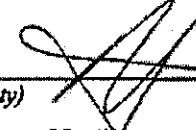


(Contractor as Principal) **Gregory Spvka** *(Seal)*

President / CEO
(Title)



(Witness) Nicola Riley



(Surety) **Maureen Martin** *(Seal)*

Attorney-In-Fact
(Title)

init

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7966574

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Linda Boulanger; Lisa Darcas; Karen Hall-Thomas; Karla A. Hannah; Gail Johnson; David F. Lyons, Sr; Maureen Martin; Akiya Okine; John Flayner; Nicola Riley; Kevin Thomas

all of the city of Wilmington, state of DE each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 20th day of December, 2017.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 20th day of December, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Two, Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 6th day of December, 2018



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND

NON-COLLUSION CERTIFICATE

COUNTY OF: New Castle

STATE OF: Delaware

Before me, the undersigned, a Notary Public, in and for the County and State aforesaid,
personally appeared Gregory Sawka, President / CEO
_____ and made oath in due form of law that the Respondent herein,
his Agents, servants and/or employees, to the best of his knowledge and belief, have not in any way
colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that
would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and
on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.



Jane Best-Weick

(NOTARY PUBLIC)

Jane Best-Weick

**TITLE: WORCESTER COUNTY COURTHOUSE VRV SYSTEM
WORCESTER COUNTY, SNOW HILL, MARYLAND**

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of the County Commissioners of Worcester County Maryland, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Worcester County, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County Commissioners of Worcester County Maryland in connection with the contract, job, work, or service for the Worcester County, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

December 10, 2018

DATE

SIGNATURE

Gregory Sawka, President / CEO

PRINTED NAME AND TITLE

FIRM NAME AND ADDRESS

1300 Grant Avenue, Suite 101

Wilmington, DE 19806

TELEPHONE NUMBER

302-655-3434

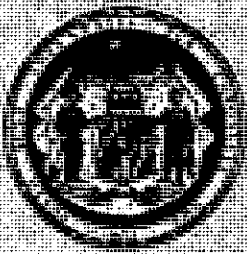
E-MAIL

gsawka@bancroftusa.com

State of Maryland
License

00 County

07329266
07110399
07110399



BANCROFT CONSTRUCTION CO INC
1300 NORTH GRANT AVE
SUITE 101
WILMINGTON, DE 19804

BANCROFT CONSTRUCTION CO INC
1300 NORTH GRANT AVE
SUITE 101
WILMINGTON, DE 19804

18

CLASS	CLASS DESCRIPTION	EXPIRES	AMOUNT	STATUS
65	OUT-OF-STATE CONTRACTOR	1	\$5.00	
			ISSUANCE FEES	2.00
			TOTAL	\$7.00

DATE OF BIRTH: 01/01/1971
CLASSIFICATION: 18
EXPIRES: 12

THIS LICENSE MUST BE PUBLICLY DISPLAYED AND EXPIRES ON **APRIL 30, 2019**

NOTARIZED BY: CHARLENE M. NOTARICOLA, CLERK OF THE COURT
129 EAST MAIN STREET, ROOM 100
MILFORD, MARYLAND 21113-9971

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first

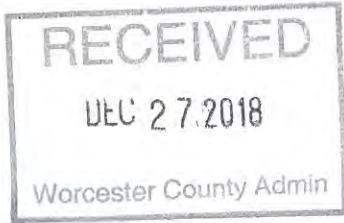


07515051071103195107329266

Scan this one second



50,005510.005M0.005N12.00



10

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: December 27, 2018
RE: Sectional Rezoning Resolution - Maryland 589/McAllister Road/Griffin Road
Neighborhood

Attached please find the County Commissioners' Resolution the staff drafted relative to the above referenced sectional rezoning as well as a map showing the zoning as approved by the County Commissioners. As you are aware, the public hearing was held by the County Commissioners on December 18, 2018. Once the County Commissioners adopt and execute this Resolution please forward signed copies to me so that I may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

phw
Attachments

DRAFT

RESOLUTION NO. 19 - ____

**SECTIONAL REZONING OF MARYLAND ROUTE 589 (RACETRACK ROAD) AREA
NORTH OF U.S. ROUTE 50 (OCEAN GATEWAY)**

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, ADOPTING A COMPREHENSIVE (SECTIONAL) REZONING OF CERTAIN PARCELS OF LAND SHOWN ON TAX MAP 21 FROM E-1 ESTATE DISTRICT AND A-1 AGRICULTURAL DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT.

WHEREAS, on November 3, 2009, by Resolution No. 09-24, the County Commissioners of Worcester County, Maryland adopted comprehensive rezoning maps for Worcester County, Maryland referenced as the "Official Zoning Maps of Worcester County, Maryland Numbers 1 - 102"; and

WHEREAS, Section ZS 1-113(c)(6) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, provides for comprehensive (sectional) reclassification map amendments; and

WHEREAS, the County Commissioners of Worcester County, Maryland found it desirable and necessary to conduct a comprehensive (sectional) reclassification map amendment of Worcester County on those properties zoned E-1 Estate District and A-1 Agricultural District that are located to the north of Grays Corner Road, on the easterly and westerly sides of McAllister Road, northerly and southerly sides of Griffin Road, and the westerly side of MD Route 589 (Racetrack Road) to ensure that the zoning maps for Worcester County are compatible with the 2006 Comprehensive Plan for Worcester County; and

WHEREAS, the County Commissioners of Worcester County, Maryland have complied with all requirements for said comprehensive (sectional) reclassification map amendment, including the holding of a public hearing on December 18, 2018 to hear public comment on the potential comprehensive (sectional) map amendment.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the land shown on Tax Map 21 as Parcels 32, 71, 83, 84, 87, 88, 94, 97, 110, 111, 114, 219, 265, 276, and those portions of Parcels 79 and 151 which were zoned E-1 Estate District or A-1 Agricultural District are hereby reclassified to C-2 General Commercial District.

AND, BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, December 18, 2018.

DRAFT

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

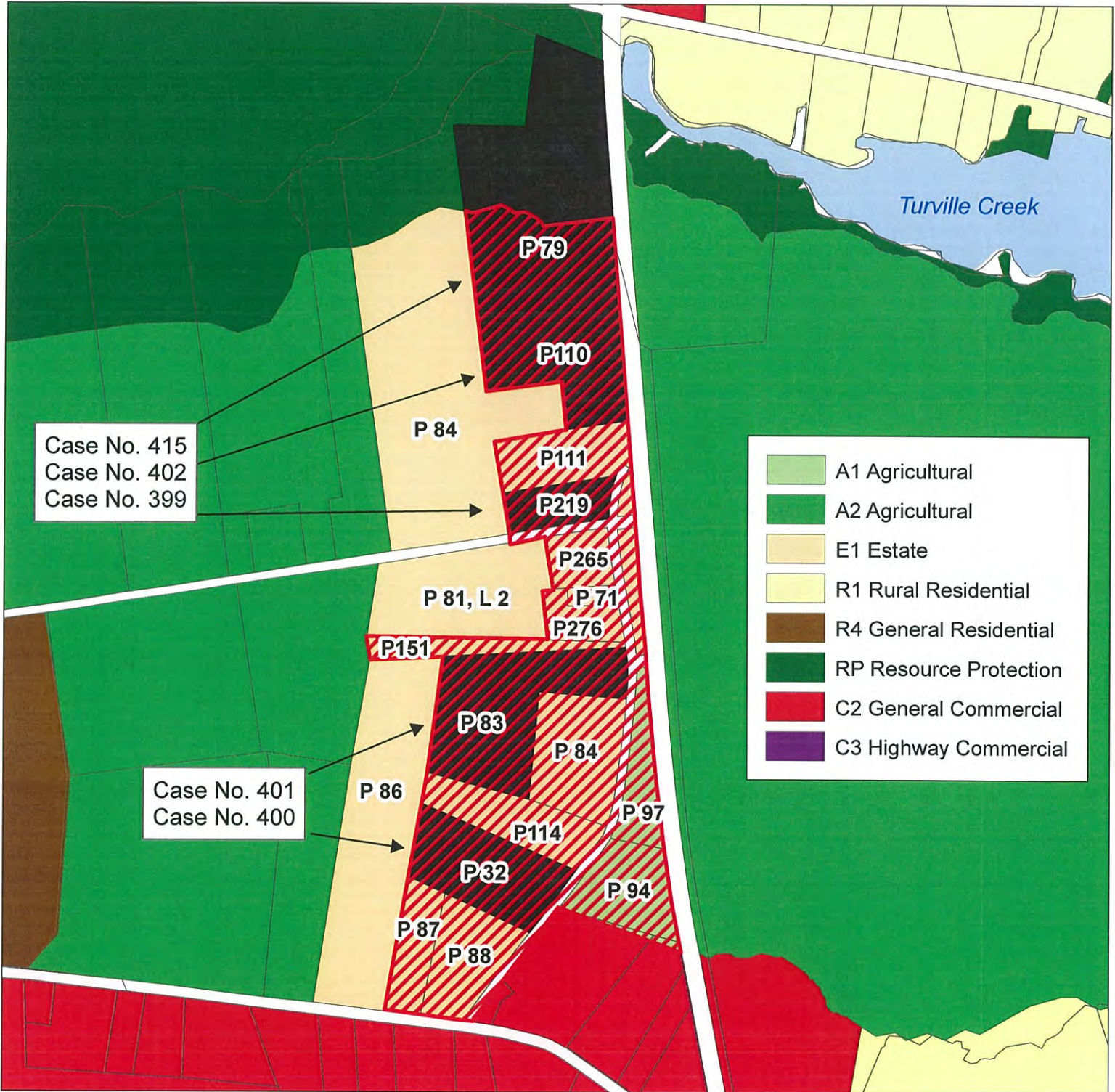


WORCESTER COUNTY, MARYLAND



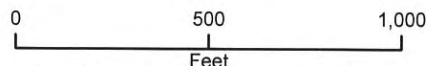
SECTIONAL REZONING MD ROUTE 589 / RACETRACK ROAD SOUTH

ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division

Prepared: December 2018
 Source: 2009 Official Zoning Map

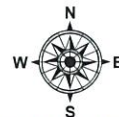


Drawn By: KLH Reviewed By: PHW

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



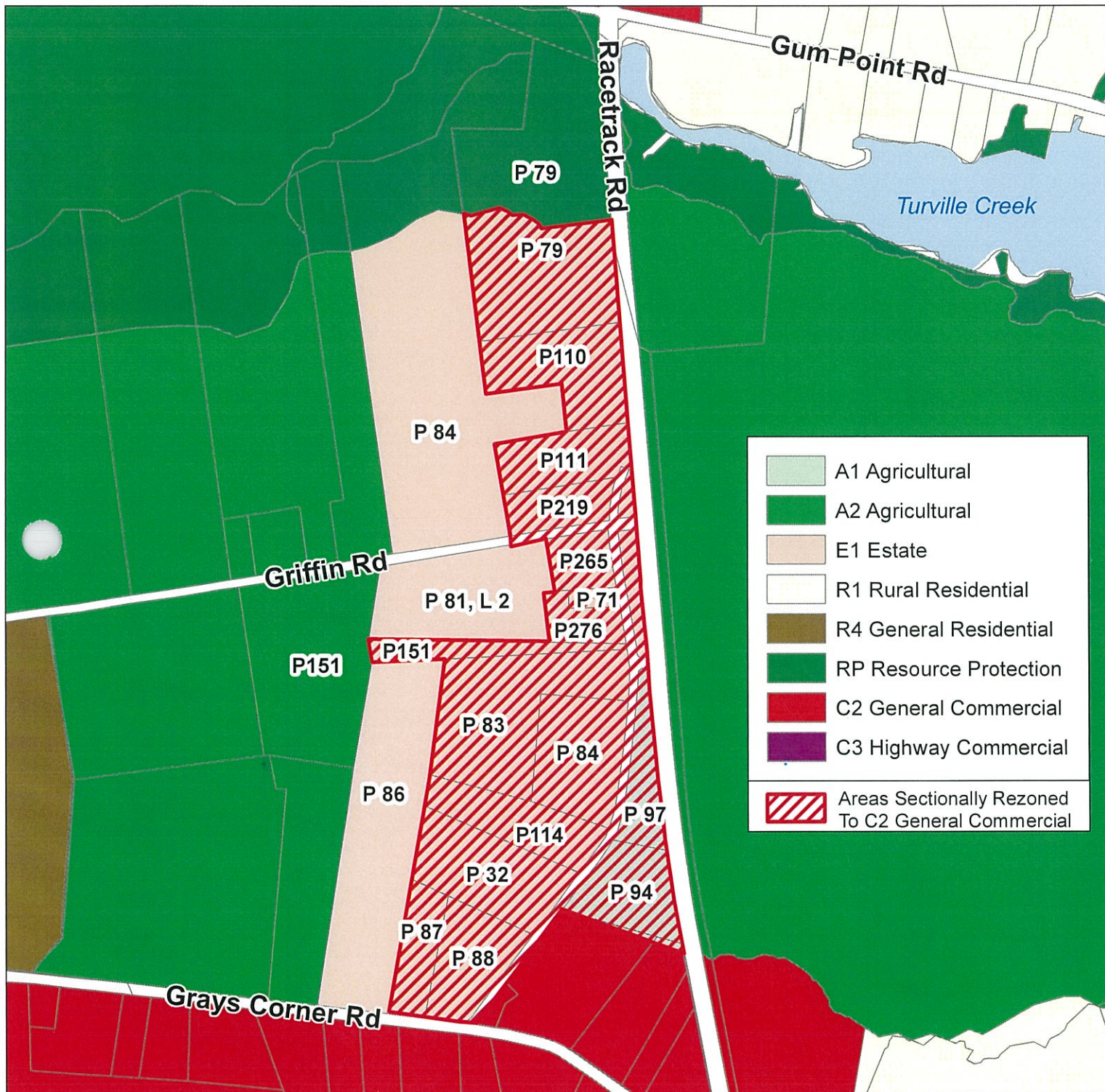
WORCESTER COUNTY, MARYLAND



Add to 10

SECTIONAL REZONING MD ROUTE 589 / RACETRACK ROAD SOUTH

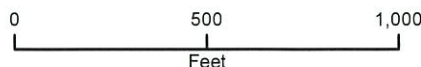
ZONING MAP



	A1 Agricultural
	A2 Agricultural
	E1 Estate
	R1 Rural Residential
	R4 General Residential
	RP Resource Protection
	C2 General Commercial
	C3 Highway Commercial
	Areas Sectionally Rezoned To C2 General Commercial

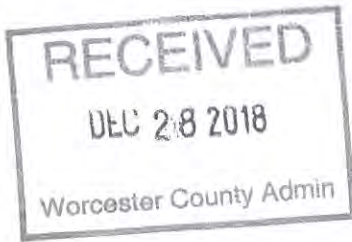
DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

Prepared: December 2018
Source: 2009 Official Zoning Map



Drawn By: KLH Reviewed By: PHW

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



11

DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

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

MEMORANDUM

TO: Harold Higgins, Chief Administrative Officer
FROM: Brian Jones, IT Manager
DATE: December 26, 2018
SUBJECT: Bid Request – Broadband Feasibility Study

Attached are bidding documents for a feasibility study to be completed for Worcester County residents. This is not a budgeted item. The Commissioners previously approved this study at an open session on November 7, 2018. The amount approved was based on a similar study done by a comparable county of size in Virginia for \$30,000.

It is requested that the Commissioners discuss, review and approve the documents for solicitation of bids. Should you have any questions, please feel free to call me.

Attachment

DRAFT



Request for Proposal

Broadband Feasibility Study

DRAFT

**Worcester County
Request for Proposal (RFP) for Broadband Feasibility Study**

DATE OF THIS REQUEST: 1/8/2019

DESCRIPTION: *Broadband Feasibility Study*

PROPOSAL DEADLINE: 2/11/2019 @ 1:00 p.m. EST

SUBMISSION REQUIREMENTS:

Two (2) copies of the proposal, including one original (clearly marked "ORIGINAL"), and one copy in Microsoft WORD format or PDF on CD/Flash Drive, shall be submitted in a sealed container. The face of the container shall be clearly marked in the lower left corner as follows:

RFP FOR: Broadband Feasibility Study

Proposals must be submitted to:

Office of the County Commissioners
"Proposal for Broadband Feasibility Study"
One West Market Street Room 1103
Snow Hill, MD 21863

PROPOSALS OPENED 2/11/2019, @ 1:00 p.m. EST

Proposals must be received by the date and time stated above or they will remain unopened and recycled. No allowance will be made for postmark or error in delivery to incorrect address. It is the sole responsibility of the bidder to ensure timely and correct delivery of bid to the person and address stated above. Overnight delivery services may not guarantee timely next day delivery. Please check with the service you use.

**Please direct all requests for information relating to this RFP in writing (Email Acceptable)
to:**

Worcester County Department of Information Technology
Attn: Brian Jones
One West Market Street
Room 1003
Snow Hill, MD 21863
bjones@co.worcester.md.us

RFP Documentation can also be viewed electronically at:
www.co.worcester.md.us

Proposals shall be prepared at the bidder's expense, proposals become a County record and are subject to the Public Information Act.

Proposal should include and will be evaluated based on:

1. Cover Sheet (Provided)
2. General Vendor Information Sheet (Provided)
3. Customer Reference Form (Provided)
4. Demonstration of understanding of scope of work
5. Proposed approach to performing the work defined in this RFP.
6. Outline of staff expertise, technical and financial capabilities
7. Assurance of staff depth to meet project timeline
8. Experience related to the project
9. Fee Schedule and Cost Proposal to complete deliverables
10. Proof of insurance as described in Vendor Qualifications

Overview and RFP Purpose

The Worcester County Department of Information Technology seeks qualified vendors to conduct a broadband feasibility study as a key input in the development of a comprehensive community broadband strategy. A more detailed description of the desired deliverables are provided in the following sections of this document. The County will consider proposals from single vendors or from multiple vendors working as a team, though a prime contractor must be identified in the case of the latter. The ideal vendor will have excellent technical and analytic depth in areas of interest to the County under this RFP, and must be highly-effective communicators, particularly in translating technical concepts to non-technical audiences. The County prefers firms with experience working with public sector organizations, having worked with governmental entities both larger and smaller than Worcester County. The County is employing this procurement method to both explore the costs and logistics of procuring the described services. The County reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities, to award the contract to the most responsive and responsible respondent(s) as deemed in the best interest of the County, or to suspend the procurement if the desired outcomes are not achieved.

Background, Project Justification and Key Drivers

General County Information

Worcester County is the easternmost county within the State of Maryland and is the only oceanfront county in Maryland. The County is bordered to the south by the State of Virginia, to the west by Somerset County and Wicomico County, Maryland, to the north by the State of Delaware, and to the east by the Atlantic Ocean.

The County is mostly rural in nature with the exception of the northern portions of the County, which contains some of the more developed areas, including Ocean Pines, Ocean City, and Berlin. The County's area totals 695 square miles, of which 468 square miles are comprised of land and 227 square miles are comprised of water. The County has more than 750 miles of shoreline.

Justification of Broadband

Without broadband service to residents, meaningful distance learning is not an option for those seeking higher education opportunities – resulting in many young people leaving the County.

While protecting the best interest of the County and its citizens, the goal of the County is to research the best options available that advance a viable means to bring the best possible broadband services to a county that has limited resources and sparse population

We acknowledge broadband is a critical service for quality of life, as is the case with roads, water, sewer, and electricity. Every home, business, non-profit organization, government

entity, and place of education should have the opportunity to connect affordably, easily, and securely. Worcester County should have broadband services that are shaped by the values of the citizens and businesses that take deep pride in our community.

Project Specifications and Deliverables

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Scope of Work

1. Research and evaluate the current supply of broadband communications assets, products and services in the County through a range of efforts and methodologies identified by the successful firm. Develop a communications and outreach strategy to engage stakeholders, disseminate information and provide opportunities for inclusion in the process.
2. Utilizing Surveys and other methods, evaluate the current and future demand for broadband products and services in the County through a range of efforts and methodologies, including but not limited to conversations with:
 - a) Public stakeholders (e.g. local and regional government agencies, educational institutions, federal laboratories and agencies, etc.).
 - b) Private stakeholders (e.g. local businesses, business organizations, health care providers, digital divide advocates, other interested consumers and interest groups).
 - c) Broadband providers regarding the demand for, and adoption of, their products.
3. Perform a Gap Analysis of the Current Broadband Environment - evaluate the current environment against the current and future needs of Worcester County, including all stakeholders defined in the project. Determine the general economic and community impact broadband issues are having on Worcester County.
4. Identify funding sources and provide strong justification for funding to serve as the basis for a grant/loan application to support project implementation.

Deliverables

Using the results of the entire Scope of Work analysis, develop a comprehensive written report that presents alternatives to address the engineering and business parameters for deploying broadband services throughout Worcester County. The analysis must consider a wide continuum of business models and engineering options. It shall also highlight associated costs, alternative financing methods including other funding sources, as well as risk, timing and service quality considerations. The report must conclude the analysis by identifying a recommended strategy and associated action plan for its implementation.

Deliverables to include:

1. County demographics
2. Survey results to include but not limited to:
 - a. Demonstrate current level of service by identifying unserved and underserved residence and or businesses.
 - b. Tabulation of data based on findings in spreadsheet (Excel) form.
 - c. Equipment per household effected by lack of broadband
 - d. Needs of underserved or unserved residents
 - e. Geographical map showing underserved or unserved residents in Worcester County
 - f. Current broadband (broadband is defined as 25 MPS or more)providers if any available to resident
 - g. Current number of internet providers with bandwidth less than 25 MPS.
3. Incumbent providers, their location(s) and details on current services and technologies
4. Industry findings of network availability in the county along with backbone capabilities.
5. Similar projects that have been completed in other counties.
6. Potential project partners that may be used to obtain data for this study.
7. Synergies and sharing opportunities
8. Business and financial modeling in support of network build to include Fiber-to-the-Home (FTTH), Fixed Wireless Broadband or a Hybrid System
9. Estimation of project cost and construction timeline should Worcester County decide to expand on a broadband installation project in the future.
10. Provide any GIS-based shapefiles created or utilized for the Project
11. Report that clearly defines their stakeholder evaluation process including their recommended participant level in order to reach statistically reliable results.
12. List of recommendations and suggested implementation measures to be employed by Worcester County for its "Next Step" Phase
13. Determine the general economic and community impact broadband issues are having on Worcester County as described in the "Scope of Work" section.
14. The GAP Analysis should include an evaluation of key issues limiting broadband expansion as described in the "Scope of Work" section.

Vendor Qualifications

1. Demonstrate to the county qualifications deemed necessary to determine the ability of the vendor, subcontractors or suppliers to perform the work requested. The vendor shall furnish to the County all such information and data.
2. Information provided shall include the following:
 - a. Name of parent company
 - b. Length of time in business
 - c. Total number of clients
 - d. Consulting tools that will be used to collect data
 - e. Physical location of office servicing this account
 - f. Number of staff at servicing location
 - g. Past experience and references
3. The County reserves the right to reject any proposal if the evidence submitted by or investigation of such vendor fails to satisfy the County that such vendor is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.
4. The vendor is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be identified and found to be acceptable to the County.
5. The vendor must have the authority to do business in the State of Maryland and be in good standing.
6. The offeror shall be required to provide evidence that it has, and will maintain during performance of services under this contract, professional liability insurance and general liability insurance as applicable, and will be required to submit a Certificate of Insurance indicating the limits of such insurance that are satisfactory to the County.
7. The vendor accepts the terms that anything provided to the County, as a deliverable then becomes the sole property of Worcester County and cannot be redistributed in any form without the express written consent of the Worcester County Commissioners or its designees.
8. The County reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the County. The County reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The County reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the County, is not in a position to adequately perform the contract.

Proposal Cover Sheet

Name of Company	
Address of Home Office	
City of Home Office	
State of Home Office	
Zip Code of Home Office	
Phone Number of Home Office	
Federal EIN	
State EIN	

Contact Name: (Please print clearly)

Contact Office Phone Number:

Contact Cell Phone Number:

Contact E-Mail Address: (Please print clearly)

“Proposal and cost schedule shall be valid and binding for ONE HUNDRED TWENTY (120) days following the proposal due date and will become part of the contract that is negotiated with the COUNTY.”

If the vendor has had any contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. In the space provided below, submit full details of all terminations for default experienced by the vendor during the past **five years**, including the other party's name, address, and telephone number. Present the vendor's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. If no such terminations for default have been experienced by the vendor in the past five years, declare so in the space provided.

Customer Reference Form (Include information for three references)

Customer – client name	
Reference name	
Title	
Office Phone Number	
Cell Phone Number	
E-Mail Address	
Mailing Address	
Start Date	
End Date	
Contract amount	

Customer – client name	
Reference name	
Title	
Office Phone Number	
Cell Phone Number	
E-Mail Address	
Mailing Address	
Start Date	
End Date	
Contract amount	

Customer – client name	
Reference name	
Title	
Office Phone Number	
Cell Phone Number	
E-Mail Address	
Mailing Address	
Start Date	
End Date	
Contract amount	

BID FORM

Broadband Feasibility Study for the Residents of Worcester County

I/we have reviewed the specifications and provisions for furnishing a feasibility study for the residents of Worcester County. This study will serve the basis for data to provide Broadband coverage to Worcester County unserved residents at a later phase.

Total lump sum for services: _____

Services will be completed within _____ days from notice to proceed by Worcester County.

BID MUST BE SIGNED AND DATED TO BE VALID

Date: _____ Signature: _____

Typed Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

BIDDER'S LIST

Feasibility Study for Broadband needs in Worcester County

WideOpen Networks, Inc.

2000 Kraft Drive, Suite 2150

Blacksburg, VA 24060

info@wideopennetworks.us

540-552-2150

Attn: David Sobotta

Seaside Internet

9748 Stephen Decatur Highway, Suite 404

West Ocean City, MD 21842

brett@seasideinternet.com

443-677-7976

Attn: Brett Hill

James W. Sewall Company

136 Center Street

PO Box 433

Old Town, Maine 04468-0433

<http://www.sewall.com/about/contact/form/>

800-648-4202

Columbia Telecommunications Corporation

10613 Concord Street

Kensington, MD 20895

hmills@ctcnet.us

301-933.-1488

In follow-up to a request by Commissioner Elder, Information Technology Director Brian Jones provided an update on the status of broadband in Worcester County and steps needed to extend broadband to underserved residents (those who generally have options to acquire broadband) and more importantly currently unserved residents (those with little or no options for internet services). Economic Development Deputy Director Kathryn Gordon was also in attendance. Mr. Jones advised that in 2015 the Federal Communications Commission (FCC) changed the definition of broadband by raising the minimum download speeds from 4MBPS (megabytes per second) to 25 MBPS, and the minimum upload speed from 1 MBPS to 3 MBPS, effectively tripling the number of U.S. households without broadband access as identified under the new definition. He noted that in his discussions with State and local government officials he learned that Sussex County, Delaware recently initiated a broadband project. He advised that Sussex County officials refrained from signing any franchise agreements and instead issued a Request for Proposals (RFP) that drew interest from five wireless broadband companies, and they budgeted \$1 million to pay for the tower space rental fees and other incidentals, such as permitting and electricity costs, for these companies for a period of one year, with the hope that in the following years these providers will continue to offer broadband service to their area. Mr. Jones noted, however, that the Sussex County project is in its infancy, and there are no statistics on how many residents of this program were previously unserved. He advised he would follow the progress of this project to determine its success and whether Worcester County might benefit from a similar project. In the meantime, he recommended the County hire a consultant to identify Worcester County residents who are currently unserved or underserved for broadband.

Mr. Jones stated that the Maryland Governor's Office is working with all Maryland counties that are struggling to obtain the information needed to provide internet coverage throughout the State. He stated that a first step in the process for Worcester County would be to hire a consultant at a cost of roughly \$30,000 to determine those who are unserved and underserved with high speed broadband services and to determine the primary needs and expectations of the residents of Worcester County with regard to data consumption. On a positive note, he stated that there is fiber on the Eastern Shore that is administered by the Maryland Broadband Cooperative (MBC) in conjunction with the Maryland Department of Information Technology (DoIT), as well as Choptank Electric, to serve as the necessary backbone, though the primary hurdle would be identifying how to extend service from this fiber to the last mile (homes and offices). He stated that, perhaps, the County could attract the interest of wireless providers that would be willing to work with MBC, Choptank, and DoIT to provide services to residents. In response to a question by Commissioner Bertino, Mr. Jones stated that it would cost millions of dollars just to start an internet project. He stated that Sussex County succeeded in attracting internet providers because they budgeted \$1 million to help cover some of those start-up costs. However, it remains to be seen if these companies will continue to offer service in that area once county funding is no longer available.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously authorized staff to develop a Request for Proposals (RFP) for a consultant to conduct a study of Worcester County residents to determine those who are unserved and underserved with high speed broadband services and to determine the primary needs and expectations of the residents of Worcester County with regard to data consumption for the Commissioners review and approval at a future meeting.

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



12

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 21, 2018

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*
SUBJECT: Asking Price for Sale of Former Liquor Control Warehouse in Snow Hill

As you are aware, at their meeting on December 18, 2018, the County Commissioners directed us to begin the process of selling the former Liquor Control Warehouse located at 5363 Snow Hill Road in Snow Hill, Maryland in "As Is" condition. They further requested that we provide them with information and a recommendation on the proposed asking price for this property. The property is a 7.96 acre commercial site presently improved with a 47,575 square foot warehouse building with partial office fit-out and one out-building. The main building is generally separated into two components representing the front office/warehouse area and a rear warehouse section. According to the recent appraisal performed by Lefort Appraisal & Consulting, Inc., the "As Is" Fair Market Value of this property is \$990,000. I therefore suggest an asking price of \$990,000 for this property in "As Is" condition.

As far as disposal of the property, I understand that Kathryn Gordon is scheduled to show the property to a prospective buyer on Monday, January 7, 2019. We can advise the County Commissioners on January 8 if the prospective buyer expressed an interest in making an offer on the property. Otherwise, the County Commissioners could either consider advertising and accepting sealed bids for the property, listing the property with a real estate agent, or soliciting the services of an auctioneer to sell the property to the highest bidder.

I look forward to discussing this matter further with you and the County Commissioners at their next meeting.



13

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 26, 2018

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL.*
SUBJECT: Request for Surplus Swing Set at Stockton Playground to Pocomoke City

As you are aware, we were recently contacted by Pocomoke City Manager Bobby Cowger requesting that the old swing set at Stockton Playground, which is in the process of being replaced with new playground equipment, be declared surplus property and disposed of by gift to the Town of Pocomoke City to be used at Cypress Park in Pocomoke City. If the County Commissioners are inclined to approve this request, they must follow the procedures outlined in Section CG 4-403 regarding Disposition of County property when no longer used by the County (copy attached). In accordance with these procedures, the County Commissioners may, by a five-sevenths majority vote, determine the use of the old swing set by the Town of Pocomoke City is a valid public purpose after which we could advertise the proposed disposal of this swing set to Pocomoke City and offer citizens the opportunity for objections thereto. Regarding terms and compensation, we would propose a no cost transfer subject to Pocomoke City Officials' acceptance of this equipment in "As Is" condition and releasing the County of any future liability associated with it's use.

Please review this matter with the County Commissioners at their next meeting so that we can begin the process of transferring ownership to the Town of Pocomoke City as specified above. If you should have any questions or concerns with regard to this matter, please feel free to contact me.

cc: Bobby Cowger, Pocomoke City Manager
Tom Perlozzo, Director of Recreation and Parks
William Rodriguez, Parks Superintendent
Maureen Howarth, County Attorney
Eddie Carman, Risk Manager

H:\1-wpdocs\MISC\Disposal of Playground Equipment to Pocomoke-2018.wpd

POCOMOKE CITY, MARYLAND

MAYOR

BRUCE A. MORRISON

mayormorrison@pocomokemd.gov

CITY MANAGER

ROBERT L. COWGER, JR.

bobby@pocomokemd.gov



CITY COUNCIL

DIANE DOWNING

TODD J. NOCK

GEORGE TASKER

ESTHER TROAST

DALE TROTTER

Worcester County Commissioners

Commissioners:

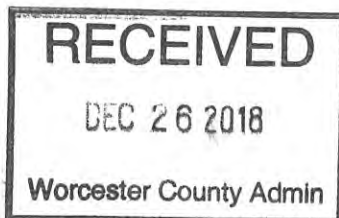
The City has been notified by the Worcester County Recreation and Parks and Commissioner Lockfall that they will be dismantling the playground at Stockton. There is a swing set that is in nice condition that has been offered to the City for use at our Cypress Park. I would like to request that the City be able to acquire the swing set and place it in our playground at Cypress Park. The City is in the process of replacing many outdated pieces of equipment. This would certainly be an asset to the playground. We greatly appreciate the offer of the equipment.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert L. Cowger Jr.", is written over a faint, larger version of the same signature.

Robert L. Cowger Jr.

City Manager



"Friendliest Town on the Eastern Shore"

CITY HALL • P.O. Box 29 • POCOMOKE CITY, MARYLAND 21851
PHONE 410.957.1333 • FAX 410.957.0939 • www.pocomokemd.gov

SUBTITLE IV
County Real and Personal Property and County Buildings

§ CG 4-401. Title to County property.

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

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

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

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

(a) Generally. Unless otherwise provided by law, whenever the County Commissioners propose to dispose of any County-owned property or any rights incidental thereto by reason of the fact that such property is no longer required for County use, they shall first advertise the same at least once a week for three successive weeks in one or more newspapers of general circulation in said County inviting competitive bids to be made upon such terms and conditions as the County Commissioners may deem appropriate, including, without limitation, the right to accept or reject any and all bids as they see fit with regard to the disposal of such property and giving an opportunity for objections to any such disposal.

(b) For other public use. When any County-owned property is no longer needed for use by the County Commissioners and the County Commissioners propose to dispose of the same by lease, grant or otherwise for a public purpose, as such public purpose may be from time to time determined by a five-sevenths majority vote of the County Commissioners, the Commissioners shall, prior to adopting a resolution for the disposal of such property, advertise the proposed disposal once a week for three successive weeks in one or more newspapers of general circulation in said County stating the terms of such disposal and the

compensation to be received therefor and giving opportunity for objections thereto.
[Amended 8-20-2002 by Bill No. 02-11]

(c) Where bidding impractical. The County Commissioners may, by a five-sevenths majority vote, determine that it may be impractical to dispose of County-owned property or rights incidental thereto for nonpublic purposes by competitive bidding. In such cases, the County Commissioners shall, prior to adopting a resolution for the disposal of such property, advertise the proposed disposal once a week for three successive weeks in one or more newspapers of general circulation in said County stating the terms of such disposal and the compensation to be received therefor and giving opportunity for objections thereto.
[Amended 8-20-2002 by Bill No. 02-11]

(d) Exceptions. The provisions of this section shall not apply to the closing of public roads within the County or easements for public utilities or to property titled to other bodies corporate or politic of the County.





14

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 27, 2018

TO: Worcester County Commissioners
FROM: Karen Hammer, Office Assistant IV
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2019

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (12) which have current or upcoming vacancies (36 total). They are as follows: Adult Public Guardianship Board (3); Commission on Aging Board (3), Agricultural Reconciliation Board (3), Drug & Alcohol Abuse Council (3), Economic Development Advisory Board (1), Board of Library Trustees (1), Local Development Council for the Ocean Downs Casino (1), Property Tax Assessment Appeal Board (2), (with 3 nominees to Governor for each seat = 6 total nominees), Solid Waste Advisory Committee (2), Water and Sewer Advisory Council - Mystic Harbour (1), Commission for Women (3), and Youth Council (13). I have circled the members whose terms have expired or will expire on each of these boards.

Please note that Rob Hart, Executive Director for WoCOA, made recommendations to reappoint Tommy Tucker, Tommy Mason and Helen Whaley to the Commission on Aging Board (see attached letter). Doug Dods, Council Chair, Sheriff's Office, made recommendations to reappoint Eric Gray, Sue Abell-Rodden and Col. Doug Dods to the Drug and Alcohol Abuse council (see attached letter). Please also refer to the separate memo from Mimi Dean, Health Department, Prevention Services, with recommendations regarding the Worcester County Youth Council. Interest for Board appointments was generated by the County press release in December, attached are potential Board talent candidates. (See Appendix A)

item 15

p. 7

p. 11

p. 20

Most of these Boards and Commissions specify that current members' terms will expire on December 31st. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during January.

Pending Board Appointments - By Commissioner

District 1 - Nordstrom

- p. 14 - Local Development Council for Ocean Downs Casino (Ron Taylor)- 4-year
- p. 18 - Commission for Women (Alice Jean Ennis - At-Large) - 3-year

District 2 - Purnell

All District Appointments Received. Thank you!
Please consider nominations for At-Large positions listed below - "All Commissioners"

District 3 - Church

- p. 17 -Water & Sewer Advisory Council-Mystic Harbour- Bay Vista I and Carol Ann Beres - Ocean Reef - 4 year
- p. 18 - Commission for Women (Michelle Bankert) - 3-year

District 4 - Elder

- p. 15 - Solid Waste Advisory Committee (George Dix) - 4-year

District 5 - Bertino

- p. 15 - Solid Waste Advisory Committee (James Rosenberg) - 4-year

District 6 - Bunting

All District Appointments Received. Thank you!
Please consider nominations for At-Large positions listed below - "All Commissioners"

District 7 - Mitrecic

- P. 12 - Economic Development Advisory Board (Greg Shockley) - 4-year
- p. 18 - Commission for Women (Nancy Fortney) - 3-year

All Commissioners

- p. 3 - (3) Adult Public Guardianship Board (Roberta Baldwin, Melissa Banks, Dr. Dia Arpon) - 3-year
- p. 8 - (2) Agricultural Reconciliation Board (Betty McDermott, Tom Babcock - At-Large) - 4-year
- p. 9 - (3) Drug and Alcohol Abuse Council (Eric Gray-Substance Abuse Treatment Provider; Sue Abell-Rodden; Colonel Doug Dods - Knowledge on Substance Abuse Issues) - 4 year
- p. 14 - (1) Local Development Council for Ocean Downs Casino
- p. 16 - (2) Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area; Gary M. Flater - Snow Hill Area - alternate) - must submit 3 nominees for each seat to Governor for his consideration in making these appointments - 5-year (FYI - Governor is still considering Steve Rakow's nomination)

All Commissioners - (continued)

- p. 17 - (1) Water and Sewer Advisory Council - Mystic Harbour (Carol Ann Beres - Ocean Reef) - 4-year
- p. 18 - (1) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke,)

All Commissioners (Awaiting Nominations)

- p. 8 - (1) Agricultural Reconciliation Board (Dean Ennis - Farm Bureau) - 4-year
- p. 13 - (1) Board of Library Trustees (Leslie Mulligam - Snow Hill) - upon nominations from Library Board - 5-year
- p. 5 - (3) Commission on Aging Board (Tommy Tucker, Tommy Mason, Helen Whaley) - self appointed by Commission on Aging & confirmed by County Commissioners - 3 year to Sept. 30

Separate Memo - (13) Youth Council - (nominations to be submitted by Youth Council upon youth a applications)

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: 1 1/3 year terms
Terms expire December 31st

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

Meetings: Semi-annually

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

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15, 15-18
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15, 15-18
Dr. Dia Arpon	Psychiatrist	*10-12-15, 15-18
Dr. William Greer	Physician	07-10-13-16, 16-19
Richard Collins	Lawyer	95-98-01-04-07-10-13-16, 16-19
Nancy Howard	Lay Person	*17-19
Connie Wessels	Lay Person	*15-16, 16-19
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20
LuAnn Siler	Commission on Aging Rep.	17-20
Jack Ferry	Professional in field of disabilities	*14-14-17, 17-20
Thomas Donoway	Person with physical disability	017-20

* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD
(Continued)

Prior Members:

Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul Flory
Barbara Duerr
Craig Horseman
Faye Thomes
Mary Leister
Joyce Bell
Randolph 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)

Since 1972

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)

COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill
Rob Hart, Executive Director (410-632-1277)

Current Members:

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
Tommy Tucker	Snow Hill	09-12-15, 15-18
Tommy Mason	Pocomoke	15-18
Helen Whaley	Berlin	*16-18
Fred Grant	Snow Hill	*15-16, 16-19
Joyce Cottman	Berlin	*16, 16-19
Cynthia Malament	Berlin	07-10-13-16, 16-19
Lloyd Parks	Girdletree	08-11-14-17, 17-20
Clifford Gannett	Pocomoke City	*12-14-17, 17-20
James Covington	Pocomoke City	*18-20
Bonita Ann Gisriel	Ocean City	*18-20
Carolyn Dryzga	Ocean Pines	*18-20
Rebecca Cathell	Agency - Maryland Job Service	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	

Reappoint all 3

* = Appointed to fill an unexpired term

Prior Members:

Since 1972

Virginia Harmon
 Maude Love
 Dr. Donald Harting
 John C. Quillen
 Violet Chesser
 William Briddell
 Harrison Matthews
 John McDowell
 Mildred Brittingham
 Maurice Peacock
 Father S. Connell
 Rev. Dr. T. McKelvey
 Samuel Henry
 Rev. Richard Hughs
 Dorothy Hall
 Charlotte Pilchard
 Edgar Davis
 Margaret Quillen
 Lenore Robbins
 Mary L. Krabill
 Leon Robbins
 Claire Waters
 Thelma Linz
 Oliver Williams
 Michael Delano
 Father Gardiner
 Iva Baker
 Minnie Blank
 Thomas Groton III
 Jere Hilbourne
 Sandy Facinoli
 Leon McClafin
 Mabel Scott
 Wilford Showell
 Rev. T. Wall
 Jeaninne Aydelotte
 Richard Kasabian
 Dr. Fred Bruner
 Edward Phillips
 Dorothy Elliott
 John Sauer
 Margaret Kerbin
 Carolyn Dorman
 Marion Marshall
 Dr. Francis Ruffo
 Dr. Douglas Moore
 Hibernia Carey
 Charlotte Gladding
 Josephine Anderson
 Rev. R. Howe
 Rev. John Zellman
 Jessee Fassett
 Delores Waters
 Dr. Terrance A. Greenwood
 Baine Yates
 Wallace T. Garrett
 William Kuhn (86-93)
 Mary Ellen Elwell (90-93)
 Faye Thornes

Mary Leister (89-95)
 William Talton (89-95)
 Sunder Henry (89-95)
 Josephine Anderson
 Saunders Marshall (90-96)
 Louise Jackson (93-96)
 Carolyn Dorman (93-98)
 Constance Sturgis (95-98)
 Connie Morris (95-99)
 Jerry Wells (93-99)
 Robert Robertson (93-99)
 Margaret Davis (93-99)
 Dr. Robert Jackson (93-99)
 Patricia Dennis (95-00)
 Rev. C. Richard Edmund (96-00)
 Viola Rodgers (99-00)
 Baine Yates (97-00)
 James Shreeve (99-00)
 Tad Pruitt (95-01)
 Rev. Walter Reuschling (01-02)
 Armond Merrill, Sr. (96-03)
 Gene Theroux
 Blake Fohl (98-05)
 Constance Harmon (98-05)
 Catherine Whaley (98-05)
 Wayne Moulder (01-05)
 Barbara Henderson (99-05)
 Gus Payne (99-05)
 James Moeller (01-05)
 Rev Stephen Laffey (03-05)
 Anne Taylor (01-07)
 Jane Carmean (01-07)
 Alex Bell (05-07)
 Inez Somers (03-08)
 Joanne Williams (05-08)
 Ann Horth (05-08)
 Helen Richards (05-08)
 Peter Karras (00-09)
 Vivian Pruitt (06-09)
 Doris Hart (08-11)
 Helen Heneghan (08-10)
 Jack Uram (07-10)
 Robert Hawkins (05-11)
 Dr. Jon Andes
 Lloyd Pullen (11-13)
 John T. Payne (08-15)
 Sylvia Sturgis (07-15)
 Gloria Blake (05-15)
 Dr. Jerry Wilson (Bd. of Ed.)
 Peter Buesgens (Social Services)
 Deborah Goeller (Health Dept.)
 George "Tad" Pruitt (05-17)
 Bonnie C. Caudell (09-17)
 Larry Walton (13-18)

* = Appointed to fill an unexpired term



Memo

To: Kelly Shannahan, Assistant Chief Administrative Officer
From: Rob Hart, Executive Director
Date: December 19, 2018
Subject: Board Members

The current board members of the Worcester County Commission on Aging at their September 2018 meeting agreed to recommend that Tommy Tucker, Tommy Mason, and Helen Whaley be reappointed back for another 3-year term.

If you have any additional questions, please contact me.

Thanks

AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: **5 Members/4-Year Terms - Terms expire December 31st**

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions:

- All members must be County residents
- Two Members chosen from nominees of Worcester County Farm Bureau
- One Member chosen from nominees of Worcester County Forestry Board
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries

Staff Contact: Dept. of Development Review & Permitting

- Edward A. Tudor, Director (410-632-1200, ext. 100)
- County Agricultural Extension Agent - As Consultant to the Board
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty McDermott	At-Large	No	Ocean Pines	*09-09-13, 13-17
Tom-Babcock	At-Large	No	Whaleyville	14-18
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14, 14-18
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20

Prior Members: Since 2000

Michael Beauchamp (00-06)
 Phyllis Davis (00-09)
 Richard G. Holland, Sr. (00-12)
 Rosalie Smith (00-14)

* = Initial terms staggered

DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14, 14-18
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14, 14-18
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Mimi Dean	Substance Abuse Prevention Provider	*18-19
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21
Rev. Matthew D'Amario	Knowledge of Substance Abuse Issues	*18-21

Reappoint

<u>Ex-Officio Members</u>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

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

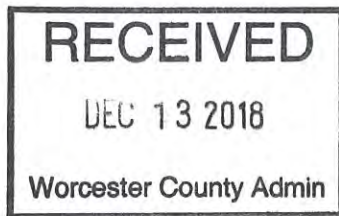
Advisory Members

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	Marty Pusey (04-15)
Michael McDermott	Debbie Goeller
Marion Butler, Jr.	Peter Buesgens
Judge Richard Bloxom	Aaron Dale
Paula Erdie	Garry Mumford
Tom Cetola	Sharon Smith
Gary James (04-08)	Jennifer Standish
Vickie Wrenn	Karen Johnson (14-17)
Deborah Winder	Rev. Bill Sterling (13-17)
Garry Mumford	Kat Gunby (16-18)
Judge Theodore Eschenburg	William McDermott
Andrea Hamilton	Sheriff Reggie Mason
Fannie Birkhead	
Sharon DeMar Reilly	
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty - SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	



Worcester County
 Drug and Alcohol Council
 P.O. Box 249
 Snow Hill, Maryland 21863
 410-632-1100
 Fax: 410-632-0080

December 3, 2018

Diana Purnell, President
 Worcester County Commissioners
 One West Market Street, Room 1103
 Snow Hill, MD 21863

Dear President Purnell:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointments to the Council. These representatives are willing to serve on the Council and have been approved by the Council members.

Please **re-appoint** to Council – Current term expires December 2018

Captain Douglas A. Dods
 Worcester County Sheriff's Office

Sue Abell-Rodden
 c/o Atlantic Club
 11827 Ocean Gateway
 Ocean City, MD 21842

Eric Gray (Christina Purcell)
 Worcester County Health Department

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,


 Chair

ECONOMIC DEVELOPMENT ADVISORY BOARD

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner
Members may be reappointed

Staff Contact: Economic Development Department - Merry Mears (410-632-3112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Greg Shockley	D-7, Mitrecic	Ocean City	14-18
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15, 15-19
Tom Terry	D-5, Bertino	Ocean Pines	15-19
William Sparrow	D-1, Lockfaw	Pocomoke	16-20
John Glorioso	D-3, Church	West Ocean City	08-12-16, 16-20
Ralph Shockley	D-4, Elder	Snow Hill	*08-09-13-17, 17-21
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21

Prior Members: Since 1972

George Gering	Mary Humphreys	Michael Avara (99-03)
Margaret Quillin	Theodore Brueckman	Annette Cropper (00-04)
Robert W. Todd	Shirley Pilchard	Billie Laws (91-08)
Charles Fulton	W. Leonard Brown	Anne Taylor (95-08)
E. Thomas Northam	Charles Nichols (92-97)	Mary Mackin (04-08)
Charles Bailey	Jeff Robbins (97-98)	Thomas W. Davis, Sr. (99-09)
Terry Blades	Colleen Smith (94-98)	Mickey Ashby (00-12)
Roy Davenport	Tommy Fitzpatrick (97-99)	Priscilla Pennington-Zytkowicz (09-14)
M. Bruce Matthews	John Rogers (92-98)	Barbara Purnell (08-15)
Barbara Tull	Jennifer Lynch (98-99)	Timothy Collins (03-15)
Tawney Krauss	Don Hastings (92-99)	Joshua Nordstrom (12-16)
Dr. Francis Ruffo	Jerry Redden (92-00)	
William Smith	Keith Mason (98-00)	
Saunders Marshall	Bob Pusey (99-00)	
Elsie Marshall	Harold Scrimgeour (00-02)	
Halcolm Bailey	Scott Savage (98-03)	
Norman Cathell	Gabriel Purnell (91-03)	

* = Appointed to fill an unexpired term

BOARD OF LIBRARY TRUSTEES

Reference: PGL Education 23-403, Annotated Code of Maryland

Appointed by: County Commissioners (from nominees submitted by Board of Library Trustees)

Function: Supervisory
Responsible for the general control and development of the County library system. Oversees management of the libraries, assists in preparation of library budget and other fiscal matters, arranges for an annual audit, makes an annual report to the County Commissioners, make recommendations to the County Commissioners regarding library acquisitions/development.

Number/Term: 7/5 years
Terms expire December 31st

Compensation: None

Meetings: 1 per month except June, July, and August

Special Provisions: Nominees submitted by Library Board; Maximum 2 consecutive terms

Staff Contact: Library Director - Jennifer Ranck (410) 632-2600

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Leslie Mulligan	Snow Hill	*17-18
Ron Cascio	Berlin	09-14, 14-19
Vivian Pruitt	Girdletree	09-14, 14-19
Holly Anderson	Newark	*10-11-16, 16-21
Nancy Howard	Ocean City	16-21
Donald James Bailey	Pocomoke	16-21
Rosemary S. Keech	Ocean Pines	12-17, 17-22

Prior Members: Since 1972

- | | | |
|-------------------------|----------------------------|----------------------------------|
| Herman Baker | Jere Hilbourn | Leola Smack (99-02) |
| Lieselette Pennewell | Janet Owens | Jean Tarr (94-04) |
| Edith Dryden | Ruth Westfall | Lois Sirman (01-06) |
| Clifford D. Cooper, Jr. | Helen Farlow | Amanda DeShields (00-07) |
| Klein Leister | Judy Quillin | David Nedrow (04-09) |
| Evelyn Mumford | Gay Showell | Belle Redden (99-09) |
| Ann Eschenburg | Susan Mariner | Beverly Dryden Wilkerson (06-10) |
| Barbara Ward | Jacqueline Mathias | John Staley (97-11) |
| Donald F. McCabe | Ann S. Coates (88-97) | James Gatling (01-11) |
| Fannie Russell | Jim Dembeck (91-97) | Shirley Dale (02-12) |
| Stedman Rounds | Bill Waters (88-98) | Edith Barnes (07-13) |
| Donald Turner | Geraldine Thweatt (97-98) | Richard Polhemus (11-16) |
| Sarah Dryden | Martha Hoover (87-99) | Richard Warner Davis (11-16) |
| L. Richard Phillips | Eloise Henry-Gordy (98-00) | Frederick Grant (13-17) |
| Barbara Bunting | William Cropper (91-01) | |
| Joanne Mason | Ms. Willie Gaddis (89-01) | |

* = Appointed to fill an unexpired term

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

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4 year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Maureen Howarth, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Vacant (Ron Taylor °)	Dist. 1 - Lockfaw	Resident - Pocomoke	*09-10, 10-14
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Jim Rosenberg °	Dist. 5 - Bertino	Resident - Ocean Pines	09-13-17, 17-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22

Prior Members: Since 2009

J. Lowell Stoltzfus ° (09-10)	Todd Ferrante ° (09-16)
Mark Wittmyer ° (09-11)	Joe Cavilla (12-17)
John Salm ° (09-12)	James N. Mathias, Jr. ° (09-18)
Mike Pruitt ° (09-12)	
Norman H. Conway ° (09-14)	
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	
Linda Dearing (11-15)	

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

SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)
Department of Public Works - John Tustin - (410-632-5623)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21
Jamey Latchum	Town of Berlin		*17, 17-21
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22

Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

* = Appointed to fill an unexpired term

PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st.

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

Current Members:

Robert D. Rose	Pocomoke City	*06-07, 07-12, 12-17
Gary M. Flater (Alternate)	Snow Hill	13-18
Larry R. Fry	Ocean Pines	*10-13-14 (alt.), 14-19
Arlene C. Page	Bishopville	18-23

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Mary Yenny (98-03)
E. Carmel Wilson	Walter F. Powers (01-04)
Daniel Trimper, III	Grace C. Purnell (96-04)
William Smith	George H. Henderson, Jr. (97-06)
William Marshall, Jr.	Joseph A. Calogero (04-09)
Richard G. Stone	Joan Vetare (04-12)
Milton Laws	Howard G. Jenkins (03-18)
W. Earl Timmons	
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	

* = Appointed to fill an unexpired term

Updated: November 7, 2018
Printed: November 14, 2018

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

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

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 7/4-year terms
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Carol Ann Beres	Ocean Reef	14-18
Joseph Weitzell ^c	Mystic Harbour	05-11-15, 15-19
Bob Hunt	Deer Point	*06-11-15, 15-19
David Dypsky	Teal Marsh Center	*10-12-16, 16-20
Stan Cygam	Whispering Woods	*18-20
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek ^c	Bay Vista I	05-10-14-18, 18-22

Prior Members: (Since 2005)

John Pinnero^c (05-06)
 Brandon Phillips^c (05-06)
 William Bradshaw^c (05-08)
 Buddy Jones (06-08)
 Lee Trice^c (05-10)
 W. Charles Friesen^c (05-13)
 Alma Seidel (08-14)
 Gerri Moler (08-16)
 Mary Martinez (16-18)

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

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District
 4 At-large members, nominations from women's organizations & citizens
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety
 No member shall serve more than six consecutive years

Contact: Michelle Bankert and Liz Mumford, 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>
Alice Jean Ennis	At-Large	Pocomoke	14-17
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Terri Shockley	At-Large	Snow Hill	17-20
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20
Teola Brittingham	D-2, Purnell	Berlin	*16-18, 18-21
Bess Cropper	D-6, Bunting	Berlin	15-18, 18-21
Lauren Mathias Williams	At-Large	Berlin	*16-18, 18-21

Prior Members: Since 1995

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

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

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)
Dee Shorts (04-07)
Ellen Payne (01-07)
Mary Beth Quillen (05-08)
Marge SeBour (06-08)
Meg Gerety (04-07)
Linda Dearing (02-08)
Angela Hayes (08)
Susan Schwarten (04-08)
Marilyn James (06-08)
Merilee Horvat (06-09)
Jody Falter (06-09)
Kathy Muncy (08-09)
Germaine Smith Garner (03-09)
Nancy Howard (09-10)
Barbara Witherow (07-10)
Doris Moxley (04-10)
Evelyne Tyndall (07-10)
Sharone Grant (03-10)
Lorraine 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)



15

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

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

Memo

To: Kelly Shannahan, Assistant Chief Administrative Officer, Worcester County, One West Market Street, Rm. 1103, Snow Hill, Md. 21863

From: Mimi Dean, MS, Director of Prevention Services

CC: Rebecca L. Jones, RN, BSN, MSN, Health Officer
 Lou Taylor, Superintendent, Worcester County Public Schools
 McCammon Mottley, President, Worcester County Youth Council
 Tamara Mills, Worcester County Public Schools
 Kari Lamboni, Community Health Educator

Date: December 20, 2018

Re: Youth Council for Worcester County

Enclosed please find a copy of an annual report that was prepared for the 2017-18 school year. The Youth Council has continued to meet during the school year to discuss and develop strategies to address youth-related concerns. We appreciate the support of the Commissioners for this organization.

The Worcester County Youth Council members reviewed applications during the April 2018 meeting and are recommending the appointment of the following three new members for the Youth Council, re-appointments for two members for a 1- year term, and re-appointment for one member for a 2-year term.

The Council respectfully requests that the Worcester County Commissioners officially appoint the following youth to the Board.

Appointments (2 year):

<u>Name</u>	<u>School</u>	<u>Grade</u>	<u>Community</u>
-------------	---------------	--------------	------------------

Two year:

Abby Boyce	Pocomoke	Gr. 10	Pocomoke
Aaron Cohen	Stephen Decatur	Gr. 10	Ocean City
Tamari Cutler	Pocomoke	Gr. 10	Pocomoke

Re-appointments (1 year):

<u>Name</u>	<u>School</u>	<u>Grade</u>	<u>Community</u>
-------------	---------------	--------------	------------------

Liam Hammond	Worcester Preparatory	Gr. 12	Berlin
--------------	--------------------------	--------	--------

Re-appointments (2 year):

<u>Name</u>	<u>School</u>	<u>Grade</u>	<u>Community</u>
-------------	---------------	--------------	------------------

Chloe Goddard	Snow Hill	Gr.11	Snow Hill
Mccammon Mottley	Pocomoke	Gr.11	Pocomoke

This brings the membership to 14 youth with these appointments. 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, a revised membership list by community, and the 2017-2018 Annual Report that was prepared by the Youth Council.

We appreciate your kind consideration of this request and continued support of the council. You may reach me at 410-632-1100, Ext. 1104 if you have any questions.

Encl.: Membership List by Community
 Youth Council Applications
 2017-2018 Annual Report

WORCESTER COUNTY YOUTH COUNCIL

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 30th

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: Katherine Gunby, Health Department - Prevention Services - (410-632-1100)

Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)
Brittany Lawson, Worcester County Health Department - (410-632-1100, x1135)

Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>	<u>Year(s) of Term(s)</u>
Destinee Johnson	Pocomoke	Pocomoke	15-17, 17-18
Tatyana Waters	Pocomoke	Pocomoke	15-17, 17-18
Cali Litton	Pocomoke	Pocomoke	16-18
McCammon Mottley, President	Pocomoke	Pocomoke	16-18 - reappoint - 2 years
McKenzie Mitchell	Pocomoke	Pocomoke	16-18
Chloe Goddard	Snow Hill	Snow Hill	16-18 - reappoint - 2 years
Decklan Fisher	Snow Hill	Snow Hill	16-18
Jon Selby	Snow Hill	Girdletree	16-18
Laila Mirza	Stephen Decatur	Ocean Pines	16-18
Patrick Reid	Stephen Decatur	Berlin	16-18
Tyler Keiser	Stephen Decatur	Ocean City	16-18
Liam Hammond	Worcester Prep	Bishopville	16-18 - reappoint - 1 year
Melissa Laws	Worcester Prep	Berlin	16-18
Caroline Matthews	Pocomoke	Pocomoke	17-19
Avalon Fortt	Snow Hill	Pocomoke	17-19
T'Nae Fitch	Snow Hill	Snow Hill	17-19
Zanab Iqbal	Snow Hill	Snow Hill	17-19
Craig Birekhead-Morton	Snow Hill	Snow Hill	17-19
Jessica Wynne	Snow Hill	Stockton	17-19
Dana Kim	Stephen Decatur	Ocean Pines	17-19
Richard Poist	Stephen Decatur	Ocean City	17-19
Cooper Richins	Worcester Prep	Berlin	17-19

* = Appointed to fill an unexpired term

Worcester County Youth Council
2017-2018 Report to the County Commissioners
“Youth Leaders Driving and Inspiring Change”

This December, the Youth Council adopted a local family from the “Helping Hands for the Holidays” (HHH) program. HHH helps families, children, disabled adults and senior citizens get matched with a community member or organization that helps them with gifts and meals for the holiday season. Members gathered at a local shopping center to shop for each of the two children in a family. Then, everyone got together and wrapped all the gifts.

In addition to adopting a family, Youth Council members created a plan to create a new public service announcements (PSA) and created a plan to help mentor middle school aged students. The video was going to be a public service announcement targeting at the opioid epidemic starting to affect the Worcester County School System. The script was created by members of the group and local drama departments were contacted to be the actors. Hopefully, the actual filming of the video will happen in the near future. The PSA will bring awareness to the opioid epidemic in Worcester County by using data percentages and explaining the correlation between high-risk behaviors that lead to the use of opioids and how to get help for those affected. The PSA will use the data provided by both the Worcester County and Maryland school systems and the Health Department. The video will be created and published with a partnership with the Worcester County Health Department. The second activity the group worked on, was creating a program with the Worcester County Public Schools to have a mentorship program between the high school and middle schools. Our goal as a council is to finish the two projects in order to reach and educate as many people as possible.

Furthermore, the Youth Council planned to have Mental Health First Aid training. Receiving Mental Health First Aid training would better equip the members on how to handle times of need with peers. Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance abuse disorders in your community. The council also was involved with a mock teenager bedroom setup. The bedroom setup was for parents to be able to learn the different hidden signs of drug and alcohol use that may not be obvious. This community outreach program is to help parents be more cognizant of their child's behavior and safety.

Lastly, the Youth Council had our annual ceremony at the Worcester Technical High School in May. At the ceremony, Commissioner Purnell spoke on how the Youth Council is helping to shape the future. New members for the 2018-2019 year were than inducted at the end of the evening in front of all current members, past members, county commissioners and community members that were able to attend.

Submitted by:
Cammie Mottley, President 2018-19
Worcester County Youth Council

Worcester County Youth Council 2018-19

NAME	SCHOOL	Grade	YEAR	AREA	TERM
POCOMOKE					
Abby Boyce	PHS	10	2021	Pocomoke	2018-2020
Tamari Cutler	PHS		2021	Pocomoke	2018-2020
Caroline Matthew	PHS	11	2020	Pocomoke	2017-2019
Cammon Mott	PHS	12	2020	Pocomoke	2016-2018
EPHEN DECATUR					
Aaron Cohen	SDHS	10	2021	Ocean City	2018-2020
Dana Kim	SDHS	12	2019	Ocean Pines	2017-2019
Richard Poist	SDHS	11	2020	Ocean City	2017-2019
SNOW HILL					
Avalon Fortt	SHHS	12	2019	Pocomoke	2017-2019
Chloe Goddard	SHHS		2020	Snow Hill	2016-2018
g Birkhead-Mo	SHHS		2020	Snow Hill	2017-2019
Jessica Wynne	SHHS		2020	Stockton	2017-2019
Zanab Iqbal	SHHS	12	2019	Snow Hill	2017-2019
WORCESTER PREP					
Cooper Richins	WPHS	12	2019	Berlin	2017-2019
Liam Hammond	WPHS	12	2019	Berlin	2016-2018

ADVISORS

Kari Lamboni	WCHD			Kari.Lamboni@maryland.gov	410-632-1100 ext 1102	443-859-1735
Tamara Mills	BOE			tjmills@worcesterk12.org	410-632-5031	410-430-6905
Crystal Bell	WCHD			Crystal.bell@maryland.gov	410-632-1100 ext 1108	443-754-0457
Tyrone Mills	BOE			temills@worcesterk12.org	410-632-5084	410-251-3932
Mimi Dean	WHCD			mimi.dean@maryland.gov	410-632-1100	410-726-1278



16

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 12, 2018

TO: Harold Higgins, Chief Administrative Assistant
FROM: Karen Hammer, Office Assistant IV KH
SUBJECT: Proposed Employee Events and Programs - 2019

As you are aware, over the past several years the County Commissioners have sponsored events and programs for Worcester County Government employees to improve morale and demonstrate their support and appreciation of County staff. These events have been extremely successful and sincerely appreciated by County employees. Therefore, I am proposing that the County Commissioners approve the following "Worcester County Government Employee Appreciation" events program for 2019:

1. **Night at The Shorebirds** - Friday, June 7, 2019 at 7:05 pm vs Hagerstown Sun, with fireworks after the game. Tickets would be free for each employee with additional tickets for family and friends sold for \$5 each. Total cost to the County would be \$1,000 (for 200 tickets), less income from ticket sales. In 2018, we needed 161 tickets, with 77 distributed to staff and 84 sold to family and friends for a net cost of \$580 to the County.
2. **Jolly Roger Day** - Saturday, August (Exact Day To Be Determined), 2019 from 10:00 am until 6:00 pm. This event is at **no cost to the County** as we sell wristbands to County employees and their family and friends at the generous pricing offered by Buddy Jenkins and the Jolly Roger staff. While prices may increase slightly in 2019, last years prices were as follows: (\$12) per person for the day at Splash Mountain; with add-ons including 2-hour Go-Kart rides (\$12), Extreme Rides (\$12), Amusement Rides and Mini Golf (\$7) and/or Mini Golf (\$3). Last Year a total of 901 employees, family and friends attended.

Please present the above proposal to the County Commissioners for their review and approval. If you should have any questions or concerns, please feel free to contact me.

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



17

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 19, 2018

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *Kl.*
SUBJECT: Correction to Christmas Eve Holiday Resolution

As you are aware, at their December 18, 2018 meeting, the County Commissioners adopted Resolution No. 18-28 to add the full-day Christmas Eve Holiday to the list of County Holidays in the Personnel Rules and Regulations. Upon distributing the resolution to the Department Heads, John Tustin alerted me to the fact that the resolution had mistakenly omitted the Day After Thanksgiving Holiday. As a result, I have attached a corrected version of this resolution for the County Commissioners review and approval at their next meeting.

If you should have any questions or concerns with regard to this matter, please feel free to contact me.

RESOLUTION NO. 18 - 28

**RESOLUTION AMENDING WORCESTER COUNTY GOVERNMENT
PERSONNEL RULES AND REGULATIONS REGARDING COUNTY HOLIDAYS**

WHEREAS, Section 4-301 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland authorizes the County Commissioners to adopt, by Resolution, a personnel system; and

WHEREAS, the County Commissioners comprehensively revised and adopted the current Worcester County Personnel Rules and Regulations on July 3, 2001 and have subsequently adopted amendments as necessary; and

WHEREAS, the County Commissioners have determined it necessary and advisable to amend the Worcester County Personnel Rules and Regulations to declare Christmas Eve as a full-day holiday rather than a half-day holiday on the list of paid holidays for Worcester County employees.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection A. of Section 6.11 (Holidays) is hereby amended to read as follows:

- A. Paid holidays shall be granted to eligible regular full-time employees on the following days as designated by the County Commissioners:

New Years Day	(January 1)
Dr. Martin Luther King's Birthday	(January 15*)
Presidents' Day	(3rd Monday in February)
Good Friday	(Friday before Easter Sunday)
Memorial Day	(May 30*)
Independence Day	(July 4)
Labor Day	(1 st Monday in September)
Columbus Day	(October 12*)
Veteran's Day	(November 11)
Thanksgiving Day	(4 th Thursday in November)
Christmas Eve	(December 24**)
Christmas Day	(December 25)
Each Statewide General Election Day	
Each other day that the County Commissioners designate as a holiday	

Mistakenly
omitted
Friday After
Thanksgiving
Holiday

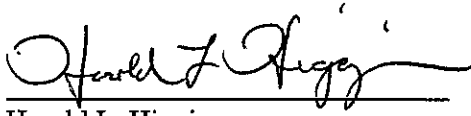
* unless the United States Congress designates another day for observance of that legal holiday, in which case the day designated by the United States Congress.

** the Christmas Eve holiday shall only be granted when such day falls on a regular workday, Monday through Thursday.

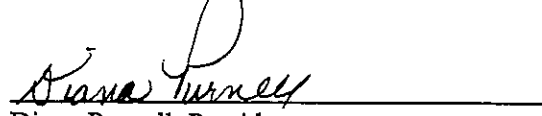
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

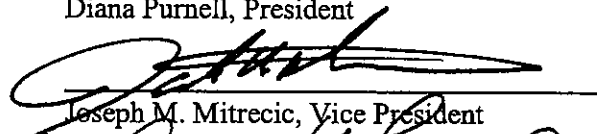
PASSED AND ADOPTED this 18th day of December, 2018.

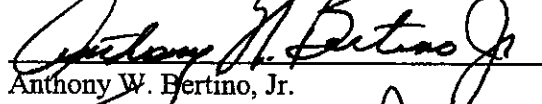
ATTEST:

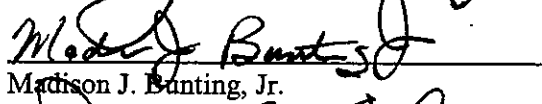

Harold L. Higgins
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

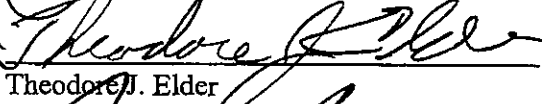

Diana Purnell, President

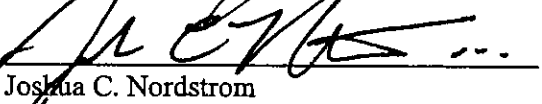

Joseph M. Mitrecic, Vice President


Anthony W. Bertino, Jr.


Madison J. Bunting, Jr.


James C. Church


Theodore J. Elder


Joshua C. Nordstrom

Current Regulations

6.11 HOLIDAYS

A. Paid holidays shall be granted to eligible regular full-time employees on the following days as designated by the County Commissioners:

- New Years Day (January 1)
- Dr. Martin Luther King's Birthday (January 15*)
- Presidents' Day (3rd Monday in February)
- Good Friday (Friday before Easter Sunday)
- Memorial Day (May 30*)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (October 12*)
- Veteran's Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Friday After Thanksgiving (Day after 4th Thursday in November)
- Christmas Eve -- County Offices close at noon (December 24**)
- Christmas Day (December 25)
- Each Statewide General Election Day
- Each other day that the County Commissioners designate as a holiday

Mistakenly omitted in Reso 13-28

*unless the United States Congress designates another day for observance of that legal holiday, in which case the day designated by the United States Congress.

**the Christmas Eve holiday shall only be granted when such day falls on a regular workday, Monday through Thursday.

B. A holiday schedule of closing dates and dates observed will be published on or before the first of each year.

C. Regular full-time employees are eligible for holiday pay equal to the number of daily hours normally worked on a regular basis. Regular full-time employees who work the holiday will be granted an alternate holiday, in lieu of the actual holiday. Alternate holidays taken off other than on the day of the official observance must be scheduled and authorized in advance by the Department Head.

D. Regular part-time, part-time and temporary employees are not eligible for holiday pay and will be paid under normal compensation methods for hours worked on a holiday.

E. To be eligible for holiday pay, a regular full-time employee must:

1. Be at work as scheduled on the day before and after the holiday; or
2. Be scheduled off for paid leave on the day before or the day after the holiday by the employee's supervisor prior to the holiday; or
3. Present a doctor's note for sick leave claimed on the day before or after the

RESOLUTION AMENDING WORCESTER COUNTY GOVERNMENT PERSONNEL RULES AND REGULATIONS REGARDING COUNTY HOLIDAYS

WHEREAS, Section 4-301 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland authorizes the County Commissioners to adopt, by Resolution, a personnel system; and

WHEREAS, the County Commissioners comprehensively revised and adopted the current Worcester County Personnel Rules and Regulations on July 3, 2001 and have subsequently adopted amendments as necessary; and

WHEREAS, the County Commissioners determined it necessary and advisable to amend the Worcester County Personnel Rules and Regulations to declare Christmas Eve as a full-day holiday rather than a half-day holiday on the list of paid holidays for Worcester County employees and thereby passed Resolution No. 18-28 on December 18, 2018, however a typographic error mistakenly deleted the “Friday After Thanksgiving Holiday” which needs to be restored.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that Subsection A. of Section 6.11 (Holidays) is hereby amended to read as follows:

- A. Paid holidays shall be granted to eligible regular full-time employees on the following days as designated by the County Commissioners:

New Years Day	(January 1)
Dr. Martin Luther King’s Birthday	(January 15*)
Presidents’ Day	(3rd Monday in February)
Good Friday	(Friday before Easter Sunday)
Memorial Day	(May 30*)
Independence Day	(July 4)
Labor Day	(1 st Monday in September)
Columbus Day	(October 12*)
Veteran's Day	(November 11)
Thanksgiving Day	(4 th Thursday in November)
Friday After Thanksgiving	(Day after 4 th Thursday in November)
Christmas Eve	(December 24**)
Christmas Day	(December 25)
Each Statewide General Election Day	
Each other day that the County Commissioners designate as a holiday	

* unless the United States Congress designates another day for observance of that legal holiday, in which case the day designated by the United States Congress.

** the Christmas Eve holiday shall only be granted when such day falls on a regular workday, Monday through Thursday.

DRAFT

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom