

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

**March 6, 2018**

- |  | <u>Item #</u>  |
|--|----------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session   |                |
| 9:01 - Closed Session: Discussion regarding Proposed Reclassifications in the Treasurer's Office, Request to Post for a Natural Resources Planner II in Environmental Programs; Proposed Reclassification in the State's Attorney's Office; receiving legal advice from Counsel; and performing administrative functions   |                |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance  |                |
| 10:01 - Report on Closed Session; Review and Approval of Minutes   |                |
| 10:02 - Presentation of Proclamation Recognizing March as Women's History Month  | 1              |
| 10:10 - Chief Administrative Officer: Administrative Matters<br>(Housing Program Bid Award Recommendation - Pocomoke Property; MOU with Tri-County Council for Use of Shore Transit Buses During Emergencies; Mystic Harbour Effluent Disposal Project Loan Documents; Approval of Berlin Branch Library Change Notifications; Pending Board Appointments; Board of Education Non-Recurring Items; Board of Education Maintenance of Effort Calculation; and potentially other administrative matters) | 2-8            |
| 10:20 -  |                |
| 10:30 - Meet with Town and Ocean Pines Association Officials to Receive FY19 Budget Requests<br>- Pocomoke City, Snow Hill, Berlin and Ocean Pines<br>- Note - Ocean City unable to attend due to hearing in Annapolis - to present on March 20  | 9              |
| 10:40 -  |                |
| 10:50 -  |                |
| 11:00 - Chief Administrative Officer: Administrative Matters   | 2-8, continued |
| 11:10 -  |                |
| 11:20 -  |                |
| 11:30 -  |                |
| 11:40 -  |                |
| 11:50 -  |                |
| 12:00 - Questions from the Press   |                |
| Lunch  |                |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)  |                |
| 1:10 -   |                |
| 1:20 -   |                |
| 1:30 -   |                |

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

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

Please be thoughtful and considerate of others.

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

**DRAFT**

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

February 20, 2018

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. Mitrecic

Following a motion by Commissioner Lockfaw, seconded by Commissioner Church, with Commissioner Elder temporarily absent, 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 Article of the Annotated Code of Maryland and to perform administrative functions. 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; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: promoting Derrick Babcock from Inventory/Shop Foreman to Fleet Management Superintendent for Public Works; hiring Jennifer Merritt as a Natural Resources Planner II for Environmental Programs and Jeff Ostrowski as an Information Technology Technician for Emergency Services; acknowledging the hiring of James Liveszey as a School Crossing Guard within the Sheriff's Office; receiving legal advice from counsel; and performing administrative functions.

Commissioner Elder was temporarily absent at the beginning of the closed session, but joined the meeting midway through the closed session.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order and announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the open and closed session minutes of their February 6, 2018 meeting as presented.

Upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to allocate \$35,000 to purchase additional radios under the existing 800 MHz P25 Radio System Migration project contract from Harris Corporation for the 14 public schools and the Board of

Education (BOE).<sup>1</sup>

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for the general rehabilitation of two owner-occupied, single-family homes in the Berlin and Whaleyville areas, which are to be funded through the County's current Community Development Block Grant (CDBG).

Ms. Bynum advised the Commissioners that the Coastal Association of Realtors is opposing a proposal to eliminate the Ocean Pines area from eligibility in the United States Department of Agriculture (USDA) Rural Development Housing Program, based on the 2015 American Community Survey data. She recommended that the Commissioners send a letter by the March 1, 2018 comment-period deadline supporting the continuation of the USDA Housing Program in the Ocean Pines area, given the population is less than 20,000, which qualifies as rural, and the median household income of \$67,405 and per capita income of \$39,867, which demonstrates the need in Ocean Pines. This program currently offers 100% financing with no money down and 30-year, fixed-rate mortgages for families of up to four earning less than \$96,150 per year, thus making housing accessible and affordable, especially to young families who wish to live and work in the community.

Upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to issue a letter of concern regarding the proposed elimination of Ocean Pines as an area of eligibility under the USDA Rural Development Housing Program.

Pursuant to the request of Health Officer Becky Jones and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a Lease Extension for the building located at 424 W. Market Street in Snow Hill, Maryland to be utilized primarily by the Health Department for the Connector Entity, Medical Assistance Transportation, and Case Management staff, for an additional five years from July 1, 2018 through June 30, 2023 at a cost of \$65,000.00 annually, with funding available in the Health Department budget for this purpose.

Pursuant to the request of County Engineer Bill Bradshaw and upon a motion by Commissioner Church, the Commissioners unanimously approved Change Notifications 31, 32, and 36, with Whiting-Turner, for the Berlin Branch Library construction project for the following three items: incorporating steel roof eave brackets to improve air sealing at an additional cost not to exceed \$15,093; incorporating plywood to stiffen the railing frame for an additional cost of \$5,052; and the proposal from JND Landscape for the purchase and installation of bio-retention plantings for stormwater management, sod grass, and other landscaping and maintenance at a total cost of \$37,930, which is \$2,070 less than the landscaping allowance of \$40,000, but does

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<sup>1</sup> It was later determined that the 26 additional P25 radios (\$1,500 per unit) would cost \$39,000, which is \$4,000 more than initially approved; however, the revised cost was approved by a majority of the Commissioners by email on February 23, 2018.

not include the porch benches, fence addition, or tree trimming. Mr. Bradshaw advised that the new project cost is \$6,255,319, which is \$5,319 more than the original contract cost.

The Commissioners met with Public Works Director John Tustin to review and discuss the Mosquito Control Program budget for the 2018 season, as outlined in a letter to the County from Brian Prendergast, Maryland Department of Agriculture (MDA) Mosquito Control Program Manager. Mr. Tustin stated that the proposed budget requires County funding of \$83,940 for the Mosquito Control Program in Worcester County, with State funding of \$82,260, and community funding of \$240,300 for a total budget of \$406,500. Mr. Tustin stated that staff has made no substantive changes to last year's program and, therefore, supported the project. Upon a motion by Commissioner Lockfaw, the Commissioners approved the proposed budget for Worcester County Mosquito Control for Calendar Year 2018 between MDA and the County Commissioners. Mr. Tustin advised that, like last year, area residents who participate in the program would be required to pay the \$65 fee per residential household up front to cover a portion of the cost of spraying.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously declared the proposed list of County vehicles, equipment, and miscellaneous items to be surplus property and agreed to notify the public of their intent to dispose of the surplus property by auction on GovDeals.com, with the public to have an opportunity to object to any items on the list either in advance or at 10:00 a.m. during the Commissioners' meeting on March 20, 2018 before these items are auctioned. In response to a question by Commissioner Lockfaw, Mr. Tustin stated that proposed surplus vehicles would be further inspected by staff and may be pulled from the auction if they can be put to use in other departments.

Mr. Tustin presented the Commissioners with the results of three speed studies conducted by the Roads Division of Public Works at the request of area residents to address speeding vehicles and for a speed limit to be established on Mumford Road, Selby Road, and Back Creek Road. Results of the speed study showed the following: on Mumford Road from November 29 thru December 6, 2017, of the 909 vehicles, the average speed was 31 miles per hour (mph), with 505 or 55.6% traveling at 36 mph or greater and 404 or 44.5% traveling at 35 mph or less; on Selby Road from December 6-11, of the 2,639 vehicles, the average speed was 25 mph, with 1,006 or 38% traveling at 36 mph or greater and 404 or 44.5% traveling at 35 mph or less; and on Back Creek Road from December 19-27, of the 3,365 vehicles, the average speed was 44 mph, with 2,923 or 86.8% traveling 36 mph or greater and 442 or 13.3% traveling at 35 mph or less. Mr. Tustin stated that all three roads are unposted, so currently a speed limit of 50 mph governs them. Based on the findings of the speed studies and the nature of the geographical area, he recommended all three roads be posted with a speed limit of 40 mph and to request the Sheriff's Office to police this area and provide enforcement.

Following some discussion and upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to post a speed limit of 40 mph on Mumford, Selby, and Back Creek Roads.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners voted 5-2, with Commissioners Bertino and Elder voting in opposition, to waive the standard bid process and extend the fall paving contract with Chesapeake Paving & Sealing, Inc. of Salisbury, Maryland at a total fixed price of \$70 per ton for the spring paving program, which calls for approximately 11,107 tons for a total cost of \$777,490 for blacktop surfacing of approximately 10.29 miles of County roadways. Mr. Tustin based his request on the satisfactory work and cost of Chesapeake Paving for the fall 2017 program and advised that funds of \$1.5 million are available within the FY18 Assigned Fund Balance for road repair projects.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for chip seal surfacing of approximately 334,319 square yards to pave roughly 31.67 miles of County roadways, with funds of \$1.5 million available within the FY18 Assigned Fund Balance for road repair projects.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for crack sealing the asphalt wearing surface on various bridges throughout the County, with funds of \$1.5 million available within the FY18 Assigned Fund Balance for road repair projects.

The Commissioners conducted a public hearing to receive public comment on the proposed adoption of the 2017 National Electrical Code, with local amendments, as unanimously recommended by the Board of Electrical Examiners, to take effect on June 1, 2018. Development Review and Permitting Director Ed Tudor reviewed the minor amendments, which includes an updated definition of “Minor Electrical Installation,” a new article 547.11 Prefabricated Steel Truss Agricultural Houses, and local amendments for Article 547.5(A) Wiring Systems, 547.5(B) Mounting, and 547.8 Luminaries (Lighting Fixtures).

Commissioner Purnell opened the floor to receive public comment.

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

Upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Resolution No. 18-4 adopting the 2017 National Electrical Code with Local Amendments as presented.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved bid specifications prepared by Becker Morgan Group to renovate two jury assembly room bathrooms in the basement of the Court House to correct issues that include insufficient capacity and to comply with the requirements of the Americans With Disabilities Act (ADA). In response to comments by Commissioner Mitrecic, Mr. Tustin advised that, due to the complexity of the issues involving water and wastewater upgrades, staff was not able to develop bid specifications for this project in-house.

Mr. Tustin provided the Commissioners with a proposal for an assessment of the condition of the County Tourism and Economic Development Building at 100 Pearl Street in Snow Hill, noting that the roof, boiler chimney, HVAC, boiler, and foundation need to be

evaluated for repair or replacement. He assured the Commissioners that the building is safe for occupancy, and he recommended accepting the proposal from Davis, Bowen & Friedel, Inc. of Salisbury, Maryland to provide a structural, mechanical, and electrical assessment of the building for a fixed fee of \$9,500 to determine the magnitude of the renovations that will be required to restore the structural and mechanical integrity of the structure for current and future needs. In response to a question by Commissioner Bertino, Mr. Tustin stated that the assessment will evaluate the entire building envelope, a task that cannot be completed in-house. Upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the proposal from Davis, Bowen & Friedel, Inc. in the amount of \$9,500 as presented.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Church, the Commissioners unanimously agreed to waive the standard bid process and approved the contract from Sherwood-Logan & Associates of Annapolis, Maryland for the provision of one spare Flygt NT 3153.185 Submersible Pump at Pump Station No. 2 in the West Ocean City Service Area at a total cost of \$15,129 plus estimated freight costs of \$400 for a total cost of \$15,529. Mr. Tustin stated that the new Flygt pump is consistent and compatible with the other new pumps.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Church, the Commissioners unanimously approved bid specifications for sewer line cleaning and inspection services for the West Ocean City (WOC) Sanitary Service Area (SSA), with funding of \$50,000 available in the FY18 budget for this project.

Mr. Tustin presented the Commissioners with proposed Design Guidelines and Standard Specifications for Water Mains and Sanitary Sewers, which was developed by Public Works staff to update the standards for water and sewer facilities that were last approved by the Commissioners in 1994. Mr. Tustin stated that the updated specifications include information on products and procedures that have been successfully implemented on other projects in the County along with a consolidated package of construction details and a listing of specific products approved for use when constructing water and wastewater facilities to be turned over to the County for future operation and maintenance. He advised that the specifications are not all-inclusive, as they are focused on construction of water and sewer pipelines, pumps and appurtenances, and though some of the information contained therein is adaptable to other facilities, mechanical and electrical equipment for pump stations, and treatment facilities must still be selected as needed for each particular application. In response to comments by Commissioner Bunting, Mr. Tustin agreed to amend the General Provisions sections as follows: 1.0 Definitions (G) Construction Easement to clarify that construction easements are not always temporary; and 5.0 Control of Work and Materials (C) Lines, Grades, Elevations, Etc. (1) to add the term "Professional" to the title "Land Surveyor." In response to a question by Commissioner Bunting, Mr. Tustin also agreed to clarify that as-built surveys must be produced by a professional land surveyor.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 18-5 to repeal and replace Design Guidelines and Standards for Water and Wastewater Facilities in Worcester County, Maryland, as amended to address Commissioner Bunting's concerns.

The Commissioners met with Tourism Director Lisa Challenger and Paul Touart to discuss erecting an interpretive sign in the Berlin vicinity recognizing Briddletown, as requested last summer by Bridell family descendants. Ms. Challenger stated that she has been working with Mr. Touart to research and define the historic development of this African-American community, which dates back to 1866 in the Worcester County land records, and with 13 individual property titles making it possible to track the development of the community as far back as the close of the Civil War. She stated that both oral and written histories make it possible for Mr. Touart to develop a factual narrative for the panel, which is to be posted on Flower Street in the Briddletown area, where a second African American panel stands in recognition of Isaiah "Uncle Zear" Fassett, who was born into slavery in Berlin and was the second to last living Civil War soldier in Maryland. She concluded that the Briddletown panel will be part of a group of panels that highlight African American people and places that are part of the County's history. Mr. Touart reviewed facts regarding the oral and written history of the area, including a timeline of historic developments. Commissioner Purnell thanked Ms. Challenger and Mr. Touart for their work on this project, noting that all too often the history of African Americans on the shore is lost. In response to a question by Commissioner Church, Ms. Challenger stated that the African American panel would cost less than \$2,000 to develop, with Public Works to install the marker once it is complete.

Upon a motion by Commissioner Church, the Commissioners unanimously approved the development of the interpretive sign at a cost not to exceed \$2,000.

The Commissioners met with Matthew Hurd, Wicomico County Forester, to discuss a new Invasive Species Program for the four lower shore Maryland counties (Dorchester, Somerset, Wicomico, and Worcester Counties) to provide framework for the program, and to request commitments of \$25,000 annually for five years from each of the four lower shore counties to fund the initial program costs and to leverage additional grant funding to make the program self-sustaining in the future. Mr. Hurd advised that the proposed program is designed to address the growing number of invasive plant species that have become established and spread along the lower shore over the last 10 to 15 years, noting that currently none of the lower shore counties have implemented systematic efforts to address this issue. He advised that the Invasive Species Program will include educating the public to identify invasive species and the harm they do and to develop and implement a plan to eradicate invasive species in these counties. He advised that the program, which will be housed and administered by the Tri-County Council (TCC) for the Lower Eastern Shore in Salisbury, Maryland, currently includes the following partners: Maryland Department of Natural Resources (DNR), the Maryland Department of Agriculture (MDA), University of Maryland Extension, and Salisbury University. He reviewed the immediate goals, which involve using funds from supporting counties to hire a program manager, to leverage support for grant funds and fundraising, to develop a flow chart of the program to identify the location of invasive species, and to inform other constituents (farm bureaus, county public works and recreation departments, garden clubs, environmental and sportsmen groups, and more) to solicit their support and input. He also reviewed the long-term goals, which include eradicating or controlling invasive species in the four lower shore counties, and establishing a self-sustaining management program for invasive species and incorporating as many partner resources and grants as possible. He then reviewed the PowerPoint "Invasive

Species Program for the Lower Shore of Maryland,” which identified invasive species, initiatives to address them, and how funding would be leveraged to sustain the program.

In response to a question by Commissioner Elder, Mr. Hurd advised that some non-native species, like ivy, honeysuckle, and Japanese knotweed, have been around since colonization, while terrestrial plant species like phragmites and bamboo, have appeared more recently and will be the first species to be addressed proactively by working with community partners and private property owners to eradicate them. Commissioner Elder expressed concern that this program may evolve from voluntary compliance to mandatory requirements. Commissioner Bertino questioned what authority the program would have to address invasive species on private properties. Mr. Hurd advised that the program would not include an enforcement component. Rather it would rely largely on educating the public, identifying the location of invasive species and plotting them using Global Positioning System (GPS) maps, then working with program partners and landowners to remove and replace invasive species with native plants and when possible to help them obtain grant funding to help cover these costs. Commissioner Bunting stated that there are other programs, including County efforts that are already working to address these issues, and he felt the proposed program would create too many redundancies. Furthermore, he could not support the request because there appeared to be no way to quantify whether the program would be self-sustaining in five years or succeed in meeting program expectations. In response to a question by Commissioner Church, Mr. Hurd advised that the other three counties will consider this request during their annual budget deliberations. Following further discussion, Commissioner Purnell thanked Mr. Hurd for his presentation, and the Commissioners agreed to consider the request during their FY19 budget deliberations.

The Commissioners met in legislative session.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review a text amendment application drafted by staff to revise and modernize the language in Subtitle V of the Taxation and Revenue Article concerning Trailer Camp Licenses to enhance the provisions dealing with enforcement and penalties of trailer camp, mobile home park, and manufactured home park licensing, taxes and fees in Worcester County.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Lockfaw, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 18-1 (Taxation and Revenue - Trailer Camp Licenses) and scheduled a public hearing on the bill for March 20, 2018.

The Commissioners met with Mr. Tudor to review a proposed text amendment application submitted by Hugh Cropper, IV on behalf of his client, Mark R. Odachowski, which seeks to amend the Zoning and Subdivision Control Article to provide for Seasonal Resort Developments, also known as cottage courts, and to set forth the requirements for such developments, which would be permitted by special exception in the R-4 General Residential District.

Following some discussion, Commissioners Church, Elder, Lockfaw, Mitrecic, and Purnell introduced the aforementioned text amendment as Bill 18-2 (Zoning -Seasonal Resort Developments) and scheduled a public hearing on the bill for April 17, 2018 at Mr. Cropper’s request.

Commissioner Purnell closed the legislative session.



Following a motion by Commissioner Mitrecic, seconded by Commissioner Elder, the Commissioners unanimously voted to meet in closed session at 11:25 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (10) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. 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; Sheriff Reggie Mason, and Colonel Doug Dods of the Sheriff's Office. Topics discussed and actions taken included meeting with the Sheriff regarding personnel and public safety matters.

Commissioner Lockfaw left at the end of the closed session meeting due to a prior commitment.

The Commissioners met with Environmental Programs Director Bob Mitchell, Planner V Katherine Munson, and Parks Superintendent Bill Rodriguez to review the draft 2017 Worcester County Land Preservation, Parks and Recreation Plan, which identifies specific actions for improving parks, recreation, and open space preservation in Worcester County for the next five years. This plan, which is a pre-requisite for County participation in the Maryland Department of Natural Resources (DNR) Program Open Space (POS), must be reviewed and approved by the County and DNR, as required by Maryland Natural Resources Article 5-905 (b)(2). Staff presented a PowerPoint entitled "Draft Land Preservation, Parks, and Recreation Plan," which identifies the needs of both current and future populations for recreation lands and programming; describes and reviews goals and objectives for the County's parks and recreation, agriculture, and natural resource lands; evaluates the ability of existing programs and funding sources to achieve these goals and objectives; identifies weaknesses of and desirable improvements to existing programs and strategies; recommends actions needed on the part of the County and the State to address shortcomings; provides an update on and evaluates the progress of land preservation programs since 2012; and demonstrates that public investment in land preservation and recreation is supported by the County's Comprehensive Plan and associated implementation programs. Mr. Mitchell advised that the draft has been reviewed and approved by the Worcester County Recreation Advisory Board and the Planning Commission and underwent a public review period, during which comments were received from DNR and the public, which lead to a few revisions.

Commissioner Bertino thanked staff for their work on the plan. In response to a question by Commissioner Bertino, Mr. Rodriguez advised that the plan recognizes the park facilities in Ocean Pines, as well as the four municipalities in the County.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 18-6 adopting the 2017 Worcester County Land Preservation, Parks and Recreation Plan as presented.

The Commissioners reviewed a letter from Walid Saffouri, Program Administrator for the Engineering and Capital Projects Program Office of Budget and Infrastructure Financing for the Maryland Department of the Environment (MDE), announcing that the Ocean Pines Wastewater

Treatment Plant is exempt from paying into the Bay Restoration Fund (BRF) during the calendar year 2018. Enterprise Fund Controller Jessica Wilson advised that this exempts residents in the Ocean Pines Sanitary Service Area (SSA) from paying the monthly charge into the BRF, commonly referred to as the Flush Fee, which was \$2.50 per user per month from July 1, 2005 through June 30, 2012, and increased to \$5.00 per user per month beginning July 1, 2012 (\$60 per year). Ms. Wilson stated that the Ocean Pines Wastewater Treatment Plant (WWTP) meets the criteria for exemption, which requires a maximum effluent concentration of 3 milligrams per liter (mg/l) of total nitrogen and 0.3 mg/l total phosphorous. She concluded that this exemption has saved individual customers in the Greater Ocean Pines Sanitary Service Area (SSA) \$540 annually since July 1, 2012 and has saved the SSA roughly \$4.4 million since the fee was instituted on July 1, 2005.

Pursuant to the written request of Sandi Smith, Development and Marketing Coordinator for the Maryland Coastal Bays Program (MCBP), and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized the MCBP to conduct the 19<sup>th</sup> Annual Osprey Sprint Triathlon at Public Landing on Saturday, September 29, 2018, and authorized assistance from several County agencies, including Public Works, Tourism, and Recreation and Parks. The annual event begins and ends at the Public Landing boat ramp and includes swimming, bicycling and running.

Mr. Tudor provided the Commissioners with a general survey of conditions for the County-owned 3,200-square-foot building at 100 Belt Street in Snow Hill that houses the Board of Elections. He stated that the 77-year-old building is dated and largely uninsulated, but it is generally in good condition, with the shingles and roof decking in overall good repair and no evidence of leaks. He reviewed the layout and use of the facility and concluded that future recommendations with regard to building improvements will vary widely depending on the proposed use. However, two recommendations will remain constant and include the following: the second floor attic space should not be used for storage until a more thorough examination of the structural elements is conducted and any needed repairs are made to prevent any further movement of the structural elements; and steps should be taken to minimize the heating losses through the material conveyor lift to the second floor to save energy and enhance the comfort of those occupying the space below. He concluded that the property is located in the Town of Snow Hill's R-2 Medium Density Residential District, where government facilities are permitted by special exception, as well as the town's Historic District, so any future exterior changes to the building will require additional review and compliance with the Historic District requirements. Commissioner Purnell thanked Mr. Tudor for the update.

Pursuant to the recommendation of Chief Administrative Officer Harold Higgins and upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to increase the proposed temporary space for the Elections Board at the Royal Plus building in Snow Hill from 4,500 square feet for a period of three years, as preliminarily approved by the Commissioners at their January 16, 2018 meeting, to 5,000 square feet for a period of three years, with two one-year extensions, at a yearly lease cost of \$73,600 and with a State reimbursement of \$20,000 for a net County cost of \$53,600 annually and an annual contribution toward the electric

bill of \$1.75 per square foot (\$8,750 or roughly \$729 per month) in the proposed lease, which is still being finalized and will be subject to review and final approval by the County Attorney. The Commissioners further authorized Commission President Purnell to sign the lease upon approval by the County Attorney.

In response to a question by Commissioner Elder, Mr. Higgins advised that the County spent roughly \$6,000 annually on electricity costs for the Belt Street property.

Pursuant to the request of Mr. Tudor and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized Commission President Purnell to sign requests for Transportation Priority Letters from the Towns of Ocean City, Berlin, Snow Hill, and Pocomoke, seeking responses from each of the towns no later than March 13, 2018 for the Commissioners review and consideration on March 20, 2018.

Mr. Tudor reiterated that in 2017 the Maryland Legislature passed Senate Bill 307, now known as Chapter 30, a project-based scoring system, which requires local jurisdictions to submit their transportation priority projects estimated to exceed \$5 million (excluding system preservation projects) through an online portal, with said projects to be substantiated with a feasibility study, numerous checklists and a detailed project cost estimate. Mr. Tudor stated that, even though written guidance was not provided in draft form until December 2017, the deadline for proposed major projects meeting the criteria for scoring to be included in the evaluation process is March 1, 2018, a submission date that for Worcester County is improbable at best. He further advised that the new process does not preclude the County from submitting the annual priority letter to include both major and minor projects by the April 1, 2018 deadline, though projects contained therein that exceed \$5 million will not be scored. He stated that a great emphasis is placed on cooperation between the County and municipal governments in the selection of transportation priority projects, and it is for that reason he recommended that the County Commissioners, rather than staff, solicit each town's capital transportation projects for the Commissioners to consider for inclusion in their priority letter to the Maryland Department of Transportation.

Mr. Mitchell updated the Commissioners on State environmental bills of particular concern to Worcester County and other rural counties. After careful review and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized Commission President Purnell to send a letter asking the Eastern Shore Delegation to support House Bill 1360 -Environment - Sewage Sludge - Land Application, as it would assist Worcester County and Berlin with respect to spray irrigation in wintertime, and to oppose the following House Bills and Senate Bills: HB 361 - Bay Restoration Fund (BRF) - Fee Exemption, Disbursements, and Financial Assistance (Septic Stewardship Act of 2018), which would change the BRF distribution for septic and cover crops from a 60/40 to 50/50 split, decreasing revenue for septic upgrades and sewer connections; HB 458 - Environment - Sale or Transfer of Home with On-Site Sewage Disposal System - Nitrogen Removal Technology Requirement, which could make home buying unaffordable for many as it would reduce septic upgrade funding and require septic upgrades for every home transfer in the Critical Areas; HB 719 - On-Site Sewage Disposal Systems - Best Available Technology for Nitrogen Removal - Requirement, which essentially reverses Governor Larry Hogan's regulatory changes to concentrate the pretreatment requirement

for septic systems solely to the Critical Areas; and SB - 610 Natural Resources - Forest Conservation Act - Standards and Requirements, which would result in additional review time and costs for applicants and could lead to more development of open spaces as increased reforestation cannot be required in areas that currently have no forests.

Pursuant to the written request of Comptroller Peter Franchot and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Purnell to sign a letter to the Eastern Shore Delegation seeking their support for HB 518 - Reform on Tap Act of 2018, recognizing the valuable contributions that local craft breweries make to the local economy, where these family-owned, local businesses play a vital role in the revitalization of economically disadvantaged areas and support other industries that provide well-paying jobs; supporting HB 1370 - Alcoholic Beverages - Maryland Beer and Brewery Promotion Program - Establishments, which will also serve to benefit micro breweries, which have become a significant engine for economic growth in the County and State; and opposing HB 1052 - Alcoholic Beverages - Class 5 Brewery License - Alterations, which would negatively impact local micro brewers. Mr. Shannahan stated that according to Comptroller Franchot this bill removes arbitrary limits and burdensome regulations and requirements that have made it more difficult for craft brewers to do business in Maryland, and sends a clear message to craft brewers and all small businesses that Maryland promotes their growth and success.

Following actions by the Commissioners on February 6, 2018 in response to a request for them to oppose wind turbines visible from Ocean City and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a letter to Governor Larry Hogan, with copies to State and federal representatives, opposing offshore wind turbines visible from Ocean City, and proposing wind turbines be located either east of the Delaware Bay Shipping Channel or at least 26 miles offshore of Ocean City.

Pursuant to the recommendation of Mr. Shannahan and County Attorney Maureen Howarth and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 18-7 establishing rules and regulations for the County-owned Washington Street and Franklin Street parking lots. Mr. Shannahan advised that, while planning for parking lot improvements on Franklin Street, staff determined that the prior rules and regulations applied only to the Washington Street parking lot.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by the Worcester County Commission on Aging Board and a motion by Commissioner Bertino, the Commissioners unanimously agreed to reappoint Larry Walton, Clifford Gannett, and Lloyd Parks to the Commission on Aging Board for three-year terms each expiring September 30, 2020.

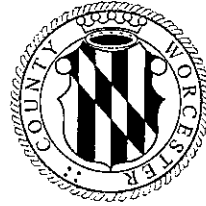
At the recommendation of Commissioner Mitrecic in response to a request from Ocean City Mayor Rick Meehan, the Commissioners agreed to reschedule the Town of Ocean City's meeting with the Commissioners to discuss their FY19 budget request from March 6, 2018, when Mayor Meehan will be in Annapolis for a public hearing, to March 20, 2018.

In response to a verbal request from Mayor Meehan, as represented by Commissioner Mitrecic, and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to send a letter supporting Senate Bill 872 Vehicle Laws - Special Event Zones, which places restrictions on vehicle events by authorizing the State Highway Administration (SHA), on its own initiative or at the request of a local authority, to designate an area on a State highway as a special event zone and reduce established speed limits in that special event zone, authorizing a local authority to designate an area on a highway under its jurisdiction as a special event zone and to reduce established speed limits in the special event zone.

Commissioner Mitrecic noted that following the Commissioners' vote on February 6, 2018 for staff to identify \$300,000 to cover the local cost-share of a feasibility study to deepen the Ocean City Inlet and to ask the Town of Ocean City to share the cost equally with the County as a local partner, it has been determined that the local cost share will likely be closer to \$600,000. Upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to send a letter to the Eastern Shore Delegation, asking them to introduce legislation during the 2018 General Assembly Session for the State to cover half of the local sponsor share of the proposed Ocean City Inlet dredging study. Mr. Higgins advised that he was in the process of arranging for Bill Anderson to attend an upcoming Commissioners' meeting to provide more details on the proposed study and the role of the County in the effort.

The Commissioners answered questions from the press, after which they adjourned to meet again on March 6, 2018.

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  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

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

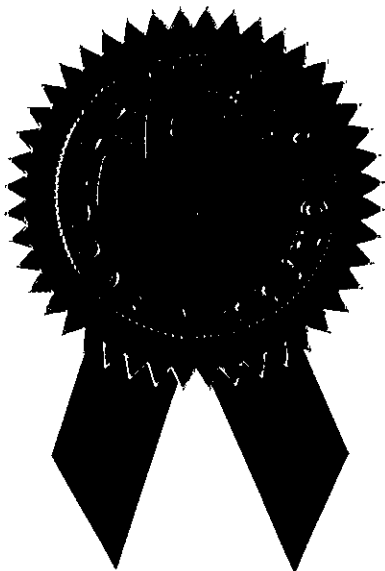
### PROCLAMATION

**WHEREAS**, in honor of Women's History Month this March, we pause to recognize the contributions that American women of every race, class and ethnic background have made to the growth and strength of our nation in countless ways and continue to this day to play a critical economic, cultural and social role in every sphere of life; and

**WHEREAS**, women from all walks of life have played pivotal roles throughout this nation's history, providing the majority of the volunteer labor force, establishing charitable, philanthropic and cultural institutions, and serving as leaders in business, education and at the forefront of every major progressive social change movement. But, too often their contributions have been undervalued or overlooked in the literature, teaching, and study of American history.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, join with members of the Commission for Women to proclaim March as **Women's History Month** and to encourage residents to take time this month to learn more about the women whose contributions have helped shape our Eastern Shore communities.

Executed under the Seal of the County of Worcester, State of Maryland, this 6<sup>th</sup> day of March, in the Year of Our Lord Two Thousand and Eighteen.



\_\_\_\_\_  
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. Mitrecic

*Citizens and Government Working Together*

1



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](http://www.co.worcester.md.us/drp/drpindex.htm)

2

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

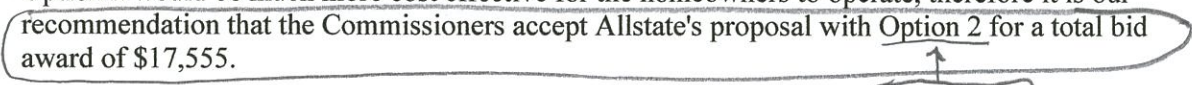
DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum *[Signature]*  
**Date:** 2/28/2018  
**Re:** Worcester County Housing Rehabilitation Program Bid Recommendation

A bid opening was held on Monday, February 26 for a general rehabilitation project in the Pocomoke City area to be funded through the County's current housing rehabilitation grant, MD-18-CD-21. One bid was received from Allstate Renovation & New Homes. Two options were requested under Item B.2. in the scope of work. If the County selects Option 1, the total bid price is \$16,155. For Option 2, the Allstate bid total is \$17,555. A copy of the bid is attached for your review.

Allstate Renovations has a proven track record with our Program and the Program Inspector has confirmed the bid price is within his anticipated range. It is the inspector's observation that Option 2 would be much more cost effective for the homeowners to operate, therefore it is our recommendation that the Commissioners accept Allstate's proposal with Option 2 for a total bid award of \$17,555.



↑  
See p. 8

\*

# Competitive Bid Worksheet

**Item: Housing Rehabilitation Project in Pocomoke City**

**Ward Property**

Bid Deadline/Opening Date: 1:00 P.M., Monday, February 26, 2018

Bids Received by deadline = 1

William & Brenda Ward Property  
13 Clarke Avenue  
Pocomoke City, MD 21851

Contractor's Submitting Bids

Total Quote

**Allstate Renovation**  
P.O. Box 303  
Trappe, MD 21673

\$16,155<sup>00</sup>

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# AllState

Renovation & New Homes Inc.

P.O. Box 303  
Trappe, Md. 21673  
M.H.I.C. 41373 • M.H.B.R. 4560  
443-880-2257  
allstaterenovation@yahoo.com

## BID FORM

\*must be signed to be valid

Property of William & Brenda Ward  
13 Clarke Avenue  
Pocomoke, Maryland 21851

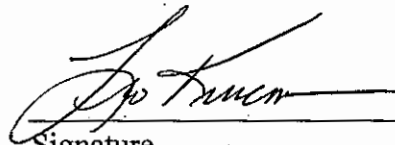
I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : **\$16,155.00**

Date available to start:  
Anticipated completion date:

Date:

2/25/2018



Signature

Leo Kuneman

Typed Name

President

Title

Allstate Renovation

Company Name

P.O. Box 303

Address

Trappe, Md 21673

443-880-2257

Phone Number(s)

41373 2019

MHIC License #

Expiration Date

Pr 11-12-17

William & Brenda Ward  
13 Clarke Ave.  
Pocomoke, MD 21851  
443-783-2381

09/07/17  
1/08/18

WORKSCOPE

A. Steps:

1. Remove and rebuild front staircase with like in kind appearance of closed risers and overhanging tread ends. Install 4 x 4 salt newel posts top and bottom anchored in or on concrete footings. Using 2 x 12 stringers affix risers and treads of salt materials. Install Guard rails with graspable handrails of durable materials, secured on both sides.
2. Remove and replace the rear wood steps completely. Erect a landing 6' wide by 4' deep. Using salt-treated materials: install 4 x 4 newel posts anchored in or on concrete footings, as per code. Add joists 16 OC and apply 2x6 decking. Using 4 stringers, attach 4' wide steps to this landing. Guardrails all around, with graspable handrails on both side of the steps.
3. Install gutter over front and rear entrances.

Price 3,400

B. Heating

1. Remove the original floor furnaces and associated duct work.
2. Option 1- Install a high efficiency gas forced air furnace capable of heating the entire dwelling, and maintaining an interior temperature of 78 degrees when exterior temperature is 0 degrees F. Furnish and install all related wiring, vents, vent covers, registers, returns, and ductwork. All ductwork shall be sealed with mastic. Ductwork in unconditioned spaces shall be insulated. HVAC work must comply with mandatory IECC 2015 requirements. Controls shall be 7 day programmable thermostat. **\*Attach sheet stating the Make, Model, BTU's, efficiency rating, and manufacturer's equipment warranty, with your bid documents.**

Price 400

Option 2- Install separate systems for first and second floor that comply with requirements under Option 1. Furnish and install all related wiring, vents, vent covers, registers, returns, and ductwork. All ductwork shall be sealed with mastic. Ductwork in unconditioned spaces shall be insulated. HVAC work must comply with mandatory IECC 2015 requirements. Controls shall be 7 day programmable thermostat. **\*Attach sheet stating the Make, Model, BTU's, efficiency rating, and manufacturer's equipment warranty, with your bid documents.**

Price 7,800

Price 9,200

C. Insulation:

1. Blow in fiberglass attic insulation over existing R-19 where accessible to 14" depth.
2. Install R-19 batts between joists beneath the kitchen, and dining room floors, provide adequate support.
3. Install pipe wrap insulation on all exposed waterlines in the basement/crawl area.

Price 2,400

William & Brenda Ward  
13 Clarke Ave.  
Pocomoke, MD 21851  
443-783-2381

09/07/17  
1/08/18

D. Little Bedroom:

1. Make Durabond repairs to cracks in ceiling and walls. Float out smooth, sand to blend edges. Clean and prime and paint the ceiling and walls. Paint the trim white.

Price 675.

E. Other:

1. Replace column bases with new treated-wood blocks, repair rotted porch flooring boards beneath two of three columns locations.
2. Prep and paint the front porch floor with 100% acrylic porch and floor enamel, color to match.
3. Tighten and or increase the length of hinge screws on the 8 light door to hall.
4. Wash the black mildew off the face of the asbestos shingle to the left of the front door, about 50 sq. ft. total. And again at the rear entrance, either side of the door and above the propane tanks are areas of black mildew o
5. Add 4 pairs of missing blue vinyl shutters to match existing, on the sides B and D. (not the rear side)
6. Remove all the visible building debris from the crawlspace area behind the full height portion of the basement.
7. Repair ceiling above landing in stairwell

Price 1,480

Project Total 16,155

We hereby certify that we have read the preceding specifications and accept them as written.

William a Ward 1-15-18  
Owner Date

Brenda A Ward 1-15-18  
Owner Date

Option 1



# Certificate of Product Ratings

AHRI Certified Reference Number : 200642785      Date : 02-28-2018      Model Status : Discontinued

Old AHRI Reference Number : 4807069

AHRI Type : RCU-A-CB

Series :

Outdoor Unit Brand Name : AMERICAN AIRE

Outdoor Unit Model Number (Condenser or Single Package) : 4SCU14LE142P

Indoor Unit Brand Name :

Indoor Unit Model Number (Evaporator and/or Air Handler) : E(U,C,M)1P48C+A4TXV02

Furnace Model Number : A95UH1E110C20S

Region :

Region Note :

The manufacturer of this AMERICAN AIRE product is responsible for the rating of this system combination.

Rated as follows in accordance with the latest edition of ANSI/AHRI 210/240 with Addenda 1 and 2, Performance Rating of Unitary Air-Conditioning & Air-Source Heat Pump Equipment and subject to rating accuracy by AHRI-sponsored, independent, third party testing:

Cooling Capacity (A2) - Single or High Stage (95F), btuh : 40000

SEER : 14.00

EER (A2) - Single or High Stage (95F) : 12.00

IEER :

†Models with "Discontinued" Model Status are those that an AHRI Certification Program Participant no longer produces AND is no longer selling or offering for sale.

Ratings that are accompanied by WAS indicate an involuntary re-rate. The new published rating is shown along with the previous (i.e. WAS) rating.

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**CERTIFICATE NO.:** 131843017194415851

6

Option 1



This combination qualifies for a Federal Energy Efficiency tax Credit when placed in service between Feb 17,2009 and Dec 31, 2016.

# Certificate of Product Ratings

AHRI Certified Reference Number : 10074635

Date : 02-27-2018

Model Status : Active

Old AHRI Reference Number :

AHRI Type : RCU-A-CB

Series :

Outdoor Unit Brand Name : ARMSTRONG AIR

Outdoor Unit Model Number (Condenser or Single Package) : 4SCU14LE147P-4

Indoor Unit Brand Name :

Indoor Unit Model Number (Evaporator and/or Air Handler) : EC4X62C

Furnace Model Number : A95UH1E110C20S

Region : All (AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IA, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WV, WI, WY, U.S. Territories)

Region Note : Central air conditioners manufactured prior to January 1, 2015 are eligible to be installed in all regions until June 30, 2016.

Beginning July 1, 2016 central air conditioners can only be installed in region(s) for which they meet the regional efficiency requirement.

The manufacturer of this ARMSTRONG AIR product is responsible for the rating of this system combination.

Rated as follows in accordance with the latest edition of ANSI/AHRI 210/240 with Addenda 1 and 2, Performance Rating of Unitary Air-Conditioning & Air-Source-Heat Pump Equipment and subject to rating accuracy by AHRI-sponsored, independent, third party testing.

Cooling Capacity (A2) - Single or High Stage (95F), btuh : 47000

SEER : 16.00

EER (A2) - Single or High Stage (95F) : 13.00

IEER :

\*"Active" Model Status are those that an AHRI Certification Program Participant is currently producing AND selling or offering for sale; OR new models that are being marketed but are not yet being produced. "Production Stopped" Model Status are those that an AHRI Certification Program Participant is no longer producing BUT is still selling or offering for sale. Ratings that are accompanied by WAS indicate an involuntary re-rate. The new published rating is shown along with the previous (i.e. WAS) rating.

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CERTIFICATE NO.:

131642396441248405 7

Option 2



This combination qualifies for a Federal Energy Efficiency tax Credit when placed in service between Feb 17,2009 and Dec 31, 2016.

# Certificate of Product Ratings

AHRI Certified Reference Number: 9966500      Date : 02-27-2018      Model Status : Active

Old AHRI Reference Number :

AHRI Type : HRCU-A-CB

Series :

Outdoor Unit Brand Name : ARMSTRONG AIR

Outdoor Unit Model Number (Condenser or Single Package) : 4SHP14L\*124P-7

Indoor Unit Brand Name :

Indoor Unit Model Number (Evaporator and/or Air Handler) : BCE3M30E\*\*\*\*4X

Furnace Model Number :

The manufacturer of this ARMSTRONG AIR product is responsible for the rating of this system combination.

Rated as follows in accordance with the latest edition of ANSI/AHRI 210/240 with Addenda 1 and 2, Performance Rating of Unitary Air-Conditioning & Air-Source Heat Pump Equipment and subject to rating accuracy by AHRI-sponsored, independent, third party testing:

Cooling Capacity (A2) - Single or High Stage (95F), btuh : 23400

SEER: 15.00

EER (A2) - Single or High Stage (95F) : 12.50

Heating Capacity (H12) - Single or High Stage (47F) : 21600

HSPF (Region IV) : 8.50

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CERTIFICATE NO.:

131642385602477193 8

Option 2



This combination qualifies for a Federal Energy Efficiency tax Credit when placed in service between Feb 17,2009 and Dec 31, 2016.

# Certificate of Product Ratings

AHRI Certified Reference Number : 10481200

Date : 02-27-2018

Model Status : Active

Old AHRI Reference Number :

AHRI Type : RCU-A-CB

Series :

Outdoor Unit Brand Name : ARMSTRONG AIR

Outdoor Unit Model Number (Condenser or Single Package) : 4SCU14L\*124P-8

Indoor Unit Brand Name :

Indoor Unit Model Number (Evaporator and/or Air Handler) : E\*1P24B+A4TXV01

Furnace Model Number : A95UH1E070B12

Region : All (AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IA, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WV, WI, WY, U.S. Territories)

Region Note : Central air conditioners manufactured prior to January 1, 2015 are eligible to be installed in all regions until June 30, 2016. Beginning July 1, 2016 central air conditioners can only be installed in region(s) for which they meet the regional efficiency requirement.

The manufacturer of this ARMSTRONG AIR product is responsible for the rating of this system combination.

Rated as follows in accordance with the latest edition of ANSI/AHRI 210/240 with Addenda 1 and 2, Performance Rating of Unitary Air-Conditioning & Air-Source Heat Pump Equipment and subject to rating accuracy by AHRI-sponsored, independent, third party testing:

Cooling Capacity (A2) - Single or High Stage (95F), btuh : 23000

SEER : 15.50

EER (A2) - Single or High Stage (95F) : 12.50

IEER :

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131842363855982502 9



3

EMERGENCY SERVICES

# Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

FRED E. WEBSTER, JR.  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: TCCLESMD MOU

Date: 27 February 2017

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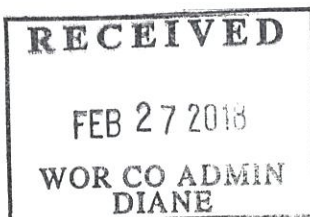
Attached is a Memorandum of Understanding with the Tri-County Council of the Lower Easter Shore of Maryland and Worcester County for use of Shore Transit buses.

This agreement was written by our County Attorney and has been agreed and signed by Michael Pennington as Executive Director of TCCLESMD. As such, I respectfully request that the County Commissioners execute this agreement in the interest of public safety.

I am available to answer any questions that may arise at your convenience.

Cc: Maureen Howarth, County Attorney

Tom Kane, Emergency Planner





## **Memorandum of Agreement**

### **Tri-County Council of the Lower Eastern Shore of Maryland and Worcester County, Maryland**

This Memorandum of Agreement ("Agreement") is by and between Tri-County Council for the Lower Eastern Shore of Maryland on behalf of Shore Transit, a division of the Tri-County Council for the Lower Eastern Shore of Maryland (hereafter referred to as TCCLESMD) and Worcester County, Maryland on behalf of the Department of Emergency Services (hereafter referred to as DES). The purpose of this Agreement is to provide an understanding between TCCLESMD and the DES regarding their roles and expectations in planning for and responding to a disaster (an occurrence that has resulted in property damage, deaths, and/or injuries to a community) or an extraordinary (going beyond what is usual, regular, or customary) event as determined by Worcester County, with regard to providing transportation resources. These actions are taken to protect victims from the effects of a disaster, extraordinary event or extreme temperatures.

#### **AUTHORITY**

The DES has been designated by the Annotated Code of Maryland, Public Safety Article § 14-109 and Worcester County Resolution 1987-49 to be the coordinating agency for disaster operations in Worcester County. The DES will cooperate with all Federal, State and local agencies.

#### **RESPONSIBILITIES OF THE DES**

The DES will coordinate Federal, State and local efforts aimed at the maintenance of public health and safety and recovery efforts of the public infrastructure. During disaster and extraordinary events that require the utilization of TCCLESMD resources; the DES will communicate directly with the TCCLESMD or designee.

#### **RESPONSIBILITIES OF TCCLESMD**

At the request of the DES Director or designee; TCCLESMD agrees to facilitate and coordinate the following in Worcester County;

1. TRANSPORTATION. Prior to, during, and after a disaster, extraordinary event or in event of extreme heat or cold temperatures; it can be anticipated that there will be need for providing transportation for those individuals effect, TCCLESMD will (if infrastructure allows):

- a. Provide the necessary means for transporting individuals as requested by the DES;

- b. Provide reasonable accommodations; and
- c. Provide the necessary vehicles and drivers

2. COSTS.

- a. In the event a Federal emergency is declared, the DES will make every reasonable effort to support TCCLESMD in seeking disaster reimbursement for operational costs per this Agreement that are eligible for reimbursement in accordance with the Federal Disaster Assistance Program (FDAP) when appropriate. The reimbursement received from the FDAP will constitute payment in full for services provided to Worcester County/DES during the disaster event.
- b. TCCLESMD shall waive costs for any services provided per this Agreement during a County Declared Emergency, Governor Declared State of Emergency, Federally Declared State of Emergency and/or an extraordinary event.

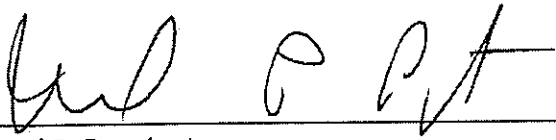
**PLANNING AND IMPLEMENTATION**

Cooperative arrangements for planning, exchange of information, regarding preparedness and disaster operations will be developed and conducted on a regular basis by the DES and those agencies or organizations who will be involved in providing services to citizens in need of transport.

The DES will coordinate with those agencies or organizations involved in this effort to establish a list of possible resources that may be utilized or activated before or during a disaster or extraordinary event. Activation for a large scale relief effort will be initiated at the request of the DES Director or designee.

**TERM OF AGREEMENT**

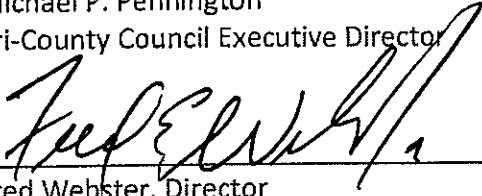
This Agreement will remain in effect until such time as it may be cancelled with ninety (90) days written notice by either DES or TCCLESMD. This Agreement shall be reviewed annually. This Agreement supersedes any previous formal or informal agreement between Worcester County DES and TCCLESMD on behalf of Shore Transit.



Michael P. Pennington  
Tri-County Council Executive Director

1/24/2018

Date



Fred Webster, Director  
Worcester County Emergency Services

1/24/18

Date

\_\_\_\_\_  
Diana Purnell, President  
County Commissioners of Worcester County, Maryland

\_\_\_\_\_  
Date



OFFICE OF THE TREASURER

# Worcester County

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

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

PHILLIP G. THOMPSON, CPA  
FINANCE OFFICER

JENNIFER C. SWANTON, CPA  
ASSISTANT FINANCE OFFICER

4

## MEMORANDUM

**TO:** Harold Higgins, Chief Administrative Officer  
**FROM:** Jessica Wilson, Enterprise Fund Controller *JW*  
**DATE:** February 28, 2018  
**RE:** Mystic Harbour Effluent Disposal loan documents

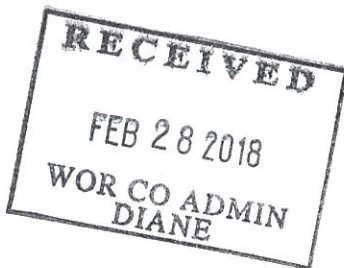
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The Mystic Harbour Effluent Disposal Project currently in process and funded through USDA; \$2,594,100 of the \$3,200,000 total project costs have been incurred.

The funding committed is as follows:

USDA loan	\$2,450,000
USDA grant	750,000
<u>Total funding</u>	<u>\$3,200,000</u>

Attached are the bond resolution, loan resolution and loan closing documents relating to the USDA loan for your review and approval. These documents have been reviewed by our bond counsel, Robert Doory, as well as USDA. We recommend you approve and sign these documents for this project.



RESOLUTION 18-\_\_\_\_  
LOAN RESOLUTION  
(Public Bodies)A RESOLUTION OF THE County CommissionersOF Worcester County, Maryland

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Mystic Harbour Effluent Disposal and Reuse Facilities

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the County Commissioners of Worcester County, Maryland*(Public Body)*

(hereinafter called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Two Million Four Hundred Fifty Thousand Dollars (\$2,450,000)pursuant to the provisions of the Local Government Article and the Environment Article of the Annotated Code of Maryland; and

WHEREAS, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legally permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-01.21. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

- 11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
- 12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
- 13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
- 14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
- 15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
- 16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
- 17. To accept a grant in an amount not to exceed \$ 750,000.00

under the terms offered by the Government; that the President

and Chief Administrative Officer of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was:                      Yeas \_\_\_\_\_                      Nays \_\_\_\_\_                      Absent \_\_\_\_\_

IN WITNESS WHEREOF, the Board of County Commissioners of Worcester County, Maryland

\_\_\_\_\_ has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

County Commissioners of Worcester County, Maryland

(SEAL)

By \_\_\_\_\_  
Diana Purnell

Attest:

Title President

\_\_\_\_\_  
Harold L. Higgins

Title Chief Administrative Officer

**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as President of the County Commissioners of Worcester County, Maryland  
 hereby certify that the Board of County Commissioners of such Association is composed of \_\_\_\_\_ members,  
 of whom, \_\_\_\_\_ constituting a quorum, were present at a meeting thereof duly called and  
 held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; and that the foregoing resolution was adopted at such meeting  
 by the vote shown above, I further certify that as of \_\_\_\_\_  
 the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been  
 rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
 Diana Purnell  
 Title President, County Commissioners of Worcester County, Maryland

RESOLUTION No. 18-\_\_\_

RESOLUTION PROVIDING FOR ISSUANCE OF  
\$2,450,000 PUBLIC FACILITY BOND  
(MYSTIC HARBOUR EFFLUENT DISPOSAL AND REUSE PROJECT)  
SERIES 2018

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY (THE "BOARD") PROVIDING FOR THE ISSUANCE AND SALE BY COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND (THE "COUNTY") OF ITS PUBLIC FACILITY BOND (MYSTIC HARBOUR EFFLUENT DISPOSAL AND REUSE PROJECT), SERIES 2018, IN THE PRINCIPAL AMOUNT OF \$2,450,000 (THE "BOND"), TO BE ISSUED PURSUANT TO THE AUTHORITY OF SECTIONS 11-401 AND 19-501 TO 19-510, INCLUSIVE, OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, SECTIONS 9-601 TO 9-699, INCLUSIVE, OF THE ENVIRONMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION PW5-204 OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND; PROVIDING FOR THE FORM, TENOR, DENOMINATION, MATURITY DATE AND OTHER PROVISIONS OF THE BOND; PROVIDING FOR THE SALE OF THE BOND TO THE UNITED STATES OF AMERICA, ACTING THROUGH RURAL UTILITIES SERVICE, UNITED STATES DEPARTMENT OF AGRICULTURE, FOR THE PURPOSE OF (1) FINANCING A PORTION OF THE COSTS OF PLANNING, DESIGN AND CONSTRUCTION OF AN EFFLUENT DISPOSAL AND REUSE PROJECT FOR THE MYSTIC HARBOUR SERVICE AREA (THE "PROJECT"), AND COSTS, FEES AND EXPENSES INCURRED BY THE COUNTY IN CONNECTION WITH THE ISSUANCE AND SALE OF THE BOND; PROVIDING THAT THE BOND SHALL BE ISSUED AND SOLD UPON THE FULL FAITH AND CREDIT OF THE COUNTY; PROVIDING FOR THE DISBURSEMENT OF THE PROCEEDS OF THE SALE OF THE BOND; AUTHORIZING THE PRESIDENT OF THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY TO SPECIFY, PRESCRIBE, DETERMINE, PROVIDE FOR OR APPROVE CERTAIN MATTERS, DETAILS, FORMS, DOCUMENTS OR PROCEDURES APPROPRIATE TO THE AUTHORIZATION, SALE, SECURITY, ISSUANCE, DELIVERY, OR PAYMENT OF OR FOR THE BOND; PROVIDING FOR THE ASSESSMENT AND LEVY IN EACH YEAR, SO LONG AS ANY PORTION OF THE BOND IS OUTSTANDING AND UNPAID, OF (1) ASSESSMENTS ON AN EQUIVALENT DWELLING UNIT ("EDU") BASIS, CHARGES AND, IF NECESSARY, AD VALOREM TAXES ON ALL PROPERTY IN THE MYSTIC HARBOUR SANITARY SERVICE AREA TO PAY THE PRINCIPAL OF AND INTEREST ON THE BOND, AND (2) IF NECESSARY, AD VALOREM TAXES ON ALL REAL AND PERSONAL PROPERTY SUBJECT TO TAXATION WITHIN WORCESTER COUNTY, SUFFICIENT, TOGETHER WITH OTHER AVAILABLE FUNDS, TO PROVIDE FUNDS FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BOND AS THEY SHALL RESPECTIVELY BECOME DUE AND PAYABLE; AND GENERALLY PROVIDING FOR AND DETERMINING VARIOUS MATTERS IN CONNECTION THEREWITH.



## RECITALS

County Commissioners of Worcester County, Maryland (the "County"), is a body politic and corporate and a political subdivision duly formed and existing under the Constitution and the Laws of the State of Maryland.

Pursuant to Sections 11-401 and 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended (the "Act"), and Sections 9-601 to 9-699, inclusive, of the Environment Article of the Annotated Code of Maryland, as amended (the "Sanitary District Act"), the County is authorized to issue its general obligation bonds and pledge the full faith and credit of the County in the manner prescribed in the Sanitary District Act to pay all or a portion of the costs of a project (as defined in the Sanitary District Act); and pursuant to Section PW5-204 of Subtitle II of Title 5 of the Public Works Article of the Code of Public Local Laws of Worcester County ("Section PW5-204") and Section 11-401 of the Local Government Article of the Annotated Code of Maryland, the County is authorized, among other things, (a) to exercise all the powers of a water or sewer authority or sanitary district or commission, and (b) to acquire, construct, operate and maintain water and sewerage systems as the Board of County Commissioners of Worcester County (the "Board") considers to be in the public interest and necessary to protect the general health and welfare. The County has determined that (a) a public need exists in Worcester County to finance a portion of the costs of an effluent disposal and reuse project for the Mystic Harbour Service Area (the "Service Area") (the "Project"), and (b) the financing of the costs of the Project is a proper public purpose which may be financed by the issuance of the County's general obligation Bond pursuant to the Act and the Sanitary District Act.

Pursuant to the authority granted to it under the Act, the Sanitary District Act and Section PW5-204 (collectively, the "Enabling Legislation"), the County desires (a) to provide by resolution for the issuance of the County's general obligation bond in the principal amount of \$2,450,000 (the "Bond"), and to pledge its full faith and credit and taxing power to the repayment thereof, for the purpose of (i) financing a portion of the costs of the Project, and (ii) paying costs, fees and expenses incurred by the County in connection with the issuance and sale of the Bond (provided that the amount so borrowed shall be used for no other purpose whatsoever except as expressly provided herein or as expressly authorized by the Board), (b) to prescribe the manner of the sale of the Bond and the terms and conditions under which it shall be offered for sale, to provide for the use of the proceeds of the sale of the Bond, (c) to provide for and determine various matters in connection therewith and (d) to assess and levy, in each year, so long as any portion of the Bond is outstanding and unpaid, assessments on an equivalent dwelling unit ("EDU") basis on all properties in the Service Area, charges and, if necessary, ad valorem taxes on all real and personal property subject to taxation within first, the Service Area and second, Worcester County, sufficient in rate and amount, together with other moneys available therefor, to pay the interest payable in that year on the Bond and the principal of the Bond maturing in that year.

The County has obtained a written commitment dated April 30, 2015 from the United States of America, acting through Rural Utilities Service, United States Department of Agriculture (hereinafter referred to as "the Government") to purchase the Bond and it is the

intention of the County by this Resolution to provide for the issuance and sale of the Bond to the Government.

NOW, THEREFORE, in accordance with the Enabling Legislation:

SECTION 1. BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That all terms used herein with an initial capital letter and defined in the Recitals hereof shall have the meanings given such terms therein, unless the context clearly indicates a contrary meaning.

SECTION 2. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, (a) That the County shall borrow upon its full faith and credit and issue and sell upon the Bond upon its full faith and credit in the principal amount of Two Million Four Hundred Fifty Thousand Dollars (\$2,450,000), pursuant to the authority of the Enabling Legislation and to be known as the "County Commissioners of Worcester County, Maryland Public Facility Bond (Mystic Harbour Effluent Disposal and Reuse Project), Series 2018" (the "Bond"). The proceeds from the sale of the Bond shall be used for the purpose of providing permanent financing for a portion of the costs of the Project, including, without limitation, paying costs, fees and expenses incurred by the County in connection with the issuance and sale of the Bond.

(b) The County expects to reimburse a portion of the funds expended by the County upon the Project with proceeds of the Bond, and to pay, or reimburse the County for the payment of, costs, fees and expenses incurred by the County in connection with the issuance and sale of the Bond.

(c) The Bond shall be sold to the Government and shall be dated as of the date of delivery to the Government (the "Closing Date"); shall be issued as a single, fully-registered bond in the principal amount of \$2,450,000; shall be numbered R-1; and shall be initially registered in the name of "United States of America, acting through Rural Utilities Service, United States Department of Agriculture".

(d) The Bond shall bear interest at a rate equal to the lower of (i) 2.75% per annum (*i.e.*, the interest rate set by the Government at the time it approved the issuance of the Bond) or (ii) the market rate established by the Government for the calendar quarter in which the Bond is issued in accordance with Section 1780.13 of Title 7 of the Code of Federal Regulations;

(e) The Bond shall be repaid as follows: installments of principal and interest shall be payable on sums actually advanced on the date which is three full months following the Closing Date, and quarterly thereafter, the principal and interest on the Bond shall be payable in 160 equal consecutive quarterly installments. The entire unpaid principal balance of the Bond and all accrued and unpaid interest thereon shall be due and payable 40 years following the Closing Date. Payments of the principal amount of and interest on the Bond shall be made by the County through the Preauthorized Debit (PAD) process, so long as the Bond is registered in the name of the Government, unless otherwise required by the Government. Notwithstanding the foregoing, the County and the Government may agree to any other commercially reasonable method of

payment of principal of and interest on the Bond (including, by way of illustration and not in limitation, by wire or electronic funds transfer).

(f) The single, fully-registered bond shall be in substantially the form set forth in Exhibit A hereto, which form, together with the statement of maturity of quarterly installments of principal and interest therein set forth and all of the covenants and conditions therein contained, is hereby adopted by the County as and for the form of obligation to be incurred by the County and such covenants and conditions are hereby made binding upon the County, including the promise to pay therein contained.

(g) The Chief Administrative Officer of the County (the "Chief Administrative Officer") shall maintain a register for the registration of the Bond and transfer of ownership thereof and shall act as Bond registrar.

SECTION 3. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Bond shall be executed on behalf of the County by the President of the Board by his or her manual signature and shall bear the corporate seal of the County attested by the manual signature of the Chief Administrative Officer. In the event that any official whose signature shall appear on the Bond shall cease to be such official prior to the delivery of the Bond such signature shall nevertheless be valid and sufficient for all purposes, the same as if such official had remained in office until delivery.

SECTION 4. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the payment of the principal of and interest on the Bond when due and payable shall be backed by the full faith and credit of the County. However, it is intended that the debt service on the Bond shall be paid first from the source described in Section 9(g)(i) of this Resolution and second from the source described in Section 9(g)ii) and (iii) of this Resolution.

SECTION 5. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, (a) That the County may prepay on any payment date the entire unpaid principal amount of the Bond or, from time to time in the inverse chronological order of the installments of principal, such lesser portion thereof as the County may determine, in an amount equal to the principal amount to be prepaid plus accrued interest to the date of such payment.

(b) Unless notice of prepayment shall be waived in writing by the registered owner of the Bond, a notice calling for prepayment of the installments of principal to be prepaid shall be mailed by the County, postage prepaid, at least 30 days prior to the prepayment date, to the registered owner of the Bond, at its last address appearing on the registration books kept by the County. Such notice shall specify the installments of principal to be prepaid, the date fixed for prepayment and the prepayment price, and shall further state that on such date the installments of principal called for prepayment will be due and become payable and shall be paid through the Preauthorized Debit (PAD) process, so long as the Bond is registered in the name of the Government (unless otherwise required by the Government or unless the County and the Government agree to another commercially reasonable method of prepayment (including, by

way of illustration and not in limitation, by wire or electronic funds transfer)), and that from and after such date, interest thereon shall cease to accrue. Provided, however, that failure to mail any such notice or any defect in the notice so mailed, or in the mailing thereof, shall not affect the validity of any prepayment proceedings, except where the Government is the registered owner.

(c) On the date designated for prepayment, notice having been mailed or waived, and moneys for the payment of the prepayment price plus accrued interest being held by the County, the installments of principal so called for prepayment shall become due and payable at the prepayment price provided for prepayment of such installments of principal on such date, interest on such installments of principal so called for prepayment shall cease to accrue, and the registered owner of the Bond shall have no rights in respect to the installments of principal so called for prepayment except to receive payment of the prepayment price thereof, plus accrued interest thereon to the prepayment date from such moneys held by the County. (Notwithstanding the foregoing sentence, if the Government is the registered owner of the Bond, interest will cease to accrue on the principal so called for prepayment upon payment through the Preauthorized Debit (PAD) process, so long as the Bond is registered in the name of the Government (unless otherwise required by the Government or unless the County and the Government agree to another commercially reasonable method of prepayment (including, by way of illustration and not in limitation, by wire or electronic funds transfer)); and, if the Government has assigned the Bond and insured the payment thereof, interest will cease to accrue on the principal so called for prepayment on the effective date of such prepayment. The effective date of every such payment made by the County, except payments retained and remitted by the Government on an annual installment due date basis, shall be the date of the United States Treasury check by which the Government remits the payment to the holder. The effective date of any prepayment retained and remitted by the Government to the holder on an annual installment due date basis shall be the date of the prepayment by the County, and the Government will pay the interest to which the holder is entitled accruing between the effective date of any such prepayment and the date of the Treasury check to the holder.)

SECTION 6. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, In case the Bond shall become mutilated or be destroyed, lost or stolen, the County may cause to be executed and delivered a new Bond of like date and tenor and bearing the same or a different number, in exchange and substitution for each Bond mutilated, destroyed, lost or stolen, upon the registered owner paying the reasonable expenses and charges of the County in connection therewith and, in the case of any Bond being destroyed, lost or stolen upon the registered owner filing with the County evidence satisfactory to it that such Bond was destroyed, lost or stolen, and his ownership thereof, and furnishing the County with indemnity satisfactory to it, except that when the Government is the registered owner, no indemnity will be required. Any Bond so issued in substitution for a Bond so mutilated, destroyed, lost or stolen shall constitute an original contractual obligation on the part of the County and of the County under this Resolution whether or not the Bond in exchange for which said new Bond is issued shall at any later date be presented for payment and such payment shall be enforceable by anyone, and any such new Bond shall be entitled to the benefits of this Resolution, in the manner and to the extent provided herein.

SECTION 7. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the President of the Board is hereby authorized, prior to execution and delivery of the Bond, to make such changes or modifications in the Bond as may be required or deemed appropriate by her in order to accomplish the purpose of the transactions authorized by this Resolution, provided that such changes shall be within the scope of the transactions authorized by this Resolution; and the execution of the Bond by the President of the Board shall be conclusive evidence of the approval by the President of the Board of all changes or modifications in the form of the Bond and the due execution of the Bond on behalf of the County, and the Bond shall thereupon become binding upon the County in accordance with its terms.

SECTION 8. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, (a) The proceeds of the Bond shall be paid to or for the account of the County as determined by the Chief Administrative Officer, and shall be used, in the following priority when and as required, and when approved by the Government (if the Government is the registered owner), to pay:

(i) all costs and expenses incurred in connection with the design and construction of the Project (including costs of planning, engineering and inspections);

(ii) all fees and expenses of bond counsel and counsel to the County in connection with the authorization, issuance and sale of the Bond; and

(iii) the cost of printing and delivery of the Bond, if any.

(b) For the purposes of this Resolution the cost of the design and construction of the Project shall embrace the cost of designing and constructing the same and, without intending thereby to limit or restrict any proper definition of such costs under the provisions of this Resolution or the Act, shall include the following: expenses of administration properly chargeable to the Project, legal expenses and fees, financing charges, costs of audits and of preparing and issuing the Bond, planning, engineering and inspection expenses and all other items of expense not elsewhere in this Resolution specified, incident to the design, construction and equipping of the Project, the financing thereof, the placing of the same in operation (including the initial premiums on any insurance required or obtained by the County) and any abstracts of title, title insurance, cost of surveys and other expenses in connection with such design and construction.

(c) After the design and construction of the Project have been completed and the Project is in operation and all costs and expenses in connection therewith have been paid, any balance of the proceeds of the sale of the Bond which have been advanced to the County shall be applied to the next maturing principal installments of the Bond, and, in the event the entire proceeds of the Bond have not been advanced to the County, the payments of principal and interest provided for in Section 2 of this Resolution will be adjusted accordingly.

Pending expenditure as contemplated hereby, the County may invest all or part of such balance of the proceeds of sale of the Bond in such manner as may be permitted by law;

provided, however, that no such investment shall be made which would cause the Bond to be an "arbitrage bond", as more fully set forth in Section 13 below.

SECTION 9. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the County covenants with and for the benefit of the registered owner from time to time of the Bond, that so long as the Bond or installments of principal thereunder shall remain outstanding and unpaid:

(a) The County will duly and punctually pay, or cause to be paid, to the registered owner of the Bond the principal of the Bond and interest accruing thereon, at the dates and places and in the manner mentioned in the Bond, according to the true intent and meaning thereof.

(b) The County will promptly proceed to design and construct the Project. The County will, upon the completion of the design and construction of the Project, operate and maintain the Project in good operating condition.

(c) The County will pay all taxes and assessments or other municipal or governmental charges, if any, lawfully levied or assessed upon or in respect of the Project or any part thereof, or any revenues therefrom, when the same shall become due. It will duly observe and comply with all valid requirements of any municipal or governmental authority relative to the Project or any part thereof, and will not create or suffer to be created any lien or charge (except for liens or charges, if any, validly created and existing as of the date of delivery to the Government) on the Project or any part thereof, or upon the revenues therefrom. It will pay or cause to be discharged within a reasonable time after the same shall accrue, any such lien or charge and also all lawful claims and demands for labor, materials, supplies, or other objects which, if unpaid, might by law become a lien upon the Project or any part thereof, or the revenues therefrom; providing, however, that nothing herein contained shall require the County to pay or to cause to be discharged or make provision for, any such lien, charge, claim or demand so long as the validity thereof shall be contested in good faith and by appropriate legal proceedings.

(d) The County will (i) establish and enforce reasonable rules and regulations covering the use and operation of the Project and each and every part thereof, (ii) comply with all valid acts, rules, regulations, orders and directions of any legislative, executive, administrative or judicial body which may be applicable to the Project, and (iii) observe and comply with all of the provisions of the Act as now in force and effect or as the same may be hereafter from time to time amended.

(e) The County covenants that in accordance with the provisions of the Act, it will cause to be levied against all assessable property within the Service Area, annually, so long as any of the Bond is outstanding and not paid; (i) assessments on an EDU basis on all properties in the Service Area in rate and amount sufficient to pay such principal of and interest on the Bond as and when due and payable; and (ii) if, in any taxable year for property taxes in Worcester County, the County determines that there will be insufficient assessments on an EDU basis or other funds available to pay principal of and interest on the Bond during such taxable year, a tax on all assessable property within the geographical limits of the Service Area without limitation as to rate or amount and sufficient to provide such sum or sums as the County may deem sufficient

and necessary in conjunction with any further funds then available for the purpose, to pay the principal of and interest on the Bond as the same become due and payable; (iii) in the event that the taxes so levied in any fiscal year shall prove inadequate for the above purposes, the County shall cause to be levied additional taxes in the succeeding fiscal year to make up such deficiency; and (iv) the full faith and credit of the County is hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bond as the same become due.

SECTION 10. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the County covenants and agrees that so long as the Government is the registered owner of the Bond:

(a) It will provide for, execute, and comply with Form FHA 400-4, "Assurance Agreement"; and Form FHA 400-1, "Equal Opportunity Agreement", including an "Equal Opportunity Clause", which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.

(b) It will indemnify the Government for any payments made or losses suffered by the Government on behalf of the County in connection with the Project. Such indemnification shall be payable from the same source of funds pledged to pay the Bond or any other legally permissible source.

(c) Upon default in the payments of any principal and accrued interest on the Bond or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan evidenced by the Bond, the Government, at its option, may (i) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (ii) for the account of the County incur and pay reasonable expenses for repair, maintenance, and operation of the Project and such other reasonable expenses as may be necessary to cure the cause of default, and/or (iii) take possession of the Project, repair, maintain and operate or rent the Project. Default under the provisions of this Resolution or any instrument incident to the making or insuring of the loan evidenced by the Bond may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the County, and default under any such instrument may be construed by the Government to constitute default hereunder.

(d) It will not sell, transfer, lease or otherwise encumber the Project or any portion thereof or interest therein, and will not permit others to do so, without the prior written consent of the Government.

(e) It will not defease the Bond or borrow money from any source or enter into any contract or agreement or incur any other liabilities in connection with making enlargements, extensions or improvements to the Project (exclusive of normal maintenance) without obtaining the prior written consent of the Government if such undertaking would involve the source of funds pledged to payment of the Bond.

(f) It will place the proceeds of the Bond on deposit in an account and in a manner approved by the Government; the proceeds of the Bond may be deposited in institutions insured

by the State of Maryland or the Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.

(g) It will comply with applicable Federal and State laws and regulations and continually operate and maintain the Project in good condition.

(h) It will impose and collect the taxes, rates and charges above set forth; all use of the Project shall be subject to the full rates prescribed in the rules and regulations of the County; and no free use of the Project will be permitted.

(i) It will cause to be levied and collected such taxes and assessments as may be necessary to continually operate and maintain the Project in good condition, establish adequate reserves and meet installments on the Bond when the same become due if, for any reason, gross revenues are insufficient.

(j) It will (i) establish and maintain such books and records relating to the operation of the Project and its financial affairs and provide for the annual audit thereof in such manner as may be required by the Government, (ii) provide the Government, without its request, a copy of each such audit, (iii) make and forward to the Government such additional information and reports as it may from time to time require, and (iv) provide the Government at all reasonable times access to all books and records relating to the Project and access to the property of the Project so that the Government may ascertain that the County is complying with the provisions hereof and of the instruments incident to the purchase of the Bond by the Government.

(k) It will serve any applicant within the service area of the Project who desires services and can be feasibly and legally served, and will obtain the concurrence of the Government prior to refusing services to such applicant. Upon failure to provide services which are feasible and legal, such applicant shall have a direct right of action against the County pursuant to this Resolution.

(l) It will not (i) cause or permit any voluntary dissolution of its organization, (ii) merge or consolidate with any other organization, or (iii) dispose of or transfer its title to the Project or any part thereof, including land and interests in land, by sale, mortgage, lease or other encumbrance, without obtaining the prior written consent of the Government.

(m) It will comply with the measures identified in the Government's environmental impact analysis for the Project for the purpose of avoiding or reducing the adverse environmental impacts of the Project's construction or operation.

(n) It will acquire and maintain such insurance coverage including fidelity bonds as may be required by the Government.

SECTION 11. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That, if at any time while the Government is the registered owner of the Bond, it shall appear to the Government that the County is able to



refinance the principal amount then outstanding on the Bond, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private sources, at reasonable rates and terms for loans for similar purposes and periods of time, the County will, as required by Section 333(c) of the Consolidated Farm and Rural Development Act of 1961 (7 U.S.C. 1983((c)) upon request of the Government, apply for and accept such loan in sufficient amount to repay the Government and will take all such action as may be required in connection with such loan.

SECTION 12. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the provisions of this Resolution shall constitute a contract with the purchaser and registered owner from time to time of the Bond, and this Resolution shall not be repealed, modified or altered while the Bond or any portion thereof remain outstanding and unpaid.

SECTION 13. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, (a) That the County covenants that it will not make any use of the proceeds of the Bond or any moneys, securities or other obligations on deposit to the credit of the County or otherwise which may be deemed by the Internal Revenue Service to be proceeds of the Bond pursuant to Section 148 of the Internal Revenue Code of 1986, as amended, and the Income Tax Regulations thereunder (collectively, the "Code"), which would cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code.

(b) The County further covenants that it will comply with those provisions of Section 148 of the Code which are applicable to the Bond on the date of issuance of the Bond and which may subsequently lawfully be made applicable to the Bond. To the extent that provisions of Section 148 of the Code apply to only a portion of the Bond, proceeds thereof or other moneys, securities or other obligations deemed to be proceeds, it is intended that the covenants of the County contained in this Section of this Resolution be construed so as to require the County to comply with Section 148 of the Code only to the extent of such applicability.

(c) The County further covenants that it will not (i) take any action, (ii) fail to take any action, or (iii) make any use of the proceeds of the Bond, which would cause the interest on the Bond to be or become subject to federal income taxes in the hands of the registered owners thereof.

SECTION 14. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Bond shall be sold to the Government for cash at a price of par in accordance with the terms and provisions of this Resolution.

SECTION 15. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the President of the Board, the Chief Administrative Officer, the Finance Officer of the County and other officials of the County are hereby authorized and empowered to do all such acts and things, and to execute, acknowledge, seal and deliver such documents and certificates, as the President of the Board may determine to be necessary to carry out and comply with the provisions of this Resolution, subject to the limitations set forth in, the Enabling Legislation and any limitations set forth in this Resolution.

SECTION 16. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the Board hereby finds that (a) the Project is a "project" within the meaning of Section 9-601(j) of the Sanitary District Act, and (b) the completion of the Project is in the public interest of the citizens of the Service Area and of Worcester County and necessary to protect the general health and welfare of the residents of Worcester County.

SECTION 17. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That the provisions of this Resolution are severable, and if any provision, sentence, clause, section or part hereof is held to be illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this Resolution would have been passed if such illegal, invalid or unconstitutional provision, sentence, clause, section or part had not been included herein, and if the person or circumstances to which this Resolution or any part hereof are inapplicable had been specifically exempted herefrom.

SECTION 18. AND BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY, That this Resolution shall become effective as of the date of its passage and approval by the Board.

Passed and approved this \_\_\_\_ day of  
\_\_\_\_, 2018:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

ATTEST:

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

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

\_\_\_\_\_  
Theodore J. Elder, Vice President

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

\_\_\_\_\_  
Madison Jim Bunting, Jr., Commissioner

\_\_\_\_\_  
James C. Church, Commissioner

\_\_\_\_\_  
Merrill W. Lockfaw, Jr., Commissioner

\_\_\_\_\_  
Joseph M. Mitrecic, Commissioner

United States of America  
State of Maryland  
County Commissioners of Worcester County, Maryland  
Public Facility Bond  
(Mystic Harbour Effluent Disposal and Reuse Project)  
Series 2018

Dated \_\_\_\_\_, \_\_\_\_\_

No. R-1

\$2,450,000

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, a public corporate body duly organized and existing under the Constitution and laws of the State of Maryland (the "District"), hereby promises to pay to UNITED STATES OF AMERICA, acting through RURAL UTILITIES SERVICE, UNITED STATES DEPARTMENT OF AGRICULTURE, or its successors (the "Government"), or its registered assigns, the principal amount of Two Million Four Hundred Fifty Thousand Dollars (\$2,450,000), plus interest on the unpaid principal balance of sums actually advanced at the rate of \_\_\_\_% per annum, in such coin or currency of the United States of America as at the time of payment shall be legal tender for the payments to be made as follows: (a) commencing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and on the same day of each \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ thereafter to and including the \_\_\_\_ day of \_\_\_\_\_, [Date of Maturity], equal quarterly payments of principal and interest in the amount of \_\_\_\_\_ (\$\_\_\_\_\_) shall be due and payable; and (b) the entire unpaid principal balance and all accrued and unpaid interest thereon shall be due and payable on the \_\_\_\_ day of \_\_\_\_\_, [Date of Maturity]. Payments made on the indebtedness evidenced hereby, regardless of when made, shall be applied first to interest computed to the payment due date and next to principal. Other payments (regardless of the source of funds from which such payments may be made) which, after payment of interest to the payment date if the quarterly payment is insufficient to pay all such interest, shall be applied to the principal last to become due hereunder and shall not affect the obligation of the County to pay the remaining installments as scheduled. Payment of the principal and interest shall be made at the offices of the County, One West Market Street, Snow Hill, Maryland, 21863, or, so long as the Government is the registered owner of this Bond, through the Preauthorized Debit (PAD) process (unless otherwise required by the Government or unless the County and the Government agree to another commercially reasonable method of payment (including, by way of illustration and not in limitation, by wire or electronic funds transfer)).

This bond, designated as "County Commissioners of Worcester County, Maryland Public Facility Bond (Mystic Harbour Effluent Disposal and Reuse Project), Series 2018" (the "Bond"), is a general obligation of the County, a body politic and corporate and a code county of the State of Maryland (the "County"), in the principal amount of \$2,450,000, and has been duly issued by the County for the purpose of financing a portion of the costs of the planning, design and construction of effluent disposal and reuse Project for the Mystic Harbour Service Area, in Worcester County, Maryland, and costs, fees and expenses of issuance incurred by the County in

connection with the issuance of the Bond.

This Bond is issued pursuant to the authority of Sections 11-401 and 19-501 through 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, Sections 9-601 to 9-699, inclusive, of the Environment Article of the Annotated Code of Maryland and Section PW5-204 of Subtitle II of Title 5 of the Public Works Article of the Code of Public Local Laws of Worcester County (collectively, the "Enabling Legislation"). This Bond is issued upon the full faith and credit of the County and is the unconditional general obligation of the County.

In any case where any date of payment of interest or of principal and interest on the Bond, or the date fixed for any prepayment of the Bond, shall be a Saturday, Sunday or legal holiday observed by the County, then payment of such interest or principal and interest need not be made on such date but may be made on the next succeeding day which is not a Saturday, Sunday or legal holiday observed by the County, and interest shall continue to accrue until the date such payment is actually made.

The County may prepay on any payment date the entire unpaid principal amount of the Bond or, from time to time in the inverse chronological order of the installments of principal, such lesser portion thereof as the County may determine, at the principal amount thereof plus accrued interest to the date of such payment.

Unless notice of prepayment shall be waived in writing by the registered owner of the Bond, a notice calling for prepayment of the installments of principal to be prepaid shall be mailed by the County, postage prepaid, at least 30 days prior to the prepayment date, to the registered owner of the Bond, at its address appearing on the registration books kept by the County as provided in the Bond Resolution adopted on \_\_\_\_\_, 2018 (the "Bond Resolution"), by the Board of County Commissioners of Worcester County, the governing body of the County. Such notice shall specify the installments of principal to be prepaid, the date fixed for prepayment and the prepayment price, and shall further state that on such date the installments of principal called for prepayment will be due and become payable through the Preauthorized Debit (PAD) process, so long as this Bond is registered in the name of the Government (unless otherwise required by the Government or unless the County and the Government agree to another commercially reasonable method of prepayment (including, by way of illustration and not in limitation, by wire or electronic funds transfer)), and that from and after such date, interest thereon shall cease to accrue. Provided, however, that failure to mail any such notice or any defect in the notice so mailed, or in the mailing thereof, shall not affect the validity of any prepayment proceedings, except where the Government is the registered owner.

On the date designated for prepayment, notice having been published or waived, and moneys for the payment of the prepayment price plus accrued interest being held by the County, the installments of principal so called for prepayment shall become due and payable at the prepayment price provided for prepayment of such installments of principal on such date, interest on such installments of principal so called for prepayment shall cease to accrue, and the registered owner of the Bond shall have no rights in respect to the installments of principal so called for prepayment except to receive payment of the prepayment price thereof, plus accrued

interest thereon to the prepayment date from such moneys held by the County.

The County may treat the person in whose name the Bond is registered as the absolute owner hereof, whether or not the Bond shall be overdue, for the purpose of receiving payment thereof and for all other purposes whatsoever, and shall not be affected by any notice to the contrary, except as provided below.

The Bond is assignable and upon such assignment the assignor shall promptly notify the County by registered mail, and the assignee shall surrender the Bond to the County for transfer on the registration records and verification of the principal amount hereof and interest hereon paid or unpaid, and every such assignee shall take the Bond subject to such condition.

If the total amount of the indebtedness evidenced hereby is not advanced at the time of delivery hereof, the proceeds hereof shall be advanced to the County as requested by the County and approved by the Government, if necessary, and interest shall accrue on the amount of each advance from its actual date as shown on the Record of Advances attached hereto and made a part hereof. In the event the entire proceeds hereof are not advanced to the County, the payments of principal and interest hereinabove provided for shall be adjusted accordingly.

If the Government at any time assigns the Bond and insures the payment thereof, the County shall continue to make payments to the Government as collection agent for the holder.

While the Bond is held by an insured lender, prepayments as above authorized made by the County may, at the option of the Government, be remitted by the Government to the holder promptly or, except for the final payment, be retained by the Government and remitted to the holder on either a calendar quarter basis or an annual installment due date basis. The effective date of every payment made by the County, except payments retained and remitted by the Government on an annual installment due date basis, shall be the date of the United States Treasury check by which the Government remits the payment to the holder. The effective date of any prepayment retained and remitted by the Government to the holder on an annual installment due date basis shall be the date of the prepayment by the County, and the Government will pay the interest to which the holder is entitled accruing between the effective date of any such prepayment and the date of the Treasury check to the holder.

Any amount advanced or expended by the Government for the collection hereof or to preserve or protect any security hereof, or otherwise under the terms of any security or other instrument executed in connection with the indebtedness evidenced hereby, at the option of the Government, shall become a part of and bear interest at the same rate as the principal of the indebtedness evidenced hereby and be immediately due and payable by the County to the Government without demand. The County agrees to use the proceeds hereof solely for purposes authorized by the Government.

The County hereby certifies that it is unable to obtain sufficient credit elsewhere to finance its actual needs at reasonable rates and terms, taking into consideration prevailing rates and terms in or near its community for loans for similar purposes and periods of time, and its legal borrowing authority and powers.

If at any time it shall appear to the Government that the County is able to refinance the principal amount then outstanding on the Bond, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private sources, at reasonable rates and terms for loans for similar purposes and periods of time, the County will, as required by Section 333(c) of the Consolidated Farm and Rural Development Act of 1961 (7 U.S.C. 1983(c)), upon request of the Government, apply for and accept such loan in sufficient amount to repay the Government and will take all action as may be required in connection with such loan.

The Bond is given as evidence of a loan to the County made or insured by the Government pursuant to the Consolidated Farm and Rural Development Act. The Bond shall be subject to the present regulations of the Government and its future regulations not inconsistent with the express provisions hereof.

As declared by Section 9-689 of the Environment Article of the Annotated Code of Maryland, the Bond shall have all the qualities and incidents of negotiable instruments under the laws of the State of Maryland, notwithstanding the reference herein to the Bond Resolution and nothing contained in the Bond or in the Bond Resolution shall affect or impair the negotiability of the Bond. The Bond is issued with the intent that the laws of the State of Maryland shall govern its construction.

No recourse shall be had for the payment of the principal of, the interest on, or for any claim based hereon or on the Bond Resolution against any elected or appointed official or employee, past, present or future of the County or any agency thereof; and any such recourse, claim or liability is expressly waived by acceptance by the registered owner of the delivery of the Bond. It is hereby certified and recited that each and every act, condition and thing required to exist, to be done, to have happened and to be performed precedent to and in the issuance of the Bond does exist, has been done, has happened and has been performed in full and strict compliance with the Constitution and laws of the State of Maryland, the Articles of Incorporation of the County, the Bond Resolution and the proceedings of the County, and that the Bond, together with all other indebtedness of the County, is within every debt and other limit prescribed by the Constitution and laws of the State of Maryland.

[SIGNATURE APPEARS ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the County Commissioners of Worcester County, Maryland has caused this Bond to be signed in its name by the manual signature of the President of the Board of County Commissioners of Worcester County and has caused its corporate seal to be affixed hereto and attested by the manual signature of its Chief Administrative Officer, all as of the \_\_\_\_ day of \_\_\_\_\_, 2018.

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

(Seal)

By: \_\_\_\_\_  
President of the Board of County  
Commissioners of Worcester County

Attest:

\_\_\_\_\_  
Chief Administrative Officer



(Form of Assignment)

FOR VALUE RECEIVED, \_\_\_\_\_ hereby sells, assigns and transfers unto the within Bond, and does hereby irrevocably constitute and appoint \_\_\_\_\_ Attorney to transfer the same on the books of the County at the offices of the County in Snow Hill, Maryland, 21863.

\_\_\_\_\_

Dated: \_\_\_\_\_

Witness:

\_\_\_\_\_



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](http://www.co.worcester.md.us/drp/drpindex.htm)

5

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

**RECEIVED**  
FEB 28 2018  
WOR CO ADMIN  
DIANE

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

## MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** William Bradshaw P.E., County Engineer *WBR*  
**DATE:** February 28, 2018  
**SUBJECT:** Berlin Library Change Notifications Approval Request

Attached are construction change notifications submitted by Whiting Turner for the Berlin Library Construction project. These change notifications represent installation changes and scope revisions.

- CNO #24 – Air Barrier Modifications at Window Sills – This change notification is a result of testing the air barrier and water penetration performance of the installed window assembly. The design and construction workscope included testing to verify both air and water seal of the window and associated components. This testing identified an issue which can cause long term water damage and needs to be corrected now during construction. The installation needs to be modified to provide a drain path for entrained water within the window to frame cavity. There are no construction scope provisions for the modification and therefore this change notification is provided with a cost increase of \$12,016.
- CNO #36.01 – Landscape Revision at North Property Line – This is a credit change order because the project identified 6 plantings that may be deleted on the North property line. This credit is in the amount of \$660.
- CNO # 37 – Ductwork Revision Restroom 211 – This change is a result of re-routing a small duct to serve restroom 211. This reroute must include fire dampers that were not part of the workscope and results in a change and cost increase of \$705.

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3

Page  
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Page  
11

**SUBJECT: Berlin Library Change Notifications Approval Request**

Page 2

These changes result in a cost increase of \$12,061. With these changes the Whiting Turner contract amount will be revised to \$6,277,918 which is \$27,918 above the original contract amount.

If there are questions, please let me know. Thank you.

attachments

cc: Jennifer Ranck, Director of Worcester County Libraries



**Change Notification to Owner**

The Whiting-Turner Contracting Company  
100 West Main St., Salisbury, MD 21801  
Tel: (410) 677-3253 Fax: (410) 677-3259

**Project: New Berlin Branch Library**  
13 Harrison Ave.  
Berlin, MD 21811

**W-T Job Number:** 015912  
**Date:** 11/28/2017  
**CN Number:** 000024  
**Project Area:** Window Sill Flashing Detail

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

**From:** Adam Leonard  
The Whiting-Turner Contracting Company  
100 West Main St.  
Salisbury, MD 21801

**DESCRIPTION:** Air Barrier Modifications at Window Sills, Exterior Nailing Flange  
**REASON:** Design  
**SOURCE:** Owner  
**SCOPE OF WORK:** Revised exterior air / vapor barrier detailing at the Alpen windows to allow for weeping of water at the sill nailing fin. This requires the removal of the blueskin flashing which covers the window sill nailing fin. Once removed the remaining secondary flashing will be sealed to the primary wall flashing for a continuous water and air barrier.

Reference details and documents:  
Contract Drawings - Detail 2/A5.3, Details 10, 11, 12/ A5.6

W-T Estimate is based on the following:

(2) men \* 8 hours/ day \* 10 days = 160 hours total  
160 hours \* 48.08 hourly rate = \$7,692.80 labor cost  
Man lift = \$1,500.00 / wk \* (2) weeks = \$3,000 equipment  
Material = \$500.00  
Total Estimate = \$11,192.80

\*\*Actual cost of work will be tracked on daily extra work tickets verified by W-T\*\*

**CONTRACTORS AFFECTED:** Cameron Building Envelope Specialists, LLC

**RELATED OBJECTS:**

**AUTHORIZATION**

WT REQUESTS AUTHORIZATION TO PROCEED WITH THE CHANGES DESCRIBED ABOVE.  
COST/SCHEDULE IMPACT WILL BE AS FOLLOWS:

**Cost: \$ 12,016.00**

**Funding: Owner Change Order**

**SCHEDULE:**  NO IMPACT  
 POSSIBLE IMPACT - WT REVIEWING  
 IMPACT TO SCHEDULE AS FOLLOWS 3 Days

**OWNER DIRECTION:**

**DISTRIBUTION:**  ORIGINAL FILE  
 OWNER/OWNER REP.  
 ARCHITECT  
 LENDER

- PRICE ONLY - DO NOT PROCEED UNTIL PROPOSAL IS APPROVED
- PROCEED AND CONFIRM COST
- PROCEED FOR NTE COST INDICATED ABOVE
- PROCEED T&M.
- PROCEED FOR LUMP SUM COST ABOVE
- PROCEED (NO IMPACT)
- PROCEED AND PRICE
- CANCEL
- REJECTED

Other: \_\_\_\_\_

OWNER'S REPRESENTATIVE

DATE

**COST BREAKDOWN**

**DATE:** 11/28/2017

**JOB NO:** 015912

**PROJECT AREA:** Window Sill Flashing Detail

**CN NO:** 000024

Vendor	Description	Budget Code	Billing Amount
Cameron Building Envelope Specialists, LLC	WT Estimate for rework.	015912.07C0000.07210010.5	\$ 11,193.00
<b>Mark-Ups:</b>			
	2.0 General Liability	015912.9000000.90100000.X	\$ 113.00
	1.0 P&P Bond	015912.9000000.92100000.X	\$ 82.00
	3.0 Builder's Risk Ins.	015912.9110000.91100000.X	\$ 55.00
	4.0 CM Fee (OH + Profit)	015912.9300000.93000000.F	\$ 573.00
<b>Total Cost of this work:</b>			<b>\$ 12,016.00</b>

**APPROVAL:**

WHITING-TURNER REQUESTS APPROVAL OF THE FOLLOWING ACTUAL/FINAL COST FOR THIS WORK:

PROPOSAL AMOUNT: **\$ 12,016.00**

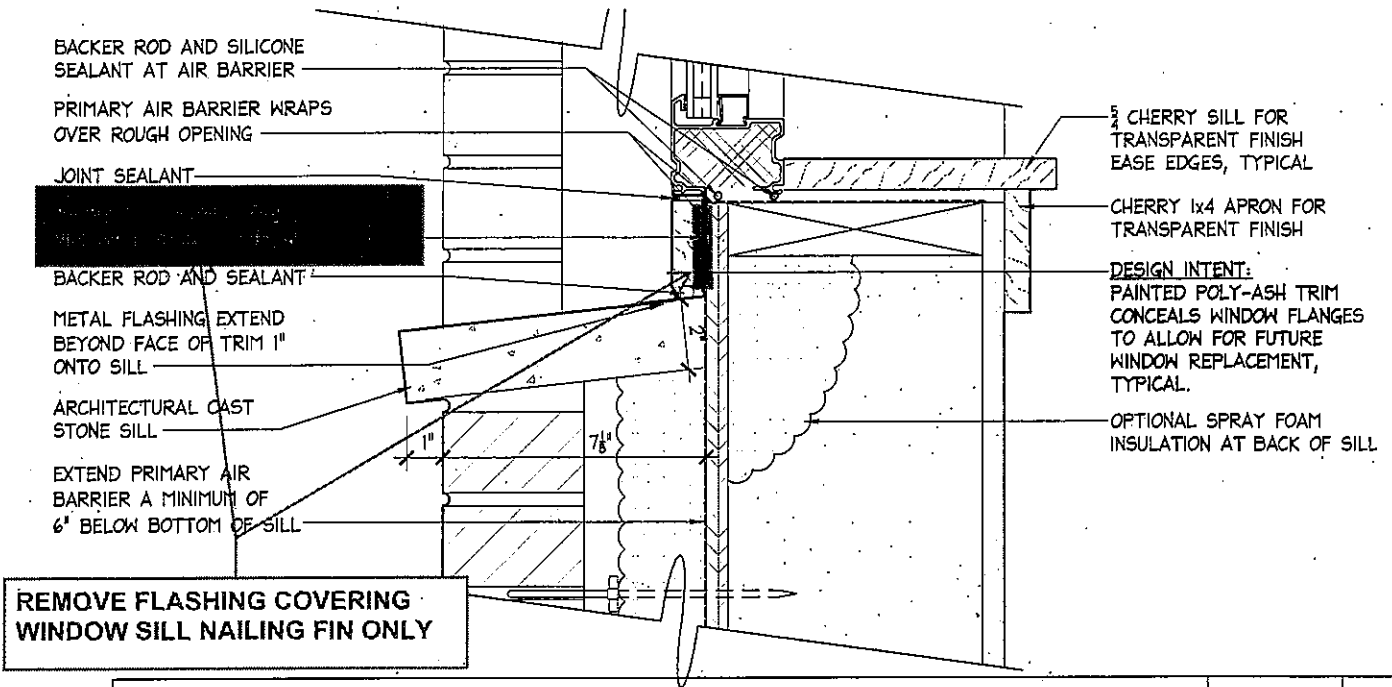
OWNER CHANGE REF: \_\_\_\_\_

SUBMITTED BY: Adam Leonard 2/26/18  
WHITING-TURNER REPRESENTATIVE DATE

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
OWNER'S REPRESENTATIVE DATE

APPROVED BY: JM Gentry 2/27/18  
ARCHITECT DATE



**REMOVE FLASHING COVERING WINDOW SILL NAILING FIN ONLY**

Typical Flashing/Air Barrier Detail at Cast Stone Sill | Scale: 3" = 1'-0" | 2

## Leonard, Adam

---

**From:** Adam Collins <adam@camerongroupllc.com>  
**Sent:** Wednesday, January 31, 2018 1:28 PM  
**To:** Leonard, Adam  
**Subject:** Re: Tickets this far

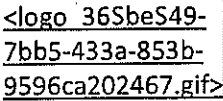
\$65.06 for a sprayer  
[REDACTED]

Sent from my iPhone

On Jan 31, 2018, at 1:09 PM, Leonard, Adam <[Adam.Leonard@whiting-turner.com](mailto:Adam.Leonard@whiting-turner.com)> wrote:

Adam,

What's the hourly billing rate?

 *Adam Leonard*  
*Project Manager*  
The Whiting-Turner Contracting Company  
100 West Main Street  
Salisbury, Maryland 21801  
Phone: 410-677-3253  
Mobile: 410-251-2471  
[www.whiting-turner.com](http://www.whiting-turner.com)

**From:** Adam Collins [<mailto:adam@camerongroupllc.com>]  
**Sent:** Wednesday, January 31, 2018 12:49 PM  
**To:** Leonard, Adam <[Adam.Leonard@whiting-turner.com](mailto:Adam.Leonard@whiting-turner.com)>  
**Cc:** Lowe, Mike <[Mike.Lowe@whiting-turner.com](mailto:Mike.Lowe@whiting-turner.com)>  
**Subject:** Tickets this far

Adam,

See attached,

Adam Collins | Project Manager  
Cameron Building Envelope Specialists  
7085 Dorsey Run Road | Elkridge, MD 210785  
O:443-459-5800 C:240-687-5487  
<http://cameronbes.com/blog/#/the-way-we-work>



**Change Notification to Owner**

The Whiting-Turner Contracting Company  
100 West Main St., , Salisbury, MD 21801  
Tel: (410) 677-3253 Fax: (410) 677-3259

**Project: New Berlin Branch Library**  
13 Harrison Ave.  
Berlin, MD 21811

**W-T Job Number:** 015912  
**Date:** 02/27/2018  
**CN Number:** 000036.1  
**Project Area:** Landscaping

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

**From:** Adam Leonard  
The Whiting-Turner Contracting Company  
100 West Main St.  
Salisbury, MD 21801

**DESCRIPTION:** Landscaping Scope Revisions - Credit  
**REASON:** Owner Request  
**SOURCE:** Whiting-Turner  
**SCOPE OF WORK:** Delete (6) plantings along the north property line per the attached sketch dated 2/26/18.  
**CONTRACTORS AFFECTED:** Whiting-Turner Contracting Co  
**RELATED OBJECTS:**

**AUTHORIZATION**

WT REQUESTS AUTHORIZATION TO PROCEED WITH THE CHANGES DESCRIBED ABOVE.  
COST/SCHEDULE IMPACT WILL BE AS FOLLOWS:

**Cost: -\$ 660.00** **Funding: GMP Deduct**

**SCHEDULE:**  NO IMPACT  
 POSSIBLE IMPACT - WT REVIEWING  
 IMPACT TO SCHEDULE AS FOLLOWS \_\_\_\_\_

**OWNER DIRECTION:**

**DISTRIBUTION:**  ORIGINAL FILE  
 OWNER/OWNER REP.  
 ARCHITECT  
 LENDER

- PRICE ONLY - DO NOT PROCEED UNTIL PROPOSAL IS APPROVED
- PROCEED AND CONFIRM COST
- PROCEED FOR NTE COST INDICATED ABOVE
- PROCEED T&M
- PROCEED FOR LUMP SUM COST ABOVE
- PROCEED (NO IMPACT)
- PROCEED AND PRICE
- CANCEL
- REJECTED

Other: \_\_\_\_\_

\_\_\_\_\_  
OWNER'S REPRESENTATIVE

\_\_\_\_\_  
DATE



**COST BREAKDOWN**

**DATE:** 02/27/2018

**JOB NO:** 015912

**PROJECT AREA:** Landscaping

**CN NO:** 000036.1

Vendor	Description	Budget Code	Billing Amount
Whiting-Turner Contracting Co	Landscaping - Deduct for Landscaping Revisions dated 2/26/18	015912.31B0000.32900000.5	-\$ 660.00
<b>Total Cost of this work:</b>			<b>-\$ 660.00</b>

**APPROVAL:**

WHITING-TURNER REQUESTS APPROVAL OF THE FOLLOWING ACTUAL/FINAL COST FOR THIS WORK:

PROPOSAL AMOUNT: -\$ 660.00

OWNER CHANGE REF: \_\_\_\_\_

DATE: \_\_\_\_\_

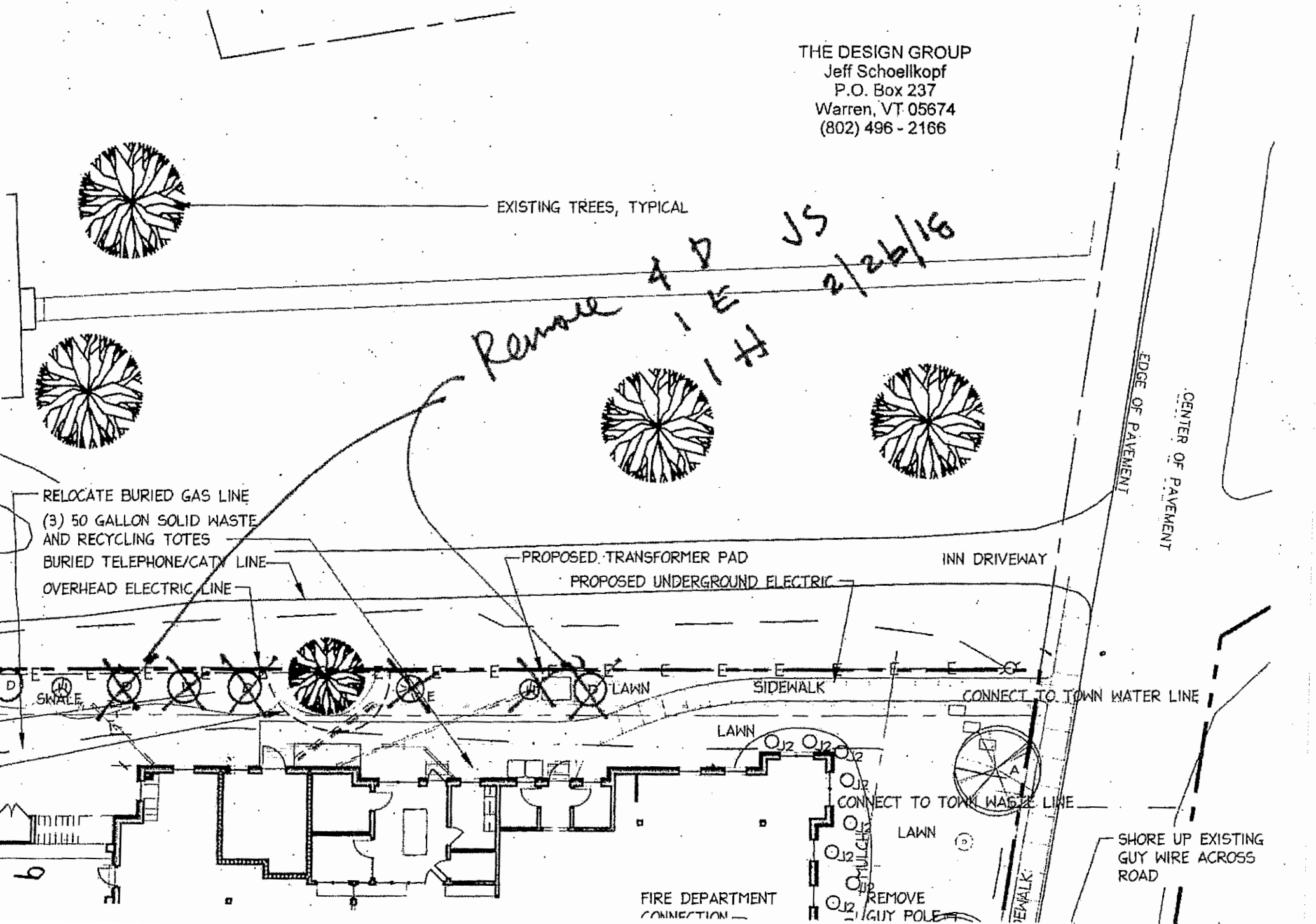
SUBMITTED BY: Adam Leonard 2/27/18  
WHITING-TURNER REPRESENTATIVE DATE

APPROVED BY: \_\_\_\_\_  
OWNER'S REPRESENTATIVE DATE

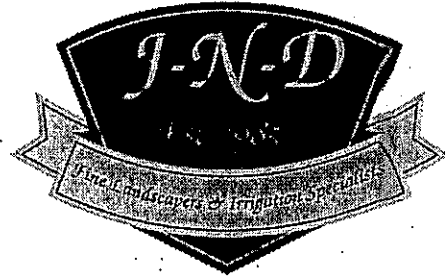
APPROVED BY: \_\_\_\_\_  
ARCHITECT DATE

THE DESIGN GROUP  
Jeff Schoellkopf  
P.O. Box 237  
Warren, VT 05674  
(802) 496 - 2166

*Remove 4 DIES JS 2/26/16*



10770 Kemp Nursery Rd.  
Princess Anne, MD 21853  
Phone: (410) 860-1708  
Fax: (410) 651-4530  
Email: [jndlandscaping@verizon.net](mailto:jndlandscaping@verizon.net)



---

Whiting-Turner  
Attn: Adam Leonard  
Re: Berlin Library Plant Deduct

2/27/18

Adam,

Per your email and detail sketch dated 2/26/18, there would be a credit of \$660 as a result of eliminating the six plants notated. Please let me know if I can be of any further assistance.

Thank you,

Dustin Brimer  
Project Manager  
J-N-D Co., Inc.



**Change Notification to Owner**

The Whiting-Turner Contracting Company  
100 West Main St., Salisbury, MD 21801  
Tel: (410) 677-3253 Fax: (410) 677-3259

**Project: New Berlin Branch Library**  
13 Harrison Ave.  
Berlin, MD 21811

**W-T Job Number:** 015912  
**Date:** 02/27/2018  
**CN Number:** 000037  
**Project Area:** History 209

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

**From:** Adam Leonard  
The Whiting-Turner Contracting Company  
100 West Main St.  
Salisbury, MD 21801

**DESCRIPTION:** RFI #081 - Ductwork Serving Family Restroom 211  
**REASON:** Unforeseen Condition  
**SOURCE:** Owner  
**SCOPE OF WORK:** Revised routing of ductwork serving family restroom 211. Includes added fire dampers where ductwork transitions through mechanical mezzanine wall and floor. See attached subcontractor proposal and RFI #081.

Contractor reviewed alternate option of installing mechanical chase wall at the northwest corner of history room and the the chase would be ~10"x30" to allow for transition / connection pieces. The option of adding duct dampers and routing the duct through the mechanical mezzanine is the most cost effective.

**CONTRACTORS AFFECTED:** Rommel Construction, LLC

**RELATED OBJECTS:**

Object Type	Object ID	Description
Request For Information	00081	Ductwork Serving Family Restroom 211

**AUTHORIZATION**

WT REQUESTS AUTHORIZATION TO PROCEED WITH THE CHANGES DESCRIBED ABOVE.  
COST/SCHEDULE IMPACT WILL BE AS FOLLOWS:

**Cost: \$ 705.00**

**Funding: Owner Change Order**

- SCHEDULE:**
- NO IMPACT.
  - POSSIBLE IMPACT - WT REVIEWING
  - IMPACT TO SCHEDULE AS FOLLOWS \_\_\_\_\_

**OWNER DIRECTION:**

- DISTRIBUTION:**
- ORIGINAL FILE
  - OWNER/OWNER REP.
  - ARCHITECT
  - LENDER

- PRICE ONLY - DO NOT PROCEED UNTIL PROPOSAL IS APPROVED
- PROCEED AND CONFIRM COST
- PROCEED FOR NTE COST INDICATED ABOVE
- PROCEED T&M
- PROCEED FOR LUMP SUM COST ABOVE
- PROCEED (NO IMPACT)
- PROCEED AND PRICE
- CANCEL
- REJECTED

Other: \_\_\_\_\_

OWNER'S REPRESENTATIVE

DATE

**COST BREAKDOWN**

DATE: 02/27/2018

JOB NO: 015912

PROJECT AREA: History 209

CN NO: 000037

Vendor	Description	Budget Code	Billing Amount
Rommel Construction, LLC	Rommel COR dated 2/22/218	015912.22A0000.22010000.S	\$ 655.00
<b>Mark-Ups:</b>			
	2.0 General Liability	015912.9000000.90100000.X	\$ 7.00
	1.0 P&P Bond	015912.9000000.92100000.X	\$ 5.00
	3.0 Builder's Risk Ins.	015912.9110000.91100000.X	\$ 4.00
	4.0 CM Fee (OH + Profit)	015912.9300000.93000000.F	\$ 34.00
<b>Total Cost of this work:</b>			<b>\$ 705.00</b>

**APPROVAL:**

WHITING-TURNER REQUESTS APPROVAL OF THE FOLLOWING ACTUAL/FINAL COST FOR THIS WORK:

PROPOSAL AMOUNT: **\$ 705.00**

OWNER CHANGE REF: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBMITTED BY: Adam Leonard 2/27/18  
WHITING-TURNER REPRESENTATIVE DATEAPPROVED BY: \_\_\_\_\_  
OWNER'S REPRESENTATIVE DATEAPPROVED BY: \_\_\_\_\_  
ARCHITECT DATE



410-252-7100  
Fax: 410-589-6056

February 22, 2018

Whiting-Turner Contracting  
100 West Main Street  
Salisbury, Maryland 21801

Attn: Adam Leonard

RE: Worcester County Berlin Library Fire Damper Add Request

Gentlemen:

In accordance with your request we submit herewith our proposal to Furnish and install (2) 6" Fire Dampers at the referenced project.

- The total cost estimate of subject work, per the enclosed summary sheet is \$685.00.
- No estimate has been prepared at this time. This work can be performed on a time and material basis upon receipt of a signed agreement from you.
- This notifies you that the referenced work will constitute a cost and time increase which will be forwarded when all costs can be ascertained.

- This change requires an extension of the contract time by 0 days.

Current Status:

- We have proceeded with the work as directed, and therefore, request your prompt acceptance of this proposal.
- We will proceed with the revised work upon receipt of written acceptance of this proposal. In the interim we are proceeding in accordance with our original contract documents.

We exclude all items per original contract as well as the following qualifications:

We reserve the right to revise this proposal if it is not accepted within ten (10) days, or if the progress of the work changes the conditions upon which this proposal is based.

Sincerely,

Henry A. Lewis, Jr.  
Director of Estimating  
Project Manager  
Mechanical Division



# ROMMEL CRANSTON

PROJECT: Worcester County Berlin Library  
 PROJECT NUMBER: C217-010  
 PREPARED BY: HENRY LEWIS

RCC CO #: 1  
 GC FILE NUMBER:  
 DATE: 2/22/18

CHANGE DESCRIPTION: Furnish and install (2) 6" Fire Dampers as requested by Whiting-Turner

## CHANGE ORDER SUMMARY

MISCELLANEOUS	
Parking	\$ -
Tools	\$ -
Consumables	\$ -
Permits	\$ -
Lifts/Rentals	\$ -
Trailers	\$ -
Telephone	\$ -
Material Handling	\$ -
Warranty	\$ -
Estimating	\$ -
<b>Total Miscellaneous</b>	<b>\$ -</b>

MATERIAL / EQUIPMENT	
Rough Material	\$ -
Equipment	\$ -
Subtotal	\$ -
Tax	0% \$ -
Overhead and Profit	15% \$ -
<b>Total Material / Equipment</b>	<b>\$ -</b>

LABOR				
Mechanic	Labor Rate	Labor Unit	0.00	\$ -
Supervision			10%	\$ -
Safety			2%	\$ -
Overtime	Overtime	Labor Unit	0	\$ -
<b>Total Labor</b>				<b>\$ -</b>

SUBCONTRACTORS	Cost	Markup	Total Sub
ATC	\$ -	0%	\$ -
Sheet Metal	\$ <del>648.00</del>	5%	\$ <del>678.00</del>
Insulation	\$ 648.00	0%	\$ 648.00
Balance	\$ -	0%	\$ -
Rigging	\$ -	0%	\$ -
Water Treatment	\$ -	0%	\$ -
Concrete Cutting	\$ -	0%	\$ -
Welding	\$ -	0%	\$ -
Engineering	\$ -	0%	\$ -
Startup / Commissioning	\$ -	0%	\$ -
Miscellaneous	\$ -	0%	\$ -
Miscellaneous	\$ -	0%	\$ -

TOTAL PROPOSED CHANGE ORDER	\$	678.00	\$648.00
TIME EXTENSION TO CONTRACT (Working Days)		0	
TOTAL PROPOSED CHANGE ORDER INCLUDING BOND	1.0%	\$ 684.78	\$655.00

**QUALITY HTG. & A/C**

JOB: Berlin Library

DATE 21-Feb-18

REF: Add (2) FDs

CHANGE ORDER REQUEST 1

LABOR COST  
 SUPERVISOR \$81.00  
 SKETCHER \$76.00  
 MECHANIC \$71.75  
 APPRENTICE \$53.81  
 0.12 LABORER \$29.90  
 SHOP CHARGE

NEW LBS. 0  
 ORIGINAL LBS. 0  
 DIFFERENCE 0  
 WASTE FACTOR 0.00  
 TOTAL LBS. 0.00  
 LINING SQ. FT. 0

This price is for adding (2) 6"ø Fire Dampers as requested.

	LBS.	COST	MANHOURS
IN HOUSE DOCUMENTATION	0.00	\$0.00	0.00
SKETCHING & SHOP DRAWING	0.00	\$0.00	0.00
COORDINATION DRAWING		\$0.00	
<b>SHOP</b>			
SHOP SUPERVISION	0.00	\$0.00	0.00
LABOR	0.00	\$0.00	0.00
DUCT SEALING	0.00	\$0.00	0.00
MATERIAL (METAL ETC.)	0.00	\$0.00	
MISC MAT. (SEALER)		\$0.00	
SHOP EQUIPMENT CHARGE	0.00	\$0.00	0.00
CORNERS	0.00	\$0.00	
DELIVERY & HANDLING	0.00	\$107.62	2.00
PLASTIC WRAP	0.00	\$0.00	0 pcs
DUCT LINING SQ FT	0	\$0.00	
<b>FIELD</b>			
FIELD SUPERVISION	0.00	\$0.00	0.00
INSTALL LABOR	0.00	\$0.00	0.00
SEALING LABOR	0.00	\$0.00	0.00
TESTING ASSISTANCE	0.00	\$0.00	0.00
MATERIAL (HANGING)	0.00	\$0.00	
MATERIAL (JOINT)	0.00	\$0.00	

(2) 6"ø Fire Dampers Vendor	\$180.00	
Labor	\$143.50	2.00
(2) Access Doors Material	\$56.00	
Labor	\$71.75	1.00

SUBTOTAL COST		\$558.87	
OVERHEAD %	<del>10.00%</del> 5%	<del>\$55.89</del>	27.95
SUBTOTAL		\$614.76	586.81
PROFIT %	5.00%	\$30.74	
GRAND TOTAL		\$645.49	Total = \$617.55

NOTES



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



6

COMMISSIONERS  
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. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

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

February 28, 2018

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2018

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Attached, please find copies of the Board Summary sheets for the remaining County Boards or Commissions (12) which have current vacancies (16 total). They are as follows: Commission on Aging Board (2), Agricultural Reconciliation Board (1), Drug & Alcohol Abuse Council (2), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (2), Lower Shore Workforce Investment Board (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor), Social Services Board (1), Solid Waste Advisory Committee (1), Tourism Advisory Committee (1), Water and Sewer Advisory Council - Ocean Pines (1), and Commission for Women (2). I have circled the members whose terms have expired on each of these boards.

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments as soon as possible so I can notify the board members and staff contacts as soon as possible to restore full membership to each of these County Boards and Commissions.

Since your last meeting, we have been contacted by the Town of Ocean City requesting to reappoint Steve Brown as their representative on the Solid Waste Advisory Committee for an additional 4-year term through December 31, 2021 (see page 16). Please consider this nomination at your next meeting.

## Pending Board Appointments - By Commissioner

- District 1 - Lockfaw** p. 10 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year  
p. 13 - Social Services Board (Tracey Cottman) - 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** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

**District 4 - Elder** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

- District 5 - Bertino** p. 18 - Tourism Advisory Committee (Teresa Travatello) - 4-year  
p. 19 - Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year

**District 6 - Bunting** p. 19 - Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year

**District 7 - Mitreic** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

### All Commissioners

- p. 6 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year  
p. 7 - (1) Drug and Alcohol Abuse Council (Rev. Bill Sterling - Knowledge on Substance Abuse Issues) - 4-year  
p. 9 - (1) Local Management Board (Eloise Henry Gordy) - 3-year  
p. 10 - (1) Local Development Council for Ocean Downs Casino (David Massey - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year  
p. 11 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year  
p. 12 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area) - must submit 3 nominees to Governor for his consideration in making this appointment - 5-year  
p. 19 - (2) Water and Sewer Advisory Council - Ocean Pines (Michael Reilly) - 4-year  
p. 20 - (2) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke, and Eloise Henry Gordy - At-Large-Snow Hill) - 3-year

### All Commissioners (Awaiting Nominations)

- p. 3 - (2) Commission on Aging Board (George "Tad" Pruitt and Bonnie C. Caudell - Snow Hill) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year to September 30  
p. 15 - (1) Solid Waste Advisory Committee (Steve Brown - upon nomination from Town of Ocean City) - 4-year  
- See nomination by Town of Ocean City - (page 16)

## 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>
(George "Tad" Pruitt) - Resigned	Snow Hill	05-08-11-14, 14-17
(Bonnie C. Caudell) - Resigned	Snow Hill	*09-11-14, 14-17
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
Larry Walton	Ocean Pines	*13-14-17, 17-20
Clifford Gannett	Pocomoke	*12-14-17, 17-20
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	

*Commission on Aging searching for new members*

\* = Appointed to fill an unexpired term

Prior Members:

Since 1972

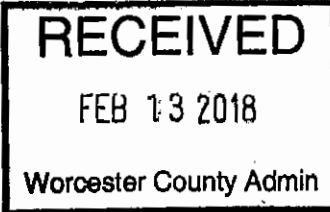
Virginia Harmon  
 Maude Love  
 Dr. Donald Harting  
 John C. Quillen  
 Violet Chesser  
 William Briddell  
 Harrison Matthews  
 John McDowell  
 Mildred Brittingham  
 Maurice Peacock  
 Father S. Connell  
 Rev. Dr. T. McKelvey  
 Samuel Henry  
 Rev. Richard Hughs  
 Dorothy Hall  
 Charlotte 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  
 Jesse 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.)

\* = Appointed to fill an unexpired term



# Memo



**To:** Kelly Shannahan, Assistant Chief Administrative Officer  
**From:** Rob Hart, Executive Director  
**Date:** November 18, 2017 (Note - emailed but not received)  
**Subject:** Board Members

The current board members of the Worcester County Commission on Aging at their November 2017 meeting agreed to recommend that Lloyd Parks, Larry Walton, and Clifford Gannett be reappointed back for another 3-year term. Bonnie Caudell resigned from the Board earlier this year and thanked all for allowing her to serve. We are in the early stages of finding her replacement to present to the Commissioners.

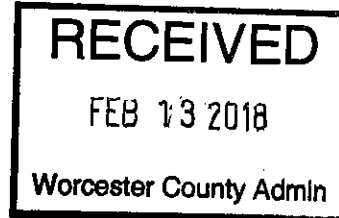
If you have any additional questions, please contact me.

Thanks



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# Memo



**To:** Kelly Shannahan, Assistant Chief Administrative Officer  
**From:** Rob Hart, Executive Director  
**Date:** February 12, 2018  
**Subject:** Board Member

At the January Board Meeting Tad Pruitt resigned due to health problems. We are currently doing a search for possible new board members to be presented to the commissioners. We are in the early stages of finding his replacement to present to the Commissioners.

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>
<b><u>At-Large Members</u></b>		
Rev. Bill Sterling	Knowledge of Substance Abuse Issues	13-17
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
Kat Gunby	Substance Abuse Prevention Provider	*16-19
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

*moved / replace*

**Ex-Officio Members**

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
Beau Oglesby	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Reggie Mason (Doug Dods)	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 Thomas Groton (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.	

### Prior Members:

### Since 2004

Vince Gisriel	Aaron Dale
Michael McDermott	Garry Mumford
Marion Butler, Jr.	Sharon Smith
Judge Richard Bloxom	Jennifer Standish
Paula Erdie	Karen Johnson (14-17)
Tom Cetola	
Gary James (04-08)	
Vickie Wrenn	
Deborah Winder	
Garry Mumford	
Judge Theodore Eschenburg	
Andrea Hamilton	
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)	
Marty Pusey (04-15)	
Debbie Goeller	
Peter Buesgens	

## WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning  
 - Implementation of a local, interagency service delivery system for children, youth and families;  
 - Goal of returning children to care and establishment of family preservation within Worcester County;  
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$50 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms  
 51% of members must be public sector  
 Terms expire December 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
 Jennifer LaMade - Local Management Board - (410) 632-3648

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14, 14-17
Mark Frostrom	At-Large - Lockfaw	Pocomoke City	*99-12, 12-15, 15-18
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Sheila Warner	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

### Prior Members (since 1994):

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

**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>
Ron Taylor °	Dist. 1 - Lockfaw	Resident - Pocomoke	*09-10, 10-14
David Massey °	At-Large	Business - Ocean Pines	09-13, 13-17
Cam Bunting °	At-Large	Business - Berlin	*09-10-14, 14-18
James N. Mathias, Jr. °		Maryland Senator	09-10-14, 14-18
Mary Beth Carozza		Maryland Delegate	14-18
Charles Otto		Maryland Delegate	14-18
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
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite

**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)           |                         |
| 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

**LOWER SHORE WORKFORCE INVESTMENT BOARD**  
 (Previously Private Industry Council Board - PIC)

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
 Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 24 - 5 Worcester County, 7 At-Large (by Tri-County Council), 12 Other  
 2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2<sup>nd</sup> Wednesday

Special Provisions: Board must be at least 51% business membership.  
 Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance  
 Milton Morris, Workforce Director (410-341-3835, ext 6)  
 One-Stop Job Market, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Donna Weaver	Berlin	*08-09-13, 13-17	Business Rep.
Geoffrey Failla	Whaleyville	*15-18	Business Rep.
Jason Cunha	Pocomoke	*16-18	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.

Prior Members: Since

- |                           |                         |
|---------------------------|-------------------------|
| Baine Yates               | Heidi Kelley (07-08)    |
| Charles Nicholson (98-00) | Bruce Morrison (05-08)  |
| Gene Theroux (97-00)      | Margaret Dennis (08-12) |
| Jackie Gordon (98-00)     | Ted Doukas (03-13)      |
| Caren French (97-01)      | Diana Nolte (06-14)     |
| Jack Smith (97-01)        | John Ostrander (07-15)  |
| Linda Busick (98-02)      | Craig Davis (13-17)     |
| Edward Lee (97-03)        |                         |
| Joe Mangini (97-03)       |                         |
| Linda Wright (99-04)      |                         |
| Kaye Holloway (95-04)     |                         |
| Joanne Lusby (00-05)      |                         |
| William Greenwood (97-06) |                         |
| Gabriel Purnell (04-07)   |                         |
| Walter Kissel (03-07)     |                         |

## 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:

<u>Robert D. Rose</u>	<u>Pocomoke City</u>	<u>*06-07, 07-12, 12-17</u>
Howard G. Jenkins	Ocean Pines	03-04, *04-08, 08-13, 13-18
Gary M. Flater (Alternate)	Snow Hill	13-18
Larry R. Fry	Ocean Pines	*10-13-14 (alt.), 14-19

C) = Chairman

### Prior Members: Since 1972

Wilford Showell	Mary Yenney (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	
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

## SOCIAL SERVICES BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
 Act as liaison between Social Services Dept. and County Commissioners.  
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
Maximum 2 consecutive terms, minimum 1-year between reappointment  
 Members must attend at least 50% of meetings  
 One member (ex officio) must be a County Commissioner  
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Tracey Cottman	D-1, Lockfaw	Pocomoke City	*15-17
Diana Purnell	ex officio - Commissioner		14-18
Faith Coleman	D-4, Elder	Snow Hill	15-18
Harry Hammond	D-6, Bunting	Bishopville	15-18
Voncelia Brown	D-3, Church	Berlin	16-19
Maria Campione-Lawrence	D-7, Mitrecic	Ocean City	16-19
Mary White	At-Large	Berlin	*17-19
Nancy Howard	D-2, Purnell	Ocean City	(09-16), 17-20
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20

\* = Appointed to fill an unexpired term

**SOCIAL SERVICES BOARD**  
(Continued)

Prior Members: (Since 1972)

James Dryden	Naomi Washington (01-02)
Sheldon Chandler	Lehman Tomlin, Jr. (01-02)
Richard Bunting	Jeanne Lynch (00-02)
Anthony Purnell	Michael Reilly (00-03)
Richard Martin	Oliver Waters, Sr. (97-03)
Edward Hill	Charles Hinz (02-04)
John Davis	Prentiss Miles (94-06)
Thomas Shockley	Lakeshia Townsend (03-06)
Michael Delano	Betty May (02-06)
Rev. James Seymour	Robert "BJ" Corbin (01-06)
Pauline Robertson	William Decoligny (03-06)
Josephine Anderson	Grace Smearman (99-07)
Wendell White	Ann Almand (04-07)
Steven Cress	Norma Polk-Miles (06-08)
Odetta C. Perdue	Anthony Bowen (96-08)
Raymond Redden	Jeanette Tressler (06-09)
Hinson Finney	Rev. Ronnie White (08-10)
Ira Hancock	Belle Redden (09-11)
Robert Ward	E. Nadine Miller (07-11)
Elsie Bowen	Mary Yenney (06-13)
Faye Thornes	Dr. Nancy Dorman (07-13)
Frederick Fletcher	Susan Canfora (11-13)
Rev. Thomas Wall	Judy Boggs (02-14)
Richard Bundick	Jeff Kelchner (06-15)
Carmen Shrouck	Laura McDermott (11-15)
Maude Love	Emma Klein (08-15)
Reginald T. Hancock	Wes McCabe (13-16)
Elsie Briddell	Nancy Howard (09-16)
Juanita Merrill	Judy Stinebiser (13-16)
Raymond R. Jarvis, III	Arlette Bright (11-17)
Edward O. Thomas	
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	

\* = Appointed to fill an unexpired term

## 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>
Steve Brown	Town of Ocean City		*10-13, 13-17
George Linvill	D-1, Lockfaw	Pocomoke	14-18
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

*Request to reappoint*

### 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



## Kelly Shannahan

---

**From:** Hal Adkins <HAdkins@oceandcitymd.gov>  
**Sent:** Thursday, February 22, 2018 3:33 PM  
**To:** Kelly Shannahan  
**Cc:** Douglas R. Miller; Richard Meehan; Elwood Vickers; Jim Parsons; Steve Brown; Kathy Yost  
**Subject:** Solid Waste Advisory Committee

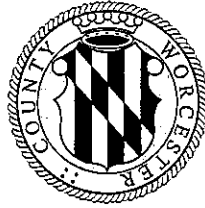
Kelly –

In response to County Commissioner Buntings letter of November 09, 2017, the Town wishes to nominate Steve Brown, Solid Waste Manager, to the County Advisory Committee. \*

Thanks

Hal

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



OFFICE OF THE  
COUNTY COMMISSIONERS

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

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 9, 2017

Honorable Richard W. Meehan  
Mayor & Council of Ocean City  
P. O. Box 158  
Ocean City, MD 21842

RE: Nomination of Ocean City Representative on the Worcester County Solid Waste Advisory Committee

Dear Mayor Meehan:

Please be advised that the Worcester County Commissioners recently began to consider appointments to various County boards and commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we recently determined that Steve Brown, the Town of Ocean City's representative on the Worcester County Solid Waste Advisory Committee, is scheduled to expire on December 31, 2017. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate receiving your nomination for this upcoming vacancy as soon as possible so that the Commissioners can make this appointment in November or December of this year.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB/KS/fac  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book  
H:\CCBOARDS\OC Request for Solid Waste Board.wpd

## TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Teresa Travatello	D-5, Boggs	Ocean Pines	09-13, 13-17
Gregory Purnell	D-2, Purnell	Berlin	14-18
Barbara Tull	D-1, Lockfaw	Pocomoke	03-11-15, 15-19
Molly Hilligoss	D-4, Elder	Snow Hill	*15, 15-19
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19
Elena Ake	D-3, Church	West Ocean City	*16, 16-20
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21

*Resigned / Replace*

**Prior Members: Since 1972**

- |                                   |                             |
|-----------------------------------|-----------------------------|
| Isaac Patterson <sup>1</sup>      | Barry Laws (99-03)          |
| Lenora Robbins <sup>1</sup>       | Klein Leister (99-03)       |
| Kathy Fisher <sup>1</sup>         | Bill Simmons (99-04)        |
| Leroy A. Brittingham <sup>1</sup> | Bob Hulburd (99-05)         |
| George "Buzz" Gering <sup>1</sup> | Frederick Wise (99-05)      |
| Nancy Pridgeon <sup>1</sup>       | Wayne Benson (05-06)        |
| Marty Batchelor <sup>1</sup>      | Jonathan Cook (06-07)       |
| John Verrill <sup>1</sup>         | John Glorioso (04-08)       |
| Thomas Hood <sup>1</sup>          | David Blazer (05-09)        |
| Ruth Reynolds (90-95)             | Ron Pilling (07-11)         |
| William H. Buchanan (90-95)       | Gary Weber (99-03, 03-11)   |
| Jan Quick (90-95)                 | Annemarie Dickerson (99-13) |
| John Verrill (90-95)              | Diana Purnell (99-14)       |
| Larry Knudsen (95)                | Kathy Fisher (11-15)        |
| Carol Johnsen (99-03)             | Linda Glorioso (08-16)      |
| Jim Nooney (99-03)                |                             |

\* = Appointed to fill an unexpired term  
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999  
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

**Current Members:**

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>	
Michael Reilly	Ocean Pines	*14-17	← Resigned/Replace
James Spicknall	Ocean Pines	07-10-14, 14-18	
Bob Poremski	Ocean Pines	*17-19	
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20	
Gregory R. Sauter, P.E.	Ocean Pines	17-21	

**Prior Members: (Since 1993)**

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)

\* = 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 (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
 4 At-large members, nominations from women's organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Eloise Henry-Gordy, 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
Eloise Henry-Gordy	At-Large	Snow Hill	08-11-14, 14-17
Teola Brittingham	D-2, Purnell	Berlin	*16-18
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Bess Cropper	D-6, Bunting	Berlin	15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Lauren Mathias Williams	At-Large	Berlin	*16-18
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
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

**Prior Members: Since 1995**

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



# The Board of Education of Worcester County

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



LOUIS H. TAYLOR  
Superintendent of Schools

H. STEPHEN PRICE  
Chief Operating Officer

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

VINCENT E. TOLBERT, CPA  
Chief Financial Officer

### Board Members

WILLIAM L. GORDY  
President

ERIC W. CROPPER, SR.  
Vice-President

BARRY Q. BRITTINGHAM, SR.

J. DOUGLAS DRYDEN

ELENA J. MCCOMAS

ROBERT A. ROTHERMEL, JR.

SARA D. THOMPSON

February 28, 2018

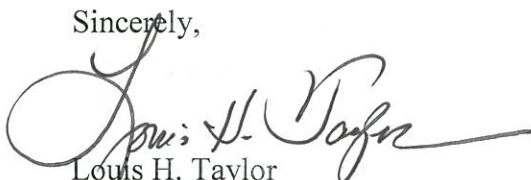
Mr. Harold Higgins  
Chief Administrative Officer  
Office of the County Commissioners  
Worcester County Government Center  
One W. Market Street, Room 1103  
Snow Hill, MD 21863-1195

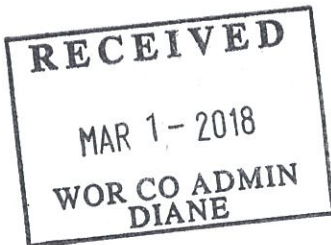
Dear Mr. Higgins:

The Board of Education's proposed FY19 Operating Budget adopted on February 20, 2018, does not include any items identified as non-recurring.

Please contact me with any questions regarding this information.

Sincerely,

  
Louis H. Taylor  
Superintendent of Schools





LOUIS H. TAYLOR  
Superintendent of Schools

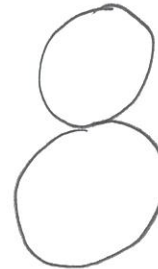
H. STEPHEN PRICE  
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# The Board of Education of Worcester County

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Newark, Maryland 21841  
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Telephone: (410) 632-5000  
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## Board Members

- WILLIAM L. GORDY  
President
- ERIC W. CROPPER, SR.  
Vice-President
- BARRY Q. BRITTINGHAM, SR.
- J. DOUGLAS DRYDEN
- ELENA J. MCCOMAS
- ROBERT A. ROTHERMEL, JR.
- SARA D. THOMPSON

February 27, 2018

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

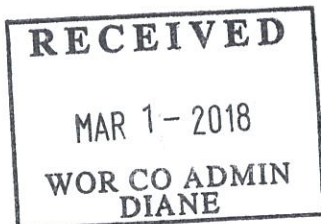
Dear Mr. Higgins:

Attached is the Maintenance of Effort calculation for fiscal year 2019. As outlined in the attachment, maintenance of effort funding would require an increase of \$1,252,347 in county funding for FY2019. As we have discussed, funding at this level will not allow the Board of Education to provide salary increases and maintain existing instructional programs.

Please contact me with any questions regarding this information.

Sincerely,

Louis H. Taylor  
Superintendent of Schools





## Maintenance of Effort

**Definition:** *To receive the FY19 amount in State foundation and compensatory aid, a local government must appropriate at least as much funding per pupil to the local board of education as it appropriated in the previous year.*

### **Worcester County - Maintenance of Effort Level Estimated - FY2019**

<u>Line #</u>		
1	FY 2018 Highest Appropriation	\$83,870,125
2	FTE Enrollment - FY2018:	6,292.00
3	Appropriation per Student - FY 2018:	\$13,329.6448
	PLUS	
	Increase to Per Pupil Amount if Applicable	
	Increase in Local Wealth Per Pupil %	1.3% *
4	Additional Per Pupil Amount	\$173.2854
5	Adjusted per Pupil Amount	\$13,502.9302
6	FTE Enrollment - FY2019	6,304.00 **
	(Actual student enrollment = 6,684 )	
7	FY 2019 Maintenance of Effort Funding Level (Est.):	\$85,122,472
	(6,304 FTE X \$13,329.6448 FY18 per pupil funding + 1.3%)	
8	County FY18 Maintenance of Effort Funding Level	\$83,870,125
9	Change in FY19 Maintenance of Effort Level (Est.):	\$1,252,347

\* (In the 2012 legislative session, the State amended the MOE requirements to include an Educational Effort component. Based on information received from the State, the 2.4% increase in local wealth per pupil results in a 2.4% increase in required Maintenance of Effort funding in FY18.)

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

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



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND  
21863-1195

March 1, 2018

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

COMMISSIONERS  
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. MITRECIĆ

Town/OPA	Page
Pocomoke City	5
Snow Hill	8
Berlin	11
Ocean Pines	13

TO: County Commissioners  
Harold L. Higgins, Chief Administrative Officer

FROM: Kathy Whited, Budget Officer *Kathy*

RE: FY2019 Budget Requests- Municipalities and Ocean Pines

Attached please find the Fiscal Year 2019 letters from the Towns and Ocean Pines: Pocomoke City, Snow Hill, Berlin and Ocean Pines Association. We have scheduled to meet with the Towns and Ocean Pines Association at 10:30 a.m. on Tuesday, March 6, 2018 to discuss their grant requests.

Also included is the following:

- Attachment A: -FY18 tax rates for the municipalities
- Attachment B: -FY19 constant yield tax rates for municipalities as provided by Maryland Department of Assessments & Taxation
- Attachment C: -Behind each Town letter is a worksheet which summarizes the FY18 total paid County grants and pass thru monies:
  - FY19 total requested County grants and pass thru monies
    - Pocomoke City
    - Town of Snow Hill
    - Town of Berlin
    - Ocean Pines Association

:kw  
Attachments

**Attachment A**



**Maryland State Department of Assessments and Taxation**

Below is a list of counties in Maryland, and their property tax rates in effect on July 1, 2017. \*All rates are shown per \$100 of assessment.

### Municipal Tax Rates

	FY2017-2018		
JURISDICTION	REAL	PERSONAL	UTILITY
Berlin	.68	1.70	1.70
Ocean City	.4656	1.29	1.29
Pocomoke City			
Owner	.9375	0	0
Non-Owner	1.1311	2.0	2.40
Snow Hill	.86	1.82	1.82
STATE	.112	0	.28

**CONSTANT YIELD TAX RATE 2018**

This is a summary of the constant yield tax rate certification (CYTR) sheets that were emailed to local governments on Tuesday, February 14, 2018. The constant yield tax rate is the tax rate that a jurisdiction would have to impose in order to obtain the same amount of property tax revenue in fiscal year 2019 as it received in fiscal year 2018. If a jurisdiction plans to set a tax rate higher than the constant yield rate, the jurisdiction must advertise the tax increase and hold a public hearing before setting the tax rate for fiscal 2019. Municipalities are exempt from these requirements if maintaining the same tax rate would raise less than \$25,000 more revenue in fiscal 2019 than in fiscal 2018. In some parts of some counties, there may be additional taxes levied for special purposes. These tax levies are not included in these tax rates.

Jurisdiction	7/1/2017 Net Assessable Real Property Base		7/1/2017 Tax Rate		7/1/2017 Potential Revenue		7/1/2018 Net Assessable Real Property Base		7/1/2018 Constant Yield Tax Rate
Berlin	399,129,427	X	0.6800	=	2,714,080	÷	410,316,276	=	0.6615
Ocean City	8,756,719,464	X	0.4656	=	40,771,286	÷	8,735,927,658	=	0.4667
Pocomoke City -Owner Occupied	94,001,441	X	0.9375	=	881,264	÷	94,603,634	=	0.9315
Pocomoke City -NonOwner Occupied	141,059,425	X	1.1311	=	1,595,523	÷	141,949,175	=	1.1240
Snow Hill	103,507,081	X	0.8600	=	890,161	÷	105,269,238	=	0.8456

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FAX: 410-632-3131  
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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 2, 2018

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

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

Mr. Robert L. Cowger Jr., Town Manager  
Pocomoke City Mayor & Council  
P. O. Box 29  
Pocomoke City, MD 21851

Dear Mr. Cowger:

The County Commissioners cordially invite you and the Mayor and Council to our usual meeting with municipal officials to discuss grant requests on **Tuesday, March 6, 2018 at 10:30 a.m.** in the Commissioners Meeting Room of the County Government Center.

We recognize the County's obligation to provide a certain level of service to the citizens of Worcester County and it is our hope to be able to provide some level of funding to each of the municipalities. Please submit your request for any County grant funding to our Budget Officer, Kathy Whited, by Tuesday, February 27, 2018.

The Commissioners and I will do our very best to ensure that the financial resources available to the County are allocated in a manner, which will bring about the best possible service to all of the people.

Sincerely,

Diana Purnell  
President

DP/kw

# POCOMOKE CITY, MARYLAND

## MAYOR

BRUCE A. MORRISON

mayormorrison@pocomokemd.gov

## CITY MANAGER

ROBERT L. COWGER

bobby@pocomokemd.gov



## CITY COUNCIL

DIANE DOWNING

BRIAN HIRSHMAN

GEORGE TASKER

ESTHER TROAST

DALE TROTTER

RECEIVED

FEB 14 2018

Worcester County Admin

February 2, 2018

Worcester County Commissioners  
Mr. Harold Higgins  
Chief Administrative Officer  
Worcester County Government Center  
One West Market Street, Room 1103  
Snow Hill, MD 21863

Re: Budget Request FY 18/19

Dear Harold:

Thank you for the opportunity to present our requests for County Funding for FY 18/19. The Mayor and Council of Pocomoke City certainly understand and relate to the difficulties in trying to fund requests with limited revenues. Therefore, our requests from the County for this coming year will be limited to its past level of funding assistance as described below.

\* In unrestricted grant money, the County approved \$455,000.00 for FY 17/18. The City would like to request you match that amount again. These funds are extremely important to the City's General Fund expenditures that help support our Police Department, Public Works Department, and the future Economic Development of our City.

\* In a restricted Fire grant of \$55,000 based on the number of out of town fire calls, the City would like to request you match that grant again. This funding is a much-needed additional source of revenue that is important to the Pocomoke City Fire Company to assist in funding of much needed equipment and supplies.

\* Ambulance Grant based on the County funding formula - the City would like to request you match that grant again. This funding is a very vital part of the operations of our Ambulance Department. The City would not be able to provide the quality of service to the community without this funding.

\* The County provided a one-time \$55,000 grant for replacement of Police car radios and consoles due to changing over of the County radio system. This funding was very much appreciated. However, if that amount is available we would like to request that grant money go towards our water pipe replacement project that the City is undertaking. We would designate that money strictly towards

*"Friendliest Town on the Eastern Shore"*

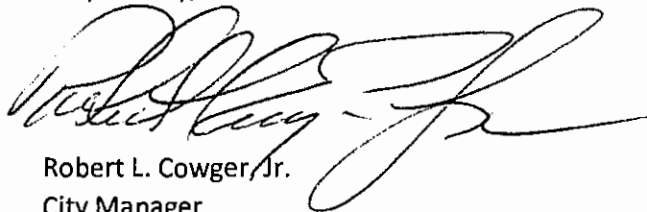
February 2, 2018

materials only. Limited grant funding is available, so the City is providing in-house labor and purchasing materials to minimize the cost of the pipe replacement. This has been an ongoing issue in Pocomoke City for over 30 years and we are now aggressively addressing it. Overall, project cost to do the entire project is estimated at over \$2 million dollars.

The Commissioners have in the past approved a grant for \$40,500 to the Discovery Center and \$15,000 to the Marva Theater, both of which continues to provide a very vital service to visitors and residents of our community and Worcester County.

Again, on behalf of the Mayor and Council of Pocomoke City, we thank you very much for your past support and assistance to our City, and we hope to continue to work together to improve the quality of life for the residents of Pocomoke and Worcester County. We look forward to meeting with the Commissioners on March 6, 2018 so we can discuss these funding requests with you in more detail.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert L. Cowger, Jr.", written over a horizontal line.

Robert L. Cowger, Jr.  
City Manager

rlc/pms

**GRANTS TO TOWNS - FY2019  
REQUESTED**

	<u>Pocomoke City FY18 Approved</u>	<u>Pocomoke City FY19 Request</u>
<b>COUNTY GRANTS TO TOWNS</b>		
Unrestricted Grant	455,000	455,000
Police Car radios & dispatch monitors	55,000	-
Water Pipe Replacement Project	-	55,000
Restricted Fire Grant Match	-	27,000
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	478,075	471,769
Restricted Fire Grant	55,000	28,000
	1,043,075	1,036,769
* Cnty Grant Vol. Fire Dept	200,784	204,956
(1) Supplemental Cnty Grant Vol. Fire Dept	49,216	45,044
<b>Sub-Total County Grants &amp; Debt</b>	<b>1,293,075</b>	<b>1,286,769</b>
Tourism Marketing On-Behalf	4,500	4,500
<b>SHARED REVENUES</b>		
* Income Tax	245,000	245,000
* Room Tax at 4.5%	125,000	125,000
* Liquor Lic Distrib	7,031	7,031
	377,031	377,031
<b>STATE AID PASS THRU</b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	31,895	31,895
* Fire Co. Aid-State Pass Thru Towns-est	714	869
<b>TOTAL</b>	<b>\$ 1,707,215</b>	<b>\$ 1,701,064</b>

\* Mandated by State or County Code

(1) Supplement approved from General Fund FY14-FY18 and FY19 Request

(2) FY2016 Ambulance Grant included increased rates





## MAYOR AND COUNCIL OF SNOW HILL

February 26, 2018

Ms. Diana Purnell, President  
Worcester County Government Building  
One W. Market Street  
Snow Hill, Maryland 21863

Dear Commissioner Purnell:

The Town of Snow Hill is writing to request your support and financial assistance for the FY18-19 budget.

Snow Hill continues to work on downtown revitalization to encourage new business owners. We are thankful to have less vacant storefronts and while we have had several new businesses open in the past few years, we still need to focus on bringing visitors and residents to our town.

Two main areas of focus that we have are maintaining our infrastructure and reducing the amount of vacant properties in town. We continue to offer commercial building improvement grants and offer low-interest loans to new or current business owners. We are home to most County offices and this brings more people to town. We want to ensure they have a memorable and positive experience that will encourage their return.

I continue to champion that the Video Lottery Grants, currently distributed in northern Worcester County, should include Snow Hill and Pocomoke. I have repeatedly contacted Delegates and Senators to have the legislation changed that would afford all the municipalities to benefit financially, especially with infrastructure.

We recognize that small municipalities are economically restricted; however, as the County Seat we feel it is a priority for us to provide the best service to our citizens and to offer a viable community for visitors and prospective residents. Our roadways need continual repair as we have a great deal of tractor trailer and vehicle traffic connecting to Salisbury, Berlin, or Pocomoke City. Your funding last year was very helpful in some of our roadway improvement needs.

We are very appreciative of the funding you continue to provide to Snow Hill and recognize the economic strain on granting agencies. Grant funding in the amount of \$455,000 last year was allocated to Snow Hill and we are hopeful that you will consider providing the same, if not an increase of that amount this year.

Last year, you provided a payment in lieu of taxes of \$150,000. We are hopeful that you will increase the amount this year, as the actual taxes that would have been collected in 2016 was \$320,209.82 and we are sure this amount has increased over the past two years. Additionally, you provided \$36,000 for the replacement of police radios that was extremely helpful to the needs our agency.

The funding from Worcester County assists us with many of the functions that are necessary to maintain our municipality, namely infrastructure and downtown revitalization.

We appreciate any consideration you give to our request and again express our sincere appreciation for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Dorman". The signature is fluid and cursive, with the first name "John" being the most prominent.

John C. Dorman  
Mayor

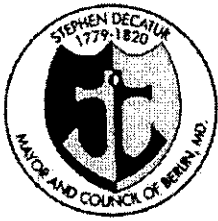
**GRANTS TO TOWNS - FY2019  
REQUESTED**

	<b>Snow Hill FY18 Approved</b>	<b>Snow Hill FY19 Request</b>
<b>COUNTY GRANTS TO TOWNS</b>		
Unrestricted Grant	455,000	455,000
Other Grants - in lieu	150,000	320,210
Radio upgrade mandate waiver	36,000	-
Restricted Fire Grant	58,000	68,000
	699,000	843,210
* Cnty Grant Vol. Fire Dept	200,784	204,956
(1) Supplemental Cnty Grant Vol. Fire Dept	49,216	45,044
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	513,321	492,292
	763,321	742,292
<b>Sub-Total County Grants &amp; Debt</b>	<b>1,462,321</b>	<b>1,585,502</b>
<b>Tourism Marketing On-Behalf</b>	<b>4,500</b>	<b>4,500</b>
<b>SHARED REVENUES</b>		
* Income Tax	125,000	125,000
* Room Tax at 4.5%	5,000	5,000
* Liquor Lic Distrib	4,688	4,688
	134,688	134,688
<b>STATE AID PASS THRUS</b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	31,895	31,895
* Fire Co. Aid-State Pass Thru Towns-est	818	818
<b>TOTAL</b>	<b>\$ 1,634,222</b>	<b>\$ 1,757,403</b>

\* Mandated by State or County Code

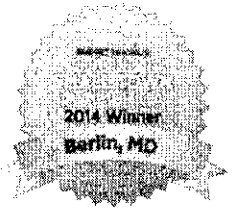
(1) Supplement approved from General Fund FY14-FY18 and FY19 Request

(2) FY2016 Ambulance Grant included increased rates



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2316  
www.berliamd.gov



*'America's Coolest Small Town'*

February 28, 2018

**Mayor**  
Wm. Gee Williams, III

**Vice President**  
Elroy Brittingham, Sr.

**Council Members**  
Dean Burrell, Sr.  
Troy Purnell  
Thomas L. Gulyas  
Zackery Tyndall

**Town Attorney**  
David Gaskill

**Town Administrator**  
Laura Allen



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

Dear Commissioner Purnell:

I am writing on behalf of the Mayor and Council to summarize the Town of Berlin's annual request for grant funding from the Worcester County Commissioners for Fiscal Year 2019.

Our overall approach to using the annual grant will remain similar to the uses we have followed during the past five years. Generally speaking, the funds have and will continue to be used to make significant progress primarily for upgrading and adding to our town's ongoing projects and infrastructure.

Sidewalks continue to be an important component, but the bulk of our grant will be focused on public safety and several upgrades to park projects and facilities to meet the needs of our community. Safety is a high priority, especially with the measurable increase in the number of visitors to our town during the past several years.

The Police Department project has been completed and moving along nicely, and now open to the public. Funds received in prior years played an important in the success of the project.

We are very aware of the perpetual fiscal challenge we all face in meeting the obligations of the public. We respectfully request the County continue its annual grant to Berlin of the past year of \$450,000. If in the foreseeable future, the amount provided to small towns is increased, we request to be included. We believe this grant level has been both reasonable and responsible.

As always, we wish to continue to work with the County and the state in creating economic opportunities for our citizens, while protecting and maintaining a quality of life which we believe is our greatest asset.

Sincerely,

Wm. Gee Williams, III  
Mayor

Cc: Town Council Members  
Laura Allen, Town Administrator

**GRANTS TO TOWNS - FY2019  
REQUESTED**

	<b>Berlin FY18 Approved</b>	<b>Berlin FY19 Request</b>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
Unrestricted Grant	455,000	455,000
Restricted Fire Grant	209,000	234,000
	664,000	689,000
* Cnty Grant Vol. Fire Dept	200,784	204,956
(1) Supplemental Cnty Grant Vol. Fire Dept	49,216	45,044
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	624,702	626,452
	874,702	876,452
<b>Sub-Total County Grants &amp; Debt</b>	<b>1,538,702</b>	<b>1,565,452</b>
Tourism Marketing On-Behalf	4,500	4,500
<b><u>SHARED REVENUES</u></b>		
* Income Tax	422,000	422,000
* Room Tax at 4.5%	20,000	20,000
* Liquor License Distribution	20,438	20,438
	462,438	462,438
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	32,343	31,895
* Fire Co. Aid-State Pass Thru Towns-est	8,037	14,050
<b>TOTAL</b>	<b>\$ 2,046,020</b>	<b>\$ 2,078,335</b>

\* Mandated by State or County Code

(1) Supplement approved from General Fund FY14-FY18 and FY19 Request

(2) FY2016 Ambulance Grant included increased rates



# OCEAN PINES ASSOCIATION, INC.

239 Ocean Parkway • Ocean Pines, Maryland 21811  
Telephone: 410-641-7717 • Fax: 410-641-5581

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February 26, 2018

Ms. Kathy Whited, Budget Officer  
Worcester County Government Center  
One West Market Street  
Snow Hill, Maryland 21863

Dear Ms. Whited:

This request is being submitted to you in accordance with the letter dated January 2, 2018 from President Diana Purnell. President Purnell asked that the Association provide information on funding requests as a beginning step to developing the Worcester County Budget for the coming fiscal year.

Ocean Pines contains 8,452 properties with a year-round population of about 12,000, and thus represents a significant percentage of the overall county population. In addition to the county residents that live and own property in Ocean Pines, the Association shares the use of its physical assets with thousands of guests who come to the area to visit each year. These physical assets include our 82 miles of road and associated bridges, five pools, golf course, restaurants, and multiple parks and playgrounds. There are also many services that the Association provides to the residents of the county when they are in Ocean Pines – public safety services, and parks & recreation programming, including dozens of classes for physical fitness and wellness as well as educational forums.

The aforementioned are the underpinning support pillars of our request for funding. Ocean Pines has historically received less financial support from the county than other population centers. However, we believe that the County can recognize the Association for the asset that it is to the county through its consideration of funding for this next year and beyond.

To better relate our funding request to the County's budget structure, the requests fall into four categories: Public Safety, Roads & Bridges, Tourism, and Recreation.

## **Public Safety**

The County has consistently provided grant funding for the dedicated purpose of supporting the Ocean Pines Police Department. We appreciate this financial support and trust that the County will be able to continue to provide a strong level of funding for this public safety service.

Last year, the Ocean Pines Police Department answered the call of duty 12,277 times, with 401 instances of providing mutual aid assistance. Continued growth on the Route 589 corridor and the unfortunate rise of the opioid crisis had contributed significantly to our response needs in the last couple of years. Your help in providing much needed funding is imperative to meet the related and growing demands on manpower, training, and time.

To assist us in meeting the current and increasing demands on our police force, we respectfully request Public Safety funding in the form of a grant in the amount of \$500,000, an increase of 7.6% over current year support.

### **Roads & Bridges (& associated drainage improvements)**

There are eighty-two miles of roads in Ocean Pines and we literally provide vehicle passage for thousands every day. We have four bridges and we have 387 pipes that cross under roads; 16 are currently in dire need of replacement. We also must maintain the literally thousands of driveway pipes throughout the community.

Ocean Pines needs to be more proactive in maintaining and repairing our roadways and enforcing proper roadway cuts for new housing and piping replacement. Furthermore, OPA is pursuing a much more aggressive posture in dealing with drainage problems. A developer could not build a community like Ocean Pines today, especially with regard to drainage and run-off issues, as the legal requirements of handling such matters are very different today than they were when Boise-Cascade was originally granted permitting. We have over 200 miles of drainage ditches, a high-water table, very little incline/decline to create appropriate drainage. We need new pipes to replace old, as well as new piping where we have none; however, if funding were available, these projects could be done and thus alleviate significant problems impacting hundreds of property owners.

To assist us in meeting the infrastructure needs of our portion of the county, we respectfully request additional funding in the amount of \$100,000.

As a side note, Ocean Pines is very interested in participating in any discussions the county has regarding the issue of the Casino funds and the impact of the implementation of table games.

### **Tourism / Parks & Recreation**

Tourism is a vital part of the economic engine of Worcester County and the assets of Ocean Pines play a key part in helping the county achieve its tourism goals. Thousands of tourists stay and/or play in Ocean Pines throughout the year, not just during the summer. They are drawn by our proximity to the beach as well as by our many amenities – marinas, pools, golf course, parks, racquet courts; in addition, they are drawn to our many programs, sporting events, and

special events. One of those events is our Fourth of July celebration. This celebration includes a firework show that is one of the best in the area and draws over 20,000 spectators, many from other parts of Worcester County and beyond.

Our Recreation & Parks Department operates seven days a week, year-round, to meet the needs of our residents, visitors, and tourists. We offer many no-fee amenities and activities, including concerts and movies in the park, holiday events, basketball courts, soccer fields, playgrounds, a skate park, walking trails and other special event programs that are open to the public and well attended by residents and non-residents alike. However, there are considerable maintenance and operational costs associated with these "free" amenities; most of which is considerably borne by the residents.

To assist us in continuing to execute high-quality events and programming for the community at-large and our visiting guests to the county, we respectfully request Tourism funding in the amount of \$25,000 and Recreation & Parks funding in the amount of \$40,000.

We appreciate your consideration of our funding request and we look forward to continuing the role that the Ocean Pines Association has in the overall success and quality of life achieved in Worcester County.

Respectfully submitted,



John S. Bailey  
General Manager



**GRANTS TO TOWNS - FY2019  
REQUESTED**

	<u>Ocean Pines FY18 Approved</u>	<u>Ocean Pines FY19 Request</u>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
County Street Grants By Agreement	56,056	56,880
Recreation Grant	10,000	40,000
Roads & Bridge Repairs	-	100,000
Tourism - July 4 celebration	10,000	25,000
Police Aid	464,500	500,000
Restricted Fire Grant	46,000	36,000
	586,556	757,880
* Cnty Grant Vol. Fire Dept	200,784	204,956
(1) Supplemental Cnty Grant Vol. Fire Dept	49,216	45,044
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budge	397,615	396,555
	647,615	646,555
<b>Sub-Total County Grants &amp; Debt</b>	<b>1,234,171</b>	<b>1,404,435</b>
Tourism Marketing On-Behalf	0	0
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	31,895	31,895
<b>TOTAL</b>	<b>\$ 1,266,066</b>	<b>\$ 1,436,330</b>

\* Mandated by State or County Code

(1) Supplement approved from General Fund FY14-FY18 and FY19 Request

(2) FY2016 Ambulance Grant included increased rates