

**AGENDA**  
**WORCESTER COUNTY COMMISSIONERS**

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

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

**November 7, 2023**

	Item #
9:00 AM - Vote to Meet in Closed Session in Commissioners' Conference Room – Room 1103 Government Center, One West Market Street, Snow Hill, Maryland	
9:01 - Closed Session (Discussion regarding a personnel update, requests to hire a Grounds Worker II, Emergency Services Communications Specialist, and Correctional Officers, request to accept a personnel grant, receiving legal advice, and performing administrative functions)	
10:00 - Call to Order, Prayer, Pledge of Allegiance	
10:01 - Report on Closed Session; Review and Approval of Minutes from October 17, 2023	
10:02 - Proclamations (2) and Commendation (1)	<b>1</b>
10:03 - Consent Agenda (State Tourism Grant Acceptance, BJAG Grant Acceptance, Finding of Fact Rezoning Case 444, Request to Contract Force Main Evaluation, Housing Rehab Subordination Agreement, Request for Public Hearing FY25-FY29 CIP, CY24 Meeting and FY25 Budget Schedule)	<b>2-8</b>
10:05 - Chief Administrative Officer: Administrative Matters (Wor-Wic President, BOE FY25 CIP, BOE MOE vs Local Share, Stockton Volunteer Fire Company Grant Request, MCIN Grant Acceptance, Riddle Farm WWW Purchase Agreement, Mystic Harbour Solids Handling Grant/Loan, West Ocean City Speed Revisions, Request to Award South Point Bulkhead, Offshore Wind Farm Comment Period, Tri-County Council Nominations, MACo Legislative Committee Nominations, Board Appointments)	<b>9-21</b>
10:30 - Public Hearing Rezoning Case 442	<b>22</b>
10:35 - Public Hearing Snow Solar	<b>23</b>
10:40 - Public Hearing Solid Waste Budget Amendment	<b>24</b>
12:00 PM - Questions from the Press; County Commissioner's Remarks	

**Lunch**

1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)

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

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

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

October 17, 2023

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

Following a motion by Commissioner Abbott, seconded by Commissioner Bunting, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, State's Attorney Kris Heiser, Sheriff Matt Crisafulli, and Chief Deputy Nate Passwaters. Topics discussed and actions taken included the following: discussing school security.

Following a motion by Commissioner Abbott, seconded by Commissioner Fiori, the commissioners unanimously voted to adjourn their closed session at 10:57 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Bertino called the meeting to order, and following a morning prayer by Reverend Dale Brown of the Community Church at Ocean Pines and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their October 3, 2023 meeting as presented.

The commissioners presented a proclamation recognizing October 23-27, 2023 as Economic Development Week to Tourism and Economic Development Director Melanie Pursel and other economic development professionals from across the County.

Upon a motion by Commissioner Fiori, the commissioners unanimously approved by consent agenda item numbers 2-6 as follows: a Rural Legacy Area (RLA) Grant Agreement for \$761,761 in funding for the Dividing Creek RLA; bid specifications for a consulting firm to update the County's Comprehensive Plan; Three Year Salt Utilization Agreement with the State Highway Administration; the low bid for corrugated metal and plastic pipe from Lane Enterprises, Inc., including the purchase of additional quantities, for \$112,200.30; and the



contract from TrojanUV for the purchase of replacement ultraviolet disinfection equipment for \$209,530.

Chief Administrative Officer Weston Young informed those in attendance that, while completing an internal review of the Capital Improvement Plan (CIP) that the Board of Education (BOE) submitted to Worcester County Government (WCG) recently, Deputy Chief Administrative Officer Candace Savage discovered that the plan included no notation or reference to State funding for the Buckingham Elementary School (BES) replacement project. She then contacted BOE officials, who confirmed they have known since February 2023 that the State will not allocate any funds for the design or construction of a new BES. Immediately thereafter, County staff informed the commissioners of their findings. Commissioner Fiori reiterated that the commissioners recognize the need and are committed to building a new BES; however, they cannot do so at this time with no State funding. Commissioner Bertino stated that there were multiple opportunities for certain BOE executive staff members to inform the elected members of the BOE of the situation, but failed to do so. He concurred that the commissioners remain committed to the project, but that all the partners must work together to determine how to move forward.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously voted to pause the new BES construction project and send a letter to Governor Wes Moore requesting his support for State funding to complete the project.

Pursuant to the request of Snow Hill Town Manager Rick Pollitt, Jr. and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the Termination of Promissory Note and Preferred Mortgage between the County and Town of Snow Hill. This will allow the town to sell the Black-Eyed Susan riverboat, terminate the mortgage, and executes a Confessed Judgement Note securing the balance of the \$300,000 debt the town owes to the County.

The commissioners conducted a public hearing on Rezoning Case No. 444 for an application submitted by Hugh Cropper, IV on behalf of Black Water Relics, LLC, property owner, which seeks to rezone approximately 1.79 acres of land located to the east side of Market Street, and more specifically identified on Tax Map 63 as Parcels 89 and 106, from A-1 Agricultural District to C-2 General Commercial District. County Attorney Roscoe Leslie swore in those individuals who planned to give testimony during the hearing. Development Review and Permitting (DRP) Deputy Director Matthew Laick reviewed the history of uses on the property and stated that the premise of the rezoning application is based on a mistake. He further advised that the Planning Commission concurred that it had been a mistake to rezone the property to A-1 and, therefore, gave a favorable recommendation to the requested rezoning.

Commissioner Bertino opened the floor to receive public comment.

Mr. Cropper concurred with the Planning Commission’s findings and asked the commissioners to accept the findings as his testimony as well. He reviewed the history of the property, its 27 years of consistent commercial use, and stated it had been a mistake to downzone the property, which has never been in agricultural use and is completely covered by a building and an asphalt parking lot. He further noted that Planning Commission member and former DRP Deputy Director Phyllis Wimbrow, who wrote the zoning map in 1992, voted that it had been a mistake to zone the property A-2.

Amy Kelly, owner of the property, discussed her plans to open an antique store in the existing building and asked the commissioners to approve her request to rezone the property.

Land Surveyor Greg Wilkins stated that the property, which is not suitable for any A-1 use, and C-2 is a more appropriate zoning, as the property is identified in a growth area south of town.

Chris McCabe of Coastal Compliance Solutions discussed the prior commercial uses on the property, stated that there are no tidal wetlands on the property, and agreed that C-2 zoning would be a more appropriate use of the property.

Snow Hill Town Manager Rick Pollitt stated the town's enthusiastic support of this rezoning request and explained that this change would help to support the town's economic development goals. He concluded that there would be no better way to celebrate Economic Development Week than to rezone the property to C-2 to allow for the opening of a new opportunity for economic development for the town and the entire area.

Former Sheriff Chuck Martin reviewed the commercial history of the property dating back to the early 1920s, and he asked the commissioners to support the requested rezoning.

Mandy Gladden of the Snow Hill Chamber of Commerce advised that the chamber unanimously supports the proposed rezoning, noting that it would generate new jobs, stimulate economic growth, and result in increased revenues that the town could use to fund various infrastructure projects.

In response to a question by Commissioner Bertino, DRP Director Jennifer Keener reviewed the list of permitted uses within the C-2 District, including retail, office, and warehousing. In response to a question by Commissioner Bunting, Ms. Keener reviewed the permitted uses within the A-1 District, which include but are not limited to feed mills, processing plants, livestock, commercial repair, seafood, agricultural equipment, roadside stands, saw mills, agricultural tourism, assisted living facilities, and daycares. She noted, however, that the proposed use for this property would require commercial zoning.

There being no further public comments, Commissioner Bertino closed the floor.

Following some discussion, a motion by Commissioner Mitrecic to approve the request to rezone the property from A-1 to C-2 failed 3-4, with Commissioners Elder, Mitrecic, and Purnell voting in favor and Commissioners Abbott, Bertino, Bunting, and Fiori voting in opposition.

The commissioners recessed for five minutes.

The commissioners conducted a public hearing to receive public input on the proposed revisions to the County Commissioner Election Districts, pursuant to Section 2-102 of the Worcester County Government Article. Ms. Keener reviewed the draft maps and discussed population changes. She also advised that the draft maps are available for viewing electronically at [www.co.worcester.md.us](http://www.co.worcester.md.us), and the public comment period will remain open until November 14, 2023. She encouraged all residents to review these interactive maps online and invited them to schedule appointments to meet with DRP staff or talk with them by phone if they have any questions.

In response to a question by Commissioner Mitrecic, Ms. Keener stated that there is a deviation of about 5% between the Ocean City District and the average district population. She explained that there can be no more than a 10% deviation between districts.

Commissioner Bertino opened the floor to receive public comment.

In response to questions by Elections Director Patti Jackson, Ms. Keener confirmed that the County did not redistrict in 2021, when State and federal districts changed, as County staff had waited to receive revised Census data, which became available in 2022, and to acquire new mapping software, which was approved for purchase in April 2023. Ms. Jackson explained that the candidacy filing deadline is February 9 for those running for seats on the Board of Education in Districts 2, 3, and 5 in the 2024 General Election. She stated that the candidates could file for a seat in one district and then be disqualified if he or she is no longer identified as residing in that district after the commissioners adopt the final maps. Commissioner Mitrecic confirmed that the commissioners certainly do not want to redistrict someone out of a seat now or in the future. In response to concerns by the commissioners, Ms. Keener agreed to provide a status update on the maps at their second meeting in November. Commissioner Bunting noted that writing a legal description of these districts is going to be a very time-consuming process. Ms. Keener concurred and noted that they do not know at this time how much the maps will change based on public input. Ms. Jackson thanked Ms. Keener for keeping her in the loop on this process.

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

Following some discussion, the commissioners thanked Ms. Keener and her staff for their work on this vital project.

The commissioners met with Paul Ellington of State and Local Advisors to discuss legislative priorities for the 2024 Maryland General Assembly, which will convene in Annapolis January 10-April 8, 2024. He touched on changes in Annapolis, the priorities of newly-elected Governor Wes Moore, and anticipated State agency changes. He noted that Maryland Department of the Environment has indicated that their plans for the next few years, which are to be released in the next few weeks, which will include a climate component. He stated such changes seem to disproportionately impact the Eastern Shore, and the County will need to push back against any overreach by MDE. He then reviewed County and Eastern Shore concerns, including the following: Kirwan Commission; the education wealth formula, which impact State contributions for school operating budgets and school construction funding, specifically the Buckingham Elementary School (BES) replacement project; new State juvenile justice laws that prohibit law enforcement from interrogating and prosecuting juveniles; transportation funding; the need for a juvenile mental health facility on the Eastern Shore; support for a bill to be introduced that would allow for a tax free accidental death benefit for volunteer fire fighters; State and federal grant opportunities to help fund the \$1.7 million cost for a fire training center in Newark, and other issues. He highlighted the need for a dedicated dredging vehicle for this region, and he suggest the commissioners issue a letter requesting the U.S. Army Corp of Engineers add a dedicated dredge for use in the Chesapeake and Atlantic Coastal Bays. Commissioner Mitrecic advised that Ocean City officials are seeking support for legislation that would make it possible for the Town of Ocean City to offer an in-house fire training program. He requested Mr. Ellington keep the commissioners informed if the bill is introduced and what the commissioners can do to support it.

Commissioner Bertino requested Mr. Ellington work with the commissioners to secure State funding for the BES replacement project. Commissioner Purnell stressed the need for a juvenile mental health facility on the Eastern Shore and asked Mr. Ellington to keep the commissioners informed on what they can do to support such a project. Mr. Ellington stated that

Wicomico and Somerset Counties are already on board, and he will seek the support of the other counties on the Eastern Shore for this needed facility.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to send a letter to the Code Home Rule counties on the Eastern Shore and to the Eastern Shore Delegation seeking their support for enabling legislation to increase the hotel room tax by up to one penny.

Following further discussion and upon a motion by Commissioner Mitrecic, the commissioners unanimously agreed to send a letter of request for a dedicated dredging vessel for the Chesapeake and Atlantic Coastal Bays.

Pursuant to the request of Warden Fulton Holland and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved an over-expenditure in the FY23 Building Site Expenses for Heating Fuel Oil costs of \$44,571.04 and an anticipated over-expenditure for FY23 of \$59,128 in that same category.

Pursuant to the request of Mr. Rice and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the request for proposals for the construction manager at risk services for the new Pocomoke Branch Library.

Pursuant to the request of Mr. Rice and upon a motion by Commissioner Abbott, the commissioners unanimously approved bid specifications for renovation of a basketball court at Pocomoke Middle School.

Finance Officer Phil Thompson reviewed the recent Other Post Employment Benefits (OPEB) valuation update, noting that the FY23 Valuation had a net liability decrease of \$13.74 million or 10% from June 30, 2022 for the combined General Government and Board of Education. He stated that this is a milestone in County funding efforts for OPEB, which began 20 years ago, and he encouraged the commissioners to continue OPEB funding as planned, with future funding strategies to be included in the upcoming FY25 budget work sessions.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Mitrecic, the commissioners unanimously agreed to appoint Charlie Murphy to the Housing Review Board.

Upon a nomination by Commissioner Abbott, the commissioners unanimously agreed to appoint Laura Morrison to the Commission for Women (CFW).

Upon a nomination by Commissioner Elder, the Commissioners unanimously agreed to appoint Crystal Bell, Judith Giffon, and Jeanine Jerscheid to the CFW.

Following a motion by Commissioner Abbot, seconded by Commissioner Fiori, the commissioners unanimously voted to meet in closed session at 1:06 p.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public

**DRAFT**

Information Officer Kim Moses, Human Resources Director Stacey Norton, and Human Resources Deputy Director Pat Walls. Topics discussed and actions taken included the following: receiving a personnel update, hiring Gerald Jeffra, III as an office assistant VI in Circuit Court, and Jesse Burroughs as a plant operator trainee within the Water and Wastewater Division; promoting Brandon Mason from recycle worker III within the Solid Waste Division to correctional officer trainee within the County Jail and Katie Vieira from emergency management specialist to emergency preparedness manager within Emergency Services; receiving legal advice from counsel; and performing administrative functions, including discussing library operations and the monthly financial update.

The commissioners answered questions from the press, after which they adjourned to meet again on November 7, 2023.

TEL: 410-632-1194  
FAX: 410-632-3131  
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

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

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

## PROCLAMATION

**WHEREAS**, during National Adoption Month, we recognize that youth from birth through high school thrive in loving families with parents who protect, nurture, and support them, and we stand with Worcester County Department of Social Services (DSS) professionals to highlight the ongoing need for adoptive families for children and teenagers alike; and

**WHEREAS**, Worcester County DSS partners with families to secure the resources, support, and care that are vital to the future success of area youth who lack these foundational elements and that bring the joy of adoption to families.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby recognize November as **National Adoption Month** in Worcester County, and we extend our gratitude to the selfless men and women helping Worcester County sons and daughters find stability as valued members of forever families through adoption.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-Three.



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Anthony W. Bertino, Jr., President

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Madison J. Bunting, Jr., Vice President

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ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

## PROCLAMATION

**WHEREAS**, this American Education Week, November 13-17, 2023, we recognize that Worcester County Public Schools (WCPS) provide a high-quality education that prepares the students of today to become tomorrow’s leaders; and

**WHEREAS**, thanks to the tireless efforts of WCPS educators working together with volunteers, business leaders, and elected officials in a common enterprise, area youth are being equipped with both the practical skills and broader intellectual abilities that provide them with hope for, and access to, a productive future.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim November 13-17, 2023 as **American Education Week** in Worcester County and recognize our shared responsibility to provide youth with access to great public education.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-Three.



\_\_\_\_\_  
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DIANA PURNELL

## COMMENDATION

**WHEREAS,** Dustin and Lauren Walker have been named the 2023 Worcester County Adoptive Parents of the Year for providing a loving, caring, nurturing, and permanent home environment to their adoptive child, Kaden; and

**WHEREAS,** in addition to raising one biological child, Nina, the Walkers first welcomed then 10-year-old Kaden as a foster child in 2022 and adopted him on October 26, 2023. They provide warmth, empathy, and compassion to vulnerable youth and support vital family connections.

**NOW, THEREFORE,** we the County Commissioners of Worcester County, Maryland, do hereby commend **Dustin and Lauren Walker** for partnering with the Worcester County Department of Social Services to provide a loving, forever home to their adoptive child and for fostering life locally.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of November, in the Year of Our Lord Two Thousand and Twenty-Three.



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



Worcester County Office of Tourism  
104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | [www.VisitMarylandsCoast.org](http://www.VisitMarylandsCoast.org)

## MEMORANDUM

October 19, 2023

To: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer

CC: Worcester County Commissioners  
Kim Reynolds, Budget Officer  
Lynn Wright, Senior Budget Accountant

From: Melanie Pursel, Director  
Worcester County Office of Tourism & Economic Development

Re: Maryland Tourism Development Board (MTDB) FY24 County Cooperative Marketing Grant

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Attached are copies of the FY24 MTDB Marketing Grant Agreement. Our award for FY24 is \$102,511.00 with a decrease of \$909,997.00 over the previous fiscal year (\$1,012,508.00). For context, the FY 22 award was \$127,513.

Each year, Worcester County Tourism receives a grant from the state for advertising and marketing. The grant is based on a formula that takes into consideration the level of county advertising expenditures and the performance of tourism tax revenues. We spend 100% of the grant on advertising in digital, print, outdoor, online, TV, and radio marketing and advertising, both in and out of the market.

The grant amount varies each year due to the state grant pool. It is also dependent on the levels of advertising expenditures in all the other counties in the state of Maryland. Last year, Governor Hogan infused an additional \$8 million into tourism, specifically for advertising. This was divided among the county Destination Marketing Organizations (DMOs) based on the adopted funding formula. As a result of our continued spending on advertising during CY 21 and an increase in various tourism tax codes, we received the second highest allocation in the state. This additional funding was **only for FY 23** and quite an anomaly for all the DMOs. As a result, OTD went back to the funding formula being tied to the original grant pool of 2.5 million for FY24 (designated by the Tourism Promotion Act of 2008). However, we will be advocating in Annapolis for this funding to increase as part of the regular grant pool.

To access the grant funds, we are requesting an official signature on the attached grant. Once the signature is executed, please return to the tourism office to be processed and sent to the state. This annual agreement is typically signed by the President of the Commissioners or any designated authority.

Kindly let me know if you have any questions.

Attachments

Department of Commerce  
Maryland Tourism Development Board  
Maryland Office of Tourism Development

**FISCAL YEAR 2024**  
**DESTINATION MARKETING ORGANIZATION**  
**GRANT PROGRAM GUIDELINES**

**I. PURPOSE AND ELIGIBILITY**

A. It is the purpose of these grant guidelines, provided in accordance with the policies adopted by the Maryland Tourism Development Board (“MTDB”) on September 20, 1995, as amended and in concurrence with actions taken during a meeting on October 7, 1997, to govern the award of grants to Maryland political subdivisions to supplement local funds for tourism marketing and development. This program is known as the Destination Marketing Organization Grant Program and is administered by the Office of Tourism Development (“OTD”) on behalf of MTDB, an agency of the Department of Commerce (“Commerce” or “the Department”).

By authority granted to MTDB under the Economic Development Article in the Annotated Code of Maryland, Section 4-213 (10) and (11), MTDB is to, “cooperate with other public units and private organizations to develop and promote the State’s tourism and travel industries” and “encourage, assist, and coordinate the tourism activities of local and regional promotional organizations.” Section 4-214 further provides that the MTDB “shall set policies for spending money on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and travel developmental and promotional activities for the State; spend money of the Fund to plan, advertise, promote, assist, and develop the tourism and travel industries in the State; and beginning in Fiscal Year 2012, provide grants of not less than \$2,500,000 in total each fiscal year to destination marketing organizations for the purpose of attracting visitors to the State.”

B. Each Maryland County, Ocean City and the City of Baltimore is eligible for a Destination Marketing Organization (DMO) grant. No more than one DMO grant shall be awarded to the aforementioned jurisdictions. MTDB will grant funds directly to the DMO that is recognized by the chief elected official of the aforementioned jurisdictions.

C. Each DMO shall participate in the Tourism Economic Impact Report for the State of Maryland and Maryland’s DMO’s. The annual cost for participation is eligible for reimbursement through this program as noted in Section VI.F.1. of these guidelines.

**II. GRANT AMOUNT AND CONDITIONS FOR DISBURSEMENT**

A. Grants are awarded based on the availability of grant funds in the MTDB’s approved budget

and are intended to supplement the Grantee's annual budget not to replace it.

B. Grants are allocated through a formula that utilizes a Base Grant of \$20,000, Grantee's Calendar Year (CY) 2022 Qualifying Expenditures, growth of those Qualifying Expenditures over CY 2021 and growth of FY 2022 comptroller-determined lodging tax revenues over an average of FY 2019, 2021 and 2022.

C. In-kind services are not eligible for reimbursement with State Grant Funds.

D. When it is deemed appropriate, MTDB may request interim reports or review of expenditures.

E. All State Grant Funds are subject to audit for three years following the end of the grant term.

F. Grant Funds shall be disbursed as reimbursements only for Direct and Indirect Costs which meet the criteria outlined in Section VI of these Guidelines and as follows:

1. Grantee must complete and submit Reimbursement Requests in the format stipulated by OTD.
2. Grantee must submit required proof of performance in the format stipulated by OTD in VI. A – G of these guidelines.
3. Reimbursement Request approvals are subject to compliance with the requirements, terms and conditions of these guidelines, which shall be determined solely by OTD.
4. Reimbursements will not exceed the amount of the grant award.

G. Disbursements of Grant Funds are subject to the continuing availability of funds for such purposes, the State's fiscal position, the Department's financial resources, and compliance with all applicable laws. The Department may, at any time, assess the State's fiscal position and the Department's financial resources and reduce the amount of undisbursed Grant Funds.

H. Indirect costs are eligible for reimbursement as follows:

1. If Grantee is a nonprofit under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, the Grant Funds may be applied to indirect costs in accordance with Section 2-208 of the State Finance and Procurement Article, Annotated Code of Maryland and Code of Federal Regulations Office of Management and Budget's Uniform Guidance in 2 C.F.R. 200. Grantee must provide federal verification of its negotiated indirect cost rate in advance of reimbursement.
2. If Grantee is not a nonprofit under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, Grantee may apply Grant Funds to indirect costs at a rate of 10% of costs that would be considered modified total direct costs under the US Office of Management and Budget (OMB) Uniform Guidance.
3. Grantee shall report any Grant Funds applied to indirect costs in the format stipulated by OTD.

## III. GRANT TERMS

A. **These Guidelines are incorporated into the Grant Agreement as Exhibit A.** By signing the Agreement, Grantee agrees to the terms set forth in these Guidelines.

B. The grant term is July 1, 2023 – June 30, 2024. Grant funds shall be expended for costs invoiced during this time period. Unless sooner terminated for default (as described below) or by the mutual consent of Grantee and MTDB/OTD, the Agreement remains in effect until the final amounts properly due under the Grant have been disbursed, all reports and records due by Grantee have been received by MTDB/OTD, and there has been a final settlement and conclusion between MTDB/OTD and Grantee of all issues arising out of the Grant.

C. MTDB/OTD reserves the right to retain any Grant Funds remaining undisbursed after June 30, 2024.

## IV. APPLICATION KIT SUBMISSION

A. An Application Kit is comprised of the **Grant Agreement, Exhibit A - Guidelines, Exhibit - B DMO Marketing Application Questionnaire, Exhibit C - Affidavit (if Applicable) and [W-9 Request for Taxpayer Identification Number and Certification](#).**

B. Grantee must submit a complete Application Kit via email to **Marci Wolff Ross** at [marci.ross@maryland.gov](mailto:marci.ross@maryland.gov) per submission instructions outlined in VII of these Guidelines.

## V. FY 2024 NON-ALLOWABLE COSTS

Grant Funds shall not be used to:

- A. Support religious and/or political aspects of any organization, event or promotional campaign.
- B. Offset, match, or subsidize any other state funds.
- C. Purchase travel, food and/or beverage costs of any kind at any time; and/or,
- D. Operate a Grantee beyond what is explicitly described in these guidelines.

## VI. FY 2024 ALLOWABLE DIRECT & INDIRECT COSTS

The intent of the Destination Marketing Organization Grant Program is to supplement grantee marketing costs, not to replace them and to increase domestic and international consumer and group demand, not fulfill inquiries.

Grant Funds shall be used to increase the effect and impact of marketing activities beyond the ability of local funds. Any cost not explicitly identified in these guidelines is ineligible for reimbursement and for consideration as a qualifying expenditure. Grantees are encouraged to

request review by OTD via email in advance of their cost commitment to determine if preliminarily qualifies under these guidelines. Upon submission, OTD shall have the right to review and reject any cost deemed in its sole discretion to be ineligible for reimbursement and/or a qualifying expenditure.

A. **Advertising Placement** - means the actual time, space and/or other format purchased to communicate a message that inspires in-bound and/or in-state travel.

1. Direct costs are limited to the purchase of the following:

- a. Print and Digital Display space
- b. Sponsored and/or Custom Content and Google Display platforms
- c. Television Time and Video Placement
- d. Radio Time
- e. Outdoor space such as billboards, transit marketing, mobile etc.
- f. Social Media platforms for Facebook, Instagram and X (formerly Twitter) - all other social media outlets need prior approval by OTD before placement.

2. Requirements and Conditions:

- a. General Conditions - All advertising placement costs paid for wholly or in part with grant funds must meet all the following general conditions:
  - 1) Promote in-bound travel and only contain tourism businesses, experiences and/or messages;
  - 2) Exclude names of elected officials or organizations whose primary function is not in-bound tourism;
  - 3) Contain a “call-to-action” to Grantee’s website, social media outlet and/or toll-free number;
  - 4) Contain an OTD-approved logo unless it is:
    - a) Placed in an OTD-produced publication (defined as only those publications that are printed and paid for by OTD); or,
    - b) Part of OTD’s co-op print advertising placements in AAA World and Meredith Publications. **All other print and digital co-ops arranged by OTD must include an OTD-approved logo, tagline and/or social media tag.**

OTD-approved Logos:



You're Welcome Creative Samples:



## NOTES:

- The use of “Open” creative design/logos is acceptable during the FY 2024 grant term.
- Each and all space(s)/platform(s) in a multi-platform cost/invoice must contain an OTD-approved logo.
- Grantees are strongly encouraged to begin using “You’re Welcome” creative design/logos during the FY 2024 grant term and in preparation for the FY 2025 grant term when costs using “Open” creative design/logos will no longer be eligible for reimbursement.
- Upon prior OTD approval, Grantees may use taglines relating to OTD’s differentiators – Maryland’s Great Chesapeake Bay Loop, Maryland: The Most Powerful Underground Railroad Storytelling Destination in the World, Fish and Hunt Maryland. Maryland Scenic Byways and Maryland Civil War Trails.
- Digital advertising is a dynamic marketing approach that in some cases may not be eligible for reimbursement during the grant term.

### b. 50% Reimbursement Requirements:

#### 1) Print and Digital Display:

- a) Ad copy must include one of the logos identified in A.2.a. of these guidelines. Logos must be readable and a minimum of 3/4” in width for all ads regardless of size.
- b) Reimbursement Requests for **print costs** must include the following documentation - invoice, original print ad copy and publication cover if ad copy does not include date of issue.

**NOTE: Digital versions of covers and ad copy are acceptable in lieu of printed versions.**

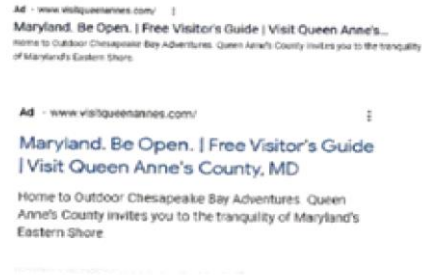
- c) Reimbursement Requests for **digital display costs** must include the following documentation - invoice, ad copy in size and format that demonstrates design and logo standards are met, and verification of times/dates when advertising ran OR activity reports that verify placement.

#### 2) Sponsored and/or Custom Content and Google Display:



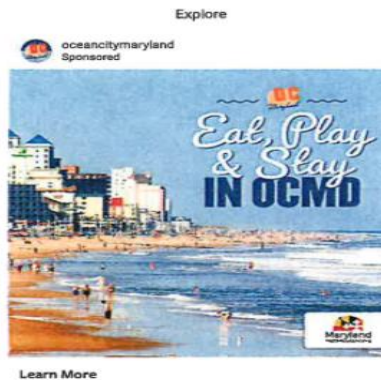
- a) Content **copy and Google Display ads** must include the tagline **“Maryland. You’re Welcome.”** DMO may add their county or destination name before Maryland such as **“Visit Baltimore, Maryland. You’re Welcome.”**

**Sample Google Display Ad:**



- b) Reimbursement Requests must include the following documentation - invoice, content copy in legible format and verification of times/dates when content ran OR activity reports that verify placement.
- 3) TV Time and Video Placement:
- a) Ad and video copy must include one of the logos identified in A.2.a of these guidelines. Logos must appear for no less than three seconds and be clearly identifiable and readable.
- b) Reimbursement Requests must include the following documentation - invoice, ad copy on a storage device OR the TV/Video/Radio Verification Form and reports that verify times/dates when advertising/video ran OR was placed.
- 4) Radio Time:
- a) Ad copy must include the following verbal tagline: **“Maryland. You’re Welcome.”** DMO may add their county or destination name before Maryland such as **“Carroll County, Maryland. You’re Welcome.”**
- b) Reimbursement Requests must include the following documentation - invoice, ad copy on a storage device OR the TV/Video/Radio Verification Form and reports that verify times/dates when advertising/video ran OR was placed.
- 5) Outdoor Space:
- a) Ad copy must include one of the logos identified in A.2.a of these guidelines. Logos must appear at a size that is applicable to the media and be clearly identifiable and readable.
- b) Reimbursement Requests must include the following documentation - invoice, ad copy or image showing the ad and verification of the dates the ad ran.

- 6) Social Media – Facebook, Instagram and X (formerly Twitter)
- a) Grantee must “friend” and/or “follow” OTD for ads to be eligible for reimbursement.
  - b) Facebook posts must include **“You’re Welcome @TravelMD.”**
  - c) Facebook sponsored posts must contain one of the logos identified in A.2.a. of these guidelines as noted below:



- d) Instagram and X (formerly Twitter) posts must include **“You’re Welcome @VisitMaryland.”**
  - e) Reimbursement Requests must include the following documentation - invoice, ad copy and campaign activity report with start and end dates.
- c. **100% Reimbursement Requirements** - Grantee must do at least one of the following:
- 1) Participate in OTD-developed Cooperative Advertising placements.
  - 2) Use OTD’s advertising creative platform.
  - 3) Place ads in OTD, Capitol Region USA and Brand USA publications; and/or,
  - 4) Place advertising in high-value geographic markets which are overnight markets listed in Grantee’s Exhibit B - Marketing Plan Form and/or are identified below:
    - NJ – Newark, Orange, Princeton and north
    - NY – New York City
    - OH - Cleveland
    - PA - Pittsburgh, Harrisburg, Philadelphia
    - NON-CRUSA INTERNATIONAL – Korea, Canada (Toronto, Montreal)
  - 5) Reimbursement Requests for 100% reimbursement must meet the same respective requirements and documentation as noted for VI.A.b.1 -6.

**B. Consumer/Travel Trade Shows and Marketplaces** – means consumer and travel trade shows and marketplaces in identified target markets, such as Group Tour, Meetings, Public

Relations, Conventions and Sports, where the DMO formally and directly sells its travel products. Both in-state and out-of-state shows are allowed.

1. Direct costs include booth space purchases and applicable delegate registration costs solely associated with direct sales activities.
2. The reimbursement rate is **100%**.
3. Reimbursement Requests must include an invoice or email confirmation of payment via credit card that clearly indicates direct sales activities such as show name or in a written description.

**NOTE: Networking events (award banquets, receptions, etc.) are non-allowable costs. Professional development activities are Indirect Costs and should be submitted accordingly.**

**C. Event Sponsorship** - means financial support for in-state events that are multiple, consecutive days such as conventions, meetings, tournaments, festivals, etc.

Events must:

- Attract most attendees from beyond fifty miles away or from overnight markets identified in Grantee's Exhibit B; and,
- Be closely related to the region's most significant and/or differentiating attractions/experiences.

1. The reimbursement rate is **50%**.
2. Reimbursement Requests must include an invoice containing the word "sponsorship", documentation that specifies the sponsorship amount and beginning/end dates of the event.

**D. FY 2024 Partnership Activities** – means certain activities directly endorsed by OTD in its annual marketing and development plan.

1. The reimbursement rate is **100%**.
2. Reimbursement Requests must include an invoice and documentation indicating the project is complete.
3. Direct costs include:
  - a. The Tourism Economic Impact Study in Maryland, a partnership between the MTDB/OTD and the DMOs, at a cost of \$1,378.

**NOTE: Grantees are required to participate in the Tourism Economic Impact Study to be eligible for grant funds.**

- b. Financial support for the initiatives outlined in OTD's Annual Marketing and Development Plan. This includes, but is not limited to:

- 1) Destination/product development activities associated with OTD's five differentiating initiatives: Great Chesapeake Bay Loop, Maryland Most Powerful Underground Railroad Storytelling Destination in the World, Maryland Scenic Byways and Civil War Trails, Trail System Second to None and Fish & Hunt Maryland. Activities include but are not limited to:
  - a) Interpretative planning and implementation such as marker fabrication, installation and maintenance fees.
  - b) Research and development of National Park Service National Underground Railroad Network to Freedom nominations; and,
  - c) Development of print and digital collateral materials.
- 2) Destination/product development activities associated with OTD's three emerging initiatives including Accessible Maryland, Indigenous Maryland and the 60<sup>th</sup> Anniversary of the Civil Rights Act of 1964. Activities include but are not limited to:
  - a) Interpretative planning and implementation such as marker fabrication, installation and maintenance fees.
  - b) Research and development of National Park Service National Civil Rights Network nominations; and,
  - c) Development of print and digital collateral materials.
- 3) Participation in eligible activities invoiced by Capital Region USA and/or Brand USA.
- 4) Travel Trade Group Tour partnership opportunities approved by OTD.
- 5) Sponsorship of in-state, multi-day Travel Trade and Public Relations meetings, trade shows and marketplaces.
- 6) Participation in the Maryland Minute Partnership Marketing Program.
- 7) Other partnership activities as defined in writing between OTD and grantee prior to implementation.

E. **Indirect Costs** – means costs defined under the Code of Federal Regulations Office of Management and Budget's Uniform Guidance in 2 C.F.R. 200.

1. The reimbursement rate is **100%**.
2. Reimbursement Requests must include an invoice or receipt that specifies the indirect cost.

**NOTE: Keyword Search Engine Optimization/Marketing, E-newsletter Production/Distribution, Team Maryland non-trade show expenses and delegate registration for professional development activities such as US Travel's ESTO, Destinations International's Annual Convention and the Maryland Travel and Tourism Summit are also considered indirect costs.**

## VII. APPLICATION, REIMBURSEMENT REQUESTS, REPORTS, RECORD RETENTION AND AUDIT

### A. Application Process:

- **Step 1:** Grantee completes Exhibit B – DMO Grant Application Questionnaire no later than **September 22, 2023**.
- **Step 2:** Upon review and approval of the questionnaire, OTD sends electronic versions of the Application Kit to Grantee for completion and signature.
- **Step 3:** Grantee returns all completed application kit documents in **one email as separate PDF attachments** to [marci.ross@maryland.gov](mailto:marci.ross@maryland.gov) no later than **November 15, 2023**.

**NOTE: For W-9 Request for Taxpayer Identification Number and Certification, scan and return Page 1 only.**

- **Step 4:** OTD processes application kit for internal signatures and returns a fully signed copy to Grantee.

### B. Reimbursement Request Process:

- **Step 1: Submission of Reimbursement Requests** - Reimbursement requests must be submitted in the editable workbook format stipulated by OTD, including documentation meeting all the requirements and conditions outlined in these Guidelines.
- **Step 2: Notification of Reimbursement Approval** - Upon approval of eligible costs, OTD will notify grantee via email of the approved amount in an approved Reimbursement Request form and request an invoice.
- **Step 3: Return of Ineligible Costs** – If eligible for re-submission, OTD will return ineligible cost documents to the Grantee via U.S. Mail.
- **Step 4:** Upon receipt of approved Reimbursement Request form, Grantee will submit a completed invoice on Grantee letterhead in the format stipulated by OTD to [marci.ross@maryland.gov](mailto:marci.ross@maryland.gov).
- **Step 5:** OTD will process the invoice/approved amount for payment.

#### Requirements and Conditions:

1. Reimbursement requests may be for full or partial amounts of the grant award and in amounts no less than \$5,000 unless it is the sole or final request for the reporting period.
2. All reimbursement requests for July - Dec 2023 are due to OTD no later than January 31, 2024, and all reimbursement requests for January - June 2024 are due to OTD no later than July 28, 2024.

### C. Calendar Year Qualifying Expenditure Report Process:

- **Step 1: Submission of Qualifying Expenditures (QE) Report** - Report must be

submitted in the editable workbook format stipulated by OTD, including documentation meeting all requirements and conditions outlined in the Report's Totals page and in these Guidelines.

- **Step 2: Notification of QE Report Approval** - Upon approval of eligible expenditures, OTD will notify grantee via email of the approved amount in a revised QE Report form.

## **Requirements and Conditions:**

- 1. QE Report will be approved wholly or in part at the sole discretion of OTD.**
- 2. The QE Report is due to OTD no later than February 28, 2024.**

D. Upon request, OTD will provide a mid-year report indicating the status of the reimbursement process and the amount of any remaining Grant Funds.

E. Grantee shall allow any duly authorized representative of Commerce or the State to inspect and audit, at reasonable times, all records and documents of Grantee relating to the Grant, which records Grantee shall retain until three years after expiration of the grant period.

## **VIII. COMPLIANCE WITH APPLICABLE LAW**

Grantee must comply with all applicable federal, State, and local law.

## **IX. CONSERVATION**

It is OTD's policy to promote sound environmental practices. To that end, OTD favors the use of recyclable or recycled products. Applicants are encouraged to incorporate such practices.

## **X. FAIR PRACTICES CERTIFICATION**

Grantee must prohibit discrimination on the basis of: (i) political or religious opinion or affiliation, marital status, race, color, creed, or national origin, (ii) age, sex, sexual orientation, gender identification, ancestry genetic information or any otherwise unlawful use of characteristics, or the individual's refusal to submit to a genetic test or make available the results of a genetic test, except when age or sex constitutes a bona fide occupational qualification, or (iii) the physical or mental disability of a qualified individual with a disability.

## **XI. DRUG AND ALCOHOL-FREE WORKPLACE**

Grantee must make a good faith effort to eliminate illegal drug use and drug and alcohol abuse from the workplace. Specifically, Grantee must:

## ITEM 2

- A. Prohibit the unlawful manufacture, distribution, dispensation, possession, or use of drugs in its workplace.
- B. Prohibit its employees from working under the influence of alcohol or drugs.
- C. Not hire or assign to work on an activity funded in whole or part with State funds, anyone whom it knows, or in the exercise of due diligence should know, currently abuses alcohol or drugs and is not actively engaged in a bona fide rehabilitation program.
- D. Promptly inform the appropriate law enforcement agency of every drug related crime that occurs in its workplace if it or its employee has observed the violation or otherwise has reliable information that a violation has occurred; and notify employees that drugs and alcohol abuse are banned in the workplace, impose sanctions on employees who abuse drugs and alcohol in the workplace, and institute steps to maintain a drug and alcohol-free workplace.

### **XII. DEFAULT**

- A. A default consists of: (i) any use of Grant Funds for any purpose other than authorized; or (ii) any breach of any covenant, agreement, provision, representation or warranty of Grantee made in the Agreement.
- B. Upon the occurrence of any default, Commerce may immediately suspend Grantee's authority to receive any Grant funds.
- C. If a default occurs, the Grantee shall have 30 days from the date Commerce's notice of default was postmarked to cure the default. After the conclusion of this 30-day period, if Grantee has not cured the default to the satisfaction of Commerce, Commerce may terminate the Agreement. In the event of termination:
  - 1. Grantee's authority to request a disbursement ceases and Grantee has no right or interest to any of the undisbursed Grant Funds; and,
  - 2. Commerce may immediately demand and receive repayment of all or a part of any Grant Funds which have been disbursed.
  - 3. In addition to the remedies specified, if a default occurs, Commerce may at any time proceed to protect and enforce all rights available to it, by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies survive the termination of the Agreement.

### **XIII. INDEMNIFICATION**

Grantee releases Commerce and MTDB from, agrees that Commerce and MTDB shall not have any liability for, and agrees to protect, indemnify and save Commerce and MTDB harmless from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by or asserted or imposed against Commerce or MTDB as a result of or in connection with the Grant. All the money expended by



## ITEM 2

Commerce or MTDB as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Commerce or MTDB.

**MARYLAND DEPARTMENT OF COMMERCE  
MARYLAND TOURISM DEVELOPMENT BOARD**

**FY 2024 DESTINATION MARKETING ORGANIZATION  
GRANT AGREEMENT**

**THIS GRANT AGREEMENT** (“Agreement”) is made between the Department of Commerce (“Commerce” or the “Department”), a principal department of the State of Maryland (the “State”), acting through the Maryland Tourism Development Board (“MTDB”), an agency of the Department, Worcester County Tourism (“Grantee”) whose Federal Identification Number is 52-6001064.

**RECITALS**

A. Grantee has requested grant assistance from MTDB in order to undertake activities consistent with Section 4-202 of the Economic Development Article of the Maryland Code, which establishes as MTDB’s mission: “To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible.”

B. Consistent with Sections 4-212, 4-213 and 4-214 of the Economic Development Article of the Maryland Code, which require MTDB to: develop an annual marketing plan; encourage, assist, and coordinate the tourism activities of local and regional promotional organizations; and spend funds for the assistance and development of tourism and travel industries in the State, MTDB has developed a policy to financially support those political subdivisions that have presented viable marketing plans that are consistent with the State’s annual tourism marketing plan. Section 4-214 further provides that the MTDB “shall set policies for spending money on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and travel developmental and promotional activities for the State; spend money of the Fund to plan, advertise, promote, assist, and develop the tourism and travel industries in the State; and beginning in Fiscal Year 2011, provide grants of not less than \$2,500,000 in total each fiscal year to destination marketing organizations for the purpose of attracting visitors to the State.”

C. MTDB has approved the award of funding assistance to Grantee, to be expended by Grantee in accordance with this Agreement and the MTDB FY 2024 Destination Marketing Organization Grant Guidelines, attached hereto and incorporated herein as Exhibit A.

**THEREFORE, IN CONSIDERATION** of the foregoing and the mutual promises and covenants contained in this Agreement, MTDB and Grantee agree as follows:

1. Grant. MTDB agrees to provide Grantee with funds in an amount not to exceed One Hundred Two Thousand Five Hundred Eleven Dollars (\$102,511.00) (the “Grant” or “Grant Funds”), subject to the availability of funds for such purpose.
  - a) Grant Formula: MTDB has awarded the Grant allocated through a formula that utilizes a Base Grant of \$20,000, Grantee’s Calendar Year (CY) 2022 Qualifying Expenditures, growth of those Qualifying Expenditures over CY 2021 and growth of FY

2022 comptroller-determined lodging tax revenues over an average of FY 2019, 2021 and 2022.

b) Grant Term: The Agreement is in effect from July 1, 2023, to June 30, 2024.

c) Grantee shall participate in the annual Tourism Economic Impact Report for the State of Maryland and Maryland's DMO's.

2. Purpose. Grantee may use the Grant only for the purposes and in the manner set forth in its FY 2024 Destination Marketing Organization Application Questionnaire, attached hereto and incorporated herein as Exhibit B. Grant funds are intended to supplement the Grantee's annual budget and shall not replace year-over-year budget reductions incurred by the Grantee.

3. Guidelines. Execution of this Agreement by Grantee shall bind Grantee to all terms and conditions set forth in Exhibit A.

4. Disbursement.

a) Costs will be reimbursed at a rate of either 100% or 50% as described in Exhibit B. Any expenditure not explicitly identified in these guidelines is ineligible for reimbursement. OTD shall have the right to review and reject any expenditure deemed in its sole discretion to be ineligible.

b) Grantee must submit all reimbursement requests no later than July 31, 2024. Disbursements of Grant Funds are subject to the continuing availability of funds for such purpose, the State's fiscal position, the Department's financial resources, and compliance with all applicable laws. The Department may, at any time, assess the State's fiscal position and the Department's financial resources and reduce the amount of undisbursed Grant funds. If Grantee is a nonprofit entity under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, the Grant Funds may be applied toward indirect costs in accordance with Section 2-208 of the State Finance and Procurement Article, Annotated Code of Maryland. Grantee shall report any Grant Funds applied to indirect costs in funding requests and financial reports submitted to Commerce.

5. Notices. All notices, requests, and consents made pursuant to this Agreement must be in writing or via email. Any communication is effective when mailed, first-class postage prepaid and/or emailed, as follows:

a) Submit Grant Agreement with Exhibits A, B, W-9 Request for Taxpayer Identification Number and Certification (completed), C (when applicable) and all other applicable correspondence, including but not limited to, advertising creative approval requests, reimbursement requests, invoices, qualifying expenditure reports, and/or other required proof of performance via email to:

Ms. Marci Wolff Ross,  
Senior Assistant Director for Tourism Development  
EMAIL: marci.ross@maryland.gov  
Maryland Office of Tourism Development  
401 East Pratt Street, 14th Floor  
Baltimore, MD 21202  
TEL: 443.498.3842

b) Communications to Grantee (required):

Name  
Title  
Address  
Phone  
Email

c) Communications to Grantee (alternate):

Name  
Title  
Address  
Phone  
Email

6. Amendment. This Agreement may be amended only by a written instrument executed by both parties.

7. Maryland Law. This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Maryland.

8. Political Contributions.

a) Grantee shall not use any Grant Funds to make contributions: to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum.

b) If in any fiscal year ending during the term of this Agreement Grantee derives more than 50% of its operating funds from State funding, it shall not contribute any money or thing of value: to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum.

9. Entire Agreement; Counterparts; Signatures. This Agreement, together with the Exhibits incorporated by reference, represents the complete and final understanding of the parties. No other understanding, oral or written, regarding the subject matter of this Agreement, may be deemed to exist or to bind the parties at the time of execution. This

Agreement may be executed in any number of duplicate originals or counterparts, each of which such duplicate originals or counterparts shall be deemed to be an original and all taken together shall constitute one and the same instrument. Signatures provided by facsimile or other electronic means, for example, and not by way of limitation, in Adobe .PDF sent by electronic mail, shall be deemed to be original signatures.

10.. Termination Prior to Expiration of Term Period. The Department and/or the State reserves the right to terminate the Agreement by written notice to Grantee if (a) the purpose of the Agreement can no longer be fulfilled or met, (b) Grantee materially fails to perform its obligations under the Agreement or otherwise violates the terms of the Agreement and/or any exhibits attached thereto, or (c) it's in the best interest of the Department and/or the State to terminate. Unless such termination is due to Grantee's failure to perform its obligations or Grantee's violation of the Agreement, the Department shall disburse Grant Funds to cover the allowable expenses, as set forth in Exhibit B or elsewhere in this Agreement, incurred by Grantee prior to termination. In the event the termination is due to Grantee's failure to perform or Grantee's violation of the Agreement, the Department, at its sole discretion, may require Grantee to repay all or any portion of the disbursed Grant Funds. Nothing in this provision relieves the Grantee from liability for any damages caused by Grantee's failure to perform or Grantee's violation of this Agreement. Grantee shall indemnify and hold harmless the Department for any damages, claims, costs, or expenses, including reasonable attorney's fees and court costs, due to Grantee's failure to perform and/or violations of this Agreement.

**WITNESS/ATTEST:**

**GRANTEE:**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**WITNESS:  
DEVELOPMENT BOARD:**

**MARYLAND TOURISM**

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Printed Name and Title)

Date: \_\_\_\_\_

Approved for form and legal sufficiency by:

\_\_\_\_\_, Assistant Attorney General

Attachments: Exhibit A: FY 2024 DMO Grant Guidelines  
Exhibit B: FY 2024 DMO Application Questionnaire  
Exhibit C: Application Affidavit, if applicable



Worcester County Administration  
One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Lynn Wright, Senior Budget Accountant  
DATE: October 23, 2023  
RE: Sheriff's Office Grant Award & Acceptance Package

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The FY24 BJAG-2021-0032 Grant Award & Acceptance Package is attached for approval and signature. The award amount of \$99,981.00 will be used for the purchase of night vision goggles and nighttime operations equipment. The application for this grant was approved at the 7/5/23 meeting.





## GOVERNOR'S COORDINATING OFFICES

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

October 18, 2023

Mr. Anthony W. Bertino  
 President  
 Worcester County Board of County Commissioners  
 County Government Center  
 1 W Market St Rm 1103  
 Snow Hill, MD 21863

RE: BJAG-2021-0032

Dear Mr. Bertino:

I am pleased to inform you that your grant application submitted by **Worcester County Board of County Commissioners**, entitled "**Night Vision Equipment for STAR Team**," in the amount of \$99,981.00 has received approval under the Byrne - Justice Assistance Grant (JAG) Program program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Worcester County Sheriff's Office Night Vision & Ballistic Helmet program helps to improve the safety of the Sheriff's Tactical Armed Response (STAR) Team members in properly equipping each team member with this essential equipment. The program will equip STAR Team members to handle exigent, dangerous, or unique situations in attempts to locate lost/missing persons, searching for suspects, or for perimeter operations and surveillance in low light or hours of darkness with maximum protection. Program funds provide essential equipment.

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

BJAG-2021-0032

Page 2

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

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

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

Sincerely,



Gary Richardson  
Director, Grants Administration

cc: Mrs. Carrie Tingle



10/18/2023

Governor's Office of Crime Control and Prevention



Control Number: 46972  
Regional Monitor: Jones, Quentin  
Fiscal Specialist: Thomas, Courtney

# Grant Award & Acceptance Form

**Grant Award Number:** BJAG-2021-0032

**Sub-recipient:** Worcester County Board of County Commissioners

**Project Title:** Night Vision Equipment for STAR Team

**Implementing Agency:** Worcester County Sheriff's Office

**Award Period:** **10/01/2023 - 09/30/2024** CFDA: 16.738

Federal Grant #: 15PBJA-21-GG-00247-

Funding Summary	Grant Funds	100.0 %	<b>\$99,981.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	Total Project Funds		<b>\$99,981.00</b>

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


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

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

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

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

**FOR THE STATE OF MARYLAND:**



\_\_\_\_\_  
**Director, Grants Administration**

**Governor's Office of Crime Control and Prevention**

**SUB-RECIPIENT ACCEPTANCE:**

\_\_\_\_\_  
 Signature of Authorized Official

\_\_\_\_\_  
 Typed Name And Title

\_\_\_\_\_  
 Date

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

15PBJA-21-GG-00247-MUMU



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2023 - 09/30/2024	<b>Implementing Agency:</b>	Worcester County Sheriff's Office
<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**1 Award Period of Performance**

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

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

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

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

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

**4 Sub-award Acceptance Document**

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

**5 Notification of Project Commencement Form**

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



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2023 - 09/30/2024	<b>Implementing Agency:</b>	Worcester County Sheriff's Office
<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**6 Special Conditions**

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

**7 Subrecipient Organizational Capacity Questionnaire**

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

**8 Civil Rights Federal Reporting Requirements**

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

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

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

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

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

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

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



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2023 - 09/30/2024	<b>Implementing Agency:</b>	Worcester County Sheriff's Office
<b>Project Title:</b>	Night Vision Equipment for STAR Team		

#### 10 Personnel Costs

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

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

#### 11 Consultant Rates

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

#### 12 Supplanting

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

#### 13 Budgeted Match Above Standard Requirements

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

#### 14 Expended Grant Funds During Award Period

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

#### 15 Property Inventory Report Form

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



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

Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**16 Procurement**

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

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

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



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

#### 18 Modifications to Subaward

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

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

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

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

There are two types of GANs as follows:

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

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

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





Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**19 Authorized Official/Alternate Authorized Official**

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

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

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

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

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

**20 Issuance of Statements, Press Releases, or Other Documents - GOCPYVS role**

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

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

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

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

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



Governor's Office of Crime Control and Prevention

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

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**23 Privacy and Confidentiality of Client Records**

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

**24 Use of GOCPYVS forms**

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



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

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

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

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

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

- 07/01 - 09/30: reports due 10/15
- 10/01 - 12/31: reports due 01/15
- 01/01 - 03/31: reports due 04/15
- 04/01 - 06/30: reports due 07/15

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

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

- 07/01 - 09/30: reports due 10/30
- 10/01 - 12/31: reports due 01/30
- 01/01 - 03/31: reports due 04/30
- 04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month. For the quarter/month ending on 6/30, GOCPVYS respectfully requests subrecipients to submit their financial reports as soon as possible after 6/30 in an effort to ensure final payments for the fiscal year are processed promptly and efficiently for the state fiscal year end closeout.



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

#### 26 Submission of Revised Financial Report

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

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

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

#### 28 Holding Funds

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

#### 29 Monitoring Expenditures

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

#### 30 Records Retention

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



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

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#### 31 Termination of Subaward

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

#### 32 Civil Rights Discrimination

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

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

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

#### 34 Single Audit Requirement

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

#### 35 ACORN

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



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

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<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**36 Reporting Fraud, Waste and Abuse**

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

**37 OJP Financial Guide**

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

**38 Food and Conference Costs**

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

**39 Applicable Statutorily-imposed Nondiscrimination Requirements**

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

**40 DUNS and SAM.Gov Requirements**

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

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

**41 Computer Equipment/Program/Network Procurement**

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



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2023 - 09/30/2024	<b>Implementing Agency:</b>	Worcester County Sheriff's Office
<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**42 Hire within 45 days**

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

**43 No distracted Driving While Performing Program Duties**

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

**44 Services to those with Limited English Proficiency**

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

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

**45 Drug-Free Workplace Requirements**

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

**46 Office Name Change Effective 1.1.2020**

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



Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

**Grant Award - Special Conditions**

<b>Grant Award Number:</b>	BJAG-2021-0032	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	10/01/2023 - 09/30/2024	<b>Implementing Agency:</b>	Worcester County Sheriff's Office
<b>Project Title:</b>	Night Vision Equipment for STAR Team		

**1 General Conditions**

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

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

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

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

**3 The sub-grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Death in Custody Reporting Act of 2013, Public Law No. 113-242 (12/18/2014). The Act requires states that receive allocations under specified provisions of the Omnibus Crime Control and Safe Streets Act of 1968 to report certain information regarding the death of any person in law enforcement custody. This may include individuals who are detained, arrested, en route to incarceration, or incarcerated in a state or local facility or boot camp prison.**

As the State Administering Agency (SAA), the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS) is required to collect and report all qualifying deaths on a quarterly basis to the Bureau of Justice Assistance (BJA). All law enforcement agencies as well as correctional/juvenile detention facilities across the State will be required to report directly to the Maryland Statistical Analysis Center (MSAC) quarterly on any qualifying deaths in their jurisdiction. Required data on all qualifying deaths (or written notification that no qualifying deaths occurred in that quarter, if that is the case) should be sent to MSAC within 15 days after the end of a quarter. The MSAC will be sending out additional information and reporting guidelines directly to facilities/agencies.

If you have any questions about this reporting requirement or need additional information, please contact GOCPYVS/MSAC via email at [dlmsac.gocpyvs@maryland.gov](mailto:dlmsac.gocpyvs@maryland.gov).



## 4 Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2021 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2021 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2021 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

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

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

## 5 Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## 6 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

## 7 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

## 8 Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

# ITEM 3

## 9 Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

## 10 Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

## 11 Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## 12 Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

## 13 Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

# ITEM 3

## 14 Compliance with general appropriations-law restrictions on the use of federal funds (FY 2021)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

## 15 Employment eligibility verification for hiring under the award

### 1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### 2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

### 3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### 4. Rules of construction

#### A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

#### B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

# ITEM 3

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

## 16 Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

## 17 OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

## 18 Requirements related to System for Award Management and Universal Identifier Requirements

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

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

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## 19 Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

## 20 Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

# ITEM 3

- 21** Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

- 22** Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

- 23** Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

- 24** Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

- 25** Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

## 26 Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

## 27 Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

# ITEM 3

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

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

- 29** Reporting Potential Fraud

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

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

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

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

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

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

- 31** If the SAM.gov account expires anytime during the life of the grant, GOCPYVS reserves the right to stop all activity / payments on the grant until the account is made current.





Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

**Budget Notice**

<b>Grant Award Number:</b>	<b>BJAG-2021-0032</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Night Vision Equipment for STAR Team	
<b>Implementing Agency:</b>	Worcester County Sheriff's Office	
<b>Award Period:</b>	<b>10/01/2023 - 09/30/2024</b>	CFDA: 16.738 Federal Grant #: 15PBJA-21-GG-00247-

Funding Summary	Grant Funds	100.0 %	<b>\$99,981.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$99,981.00</b>

**Equipment**

Description	Funding	Quantity	Unit Cost	Total Budget
L3 Harris BNVD-1531 Dual Tube Articulation Goggle with SOCOM Spec 2376 Min FORM White Phosphor Unfilmed Tubes	Grant Funds	7	\$8,510.00	\$59,570.00

Equipment Total: \$59,570.00

**Other**

Description	Funding	Quantity	Unit Cost	Total Budget
Cadex NVG Flip Mount	Grant Funds	7	\$428.00	\$2,996.00
L3 Harris ATPIAL/PEQ 15 Full Power Restricted to LE - Infrared Illuminators	Grant Funds	16	\$1,440.00	\$23,040.00
Shipping	Grant Funds	1	\$75.00	\$75.00
Team Wendy Ballistic EXFIL Helmet	Grant Funds	13	\$1,100.00	\$14,300.00

Other Total: \$40,411.00

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

Effective Date: 10/1/2023



Governor's Office of Crime Control and Prevention

Control Number: 46972  
 Regional Monitor: Jones, Quentin  
 Fiscal Specialist: Thomas, Courtney  
 Submitted Date:

**Programmatic Reporting**

<b>Grant Award Number:</b>	<b>BJAG-2021-0032</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Night Vision Equipment for STAR Team	
<b>Implementing Agency:</b>	Worcester County Sheriff's Office	
<b>Award Period:</b>	<b>10/01/2023 - 09/30/2024</b>	CFDA: 16.738
	Federal Grant #: 15PBJA-21-GG-00247-	

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

**Performance Measures (4)**

1	Was there any grant activity during this reporting period? Enter "1" for Yes and "2" for No.	<input type="text"/>
3	Enter the calendar day (1-31) the Bureau of Justice Assistance (BJA) Performance Measurement Tool (PMT) was completed. Note: The reporting must be completed within 15 days after the end of the quarter directly in the BJA PMT system at <a href="https://bjapmt.ojp.gov/">https://bjapmt.ojp.gov/</a> .	<input type="text"/>
4	Was there at least one reportable death within your agency during the reporting period? Enter "1" for Yes and "0" for No. A reportable death refers to the death of an individual who was detained, arrested, enroute to incarceration, or incarcerated in a state or local facility or boot camp prison.	<input type="text"/>
5	How many reportable deaths within your agency during this reporting period? A reportable death refers to the death of an individual who was detained, arrested, enroute to incarceration, or incarcerated in a state or local facility or boot camp prison.	<input type="text"/>

**Progress Report Questions (8)**

1	Every quarterly report should provide a brief narrative assessment of the project's effectiveness thus far. The brief narrative should include qualitative and quantitative evidence, as available, and highlight factors that the author considers to have facilitated or impaired the project's effectiveness.
3	Describe any barriers/challenges to implementing or completing any of the objectives. Include any corrective actions taken or planned to overcome the noted barriers (include timeline if applicable). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance, if needed.
4	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this project.
5	Please explain the activities that have been planned for the upcoming quarter, include dates and a brief summary of each activity.
6	Please list any success and/or best practices developed through this program funded by the Governor's Office of Crime Prevention, Youth, and Victim Services.
7	Please provide a detailed narrative describing how the quarterly performance measures report numbers are collected and what method or system is currently used to track them.

# ITEM 3

8	If no funds or minimal funds (less than 25%) were expended during this quarter, provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
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9	Only required to be completed in the Final Quarter of your Project: Do you have any noteworthy accomplishments, success stories, or program results that was completed during this project? List out all accomplishments, successes, and/or best practices developed through this grant-funded project. Have all intended activities been completed for this project? Please note any delays in project completions.
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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Project Director - Tingle, Carrie*

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

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



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: October 30, 2023  
Re: County Commissioners' Findings of Fact - Rezoning Case No. 444 – Black Water Relics, LLC, Applicant, Hugh Cropper, IV, Esquire attorney

.....

Attached please find the County Commissioners' Findings of Fact relative to the above referenced rezoning case based upon the public hearing on October 17, 2023. Once the County Commissioners adopt and execute these Findings, please forward the signed copy to me so that we may notify the appropriate parties.

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

IN THE MATTER OF \*  
 \*  
 THE REZONING APPLICATION OF \*  
 \* REZONING CASE NO. 444  
 \*  
 BLACK WATER RELICS, LLC \*  
 \*

\*\*\*\*\*

**FINDINGS OF FACT**

During a public hearing held on October 17, 2023, the Worcester County Commissioners considered Rezoning Case No. 444. The case requested the rezoning of two parcels of land totaling 1.79 acres located on the east side of Market Street, approximately 0.25 miles north of Moat Road in Snow Hill, from A-1 Agricultural District to C-2 General Commercial District.

The record of the Planning Commission’s deliberations and the staff file were incorporated into evidence at the hearing as Planning Commission’s Exhibit No. 1. A presentation was made on behalf of the applicant by Hugh Cropper, IV, Esquire<sup>1</sup>. In attendance on behalf of the application were the property owner, Amy Kelly (“Applicant”), Gregory Wilkins, professional land surveyor, Christopher McCabe, environmental consultant, Rick Pollitt, Manager for the Town of Snow Hill, Chuck Martin, former Worcester County Sheriff, and Mandy Gladden, Executive Director for the Snow Hill Area Chamber of Commerce.

At the conclusion of the Applicant’s case, the Worcester County Commissioners discussed the matter, and Commissioner Mitrecic made a motion, seconded by Commissioner Elder, to find that there was a mistake in the existing zoning of the petitioned area and adopt the Planning Commission’s Findings of Fact. The motion failed by a vote of three to four with Commissioners Abbott, Bertino, Bunting and Fiori opposed.

The Commissioners adopt the following Findings of Fact:

<sup>1</sup> The following exhibits were submitted and accepted by the Worcester County Commissioners as part of the Applicant’s testimony: Exhibit No. 1 – State Department of Assessments and Taxation real property sheet for Parcel 106 on Tax Map 63 of the petitioned area; Exhibit No. 2 – State Department of Assessments and Taxation real property sheet for Parcel 89 on Tax Map 63 of the petitioned area; Exhibit No. 3 – copy of the Comprehensive Plan Land Use Map for the petitioned area; Exhibit No. 4 – Page of the Comprehensive Plan describing Growth Areas; Exhibit No 5 – a copy of the zoning map of the surrounding area; and Exhibit No. 6 – letter from Hugh Cropper IV, dated January 30, 2019, regarding the pending de-annexation of the Summerfield properties.

The Worcester County Commissioners find that the Applicant's assertion for a mistake in the current zoning classification was based on the prior, now abandoned, use of the building and the broadbrush downzoning of land in the 1992 comprehensive rezoning because of an overabundance of commercially zoned lands. Applicant's counsel also argued that because the petitioned area was in the Growth Area on the Comprehensive Plan Land Use Map, a commercial zoning classification would be more appropriate to serve the unrealized Summerfield project of 600 to 700 residential units identified in the 2006 Comprehensive Plan.

The Worcester County Commissioners find that the testimony provided does not support this argument. The historical use of the building and its proximity to the Town of Snow Hill were known at the time of the comprehensive rezoning in 1992. In 2006, the petitioned area, along with hundreds of acres surrounding it, were annexed into the Town of Snow Hill and were therefore not considered in the 2009 comprehensive rezoning. As part of the planned Summerfield project, the former property owner requested a residential zoning classification for the petitioned area to allow for more residential development, not a commercial zoning classification. Applicant's counsel acknowledged that these lands, including the petitioned area, were de-annexed (aka detached) from the town in 2019. Mrs. Keener, Director of the Department of Development, Review and Permitting (DRP), testified that the any future residential development project would not be able to achieve the intended density of 600 to 700 units without being annexed into the town and served by public sewer. Commissioner Bunting noted that if approved, the petitioned area would be an isolated parcel of commercially zoned land, surrounded by other agriculturally zoned and farmed lands, which could set a precedence for future rezoning applications in the neighborhood.

Applicant's counsel opined that because of the limited septic availability on the petitioned area, the only use of the building that would be suitable is a retail antique store or some other type of retail, and therefore a rezoning to C-2 General Commercial District is appropriate. In addition, Applicant's counsel stated that the Applicant purchased the property strictly based on the commercial listing of the use category on Applicant's Exhibit No. 1 and assumed that they could establish an antique store on the petitioned area. Even though the Applicant alleged to have obtained the necessary permits and Certificate of Occupancy for their antique store in Pocomoke City, they purchased the petitioned area without confirming the current zoning and potential uses with Worcester County. In addition, the staff report states that Worcester County DRP had issued a stop work order for improvements done in the building without benefit of permits and had been advised that the Applicant was using the structure for retail sales on weekends without benefit of approvals. As it is currently zoned, Applicant's counsel opined that there was nothing that could be done with the property. Upon request, Mrs. Keener read several uses allowed in the A-1 Agricultural District, many of which include retail

components, such as roadside stands and garden centers. Therefore, the Applicant is not completely deprived of the economically viable use of the property.

Because the rezoning is not approved, the Worcester County Commissioners do not make specific findings of fact related to population change, availability of public facilities, past and future transportation patterns, compatibility with existing and proposed development and existing environmental conditions for the area, the recommendation of the Planning Commission, and compatibility with the County’s Comprehensive Plan.

For purposes of the motion to deny the rezoning, the Worcester County Commissioners do not accept the Findings made by the Planning Commission. The Worcester County Commissioners find that there was not a mistake of fact leading to the existing zoning of the petitioned area because of the prevailing uses and conditions of the property at the time of the comprehensive rezoning in 1992 and at the time of this request, as the Summerfield Growth Area has not come to fruition, and the lands associated with it were de-annexed. Less than one mile to the north of the petitioned area are commercially zoned lands improved with commercial services to meet the needs of the area residents and are within the municipal limits of the Town of Snow Hill. The petitioned area is outside of the municipal boundaries and the core downtown area, with a lack of commercial zoning within the immediate vicinity. The surrounding lands are also zoned A-1 Agricultural District, with active agricultural fields, and therefore it is appropriate that the petitioned area maintain an A-1 District designation.

Even if the findings of the Planning Commission or assertions of the Applicant are accepted, the appropriate zoning for the petitioned area is A-1 Agricultural District for the reasons stated above. There is a strong presumption of the validity of the current zoning. The Worcester County Commissioners find that the Applicant did not meet the burden of proof showing a mistake of fact to warrant a change in zoning, particularly in view of the land uses in the immediate vicinity of the subject property, and the failure of the Summerfield project that led to the detachment of the petitioned area and surrounding lands from the Town of Snow Hill.

Adopted as of October 17, 2023. Reduced to writing and signed \_\_\_\_\_, 2023.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY

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



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

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**CHRISTOPHER CLASING, P.E.**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** October 17, 2023  
**SUBJECT:** Isle of Wight Bay Force Main Evaluation

---

Public Works is requesting Commissioner approval to contract with Xylem to evaluate the condition of the existing 14" sewer force main under Isle of Wight Bay. This item was included in the approved FY 24 budget for \$80,000. The quote from the service contractor is at a not-to-exceed cost of \$71,100. Funds are available in the West Ocean City Capital Equipment Other WWW Equipment account 580.9010.090. The project is being awarded to Xylem by piggybacking on the competitively bid Howard County Contract #4400003934 for pipeline inspections.

The force main under Isle of Wight Bay is ductile iron, over 5,000 feet long, and was installed in 1986. It connects West Ocean City to the Ocean City sanitary sewer and is responsible for transporting over a Million gallons a day of raw sewage to the Ocean City Wastewater Treatment Plant. There are no known issues at this time, however, there have been no inspections of the force main since it was installed. Public Works is undertaking this project as a proactive measure to determine if any portions of the pipe are showing signs of corrosion.

Traditional CCTV inspections are limited to lengths of pipe around 1,500 linear feet and require the pipeline be empty and clean. The length and volume of flow going through the Isle of Wight force main makes CCTV inspection impossible. The Smartball technology is inserted into the active force main and evaluates the condition of the pipe using on board sensors to determine possible locations of corrosion within 12' using GPS coordinates. If any areas of concern are located, divers can be sent down at a later date to visually inspect the pipe at the specific area of concern.

The alternative to this proactive maintenance is to continue to run the force main until a leak occurs. Once a leak is detected a specialty repair contractor can be brought on board, however the volume of sewage that would be spilling into the Isle of Wight Bay would be significant. The environmental impact would be severe and a penalty / enforcement action from the Maryland Department of the Environment would likely be substantial.

Please let me know if there are any questions.



## Attachments

CC: Chris Clasing  
Tony Fascelli  
Nick Rice



**Proposal for  
IN-SERVICE WASTEWATER PIPELINE CONDITION ASSESSMENT  
14-Inch DIP Subaqueous Force Main**

SmartBall®

10/17/2023  
Tony Fascelli  
Water & Wastewater Superintendent  
Worcester County Department of Public Works  
1000 Shore Lane  
Berlin, MD 21811



**RE: 14-inch DIP Subaqueous Force Main Condition Assessment**

Dear Mr. Fascelli,

Pure Technologies U.S. Inc., a Xylem brand is pleased to offer our services to the Worcester County Department of Public Works (WCDPW) for inline leak and gas pocket detection within the 14-inch Subaqueous Force Main. The project scope includes the inspection of approximately 5,000 linear feet (LF) of the subject 14-inch diameter ductile iron pipe (DIP) wastewater force main. The planned inspection will begin at the pump station and end at the wastewater treatment plant (WWTP) on the other side of the Isle of Wight Bay.

We propose using our SmartBall® free-swimming inspection platform to complete this project. SmartBall inspects pipelines while they are in service, detects acoustic activity associated with leaks and pockets of trapped gas and can map pipelines by utilizing motion data. Features that make Pure Technologies' SmartBall platform the ideal solution for this project include:

- Reporting the location of leaks and gas pockets within  $\pm 6$  feet of their actual location
- The ability to live track and locate the actual position of the SmartBall tool within the pipeline
- The ability to map pipelines using field-collected GPS points combined with SmartBall motion data
- 24-hour preliminary analysis to identify and investigate medium and large leaks prior to demobilizing
- 15+ years of experience successfully inspecting over 7,500 miles and reporting over 3,300 leaks

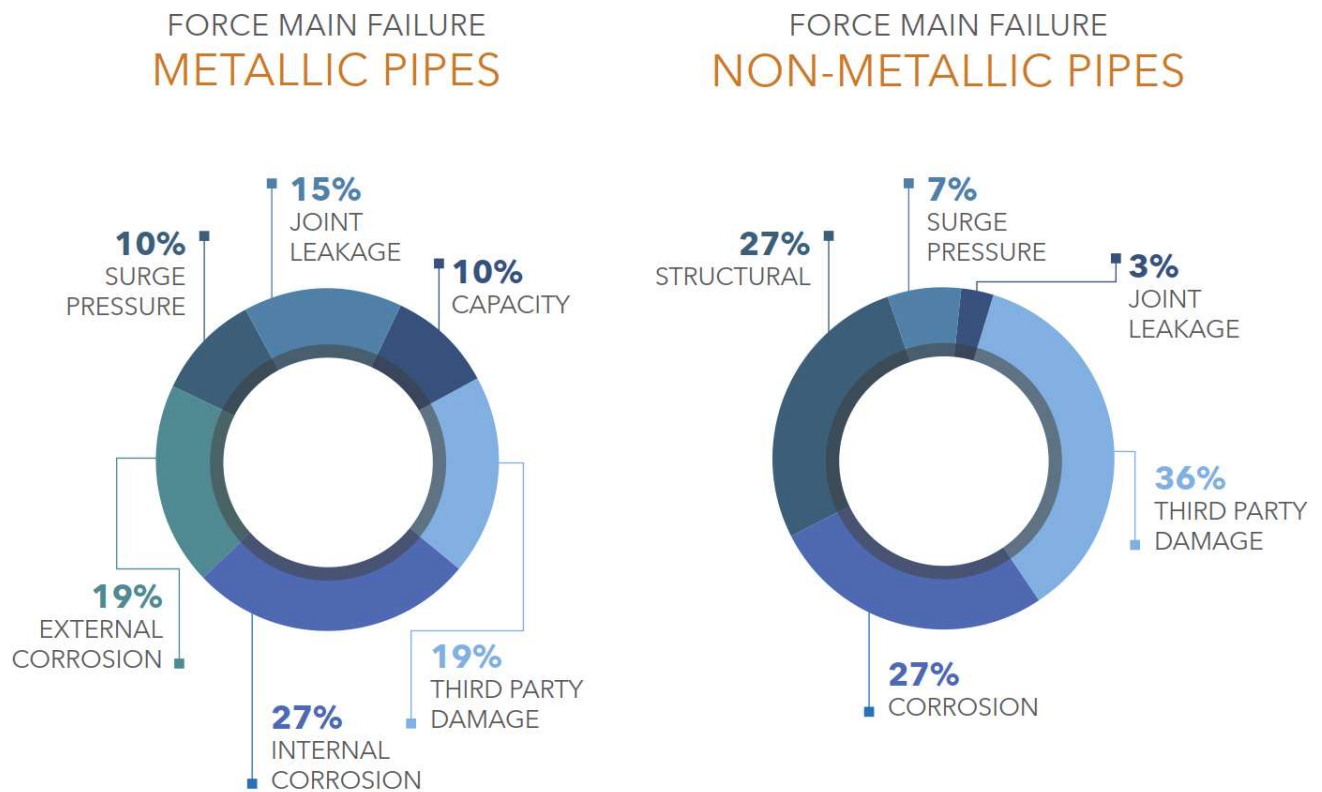
Pure Technologies continually strives to set the standard with the most trusted, technologically advanced tools operated by our highly experienced team. We look forward to addressing any questions you may have and helping to solve your water and wastewater challenges.

S. Jeremiah Fagan  
Business Development Manager  
Xylem  
(410) 370-6611  
[jeremiah.fagan@xylem.com](mailto:jeremiah.fagan@xylem.com)

## In-Service Wastewater Pipeline Condition Assessment

Free-swimming inline inspection is the best solution for detecting leaks and gas pockets in wastewater pipelines as it brings the acoustic sensor directly to the leak or gas pocket while the pipeline remains operating under normal conditions, providing greater sensitivity and accuracy, and covering long distances in a single deployment. The SmartBall inspection platform is deployed in an active line, avoiding the inconveniences associated with shutting off flow for the duration of the inspection. Using the SmartBall inspection platform, Pure Technologies has inspected over 1,000 miles of wastewater pressure pipes.

**Gas Pocket Detection for Condition Assessment.** While there are several mechanisms for the failure of wastewater pressure pipe, research conducted as part of the Water Research Foundation (WRF): 2010 Guidelines for the Inspection of Wastewater Force Mains, shows the most common failure mode is internal corrosion due to hydrogen sulfide (H<sub>2</sub>S). This failure mode is caused by a gas pocket containing H<sub>2</sub>S forming in the pipeline, which corrodes the pipe wall and eventually leads to a failure. Failure modes identified in the WRF study are shown in **Figure 1**.



**Figure 1: Failure Modes Identified in WRF's 2010 Guidelines for the Inspection of Wastewater Force Mains**

Additionally, gas pockets can impact the operation of pump stations by reducing the capacity of the pipeline and increase the risk of collapse due to vacuum at gas pocket locations should a transient pressure wave traverse the pipeline.

Pure Technologies has performed an analysis of force mains inspected using acoustic based technologies in order to better characterize the frequency and location of gas pockets. Based on the analysis, 72% of gas pockets were not located at known high points or gas release valves. Inspection utilizing the SmartBall inspection platform allows utilities to identify and address leaks and gas pockets before they lead to catastrophic failures.

**Condition Assessment Engineering and Transient Pressure Monitoring.** Gain an in-depth understanding of force main condition by combining SmartBall data with additional assessment techniques, such as transient pressure monitoring or an above ground corrosion survey. This approach takes considerably less effort than higher resolution pipe wall assessments or remaining useful life (RUL) analyses that require dozens of test pits.

Further your understanding of the force main condition by conducting strategic test pit validations at gas pocket locations to directly measure wall thickness using methods such as ultrasonic thickness (UT) testing, pulsed eddy current, or external magnetic flux leakage (MFL). Evaluate the significance of wall loss through a structural evaluation consisting of an AWWA C150 design check. This evaluation can provide the minimum required wall thickness for the current loading conditions.

**Known Leak Resolution.** Finding and resolving a known leak can be a challenge for any utility. Evidence of leaks can be misleading, making them difficult to locate and sometimes creating a public relations issue. Inline leak detection can confirm or deny the existence and locate a known leak with absolute confidence.

**Pipeline Mapping.** Knowing the location of underground pipelines with certainty is a key component of pipeline management and comprehensive condition assessment programs. Confirming the location of buried assets helps pipeline managers evaluate the risk of pipeline failure, understand the alignment relative to other critical assets and nearby utilities, plan maintenance work more efficiently, reduce the likelihood of third-party damage, and conduct more accurate hydraulic modeling.

The Pure Technologies team and technical solution bring a host of benefits to bear on this project:

- Project planning site visit that includes GPS point collection
- Development of an in-depth Project Planning Document (PPD)
- Confined space entry certified personnel equipped with safety equipment
- Use of current pipeline features where possible to deploy and retrieve the SmartBall tool
- Standard equipment to trap the SmartBall tool, or engineering resources to design custom equipment
- Minimal onsite support requirement from the utility - typically limited to escorting tracking teams, opening manholes, and operating the pipeline
- Post-project support to ensure results and report are clear and accurate to support excavation, if required.

## SmartBall

The SmartBall inspection platform is a free-swimming, non-destructive inline inspection technology that detects acoustic activity associated with leaks and pockets of trapped gas in pressurized pipelines. Optionally, SmartBall can map the pipeline using the motion data of the tool along with field-collected GPS data as shown in **Figure 2**.

The SmartBall tool is typically inserted into an active line through a check valve in a pump station. Once deployed, the tool is propelled by the hydraulic flow and can navigate inline valves, 90-degree bends, tees, diameter changes, profile changes, and vertical risers. It is typically extracted from the pipeline by installing a metal bar screen at a gravity transition manhole or other depressurized feature.

The SmartBall tool is continuously tracked during an inspection using proprietary tracking devices synchronized with the tool and tracking sensors installed along the pipeline prior to deployment.

The collected data is evaluated by experienced data analysts using proprietary software and methods to report the location of leaks and gas pockets, as well as provide a qualitative estimate of leak magnitudes to help prioritize further investigation and repair activities. When mapping of the pipeline is included in the project scope, advanced location algorithms are used to evaluate motion data recorded by the SmartBall tool in combination with field-collected GPS data to determine the alignment of the pipeline.

## Condition Assessment Engineering (Optional)

### Transient Pressure Monitoring

A hydraulic evaluation is proposed in order to understand the operational and surge pressures within the pipeline. When pipe wall degradation is combined with surge pressures, the likelihood of pipe failure can be significantly increased. Evaluation of the pump station operation, such as pump startup mode, typical and peak flows, operating and surge pressures, and surge protection, can provide important information on the stresses imparted on the pipeline.

Hydraulic pressure transients (also known as surges or water hammers) occur in pipelines when the pressure conditions in the system change due to variances in pressure or flow (e.g. pump on/off cycles or the rapid closure of a valve). The magnitude of a transient is related to several factors that include, but are not limited to, the flow rate within the pipeline, the time over which the change in steady-state condition occurs, and a pipe's hoop stiffness. During a

Since 2005, utilities around the world have relied on the SmartBall platform to inspect more than 7,500 miles of pipelines including 1,000 miles of wastewater pipelines

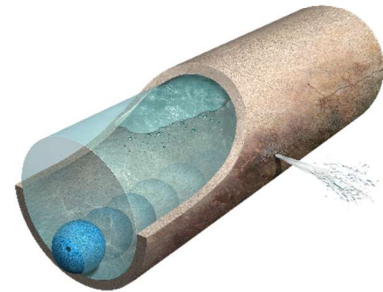


Figure 2: SmartBall Free-swimming Inspection Platform for Pipeline Leak, Gas Pocket Detection and Mapping

transient event, the kinetic energy within the pipeline (velocity of the water) is converted into potential energy (pressure in the pipe) and strain energy (deformation/strain in the pipe wall) by the propagation of transient pressure waves. A transient pressure wave can travel through the pipeline at speeds greater than 3,000 feet per second and can cause damaging pressure events and vacuum conditions, which can lead to permanent damage within the pipe wall and failure within the pipe system.

Conventional pressure monitors collect data in intervals of seconds or minutes while a transient may occur in a fraction of a second and may be missed by traditional equipment. A transient pressure monitor continuously samples pressure at a high rate and records data every few minutes under normal operating conditions; however, when a transient pressure event is detected in the pipeline, the sampling rate increases to once every 50 milliseconds (20 readings per second). Transient pressure monitors are also capable of recording negative pressures in a pipeline as low as -14.7 psi, or perfect vacuum, as well as positive pressures in the pipelines as high as 300 psi.

### **Design Check**

AWWA C150 standard dictates the design requirements for Ductile-Iron Pipe. By using the equations presented in the standard, the minimum required wall thickness for current loading conditions is calculated over the length of the pipeline. With only the inputs of overburden, internal pressure, and pipe material, we can understand if the pipe that was installed meets or exceeds the standards (was the pipe over or under designed). This is a first and conservative step to evaluating the significance of any defects.

Using the equations and requirements presented in the standard and design manual, Pure Technologies will calculate the minimum area of pipe wall thickness required to withstand both internal working pressure, instantaneous surge pressure, and external loading along the length of the pipeline. This analysis assumes uniform wall thickness as opposed to evaluating the effects of individual defects.

## **Project Milestones and Deliverables**

### **Planning and Mobilization**

The planning process is an integral element of a successful project. It allows the team to identify features of the site or the pipe that could prevent a successful inspection. Actions can then be implemented to mitigate any potential risk.

Pure Technologies will meet with WCDPW to perform a site visit to assess access to the pipeline and identify potential challenges and risks. As much information as possible on the pipeline will be requested during the planning process. It is our understanding that WCDPW will facilitate all civil activity for pipeline access and tracking sensor installation, which may require modification to existing features, excavation, tapping, traffic control, scaffolding and other activities identified during the planning process necessary to access pipeline features



determined to be critical to the inspection. Pure Technologies will make every effort to utilize existing pipeline features where feasible.

Activities undertaken as part of the planning and mobilization process include, but are not necessarily limited to the following:

- Project document review
- Project planning site visit and review
- Pre-inspection coordination/meetings
- Planning document development, including tracking plan and tracking sensor installation details
- Equipment and staffing logistics
- Tool preparation
- Pre-inspection activities required in advance of the scheduled inspection date

Based on the information gathered from the project planning site visit and all available documents, a detailed PPD outlining the inspection plan, including insertion and extraction procedures and tracking sensor locations will be submitted prior to commencing the work. The PPD will be submitted to WCDPW in electronic PDF format at least two weeks prior to the inspection, dependent on the receipt of project data, or as soon as possible in cases of urgent mobilization. WCDPW should review and provide comments or approval of the PPD prior to mobilization. Any changes to the scope that arise in the planning process which impact the pricing in this proposal will be discussed with WCDPW and mutually agreed upon before proceeding.

**Planning and Mobilization Deliverables**

1. Project Planning Document that outlines the inspection plan, including insertion and extraction procedures and tracking sensor locations.

**Inspection**

SmartBall tracking sensor installation will be completed the day prior to inspection and may take one to two days, depending on sensor locations and accessibility. It is expected that WCDPW will provide assistance with any sensor installations that require soft digs or pavement coring to access the pipeline and will provide appropriate traffic control during tracking installations, if required, as outlined in the PPD.

Tracking teams will be assigned to monitor the tool's movement through the pipeline. If required, WCDPW will provide traffic control during the inspection at each tracking



Figure 3: Example of Bar Screen Extraction of the SmartBall Tool



sensor location. Coordination with operations staff will be required throughout the duration of the inspection, particularly for activities such as valve operation, pump management, etc. These activities will be outlined in the PPD. Upon completion of the inspection, data will be downloaded from the SmartBall tool and shared with the Pure Technologies analysis team.

The SmartBall tool is typically inserted into force mains through the open bonnet of an isolated check valve in a pump station but can be inserted using any new or existing 4-inch full bore flanged valve (e.g., an isolation valve under an air release valve or other pipeline feature), gravity transitions, or bypass piping.

Extraction of the SmartBall tool is typically performed by installing a metal bar screen at a gravity transition manhole or other depressurized feature. The SmartBall, which is rolling along the bottom of the pipe, will be stopped by the bar screen and a net is used to extract it from the pipeline. Other extraction methods are possible and can be evaluated by the SmartBall technical experts for feasibility. An example of extracting the SmartBall tool with Pure Technologies' standard bar screen is shown in **Figure 3**.

Leak and gas pocket locations are determined using data recorded by the sensors onboard the SmartBall tool as well as that recorded by the tracking devices. This data is also used to determine if a leak is occurring on a pipe joint, barrel, or pipeline feature. Leaks occurring on the barrel of a pipe may indicate the pipe has been structurally weakened and is in danger of failing. Experience has shown our analysis methods are accurate to within approximately  $\pm 6$  feet.

Prior to demobilizing from the inspection, the Pure Technologies team will review data recorded by the SmartBall tool and investigate suspected medium and large leaks identified during the inspection. The results from this analysis will be communicated directly to WCDPW through email, phone, or in-person. To investigate, personnel will travel to the location of the suspected leak to look for obvious signs of leakage, listen with a ground microphone, investigate nearby pipeline features and manholes, and will record additional GPS points used to improve the final reported location of the leak that will be delivered in the draft report.

The SmartBall tool will be inserted into the pipeline a second time to complete location data collection required to map the pipeline alignment. Using the latest accelerometer and gyroscope technologies with advanced location algorithms, the pipeline directional data will be calculated. The Pure Technologies data analysis team will combine this data with aboveground GPS data points to develop a geodatabase of the pipeline location.

Additional details regarding insertion, extraction and tracking of the inspection tools are provided in Appendix A, Inspection Considerations.

## Data Analysis

The Pure Technologies analysis team will analyze the data collected by the SmartBall platform to document details of acoustic events including acoustic intensity plots and tracking details. A dig sheet will be developed for each leak to aid in location and excavation. Dig sheets

include an aerial view of the pipeline alignment and detail a leak location based on the distance from the leak to the nearest upstream and downstream pipeline features.

The location of gas pockets will be provided by reporting the start and end point of each gas pocket in relation to the nearest upstream and downstream pipeline features. An aerial view of the pipeline showing the approximate location of the gas pocket will also be included.

If included under the optional scope of services, data analysts will use the SmartBall directional data, along with field-collected aboveground GPS points and pipeline bearing information, to create a geodatabase that characterizes the alignment of the pipeline. This alignment is then compared to available pipeline information, such as an existing pipeline GIS and as-built drawings, to identify conflicts or confirm the assumed pipeline alignment. In areas where the SmartBall-derived alignment agrees with a utility's records, the utility can feel more confident the assumed location of the pipeline is close to actual. If a conflict is identified, a targeted effort of exposing the pipeline, line finding and/or surveying at these specific areas may be warranted depending on the location accuracy required for the subject pipeline.

The error range of the mapping results will be calculated considering the distance between control points, availability of GPS points and pipeline heading, and quality of rolling motion of the SmartBall tool. A comparison between the SmartBall Mapping Line and a utility's GIS is shown in **Figure 4**.

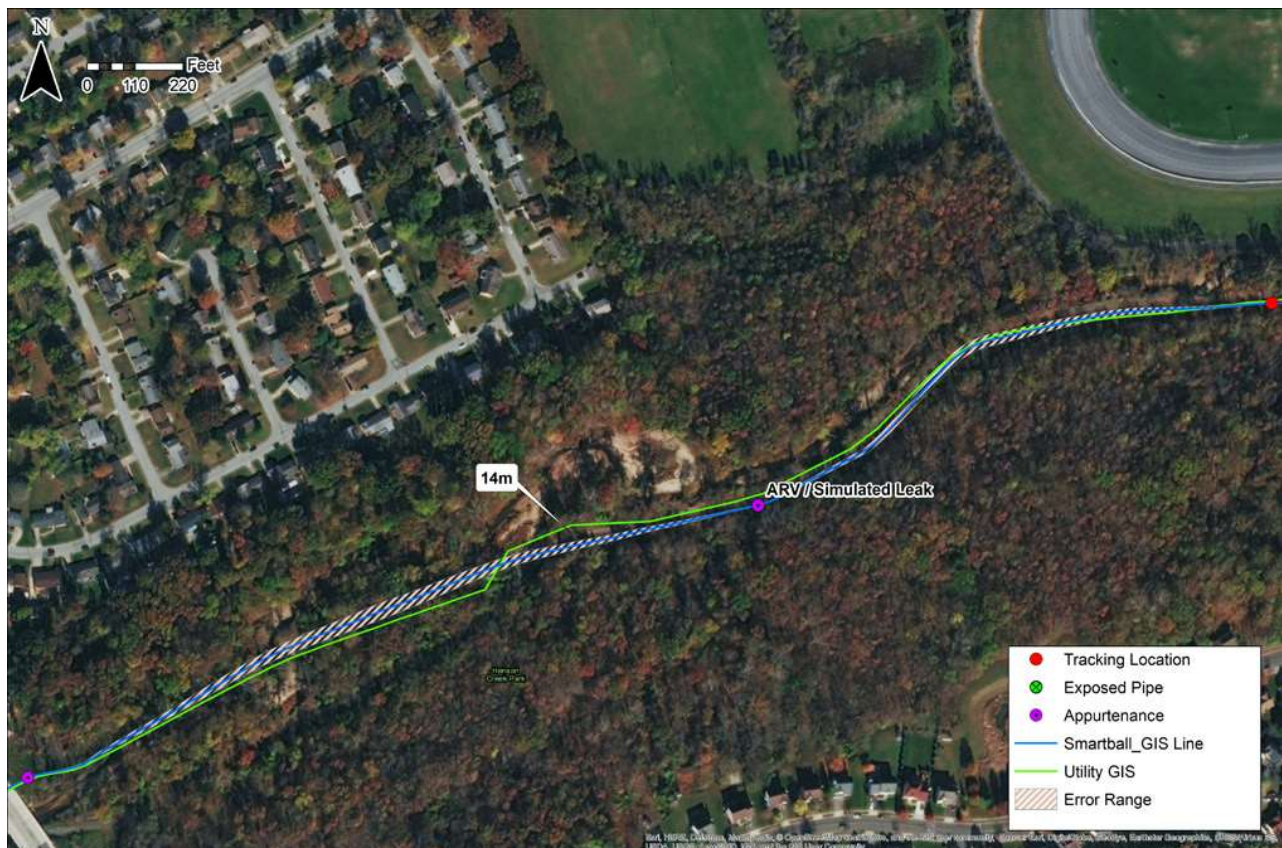


Figure 4: The SmartBall Mapping Line Compared to a Utility's GIS

## Data Analysis Deliverables

1. Immediate notification of suspected medium and large leaks, if needed.
2. Draft Inspection Report including:
  - Project background and inspection details
  - Details of acoustic events including acoustic intensity plots and tracking details
  - A table of results identifying locations of acoustic events (e.g., leaks and/or gas pockets)
  - Dig sheets to aid in locating and excavating reported leaks, including an aerial view of the pipeline alignment and detail of each leak location
3. (If included under the optional scope of services) Geodatabase including SmartBall-collected alignment data, GPS points, and range of accuracy. By default, SmartBall Mapping results will be delivered in a geodatabase in the WGS84 coordinate system. Please notify Pure Technologies if a different file format or coordinate system is required prior to executing the project to avoid delayed delivery of the results.
4. (If included under the optional scope of services) Identification of conflicts between an existing pipeline alignment dataset and the SmartBall generated GIS alignment.
5. Final Inspection Report incorporating comments from WCDPW.

## Condition Assessment Engineering (Optional)

### Transient Pressure Monitoring

If Requested, Pure Technologies will install a Pressure Impulse Recorder to collect pressure data for up to 30 days. The recorder can be programmed to record the minimum, average, and maximum background operating pressure every 5 minutes.

Pure Technologies will then remove the recorder and incorporate the results in the final report. The raw monitoring data will be provided in spreadsheet format. Transient monitoring will be performed concurrently with project planning and implementation to maintain project schedule.

### Design Check

Using the equations and requirements presented in the relevant standard and design manual, Pure Technologies can calculate the minimum area of pipe wall thickness required to withstand both internal working pressure, instantaneous surge pressure, and external loading along the length of the pipeline. This analysis assumes uniform wall thickness as opposed to evaluating the effects of individual defects.

## Condition Assessment Engineering Deliverables

1. Geodatabase of the pipeline, segmented by individual pipes, populated with inspection data, and structural evaluation results in a format consistent with the results of the framework to be determined in the data management work request
2. Technical Report describing the analyses conducted, the results of the analyses, a summary of all principal conclusions, and management recommendations
3. Workshop to review analysis results, if needed.

## WCDPW Responsibilities

It is expected that the activities listed below will be completed by WCDPW. Requirements will be determined in more detail during the inspection planning process.

- Provide information about the pipeline at least four weeks prior to the inspection date including, but not limited to, plan and profile drawings, lay sheets, shop drawings, manufacturing details, and details of access structures and appurtenances - if available.
- Obtain any required legal right-of-entry on the property.
- Provide support personnel during the inspection for locating the access structures, traffic control, valve operation, pump operation, and other support as necessary.
- Provide Pure Technologies with the typical flow velocities and pressures for pipeline operation, and the expected minimum and maximum values for each.
- Provide and maintain safe and reasonable access to all work sites throughout the inspection and obtain permits as required.
- Prepare and/or modify existing pipeline fittings and structures as indicated by Pure Technologies to accommodate insertion and extraction of the equipment as outlined in the Planning Document.
- Render confined space areas safe for the services, including lockout tagout of pumps, valves and motors; dewatering chambers and vaults to permit movement of persons and equipment; and vector and rodent control as necessary.
- Excavate, dewater, shore up, and/or provide scaffolding of job area and other civil activity as necessary in compliance with OSHA and local standards and regulations.
- Provide pumping services to allow for insertion of the SmartBall tool through bypass piping, if necessary.
- Operate the pipeline in a manner that will achieve the minimum required flow velocity indicated in the Planning Document throughout the inspection.

## Project Schedule

The proposed schedule for the project is shown below.

Project Schedule	
Task	Timing
Site visit	Within 30 days following Notice to Proceed (NTP)
Project Planning Document	2 weeks before the Inspection
Inspection	6-8 weeks following NTP
Leak investigation prior to demobilization	24 hours following completion of the Inspection
Draft SmartBall Report	4-6 weeks following the Inspection
Transient Pressure Monitoring data	6 weeks following the Inspection (if requested)
Final SmartBall Report and Geodatabase	2 weeks following receipt of comments on Draft Report
Draft Condition Assessment Report	6-8 weeks following the Inspection (if requested)
Final Condition Assessment Report	2 weeks following receipt of comments on Draft CA Report (if requested)

## Proposed Fee and Payment Schedule

The cost for this project is based on Howard County Contract #4400003934 Pipeline Inspections, Monitoring and Assessments (PIMA): Exhibit B - Schedule of Prices, Section 2 - Proposals fee structures (2.2.1) Lump Sum and (2.2.2) Cost Not to Exceed.

Project Fee				
Description	Unit	Unit Price	Quantity	Total Price
Project Planning, Coordination and Mobilization	Lump Sum	\$20,000.00	1	\$20,000.00
SmartBall Inspection (approx. 1 mile)	Lump Sum	\$20,000.00	1	\$20,000.00
Data Analysis and Reporting	Lump Sum	\$15,000.00	1	\$15,000.00
<b>Project Cost without Additional Services</b>				<b>\$55,000.00</b>
Condition Assessment Engineering (Optional Services)				
Description	Unit	Unit Price	Quantity	Total Price
Transient Pressure Monitoring	Each	\$7,000.00	1	\$7,000.00
Pipeline Mapping, X-Y Alignment	Mile	\$6,500.00	1	\$6,500.00
Design Check	Each	\$2,600.00	1	\$2,600.00
<b>Project Cost Not to Exceed</b>				<b>\$71,100.00</b>

## Notes and Assumptions

- All travel, shipping and related expenses are included in the mobilization and field data collection/inspection fees.
- If additional work is required due to circumstances outside of Pure Technologies' control or based on additional requests from WCDPW, a mutually agreed change order will be required.



- A rescheduling charge equal to 50% of the mobilization fee may apply should the work be cancelled by WCDPW within two weeks prior to the agreed mobilization date and the crew/equipment resources are already in transit to the work site.
- A stand-by charge of \$5,000 per day may apply if the project is delayed by WCDPW after mobilization.
- Pricing does not include custom equipment fabrication, traffic control, civil works, permitting, confined space rescue support, lighting for night inspections, or valve exercising. These tasks and their respective costs are the responsibility of WCDPW unless otherwise agreed, or is included in the project estimate above.
- Suitable access points for insertion and extraction of the inspection tool are the responsibility of WCDPW.
- Please note that Project Pricing included herein is valid for 120 days from the date of this proposal.

## Payment Schedule

Invoicing Schedule		
Service	Fee	Invoicing Period
Project Planning, Coordination and Mobilization	\$20,000.00	Upon submittal of the Project Planning Document
SmartBall Inspection (approx. 1 mile)	\$20,000.00	Upon completion of the Inspection
Data Analysis and Reporting - Draft	\$7,500.00	Upon submittal of the Draft Report
Transient Pressure Monitoring	\$7,000.00	Upon submittal of the Draft Report (if requested)
Pipeline Mapping, X-Y Alignment	\$6,500.00	Upon submittal of the Draft Report (if requested)
Design Check	\$2,600.00	Upon submittal of the Draft Report (if requested)
Data Analysis and Reporting - Final	\$7,500.00	Upon submittal of the Final Report

## Standard Terms and Conditions

### CONDITIONS OF ENGAGEMENT FOR THE PROVISION OF SERVICES (North America)

The Proposal is issued upon and is subject to these Conditions of Engagement. If the Proposal is accepted by the Client, these Conditions of Engagement and the Proposal will be deemed to form part of the Contract between the Client and Pure.

#### 1. DEFINITIONS

In these Conditions of Engagement the following definitions apply:

- "Client" means any person or persons, firm or company engaging Pure to provide the Services.
- "Contract" means the agreement awarded to Pure as a result of the Proposal.
- "Pure" means Pure Technologies Ltd., Pure Technologies U.S. Inc., PureHM Inc., PureHM U.S. Inc. or any of their affiliates, as the case may be, which submitted the Proposal and is a party to the Contract.
- "Proposal" means Pure's offer to carry out the Services and includes all related correspondence plus agreed written variations or amendments thereto.
- "Services" mean those services of whatever nature to be supplied by Pure under the Contract.
- "Site" means the facility, land, installation or premises to which Pure is granted access for the purposes of the Contract and may include any combination of the foregoing.

#### 2. PURE'S OBLIGATIONS

- 2.1 Pure will perform the Services in accordance with the procedures described in the Proposal, using reasonable skill, care and diligence and consistent with industry standards.
- 2.2 Pure will ensure that the equipment used in performing the Services is in a good and functional state.

#### 3. CLIENT'S OBLIGATIONS

- 3.1 The Client will provide to Pure full, good faith co-operation to assist Pure in providing the Services. Unless otherwise specified in the Proposal and without limiting the generality of the foregoing, the Client will at its own expense:
- (i) ensure, if required, access to private land will be given to Pure and that any official permits or permissions required for Pure to have access to the

- Site or carry out the Services are obtained and are in force for the duration of the Services;
    - (ii) inform Pure in writing of any special circumstances or danger which the execution of the Services may entail or which are inherent in the Site, including the existence and identity of any known hazardous substance or material;
    - (iii) perform such additional duties and responsibilities and provide such information and resources as are described in the Proposal.
- 3.2 The description of the Services and related compensation amount set out in the Proposal will be based upon information that the Client shall have provided to Pure, and assumptions that Pure shall have identified in the Proposal. The Client acknowledges that if any such information provided by Client is materially incomplete or inaccurate, or if the assumptions identified by Pure are not correct, then the parties will modify the Proposal to reflect the actual information, assumptions, and Services required, and the compensation to Pure will be adjusted accordingly using the change order process set out in the Contract, or if there is no such process, on an equitable basis.
- 3.3 Client will pay Pure within 30 days of Client's receipt of an invoice therefrom. Client acknowledges that Pure is entitled to payment for any and all Services performed hereunder up and until the date of the full completion of such Services.
- 3.4 Upon Client's termination of the provision of Services or any goods by Pure hereunder, Pure will be entitled to payment for any and all goods and Services provided up to and until the date Pure receives notice of termination from Client. Such payments will be at the rates as provided to Client in the Proposal.
- 3.5 The pricing provided in the proposal shall remain firm for 12 months from the date hereof. Thereafter, in recognition of the current inflationary environment and potential of labor and component cost increases to Pure, a price adjustment may be requested by Pure to account for such cost increase.
- 4. PROPRIETARY AND CONFIDENTIAL INFORMATION**
- 4.1 All reports generated in the performance of the Services and delivered by Pure to the Client will become the property of the Client.
- 4.2 Pure's equipment which is made available to the Client in connection with the Contract and the raw data generated in the performance of the Services will remain the sole and exclusive property of Pure. The Client will not acquire any proprietary rights in Pure's equipment, systems, software, technology, inventions (whether or not patentable), patents, patent applications, documentation, specifications, designs, data, databases, methods, processes or know-how ("Pure's Proprietary Technology"). Any modifications or improvements to the Pure's Proprietary Technology made during the performance of the Services will be the sole and exclusive property of Pure.
- 4.3 Both parties agree to keep confidential all documentation and information provided by the other during the performance of the Contract. The obligations set out in this clause 4.3 will remain in full force and effect after any termination or expiry, as the case may be, of the Contract.
- 4.4 Notwithstanding anything herein to the contrary, Contractor will have a limited, non-exclusive, royalty-free license to utilize data collected and received in the performance of services hereunder for purposes of (a) providing services, (b)



analyzing and improving the services, and (iii) internal research and development for the benefit of Contractor and Client’s clients.

**5. LIABILITY AND WARRANTIES**

- 5.1 Pure will indemnify and hold the Client harmless against any expense, demand, liability, loss, claim, lawsuit or proceeding whatsoever in respect of personal injury to or the death of any person, or any loss, destruction or damage to any tangible property and arising directly or indirectly from the negligence of Pure, its employees, servants or agents except to the extent caused by the negligence of the Client or any person for whom the Client is responsible. The Client will similarly indemnify Pure.
- 5.2 Pure will not be liable for any loss of production, loss of use of property, loss of revenue or profit, equipment downtime, business interruption, loss of goodwill, loss of anticipated savings, cost of procurement of substitute goods or services, or for any consequential, indirect, incidental, or special loss or damage suffered by the Client or any third party, or for any punitive damages, even if advised of the possibility thereof and notwithstanding the failure of essential purpose of any remedy.
- 5.3 Pure's cumulative liability hereunder, whether in contract, tort, or otherwise, will in no event exceed the greater of (i) the aggregate consideration paid by the City to Pure for the portion of the Services that gave rise to the liability, or (ii) \$2 million; provided, however, that this clause shall not limit Pure’s indemnification obligations hereunder. The report(s) and any other recommendations or advice made by Pure relating to the pipeline or the Services will be made in accordance with the procedures described in the Proposal, using reasonable skill, care and diligence consistent with industry standards, but do not and will not constitute a warranty of the pipeline’s quality, capacity, safety or fitness for purpose. Pure will not be liable to the Client for any liability or damages that arise from the Client’s reliance upon or application or use of such final report or recommendations or advice made by Pure in relation to the pipeline or Services, and the Client will indemnify Pure against any liability to third parties resulting therefrom.
- 5.4 Pure’s warranties for the Services will be set out in the Contract. Pure disclaims all implied or statutory warranties or conditions, including of merchantability, merchantable quality, durability, or fitness for particular purpose to the extent allowed by applicable law. This means Pure’s warranty obligations will be limited to what is expressly set out in the Contract.

**6. INSURANCE**

Pure will provide the Client with a certificate of insurance evidencing the following coverages:

6.1	Commercial General Liability	\$2,000,000
6.2	Automobile Liability	\$1,000,000
6.3	Workers Compensation	Statutory
6.4	Professional Liability	\$500,000

**7. SPECIAL CONDITIONS/ACKNOWLEDGEMENT OF EVENTS.**

Pure and Client (the “Parties”) acknowledge and agree that the global COVID-19 pandemic (“COVID-19”) is ongoing, dynamic, unpredictable, and as such may impact the ability of Pure to meet its obligations under this Agreement. The Parties agree that, for so long as there is an

impact of COVID-19 on Pure's performance, all performance efforts by Pure will be on a reasonable efforts basis only and Pure shall not be responsible for failure to meet its obligations, to the extent that it is precluded from doing so as a result of COVID-19. The Parties shall work, in good faith, to make any reasonable adjustments that may be required as a result of COVID-19.

## Appendix A: Inspection Considerations

### Pipeline Pressure

Inline leak and gas pocket detection technology is inherently more sensitive than external methods and correlators because it brings the acoustic sensor within one pipe diameter of the leak. Acoustic leak detection functions by detecting the acoustic signature generated by the sudden drop in pressure of wastewater exiting the pipeline at the site of a leak. SmartBall technology requires a minimum pressure differential between internal and external pipeline conditions of 15 psi (1 bar) for acoustic leak detection. For pipelines in high water tables or river crossings, the resultant hydrostatic head acting against the exterior of the pipe wall must be taken into consideration.

During the SmartBall inspection, Client staff will need to operate the system to maintain pipeline pressures as necessary to accommodate the needs of its customers. A review of the pipeline will be performed as part of the planning process to identify potential areas where the pressure may drop below the minimum required pressure differential for acoustic leak detection. Additional factors that affect acoustic leak detection include tunnels and encasements where the sudden drop in pressure that causes the acoustic signature generated by the leak may not occur at the site of the leak inside the pipeline, but rather at the point where the fluid exits the tunnel or encasement if the 'leak path' becomes pressurized between the pipe wall and the tunnel or encasement. Approximate pressure measurements may be requested prior to and/or during the inspection to ensure the pipeline is operating within expected conditions.

### Insertion and Extraction Requirements

The SmartBall tool is typically inserted into wastewater pipelines through the open bonnet of an isolated check valve in a pump station but can be inserted using any new or existing 4-inch full bore flanged valve (e.g., an isolation valve under an air release valve or other pipeline feature), gravity transitions, or bypass piping.

When using SmartBall insertion equipment to insert through a 4-inch flanged valve, the valve should have direct access to the pipeline with no bends in the connecting riser. The minimum internal diameter of valve opening and pipeline access must be no less than 3.5 inches (90 mm). A minimum of 4 feet (1.3 m) of overhead clearance is required above the flange of the insertion valve. Alternative methods for insertion include utilizing areas where the pipeline transitions to gravity, or pumping the SmartBall through offset piping such as a hydrant or bypass.

If a hot tap is being performed to add an access point, the drill bit must be at least 3.5 inches (90mm) in diameter and centered within the newly installed valve. Note that a 4-inch valve on an access point installed with a drill bit smaller than 3.5 inches (90mm) will not provide the clearance needed.

The SmartBall tool is typically extracted from the pipeline by installing a metal bar screen at a gravity transition manhole or other depressurized feature. The SmartBall, which is rolling

along the bottom of the pipe, will be stopped by the bar screen and a net is used to extract it from the pipeline. Other extraction methods are possible and can be evaluated by the SmartBall technical experts for feasibility.

## Tracking

Prior to the inspection, tracking sensors will be installed along the pipeline to track the position of the SmartBall tool. The tracking sensors function best when installed as close as possible to the flow column in the pipeline and are attached to metal surfaces of pipeline appurtenances, such as gas release valves, flanges, valves, or any other contact point on the pipeline. At these locations, Pure Technologies staff clean an area of the pipe approximately 3 inches by 3 inches (75mm by 75mm) and will adhere tracking sensors using a fast-drying epoxy. Computers synchronized with the SmartBall tool will be connected to the tracking sensors to calculate the location and velocity of the SmartBall tool as it approaches and passes the tracking location. Tracking teams will set up at tracking sensors before deploying the SmartBall tool and will 'leap-frog' to subsequent tracking locations as the SmartBall tool traverses the pipeline on its way to the extraction point. A tracking plan and details for installing tracking sensors will be included in the PPD submitted to the Client prior to the inspection.

## Flow Requirements

The SmartBall tool requires a fluid velocity of 0.5 feet per second (0.15 meters per second) to traverse flat sections of pipeline. The ideal fluid velocity for most pipelines is 2 to 4 feet per second (0.6 to 1.2 meters per second) for traversing slopes and allowing tracking teams to relocate to the next tracking location. The maximum fluid velocity before data quality is impacted is 6 feet per second (1.8 meters per second) for leak and gas pocket inspection and 3 feet per second (0.9 meters per second) for SmartBall mapping. The SmartBall tool usually travels at approximately 70% of average fluid velocity. Clinet staff will control the flow rate to confirm the requisite velocity during tool deployment as defined in the PPD. Pure Technologies will also evaluate pumping rates and cycle times to determine if supplemental water will be required to complete the inspection. It should be noted that gas pocket and leak detection surveys should be performed as close to typical operating conditions as feasible. An overview of the SmartBall platform inspection process in a wastewater pipeline is shown in **Figure 5**.

## Live Pipeline Inspection Risks

Despite meticulous planning and preparation, live pipeline inspection carries an inherent risk that cannot be avoided. There is a possibility that the inspection platform could encounter problems during the inspection run that could lead to loss of data, requiring a re-inspection or at worst the tool getting stuck in the pipeline due to unforeseen or unknown obstructions. The planning process is used to mitigate any potential risks.

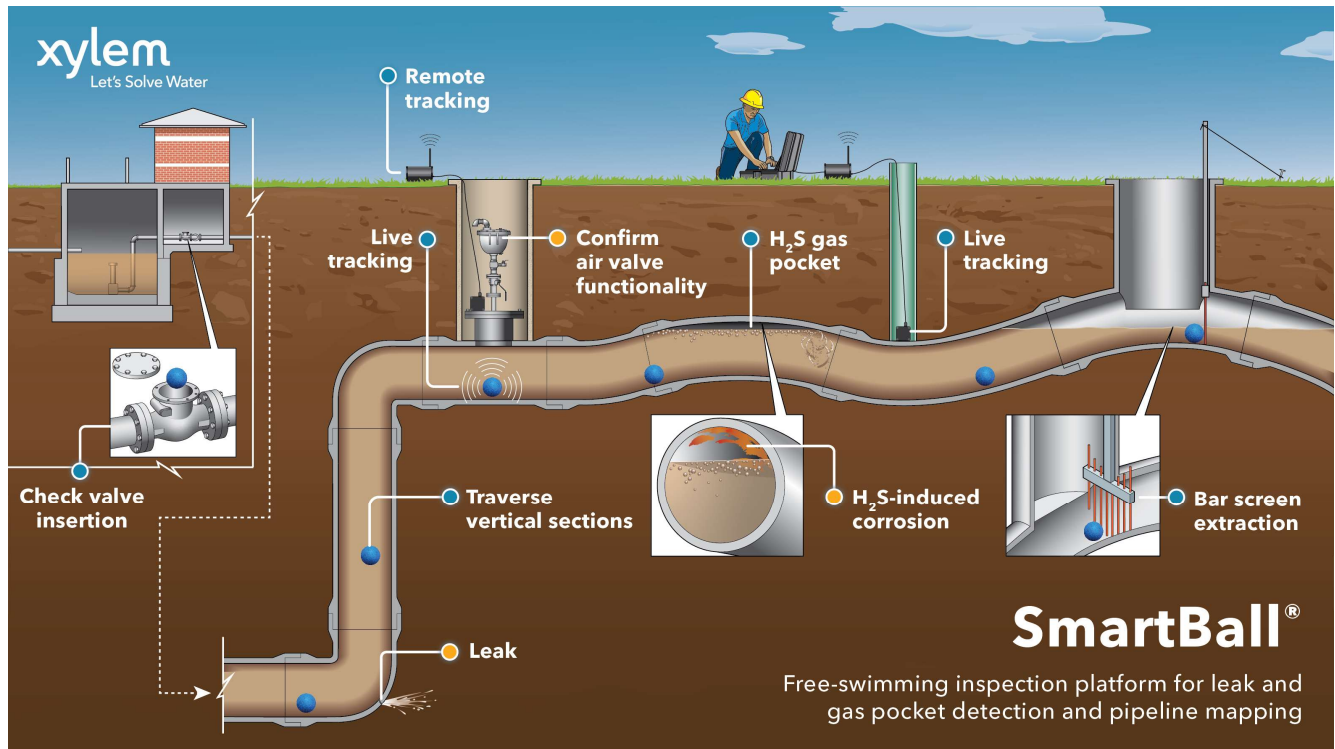


Figure 5: SmartBall Inspection Overview



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)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P. E. Chief Administrative Officer  
From: Davida T. Washington, Housing Rehabilitation Program Coordinator  
Date: October 31, 2023  
RE: Signature for Subordination Agreement – Vonzella Turner Trust

.....

Enclosed please find the subordination agreement created by Coates, Coates, and Coates for Mrs. Vonzella Turner’s family. They must refinance their home for repairs and other expenses incurred since her death last year. Ms. Turner was a previous recipient of a grant for assistance in repairing her home through our program. At her death, her children have assumed possession of the home according to her will to accommodate 2 of her children that are disabled. As a recipient of the grant from Worcester County, a lien was created on the property and it second to the mortgage that the family is attempting to refinance for a little more equity for repairs.

I am requesting that the County Commissioners approve the agreement since DHCD approved the Trust to take possession of the property to accommodate the disabled individuals. I am available to discuss this item with you and the County Commissioners at your convenience.

**SUBORDINATION AGREEMENT**

**THIS SUBORDINATION AGREEMENT** (this “Agreement”), made this \_\_\_ day of \_\_\_\_\_, 2023 between the COUNTY COMMISSIONERS OF WORCESTER COUNTY, a body politic of the State of Maryland, and THE VONZELLA V. TURNER RESIDUARY TRUST (a.k.a “Vonzella V. Turner Family Trust”) (the “Grantor”).

**RECITALS**

WHEREAS the Estate of Vonzella V. Turner is to convey to The Vonzella V. Turner Residuary Trust the property described in the attached Exhibit A. The property thereby to be conveyed is situated in the First Tax District of Worcester County, Maryland and more particularly described as 3521 Payne Road, Pocomoke City, Maryland. (the “Property”);

WHEREAS, Gloria Milbourne, as trustee of the Vonzella V. Turner Residuary Trust, has executed, or is about to execute, a First Mortgage in favor of Calvin B. Taylor Banking Company of Berlin, Maryland (“Taylor Bank”) or (“Lender”), its successors and assigns, and the obligation accompanying the same in the total sum of \$45,000.00, which mortgage is to be the primary lien against the aforementioned Property; and

WHEREAS, by Mortgage dated September 27, 2018, and recorded among the Land Records aforesaid at Liber 7326, folio 281, et seq., and an Assumption Agreement dated June 27, 2023, and recorded as aforesaid at Liber 8632, folio 79, et seq., a 10-year Housing Rehabilitation Loan/Conditional Grant Agreement recorded as a lien against the Property.

WHEREAS, the County Commissioners of Worcester County acknowledge and agree that its lien against the above Property will be subordinate to the primary Mortgage of Taylor Bank on the Property.

**NOW, THEREFORE, THIS AGREEMENT WITNESSETH** that in consideration of the premises the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

The lien of the County Commissioners of Worcester County (rec. ref: Liber 7326, Folio 281) and the accompanying obligation are hereby

acknowledged to be and by these presents are expressly subordinated to any valid and perfected lien of the Mortgage and accompanying obligation for the benefit of Calvin B. Taylor Banking Company so that the County Commissioners of Worcester County is and shall hereafter be a junior lien holder to the lien of Calvin B. Taylor Banking Company.

This Agreement applies only to the Property described in Exhibit A attached hereto and nothing in this Agreement shall constitute a novation or the creation of a new debt or the extinguishment of the debt evidenced by the Obligation, nor be construed as extending the maturity date of the 10 Year Housing Rehabilitation Loan/Conditional Grant Agreement which is hereby ratified and confirmed.

WITNESS the hands and seals of the parties hereto, the day and year first above mentioned.

WITNESS:

County Commissioners of Worcester County, Maryland

\_\_\_\_\_

by: \_\_\_\_\_(SEAL)  
Anthony W. Bertino, Jr., President

The Vonzella V. Turner Residuary Trust

\_\_\_\_\_

by: \_\_\_\_\_(SEAL)  
Gloria T. Milbourne, Trustee

STATE OF MARYLAND, COUNTY OF \_\_\_\_\_, TO WIT:

I HEREBY CERTIFY that on this \_\_\_ day of \_\_\_\_\_, 2023, before me, a Notary Public in the State of Maryland, personally appeared ANTHONY W. BERTINO, JR., President of the County Commissioners of Worcester County, Maryland party to this Agreement, known to me personally to be such, and acknowledged this Agreement to be his act and deed and the act and deed of said corporation,



Given under my hand and seal of office, the day and year aforesaid.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF MARYLAND, COUNTY OF WORCESTER, TO WIT:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared **GLORIA T. MILBOURNE**, known to me (or satisfactorily proven) to be the Trustee of the Vonzella V. Turner Residuary Trust whose names is subscribed to the within instrument, and acknowledged the same for the purposes therein contained, and further acknowledged the foregoing Subordination Agreement to be her act, and in my presence signed and sealed the same, giving oath under penalties of perjury that the consideration recited herein is correct.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**ATTORNEY AFFIDAVIT**

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

\_\_\_\_\_  
B. Randall Coates



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Lynn Wright, Senior Budget Accountant  
DATE: October 23, 2023  
RE: "Requested" Capital Improvement Plan FY2025 through FY2029

---

I have attached the Requested Fiscal Year 2025 through Fiscal Year 2029 Five-Year Capital Improvement Plan. The Requested Plan Summary by Category indicates projects totaling \$164,106,887 are requested over the five-year period. Of these projects, \$39,246,407 or 24% is proposed to come from the Assigned Funds and \$79,540,987 or 48% from General Bond Funds. The remaining portion would come from grant funds, state matching funds, state loans, user fees and enterprise bonds.

Please assess the requests for FY2025 to note if there are items in the plan that the County should further review. The FY2025 Assigned Funds request is \$17,010,139 or 40% of the capital outlay and General Bonds total is \$3,385,908 or 8% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

The purpose of this submission today, is to request a public hearing be held on the Requested Capital Improvement Plan in December 2023. Should you have any questions please do not hesitate to contact me.

Attachments



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**Notice of Public Hearing  
REQUESTED Five-Year Capital Improvement Plan  
FY 2025 through FY 2029  
Worcester County, Maryland**

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2025 through FY2029. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP does not constitute a guarantee of funding from the County. Some capital projects will be added, deleted and/or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2025 through FY2029 summary may be obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us). For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

**Tuesday, December 5, 2023  
at 10:30 A.M.**  
in the  
County Commissioners Meeting Room  
Room 1101 - Government Center  
One West Market Street  
Snow Hill, Maryland 21863

# Worcester County

Requested

5 Year Capital Improvement Plan  
FY 2025 to FY 2029



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

November 7, 2023

REQUESTED PLAN SUMMARY BY CATEGORY

11/7/2023

WORCESTER COUNTY  
 FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 FY 2025 TO FY 2029 PROJECT SUMMARY

Project Category	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	11,995,000	2,030,000	1,000,000	1,000,000	1,000,000	17,025,000	10.37%	50,000	0	17,075,000
Public Safety	6,512,540	2,836,052	14,883,523	28,922,323	0	53,154,438	32.39%	11,897,919	0	65,052,357
Public Works	8,355,000	3,180,000	7,950,000	8,000,000	0	27,485,000	16.75%	0	0	27,485,000
Recreation & Parks and Natural Resources	11,191,000	0	0	0	0	11,191,000	6.82%	1,260,000	0	12,451,000
Public Schools	4,264,000	2,585,408	1,403,968	19,747,161	23,641,537	51,642,074	31.47%	244,694	58,958,564	110,845,332
Community College	0	0	0	171,875	3,437,500	3,609,375	2.20%	0	171,875	3,781,250
<b>TOTAL</b>	<b>42,317,540</b>	<b>10,631,460</b>	<b>25,237,491</b>	<b>57,841,359</b>	<b>28,079,037</b>	<b>164,106,887</b>	<b>100.00%</b>	<b>13,452,613</b>	<b>59,130,439</b>	<b>236,689,939</b>

Source of Funds	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	0	0	0	0	0	0	0.00%	0	0	0
User Fees	250,000	100,000	100,000	0	0	450,000	0.27%	0	0	450,000
Grant Funds	16,847,312	3,230,000	1,250,000	6,900,000	0	28,227,312	17.20%	0	41,670,564	69,897,876
State Match	2,624,181	1,030,000	60,000	3,028,000	0	6,742,181	4.11%	0	17,288,000	24,030,181
State Loan	2,200,000	0	0	0	0	2,200,000	1.34%	0	0	2,200,000
Assigned Funds	17,010,139	6,271,460	4,717,288	5,839,362	5,408,158	39,246,407	23.92%	2,771,943	171,875	42,190,225
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	0	0	6,600,000	1,100,000	0	7,700,000	4.69%	0	0	7,700,000
General Bonds	3,385,908	0	0	12,826,038	22,670,879	38,882,825	23.69%	10,680,670	0	49,563,495
General Bonds (Re-paid through VLT)	0	0	12,510,203	28,147,959	0	40,658,162	24.78%	0	0	40,658,162
<b>TOTAL</b>	<b>42,317,540</b>	<b>10,631,460</b>	<b>25,237,491</b>	<b>57,841,359</b>	<b>28,079,037</b>	<b>164,106,887</b>	<b>100.00%</b>	<b>13,452,613</b>	<b>59,130,439</b>	<b>236,689,939</b>

\* Balance to Complete - Years FY2030 and future

FY 2025 TO FY 2029 SUMMARY BY PROJECT  
REQUESTED

11/7/2023

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
Broadband Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
New Pocumoke Library	8,000,000	1,030,000						9,030,000
Isle of Wight Building Renovation	450,000					50,000		500,000
Snow Hill Library Building Improvements	2,545,000							2,545,000
<b>Total General Government Facilities</b>	<b>11,995,000</b>	<b>2,030,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>50,000</b>	<b>0</b>	<b>17,075,000</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	275,000					11,740,419		12,015,419
Public Safety Logistical Storage Facility	3,150,000					157,500		3,307,500
Fire Training Tower	1,700,000							1,700,000
Outdoor Warning Siren System	1,300,000							1,300,000
State's Attorney Building Addition	87,540	2,731,052	2,373,320	774,364				5,966,276
Public Safety Building		105,000	12,510,203	28,147,959				40,763,162
<b>Total Public Safety</b>	<b>6,512,540</b>	<b>2,836,052</b>	<b>14,883,523</b>	<b>28,922,323</b>	<b>0</b>	<b>11,897,919</b>	<b>0</b>	<b>65,052,357</b>
<b>Public Works</b>								
Roads- Cove Landing Road Cross Road Pipes	70,000	350,000						420,000
Roads- Gradall	535,000							535,000
Roads - Utility Pole Relocation	350,000							350,000
<b>Water Wastewater</b>								
Riddle Farm WWTP Bypass to OP WWTP	1,050,000							1,050,000
Riddle Farm WWTP Rehabilitation	1,700,000							1,700,000
Mystic Harbour Solids Handling & Storage Building	4,400,000							4,400,000
Ocean Pines WWTP Lagoon Expansion	250,000							250,000
Riddle Farm Water Tower Rehabilitation, Painting & Lowering		650,000						650,000
Mystic Harbour WTP Rehabilitation		1,400,000						1,400,000
Landings Water Tower Rehabilitation		580,000						580,000
Assateague Point WWTP Replacement Liner		100,000	600,000					700,000
River Run Sewer Interconnection to Ocean Pines		100,000	1,100,000					1,200,000
Mystic Harbour Effluent Connection to Riddle Farm Lagoon			6,000,000					6,000,000
River Run Replacement Liner			100,000	1,100,000				1,200,000
Newark WTP Rehabilitation			150,000	2,850,000				3,000,000
Mystic Harbour Effluent Disposal Expansion				2,100,000				2,100,000
Mystic Harbor Water to Riddle Farm				1,950,000				1,950,000
<b>Total Public Works</b>	<b>8,355,000</b>	<b>3,180,000</b>	<b>7,950,000</b>	<b>8,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,485,000</b>

FY 2025 TO FY 2029 SUMMARY BY PROJECT  
REQUESTED

11/7/2023

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
<b>Recreation &amp; Parks and Natural Resources</b>								
Recreation Center - HVAC Replacement	126,000					1,260,000		1,386,000
Ocean City Inlet and Harbor Navigation Improvement	11,065,000							11,065,000
<b>Total Recreation &amp; Parks</b>	<b>11,191,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>12,451,000</b>
<b>Public Schools</b>								
Snow Hill Middle/Cedar Chapel School - Roof Replacement	4,164,000					80,000		4,244,000
Pocomoke Elementary School - Roof Replacement	100,000	2,143,000						2,243,000
New Central Office Building		442,408	1,001,738	12,826,038	22,670,879			36,941,063
Worcester Technical High School - Roof Replacement			120,000	6,114,000				6,234,000
Snow Hill Elementary Replacement School			282,230	807,123	970,658		58,958,564	61,018,575
Buckingham Elementary Replacement School						164,694		164,694
<b>Total Public Schools</b>	<b>4,264,000</b>	<b>2,585,408</b>	<b>1,403,968</b>	<b>19,747,161</b>	<b>23,641,537</b>	<b>244,694</b>	<b>58,958,564</b>	<b>110,845,332</b>
<b>Wor-Wic Community College</b>								
Wor-Wic Student Success and Wellness Center				171,875	3,437,500		171,875	3,781,250
<b>Total Wor-Wic</b>		<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
Source of Funds	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance to Complete	TOTAL
General Fund								0
User Fees	250,000	100,000	100,000					450,000
Grant Funds	16,847,312	3,230,000	1,250,000	6,900,000			41,670,564	69,897,876
State Match	2,624,181	1,030,000	60,000	3,028,000			17,288,000	24,030,181
State Loan	2,200,000							2,200,000
Assigned Funds	17,010,139	6,271,460	4,717,288	5,839,362	5,408,158	2,771,943	171,875	42,190,225
Private Donation								0
Enterprise Bonds			6,600,000	1,100,000				7,700,000
General Bonds	3,385,908			12,826,038	22,670,879	10,680,670		49,563,495
General Bonds (Debt Service to be paid through Video Lottery Funds)			12,510,203	28,147,959				40,658,162
								0
<b>TOTAL</b>	<b>42,317,540</b>	<b>10,631,460</b>	<b>25,237,491</b>	<b>57,841,359</b>	<b>28,079,037</b>	<b>13,452,613</b>	<b>59,130,439</b>	<b>236,689,939</b>

**CIP Project Name: Broadband Infrastructure**

**Project Director (Name & Title):** Brian Jones, Director of IT  
**Phone Number:** 410-632-9301

**Project Summary and Purpose:** To support the expansion of broadband infrastructure county-wide.

**Project Location:** Worcester County unserved areas.

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There could possibly be more grant funds available in the future. We continue to monitor grant availability. Most grants do require a match based on a percentage.

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Not at this point

**What is the useful life of the asset/project?** Fiber has a 20-45 year shelf life depending on it being buried in innerduct or aerial. Once the fiber is installed and the computer hardware is purchased it will become the service providers (ISP) responsibility to replace and upgrade as needed.

**Will this project generate revenue?** The availability of broadband will increase property values and add equity to home owners as well as provide Economic Development to areas that don't already have adequate services.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
Equipment/Furnishings								0
Other - Please Specify								0

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

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

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Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

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

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

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

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

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

### **CIP Timing.**

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

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

### **Urgency.**

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

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

**CIP Project Name: New Pocomoke Library**

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

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

**Project Summary and Purpose:** To replace the current 53-year old faculty with a new, larger building

**Project Location:** 307 Market Street, Pocomoke, MD 21851

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Yes, the Public Library Capital Grant program is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25. The project will space two fiscal years and the library will apply for additional funding in FY 26. Grants are due at the end of May. In addition, the Library Foundation will try to raise funds to help with furnishings and materials.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** Yes, the Public Library Capital Grant is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?**  
The library will need to hire two additional part-time employees. We anticipate operating costs to go down with improved building systems.

**What is the useful life of the asset/project?** A new building is likely to last another 50 years.

**Will this project generate revenue?** The library generates very little revenue (book replacement and copy funds mainly).

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	75,000	30,000						105,000
Land Acquisition								0
Site Work	275,000							275,000
Construction	7,500,000	500,000						8,000,000
Equipment/Furnishings		500,000						500,000
Other - Please Specify (permittin	150,000							150,000

<b>TOTAL</b>	<b>8,000,000</b>	<b>1,030,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,030,000</b>
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	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	4,000,000	500,000						4,500,000
State Match								0
State Loan								0
Assigned Funds	4,000,000	530,000						4,530,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>8,000,000</b>	<b>1,030,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,030,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	521,884	43,769	43,769	43,769			653,191
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## **CIP Project Name: New Pocomoke Library**

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Complete the following questions.

### **Project scope.**

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

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. Unfortunately the grant was not successful and as requested in last year's CIP, the library would like to move forward with plans for a new branch on the current site, Market Street.

### **County benefit.**

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

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

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

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

The most recent cost estimate was developed by Whiting Turner in August 2023, currently construction cost is \$593/SF. Demolition

**CIP Project Name: New Pocomoke Library**

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costs are estimated to be an additional \$274,500.

**CIP Timing.**

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

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library apply for construction funding through the Public Library Capital Grant program in FY 24, but the grant did not move forward due to the location change. The Library has submitted a grant request for FY 25.

**Urgency.**

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

The Pocomoke library is over 50 years and some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.

### CIP Operating Impact Projections

Project: New Pocomoke Library

Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Part-time Library Services Assistant		9,000	18,000	18,000	18,000	63,000
Part-time Library Services Assistant		9,000	18,000	18,000	18,000	63,000
Benefits		3,884	7,769	7,769	7,769	27,191
						0
						0
						0
						0
						0

**EXPENDITURES**

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>21,884</b>	<b>43,769</b>	<b>43,769</b>	<b>43,769</b>	<b>153,191</b>
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Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0

**EXPENDITURES**

<b>Operating TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Project: New Pocomoke Library**

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings		500,000				<b>500,000</b>
Equipment						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
						<b>0</b>
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>521,884</b>	<b>43,769</b>	<b>43,769</b>	<b>43,769</b>	<b>653,191</b>
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**Project: New Pocomoke Library**

Complete the following questions.

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

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

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

**Utility costs.**

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

New equipment should result in lower utility cost.

**Maintenance costs.**

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

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

**Insurance costs.**

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

A larger building may increase property insurance.

**Telecommunications.**

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

New telephone and updated security system will be needed; no additional computers in the adult and children's areas will be needed (though current machines will be replaced).

**Furniture, equipment or capital outlay.**

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

New shelving and furnishings will be needed, approximately \$500,000. The Library Foundation will help us fundraise to help offset costs for the children's area and meeting room enhancements.

G.W.C. WHITING  
(1883-1974)

WILLARD HACKERMAN  
(1918-2014)

TIMOTHY J. REGAN  
PRESIDENT & CEO

FOUNDED 1909

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SUSTAINABILITY

August 25, 2023

Jennifer Ranck, Director – Worcester County Libraries  
Worcester County Government  
1 West Market Street  
Snow Hill, MD 21863

Re: Worcester County Pocomoke Library – Cost Estimate Narrative

Dear Jennifer,

Thank you for the opportunity to work with Worcester County and the entire project team on the preconstruction efforts for the Worcester County Pocomoke Library. Below is a narrative detailing the approach taken on the schematic design cost estimates for this project.

### 1) General Note:

- a. For the Worcester County Pocomoke Library (WCPL) the County Commissioners have provided a target construction project cost of **\$600 / SF**. The project is currently designed at the existing library location of 301 Market Street and includes razing the existing structure and building a modern replacement library on the same site. The following notes outline value management efforts made to align the project costs with the target budget. As the County establishes their comprehensive budget for this project, careful consideration needs to be taken regarding market inputs such as material and labor availability in coordination with concurrent local projects, bid timing, material cost escalation, and inflation which can have immediate and long-term impacts on cost estimates and bid results. Understanding what metrics are included in the construction costs is also critical, especially when comparing unit pricing to similar projects.
- b. Cost of Work versus Total Construction Project Costs: Cost of Work refers to hard costs or direct costs associated with labor, materials, and equipment for the trades / subcontracts which are necessary for the physical construction of the facility. Total project costs or soft costs include any expenses beyond the physical construction of the building such as permitting, professional services, furnishings, etc.

### 2) Scope Adjustments & Value Management:

- a. Reference the WCPL Cost Estimate Comparison Worksheet, **Exhibit 1**. This document shows a comparison of cost estimates dated **1/17/2023 (Exhibit 3)** to the most recent estimate dated **8/11/2023 (Exhibit 4)** for the Pocomoke Library. These are benchmark estimates which represent the evolution of



# ITEM 7

the project design and cost. The variance column represents the cost changes between the two estimates on each line item, which captures steps taken by the project team to reduce project cost. Key changes are highlighted below, although this list is not comprehensive.

- b. Reduction of building gross square footage (GSF) by **-567** square feet reduced the overall cost of the project, noting that this has no impact on the unit price (\$/SF), but is a value management strategy when looking at total project cost.
- c. Geothermal – This scope was removed from the estimate which eliminates the initial installation cost for the wellfield. Once this system is omitted from the design, there is no opportunity to revert to a geothermal system because the equipment design variations are drastic, so the decision to remove this from the budget must be heavily considered against the lifecycle costs of alternate systems. A detailed analysis of this, including potential rebate programs for geothermal systems, can be provided by the Mechanical Engineer as they have historical cost data and performance information for the same. Also consider the possibility of additional design fees needed to re-analyze alternate system types in conjunction with energy modeling.
- d. Photovoltaic (PV) – This scope was removed from the estimate as there is an initial installation cost for the PV system and equipment. Provisions to make the building ‘PV Ready’ are a low-cost recommendation if there is a future desire to add this system, and a similar approach was taken at the Berlin Library. A more detailed analysis of this recommendation can be provided by the Electrical Engineer as they have historical cost data and performance information for the same.
- e. Cost Escalation year over year has been trending downward and stabilizing to pre-pandemic levels and is expected to track at 4% for 2023, 3-4% for 2024, and 4-5% for 2025. It should be noted that the current cost estimate carries an escalation contingency of only 3% which needs to be a consideration when established owner contingencies to cover potential shortfalls.

### 3) Estimate Review:

- a. The current estimated value of the Pocomoke library is **\$7,426,254 for construction, \$592.54 / GSF**. See notes below on how this compares to similar local projects.
- b. Estimates have been done using schematic design documents which require a high level of assumptions based on knowledge of this project type and having prior experience working with Worcester County. The level of detail and accuracy of cost estimates is improved as the design develops.
- c. With feedback from the project team, Whiting-Turner will need to further adjust this estimate to capture project components which will be funded by the County with funds dedicated for the construction project, and those costs which are funded separately. For example, on the 8/11/23 estimate, there are no Design Fees carried, as those are traditionally not considered a part of the

construction cost. This differentiation needs to be understood when comparing \$ / SF numbers for different projects since this unit cost can be easily skewed.

#### 4) Comparable Projects:

- a. **Worcester County Berlin Library (WCPL):** If we escalate the **\$576/SF (2018)** completion cost of the Berlin Library using an average inflation rate of only 5%, the Berlin Library would cost **\$735.74 / SF** to construction in today.
- b. **Selbyville Public Library (SPL):** Competitively bid in July of 2023, with a total construction cost of \$11,774,579.00 and a total of 14,686 SF, equaling **\$801.76 / SF**. Please make a detailed review of the attached estimate comparison worksheet, **Exhibit 2**, which compares the most current Pocomoke Library estimate to the Selbyville Public Library bid results from July of 2023. Pay particular attention to the '**\$ Variance**' column to see the differences in cost between the two projects.
  - i. Selbyville Library is a wage rate project, and the labor rate in Delaware is higher than what we see in Worcester / Wicomico. To make the adjustment for this wage differential, you would increase the **\$735.74 / SF (adjusted cost of the Berlin Library)** by 5% which equals **\$771.75 / SF**, and you will notice that this puts you closer to the unit cost of the Selbyville Library. One other comment is that bidding climate is much different now than it was 5 years ago, with a steady amount of work ongoing and bidding, the subcontractors have a healthy backlog, which results in higher bid results.
- c. Comparing a library project to a K-12 school project is not recommended due to the vastly different construction type, variations in program and usage, and overall project size.
- d. **Clarification on terminology:**
  - i. \*Construction Cost includes bond, insurance, fee, CM contingency, General Conditions & General Requirements. \*\*Construction Cost excludes owner related permitting, artwork, design fees, owner contingency, FFE, FFE Design.

Very Truly Yours,  
**THE WHITING-TURNER CONTRACTING COMPANY**

Adam Leonard  
Project Manager



Worcester County Pocomoke Branch Library

**EXHIBIT 1: ESTIMATE COMPARISON WORKSHEET**

**COST SUMMARY**

DIVISION	13,100 GSF WCPL Estimate Dated 1/17/23			12,533 GSF WCPL Estimate Dated 8/11/23			\$ VARIANCE
	COST	\$/SF	% COW	COST	\$/SF	% COW	
1 General Requirements	\$ 322,903	\$ 24.65	5.42%	\$ 219,803	\$ 17.54	4.03%	= \$ (103,100)
2 Existing Conditions	\$ 34,500	\$ 2.63	0.58%	\$ 311,000	\$ 24.81	5.70%	= \$ 276,500
3 Concrete	\$ 396,659	\$ 30.28	6.66%	\$ 356,022	\$ 28.41	6.53%	= \$ (40,637)
4 Masonry	\$ 275,680	\$ 21.04	4.63%	\$ 174,000	\$ 13.88	3.19%	= \$ (101,680)
5 Metals	\$ 97,660	\$ 7.45	1.64%	\$ 97,660	\$ 7.79	1.79%	= \$ -
6 Wood, Plastics, and Composites	\$ 199,030	\$ 15.19	3.34%	\$ 193,664	\$ 15.45	3.55%	= \$ (5,366)
7 Thermal & Moisture Protection	\$ 873,278	\$ 66.66	14.67%	\$ 783,010	\$ 62.48	14.36%	= \$ (90,268)
8 Openings	\$ 223,660	\$ 17.07	3.76%	\$ 196,160	\$ 15.65	3.60%	= \$ (27,500)
9 Finishes	\$ 694,557	\$ 53.02	11.67%	\$ 672,032	\$ 53.62	12.32%	= \$ (22,525)
10 Specialties	\$ 70,985	\$ 5.42	1.19%	\$ 55,985	\$ 4.47	1.03%	= \$ (15,000)
11 Equipment	\$ 13,750	\$ 1.05	0.23%	\$ 13,750	\$ 1.10	0.25%	= \$ -
12 Furnishings	\$ 129,504	\$ 9.89	2.18%	\$ 124,968	\$ 9.97	2.29%	= \$ (4,536)
13 Special Construction	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	= \$ -
14 Conveying Systems	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	= \$ -
21 Fire Suppression	\$ 72,050	\$ 5.50	1.21%	\$ 68,932	\$ 5.50	1.26%	= \$ (3,119)
22 Plumbing	\$ 131,000	\$ 10.00	2.20%	\$ 125,330	\$ 10.00	2.30%	= \$ (5,670)
23 HVAC	\$ 1,023,250	\$ 78.11	17.19%	\$ 755,730	\$ 60.30	13.86%	= \$ (267,520)
25 Integrated Automation	\$ 45,850	\$ 3.50	0.77%	\$ 43,866	\$ 3.50	0.80%	= \$ (1,985)
26 Electrical	\$ 714,758	\$ 54.56	12.01%	\$ 670,499	\$ 53.50	12.30%	= \$ (44,259)
27 Communications	\$ 140,820	\$ 10.75	2.37%	\$ 106,631	\$ 8.51	1.96%	= \$ (34,189)
28 Electronic Safety & Security	\$ 62,350	\$ 4.76	1.05%	\$ 62,350	\$ 4.97	1.14%	= \$ -
31 Earthwork	\$ 128,202	\$ 9.79	2.15%	\$ 129,726	\$ 10.35	2.38%	= \$ 1,524
32 Exterior Improvements	\$ 172,857	\$ 13.20	2.90%	\$ 162,817	\$ 12.99	2.99%	= \$ (10,040)
33 Site Utilities	\$ 129,205	\$ 9.86	2.17%	\$ 129,205	\$ 10.31	2.37%	= \$ -
<b>SUBTOTAL - COST OF WORK</b>	<b>\$ 5,952,507</b>	<b>\$ 454.39</b>	<b>100.00%</b>	<b>\$ 5,453,140</b>	<b>\$ 435.10</b>	<b>100.00%</b>	<b>= \$ (499,367)</b>
Preconstruction Services (Separate Funding)	\$ 38,000	\$ 2.90		\$ -	\$ -		= \$ (38,000)
Design and Estimating Contingency	\$ 501,964	\$ 38.32		\$ 178,767	\$ 14.26		= \$ (323,197)
Construction/CM Contingency	\$ 328,875	\$ 25.10		\$ 179,344	\$ 14.31		= \$ (149,531)
General Conditions	\$ 865,363	\$ 66.06		\$ 577,118	\$ 46.05		= \$ (288,245)
Liability Insurance	\$ 77,262	\$ 5.90		\$ 64,574	\$ 5.15		= \$ (12,688)
Whiting-Turner Bond	\$ 73,845	\$ 5.64		\$ 63,422	\$ 5.06		= \$ (10,422)
Whiting-Turner Fee	\$ 261,040	\$ 19.93		\$ 192,169	\$ 15.33		= \$ (68,871)
Builder's Risk Insurance	\$ 9,356	\$ 0.71		\$ 7,995	\$ 0.64		= \$ (1,361)
<b>CONSTRUCTION TOTALS</b>	<b>\$ 8,108,213</b>	<b>\$ 618.95 / GSF</b>		<b>\$ 6,716,529</b>	<b>\$ 535.91 / GSF</b>		<b>= \$ (1,391,683)</b>
FF&E, Artwork, and AV	\$ 600,000	\$ 45.80		\$ 500,000	\$ 39.89		= \$ (100,000)
Permitting Fees	\$ 25,000	\$ 1.91		\$ 25,000	\$ 1.99		= \$ -
Escalation Contingency	\$ 478,068	\$ 36.49		\$ 184,725	\$ 14.74		= \$ (293,343)
<b>CONSTRUCTION PROJECT TOTALS</b>	<b>\$ 9,211,281</b>	<b>\$ 703.15 / GSF</b>		<b>\$ 7,426,254</b>	<b>\$ 592.54 / GSF</b>		<b>= \$ (1,785,027)</b>
<b>Owner's Costs (Below the line items)</b>							
Architectural / Engineering Fees (Separate Funding)	\$ 520,000	\$ 39.69		\$ -	\$ -		= \$ (520,000)
Owner Contingency	\$ 178,575	\$ 13.63		\$ 109,063	\$ 8.70		= \$ (69,512)
FF&E Design	\$ 25,000	\$ 1.91		\$ 25,000	\$ 1.99		= \$ -
Testing & Inspection Costs	\$ 50,000	\$ 3.82		\$ 50,000	\$ 3.99		= \$ -
<b>GRAND TOTAL PROJECT COST</b>	<b>\$ 9,984,856</b>	<b>\$ 762.20 / GSF</b>		<b>\$ 7,610,317</b>	<b>\$ 607.22 / GSF</b>		<b>= \$ (2,374,539)</b>



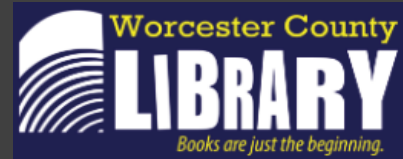
**EXHIBIT 2: ESTIMATE COMPARISON WORKSHEET**

**COST SUMMARY**

		14,686 GSF			12,533 GSF			
		Selbyville Bid Results			WCPL Estimate Dated 8/11/23			
DIVISION		COST	\$/SF	% COW	COST	\$/SF	% COW	\$ VARIANCE
1	General Requirements	\$ -	\$ -	0.00%	\$ 219,803	\$ 17.54	4.03%	= \$ 219,803
2	Existing Conditions	\$ 341,618	\$ 23.26	3.42%	\$ 311,000	\$ 24.81	5.70%	= \$ (30,618)
3	Concrete	\$ 499,300	\$ 34.00	5.00%	\$ 356,022	\$ 28.41	6.53%	= \$ (143,278)
4	Masonry	\$ -	\$ -	0.00%	\$ 174,000	\$ 13.88	3.19%	= \$ 174,000
5	Metals	\$ 823,008	\$ 56.04	8.25%	\$ 97,660	\$ 7.79	1.79%	= \$ (725,348)
6	Wood, Plastics, and Composites	\$ 1,382,037	\$ 94.11	13.85%	\$ 193,664	\$ 15.45	3.55%	= \$ (1,188,373)
7	Thermal & Moisture Protection	\$ 1,575,791	\$ 107.30	15.79%	\$ 783,010	\$ 62.48	14.36%	= \$ (792,782)
8	Openings	\$ 638,170	\$ 43.45	6.39%	\$ 196,160	\$ 15.65	3.60%	= \$ (442,010)
9	Finishes	\$ 1,139,808	\$ 77.61	11.42%	\$ 672,032	\$ 53.62	12.32%	= \$ (467,776)
10	Specialties	\$ 264,382	\$ 18.00	2.65%	\$ 55,985	\$ 4.47	1.03%	= \$ (208,397)
11	Equipment	\$ 11,000	\$ 0.75	0.11%	\$ 13,750	\$ 1.10	0.25%	= \$ 2,750
12	Furnishings	\$ 128,000	\$ 8.72	1.28%	\$ 124,968	\$ 9.97	2.29%	= \$ (3,032)
13	Special Construction	\$ 158,000	\$ 10.76	1.58%	\$ -	\$ -	0.00%	= \$ (158,000)
14	Conveying Systems	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	= \$ -
21	Fire Suppression	\$ 59,980	\$ 4.08	0.60%	\$ 68,932	\$ 5.50	1.26%	= \$ 8,952
22	Plumbing	\$ 156,000	\$ 10.62	1.56%	\$ 125,330	\$ 10.00	2.30%	= \$ (30,670)
23	HVAC	\$ 654,750	\$ 44.58	6.56%	\$ 755,730	\$ 60.30	13.86%	= \$ 100,980
25	Integrated Automation (Included in Div. 23)	\$ -	\$ -	0.00%	\$ 43,866	\$ 3.50	0.80%	= \$ 43,866
26	Electrical	\$ 726,452	\$ 49.47	7.28%	\$ 670,499	\$ 53.50	12.30%	= \$ (55,953)
27	Communications (Included in Div. 28)	\$ -	\$ -	0.00%	\$ 106,631	\$ 8.51	1.96%	= \$ 106,631
28	Electronic Safety & Security	\$ 543,667	\$ 37.02	5.45%	\$ 62,350	\$ 4.97	1.14%	= \$ (481,317)
31	Earthwork	\$ 855,696	\$ 58.27	8.57%	\$ 129,726	\$ 10.35	2.38%	= \$ (725,970)
32	Exterior Improvements	\$ 23,885	\$ 1.63	0.24%	\$ 162,817	\$ 12.99	2.99%	= \$ 138,932
33	Site Utilities	\$ -	\$ -	0.00%	\$ 129,205	\$ 10.31	2.37%	= \$ 129,205
<b>SUBTOTAL - COST OF WORK</b>		<b>\$ 9,981,544</b>	<b>679.66</b>	<b>100.00%</b>	<b>\$ 5,453,140</b>	<b>\$ 435.10</b>	<b>100.00%</b>	<b>\$ (4,528,404)</b>
Preconstruction Services (Separate Funding)		\$ -	\$ -		\$ -	\$ -		= \$ -
Design and Estimating Contingency		\$ -	\$ -		\$ 178,767	\$ 14.26		= \$ 178,767
Construction/CM Contingency		\$ 299,446	\$ 20.39		\$ 179,344	\$ 14.31		= \$ (120,102)
General Conditions		\$ 997,622	\$ 67.93		\$ 577,118	\$ 46.05		= \$ (420,504)
Liability Insurance		\$ 98,281	\$ 6.69		\$ 64,574	\$ 5.15		= \$ (33,707)
Whiting-Turner Bond		\$ 113,783	\$ 7.75		\$ 63,422	\$ 5.06		= \$ (50,361)
Whiting-Turner Fee		\$ 249,927	\$ 17.02		\$ 192,169	\$ 15.33		= \$ (57,758)
Builder's Risk Insurance		\$ 13,974	\$ 0.95		\$ 7,995	\$ 0.64		= \$ (5,979)
<b>CONSTRUCTION TOTALS</b>		<b>\$ 11,754,577</b>	<b>\$ 800.39 / GSF</b>		<b>\$ 6,716,529</b>	<b>\$ 535.91 / GSF</b>		<b>\$ (5,038,048)</b>
FF&E, Artwork, and AV		\$ 488,755	\$ 33.28		\$ 500,000	\$ 39.89		= \$ 11,245
Permitting Fees		\$ 211,617	\$ 14.41		\$ 25,000	\$ 1.99		= \$ (186,617)
Escalation Contingency		\$ 20,000	\$ 1.36		\$ 184,725	\$ 14.74		= \$ 164,725
<b>CONSTRUCTION PROJECT TOTALS</b>		<b>\$ 12,474,949</b>	<b>\$ 849.44 / GSF</b>		<b>\$ 7,426,254</b>	<b>\$ 592.54 / GSF</b>		<b>\$ (5,048,695)</b>
<b>Owner's Costs</b>								
Architectural / Engineering Fees (Separate Funding)		\$ -	\$ -		\$ -	\$ -		= \$ -
Owner Contingency		\$ 300,000	\$ 20.43		\$ 109,063	\$ 8.70		= \$ (190,937)
FF&E Design		\$ 33,000	\$ 2.25		\$ 25,000	\$ 1.99		= \$ (8,000)
Testing & Inspection Costs		\$ 45,000	\$ 3.06		\$ 50,000	\$ 3.99		= \$ 5,000
<b>GRAND TOTAL PROJECT COST</b>		<b>\$ 12,852,949</b>	<b>\$ 875.18 / GSF</b>		<b>\$ 7,610,317</b>	<b>\$ 607.22 / GSF</b>		<b>\$ (5,242,632)</b>



The Whiting-Turner Contracting Company  
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 Salisbury, MD 21804  
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**Project Name:** Worcester County Pocomoke Branch Library  
**Type of Estimate:** Schematic Design Estimate  
**Estimate Date:** January 17, 2023  
**Project Location:** Pocomoke City, MD 21851  
**Owner:** Worcester County Government  
**Whiting-Turner Contact:** Adam Leonard  
**Whiting-Turner VP:** Scott Saxman  
**Architect/Engineer:** The Design Group  
**Document Set:** Schematic Design Documents - dated 1.05.2023

**Project Description:** Construction of a new 13,000 square foot single story public library located on an adaptive reuse site in downtown Pocomoke City, MD.





Worcester County Pocomoke Branch Library  
Schematic Design Estimate - 01/17/2023

MASTERFORMAT SUMMARY

DIVISION	BUILDING			SITE DEVELOPMENT			PROJECT TOTAL		
	13,100	GSF	BLDG	1.1	ACRE	SITE	13,100	GSF	
	COST	\$/SF	% COW	COST	\$/ACRE	% COW	COST	\$/SF	% COW
1 General Requirements	\$ 300,903	\$ 22.97	5.53%	\$ 22,000	\$ 19,557.55	4.29%	\$ 322,903	\$ 24.65	5.42%
2 Existing Conditions	\$ -	\$ -	0.00%	\$ 34,500	\$ 30,669.80	6.73%	\$ 34,500	\$ 2.63	0.58%
3 Concrete	\$ 396,659	\$ 30.28	7.29%	\$ -	\$ -	0.00%	\$ 396,659	\$ 30.28	6.66%
4 Masonry	\$ 275,680	\$ 21.04	5.07%	\$ -	\$ -	0.00%	\$ 275,680	\$ 21.04	4.63%
5 Metals	\$ 97,660	\$ 7.45	1.80%	\$ -	\$ -	0.00%	\$ 97,660	\$ 7.45	1.64%
6 Wood, Plastics, and Composites	\$ 199,030	\$ 15.19	3.66%	\$ -	\$ -	0.00%	\$ 199,030	\$ 15.19	3.34%
7 Thermal & Moisture Protection	\$ 873,278	\$ 66.66	16.05%	\$ -	\$ -	0.00%	\$ 873,278	\$ 66.66	14.67%
8 Openings	\$ 223,660	\$ 17.07	4.11%	\$ -	\$ -	0.00%	\$ 223,660	\$ 17.07	3.76%
9 Finishes	\$ 694,557	\$ 53.02	12.77%	\$ -	\$ -	0.00%	\$ 694,557	\$ 53.02	11.67%
10 Specialties	\$ 60,985	\$ 4.66	1.12%	\$ 10,000	\$ 8,889.80	1.95%	\$ 70,985	\$ 5.42	1.19%
11 Equipment	\$ 13,750	\$ 1.05	0.25%	\$ -	\$ -	0.00%	\$ 13,750	\$ 1.05	0.23%
12 Furnishings	\$ 129,504	\$ 9.89	2.38%	\$ -	\$ -	0.00%	\$ 129,504	\$ 9.89	2.18%
13 Special Construction	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
14 Conveying Systems	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
21 Fire Suppression	\$ 72,050	\$ 5.50	1.32%	\$ -	\$ -	0.00%	\$ 72,050	\$ 5.50	1.21%
22 Plumbing	\$ 131,000	\$ 10.00	2.41%	\$ -	\$ -	0.00%	\$ 131,000	\$ 10.00	2.20%
23 HVAC & Geothermal	\$ 1,023,250	\$ 78.11	18.81%	\$ -	\$ -	0.00%	\$ 1,023,250	\$ 78.11	17.19%
25 Integrated Automation	\$ 45,850	\$ 3.50	0.84%	\$ -	\$ -	0.00%	\$ 45,850	\$ 3.50	0.77%
26 Electrical & Solar	\$ 699,258	\$ 53.38	12.85%	\$ 15,500	\$ 13,779.18	3.03%	\$ 714,758	\$ 54.56	12.01%
27 Communications	\$ 140,820	\$ 10.75	2.59%	\$ -	\$ -	0.00%	\$ 140,820	\$ 10.75	2.37%
28 Electronic Safety & Security	\$ 62,350	\$ 4.76	1.15%	\$ -	\$ -	0.00%	\$ 62,350	\$ 4.76	1.05%
31 Earthwork	\$ -	\$ -	0.00%	\$ 128,202	\$ 113,968.99	25.03%	\$ 128,202	\$ 9.79	2.15%
32 Exterior Improvements	\$ -	\$ -	0.00%	\$ 172,857	\$ 153,666.49	33.74%	\$ 172,857	\$ 13.20	2.90%
33 Site Utilities	\$ -	\$ -	0.00%	\$ 129,205	\$ 114,860.61	25.22%	\$ 129,205	\$ 9.86	2.17%
<b>SUBTOTAL - COST OF WORK</b>	<b>\$ 5,440,243</b>	<b>\$ 415.29</b>	<b>100.00%</b>	<b>\$ 512,264</b>	<b>\$ 455,392.42</b>	<b>100.00%</b>	<b>\$ 5,952,507</b>	<b>\$ 454.39</b>	<b>100.00%</b>
Preconstruction Services	\$ 35,000	\$ 2.67	Fixed	\$ 3,000	\$ 2,666.94	Fixed	\$ 38,000	\$ 2.90	
Design and Estimating Contingency	\$ 476,201	\$ 36.35	8.00%	\$ 25,763	\$ 22,902.97	5.00%	\$ 501,964	\$ 38.32	
Construction/CM Contingency	\$ 303,262	\$ 23.15	5.00%	\$ 25,613	\$ 22,769.62	5.00%	\$ 328,875	\$ 25.10	
General Conditions	\$ 865,363	\$ 66.06	Fixed	\$ -	\$ -	Fixed	\$ 865,363	\$ 66.06	
Liability Insurance	\$ 71,898	\$ 5.49	0.90%	\$ 5,364	\$ 4,768.54	0.90%	\$ 77,262	\$ 5.90	
Whiting-Turner Bond	\$ 68,143	\$ 5.20	1.00%	\$ 5,702	\$ 5,068.52	1.00%	\$ 73,845	\$ 5.64	
Whiting-Turner Fee	\$ 240,886	\$ 18.39	3.50%	\$ 20,155	\$ 17,917.21	3.50%	\$ 261,041	\$ 19.93	
Builder's Risk Insurance	\$ 8,634	\$ 0.66	0.12%	\$ 722	\$ 641.53	0.12%	\$ 9,356	\$ 0.71	
<b>CONSTRUCTION TOTALS</b>	<b>\$ 7,509,630</b>	<b>\$ 573.25 / GSF</b>		<b>\$ 598,583</b>	<b>\$ 532,127.74 / ACRE</b>		<b>\$ 8,108,213</b>	<b>\$ 618.95 / GSF</b>	
FF&E, Artwork, and AV	\$ 600,000	\$ 45.80	Fixed	\$ -	\$ -	Fixed	\$ 600,000	\$ 45.80	
Permitting Fees	\$ 25,000	\$ 1.91	Fixed	\$ -	\$ -	Fixed	\$ 25,000	\$ 1.91	
Escalation Contingency	\$ 445,795	\$ 34.03	7.00%	\$ 32,273	\$ 28,689.72	6.00%	\$ 478,068	\$ 36.49	
<b>CONSTRUCTION PROJECT TOTALS</b>	<b>\$ 8,580,425</b>	<b>\$ 654.99 / GSF</b>		<b>\$ 630,855</b>	<b>\$ 560,817.46 / ACRE</b>		<b>\$ 9,211,281</b>	<b>\$ 703.15 / GSF</b>	
<b>Owner's Costs</b>									
Architectural / Engineering Fees	\$ 520,000	\$ 39.69	Fixed	\$ -	\$ -		\$ 520,000	\$ 39.69	
Owner Contingency	\$ 178,575	\$ 13.63	3.00%	\$ -	\$ -		\$ 178,575	\$ 13.63	
FF&E Design	\$ 25,000	\$ 1.91	Fixed	\$ -	\$ -		\$ 25,000	\$ 1.91	
Testing & Inspection Costs	\$ 50,000	\$ 3.82	Fixed	\$ -	\$ -		\$ 50,000	\$ 3.82	
<b>GRAND TOTAL PROJECT COST</b>	<b>\$ 9,354,000</b>	<b>\$ 714.05 / GSF</b>		<b>\$ 630,855</b>	<b>\$ 560,817.46 / ACRE</b>		<b>\$ 9,984,856</b>	<b>\$ 762.20 / GSF</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>01 GENERAL REQUIREMENTS</b>					
<b>01 50 00 Temporary Facilities and Controls</b>					
General Requirements	1	ls	\$ 300,903.00	\$ 300,903	See GR tab for breakdown and more detail
<b>01 70 00 Execution and Closeout Requirements</b>					
<b>TOTAL - DIV 1</b>				<b>\$ 300,903</b>	
<b>02 EXISTING CONDITIONS</b>					
<b>TOTAL - DIV 2</b>				<b>\$ -</b>	
<b>03 CONCRETE</b>					
<b>03 30 00 Cast in Place Concrete</b>					
<u>Standard Foundations</u>					
Concrete Foundations	1	ls	\$ 146,355.00	\$ 146,355	
Rebar	1	ls	\$ 27,500.00	\$ 27,500	
Foundation Wall- Building Perimeter	103	cy	\$ 700.00	\$ 72,204	
<u>Slab on Grade</u>					
Slab on Grade - 4"	12,100	sf	\$ 11.00	\$ 133,100	Incl concrete, stone base, vapor barrier
Broom Finish Concrete	-	ls	\$ -	\$ -	See division 31
<u>Walls and Columns</u>					
Mock-Up of Site wall	1	ls	\$ 7,500.00	\$ 7,500	Concrete only
<u>Miscellaneous</u>					
Housekeeping Pads	500	sf	\$ 20.00	\$ 10,000	
<b>03 40 00 Precast Concrete</b>					
Precast Concrete - Architectural					
<b>TOTAL - DIV 3</b>				<b>\$ 396,659</b>	
<b>04 MASONRY</b>					
<b>04 20 00 Unit Masonry</b>					
CMU Foundation Walls - Building Shell	-	sf	\$ 46.00	\$ -	
Brick Veneer	6,892	sf	\$ 40.00	\$ 275,680	
<b>04 40 00 Stone Assemblies</b>					
Stone Cladding		sf	\$ -	\$ -	
<b>TOTAL - DIV 4</b>				<b>\$ 275,680</b>	
<b>05 METALS</b>					
<b>05 10 00 Structural Metal Framing</b>					
Structural Steel Material	10	ton	\$ 4,200.00	\$ 42,000	
Structural Steel Decking and Joist Material	1,344	sf	\$ 15.00	\$ 20,160	1.5" B roof deck(22 ga) Galvanized G60 decking on bar joists
Fabrication	1	ls	\$ -	inc.	
Erection	1	ls	\$ -	inc.	
Detailing and Engineering	1	ls	\$ 5,000.00	\$ 5,000	
<b>05 40 00 Cold Formed Metal Framing</b>					
See Division 9 - Structural Studs included in wall systems costs					

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>05 50 00 Metal Fabrications</b>					
<u>Miscellaneous Metals</u>					
Allowance for Miscellaneous Metals	1	allow	\$ 7,500.00	\$ 7,500	
Metal Roof Ladders	-	vlf	\$ -	\$ -	
Ships Ladder	-	ea	\$ 6,500.00	\$ -	
Overhead Support Steel - Toilet Partitions	50	lf	\$ 100.00	\$ 5,000	
Overhead Support Steel - Projection Screens	50	lf	\$ 100.00	\$ 5,000	
Overhead Support Steel - Projector Mounts	25	lf	\$ 100.00	\$ 2,500	
Pipe Railings Type	-	lf	\$ 150.00	\$ -	
<u>Canopies</u>					
Canopy Framing	-	sf	\$ -	\$ -	Canopy framing included in structural metal framing and division 06.
<u>Egress Stairs and Railings</u>					
Metal Pan Stairs / Landings	18	rsr	\$ 400.00	\$ 7,200	Includes concrete infill
Center Stair Railings - steel handrail, 1/2" pickets, typ.	-	lf	\$ 100.00	\$ -	
Hand Railings, Wall Mounted - Type 3	44	lf	\$ 75.00	\$ 3,300	
<b>TOTAL - DIV 5</b>				<b>\$ 97,660</b>	
<b>06 WOOD, PLASTICS, AND COMPOSITES</b>					
<b>06 10 00 Rough Carpentry</b>					
Rough Carpentry (In wall Strapping / Blocking)	13,100	sf	\$ 1.50	\$ 19,650	
Roof Blocking	2,228	lf	\$ 13.00	\$ 28,964	Includes blocking for gutters, perimeter 3 rows of 2"x8"
PT Exterior Blocking	2,785	lf	\$ 15.00	\$ 41,775	1 row of 2"x8" at window, curtain wall, and storefront locations. Continuous blocking at soffit
Soffit Infill Framing	3,027	sf	\$ 10.00	\$ 30,270	Supplemental Soffit Infill Framing
2x12 exterior exposed wood joists - soffit system	400	sf	\$ 24.00	\$ 9,600	2x12 joists #1 or better S4S Douglas Fir
2x12 interior exposed wood joists - high ceilings	1,800	sf	\$ 24.00	\$ 43,200	At high ceiling of Adult Stacks
Plywood decking at exterior entrance canopies / low slope roofs	3,501	sf	\$ 6.70	\$ 23,457	
Plywood @ Elec or Mech Rm Com Rm for mounting 4x8 sheet	2	ea	\$ 500.00	\$ 1,000	presumed 8' Height, two walls
<b>06 40 00 Architectural Woodwork</b>					
Wood Base - Paint Grade	557	lf	\$ 2.00	\$ 1,114	
Wood Base - Clear Finish	-	lf	\$ -	\$ -	
Wood Veneer Wall Paneling	-	lf	\$ -	\$ -	
Casework, Cabinets, Countertops, Etc. - see Div 12					
<b>TOTAL - DIV 6</b>				<b>\$ 199,030</b>	



## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>07 THERMAL &amp; MOISTURE PROTECTION</b>					
<b>07 10 00 Damp proofing &amp; Waterproofing</b>					
Damp proofing at Foundation Wall	2,785	sf	\$ 1.25	\$ 3,481	
Waterproofing - Fluid Applied Membrane	4,758	sf	\$ 2.00	\$ 9,516	
Vertical Wall Drainage Board	2,785	sf	\$ 1.75	\$ 4,874	
<b>07 20 00 Thermal Protection/Weather Barriers</b>					
Below grade Sips	-	sf	\$ 14.00	\$ -	
Exterior Wall Rigid Insulation - Foundation Wall	2,785	sf	\$ 2.00	\$ 5,570	
Air/Vapor Barrier - SPF	11,650	sf	\$ 5.25	\$ 61,163	Assumed Henry Air-Bloc 31MR and Blueskin SA - Includes lifts
Air Barrier Testing	-	sf	\$ -	\$ -	See general requirement for Envelope consultant
<b>07 40 00 Roofing and Siding Panels</b>					
Standing Seam Metal Roofing	14,122	sf	\$ 30.00	\$ 423,660	
Metal Wall Panel System - Exterior	4,122	sf	\$ 35.00	\$ 144,270	
Metal Panel Wall System Testing	-	ls	\$ -	\$ -	See general requirement for Envelope consultant
Metal Panel Wall System Mock-up	1	ls	\$ 1,500.00	\$ 1,500	
Building Envelope Performance Testing	-	allow	\$ -	\$ -	See general requirement for Envelope consultant
Fiber Cement Panel	3,309	sf	\$ 10.00	\$ 33,090	Fascia & Soffit System
<b>07 50 00 Membrane Roofing</b>					
TPO Membrane	3,501	sf	\$ 20.00	\$ 70,020	
<b>07 60 00 Flashing and Sheet Metal</b>					
Flashing/Penetrations	1	Allow	\$ 5,000.00	\$ 5,000	
<b>07 70 00 Roof and Wall Specialties and Accessories</b>					
Coping - typ. bent metal	339	lf	\$ 20.00	\$ 6,780	
Walkway Pads (Precast 2' x 2')	-	ea	\$ 80.00	\$ -	
Scuppers	-	ea	\$ -	\$ -	Included in gutter and downspout
Collection Boxes	-	ea	\$ -	\$ -	Included in gutter and downspout
Gutters	339	lf	\$ 26.00	\$ 8,814	
Downspouts	270	lf	\$ 32.00	\$ 8,640	18 locations assuming 15 height
Fall Arrest Anchorage Devices	-	ea	\$ -	\$ -	None assumed
Roof Hatches	-	ea	\$ 3,000.00	\$ -	None assumed
Roof - Expansion Joints	-	lf	\$ 45.00	\$ -	None assumed
Roof Curbs - Mechanical Eqpt	-	lf	\$ 48.00	\$ -	None assumed
<b>07 80 00 Fire and Smoke Protection</b>					
<u>Penetration Fire Stopping</u>					
Fire Sealants	1	allow	\$ 5,000.00	\$ 5,000	Based on Building SF
<u>Spray Applied Fireproofing &amp; Intumescent Paint</u>					
Spray Applied Fireproofing	-	sf	\$ -	\$ -	None assumed
Intumescent Fireproofing	-	sf	\$ -	\$ -	None assumed

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>07 90 00 Joint Protection</b>					
Interior Architectural Caulking	13,100	sf	\$ 2.00	\$ 26,200	Based on Building SF
Exterior Caulking	13,925	sf	\$ 4.00	\$ 55,700	Based on SF of envelope
Expansion Joints - Vertical Building Façade		lf	\$ -	-	None assumed
Expansion Joints - Interior Floors, Walls, Ceilings		lf	\$ -	-	None assumed
<b>TOTAL - DIV 7</b>				<b>\$ 873,278</b>	

## 08 OPENINGS

### 08 10 00 Doors and Frames

#### Exterior Doors

Exterior HM/HM - Single - 3' 0" x 7' 0"		ea	\$ 1,900.00	\$ -	Furnish Only
Exterior HM/HM - Single - 4' 0" x 8' 0"	1	ea	\$ 1,900.00	\$ 1,900	Furnish Only
Exterior HM/HM - Double - 6' 0" x 7' 0"		ea	\$ 2,430.00	\$ -	Furnish Only
Exterior HM/HM - Double - 6' 0" x 7' 2"	1	ea	\$ 2,430.00	\$ 2,430	Furnish Only
Exterior HM/HM - Single - 4' 0" x 8' 0" - Non electrified	1	ea	\$ 550.00	\$ 550	Install Only
Exterior HM/HM - Double - 6' 0" x 7' 0" - Non electrified	1	ea	\$ 700.00	\$ 700	Install Only
Exterior HM/HM - Single - 3' 0" x 7' 0" - Electrified		ea	\$ 500.00	\$ -	Install Only
Exterior HM/HM - Double - 6' 0" x 7' 0" - Electrified	4	ea	\$ 800.00	\$ 3,200	Install Only

#### Interior Doors

Interior HM/HM - Single - 3' 6" x 7' 0"		ea	\$ 1,000.00	\$ -	Furnish Only
Interior HM/HM - Single - 3' 0" x 7' 2"	2	ea	\$ 1,000.00	\$ 2,000	Furnish Only
HM/HM - Double - 6' 0" x 7' 0"		ea	\$ 2,100.00	\$ -	Furnish Only
Sliding Rite Slide Doors SCWD - Single - 3' 4" x 8' 0"	1	ea	\$ 2,500.00	\$ 2,500	Furnish Only
Sliding Rite Slide Doors SCWD - Double - 6' 0" x 8' 0"	2	ea	\$ 2,500.00	\$ 5,000	Furnish Only,
Interior SCWD/HM - Single - 3' 0" x 7' 0"		ea	\$ 1,220.00	\$ -	Plastic laminate (std laminate) at LPDL doors + Prefinished Red Oak at SCWD doors Finish Hardware for above and cylinders only for alum doors - Furnish Only
Interior LPDL/HM - Single - 3' 0" x 7' 10"	14	ea	\$ 1,220.00	\$ 17,080	Furnish Only
Interior SCWD/HM - Single - 3' 4" x 7' 2"	1	ea	\$ 1,220.00	\$ 1,220	Furnish Only
Interior SCWD/HM - Single - 3' 6" x 7' 10" Vision Glass	1	ea	\$ 1,220.00	\$ 1,220	
Interior SCWD/HM - Single - 3' 0" x 7' 0" Full Glass	1	ea	\$ 1,220.00	\$ 1,220	
Interior SCWD/HM - Double - 6' 0" x 7' 0"	1	ea	\$ 2,150.00	\$ 2,150	Furnish Only
Interior SCWD/HM - Double - 6' 0" x 7' 0" Vision Glass		ea	\$ -	\$ -	
Interior SCWD/HM - Single - 4' 0" x 7' 10"	24	ea	\$ 550.00	\$ 13,200	Install only
Premium for Fire Rating (per leaf)	4	ea	\$ 50.00	\$ 200	
Premium for Card Readers		ea	\$ 560.00	\$ -	Division 28

### 08 30 00 Specialty Doors and Frames

Exterior Overhead Doors - 8' x 8'		ea	\$ -	\$ -	none assumed
Access Panels	25	ea	\$ 150.00	\$ 3,750	
Vertical Fire and Smoke Curtain		sf	\$ -	\$ -	none assumed

### 08 40 00 Entrances, Storefronts, and Curtainwalls

#### Exterior Storefront Curtainwall/Doors

#### Interior Glass Doors

Interior Storefront Door - Single 3' 0" x 7' 0"		ea	\$ -	\$ -	
Interior Storefront Door - Double 6' 0" x 7' 0"		pr	\$ -	\$ -	
Interior Frameless Glass Door - Single 3' 0" x 8' 0"	2	ea	\$ 3,950.00	\$ 7,900	
Interior Frameless Glass Door - Single 3' 3" x 8' 0"	1	ea	\$ 3,950.00	\$ 3,950	
Interior Frameless Glass Door - Double 6' 0" x 8' 0"	1	pr	\$ 5,950.00	\$ 5,950	
Interior Frameless Glass Door - Single 4' 0" x 8' 0"	4	ea	\$ 3,950.00	\$ 15,800	
Premium for Full Glass Fire-Rated Doors		ea	\$ -	\$ -	
Auto Operators Single - Interior - just operator	1	ea	\$ 2,800.00	\$ 2,800	
Auto Operators Double - Interior	1	ea	\$ 4,000.00	\$ 4,000	
Auto Operators Single - Exterior	2	ea	\$ 2,800.00	\$ 5,600	
Auto Operators Double - Exterior	1	ea	\$ 4,000.00	\$ 4,000	
Card Readers		ea	\$ -	\$ -	See security

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<u>Exterior Curtainwall / Storefront Systems</u>					
Curtainwall - CW-1	250	sf	\$ 120.00	\$ 30,000	
Storefront - SF-1	250	sf	\$ 82.00	\$ 20,500	
<u>Interior Glass Walls</u>					
Interior Storefront - GW-1	10	sf	\$ 419.00	\$ 4,190	
<b>08 50 00 Windows and Glass</b>					
<u>Exterior Windows</u>					
Aluminum Windows	500	sf	\$ 110.00	\$ 55,000	
<u>Interior Glass and Glazing</u>					
Interior Glazing - Premium for Fire Rated Glass		sf	\$ -	\$ -	none assumed
Mirrors - Frameless	25	sf	\$ 50.00	\$ 1,250	none assumed
<b>08 90 00 Louvers and Vents</b>					
Louvers - Prefinished Aluminum to Match Metal Panels	40	sf	\$ 110.00	\$ 4,400	none assumed
<b>TOTAL - DIV 8</b>				<b>\$ 223,660</b>	

## 09 FINISHES

### 09 20 00 Plaster and Gypsum Board

#### Structural Stud Wall Assemblies

Wood Framing System - Exterior Back-up, Building Shell & Core. 13,100 sf \$ 38.00 \$ 497,800 Wood Framing, insulated sheathing, inwall insulation, drywall and finishing

Exterior Soffit System 3,027 sf \$ 5.00 \$ 15,135

#### Interior GWB Wall Assemblies

Included in Wood Framing System

Premium for STC Rating 13,100 sf \$ 0.50 \$ 6,550

Premium for Level 5 Finish - sf \$ - \$ - none assumed

Premium for Abuse Resistant 13,100 sf \$ 1.00 \$ 13,100

Premium for Impact Resistant - sf \$ - \$ - none assumed

#### Interior GWB Ceiling Assemblies

GWB Ceilings - Metal framing - sf \$ 15.00 \$ - Included in Wood Framing System

GWB Ceilings - Moisture Resistant - sf \$ - \$ - Included in Wood Framing System

Acoustical Ceiling Panels - Moisture Resistant - sf \$ - \$ - Included in Wood Framing System

GWB Bulkheads - lf \$ 60.00 \$ - Included in Wood Framing System

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>09 30 00 Tiling (See finish matrix)</b>					
<u>Tile/Stone Flooring</u>					
Porcelain Tile - Floor		sf	\$ 13.50	\$ -	None assumed
Porcelain Tile - Base		lf	\$ 20.00	\$ -	None assumed
Ceramic Tile - Floor	411	sf	\$ 9.25	\$ 3,802	
Ceramic Tile - Base		lf	\$ 7.75	\$ -	None assumed
Quarry Tile Floor		sf	\$ -	\$ -	None assumed
Quarry Tile Base		lf	\$ -	\$ -	None assumed
Natural Stone Floor		sf	\$ -	\$ -	None assumed
Natural Stone Base		lf	\$ -	\$ -	None assumed
Schluter Strip Threshold	7	ea	\$ 25.00	\$ 175	
<u>Tile/Stone Wall Finish</u>					
Porcelain Tile - Wall		sf	\$ 13.50	\$ -	None assumed
Ceramic Tile - Wall	2,250	sf	\$ 9.25	\$ 20,813	
<u>Misc. Tile Supplementary Components</u>					
Waterproofing Membrane - fleece polyethylene grid (under tile floors)		sf	\$ 3.00	\$ -	
Anti-Fracture Membrane		sf	\$ 3.00	\$ -	None assumed
Sealer for Natural Stone Tile		sf	\$ -	\$ -	None assumed
Epoxy grout		sf	\$ 2.50	\$ -	None assumed
<b>09 50 00 Ceilings</b>					
<u>Acoustical Panel Ceilings</u>					
ACT Ceilings	2,955	sf	\$ 5.00	\$ 14,775	
Wood Veneer Acoustic Panels	142	sf	\$ 12.00	\$ 1,704	
<b>09 60 00 Flooring (See finish matrix)</b>					
<u>Resilient Flooring, Base and Accessories</u>					
VCT- Vinyl Tile	-	sf	\$ 2.00	\$ -	
Resilient Sheet Flooring		sf	\$ -	\$ -	
LVT	1,139	sf	\$ 5.00	\$ 5,695	
Sealed Concrete	493	sf	\$ 2.00	\$ 986	
Rubber Base	2,509	lf	\$ 2.50	\$ 6,273	
<u>Carpet</u>					
Carpet Tile - moderate price	1,033	sy	\$ 40.00	\$ 41,333	
Carpet Tile - high end price	-	sy	\$ 50.00	\$ -	
Walk Off Mat	101	sy	\$ 7.50	\$ 758	
Floor prep	605	sf	\$ 3.50	\$ 2,118	
Moisture Mitigation	10,540	sf	\$ 1.00	\$ 10,540	
<b>09 70 00 Wall Finishes</b>					
Natural Stone Veneer		sf	\$ -	\$ -	
Vinyl Wall Coverings		sy	\$ -	\$ -	
<b>09 80 00 Acoustic Treatment</b>					
Acoustic Wall Panels	285	lf	\$ 40.00	\$ 11,400	
<b>09 90 00 Painting and Coating</b>					
<u>Exterior Façade Painting</u>					
Exterior Painting	1	ls	\$ 3,500.00	\$ 3,500	
<u>Interior Painting</u>					
Painted GWB Walls	27,225	sf	\$ 0.90	\$ 24,503	Spray work
Painted CMU Walls	100	sf	\$ 1.00	\$ 100	
Painted GWB Ceilings	550	sf	\$ 0.50	\$ 275	Spray work
Painted Exposed MEP and bar joists in Ceilings	6,372	sf	\$ 0.40	\$ 2,549	Flat dryfall
Paint - GWB bulkhead	24	sf	\$ 0.65	\$ 16	
Paint Frames	18	ea	\$ 65.00	\$ 1,170	
Paint Doors	18	ea	\$ 55.00	\$ 990	
Paint Stairs / Stair Railings	-	fts	\$ 300.00	\$ -	
Misc. Painted Finishes	1	allow	\$ 8,500.00	\$ 8,500	
<b>TOTAL - DIV 9</b>				<b>\$ 694,557</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>10 SPECIALTIES</b>					
<b>10 10 00 Information Specialties</b>					
<u>Visual Display Units</u>					
Whiteboards - 4' x 3'	2	ea	\$ 195.00	\$ 390	Polyvision
Whiteboards - 4' x 6'	2	ea	\$ 235.00	\$ 470	Polyvision
Tack boards 4'x4'	-	ea	\$ 185.00	\$ -	Polyvision
 <u>Display Cases</u>					
Glass Display Case, in wall / flush	-	ea	\$ 2,150.00	\$ -	
Glass Display Case, wall mounted	-	ea	\$ 1,750.00	\$ -	
 <u>Directories</u>					
Directory, wall mounted	-	ea	\$ -	\$ -	None Assumed
 <u>Signage</u>					
Code Required Signs (ADA, Fire, Address, etc.)	4	allow	\$ 115.00	\$ 460	Life Safety
Exterior Signage on Building	2	ea	\$ 15,000.00	\$ 30,000	
Interior Signage, Room ID Plaque	25	ea	\$ 115.00	\$ 2,875	
Interior Signage, 12" Metal Pin Letters Cast Aluminum	10	ea	\$ 180.00	\$ 1,800	
 <b>10 20 00 Interior Specialties</b>					
<u>Operable Partition</u>					
Operable Panel Partition	-	sf	\$ 85.75	\$ -	
 <u>Wall and Door Protection</u>					
Corner Guards - Resilient, Plastic Type	24	ea	\$ 90.00	\$ 2,160	Include corner guards in book sorting
Fiberglass Reinforced Panels	-	sf	\$ -	\$ -	None assumed
 <u>Toilet, Bath, and Laundry Accessories</u>					
18" Grab Bar	7	ea	\$ 75.00	\$ 525	Bobrick
24" Grab Bar	7	ea	\$ 79.00	\$ 553	Bobrick
36" Grab Bar	7	ea	\$ 86.00	\$ 602	Bobrick
Changing Table	2	ea	\$ 350.00	\$ 700	Koala Kare
Single Coat Hook	11	ea	\$ 75.00	\$ 825	Bobrick
Paper Towel Dispenser	6	ea	\$ 250.00	\$ 1,500	Bobrick electrified unit
Paper Towel Dispenser with trash receptacle	7	ea	\$ 450.00	\$ 3,150	Bobrick - Combo unit - Electrified per meeting on 7/21/21
Sanitary Napkin Disposal	7	ea	\$ 85.00	\$ 595	Bobrick
Soap Dispenser	13	ea	\$ 95.00	\$ 1,235	Bobrick
Toilet Seat Cover Dispenser	7	ea	\$ 65.00	\$ 455	Bobrick
Toilet Tissue Dispenser	7	ea	\$ 65.00	\$ 455	Bobrick
Bathroom Mirrors - Framed	7	ea	\$ 225.00	\$ 1,575	Bobrick
Janitor's Closet Accessories - Mop rack	1	ea	\$ 300.00	\$ 300	per janitor's closet
 <b>10 40 00 Safety Specialties</b>					
<u>Fire Extinguishers and Cabinets</u>					
Fire Extinguishers and cabinets (non rated)	5	ea	\$ 315.00	\$ 1,575	
 <b>10 50 00 Storage Specialties</b>					
<u>Lockers</u>					
Exterior Lockers - Metal	-	ea	\$ -	\$ -	None assumed
	-	ea	\$ -	\$ -	None assumed
 <u>Janitor Closet Wire Shelving</u>					
Shelving, High Volume, Vertical or Horizontal	1	ea	\$ 285.00	\$ 285	Assumed in janitors closet
	-	sf	\$ -	\$ -	See Division 12
 <b>10 70 00 Exterior Specialties</b>					
Flagpole	1	ea	\$ 8,500.00	\$ 8,500	
<b>TOTAL - DIV 10</b>				<b>\$ 60,985</b>	
<b>11 EQUIPMENT</b>					
<b>11 30 00 Residential Equipment</b>					
Refrigerator	1	ea	\$ 2,000.00	\$ 2,000	Furnish and install
Microwave - Counter top	1	ea	\$ 150.00	\$ 150	Furnish and install
Dishwasher	1	ea	\$ 1,400.00	\$ 1,400	Furnish and install
Vending Machines	-	ea	\$ -	\$ -	Assumed provided by library's existing vender/lease so none included

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>11 50 00 Educational and Scientific Equipment</b>					
TV Monitors - 55" TV	4	ea	\$ 800.00	\$ 3,200	
Electrically Operated Projection Screen and Controls	1	ea	\$ 5,000.00	\$ 5,000	
AV Eqpt - Projectors	1	ea	\$ 2,000.00	\$ 2,000	
<b>TOTAL - DIV 11</b>				<b>\$ 13,750</b>	
<b>12 FURNISHINGS</b>					
<b>12 20 00 Window Treatments</b>					
Window Treatment - Manual shades	336	sf	\$ 14.00	\$ 4,704	Chain driven with valence, below the ceiling.
Window Treatment - Motorized Shades	500	sf	\$ 40.00	\$ 20,000	Power and control wiring by others, intelligent motor middle of the road.
<b>12 30 00 Casework</b>					
Interior casework & millwork	13,100	sf	\$ 8.00	\$ 104,800	
<b>12 50 00 Furniture</b>					
All non-fixed furniture	-	sf	\$ 55.00	\$ -	
Artwork	-	ls	\$ -	\$ -	See FF&E, Artwork, and AV
Security Mirrors	-	lf	\$ -	\$ -	Assume in furniture budget
<b>TOTAL - DIV 12</b>				<b>\$ 129,504</b>	
<b>13 SPECIAL CONSTRUCTION</b>					
<b>13 10 00 Special Facility Components</b>					
Fountains		ea	\$ -	\$ -	None assumed
<b>TOTAL - DIV 13</b>				<b>\$ -</b>	
<b>14 CONVEYING SYSTEMS</b>					
<b>TOTAL - DIV 14</b>				<b>\$ -</b>	

## BUILDING

	DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>21</b>	<b>FIRE SUPPRESSION</b>					
<b>21 10 00</b>	<b>Water Based Fire Suppression Systems</b>					
	Sprinklers	13,100	sf	\$ 5.50	\$ 72,050	Seismic not assumed
<b>21 30 00</b>	<b>Fire Pumps</b>					
	Fire Pumps	-	ea	\$ -	-	Not assumed, if needed add \$35,000
<b>TOTAL - DIV 21</b>					<b>\$ 72,050</b>	
<b>22</b>	<b>PLUMBING</b>					
<b>22 00 00</b>	<b>Plumbing Insulation</b>					
	Plumbing Insulation	1	sf	\$ -	-	Included with plumbing and piping number
<b>22 10 00</b>	<b>Plumbing Piping</b>					
	Plumbing System	13,100	sf	\$ 10.00	\$ 131,000	Included with plumbing and piping number
	Sanitary Piping	1	sf	\$ -	-	Included with plumbing and piping number
	Gas Piping	1	sf	\$ -	-	Included with plumbing and piping number
<b>22 30 00</b>	<b>Plumbing Equipment</b>					
	Plumbing Equipment	1	ea	\$ -	-	Included with plumbing and piping number
<b>22 40 00</b>	<b>Plumbing Fixtures</b>					
	Plumbing Fixtures, WH, Drains, Permit, ETC	1	ls	\$ -	-	Included with plumbing and piping number
<b>TOTAL - DIV 22</b>					<b>\$ 131,000</b>	
<b>23</b>	<b>HVAC</b>					
<b>23 10 00</b>	<b>Facility Fuel Systems</b>					
	Natural Gas Piping	50	lf	\$ 75.00	\$ 3,750	None assumed
<b>23 00 00</b>	<b>HVAC</b>					
	Rough Material for piping, ductwork, and plumbing	1	ls	\$ 50,000.00	-	Inc.
	Geothermal wellfield and distribution system	4,200	lf	\$ 40.00	\$ 168,000	12 wells @ 350' Depth
<b>23 30 00</b>	<b>HVAC</b>					
	Heating & A/C Equipment	13,100	sf	\$ 65.00	\$ 851,500	
	Air Outlets and Inlets	-	sf	\$ -	-	
	Testing and balancing	-	sf	\$ -	-	
<b>23 40 00</b>	<b>HVAC Air Cleaning Devices</b>					
	Air Filtration System	-	gsf	\$ -	-	None assumed
<b>TOTAL - DIV 23</b>					<b>\$ 1,023,250</b>	
<b>25</b>	<b>INTEGRATED AUTOMATION</b>					
<b>25 50 00</b>	<b>Integrated Automation Facility Controls</b>					
	Automated Building Controls	13,100	sf	\$ 3.50	\$ 45,850	Assumed packaged control system
<b>TOTAL - DIV 25</b>					<b>\$ 45,850</b>	
<b>26</b>	<b>ELECTRICAL</b>					
<b>26 10 00</b>	<b>Medium Voltage Electrical Distribution</b>					
	Site power tie in	1	ea	\$ 10,000.00	\$ 10,000	
	Site power	1	ls	\$ 25,000.00	\$ 25,000	
	Electrical Labor	5,040	hrs	\$ 60.00	\$ 302,400	
	Temporary Power & Lighting	1	ls	\$ 5,000.00	\$ 5,000	
	Electrical permits and inspections	1	ls	\$ 5,000.00	\$ 5,000	
	Independent testing & studies	1	ls	\$ 10,000.00	\$ 10,000	
	Mobilization and equipment	1	ls	\$ 10,000.00	\$ 10,000	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>26 20 00 Low Voltage Electrical Distribution</b>					
Lighting Controls	13,100	sf	\$ 1.71	\$ 22,401	
Branch Power	13,100	sf	\$ 4.23	\$ 55,413	
Switchgear & Panels	13,100	sf	\$ 2.00	\$ 26,200	
Feeders	-	sf	\$	-	
Mechanical Connections	13,100	sf	\$ 3.49	\$ 45,719	
Raceways for other trades	90	ea	\$ 100.00	\$ 9,000	
Power for paper towel dispensers and faucets	10	ea	\$ 275.00	\$ 2,750	
<b>26 30 00 Facility Power Generating and Storing Equipment</b>					
Emergency Generators	-	sf	\$ -	\$ -	none assumed
Battery Equipment	-	sf	\$ -	\$ -	none assumed
Power Filtering and Conditioning	-	sf	\$ -	\$ -	none assumed
Transfer Switches	-	sf	\$ -	\$ -	none assumed
<b>26 40 00 Electrical Protection</b>					
Grounding	13,100	sf	\$ 0.90	\$ 11,790	
Lightning Protection	13,100	sf	\$ 1.10	\$ 14,410	
<b>26 50 00 Lighting</b>					
Lighting	13,100	sf	\$ 7.25	\$ 94,975	for fixtures
Site Lighting	4	ea	\$ 6,300.00	\$ 25,200	
Electronic Message Board	1	ea	\$ 4,000.00	\$ 4,000	
<b>26 90 00 Photovoltaic</b>					
Roof mounted solar arrays	10,000	W	\$ 2.00	\$ 20,000	none assumed
<b>TOTAL - DIV 26</b>				<b>\$ 699,258</b>	
<b>27 COMMUNICATIONS</b>					
<b>27 10 00 Structured Cabling</b>					
Structured Cabling	13,100	sf	\$ 7.00	\$ 91,700	
<b>27 20 00 Data Communications</b>					
Data Cabling and wall and floor boxes	1	ls	\$ 40,000.00	\$ 40,000	
Wireless Access Points(WAPS)	1	ls	\$ 9,120.00	\$ 9,120	
<b>27 40 00 Audio-Video Communications</b>					
Audio-Video Communications	-	sf	\$ -	\$ -	Included \$10,000 with the FF&E, Artwork, and AV line item.
<b>27 60 00 Computer Equipment</b>					
Computers and accessories	-	sf	\$ -	\$ -	By ESRL, none assumed.
TVs	-	sf	\$ -	\$ -	See division 11
Cabling - HDMI	-	sf	\$ -	\$ -	By ESRL, none assumed.
Mobile TV station	-	ls	\$ -	\$ -	Included in AV
Printers	-	sf	\$ -	\$ -	By ESRL, none assumed.
<b>TOTAL - DIV 27</b>				<b>\$ 140,820</b>	
<b>28 ELECTRONIC SAFETY &amp; SECURITY</b>					
<b>28 10 00 Access Control</b>					
Access Control - Single Door	7	ea	\$ 3,000.00	\$ 21,000	Included card readers, per door schedule. Per 6/24/21 meeting add a card reader to room 111/1 so all reading rooms have a card reader
Access Control - Double Door	1	ea	\$ 5,000.00	\$ 5,000	Included card readers, door 100/1
Access Control - Intercom	1	ea	\$ 1,200.00	\$ 1,200	Included card readers, door 139/2
<b>28 20 00 Video Surveillance</b>					
Video Surveillance - CCTV cabling	1	ls	\$ 3,450.00	\$ 3,450	Assumed 15 camera locations to wire to.
CCTV Equipment - Outdoor Camera	5	ea	\$ 1,800.00	\$ 9,000	Assumed 5 camera locations
CCTV Equipment - Indoor Camera	10	ea	\$ 1,500.00	\$ 15,000	Assumed 10 camera locations
<b>28 40 00 Life Safety</b>					
Fire Detection and Alarm	14,000	sf	\$ 0.55	\$ 7,700	
<b>TOTAL - DIV 28</b>				<b>\$ 62,350</b>	
<b>TOTAL BUILDING</b>				<b>\$ 5,440,243</b>	



## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>01 GENERAL REQUIREMENTS</b>					
<b>01 50 00 Temporary Facilities and Controls</b>					
Perimeter Fencing & Barricades - Chain link	1,500	lf	\$ 4.00	\$ 6,000	Temp Chain link Fence
Perimeter Fencing & Barricades - Gates	3	sets	\$ 5,000	\$ 15,000	Temp Chain link Fence Type
<b>01 70 00 Execution and Closeout Requirements</b>					
Final Cleaning	1	allow	\$ 1,000	\$ 1,000	Site Cleaning/Road Wash down
<b>TOTAL - DIV 1</b>				<b>\$ 22,000</b>	
<b>02 EXISTING CONDITIONS</b>					
<b>02 40 00 Demolition and Structure Moving</b>					
<u>Site Demolition</u>					
Existing Sitework Demolition	49,000	sf	\$ 0.50	\$ 24,500	
<u>Site Utility Demolition</u>					
Demo Geothermal	-	ea	\$ -	\$ -	
<u>Building Demolition</u>					
Building Demolition		cf	\$ -	\$ -	By Pocomoke City - Grant Funded
<u>Site Remediation</u>					
Hazardous Materials Remediation	-	allow	\$ -	\$ -	None included.
<b>TOTAL - DIV 2</b>				<b>\$ 24,500</b>	
<b>10 SPECIALTIES</b>					
<b>10 10 00 Information Specialties</b>					
Site Signage	1	ea	\$ -	\$ -	Included with building
<b>10 70 00 Exterior Specialties</b>					
Ground Set Flag Poles	1	ea	\$ -	\$ -	See Division 10 70 00
Exterior Garden Shed	1	allow	\$ 10,000.00	\$ 10,000	
<b>TOTAL - DIV 10</b>				<b>\$ 10,000</b>	
<b>26 ELECTRICAL</b>					
<b>26 50 00 Lighting</b>					
Site Lighting - Parking Lot	1	allow	\$ 10,000.00	\$ 10,000	
Entrance Sign power	1	ls	\$ 5,500.00	\$ 5,500	
<b>TOTAL - DIV 26</b>				<b>\$ 15,500</b>	
<b>31 EARTHWORK</b>					
<b>31 10 00 Site Clearing</b>					
Clear and Grub	1	acres	\$ 1,100.00	\$ 1,237	
Remove Large Tree	0	ea	\$ 500.00	\$ -	
<b>31 20 00 Earth Moving</b>					
<u>Excavation - Mass Site Operation</u>					
Bulk Earthwork	1	ls	\$ 66,394.00	\$ 66,394	
Fine Grade Site	1	acres	\$ 1,500.00	\$ 1,687	
Unforeseen Conditions or Hazardous Materials Allowance		cy	\$ -	\$ -	None included.
Utility Locating - Test pits / Potholing	1	allow	\$ 10,000.00	\$ 10,000	
<u>Dewatering</u>					
Dewatering (Rainwater Only)		allow	\$ -	\$ -	None included.
<u>Sediment and Erosion Control</u>					
Silt Fence	-	ls	\$ -	\$ -	
Construction Entrance - Fabric and Stone	1	ea	\$ 10,000.00	\$ 10,000	
Dust Control/Street Cleaning	13	mths	\$ 1,000.00	\$ 13,000	
Temporary Seeding	5,444	sy	\$ 3.00	\$ 16,333	
SEC Maintenance	13	mths	\$ 1,000.00	\$ 13,000	

## SITE DEVELOPMENT

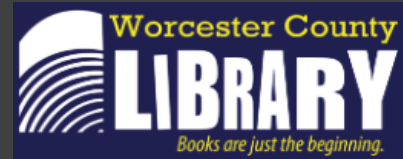
DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>31 30 00 Earthwork Methods</b>					
Termite Control Soil Treatment	13,100	sf	\$ 0.50	\$ 6,550	Bldg. Footprint one application only
<b>TOTAL - DIV 31</b>				<b>\$ 138,202</b>	
<b>32 EXTERIOR IMPROVEMENTS</b>					
<b>31 10 00 Bases, Ballasts, and Paving</b>					
<u>Asphalt Paving</u>					
Asphalt Pavement - Light Duty (Parking Lots)	787	sy	\$ 45.00	\$ 35,417	
<u>Concrete Paving</u>					
Concrete curb, gutter, and sidewalk	1	ls	\$ 25,000.00	\$ 25,000	Includes broom finish sidewalks
Stamped concrete sidewalks	-	sf	\$ 15.75	\$ -	
<u>Paving Specialties</u>					
Parking Bumpers	38	ea	\$ 75.00	\$ 2,850	
Pavement Markings & Signage	787	sy	\$ 0.50	\$ 394	Included in asphalt paving
Bollards	-	ea	\$ -	\$ -	None included.
<b>32 30 00 Site Improvements</b>					
<u>Chain Link Fences and Gates - Permanent</u>					
Steel and picket site fence	57	lf	\$ 170.00	\$ 9,690	
Steel and picket fence gates	3	ea	\$ 1,500.00	\$ 4,500	
Cedar Site Fence	-	lf	\$ 112.69	\$ -	
<u>Site Concrete</u>					
Transformer Pad	1	allow	\$ 2,500.00	\$ 2,500	
<u>Site Retaining / Screen Walls</u>					
Site Walls - Concrete	-	ls	\$ 82,000.00	\$ -	
Site Wall - Children's Area Projection Wall Steel Support	-	ls	\$ 5,000.00	\$ -	
Site Wall - Children's Area Projection Wall Parklex	-	sf	\$ 53.00	\$ -	
Exterior Benches and Monument Sign	1	ls	\$ 18,507.00	\$ 18,507	
Concrete Base for Lockers	-	ea	\$ 300.00	\$ -	
Raised Planters / Concrete Retaining Wall	1	ea	\$ 17,500.00	\$ 17,500	
<u>Site Furnishings</u>					
Bicycle Racks	4	ea	\$ 1,500.00	\$ 6,000	
Benches	-	ea	\$ -	\$ -	Included with concrete
Trash Receptacles	1	allow	\$ 500.00	\$ 500	
Table and Chairs	-	allow	\$ -	\$ -	See Division 14
<b>32 80 00 Irrigation</b>					
<u>Landscape Irrigation</u>					
Sprinkler Irrigation including power feed	1	sf	\$ -	\$ -	None assumed
<b>32 90 00 Planting</b>					
<u>Turf and Grasses</u>					
Seed Disturbed Areas	-	sy	\$ -	\$ -	Included with Earth work
<u>Plants</u>					
Landscaping	1	allow	\$ 50,000.00	\$ 50,000	
<b>TOTAL - DIV 32</b>				<b>\$ 172,857</b>	

## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>33 UTILITIES</b>					
<b>33 10 00 Water Utilities</b>					
Domestic Water					
Water Utilities	1	ls	\$ 20,000.00	\$ 20,000	
<b>33 30 00 Sanitary Sewerage</b>					
Sanitary Sewerage, piping, and manholes	1	ls	\$ 19,205.00	\$ 19,205	
<b>33 40 00 Stormwater Utilities</b>					
Storm utility / infiltrations system	1	allow	\$ 90,000.00	\$ 90,000	
<b>33 70 00 Electrical Utilities</b>					
Electric - Power Tie Into Main Utilities	1	ea	\$	-	Included with building
<b>33 80 00 Communications Utilities</b>					
Communication - Telecomm Tie in to Main Utilities	1	ea	\$	-	Included with building
<b>TOTAL - DIV 33</b>				<b>\$ 129,205</b>	
<b>TOTAL SITE DEVELOPMENT</b>				<b>\$ 512,264</b>	



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**Project Name:** Worcester County Pocomoke Branch Library  
**Type of Estimate:** Schematic Design Estimate (*Existing Site*)  
**Estimate Date:** August 11, 2023  
**Project Location:** 301 Market Street, Pocomoke City, MD 21851  
**Owner:** Worcester County Government - County Commissioners  
**Whiting-Turner Contact:** Adam Leonard  
**Whiting-Turner VP:** Scott Saxman  
**Architect/Engineer:** The Design Group  
**Document Set:** Schematic Design Documents - dated 05.17.2023  
*(Existing Site)*  
**Project Description:** Demolition of the existing building followed by the construction of a new 12,500 square foot single story public library located on the current library site on Market Street. Scope includes existing site and utility upgrades, along with a high performance building envelope for increased energy efficiency and end user comfort.



# ITEM 7

col1 col2 Description GSF Floor Ht (FT) Perimeter (LF) Skin SF Spaces Site SF Acres

## PROJECT ATTRIBUTES

### BUILDING

#### GSF Analysis by Floor

LOCATION	GSF	FLOOR HT (FT)	PERIMETER (LF)	SKIN SF
Level 1	11,367	25.00	522	13,050
Level 2	1,166	Inc.	Inc.	Inc.
<b>BUILDING - GBSF TOTAL</b>	<b>12,533</b>	<b>25.00</b>	<b>522</b>	<b>13,050</b>

### SITE DEVELOPMENT

LOCATION	SPACES	SITE SF	ACRES
Site Development - LOD		53,600	1.23
<b>SITE DEVELOPMENT - GBSF TOTAL</b>	<b>-</b>	<b>53,600</b>	<b>1.2</b>



**Worcester County Pocomoke Branch Library**  
**Schematic Design Estimate (Existing Site) - 08/11/2023**

**Cost Summary**

DIVISION	BUILDING			SITE DEVELOPMENT			PROJECT TOTAL		
	12,533	GSF	BLDG	1.2	ACRE	SITE	12,533	GSF	
	COST	\$/SF	% COW	COST	\$/ACRE	% COW	COST	\$/SF	% COW
1 General Requirements	\$ 197,803	\$ 15.78	4.00%	\$ 22,000	\$ 17,879.10	4.35%	\$ 219,803	\$ 17.54	4.03%
2 Existing Conditions	\$ 274,500	\$ 21.90	5.55%	\$ 36,500	\$ 29,663.06	7.22%	\$ 311,000	\$ 24.81	5.70%
3 Concrete	\$ 356,022	\$ 28.41	7.20%	\$ -	\$ -	0.00%	\$ 356,022	\$ 28.41	6.53%
4 Masonry	\$ 174,000	\$ 13.88	3.52%	\$ -	\$ -	0.00%	\$ 174,000	\$ 13.88	3.19%
5 Metals	\$ 97,660	\$ 7.79	1.97%	\$ -	\$ -	0.00%	\$ 97,660	\$ 7.79	1.79%
6 Wood, Plastics, and Composites	\$ 193,664	\$ 15.45	3.91%	\$ -	\$ -	0.00%	\$ 193,664	\$ 15.45	3.55%
7 Thermal & Moisture Protection	\$ 783,010	\$ 62.48	15.83%	\$ -	\$ -	0.00%	\$ 783,010	\$ 62.48	14.36%
8 Openings	\$ 196,160	\$ 15.65	3.96%	\$ -	\$ -	0.00%	\$ 196,160	\$ 15.65	3.60%
9 Finishes	\$ 672,032	\$ 53.62	13.58%	\$ -	\$ -	0.00%	\$ 672,032	\$ 53.62	12.32%
10 Specialties	\$ 45,985	\$ 3.67	0.93%	\$ 10,000	\$ 8,126.87	1.98%	\$ 55,985	\$ 4.47	1.03%
11 Equipment	\$ 13,750	\$ 1.10	0.28%	\$ -	\$ -	0.00%	\$ 13,750	\$ 1.10	0.25%
12 Furnishings	\$ 124,968	\$ 9.97	2.53%	\$ -	\$ -	0.00%	\$ 124,968	\$ 9.97	2.29%
13 Special Construction	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
14 Conveying Systems	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
21 Fire Suppression	\$ 68,932	\$ 5.50	1.39%	\$ -	\$ -	0.00%	\$ 68,932	\$ 5.50	1.26%
22 Plumbing	\$ 125,330	\$ 10.00	2.53%	\$ -	\$ -	0.00%	\$ 125,330	\$ 10.00	2.30%
23 HVAC	\$ 755,730	\$ 60.30	15.28%	\$ -	\$ -	0.00%	\$ 755,730	\$ 60.30	13.86%
25 Integrated Automation	\$ 43,866	\$ 3.50	0.89%	\$ -	\$ -	0.00%	\$ 43,866	\$ 3.50	0.80%
26 Electrical	\$ 654,999	\$ 52.26	13.24%	\$ 15,500	\$ 12,596.64	3.06%	\$ 670,499	\$ 53.50	12.30%
27 Communications	\$ 106,631	\$ 8.51	2.16%	\$ -	\$ -	0.00%	\$ 106,631	\$ 8.51	1.96%
28 Electronic Safety & Security	\$ 62,350	\$ 4.97	1.26%	\$ -	\$ -	0.00%	\$ 62,350	\$ 4.97	1.14%
31 Earthwork	\$ -	\$ -	0.00%	\$ 129,726	\$ 105,426.93	25.65%	\$ 129,726	\$ 10.35	2.38%
32 Exterior Improvements	\$ -	\$ -	0.00%	\$ 162,817	\$ 132,319.49	32.19%	\$ 162,817	\$ 12.99	2.99%
33 Site Utilities	\$ -	\$ -	0.00%	\$ 129,205	\$ 105,003.17	25.55%	\$ 129,205	\$ 10.31	2.37%
<b>SUBTOTAL - COST OF WORK</b>	<b>\$ 4,947,391</b>	<b>\$ 394.75</b>	<b>100.00%</b>	<b>\$ 505,749</b>	<b>\$ 411,015.26</b>	<b>100.00%</b>	<b>\$ 5,453,140</b>	<b>\$ 435.10</b>	<b>100.00%</b>
Preconstruction Services (Separate Funding)	\$ -	\$ -	#N/A	\$ -	\$ -	#N/A	\$ -	\$ -	
Design and Estimating Contingency	\$ 163,594	\$ 13.05	3.00%	\$ 15,172	\$ 12,330.46	3.00%	\$ 178,767	\$ 14.26	
Construction/CM Contingency	\$ 164,172	\$ 13.10	3.00%	\$ 15,172	\$ 12,330.46	3.00%	\$ 179,344	\$ 14.31	
General Conditions	\$ 577,118	\$ 46.05	Fixed	\$ -	\$ -	Fixed	\$ 577,118	\$ 46.05	
Liability Insurance	\$ 59,551	\$ 4.75	0.90%	\$ 5,024	\$ 4,082.57	0.90%	\$ 64,574	\$ 5.15	
Whiting-Turner Bond	\$ 58,057	\$ 4.63	1.00%	\$ 5,365	\$ 4,360.46	1.00%	\$ 63,422	\$ 5.06	
Whiting-Turner Fee	\$ 175,911	\$ 14.04	3.00%	\$ 16,257	\$ 13,212.20	3.00%	\$ 192,169	\$ 15.33	
Builder's Risk Insurance	\$ 7,319	\$ 0.58	0.12%	\$ 676	\$ 549.24	0.12%	\$ 7,995	\$ 0.64	
<b>CONSTRUCTION TOTALS</b>	<b>\$ 6,153,113</b>	<b>\$ 490.95 / GSF</b>		<b>\$ 563,416</b>	<b>\$ 457,880.64 / ACRE</b>		<b>\$ 6,716,529</b>	<b>\$ 535.91 / GSF</b>	
FF&E, Artwork, and AV	\$ 500,000	\$ 39.89	Fixed	\$ -	\$ -	Fixed	\$ 500,000	\$ 39.89	
Permitting Fees	\$ 25,000	\$ 1.99	Fixed	\$ -	\$ -	Fixed	\$ 25,000	\$ 1.99	
Escalation Contingency	\$ 169,097	\$ 13.49	3.00%	\$ 15,628	\$ 12,700.37	3.00%	\$ 184,725	\$ 14.74	
<b>CONSTRUCTION PROJECT TOTALS</b>	<b>\$ 6,847,210</b>	<b>\$ 546.33 / GSF</b>		<b>\$ 579,044</b>	<b>\$ 470,581.01 / ACRE</b>		<b>\$ 7,426,254</b>	<b>\$ 592.54 / GSF</b>	
<b>Owner's Costs</b>									
Architectural / Engineering Fees (Separate Funding)	\$ -	\$ -	Fixed	\$ -	\$ -		\$ -	\$ -	
Owner Contingency	\$ 109,063	\$ 8.70	2.00%	\$ -	\$ -		\$ 109,063	\$ 8.70	
FF&E Design	\$ 25,000	\$ 1.99	Fixed	\$ -	\$ -		\$ 25,000	\$ 1.99	
Testing & Inspection Costs	\$ 50,000	\$ 3.99	Fixed	\$ -	\$ -		\$ 50,000	\$ 3.99	
<b>GRAND TOTAL PROJECT COST</b>	<b>\$ 7,031,273</b>	<b>\$ 561.02 / GSF</b>		<b>\$ 579,044</b>	<b>\$ 470,581.01 / ACRE</b>		<b>\$ 7,610,317</b>	<b>\$ 607.22 / GSF</b>	
<b>County contribution after \$2.2M State Funding</b>							<b>\$ 5,410,317</b>	<b>\$ 431.69 / GSF</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>01 GENERAL REQUIREMENTS</b>					
<b>01 50 00 Temporary Facilities and Controls</b>					
General Requirements	1	ls	\$ 197,803.00	\$ 197,803	See GR tab for breakdown and more detail
<b>01 70 00 Execution and Closeout Requirements</b>					
<b>TOTAL - DIV 1</b>				<b>\$ 197,803</b>	
<b>02 EXISTING CONDITIONS</b>					
<b>02 40 00 Demolition and Structure Moving</b>					
Demo Existing Library	9,150	gsf	\$ 30.00	\$ 274,500	Demo of exiting building and footings
<b>TOTAL - DIV 2</b>				<b>\$ 274,500</b>	
<b>03 CONCRETE</b>					
<b>03 30 00 Cast in Place Concrete</b>					
Standard Foundations					
Concrete Foundations	1	ls	\$ 126,355.00	\$ 126,355	
Rebar	1	ls	\$ 27,500.00	\$ 27,500	
Foundation Wall- Building Perimeter	85	cy	\$ 700.00	\$ 59,630	
Slab on Grade					
Slab on Grade - 4"	11,367	sf	\$ 11.00	\$ 125,037	Incl concrete, stone base, vapor barrier
Broom Finish Concrete	-	ls	\$ -	\$ -	See division 31
Walls and Columns					
Mock-Up of Site & Foundation wall	1	ls	\$ 7,500.00	\$ 7,500	Concrete only
Miscellaneous					
Housekeeping Pads	500	sf	\$ 20.00	\$ 10,000	
<b>03 40 00 Precast Concrete</b>					
Precast Concrete - Architectural					
<b>TOTAL - DIV 3</b>				<b>\$ 356,022</b>	
<b>04 MASONRY</b>					
<b>04 20 00 Unit Masonry</b>					
CMU Foundation Walls - Building Shell	-	sf	\$ 46.00	\$ -	
Brick Veneer	4,350	sf	\$ 40.00	\$ 174,000	
<b>04 40 00 Stone Assemblies</b>					
Stone Cladding		sf	\$ -	\$ -	
<b>TOTAL - DIV 4</b>				<b>\$ 174,000</b>	
<b>05 METALS</b>					
<b>05 10 00 Structural Metal Framing</b>					
Structural Steel Material	10	ton	\$ 4,200.00	\$ 42,000	
Structural Steel Decking and Joist Material	1,344	sf	\$ 15.00	\$ 20,160	1.5" B roof deck(22 ga) Galvanized G60 decking on bar joists
Fabrication	1	ls	\$ -	inc.	
Erection	1	ls	\$ -	inc.	
Detailing and Engineering	1	ls	\$ 5,000.00	\$ 5,000	
<b>05 40 00 Cold Formed Metal Framing</b>					
See Division 9 - Structural Studs included in wall systems costs					

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>05 50 00 Metal Fabrications</b>					
<u>Miscellaneous Metals</u>					
Allowance for Miscellaneous Metals	1	allow	\$ 7,500.00	\$ 7,500	
Metal Roof Ladders	-	vlf	\$ -	\$ -	
Ships Ladder	-	ea	\$ 6,500.00	\$ -	
Overhead Support Steel - Toilet Partitions	50	lf	\$ 100.00	\$ 5,000	
Overhead Support Steel - Projection Screens	50	lf	\$ 100.00	\$ 5,000	
Overhead Support Steel - Projector Mounts	25	lf	\$ 100.00	\$ 2,500	
Pipe Railings Type	-	lf	\$ 150.00	\$ -	
<u>Canopies</u>					
Canopy Framing	-	sf	\$ -	\$ -	Canopy framing included in structural metal framing and division 06.
<u>Egress Stairs and Railings</u>					
Metal Pan Stairs / Landings	18	rsr	\$ 400.00	\$ 7,200	Includes concrete infill
Center Stair Railings - steel handrail, 1/2" pickets, typ.	-	lf	\$ 100.00	\$ -	
Hand Railings, Wall Mounted - Type 3	44	lf	\$ 75.00	\$ 3,300	
<b>TOTAL - DIV 5</b>				<b>\$ 97,660</b>	
<b>06 WOOD, PLASTICS, AND COMPOSITES</b>					
<b>06 10 00 Rough Carpentry</b>					
Rough Carpentry (In wall Strapping / Blocking)	12,533	sf	\$ 1.50	\$ 18,800	
Roof Blocking	2,088	lf	\$ 13.00	\$ 27,144	Includes blocking for gutters, perimeter 3 rows of 2"x8"
PT Exterior Blocking	2,610	lf	\$ 15.00	\$ 39,150	1 row of 2"x8" at window, curtain wall, and storefront locations. Continuous blocking at soffit
Soffit Infill Framing	3,027	sf	\$ 10.00	\$ 30,270	Supplemental Soffit Infill Framing
2x12 exterior exposed wood joists - soffit system	400	sf	\$ 24.00	\$ 9,600	2x12 joists #1 or better S4S Douglas Fir
2x12 interior exposed wood joists - high ceilings	1,800	sf	\$ 24.00	\$ 43,200	At high ceiling of Adult Stacks
Plywood decking at exterior entrance canopies / low slope roofs	3,501	sf	\$ 6.70	\$ 23,457	
Plywood @ Elec or Mech Rm Com Rm for mounting 4x8 sheet	2	ea	\$ 500.00	\$ 1,000	presumed 8' Height, two walls
<b>06 40 00 Architectural Woodwork</b>					
Wood Base - Paint Grade	522	lf	\$ 2.00	\$ 1,044	
Wood Base - Clear Finish	-	lf	\$ -	\$ -	
Wood Veneer Wall Paneling	-	lf	\$ -	\$ -	
Casework, Cabinets, Countertops, Etc. - see Div 12					
<b>TOTAL - DIV 6</b>				<b>\$ 193,664</b>	



## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>07 THERMAL &amp; MOISTURE PROTECTION</b>					
<b>07 10 00 Damp proofing &amp; Waterproofing</b>					
Damp proofing at Foundation Wall	2,610	sf	\$ 1.25	\$ 3,263	
Waterproofing - Fluid Applied Membrane	4,758	sf	\$ 2.00	\$ 9,516	
Vertical Wall Drainage Board	2,610	sf	\$ 1.75	\$ 4,568	
<b>07 20 00 Thermal Protection/Weather Barriers</b>					
Below grade Sips	-	sf	\$ 14.00	\$ -	
Exterior Wall Rigid Insulation - Foundation Wall	2,610	sf	\$ 2.00	\$ 5,220	
Air/Vapor Barrier - SPF	11,650	sf	\$ 5.25	\$ 61,163	Assumed Henry Air-Bloc 31MR and Blueskin SA - Includes lifts
Air Barrier Testing	-	sf	\$ -	\$ -	See general requirement for Envelope consultant
<b>07 40 00 Roofing and Siding Panels</b>					
Standing Seam Metal Roofing	13,925	sf	\$ 28.00	\$ 389,900	Reduced from \$30 / SF on 3/27/23
Metal Wall Panel System - Exterior	4,122	sf	\$ 32.00	\$ 131,904	Reduced from \$35 / SF on 3/27/23
Metal Panel Wall System Testing	-	ls	\$ -	\$ -	See general requirement for Envelope consultant
Metal Panel Wall System Mock-up	1	ls	\$ 1,500.00	\$ 1,500	
Building Envelope Performance Testing	-	allow	\$ -	\$ -	See general requirement for Envelope consultant
Fiber Cement Panel	3,309	sf	\$ 10.00	\$ 33,090	Fascia & Soffit System
<b>07 50 00 Membrane Roofing</b>					
TPO Membrane	3,501	sf	\$ 20.00	\$ 70,020	
<b>07 60 00 Flashing and Sheet Metal</b>					
Flashing/Penetrations	1	Allow	\$ 5,000.00	\$ 5,000	
<b>07 70 00 Roof and Wall Specialties and Accessories</b>					
Coping - typ. bent metal	339	lf	\$ 20.00	\$ 6,780	
Walkway Pads (Precast 2' x 2')	-	ea	\$ 80.00	\$ -	
Scuppers	-	ea	\$ -	\$ -	Included in gutter and downspout
Collection Boxes	-	ea	\$ -	\$ -	Included in gutter and downspout
Gutters	339	lf	\$ 26.00	\$ 8,814	
Downspouts	270	lf	\$ 32.00	\$ 8,640	18 locations assuming 15 height
Fall Arrest Anchorage Devices	-	ea	\$ -	\$ -	None assumed
Roof Hatches	-	ea	\$ 3,000.00	\$ -	None assumed
Roof - Expansion Joints	-	lf	\$ 45.00	\$ -	None assumed
Roof Curbs - Mechanical Eqpt	-	lf	\$ 48.00	\$ -	None assumed
<b>07 80 00 Fire and Smoke Protection</b>					
<u>Penetration Fire Stopping</u>					
Fire Sealants	1	allow	\$ 5,000.00	\$ 5,000	Based on Building SF
<u>Spray Applied Fireproofing &amp; Intumescent Paint</u>					
Spray Applied Fireproofing	-	sf	\$ -	\$ -	None assumed
Intumescent Fireproofing	-	sf	\$ -	\$ -	None assumed

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>07 90 00 Joint Protection</b>					
Interior Architectural Caulking	12,533	sf	\$ 1.00	\$ 12,533	Based on Building SF
Exterior Caulking	13,050	sf	\$ 2.00	\$ 26,100	Based on SF of envelope
Expansion Joints - Vertical Building Façade		lf	\$ -	\$ -	None assumed
Expansion Joints - Interior Floors, Walls, Ceilings		lf	\$ -	\$ -	None assumed
<b>TOTAL - DIV 7</b>				<b>\$ 783,010</b>	

## 08 OPENINGS

### 08 10 00 Doors and Frames

#### Exterior Doors

Exterior HM/HM - Single - 3' 0" x 7' 0"		ea	\$ 1,900.00	\$ -	Furnish Only
Exterior HM/HM - Single - 4' 0" x 8' 0"	1	ea	\$ 1,900.00	\$ 1,900	Furnish Only
Exterior HM/HM - Double - 6' 0" x 7' 0"		ea	\$ 2,430.00	\$ -	Furnish Only
Exterior HM/HM - Double - 6' 0" x 7' 2"	1	ea	\$ 2,430.00	\$ 2,430	Furnish Only
Exterior HM/HM - Single - 4' 0" x 8' 0" - Non electrified	1	ea	\$ 550.00	\$ 550	Install Only
Exterior HM/HM - Double - 6' 0" x 7' 0" - Non electrified	1	ea	\$ 700.00	\$ 700	Install Only
Exterior HM/HM - Single - 3' 0" x 7' 0" - Electrified	-	ea	\$ 500.00	\$ -	Install Only
Exterior HM/HM - Double - 6' 0" x 7' 0" - Electrified	4	ea	\$ 800.00	\$ 3,200	Install Only

#### Interior Doors

Interior HM/HM - Single - 3' 6" x 7' 0"	-	ea	\$ 1,000.00	\$ -	Furnish Only
Interior HM/HM - Single - 3' 0" x 7' 2"	2	ea	\$ 1,000.00	\$ 2,000	Furnish Only
HM/HM - Double - 6' 0" x 7' 0"	-	ea	\$ 2,100.00	\$ -	Furnish Only
Sliding Rite Slide Doors SCWD - Single - 3' 4" x 8' 0"	1	ea	\$ 2,500.00	\$ 2,500	Furnish Only
Sliding Rite Slide Doors SCWD - Double - 6' 0" x 8' 0"	2	ea	\$ 2,500.00	\$ 5,000	Furnish Only,
Interior SCWD/HM - Single - 3' 0" x 7' 0"	-	ea	\$ 1,220.00	\$ -	Plastic laminate (std laminate) at LPDL doors + Prefinished Red Oak at SCWD doors Finish Hardware for above and cylinders only for alum doors - Furnish Only
Interior LPDL/HM - Single - 3' 0" x 7' 10"	14	ea	\$ 1,220.00	\$ 17,080	Furnish Only
Interior SCWD/HM - Single - 3' 4" x 7' 2"	1	ea	\$ 1,220.00	\$ 1,220	Furnish Only
Interior SCWD/HM - Single - 3' 6" x 7' 10" Vision Glass	1	ea	\$ 1,220.00	\$ 1,220	
Interior SCWD/HM - Single - 3' 0" x 7' 0" Full Glass	1	ea	\$ 1,220.00	\$ 1,220	
Interior SCWD/HM - Double - 6' 0" x 7' 0"	1	ea	\$ 2,150.00	\$ 2,150	Furnish Only
Interior SCWD/HM - Double - 6' 0" x 7' 0" Vision Glass		ea	\$ -	\$ -	
Interior SCWD/HM - Single - 4' 0" x 7' 10"	24	ea	\$ 550.00	\$ 13,200	Install only
Premium for Fire Rating (per leaf)	4	ea	\$ 50.00	\$ 200	
Premium for Card Readers	-	ea	\$ 560.00	\$ -	Division 28

### 08 30 00 Specialty Doors and Frames

Exterior Overhead Doors - 8' x 8'		ea	\$ -	\$ -	none assumed
Access Panels	25	ea	\$ 150.00	\$ 3,750	
Vertical Fire and Smoke Curtain		sf	\$ -	\$ -	none assumed

### 08 40 00 Entrances, Storefronts, and Curtainwalls

#### Exterior Storefront Curtainwall/Doors

#### Interior Glass Doors

Interior Storefront Door - Single 3' 0" x 7' 0"	-	ea	\$ -	\$ -	
Interior Storefront Door - Double 6' 0" x 7' 0"	-	pr	\$ -	\$ -	
Interior Frameless Glass Door - Single 3' 0" x 8' 0"	2	ea	\$ 3,950.00	\$ 7,900	
Interior Frameless Glass Door - Single 3' 3" x 8' 0"	1	ea	\$ 3,950.00	\$ 3,950	
Interior Frameless Glass Door - Double 6' 0" x 8' 0"	1	pr	\$ 5,950.00	\$ 5,950	
Interior Frameless Glass Door - Single 4' 0" x 8' 0"	4	ea	\$ 3,950.00	\$ 15,800	
Premium for Full Glass Fire-Rated Doors	-	ea	\$ -	\$ -	
Auto Operators Single - Interior - just operator	1	ea	\$ 2,800.00	\$ 2,800	
Auto Operators Double - Interior	1	ea	\$ 4,000.00	\$ 4,000	
Auto Operators Single - Exterior	2	ea	\$ 2,800.00	\$ 5,600	
Auto Operators Double - Exterior	1	ea	\$ 4,000.00	\$ 4,000	
Card Readers	-	ea	\$ -	\$ -	See security

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<u>Exterior Curtainwall / Storefront Systems</u>					
Curtainwall - CW-1	250	sf	\$ 120.00	\$ 30,000	
Storefront - SF-1	250	sf	\$ 82.00	\$ 20,500	
<u>Interior Glass Walls</u>					
Interior Storefront - GW-1	10	sf	\$ 419.00	\$ 4,190	
<b>08 50 00 Windows and Glass</b>					
<u>Exterior Windows</u>					
Aluminum Windows	250	sf	\$ 110.00	\$ 27,500	
<u>Interior Glass and Glazing</u>					
Interior Glazing - Premium for Fire Rated Glass		sf	\$ -	\$ -	none assumed
Mirrors - Frameless	25	sf	\$ 50.00	\$ 1,250	none assumed
<b>08 90 00 Louvers and Vents</b>					
Louvers - Prefinished Aluminum to Match Metal Panels	40	sf	\$ 110.00	\$ 4,400	none assumed
<b>TOTAL - DIV 8</b>				<b>\$ 196,160</b>	

## 09 FINISHES

### 09 20 00 Plaster and Gypsum Board

#### Structural Stud Wall Assemblies

Wood Framing System - Exterior Back-up, Building Shell & Core. 12,533 sf \$ 38.00 \$ 476,254 Wood Framing, insulated sheathing, inwall insulation, drywall and finishing

Exterior Soffit System 3,027 sf \$ 5.00 \$ 15,135

#### Interior GWB Wall Assemblies

Included in Wood Framing System

Premium for STC Rating 12,533 sf \$ 0.50 \$ 6,267

Premium for Level 5 Finish - sf \$ - \$ - none assumed

Premium for Abuse Resistant 12,533 sf \$ 1.00 \$ 12,533

Premium for Impact Resistant - sf \$ - \$ - none assumed

#### Interior GWB Ceiling Assemblies

GWB Ceilings - Metal framing - sf \$ 15.00 \$ - Included in Wood Framing System

GWB Ceilings - Moisture Resistant - sf \$ - \$ - Included in Wood Framing System

Acoustical Ceiling Panels - Moisture Resistant - sf \$ - \$ - Included in Wood Framing System

GWB Bulkheads - lf \$ 60.00 \$ - Included in Wood Framing System

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>09 30 00 Tiling (See finish matrix)</b>					
<u>Tile/Stone Flooring</u>					
Porcelain Tile - Floor		sf	\$ 13.50	\$ -	None assumed
Porcelain Tile - Base		lf	\$ 20.00	\$ -	None assumed
Ceramic Tile - Floor	411	sf	\$ 9.25	\$ 3,802	
Ceramic Tile - Base		lf	\$ 7.75	\$ -	None assumed
Quarry Tile Floor		sf	\$ -	\$ -	None assumed
Quarry Tile Base		lf	\$ -	\$ -	None assumed
Natural Stone Floor		sf	\$ -	\$ -	None assumed
Natural Stone Base		lf	\$ -	\$ -	None assumed
Schluter Strip Threshold	7	ea	\$ 25.00	\$ 175	
<u>Tile/Stone Wall Finish</u>					
Porcelain Tile - Wall		sf	\$ 13.50	\$ -	None assumed
Ceramic Tile - Wall	2,250	sf	\$ 9.25	\$ 20,813	
<u>Misc. Tile Supplementary Components</u>					
Waterproofing Membrane - fleece polyethylene grid (under tile floors)		sf	\$ 3.00	\$ -	
Anti-Fracture Membrane		sf	\$ 3.00	\$ -	None assumed
Sealer for Natural Stone Tile		sf	\$ -	\$ -	None assumed
Epoxy grout		sf	\$ 2.50	\$ -	None assumed
<b>09 50 00 Ceilings</b>					
<u>Acoustical Panel Ceilings</u>					
ACT Ceilings	2,955	sf	\$ 5.00	\$ 14,775	
Wood Veneer Acoustic Panels	142	sf	\$ 12.00	\$ 1,704	
<b>09 60 00 Flooring (See finish matrix)</b>					
<u>Resilient Flooring, Base and Accessories</u>					
VCT- Vinyl Tile	-	sf	\$ 2.00	\$ -	
Resilient Sheet Flooring		sf	\$ -	\$ -	
LVT	1,139	sf	\$ 5.00	\$ 5,695	
Sealed Concrete	493	sf	\$ 2.00	\$ 986	
Rubber Base	2,509	lf	\$ 2.50	\$ 6,273	
<u>Carpet</u>					
Carpet Tile - moderate price	1,033	sy	\$ 40.00	\$ 41,333	
Carpet Tile - high end price	-	sy	\$ 50.00	\$ -	
Walk Off Mat	101	sy	\$ 7.50	\$ 758	
Floor prep	568	sf	\$ 3.50	\$ 1,989	
Moisture Mitigation	10,540	sf	\$ 1.00	\$ 10,540	
<b>09 70 00 Wall Finishes</b>					
Natural Stone Veneer		sf	\$ -	\$ -	
Vinyl Wall Coverings		sy	\$ -	\$ -	
<b>09 80 00 Acoustic Treatment</b>					
Acoustic Wall Panels	285	lf	\$ 40.00	\$ 11,400	
<b>09 90 00 Painting and Coating</b>					
<u>Exterior Façade Painting</u>					
Exterior Painting	1	ls	\$ 3,500.00	\$ 3,500	
<u>Interior Painting</u>					
Painted GWB Walls	27,225	sf	\$ 0.90	\$ 24,503	Spray work
Painted CMU Walls	100	sf	\$ 1.00	\$ 100	
Painted GWB Ceilings	550	sf	\$ 0.50	\$ 275	Spray work
Painted Exposed MEP and bar joists in Ceilings	6,372	sf	\$ 0.40	\$ 2,549	Flat dryfall
Paint - GWB bulkhead	24	sf	\$ 0.65	\$ 16	
Paint Frames	18	ea	\$ 65.00	\$ 1,170	
Paint Doors	18	ea	\$ 55.00	\$ 990	
Paint Stairs / Stair Railings	-	fts	\$ 300.00	\$ -	
Misc. Painted Finishes	1	allow	\$ 8,500.00	\$ 8,500	
<b>TOTAL - DIV 9</b>				<b>\$ 672,032</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>10 SPECIALTIES</b>					
<b>10 10 00 Information Specialties</b>					
<u>Visual Display Units</u>					
Whiteboards - 4' x 3'	2	ea	\$ 195.00	\$ 390	Polyvision
Whiteboards - 4' x 6'	2	ea	\$ 235.00	\$ 470	Polyvision
Tack boards 4'x4'	-	ea	\$ 185.00	\$ -	Polyvision
 <u>Display Cases</u>					
Glass Display Case, in wall / flush	-	ea	\$ 2,150.00	\$ -	
Glass Display Case, wall mounted	-	ea	\$ 1,750.00	\$ -	
 <u>Directories</u>					
Directory, wall mounted	-	ea	\$ -	\$ -	None Assumed
 <u>Signage</u>					
Code Required Signs (ADA, Fire, Address, etc.)	4	allow	\$ 115.00	\$ 460	Life Safety
Exterior Signage on Building	1	ea	\$ 15,000.00	\$ 15,000	
Interior Signage, Room ID Plaque	25	ea	\$ 115.00	\$ 2,875	
Interior Signage, 12" Metal Pin Letters Cast Aluminum	10	ea	\$ 180.00	\$ 1,800	
 <b>10 20 00 Interior Specialties</b>					
<u>Operable Partition</u>					
Operable Panel Partition	-	sf	\$ 85.75	\$ -	
 <u>Wall and Door Protection</u>					
Corner Guards - Resilient, Plastic Type	24	ea	\$ 90.00	\$ 2,160	Include corner guards in book sorting
Fiberglass Reinforced Panels	-	sf	\$ -	\$ -	None assumed
 <u>Toilet, Bath, and Laundry Accessories</u>					
18" Grab Bar	7	ea	\$ 75.00	\$ 525	Bobrick
24" Grab Bar	7	ea	\$ 79.00	\$ 553	Bobrick
36" Grab Bar	7	ea	\$ 86.00	\$ 602	Bobrick
Changing Table	2	ea	\$ 350.00	\$ 700	Koala Kare
Single Coat Hook	11	ea	\$ 75.00	\$ 825	Bobrick
Paper Towel Dispenser	6	ea	\$ 250.00	\$ 1,500	Bobrick electrified unit
Paper Towel Dispenser with trash receptacle	7	ea	\$ 450.00	\$ 3,150	Bobrick - Combo unit - Electrified per meeting on 7/21/21
Sanitary Napkin Disposal	7	ea	\$ 85.00	\$ 595	Bobrick
Soap Dispenser	13	ea	\$ 95.00	\$ 1,235	Bobrick
Toilet Seat Cover Dispenser	7	ea	\$ 65.00	\$ 455	Bobrick
Toilet Tissue Dispenser	7	ea	\$ 65.00	\$ 455	Bobrick
Bathroom Mirrors - Framed	7	ea	\$ 225.00	\$ 1,575	Bobrick
Janitor's Closet Accessories - Mop rack	1	ea	\$ 300.00	\$ 300	per janitor's closet
 <b>10 40 00 Safety Specialties</b>					
<u>Fire Extinguishers and Cabinets</u>					
Fire Extinguishers and cabinets (non rated)	5	ea	\$ 315.00	\$ 1,575	
 <b>10 50 00 Storage Specialties</b>					
<u>Lockers</u>					
Exterior Lockers - Metal	-	ea	\$ -	\$ -	None assumed
	-	ea	\$ -	\$ -	None assumed
 <u>Janitor Closet Wire Shelving</u>					
Shelving, High Volume, Vertical or Horizontal	1	ea	\$ 285.00	\$ 285	Assumed in janitors closet
	-	sf	\$ -	\$ -	See Division 12
 <b>10 70 00 Exterior Specialties</b>					
Flagpole	1	ea	\$ 8,500.00	\$ 8,500	
<b>TOTAL - DIV 10</b>				<b>\$ 45,985</b>	
<b>11 EQUIPMENT</b>					
<b>11 30 00 Residential Equipment</b>					
Refrigerator	1	ea	\$ 2,000.00	\$ 2,000	Furnish and install
Microwave - Counter top	1	ea	\$ 150.00	\$ 150	Furnish and install
Dishwasher	1	ea	\$ 1,400.00	\$ 1,400	Furnish and install
Vending Machines	-	ea	\$ -	\$ -	Assumed provided by library's existing vender/lease so none included

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>11 50 00 Educational and Scientific Equipment</b>					
TV Monitors - 55" TV	4	ea	\$ 800.00	\$ 3,200	
Electrically Operated Projection Screen and Controls	1	ea	\$ 5,000.00	\$ 5,000	
AV Eqpt - Projectors	1	ea	\$ 2,000.00	\$ 2,000	
<b>TOTAL - DIV 11</b>				<b>\$ 13,750</b>	
<b>12 FURNISHINGS</b>					
<b>12 20 00 Window Treatments</b>					
Window Treatment - Manual shades	336	sf	\$ 14.00	\$ 4,704	Chain driven with valence, below the ceiling.
Window Treatment - Motorized Shades	500	sf	\$ 40.00	\$ 20,000	Power and control wiring by others, intelligent motor middle of the road.
<b>12 30 00 Casework</b>					
Interior casework & millwork	12,533	sf	\$ 8.00	\$ 100,264	
<b>12 50 00 Furniture</b>					
All non-fixed furniture	-	sf	\$ 55.00	\$ -	
Artwork	-	ls	\$ -	\$ -	See FF&E, Artwork, and AV
Security Mirrors	-	lf	\$ -	\$ -	Assume in furniture budget
<b>TOTAL - DIV 12</b>				<b>\$ 124,968</b>	
<b>13 SPECIAL CONSTRUCTION</b>					
<b>13 10 00 Special Facility Components</b>					
Fountains		ea	\$ -	\$ -	None assumed
<b>TOTAL - DIV 13</b>				<b>\$ -</b>	
<b>14 CONVEYING SYSTEMS</b>					
<b>TOTAL - DIV 14</b>				<b>\$ -</b>	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>21 FIRE SUPPRESSION</b>					
<b>21 10 00 Water Based Fire Suppression Systems</b>					
Sprinklers	12,533	sf	\$ 5.50	\$ 68,932	Seismic not assumed
<b>21 30 00 Fire Pumps</b>					
Fire Pumps	-	ea	\$ -	-	Not assumed, if needed add \$35,000
<b>TOTAL - DIV 21</b>				<b>\$ 68,932</b>	
<b>22 PLUMBING</b>					
<b>22 00 00 Plumbing Insulation</b>					
Plumbing Insulation	1	sf	\$ -	-	Included with plumbing and piping number
<b>22 10 00 Plumbing Piping</b>					
Plumbing System	12,533	sf	\$ 10.00	\$ 125,330	Included with plumbing and piping number
Sanitary Piping	1	sf	\$ -	-	Included with plumbing and piping number
Gas Piping	1	sf	\$ -	-	Included with plumbing and piping number
<b>22 30 00 Plumbing Equipment</b>					
Plumbing Equipment	1	ea	\$ -	-	Included with plumbing and piping number
<b>22 40 00 Plumbing Fixtures</b>					
Plumbing Fixtures, WH, Drains, Permit, ETC	1	ls	\$ -	-	Included with plumbing and piping number
<b>TOTAL - DIV 22</b>				<b>\$ 125,330</b>	
<b>23 HVAC</b>					
<b>23 10 00 Facility Fuel Systems</b>					
Natural Gas Piping	50	lf	\$ 75.00	\$ 3,750	
<b>23 00 00 HVAC</b>					
Rough Material for piping, ductwork, and plumbing	1	ls	\$ 50,000.00	Inc.	
Geothermal wellfield and distribution system	-	lf	\$ 40.00	-	12 wells @ 350' Depth (Total 4,200LF)
<b>23 30 00 HVAC</b>					
Heating & A/C Equipment	12,533	sf	\$ 60.00	\$ 751,980	
Air Outlets and Inlets	-	sf	\$ -	-	
Testing and balancing	-	sf	\$ -	-	
<b>23 40 00 HVAC Air Cleaning Devices</b>					
Air Filtration System	-	gsf	\$ -	-	None assumed
<b>TOTAL - DIV 23</b>				<b>\$ 755,730</b>	
<b>25 INTEGRATED AUTOMATION</b>					
<b>25 50 00 Integrated Automation Facility Controls</b>					
Automated Building Controls	12,533	sf	\$ 3.50	\$ 43,866	Assumed packaged control system
<b>TOTAL - DIV 25</b>				<b>\$ 43,866</b>	
<b>26 ELECTRICAL</b>					
<b>26 10 00 Medium Voltage Electrical Distribution</b>					
Site power tie in	1	ea	\$ 10,000.00	\$ 10,000	
Site power	1	ls	\$ 25,000.00	\$ 25,000	
Electrical Labor	5,040	hrs	\$ 60.00	\$ 302,400	
Temporary Power & Lighting	1	ls	\$ 5,000.00	\$ 5,000	
Electrical permits and inspections	1	ls	\$ 5,000.00	\$ 5,000	
Independent testing & studies	1	ls	\$ 10,000.00	\$ 10,000	
Mobilization and equipment	1	ls	\$ 10,000.00	\$ 10,000	

## BUILDING

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>26 20 00 Low Voltage Electrical Distribution</b>					
Lighting Controls	12,533	sf	\$ 1.71	\$ 21,431	
Branch Power	12,533	sf	\$ 4.23	\$ 53,015	
Switchgear & Panels	12,533	sf	\$ 2.00	\$ 25,066	
Feeders	-	sf	\$ -	-	
Mechanical Connections	12,533	sf	\$ 3.49	\$ 43,740	
Raceways for other trades	90	ea	\$ 100.00	\$ 9,000	
Power for paper towel dispensers and faucets	10	ea	\$ 275.00	\$ 2,750	
<b>26 30 00 Facility Power Generating and Storing Equipment</b>					
Emergency Generators	-	sf	\$ -	-	none assumed
Battery Equipment	-	sf	\$ -	-	none assumed
Power Filtering and Conditioning	-	sf	\$ -	-	none assumed
Transfer Switches	-	sf	\$ -	-	none assumed
<b>26 40 00 Electrical Protection</b>					
Grounding	12,533	sf	\$ 0.90	\$ 11,280	
Lightning Protection	12,533	sf	\$ 1.10	\$ 13,786	
<b>26 50 00 Lighting</b>					
Lighting	12,533	sf	\$ 6.25	\$ 78,331	for fixtures
Site Lighting	4	ea	\$ 6,300.00	\$ 25,200	
Electronic Message Board	1	ea	\$ 4,000.00	\$ 4,000	
<b>26 90 00 Photovoltaic</b>					
Roof mounted solar arrays	-	W	\$ 2.00	-	Removed on 3/27/23
<b>TOTAL - DIV 26</b>				<b>\$ 654,999</b>	
<b>27 COMMUNICATIONS</b>					
<b>27 10 00 Structured Cabling</b>					
Structured Cabling	12,533	sf	\$ 7.00	\$ 87,731	
<b>27 20 00 Data Communications</b>					
Data Cabling and wall and floor boxes	1	ls	\$ 10,000.00	\$ 10,000	
Wireless Access Points(WAPS)	1	ls	\$ 8,900.00	\$ 8,900	
<b>27 40 00 Audio-Video Communications</b>					
Audio-Video Communications	-	sf	\$ -	-	Included \$10,000 with the FF&E, Artwork, and AV line item.
<b>27 60 00 Computer Equipment</b>					
Computers and accessories	-	sf	\$ -	-	By ESRL, none assumed.
TVs	-	sf	\$ -	-	See division 11
Cabling - HDMI	-	sf	\$ -	-	By ESRL, none assumed.
Mobile TV station	-	ls	\$ -	-	Included in AV
Printers	-	sf	\$ -	-	By ESRL, none assumed.
<b>TOTAL - DIV 27</b>				<b>\$ 106,631</b>	
<b>28 ELECTRONIC SAFETY &amp; SECURITY</b>					
<b>28 10 00 Access Control</b>					
Access Control - Single Door	7	ea	\$ 3,000.00	\$ 21,000	Included card readers, per door schedule. Per 6/24/21 meeting add a card reader to room 111/1 so all reading rooms have a card reader
Access Control - Double Door	1	ea	\$ 5,000.00	\$ 5,000	Included card readers, door 100/1
Access Control - Intercom	1	ea	\$ 1,200.00	\$ 1,200	Included card readers, door 139/2
<b>28 20 00 Video Surveillance</b>					
Video Surveillance - CCTV cabling	1	ls	\$ 3,450.00	\$ 3,450	Assumed 15 camera locations to wire to.
CCTV Equipment - Outdoor Camera	5	ea	\$ 1,800.00	\$ 9,000	Assumed 5 camera locations
CCTV Equipment - Indoor Camera	10	ea	\$ 1,500.00	\$ 15,000	Assumed 10 camera locations
<b>28 40 00 Life Safety</b>					
Fire Detection and Alarm	14,000	sf	\$ 0.55	\$ 7,700	
<b>TOTAL - DIV 28</b>				<b>\$ 62,350</b>	
<b>TOTAL BUILDING</b>				<b>\$ 4,947,391</b>	



## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>01 GENERAL REQUIREMENTS</b>					
<b>01 50 00 Temporary Facilities and Controls</b>					
Perimeter Fencing & Barricades - Chain link	1,500	lf	\$ 4.00	\$ 6,000	Temp Chain link Fence
Perimeter Fencing & Barricades - Gates	3	sets	\$ 5,000	\$ 15,000	Temp Chain link Fence Type
<b>01 70 00 Execution and Closeout Requirements</b>					
Final Cleaning	1	allow	\$ 1,000	\$ 1,000	Site Cleaning/Road Wash down
<b>TOTAL - DIV 1</b>				<b>\$ 22,000</b>	
<b>02 EXISTING CONDITIONS</b>					
<b>02 40 00 Demolition and Structure Moving</b>					
<u>Site Demolition</u>					
Existing Sitework Demolition	53,000	sf	\$ 0.50	\$ 26,500	
<u>Site Utility Demolition</u>					
Demo Geothermal	-	ea	\$ -	\$ -	
<u>Building Demolition</u>					
Building Demolition		cf	\$ -	\$ -	See 'Building Tab'
<u>Site Remediation</u>					
Hazardous Materials Remediation	-	allow	\$ -	\$ -	None included.
<b>TOTAL - DIV 2</b>				<b>\$ 26,500</b>	
<b>10 SPECIALTIES</b>					
<b>10 10 00 Information Specialties</b>					
Site Signage	1	ea	\$ -	\$ -	Included with building
<b>10 70 00 Exterior Specialties</b>					
Ground Set Flag Poles	1	ea	\$ -	\$ -	See Division 10 70 00
Exterior Garden Shed	1	allow	\$ 10,000.00	\$ 10,000	
<b>TOTAL - DIV 10</b>				<b>\$ 10,000</b>	
<b>26 ELECTRICAL</b>					
<b>26 50 00 Lighting</b>					
Site Lighting - Parking Lot	1	allow	\$ 10,000.00	\$ 10,000	
Entrance Sign power	1	ls	\$ 5,500.00	\$ 5,500	
<b>TOTAL - DIV 26</b>				<b>\$ 15,500</b>	
<b>31 EARTHWORK</b>					
<b>31 10 00 Site Clearing</b>					
Clear and Grub	1	acres	\$ 1,100.00	\$ 1,354	
Remove Large Tree	0	ea	\$ 500.00	\$ -	
<b>31 20 00 Earth Moving</b>					
<u>Excavation - Mass Site Operation</u>					
Bulk Earthwork	1	ls	\$ 66,394.00	\$ 66,394	
Fine Grade Site	1	acres	\$ 1,500.00	\$ 1,846	
Unforeseen Conditions or Hazardous Materials Allowance		cy	\$ -	\$ -	None included.
Utility Locating - Test pits / Potholing	1	allow	\$ 10,000.00	\$ 10,000	
<u>Dewatering</u>					
Dewatering (Rainwater Only)		allow	\$ -	\$ -	None included.
<u>Sediment and Erosion Control</u>					
Silt Fence	-	ls	\$ -	\$ -	
Construction Entrance - Fabric and Stone	1	ea	\$ 10,000.00	\$ 10,000	
Dust Control/Street Cleaning	13	mths	\$ 1,000.00	\$ 13,000	
Temporary Seeding	5,956	sy	\$ 3.00	\$ 17,867	
SEC Maintenance	13	mths	\$ 1,000.00	\$ 13,000	

## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>31 30 00 Earthwork Methods</b>					
Termite Control Soil Treatment	12,533	sf	\$ 0.50	\$ 6,267	Bldg. Footprint one application only
<b>TOTAL - DIV 31</b>				<b>\$ 139,726</b>	
<b>32 EXTERIOR IMPROVEMENTS</b>					
<b>31 10 00 Bases, Ballasts, and Paving</b>					
<u>Asphalt Paving</u>					
Asphalt Pavement - Light Duty (Parking Lots)	604	sy	\$ 45.00	\$ 27,167	
<u>Concrete Paving</u>					
Concrete curb, gutter, and sidewalk	1	ls	\$ 25,000.00	\$ 25,000	Includes broom finish sidewalks
Stamped concrete sidewalks	-	sf	\$ 15.75	\$ -	
<u>Paving Specialties</u>					
Parking Bumpers	-	ea	\$ 75.00	\$ -	
Pavement Markings & Signage	604	sy	\$ 1.00	\$ 604	Included in asphalt paving
Bollards	-	ea	\$ -	\$ -	None included.
<b>32 30 00 Site Improvements</b>					
<u>Chain Link Fences and Gates - Permanent</u>					
Steel and picket site fence	62	lf	\$ 170.00	\$ 10,540	
Steel and picket fence gates	3	ea	\$ 1,500.00	\$ 4,500	
Cedar Site Fence	-	lf	\$ 112.69	\$ -	
<u>Site Concrete</u>					
Transformer Pad	1	allow	\$ 2,500.00	\$ 2,500	
<u>Site Retaining / Screen Walls</u>					
Site Walls - Concrete	-	ls	\$ 82,000.00	\$ -	
Site Wall - Children's Area Projection Wall Steel Support	-	ls	\$ 5,000.00	\$ -	
Site Wall - Children's Area Projection Wall	-	sf	\$ 53.00	\$ -	
Exterior Benches and Monument Sign	1	ls	\$ 18,507.00	\$ 18,507	
Concrete Base for Lockers	-	ea	\$ 300.00	\$ -	
Raised Planters / Concrete Retaining Wall	1	ea	\$ 17,500.00	\$ 17,500	
<u>Site Furnishings</u>					
Bicycle Racks	4	ea	\$ 1,500.00	\$ 6,000	
Benches	-	ea	\$ -	\$ -	Included with concrete
Trash Receptacles	1	allow	\$ 500.00	\$ 500	
Table and Chairs	-	allow	\$ -	\$ -	See Division 14
<b>32 80 00 Irrigation</b>					
<u>Landscape Irrigation</u>					
Sprinkler Irrigation including power feed	1	sf	\$ -	\$ -	None assumed
<b>32 90 00 Planting</b>					
<u>Turf and Grasses</u>					
Seed Disturbed Areas	-	sy	\$ -	\$ -	Included with Earth work
<u>Plants</u>					
Landscaping	1	allow	\$ 50,000.00	\$ 50,000	
<b>TOTAL - DIV 32</b>				<b>\$ 162,817</b>	

## SITE DEVELOPMENT

DESCRIPTION	QTY	UNIT	UNIT \$	TOTAL	COMMENTS
<b>33 UTILITIES</b>					
<b>33 10 00 Water Utilities</b>					
Domestic Water					
Water Utilities	1	ls	\$ 20,000.00	\$ 20,000	
<b>33 30 00 Sanitary Sewerage</b>					
Sanitary Sewerage, piping, and manholes	1	ls	\$ 19,205.00	\$ 19,205	
<b>33 40 00 Stormwater Utilities</b>					
Storm utility / infiltrations system	1	ls	\$ 90,000.00	\$ 90,000	
<b>33 70 00 Electrical Utilities</b>					
Electric - Power Tie Into Main Utilities	1	ea	\$	-	Included with building
<b>33 80 00 Communications Utilities</b>					
Communication - Telecomm Tie in to Main Utilities	1	ea	\$	-	Included with building
<b>TOTAL - DIV 33</b>				<b>\$ 129,205</b>	
<b>TOTAL SITE DEVELOPMENT</b>				<b>\$ 505,749</b>	

8/11/2023

**Proposed Pocomoke Library Cash Flow Estimate**

		Est. Cash Flow	Cumulative Total
	Precon Est	\$ 35,000.00	
			35,000

		Est. Cash Flow	Cumulative Total
FY 2024	Construction	\$ 7,610,316.55	
Jan		\$ 426,894.56	\$ 426,894.56
Feb		\$ 972,013.93	\$ 1,398,908.49
Mar		\$ 764,054.42	\$ 2,162,962.90
Apr		\$ 684,671.20	\$ 2,847,634.11
May		\$ 798,993.38	\$ 3,646,627.49
Jun		\$ 644,625.72	\$ 4,291,253.20
	<b>FY 2024</b>	<b>\$ 4,291,253.20</b>	

		Est. Cash Flow	Cumulative Total
FY 2025	Construction		
Jul		\$ 101,360.93	\$ 4,392,614.13
Aug		\$ 441,450.75	\$ 4,834,064.88
Sep		\$ 350,705.34	\$ 5,184,770.22
Oct		\$ 419,403.66	\$ 5,604,173.88
Nov		\$ 482,439.92	\$ 6,086,613.80
Dec		\$ 425,933.32	\$ 6,512,547.11
Jan		\$ 231,109.21	\$ 6,743,656.33
Feb		\$ 89,275.74	\$ 6,832,932.07
Mar		\$ 287,661.47	\$ 7,120,593.54
Apr		\$ 489,724.79	\$ 7,610,318.33
	<b>FY 2025</b>	<b>\$ 3,319,065.13</b>	
	<b>TOTAL construction</b>	<b>\$ 7,610,318.33</b>	

**CIP Project Name: Isle of Wight Building Renovation**

**Project Director (Name & Title):** Public Works

**Phone Number:**

**Project Summary and Purpose:** Renovation and repair at the Isle of Wight facility to improve the space needed for the Treasurers and Health Department employees and and the public served. Interior office spaces have remained unchanged since the building was constructed in 1971. The facility needs to be reconfigured to provide usable space to staff working at that location.

**Project Location:** Isle of Wight Service Building

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

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** This would make the space more efficient.

**What is the useful life of the asset/project?** 20 to 30 years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						50,000		50,000
Land Acquisition								0
Site Work								0
Construction	400,000							400,000
Equipment/Furnishings	50,000							50,000
Other - Please Specify								0
<b>TOTAL</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>500,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	450,000					50,000		500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>500,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## CIP Project Name: Isle of Wight Building Renovation

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Complete the following questions.

### Project scope.

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

### County benefit.

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

### Cost estimate (Must Be Provided).

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

### CIP Timing.

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

### Urgency.

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

**CIP Project Name: Snow Hill Library Building Improvements**

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

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

**Project Summary and Purpose:** Replace HVAC system and make energy improvements to plumbing and lighting systems

**Project Location:** 307 N. Washington Street, Snow Hill, Maryland 21863

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

Funding is available through the Public Library Capital Grant program administered by the Maryland State Library. The total grant funding available is \$7.5 million is available for all 24 jurisdictions, and the library has requested funds for the Pocomoke library.

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

No, not that the Library is aware of.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

**What is the useful life of the asset/project?** Equipment replacement should last 20-25 years.

**Will this project generate revenue?** The library generates very little revenue (book replacement and copy funds mainly).

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	2,545,000							2,545,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>2,545,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,545,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	2,545,000							2,545,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>2,545,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,545,000</b>

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

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Complete the following questions.

### **Project scope.**

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

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocumoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. A new Facility Plan was completed in FY 23 and similar building deficiencies were noted.

### **County benefit.**

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

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

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

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

In May 2023, GIPE Engineering completed a Mechanical, Electrical, Plumbing, and Fire Protection Feasibility Study. The Study will be attached to the CIP request.

### **CIP Timing.**

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

This project was first submitted in FY 2019, and has been requested for approval in the FY 2024 budget. Currently there is \$800,000 allocated for the project. The Library needs help to determine how to phase the project. The timing of this project has been delayed due to the priority of the Pocumoke library project.

### **Urgency.**

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

This project is necessary but not time critical; although the age of the building equipment is a concern. Building improvements should lower ongoing operating costs. Delays will of course increase the cost of the project. In addition, the library shelving is approaching 50 years old and is starting to wear. The Branch has a fund for new shelving but we have delayed ordering because we are sure of the project timeline.



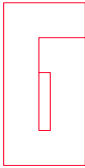
# WORCESTER COUNTY LIBRARY – SNOW HILL BRANCH



MECHANICAL, ELECTRICAL,  
PLUMBING, AND  
FIRE PROTECTION  
FEASIBILITY STUDY



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



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Appendix A: Original Test and Balance Report

Appendix B: Water Treatment Test Report

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May 8, 2023

Ms. Jennifer Ranck, Director  
Worcester County Library System  
307 North Washington Street  
Snow Hill, MD 21863

Project: Worcester County Library – Snow Hill Branch - M/E/P/FP Feasibility Study  
Reference: Report - HVAC and Electrical Systems Feasibility Study

Dear Jennifer:

We are pleased to submit our analysis of the heating, ventilating, and air conditioning (HVAC), plumbing, fire protection, and electrical systems that serve the Snow Hill Library and our evaluations related to updating/replacing M/E/P/FP systems to address the aging existing M/E/P/FP systems and provide systems suitable for the library in the future.

### **INTRODUCTION**

On February 8, 2023, we performed field observations and investigations of the existing HVAC, plumbing, fire protection, and electrical systems serving the Snow Hill Library located in Snow Hill, Maryland.

We have analyzed the systems serving this library and have included our findings in this report prepared for the Worcester County Library System. The following are our observations of the existing M/E/P/FP systems as well as our evaluations related to the HVAC systems, chiller, air handling units, boiler, pumps, plumbing equipment, fire protection systems, lighting systems, I.T. systems, fire alarm systems, and electrical systems.

### **EXISTING MECHANICAL (HVAC) SYSTEMS OBSERVATIONS**

The existing HVAC systems were surveyed to determine code compliance and age/condition. The following is a step-by-step analysis of the existing systems based on the following:

- Field survey.
- Review and study of existing drawings.
- Interviews with occupants and maintenance personnel.
- Code review.

The 12,968 square foot Snow Hill Library was originally constructed in 1974. Figure #1 shows the geographical location of the Snow Hill Library (source: maps.google.com)





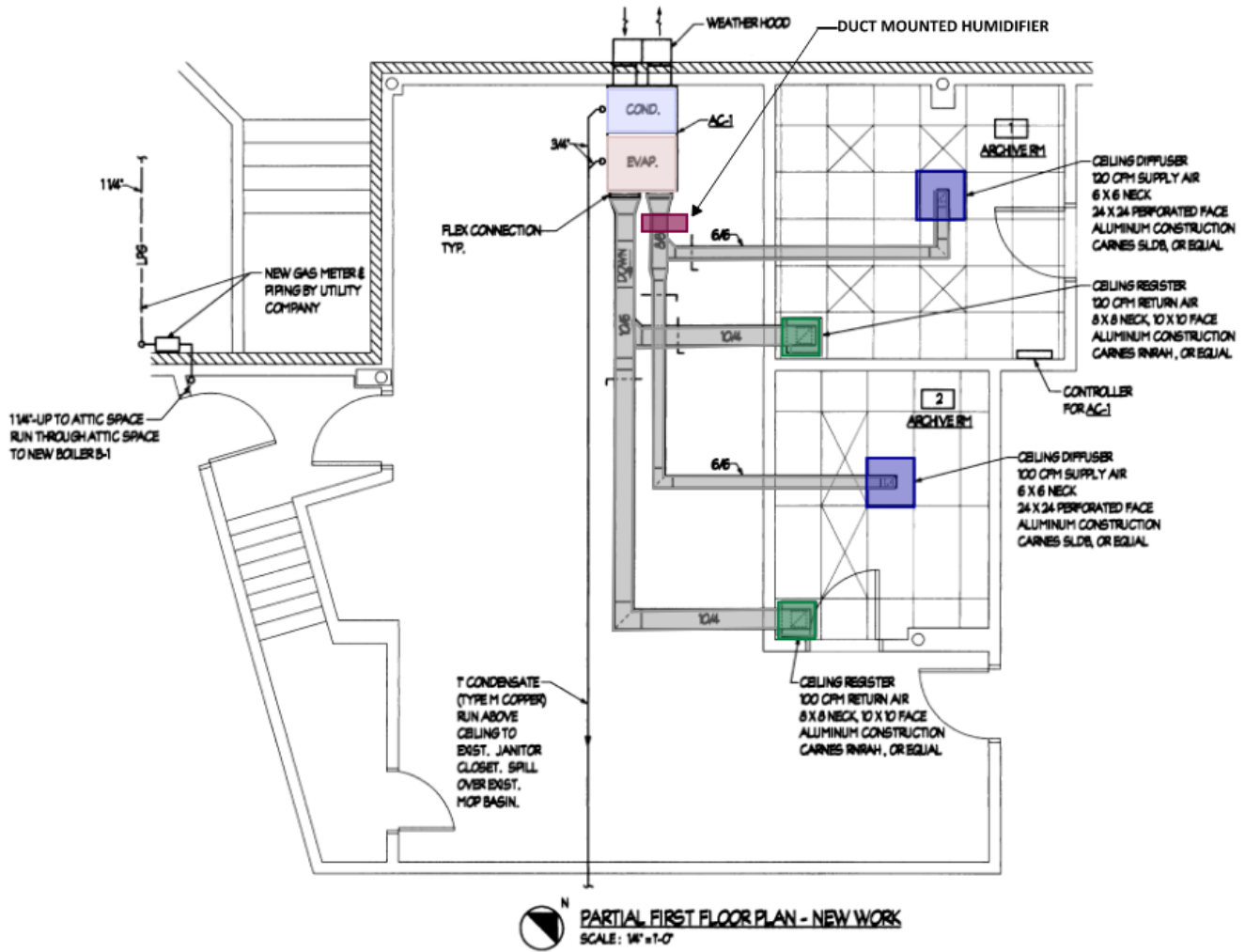
***Figure #1 – Geographical Location of the Snow Hill Library (Source: maps.google.com)***

Since the original construction of the library, there have been a few M/E/P upgrades as follows:

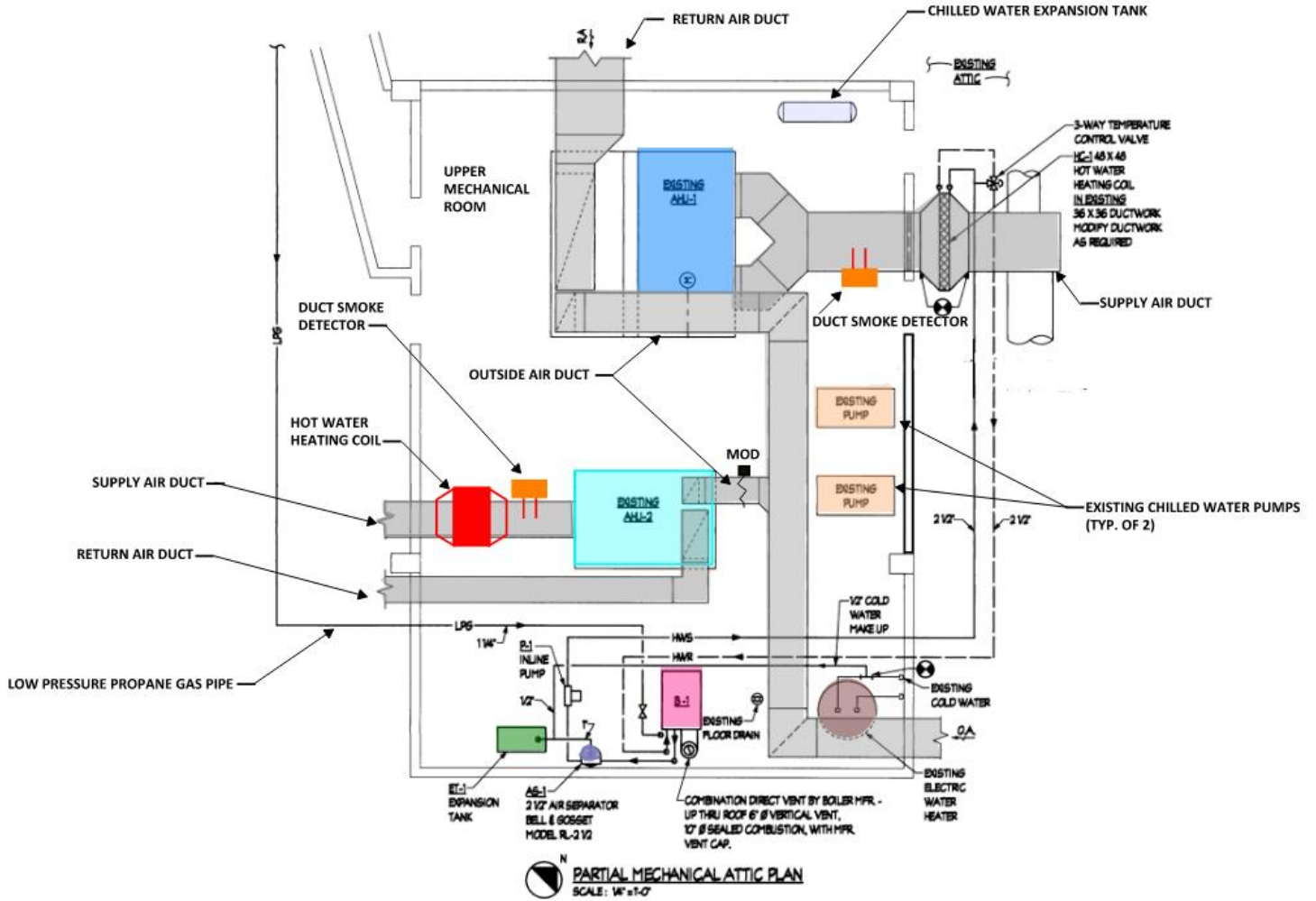
<b>TABLE #1: SNOW HILL LIBRARY HVAC RENOVATIONS</b>	
<b>Renovation</b>	<b>Year Performed</b>
Boiler Installation	2000
Chiller Replacement	2004
Boiler Replacement	2013
Automatic Temperature Control System Replacement	2022

We will start with the Central Plant equipment and work towards describing and evaluating the terminal equipment to provide the reader with a basic overview of the existing HVAC systems. The review of the plumbing systems will follow.

Figure #2 and Figure #3 illustrate the relative locations of the major HVAC systems and components.



**Figure #2 – First Floor HVAC Equipment Locations – Archive Room HVAC Unit**

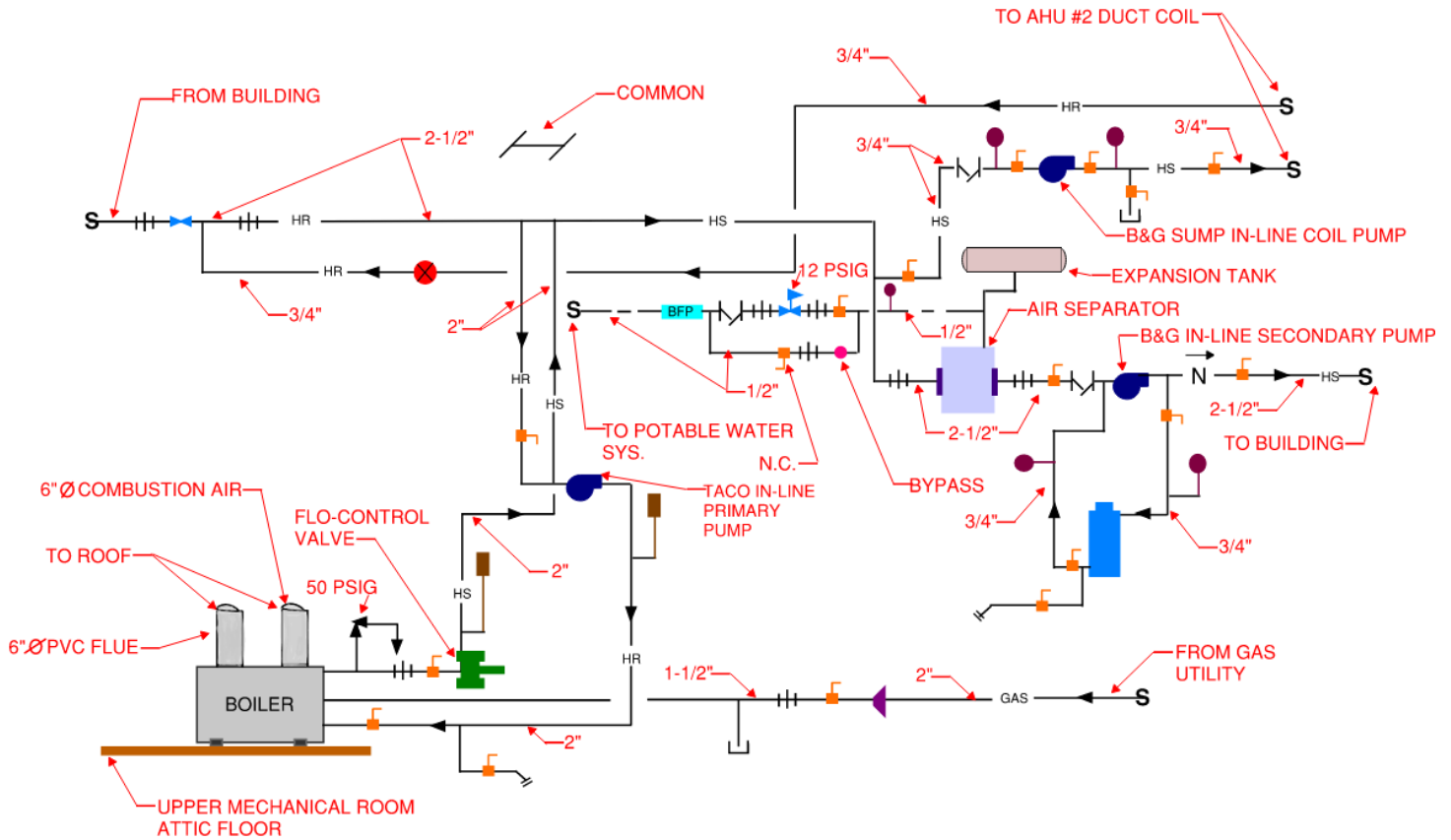


***Figure #3 – Mechanical Attic HVAC Equipment Approximate Locations***

**Central Heating Systems**

The Snow Hill Library was originally designed to be heated by an all-electric heating system in 1974. In 2000, central propane gas was brought to the building and a hot water boiler was installed. In 2013, the boiler was replaced along with the boiler primary pump and the heating system secondary pump. In 2022, a third coil heating water pump was added to serve a hot water coil installed in the supply air duct of Air Handling Unit (AHU) #2.

Figure #4 illustrates the basic components of the hot water heating system located in the upper mechanical room that was installed in 2013. The majority of the heating system equipment installed during that time period is still in place.

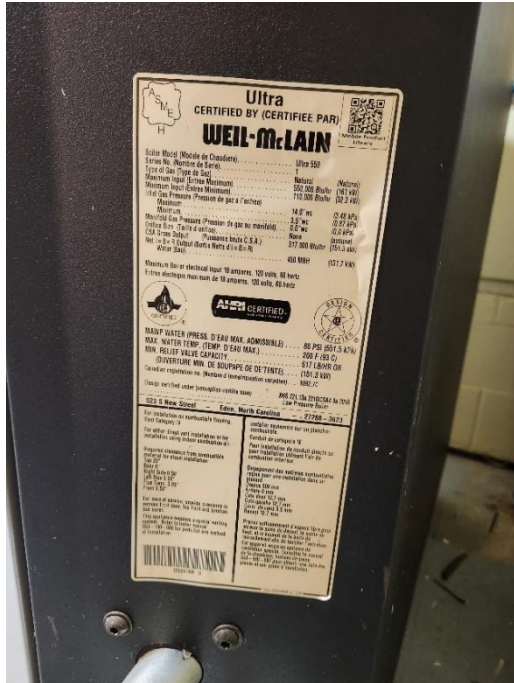


**Figure #4 – Hot Water Heating System Flow Diagram (Not to Scale)**

Photograph #1 illustrates the existing typical boiler nameplate serving the heating water system and Photograph #2 and Photograph #3 show the existing boiler constant speed primary hot water heating pump and the heating system constant speed secondary pump that serve the heating water plant. The constant speed hot water pumps were installed in 2013. Air Handling Unit (AHU) #2 was retrofitted with a hot water duct coil in 2022. Photograph #4 shows the nameplate for the duct coil circulating pump.

The existing boiler has a net IBR-rated capacity of 450,000 BTU/Hr and is of cast aluminum construction exhibiting high efficiency. The boiler is approximately 10 years old and has served approximately 70% of its useful service life. The boiler utilizes propane gas as the fuel source and is served by a low-pressure gas service located at the southwest side of the library.





Photograph #1 – Boiler Nameplate



Photograph #2 – Boiler Primary Pump Motor Nameplate



Photograph #3 – Heating System Secondary Pump Nameplate



Photograph #4 – AHU #2 Heating Coil Pump Nameplate

The central boiler plant is arranged in a primary/secondary constant flow piping arrangement. This arrangement allows the boiler to be provided with a constant flow rate using a constant speed in-line pump. The boiler provides heat to the hot water duct coil located on the discharge of AHU #1 and the hot water coil located on the discharge of AHU #2. AHU #1 has a 3-way control valve serving the hot water coil and AHU #2 has a 2-way control valve serving the hot water coil.

The central heating water system serves various terminal units in the library as outlined in Table #2:

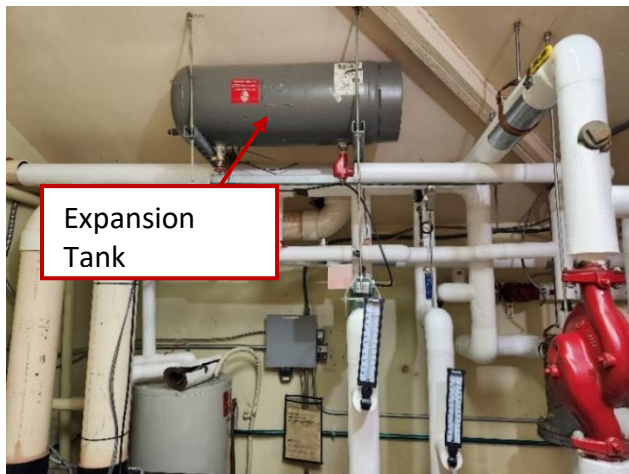
<b>TABLE #2: SNOW HILL LIBRARY TERMINAL UNITS SERVED BY CENTRAL HEATING WATER SYSTEM</b>
1. AHU #1 – Duct Mounted Hot Water Coil – 3-Way Control Valve.
2. AHU #2 – Duct Mounted Hot Water Coil – 2-Way Control Valves.

The library contains a substantial amount of electric heat and we would recommend converting all electric heating elements to hot water baseboard unit heaters to reduce operating costs.

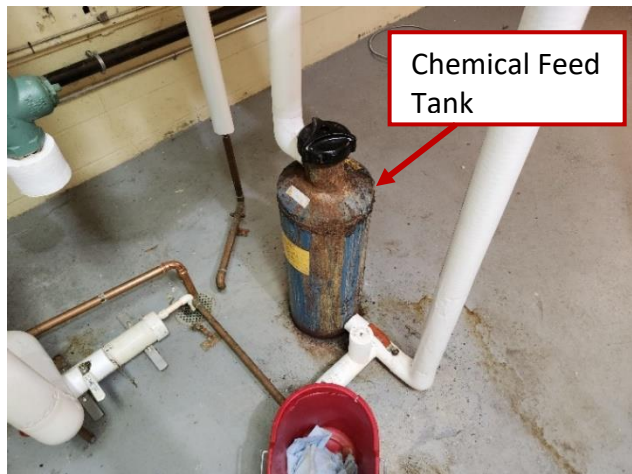
Finally, the central heating water system includes the following hydronic specialties as outlined in Table #3:

<b>TABLE #3: SNOW HILL LIBRARY HEATING SYSTEM HYDRONIC SPECIALTIES</b>
1. Heating Water Expansion Tank.
2. Chemical Feed Tank.
3. Tangential Air Separator.
4. Make-Up Water Valve Train.

Photograph #5, Photograph #6, and Photograph #7, and Photograph #8 are the heating water expansion tank, chemical feed tank, tangential air separator, and secondary heating water pump, respectively.



**Photograph #5 – Heating System Expansion Tank**

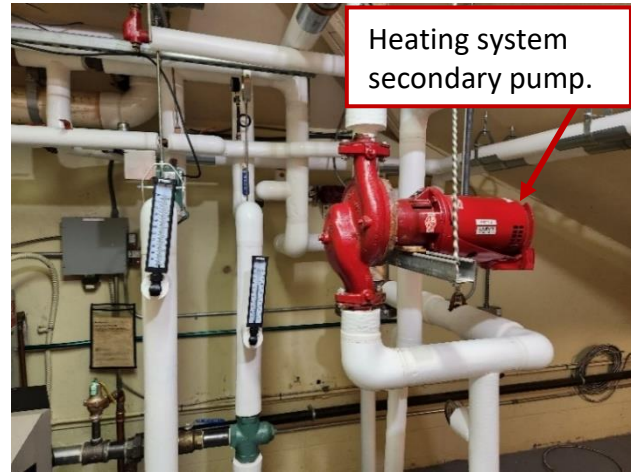


**Photograph #6 – Heating System Chemical Feed Tank**



# ITEM 7

Worcester County Library – Snow Hill Branch – M/E/P Feasibility Study  
W.O. #:23001



**Photograph #7 – Heating System Air Separator**

**Photograph #8 – Heating System Secondary Pump**

As previously stated, the boiler is fired by propane gas and utilizes a low-pressure gas supply as shown in Photograph #9. We verified with Sandpiper Energy that the propane system is a standard low pressure, 10-inch to 13-inch water column system.



**Photograph #9 – Central Propane Gas Service on Southwest Side of the Library**

In summary, the central heating water system has been well maintained and is in fair condition, but due to its age it has served its useful life. The major shortcomings of the existing heating system equipment are listed in Table #4:

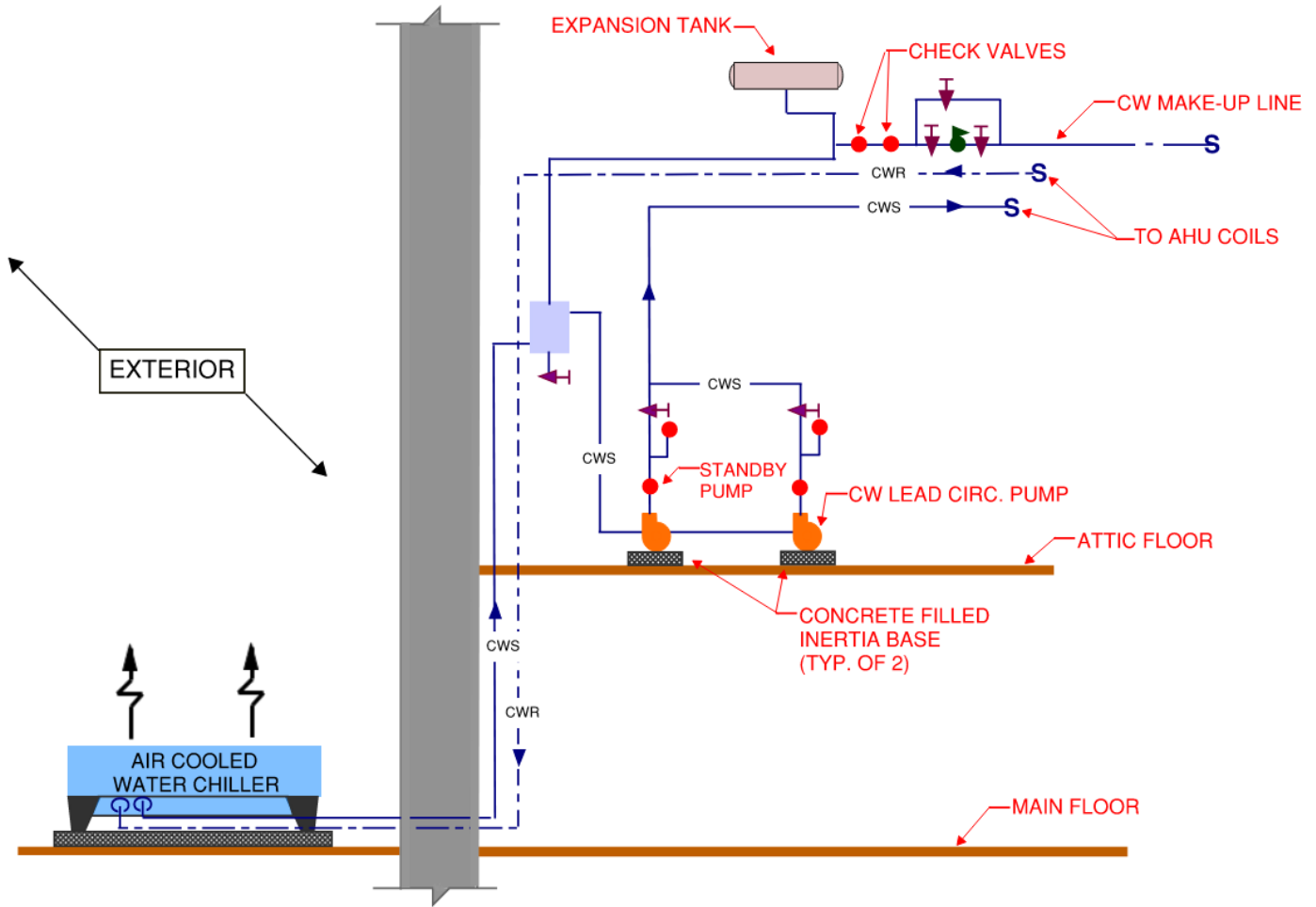
**TABLE #4: SNOW HILL LIBRARY CENTRAL HEATING WATER SYSTEM EQUIPMENT SHORTCOMINGS**

1. Boiler is high temperature cast aluminum boiler which has moderate efficiency and should be replaced with low temperature high efficiency condensing boilers. Low temperature condensing boilers would be better suited for this application and if the decision is made to provide hot water for heating in the future, we would recommend at least two (2) boilers.
2. The largest hot water coil which serves AHU #1 is a constant flow unit and contains a 3-way control valve. Replacement with 2-way control valves would reduce operating costs by allowing the implementation of variable speed pumping.
3. The secondary heating water pumps are inefficient, constant speed pumps and should be replaced with multiple variable speed pumps.
4. All hydronic specialties should be replaced due to their age and condition. Additionally, a coalescing air separator should be installed in the heating water system rather than the ineffective conventional tangential air separator.
5. All automatic temperature controls should be replaced and should be mapped over to the facility explorer control system that was installed in 2022.
6. Piping/insulation systems are in poor condition and should be completely replaced.
7. The primary boiler loop, the secondary heating system loop, and AHU #1 do not have flow meter fittings to allow the flow rates to be measured and balanced.
8. The boiler room does not have ventilation. We would recommend a ventilation fan along with intake louvers be installed to ventilate the boiler room. The ventilation fan should be a supply air fan, <u>not</u> an exhaust air fan.
9. The boiler room does not have heat. We would recommend a small hot water unit heater for the boiler room.
10. The boiler room does not contain a carbon monoxide detector. We would recommend a carbon monoxide detector be installed to alert occupants of high levels of carbon monoxide should the boiler malfunction.
11. The air separator, expansion tank, pumps, and some of the hot water piping is missing insulation. Everything should be insulated with minimum of 1-1/2” thick insulation.

The next section of our report will discuss the chilled water system.

### **Chilled Water System**

The chilled water system is arranged as shown in Figure #5 below:



**Figure #5 – Chilled Water System Arrangement**

As indicated, the chilled water system consists of an air-cooled chiller, a lead and standby chilled water pump, and hydronic specialties. Table #5 summarizes the chilled water system equipment currently serving the Snow Hill Library:

TABLE #5: SNOW HILL LIBRARY CENTRAL CHILLED WATER SYSTEM EQUIPMENT
1. Chilled Water Expansion Tank.
2. Chilled Water Chemical Feed Tank.
3. Chilled Water Tangential Air Separator.
4. Make-Up Water Valve Train.
5. Constant Speed Chilled Water Pumps (Typ. of 2).
6. Chilled Water Chemical Feed Tank.

Photograph #10, Photograph #11, Photograph #12, Photograph #13 Photograph #14, Photograph #15, Photograph #16, and Photograph #17 are the chilled water expansion tank, chilled water chemical feed tank, chilled water tangential air separator, chiller, chilled water make-up water valve train, chilled water pumps, typical chilled water 3-way control valve, and exterior chilled water piping, respectively.



# ITEM 7

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W.O. #:23001



Photograph #10 – Chilled Water System Expansion Tank



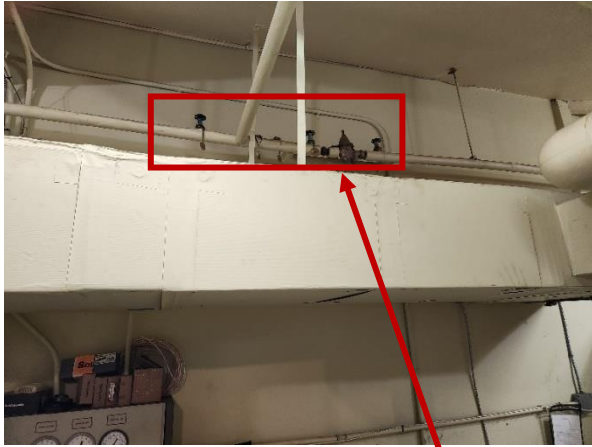
Photograph #11 – Chilled Water Chemical Feed Tank



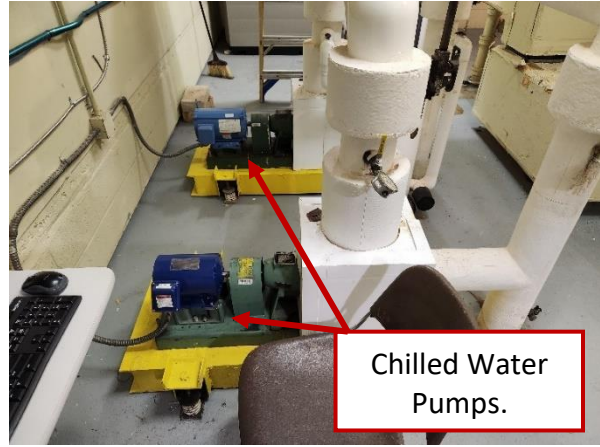
Photograph #12 – Chilled Water System Air Separator



Photograph #13 – Air-Cooled Chiller



**Photograph #14 – Chilled Water System  
Make-Up Water Valve Train**



**Photograph #15 – Chilled Water Pumps**



**Photograph #16 – AHU #1 Chilled  
Water 3-Way Control Valve**



**Photograph #17 – Exterior Chilled Water Piping**

The chiller was installed in 2004 and is in poor condition and has reached its useful expected life. The chilled water expansion tank, chilled water chemical feed tank, and chilled water tangential air separator were installed in 2004, are in fair condition, and should provide a few years of additional service. The chilled water make-up water valve train, chilled water pumps, and chilled water piping were installed in 1974 and should be replaced.

Overall, the central chilled water system has been well maintained but is in poor condition due to its age.

The deficiencies we observed with the central chilled water system are listed in Table #6:

<b>TABLE #6: SNOW HILL LIBRARY CENTRAL CHILLED WATER SYSTEM DEFICIENCIES</b>
1. The terminal equipment (e.g., AHU chilled water coils) do not include 2-way control valves to allow the use of variable speed chilled water pumps to vary the flow rate utilizing 2-way variable speed drives.
2. The chiller utilizes R-22 refrigerant which is no longer being produced due to environmental concerns. We would recommend that R-410A or R-454B refrigerant be utilized for any new equipment that contains refrigerant. If Worcester County does not order a new chiller by December 2023, then R-454B refrigerant will be required.
3. The make-up water system does not include a reduced pressure zone (RPZ) backflow preventer which is required by code to protect the potable water supply. An RPZ backflow preventer should be installed on the make-up water valve train.
4. The chilled water piping system does not contain a relief valve which all closed loop hydronic systems must have to prevent excessive pressure due to thermal expansion. We would recommend that a 75 PSIG relief valve be installed.
5. The chilled water pumps do not appear to be tested and balanced. The entire chilled water system should be tested and balanced. We did receive a copy of the original <u>Test and Balance Report</u> dated December 15, 1975, (See Enclosure in the Appendix), but the same does not include balancing of the chilled water system.
6. Both the chilled water piping and the chilled water piping insulation are in very poor condition and need to be replaced.
7. The chilled water piping is located outside and does contain a 28% mixture of glycol and water. We would recommend that a glycol feeder/pressure tank be installed to automatically maintain the antifreeze level.
8. The system volume in the chilled water system is very low and if it is decided to retain a chiller for cooling, a buffer tank should be installed.

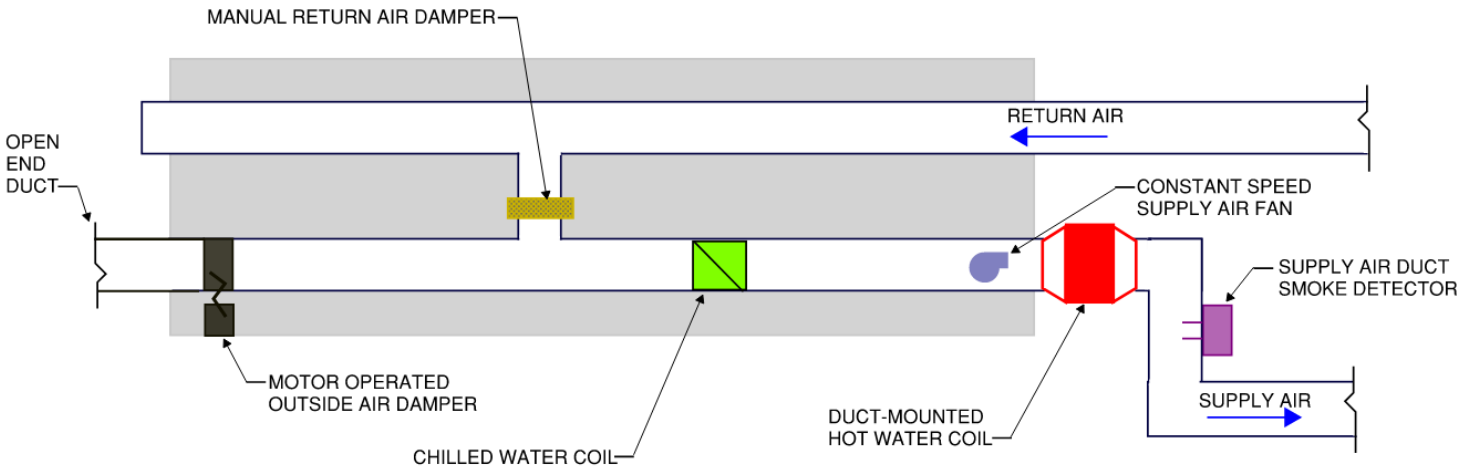
The next section of our report will discuss terminal equipment.

**Terminal Equipment**

**Air Handling Units**

The existing Trane air handling units are located within the upper mechanical room and were installed in 1974. The existing air handling units are both central station air handling units with chilled water coils for cooling and duct-mounted hot water coils for heating with the following features as shown in Figure #6.





***Figure #6 – Existing Central Station Air Handling Unit Features (Not to Scale)***

The components of the existing central station air handling units are listed in Table #7:

<b>TABLE #7: SNOW HILL LIBRARY EXISTING CENTRAL STATION AIR HANDLING UNIT COMPONENTS</b>
1. Constant Speed Supply Air Fans (AHU #1 has a variable frequency drive but operates at constant speed).
2. Chilled Water Coils for Cooling with 3-way Control Valves.
3. Direct Expansion.
4. Duct-Mounted Hot Water Coils for Space Heating and Potentially Dehumidification.
7. Duct Smoke Detectors (Supply Ducts Only).

Photographs #18 and #19 show the typical air handling units that serve the library.

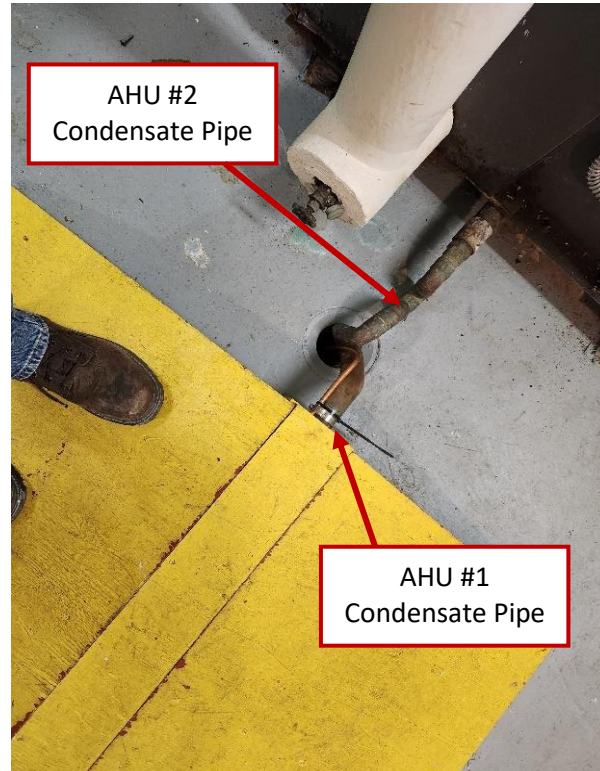


***Photograph #18 – Air Handling Unit #1***



***Photograph #19 – Air Handling Unit #2***

The central station air handling units serving the library are in poor condition and should be replaced. A major flaw with the existing central station air handling units is the A/C condensate drain piping shown in Photograph #20 below.



***Photograph #20 – AHU #1 & AHU #2 Condensate Discharges into a Floor Drain***

As indicated, the trap diameters are too small, the trap heights are too shallow, the condensate pipe terminations are missing air gaps, and the condensate discharges into a floor drain which connects to the sanitary system. Air conditioning condensate is not allowed to discharge into the sanitary system. We would recommend that the condensate traps/piping be replaced and the condensate piping be discharged outside on grade.

The other deficiencies associated with the central station air handling units are summarized in Table #8.

<b>TABLE #8: SNOW HILL LIBRARY CENTRAL STATION AIR HANDLING UNIT DEFICIENCIES</b>
1. The duct systems appear undisturbed so we suspect the air flow rates have not been Tested and Balanced since the original installation. In addition, the installation of hot water coils has likely altered the original airflow rates at AHU #1 and AHU #2. Therefore, we would recommend all air flow rates to be tested and balanced.
2. The outside air duct is terminated in the attic with an open end duct and is <u>not</u> hard ducted to the exterior. We would recommend that the outside air duct of each central station air handling unit be routed individually to the library exterior via a louver or intake hood.
3. The air handling units are located within the same room as a fuel fired boiler. The boiler should be separated from the central station air handling units so that flue gases and carbon monoxide cannot enter

return air ducts and be introduced to the occupants. Another option would be to install carbon monoxide sensors in the return ducts of both air handling units.

4. The chilled water coil control valves are 3-way valves. We would recommend 2-way control valves be installed to allow chilled water flow reduction at part load utilizing a variable speed chilled water pump arrangement.

5. The central station air handling units only have supply air duct smoke detectors. We would recommend return air duct smoke detectors be added to each air handling unit.

6. Both air handling units are mounted on equipment rails without concrete housekeeping pads. The lack of mass afforded by a concrete housekeeping pad is resulting in noticeable vibration in the upper mechanical room.

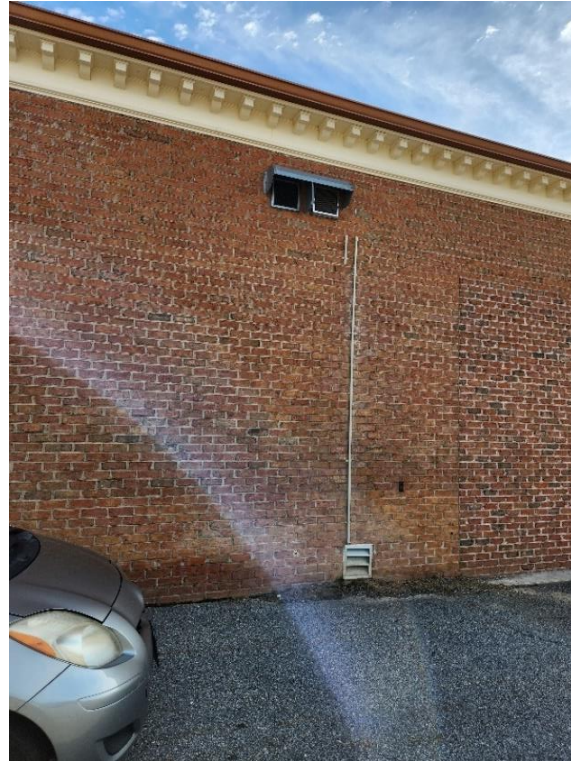
7. The flexible duct connections at each central station air handling unit are in poor condition and are full of mold due to cold leakage air blowing on surfaces resulting in condensation. The flexible connections need to be replaced.

8. The central station air handling units do not utilize freeze protection pumps to prevent freezing of the chilled water coils. We would recommend freeze protection pumps be installed at each chilled water coil.

9. Neither central station air handling unit incorporates a humidifier. We suspect that this building leaks substantially based on age and in the winter, the dry infiltration air may result in low relative humidity. Humidifiers should be considered if the library experiences low relative humidity in the winter.

### **Archive Spaces HVAC Unit**

The two archive rooms are conditioned with a packaged electric HVAC unit manufactured by United Cool Air. The unit is a packaged unit with a ducted condensing unit that terminates on the exterior wall as shown in Photograph #21.



**Photograph #21 – United Cool Air Heat of Rejection Hood**



The Archive Room’s HVAC unit provides cooling, heating, dehumidification, and humidification. The humidifier is installed on the supply air duct. A water line is connected to the humidifier but does not have a backflow preventer to protect the potable water supply from cross contamination. A backflow preventer should be installed to comply with the Plumbing Code.

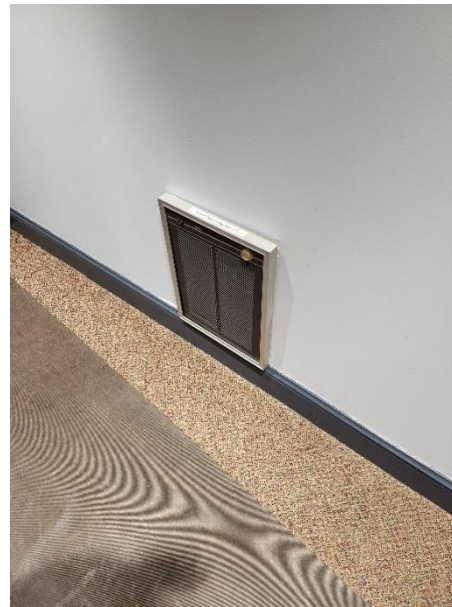
Next, we will discuss miscellaneous terminal units.

### Miscellaneous Terminal Units

The existing electric horizontal unit heaters and baseboard electric heaters are in fair condition as shown in Photographs #22, #23 and #24.



Photograph #22 – Typical Electric Horizontal Unit Heater



Photograph #23 – Typical Electric Wall Heater



Photograph #24 – Typical Electric Baseboard Heat

We would recommend replacing all electrical terminal units with low temperature hot water units to reduce electric operating costs and to take advantage of the hot water heating system.

The next section of our report will discuss the fans and air distribution.

### **Fans/Air Distribution**

The exhaust air fans, air devices, and duct distribution systems are in poor condition as indicated in Photographs #25 and #26.



Typical Rusty  
Supply Air  
Diffuser.



Return Air  
Ductwork

**Photograph #25 – Typical Supply Air Diffuser**

**Photograph #26 – AHU #2 Main Return Air Ductwork**

Until the fans and ductwork are replaced, the fans should all be cleaned, new belts should be installed, and air flow rates should be verified and adjusted to maintain the original design flow rates.

The air distribution systems are in poor condition and have served their useful life. We would recommend replacement of all damaged duct insulation. The existing supply duct insulation vapor barrier is torn allowing hot, moist air to condense on the duct surfaces which in turn saturates the fiberglass insulation reducing its R-Value resulting in a vicious cycle of continuous condensation.

All voids, tears, and punctures in the insulation must be replaced and all wet insulation must be replaced. Overall, we would recommend that all new ductwork be provided with minimum 2-inch thick insulation, a foil-faced vapor barrier, and PVC jacketing.

The air devices are in poor condition and in general, the existing air distribution systems, duct insulation, exhaust air fans, air handling units, and air devices should all be replaced. All rear surfaces of supply air diffusers should be insulated to prevent condensation.

The next section of our report will discuss our miscellaneous HVAC observations.

**MISCELLANEOUS HVAC OBSERVATIONS**

Finally, we have listed miscellaneous HVAC observations that do not necessarily fit into any of the previously discussed categories. These observations are outlined in Table #9:

<b>TABLE #9: SNOW HILL LIBRARY MISCELLANEOUS HVAC OBSERVATIONS</b>
1. All piping and ductwork utilizes a foil or paper faced all service jacketing. This material was the material of choice at the time of design/construction, but we would recommend PVC be utilized for jacketing now that the same is readily available and is competitive in price.
2. An additional smoke detector should be added in the return duct of all air handling units over 2,000 CFM to meet <u>NFPA-90A – Standard for the Installation of Air-Conditioning and Ventilating Systems</u> . In addition, all existing supply air duct smoke detectors should be replaced.
3. The original drawings showed electric horizontal unit heaters above the spline ceiling. We could not access this area, but if the horizontal unit heaters are still above the ceilings, we would recommend removal of the same. It is our understanding that all of the electric unit heaters above the ceilings have been disabled.
4. The spline ceiling should be replaced in the future with acoustic tile ceilings. This could be done when lighting fixtures are replaced or if sprinklers are installed. However, the ceiling replacement should be reviewed with an Architect.
5. Both the chilled water system and the heating water system utilize chemical feed tanks for water treatment and a copy of the latest water treatment test report is enclosed in the Appendix. The chemistry of the hot water/chilled water systems is within the expected ranges.

Next, we will review the existing plumbing systems.

**EXISTING PLUMBING SYSTEMS OBSERVATIONS**

**Potable Water System**

The existing plumbing systems are very straightforward and are typical of what is found in libraries constructed in the mid 1970’s. The water supply to the library is a municipal water supply provided by the town of Snow Hill.

The 2-inch piping for the potable water supply enters the library on the southeast exposure of the librarian room. The 2-inch water supply is routed below the librarian room and enters the custodial closet between the toilet rooms. The potable water main includes a mechanical water meter located outside the library below grade, but does not contain a double check valve assembly backflow preventer. We would recommend the building’s water supply be fitted with a double check valve assembly backflow preventer to prevent contamination of the potable water supply should a cross connection occur.

One (1) Flow Test was conducted of the site hydrants on the north side of the library on Route 12. Please refer to Appendix C for the detailed Flow Test. Table #10 below provides a summary of the flow test results:

<b>TABLE #10: SNOW HILL LIBRARY WATER FLOW TEST DATA</b>	
<b>TEST #1:</b>	
<b>Pressure Hydrant:</b> Location: North Side – Route 12 Static Pressure: 56 PSI GPM Flowing: 790 GPM	<b>Flowing Hydrant:</b> Location: North Side – Route 12 Residual Pressure: 45 PSI

The residual pressure is pretty good and even when a 5 PSIG safety factor is applied to the fire protection hydraulic calculations, a fire pump will likely not be required.

If it is decided to add sprinklers to the library, we would recommend that a separate fire protection main of at least 6 inches in diameter be brought to the building and be utilized for protecting the entire building.

Finally, due to the age and condition of the existing potable water piping in the building, we would recommend that all potable water piping, hangers, valves, and insulation be replaced if the library is fully renovated.

Next, we will review the domestic hot water system.

## **Domestic Hot Water System**

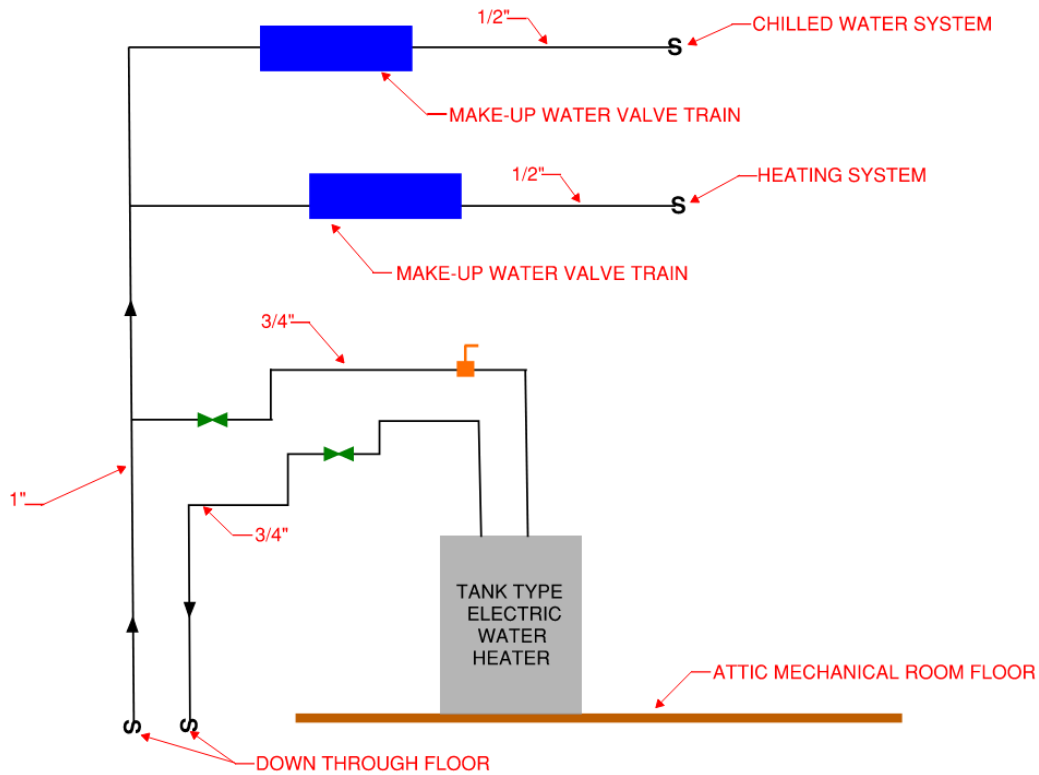
The domestic hot water heating system consists of one (1) 4,500 watt storage type electric water heater with 50 gallon capacity as shown in Photograph #27. The water heater was replaced in 2013.



**Photograph #27 – Electric Water Heater**

Figure #7 below illustrates the piping serving the water heater system.





**Figure #7 – Domestic Hot Water Heater System Piping Diagram (Not to Scale)**

The water heater system displayed in Photograph #27 is a tank type electric water heater located in the upper floor mechanical room. The water heater system does not have a recirculating pump, and we would recommend that the same be included along with a recirculating pipe. The domestic hot water heating system does include an expansion tank. Table #11 below summarizes the deficiencies with the existing domestic hot water heater system.

<b>TABLE #11: SNOW HILL LIBRARY DOMESTIC HOT WATER SYSTEM DEFICIENCIES</b>
1. The piping and piping insulation is in fair condition.
2. The domestic hot water heater does not include a thermostatic mixing valve for temperature control. Thermostatic mixing valves provide much better temperature control than the water heater internal aquastats.
3. The water heater relief valve is not piped to a floor drain.
4. The domestic hot water heating system does not include a recirculating pump which would be required by code.

In summary, the existing domestic hot water heater is in good condition, but the piping needs to be replaced. We would also recommend that a recirculating pump and a recirculating pipe be added to the system.

The next section of our report will review the gas supply system serving the Snow Hill Library.



### **Gas System**

The fuel utilized for the boiler is central propane gas. The gas service is located at the front of the library as shown in Photograph #28.



**Photograph #28 – Propane Gas Service on Front of Building**

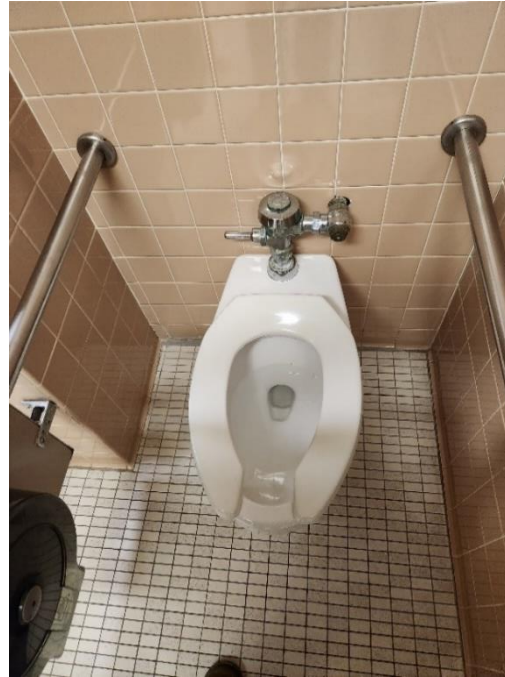
The gas service (Account #06-67023-14030-1) is provided by Sandpiper Energy and, as previously discussed, is a low pressure (10-13 inches water column) system. The propane gas piping is 23 years old and is in very good condition. Next, we will discuss the existing plumbing fixtures.

### **Plumbing Fixtures**

As shown in Photographs #29 and #30, the plumbing fixtures are in poor condition and should be replaced when the potable water piping systems are replaced. The flush valves were installed in 1974 and are approaching the end of their useful service life.



**Photograph #29 – Typical Lavatory**



**Photograph #30 – Typical Water Closet**

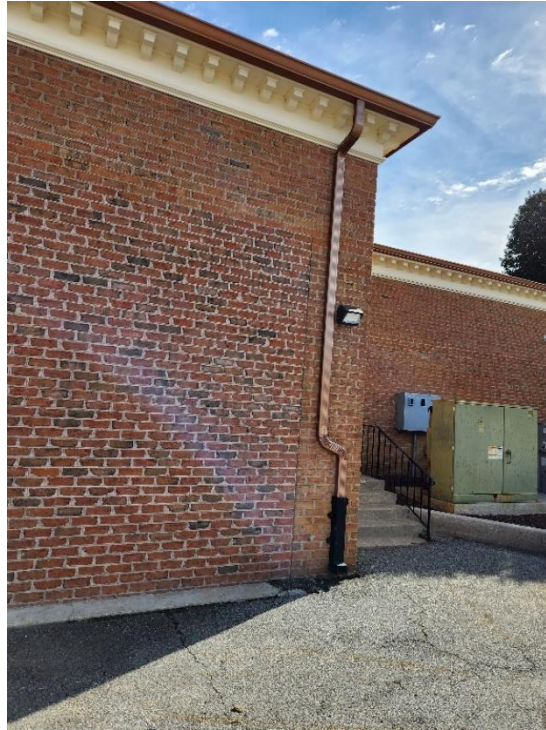
Furthermore, we found lavatories without thermostatic mixing valves, which are required by the Plumbing Code.

Nonetheless, the plumbing fixtures have served their useful life and should be replaced.

The next section of our report will discuss the roof drain system.

### **Roof Drain System**

The roof includes downspouts and gutters for roof drainage since the roof is sloped as shown in Photograph #31. The downspouts and gutters are in fair condition and should be periodically inspected and cleaned as required.



**Photograph #31 – Typical Downspout and Gutter**

In summary, the plumbing systems are approaching the end of their useful service life and should be replaced the next time a major renovation is planned for the library. Next, we will review the fire protection system.

### **EXISTING FIRE PROTECTION SYSTEM OBSERVATIONS**

The Snow Hill Library currently does not utilize a sprinkler system for fire protection. The existing 2-inch potable water supply would be too small to provide fire protection for the library. However, if Worcester County decides to protect the library with a wet pipe sprinkler system, a 6-inch water line with appropriate backflow preventer and alarm check valve could be retrofitted into the library.

We previously discussed that the site water supply is adequate for fire protection needs without a fire pump. However, the attic roof is constructed of combustible wood construction so both the library and the attic would likely require sprinkler protection.

The attic has sloped construction and is not heated, so the area of operation of the sprinkler system would need to be increased by 30% for the sloped ceilings and an additional 30% for the attic dry pipe system.

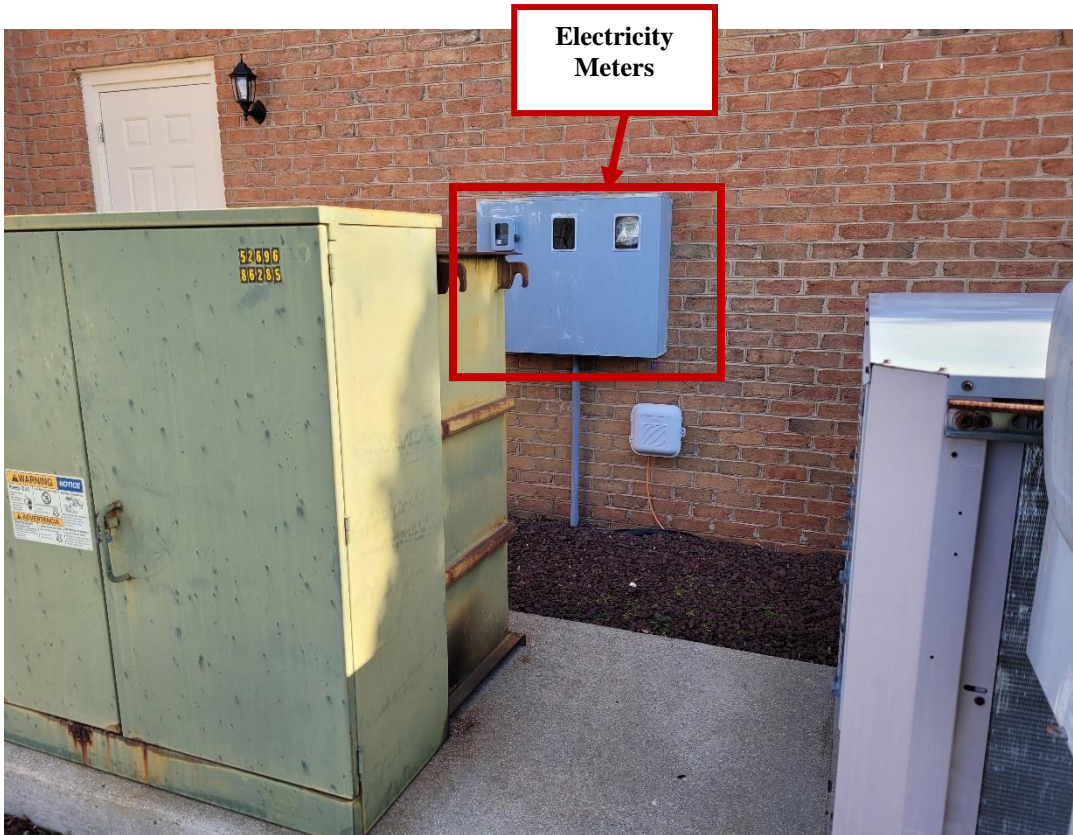
The next section of our report will review the electrical findings.



**EXISTING ELECTRICAL SYSTEM OBSERVATIONS**

**Electrical Service**

Electrical energy is provided to the Snow Hill Library at 480Y/277-volts AC, three-phase, four-wire from an oil-filled, 300 kVA transformer located adjacent to the building, shown in Photograph #32. There are a general service meter and heat service meter located in an enclosure on the exterior wall of the building behind the transformer. Both the transformer and electricity meters are owned by Delmarva Power.



**Photograph #32 – Electricity Meters & Utility Transformer**

The electrical service from the utility transformer to the service entrance equipment consists of two (2) sets of four (4) 350 kcmil copper conductors to a 600A distribution panelboard SES 1 and four (4) 500 kcmil copper conductors to a 400A distribution panelboard SES 2. Based on Electrical Table 310.16 of the National Electrical Code, 350 kcmil copper has an ampacity of 310-amperes so the conductors for distribution panelboard SES 1 are rated for 620A which is code compliant for the 600A panelboard. The 500 kcmil copper conductors have an ampacity of 380-amperes, which is also code compliant for the 400A panelboard that they serve.

In accordance with the 2020 National Electrical Code, Article 220.87 - *Determining Existing Loads*, Gipe Associates, Inc. conducted a review of electrical usage information obtained from Delmarva Power as

summarized in Tables #12 and #13. Our evaluation is based on the demand for the general service meter and actual energy consumption (kilowatt-hour) for the heat meter for each given month over the last 20 months as provided by Delmarva Power. The peak demand for the general service meter over the evaluation period is shown in red text.

<b>TABLE #12: ELECTRICITY PEAK DEMAND FOR GENERAL SERVICE METER FROM DELMARVA POWER</b>	
<b>Electrical Service</b>	
<b>Month/Year</b>	<b>Estimated Demand (kW)</b>
Jul 2021	14
Aug 2021	13
Sep 2021	14
Oct 2021	14
<b>Nov 2021</b>	<b>15</b>
Dec 2021	14
Jan 2022	14
Feb 2022	14
Mar 2022	14
Apr 2022	13
May 2022	14
Jun 2022	14
July 2022	14
Aug 2022	14
Sep 2022	14
Oct 2022	14
Nov 2022	14
<b>Dec 2022</b>	<b>15</b>
Jan 2023	14
<b>Feb 2023</b>	<b>15</b>

The following formula is used to calculate amperes from kilowatts:

Kilowatts divided by power factor equals kilovolts-amperes.

Kilovolt-amperes multiplied by 1000 equals volt-amperes.

For a three-phase service, volt-amperes divided by volts divided by the square root of three equals amperes.

The formula, expressed mathematically, is  $\frac{\text{volt-amperes}}{(\text{volts})(\sqrt{3})} = \text{amperes}$ .

The amperage calculations for the highest kW demand month recorded, shown in red text in Table #12, using an assumed standard power factor of 0.8, are:

- $15kW / 0.8 \text{ power factor} = 19kVA$
- $19kVA * 1000 = 19,000 \text{ volt – amperes}$
- $19,000 \text{ volt – amperes} / (208 \text{ volts})(\sqrt{3}) = 53 \text{ amperes}$

Based on a peak load of 53A on the general service meter, the existing 400A panelboard is more than adequate for the current load.

In reviewing the usage meter data provided, the demand is not metered for the heat meter, just the actual consumption. Based on this we have calculated an approximate monthly demand for the heat meter service by dividing the monthly kWh by 216 hours. We calculated the number of hours (216) by assuming the building equipment is running an average of 8 hours per day, 27 days per month since the building is closed one (1) day a week, for a total of 216 hours. The peak demand over the evaluation period is shown in red text.

<b>TABLE #13: ESTIMATES ELECTRICITY PEAK DEMAND FOR HEAT METER FROM DELMARVA POWER</b>		
<b>Electrical Service</b>		
<b>Month/Year</b>	<b>Monthly Usage in Kilowatt Hour (kWh)</b>	<b>Estimated Demand (kW)</b>
Jul 2021	7,241	34
Aug 2021	7,193	34
Sep 2021	5,493	26
Oct 2021	4,159	20
Nov 2021	2,677	13
Dec 2021	2,535	12
Jan 2022	2,291	11
Feb 2022	3,178	15
Mar 2022	2,574	12
Apr 2022	3,186	15
May 2022	4,652	22
Jun 2022	6,869	32
Jul 2022	8,778	41
<b>Aug 2022</b>	<b>8,899</b>	<b>42</b>
Sep 2022	7,346	34
Oct 2022	3,537	17
Nov 2022	3,474	16
Dec 2022	2,792	13
Jan 2023	2,508	12
Feb 2023	2,458	12

The amperage calculations for the highest kW demand month recorded, shown in red text in Table #13, using an assumed standard power factor of 0.8, are:

- $42kW / 0.8 \text{ power factor} = 53kVA$
- $53kVA * 1000 = 53,000 \text{ volt – amperes}$
- $53,000 \text{ volt – amperes} / (208 \text{ volts})(\sqrt{3}) = 148 \text{ amperes}$

Based on this calculation of the peak load being 148A, the existing 600A is adequate for the current load. Years ago, there were cost savings to the customer to have a separate heat and general service meter, but those savings are no longer available from Delmarva Power. Due to there no longer being a cost savings for a separate heat meter and the age and condition of the electrical service equipment, we would recommend the same be replaced as part of a renovation and/or addition of the building.

**Electrical Distribution System**

The building service-entrance equipment is two (2) General Electric Type CCB Style 2 Distribution Panelboards, SES 1 and SES 2, which are rated 208Y/120-volts AC, three-phase, four-wire. Both distribution panelboards shown in Photograph #33 are main lugs only with several circuit breakers in each distribution panelboard serving as disconnecting means.

The service conductors from the heat meter terminate at distribution panelboard SES 1 which is rated at 600A and the service conductors from the general service meter terminate at distribution panelboard SES 2 which is rated at 400A. Both distribution panelboard SES 1 and SES 2 are a General Electric (GE), type CCB distribution panelboard per the nameplate shown in Photograph #34.



**Photograph #33 – Distribution Panelboards SES 1 and SES 2**



**Photograph #34 – Panelboard SES 1**

Both distribution panelboards appear to have been installed during the original construction of the building in 1974. The distribution panelboards are around 49 years old and are in fair condition. These panelboards are now obsolete and while it may be possible to still get replacement breakers the mounting hardware for the breakers is no longer available, so no new circuit breakers could be added to these distribution panelboards. Based on the age and condition of the distribution panelboards and the fact that these panelboards are obsolete, we would recommend that these distribution panelboards are replaced the



next time a major renovation is planned for the library.

Distribution panelboard SES 1 serves the chiller, AC-1, one (1) branch panelboard (shown in Photograph #35) and motor control center (MCC) MSP (shown in Photograph #36) to support HVAC equipment and associated pumps throughout the library. Distribution panelboard SES 2 serves two (2) panelboards, seen in Photograph #37 that serve lighting and receptacles throughout the building. The panelboards are General Electric (GE) Type NLAB Style 5, which are now obsolete. This will make it difficult to obtain replacement circuit breakers, so we would recommend all of the branch panelboards be replaced the next time a major renovation is planned for the library.

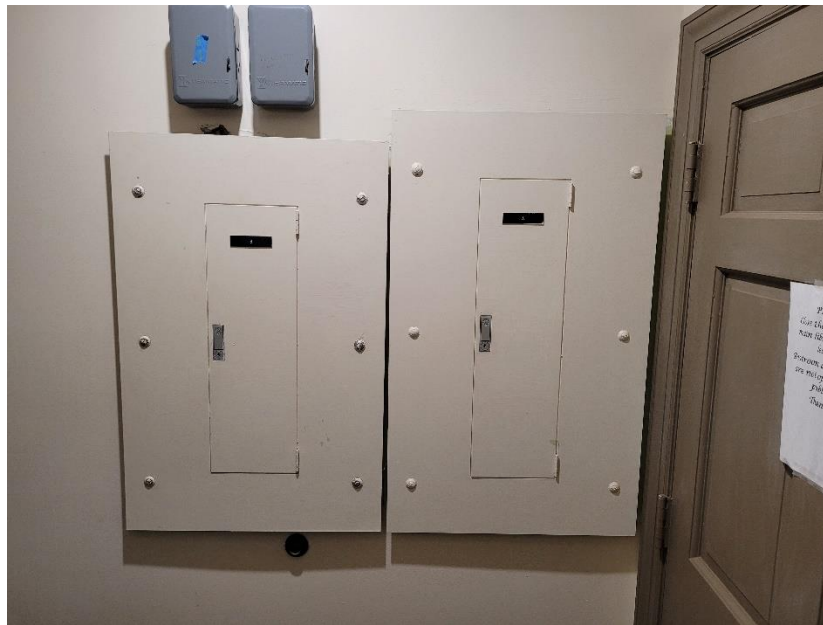


**Photograph #35 – Panelboard H**



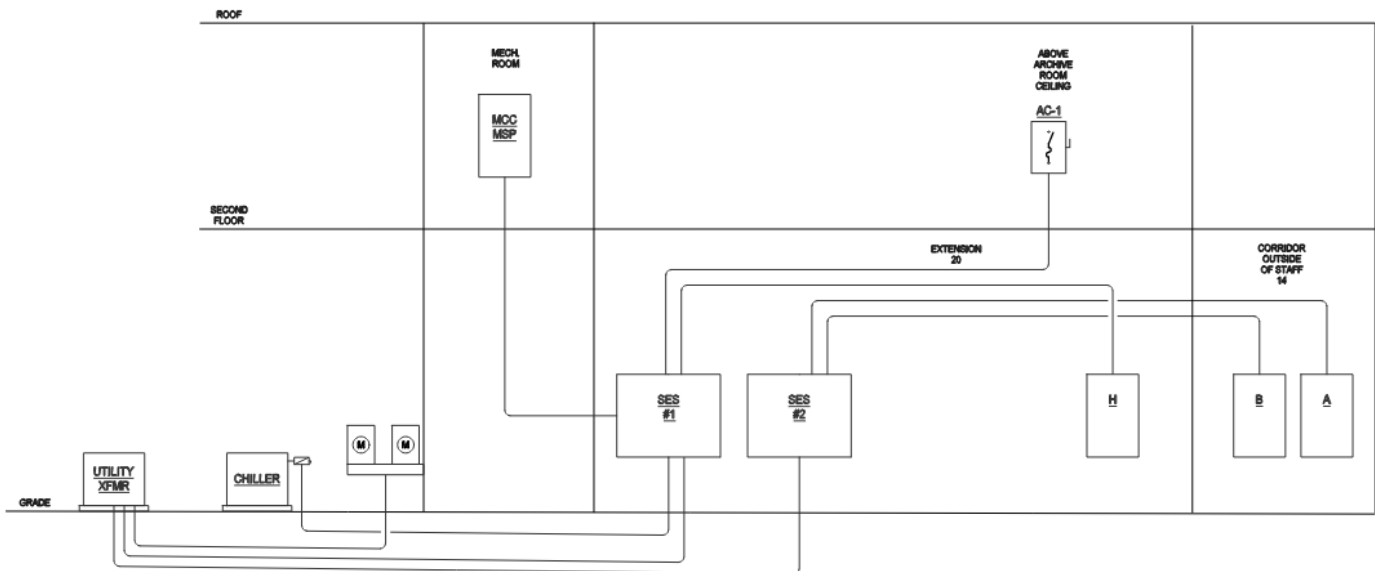
**Photograph #36 – Motor Control Center MSP**





**Photograph #37 – Panelboards A and B**

Figure #8 below shows a single line diagram of the existing electrical system.



**Figure #8 - Single Line Diagram of the Existing Electrical System**

The condition of the electrical distribution equipment ranges from “poor” to “fair”, depending on the age, and maintenance of the equipment. Based on the age and condition of the electrical distribution equipment, we would recommend the same be replaced the next time a major renovation is planned for the library.

### **Emergency Generator**

The Snow Hill Library doesn't have an emergency generator. If utility power is lost, everything in the building is "off" except for the emergency lighting, which we will review in greater detail later in this report.

### **Building Power**

Most of the receptacles and branch circuit wiring at the Snow Hill Library appear to have been installed during the original construction in 1974 and are around 49 years old. With power needs increasing over the years to serve computers and printers there are not enough receptacles to serve all these needs, which has led to power strips being provided to serve these devices. The current edition of the National Electrical Code (NEC) Article 406 requires that tamper-resistant receptacles be provided in any building that provides educational services for more than 4 children aged 7 or younger for the safety of the kids. None of the current receptacles installed in the library are tamper-resistant receptacles. Due to the age and condition of the receptacles and building wiring and lack of tamper-resistant receptacles, we would recommend that they be replaced the next time a major renovation is planned for the library.



**Photograph #38 - Typical Receptacle  
in Stacks Area**



**Photograph #39 - Typical Power Strips  
to serve computers**



**Photograph #40 - Disconnect Switch for chiller**

The disconnect switches serving the HVAC equipment throughout the building range from good to poor condition depending on when each disconnect switch was installed. Most of the disconnects have exceeded their useful service life and we would recommend that they be replaced the next time a major renovation is planned for the library.

### **Interior Lighting**

The most common fixture throughout the building is a recessed 2'x2' lighting fixture with an acrylic lens, as shown below in Photograph #41. The 2'x2' fixtures are utilized throughout the stacks, computer stations, and general areas accessed by the public. There are also downlights and track lighting installed in these areas as well.



**Photograph #41 - 2'x2' Lighting Fixtures**



There are 2’x4’ light fixtures in the workroom, office and meeting room; downlights, 1’x4’ recessed and wall mounted fixtures in the group restrooms, as shown in Photographs #42 and #43.



**Photograph #42 – 2’x4’ Recessed  
Lighting Fixtures in Meeting Room**



**Photograph #43 – 1’x4’ Recessed  
Lighting Fixtures in restrooms**

Unfinished spaces with no ceiling, such as the mechanical rooms, utilize linear strip lighting fixtures with lens and lamp sockets with screw-in bulbs. Fixtures with the screw-in bulbs in these maintenance areas are not equipped with wire guards to protect the exposed lamps.

Most of these fixtures utilize T8 linear fluorescent lamps, which have a lower efficacy and efficiency compared to modern LED technologies. Efficacy is the measure of how well a light source produces visible light, also commonly referred to as “lumens per watt”, whereas efficiency is the ratio based on total energy (wattage) consumed versus useful energy out as light. Table #14 below compares the efficacy and efficiency of T8 lamps to other common light sources.

<b>Table #14: EFFICACY AND EFFICIENCY OF COMMON LIGHT SOURCES</b>		
<b>Light Source</b>	<b>Luminous Efficacy (lumens/watt)</b>	<b>Luminous Efficiency (percent)</b>
<b>Incandescent</b>	5-12.6	0.7-1.8%
<b>T8 Fluorescent</b>	80-100	12-15%
<b>T5 Fluorescent</b>	70-104	10-16%
<b>LED</b>	Up to 150	Up to 22%

As a result of the lower efficacy/efficiency values, the existing library has significantly more lighting fixtures and lamps than a modern library would to achieve similar illumination levels. In talking with the library staff, they noted that the illumination levels in the stacks area are not adequate. Due to this issue and the age and condition of the existing light fixtures we would recommend that all the light fixtures be replaced with LED light fixtures as soon as possible so that adequate illumination levels can be provided throughout the building. There are four (4) light fixtures in the existing archive room that were upgraded to LED flat panel lighting fixtures about a year and a half ago that could be reused if the Owner desires.

**Lighting Controls**

Most of the building’s lighting fixtures in corridors, storage rooms, meeting rooms, work rooms and offices are controlled by toggle switches, shown in Photograph #44. Most of these switches are in poor to fair physical condition but seem to be fully operational. Many of the switches installed are 55” above finished floor (AFF) which is higher than allowed by ADA standards.



**Photograph #44 – Typical Toggle Light Switch in Breakroom**

Lighting fixtures in multi-occupant spaces, such as meeting rooms, are controlled by four toggle switches, shown in Photograph #45.



**Photograph #45 –Toggle Switches Serving Meeting Room Light Fixtures**

In the meeting room, the first toggle switch controls the three (3) downlights that are installed closest to the wall with the switches, while the second toggle switch controls the row of 2’x4’ light fixtures that are installed closest to the wall with the switches. The third toggle switch controls the middle row of 2’x4’ light fixtures and the fourth toggle switch controls the last row of 2’x4’ light fixtures.

One of the most apparent issues with the existing lighting controls in the library is the lack of automatic control devices, e.g., occupancy sensors or lighting control panels. In accordance with the 2018 International Energy Conservation Code (IECC), interior lighting in all storage, conference/meeting rooms, offices, and restrooms must be controlled with an automatic control device that will shut off lighting in the space based on either a scheduled basis or occupancy basis. For example, a typical modern office is equipped with at least one (1) occupancy sensor that will automatically turn the lighting fixtures in that space off within twenty (20) minutes of an occupant leaving.

Automatic shut-off reduces energy consumption, resulting in a lower electricity bill and may also extend the life of the fixtures, reducing maintenance cost. As part of any renovation to the library or if the existing lighting light fixtures are replaced, new lighting controls would need to be provided to meet the current energy codes.

### **Emergency And Exit Lighting**

The building's emergency lighting is provided by wall mounted lighting fixtures with internal batteries in most paths of egress and exit signs with emergency heads at select exit doors as shown in Photographs #46 and #47.



**Photograph #46 - Ceiling Mounted  
Emergency Light Fixture**



**Photograph #47 – Exit Sign with Emergency  
Heads**

One issue with the currently installed wall mounted emergency fixtures is that they have a cord plugged into a nearby receptacle to keep their batteries charged. Someone could easily unplug them and then once the battery drains the emergency light won't work if needed, which would be a life safety concern. We did not perform a functional test of the emergency lighting as this was outside the scope of our services. Current codes also require that emergency lighting be provided at the exterior of all exit doors and lighting in path of egress are energized upon activation of the fire alarm system. Exit signage is provided at the majority of exits in the building. While the emergency and exit lighting is in fair condition, we would recommend that the same be replaced and emergency lighting be provided at the exterior of all exit doors the next time a major renovation is planned for the library.



**Exterior Lighting**

The site’s exterior lighting is accomplished with a combination of recessed downlights and surface-mounted wall-packs, post top and pole-mounted lighting fixtures, shown respectively in Photographs #48, #49, #50, and #51 below.



**Recessed Light Fixture**

**Photograph #48 – Recessed Light Fixture at exterior canopies**



**Typical Surface Mounted Wall-Pack**

**Photograph #49 – Typical Surface Mounted Wall-Pack**



**Typical Post Top Light Fixture in Courtyard**

**Photograph #50 - Pole Mounted Light Fixtures in Front of Library**



**Typical Parking Lot Pole Mounted Light Fixture**

**Photograph #51 – Pole Mounted Light Fixture in Driveway/Rear of Library**

The wall-packs around the building exterior have been upgraded to LED light fixtures within the last two years. The post top and exterior lights next to the doors have LED lamps installed in them. The downlights and pole mounted light fixtures utilize fluorescent or metal halide lamps, with metal halide being the lamp of choice for exterior applications for several years, prior to the advent of LED technology. Fluorescent lamps in outdoor applications struggle with extended warm-up times in cold temperatures and may not energize at all if low mercury fluorescent lamps are installed.

Due to the limitations of the light sources of the exterior lighting, we would recommend that all the exterior lighting fixtures that currently are not LED light sources be replaced with LED light sources as part of any renovation to the library. Current energy codes also require that exterior lighting be reduced by at least 30% from midnight to 6am, which the current exterior lighting controls cannot accomplish.

Table #15 below summarizes the shortcomings we observed in the electrical system serving the Snow Hill Library:

<b>TABLE #15: SNOW HILL LIBRARY ELECTRICAL SYSTEM SHORTCOMINGS</b>
1. The electrical distribution system equipment has exceeded its useful service life.
2. Most of the existing building wiring has exceeded its useful service life.
3. The majority of the existing building receptacles have exceeded their useful service life and are not tamper-resistant.
4. The disconnect switches serving the mechanical equipment have exceeded their useful service life.
5. The light levels throughout the building are not adequate.
6. Lighting controls do not meet current energy code requirements.
7. Emergency lighting doesn't meet current code requirements.

The next section of our report will review the electronic safety and security systems which include fire alarm, access control, and video surveillance systems.

**ELECTRONIC SAFETY AND SECURITY**

**Fire Alarm**

The library is currently protected by an addressable fire alarm system without voice evacuation. The fire alarm system for the library is manufactured by Potter with the fire alarm control panel being model number IPA-100, seen in Photograph #52.



**Photograph #52 - Fire Alarm Control Panel**

The fire alarm system control panel was updated/replaced in August 2020. The initiation devices and notification appliances, as seen in Photographs #53 and #54 respectively, have been updated as well and are in good condition. A remote annunciator panel was installed in 2020 and is located at the main entry vestibule.





**Photograph #53 – Fire Alarm Pull Station**



**Photograph #54 – Fire Alarm Horn/Strobe**

Based on the age and condition of the fire alarm system and devices we would recommend that all fire alarm devices be retained as part of any renovation to the library but depending on the extent of the changes to the library, the fire alarm panel may need to be expanded to include voice evacuation and devices may need to be relocated or additional devices added.

**Access Control**

The security system for the library is manufactured by Honeywell and has keypads located at selected entry doors to the library as shown in Photograph #55. The building has door contacts and motion detectors as shown in Photograph #56. The current library doesn't have any card readers as the current doors are opened/locked by key only. While this is acceptable, we would recommend card readers to be able to monitor who is accessing the building and when. The access control system appears to be in fair to good condition as most components of the system were installed within the last 6 years, but the system may need to be expanded/replaced based on the scope of the renovation to the library and to add card readers.



**Photograph #55 – Security Keypad**



**Photograph #56 – Motion Detector**

**Video Surveillance**

Video surveillance cameras are installed in various locations outside the library to monitor building entrances, as seen in Photograph #57 and #58. There are no cameras currently installed inside the building.



**Photograph #57 – Exterior Video Surveillance  
Camera at Front Entrance**



**Photograph #58 – Exterior Video Surveillance  
Camera at Back Entrance**

The existing camera locations appear to provide coverage of the entry doors but don't provide coverage around the entire perimeter of the building. The current cameras are 2.1-megapixel internet protocol (IP) cameras that were installed in 2018. These cameras connect to a network video recorder (NVR) with storage capacity up to 30 days. The current system has the capacity to add four (4) additional cameras. Depending on the Snow Hill Library requirements for surveillance, additional camera locations may need to be considered for any renovation of the library, especially to provide cameras inside the building.

The next section of our report will review the library's communication systems.

**Communications**

The incoming communication systems extend from the site to the demarcation equipment in the projection and storage room. There is multimode optical fiber line from this room routed overhead to the servers/network switches in the rack located in the work room. This equipment is shown in Photographs #59 and #60.

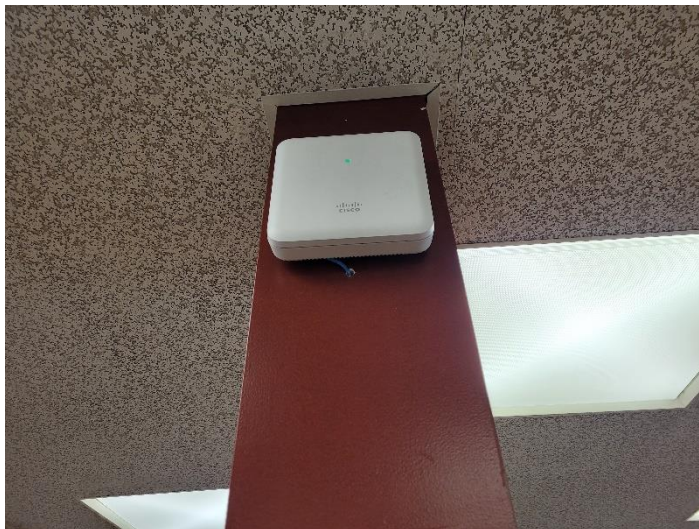




**Photographs #59 and #60 – Servers/Network Switches**

From the MDF room, CAT 5, and CAT 5E data cabling runs out to the data outlets located throughout the building. Data outlets have been provided at the various workstations throughout the library.

The library also has wireless access points installed in the stacks area and above the ceiling of the meeting room to allow individuals to have wireless connectivity while in the library, as shown in Photograph #61. While the communications equipment is in good condition, we would recommend that the system be upgraded to all CAT 6 or better cabling the next time a major renovation is planned for the library.



**Photograph #61 – Wireless Access Point**

CAT 6 cables can support data transfer speeds up to 10 Gigabit per second (Gbps) while CAT 5 cables only support data transfer speeds up to 1 Gbps. CAT 6 cables also have superior crosstalk reduction characteristics and bandwidth speed which results in less noise, higher transfer rates and fewer errors than CAT 5E cable.

Table #16 below summarizes the shortcomings we observed related to the Snow Hill Library’s electronic safety, security, and communications systems:

**TABLE #16: SNOW HILL LIBRARY ELECTRONIC SAFETY, SECURITY AND COMMUNICATIONS SYSTEMS SHORTCOMINGS**

1. The current building doesn't have any card readers to allow monitoring of who and when the building is accessed.
2. The installed cameras don't provide coverage of entire perimeter of building and there are no cameras inside the building.
3. The data cabling is outdated and not sufficient for current technology needs.

Next, we will review the HVAC system calculations.

### **HEATING, COOLING, AND VENTILATION CALCULATIONS**

The existing wall and roof U-Values for the library are based on the existing architectural documents and our field survey as follows:

- Wall U-Value = 0.071 BTU/hr/°F/ft<sup>2</sup> (approximate R-value of R-14.03)
- Roof U-Value = 0.058 BTU/hr/°F/ft<sup>2</sup> (approximate R-value of R-17.18)

We utilized the following U-Value and shading coefficient for the windows in our load calculations:

- Window U-Value = 0.683 BTU/hr/°F/ft<sup>2</sup>
- Shading Coefficient = 0.747

Based on the following assumptions and ambient outside air conditions/interior conditions, we calculated the required heating and cooling capacity for the Snow Hill Library:

1. Summer Interior Design Conditions = 75°F Dry Bulb (+/-2°F), and 50% (+/- 10%) Relative Humidity. (Passive humidity control).
2. Summer Ambient Design Conditions = 93°F Dry Bulb and 78°F Wet Bulb.
3. Winter Interior Design Conditions = 70°F Dry Bulb (+/-2°F), and 30% (+/- 15%) Relative Humidity. (Passive humidity control).
4. Winter Ambient Design Conditions = 10°F Dry Bulb.
5. Ventilation Airflow rates as calculated below per ASHRAE 62.1 – Ventilation for Acceptable Indoor Air Quality.

Based on the current ventilation standard ASHRAE-62.1 and International Mechanical Code the ventilation airflow rates were calculated for the proposed HVAC systems. It is important to note that the ventilation airflow rate calculation is dependent on the following criteria:

1. Occupancy.
2. Space usage.
3. Space/area square footage.
4. HVAC system utilized.
5. Air delivery method (decoupled or mixed (non-decoupled)).
6. Temperature of the ventilation air.
7. Location of air devices.

The existing air handling unit systems mix the outside airflow with the cooling/heating supply airflow and delivers the air to the individual spaces. The existing system (System #1) would be considered a mixed or non-decoupled ventilation system. The proposed systems (System #2 and System #3) would utilize separate energy recovery ventilators (dedicated outdoor air systems), which would be considered de-coupled systems.

De-coupled systems deliver the outside airflow rate directly to the spaces at neutral conditions. The ventilation codes/standards require an increase in outside air intake volume for non-decoupled ventilation systems. This can have a dramatic impact on the outside airflow rates provided for a facility and will impact heating/cooling energy costs. Gipe Associates highly recommends de-coupled ventilation systems be provided for the Snow Hill Library.

<b>TABLE #17 –VENTILATION (OUTSIDE AIR) AIRFLOW RATES</b>						
<b>EXISTING VENTILATION AIRFLOW RATES</b>			<b>GIPE ASSOCIATES CALCULATED VENTILATION AIRFLOW RATES</b>			
NAME	OUTSIDE AIR (CFM)	SERVES	NAME	OUTSIDE AIR (COUPLED) (CFM)	OUTSIDE AIR (DE-COUPLED) (CFM)	SERVES
AHU #1	2,000*	MAIN LIBRARY	AHU #1	2,581	1,508	MAIN LIBRARY
AHU #2	600*	MEETING ROOM	AHU #2	643	515	MEETING ROOM
<b>TOTALS</b>	<b>2,600*</b>			<b>3,224</b>	<b>2,023</b>	

\*Note: We used the original design values which do not match the Test and Balance Report which indicated the ventilation airflow rates as 2,170 CFM and 472 CFM for AHU #1 and AHU #2, respectively.

The above calculated ventilation airflow rates in Table #17 for System #1 and Systems #2 and #3 will be utilized in the load calculations and energy model.

Table #17 calculates the ventilation airflow rate requirements for three (3) different configurations as follows:

Configuration #1	Ventilation airflow rate for the existing systems as installed (does not meet current ventilation codes)	2,600 CFM
Configuration #2	Ventilation airflow rate for the existing systems as installed per the current ventilation code	3,224 CFM
Configuration #3	Ventilation airflow rate for the recommended de-coupled systems and per the current ventilation code.	2,023 CFM

As indicated, if we keep the existing ventilation configuration (coupled) and meet current ventilation code, we will need 3,224 CFM of outside air. If we utilize the recommended de-coupled ventilation airflow rate, the ventilation airflow rate required would be substantially reduced to 2,023 CFM. The Life Cycle Cost Analysis will utilize 3,224 CFM of ventilation air for System #1 and 2,023 CFM of ventilation air for System #2 and System #3, respectively.

We have summarized the heating and cooling loads for the library, as seen below in Table #18. The detailed load calculations are included in Appendix D of the report. The load calculations are based on the coupled ventilation for System #1 and de-coupled ventilation airflow rate requirements for System #2 and System #3.

<b>TABLE #18 – HEATING, COOLING, AND VENTILATION LOAD SUMMARY</b>						
<b>Systems</b>	<b>Total Cooling Load (BTU/hr)</b>	<b>Tons of Cooling</b>	<b>Cooling FT<sup>2</sup>/Ton</b>	<b>Total Heating Load (BTU/hr)</b>	<b>Heating Btuh/FT<sup>2</sup></b>	<b>Outside Air in Cubic Feet per Minute (CFM)</b>
<b>Coupled System #1</b>	465,848	38.8	334	348,459	26.8	3,224 CFM
<b>Decoupled Systems #2/ #3</b>	302,681	25.2	514	180,647	13.9	2,023 CFM
<b>Notes:</b>						
<ol style="list-style-type: none"> <li>1. System #2 and System #3 incorporate energy recovery in the decoupled dedicated outdoor air systems.</li> <li>2. Building gross square footage is based on 12,968 Ft<sup>2</sup>.</li> </ol>						

The next part of our report will review three (3) proposed HVAC system options for retrofitting into the existing library.

**PROPOSED HEATING, VENTILATING, AND AIR CONDITIONING (HVAC) SYSTEMS**

**System Requirements**

Due to the age, condition, performance, and inefficiency of the current HVAC and supporting electrical systems, we would recommend the mechanical systems at the library be modified. There are several improvements to the HVAC systems for the library, but to be of maximum benefit to the library any new system must meet the following criteria.

1. Must address COVID-19 issues (filtration, ventilation, etc.).
2. Exhibit high energy efficiency.
3. Must be simple to maintain.
4. Must meet current codes and standards for the ventilation of the spaces.
5. Have the capability to maintain temperature and relative humidity levels in the space required for comfort and maintain reasonable indoor air quality at both full load and part load.
6. Minimize the required alterations to the existing architecture and structure.
7. Must be relatively quiet to allow for a positive library environment.
8. Where feasible, take advantage of existing equipment that has been recently replaced.

While all of these criteria must be addressed, some of the requirements work against each other and all proposed HVAC systems must balance these. However, the desire to minimize impacts on the architecture and structure reduces the number of options that would best serve the existing building. The building constraints in this case are the available space in mechanical rooms and the ability of the roof structure to handle the weight of any attic mounted equipment. Any new system must work within these constraints.

We have evaluated three (3) HVAC systems based on the following criteria:

- Re-use of the existing HVAC equipment to the greatest extent possible.
- Availability of cooling/heating energy sources
- Required mechanical room/ceiling space.
- Installation costs (first costs).
- Service and maintenance costs.
- Annual operating costs (energy costs).
- Utility costs.
- Available fuels.
- Consideration of existing HVAC equipment that has already been replaced.

Based on the above criteria, the following three (3) HVAC systems were analyzed for implementation into the Snow Hill Library. They are as follows:

1. System #1 – Improvements to the Existing System with Coupled Ventilation.
2. System #2 – Four (4) Pipe Chiller/Boiler System with De-Coupled Ventilation.
3. System #3 – Conventional Water Source Heat Pump System with De-Coupled Ventilation.

The following sections will outline the basic elements of each system.

#### **System #1: Improvements to the Existing System with Coupled Ventilation:**

This system would be similar to the existing system with the ventilation air being delivered in a “coupled” configuration to the return air ducts of the air handling units. This system would also include the following modifications to the existing system:

1. Replace the electric baseboard heat with hot water panel radiators.
2. Re-use the existing boiler and install a back-up boiler.
3. Install a buffer tank and re-pipe the boilers.
4. Replace AHU #1’s 3-way control valve with a 2-way control valve.
5. Replace the constant speed secondary heating water pump with multiple variable speed pumps/drives.
6. Replace the tangential air separator with a coalescing air separator.
7. Replace the expansion tank.
8. Replace the heating system primary pump and provide an additional heating system primary pump for the back-up boilers.
9. Replace the chemical feed tank.
10. Install new controls on the heating plant and connect to the Johnson Controls Facility Explorer Control System.
11. Replace the hot water piping/insulation.
12. Provide balance valves on all hydronic equipment.
13. Provide ventilation and heat for the boiler room.
14. Install a carbon monoxide detector in the boiler room.
15. Install carbon monoxide sensors in the return ducts of both air handling units.
16. Install a new make-up water valve train.
17. Provide new hot water pipe and equipment insulation with PVC jacketing.



18. Install 2-way, pressure independent chilled water and heating water control valves on all air handling units.
19. Install a new air cooled chiller with R-410A or R-454B refrigerant.
20. Install a new chilled water make-up water valve train with an RPZ backflow preventer.
21. Provide a relief valve on the chilled water system.
22. Install new chilled water piping and insulation with PVC jacketing.
23. Install chilled water system with antifreeze (30% propylene glycol and a glycol feeder).
24. Install a chilled water system buffer tank due to the low system volume in the chilled water system to prevent short cycling.
25. Replace all chilled water specialties such as the air separator, expansion tank, and make-up water valve train.
26. Replace both air handling units.
27. Hard duct the outside air ducts of both air handling units to exterior louvers.
28. Provide supply and return duct smoke detectors at each air handling unit.
29. Provide housekeeping pads for all equipment.
30. Provide freeze protection pumps on the hot water coils.
31. Provide humidifiers if winter relative humidity is low.
32. Replace electric unit heaters with hot water unit heaters.
33. Install new ductwork and new duct insulation.
34. Replace both of the toilet room exhaust fans.
35. Replace the air devices.
36. Replace the ceiling.

The following summarizes some of the advantages and disadvantages of System #1:

Advantages:

1. Lower first cost when compared to System #2/System #3.

Disadvantages:

1. Air handling unit supply air fans must operate continuously to provide ventilation air to the occupied spaces.
2. Ventilation airflow rates are higher than de-coupled systems.
3. More difficult to incorporate demand controlled ventilation.
4. Does not utilize redundancy for the air handling systems.

Next, we will explore System #2 which incorporates de-coupled ventilation and additional enhancements to the existing systems.

**System #2: Improved System with De-Coupled Ventilation/Four Pipe Fan Coil Unit System:**

This system would provide new de-coupled ventilation systems to allow the use of a lower ventilation airflow rate and incorporate demand controlled ventilation. In addition, the boiler in this system would be replaced with two (2) high efficiency condensing boilers and a new chiller, fan coil units, and ERV unit would be provided. This system would include the following modifications to the existing system:

1. Replace the electric baseboard heat with low-temperature hot water panel radiators.
2. Provide two (2) condensing boilers.
3. Install all new 2-way pressure independent control valves.

4. Replace the constant speed secondary heating water pump with multiple variable speed pumps/drives.
5. Replace the heating water tangential air separator with a coalescing air separator.
6. Replace the heating water expansion tank.
7. Replace the primary heating water primary pump and provide an additional heating water primary pump for the back-up boiler.
8. Replace the heating water chemical feed tank.
9. Install new controls on the new heating plant and connect to the Johnson Controls Facility Explorer Control System.
10. Replace the hot water piping/insulation.
11. Provide balance valves on all hydronic equipment.
12. Provide ventilation and heat for the boiler room.
13. Install a carbon monoxide detector in the boiler room.
14. Install a new make-up water valve train on the heating water system.
15. Provide new hot water pipe and equipment insulation with PVC jacketing.
16. Install 2-way, pressure independent chilled water and heating water control valves on all energy recovery units and fan coil units.
17. Install a new air cooled chiller with R-410A or R-454B refrigerant.
18. Install a new chilled water make-up water valve train with an RPZ backflow preventer.
19. Provide a relief valve on the chilled water system.
20. Install new chilled water piping and insulation with PVC jacketing.
21. Install chilled water system with antifreeze (30% propylene glycol and a glycol feeder).
22. Install a chiller buffer tank due to the low system volume to prevent short cycling.
23. Replace all chilled water specialties such as the air separator, expansion tank, and make-up water valve train.
24. Replace both air handling units with an energy recovery unit and approximately six (6) four pipe fan coil units.
25. Provide supply and return duct smoke detectors at the ERV unit and any fan coil units over 2,000 CFM.
26. Provide housekeeping pads for all equipment.
27. Provide freeze protection pumps on the ERV unit coils.
28. Provide humidifiers if winter relative humidity is low.
29. Replace electric unit heaters with hot water unit heaters.
30. Install new ductwork and new duct insulation.
31. Exhaust the toilet rooms with the new ERV unit.
32. Replace the air devices.
33. Replace the ceiling.

The following summarizes some of the advantages and disadvantages of System #2:

Advantages:

1. Lower energy costs when compared to System #1.
2. Fan coil unit fans are able to cycle based on load, saving energy and reducing operating hours of supply air fans.
3. Lower design ventilation airflow rates due to de-coupling.
4. Allows for the use of demand controlled ventilation, further reducing operating costs.

Disadvantages:

1. Higher first cost when compared to System #1.

Finally, we will explore System #3 which is a conventional water source heat pump system with de-coupled ventilation.

**System #3: Improved System with De-Coupled Ventilation/Conventional Water Source Heat Pump System:**

This system would provide de-coupled ventilation to allow the use of a lower ventilation airflow rate and incorporate demand controlled ventilation. In addition, the boiler in this system would be replaced with two (2) high efficiency condensing boilers and a new closed-circuit evaporative fluid cooler, water source heat pumps, and an ERV unit. This system would include the following modifications to the existing system:

1. Replace the electric baseboard heat with low temperature hot water panel radiators.
2. Provide two (2) condensing boilers.
3. Install all new 2-way, 2-position control valves on the heat pumps.
4. Replace the constant speed secondary heating water pump with multiple variable speed condenser water pumps/drives.
5. Replace the heating water tangential air separator with a coalescing air separator.
6. Replace the heating water expansion tank.
7. Replace the heating water primary pump and provide an additional heating water primary pump for the back-up boilers.
8. Replace the heating water chemical feed tank.
9. Install new controls on the conventional water source heat pump plant and connect to the Johnson Controls Facility Explorer Control System.
10. Replace the hot water piping/insulation.
11. Provide balance valves on all hydronic equipment.
12. Provide ventilation and heat to the boiler room.
13. Install a carbon monoxide detector in the boiler room.
14. Install a new make-up water valve train on the condenser water system.
15. Provide new hot water pipe and equipment insulation with PVC jacketing.
16. Install 2-way control valves.
17. Install a new dual temperature water to water heat pump plant with two (2) water to water heat pumps that utilize R-410A or R-454B refrigerant.
18. Install a new condenser water make-up water valve train with an RPZ backflow preventer.
19. Provide a relief valve on the condenser water system.
20. Install new condenser water piping and insulation with PVC jacketing.
21. Install condenser water system antifreeze (30% propylene glycol and a glycol feeder).
22. Install a closed circuit evaporative fluid cooler at the current location of the air-cooled chiller.
23. Replace all chilled water specialties such as the air separator, expansion tank, and make-up water valve train.
24. Replace both air handling units with an energy recovery unit and approximately six (6) water source heat pump units.
25. Hard duct the outside air ducts of the new ERV unit to exterior louvers.
26. Provide supply and return duct smoke detectors at the ERV unit.
27. Provide housekeeping pads for all equipment.
28. Provide freeze protection pumps on the dual temperature coils at the ERV unit.
29. Provide humidifiers if winter relative humidity is low.
30. Replace electric unit heaters with hot water unit heaters.
31. Install new ductwork and new duct insulation.

32. Exhaust the toilet rooms with the new ERV unit.
33. Replace the air devices.
34. Replace the ceiling.

The following summarizes some of the advantages and disadvantages of System #3:

Advantages:

1. Lower energy costs when compared to System #1 and System #2.
2. Heat pump fans are able to cycle based on load, saving energy and reducing operating hours of supply air fans.
3. Lower design ventilation airflow rates due to de-coupling.
4. Utilizes condensing boilers for heat absorption for the water source heat pump loop.
5. Allows for the use of demand controlled ventilation, further reducing operating costs.
6. Does not require a buffer tank.
7. The use of a de-coupled system provides redundancy.

Disadvantages:

1. Higher first cost when compared to System #1.

The following section will examine the first cost, energy cost, and service/maintenance costs of the three (3) HVAC systems discussed previously to serve the Snow Hill Library.

**LIFE CYCLE COST ANALYSIS**

Because each system has unique advantages and disadvantages, a life cycle cost analysis was performed on each system including initial cost, operating, and maintenance costs associated with each system over a 40-year period. The summary of the life cycle cost analysis results is contained in the tables below. For the detailed analysis, please refer to Appendix E. The initial mechanical installation costs for the three (3) systems are tabulated in Table #19.

<b>TABLE #19 –ESTIMATED INITIAL CONSTRUCTION INSTALLATION COSTS</b>		
System	Construction Cost	Cost/Square Foot (Based on Gross S.F. = 12,968 S.F. includes future addition)
System #1: Coupled Ventilation System and Improvements	\$1,100,450.00	\$84.86/s.f.
System #2: De-Coupled Ventilation System and Improvements (Four Pipe Fan Coil System)	\$1,087,450.00	\$83.85/s.f.
System #3: De-Coupled Ventilation System and Improvements (Conventional Water Source Heat Pump System)	\$1,062,750.00	\$81.95/s.f
<b>Note:</b>		
<ol style="list-style-type: none"> <li><b>Costs associated with incremental electrical, structural, or architectural items required for the system installation are included above (for the Life Cycle Cost Analysis).</b></li> <li><b>Costs associated with architectural improvements, design fees, MBE requirements, prevailing wage rates, or permits are NOT included in the above costs.</b></li> </ol>		

The next step of the life cycle cost analysis was to identify the annual operating cost based on energy, service, and maintenance costs. The estimated costs for each of these are summarized below in Table #20.

<b>TABLE #20 – ESTIMATED ANNUAL OPERATING COST</b>				
System	Annual Energy Cost (\$)	Annual Service Cost (\$)	Annual Maintenance Cost (\$)	Total Annual Operating Cost (\$)
System #1: Coupled Ventilation System and Improvements	\$18,965.00	\$5,225.00	\$5,200.00	\$29,390.00
System #2: De-Coupled Ventilation System and Improvements (Four Pipe Fan Coil Unit System)	\$14,919.00	\$5,175.00	\$5,050.00	\$25,144.00
System #3: De-Coupled Ventilation System and Improvements (Conventional Water Source Heat Pump System)	\$12,560.00	\$5,675.00	\$5,300.00	\$23,535.00

The final step in the life cycle analysis is to apply a present worth factor to these costs as appropriate for a 40-year life cycle cost. This factor accounts for escalation in cost and discount rate (interest) during a 40-year period. Applying the present worth factor of 48.97 to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below. The total 40-year life cycle cost for System #1, System #2, and System #3 are as follows:

- System #1 (Coupled Ventilation System and Improvements) - 40-year life cycle cost = \$2,539,591.00
- System #2 (De-Coupled Ventilation System and Improvements – Four Pipe Fan Coil System) 40-year life cycle cost = \$2,318,677.00
- System #3 (De-Coupled Ventilation System and Improvements – Conventional Water Source Heat Pump System) – 40-year life cycle cost = \$2,215,189.00

From the Life Cycle Cost Analysis, we would recommend that System #3 - De-Coupled Ventilation System and Improvements utilizing a conventional water source heat pump system be implemented into the Snow Hill Library.

### **IMPLEMENTATION CHALLENGES**

Implementing any of the recommended HVAC improvements will impact the operation of the Snow Hill Library due to the fact that the library is occupied all year round. It will be critical to review the implementation challenges with the library's staff and the Worcester County Library System's facility/maintenance staff to determine the best path forward as each of these may impact the cost, disruptions, and duration of implementing the recommendations.

The following are a brief list of implementation challenges. The same are not specific to any of the HVAC systems and in general would apply to all of the recommended HVAC systems. We would recommend that early in the design of the HVAC renovations project for the Snow Hill Library that the following be utilized as a checklist to make sure all expectations are managed and all costs are accounted for in the project:

1. Phasing of construction and temporary facilities.
2. Construction scheduling.
3. Flexibility of library staff and operations.
4. Maintaining library operations and minimizing downtime of areas impacted by construction.
5. Fire Marshal review and evaluation, including maintenance of means of egress.
6. Architectural and Structural modifications or improvements that are needed.
7. Current market conditions, supply chain issues, and escalation of material costs.
8. Pandemic or COVID-19 provisions.

The next section of the report will discuss COVID-19 considerations for the Snow Hill Library.

### **COVID-19 CONSIDERATIONS**

Based on the Center for Disease Control and Prevention (CDC) and American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidance, there are four (4) main things to concentrate on to minimize exposure:

#### **Main COVID-19 Recommendations:**

1. Fresh Air – Maximize the amount of outside air you can bring into the building without increasing humidity or causing other detrimental effects. The existing ventilation rates were based on ventilation codes that are inadequate for today's world resulting in higher ventilation rates. We have accounted for the current code-required ventilation in all calculations.
2. Exhaust – Make sure all existing exhaust fans are working properly and even running at night may help. However, exhaust fans should only operate when fresh makeup air is available.

3. Environment – Make sure relative humidity levels stay below 60%.
4. Filtration – The only thing ASHRAE/CDC says 100% works is HEPA filtration with U.V. lights for capture/kill. This is a challenge for most HVAC systems because the fans are likely not able to overcome the resistance of the HEPA filters. We do not recommend HEPA filters for use at the Snow Hill Library.

In addition to the four (4) main COVID-19 recommendations, we present the following additional recommendations related to COVID-19 as follows:

#### **Additional COVID-19 Recommendations:**

1. We recommend cleaning of all air handler coils and drain pans on a more frequent basis than what may have been done in the past.
2. We recommend replacing current filters on an increased frequency. Also, maintenance personnel should wear protective gear during filter replacements and cleaning of HVAC equipment, coils, drain pans, etc.
3. The primary role of filters in non-health care HVAC systems such as Snow Hill Library is to protect the equipment (coils, etc.). Therefore, the use of MERV-13 filters is the highest efficiency filters we recommend. For small terminal units such as fan coil units and/or heat pumps we do not believe MERV-13 filters are practical.
4. Each recommended HVAC system really has to be evaluated independently to see what improvements could be made or if the systems require upgrades to allow the CDC/ASHRAE recommendations to be implemented. This is beyond the scope of this report.

#### **NEW ELECTRICAL SYSTEMS**

Based on the proposed modifications to the mechanical systems at the library outlined earlier, below are the associated electrical recommendations to support these changes.

#### **Normal Electrical Power Supply System**

Depending on the loads of the mechanical equipment, new circuit breaker(s) may need to be added in distribution panelboards SES 1 to serve this new equipment. With most of the branch panelboards being obsolete now, new branch panelboards would need to be provided to support the new mechanical equipment unless the existing breakers can be reused.

#### **Emergency And Standby Electrical Power Supply Systems**

The building currently does not have an emergency/standby generator and is not designated for use as an emergency shelter. Based on the proposed mechanical changes, we would not recommend providing a generator. However, a generator should be considered should the building undergo a major renovation project.

#### **Mechanical And Plumbing Equipment Power Connections**

Enclosed safety/disconnect switches and enclosed motor controllers, e.g., combination magnetic motor controllers, will be required to serve mechanical and plumbing equipment.

We recommend small motors (1/2 horsepower and smaller) be served by fractional horsepower manual starters with melting alloy type thermal overload relays, and large motors (larger than 1/2 horsepower) be



served by fusible, non-reversing, combination magnetic motor controllers with appropriately sized motor starters and solid-state overload relays, which provide phase loss protection for three-phase equipment.

Equipment should be provided with engraved nameplates identifying the equipment served, circuit designation, and circuit voltage. Where disconnecting means are integral to mechanical equipment, the same should also be labeled.

We would recommend NEMA 1 enclosures for enclosed switches and motor controllers in dry interior locations, and NEMA 3R enclosures for enclosed switches and motor controllers in damp or wet locations.

Emergency power off (EPO) pushbutton(s) will be required at each exit from mechanical spaces with gas-fired equipment to shut down equipment in an emergency event. The EPO pushbutton(s) will de-energize the coil of a normally open enclosed contactor serving gas-fired equipment branch circuits, removing power to the gas-fired equipment in accordance with ASME regulations. To restore power to the gas-fired equipment, the affected pushbutton(s) will need to be reset.

### **Lightning Protection System**

The existing library does not have a lightning protection system and we wouldn't recommend one being added based on the proposed mechanical changes.

### **Surge Protective Devices**

We would recommend providing surge protective devices rated 100kA (minimum) in any new branch panelboards added to serve new exterior HVAC equipment.

### **Interior Lighting and Controls**

The proposed mechanical changes will require the ceiling grid and lighting fixtures being taken down throughout much of the library so we would recommend that the lighting be replaced throughout the library as part of these mechanical changes. All new lighting would be LED and meet the following:

We would recommend general lighting be accomplished with recessed 2'x4' volumetric luminaires in areas with ACT ceilings and suspended direct/indirect linear fixtures in spaces with no ceilings.

Drivers for LED lighting fixtures should be high efficiency electronic type.

LED light sources should have 4000K color temperature, a CRI value of 80 or higher and a minimum life expectancy rating of L80 (80% output) at 60,000 hours.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines. Design levels of illumination shall be as follows:

i. Offices	30-40 footcandles
ii. Corridors	10-20 footcandles
iii. Meeting Room	40-50 footcandles
iv. Stacks	40-60 footcandles
v. Toilet Rooms	15-30 footcandles
vi. Mechanical/Electrical Rooms	20-30 footcandles

- vii. Telecommunications Rooms 30-40 footcandles

Lighting Power Densities (LPD), commonly referred to as watts/square foot, will need to comply with applicable energy codes.

If the lighting is replaced throughout the library, then current energy codes require that lighting controls be provided that meet the current energy code. To comply with this, the following is recommended for the new lighting controls.

Lighting controls, including multi-level lighting control and automatic shut-off should be provided throughout the building. The lighting control system should be comprised of dimming drivers, low voltage wall switches, occupancy/vacancy sensors, daylight sensors, relays, etc.

Occupancy sensors will need to be provided in individual rooms. Occupancy sensor type (Ultrasonic, Passive Infrared, etc.) should be determined based on the space usage. Occupancy sensor controls should be programmed to provide 50% automatic “on”, 50% manual “on”, or 100% manual “on” based on space usage. Interior lighting and controls are summarized for each major space type below:

#### Meeting Room Lighting

- i. Recessed volumetric and/or recessed downlight lighting fixtures.
- ii. Multi-level switching for zone control and 0-10V dimming for each lighting zone.
- iii. Occupancy/vacancy sensors for automatic lighting shut-off.
- iv. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
- v. Emergency lighting adjacent to exit door(s).

#### Office Lighting

- i. Recessed volumetric lighting fixtures.
- ii. 0-10V dimming for each lighting zone.
- iii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.
- vi. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.

#### Corridor Lighting

- i. Recessed lensed lighting fixtures in standard corridors with ACT ceilings. Linear pendant-mounted direct/indirect lighting fixtures in corridors with high ceilings/corridors without ceilings.
- ii. Recessed downlights, wall sconces and cove lighting where applicable.
- iii. Specialty accent lighting.
- iv. Controlled by occupancy sensors.
- v. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
- vi. Emergency lighting.

#### Library Stack Area Lighting

- i. Linear direct/indirect lighting fixtures.
- ii. Multi-level switching for zone control and 0-10V dimming for each lighting zone.
- iii. Occupancy/vacancy sensors for automatic lighting shut-off.
- iv. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
- v. Emergency lighting.

#### Toilet Room Lighting

- i. Recessed 2'x2' lensed troffers in spaces with suspended ACT ceilings.

- ii. No wall switches for multi-occupant toilet rooms.
- iii. Occupancy sensor controls for automatic on/off control of multi-occupant toilet rooms.
- iv. Wall box occupancy sensor switches for individual toilet rooms.
- v. Emergency lighting.

#### Mechanical/Electrical Room Lighting

- i. Chain-hung low-bay industrial lighting fixtures with wire guards for rooms without ceilings.
- ii. Lights controlled by toggle switches.
- iii. Emergency lighting.

#### Telecommunications Room Lighting

- i. Chain-hung low-bay industrial lighting fixtures with wire guards.
- ii. Lights controlled by toggle switches.
- iii. Emergency lighting.

The lighting control system should allow the option to be interfaced with the building's intrusion detection (security) system, such that interior lighting in all corridors and common areas energizes during a security event.

The lighting control system will need to be interlocked with the fire alarm system to energize lighting in egress paths (e.g. corridors, stairwells) during fire alarm events.

#### **Emergency And Exit Lighting**

With the interior lighting being replaced, we would recommend that the emergency and exit lighting be replaced as well. The new emergency and exit lighting should meet the following:

We would recommend the emergency lighting and exit signs be designed in accordance with requirements of NFPA 101: Life Safety Code and NFPA 70: National Electrical Code.

Emergency lighting shall be provided throughout the path of egress using battery-backed emergency lighting fixtures and exit signs.

We would recommend installing exterior lighting fixtures for emergency lighting above each egress door, fed from the exit signs on the interior of the door.

#### **Exterior Lighting**

The proposed mechanical changes don't require any changes to be made to the existing exterior lighting, however due to some of the exterior fixtures not being LED, we would recommend that all non LED light fixtures be replaced. The new exterior lighting should meet the following:

Lighting Power Densities (LPD), commonly referred to as watts/square foot, will need to comply with restrictions set forth in ASHRAE Standard 90.1.

We would recommend LED light sources with 4000K color temperature, a CRI value of 70 or higher, and a minimum life expectancy rating of L70 (70% output) at 50,000 hours.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines.

Parking lot lighting should utilize pole-mounted LED fixtures with full cutoff optics.

Building-mounted perimeter lighting should utilize LED fixtures with full cutoff optics.

Light pollution/trespass shall be kept to a minimum by reducing/eliminating uplight and ensuring cutoff at property lines.

### **Fire Alarm System**

With the existing fire alarm system being installed in 2020, we would recommend the system be expanded to include voice evacuation based on the occupancy type and that any new duct detectors be added for the mechanical changes be added to the existing fire alarm system.

### **Access Control System**

No changes to the access control system are recommended based on the proposed mechanical changes. However, we would recommend that card readers be added at the exterior doors to control and monitor access to the building.

### **Video Surveillance System**

No changes to the video surveillance system are recommended based on the proposed mechanical changes. However, we would recommend additional cameras be added to the interior of the library.

### **Communications**

No changes to the communications system are recommended based on the proposed mechanical changes.

## **CONCLUSIONS AND RECOMMENDATIONS**

Based on the age and condition of the existing HVAC, plumbing, fire protection, and electrical systems, we would recommend modifications and improvements to the same. The results of the Life Cycle Cost Analysis indicate that the optimal HVAC system to be implemented is a De-Coupled Ventilation System utilizing a conventional water source heat pump system and accessories (System #3).

Over a 40-year life cycle, System #3 (De-Coupled Ventilation System and Improvements utilizing a Conventional Water Source Heat Pump System) would have the lowest life cycle cost. This is due to the low annual operating costs and reasonable first costs.

We have provided a comprehensive cost estimate for the implementation of System #3 including plumbing, fire protection, electrical, and architectural costs in Table #21. The comprehensive cost estimate includes the cost estimates for all disciplines not just HVAC costs along with upfront costs such as General Conditions, Bids, Insurance, Contingencies...etc. For the detailed cost estimates, please see Appendix F.

<b>TABLE #21 - ESTIMATED INITIAL COSTS</b>		
	<b>Cost</b>	<b>Cost/Square Foot</b>
HVAC, PLUMBING, FIRE PROTECTION, ELECTRICAL, AND ARCHITECTURAL	\$2,544,510.00	\$196.21

Please note the comprehensive cost estimate does not include costs associated with the following:

1. Costs associated with Construction Manager Fee since we do not know the delivery method used.
2. Costs associated with escalation of material/labor costs and/or supply chain issues, both of which are volatile at this time.
3. Design Professional Costs.

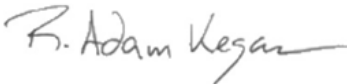
We appreciate the opportunity to submit this report and we hope that you find this analysis useful in making a decision regarding future library M/E/P system upgrades.

Sincerely,

GIPE ASSOCIATES, INC.



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



R. Adam Kegan, P.E., LEED AP  
 Vice President

And



Tim Copper  
 Electrical Designer/Engineer  
 DRH/RAK/TMC/pvm/cec

Appendix Items:

- Appendix A: Original Test and Balance Report
- Appendix B: Water Treatment Test Report
- Appendix C: Flow Test
- Appendix D: Heating, Cooling, and Ventilation Load Calculations
- Appendix E: Life Cycle Cost Analysis
- Appendix F: Construction Cost Estimates

APPENDIX A  
ORIGINAL TEST AND BALANCE REPORT

# WEISMAN, INC.

ITEM 7



ASSOCIATED AIR BALANCE COUNCIL

## BALANCE TEST REPORT FOR

PROJECT WORCHESTER COUNTY LIBRARY- SNOW HILL, MD.

Job #1458

CONTRACTOR Wilfre Co., Inc.

ARCHITECT Bailey & Gardner Architects

ENGINEER Vosbeck, Vosbeck, Kendrick & Redinger

### CERTIFICATION

This is to certify that WEISMAN, INC. has balanced the systems described herein to their optimum performance capabilities. The testing and balancing has been performed in accordance with standards published by the Associated Air Balance Council and the results of these tests are herein recorded.



Associated Air Balance  
Council Certification  
Number 123165

Date

12/15/75

*Raymond F. Weisman*  
WEISMAN, INC.





AIR MOVING EQUIPMENT TEST SHEET

Date 10/28/75

Sheet No. 1

PROJECT: 1458 SYSTEM Air Handling Unit-1

Fan No.	AHU-1			
Location	Mech. Equipment			
Area Served	Main Floor			
Manufacturer	Trane			
Model No.	T21			

	Design	Actual	Design	Actual	Design	Actual	Design	Actual
Total C.F.M.	14600	14436						
Return Air C.F.M.	12410	12266						
Outdoor Air C.F.M. 15%	2190	2170						
Total/Ext. Static Pres. W.G.	4.11/3.5	4.75						
Approx. Suct. Press. W.G.	-	-1.0						
Approx. Disch. Press. W.G.	-	+ 3.75						
R.P.M. Fan	2260	2408						

Motor	Rated	Actual	Rated	Actual	Rated	Actual	Rated	Actual
H.P.	20	18.5						
Voltage	208	215						
Phase	3	3						
Amperage	62	46						

FORM NO. 12766-F

DIAGRAM SHEET

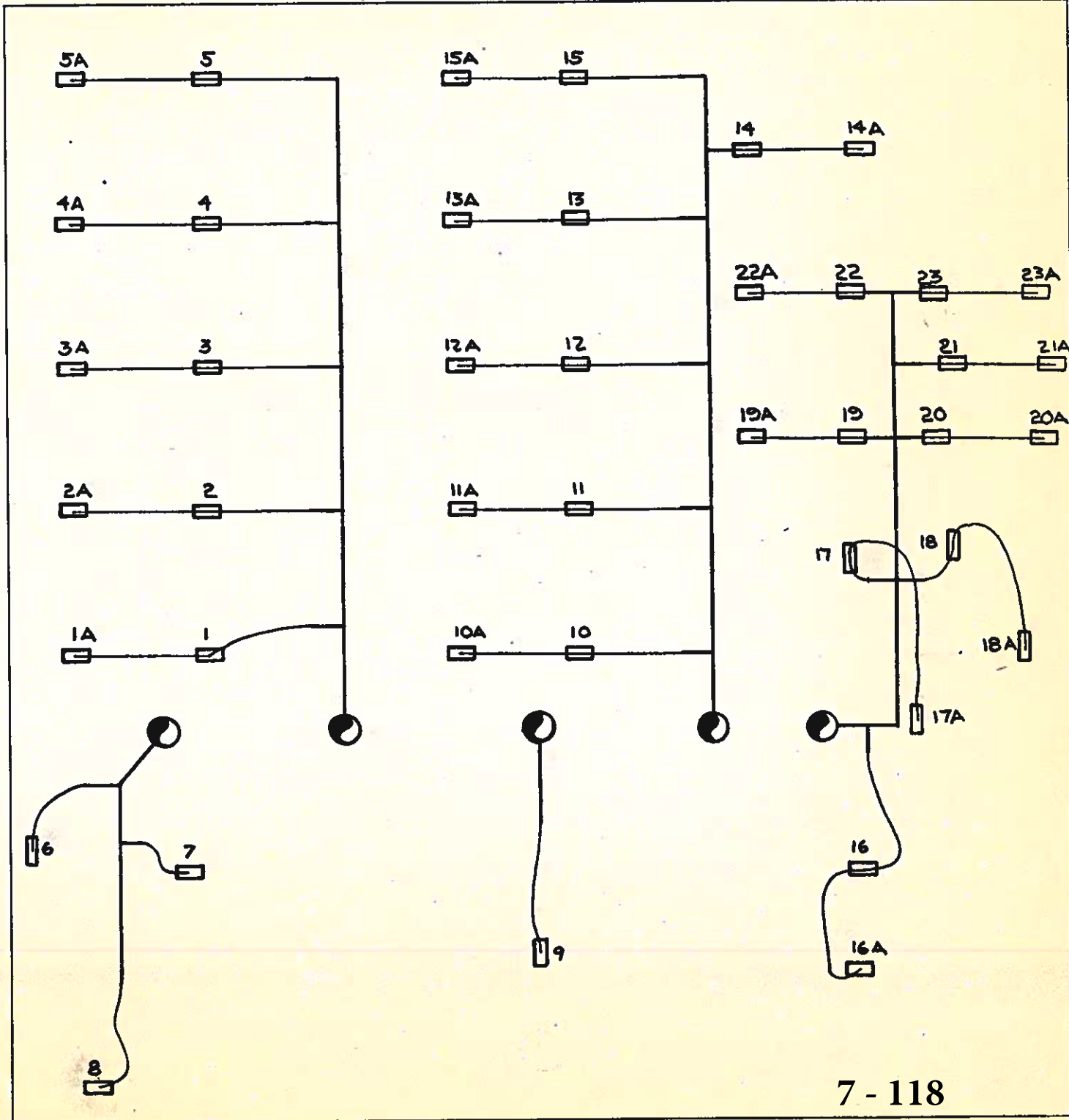
Date 10/28/75

Sheet No. 2

PROJECT: 1458

SYSTEM: AHU-1

FORM NO. 1480-F







TEST DATA SHEET

Date: 11/4/75

Sheet No. 4

PROJECT 1458 SYSTEM AHU-1, OSA

VELOCITY TRAVERSE - IN FPM

Fan No. AHU-1

Design CFM: 2165

Act. CFM: 2170

Duct Area: 24x12 Sq. Ft.

Duct S.P.: -.35 In. W.C

Req'd. Vel. 1082 FPM

Act. Vel.: 1085 FPM

Traverse Location: T-1 Outdoor Air

FORM NO. 13066-P

980	1170	1040	1060																
1060	1200	1100	1090																
1040	1170	1080	1030																



## DIFFUSER & GRILLE TEST SHEET

Date 10/28/75

Sheet No. 5

PROJECT: 1458 SYSTEM: AHU-1, Supply

FORM NO. 1268-P

Room No.	Outlet No.	Code	Size	Effective Area	Design		Actual	
					F.P.M.	C.F.M.	F.P.M.	C.F.M.
Book & Readers	1	CT	1way 02-22	.14	1450	200	1525	213
Book & Readers	1A	S	1 way 41	.14	1450	200	1375	193
Book & Readers	2	CT	2 way 08-42	.21	1900	400	1950	410
Book & Readers	2A	S	2way 42	.21	1900	400	1950	410
Book & Readers	3	CT	2 way 08-42	.21	1900	400	1950	410
Book & Reader	3A	S	2 way 42	.21	1900	400	1900	400
Book & Readers	4	CT	2 way 08-42	.21	1900	400	1975	415
Book & Readers	4A	S	2 way 42	.21	1900	400	1925	404
Book & Readers	5	CT	2 way 08-42	.21	1900	400	2040	428
Book & Readers	5A	S	2 way 42	.21	1900	400	2070	435
Closet	6	D	2 way 12x12	.28	1428	400	1400	392
Stairs	7	CT	2 way 04-42	.21	1900	400	1950	410
Meeting	8	CT	2 way 04-42	.21	1900	400	1925	404
Closet	9	CT	2 way 04-42	.21	1900	400	1875	394
Book & Readers	10	CT	2 way 08-42	.21	1425	300	1440	302
Book & Readers	10A	S	2 way 42	.21	1425	300	1410	296
Book & Readers	11	CT	2 way 08-42	.21	1425	300	1475	310

Sheet Code				Remarks
Type	Code	Model	Mfg.	
Control Terminal	CT	LTB	Trane	
Saterllite	S	STB	Trane	

## DIFFUSER & GRILLE TEST SHEET

Date 10/28/75

Sheet No. 6

PROJECT: 1458 SYSTEM: AHU-1, Supply

FORM NO. 1300-P

Room No.	Outlet No.	Code	Size	Effective Area	Design		Actual	
					F.P.M.	C.F.M.	F.P.M.	C.F.M.
Book& Readers	11A	S	2way 42	.21	1425	300	1350	284
Book& Readers	12	CT	2way 08-42	.21	1425	300	1375	289
Book& Readers	12A	S	2way 42	.21	1425	300	1400	294
Book& Readers	13	CT	2way 08-42	.21	1425	300	1400	296
Book& Readers	13A	S	2way 42	.21	1425	300	1375	289
Book& Readers	14	CT	2way 08-42	.21	1900	400	1825	383
Book& REaders	14A	S	2way 42	.21	1900	400	1825	383
Book& R aders	15	CT	2way 08-42	.21	1425	300	1400	294
Book& Readers	15A	S	2way 42	.21	1425	300	1385	291
Work Room	16	CT	2way 08-42	.21	1425	300	1410	296
Work Room	16A	S	2way 42	.21	1425	300	1475	310
Work Room	17	CT	2way 08-42	.21	1900	400	1850	389
Work Room	17A	S	2way 42	.21	1900	400	1825	383
Work Room	18	CT	2way 08-42	.21	1900	400	1875	394
Work Room	18A	S	2way 42	.21	1900	400	1900	399
Book& R aders	19	CT	2way 08-42	.21	1900	400	1885	396
Book& Reader	19A	S	2way 42	.21	1900	400	1810	380

Sheet Code				
Type	Code	Model	Mfg.	Remarks
Control Terminal	CT	LTB	Trane	
Satellite	S	STB	Trane	

## DIFFUSER & GRILLE TEST SHEET

Date 10/28/75

Sheet No. 7

PROJECT: 1458 SYSTEM: AHU-1, Supply'

FORM NO. 1200-P

Room No.	Outlet No.	Code	Size	Effective Area	Design		Actual		
					F.P.M.	C.F.M.	F.P.M.	C.F.M.	
Books Readers	20	CT	2way 08-42	.21	1425	300		1350	284
Books Readers	20A	S	2way 42	.21	1425	300		1450	305
Children	21	CT	2way 08-42	.21	1425	300		1376	289
Children	21A	S	2way 42	.21	1425	300		1400	294
Books Readers	22	CT	2way 08-42	.21	1900	400		1875	394
Books Readers	22A	S	2way 42	.21	1900	400		1875	394
Children	23	CT	2way 08-42	.21	1425	300		1450	305
Children	23A	S	2way 42	.21	1425	300		1550	326
						3400			3367

Sheet Code				Remarks
Type	Code	Model	Mfg.	
Control Terminal	CT	LTB	TRANE	
Satellite	S	STB	Trane	



**DIFFUSER & GRILLE TEST SHEET**

Date \_\_\_\_\_

Sheet No. 8

PROJECT: 1458 SYSTEM: AHU-1, return

**\*By traverse of Outside Air Duct and deducting O.A. from Total Air.**

FORM NO. 12668-P

Room No.	Outlet No.	Code	Size	Effective Area	Design				Actual	
					F.P.M.	C.F.M.			F.P.M.	C.F.M.
	1	OED	48x36	12'		12410			*	12266

Sheet Code				Remarks
Type	Code	Model	Mfg.	
Open End Duct	OED	-	-	



ASSOCIATED AIR BALANCE COUNCIL

ITEM 7

AIR MOVING EQUIPMENT TEST SHEET

Date 11/4/75

Sheet No. 9

PROJECT: 1458 SYSTEM Air Handling Unit-2

FORM NO. 127C-F

Fan No.	AHU-2			
Location	Mechanical Equipment Room			
Area Served	Meeting Room			
Manufacturer	Trane			
Model No.	HDT #6			

	Design	Actual	Design	Actual	Design	Actual	Design	Actual
Total C.F.M.	3000	3068						
Return Air C.F.M.	2550	2596						
Outdoor Air 15% C.F.M.	450	472						
Total/Extr. Static Pres. W.G.	2.08/1.0	1.84						
Approx. Suct. Press. W.G.	-	-1.42						
Approx. Disch. Press. W.G.	-	+0.42						
R.P.M. Fan	1240	1054						

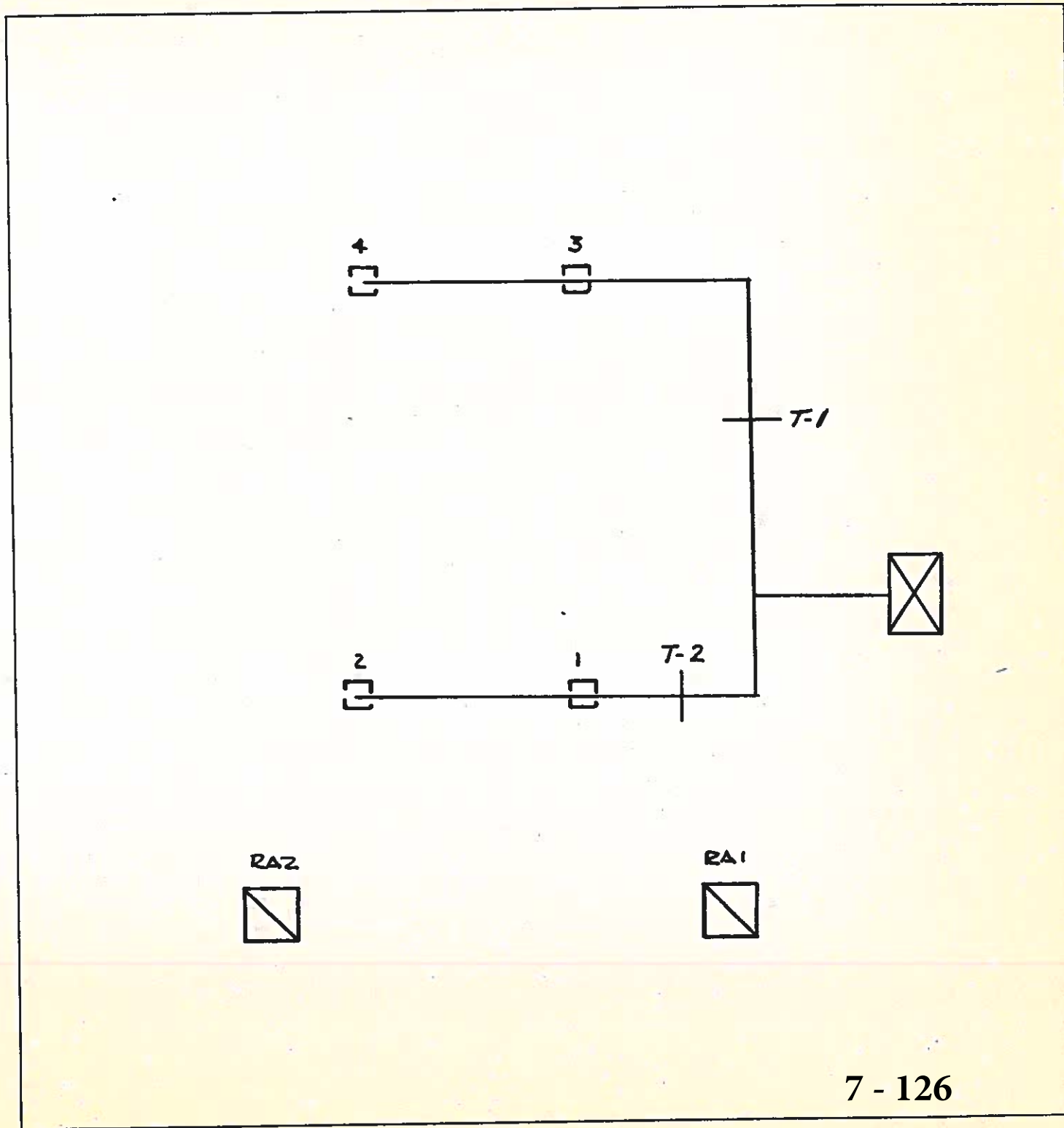
Motor	Rated	Actual	Rated	Actual	Rated	Actual	Rated	Actual
H.P.	2	1.90						
Voltage	200	215						
Phase	3	3						
Amperage	6.6	5.8						

DIAGRAM SHEET

Date 11/4/75

Sheet No. 10

PROJECT: 1458 SYSTEM: AHU-2



FORM NO. 19804F











DIFFUSER & GRILLE TEST SHEET

Date 11/4/75

Sheet No. 14

PROJECT: 1458

SYSTEM: AHU-2, supply

FORM NO. 1366-P

Room No.	Outlet No.	Code	Size	Effective Area	Design				Actual	
					F.P.M.	C.F.M.			F.P.M.	C.F.M.
Meeting	1	CD	12"Ø	.75	1000	750			940	712
Meeting	2	CD	12"Ø	.75	1000	750			953	715
Meeting	3	CD	12"Ø	.75	1000	750			1100	825
Meeting	4	CD	12"Ø	.75	1000	750			1100	825
						3000				3077

Type	Code	Model	Sheet Code		Remarks
			Mfg.		
Ceiling Diffuser	CD	CT-LF	T&B		



**DIFFUSER & GRILLE TEST SHEET**

Date 11/4/75

Sheet No. 15

PROJECT: 1458

SYSTEM: AHU-2, Return

FORM NO. 1200-7

Room No.	Outlet No.	Code	Size	Effective Area	Design				Actual	
					F.P.M.	C.F.M.			F.P.M.	C.F.M.
Meeting	1	CG	24x24	3.3	386	1275			393	1298
Meeting	2	CG	24x24	3.3	386	1275			393	1298

Sheet Code				Remarks
Type	Code	Model	Mfg.	
Ceiling Grille	CG	T-70D	T&B	



# ASSOCIATED AIR BALANCE COUNCIL

# ITEM 7

## AIR MOVING EQUIPMENT TEST SHEET

Date 11/6/75Sheet No. 16PROJECT: 1458 SYSTEM Exhaust Fan-1

FORM NO. 13760-P

Fan No.	EF-1			
Location	Corridor			
Area Served	Lavatories & Storage			
Manufacturer	Jenn Air			
Model No.	101-1LD			

	Design	Actual	Design	Actual	Design	Actual	Design	Actual
Total C.F.M.	520	566						
Return Air C.F.M.	-	-						
Outdoor Air C.F.M.	-	-						
Total/Extr. Static Pres.' W.G.	.25	.24						
Approx. Suct. Press.' W.G.	-	.22						
Approx. Disch. Press.' W.G.	-	-.02						
R.P.M. Fan	1140	-						

Motor	Rated	Actual	Rated	Actual	Rated	Actual	Rated	Actual
H.P.	.166	.042						
Voltage	208	215						
Phase	3	3						
Amperage	4.0	1.0						



DIFFUSER & GRILLE TEST SHEET

Date 11/5/75

Sheet No. 17

PROJECT: 1458

SYSTEM: EF-1

FORM NO. 1200-P

Room No.	Outlet No.	Code	Size	Effective Area	Design		Actual	
					F.P.M.	C.F.M.	F.P.M.	C.F.M.
CL	1	ER	8x6	.34	220	75	230	78
Men	2	ER	12x8	.63	317	200	340	214
Women	3	ER	12x8	.63	317	200	350	220
C1	4	ER	8x4	.20	250	50	270	54
						525		566

Type	Code	Model	Sheet Code Mfg.	Remarks
Exhaust Register	ER	T-77D	T&B	



# ASSOCIATED AIR BALANCE COUNCIL

# ITEM 7

## AIR MOVING EQUIPMENT TEST SHEET

Date 11/6/75Sheet No. 18PROJECT: 1458 SYSTEM Exhaust Fan-2

Fan No.	EF-2			
Location	Closet			
Area Served	Closet			
Manufacturer	Penn Zepher			
Model No.	Z-6			

	Design	Actual	Design	Actual	Design	Actual	Design	Actual
Total C.F.M.	90	48						
Return Air C.F.M.	-	-						
Outdoor Air C.F.M.	-	-						
Total/Ext. Static Pres. W.G.	1/8	.035						
Approx. Suct. Press. W.G.	-	-						
Approx. Disch. Press. W.G.	-	-						
R.P.M. Fan	1050	1100						

Motor	Rated	Actual	Rated	Actual	Rated	Actual	Rated	Actual
H.P.	.04	.01						
Voltage	115	125						
Phase	1	1						
Amperage	.37	.10						

APPENDIX B  
WATER TREATMENT TEST REPORT



# ITEM 7 Service Report

WOR-SHL Field Engineering Report  
Wednesday, January 4, 2023 11:30 EST

Worcester County-Department of Public Works  
Snow Hill Library  
307 North Washington Street  
Snow Hill MD 21863  
(410) 632-3766

Report Number: 271310  
Recorded By: Andrew Bessette  
(410) 487-5730  
abessette@condortechnologies.com

## Washington St. - Mech Room (WOR-SHL)

Test	Snow Hill Library HW	Snow Hill Library CW		
Conductivity (as mmhos)	1730 1000 - 5000	1610 1000 - 5000		
pH (SU)	7.9 7.5 - 10.5	8.7 7.5 - 10.5		
Oxidation Reduction Potential (mV)	35 100 max	41 100 max		
Molybdate (as MoO <sub>4</sub> ), ppm	122 32 - 96	118 32 - 96		
Amount of Inhibitor Dosed to System (Gals)	0 20 max	0 20 max		
Glycol Percentage in System (%)		28 20 - 35		

### Snow Hill Library HW Online

- Conductivity (as mmhos)**  
Loop Treatment in Check - The conductivity for the loops looks very good. No need for any changes currently. The pH and the inhibitor are also in range.
- Molybdate (as MoO<sub>4</sub>), ppm**  
Loop Inhibitor High & OK - The higher level of inhibitor is not a major concern currently. When it runs high, we can expect the level to coast down into range as the system may lose water from time to time. As make up water comes into the loop, it will dilute the higher level and gradually bring the system down into the normal control range. The biggest concern is if the pH is too high, where it can begin to aggravate copper or yellow metal alloys. If it exceeds a pH of 10.5, we start to get a little anxious. Of course, at this point we have quite a bit of azole as well, which is good. If possible, it may be good to either allow the system to bleed itself or encourage some fresh make up water to dilute the level down.

### Snow Hill Library CW Online

- Conductivity (as mmhos)**  
Loop Treatment in Check - The conductivity for the loops looks very good. No need for any changes currently. The pH and the inhibitor are also in range.
- Molybdate (as MoO<sub>4</sub>), ppm**  
Loop Inhibitor High & OK - The higher level of inhibitor is not a major concern currently. When it runs high, we can expect the level to coast down into range as the system may lose water from time to time. As make up water comes into the loop, it will dilute the higher level and gradually bring the system down into the normal control range. The biggest concern is if the pH is too high, where it can begin to aggravate copper or yellow metal alloys. If it exceeds a pH of 10.5, we start to get a little anxious. Of course, at this point we have quite a bit of azole as well, which is good. If possible, it may be good to either allow the system to bleed itself or encourage some fresh make up water to dilute the level down.

APPENDIX C  
FLOW TEST





BAYSIDE FIRE PROTECTION CO., INC.

707 Eastern Shore Drive  
Salisbury, Maryland 21804  
410-860-8283 Fax 410-860-8407

February 7, 2023

Worcester County Library  
307 N. Washington Street  
Snow Hill, MD 21863

Attention: Ms. Jennifer Ranck, Director

Re: Water Flow Test Results  
Snow Hill Library  
307 N. Washington Street  
Snow Hill, Maryland

Dear Ms. Ranck;

We are writing to confirm the results of our Water Flow Test conducted at the above referenced site.

Pressure Hydrant: Route 12, North of the Building

Flowing Hydrant: Route 12, South of Pressure Hydrant

Static PSI: 56  
Residual PSI: 45  
GPM Flowing: 790

We trust this provides you with the information you requested. Please contact this writer with any questions you may have.

An invoice for this work is forthcoming. Thank you for your trust in Bayside.

Very truly yours,

BAYSIDE FIRE PROTECTION CO. INC.

Philip S. Benvenuto

[pbenvenuto@baysidefire.net](mailto:pbenvenuto@baysidefire.net)

PSB:dp

APPENDIX D

HEATING, COOLING, AND VENTILATION CALCULATIONS

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
 Prepared by: Gipe Associates, Inc.

**Air System Information**

Air System Name .....	AHU-1	Number of zones .....	1
Equipment Class .....	CW AHU	Floor Area .....	10945.0 ft <sup>2</sup>
Air System Type .....	SZCAV	Location .....	Salisbury, Maryland

**Sizing Calculation Information**

Calculation Months .....	Jan to Dec	Zone CFM Sizing .....	Sum of space airflow rates
Sizing Data .....	Calculated	Space CFM Sizing .....	Individual peak space loads

**Central Cooling Coil Sizing Data**

Total coil load .....	27.7 Tons	Load occurs at .....	Jul 1600
Total coil load .....	332.5 MBH	OA DB / WB .....	92.4 / 76.9 °F
Sensible coil load .....	224.1 MBH	Entering DB / WB .....	84.7 / 69.2 °F
Coil CFM at Jul 1600 .....	6975 CFM	Leaving DB / WB .....	54.9 / 53.7 °F
Max block CFM .....	6975 CFM	Coil ADP .....	51.6 °F
Sum of peak zone CFM .....	6975 CFM	Bypass Factor .....	0.100
Sensible heat ratio .....	0.674	Resulting RH .....	47 %
CFM/Ton .....	251.7	Design supply temp. ....	55.0 °F
ft <sup>2</sup> /Ton .....	395.0	Zone T-stat Check .....	1 of 1 OK
BTU/(hr-ft <sup>2</sup> ) .....	30.4	Max zone temperature deviation .....	0.0 °F
Water flow @ 10.0 °F rise .....	66.54 gpm		

**Central Heating Coil Sizing Data**

Max coil load .....	260.2 MBH	Load occurs at .....	Des Htg
Coil CFM at Des Htg .....	6975 CFM	BTU/(hr-ft <sup>2</sup> ) .....	23.8
Max coil CFM .....	6975 CFM	Ent. DB / Lvg DB .....	49.6 / 84.2 °F
Water flow @ 20.0 °F drop .....	26.03 gpm		

**Supply Fan Sizing Data**

Actual max CFM .....	6975 CFM	Fan motor BHP .....	6.35 BHP
Standard CFM .....	6962 CFM	Fan motor kW .....	5.04 kW
Actual max CFM/ft <sup>2</sup> .....	0.64 CFM/ft <sup>2</sup>	Fan static .....	4.00 in wg

**Outdoor Ventilation Air Data**

Design airflow CFM .....	2581 CFM	CFM/person .....	71.70 CFM/person
CFM/ft <sup>2</sup> .....	0.24 CFM/ft <sup>2</sup>		

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
 Prepared by: Gipe Associates, Inc.

**Air System Information**

Air System Name ..... AHU-1  
 Equipment Class ..... CW AHU  
 Air System Type ..... SZCAV  
 Number of zones ..... 1  
 Floor Area ..... 10945.0 ft<sup>2</sup>  
 Location ..... Salisbury, Maryland

**Sizing Calculation Information**

Calculation Months ..... Jan to Dec  
 Sizing Data ..... Calculated  
 Zone CFM Sizing ..... Sum of space airflow rates  
 Space CFM Sizing ..... Individual peak space loads

**Zone Terminal Sizing Data**

Zone Name	Design Supply Airflow (CFM)	Minimum Supply Airflow (CFM)	Zone CFM/ft <sup>2</sup>	Reheat Coil Load (MBH)	Reheat Coil Water gpm @ 20.0 °F	Zone Htg Unit Coil Load (MBH)	Zone Htg Unit Water gpm @ 20.0 °F	Mixing Box Fan Airflow (CFM)
Zone 1	6975	6975	0.64	0.0	0.00	0.0	0.00	0

**Zone Peak Sensible Loads**

Zone Name	Zone Cooling Sensible (MBH)	Time of Peak Sensible Cooling Load	Zone Heating Load (MBH)	Zone Floor Area (ft <sup>2</sup> )
Zone 1	147.6	Jul 1600	117.0	10945.0

**Space Loads and Airflows**

Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Time of Peak Sensible Load	Air Flow (CFM)	Heating Load (MBH)	Floor Area (ft <sup>2</sup> )	Space CFM/ft <sup>2</sup>
<b>Zone 1</b>							
1 VESTIBULE	1	3.5	Jul 0900	163	3.0	75.0	2.18
10 WOMEN'S TOILET	1	0.5	Jan 2300	23	0.0	95.0	0.24
11 STAFF TOILET	1	0.1	Jan 2300	6	0.0	25.0	0.24
12 JANITORS	1	0.1	Jul 1400	6	0.1	20.0	0.30
13 BOOK RETURN	1	0.4	Jul 1400	31	0.8	22.0	1.40
14 STAFF	1	1.9	Jan 2300	89	0.0	170.0	0.52
15 KITCHENETTE	1	0.3	Jan 2300	12	0.0	30.0	0.40
16 VESTIBULE	1	0.7	Jul 1400	54	1.3	52.0	1.04
19 PROJECTOR AND STORAGE	1	3.9	Aug 1700	188	4.7	230.0	0.82
2 CIRCULATION	1	5.7	Jul 1400	266	2.2	650.0	0.41
20 EXTENSION	1	9.8	Jul 1600	453	8.2	750.0	0.60
21 COLLECTION	1	2.2	Jul 1700	102	2.0	150.0	0.68
22 FOYER/STAIRS	1	0.7	Jul 1700	46	1.1	55.0	0.84
23 MECHANICAL	1	11.1	Jul 1500	514	5.7	805.0	0.64
3 BOOKS	1	72.4	Jul 1600	3359	57.7	5710.0	0.59
4 CHILDREN	1	13.1	Jul 1400	608	11.9	700.0	0.87
5 WORK	1	15.6	Aug 1400	723	11.9	880.0	0.82
6 LIBRARIAN	1	6.0	Jul 1400	278	6.2	295.0	0.94
7 CORRIDOR	1	0.6	Jan 2300	30	0.0	125.0	0.24
8 JANITOR	1	0.1	Jan 2300	4	0.0	16.0	0.24
9 MEN'S TOILET	1	0.5	Jan 2300	21	0.0	90.0	0.24

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
 Prepared by: Gipe Associates, Inc.

1. Summary

Ventilation Sizing Method ..... ASHRAE Std 62.1-2016  
 Design Condition ..... Heating operation  
 Occupant Diversity (D) ..... 1.000  
 Uncorrected Outdoor Air Intake (Vou) ..... 1508 CFM  
 System Ventilation Efficiency (Ev) ..... 0.584  
 Outdoor Air Intake (Vot) ..... 2581 CFM

2. Space Ventilation Analysis

Zone Name / Space Name	Mult.	Supply Air (CFM) (Vpz)	Space Floor Area (ft²) (Az)	Area Outdoor Air Rate (CFM/ft²) (Ra)	Time Averaged Occupancy (Occupants) (Pz)	People Outdoor Air Rate (CFM/person) (Rp)	Air Distribution Effectiveness (Ez)	Space Outdoor Air (CFM) (Voz)	Breathing Zone Outdoor Air (CFM) (Vbz)	Space Ventilation Efficiency (Evz)
Zone 1										
1 VESTIBULE	1	163	75.0	0.06	0.0	0.00	0.8	6	5	1.182
10 WOMEN'S TOILET	1	23	95.0	0.00	0.0	0.00	0.8	0	0	1.216
11 STAFF TOILET	1	6	25.0	0.00	0.0	0.00	0.8	0	0	1.216
12 JANITORS	1	6	20.0	0.12	0.0	5.00	0.8	3	2	0.711
13 BOOK RETURN	1	31	22.0	0.06	0.0	5.00	0.8	2	1	1.163
14 STAFF	1	89	170.0	0.06	2.0	5.00	0.8	25	20	0.931
15 KITCHENETTE	1	12	30.0	0.06	0.0	5.00	0.8	2	2	1.027
16 VESTIBULE	1	54	52.0	0.06	0.0	0.00	0.8	4	3	1.144
19 PROJECTOR AND STORAGE	1	188	230.0	0.06	1.0	5.00	0.8	24	19	1.091
2 CIRCULATION	1	266	650.0	0.12	2.0	10.00	0.8	123	98	0.755
20 EXTENSION	1	453	750.0	0.18	0.0	10.00	0.8	169	135	0.843
21 COLLECTION	1	102	150.0	0.12	1.0	10.00	0.8	35	28	0.875
22 FOYER/STAIRS	1	46	55.0	0.06	0.0	0.00	0.8	4	3	1.127
23 MECHANICAL	1	514	805.0	0.00	0.0	0.00	0.8	0	0	1.216
3 BOOKS	1	3359	5710.0	0.12	12.0	10.00	0.8	1007	805	0.917
4 CHILDREN	1	608	700.0	0.12	10.0	10.00	0.8	230	184	0.838
5 WORK	1	723	880.0	0.12	6.0	10.00	0.8	207	166	0.930
6 LIBRARIAN	1	278	295.0	0.06	2.0	5.00	0.8	35	28	1.092
7 CORRIDOR	1	30	125.0	0.06	0.0	0.00	0.8	9	8	0.900
8 JANITOR	1	4	16.0	0.12	0.0	5.00	0.8	2	2	0.584
9 MEN'S TOILET	1	21	90.0	0.00	0.0	0.00	0.8	0	0	1.216
<b>Totals (incl. Space Multipliers)</b>		<b>6975</b>							<b>1508</b>	<b>0.584</b>

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
Prepared by: Gipe Associates, Inc.

ZONE LOADS	DESIGN COOLING			DESIGN HEATING		
	COOLING DATA AT Jul 1600			HEATING DATA AT DES HTG		
	COOLING OA DB / WB 92.4 °F / 76.9 °F			HEATING OA DB / WB 13.0 °F / 10.4 °F		
	Details	Sensible (BTU/hr)	Latent (BTU/hr)	Details	Sensible (BTU/hr)	Latent (BTU/hr)
Window & Skylight Solar Loads	609 ft²	25738	-	609 ft²	-	-
Wall Transmission	3525 ft²	6989	-	3525 ft²	14827	-
Roof Transmission	10144 ft²	12283	-	10144 ft²	34834	-
Window Transmission	609 ft²	6026	-	609 ft²	24541	-
Skylight Transmission	0 ft²	0	-	0 ft²	0	-
Door Loads	0 ft²	0	-	0 ft²	0	-
Floor Transmission	8722 ft²	0	-	8722 ft²	11887	-
Partitions	1044 ft²	3180	-	1044 ft²	2958	-
Ceiling	0 ft²	0	-	0 ft²	0	-
Overhead Lighting	16418 W	56016	-	0	0	-
Task Lighting	0 W	0	-	0	0	-
Electric Equipment	6090 W	20779	-	0	0	-
People	36	8280	4320	0	0	0
Infiltration	-	8264	15152	-	27959	0
Miscellaneous	-	0	0	-	0	0
Safety Factor	0% / 0%	0	0	0%	0	0
>> Total Zone Loads	-	147554	19472	-	117004	0
Zone Conditioning	-	143169	19472	-	115768	0
Plenum Wall Load	10%	923	-	0	0	-
Plenum Roof Load	70%	28661	-	0	0	-
Plenum Lighting Load	0%	0	-	0	0	-
Return Fan Load	6975 CFM	0	-	6975 CFM	0	-
Ventilation Load	2581 CFM	34150	88964	2581 CFM	161618	0
Supply Fan Load	6975 CFM	17183	-	6975 CFM	-17183	-
Space Fan Coil Fans	-	0	-	-	0	-
Duct Heat Gain / Loss	0%	0	-	0%	0	-
>> Total System Loads	-	224085	108436	-	260202	0
Central Cooling Coil	-	224085	108446	-	0	0
Central Heating Coil	-	0	-	-	260202	-
>> Total Conditioning	-	224085	108446	-	260202	0
Key:	Positive values are clg loads Negative values are htg loads			Positive values are htg loads Negative values are clg loads		

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
 Prepared by: Gipe Associates, Inc.

**Air System Information**

Air System Name .....	AHU-2	Number of zones .....	1
Equipment Class .....	CW AHU	Floor Area .....	955.0 ft <sup>2</sup>
Air System Type .....	SZCAV	Location .....	Salisbury, Maryland

**Sizing Calculation Information**

Calculation Months .....	Jan to Dec	Zone CFM Sizing .....	Sum of space airflow rates
Sizing Data .....	Calculated	Space CFM Sizing .....	Individual peak space loads

**Central Cooling Coil Sizing Data**

Total coil load .....	5.6 Tons	Load occurs at .....	Aug 1400
Total coil load .....	67.0 MBH	OA DB / WB .....	92.4 / 76.9 °F
Sensible coil load .....	41.6 MBH	Entering DB / WB .....	84.8 / 70.9 °F
Coil CFM at Aug 1400 .....	1354 CFM	Leaving DB / WB .....	56.3 / 55.2 °F
Max block CFM .....	1354 CFM	Coil ADP .....	53.1 °F
Sum of peak zone CFM .....	1354 CFM	Bypass Factor .....	0.100
Sensible heat ratio .....	0.621	Resulting RH .....	52 %
CFM/Ton .....	242.3	Design supply temp. ....	55.0 °F
ft <sup>2</sup> /Ton .....	170.9	Zone T-stat Check .....	1 of 1 OK
BTU/(hr-ft <sup>2</sup> ) .....	70.2	Max zone temperature deviation .....	0.0 °F
Water flow @ 10.0 °F rise .....	13.42 gpm		

**Central Heating Coil Sizing Data**

Max coil load .....	50.8 MBH	Load occurs at .....	Des Htg
Coil CFM at Des Htg .....	1354 CFM	BTU/(hr-ft <sup>2</sup> ) .....	53.2
Max coil CFM .....	1354 CFM	Ent. DB / Lvg DB .....	43.6 / 78.4 °F
Water flow @ 20.0 °F drop .....	5.08 gpm		

**Supply Fan Sizing Data**

Actual max CFM .....	1354 CFM	Fan motor BHP .....	0.92 BHP
Standard CFM .....	1351 CFM	Fan motor kW .....	0.73 kW
Actual max CFM/ft <sup>2</sup> .....	1.42 CFM/ft <sup>2</sup>	Fan static .....	3.00 in wg

**Outdoor Ventilation Air Data**

Design airflow CFM .....	643 CFM	CFM/person .....	16.08 CFM/person
CFM/ft <sup>2</sup> .....	0.67 CFM/ft <sup>2</sup>		



Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
 Prepared by: Gipe Associates, Inc.

**Air System Information**

Air System Name ..... AHU-2  
 Equipment Class ..... CW AHU  
 Air System Type ..... SZCAV  
 Number of zones ..... 1  
 Floor Area ..... 955.0 ft<sup>2</sup>  
 Location ..... Salisbury, Maryland

**Sizing Calculation Information**

Calculation Months ..... Jan to Dec  
 Sizing Data ..... Calculated  
 Zone CFM Sizing ..... Sum of space airflow rates  
 Space CFM Sizing ..... Individual peak space loads

**Zone Terminal Sizing Data**

Zone Name	Design Supply Airflow (CFM)	Minimum Supply Airflow (CFM)	Zone CFM/ft <sup>2</sup>	Reheat Coil Load (MBH)	Reheat Coil Water gpm @ 20.0 °F	Zone Htg Unit Coil Load (MBH)	Zone Htg Unit Water gpm @ 20.0 °F	Mixing Box Fan Airflow (CFM)
Zone 1	1354	1354	1.42	0.0	0.00	0.0	0.00	0

**Zone Peak Sensible Loads**

Zone Name	Zone Cooling Sensible (MBH)	Time of Peak Sensible Cooling Load	Zone Heating Load (MBH)	Zone Floor Area (ft <sup>2</sup> )
Zone 1	29.2	Oct 1400	13.2	955.0

**Space Loads and Airflows**

Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Time of Peak Sensible Load	Air Flow (CFM)	Heating Load (MBH)	Floor Area (ft <sup>2</sup> )	Space CFM/ft <sup>2</sup>
Zone 1							
17 MEETING	1	29.2	Oct 1400	1354	13.2	955.0	1.42

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
 Prepared by: Gipe Associates, Inc.

**1. Summary**

Ventilation Sizing Method ..... ASHRAE Std 62.1-2016  
 Design Condition ..... Heating operation  
 Occupant Diversity (D) ..... 1,000  
 Uncorrected Outdoor Air Intake (Vou) ..... 515 CFM  
 System Ventilation Efficiency (Ev) ..... 1,000  
 Outdoor Air Intake (Vot) ..... 643 CFM

**2. Space Ventilation Analysis**

Zone Name / Space Name	Mult.	Supply Air (CFM) (Vpz)	Space Floor Area (ft²) (Az)	Area Outdoor Air Rate (CFM/ft²) (Ra)	Time Averaged Occupancy (Occupants) (Pz)	People Outdoor Air Rate (CFM/person) (Rp)	Air Distribution Effectiveness (Ez)	Space Outdoor Air (CFM) (Voz)	Breathing Zone Outdoor Air (CFM) (Vbz)	Space Ventilation Efficiency (Evz)
Zone 1										
17 MEETING	1	1354	955.0	0.12	40.0	10.00	0.8	643	515	1,000
<b>Totals (incl. Space Multipliers)</b>		<b>1354</b>							<b>515</b>	<b>1,000</b>

Project Name: 23001 - WORCHESTER COUNTY LIBRARY SNOW HILL  
Prepared by: Gipe Associates, Inc.

ZONE LOADS	DESIGN COOLING			DESIGN HEATING		
	COOLING DATA AT Aug 1400			HEATING DATA AT DES HTG		
	COOLING OA DB / WB 92.4 °F / 76.9 °F			HEATING OA DB / WB 13.0 °F / 10.4 °F		
	Details	Sensible (BTU/hr)	Latent (BTU/hr)	Details	Sensible (BTU/hr)	Latent (BTU/hr)
Window & Skylight Solar Loads	150 ft²	6927	-	150 ft²	-	-
Wall Transmission	250 ft²	521	-	250 ft²	1052	-
Roof Transmission	955 ft²	1156	-	955 ft²	3279	-
Window Transmission	150 ft²	1439	-	150 ft²	6045	-
Skylight Transmission	0 ft²	0	-	0 ft²	0	-
Door Loads	0 ft²	0	-	0 ft²	0	-
Floor Transmission	75 ft²	0	-	75 ft²	316	-
Partitions	0 ft²	0	-	0 ft²	0	-
Ceiling	0 ft²	0	-	0 ft²	0	-
Overhead Lighting	1433 W	4888	-	0	0	-
Task Lighting	0 W	0	-	0	0	-
Electric Equipment	478 W	1629	-	0	0	-
People	40	9200	4800	0	0	0
Infiltration	-	752	1207	-	2544	0
Miscellaneous	-	0	0	-	0	0
Safety Factor	0% / 0%	0	0	0%	0	0
>> Total Zone Loads	-	26511	6007	-	13235	0
Zone Conditioning	-	26286	6007	-	12862	0
Plenum Wall Load	10%	99	-	0	0	-
Plenum Roof Load	70%	2697	-	0	0	-
Plenum Lighting Load	0%	0	-	0	0	-
Return Fan Load	1354 CFM	0	-	1354 CFM	0	-
Ventilation Load	643 CFM	10044	19412	643 CFM	40442	0
Supply Fan Load	1354 CFM	2501	-	1354 CFM	-2501	-
Space Fan Coil Fans	-	0	-	-	0	-
Duct Heat Gain / Loss	0%	0	-	0%	0	-
>> Total System Loads	-	41626	25419	-	50802	0
Central Cooling Coil	-	41626	25422	-	0	0
Central Heating Coil	-	0	-	-	50802	-
>> Total Conditioning	-	41626	25422	-	50802	0
Key:	Positive values are clg loads Negative values are htg loads			Positive values are htg loads Negative values are clg loads		

APPENDIX E  
LIFE CYCLE COST ANALYSIS

SNOW HILL LIBRARY

IV. LIFE CYCLE COST ANALYSIS - SYSTEM DESCRIPTION

PROJECT: SNOW HILL LIBRARY LOCATION: SNOW HILL, MD	USING AGENCY WORCESTER COUNTY, MD	DATE: 3/6/2023
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BY: DAVID R. HOFFMAN AND  
R.AMAM KEGAN

**SYSTEM DESCRIPTION**

**BASE SYSTEM (SYSTEM #1)**

RE-FURBISH EXISTING HVAC SYSTEM.

NEW CENTRAL HOT WATER HEATING SYSTEM WITH CONDENSING BOILERS.

NEW CENTRAL CHILLED WATER SYSTEM.

NEW AIR HANDLING UNITS WITH SINGLE ZONE VAV CONTROLS.

COUPLED VENTILATION DELIVERY.

**SYSTEM #2**

4-PIPE DECOUPLED HVAC SYSTEM, INCLUDING NEW 4-PIPE FAN COIL UNITS AND 4-PIPE ENERGY RECOVERY VENTILATOR.

ENERGY RECOVERY VENTILATOR SHALL UTILIZE AN ENTHALPY WHEEL AND WRAP AROUND HEAT PIPE FOR PRE-TREATMENT OF OUTSIDE AIR. ERV SHALL ALSO UTILIZE DEMAND CONTROLLED VENTILATION UTILIZING CO2 SENSORS.

NEW CENTRAL HOT WATER HEATING SYSTEM WITH CONDENSING BOILERS.

NEW CENTRAL CHILLED WATER SYSTEM.

**SYSTEM #3**

CONVENTIONAL WATER SOURCE HEAT PUMP SYSTEM UTILIZING A CLOSED CIRCUIT EVAPORATIVE FLUID COOLER AND CONDENSING BOILERS. THE WATER SOURCE HEAT PUMP LOOP SHALL SERVE PACKAGED WATER SOURCE HEAT PUMPS AND A DE-COUPLED ERV UNIT. ERV UNIT SHALL BE A PACKAGED WATER SOURCE HEAT PUMP WITH HOT GAS RE-HEAT COIL. ERV SHALL UTILIZE ENTHALPY WHEEL AND DEMAND CONTROLLED VENTILATION UTILIZING CO2 SENSORS.

**SYSTEM #4**

SNOW HILL LIBRARY

VI. INITIAL COST ESTIMATE

ITEM	SYSTEM #1	SYSTEM #2	SYSTEM #3	
	EXISTNG SYSTEM	4-PIPE FCU+ERV	CONV. WSHP	
MECHANICAL INSULATION	\$73,450	\$73,450	\$55,250	
FIRE PROTECTION	\$0	\$0	\$0	
PLUMBING	\$0	\$0	\$0	
ROOF DRAINAGE	\$0	\$0	\$0	
PLUMBING/PIPING FIXTURES	\$0	\$0	\$0	
DOMESTIC WATER HEATERS	\$0	\$0	\$0	
PLUMBING EQUIPMENT	\$0	\$0	\$0	
WATER DISTRIBUTION PUMPS	\$91,000	\$91,000	\$65,000	
GAS/FUEL PIPING SYSTEM	\$16,250	\$16,250	\$13,000	
HEATING PIPE/SPECIALTIES	\$84,500	\$84,500	\$65,000	
BOILER TRIM	\$71,500	\$71,500	\$45,500	
WATER TREATMENT	\$19,500	\$19,500	\$39,000	
REFRIGERATION	\$9,750	\$9,750	\$0	
CHILLED/THERMAL STORAGE	\$130,000	\$110,500	\$0	
COOLING PIPE SPECIALTIES	\$110,500	\$97,500	\$84,500	
HEAT EXCHANGERS	\$13,000	\$13,000	\$45,500	
AHU, FAN COILS, VAV	\$104,000	\$91,000	\$0	
POWER VENTILATORS	\$19,500	\$13,000	\$13,000	
DUCTWORK	\$195,000	\$214,500	\$214,500	
AIR OUTLETS/INLETS	\$16,250	\$19,500	\$19,500	
ATC CONTROLS	\$117,000	\$130,000	\$130,000	
TESTING/BALANCING	\$29,250	\$32,500	\$32,500	
CLOSED CIRCUIT EVAP. FLUID COOLER	\$0	\$0	\$97,500	
HEAT PUMPS/VENTILATORS	\$0	\$0	\$143,000	
TOTAL	\$1,100,450	\$1,087,450	\$1,062,750	\$0
<b>TOTALS</b>	<b>\$1,100,450</b>	<b>\$1,087,450</b>	<b>\$1,062,750</b>	<b>\$0</b>

SNOW HILL LIBRARY

VII. ANNUAL COSTS (Cont'd.)

SYSTEM #: 1

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
1. CHILLERS	\$1,250	\$1,200	\$2,450
2. BOILERS	\$1,000	\$1,000	\$2,000
3. PUMPS	\$600	\$400	\$1,000
4. AIR HANDLING UNITS	\$500	\$700	\$1,200
5. FANS: SUPPLY	\$100	\$100	\$200
RETURN	\$0	\$0	\$0
EXHAUST	\$100	\$100	\$200
6. SPLIT & UNITARY EQUIPMENT	\$125	\$150	\$275
7. THRU THE WALL UNITS - PACKAGED TERMINAL AIR CONDITIONING UNITS			\$0
8. HEAT PUMPS			\$0
9. TERMINAL UNITS (VAV BOXES, FCU, ETC.)	\$0	\$0	\$0
SUBTOTAL	\$3,675	\$3,650	\$7,325



SNOW HILL LIBRARY

VII. ANNUAL COST

SYSTEM #: 2

A. ENERGY (TOTAL BUILDING ENERGY USE)

ENERGY SOURCE	UNIT OF MEASURE	ENERGY CONSUMPTION	ENERGY COST	DEMAND CHARGE	TOTAL ENERGY COST
ELECTRIC (ALL YEAR)	KWH	67,167	\$3,449	\$5,801	\$9,250
ELECTRIC (Summer)	KWH				\$0
LP-GAS (ALL YEAR)	THERM	2,612	\$5,669		\$5,669
GAS (Summer)	MCF OR THERM				\$0
STEAM (Winter)	MLB/HR				\$0
STEAM (Summer)	MLB/HR				\$0
FUEL OIL	GALLONS				\$0
COAL	TON				\$0
OTHERS PROPANE	GALLONS				\$0

GRAND TOTAL \$14,919

SNOW HILL LIBRARY

VII. ANNUAL COST (Cont'd.)

SYSTEM #: 2

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
10. HOT WATER CONVERTORS, FTR, Uhs, CUHs, ETC.	\$50	\$50	\$100
11. THERMAL STORAGE TANKS			\$0
12. DOMESTIC WATER HEATERS		\$0	\$0
13. TEMPERATURE CONTROL SYSTEM	\$1,600	\$1,550	\$3,150
14. MISCELLANEOUS EQUIPMENT	\$0	\$0	\$0
SUBTOTAL	\$1,650	\$1,600	\$3,250

GRAND TOTAL \$10,225

SNOW HILL LIBRARY

VII. ANNUAL COSTS (Cont'd.)

SYSTEM #: 3

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
1. CHILLERS	\$0	\$0	\$0
2. BOILERS	\$750	\$750	\$1,500
3. PUMPS	\$500	\$350	\$850
4. AIR HANDLING UNITS	\$250	\$350	\$600
5. FANS: SUPPLY	\$100	\$100	\$200
RETURN	\$0	\$0	\$0
EXHAUST	\$100	\$100	\$200
6. SPLIT & UNITARY EQUIPMENT	\$125	\$150	\$275
7. THRU THE WALL UNITS - PACKAGED TERMINAL AIR CONDITIONING UNITS			\$0
8. HEAT PUMPS	\$200	\$300	\$500
9. TERMINAL UNITS (VAV BOXES, FCU, ETC.)			\$0
SUBTOTAL	\$2,025	\$2,100	\$4,125

SNOW HILL LIBRARY

VIII. SUMMARY

A. LIFE CYCLE COST ANALYSIS

PW FACTOR: 48.97

PROJECT: SNOW HILL LIBRARY LOCATION: SNOW HILL, MD	USING AGENCY WORCESTER COUNTY, MD			DATE: 3/6/2023
	BASE SYSTEM (EXISTING)	SYSTEM #2 (4-PIPE ERV+FCU)	SYSTEM #3 (CWSHP)	
<u>INITIAL COST</u>				
MECHANICAL INSTALLATION	\$1,100,450	\$1,087,450	\$1,062,750	
INCREMENTAL COST OF ARCHITECTURAL COMPONENTS (+ OR - OVER BASE SYSTEM)	\$0	\$0	\$0	
INCREMENTAL COST OF STRUCTURAL COMPONENTS (+ OR - OVER BASE SYSTEM)	\$0	\$0	\$0	
INCREMENTAL COST OF ELECTRICAL COMPONENTS (+ OR - OVER BASE SYSTEM)	\$0	\$0	\$0	
(a) TOTAL INITIAL COST	\$1,100,450	\$1,087,450	\$1,062,750	
<u>ANNUAL COSTS</u>				
ENERGY	\$18,965	\$14,919	\$12,560	
SERVICE	\$5,225	\$5,175	\$5,675	
ROUTINE MAINTENANCE	\$5,200	\$5,050	\$5,300	
(b) TOTAL ANNUAL COST	\$29,390	\$25,144	\$23,535	
(c) PRESENT VALUE OF TOTAL ANNUAL COST: (b) X PW FACTOR	\$1,439,141	\$1,231,227	\$1,152,439	
TOTAL LIFE CYCLE COST: (a) + (c)	\$2,539,591	\$2,318,677	\$2,215,189	

RECOMMEND SYSTEM NO. 3

APPENDIX F

CONSTRUCTION COST ESTIMATES



# Gipe Associates, Inc.

## CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

**ITEM 7**

6719 BROOKS DRIVE

EASTON, MARYLAND

PHONE: 410-822-8688

FAX: 410-822-6306

### CONSTRUCTION COST ESTIMATE

PROJECT: SNOW HILL LIBRARY RENOVATION  
 GAI PROJECT NO: 23001  
 DATE: 03/31/23  
 PREPARED BY: RAK

### GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 12,968  
 FACILITY TYPE: LIBRARY  
 # OF FLOORS: 2  
 ARCHITECT: N/A  
 BASIS FOR ESTIMATE: CODE-A (NO DESIGN COMPLETED)  
 SUMMARY: PRELIMINARY ESTIMATE

MEP RENOVATION OF SNOW HILL LIBRARY	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

### BASE BID COST ESTIMATE

	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	TOTAL COST
HVAC SYSTEM #3 (CWSHP-SEE LCCA)	1.0	LS	\$ -	\$ -	\$1,062,750.00	\$1,062,750.00	\$ 1,062,750.00
PLUMBING SYSTEMS AND FIXTURES	1.0	LS	\$ 100,000.00	\$ 100,000.00	\$ 175,000.00	\$ 175,000.00	\$ 275,000.00
FIRE PROTECTION SYSTEM	1.0	LS	\$ 50,000.00	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 125,000.00
ELECTRICAL POWER	1.0	LS	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00	\$ 130,000.00
LIGHTING AND CONTROLS	1.0	LS	\$ 64,840.00	\$ 64,840.00	\$ 90,776.00	\$ 90,776.00	\$ 155,616.00
FIRE ALARM FOR NEW HVAC	1.0	LS	\$ 8,000.00	\$ 8,000.00	\$ 12,000.00	\$ 12,000.00	\$ 20,000.00
DEMOLITION	1.0	LS	\$ 6,000.00	\$ 6,000.00	\$ 24,000.00	\$ 24,000.00	\$ 30,000.00
COMMISSIONING	1.0	LS	\$ 800.00	\$ 800.00	\$ 15,000.00	\$ 15,000.00	\$ 15,800.00
PHASING	1.0	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
CEILING REMOVAL AND REPLACE	1.0	LS	\$ 45,000.00	\$ 45,000.00	\$ 30,000.00	\$ 30,000.00	\$ 75,000.00
CUTTING AND PATCHING	1.0	LS	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00
STRUCTURAL SUPPORTING HVAC	1.0	LS	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 12,500.00

### COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 334,140.00	\$ 1,579,026.00	\$ 1,913,166.00
<b>TOTAL BASE BID + ALTERNATES:</b>	<b>\$ 334,140.00</b>	<b>\$ 1,579,026.00</b>	<b>\$ 1,913,166.00</b>
<b>TOTAL BASE BID + ALT. COST PER SQUARE FOOT:</b>	<b>\$25.77 PER S.F.</b>	<b>\$121.76 PER S.F.</b>	<b>\$147.53 PER S.F.</b>

### GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	5.0%	\$ 95,658.30	
CONTRACTOR PROFIT	5.0%	\$ 95,658.30	
GENERAL CONDITIONS	5.0%	\$ 95,658.30	
BUILDER'S RISK INSURANCE	1.0%	\$ 19,131.66	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	1.0%	\$ 19,131.66	
PAYMENT BOND & PERFORMANCE BOND	1.0%	\$ 19,131.66	
DESIGN CONTINGENCY	10.0%	\$ 191,316.60	
CONSTRUCTION CONTINGENCY	5.0%	\$ 95,658.30	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		<b>\$ 631,344.78</b>	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 2,544,510.78</b>	<b>\$196.21 PER S.F.</b>

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

**Project Director (Name & Title):**Fulton Holland, Warden: William Bradshaw P.E., County Engineer

**Phone Number:**410-632-1300;410-632-1200 x1150

**Project Summary and Purpose:** This project includes replacement of heating and ventilating equipment and ductwork, controls, fire alarms and electrical for the 1980's original housing units and 1988 work release addition housing unit. Also included is HVAC equipment for corridors and office areas in the 1980 and 1988 building areas and multipurpose rooms. This project includes roof replacement/repair for the original building. Maintenance and replacement of exterior steel coatings, kitchen doors, lighting in renovated areas, building controls and shower enclosures in the 1980/1988 areas are also included.

This project improves the 40 year old building sections heating, ventilating, and air conditioning equipment and will mitigate future outages and disruptions due to leaks and equipment failure. Construction began on this project in the Fall 2022 and is currently 50% complete.

**Project Location:** Worcester County Jail, 5022 Joyner Road Snow Hill, MD

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There are no grant funds included in the project. Bonds and general fund are the source for this project since planning began in 2020.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** There are no mandates to complete this project.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The project does not increase personnel. The project does provide for energy costs savings as a result of more efficient equipment and LED lighting installation estimated at \$40,000 per year. In addition, the Delmarva Energy Efficiency program is pre-approved for a \$35,000 incentive to be paid at the end of the project.

**What is the useful life of the asset/project?** 20 years

**Will this project generate revenue?** No the project does not produce revenue.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						582,000		582,000
Land Acquisition								0
Site Work								0
Construction	275,000					11,058,670		11,333,670
Equipment/Furnishings								0
Other - Please Specify						99,749		99,749

<b>TOTAL</b>	<b>275,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,740,419</b>	<b>0</b>	<b>12,015,419</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						1,059,749		1,059,749
Private Donation								0
Enterprise Bonds								0
General Bonds	275,000					10,680,670		10,955,670
Other - Please Specify								0

<b>TOTAL</b>	<b>275,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,740,419</b>	<b>0</b>	<b>12,015,419</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	(66,992)	(32,000)	(32,000)	(32,000)	(32,000)		0	(194,992)



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

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Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

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

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

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

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

Base estimate is per Gipe Engineering - attached. Construction is awarded to Bancroft Construction (December 2022) and cash flows represent the current project schedule (as of August 2023) - attached. Based on construction cash flow the 2025 cash flow is increased \$100,000. Prior allocation has decreased \$100,000 for the same overall project total budget.

### **CIP Timing.**

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

There are no requested changes at this time. This project is planned to be substantially complete by July 2024. There is some risk that final payments extend beyond July 2024.

### **Urgency.**

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

**CIP Operating Impact Projections**

Project: Worcester County Jail Improvements Phase 2

Department & Signature of Department Head: Warden Fulton Holland

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						0

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

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(200,000)
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs	7,500	7,500	7,500	7,500	7,500	37,500
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other (Estimate of additional building insurance b	500	500	500	500	500	2,500
Delmarva Power Energy Program Incentive Payme	(34,992)					(34,992)
						0
						0
<b>EXPENDITURES</b>						0

**Operating TOTAL**      (66,992)      (32,000)      (32,000)      (32,000)      (32,000)      (194,992)

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						0

**Capital TOTAL**      0      0      0      0      0      0

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

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>(66,992)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(194,992)</b>

Complete the following questions.

**Operating Impacts**

**Employee positions.**

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

**Utility costs.**

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs. Estimated to reduce utility costs \$40,000 per year beginning FY 25.

**Maintenance costs.**

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

Maintenance costs are estimated to increase by \$7,500 due to additional filtration and freeze protection systems beginning FY 25.

**Insurance costs.**

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

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

**Telecommunications.**

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

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

**Furniture, equipment or capital outlay.**

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



# Project Monthly Status Report

# ITEM 7

Project: CWCM0001 - WC Detention Center Ph2

Month Ending: 7/31/2023

Report Date: 08/11/2023

Date	Current/Actual Projected	
	Monthly	Running
1/31/2022		\$0
3/31/2022	\$115,000	\$115,000
4/30/2022	\$5,000	\$120,000
5/31/2022	\$179,000	\$299,000
6/30/2022	\$70,000	\$369,000
7/31/2022	\$152,500	\$521,500
8/31/2022	\$611,000	\$1,132,500
9/30/2022	\$73,515	\$1,206,015
10/31/2022	\$995,500	\$2,201,515
11/30/2022	\$875,000	\$3,076,515
12/31/2022	\$654,000	\$3,730,515
1/31/2023	\$277,000	\$4,007,515
2/28/2023	\$483,000	\$4,490,515
3/31/2023	\$842,000	\$5,332,515
4/30/2023	\$345,500	\$5,678,015
5/31/2023	\$295,006	\$5,973,021
6/30/2023	\$349,000	\$6,322,021
7/31/2023	\$466,500	\$6,788,521
8/31/2023	\$445,800	\$7,234,321
9/30/2023	\$448,000	\$7,682,321
10/31/2023	\$331,000	\$8,013,321
11/30/2023	\$318,000	\$8,331,321
12/31/2023	\$336,425	\$8,667,746
1/31/2024	\$418,000	\$9,085,746
2/28/2024	\$330,500	\$9,416,246
3/31/2024	\$471,500	\$9,887,746
4/30/2024	\$320,500	\$10,208,246
5/31/2024	\$402,000	\$10,610,246
6/30/2024	\$382,500	\$10,992,746
7/31/2024	\$200,500	\$11,193,246
8/31/2024		\$11,193,246
TOTAL:	\$11,193,246	
TOTAL CHECK:	\$11,193,246	\$0



**CONSTRUCTION COST ESTIMATE**

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

**GENERAL PROJECT INFORMATION**

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

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

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

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







**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

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

**CONSTRUCTION COST ESTIMATE**

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

**GENERAL PROJECT INFORMATION**

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

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

**BASE BID COST ESTIMATE**

	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	TOTAL COST
DEMOLITION	1.0	LS	\$ -	\$ -	\$ 287,620.00	\$ 287,620.00	\$ 287,620.00
GYM AHU	1.0	EA	\$ 143,810.00	\$ 143,810.00	\$ 115,048.00	\$ 115,048.00	\$ 258,858.00
CORRIDOR RTU	3.0	EA	\$ 57,524.00	\$ 172,572.00	\$ 43,143.00	\$ 129,429.00	\$ 302,001.00
CRANE	1.0	LS	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00
REFRIGERANT/CONDENSATE PIPE	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 31,638.20	\$ 31,638.20	\$ 74,781.20
HOT WATER PIPE	1.0	LS	\$ 103,543.20	\$ 103,543.20	\$ 135,181.40	\$ 135,181.40	\$ 238,724.60
INSULATION	1.0	LS	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 189,829.20
AUTOMATIC TEMP. CONTROLS (ATC)	1.0	LS	\$ 287,620.00	\$ 287,620.00	\$ 402,668.00	\$ 402,668.00	\$ 690,288.00
RELIEF FAN	12.0	EA	\$ 3,500.00	\$ 42,000.00	\$ 1,500.00	\$ 18,000.00	\$ 60,000.00
TEST AND BALANCE	1.0	LS	\$ -	\$ -	\$ 138,057.60	\$ 138,057.60	\$ 138,057.60
DUCTWORK	1.0	LS	\$ 483,201.60	\$ 483,201.60	\$ 819,717.00	\$ 819,717.00	\$ 1,302,918.60
FIRE PROTECTION	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 109,295.60	\$ 109,295.60	\$ 152,438.60
H&V UNIT	11.0	EA	\$ 30,000.00	\$ 330,000.00	\$ 15,000.00	\$ 165,000.00	\$ 495,000.00
PLUMBING PIPING	2,300.0	LF	\$ 7.00	\$ 16,100.00	\$ 10.00	\$ 23,000.00	\$ 39,100.00
FREEZE PUMPS	15.0	EA	\$ 600.00	\$ 9,000.00	\$ 800.00	\$ 12,000.00	\$ 21,000.00
PLUMBING CHASE	54.0	EA	\$ 800.00	\$ 43,200.00	\$ 1,500.00	\$ 81,000.00	\$ 124,200.00
SHOWERS	17.0	EA	\$ 400.00	\$ 6,800.00	\$ 800.00	\$ 13,600.00	\$ 20,400.00

**COST ESTIMATE SUMMARY**

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

**GRAND TOTAL COST ESTIMATE SUMMARY**

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



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

**CONSTRUCTION COST ESTIMATE**

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

**GENERAL PROJECT INFORMATION**

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

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

**BASE BID COST ESTIMATE**

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

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

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

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

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

**GRAND TOTAL COST ESTIMATE SUMMARY**

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

**CIP Project Name: Public Safety Logistical Storage Facility**

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

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

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

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

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

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

No grants.

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

N/A

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

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

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work						157,500		157,500
Construction	2,887,500							2,887,500
Equipment/Furnishings	52,500							52,500
Other - Please Specify	210,000							210,000
<b>TOTAL</b>	<b>3,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,500</b>	<b>0</b>	<b>3,307,500</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	39,092					157,500		196,592
Private Donation								0
Enterprise Bonds								0
General Bonds	3,110,908							3,110,908
Other - Please Specify								0
<b>TOTAL</b>	<b>3,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,500</b>	<b>0</b>	<b>3,307,500</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Public Safety Logistical Storage Facility**

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Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** The proposed project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the county's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

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

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

The cost estimate was difficult to determine due to the current environment of supplies and materials. The county is currently entered into a contract with Davis Bowen and Friedel to provide architectural and engineering services. At this time the building product cost vary from day to day and have steadily increased over the past several years. There was no scope performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceeding \$1,000,000.00 in value. A square foot estimate is being prepared by DBF. A concern of material cost exist due to the current building industry.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?** There is no CIP timing. This project was driven by the pandemic, the need for LSA storage and to reduce damage to current emergency equipment and vehicles stored outside. In the past several years the county has added to the vehicles and equipment which is stored outside in harsh weather conditions.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** We consider this project critical to Public Safety in Worcester County. Protecting current assets is crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.

March 10, 2023

*Ring W. Lardner, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA, LEED GA  
Jason P. Loar, P.E.  
Jamie L. Sechler, P.E.*

Re: Worcester Co Vehicle Storage Building  
Preliminary Building Budget  
Building Square Footage: 17,657  
140 MPH Wind, Building Risk Category C  
DBF Job # 0085B049.A01

1. Finished Conditioned Square Footage: 246 x \$200.00 =	\$49,200.00
2. Unfinished Heated Square Footage: 13,712 x \$100.00 =	\$1,371,200.00
3. Well:	Item removed using on site well.
4. Sprinkler System	County has a budget price for this item.
4. 250kW Gen Set Installed (1):	\$96,000.00
5. Building Cost:	\$1,516,400.00
6. Site Work:	\$371,335.00
9. Project Cost (2)	\$1,887,735.00

(1) Use \$385 per kW if other genset size is desired, installation costs are included in the building square footage cost.

(2) Does not include Sprinkler System, future Architectural/Engineering Fees, Construction Contingency, Cost Escalations, Builders Rick Insurance, Testing & Inspections, Owner's Contingency, Legal Fees Security and Technology or FF&E Costs.

Sincerely,  
DAVIS, BOWEN AND FRIEDEL, INC.

Christopher L. Cullen, AIA  
Associate/Sr. Architect

CLC

R:\0085\0085B049.A01 Vehicle Storage\2-SD\Program\Budget.docx

# ITEM 7

## Attachment C

LSF Building @ Central Site Lane 13958				Existing Site Parking, Stormwater			Project Total	
Capital Cost Estimate - Phase 1 Estimate Rev Date - 3/22/23								
DBF or Contractor Estimates Area Based or fixed Estimates	Building			Site Development			Project Total	
	13958	GSF	%	1.5	Acre	%	13958	GSF
Divison	Cost	\$/SF	%	Cost	\$/Acre	%	Cost	\$/SF
<u>Construction Work</u>								
1 Finished Cond Space - DBF Est (246 SF)	\$ 49,200.00	200	2.53	\$ -	0	0.00	\$ 49,200.00	200.00
2 Unfinished Heated Space - DBF Est (13712 SF)	\$ 1,371,200.00	100	70.55	\$ -	0	0.00	\$ 1,371,200.00	100.00
3 Tank and Pump Building - DBF	\$ 250,000.00		12.86	\$ -		0.00	\$ 250,000.00	
4 Genset - DBF	\$ 96,000.00	0	4.94	\$ -		0.00	\$ 96,000.00	0.00
5 Integrated Automation	\$ 25,000.00 fix		1.29	\$ -		0.00	\$ 25,000.00	
6 Electrical Utility	\$ -	0	0.00	\$ 22,500.00	15000	5.57	\$ 22,500.00	1.61
7 Communications/IT	\$ 37,200.00 IT		1.91	\$ -		0.00	\$ 37,200.00	
8 Electronic Safety & Security	\$ 115,000.00		5.92	\$ -		0.00	\$ 115,000.00	
9 Exterior Site Improvements (DBF Est)	\$ -		0.00	\$ 371,335.00	0	91.95	\$ 371,335.00	26.60
10 Site utilities (Sanitary & Water)	\$ -		0.00	\$ 10,000.00	10000	2.48	\$ 10,000.00	0.72
Subtotal Cost of Work	\$ 1,943,600.00	\$ 139.25 Base Bldg \$/SF	100	\$ 403,835.00	25000	100	\$ 2,347,435.00	\$ 168.18 Base Bldg + Site \$/SF
<u>General Contractor Services</u>								
1 Preconstruction Services	\$ -	0.00	0.00	\$ -	0.00	0	\$ -	0.00
2 Design Contingency	\$ 117,371.75	8.41	5.00	\$ 8,076.70	5384.47	2	\$ 125,448.45	8.79
3 Construction Contingency	\$ 117,371.75	8.41	5.00	\$ 20,191.75	13461.17	5	\$ 137,563.50	9.37
4 General Conditions (Div 1)	\$ -	0.00	0.00	\$ -	0.00		\$ -	0.00
5 Bond and Insurance	\$ 23,474.35	1.68	1.00	\$ 4,038.35	2692.23	1	\$ 27,512.70	1.87
6 CM Fee	\$ -	0.00	0.00	\$ -	0.00	0	\$ -	0.00
Subtotal Construction	\$ 2,201,817.85	157.75 Bldg \$/SF		\$ 436,141.80	290761.20		\$ 2,637,959.65	188.221143 Bldg+ Site \$/SF
<u>Owners Costs</u>								
1 Schematic Prelim Design	\$ 19,500.00 DBF contract						\$ 19,500.00	
2 Furnishings & AV	\$ 60,000.00		fix				\$ 60,000.00	
3 Permitting Fees + EDU	\$ 14,734.00		fix				\$ 14,734.00	
4 Moving Expenses & Temp Office	\$ -						\$ -	
5 Architect/Engineer Fees Est	\$ 251,500.00 DBF proposal		8				\$ 251,500.00	
6 Testing & Inspection Costs	\$ 20,000.00 geotech \$9k		fix				\$ 20,000.00	
7 Forest Conservation	\$ 25,000.00						\$ 25,000.00	
8 Legal + Insurance								
9 Owner Contingency	\$ 135,933.45		5				\$ 135,933.45	
10 Escalation	\$ 46,948.70		2				\$ 46,948.70	
Subtotal Owners Costs	\$ 573,616.15						\$ 573,616.15	
<b>GRAND TOTAL PROJECT COST</b>	<b>\$ 2,775,434.00</b>	<b>157.7459414</b>		<b>\$ 436,141.80</b>	<b>290761.2</b>		<b>\$ 3,211,575.80</b>	
Total Contingency	\$ 398,945.40		14%					
Project Budget	\$ 3,300,000.00							

**CIP Project Name: Fire Training Tower**

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

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

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

**Project Location:** Fire Training Center

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

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

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

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

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work	300,000							300,000
Construction	1,400,000							1,400,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,700,000							1,700,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>

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

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Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

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

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

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

This cost estimate is provided based on similar projects and based on estimates received from vendors which do this type of work.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?** The replacement of the Fire Training Tower is part of the site plan for the proposed LSA building currently under design and engineering which is to be constructed on the same property located at the Fire Training Center.

### **Urgency.**

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



**CIP Project Name: Outdoor Warning Siren Replacement**

**Project Director (Name & Title): James E Hamilton, JR - Deputy Director DES**

**Phone Number: 410-632-3080**

**Project Summary and Purpose:** This project seek to continue the replacement of the Worcester County outdoor warning system.

**Project Location:** Countywide

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

Not at this time however the department continues to explore grant options.

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

No

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

**What is the useful life of the asset/project?** 20 years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work	400,000							400,000
Construction								0
Equipment/Furnishings	800,000							800,000
Other - Please Specify								0
<b>TOTAL</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,300,000							1,300,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	19,000	19,000	19,000	19,000	19,000	19,000	0
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## **CIP Project Name: Outdoor Warning Siren Replacement**

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Complete the following questions.

### **Project scope.**

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

Scope is a best estimate based on experience in more recent siren replacements along with long lead times and rising costs.

### **County benefit.**

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

Project will ultimately provide for coverage of the majority of most populated areas of the county.

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

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

Cost estimate developed based on experience from previous project coupled with anticipation of continued rising costs.

### **CIP Timing.**

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

No Change

### **Urgency.**

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

Project urgency is based on the continuing aging system in place within major portions of the county. Absent project proceeding as contained herein, staff will continue to provide maintenance and singular replacements of sirens as they fail.

**CIP Operating Impact Projections**

Project:

Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

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

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0

**EXPENDITURES**

Operating TOTAL	0	0	0	0	0	0
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# ITEM 7

Project:

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

Capital TOTAL	0	0	0	0	0	0
---------------	---	---	---	---	---	---

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0

**REVENUES**

Project Revenue TOTAL	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0	0
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Project:

Complete the following questions.

## Operating Impacts

### Employee positions.

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

### Utility costs.

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

### Maintenance costs.

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

### Insurance costs.

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

### Telecommunications.

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

### Furniture, equipment or capital outlay.

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

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

**Project Director (Name & Title):** William Bradshaw, P.E. County Engineer

**Phone Number:** 410-632-1200

**Project Summary and Purpose:**

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

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

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

None Identified

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

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

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

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

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	50,000	200,000	50,000	50,000				350,000
Land Acquisition	0							0
Site Work		600,000	703,852					1,303,852
Construction		1,705,813	1,194,069	511,744				3,411,625
Equipment/Furnishings			50,000	100,000				150,000
Other - Contingency, Permit	37,540	225,240	375,400	112,620				750,799
<b>TOTAL</b>	<b>87,540</b>	<b>2,731,052</b>	<b>2,373,320</b>	<b>774,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,966,276</b>

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

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

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Complete the following questions.

### **Project scope.**

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

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

### **County benefit.**

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

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

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

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

### **CIP Timing.**

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

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

### **Urgency.**

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

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

**CIP Operating Impact Projections**

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

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

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities	8,500	8,500	8,575	8,575	9,000	43,150
Telephone						0
Custodial	1,200	1,200	1,200	1,200	1,200	6,000
Cleaning						0
Maintenance Repairs	1,500	1,500	1,500	1,500	1,500	7,500
Refuse						0
Fire/Security Alarm	1,000	1,000	1,000	1,000	1,000	5,000
Internet						0
Vehicle Expense						0
Other	750	750	750	750	750	3,750
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Operating TOTAL</b>	<b>12,950</b>	<b>12,950</b>	<b>13,025</b>	<b>13,025</b>	<b>13,450</b>	<b>65,400</b>
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# ITEM 7

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

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						0

<b>Capital TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						0

<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>PROJECTED OPERATING IMPACTS</b>	12,950	12,950	13,025	13,025	13,450	65,400
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**Project:** State's Attorney Building Addition

**Complete the following questions.**

## **Operating Impacts**

### **Employee positions.**

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

### **Utility costs.**

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

### **Maintenance costs.**

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

### **Insurance costs.**

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

### **Telecommunications.**

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

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

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

**CIP Project Name: Public Safety Building**

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

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

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

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

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

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

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

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

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		105,000	1,563,775					1,668,775
Land Acquisition								0
Site Work			1,251,020					1,251,020
Construction			9,695,408	27,835,204				37,530,612
Equipment/Furnishings				312,755				312,755
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>105,000</b>	<b>12,510,203</b>	<b>28,147,959</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,763,162</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds		105,000						105,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - General Bond to be re-paid thru VLT			12,510,203	28,147,957				40,658,160
<b>TOTAL</b>	<b>0</b>	<b>105,000</b>	<b>12,510,203</b>	<b>28,147,957</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,763,160</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	261,500	262,500	262,500			786,500
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**CIP Project Name: Public Safety Building**

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Complete the following questions.

**Project scope.**

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

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

**County benefit.**

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

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

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

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

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

**CIP Timing.**

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

**Urgency.**

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

**CIP Operating Impact Projections**

Project: Public Safety Building

Department & Signature of Department Head: Matt Crisafulli

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

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

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities			26,000	26,000	26,000	78,000
Telephone			210,000	211,000	211,000	632,000
Custodial			5,000	5,000	5,000	15,000
Cleaning			10,000	10,000	10,000	30,000
Maintenance Repairs						0
Refuse			1,000	1,000	1,000	3,000
Fire/Security Alarm			7,500	7,500	7,500	22,500
Internet			2,000	2,000	2,000	6,000
Vehicle Expense						0
Other						0
						0
						0

**EXPENDITURES**

Operating TOTAL **0 0 261,500 262,500 262,500 786,500**

# ITEM 7

Project: Public Safety Building

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	0	0	0	0	0	0

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	0	0	0	0	0	0

<b>PROJECTED OPERATING IMPACTS</b>	0	0	261,500	262,500	262,500	786,500
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Project: Public Safety Building

Complete the following questions.

## Operating Impacts

### Employee positions.

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

Employee positions may be increased due to future unfunded mandates.

### Utility costs.

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

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

### Maintenance costs.

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

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

### Insurance costs.

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

Property Insurance costs are unknown at this point in time.

### Telecommunications.

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

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

### Furniture, equipment or capital outlay.

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

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

**CIP Project Name: Cove Landing Road**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Engineer design and construction of 3 new crossroad pipes on Cove Landing Road.

**Project Location:** Cove Landing Road, Bishopville, MD

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

N/A

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

No

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

No

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

25+ years

**Will this project generate revenue? No**

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	70,000							70,000
Land Acquisition								0
Site Work								0
Construction		350,000						350,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>70,000</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>420,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	70,000	350,000						420,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>70,000</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>420,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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**CIP Project Name: Cove Landing Road**

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Complete the following questions.

**Project scope.**

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

We are requesting to hire an engineering firm to design construction drawings to replace 3 failed crossroad pipes located on Cove Landing Road. Once drawings are complete and approved, we are requesting hiring an outside contractor to perform the work detailed in the engineer drawings. Due to the depth of the pipes and the amount of water present, County Road's doesn't have the means to handle this size of project in house. The project would go much smoother and safer for all involved to hire a contractor that can perform the work.

**County benefit.**

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

The residents that utilize Cove Landing Road in their daily travels would benefit directly by having these pipes replaced, as this is the only roadway that access their homes. Delaying or not funding this project will only allow the pipes to deteriorate further and could result in a total road failure, which would completely close off numerous County residents from getting to and from their homes.

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

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

This cost estimate was developed based off past engineer costs on similar related projects.

**CIP Timing.**

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

This project needs to be completed first on the CIP given the current state of the roadway and pipes and the importance that roadway has to the residents who utilize it in their daily commute.

**Urgency.**

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

This project is very urgent and critical based off the current state of the pipes and the roadway. Should that roadway completely fail, the residents would have no means of access to/from their homes. Emergency vehicles would have no access to the homes should that road fail and an emergency arise.

**CIP Project Name: Gradall XL4100-V**

**Project Director (Name & Title):** Kevin Lynch- Superintendent

**Phone Number:** 410-632-2244

**Project Summary and Purpose:** To acquire a new gradall to perform essential daily job duties all through out Worcester County. This will allow each Roads Division shop (Berlin, Snow Hill, and Pocomoke) to have a gradall which will allow the Department to provide the County with better response time and efficiency especially during storm events.

**Project Location:** Worcester County

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

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** General preventative maintenance such as but not limited to filter, tires, batteries, oil etc.

**What is the useful life of the asset/project?** Typically 20+ years

**Will this project generate revenue?** We use our gradalls to install new driveway pipes which is how the Road's Department gains

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings	535,000							535,000
Other - Please Specify								0
<b>TOTAL</b>	<b>535,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>535,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	535,000							535,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>535,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>535,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	536,000	1,000	1,000	1,000	1,000			540,000
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**CIP Project Name: Gradall XL4100-V**

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Complete the following questions.

**Project scope.**

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

N/A

**County benefit.**

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

All citizens and visitors to Worcester County would benefit from this purchase. Adding another gradall to our fleet would allow us to respond to after hour emergency calls for tree's blocking roadways faster by allowing us to house a gradall in each section of the County. It would allow us to continue daily operations should one of our other gradalls break down or is in placed out of service for repairs. This would also allow for quicker response time during snow and storm events as it would be able to service all areas (North, Central, and South) locations within Worcester County.

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

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

Cost estimate was developed based off a quote, dated 10/11/23. We are requesting a straight purchase since this particular piece of equipment we tend to keep for at least 20+ years in our fleet. The quote price is \$535,000.00 which includes a 60" ditching bucket and 42" excavating bucket with bucket carrier.

**CIP Timing.**

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

N/A

**Urgency.**

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

We believe this project is critical given the age of our current gradalls and the importance of their function to not only the Road's Division, but to all the citizens and visitors to Worcester County. Further delaying this project will only allow our current equipment to deteriorate further and cost more in maintenance and also the cost for an replacement Gradall to increase.

**CIP Operating Impact Projections**

Project: Gradall XL4100-V

Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

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

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense	1,000	1,000	1,000	1,000	1,000	5,000
Other						0
						0
						0
<b>EXPENDITURES</b>						

**Operating TOTAL**    1,000    1,000    1,000    1,000    1,000    5,000

# ITEM 7

Project: Gradall XL4100-V

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment	535,000					535,000
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	<b>535,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>535,000</b>
Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>536,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>540,000</b>

**Project: Gradall XL4100-V**

**Complete the following questions.**

## **Operating Impacts**

### **Employee positions.**

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

N/A

### **Utility costs.**

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

N/A

### **Maintenance costs.**

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

Adding a new gradall to our fleet would help to preserve the maintenance costs on the two current gradalls.

### **Insurance costs.**

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

Would be a slight increase to our insurance costs adding a new vehicle to our fleet. Insurance estimate provided by Risk Manager based on similar equipment in our fleet - estimated at \$1,000 per year.

### **Telecommunications.**

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

N/A

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

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

N/A

# ELLIOTT & FRANTZ, INC.

38420 Sussex Highway Delmar, DE 19940

**Territory Manager: David L. Willin**

**Email: david@elliottfrantz.com**

**Cell: 302-858-6973**

**WWW.ELLIOTTFRANTZ.COM**

## PROPOSAL

TO : Worcester County Roads Division  
5764 Worcester Hwy  
Snow Hill, MD 21863

ATTN: Kevin Lynch  
PHONE : 410-632-2244

QTY	DESCRIPTION	LIST PRICE	TOTAL PRICE
1	<b>2023 GRADALL XL4100-V</b>		<b>\$534,583.00</b>
	<b>*OPTIONS</b>		
	AM/FM Radio Upper/Lower		
	Beacon Upper/Lower		
	Rear Step		
	Fire Extinguisher		
	60" Grading Bucket		
	<b>*Last machine in stock with this pricing</b>		
	<b>*Sourcewell Pricing - \$559,000.00</b>		

SUBTOTAL	<b>\$534,583.00</b>
TAX	
TOTAL	<b>\$534,583.00</b>
TRADE-IN	
NET PRICE	

DESCRIBE TRADE-IN

MAKE :	_____
MODEL :	_____
YEAR :	_____
SN :	_____

**CHANGE WITHOUT NOTICE -**

D. Willin  
Authorized By

10/11/2023

Date

**CIP Project Name: Utility Pole Relocation**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E., Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Relocation of utility pole

**Project Location:** St Martins Neck Road, Bishopville, MD 21813

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

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** After the pole relocation County Roads personnel will be constructing a right hand turn lane onto Rt 90. After the construction, routine maintenance will be performed.

**What is the useful life of the asset/project?** Once pole moved, permanent.

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	350,000							350,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	350,000							350,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Utility Pole Relocation**

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Complete the following questions.

### **Project scope.**

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

This project involves the relocation of a utility pole on St Martins Neck Road at the intersection with Rt 90 (photo attached). Once the utility pole is relocated, Worcester County Roads will build a right turn only lane for access onto Rt 90. This will also involve the relocation of the roadside ditch. Currently, there is no right turn only lane which causes a lot of vehicle congestion, safety concerns, and shoulder damage on the County road. Having a right turn only lane will allow for better flow of traffic onto Rt 90 and less vehicle congestion and shoulder damage.

### **County benefit.**

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

This project will impact all Worcester County residents or visitors in this area of Worcester County. The negative impact if not funded will be a continuous congestion problem/safety issues in this area which could possibly result in vehicular accidents.

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

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

### **CIP Timing.**

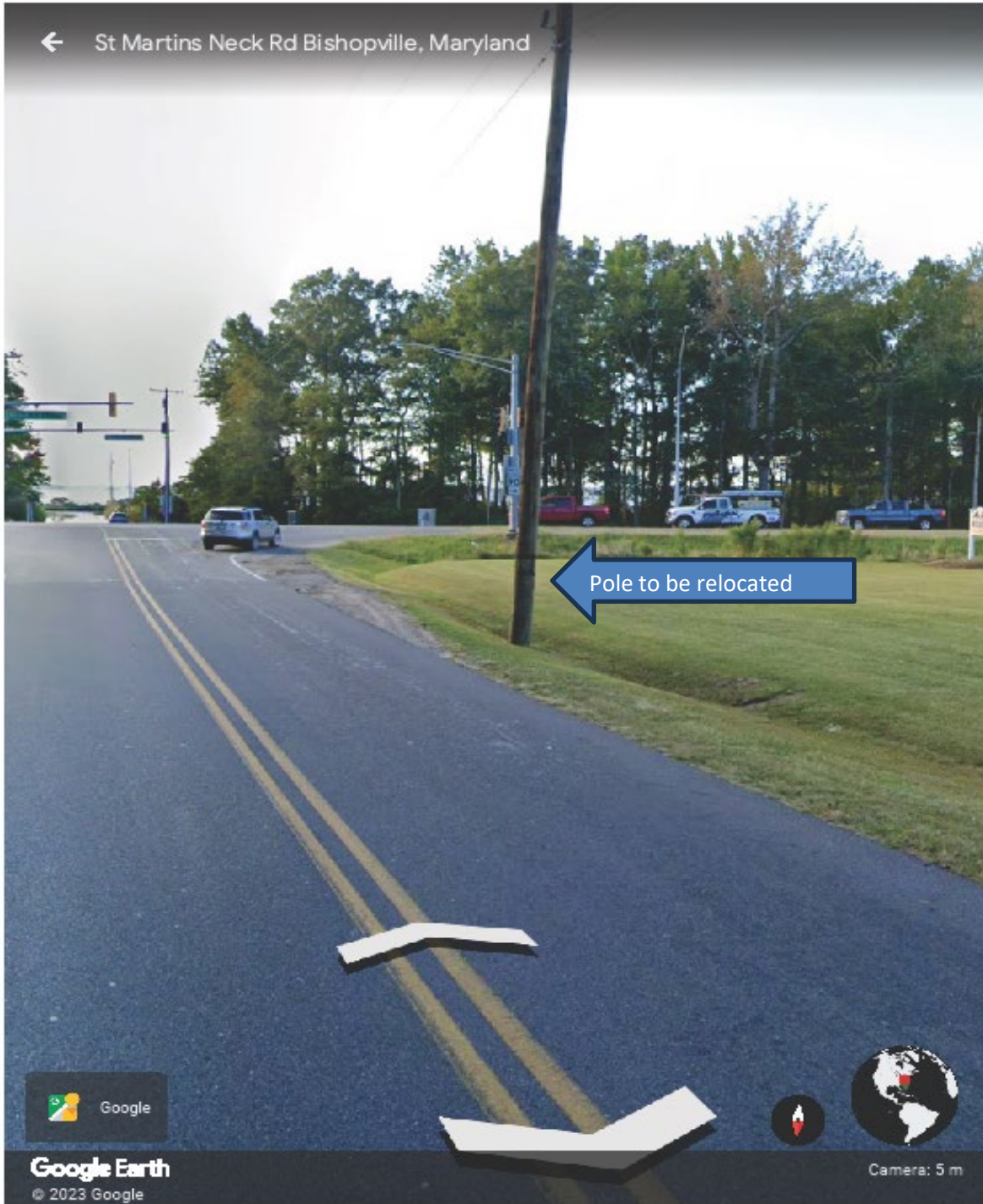
**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need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

N/A

### **Urgency.**

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

We have placed this project in year 2027. This is definitely needed, especially in this particular area; however, it is not immediately critical.



**CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Install a sewer force main bypass line to allow untreated wastewater to flow from the Riddle Farm Service Area to the Ocean Pines WWTP for treatment. This will allow for the Riddle Farm WWTP to be bypassed during emergency plant shutdowns and future rehabilitation without the need for pumping & hauling operations. This will also eliminate the risk of sanitary sewer overflows that are a risk during plant shutdown or failure.

**Project Location:** Riddle Farm WWTP (Riddle Farm Service Area)

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

No

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

No direct mandates, but DPW is at risk of violating discharge permits if pumping & hauling operations continue or if a plant failure resulted in sewer overflows at the plant.

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

No

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

30-40 years

**Will this project generate revenue?**

Yes, this will allow for the Riddle Farm WWTP to stay in-service during the plant rehabilitation.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work								0
Construction	1,000,000							1,000,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,050,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	50,000							50,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Federal Earmark or MDE	1,000,000							1,000,000
<b>TOTAL</b>	<b>1,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,050,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP**

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Complete the following questions.

### **Project scope.**

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

The scope of this project is to design and install a sewer force main running from the Riddle Farm WWTP to the Ocean Pines WWTP. This scope was determined due to the need for the interconnect of the two plants so that raw, untreated sanitary sewerage can be treated during the Riddle Farm WWTP upgrades and during emergency situations that could impact plant operations. The Riddle Farm WWTP has been having issues treating wastewater effectively over the past few years due to ineffective membranes. This project will allow for wastewater to still be treated while the plant is taken offline for rehabilitation.

### **County benefit.**

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

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

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

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

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

### **CIP Timing.**

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

Yes, this bypass force main needs to be done first to allow for raw, untreated wastewater to be directed to another treatment plant while the Riddle Farm WWTP has to be taken offline for rehabilitation.

### **Urgency.**

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

The project is critical and needs to be completed as soon as possible so that raw wastewater flow can be routed to another WWTP while the Riddle Farm WWTP is taken offline for rehabilitation.

**CIP Project Name: Riddle Farm WWTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Rehabilitate the existing WWTP to include new membranes and aeration processes that will increase the treatment capacity of the plant. The overall purpose of this project is to provide a functional plant that has the ability to treat the flows coming to it, rather than having to pump & haul raw wastewater away due to inadequate capacity in the current membranes.

**Project Location:** Riddle Farm WWTP (Riddle Farm Service Area)

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

Yes, Tri-County and Federal Earmarks have already been applied for to cover the entire project budget.

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

No direct mandates, but DPW is at risk of violating discharge permits if pumping and hauling operations continue.

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

No

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

15-20 years, based off of estimated lifespan of membranes at other County-operated facilities

**Will this project generate revenue?**

Yes, additional EDUs will be available as plant capacity will be increased.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work								0
Construction	1,600,000							1,600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Tri County Grant	1,700,000							1,700,000
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0



## **CIP Project Name: Riddle Farm WWTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

The scope of the project was determined via an engineering report by GMB. The original membranes lasted 14 years and were replaced by membranes from an alternate supplier. These alternate membranes are failing and have already been replaced by the manufacturer. It is the intent of this project to replace the faulty membranes and add new membranes from the original membrane supplier to make the operation more reliable and capable of treating higher flows.

### **County benefit.**

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

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional capacity and plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

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

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

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

### **CIP Timing.**

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

Yes, bypass forcemain needs to be done first to eliminate pumping and hauling.

### **Urgency.**

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

The project is critical and needs to be completed as soon as possible.

**CIP Project Name: Mystic Harbour Solids Handling & Storage Building**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Upgrades to the Mystic Harbour Solids Dewatering process which will resolve the dewatering problems at the Mystic Harbor Wastewater Treatment Plant. This project also includes retrofitting the existing storage building as part of its scope of work.

**Project Location:** Mystic Harbour/West OC

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

No

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

No

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

No

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

30 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work								0
Construction	4,200,000							4,200,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,400,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan	2,200,000							2,200,000
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - MDE	2,200,000							2,200,000
<b>TOTAL</b>	<b>4,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,400,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Solids Handling & Storage Building**

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Complete the following questions.

### **Project scope.**

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

This project includes improvement to the Mystic Harbour Wastewater Treatment Plan by construction of needed improvements to the sludge handling facilities. Also, includes rehabilitation of the storage building in order to provide a conditioned space for safe storage of equipment.

### **County benefit.**

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

This project will permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant and provide adequate safe storage of equipment to benefit the Mystic Harbour Service.

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

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

The cost estimate for the Solids Handling and Storage Building improvements were taken from a 2017 Preliminary Engineering Report completed by GMB. This is a complete design, permitting, and construction cost estimate including Construction Admin and Inspection. The two projects were combined as part of a grant application completed by GMB that yielded \$2.2Million in Grant and \$2.2Million in State Loan.

### **CIP Timing.**

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

This was on last years CIP for FY 23 & FY 24 but not funded.

### **Urgency.**

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

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these building improvements are required.



**CIP Project Name: Ocean Pines WWTP Lagoon Expansion**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** This project is to provide an increase in emergency storage capacity in the Ocean Pines WWTP lagoon. In doing so, the increase in storage will provide additional EDU's for sale.

**Project Location:** Ocean Pines WWTP

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

No

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

No

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

No

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

30 years, based off of estimated

**Will this project generate revenue?**

Yes, from the EDU sales.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	250,000							250,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	250,000							250,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE								0

<b>TOTAL</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Ocean Pines WWTP Lagoon Expansion**

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Complete the following questions.

### **Project scope.**

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

This project scope involves the expansion of the Ocean Pines WWTP lagoon storage. EA Engineering provided 100% design early August and a cost estimate. The work includes building a retaining wall around one side of the lagoon to support the soil to account for the 1ft height increase in the berm elevation.

### **County benefit.**

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

This project benefits the Ocean Pines service area to aid in additional capacity and EDU sales for development. The negative impacts are additional growth in the service area could not occur.

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

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

Cost estimate was completed by EA Engineering and revised in March 2023. The project was broken down per unit item and cost per each.

### **CIP Timing.**

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

New Project

### **Urgency.**

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

Yes, this project is critical. This project needs to be completed to provide the Ocean Pines service area additional EDU's allowing for growth and divide the cost of maintenance amongst a greater population of customers.

**CIP Project Name: Rehabilitation, painting and lowering of the Riddle Farm Water Tower**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Painting, Lowering and rehabilitation of the Riddle Farm Water Tower in order to extend the life of the Riddle Farm Water Tower and to lower the tower and bring it to the same hydraulic elevation as surrounding service areas.

**Project Location:** Riddle Farm WTP (Riddle Farm Service Area)

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

Yes, Federal Earmarks and Tri-County Grant funding has been requested in the full amount of cost estimate.

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

No

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

No

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

15-20 years

**Will this project generate revenue?**

Yes, this will allow for efficient operations of the Riddle Farm WTP; hence allowing for water production for the service area.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		600,000						600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		650,000						650,000
<b>TOTAL</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Rehabilitation, painting and lowering of the Riddle Farm Water Tower**

Complete the following questions.

### **Project scope.**

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

Repainting, lowering and miscellaneous improvements to the Riddle Farm Water Tower

### **County benefit.**

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

Extending the life of an important water storage tower. Lowering the tower will allow for better compatibility with adjoining service areas.

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

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

Cost estimate was developed based off of an inspection done by the County's trusted water tower consultant, MWB Tanks.

### **CIP Timing.**

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

No change in timing.

### **Urgency.**

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

Waiting will increase the deterioration and increase rehabilitation cost

**CIP Project Name: Mystic Harbour WTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

**Project Location:** Mystic Harbour

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

Yes, Tri-County and Federal Earmarks have already been applied for to cover the entire project budget.

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

No

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

No

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

40 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		200,000						200,000
Land Acquisition								0
Site Work								0
Construction		1,200,000						1,200,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>

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

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour WTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

### **County benefit.**

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

Project is required to maintain the operation of the Mystic Harbour Water system.

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

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

The cost estimate is from the preliminary engineering study conducted in December 2021. The estimated impact (IF NO GRANT FUNDING WERE TO BE USED) to water debt service (EDUs) will increase the rate by \$7.78 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

### **CIP Timing.**

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

This was on last years CIP for FY 23 & FY 24 but not funded.

### **Urgency.**

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

This facility is the primary supplier of water to the Mystic Harbour and West Ocean City Area

**CIP Project Name: Landings Water Tower Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Painting and rehabilitation of the Landings Water Tower.

**Project Location:** Landings WTP (Landings Service Area)

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

No

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

No

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

No

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

15-20 years, based off of estimated lifespan at other County-operated facilities

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		30,000						30,000
Land Acquisition								0
Site Work								0
Construction		550,000						550,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>580,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		580,000						580,000
<b>TOTAL</b>	<b>0</b>	<b>580,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Landings Water Tower Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks.

### **County benefit.**

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

Extending the life of an important water storage tower

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

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

Estimate developed from water tower inspection in December 2021 and historical costs from other tower painting projects. If a grant is not obtained, the estimated impact to water debt service (EDUs) will increase the rate by \$24.17 per EDU per quarter assuming a 15 year repayment term. This estimate does not factor in interest rates on repayments.

### **CIP Timing.**

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

Second time on CIP

### **Urgency.**

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

Waiting will increase the deterioration and increase rehabilitation cost



**CIP Project Name: Assateague Point Replacement Liner**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. -Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Replacement of the liner at the Assateague Point WWTP Lagoon

**Project Location:** Assateague Point WWTP (Assateague Point Service Area)

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

No grant funds are available.

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

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

30 years, based off of estimated lifespan of liners at other County-operated facilities

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			600,000					600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees		100,000						100,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			600,000					600,000
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Assateague Point Replacement Liner**

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Complete the following questions.

### **Project scope.**

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

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon.

### **County benefit.**

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

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

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

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

Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

### **CIP Timing.**

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

First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

### **Urgency.**

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

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

**CIP Project Name: River Run Sewer Interconnection to Ocean Pines**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

**Project Location:** River Run WWTP (River Run Service Area)

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

No

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

No

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

No

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

40 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,100,000					1,100,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		100,000	1,100,000					1,200,000
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: River Run Sewer Interconnection to Ocean Pines**

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Complete the following questions.

### **Project scope.**

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

This project involves the interconnection of the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

### **County benefit.**

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

This interconnection allows for redundancy in the event of an emergency, unexpected shutdown, or maintenance of one of the connected plants. As a result of this interconnection, sewer flows can be directly sent to a connected treatment plant during shutdown periods which will avoid the need for expensive and intrusive pumping & hauling operations.

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

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

Estimate developed from recent force main installs in Worcester County.

### **CIP Timing.**

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

First time on CIP, requesting the interconnection sooner due to the need to send wastewater flow elsewhere for treatment during the River Run lagoon liner replacement. Once this project is complete, the raw wastewater from River Run can be directed to Ocean Pines for treatment while the River Run WWTP is take offline for the liner rehabilitation.

### **Urgency.**

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

Not funding this project will lead to extremely high pumping & hauling costs that would be incurred during the River Run lagoon liner replacement. The need to resort to pumping & hauling operations could also open up the County to violation of the MDE permit regulations for the treatment plant.

**CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.

**Project Location:** Mystic Harbour/West OC

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

No

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

No

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

No

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

30 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			400,000					400,000
Land Acquisition								0
Site Work								0
Construction			5,600,000					5,600,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>
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	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			6,000,000					6,000,000
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon**

Complete the following questions.

### **Project scope.**

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

Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon. George Miles and Buhr provided the County with a preliminary cost estimate on July 25, 2023 outlining two paths. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was \$8,551,410 and Option two total cost was \$6,209,830.

### **County benefit.**

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

By interconnecting, Public Works would have the ability to store treated effluent during extreme weather events without sending the flow to the Ocean City WWTP (where it would have to be treated again). There is a cost saving to the rate payers by not having to pay for treatment and disposal fees from the Town of Ocean City.

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

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

The cost estimate is based off of George Miles and Buhr provided a preliminary cost estimate on July 25, 2023 outlining two options. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was \$8,551,410 and Option two total cost was \$6,209,830.

### **CIP Timing.**

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

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas. Due to the cost of the project needing to be bonded the project is being moved back to FY26.

### **Urgency.**

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**CIP Project Name: Newark WTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is nearing the end of its useful life.

**Project Location:** Newark WTP (Newark Service Area)

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

No

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

No

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

No

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

40 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			150,000					150,000
Land Acquisition								0
Site Work								0
Construction				2,850,000				2,850,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG			150,000	2,850,000				3,000,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Newark WTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

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

The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed.

### **County benefit.**

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

Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

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

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

The cost estimate is based off of recent estimates for similar engineering estimates for projects in Worcester County.

### **CIP Timing.**

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

This is a new CIP item. Construction funding is added for the last year of the CIP. Engineering/design funding is requested in FY27 in order to have construction documents and permitting complete prior to bidding for construction.

### **Urgency.**

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

This facility is the only supplier of water to Newark Area and needs to be replaced in order to maintain plant resiliency. It is critical to fund the engineering/design/permitting phases sooner as plan development and permitting with the State may take an extended period of time.



**CIP Project Name: River Run Replacement Liner**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Replacement of the liner at the River Run lagoon.

**Project Location:** River Run WWTP (River Run Service Area)

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

No

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

No

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

No

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

30 years, based off of estimated lifespan of liners at other County-operated facilities

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			100,000					100,000
Land Acquisition								0
Site Work								0
Construction				1,100,000				1,100,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
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	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees			100,000					100,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				1,100,000				1,100,000
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **CIP Project Name: River Run Replacement Liner**

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Complete the following questions.

### **Project scope.**

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

Replacement of the liner at the River Run WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypolon liner with a more durable 100 mil thick HDPE liner.

### **County benefit.**

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

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

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

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

Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

### **CIP Timing.**

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

First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

### **Urgency.**

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

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

**CIP Project Name: Mystic Harbour Effluent Disposal Expansion**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network.

**Project Location:** Mystic Harbour/West OC

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

No

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

No

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

No

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

30 years

**Will this project generate revenue?**

Yes, this will free up the sale of additional EDU's currently limited at the Landings development due to inadequate effluent disposal capacity.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design				100,000				100,000
Land Acquisition								0
Site Work								0
Construction				2,000,000				2,000,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG				2,100,000				2,100,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Effluent Disposal Expansion**

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Complete the following questions.

### **Project scope.**

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

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

### **County benefit.**

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

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

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

The cost estimate is based off of similar utility connection projects that have recently taken place in Worcester County.

### **CIP Timing.**

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

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

### **Urgency.**

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**CIP Project Name: Mystic Harbour Water to Riddle Farm**

**Project Director (Name & Title):**Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:**410-632-5623

**Project Summary and Purpose:** Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency.

**Project Location:** Mystic Harbor WTP to Riddle Farm WTP

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

No

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

No

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

No

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

40 years, based off of estimated

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction				1,950,000				1,950,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE				1,950,000				1,950,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Water to Riddle Farm**

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Complete the following questions.

### **Project scope.**

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

This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring underneath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.

### **County benefit.**

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

This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.

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

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

Cost estimate is pending from J.W. Salm Engineering.

### **CIP Timing.**

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

New Project

### **Urgency.**

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

Yes, this project is critical. This project needs to be completed as soon as feasibly possible to provide a interconnect and backup for Riddle Farm. In the event of delay or failure of equipment at Ocean Pines it would result in a water outage for Riddle Farm.

**CIP Project Name: Recreation Center - HVAC replacement**

**Project Director (Name & Title):** Kelly Rados, Director Recreation & Parks

**Phone Number:** 410-632-2144 x2502

**Project Summary and Purpose:**

This project will include a complete replacement of the existing ground mounted packaged rooftop HVAC units for the gym arena at the Recreation Center. The current gymnasium HVAC units are undersized and inadequate. They are 19 years old and past their useful life expectancy of 15 to 18 years.

**Project Location:** Worcester County Recreation Center, 6030 Public Landing Road, Snow Hill, MD 21863

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

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

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

**What is the useful life of the asset/project?** 20 years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	126,000					1,260,000		1,386,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>126,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>1,386,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	126,000					1,260,000		1,386,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>126,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>1,386,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Recreation Center - HVAC replacement**

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Complete the following questions.

### **Project scope.**

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

This project involves replacement of the two current ground mounted packaged rooftop units and incorporating a single zone VAV (supply and exhaust fans) control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for a single zone VAV operations. The project had an analysis completed in 2018 including a detailed scope of the projects and recommendations.

### **County benefit.**

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

This project would benefit citizens that utilize the Recreation Center facility, addressing comfort complaints while attending and participating in Recreation programs and events. Not funding or delaying the project could result in decreased attendance and registration to programs and unsatisfactory working conditions to employees. Delaying the project would result in increased costs trying to maintain the current systems and overall increased project costs due to construction costs continuing to increase.

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

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

The cost estimate was provided by Gipe Associates, Inc. Consulting Engineers. Gipe provided an HVAC Systems Analysis in 2018 for this project. Last year they provided us with an updated cost estimate based on actuals for construction projects similar to what is needed for the Recreation Center, including projections for increased construction. This year we were advised to add an additional 5 to 10% for escalation that has occurred in the last year. Concerns with my estimated would be the continued costs of construction and materials.

### **CIP Timing.**

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

The condenser coils on the outside HVAC units are in bad shape and were scheduled for replacement 5-6 years ago. \$300,000 was earmarked, at the time, for the Recreation Center - HVAC improvements in assigned funds, when the coil replacements were in the works. This work was never completed as pricing came back to high. The units have now aged out and are not worth spending \$30-\$40K per unit for replacement coils.

### **Urgency.**

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

The current HVAC units are not able to maintain the temperatures in the gym arena. The existing cooling set point of 80 degrees is inappropriate for multipurpose area of this size related to temperature/humidity performance. Prolonging the project will incur additional maintenance costs and overall increased projects costs.





**Worcester County,  
Maryland**

[www.co.worcester.md.us](http://www.co.worcester.md.us)

*Worcester County Recreation Center  
Multipurpose Space HVAC Systems Analysis*



 **Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

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P.O. Box 603 1147  
Earlton, Maryland 21031  
(410) 422-8953

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## APPENDIX

Appendix A:	Ground Mounted Rooftop Unit Submittal Data
Appendix B:	Mechanical Specifications
Appendix C:	Original Test and Balance Report
Appendix D:	Service Costs
Appendix E:	Ventilation Calculations
Appendix F:	Heating and Cooling Load Coil Calculations
Appendix G:	Cost Estimate for Option #1
Appendix H:	Cost Estimate for Option #2
Appendix I:	Life Cycle Cost Analysis

**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

W.O.#: 18030

June 19, 2018

Mr. Ken Whited  
Worcester County Dept of Public Works  
6713 Timmons Road  
Snow Hill, MD 21863

Project: Worcester County Recreation Center - Snow Hill, MD  
Reference: HVAC Systems Analysis

Dear Ken:

Thank you for the opportunity to assist you with evaluating the heating, ventilating, and air conditioning (HVAC) systems at the Worcester County Recreation Center Building (Approximately 35,700 square feet) located in Snow Hill, Maryland. The following report summarizes our review and recommendations related to the ground mounted packaged roof units #1 and #2 that serve the Multi-Purpose portion of the building.

### INTRODUCTION

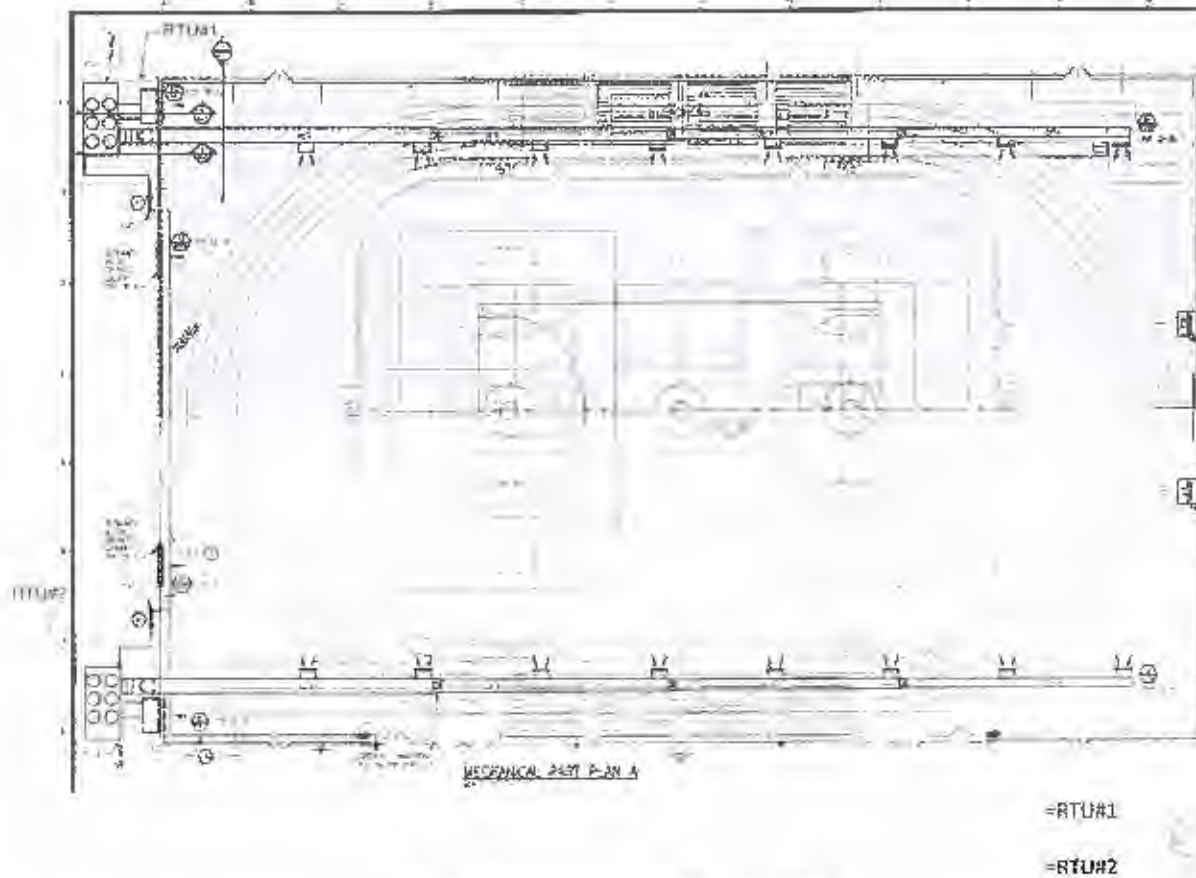
The existing HVAC systems were installed in 2004 and are approximately 14 years old. In addition, there have been many comfort complaints and questions about the installed capacity and it is our hope that you will find that the following report provides a solid overview of the HVAC systems with specific focus on the capacity versus required cooling and heating loads. All of the existing cooling systems contain R-22 refrigerant, which is currently being phased out of use in refrigerant systems in the United States due to ozone depletion in the atmosphere. Therefore, due to the age and condition of the existing HVAC systems and type of refrigerant in the installed cooling systems the time is ideal to consider either equipment upgrades or system replacements.

The following report will review the existing Ground Mounted Rooftop Units #1 & #2, provide ventilation calculation analysis, cooling/heating load calculation analysis and evaluate options for improving the HVAC systems based on the results of our analysis. We also will include all relevant information in the Appendix so that in the future you have a comprehensive location for information related to these two (2) HVAC systems at the Worcester County Recreation Center. First, we will spend some time evaluating and describing the existing HVAC systems.

To assist with describing the HVAC systems we have prepared the following HVAC zoning diagram (See Figure #1) that graphically illustrates what area of the building is served by what HVAC unit.

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

8719 Brooks Drive  
Post Office Box 1147  
Easton, Maryland 21601  
TEL 410.822.8688  
FAX 410.822.6308



**Figure # 1- HVAC Zoning Diagram**  
(Not to Scale)

As shown, the Multi-Purpose portion of the Worcester Recreation Center is basically served by the following types of equipment:

Tag	Equipment Type	Description	Refrigerant Type
RTU #1	Packaged Ground Mounted Rooftop Unit	Constant volume rooftop unit with expansion cooling and propane gas heat	direct R-22
RTU #2	Packaged Ground Mounted Rooftop Unit	Constant volume rooftop unit with expansion cooling and propane gas heat	Direct R-22

**Table #1 – Existing HVAC System Types**

**EXISTING GROUND MOUNTED PACKAGED ROOFTOP UNITS**

As graphically illustrated, the majority of the Worcester County Recreation Center is heated and cooled with packaged ground mounted rooftop HVAC units located outside on grade as shown in Photograph #1 and #2.



Both Rooftop units are direct expansion rooftop units utilizing R-22 refrigerant for cooling and propane gas furnaces for heating. As shown in Figure #1 above, each unit serves half of the building. We were able to obtain a portion of the original submittal data and the same has been included in Appendix A.

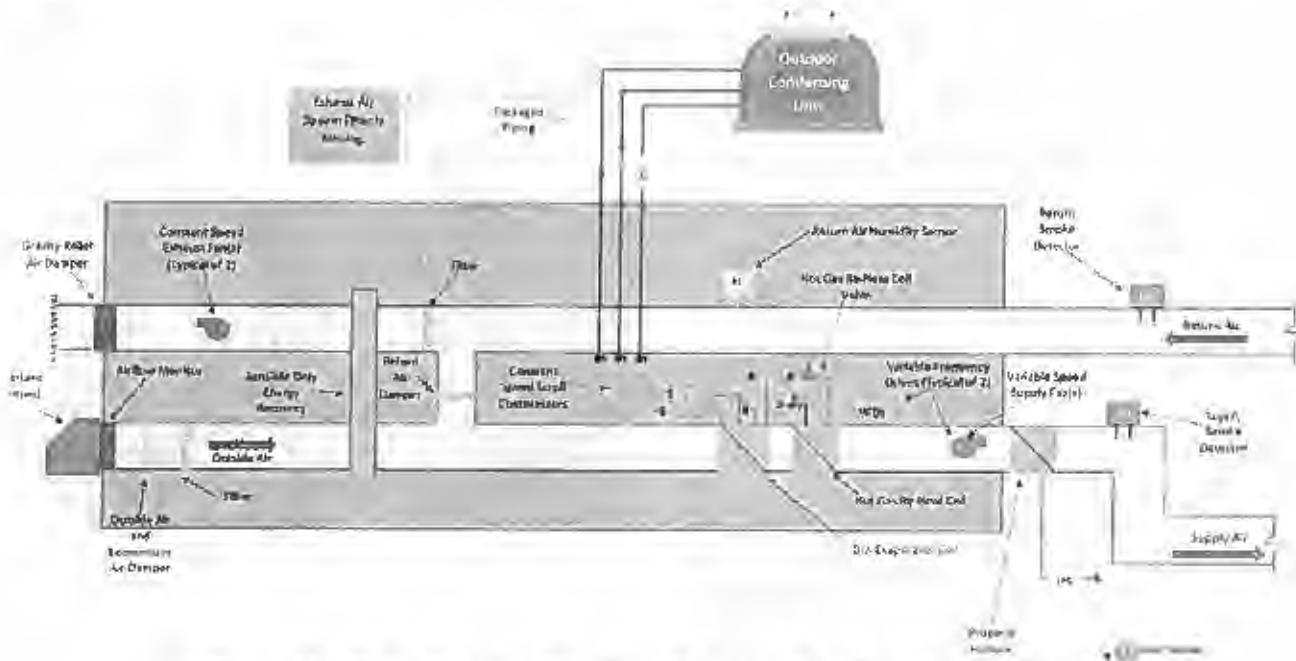


Photograph #1 – Existing RTU #1



Photograph #2 – Existing RTU #2

**GROUND MOUNTED PACKAGED ROOFTOP UNITS #1 AND #2**



**Figure #2 – Typical Ground Mounted Packaged Rooftop Unit Schematic**

As shown in Figure #1, Ground Mounted Packaged Rooftop Unit #1 serves the Southwest portion of the Multi-Purpose Area and Ground Mounted Packaged Rooftop Unit #2 serves the Northeast portion of the Multi-Purpose Area. The existing units have the following characteristics/capacity data as shown in Table #2:

Unit	Model #	Serial #	Air Flow Rate (Per TAB Report)	Nominal Cooling Capacity	Nominal Heating Capacity	Outside Air Flow Rate
RTU#1	RN04030AB04-72	200408-ANGV00467	15,000 cfm	40 tons	437,000 btu/hr	5,150 cfm
RTU #2	RN05030AB04-72	200408-ANGW00468	14,000 cfm	50 tons	437,000 btu/hr	5,150 cfm

**Table #2 – RTU Data**

In addition as shown in Figure #2, both ground mounted rooftop units include the following components:

1. Economizer damper with enthalpy control.
2. Multiple Power Exhaust Fans
3. Duct Smoke Detectors (supply and return duct streams)
4. Multiple Scroll Compressors
5. Multiple Condenser Fans
6. Multiple Supply Air Fans with Variable Frequency Drives
7. Hot gas re-heat coils and return air humidity sensors.
8. Outside air/return air dampers.
9. Sensible heat energy recovery wheels.
10. Programmable thermostats.
11. Ductwork for air distribution.

Next, we will review items we noted during our field survey on May 11, 2018.

**EXISTING THERMOSTATS**

The existing thermostats are typical Honeywell touch screen Residential Type thermostats. As shown in Photograph #3, the thermostats are not protected with guards. We would highly recommend that wire guards be installed on the thermostats to protect the same against projectiles such as balls from hitting and damaging the same.



**Photograph #3 – Existing Space Thermostats**

In addition, the existing thermostats are standalone thermostats and we would highly recommend that the HVAC equipment in the Worcester County Recreational Center be connected to a web based direct digital control system to allow remote monitoring, scheduling, and set point adjustment. Next, we will discuss the sequence of operation.

**ROOFTOP UNIT SEQUENCE OF OPERATION**

The original contract documents did not include a control diagram. However, the specifications did include a sequence of operation which has been copied below for convenience:

*A. VVT System*

1. Provide control panel for a space temperature zoning system that will allow for automatic system changeover from heating to cooling and the reverse from any zone.

*Control shall be for two stages heat and two stages cooling. Purge timer between heating and cooling changeovers shall be adjustable from two to three and a half minutes. Auto changeover time shall be field selected as five or ten minutes. LED lights shall indicate system operation and damper movement.*

**B. Control Sequence of Operation:**

**1. Control sequences of operation shall be as follows:**

- 1. Multipurpose/Gym: Space thermostat program function shall energize RTU-1 and 2 in stages. First stage heat or cool shall energize RTU-1, second stage heat or cool shall energize RTU-2. Space temperature setpoints shall be 68°F heating (adjustable) and 80°F cooling (adjustable). RTU's shall control their heating, cooling, dehumidification, and outdoor air functions by their factory furnished controls. When in heating mode, ceiling fans shall be energized. Provide space CO<sub>2</sub> sensor to energize RTU outdoor air dampers to maintain setpoint (1000 ppm, adjustable).*

As indicated, the sequence of operation is very minimal and reviewing the same indicates the existing ground mounted packaged rooftop units have the following automatic temperature control strategies:

1. Staged capacity control for cooling using the rooftop units in a lead/lag fashion.
2. 2 Stages minimum for heating/cooling at each unit.
3. Active Dehumidification utilizing hot gas re-heat.
4. Demand Controlled Ventilation
5. Automatic changeover from cooling to heating and vice versa.

In addition, as indicated in the control sequence the space temperature setpoints in heating/cooling were indicated to be 68°F and 80°F, respectively. These setpoints are extremely low for heating and extremely high for cooling. In fact, the cooling set point of 80°F is so high that proper humidity control was likely a problem with the existing units due to poor part load performance when trying to maintain such a high temperature in cooling mode.

Furthermore, while we were onsite performing our survey we did not find the units properly staging in a lead/lag fashion. There were only about 25 people in the track area of the Multipurpose space and both rooftop units were operating. Due to the size of the space and potential high occupancy load we would recommend that a single zone VAV control strategy be implemented for the Multi-Purpose portion of the building. We will further discuss this strategy later in the report.

### **AIR DISTRIBUTION SYSTEM**

As previously mentioned, the interior ductwork is a non-metallic duct system as shown in Photograph #4. The non-metallic ductwork was manufactured by ductsox and we feel the same is in good shape and was a very good choice for the application. We find the existing ductsox to be quiet and we did not notice any condensation, so regardless of what HVAC options are considered, we would recommend re-use of the same and if additional ductwork is required incorporate additional non-metallic ductwork.



The exterior ductwork is metallic ductwork with an exterior insulation system as shown in Photograph #5.



**Photograph #4 – Non-Metallic Duct System with Blue DuctSox**



**Voids in Jacketing**

**Photograph #5 – Exterior Metallic Ductwork**

As shown in Photograph #5, the exterior ductwork does have a metallic jacket, but the same has numerous openings in the supply and return ductwork. We would recommend that all tears, voids, and openings in the exterior duct jacketing be repaired and sealed to prevent the entry of water.

**SMOKE EVACUATION SYSTEM**

While we are discussing the air distribution system we thought we should also mention the smoke evacuation system. The smoke evacuation system is not directly related to the ground mounted rooftop units. However, as shown in Photograph #6 and #7, the smoke evacuation exhaust fan and intake louvers are very large creating a path for infiltration at the dampers. We would recommend that these dampers include seals on the damper blades to reduce leakage which would impact the facilities climate control systems and operating costs.



**Smoke evacuation system exhaust fans**

**Photograph #6 – Smoke Evacuation System Exhaust Fans**



**Photograph #7 – Smoke Evacuation Intake Louver**

Next, we will review specific ground mounted packaged rooftop unit deficiencies.

**EXISTING ROOFTOP UNIT DEFICIENCIES**

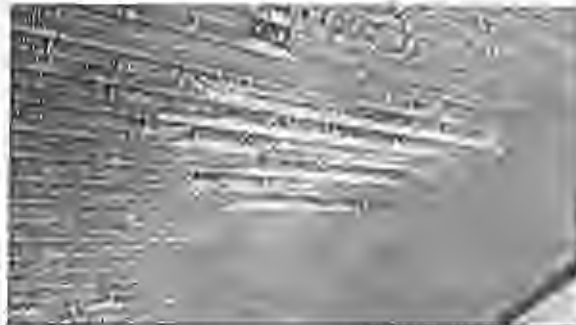
Due to the ground mounted packaged rooftop units #1 and #2 being the primary focus of our study, we thought it prudent to dedicate a section of our report just to rooftop unit deficiencies noted during our May 11, 2018 field work as follows:



### ***Condenser Coil Fins***

As shown in Photograph #8, the existing condenser coil fins on both units are damaged beyond repair.

It is our understanding that the condenser coil fins were accidentally cleaned with a caustic cleaner that was not intended to be left on the fins for a prolonged time, but was accidentally applied and remained on the fins for too long resulting in complete deterioration of the fins. We just "touched" the fins during our survey and the same crumbled immediately. The condenser coils and all tubing would need to be replaced completely to provide proper heat transfer during the cooling season. This is the most severe deficiency and the highest cost deficiency and the only way to correct the same would be evacuation of the refrigerant, replacement of all condenser coil parts and re-testing of the same. Due to the age of the existing equipment and difficulty in performing this corrective action we were forced to evaluate refurbishment versus new units which we address later in this report.



**Photograph #8 – Damaged Condenser Coil Fins**

### ***Energy Recovery Wheels***

The original drawings do not indicate energy recovery wheels on the schedules. We do not have the specifications so we could not verify if the existing units were specified with energy recovery wheels, nonetheless, both ground mounted packaged rooftop units do contain sensible only energy recovery wheels as indicated in the original submittal –Appendix A. The original sequence of operation does not mention the control of the same. However, we found that at both ground mounted rooftop units the sensible only energy recovery wheels were "off" and the exhaust fans were "off". We suspect the reasons for the sensible only energy recovery wheels being turned "off" are as follows:

1. The sensible energy recovery wheels were found to be severely fouled preventing proper energy recovery.
2. The inlet side of the exhaust portion of the sensible energy recovery wheels were found to be not filtered which explains item #1 above.

The typical sensible energy recovery wheel is shown in Photograph #9 below.

Upon close inspection you will see that the heat transfer fins are very dirty and fouled. Until long term decisions are made for the ground mounted packaged rooftop units we would recommend that the ERV wheels be cleaned and a filter housing be installed upstream of the same on the exhaust side of the ERV wheels. In addition, the minimum outside air would need to be tested to make sure the proper ventilation air flow rate is being provided at all occupied times. Currently, the existing ground mounted rooftop units are not providing fresh air to the building, which violates ASHRAE 62.1 – Ventilation for Acceptable indoor Air Quality Requirements!



**Photograph #9 – Existing Energy Recovery Wheel**

The deficiencies associated with the damaged condenser coils and the inoperable and dirty sensible energy recovery wheels were the most severe deficiency items noted that essentially render the existing units ineffective in conditioning the building. In addition, to these two major deficiency items we noted the following minor deficiency items summarized in Table #3.

Minor Deficiency	Impact/Impairment
<b>Economizer Cycle disabled on both units</b>	Results in higher energy consumption during times of the year when cooling is required and ambient air is cold enough to provide "free" cooling.
<b>Condensate traps serving cooling coils are too small (i.e. 3/4")</b>	The existing traps were only 3/4" in size. The condensate traps for equipment of this size should be 1-1/4" minimum. We would recommend two (2) traps per unit to provide proper condensate removal.
<b>Relief/exhaust air fans were disabled.</b>	This is related to the economizer control. Without proper relief/exhaust air when fresh air is provided the space will over-pressurize.
<b>Outside air dampers on both units were closed even during occupied periods.</b>	Prevents code required ventilation from being provided to the breathing zone of occupants.
<b>The relief/exhaust dampers are barometric type not motor operated.</b>	Barometric or gravity dampers do not relieve air at partial economizer or when outside air is lowered during demand control ventilation mode.
<b>Constant speed exhaust fans.</b>	The use of constant speed exhaust fans results in higher noise levels, poor capacity control, and higher than needed fan speeds. We would recommend variable speed exhaust fans.
<b>Service platforms are only on one side of the units.</b>	Makes it difficult to service the rear side of each unit. We would recommend that the existing service platforms be extended to serve both side of the units.
<b>The fan wheel on RTU #1 that is closest to the access door is wobbling.</b>	This indicates a mass imbalance of the fan wheel likely due to dirt. This would require analysis by a vibration consultant.
<b>The original sequence indicates the outside air dampers should remain closed until the carbon dioxide level gets the 1,000 ppm.</b>	This does not meet code (i.e. <u>ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality</u> ) requirements. The outside air must be provided at all times. The only value that can deviate during occupied periods is the "people component" of the ventilation air flow rate which is directly related to space CO <sub>2</sub> levels.

**Table #3 – Rooftop Unit Deficiencies/Impacts**

The ground mounted packaged rooftop Units serve the main Multi-purpose area of the facility and it is our understanding that the original expected peak people load for this space was expected to be substantial. We will further discuss this later in the report when we review the engineering calculations. However, it is worth noting that the original control portions of the mechanical specifications (See Appendix B – Mechanical Specifications) indicated that both units were supposed to be provided with space carbon dioxide sensors (CO<sub>2</sub>) that would modulate the outside air flow rate to maintain the space CO<sub>2</sub> level at 1,000 parts per million (ppm) by modulating the outside air damper to the minimum position

when less people were in the room. We feel that this was a good intent of the original design, but we doubt if the same is operating as intended because there is no mention of the same being tested in the original Test and Balance Report. If the CO<sub>2</sub> sensors were installed we highly recommend that the same be calibrated and the sequence of operation along with outside air flow measurement be verified.

Due to its importance to comfort and performance, Gipe Associates took a considerable amount of time to review the original Test and Balance (TAB) Report from when the project was first "turned over" to the Worcester County Department of Public Works. We were able to obtain a copy of the 2007 TAB Report and we feel that we should review the same because many of the findings are very interesting and need to be addressed. The next section of our report reviews the 2007 TAB Report and provides recommendations based on our review.

**REVIEW OF THE ORIGINAL TEST AND BALANCE REPORT**

The original Test and Balance Report dated August 2007 was obtained by Gipe Associates, Inc. from Ken Whited for our use in preparing our study. (Refer to the Appendix C.) We are not confident that this was the final Test and Balance Report, but it was the only data we were able to obtain after contacting multiple sources. Due to testing/balancing's importance to the performance of HVAC (Heating, Ventilating, and Air Conditioning) systems, we feel it was prudent to review the same and note any observations. The complete Test and Balance Report is included in the Appendix C and our summary of observations are provided below.

Test and Balance Report Observations	Recommendations
1. Duct detectors were not tested.	Test fan shut-down and record results.
2. No coil temperature readings were taken in heating or cooling mode.	Dry bulb and wet bulb temperatures of all coils and across all energy recovery devices should be tested and recorded in both heating mode and cooling mode to verify performance.
3. Page #1: Rooftop Unit #1 air flow rate was below design by 6%.	This is acceptable in the industry.
4. Page #1: RTU #1: VFD output could not be increased to achieve the design air flow rate.	This would require investigation of drives/motor BHP. However, it does explain why the total air flow rate was below design.
5. Page #5: RTU #1 exhaust air flow rate was found to be 8% high.	We would recommend slowing fan down to within 5% of design air flow rate.
6. Page #7: RTU#2 supply air flow rate is 14% below design air flow rate.	Investigate duct leakage, seal openings, and re-test air flow rates.
7. Page 11: RTU#2 exhaust air fans are 6% high.	This is acceptable.

**Table #4 – Summary of Test and Balance Report Observations**

We hope that based on our review of the TAB Report that it is obvious that the original testing and balancing work was not complete nor, to the best of our knowledge, did any of the noted issues actually get addressed. If this is the case and this was the only TAB Report produced then we highly recommend that the entire system be Tested and Balanced and the same be retro-commissioned to verify not only proper air flow rates, but also verify temperatures, setpoints and the sequences of operation.

Next, we will review the current utility costs.

**CURRENT UTILITY COSTS**

Worcester County Public Works provided the building's utility costs for the Worcester Recreation Center as shown in Table #5.

FY 2016/17 Utility Charges			
Month	Propane Charges	Electric Charges	
	Sandpiper	Delmarva Power	Washington Energy
Jul-16	\$124.99	\$2,612.29	\$4,385.20
Aug-16	\$4,258.02	\$2,483.80	\$3,754.40
Sep-16	\$5,812.56	\$2,331.17	\$2,378.80
Oct-16	\$125.28	\$1,709.70	\$2,325.60
Nov-16	\$514.07	\$1,703.96	\$2,728.32
Dec-16	\$1,456.41	\$1,916.25	\$2,568.24
Jan-17	\$5,411.33	\$1,688.70	\$2,310.72
Feb-17	\$3,147.63	\$1,513.51	\$2,157.60
Mar-17	\$1,382.31	\$1,615.53	\$1,976.64
Apr-17	\$608.77	\$1,938.56	\$2,519.52
May-17	\$227.06	\$2,421.01	\$4,039.20
Jun-17	\$4,455.49	\$3,652.66	\$4,066.00
	<b>\$27,523.92</b>	<b>\$25,587.14</b>	<b>\$35,210.24</b>

Budget Year	Propane Charges	Electricity Charges	Grand Total
FY 13 - 14	\$39,496.07	\$38,690.72	\$78,186.79
FY 14 - 15	\$33,921.30	\$42,609.24	\$76,530.54
FY 15 - 16	\$22,067.68	\$50,285.17	\$72,352.85
FY 16 - 17	\$27,523.92	\$60,797.38	\$88,321.30
FY 17 - 18	\$26,638.94	\$38,588.97	

\*\*Propane and Electrical Expenses in FY 17 - 18 are based on expenses through January.

**Table #5 – Utility Costs (Propane and Electric)**

The last full year of data was fiscal year 2016/2017 which resulted in a propane cost of \$27,523.92 and electrical cost of 60,737.38 for a total yearly utility (energy) cost of \$88,321.30. We realize these utility costs are for the entire building and not just our portion (Multi-Purpose) of the building we are evaluating. However, if you utilized the current square footage of the entire building which is 52,150 ft<sup>2</sup> and divide the same into the total energy cost the result is \$1.69/ft<sup>2</sup> which is reasonable for this type/size building. However, keep in mind that the outside air dampers currently being closed are preventing proper ventilation which artificially lowers utility costs. Therefore, in the future with proper code required ventilation air the utility costs are likely to rise.



**SERVICE COSTS**

The existing packaged ground mounted rooftop units have experienced numerous operational issues. Some of the operational issues were normal components wearing out. However, for equipment that is only 14 years old, we find the service costs to be excessive. As indicated in Appendix D the service costs for the existing packaged ground mounted units is in excess of \$33,000 since 2009. We believe a major contributor to the excessive service costs were the following (2) major deficiencies previously discussed.

1. The damaged condenser coil fins.
2. The disabling of the sensible energy recovery wheel system.

The proposed options discussed later in the report will address both operational issues and should lower service costs substantially.

**OWNER'S PROJECT REQUIREMENTS**

Prior to performing detailed engineering calculations we felt it was important to document the Owner's Project Requirements regarding the peak occupancy and temperature set points for the multipurpose portion of the building as follows in Table #6:

<b>2017 Monthly Attendance Totals</b>		<b>Notes:</b>
January	7,028	1. Track meets are held on Wednesdays in December & January. 2. The average attendance for a track meet is 613. 3. During track meets/tournaments the temperature is lowered to prevent athletes from getting overheated.
February	6,662	
March	1,915	
April	1,885	<b>Recreation Center Hours of Operation</b> Monday – Thursday: 6:00am – 9:00pm Saturday: 6:00am – 5:30pm Open Saturdays (six months a year): January, February, March, September, October & November Closed Saturdays (six months a year): April, May June, July, August, & December
May	2,116	
June	2,111	
July	1,743	
August	1,866	
September	2,141	
October	3,723	
November	2,800	
December	3,686	
<b>Total</b>	<b>36,676</b>	

**Table #6: Worcester County Recreation Center 2017 Yearly Attendance/Peak Occupancy**

The peak occupancy during track meets is 613 people. During our discussions with staff and the Wicomico County Department of Public Works it was mutually agreed upon to use 1,000 people as the peak design occupancy. Therefore, the engineering calculations for determining ventilating loads and subsequent cooling loads were both based on a peak occupancy of 1,000 people.

**SET POINTS**

As indicated in Table #7 below the interior design temperature for heating is 68°F and the interior design temperature for cooling during track meets is 68°F. However, track meets occur in the winter months so for cooling load calculations we utilized 72°F as the cooling design temperature. These values were utilized for the heating and cooling loads and also for the preliminary selections of the replacement units.

Gymnasium Thermostat in Heating Mode		
Day Temperature	68°F	
Night Temperature	65°F	
Track Meets	68°F	
Tournaments	68°F	
Monday – Thursday	On: 5:00am	Off: 10:00pm
Friday	On: 6:00am	Off: 5:30pm
Saturday	On: 7:00am	Off: 5:30pm
Sunday	On: 12:00pm	Off: 4:00pm
Gymnasium Thermostat in Cooling Mode		
Day Temperature	72°F	
Night Temperature	75°F	
Track Meets	68°F	
Tournaments	68°F	
Monday – Thursday	On: 5:00am	Off: 9:00pm
Friday	On: 5:00am	Off: 5:30pm
Saturday	Closed (Unit on 78°F all day, per Don)	
Sunday	Closed (Unit on 78°F all day, per Don)	

**Table #7: Setpoints/ Schedules**

Next, we will review our engineering calculations which are based on the previously mentioned peak occupancy load of 1,000 people, 68°F heating mode setpoint temperature, and 72°F cooling setpoint temperature.

**ENGINEERING CALCULATIONS**

*Ventilation Calculations*

Due to its contribution to load calculations and the health and well-being of the staff and visitors to the Worcester County Recreation Center, we have calculated the ventilation or fresh air flow rates needed to properly ventilate the portions of the Building served by Ground Mounted Packaged Rooftop Units #1 and #2. One of the most important criteria for determining the ventilation air flow rates besides the square footage of each room is the expected peak people density. Gipe Associates requested feedback from the staff at the Worcester County Recreation Center and they provided the following people count (See Table #8 below) for our use in ventilation calculations and load calculations.

Room Name/Number	square Footage	Owner Desired Occupancy for Load Calculations
A-100 Fitness Arena – Multipurpose (1/2) – RTU #1 – South	17,625	500 (Seated at Rest)
A-100 Fitness Arena – Multipurpose (1/2) – RTU #2 – North	17,625	500 (Seated at Rest)

**Table #8: Owner Desired Occupancy per Room**

Based on ASHRAE 62.1- Ventilation for Acceptable Indoor Air Quality criteria, we calculated the ventilation requirements (See Appendix E) for each HVAC system as shown in Table #9 below:

HVAC System	Original Ventilation	Calculated Ventilation	% Difference
	Air Flow Rate	Air Flow Rate	
RTU #1	5,150 CFM	4,450 CFM	-15%
RTU #2	5,150 CFM	4,450 CFM	-15%

**Table #9: Ventilation Airflow Rate Summary**

As indicated, the original ventilation air flow rates are slightly higher than what we calculated. This is primarily a result of our using the current occupancy counts based on Table #8, which are likely much lower than what was utilized when the building was originally designed.

Now that we have determined the correct amount of ventilation air for each HVAC system we can calculate the cooling and heating loads utilizing the same.

**Heating and Cooling Load Calculations**

Prior to making recommendations relative to the existing HVAC improvements/replacement, we feel it is prudent to verify the capacities and total air flow rates of the existing HVAC systems.

The existing HVAC units serve various spaces as previously illustrated in Figure #1. We have utilized an hourly analysis load program (Carrier HAP Version 5.01) to determine the capacities, air flow rates, and ventilation air flow rates.

The capacity or heating/cooling load calculations are based on the following assumptions in Table #10:

<b>Heating Coil Leaving Air Condition</b>	95°F DB
<b>Cooling Coil Leaving Air Conditions</b>	53°F DB, 52°F WB
<b>Wall U-Value =</b>	0.081 Btu/hr/s.f./°F
<b>Roof U-Value =</b>	0.049 Btu/hr/s.f./°F
<b>Window U-Value =</b>	0.766 Btu/hr/s.f./°F
<b>Lighting Power Density Average =</b>	2.0 watts/ft <sup>2</sup>
<b>Interior Plug Load Average Density =</b>	0 watts/ft <sup>2</sup>
<b>Space Interior Design Condition Heating =</b>	68°F DB
<b>Space Interior Design Condition Cooling =</b>	72°F DB, 60%RH (max)
<b>Infiltration Air Flow Rate =</b>	0.1 CFM/s.f.
<b>Ambient Design Condition Heating =</b>	10°F DB
<b>Ambient Design Condition Cooling =</b>	95°F DB 78°F WB

**Table #10 - Heating/Cooling Load Calculation Assumption**

Based on the above assumptions the heating/cooling load coil calculations were performed (See Appendix F) and compared to the original HVAC units' performance data as follows in Table #11:

	Original Schedule Coil Data	Calculated Coil Load Values	% Difference
RTU #1	Heating Capacity	437,000 btu/hr	366,929 btu/hr +16%
	Cooling Sensible Capacity	363,840 btu/hr	488,858 btu/hr -26%
	Cooling Total Capacity	521,240 btu/hr	706,418 btu/hr -26%
	Supply Air Flow Rate	16,000 cfm	17,500 cfm -9%
RTU #2	Heating Capacity	437,000 btu/hr	366,929 btu/hr +16%
	Cooling Sensible Capacity	421,060 btu/hr	488,858 btu/hr -14%
	Cooling Total Capacity	664,440 btu/hr	706,418 btu/hr -6%
	Supply Air Flow Rate	16,000 cfm	17,500 cfm -9%

**Table #11 Heating/Cooling Coil Load Calculation Summary**



Please note, the calculations above, also include the heating and cooling load for the ventilation airflow rate calculated in the previous section of the report. The loads are based on the use of an enthalpy (total) energy recovery wheel for pre-treatment of outside air with a minimum energy recovery efficiency of 70%.

As indicated in Table #11, the installed equipment capacities are below the calculated required capacities for each of the HVAC systems. The major contributors to this scenario are as follows:

1. The actual people counts result in higher space latent loads requiring lower leaving coil air temperatures than the original HVAC units can produce on peak days.
2. The original design relative humidity setpoint was much higher than the 60% value we utilized.

It is safe to say that the existing HVAC systems are substantially undersized for the current expected peak cooling loads, ventilation loads, and design setpoints. The undersizing will in the future and has in the past resulted in poor temperature/humidity control and higher than necessary utility costs. The next section of the report will review HVAC options based on the results of our calculations.

### HVAC OPTIONS

As previously stated the main goals of evaluating the HVAC systems at the Worcester County Recreation Center are as follows:

1. Prolong the life of replacement HVAC equipment.
2. Incorporate energy recovery if possible.
3. Improve the temperature/humidity in the building.
4. Improve ventilation in the building.
5. Provide automatic temperature controls that allow monitoring, trending, scheduling, and remote adjustments of set points.
6. Improve reliability of the HVAC systems.
7. Incorporated variable supply and outside air flow rates due to varying loads/people.
8. Reduce service/maintenance costs.
9. Improve overall efficiency.

Based on these goals, Cipe Associates feels there are two (2) reasonable HVAC options that should be considered as follows:

- Option #1 – Repair and Refurbish the Existing Ground Mounted Packaged Rooftop Units
- Option #2 – Replace Existing Ground Mounted Packaged Rooftop Units with new units.

Next, we will review the details of each option.

#### ***Option #1 – Repair and Re-use Existing Ground Mounted Packaged Rooftop Units***

Option #1 would involve re-using the existing ground mounted packaged rooftop units in place. This would involve the installation of automatic temperature controls on the existing ground mounted packaged rooftop units and completely refurbishing the existing ground mounted packaged rooftops.



Option #1 would involve the following work and tasks:

1. Coordination with Worcester County Public Works Department on any possible long weekends or down time to allow proper time for repairs.
2. Lock/tag out all applicable energy sources.
3. Furnish Worcester County Public Works Department with a complete service report.
4. **Submit a Test/Balance Report to Worcester County Public Works Department for review.**
5. Air Survey the Existing Systems.
6. Re- Sheave Units as needed.
7. Install New Belts on units as needed.
8. Clean evaporator coils.
9. Replace condenser coils and associated components
10. Service gas furnaces / perform flue gas analysis
11. Replace condensate traps with correct size traps.
12. Clean all drain pans and condensate pipes
13. Clean fan wheels and correct mass imbalance in "wobbling fan".
14. Replace or clean the existing energy recovery wheel and install filter housing on exhaust air stream.
15. Perform start-up of refurbished HVAC units
16. Test and Balance all New systems
17. Address demand controlled ventilation.
18. Install new controls on both rooftop units.
19. Commissioning of all HVAC systems.

**Table #12 – Option #1 Repair and Re-use Existing Ground Mounted Packaged Rooftop Units**

We would estimate the construction cost to implement Option #1 to be approximately \$258,750. Please refer to the detailed cost estimate in Appendix G.

***Option #2 – Replace Existing Ground Mounted Packaged Rooftop Units***

Option #2 would involve a complete replacement of all ground mounted packaged rooftop units and incorporating single zone VAV control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for single zone VAV operations.

Option #2 would involve the following scope and tasks:

1. Lock/tag out all applicable energy sources.
2. Replace Ground Mounted Packaged Rooftop Unit #1.
3. Install VFD (Supply and exhaust fans).
4. Replace Ground Mounted Packaged Rooftop Unit #2.
5. Install new duct smoke detectors.
6. Install new plenum curbs.
7. Remove existing Ground Mounted Packaged Rooftop Units.
8. Crane Rental/ Rigging.
9. Phasing Costs.
10. Electrical Connections for New Ground Mounted Packaged Rooftop units.
11. Perform start-up of new HVAC units.
12. Test and Balance all new systems.
13. Address demand controlled ventilation.
14. Install new controls on RTU-1 and RTU-2.

15. Commissioning of all HVAC systems.
16. Miscellaneous Ductwork.
17. Mechanical Insulation.
18. Patch and Repair.
19. Miscellaneous gas and condensate piping.
20. Furnish Worcester County Public Works Department with complete start-up report.
21. Submit Test/Balance Report to Worcester County Public Works Department.
22. Install extended service platforms.

**Table #13 – Option #2 Replace Ground Mounted Packaged – Scope/Tasks**

We would estimate the construction cost to implement Option #2 to be approximately \$536,500. (Please refer to the detailed cost estimate in Appendix H.

Obviously, Option #2 costs substantially more to implement than Option #1. However, first cost, should not be the only criteria since the existing units are already 14 years old and contain refrigerant R-22. Incorporation of Life Cycle Cost Analysis shall be utilized to further evaluate both options.

The next portion of our report will review the Life Cycle Cost Analysis.

**LIFE CYCLE COST ANALYSIS:**

As previously discussed in the report there are multiple potential options for the HVAC systems that can serve the Worcester County Recreation Center, but to be of maximum benefit, any HVAC system must meet the following criteria:

1. High energy efficiency;
2. Must be easy to maintain;
3. Must provide code required amount of ventilation airflow for people and spaces;
4. Have the capability to maintain temperature and humidity levels in the space required for comfort and maintain good indoor air quality;
5. Must be able to adjust capacity based on widely varying occupancies and event durations.
6. Have low life cycle cost;
7. Have long useful service life.

We have evaluated two (2) potential HVAC Options for incorporation into the Worcester County Recreation Center based on the following criteria:

- Availability of cooling/heating energy sources;
- Required mechanical space;
- Installation costs (first costs);
- Service and maintenance costs (annual costs);
- Annual energy costs;
- Fuel Types;
- Maintenance involvement;
- Utility costs.

Based on the above criteria, the following two (2) Options (previously described in the report) were analyzed for a Life Cycle Cost Analysis for the Multipurpose Room. They are as follows:

- Option #1: Repair and Re-use existing packaged ground mounted rooftop units. This would involve the installation of automatic temperature controls on the existing rooftop units and completely refurbishing the existing packaged ground mounted rooftop units.
- Option #2: Replace existing packaged ground mounted rooftop units. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives for both supply and exhaust air fans to allow for single zone variable air volume operations.

Because each system has unique advantages and disadvantages, a life cycle cost analysis was performed on each system which evaluates initial cost, operating costs, and maintenance costs associated with each system over a 20 year period.

The initial mechanical installation costs for the two options are tabulated in Table #14.

Option	Mechanical Construction Cost	Cost/Square Foot
<b>Option #1: Re-Furbish Rooftop Units</b>	<b>\$258,750</b>	<b>\$7.34/S.F.</b>
<b>Option #2: Re-Place Rooftop Units</b>	<b>\$563,500</b>	<b>\$15.99/S.F.</b>

*Note: Mechanical Construction costs indicated above include supporting electrical connection costs. Mechanical construction costs do not include costs associated with plumbing systems, future additions, or architectural work.*

**Table #14: Estimated Initial Mechanical Installation Costs**

The next step of the life cycle analysis is to identify the annual operating cost based on energy, service, and maintenance costs. The estimated costs for each of these are summarized below in Table #15.

Option	Annual Energy Cost (\$)	Annual Service Cost (\$)	Annual Maintenance Cost (\$)	Total Annual Operating Cost (\$)
<b>Option #1: Re-Furbish Rooftop Units</b>	<b>\$97,631</b>	<b>\$5,700</b>	<b>\$7,000</b>	<b>\$110,331</b>
<b>Option #2: Re-Place Rooftop Units</b>	<b>\$67,661</b>	<b>\$3,950</b>	<b>\$5,000</b>	<b>\$76,611</b>

**Table #15: Estimated Annual Operating Cost**

The final step in the life cycle analysis is to apply a present worth factor to these costs as appropriate for a 20 year life. This factor accounts for escalation in cost of utilities and discount (interest rate) over a 20 year period. Applying the factor to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below.

The total 20-year life cycle cost for Option #1 and Option #2 are as follows:

- ☐ Option #1(Re-Furbish) – 20 year life cycle cost = **\$2,792,327**
- ☐ Option #2 (Replace) – 20 year life cycle cost = **\$1,696,757**

From this data the recommended Option based on a life cycle cost analysis is Option #2 (Replacement of Existing Ground Mounted Packaged Rooftop Units). The replacement of the existing units appears to be the overall optimal system due to its energy savings, service cost savings, incorporation of total energy

recovery wheels, and the relatively high first costs associated with re-furbishing the existing units. The full Life Cycle Cost Analysis can be found in the Appendix I.

It is also important to note that Option #1 and Option #2 do not both provide the same design interior conditions. As indicated earlier in the report the existing ground mounted packaged rooftop units do not provide sufficient airflow or a cold enough leaving air temperature (during cooling mode) to achieve the Owner's design conditions inside the Multi-Purpose Space. Therefore, Option #2 is even more desirable because the same when implemented can achieve the Owner's Project Requirements.

The final section of our report shall summarize our findings/recommendations.

### **SUMMARY & RECOMMENDATIONS**

We hope that the preceding sections of our HVAC Analysis have clearly identified the following major findings related to the existing HVAC systems:

1. The existing HVAC systems are 14 years old and nearing the end of their useful life expectancy of 15 to 18 years.
2. The existing cooling systems all contain R-22 refrigerant which should be phased out of the building industry and be replaced with equipment that utilizes R-410A refrigerant.
3. The existing thermostats are residential touch screen type without guards. We would recommend an automatic temperature control system be incorporated into the building with remote sensors protected by guards.
4. The existing cooling set point of 80°F which is completely inappropriate for a multipurpose area related to temperature/humidity performance.
5. The existing ground mounted packaged units are not properly staged in a lead/lag fashion.
6. The smoke evacuation system exhaust fan and intake dampers are not properly fitted with air seals/gaskets.
7. The existing ground mounted packaged roof top unit condenser coils are damaged beyond repair. If the existing units are retained the condenser coils would require replacement.
8. The existing energy recovery wheels are sensible only devices and should have been total energy recovery wheel devices to allow transfer of moisture in addition to sensible (temperature) heat. We would only recommend a total energy recovery wheel (sensible and latent) for a multipurpose space HVAC application.
9. The existing energy recovery wheel did not have a filter housing on the upstream side of the exhaust air stream. All air entering the energy recovery wheels must be filtered.
10. Demand controlled ventilation operation on both rooftop units needs to be commissioned and the CO<sub>2</sub> sensor calibrated/tested.
11. The automatic temperature control system is not user friendly and is very limited in its ability to schedule equipment, monitor equipment and trend equipment.
12. When the HVAC system were originally tested/balanced many issues were noted in the TAB Report that have never been addressed resulting in an incomplete start-up and balancing of the original installed HVAC systems.
13. Both existing rooftop units have operational issues related to economizer operation, energy recovery wheel operation, and compressor/ condenser fan staging.



- 14. The original specified ventilation (fresh air) air flow rates are slightly higher than what is needed to meet current ventilation code requirements.
- 15. The existing packaged ground mounted rooftop units are substantially undersized when you compare the installed capacities with the calculated heating, cooling, and air flow rate calculations.

Based on the above major findings we previously presented two (2) HVAC options as follows:

HVAC Option #1 - Repair and re-use packaged ground mounted rooftop units	\$258,750.00
HVAC Option #2 - Replace existing packaged ground mounted rooftop units	\$563,500.00

**Table #16 – Summary HVAC Options and Estimated Construction Cost**

Due to the age of the existing packaged ground mounted rooftop units and the inability of the existing packaged ground mounted rooftop units to provide proper ventilation, temperature control, and humidity control, we would recommend that the HVAC Option #2 (Install new ground mounted single zone VAV units) be pursued as a long term solution for the multi-purpose portion of the Worcester County recreation center.

HVAC Option #1 (Repair and Re-use Rooftop Units) is obviously less first cost than HVAC Option #2. However, in our opinion this option does not fully address all of the goals of a long term solution for the multi-purpose portion of the Worcester County recreation center building. Therefore, we recommend that you seriously consider replacement of the existing HVAC systems with new HVAC systems using current technologies. Of course, should you decide to pursue Option #1 or any other option, we would be glad to assist you with the same.

We appreciate the opportunity to review the multi-purpose space HVAC systems at the Worcester County Recreation Center and look forward to reviewing our finding with you after you have had a chance to review our HVAC system Analysis Report.

Thank you for allowing Gipe Associates, Inc. to continue to serve you and Worcester County.

Very truly yours,  
GIPE ASSOCIATES, INC.



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

**APPENDIX**

- Appendix A: Ground Mounted Rooftop Unit Submittal Data
- Appendix B: Mechanical Specifications
- Appendix C: Original Test and Balance Report
- Appendix D: Service Costs
- Appendix E: Ventilation Calculations
- Appendix F: Heating and Cooling Load Coil Calculations
- Appendix G: Cost Estimate for Option #1
- Appendix H: Cost Estimate for Option #2
- Appendix I: Life Cycle Cost Analysis



**CIP Project Name: Ocean City Inlet and Harbor Navigation Improvement Project**

**Project Director (Name & Title):** Robert Mitchell, Director, Department of Environmental Programs

**Phone Number:** 410-632-1220 x1601

**Project Summary and Purpose:** Building a structure to alter patterns for sediment deposit, deepening the channel and realigning the channel to deeper water.

**Project Location:** Ocean City Inlet, Ocean City, MD

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** This is a Section 107 Grant through the Corps of Engineers. Grant funding process has already been initiated, studied, and engineering estimates and designs prepared.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** The Section 107 process is federally mandated as far as the process for funding the project and the limits on the design parameters authorized by the Section 107 of the Federal River and Harbor Act of 1960.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The project will have a slight impact on the General Fund to provide the 10% local match that Maryland DNR and perhaps the Town of Ocean City cannot match.

**What is the useful life of the asset/project?** Historical work of this nature lasted over 30 years for the replacement structures designed for this project.

**Will this project generate revenue?** It will have an indirect effect on commercial fishing and recreational use of the inlet and both activities generate local revenues.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work	1,256,000							1,256,000
Construction	9,309,000							9,309,000
Equipment/Furnishings								0
Other - Construction Management	500,000							500,000
<b>TOTAL</b>	<b>11,065,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,065,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	7,897,312							7,897,312
State Match	250,000							250,000
State Loan								0
Assigned Funds	2,574,507							2,574,507
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Other matching funds, leftove	343,181							343,181
<b>TOTAL</b>	<b>11,065,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,065,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Ocean City Inlet and Harbor Navigation Improvement Project**

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Complete the following questions.

### **Project scope.**

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

Scope and design solutions were determined after modeling done by the Corps of Engineers. The Corps utilized extensive local interviews and information in the design and modeling done for the project's proposed construction solutions.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** This is a navigational improvement project designed to benefit vessel safety and provide a long term solution to the shoaling in the OC Inlet. Section 107 projects are formulated for commercial navigation. Economic justification for projects based solely on analysis of operating costs for commercial vessels. The benefits extend to recreational vessels as well.

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

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

Estimate was completed as a part of the modeling and design required for federal projects of this type. Estimated is attached along with 15% contingency estimates alongside current contingencies ranging from 10-44%.

### **CIP Timing.**

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

While the Corps decided against project in Spring of 2023, it appears economic justification was not done with consideration of other local economic impacts of not completing a constructed solution. Costs are updated as well.

### **Urgency.**

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

Shoaling is getting exponentially worse each year and have been exacerbated since Hurricane Sandy in 2013. Besides the Assateague Island Restoration dredging, we are dependent on federal budgeted for maintenance and emergency funds to dredge the inlet where and when we need it. This is dependent on the federal budgeting process and federal, not state or local funding priorities.

# ITEM 7

## SUMMARY TOTAL PROJECT COST

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**PROJECT :** OC 187 - 85N  
**PROJECT NO:** P2 113070  
**LOCATION:** Wisconsin County, MO

**DISTRICT:** MAG District  
**PREPARED:** 7/16/2022  
**FOR:** CHIEF, Estimating and Specs Section, Parks & Recreation Dept.

This Estimate reflects the scope and schedule in cost: FS Report (ordinance)

Civil Works Work Breakdown Structure		ESTIMATED COST				PROJECT FIRST COST (Contract Bidder Bids)				TOTAL PROJECT COST (BID ADJUSTED)						
WBS NUMBER A	Feature & SDC/Work Description B	COST (B) C	CHTG (%) D	C/D G (%) E	TOTAL (B) F	ESC (%) G	COST (B) H	CHTG (%) I	TOTAL (B) J	Program Year (Budget FY): Effective Price Level Date:		TOTAL FIRST COST (B) K	ON-PLAID (%) L	COST (B) M	CHTG (%) N	FULL (B) O
										2022 OCT 21	Spent Thru \$40,000					
12	NAVIGATION PORTS & HARBORS <i>(not Covered by Jetty Foundation) Area</i>	\$974	\$282	29.0% 15%	\$1,120	0.0%	\$974	\$282	\$1,256	\$0	\$0	\$1,256	4.2%	\$1,015	\$254	\$1,309
10	BREAKWATER & SEAWALLS	\$6,465	\$2,842	44.0% 15%	\$7,435	0.0%	\$6,465	\$2,842	\$9,307	\$0	\$0	\$9,307	8.4%	\$6,690	\$3,024	\$9,714
<b>TOTALS:</b>																
CONSTRUCTION ESTIMATE		\$7,440	\$3,125		\$10,565	0.0%	\$7,440	\$3,125	\$10,565	\$0	\$0	\$10,565	6.1%	\$7,694	\$3,518	\$11,212
01	LANDS AND DAMAGES	\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
30	PLANNING, ENGINEERING & DESIGN	\$0	\$0	0.0%	\$0		\$0	\$0	\$0	\$0	\$2,674	\$2,674		\$0	\$0	\$2,674
31	CONSTRUCTION MANAGEMENT	\$744	\$77	10.4%	\$500	6.0%	\$744	\$77	\$821	\$0	\$0	\$821	4.8%	\$780	\$51	\$831
<b>TOTALS:</b>																
PROJECT COST		\$8,185	\$3,202	39.1%	\$8,055		\$8,125	\$3,202	\$11,386	\$2,674	\$14,060	\$14,060	6.0%	\$9,674	\$3,258	\$14,932

**CHIEF, Estimating and Specs Section, Parks & Recreation Dept.**  
**PROJECT MANAGER, Amber C. Metcalfe**  
**CHIEF, REAL ESTATE, Specs Leads**

**ESTIMATED TOTAL PROJECT COST (excluding projected spent cost) \$12,073**

Project contingencies (final) zero

**CIP Project Name: Replace Roof: Snow Hill Middle School/Cedar Chapel S.S.**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new built-up roof at Snow Hill Middle School (90,000 square feet) and Cedar Chapel Special School (17,175 square feet). Existing roof at Snow Hill Middle School is 29-years-old and the existing roof at Cedar Chapel Special School is 37-years-old.

**Project Location:** Snow Hill Middle School, 522 Coulbourne Lane, Snow Hill, MD. 21863  
Cedar Chapel Special School, 510 Coulbourne Lane, Snow Hill, MD. 21863

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for construction.

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Snow Hill Middle School and Cedar Chapel Special School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						80,000		80,000
Land Acquisition								0
Site Work								0
Construction	4,164,000							4,164,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,164,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>4,244,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	1,981,000							1,981,000
State Loan								0
Assigned Funds	2,183,000					80,000		2,263,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,164,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>4,244,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Replace Roof: Snow Hill Middle School/Cedar Chapel S.S.**

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Complete the following questions.

### **Project scope.**

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

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School and Cedar Chapel Special School roofs. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

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

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

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

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

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

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

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

### **Urgency.**

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

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

**CIP Project Name: Replace Roof: Pocomoke Elementary School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new built-up roof at Pocomoke Elementary School (52,512 square feet). Existing roof at Pocomoke Elementary School is 30-years-old.

**Project Location:** Pocomoke Elementary School, 2119 Pocomoke Beltway, Pocomoke, MD. 21851

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Pocomoke Elementary School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work		2,143,000						2,143,000
Construction								0
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>100,000</b>	<b>2,143,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,243,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	50,000	1,030,000						1,080,000
State Loan								0
Assigned Funds	50,000	1,113,000						1,163,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>100,000</b>	<b>2,143,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,243,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>



## **CIP Project Name: Replace Roof: Pocomoke Elementary School**

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Complete the following questions.

### **Project scope.**

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

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

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

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

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

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

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

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

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Worcester Technical High School.

### **Urgency.**

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

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

**CIP Project Name: New Central Office Building**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Worcester County Public Schools' Central Office operations are currently located in the old Worcester High School. This building was constructed in 1952. There have been no major renovation or addition projects to the building. The existing and original building systems, including water, sewer, electrical and mechanical, have surpassed their expected life. The building will require major systemic upgrades over the next few years in order for the building to remain a viable space for Central Office operations. This project is a preliminary evaluation of required space requirements for a future new Central office facility and the associated costs.

**Project Location:** Worcester County Schools Central Office, 6270 Worcester Highway, Newark, MD. 21841

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

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Without the construction of a new Central Office facility, energy and maintenance costs required to maintain the existing 71-year-old Central Office will continue to increase annually. A new Central Office building will provide energy efficiency elements, reducing existing energy costs, and new building systems requiring minimal maintenance costs.

**What is the useful life of the asset/project?** 50+ years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		442,408	805,814	132,722	199,084			1,580,028
Land Acquisition								0
Site Work								0
Construction				12,066,360	20,545,425			32,611,785
Equipment/Furnishings					790,014			790,014
Other - Please Specify: Construction Manager			195,924	626,956	1,136,356			1,959,236
<b>TOTAL</b>	<b>0</b>	<b>442,408</b>	<b>1,001,738</b>	<b>12,826,038</b>	<b>22,670,879</b>	<b>0</b>	<b>0</b>	<b>36,941,063</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds		442,408	1,001,738					1,444,146
Private Donation								0
Enterprise Bonds								0
General Bonds				12,826,038	22,670,879			35,496,917
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>442,408</b>	<b>1,001,738</b>	<b>12,826,038</b>	<b>22,670,879</b>	<b>0</b>	<b>0</b>	<b>36,941,063</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: New Central Office Building**

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Complete the following questions.

### **Project scope.**

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

WCPS developed a Preliminary Space Study in September 2022. The Space Study calculated existing square footage for each department within Central Office and projected future square foot requirements. The Study differentiated office space requirements from warehouse space requirements. The Study will be provided to the Project Architect as an initial step in developing a more detailed Space Summary for design of the proposed new building.

### **County benefit.**

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

Completion of the New Central Office construction project will provide current and future school leadership, instructional, finance, technology, transportation, food services, maintenance and facilities personnel with a complete upgrade to the existing 71-year-old facility to provide support to our 14 schools

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

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

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects over the past twenty years. As this was a brand new CIP project last year, the required size of the new Central Office facility and the associated cost estimates are very preliminary. The preliminary cost estimate provides unique projected square foot costs for office space and for warehouse space. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

### **CIP Timing.**

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

No school construction project is dependent on the completion of this project.

### **Urgency.**

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

As stated above, the existing WCPS Central Office building is a 71-year-old structure with aging structural/mechanical/electrical systems and has far exceeded its life expectancy with no major building or systemic upgrades. Maintenance and repair costs will only increase as the building systems continue to age.

**CIP Project Name: Replace Roof: Worcester Technical High School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new roof at Worcester Technical High School. The existing shingle roof at Worcester Technical High School will be 20-years-old when this project is scheduled to be executed in summer 2027.

**Project Location:** Worcester Technical High School, 5290 Worcester Highway, Newark, MD. 21841

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Worcester Technical High School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			120,000					120,000
Land Acquisition								0
Site Work								0
Construction				6,114,000				6,114,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>6,114,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,234,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match			60,000	3,028,000				3,088,000
State Loan								0
Assigned Funds			60,000	3,086,000				3,146,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>6,114,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,234,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Replace Roof: Worcester Technical High School**

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Complete the following questions.

### **Project scope.**

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

Preliminary scope is to replace the shingle system roof at Worcester Technical High School with a metal roof system (the original design intent roofing system for the school). Due to ongoing roof issues, WCPS requested and received a Limited Building Enclosure Evaluation for WTHS in January 2022 from an independent roofing manufacturer. The Evaluation identified deterioration of sheathing due to air space limitations, insufficient ventilation throughout the roof system and valley flashing issues. The Evaluation recommended short-term and long term solutions to the roof issues, including replacement of the roof system.

### **County benefit.**

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

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

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

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

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

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

The Worcester Technical High School roof replacement project request timing was a new project identified last year for both the Board of Education and County Capital Improvement Programs. As both the Board of Education and County CIP's progress into the late 2020's, WCPS will continue to identify and include new systemic projects in the CIP.

### **Urgency.**

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

As stated above, the Worcester Technical High School shingle roof system continues to deteriorate over time.

**CIP Project Name: Snow Hill Elementary School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** A Feasibility Study for the Snow Hill Elementary School project is scheduled to begin in July 2026. The Study will document existing building, site and instructional deficiencies at Snow Hill Elementary School and will provide options to address those deficiencies (Replacement School on site, Replacement School off-site or Renovation/Addition to existing school). The Study is scheduled to be complete and presented to the Worcester County Board of Education in December 2026, to the State Interagency Commission on School Construction (IAC) in December 2026 and to the Worcester County Commissioners in March 2027.

**Project Location:** Snow Hill Elementary School, 515 Coulbourne Lane, Snow Hill, MD. 21863

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Based on preliminary school size and cost estimates for construction scheduled to begin in 2030.

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Either through a Replacement School of a Renovation/Addition project, the Snow Hill Elementary project will provide more square footage than the existing 40,500 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

**What is the useful life of the asset/project?** 30-50 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			282,230	807,123	970,658		577,650	2,637,661
Land Acquisition								0
Site Work								0
Construction							52,971,001	52,971,001
Equipment/Furnishings							1,948,594	1,948,594
Other - Please Specify: Construcrction Manager, Commissioning							3,461,319	3,461,319
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>282,230</b>	<b>807,123</b>	<b>970,658</b>	<b>0</b>	<b>58,958,564</b>	<b>61,018,575</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds							41,670,564	41,670,564
State Match							17,288,000	17,288,000
State Loan								0
Assigned Funds			282,230	807,123	970,658			2,060,011
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>282,230</b>	<b>807,123</b>	<b>970,658</b>	<b>0</b>	<b>58,958,564</b>	<b>61,018,575</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Snow Hill Elementary School**

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Complete the following questions.

### **Project scope.**

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

The Snow Hill Elementary School project will begin in July 2026 with the Feasibility Study. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school.

### **County benefit.**

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

Completion of the Snow Hill Elementary construction project will provide current and future students, faculty and Snow Hill Elementary parents and community with a complete upgrade to the existing 44-year-old facility.

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

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

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As the Feasibility Study is three years from starting, projected replacement/renovation school size and the associated cost estimates are very preliminary.

### **CIP Timing.**

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

The Snow Hill Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

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

Snow Hill Elementary is a 44-year-old facility, which will be 51-years-old when construction is scheduled to begin in 2030, with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

**CIP Project Name: Buckingham Elementary School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** A Feasibility Study for the Buckingham Elementary School project began in July 2022. The Study documented existing building, site and instructional deficiencies at Buckingham Elementary School and provided options to address those deficiencies. The Study, and construction of a replacement school on the existing site, was approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. Conceptual Planning for the replacement school is in progress.

**Project Location:** Buckingham Elementary School, 100 Buckingham Road, Berlin, MD. 21811

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State school construction funding will be requested through the Interagency Commission on School Construction (IAC).

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The Buckingham Elementary Replacement School project will provide more square footage than the existing 49,000 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

**What is the useful life of the asset/project?** 30-50 years.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						164,694		164,694
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other - Construction Management								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,694</b>	<b>0</b>	<b>164,694</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						164,694		164,694
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,694</b>	<b>0</b>	<b>164,694</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Buckingham Elementary School**

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Complete the following questions.

### **Project scope.**

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

The Buckingham Elementary School project began in July 2022 with the Feasibility Study. The Study, and the replacement school construction option, were approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. The Conceptual Planning phase of the project is currently in progress.

### **County benefit.**

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

Completion of the Buckingham Replacement School project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 45-year-old facility.

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

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

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As Conceptual Planning is still in progress, projected replacement school size and the associated cost estimates are very preliminary. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

### **CIP Timing.**

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

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

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

Buckingham Elementary is a 45-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.



**Project: Wor-Wic Student Success and Wellness Center**

**Project Director (Name & Title):** Jennifer Sandt, Vice President for Administrative Services

**Phone Number:** 410-334-2911

**Project Summary and Purpose:** A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include the student engagement and student club offices, as well as additional student success and support services office space. It will also include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms, the health and wellness faculty members, and a food services concession/kiosk space. A multi-purpose athletic field is also being considered. The college currently has a space deficit for offices, and student wellness and recreational space. This project is projected to cost \$55 million and will be eligible for 75% state funding.

**Project Location:** Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?** None that we are aware of

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

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

**What is the useful life of the asset/project?** 50 years

**Will this project generate revenue?** NA

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				171,875				171,875
Land Acquisition								0
Site Work								0
Construction					3,437,500			3,437,500
Equipment/Furnishings							171,875	171,875
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds				171,875	3,437,500		171,875	3,781,250
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

## **Project: Wor-Wic Student Success and Wellness Center**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?** This project is included in our 10-Year Facilities Master Plan (Feb. 2019). According to our "space needs report" that is submitted to the State annually, we are deficit of square footage for the types of spaces that we'd like to incorporate into this building. The report shows a current deficit and then projects a 10-year deficit, as well. The half gym and fitness room in Guerrieri Hall is primarily used by the criminal justice students and is only available to students and employees for one hour per day. We are in need of a larger, more private area for student success and mental health services. Our student engagement (student activities) and student clubs are in need of dedicated spaces. Faculty offices for health and wellness for both credit and non-credit could reside in this new building. There will also be opportunities available to the public.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?** Worcester County residents who attend Wor-Wic will benefit from the building. Some of our student service offices will move to the building to provide an improved experience for students. There will be an increase in student clubs and recreational offerings, which will help to recruit and retain students by providing more events/activities to students outside of their classes. Mental health and well-being are vital to student success/retention and this building will provide the opportunity to expand/improve services. The building will also house faculty who teach health and wellness related courses, meeting space, study space and recreation space. There will also be opportunities open to the public.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?** The estimate is based upon a dollar per square foot provided by Whiting-Turner. This next year, we will be working on the submission to the State, which is due in March 2025.

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

### **Urgency.**

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

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2024			FY 2025			FY 2026			COLLEGE
	STATE	WIC	WOR	STATE	WIC	WOR	STATE	WIC	WOR	
<b>MAINTENANCE BUILDING EXPANSION</b>										
Design, CM Preconstruction							375,000	0	0	125,000
Construction, CITS							1,312,000	0	0	438,000
Furniture and Equipment										
TOTAL	0	0	0	0	0	0	1,687,000	0	0	563,000
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>										
Design, CM Preconstruction										
Construction, CITS										
Furniture and Equipment										
TOTAL	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0	1,687,000	0	0	0

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2027				FY 2028			FY 2029		
	STATE	WIC	WOR	COLLEGE	STATE	WIC	WOR	STATE	WIC	WOR
<b>MAINTENANCE BUILDING EXPANSION</b>										
Design, CM Preconstruction										
Construction, CITS	1,312,000	0	0	438,000						
Furniture and Equipment	563,000	0	0	186,000						
<b>TOTAL</b>	<b>1,875,000</b>	<b>0</b>	<b>0</b>	<b>624,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>										
Design, CM Preconstruction					1,875,000	453,125	171,875			
Construction, CITS								37,500,000	9,062,500	3,437,500
Furniture and Equipment										
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,875,000</b>	<b>453,125</b>	<b>171,875</b>	<b>37,500,000</b>	<b>9,062,500</b>	<b>3,437,500</b>
<b>GRAND TOTAL</b>	<b>1,875,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,875,000</b>	<b>453,125</b>	<b>171,875</b>	<b>37,500,000</b>	<b>9,062,500</b>	<b>3,437,500</b>

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2030			FY 2031			FY 2032		
	STATE	WIC	WOR	STATE	WIC	WOR	STATE	WIC	WOR
<b>MAINTENANCE BUILDING EXPANSION</b>									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment									
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment	1,875,000	453,125	171,875						
<b>TOTAL</b>	1,875,000	453,125	171,875	0	0	0	0	0	0
<b>GRAND TOTAL</b>	1,875,000	453,125	171,875	0	0	0	0	0	0

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	STATE	FY 2033 WIC	WOR	TOTAL STATE	TOTAL WIC	TOTAL WOR	TOTAL COLLEGE	GRAND TOTAL
<b>MAINTENANCE BUILDING EXPANSION</b>								
Design, CM Preconstruction				375,000	0	0	125,000	500,000
Construction, CITS				2,624,000	0	0	876,000	3,500,000
Furniture and Equipment				563,000	0	0	186,000	749,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,562,000</b>	<b>0</b>	<b>0</b>	<b>1,187,000</b>	<b>4,749,000</b>
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>								
Design, CM Preconstruction				1,875,000	453,125	171,875		2,500,000
Construction, CITS				37,500,000	9,062,500	3,437,500		50,000,000
Furniture and Equipment				1,875,000	453,125	171,875		2,500,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,250,000</b>	<b>9,968,750</b>	<b>3,781,250</b>	<b>0</b>	<b>55,000,000</b>
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,812,000</b>	<b>9,968,750</b>	<b>3,781,250</b>	<b>1,187,000</b>	<b>59,749,000</b>



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Worcester County Commissioners  
FROM: Candace I. Savage, Deputy Chief Administrative Officer *CIS*  
DATE: October 27, 2023  
SUBJECT: Commissioners' Meeting Schedule and Budget Schedule for 2024

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Attached, please find a proposed schedule of the County Commissioners' meeting dates for calendar year 2024 and a proposed Budget Schedule for fiscal year 2025. For informational purposes, I have also attached a copy of the schedule of holidays for 2024 in accordance with the Personnel Rules and Regulations (Section 6.11.A).

County Commissioners' meetings are generally held on the 1st and 3rd Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event. The proposed alternative to the November 5<sup>th</sup>, 2024 meeting is Wednesday, November 6<sup>th</sup>, 2024.

Regarding Legislative Sessions, the Code of Public Local Laws of Worcester County, Maryland (Section CG 2-203) provides that the County Commissioners may hold regular Legislative Sessions on the 1st, 2nd or 3rd Tuesday of each month. Since the Commissioners regularly meet on the 1st and 3rd Tuesday of each month, those will be scheduled for a regular Legislative Session.



2024

## WORCESTER COUNTY COMMISSIONERS' MEETING DATES

The Worcester County Commissioners have established the following meeting dates for 2024. Regular meetings are generally held on the first and third Tuesday of each month, except where such dates fall on a legal holiday or other scheduling conflict. All meetings will be held in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland with the open session to commence at 10:00 a.m. unless otherwise noted.

January 2, 2024	Regular Meeting
January 16, 2024	Regular Meeting
February 6, 2024	Regular Meeting
February 20, 2024	Regular Meeting
March 5, 2024	Regular Meeting
March 19, 2024	Regular Meeting
April 2, 2024	Regular Meeting
April 9, 2024	Budget Work Session - 9am-4pm Discussion with Board of Education. Commissioner Operating Budget Review with selected Departments and Agencies.
April 16, 2024	Regular Meeting – 1pm-4pm Commissioner Operating Budget Review with selected Departments and Agencies.
May 7, 2024	Regular Meeting – FY25 Budget Public Hearing
May 14, 2024	Budget Work Session - 9am-4pm - Discussion w/ Departments and Personnel Matters
May 21, 2024	Regular Meeting
	Budget Work Session - afternoon (1pm to 4pm)
June 4, 2024	Regular Meeting – FY25 Budget Adoption FY25 Enterprise Funds Public Hearing
June 18, 2024	Regular Meeting FY25 Water and Wastewater Service Enterprise Fund Budget Adopted FY25 Solid Waste Enterprise Fund Budget Adopted
July 2, 2024	Regular Meeting
July 16, 2024	Regular Meeting
August 6, 2024	Regular Meeting
August 20, 2024	Regular Meeting
September 3, 2024	Regular Meeting
September 17, 2024	Regular Meeting
October 1, 2024	Regular Meeting
October 15, 2024	Regular Meeting
Wednesday, November 6, 2024**	Regular Meeting
November 19, 2024	Regular Meeting
December 3, 2024	Regular Meeting
December 17, 2024	Regular Meeting

\*\* Meet on Wednesday, November 6, 2024 due to General Election on Tuesday, November 5, 2024



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**WORCESTER COUNTY  
FY2025 Budget Schedule**

As of November 7, 2023

Wednesday, December 6, 2023	FY2025 Operating Budget Information Available for Distribution
Tuesday, January 23, 2024	Department & Agency Operating Budget finalized in New World Systems
February 12, 13, 14, 2024	Departments meet with County Administrator and Budget Officer
Wednesday, February 14, 2024	Operating Budgets Submitted to County Administrator from Municipals and Ocean Pines Association Board of Education submit to County Administrator MOE for FY2025 Board of Education submit to County Administrator Non-Recurring FY2025
Tuesday, March 5, 2024	County Commissioners review requests of Municipalities & Ocean Pines Association
Tuesday, March 5, 2024	Operating Budget from Board of Education submitted to County Administrator
Tuesday, March 19, 2024	Requested FY2025 Consolidated Operating Budget to Commissioners Non-Recurring MOE Discussion–Deadline to file March 31 Maintenance of Effort Discussion - Deadline to file MOE Waiver is April 1
Tuesday, April 9, 2024	Budget work session/Discussion with Board of Education Commissioner Operating Budget Review with Selected Departments/Agencies (9-4)
Tuesday, April 16, 2024	Commissioner Operating Budget Review with Selected Departments/Agencies (1-4)
Tuesday, May 7, 2024	Requested FY2025 Operating Budget Public Hearing
Tuesday, May 14, 2024	Budget Work Session Discussion with Departments personnel matters
Tuesday, May 21, 2024	Budget Work Session (start 1:00 pm)
Tuesday, June 4, 2024	FY2025 Consolidated General Fund Operating Budget Adopted Proposed FY2025 Enterprise Funds Public Hearing at Government Center
Tuesday, June 18, 2024	FY2025 Water & Wastewater Services Enterprise Fund Budget Adopted FY2025 Solid Waste Enterprise Fund Budgets Adopted



Worcester County Government  
One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

**Worcester County Government  
Holiday Schedule  
Calendar Year 2024**

<b>New Year's Day</b>	<b>Monday, January 1, 2024</b>
<b>Dr. Martin Luther King Jr.'s Birthday</b>	<b>Monday, January 15, 2024</b>
<b>Presidents' Day</b>	<b>Monday, February 19, 2024</b>
<b>Good Friday</b>	<b>Friday, March 29, 2024</b>
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b>
<b>Juneteenth National</b>	<b>Wednesday, June 19, 2024</b>
<b>Independence Day</b>	<b>Thursday July 4, 2024</b>
<b>Labor Day</b>	<b>Monday, September 2, 2024</b>
<b>Columbus Day</b>	<b>Monday, October 14, 2024</b>
<b>Election Day</b>	<b>Tuesday, November 5, 2024</b>
<b>Veterans' Day</b>	<b>Monday, November 11, 2024</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 28, 2024</b>
<b>American Indian Heritage Day</b>	<b>Friday, November 29, 2024</b>
<b>Christmas Eve</b>	<b>Tuesday, December 24, 2024</b>
<b>Christmas Day</b>	<b>Wednesday, December 25, 2024</b>

Adopted in accordance with Section 6.11.A of the Worcester County Government Personnel Rules & Regulations.



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: November 2, 2023  
SUBJECT: Wor-Wic President Dr. Casey

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Wor-Wic Community College's new president Dr. Deborah Casey would like to introduce herself. Dr. Casey began her role on August 14th after a nationwide search.



**The Board of Education of Worcester County**  
 6270 Worcester Highway | Newark, Maryland 21841  
 Telephone: (410) 632-5000 | Fax: (410) 632-0364  
[www.worcesterk12.org](http://www.worcesterk12.org)

November 7, 2023

**Board Members**

TODD A. FERRANTE  
President  
 WILLIAM E. BUCHANAN  
Vice-President  
 KATIE A. ADDIS  
 JON M. ANDES, Ed.D.  
 WILLIAM L. GORDY  
 ELENA J. MCCOMAS  
 DONALD C. SMACK, SR.

**Administration**

LOUIS H. TAYLOR  
Superintendent of Schools  
 C. DWAYNE ABT, Ed.D.  
Chief Operations & Human Relations  
Officer  
 DENISE R. SHORTS  
Chief Academic Officer, Gr. PK-8  
 VINCENT E. TOLBERT, CPA  
Chief Financial Officer  
 ANNETTE E. WALLACE, Ed.D.  
Chief Safety & Academic Officer, Gr. 9-12

Mr. Anthony W. Bertino, Jr., President  
 Worcester County Commissioners  
 Worcester County Government Center  
 One W. Market Street, Room 1103  
 Snow Hill, Maryland 21863

Dear President Bertino:

Each year in November we review our Capital Improvement Program (CIP) with the Commissioners. We will be reviewing the proposed FY 2025 CIP with you on November 7<sup>th</sup>. The FY 2025 CIP has been developed in accordance with the County Capital Improvement Plan and is in compliance with the Maryland Interagency Commission for School Construction (IAC) regulations.

We will be requesting the Commissioners' approval of the enclosed CIP as a planning document. Verification to the IAC that the County Commissioners have approved the proposed plan is required no later than November 30<sup>th</sup>. The 2023-2024 Educational Facilities Master Plan provides additional information on our current and future facility needs and is available for your viewing or downloading from our school system website at: [www.worcesterk12.org](http://www.worcesterk12.org), Business & Operations, Facilities.

The proposed FY 2025 CIP is consistent with the Worcester County Ten Year Capital Improvement Plan and incorporates all prior recommendations of the County Commissioners regarding our future school construction needs as follows:

- **Planning / Funding Requests**

The FY 2025 Capital Improvement Program includes a Planning Request and Design Funding Request for the Buckingham Elementary Replacement School project. The Feasibility Study, Educational Specifications and Conceptual Planning phases of design for the Buckingham Elementary Replacement School are complete.

As you are aware, we have been working through Buckingham Elementary state funding issues with the Interagency Commission on School Construction (IAC). Following a meeting with the IAC and State Senator Mary Beth Carozza on October 23, 2023, the IAC requested that we revise our FY25 CIP to include the Buckingham requests. The IAC is going to review and re-consider the status of Berlin Intermediate School as a Buckingham Elementary "adjacent school". Should the IAC determine that Berlin Intermediate is not a Buckingham adjacent school, state funding would be available for the Buckingham project. The FY25 CIP we are forwarding to you is the revised CIP.

The CIP includes a Construction Funding Request for the Snow Hill Middle School/Cedar Chapel Special School Roof Replacement project which is scheduled to begin, pending approvals, in June 2024.

# ITEM 10

The CIP also includes a Design Funding Request for the Pocomoke Elementary School Roof Replacement project which is scheduled to begin, pending approvals, in June 2025.

- **Future Projects**

The FY 2025 CIP includes the Buckingham Elementary Replacement School project and future roof replacement projects at Snow Hill Middle School and Cedar Chapel Special School, Pocomoke Elementary School and Worcester Technical High School. Our long-range planning also includes a proposed renovation/addition or replacement school project for Snow Hill Elementary School.

It is our belief that we have been successful in addressing our school construction needs due to the combined efforts of our Board of Education, County Commissioners, state legislators and community members. Through your support, in November 2021 we began construction of the much needed addition project at Stephen Decatur Middle School which was ready for students in January 2023. Also, with your support, we have completed the initial phases of design for the Buckingham Elementary Replacement School project. It is our hope that with the ongoing support of the County Commissioners, we will continue to provide all Worcester County children with excellent educational facilities.

The Board of Education and I want to thank and commend you for your continued support of our school system. I look forward to meeting with you on November 7<sup>th</sup> to discuss the FY 2025 Capital Improvement Program.

Sincerely,



Louis H. Taylor  
Superintendent of Schools

LT:jjp

cc: Board of Education Members  
Mr. Weston Young

**WORCESTER COUNTY PUBLIC SCHOOLS**



**FY2025  
CAPITAL IMPROVEMENT PROGRAM (CIP)**

September 19, 2023  
Revised October 24, 2023



**FY 2025 CAPITAL IMPROVEMENT PROGRAM  
WORCESTER COUNTY PUBLIC SCHOOLS  
TABLE OF CONTENTS  
(Revised 10/24/23)**

<u>Tab</u>	<u>Pages</u>	<u>Contents</u>
1	1	FY 2025 CIP Summary
2	2	<u>Planning/Design Funding Requests</u>  Buckingham Elementary Replacement School  <u>Funding Requests</u>
3	6	Snow Hill Middle School/CCSS – Systemic: Roof Replacement  <u>Design Funding Requests</u>
4	24	Pocomoke Elementary School – Systemic: Roof Replacement  <u>Future Project Requests</u>
5	26 27	Worcester Technical High School – Systemic: Roof Replacement Snow Hill Elementary Replacement School  <u>IAC Forms</u>
6	28 29 30	102.4 - Summary of Current and Future Project Requests 102.5 - Status of Previously Approved Projects 102.6 - Status of State-Owned Relocatables  <u>Miscellaneous Information</u>
7	31 32 33	Summary of Locally Owned Relocatables and Temporary Classrooms Map of Priority Funding Areas Worcester County School Location Map  <u>Enrollment</u>
8	34 35 36-51	Summary of Pre-Kindergarten Enrollment – 9/30/23 Summary of Kindergarten Enrollment – 9/30/23 Ten-Year FTE Enrollment Projections 2022 – 2032

## Worcester County FY 2025 Capital Improvement Program Summary

### 1. Planning Requests

- The Worcester County Public Schools FY 2025 CIP includes a Planning Request for the Buckingham Elementary Replacement School project.

### 2. Construction Funding Requests

- The FY 2025 CIP includes a Construction Funding Request for the Snow Hill Middle School/Cedar Chapel Special School roof replacement project to be executed in summer 2024.

### 3. Design Funding Requests

- The FY 2025 CIP includes Design Funding requests for:
  - Buckingham Elementary Replacement School project.
  - Pocomoke Elementary School roof replacement project to be executed in summer 2025.

### 4. Previous/Current Projects

- Stephen Decatur Middle School Addition – 23.014.022 LPC
  - The project included construction of a 24,800 square foot addition to the existing 79,500 square foot Stephen Decatur Middle School, a new Security Vestibule and a new Band Storage Room.
  - The bids were presented to and approved by the Worcester County Board of Education on September 21, 2021 and the Worcester County Commissioners on October 5, 2021.
  - Contractor mobilization to the site began on October 15, 2021, construction began on November 1, 2021 and construction was substantially complete on January 2, 2023.
  - Contractor close-out is in progress.

### 5. Future Projects

- Future projects with State funding requests identified in the FY 2025 Capital Improvement Program include:
  - Roof replacement at Snow Hill Middle School/Cedar Chapel Special School
  - Roof replacement project at Pocomoke Elementary School
  - Roof replacement project at Worcester Technical High School
  - A ren/add or replacement school project at Snow Hill Elementary School



STATE OF MARYLAND  
FORM 102 (B) REQUEST FOR MAJOR CONSTRUCTION FUNDING & IAC PLANNING APPROVAL

LEA Entry  
IAC Entry

PSC No.: <b>23.007</b>		REQUEST TYPE: PLANNING (LP): <input checked="" type="checkbox"/> FUNDING: <input checked="" type="checkbox"/>							
LEA: <b>Worcester</b>		JOINT FUNDING THROUGH CIP & BTL: <input checked="" type="checkbox"/> DATE PLANNING (LP) APPROVED: _____							
SCHOOL NAME: <b>Buckingham Elementary</b>		FY: <b>2025</b> DATE SUBMITTED: _____							
ADDRESS: <b>100 BUCKINGHAM ROAD, BERLIN, MD 21811</b>		PRIORITY #: _____ REVISED DATE: <b>10/24/23</b>							
PROJECT TYPE	NEW <input type="checkbox"/>	ADDITION <input type="checkbox"/>	REPLACEMENT <input checked="" type="checkbox"/>						
COOPERATIVE USE:	<input checked="" type="checkbox"/>	PROTOTYPE DESIGN: <input type="checkbox"/>	HIGH PERFORMANCE: <input type="checkbox"/>						
SCHOOL NUMBER: <b>23.0901</b>	SRC: <b>551</b>	GRADES: <b>Other</b>	STATE COST SHARE %: <b>50%</b> LOCAL COST SHARE %: <b>50%</b>						
CURRENT FUNDING REQUES	<b>\$513,000</b>	EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS							
TOTAL PRIOR STATE FUNDS:	<b>\$0</b>	FY2026	TOTAL: <b>\$5,852,000</b>						
1. SITE: Acreage <b>15</b> Date IAC Approved _____ MHT Category # _____ Date of MHT Review _____		PFA Status <input type="checkbox"/> PFA <input type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/>							
2. EXISTING FACILITY:		LEA Proposed Scope for Renovation/Demolition							
ORIGINAL ADDITION ADDITION ADDITION ADDITION TOTAL	RENOVATED		DEMOLISHED		TOTAL		GSF to be Renovated	GSF to be Demolished	Cooperative-Use Space
	Gross SF	Date	Gross SF	Date	Gross SF	Date	Gross SF		
	<b>49,000</b>	<b>1978</b>					<b>49,000</b>		
	<b>49,000</b>						<b>49,000</b>		
3. SCOPE:		Proposed Capacity <b>625</b>		Renovation		Demolition <b>49,000</b>			
a. Proposed LEA Scope:		Gross Square Footage: New <b>102,000</b>		Addition		Renovation		Demolition <b>49,000</b>	
Cooperative-Use Space GSF: <b>WITHIN</b> above GSF		New CUS <b>1,800</b>		CUS Addition		CUS Renovation			
b. Eligible State Scope:		Gross Square Footage: New <b>21,312</b>		Eligible Enrollment <b>134</b>		Renovation		Demolition <b>49,000</b>	
Cooperative-Use Space GSF: <b>WITHIN</b> above GSF		New CUS <b>1,800</b>		CUS Addition		CUS Renovation			
c. SE and CTE:		New Regional SE program(s)? <b>N</b>		New CTE Program(s)? <b>N</b>		CTE application filed with MSDE? <b>N</b>			



4. DESCRIPTION & JUSTIFICATION: (What you wish to accomplish with this project)

Buckingham Elementary School was constructed in 1978. The school serves students in grades Pre-Kindergarten-3 through Grade 4. There have been no additions or renovations executed at the school over the 45-year lifespan of the building. During the 2022-23 school year, Buckingham Elementary operated at 118% of Local-Rated Capacity and 90% of State-Rated Capacity. Buckingham Elementary will utilize five portable classrooms in 2023-24 to accommodate existing programs. During the 23-24 school year, all Grade 4 instruction will be conducted in portable classrooms. Worcester County, through an aggressive school construction program supported by State school construction funding, has reduced the number of county-wide portable classrooms from 52 in 2015-16 to 11 in 2023-24. Five of the remaining eleven portable classrooms are utilized at Buckingham Elementary and five are utilized at Snow Hill Elementary School. Additional space is required to accommodate all existing and future programs. Beginning in the 2021-22 school year, PreK-3 and PreK-4 programs became all-day programs at Buckingham Elementary. Cafeteria, Media Center and support spaces are also inadequate to serve the current and projected future enrollments and needs of the students. A Feasibility Study began in July 2022 to evaluate existing Buckingham Elementary building and site conditions and instructional adequacy of the existing space and to provide the Worcester County Board of Education with construction options to address deficiencies. The Feasibility Study was completed in January 2023; was approved by the Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. The construction of a replacement school option was approved by both the Board of Education and the County Commissioners. Educational Specifications were completed and forwarded to MSDE in May 2023 and were approved by MSDE in September 2023. The Conceptual Planning process began in March 2023 and was completed in September 2023 resulting in a conceptual floor plan, site plan and elevations for the proposed replacement school.

Note: Adjacent Schools - Berlin Intermediate School is not used as an adjacent school due to grade structure (Grades 5-6).

5. ENROLLMENT PROJECTIONS (Requested and Adjacent Schools)	YEAR	2022	2023	2024	2025	2026	2027	2028	2029	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Buckingham Elementary (23.007)	551	515	532	516	521	519	525	560	577	-26
Berlin Intermediate (23.012)	0	0	0	0	0	0	0	0	0	0
Ocean City Elementary (23.006)	777	521	543	540	547	528	544	533	544	233
Showell Elementary (23.001)	850	621	634	623	612	616	621	629	640	210
										0
										0
<b>TOTAL:</b>	2,178	1,657	1,709	1,679	1,680	1,663	1,690	1,722	1,761	417

Case Number:		Note: Raw Eligible Enrollment based on SRC and 7-year FTE. To determine the Raw Eligible Enrollment for a new school, enter the SRC and 7 year enrollments for the Adjacent School(s) above.	134
*Eligible Enrollment. If the sum of available seats in all adjacent schools shown in the table above is less than 15% of the project school's enrollment (Year 7 FTE), the adjacent schools are excluded from the calculation of eligible enrollment for state funding allocation.			134

APG PSCP CIP/ BTL Form 102  
Request for Planning, Design Services and/or Funding for Major School Construction Projects

6. BUDGET:		Total Estimated Project Budget	Estimated Local Funds	Estimated Maximum State Allocation
Design		\$ 2,863,000	\$ 2,350,000	\$ 513,000
Building		\$ 42,055,000	\$ 37,750,000	\$ 4,305,000
Site Development		\$ 4,768,000	\$ 3,950,000	\$ 818,000
Furniture, Fixtures, and Equipment		\$ 1,666,000	\$ 1,450,000	\$ 216,000
Other		\$ 1,650,000	\$ 1,650,000	\$ -
LEA Contingency	2.5%	\$ 800,000	\$ 800,000	\$ -
High Performance (Admin Cost - Estimated at 2%)		\$ 2,050,000	\$ 2,050,000	\$ -
<b>Total</b>		<b>\$ 55,852,000</b>	<b>\$ 50,000,000</b>	<b>\$ 5,852,000.00</b>

7. SCHEDULE:		Ed Spec Completion Date:	Feasibility Study Completion Date:	Estimated Bid Date:
		9/1/2023	1/18/23	1/15/2026
	Schematic Design (SD) Completion Date:	4/1/2024	Design Development (DD) Completion Date:	Estimated Construction Start Date:
			10/1/24	6/1/2026
	Construction Document (CD) Completion Date:	5/1/2025		Estimated Project Completion Date:
				7/1/2028

Revised 7/2023

4



STATE OF MARYLAND - CAPITAL IMPROVEMENT PROGRAM / BUILT TO LEARN  
COMPUTATION SUPPLEMENTAL WORKSHEET FOR ESTIMATING THE STATE ALLOCATION FOR FY 2024  
(Amounts rounded to the nearest 1,000)

ITEM 10  
LEA

IAC Entry

PSC No.: 23.007  
Project Type: Replacement

Worcester  
Buckingham Elementary

Priority #	0
CIP or CIP/BTL	CIP/BTL
Request Type	Planning, Funding
Basis for Applied Funding Factor	Estimate
Date of First Construction Funding	
Bid Date (Actual Only)	
LEA State Share	50%
Concentration of Poverty Add-on	-
Maintenance Add-on	-
Net Zero Energy Add-on	-
Project State Share	50% 50%

GROSS AREA BASELINE in GSF			
Educ. Type	Eligible Enrollment	GSF per student	Total GSF
Elementary	134	x 141.00	= 18,894
Middle		x	=
High		x	=
Special ED Elem	62	x 39.00	= 2,418
Special ED Middle		x	=
Special ED High		x	=
CTE		x	=
			21,312
Existing Facility GSF	49,000	Adjusted Eligible GSF*	
Demolition of Existing GSF	49,000		
Revised Existing Facility GSF			
Eligible New GSF	21,312		

Enrollment Case # (if applicable)

NEW GSF			Construction Cost	Cost State Share
A. Eligible New GSF	21,312	x 404.00	8,610,000	4,305,000
B. Cooperative-Use Space (GSF)		x 404.00		
C. GAB Variance (if applicable)		x 404.00		
D. Facility Addition Subtotal (A+B+C)	21,312		8,610,000	4,305,000
E. Site Development (0.19*D)		x 19%	1,636,000	818,000
F. Facility Addition & Site Subtotal (D+E)			10,246,000	5,123,000
G. Design Cost (0.1*F)		x 10%	1,025,000	513,000
H. Furniture, Fixtures and Equipment (0.05*D)		x 5%	431,000	216,000
I. Total Costs for new space (F+G+H)			11,702,000	5,852,000

RENOVATED GSF							Construction Cost	Cost State Share
Age of Structure	Construction Year	GSF to be Renovated	Cost per GSF	Percentage to be Covered	Cost			
40 & older		x	404.00	x 100%	=			
31-39		x	404.00	x 85%	=			
26-30		x	404.00	x 75%	=			
21-25		x	404.00	x 65%	=			
16-20		x	404.00	x 50%	=			
0-15		x	404.00	x 0%	=			
J. Eligible Structure Renovation								
K. Cooperative-Use Space (GSF)		x	404.00					
L. GAB Variance (if applicable)			404.00					
M. Facility Renovation Subtotal (J+K+L)								
N. Site Development (0.1*M)			5%					
O. Facility Renovation & Site Subtotal (M+N)								
P. Design Cost (0.1*O)			10%					
Q. Furniture, Fixtures and Equipment (0.5*M)			5%					
R. Total Cost for Renovated Space (O+P+Q)								

TOTAL COST			11,702,000	5,852,000
Less Prior State Funds for Related Projects				
MAXIMUM STATE ALLOCATION				5,852,000
Less CIP allocations for the Project				
ADJUSTED MAXIMUM STATE ALLOCATION				
Less CIP allocations for the Project				
Less other State funding program allocations for the project				
BALANCE				5,852,000

Additional Notes: The "Net State Funding" on this worksheet is an estimate of the maximum State allocation for this project, but may be reduced based on the costs of the approved contract(s), ineligible items, and change orders.  
Existing facility is 49000 sf. Project consists of an addition of 21312 sf and renovation of 0 sf

Date Planning Approved:  
Date Revised:





PSC No.: 23.009/013 FUNDING PROGRAM: PSCP CIP  BUILT TO LEARN   
 LEA: Worcester REQUEST TYPE: Facility Renewal  
 SCHOOL NAME: Snow Hill Middle School / Cedar Chapel Special School FY: 2025 Date Submitted: 9/20/23  
 ADDRESS: 522 / 510 Coulbourne Lane, Snow Hill, MD. 21863 PRIORITY #: 2 Revised Date: 10/24/23

PROJECT TYPE (Primary System/PS) Roof:  HVAC:  Structural:  Other Facility Renewal:  Windows/Doors:   
 Electrical Upgrade  COST SHARE %: STATE 50% LOCAL 50%

COOPERATIVE USE   
 HIGH PERFORMANCE   
 SCHOOL NUMBER 23.0208 / 0401 GRADES 4-8 / Age 4-21 SRC 784 / 90  
 Asset Tag Number of PS (if applicable) \_\_\_\_\_ Year PS Entered Service 1994 / 1986

CURRENT FUNDING REQUEST: \$1,981,000  
 TOTAL PRIOR STATE FUNDS: \$62,000

EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
FY2026	\$0	FY2027	\$0	FY2028	\$0	FY2029	\$0	FY2030	\$0	\$2,043,000

1. SITE: Acreage 24.000 Date IAC Approved \_\_\_\_\_ MHT Category # \_\_\_\_\_ Date of MHT Review \_\_\_\_\_ In PFA  Water  Sewer

2. EXISTING FACILITY:

	RENOVATED		DEMOLISHED		TOTAL	
	Gross SF	Date	Gross SF	Date	Gross SF	Gross SF
ORIGINAL - SHMS	90,000	1970	2,815	1986		90,000
ORIGINAL - CCSS	17,175	1986				17,175
ADDITION						-
ADDITION						-
ADDITION						-
TOTAL	107,175		2,815		-	107,175

3. Indicate below the date the building component was last replaced with State Funds:

9/1/1994

4. Describe all preventive maintenance activities that have occurred to keep the system operational? (i.e., work orders, etc.)

From 2017 through 2021, the WCPS Maintenance Department received and addressed a total of 35 roof issue related work orders from SHMS/CCSS (26 from SHMS, 9 from CCSS). In addition, WCPS contracted with the Garland/DBS Leak Response Repairs Inspection Services program for roof assessments, preventative maintenance and leak repair services. SHMS and CCSS are included in this program.

5. Detailed Scope: (What do you wish to accomplish with this project; Describe, with measurements)

Snow Hill Middle School was constructed in 1970. The original roof was replaced in 1994. A 2020 roof inspection conducted by an independent roofing consultant identified blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Snow Hill Middle School roof has also been identified by State Maintenance inspections. Cedar Chapel Special school was constructed in 1986 as an addition to Snow Hill Middle School. Although the school floor plan and roof are contiguous, Cedar Chapel Special School has a unique PSC and School Number. Cedar Chapel serves students with severe physical and mental disabilities and its operation is completely separate from Snow Hill Middle School. The original 36-year-old CCSS roof exhibits issues similar to the Snow Hill Middle School roof. Both roofs have exceeded their life expectancy.

6. Alternative Solution: What else can be done to correct the problem:

Replacement of the Snow Hill Middle and Cedar Chapel Special School roofs is the best solution to address the aging roofs.

7. What Caused this Problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)?

Normal wear and tear over 29 years for the Snow Hill Middle School roof and 37 years for the Cedar Chapel Special School roof have resulted in the plan to replace both roofs. SHMS roof will be 30-years-old and CCSS roof will be 38-years-old when the roof replacement project begins in summer 2024.

Note: Data should be entered into the fields highlighted in gray. In addition, the formula fields in Section 11 - Total Estimated Project Budget can be overwritten.



**8. What are the consequences if this project is not approved:**  
Check all that apply:

- 1. Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.
- 2. System is currently adversely affecting the delivery of educational programs & services.
- 3. System is currently causing serious threats to life, safety, or health of facility occupants.
- 4. System is currently causing violations of building or other official codes.
- 5. System is currently causing or will imminently cause damage to other building systems.
- 6. Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

9. ENROLLMENT PROJECTIONS (Requested)	Year→	2022	2023	2024	2025	2026	2027	2028	2029	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School: Snow Hill Middle School	784	403	410	417	428	437	427	419	409	375
Requested School: Cedar Chapel Special School	90	43	43	43	43	43	43	43	43	47

**10. EMERGENCY ELECTRICAL POWER:**

Entering an X in the Electrical Upgrade/Replacement field on page 1 indicates that this project involves replacement of the electrical system or upgrade to the electrical capacity. Provide the Status of the Shelter Compliance Process:

11. BUDGET:		Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Design	3%	\$ 120,000	\$ 60,000	\$ 60,000
Building		\$ 3,968,000	\$ 1,983,000	\$ 1,983,000
Site Development	0%	\$ 0	\$ 0	\$ 0
Other (Furniture and Fixtures, etc.)	0%	\$ 0	\$ 0	\$ 0
<b>Construction Cost</b>		<b>\$ 4,086,000</b>	<b>\$ 2,043,000</b>	<b>\$ 2,043,000</b>
Contingency	5%	\$ 198,000	\$ 198,000	\$ -
High Performance Costs (Administrative only)		\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 4,284,000</b>	<b>\$ 2,241,000</b>	<b>\$ 2,043,000</b>

12 SCHEDULE:	Date A/E Hired: <u>1/27/2023</u>	Ed. Specs: <u>N/A</u>	Estimated Bid: <u>1/11/2024</u>	Actual Bid Date: _____
	Schematic Design: <u>N/A</u>	Design Development: <u>N/A</u>	Estimated Construction: <u>6/15/2024</u>	Actual Construction: _____
	Construction Document: <u>6/8/2023</u>		Estimated Project Completion: <u>8/31/2024</u>	Project Completion: _____

Revised 7/2021  
Note: Data should be entered into the fields highlighted in gray.  
The formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

**ROOF INSPECTION/SURVEY FORM**  
(FILL OUT FOR EACH ROOF LEVEL/SECTION OF BUILDING)

Worcester County

SCHOOL: Snow Hill Middle School/Cedar Chapel Special School  
 ADDRESS: Snow Hill, MD  
 LEVEL/SECTION: All low sloped roof sections  
 LAST REPLACEMENT DATE: +/\_ 24  
 ROOF DECK MATERIAL: Metal

ROOF TYPE: BUR  EPDM  SHINGLE  METAL  SLATE  MODIFIED BIT   
 OTHER  \_\_\_\_\_

WATERTIGHTNESS: NO LEAKS  LEAKS EVERY RAIN   
 LEAKS ONLY OCCASIONALLY   
 LEAKS ONLY DURING HIGH WINDS AND RAIN

CONDITION OF ROOF (Indicate Condition from 1 Poor to 4 Excellent for each element)

Blisters	<u>2</u>	Ridges	<u>2</u>
Splits	<u>3</u>	Exposed Felts	<u>3</u>
Eroded Felts	<u>2</u>	Drains	<u>1</u>
Alligatoring	<u>3</u>	Gravel Stop	<u>3</u>
Debris / Vegetation	<u>1</u>	Punctures	<u>N/A</u>
Seam Separation	<u>N/A</u>	Ponding Water	<u>2</u>
Pitch Pans	<u>3</u>	Expansion Joint	<u>2</u>
Parapet Cap	<u>2</u>	Parapet Metal	<u>2</u>
Gutters	<u>n/a</u>	Downspout	<u>2</u>
Counter Flashing	<u>3</u>	Curbs	<u>3</u>

INSULATION: YES  NO  TYPE/CONDITION: Rigid fiberboard and Perlite insulation.

ADDITIONAL INFORMATION: Item numbers are referenced to attached plan. If available, similarly number photographs.

See attached photographs.

OVERALL ROOF CONDITION 2.0 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES  NO

Identify the area being shown, the item, and the date.

ROOF PLAN INCLUDED WITH ROOF LEVELS IDENTIFIED: YES  NO

COMMENT:

# ITEM 10

This roof system has seen the end of its useful life. A couple leaks have been identified and work orders have been processed and repaired over the last couple months. Further investigation will determine if these active leaks are exterior walls, metal panels, widow and /or actual roof leaks.

This overall condition of this roofing system is in fair condition. The field of the roof is starting to show signs of age and stress are the major contributors to the breakdown of the roof system. Several blisters and ridges are occurring throughout the roof system. Flashings are starting to separate and need repairs to keep the water out of the building envelope. The existing parapet metal coping system the fasteners are starting to back out allowing moisture directly into the building. Several drains need to be cleaned to allow the water to flow properly throughout the building. The expansion joint has several openings leaving a direct source of water entry in the building. This roof has been budgeted and been approved for replacement next fiscal year in 2024/25

INSPECTED BY: Jeff Smith

DATE: July 2023

**ROOF INSPECTION/SURVEY FORM**  
(FILL OUT FOR EACH ROOF LEVEL/SECTION OF BUILDING)

## Worcester County

SCHOOL: Snow Hill Middle School/Cedar Chapel Special School  
 ADDRESS: Snow Hill, MD  
 LEVEL/SECTION: All low sloped roof sections  
 LAST REPLACEMENT DATE: +/\_ 23  
 ROOF DECK MATERIAL: Metal

ROOF TYPE: BUR  EPDM  SHINGLE  METAL  SLATE  MODIFIED BIT   
 OTHER  \_\_\_\_\_

WATERTIGHTNESS: NO LEAKS  LEAKS EVERY RAIN   
 LEAKS ONLY OCCASIONALLY   
 LEAKS ONLY DURING HIGH WINDS AND RAIN

CONDITION OF ROOF (Indicate Condition from 1 Poor to 4 Excellent for each element)

Blisters	<u>2</u>	Ridges	<u>2</u>
Splits	<u>3</u>	Exposed Felts	<u>3</u>
Eroded Felts	<u>2</u>	Drains	<u>1</u>
Alligatoring	<u>3</u>	Gravel Stop	<u>3</u>
Debris / Vegetation	<u>1</u>	Punctures	<u>N/A</u>
Seam Separation	<u>N/A</u>	Ponding Water	<u>2</u>
Pitch Pans	<u>3</u>	Expansion Joint	<u>2</u>
Parapet Cap	<u>2</u>	Parapet Metal	<u>3</u>
Gutters	<u>n/a</u>	Downspout	<u>3</u>
Counter Flashing	<u>3</u>	Curbs	<u>3</u>

INSULATION: YES  NO  TYPE/CONDITION: Rigid fiberboard and Perlite insulation.

ADDITIONAL INFORMATION: Item numbers are referenced to attached plan. If available, similarly number photographs.

See attached photographs.

OVERALL ROOF CONDITION 2.0 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES  NO

Identify the area being shown, the item, and the date.

ROOF PLAN INCLUDED WITH ROOF LEVELS IDENTIFIED: YES  NO

This roof has had several repairs over the years and continues to need continuous attanetion until this roof system is completely replaced down to the substrate. No active leaks at this time and continued PM should be completed going into 2023 until money is in the budget to replace in fiscal 2023/2024.

INSPECTED BY: Jeff Smith DATE: August 2022

COMMENT:

**ROOF INSPECTION/SURVEY FORM**  
(FILL OUT FOR EACH ROOF LEVEL/SECTION OF BUILDING)

Worcester County

SCHOOL: Snow Hill Middle School/Cedar Chapel Special School  
 ADDRESS: Snow Hill, MD  
 LEVEL/SECTION: All low sloped roof sections  
 LAST REPLACEMENT DATE: +/\_ 22  
 ROOF DECK MATERIAL: Metal

ROOF TYPE: BUR  EPDM  SHINGLE  METAL  SLATE  MODIFIED BIT   
 OTHER  \_\_\_\_\_

WATERTIGHTNESS: NO LEAKS  LEAKS EVERY RAIN   
 LEAKS ONLY OCCASIONALLY   
 LEAKS ONLY DURING HIGH WINDS AND RAIN

CONDITION OF ROOF (Indicate Condition from 1 Poor to 4 Excellent for each element)

Blisters	<u>3</u>	Ridges	<u>3</u>
Splits	<u>3</u>	Exposed Felts	<u>3</u>
Eroded Felts	<u>3</u>	Drains	<u>1</u>
Alligatoring	<u>3</u>	Gravel Stop	<u>3</u>
Debris / Vegetation	<u>1</u>	Punctures	<u>N/A</u>
Seam Separation	<u>N/A</u>	Ponding Water	<u>2</u>
Pitch Pans	<u>3</u>	Expansion Joint	<u>3</u>
Parapet Cap	<u>3</u>	Parapet Metal	<u>3</u>
Gutters	<u>n/a</u>	Downspout	<u>3</u>
Counter Flashing	<u>3</u>	Curbs	<u>3</u>

INSULATION: YES  NO  TYPE/CONDITION: Rigid fiberboard and Perlite insulation.

ADDITIONAL INFORMATION: Item numbers are referenced to attached plan. If available, similarly number photographs.

See attached photographs

OVERALL ROOF CONDITION 2.5-3 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES  NO

Identify the area being shown, the item, and the date.

ROOF PLAN INCLUDED WITH ROOF LEVELS IDENTIFIED: YES  NO

COMMENT:

# ITEM 10

This roof sections was replaced 22 years ago and for the age of the roof it seems to be in average working condition. All of these sections will need preventive maintenance schedule and implimented into the WCBOE miantenance plan. Repairs to the roof are the following: All flashings, penetrations, blisters, ridges,, and all other sources of water infiltration shall be repaired according to NRCA minimum standards.

A coouple internal drains seems to be clogged and need to be repaired ASAP. This was reported and a work ordered has been released.

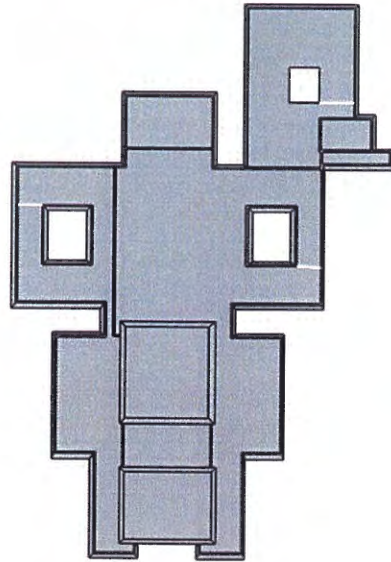
No active leaks at this time.

INSPECTED BY: Jeff Smith

DATE: October 2021

# Precise Aerial Measurement Report

Prepared for you by The Garland Company Inc



522 Coulbourne Lane, Snow Hill, MD 21863



since 1895

The Garland Company Inc.  
3800 East 91st St  
Cleveland, OH 44105

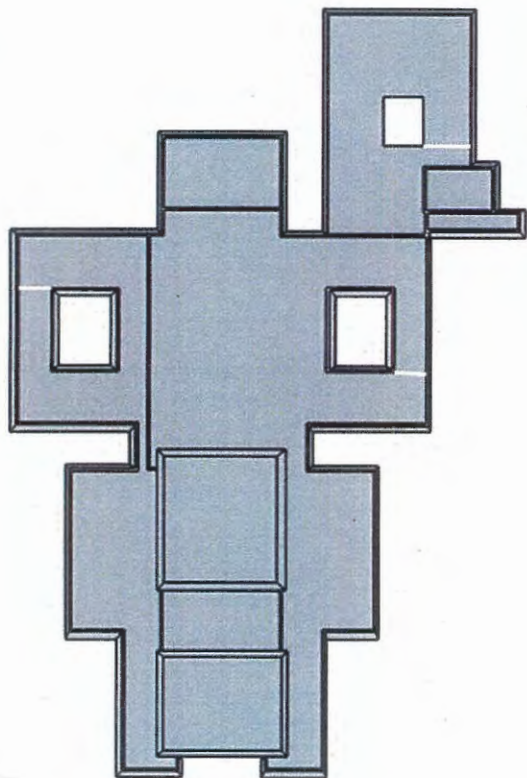
Todd Holtzner  
tel. 410-598-7998  
email: [tholtzner@garlandind.com](mailto:tholtzner@garlandind.com)





522 Coulbourn Lane, Snow Hill, MD 21863

# EXTENDED COVERAGE 2D



**Report Details**  
Report:13355654  
Building: Snow Hill Middle

**Roof Details**  
Total Area = 116,502 sq ft  
Total Roof Facets = 56  
Predominant Pitch = 0/12  
Number of Stories <=1  
Total Ridges = 154 ft  
Total Valleys = 111 ft  
Total Rakes = 0 ft  
Total Eaves = 5,385 ft

<b>Report Contents</b>	Length Diagram .....	2
	Pitch Diagram .....	3
	Area Diagram .....	4
	Notes Diagram .....	5
	Report Summary .....	9



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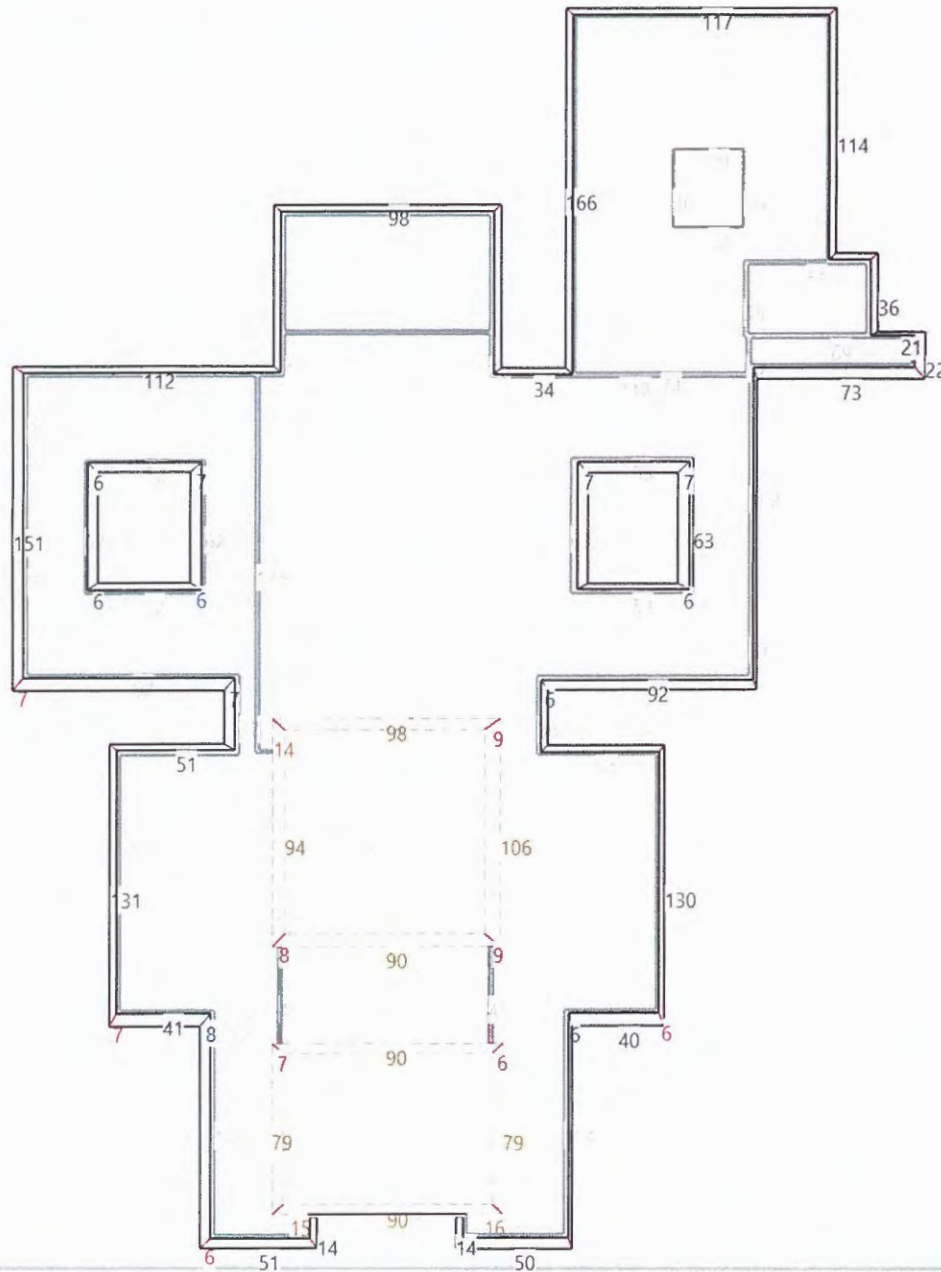
Measurements provided by [www.eagleview.com](http://www.eagleview.com)

Contact: Todd Holtzner  
Company: The Garland Company Inc.

Address: 3800 East 91st St  
Cleveland, OH 44105

Phone: 410-924-2110

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**Length Diagram**

Total Line Lengths:

- Ridges = 0 ft**
- Hips = 154 ft**
- Valleys = 111 ft**
- Rakes = 0 ft**
- Eaves = 5,385 ft**
- Flashing = 8 ft**
- Step flashing = 6 ft**
- Parapets = 3,840 ft**

Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

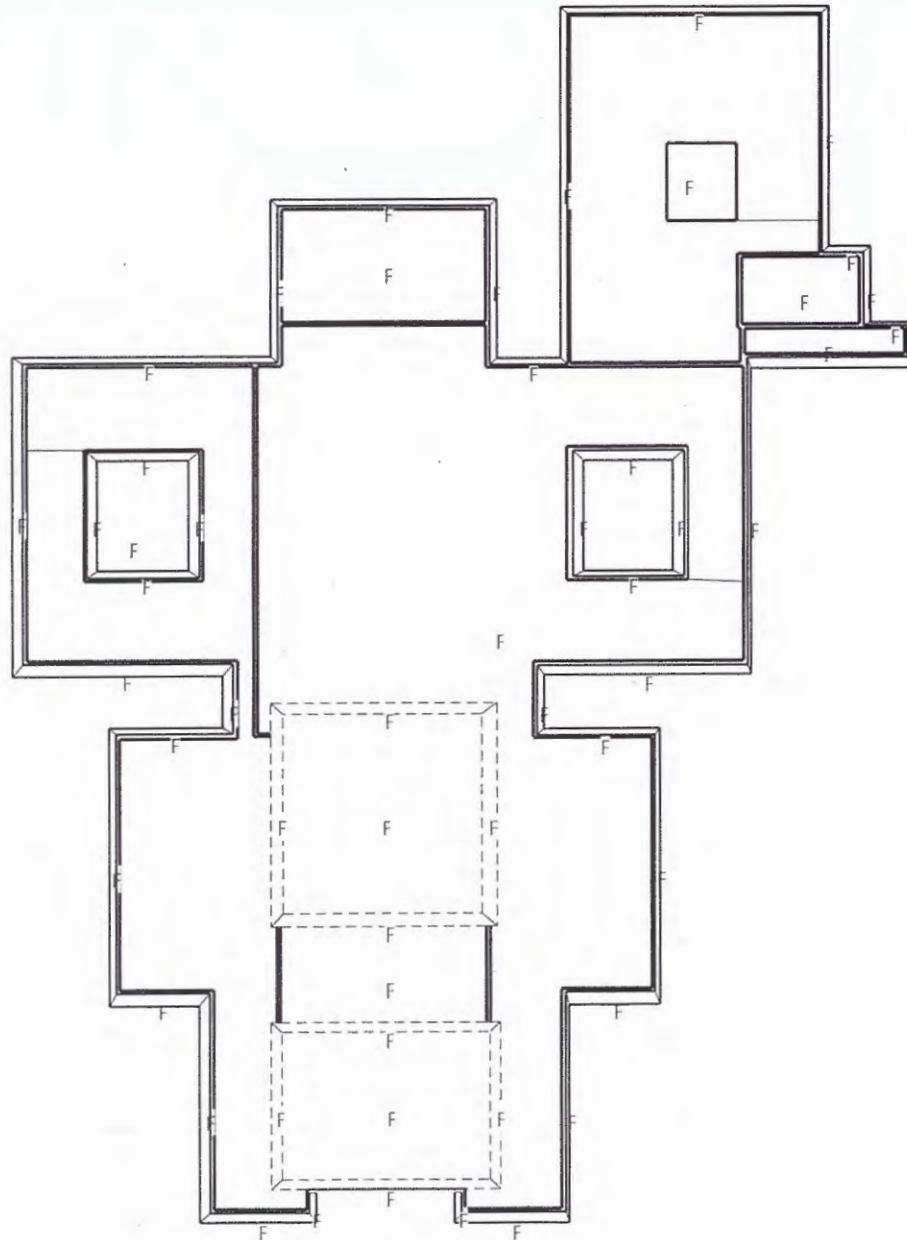
**EXTENDED COVERAGE 2D**

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## Pitch Diagram

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.

Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Blue shading indicates a pitch of 3/12 and greater.

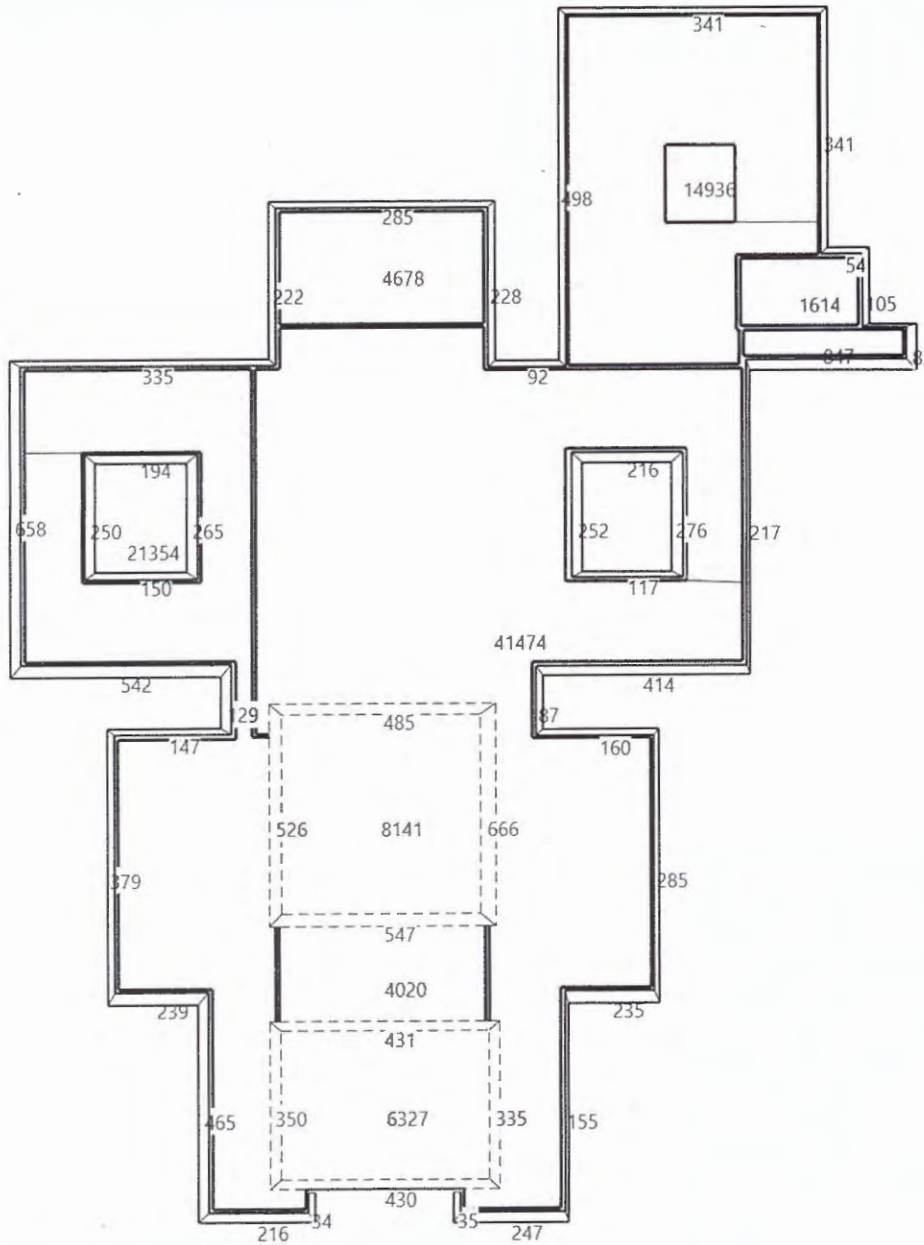
**Pitch Diagram Disclaimer: With Extended Coverage, only the predominant pitch may be noted due to resolution of photo. Refer to pitch table for more information.**

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***EXTENDED COVERAGE 2D***

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## Area Diagram

Total Area = 116,502 sq ft, with 56 facets.

Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square feet after being totaled).

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**EXTENDED COVERAGE 2D**

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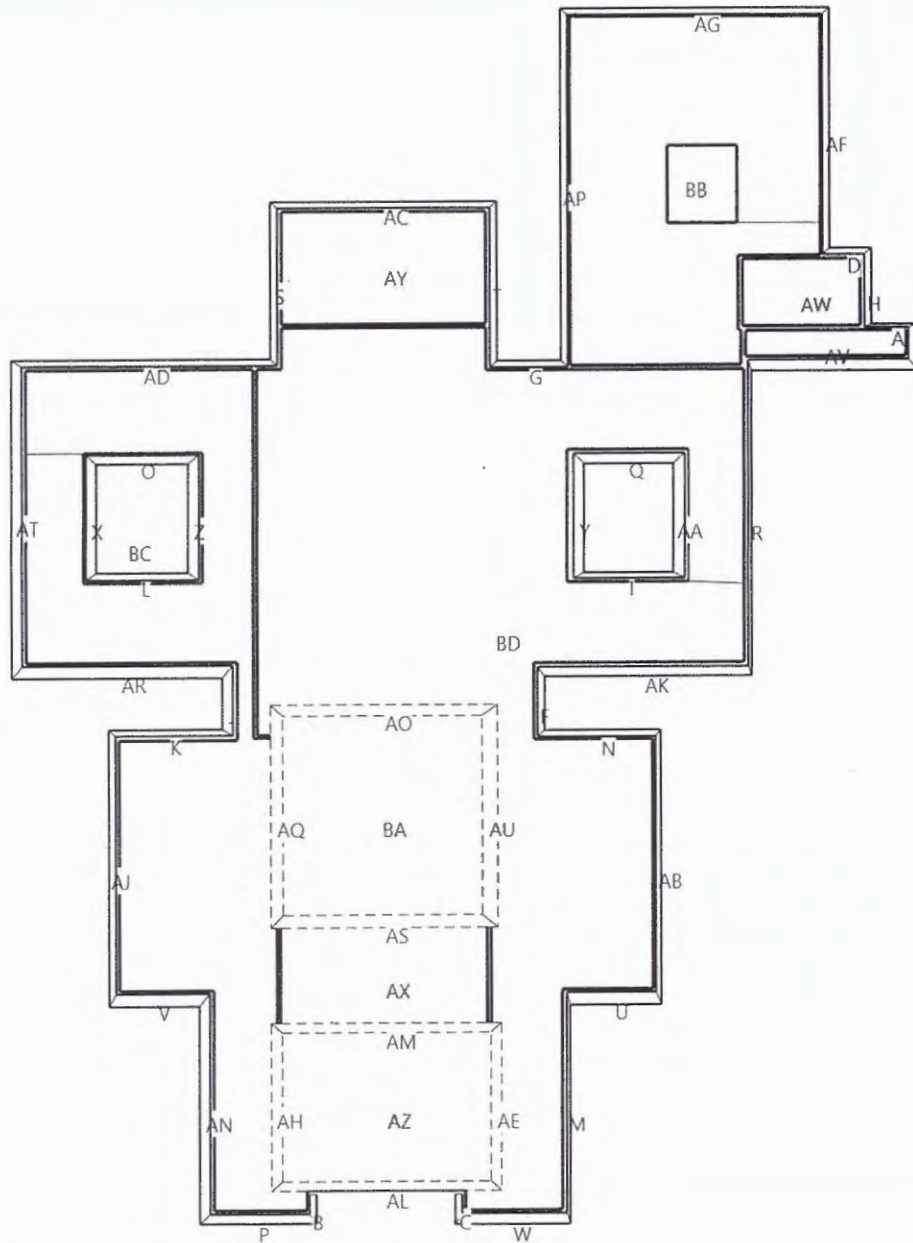


Report: 13355654

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## Notes Diagram

Roof facets are labeled from smallest to largest (A to Z) for easy reference.

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### EXTENDED COVERAGE 2D

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### Facet Area (sq ft) Based Upon Pitch

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch(inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
A	29.6	30	31.2	33.1	35.6	38.5	41.9	45.5	49.3	53.4	57.5
B	34.3	34.8	36.2	38.3	41.2	44.6	48.5	52.7	57.2	61.8	66.7
C	35.1	35.6	37	39.2	42.2	45.7	49.6	53.9	58.5	63.3	68.2
D	54.1	54.8	57	60.5	65	70.4	76.5	83.1	90.2	97.5	105.2
E	82.8	83.9	87.3	92.6	99.5	107.8	117.1	127.2	138	149.3	160.9
F	87.4	88.6	92.1	97.7	105	113.8	123.6	134.3	145.7	157.6	169.9
G	92.2	93.5	97.2	103.1	110.8	120	130.4	141.7	153.7	166.2	179.2
H	105.4	106.9	111.1	117.8	126.7	137.2	149.1	162	175.7	190	204.9
I	117.1	118.7	123.4	130.9	140.7	152.4	165.6	179.9	195.2	211.1	227.6
J	129.1	130.9	136.1	144.3	155.2	168.1	182.6	198.4	215.2	232.7	250.9
K	147.4	149.4	155.4	164.8	177.2	191.9	208.5	226.5	245.7	265.7	286.5
L	150.2	152.3	158.3	167.9	180.5	195.5	212.4	230.8	250.3	270.8	291.9
M	155.3	157.4	163.7	173.6	186.6	202.2	219.6	238.6	258.8	280	301.8
N	159.5	161.7	168.1	178.3	191.7	207.6	225.6	245.1	265.8	287.5	310
O	194.2	196.9	204.7	217.1	233.4	252.8	274.6	298.4	323.7	350.1	377.5
P	215.8	218.8	227.5	241.3	259.4	280.9	305.2	331.6	359.7	389	419.4
Q	216	219	227.7	241.5	259.6	281.2	305.5	331.9	360	389.4	419.8
R	217.2	220.2	228.9	242.8	261	282.7	307.2	333.7	362	391.6	422.2
S	221.6	224.7	233.6	247.8	266.3	288.5	313.4	340.5	369.3	399.5	430.7
T	228.1	231.2	240.4	255	274.1	296.9	322.6	350.5	380.2	411.2	443.3
U	235.2	238.4	247.9	263	282.7	306.2	332.6	361.4	392	424	457.1
V	239	242.3	251.9	267.2	287.2	311.1	338	367.2	398.3	430.9	464.5
W	246.8	250.2	260.2	275.9	296.6	321.3	349	379.2	411.3	444.9	479.7
X	249.5	252.9	263	278.9	299.9	324.8	352.8	383.4	415.8	449.8	484.9
Y	251.8	255.3	265.4	281.5	302.6	327.8	356.1	386.9	419.7	453.9	489.4
Z	265.2	268.9	279.5	296.5	318.7	345.2	375	407.5	442	478.1	515.5

Each value is rounded to the nearest square foot. The totals are based on the unrounded values.

### Pitch Table

Areas per Pitch		
Roof Pitches	Area (sq ft)	% of Roof
0/12	116501.8	100%

**Pitch Table Disclaimer:** The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch. With Extended Coverage, EagleView recommends field verifying measurements and pitch utilizing the table above.

**Disclaimer:** This report was produced using EagleView Extended Coverage Technology. Due to a variety of reasons including, but not limited to: tree coverage, poor images, low photo resolution or other blockages; this report DOES NOT offer an accuracy guarantee. EagleView recommends that anyone using this report field verify the measurements.



**Facet Area (sq ft) Based Upon Pitch**

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch (inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
AA	275.9	279.7	290.8	308.5	331.6	359.1	390.2	423.9	459.8	497.4	536.3
AB	285	288.9	300.4	318.6	342.5	371	403.1	437.9	475	513.8	553.9
AC	285.4	289.3	300.8	319.1	343	371.5	403.6	438.5	475.7	514.5	554.7
AD	334.9	339.5	353	374.4	402.5	435.9	473.6	514.6	558.2	603.7	650.9
AE	335.1	339.7	353.2	374.7	402.7	436.2	473.9	514.9	558.5	604.1	651.3
AF	340.6	345.3	359	380.8	409.4	443.4	481.7	523.4	567.7	614	662
AG	341	345.7	359.4	381.2	409.8	443.9	482.2	524	568.3	614.7	662.8
AH	350.2	355	369.1	391.5	420.9	455.9	495.3	538.1	583.7	631.3	680.7
AI	362.7	367.7	382.3	405.5	435.9	472.1	512.9	557.3	604.5	653.9	705
AJ	379	384.2	399.5	423.7	455.5	493.3	536	582.4	631.7	683.3	736.6
AK	414.4	420.1	436.8	463.3	498	539.4	586.1	636.8	690.7	747.1	805.4
AL	429.9	435.8	453.2	480.6	516.7	559.6	608	660.6	716.5	775	835.6
AM	430.6	436.5	453.9	481.4	517.5	560.5	609	661.7	717.7	776.3	836.9
AN	464.7	471.1	489.8	519.6	558.5	604.9	657.2	714.1	774.5	837.7	903.2
AO	484.7	491.4	510.9	541.9	582.5	630.9	685.5	744.8	807.8	873.8	942.1
AP	498	504.9	524.9	556.8	598.5	648.3	704.3	765.2	830	897.8	967.9
AQ	526.2	533.5	554.7	588.3	632.4	685	744.2	808.6	877	948.6	1022.7
AR	541.6	549.1	570.9	605.5	650.9	705	765.9	832.2	902.7	976.4	1052.7
AS	546.9	554.4	576.5	611.5	657.3	711.9	773.4	840.4	911.5	985.9	1063
AT	658.3	667.4	693.9	736	791.2	856.9	931	1011.5	1097.2	1186.8	1279.5
AU	665.6	674.8	701.6	744.2	800	866.4	941.3	1022.8	1109.3	1199.9	1293.7
AV	846.7	858.4	892.5	946.6	1017.6	1102.2	1197.4	1301	1411.2	1526.4	1645.7
AW	1614.3	1636.6	1701.6	1804.8	1940.1	2101.3	2283	2480.5	2690.5	2910.2	3137.6
AX	4019.9	4075.3	4237.3	4494.4	4831.3	5232.7	5685	6176.9	6699.8	7247	7813.3
AY	4678.3	4742.8	4931.4	5230.5	5622.6	6089.8	6616.1	7188.6	7797.2	8433.9	9093
AZ	6326.6	6413.9	6668.8	7073.4	7603.6	8235.4	8947.2	9721.4	10544.3	11405.4	12296.7

**Pitch Table**

Areas per Pitch		
Roof Pitches	Area (sq ft)	% of Roof
0/12	116501.8	100%

**Pitch Table Disclaimer:** The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch. With Extended Coverage, EagleView recommends field verifying measurements and pitch utilizing the table above.

**EXTENDED COVERAGE 2D**

**Disclaimer:** This report was produced using EagleView Extended Coverage Technology. Due to a variety of reasons including, but not limited to: tree coverage, poor images, low photo resolution or other blockages; this report DOES NOT offer an accuracy guarantee. EagleView recommends that anyone using this report field verify the measurements.



Report: 13355654

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### Facet Area (sq ft) Based Upon Pitch

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch(inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
BA	8141.3	8253.6	8581.7	9102.3	9784.6	10597.6	11513.5	12509.8	13568.8	14676.9	15823.8
BB	14936.2	15142.2	15744.1	16699.2	17951.1	19442.6	21123	22950.8	24893.7	26926.6	29030.8
BC	21354.2	21648.8	22509.3	23874.7	25664.6	27796.9	30199.4	32812.7	35590.3	38496.8	41505.1
BD	41473.7	42045.8	43717.1	46369	49845.2	53986.7	58652.7	63728.1	69122.8	74767.8	80610.4
Total	116502	118109	122803	130253	140017	151651	164759	179015	194170	210026	226438

### Pitch Table

Areas per Pitch		
Roof Pitches	Area (sq ft)	% of Roof
0/12	116501.8	100%

**Pitch Table Disclaimer:** The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch. With Extended Coverage, EagleView recommends field verifying measurements and pitch utilizing the table above.

## EXTENDED COVERAGE 2D

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Each value is rounded to the nearest square foot. The totals are based on the unrounded values.



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Waste Calculation Table		
Waste %	Area (sq ft)	Squares
0%	116,502	1165.0
10%	128,152	1281.5
12%	130,482	1304.8
15%	133,977	1339.8
17%	136,307	1363.1
20%	139,802	1398.0
22%	142,132	1421.3

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

**Report Summary**

Below is a measurement summary of the values presented in this report.

**Total Roof Facets = 56**

**Property Location**

Longitude = -75.3974206  
Latitude = 38.1670351

**Notes**

There were no changes to the structure in the past four years.

**Lengths, Areas and Pitches**

Ridges = 0 ft (0 Ridges)  
Hips = 154 ft (26 Hips).  
Valleys = 111 ft (20 Valleys)  
Rakes\* = 0 ft (0 Rakes)  
Eaves/Starter\*\* = 5,385 ft (80 Eaves)  
Drip Edge (Eaves + Rakes) = 5,385 ft (80 Lengths)  
Parapet Walls = 3,840 (66 Lengths).  
Flashing = 8 ft (5 Lengths)  
Step flashing = 6 ft (2 Lengths)  
Total Area = 116,502 sq ft  
Predominant Pitch = 0/12

**Online Maps**

Online map of property

[http://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=522+Coulbourne+Lane,Snow+Hill,MD,21863](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=522+Coulbourne+Lane,Snow+Hill,MD,21863)

Directions from The Garland Company Inc. to this property

[http://maps.google.com/maps?f=d&source=s\\_d&saddr=3800+East+91st+St,Cleveland,OH,44105&daddr=522+Coulbourne+Lane,Snow+Hill,MD,21863](http://maps.google.com/maps?f=d&source=s_d&saddr=3800+East+91st+St,Cleveland,OH,44105&daddr=522+Coulbourne+Lane,Snow+Hill,MD,21863)

**Disclaimer:** This report was produced using EagleView Extended Coverage Technology. Due to a variety of reasons including, but not limited to: tree coverage, poor images, low photo resolution or other blockages; this report DOES NOT offer an accuracy guarantee. EagleView recommends that anyone using this report field verify the measurements.

\* Rakes are defined as roof edges that are sloped (not level).  
\*\* Eaves are defined as roof edges that are not sloped and level.

THE WORCESTER COUNTY  
BOARD OF EDUCATION

**SNOW HILL MIDDLE SCHOOL**  
HVAC ROOFTOP UNIT LOCATION PLAN  
BERLIN, MARYLAND

Project Number:

Date:  
3/31/23

Revised:

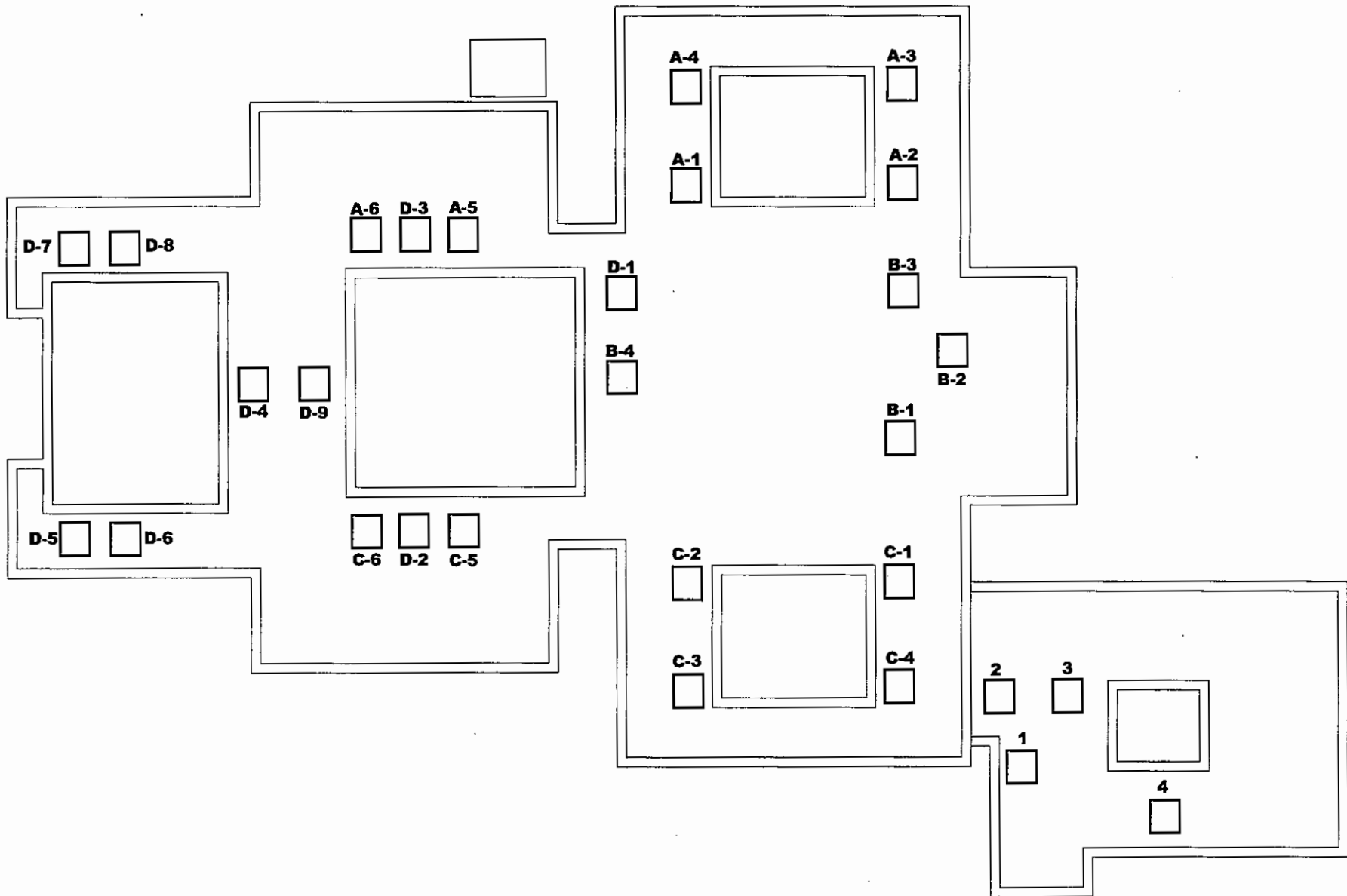
By:  
AS NOTED

Drawn by:

Sheet:

A-1

23



**HVAC ROOFTOP UNIT LOCATION PLAN  
SNOW HILL MIDDLE /CEDAR CHAPEL**

CEDAR CHAPEL SPECIAL SCHOOL





PSC No.: 23.002 FUNDING PROGRAM: PSCP CIP  BUILT TO LEARN   
 LEA: Worcester REQUEST TYPE: Facility Renewal  
 SCHOOL NAME: Pocomoke Elementary School FY: 2025 Date Submitted: 9/20/23  
 ADDRESS: 2119 Pocomoke Beltway, Pocomoke, MD. 21851 PRIORITY #: 3 Revised Date: 10/24/23

PROJECT TYPE (Primary System/PS) Roof:  HVAC:  Structural:  Other Facility Renewal:  Windows/Doors:   
 Electrical Upgrade  COST SHARE %: STATE 50% LOCAL 50%

COOPERATIVE USE   
 HIGH PERFORMANCE   
 SCHOOL NUMBER 23.0102 GRADES PK3 - 3 SRC 506  
 Asset Tag Number of PS (if applicable) \_\_\_\_\_ Year PS Entered Service 1993

CURRENT FUNDING REQUEST:	<u>\$50,000</u>	EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS						TOTAL:				
TOTAL PRIOR STATE FUNDS:	<u>\$0</u>	FY2026	<u>\$1,021,000</u>	FY2027	<u>\$0</u>	FY2028	<u>\$0</u>	FY2029	<u>\$0</u>	FY2030	<u>\$0</u>	<u>\$1,071,000</u>

1. SITE: Acreage 21.600 Date IAC Approved \_\_\_\_\_ MHT Category # \_\_\_\_\_ Date of MHT Review \_\_\_\_\_ In PFA  Water  Sewer

2. EXISTING FACILITY:

	RENOVATED		DEMOLISHED		TOTAL
	Gross SF	Date	Gross SF	Date	Gross SF
ORIGINAL	40,500	1976			40,500
ADDITION	12,012	1993			12,012
ADDITION					-
ADDITION					-
ADDITION					-
TOTAL	52,512				52,512

3. Indicate below the date the building component was last replaced with State Funds:

9/1/1993

4. Describe all preventive maintenance activities that have occurred to keep the system operational? (i.e., work orders, etc.)

From 2019 through 2023, the WCPS Maintenance Department received and addressed a total of 51 roof issue related work orders from PES. In addition, WCPS contracted with the Garland/DBS Leak Response Repairs Inspection Services program for roof assessments, preventative maintenance and leak repair services. PES is included in this program.

5. Detailed Scope: (What do you wish to accomplish with this project; Describe, with measurements)

Pocomoke Elementary School was constructed in 1976. A 12,012 square foot addition was added in 1993. The original roof was replaced in 1993. A 2020 roof inspection conducted by an independent roofing consultant identified blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Pocomoke Elementary roof has also been identified by State Maintenance inspections. The Pocomoke Elementary roof has exceeded its life expectancy.

6. Alternative Solution: What else can be done to correct the problem:

Replacement of the Pocomoke Elementary School roof is the best solution to address the aging roof.

7. What Caused this Problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)?

Normal wear and tear over 30 years for the Pocomoke Elementary School roof resulted in the plan to replace the roof. The Pocomoke Elementary roof will be 32-years-old when the roof replacement project begins in summer 2025.

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Note: Data should be entered into the fields highlighted in gray. In addition, the formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

8. What are the consequences if this project is not approved:  
Check all that apply:

- 1. Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.
- 2. System is currently adversely affecting the delivery of educational programs & services.
- 3. System is currently causing serious threats to life, safety, or health of facility occupants.
- 4. System is currently causing violations of building or other official codes.
- 5. System is currently causing or will imminently cause damage to other building systems.
- 6. Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

9. ENROLLMENT PROJECTIONS (Requested)	Year→	2022	2023	2024	2025	2026	2027	2028	2029	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School: Pocomoke Elementary School	506	443	443	453	435	443	450	459	474	32

10. EMERGENCY ELECTRICAL POWER:  
Entering an X in the Electrical Upgrade/Replacement field on page 1 indicates that this project involves replacement of the electrical system or upgrade to the electrical capacity. Provide the Status of the Shelter Compliance Process:

11. BUDGET:		Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Design	5%	\$ 100,000	\$ 50,000	\$ 50,000
Building		\$ 2,041,000	\$ 1,020,500	\$ 1,020,500
Site Development	0%	\$ 0	\$ 0	\$ 0
Other (Furniture and Fixtures, etc.)	0%	\$ 0	\$ 0	\$ 0
<b>Construction Cost</b>		<b>\$ 2,141,000</b>	<b>\$ 1,070,500</b>	<b>\$ 1,070,500</b>
Contingency	5%	\$ 102,000	\$ 102,000	\$ -
High Performance Costs (Administrative only)		\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 2,243,000</b>	<b>\$ 1,172,500</b>	<b>\$ 1,070,500</b>

12 SCHEDULE:	Date A/E Hired: <u>7/1/2024</u>	Ed. Specs: <u>N/A</u>	Estimated Bid: <u>1/11/2025</u>	Actual Bid Date: _____
	Schematic Design: <u>N/A</u>	Design Development: <u>N/A</u>	Estimated Construction: <u>6/15/2025</u>	Actual Construction: _____
	Construction Document: <u>9/10/2024</u>		Estimated Project Completion: <u>8/31/2025</u>	Project Completion: _____

Revised 7/2021  
Note: Data should be entered into the fields highlighted in gray.  
The formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

**FUTURE PROJECT REQUEST - (Optional Form)**

LEA: Worcester  
 DATE: 9/20/2023

FISCAL YEAR: 2025

PSC NO.: 23.015

PROJECT TYPE: NEW  ADDITION  RENOVATION  REPLACEMENT   
 SYSTEMIC RENOVATIONS:  STATE-OWNED RELOCATABLES:

SCHOOL NAME: Worcester Technical High School  
 SCHOOL ADDRESS: 6290 Worcester Highway, Newark, MD. 21841

DESCRIPTION:

Replacement of 132,000 s.f. roof @ \$44.97/s.f.	\$5,936,000
Contingency @3.0%	\$178,000
A/E Design	\$120,000
<b>Total</b>	<b>\$6,234,000</b>

PROPOSED RATED CAPACITY:	778	GRADES:	10 - 12
REQUEST APPROVAL FOR PLANNING FY:	FY 27	FUNDING FY:	FY 28
ESTIMATED COST TO STATE:	\$3,028,000	LOCAL COST:	\$3,206,000

PROJECT JUSTIFICATION:  
 Worcester Technical High School opened in 2008. The original roof design intent was for a metal roofing system for the school. Due to budgetary constraints, a shingle roof system was installed. Due to ongoing roof issues at the school, in January 2022 WCPS requested and received a Limited Building Enclosure Evaluation from an independent roofing manufacturer. The evaluation noted several deficiencies in the existing roofing system including, deterioration of the OSB sheathing due to insufficient insulation/sheathing air space, insufficient ventilation throughout the roof system and insufficient flashing in roof valleys. The manufacturer's evaluation strongly recommended a complete tear off and replacement of the existing roof system. Preliminary design will include replacement of the roof shingle system with a metal roof system.

ENROLLMENT PROJECTIONS:

2023*	2024	2025	2026	2027	2028	2029	2030	2031	2032
580	613	613	626	610	599	597	599	617	600

\*Preliminary September 2023 enrollment estimate. Final enrollments will be provided when available.

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**FUTURE PROJECT REQUEST - (Optional Form)**

LEA: Worcester  
 DATE: 9/20/2023

FISCAL YEAR: FY 25

PSC NO.: 23.008

PROJECT TYPE: NEW  ADDITION  RENOVATION  REPLACEMENT   
 SYSTEMIC RENOVATIONS:  STATE-OWNED RELOCATABLES:

SCHOOL NAME: Snow Hill Elementary School

SCHOOL ADDRESS: 515 Coulbourne Lane, Snow Hil, MD. 21863

**DESCRIPTION:**

Replacement Space: 65,000 sf @ \$653.20/sf	\$42,458,000
Site Development (19.00%)	\$8,067,000
Demolition of Existing School	\$754,000
Contingency @2.0%	\$1,026,000
Moveable Equipment @2.5%	\$1,282,000
Technology @1.3%	\$667,000
A/E Fee and CM Fee	\$5,817,000
Miscellaneous	\$359,000
Playground Equipment	\$308,000
Building Commissioning	<u>\$282,000</u>
Total	\$61,020,000

PROPOSED RATED CAPACITY: 524 GRADES: PK3 - 3

REQUEST APPROVAL FOR PLANNING FY: FY28 FUNDING FY: FY31/32

ESTIMATED COST TO STATE: \$17,288,000 LOCAL COST: \$43,732,000

**PROJECT JUSTIFICATION:**

Snow Hill Elementary School was constructed in 1979. There have been no additions or renovations executed at the school over the 44-year life of SHES. During the 2022-23 school year, Snow Hill Elementary operated at 118% of Local-Rated Capacity. Snow Hill Elementary will utilize five portable classrooms in 2023-24 to accommodate existing programs. Snow Hill Elementary School is one of only two WCPS schools utilizing portable classrooms. Additional space is required to accommodate existing programs. Cafeteria, Media Center and support spaces are also inadequate to serve existing needs. A Snow Hill Elementary School Feasibility Study is planned for summer/fall 2026 to evaluate existing building and site conditions and to evaluate construction options.

**ENROLLMENT PROJECTIONS:**

2023*	2024	2025	2026	2027	2028	2029	2030	2031	2032
370	361	343	349	354	362	374	382	389	393

\*Preliminary September 2023 enrollment estimate. Final enrollments will be provided when available.

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**SUMMARY OF CURRENT PLANNING AND FUNDING REQUESTS**

LEA: Worcester FISCAL YEAR: FY 25 DATE: 9/20/2023 (Rev. 10/24/23)

PRIORITY #	PROJECT TITLE	TOTAL EST. COST	NON-PSCP/IAC FUNDS	TOTAL STATE FUNDS	PRIOR PSCP/IAC FUNDS	Expected Project Requests (enter fiscal year below)											
						FY	2025	FY	26	FY	27	FY	28	FY	29	FY	30
1	Buckingham Elementary Replacement School	\$55,852	\$50,000	\$5,852	\$0		\$513				\$5,339						
2	Snow Hill Middle/Cedar Chapel Roof Replacement	\$4,284	\$2,241	\$2,043	\$62		\$1,981										
3	Pocomoke Elementary School Roof Replacement	\$2,243	\$1,172	\$1,071	\$0		\$50	\$1,021									
4	Worcester Tech High School Roof Replacement	\$6,234	\$3,206	\$3,028	\$0					\$60	\$2,968						
5	Snow Hill Elementary School Replacement School	\$61,020	\$43,732	\$17,288	\$0									\$1,576			
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
	<b>TOTAL (Last page only)</b>	<b>\$129,633</b>	<b>\$100,351</b>	<b>\$29,282</b>	<b>\$62</b>		<b>\$2,544</b>	<b>\$1,021</b>		<b>\$5,399</b>	<b>\$2,968</b>		<b>\$1,576</b>		<b>\$0</b>		

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**STATUS OF PREVIOUSLY APPROVED PROJECTS**

LEA: Worcester FISCAL YEAR: FY 25  
 DATE: 9/20/2023

PROJECT TITLE and PSC NO. <sup>1</sup> (Chronological Order by Fiscal Year)	MONTH AND YEAR (00/00) OF STATE APPROVAL					Percent Construction Completed	Date Occupied
	IAC	SD	DD	CD	CONTRACT AWARD		
Stephen Decatur Middle Addition 23.014.21 LP	6/20	10/20	6/21	6/21	11/21	99%	1/23
Cedar Chapel S.S. *** HVAC Units 23.013.21 ASP	4/21				6/21**	0%	
Stephen Decatur High Repair Masonry Walls 23.004.21 ASP	4/21				6/21**	100%	8/21
Cedar Chapel S.S. Playground 23.013.23 PTG	6/23				9/23	0%	
Cedar Chapel S.S. Playground 23.013.23 ASP	2/23				9/23	0%	
Pocomoke High School Cameras 23.003.23 SSGP	11/22				2/23	100%	8/23
Snow Hill High School Cameras 23.005.23 SSGP	11/22				2/23	100%	8/23
Worcester Tech Cameras 23.015.23 SSGP	11/22				2/23	100%	8/23
Pocomoke Elementary Cameras 23.002.24 SSGP	9/23				9/23	0%	
Snow Hill Elementary Cameras 23.008.24 SSGP	9/23				9/23	0%	

<sup>1</sup> ALL PROJECTS INCLUDING SYSTEMIC RENOVATION, AGING SCHOOL, SCHOOL SAFETY, HEALTHY SCHOOLS FACILITY FUND AND QZAB.

**STATUS OF STATE-OWNED RELOCATABLES**

LEA: Worcester

FISCAL YEAR: FY 25

DATE: 9/20/2023

SCHOOL	BUILDING NUMBER	MFR/ NO. CLRM(S)	CURRENT USE	DATE SITED	ACTION REQUESTED	JUSTIFICATION
<p>(Note: 11 locally owned portable temporary classrooms are used to accommodate all existing programs.)</p>						

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<sup>1</sup> The following actions may be requested: Retain in the same location, Move within school system, Revert to State (indicate date available). The completed form should be included with the Capital Improvement Program submittal.

# ITEM 10

## WORCESTER COUNTY



### SUMMARY OF PORTABLE CLASSROOMS

2023 - 2024

SCHOOL	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	SQ. FT.
Buckingham Elementary	5	5	5	5	5	5	5	5	3,840
Ocean City Elementary	0	0	0	0	0	0	0	0	0
Pocomoke Elementary	0	0	0	0	0	0	0	0	0
Showell Elementary	9	9	9	9	0 (Note 4)	0	0	0	0
Snow Hill Elementary	5	5	5	5	5	5	5	5	3,840
Berlin Intermediate	6	6	6	6	6	0 (Note 5)	0	0	0
Pocomoke Middle	0	0	0	0	0	0	0	0	0
Snow Hill Middle	1	1	1	1	1	1	1	1	768
Cedar Chapel Special	0	0	0	0	0	0	0	0	0
Stephen Decatur Middle	9	9	9	9	9	9	0 (Note 6)	0	0
Pocomoke High	0	0	0	0	0	0	0	0	0
Snow Hill High	4 (Note 2)	0 (Note 3)	0	0	0	0	0	0	0
Stephen Decatur High	0	0	0	0	0	0	0	0	0
Worcester Tech	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>39</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>26</b>	<b>20</b>	<b>11</b>	<b>11</b>	<b>8,448</b>

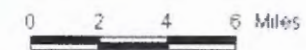
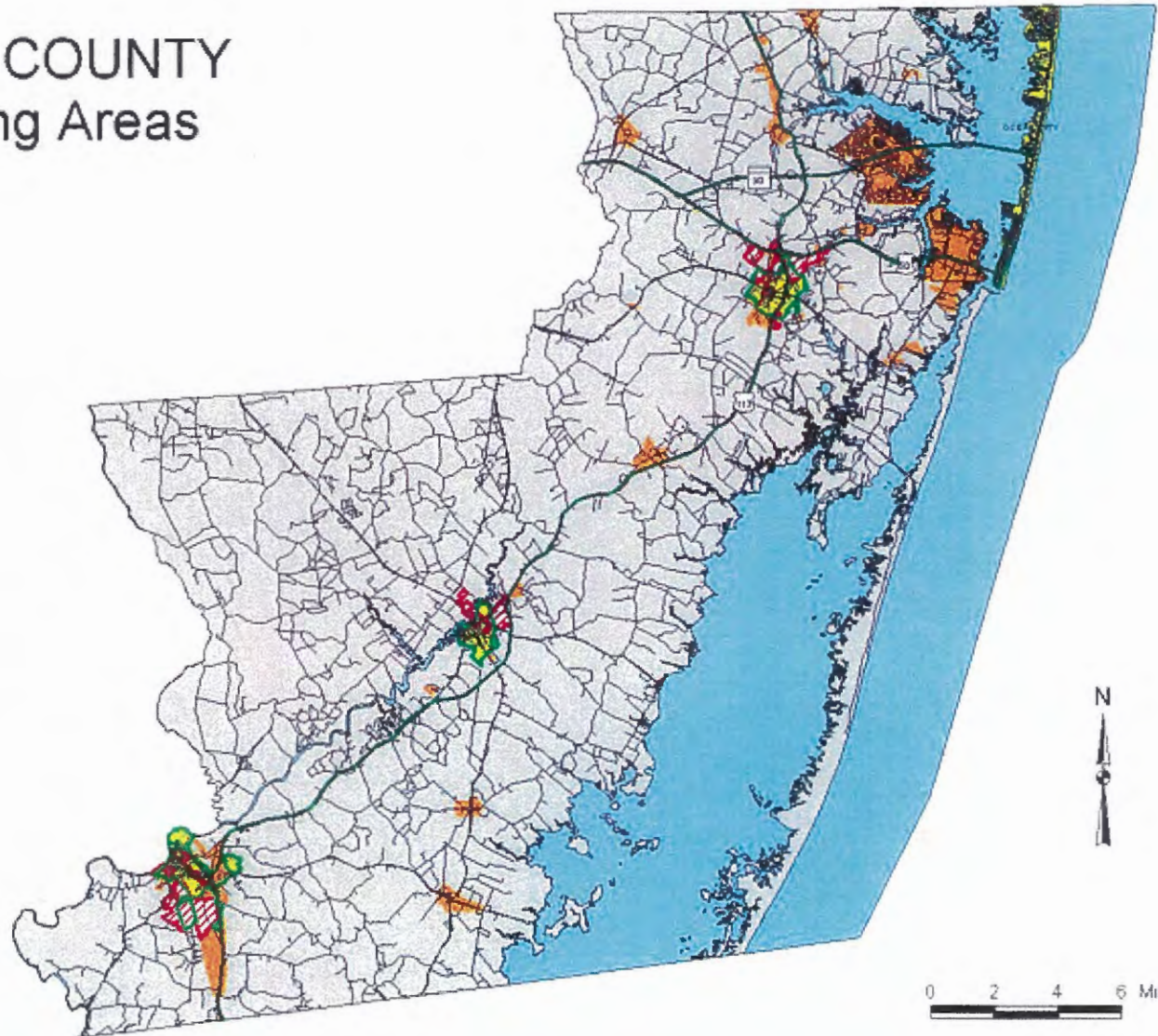
- (1) Four temporary structures and thirteen locally owned portables utilized at Snow Hill High School (13,056 s.f.). Eleven portable classrooms relocated from Pocomoke High School in 2011 to support renovation/addition project.
- (2) Four temporary structures at Snow Hill High School demolished and nine locally owned portable classrooms relocated to Central Office in summer 2016.
- (3) Two locally owned portable classrooms demolished and two locally owned portable classrooms at Snow Hill High School relocated to Central Office in January 2017. No portable classrooms at Snow Hill High School.
- (4) Nine locally owned portable classrooms demolished at Showell Elementary School as part of the replacement school project.
- (5) Six locally owned portable classrooms removed from the Berlin Intermediate School site in summer 2021. Portables not required with move of Grade 4 from Berlin Intermediate to the new Showell Elementary School.
- (6) Nine locally owned portable classrooms were in use at Stephen Decatur Middle School from September thru December 2022 and were demolished in December 2022. The SDMS Addition project provided 16 new classrooms beginning in January 2023.

# WORCESTER COUNTY Priority Funding Areas

- Priority Funding Areas**
- Pre-defined Areas**
-  Inner Beltway Area
  -  Heritage Area
  -  Designated Neighborhood
  -  Enterprise Zone
  -  Municipality
- County Certified Areas**
-  Compliance Area / Eligible for Funding
  -  Area Not Meeting Criteria
  -  Rural Village / Community with Water Only
  -  Additional Area Eligible for Job Creation Tax Credit

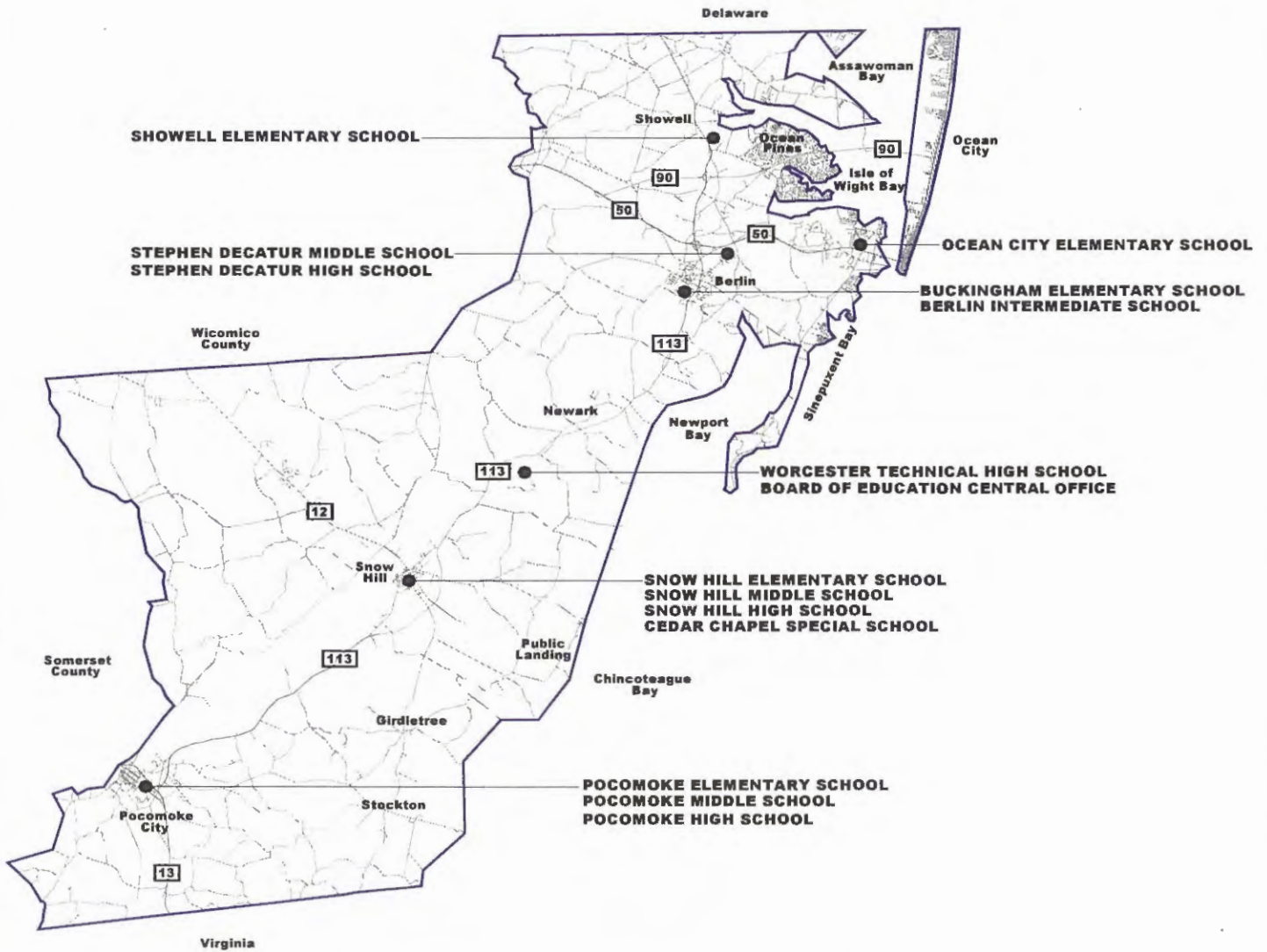
Sources: Designated Neighborhoods (1997) - Maryland Office of Planning and the Department of Housing and Community Development; Enterprise Zones (1997) - Maryland Office of Planning and the Department of Business and Economic Development; Municipalities (1997) - Maryland Office of Planning; Heritage Areas (1998) - Maryland Office of Planning.

Maryland Office of Planning Comment:  
Any proposals for projects in the areas labeled as "Area not meeting criteria" will be referred to the Smart Growth and Neighborhood Conservation Coordinating Subcommittee for review.



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**SCHOOL LOCATION MAP  
WORCESTER COUNTY, MARYLAND**

Summary of Pre-Kindergarten Enrollment\*  
September 30, 2023  
(Revised 10/24/23)

Pre-Kindergarten Age 3

Pre-Kindergarten Age 4

Showell Elementary School (All day PreK-3)

Showell Elementary School (All day PreK-4)

18  
18 TOTAL  
18 FTE

18  
17  
17  
17  
69 TOTAL  
69 FTE

Ocean City Elementary School (All day PreK-3)

Ocean City Elementary School (All day PreK-4)

18  
18 TOTAL  
18 FTE

17  
16  
16  
16  
65 TOTAL  
65 FTE

Buckingham Elementary School (All day PreK-3)

Buckingham Elementary School (All day PreK-4)

20  
20  
40 TOTAL  
40 FTE

17  
17  
16  
16  
66 TOTAL  
66 FTE

Snow Hill Elementary School (All day PreK-3)

Snow Hill Elementary School (All day PreK-4)

19  
18  
37 TOTAL  
37 FTE

14  
14  
14  
14  
56 TOTAL  
56 FTE

Pocomoke Elementary School (All day PreK-3)

Pocomoke Elementary School (All day PreK-4)

19  
18  
37 TOTAL  
37 FTE

19  
18  
18  
18  
73 TOTAL  
73 FTE

\*Projected



Summary of Kindergarten Enrollment\*  
September 30, 2023  
(Revised 10/24/23)

Showell Elementary School

18  
18  
18  
18  
18  
17  
107 TOTAL  
107 FTE

Ocean City Elementary School

17  
17  
17  
17  
16  
16  
100 TOTAL  
100 FTE

Buckingham Elementary School

18  
18  
18  
18  
17  
89 TOTAL  
89 FTE

Snow Hill Elementary School

20  
20  
20  
20  
80 TOTAL  
80 FTE

Pocomoke Elementary School

17  
17  
16  
16  
16  
82 TOTAL  
82 FTE

\*Projected



**WORCESTER COUNTY PUBLIC SCHOOLS**

**TEN-YEAR ENROLLMENT PROJECTIONS**

**FULL TIME EQUIVALENT**

**SEPTEMBER 30, 2022 – 2032**

*(Revised 10/24/23)*

# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PRE-K 3	83	150	150	155	160	164	206	210	212	212	212
PRE-K 4	365	329	341	361	370	389	408	408	408	408	408
KINDERGARTEN	384	458	389	371	394	404	424	444	444	444	444
ELEMENTARY SPEC.	16	23	23	23	23	23	23	23	23	23	23
1	462	394	474	405	387	410	420	440	460	460	460
2	424	481	409	489	420	402	425	435	455	475	475
3	475	436	499	427	507	438	425	443	453	473	493
4	459	497	452	515	443	523	454	441	459	469	489
5	457	467	505	460	523	451	531	462	450	468	477
6	511	448	474	512	467	530	458	538	469	457	475
7	514	518	459	485	523	478	541	469	549	480	468
8	533	529	531	472	498	536	491	554	482	562	493
9	527	559	557	559	500	526	564	519	582	510	590
10	561	526	565	563	565	506	532	570	525	588	516
11	485	538	533	572	570	572	513	539	577	532	595
12	558	474	545	540	579	577	579	520	546	584	539
SECONDARY SPEC.	27	27	27	27	27	27	27	27	27	27	27
TOTAL ENROLLMENT	6,841	6,854	6,933	6,936	6,956	6,956	7,021	7,042	7,121	7,172	7,185
K-12 ENROLLMENT	6,393	6,375	6,442	6,420	6,426	6,403	6,407	6,424	6,501	6,552	6,565



# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### BUCKINGHAM ELEMENTARY

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PRE-K 3	19	40	40	40	40	40	80	80	80	80	80
PRE-K 4	75	66	70	74	76	80	84	84	84	84	84
KINDERGARTEN	78	89	66	70	74	76	80	84	84	84	84
1	72	77	92	69	73	77	79	83	87	87	87
2	77	84	80	95	72	76	80	82	86	90	90
3	90	78	87	83	98	75	79	83	85	89	93
4	104	98	81	90	86	101	78	82	86	88	92
TOTAL ENROLLMENT	515	532	516	521	519	525	560	577	592	602	610

# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### OCEAN CITY ELEMENTARY

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PRE-K 3	17	18	17	17	18	20	22	24	24	24	24
PRE-K 4	71	65	66	70	72	76	79	79	79	79	79
KINDERGARTEN	73	100	79	73	78	80	84	88	88	88	88
1	103	73	103	82	76	81	83	87	91	91	91
2	83	107	77	107	86	80	85	87	91	95	95
3	90	81	111	81	111	90	84	89	91	95	99
4	84	99	87	117	87	117	96	90	95	97	101
TOTAL ENROLLMENT	521	543	540	547	528	544	533	544	559	569	577



# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### POCOMOKE ELEMENTARY

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PRE-K 3	16	37	38	39	40	40	40	40	40	40	40
PRE-K 4	75	73	70	74	76	80	84	84	84	84	84
KINDERGARTEN	76	82	82	76	81	83	87	91	91	91	91
1	103	78	87	87	81	86	88	92	96	96	96
2	78	103	83	92	92	86	91	93	97	101	101
3	95	87	108	88	97	97	91	96	98	102	106
TOTAL ENROLLMENT	443	460	468	456	467	472	481	496	506	514	518





# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### SNOW HILL ELEMENTARY

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PRE-K 3	14	37	38	39	40	40	40	42	42	42	42
PRE-K 4	67	56	63	67	68	71	75	75	75	75	75
KINDERGARTEN	59	80	63	59	63	64	67	71	71	71	71
1	84	62	83	66	62	66	67	70	74	74	74
2	75	87	65	86	69	65	69	70	73	77	77
3	80	74	90	68	89	72	68	72	73	76	80
TOTAL ENROLLMENT	379	396	402	385	391	378	386	400	408	415	419

# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### CEDAR CHAPEL SPECIAL SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PRE-KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
ELEMENTARY SPEC.	16	23	23	23	23	23	23	23	23	23	23
SECONDARY SPEC.	27	27	27	27	27	27	27	27	27	27	27
TOTAL ENROLLMENT	43	50	50	50	50	50	50	50	50	50	50

# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### BERLIN INTERMEDIATE SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
5	314	297	321	291	317	287	337	285	283	292	298
6	326	305	297	321	291	317	287	337	285	283	292
TOTAL ENROLLMENT	640	602	618	612	608	604	624	622	568	575	590



# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### POCOMOKE MIDDLE SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
4	89	99	89	110	90	99	99	93	98	100	104
5	80	88	101	91	112	92	101	101	95	100	102
6	97	81	90	103	93	114	94	103	103	97	102
7	90	100	84	93	106	96	117	97	106	106	100
8	92	98	105	89	98	111	101	122	102	111	111
<b>TOTAL ENROLLMENT</b>	<b>448</b>	<b>466</b>	<b>469</b>	<b>486</b>	<b>499</b>	<b>512</b>	<b>512</b>	<b>516</b>	<b>504</b>	<b>514</b>	<b>519</b>

# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### SNOW HILL MIDDLE SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
4	84	81	76	92	70	91	74	70	74	75	78
5	63	82	83	78	94	72	93	76	72	76	77
6	88	62	87	88	83	99	77	98	81	77	81
7	82	91	64	89	90	85	101	79	100	83	79
8	86	87	93	66	91	92	87	103	81	102	85
<b>TOTAL ENROLLMENT</b>	<b>403</b>	<b>403</b>	<b>403</b>	<b>413</b>	<b>428</b>	<b>439</b>	<b>432</b>	<b>426</b>	<b>408</b>	<b>413</b>	<b>400</b>

# ITEM 10

WORCESTER COUNTY PUBLIC SCHOOLS

STEPHEN DECATUR MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

<b>GRADE</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>
7	342	327	311	303	327	297	323	293	343	291	289
8	355	344	333	317	309	333	303	329	299	349	297
<b>TOTAL ENROLLMENT</b>	<b>697</b>	<b>671</b>	<b>644</b>	<b>620</b>	<b>636</b>	<b>630</b>	<b>626</b>	<b>622</b>	<b>642</b>	<b>640</b>	<b>586</b>



# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### POCOMOKE HIGH SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
9	101	95	100	107	91	100	113	103	124	104	113
10	81	98	97	102	109	93	102	115	105	126	106
11	80	79	101	100	105	112	96	105	118	108	129
12	90	79	82	104	103	108	115	99	108	121	111
TOTAL ENROLLMENT	352	351	380	413	408	413	426	422	455	459	459



# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### SNOW HILL HIGH SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
9	92	92	91	97	70	95	96	91	107	85	106
10	85	88	94	93	99	72	97	98	93	109	87
11	78	85	90	96	95	101	74	99	100	95	111
12	93	76	87	92	98	97	103	76	101	102	97
TOTAL ENROLLMENT	348	341	362	378	362	365	370	364	401	391	401

# ITEM 10

## WORCESTER COUNTY PUBLIC SCHOOLS

### STEPHEN DECATUR HIGH SCHOOL

#### TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
9	334	372	366	355	339	331	355	325	351	321	371
10	395	340	374	368	357	341	333	357	327	353	323
11	327	374	342	376	370	359	343	335	359	329	355
12	375	319	376	344	378	372	361	345	337	361	331
TOTAL ENROLLMENT	1431	1405	1458	1443	1444	1403	1392	1362	1374	1364	1380

# ITEM 10

WORCESTER COUNTY PUBLIC SCHOOLS

WORCESTER TECHNICAL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2022-2032

GRADE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
ALL	514	560	599	610	625	603	592	594	601	621	601
TOTAL ENROLLMENT	514	560	599	610	625	603	592	594	601	621	601



Worcester County Government

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

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

## MEMORANDUM

TO: Worcester County Commissioners  
 FROM: Weston S. Young, Chief Administrative Officer  
 DATE: November 1, 2023  
 RE: Board of Education Funding for the Blueprint for Maryland's Future

---

### Brief Summary of County Funding for the Board of Education

The funding of our Board of Education (BOE) has historically been driven by a funding formula called the Maintenance of Effort (MOE). A brief description is provided on page 11-3. Of the 23 counties and Baltimore City, Worcester County receives the least amount of state funding due to our calculated wealth per pupil. At a minimum, we must fund the BOE at the same per pupil rate as the previous fiscal year. When we fund the BOE any amount higher than the calculated MOE, that amount is added to the per pupil funding rate and will be set as the new MOE rate for the next fiscal year.

The Blueprint for Maryland's Future (Blueprint) has added a new funding formula called Local Share. The Local Share is briefly described on page 11-4. Local Share is phased in over a 12-year period and represents the costs to implement the Blueprint's changes to these five policy areas, also called pillars:

- Early childhood education
- High-quality and diverse teachers and leaders
- College and career readiness
- More resources to ensure all students are successful
- Governance and accountability

The minimum funding to the BOE is now calculated as the higher of two formulas: MOE vs. Local Share.

Further, the county also contributes funding to the BOE through paying debt service for school capital projects, contributions to the Other Post Employment Benefits (OPEB) for teachers, and through various other projects as listed each year in our Assigned Funds process.

### Worcester County Specifics

For Fiscal Year 2024, Local Share was calculated at \$70.7 million, and MOE was calculated at \$100.0 million. As discussed above, MOE controls. Page 11-5 shows the FY24 funding calculations for each county. Page 11-6 shows the specific breakdown for Worcester County of both county and state funding in the Local Share calculation.

In a January 2022, 12-year outlook provided by the state Department of Legislative Services, and given Worcester County's frequent funding over MOE, at no point does Local Share exceed MOE. This is shown on page 11-7. A few points to consider are these:

- The state could always make changes to this process, impacting local funding
- The state is looking at a significant budget deficit beginning in Fiscal Year 2027 (Page 11-8)
  - The state has shown in the past a willingness to pass expenses down to the counties when they cannot afford their vision (e.g. teacher's pension funding)
- The 12-year outlook does not consider the \$3 million above MOE that Worcester County provided to the BOE in Fiscal Year 2023
  - This likely further solidifies MOE being the driving formula for BOE funding

A closer look at the Fiscal Year 2023 per pupil funding for the nine Eastern Shore counties can be seen on page 11-9. From an MOE funding standpoint, Worcester County receives the least amount of funding by the state at \$3,783 per pupil with the average being \$8,745 per pupil. In addition, Worcester County provides the most local funding per pupil, being 45% higher than Talbot County, the second highest in local funding per pupil on the Eastern Shore. Page 11-10 shows the Fiscal Year 2023 total funding per pupil when the other funding sources mentioned above are considered.

## **Blueprint's Budgetary Impacts**

During this year's Maryland Association of Counties county administrators conference, a discussion was held with the Blueprint's Accountability & Implementation Board's executive director. She explained that the Blueprint was not meant to be in addition to how things are managed in schools today, but to be a replacement to how things are done. The Local Share funding calculation is the state's estimated funding needed from the county to implement the Blueprint. As shown in the numbers above, for Fiscal Year 2024, Worcester County provides roughly \$30 million, or 141%, of the Blueprint's Local Share requirement at this point in time. Further, the information above indicates that sufficient funding is provided in the years to come, through MOE funding, to adequately cover the requirements of the Blueprint as it ramps up.

It is clear with the ambitious goals of the Blueprint that difficult decisions will have to be made by the BOE to adjust their current operations to satisfy the comprehensive polices detailed in the five pillars. Sufficient funding for the requirements of the Blueprint, according to the state's calculations, is currently available and will continue to be provided by Worcester County through MOE funding.



# Maintenance of Effort (MOE) Requirement Pre-Blueprint Law

---

- Under the MOE requirement, each county government (including Baltimore City) must provide at least:
  - (1) the local share of the foundation program; and
  - (2) on a per pupil basis, as much funding for the local school board as was provided in the most recent year that MOE was met by the county
  
- Each year, a county that is below the statewide five-year moving average education effort\* level must increase its annual per pupil MOE amounts by the lesser of
  - (1) the increase in that county's wealth per pupil;
  - (2) the statewide average increase in local wealth per pupil; or
  - (3) 2.5%

\* education effort = local appropriation/local wealth

# Maintenance of Effort Requirement Blueprint Law

---

- Under the MOE requirement, each county government (including Baltimore City) must provide at least:
  - (1) the local share of the foundation program *and beginning in FY23, the local share of:*
    - *CWI*
    - *English learners*
    - *pre-K*
    - *Career Ladder*
    - *concentration of poverty (if not aided by compensatory education floor)*
    - *compensatory education*
    - *special education*
    - *CCR*
    - *Transitional Supplemental Instruction*
  - (2) on a per pupil basis *using the greater of the rolling three-year average or 9/30 FTE, beginning in FY23* as much funding for the local school board as was provided in the most recent year that MOE was met by the county
- No escalator beginning in FY24



## R00A02 – MSDE – Aid to Education

**Appendix 8**  
**Local Education Effort**  
**Fiscal 2023-2024**  
**(\$ in Millions)**

<u>County</u>	<u>Fiscal 2023 Local Approp.<sup>1</sup></u>	<u>Fiscal 2024</u>			<u>2024 Min. Local Effort versus 2023 Local Approp.</u>	
		<u>Combined Local Share<sup>2</sup></u>	<u>MOE<sup>3</sup></u>	<u>Min. Local Effort<sup>4</sup></u>		
Allegany	\$31.9	\$34.2	\$31.0	\$34.2	\$2.3	7.4%
Anne Arundel	834.7	714.6	829.6	829.6	-5.2	-0.6%
Baltimore City	313.3	392.5	307.7	392.5	79.2	25.3%
Baltimore	918.0	825.5	867.6	867.6	-50.4	-5.5%
Calvert	141.3	82.3	137.8	137.8	-3.5	-2.5%
Caroline	16.1	15.4	15.9	15.9	-0.2	-1.0%
Carroll	213.0	145.4	209.8	209.8	-3.2	-1.5%
Cecil	89.2	85.2	88.5	88.5	-0.7	-0.8%
Charles	212.7	136.2	208.3	208.3	-4.4	-2.1%
Dorchester	20.9	24.0	20.4	24.0	3.1	14.7%
Frederick	349.7	264.1	351.4	351.4	1.6	0.5%
Garrett	28.8	28.6	27.5	28.6	-0.2	-0.8%
Harford	324.2	233.2	304.9	304.9	-19.4	-6.0%
Howard	675.6	415.4	648.8	648.8	-26.8	-4.0%
Kent	18.6	19.3	17.6	19.3	0.7	3.9%
Montgomery	1,839.1	1,574.7	1,797.6	1,797.6	-41.5	-2.3%
Prince George's	847.0	879.6	792.3	879.6	32.6	3.8%
Queen Anne's	64.1	57.5	62.5	62.5	-1.6	-2.5%
St. Mary's	121.5	98.2	115.0	115.0	-6.5	-5.4%
Somerset	10.6	8.7	10.3	10.3	-0.4	-3.3%
Talbot	46.9	50.6	46.2	50.6	3.8	8.1%
Washington	109.1	97.5	108.1	108.1	-1.0	-0.9%
Wicomico	49.1	42.5	49.0	49.0	-0.1	-0.2%
Worcester	100.3	70.7	100.0	100.0	-0.3	-0.3%
<b>Total</b>	<b>\$7,375.8</b>	<b>\$6,295.9</b>	<b>\$7,147.6</b>	<b>\$7,333.8</b>	<b>-\$42.0</b>	<b>-0.6%</b>

<sup>1</sup> Includes local appropriations not subject to per pupil MOE.

<sup>2</sup> Local share of formula aid accounting for relief provisions.

<sup>3</sup> Chapter 33 of 2022 specifies deductions from the per pupil MOE calculation for fiscal 2024.

<sup>4</sup> Minimum local effort is the greater of combined local share and per pupil MOE; Prince George's County result excludes appropriation of local dedicated telecommunications and energy tax funds totaling \$49.1 million in fiscal 2023 and a projected \$54.0 million in fiscal 2024. These amounts are excluded from MOE as well.

Note: Due to the delay in processing tax returns for tax year 2021, the Comptroller's Office had to release an updated report in January that included a more complete measure of the Net Taxable Income. The delay resulted primarily from legislation passed at the 2020 session that allowed pass-through entities to make estimated payments on behalf

# ITEM 11

	Foundation Program	CCR Program	Transportation	Compensatory Education	Concentration of Poverty	English Learners	Special Education	Transitional Supplemental Instruction	Prekindergarten	Career Ladder (NBC Teacher Salary)	TOTAL
County	\$ 57,234,086	\$ 348,392		\$ 19,704,029	\$ 87,352	\$ 948,497	\$ 4,652,751	\$ 383,103	\$ 3,577,806	\$ 53,017	\$ 86,989,033
Local Adjustment	\$ (10,366,052)			\$ (4,721,670)		\$ (212,199)	\$ (1,065,260)				\$ (16,365,181)
County Adjusted	\$ 46,868,034	\$ 348,392	\$ -	\$ 14,982,359	\$ 87,352	\$ 736,298	\$ 3,587,491	\$ 383,103	\$ 3,577,806	\$ 53,017	\$ 70,623,852
State	\$ 8,276,124	\$ 108,043	\$ 4,000,397	\$ 9,988,240	\$ 1,110,118	\$ 490,866	\$ 2,391,661	\$ 103,777	\$ 885,884	\$ 16,983	\$ 27,372,093
<b>Total</b>	<b>\$ 55,144,158</b>	<b>\$ 456,435</b>	<b>\$ 4,000,397</b>	<b>\$ 24,970,599</b>	<b>\$ 1,197,470</b>	<b>\$ 1,227,164</b>	<b>\$ 5,979,152</b>	<b>\$ 486,880</b>	<b>\$ 4,463,690</b>	<b>\$ 70,000</b>	<b>\$ 97,995,945</b>

**Exhibit 2.3  
Local Share Plus Local Retirement Exceeds Per Pupil  
Maintenance of Effort – Projections**

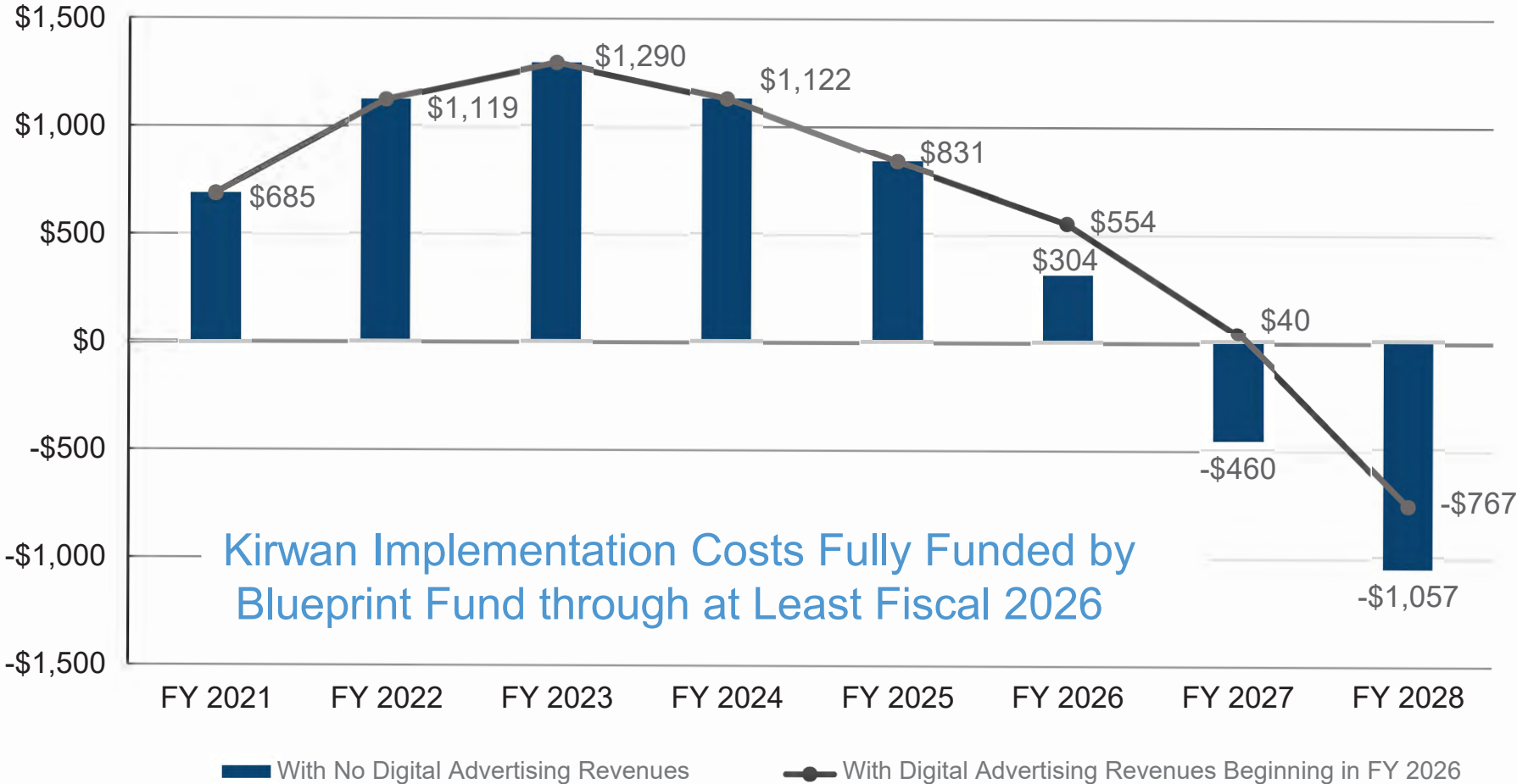
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Allegany							√	√	√	√	√	√
Anne Arundel							√	√	√	√	√	√
Baltimore City	√	√	√	√	√	√	√	√	√	√	√	√
Baltimore							√	√	√	√	√	√
Calvert												
Caroline	√	√	√	√	√	√	√	√	√	√	√	√
Carroll												
Cecil			√	√	√	√	√	√	√	√	√	√
Charles												
Dorchester	√			√	√	√	√	√	√	√	√	
Frederick								√	√	√	√	√
Garrett				√	√	√	√	√	√	√	√	√
Harford												
Howard												
Kent		√	√	√	√	√	√	√	√	√	√	√
Montgomery						√	√	√	√	√	√	√
Prince George’s	√	√		√	√	√	√	√	√	√	√	√
Queen Anne’s								√	√	√	√	√
St. Mary’s								√	√	√	√	√
Somerset				√	√	√	√	√	√	√	√	√
Talbot	√	√	√	√	√	√	√	√	√	√	√	√
Washington				√	√	√	√	√	√	√	√	√
Wicomico		√		√	√	√	√	√	√	√	√	√
Worcester												
<b>Total</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>15</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>16</b>

Note: For this comparison, local share accounts for provisions that provide relief from the local share obligation

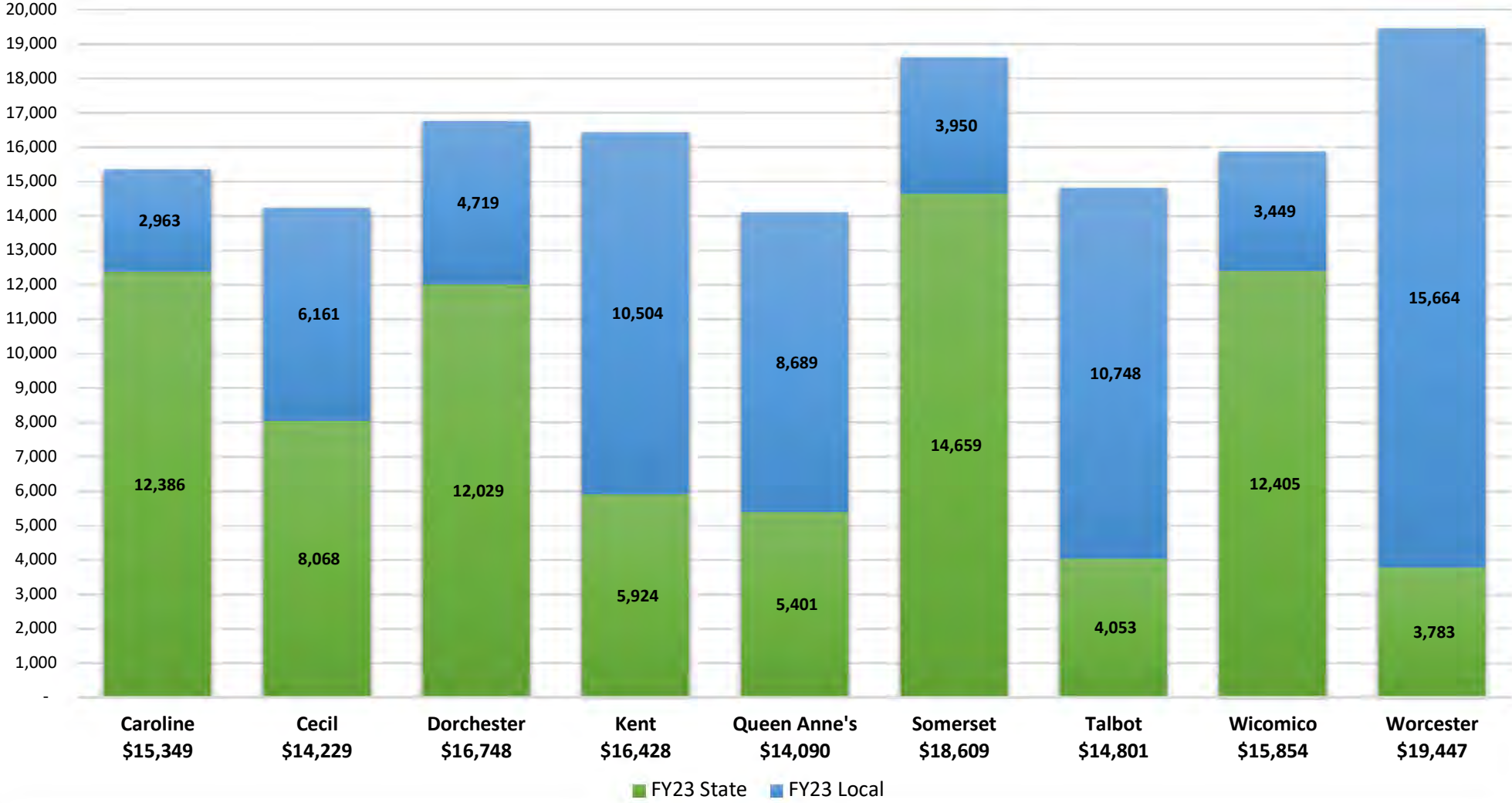
Source: Department of Legislative Services

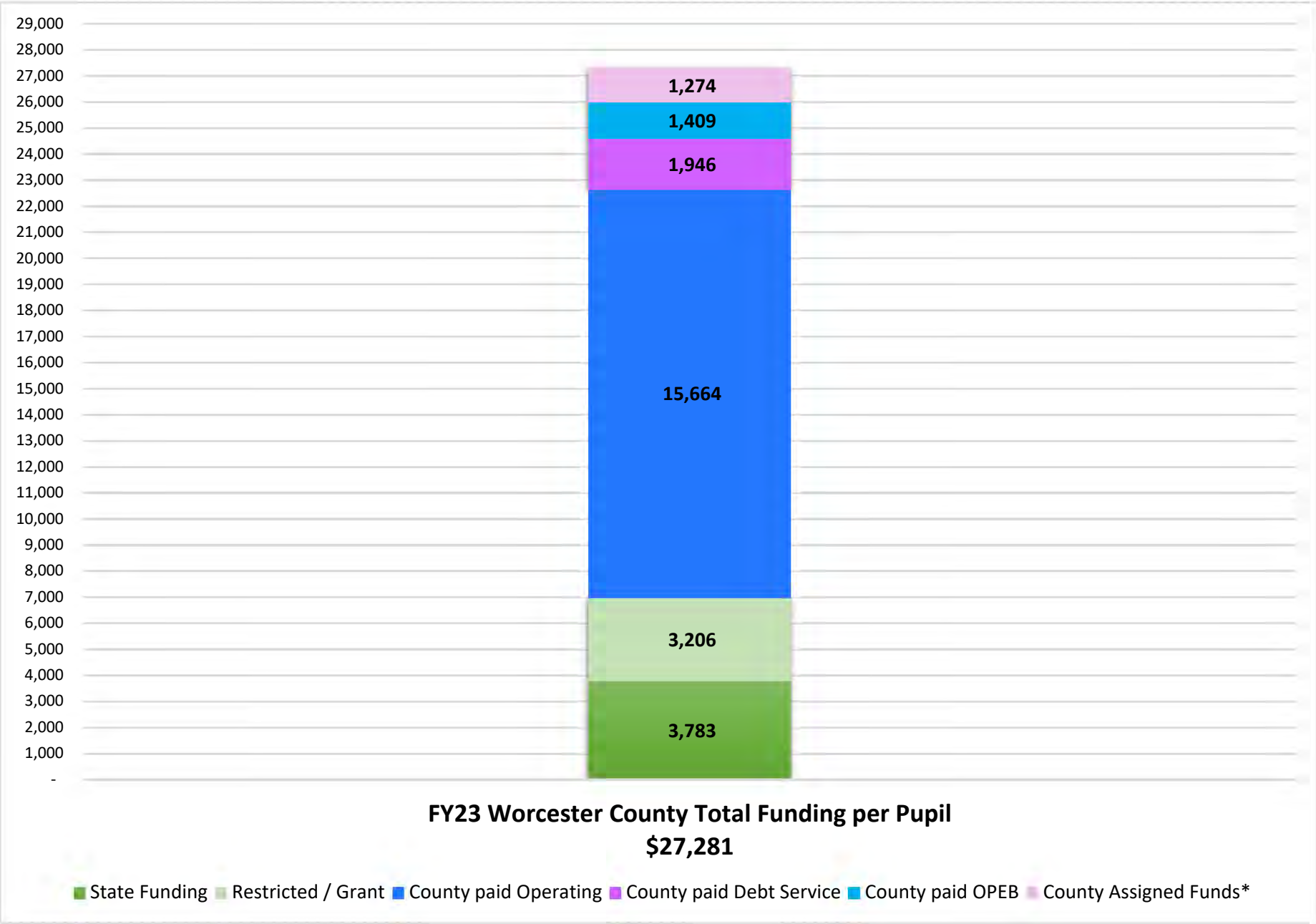
# Blueprint Fund Balance

With and Without Digital Advertising Revenues  
Fiscal 2021-2028  
(\$ in Millions)



### FY23 Per Pupil Funding Eastern Shore Counties





\*County Assigned Funds are from FY22 fund balance



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: November 2, 2023  
SUBJECT: Stockton Volunteer Fire Company Grant Request

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Stockton Volunteer Fire Company would like to apply for a State Waterway Improvement Grant. As part of the grant application, it is required that the local governing body authorizes them to do so.



Center for Waterway Improvement & Infrastructure  
Waterway Improvement Fund  
**MATCHING FUND FIRE & RESCUE GRANT**  
**(Supplemental Attachment)**

<b>RECIPIENTS NAME AND ADDRESS:</b> Stockton Volunteer Fire Company 1501 Snow Hill Road Stockton, MD 21854	<b>PROJECT TITLE:</b> Stockton Volunteer Fire Company Fire/Rescue Boat Acquisition 2023
<b>STATE SHARE OF COST: \$73,177</b> (Amount of grant not to exceed \$80,000)	<b>RECIPIENTS SHARE OF COST: \$73,177</b>
	<b>TOTAL ESTIMATED COST: \$146,354.00</b>

The recipient agrees that this grant (if awarded) will be utilized only for the purpose specified in Natural Resources Article, §8-707(a)(8), Annotated Code of Maryland, for the construction of marine facilities for marine firefighting, police or medical services, and/or for the acquisition of vessels, and equipment for vessels for marine firefighting, police, medical, and communication equipment for promoting safety of life and property and general service to the boating public utilizing the water of the State of Maryland.

The recipient further agrees to the following conditions:

1. The recipient must be the local governing body of any county or municipality in the State of Maryland, as defined in Natural Resources Article, §8-701(d), unless otherwise authorized by the local governing body.

1(a). The local governing body authorizes the following Volunteer Fire Department/Emergency Response Organization to apply for State Waterway Improvement Fund grant for the project identified above:

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2. The ownership, operation, and maintenance of any facility, vessel or equipment acquired with funds from this grant shall be the responsibility of the grant recipient.

3. If the recipient ceases to own any vessel or equipment acquired with funds from this grant, the grant recipient may be required to repay the Department for the current value of the vessel/equipment in proportion to the total cost paid by the State. The Department may require two independent appraisals to determine the amount to be reimbursed to the Waterway Improvement Fund.

4. If the Department of Natural Resources determines that the recipient failed to use the funds from this grant for the purposes specified in Natural Resources Articles, §8-707(8), Annotated Code of Maryland, or that the facility, vessel or equipment acquired with funds from this grant has been negligently operated or maintained, or otherwise abused, then all monies paid by the State of Maryland will be reimbursed to the State's Waterway Improvement Fund by the grant recipient.

*SIGNATURE (Authorized Local Government Official):	TITLE:	DATE:
SIGNATURE (Authorized Recipient Official):	TITLE:	DATE:

\* A local government official signature is required for all local volunteer fire departments or emergency response organizations.

**OFFICE OF THE STATE'S ATTORNEY FOR WORCESTER COUNTY**

Kristin Heiser  
State's Attorney



106 Franklin Street  
Snow Hill, MD 21863

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

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

October 30, 2023

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

Dear Commissioners:

I am writing to request that you include consideration of additional grant funding awarded by the Maryland Criminal Intelligence Network (MCIN) to the Office of the State's Attorney as an item on the next open session meeting agenda. I am pleased to announce that the grant award for FY 24 has increased from the \$50,000 accepted in FY 23. Due to the success of our partnership and enforcement efforts last year, including specific initiatives implemented at the Worcester County Jail, MCIN has awarded us \$102,200 to fund employee overtime, and another \$5,400 which is designated for the purchase of 2 additional licenses for our case management system.

I ask that you authorize acceptance of the full grant award. The additional licenses for our case management system will be utilized by staff of the Child Advocacy Center and will enable them to compile data and statistics on human trafficking. I plan to use approximately \$46,200 of the remaining grant funding for staff working overtime on MCIN initiatives and plan to use remaining funds to supplement salaries for existing non-classified employees who have been assigned additional duties in support of the MCIN initiatives. Please see my accompanying personnel memo for more information on the request involving non-classified employees, which I request that you add to the next closed session meeting agenda.

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

Regards,

Kristin Heiser



Worcester County Department of Environmental Programs  
 Worcester County Government Center, 1 West Market Street, Rm 1308 | Snow Hill MD 21861  
 Tel: (410) 632-4220 | Fax: (410) 632-2012

Memorandum

**To:** Weston S. Young, P.E., Chief Administrative Officer

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

**Subject:** Riddle Farms Sanitary Service Area  
 Request for Wastewater Purchase Agreements

**Date:** 10/30/23

We have received a request from the representative of WGC EDU, LLC ("WGC"), Coastal Square, LLC ("Coastal") and West Ocean City, LLC ("WOC"), regarding preparation of two (2) Riddle Farm Wastewater Purchase Agreements ("WPA"). WGC is the company that Worcester County entered into a public-private partnership with for the last expansion of the Riddle Farm WWTP. WPA's are required to be executed for EDU purchases under that agreement, the Revised and Final Glen Riddle Spray Irrigation Agreement, dated 4-29-16.

Regarding the WPA's, those agreements would include:

- For Coastal, they would acquire all remaining wastewater capacity of the Riddle Farm Wastewater Treatment facility. Coastal intends to build a regional shopping center. They also intend to have a residential component but need to start the development of the commercial area before the residential portion.
- For WOC, they would formalize its acquisition of 12 EDUs for which a deposit has already been paid, but the deposit was returned as settlement for the purchase did not take place.

Their representative, Mr. Mark Cropper, is proposing that Coastal would pay a 35% deposit at this time upon the signing of the WPA for the remaining sewer EDUs in the Riddle Farm Commercial Sub Area which they believe is 162 EDUs. As for WOC they would again submit the deposit and execute WPA which would formalize that transaction pursuant to the same terms and conditions of the WPA for Coastal. The closing date for all such EDUs (estimated to be 174) would be on or before 5/15/25. Since the deposits will have been paid and these two transactions would constitute the remaining capacity of the facility, WGC has agreed to a closing date later than it would normally demand.

Since the County Commissioners were a party to this agreement as well, we are coming to you for your concurrence on this request. We would also note the following:

- Section 8.3.5 of the attached agreement provides for payments after completion of the project, which was the improvements to the WWTP and the sewer lines and pump station on the south side of Rt 50. That project was completed. These projects require a WPA and a settlement needs to occur for final payment.
- Section 8.3.9 of the attached agreement s Among other things, that Section states that "Contractor shall have a period of Eight (8) years, beginning upon the ratification of this Agreement, within which to obtain

# ITEM 14

commitments from EDU Purchasers for EDUs (the "Contractor Compensation Period"). WGC is requesting final payment to occur after the timeframe specified in this agreement is completed (8 years or 4-29-24).

- We have a service area customer (Zoom Car Wash) that is in the midst of a flow examination period specified under County Commissioner Resolution 19-37. This is for a use not specified under Section 2.A. of that resolution.
- Under Section 4 of County Commissioner Resolution 19-37, no building permit may be issued until EDUs are purchased.

Should the County Commissioners agree to this request regarding the purchase of the remaining EDUs in the Riddle Farm Commercial Sub Area, and are willing to extend the settlement time beyond the deadline noted in Section 8.3.9 of the agreement, this matter was discussed in the Water & Sewer Committee and staff would offer the following comments:

1. The car wash will most likely need to purchase additional capacity if their recycling system cannot perform as expected. We would recommend at least ten (10) EDUs be reserved for that purpose with the balance released to Coastal that are not purchased at the end of Zoom's monitoring period. This would limit the WPA for Coastal to 152 EDUs, subject to the outcome of Zoom's flow examination period for the balance of any remaining capacity.
2. Realizing that construction may take place before the 5/15/25 settlement, if building permits are applied for by Coastal or WOC, then settlement for required EDUs specific to that permit needs to occur with final payment for said EDUs.

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

## Attachments

1. Revised and Final Glen Riddle Spray Irrigation Agreement, dated 4-29-16.
2. Riddle Farm Commercial Sub Area EDU Allocation Chart

cc: Worcester County Water and Sewer Committee



Revised and Final Glen Riddle Spray Irrigation Agreement

This Revised and Final Glen Riddle Spray Irrigation Agreement ("Spray Agreement"), made this 29<sup>th</sup> day of April, 2016 is by and between The County Commissioners of Worcester County, Maryland, in the capacity of the governing body of the Riddle Farm Service Area ("Service Area"), WGC EDU, LLC, a Maryland limited liability company ("WGC") and Glen Riddle, LLC, a Maryland limited liability company ("RUARK").

WHEREAS, Glen Riddle is a residential subdivision located in Worcester County, Maryland (the "Subdivision") and its wastewater is treated in the Glen Riddle Wastewater Treatment Plant (the "WWTP") and potable water and fire suppression is provided by the Glen Riddle Water Treatment Plant (the "WTP"), both of which are located in the Subdivision; and

WHEREAS, the WWTP is presently designed to receive, treat, store and discharge 197,750 gallons per day ("GPD") of wastewater to be allocated to and used only in the Subdivision; and

WHEREAS, Service Area is responsible for the maintenance and operation of the WTP and the WWTP; and

WHEREAS, the treated effluent from the WWTP is discharged by spray irrigation on two golf courses in the Subdivision (the "Golf Courses") owned and operated by RUARK pursuant a final Riddle Farm Sewer and Water Agreement dated May 28, 2002 and recorded among the Land Records of Worcester County, Maryland at Liber 3344, folio 513, et seq. (the "Riddle W & S Agreement"); and

WHEREAS, Service Area, WGC and RUARK entered into a Glen Riddle Spray Irrigation Agreement on May 7, 2013;

WHEREAS, this May 7, 2013, Spray Agreement changed certain rights, liabilities and obligations of the parties as set forth in the Riddle W & S Agreement, and as such, it was deemed to be an amendment to and modification of the Riddle W & S Agreement; and

WHEREAS, in the May 7, 2013, Spray Agreement Service Area agreed, subject to certain stipulations and conditions, that WGC, as a contractor for and agent of Service Area, may increase the wastewater treatment capacity of the WWTP from 197,750 GPD to 277,750 GPD (the "Additional Capacity") to sell to third-party purchasers (the "EDU Purchasers") in newly created service areas ("New Service Areas") approved by the County Commissioners of Worcester County as more specifically set forth in the Revised and Final Worcester County Small Project Wastewater and/or Water Agreement attached hereto as Exhibit "A" and incorporated herein by reference (the "SPA"); and

WHEREAS, the Additional Capacity shall be defined as 266 Equivalent Dwelling Units of wastewater capacity (the "Sewer EDUs"); and

WHEREAS, all actions necessary to complete this endeavor shall hereinafter be referred to as "the Sewer Project"; and

WHEREAS, subsequent to the May 7, 2013, Spray Agreement, Service Area has asked, and WGC has agreed, at the same time that WGC is performing the construction activity to complete the Sewer Project, to utilize the same subcontractors (to the extent feasible) to construct and install the necessary infrastructure to the New Service Areas in order for Service Area to supply the New Service Areas with water in addition to wastewater (the "Water Project"); and

WHEREAS, the Water Project and the Sewer Project may be hereinafter collectively referred to as the "Project"; and

WHEREAS, in order to complete the Project, certain permits must be modified and the water and wastewater distribution systems on the Golf Courses must be altered as specifically set forth in the plans and specifications attached hereto as Exhibit "B" and incorporate herein by reference; and

WHEREAS, this Spray Agreement is intended to describe in specific terms the Project and the financial and other responsibilities, obligations and entitlements of WGC and RUARK with regard to same and said Agreement supersedes the Glen Riddle Spray Irrigation Agreement dated May 7, 2013.

NOW, THEREFORE, THE PARTIES WITNESSETH: That for One Dollar (\$1.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby expressly acknowledged, the parties agree as follows:

1. The parties incorporate by reference, as if fully set forth herein, the preceding paragraphs of this Spray Agreement.

2. The Project - WGC, as a contractor for and agent of Service Area, shall be responsible for and pay all costs associated with the Sewer Project and Service Area shall be responsible and pay all costs associated with the Water Project, which shall include but not be limited to the following items:

2.1 Have a certified engineer complete plans and specifications for the mechanical modifications to the WTP and WWTP to achieve the Additional Capacity and deliver same to Service Area for review and approval by the Worcester County Department of Public Works ("DPW");

2.2 Have a certified engineer complete plans and specifications for the changes (re-rating) to the storage pond at the Subdivision (the "Pond") to store the Additional Capacity and deliver same to Service Area for review and approval by DPW;

2.3 Have a certified engineer complete plans and specifications for altering the water and/or wastewater distribution lines on the Golf Courses in order to accommodate the

Additional Capacity and deliver same to Service Area and RUARK for review and approval by DPW and RUARK;

2.4 Have a certified engineer complete plans and specifications for installing the necessary transmission lines for the delivery of water and/or wastewater from the WWTP and the WTP to the New Service Areas defined in Section 2.6 below and deliver same to Service Area for review and approval by DPW (the WWTP and WTP shall be hereinafter collectively referred to as the "Facilities");

2.5 Obtain and deliver to Service Area the performance bonds required by final agreements with Service Area to facilitate the Project, which may be satisfied by letters of credit and bonds provided by subcontractors;

2.6 The Worcester County Comprehensive Water and Sewer Plan (the "Plan") has been amended and the New Services Areas have been created to reflect those lots or parcels of land intended to be served with water and/or wastewater from the Facilities, a copy of which is attached hereto as Exhibit "C" and incorporated herein by reference; however, it should be noted that no water and/or wastewater service shall be provided to District "C" of the New Service Areas by this Spray Agreement, or otherwise, until additional infrastructure is constructed and installed by WGC and Service Area which is not part of this Spray Agreement, and as such, neither of the parties are hereby obligated to design and install such infrastructure now or at any particular time in the future;

2.7 Applications have been filed with Maryland Department of the Environment ("MDE") to modify or have issued new regulatory permits to facilitate the WWTP expansion, modifications to the Pond and discharge areas and, except as provided in Section 2.6 above, deliver the water and wastewater to the New Service Areas as contemplated herein (the "Project Permits/Approvals") with Service Area and RUARK first having an opportunity to review and comment upon the applications for the Project Permits/Approvals;

2.8 Within 30 days of WGC receiving the Project Permits/Approvals, WGC shall commence construction to complete the Project, included but not limited to, WWTP expansion, pond modifications, discharge area modifications and distribution lines, however, no such construction work shall take place on the Golf Courses during the months May through September of any year, and to the extent that WGC is delayed in completing the Project or meeting any time frame otherwise set forth in this or any other agreement related to the Project as a result of same, any such time frame shall be automatically extended for the same period of time as such delay;

2.9 Once the expansion of the WWTP is completed, WGC shall receive the balance of its compensation as set forth herein (and in other agreements) and RUARK shall receive the compensation to which it is entitled as set forth herein.

For those items whereby the work being performed by the Contractor and/or its subcontractors is mutually beneficial and/or needed to complete the Water Project and the Sewer Project, such costs shall be shared and paid by Service Area and WGC, with Service Area paying Forty Percent (40%)



thereof and WGC paying Sixty Percent (60%) thereof as detailed on the January 22, 2016, letter from H&B Solutions, LLC attached hereto as Exhibit "E".

3. Location/Property- the Facilities are located in the Subdivision and the lots or parcels of land to be served with the Additional Capacity are defined as Districts "A" and "B" on Exhibit "C" attached hereto and incorporated herein by reference.

4. Legal Requirements For WGC - WGC shall:

4.1 Complete the Project pursuant to the terms and conditions of final agreements with Service Area and deliver all components of same to Service Area free and clear of all liens and encumbrances;

4.2 Provide all plans and specifications as required by this Spray Agreement and final agreements with Service Area to Service Area and RUARK which must be satisfactory to Service Area and RUARK prior to commencement of construction;

4.3 In cooperation with Service Area and RUARK, secure all necessary permits for the Project and deliver same to Service Area;

4.4 Provide any construction bonds as set forth in Section 2.5 above and required by final agreements with Service Area, applicable law or regulation;

4.5 Complete the Project to the satisfaction of Service Area in accordance with all required permits, plans and specifications or other applicable standards as established by Service Area;

4.6 Upon completion of the Project and final inspection, approval and acceptance by Service Area, transfer all portions of the Facilities, not already property of Service Area, at which time Service Area shall assume operational control of the Facilities;

4.7 Post cash deposits in the amount of twenty thousand dollars (\$20,000) which may be included in the letter of credit referred in Section 2.5 above, as required by Service Area to provide for operation for not less than one year of operational costs of Facilities;

4.8 Provide lien releases or evidence of full and final payment to all contractors, engineers and suppliers as required by Service Area;

4.9 Warrant the construction and performance of Facilities for a period of not less than two years from the date of acceptance by Service Area;

4.10 Post a maintenance bond in the amount of one hundred ninety-seven thousand, five hundred dollars (\$197,500) to guarantee the warranty with such bond being equal to 50% of actual cost of all equipment; and

4.11 Negotiate the sale of the Additional Capacity to EDU Purchasers and

participate in the closings for the sale of the Additional Capacity in order that WGC, RUARK and Service Area receive the compensation to which they are each entitled.

5. Legal Requirements for RUARK – RUARK shall:

5.1 Cooperate in all respects with Service Area and WGC with regard to the Project;

5.2 Within a reasonable and timely manner, review and comment upon the plans, specifications and applications for Project Permits/Approvals delivered to RUARK as required by this or other agreements associated with the Project, and if necessary, execute any such plans, specifications or applications regarding same;

5.3 Provided there is no unreasonable burden or expense to RUARK, attend any public hearings or meetings with regard to the Project and actively support same;

5.4 Accept on the Golf Courses the treated wastewater effluent resulting from the Additional Capacity created by the WWTP expansion, comply with all regulatory permits and approvals with regard to maintaining and operating the spray irrigation systems on the Golf Courses and properly, timely and accurately file the necessary reports, including monthly groundwater allocation reports, with Service Area and all other regulatory agencies regarding same, however, Service Area shall have the responsibility to ensure that the Additional Capacity (and the delivery of same) complies with all applicable permits and/or approvals regarding same,

5.5 Use the aforesaid treated wastewater effluent as the primary water source for spraying on the Golf Courses and only use groundwater as a secondary source. Service Area and WGC, when addressing the re-rating of the Pond, has filed for a modification of all necessary permits to allow effluent to be mixed with pond water for better spraying capability.

5.6 This Spray Agreement shall be deemed to supplement any and all other agreements entered into by RUARK, or any other entity owned and/or controlled by Tom Ruark, regarding the Golf Courses and the Facilities, including but not limited to, the Riddle W & S Agreement, and to the extent that there is an inconsistency between any of those other agreements and this Spray Agreement, the terms and provisions of this Spray Agreement shall prevail and control; and

5.7 RUARK shall be solely and exclusively responsible for and pay any and all fines, sanctions or penalties imposed on Service Area by any applicable regulatory authority resulting from the failure of RUARK to comply with the applicable regulatory permits and other requirements associated with the spraying operation.

6. Special Requirements – Except as provided in Section 2.6 above, the rights, liabilities and obligations of the parties hereunder shall be assigned, transferred and conveyed to the New Service Area, however, no such assignment may change any material terms of the Spray Agreement without a written acknowledgement by all parties agreeing to same.

## 7. Construction Agreements

7.1 WGC shall construct all components of the Sewer Project at WGC's sole cost and expense and subject to the oversight by Service Area. WGC shall make all corrections, additions, and adjustments required by Service Area to complete construction of the Sewer Project according to all permits, plans and specifications.

7.2 WGC shall construct, at the sole cost and expense of Service Area, all components of the Water Project. WGC shall make all corrections and adjustments required by Service Area to complete construction of the Water Project according all permits, plans and specifications.

7.3 In the event that Service Area determines that any work performed or materials delivered for the Project are not in compliance with the plans, specifications or permits regarding same, Service Area shall, within 10 days of the work being performed or materials delivered, give WGC written notice thereof and WGC shall have a reasonable period of time within which to cure same.

## 8. Charges, Costs, Fees and Expenses

8.1 Except as otherwise specifically set forth herein, WGC has been and will continue to pay all costs, fees and expenses of Service Area in performance of this Spray Agreement, including without limitation, permit fees and costs incurred by Service Area in processing and oversight of the Project (Amount To Be Determined);

8.2 A deposit in escrow for costs, fees and expenses of Service Area shall be made by WGC upon signing of final agreements with Service Area and such account shall be maintained by WGC as required by Service Area pending acceptance of the Facilities by Service Area (Amount To Be Determined); and

8.3 Payment To WGC - In lieu of Service Area paying to WGC a lump sum amount of money for the services being provided hereunder by WGC, Service Area has agreed to pay to WGC and WGC has agreed to accept from Service Area compensation as follows:

8.3.1 Pursuant to a Wastewater Purchase Agreement ("WPA") a draft of which is attached hereto as Exhibit "D" and incorporated herein by reference, to which RUARK is a third-party beneficiary, EDU Purchasers shall agree to purchase a certain number of EDUs from Service Area (the "Purchased EDUs") in exchange for the Purchased EDUs being allocated to specifically identified properties in the New Service Areas (except for District "C");

8.3.2 As set forth in the WPA, the EDU Purchasers shall pay Twenty Three Thousand Five Hundred Thirty Five Dollars (\$23,535.00) per EDU, for wastewater only, (the "EDU Purchase Price") and a deposit of Thirty Five Percent (35%) of the EDU Purchase Price (the "EDU Deposit") shall be paid to Service Area upon the execution of the WPA;

8.3.3 Service Area shall place the EDU Deposit into an interest bearing

escrow account and WGC shall be permitted to utilize the EDU Deposit for the purpose of paying costs and expenses associated with the Project, including but not limited to obtaining all permits and approvals to facilitate the Project;

8.3.4 In order for WGC to receive from Service Area the EDU Deposit to be utilized during the Project, WGC shall file a letter request to Service Area for such funds and at such times as are specified in a draw schedule (the "Draw Schedule") to be approved by Service Area. If WGC has completed the work, delivered the materials or performed the services identified on the Draw Schedule within the time periods prescribed, Service Area shall pay to WGC the sums requested. It is the intention of the parties that each and every EDU Deposit shall be utilized by WGC for completion of the Project;

8.3.5 Upon completion of the Project and the EDU's being made available, the EDU Purchasers shall pay to Service Area, and Service Area shall place into an escrow account on behalf of WGC and RUARK, the entire EDU Purchase Price (\$23,535.00), minus any EDU Deposit previously paid. Within 30 days of Service Area receiving the EDU Purchase Price, Service Area shall pay to itself an equity contribution in the amount of \$4,926.00 for each and every EDU purchased by EDU Purchasers and Service Area shall pay to WGC \$17,609.00 for each and every EDU purchased (minus any EDU Deposit previously paid to WGC), which shall hereinafter be referred to as the "WGC Compensation." It is the intention of the parties that the WGC Compensation shall be calculated as follows:

EDU Purchase Price	\$23,535.00
Deduct Equity Contribution	4,926.00
Deduct RUARK EDU Fee (Section 8.3.6)	<u>1,000.00</u>
Remaining Balance Due WGC	\$17,609.00 (less any deposits previously paid)

If, for whatever reason, WGC has not received the EDU Deposit prior to receiving the WGC Compensation at the completion of the Project, the EDU Deposit shall be added to the WGC Compensation at that time. Therefore, the only deductions that shall be made by Service Area from the EDU Purchase Price for the purpose of calculating the WGC Compensation shall be any EDU Deposit previously paid to WGC, the equity contribution and the RUARK EDU Fee set forth in Section 8.3.6 hereof.

8.3.6 At such time that Service Area pays WGC the WGC Compensation as set forth in Section 8.3.5 above, Service Area shall pay to RUARK a one-time lump sum payment of One Thousand Dollars (\$1,000.00) for each Purchased EDU (the "RUARK EDU Fee");

8.3.7 On an annual basis, RUARK shall receive from Service Area \$131.23 (the "RUARK O&M Fee") for each Purchased EDU sold to EDU Purchasers at that time such that once all Additional Capacity is sold (266 EDUs/80,000 GPD), RUARK shall then be receiving a total of \$34,907.18 annually from Service Area. However, if RUARK, pursuant to section 5.7 hereof, causes Service Area to incur any fines, sanctions or penalties, Service Area



shall be entitled to deduct the fines, sanctions and/or penalties from the RUARK O&M Fee as a set-off. To the extent that Service Area modifies the operation and maintenance fee that it will charge to the EDU Purchasers on an annual basis, the RUARK O&M Fee shall be modified in the exact same manner. Therefore, by way of example only, if Service Area increases its operation and maintenance fee charged annually to the EDU Purchasers by One Percent (1%), the RUARK O&M Fee paid to RUARK shall also be increased by One Percent (1%). Under no circumstance shall WGC be liable to RUARK for the RUARK O&M Fee.

8.3.8 If, as a result of regulatory changes or otherwise, RUARK experiences unreasonable, unanticipated and unwarranted expenses associated with the handling and/or monitoring of the effluent on the Golf Courses resulting from the WWTP expansion and related to the Additional Capacity, nothing in this Spray Agreement shall prevent RUARK from seeking additional compensation from Service Area associated with same;

8.3.9 WGC shall have a period of Eight (8) years, beginning when the final agreements regarding this Project are ratified between WGC and Service Area, within which to obtain commitments from EDU Purchasers for EDUs (the "WGC Compensation Period"). Provided EDU Purchasers have executed a WPA for the purchase of the EDUs and paid the EDU Deposits within that time period, WGC shall be permitted to receive payment for the Purchased EDUs whether actual payment is received before or after the WGC Compensation Period has expired. After the WGC Compensation Period has expired, Service Area shall have all rights associated with and related to any EDUs remaining from the Project and not purchased by EDU Purchasers.

#### 9. Excess Capacity - Owned by Service Area

9.1 The Facilities are designed and intended to serve the New Service Areas (except as set forth in Section 2.6 above);

9.2 Any excess capacity of Facilities resulting from any modification or addition thereto after the expiration of the WGC Compensation Period, shall be the property of Service Area and shall belong to Service Area. There shall be no recoupment of costs of construction, expenses, fees, operation or installation of Facilities by WGC or RUARK unless as specifically set forth herein or in a separate written agreement between the parties.

10. Force Majeure - WGC shall not be liable or responsible for (each, an event of "Force Majeure") (i) any delays in the performance of its obligations hereunder caused by moratoria imposed by applicable governmental authorities that prevent obtaining the approvals needed to perform said obligations, or caused by strikes, work stoppages, riots, acts of God (including inclement weather), casualty, war, governmental laws, or restrictions; or (ii) unanticipated delays by applicable governmental authorities in reviewing, considering or granting the approvals needed to perform such obligations; provided, however, that WGC shall have exercised reasonable commercial diligence in attempting to perform said obligations or obtain such approvals.

11. Notices - Any and all notices required or permitted to be provided hereunder shall be in writing and shall be delivered (addressed as follows) by one of the following methods: (i) in

person with signed receipt, (ii) by a nationally recognized overnight courier service (e.g., Federal Express), (iii) United States certified mail, postage prepaid, return receipt requested, or (iv) by telecopier (with proof of confirmed delivery):

As to Service Area:

The County Commissioners of Worcester County, Maryland  
One West Market Street, Room 1103  
Snow Hill, MD 21863

As to WGC:

WGC EDU, LLC  
13309 Scotsmore Way  
Herndon, VA 20171-4062

and with copies to:

Steven W. Jacobson, Esquire  
West and Feinberg, P.C.  
4550 Montgomery Avenue, Ste. 775  
Bethesda, MD 20814

and

Mark Spencer Cropper, Esquire  
Ayres, Jenkins, Gordy & Almond, P.A.  
6200 Coastal Highway, Suite 200  
Ocean City, MD 21842

As to RUARK:

Tom Ruark  
30165 Wildlife Lane  
Salisbury, MD 21804

and with copies to:

William E. Carlson  
Shapiro, Sher, Guinot & Sandler  
2000 Charles Center South  
36 South Charles Street  
Baltimore, MD 21201

Any notice delivered in person, by facsimile or by overnight courier service shall be deemed to have been given and received on the date of actual delivery. Notice by mail



shall be deemed to be delivered on the date that is three (3) days following the date of mailing said notice. Refusal to accept delivery of notice shall be deemed receipt hereunder.

12. Assignments - Neither party shall assign or otherwise transfer any of its rights, liabilities, obligations or entitlements under this Spray Agreement without obtaining the prior written consent of Service Area which consent may be withheld by Service Area in its sole and absolute discretion. Any attempted assignment made in violation of this Section 12 shall be void and of no force or effect. The rights of WGC hereunder shall be assigned to Service Area upon completion of the Project and acceptance of the Project by Service Area. Upon Service Area accepting the assignment of this Spray Agreement as set forth herein, Service Area agrees to be bound by the provisions hereof.

13. Miscellaneous Provisions

13.1 In any action brought in court under this Agreement, jurisdiction and venue shall be exclusively in the Circuit Court of Worcester County, Maryland;

13.2 The provisions of this Agreement shall be governed and construed according to the laws of the State of Maryland. The parties' performance of obligations hereunder shall comply with all applicable governmental requirements.

13.3 The parties agree to cooperate in the implementation of this Spray Agreement and the Project and further agree to execute such other and further assurances or additional documents and instruments as may be reasonably required of or requested by the other party to carry out the provisions hereof;

13.4 Time is of the Essence- Time is of the essence in the performance of all the of terms of this Spray Agreement;

13.5 Headings, Section Numbers, Gender, Etc.- The headings set forth at the beginning of each of the Paragraphs of this Spray Agreement are inserted for convenience of reference only, and do not form a part of this Agreement or limit, expand or otherwise change the meaning of any provision of this Spray Agreement. Unless otherwise indicated, all references to section numbers shall mean the corresponding sections contained in this Spray Agreement. Any reference herein to the singular shall include the plural and vice versa and reference to the male, female or neuter gender shall include reference to all other genders;

13.6 Dates - Any date specified in this Spray Agreement which is a Saturday, Sunday or legal holiday shall be extended to the first regular business day after such date which is not a Saturday, Sunday or legal holiday;

13.7 Representation by Counsel- All parties to this Agreement have been represented by separate and independent counsel and all provisions of this Spray Agreement have been fully negotiated. No provision shall be interpreted against either party merely because such provision was drafted by such party or such party's counsel;

13.8 Binding Effect: Entire Agreement- This Spray Agreement shall be binding up and inure to the benefit of the parties and their heirs, successors, administrators, personal representatives and assigns, and constitutes the sole and entire agreement and understanding between the parties, who shall not be bound by any understandings, agreements, terms, statements or representations, oral or written, not set forth in this Spray Agreement. This Spray Agreement supersedes all prior or contemporaneous oral or written offers, proposals, discussions, understandings, statements, representations, and agreements with respect to the subject matter hereof. Except as specifically set forth in this Spray Agreement, neither party shall be relying on any other statement made or information provided to the other, or any consultants, agents, or representatives, or by any person purporting to represent any of the foregoing. This Spray Agreement may not be changed orally, but only by an agreement in writing executed by all parties;

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

13.10 Counterparts - This Spray Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed to be a single instrument;

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

13.12 Recitals and Exhibits- All Exhibits referred to in this Spray Agreement are hereby incorporated and made a part of this Spray Agreement, as are each of the Recitals set forth above. Any Exhibit not available at the time this Spray Agreement is executed shall be agreed upon, initialed, and attached by the parties as soon after execution is practicable, but failure to attach any Exhibit shall not affect the validity of this Spray Agreement unless the parties are in material disagreement as to the content thereof;

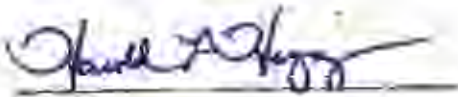
13.13 Collateral Assignment by WGC: Estoppel Certificate- Notwithstanding any other provision of this Spray Agreement to the contrary, WGC may assign its interest in this Spray Agreement as collateral to any lender providing financing for the Project, and RUARK agrees that in the event of an exercise of its remedies by such lender under its loan documents, this Agreement shall remain in effect between the lender or its assignee and RUARK, provided that such lender or its assignee performs the obligations of WGC hereunder. RUARK agrees to furnish to WGC's lender, on ten (10) days written notice, an estoppel certificate confirming that: (i) this Spray Agreement is in full force and effect, and has not been amended, modified or superseded; (ii) RUARK has received no notice of sale, transfer, pledge, or assignment to the lender requesting the estoppel; (iii) RUARK holds no claim against WGC that might be set off against the sales proceeds hereunder; and (iv) RUARK understands that this Spray Agreement has been assigned to such lender as security for a loan to WGC and that this Spray Agreement may not be amended, modified or superseded without such lender's prior written approval; and

13.14 Attorneys Fees- If either party obtains a judgment against the other party by reason of breach of this Spray Agreement, the non-prevailing party shall pay to the prevailing party all costs, fees and expenses, including reasonable attorney's fees, incurred by the prevailing party, and such amount shall be included in such judgment.

IN WITNESS WHEREOF, the parties have placed their hand and seal to this Spray Agreement on the day and year first above written.

WITNESS:

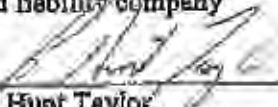
SERVICE AREA  
COUNTY COMMISSIONERS OF  
WORCESTER COUNTY MARYLAND,  
IN THE CAPACITY OF THE  
GOVERNING BODY OF THE RIDDLE  
FARM SERVICE AREA



By:   
Madison J. Bunting, Jr., President

WGC EDU, LLC, a Maryland  
limited liability company



By:  (SEAL)  
G. Hunt Taylor,  
Managing Member

Glen Riddle LLC, a Maryland limited  
liability company

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Tom Ruark,  
Managing Member

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this 3rd day of May, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Madison J. Bunting, Jr., President of County Commissioners of Worcester County Maryland, who acknowledged the foregoing Deed to be his act and deed.



AS WITNESS my hand and Notarial Seal.

Jaith A Coleman  
NOTARY PUBLIC

My Commission Expires: 06/01/2019

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this 20<sup>th</sup> day of APRIL, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared G. Hunt Taylor, Managing Member of WGC EDU, LLC, a Maryland limited liability company, who acknowledged the foregoing Deed to be his act and deed.

AS WITNESS my hand and Notarial Seal.

[Signature]  
NOTARY PUBLIC

My Commission Expires: 06/30/18



STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Tom Ruark, Managing Member of Glen Riddle, LLC, a Maryland limited liability company, who acknowledged the foregoing Deed to be his act and deed.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

against the sales proceeds hereunder; and (iv) RUARK understands that this Spray Agreement has been assigned to such lender as security for a loan to WGC and that this Spray Agreement may not be amended, modified or superseded without such lender's prior written approval; and

13.14 Attorneys Fees - If either party obtains a judgment against the other party by reason of breach of this Spray Agreement, the non-prevailing party shall pay to the prevailing party all costs, fees and expenses, including reasonable attorney's fees, incurred by the prevailing party, and such amount shall be included in such judgment.

IN WITNESS WHEREOF, the parties have placed their hand and seal to this Spray Agreement on the day and year first above written.

WITNESS:

SERVICE AREA  
COUNTY COMMISSIONERS OF  
WORCESTER COUNTY MARYLAND,  
IN THE CAPACITY OF THE  
GOVERNING BODY OF THE RIDDLE  
FARM SERVICE AREA

\_\_\_\_\_

By: \_\_\_\_\_  
Madison J. Bunting, Jr., President

WGC EDU, LLC, a Maryland  
limited liability company

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
G. Hunt Taylor,  
Managing Member

Glen Riddle LLC, a Maryland limited  
liability company



By: \_\_\_\_\_ (SEAL)  
Tom Ruark,  
Managing Member

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this 12<sup>th</sup> day of April, 2016, before me, the

subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Madison J. Bunting, Jr., President of County Commissioners of Worcester County Maryland, who acknowledged the foregoing Deed to be his act and deed.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared G. Hunt Taylor, Managing Member of WGC EDU, LLC, a Maryland limited liability company, who acknowledged the foregoing Deed to be his act and deed.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this 1st day of April, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Tom Ruark, Managing Member of Glen Riddle, LLC, a Maryland limited liability company, who acknowledged the foregoing Deed to be his act and deed.

AS WITNESS my hand and Notarial Seal.

Barbara P. [Signature]  
NOTARY PUBLIC

My Commission Expires: 10-13-2019



EXHIBIT "A"

Revised and Final Worcester County Small Project Wastewater and/or Water Agreement

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

This Revised and Final Worcester County Small Project Wastewater and/or Water Agreement ("Agreement") made this \_\_\_\_\_ day of April, 2016, is by and between THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, in the capacity of the governing body of the Riddle Farm Service Area ("Service Area") and WGC EDU, LLC, a Maryland limited liability company ("Contractor").

Whereas, Glen Riddle is a residential subdivision located in Worcester County, Maryland (the "Subdivision") and its wastewater is treated in the Glen Riddle Wastewater Treatment Plant (the "WWTP") and potable water and fire suppression is provided by the Glen Riddle Water Treatment Plan (the "WTP"), both of which are located in the Subdivision; and

Whereas, the WWTP is presently designed to receive, treat, store and discharge 197,750 gallons per day ("GPD") of wastewater to be allocated to and used only in the Subdivision; and

Whereas, Service Area is responsible for the maintenance and operation of the WTP and WWTP; and

Whereas, the treated effluent from the WWTP is discharged by spray irrigation on two golf courses in the Subdivision (the "Golf Courses") owned and operated by Glen Riddle, LLC, a Maryland limited liability company ("RUARK") which is the successor to or assignee of Riddle Farm Golf, LLC, a Maryland limited liability company; and

Whereas, Service Area and Contractor entered into a Worcester County Small Project Wastewater and/or Water Agreement on May 7, 2013, to increase sewer capacity as detailed in the following whereas clause;

Whereas, Service Area has agreed, subject to certain stipulations and conditions, that Contractor, as agent of Service Area, may increase the wastewater treatment capacity of the WWTP from 197,750 GPD to 277,750 GPD (the "Additional Capacity") to sell to third-party purchasers (the "EDU Purchasers") in newly created service areas (the "New Service Areas") approved by the County Commissioners of Worcester County and all actions necessary to complete this endeavor shall hereinafter be referred to as "The Sewer Project"; and

Whereas, subsequent to the 2013 Agreement, Service Area has asked, and WGC has agreed, at the same time that WGC is performing the construction activity to complete the Sewer Project, to utilize the same subcontractors (to the extent feasible) to construct and install the necessary infrastructure to the New Service Areas (except for District "C") in order for Service Area to supply the New Service Areas with water in addition to wastewater (the "Water Project"); and

Allocation of EDUs in Riddle Farm Sanitary Service Area (Commercial Sub Area)									
Property Owner	Address	Account #	Tax Map	Parcel	EDU Allocation	Sold and In Service	Sold and Not In Service	Remaining Allocation	Footnotes
<b>District A: Route 50/Samuel Bowen Boulevard- Water &amp; Sewer Service</b>					<b>167</b>			<b>68</b>	
Berlin Waterfront LLC	Ocean Gateway Hwy	03-018482	26	298					
Cropper William E Trustee	11319 Grays Corner Rd (N of 50)	03-018539	26	299					
Cropper William E Trustee	11228 Ocean Gateway (S of 50)	03-018547	26	299					
Allen & Connie LLC/BLS Realty LLC	11330 Samuel Bowen Blvd	03-018512	26	301			73		6
Cropper William E Trustee	Ocean Gateway Hwy	03-018555	26	320					
Worcester Retail LLC	11416 Ocean Gateway Hwy	03-144186	26	455-1B					
Ocean City Partners LP	11408 Ocean Gateway Hwy	03-172872	26	455-2					
Calvin B Taylor Bank	11359 Ocean Gateway Hwy	03-172880	26	455-3A					
Ocean City Partners LP	Ocean Gateway Hwy	03-768714	26	455-3B		7			5
Ocean City Partners LP	Ocean Gateway Hwy	03-172899	26	455-4					
Ocean City Partners LP	11435 Samuel Bowen Blvd	03-172902	26	455-5					
Allen & Connie LLC	11349 Samuel Bowen Blvd	03-172910	26	463-A & B		3			3
Allen & Connie LLC	11347 Samuel Bowen Blvd	03-768614	26	463-B		4			3
Allen & Connie LLC	11315 Samuel Bowen Blvd	03-768615	26	463-C					
Allen & Connie LLC	Ocean Gateway Hwy	03-768616	26	463-D1					
West Ocean City LLC	Ocean Gateway Hwy	03-018636	26	300-368			11		7
<b>District B: Route 50/Samuel Bowen Boulevard- Water &amp; Sewer Service</b>					<b>100</b>			<b>33</b>	
RFC 3 LLC	11718 Ocean Gateway Hwy	10-013496	26	107					
F3 Core Berlin LLC	Ocean Gateway Hwy	10-010535	26	258			4		1.4
Orange Tree Limited	Holly Grove Rd	10-010918	26	259					
West Ocean City LLC	Ocean Gateway Hwy	03-018636	26	300			3		2
Fisher Family Partnershs	11502 Ocean Gateway Hwy	03-018644	26	322					
Steffey, James	Ocean Gateway Hwy	03-018763	26	368					
<b>District C: Gray's Corner Road (aka oxbow)- Sewer Service Only</b>					<b>0</b>			<b>0</b>	
<b>Total EDU's</b>					<b>267</b>	<b>12</b>	<b>92</b>	<b>162</b>	
<p>Note: This EDU list was created from Resolution 03-26 (written portion &amp; map) &amp; Resolution 15-23.</p> <p>Footnotes:</p> <p>1 - Sold 3 EDU's to Finch on 1/23/18.</p> <p>2 - Sold 3 EDU's to Steffey on 8/21/19.</p> <p>3 - Sold 6 EDU's to BLS Realty on 5/21/19. 2 EDU's for acct 03-172910 and 4 EDU's for acct 03-768614.</p> <p>4 - Sold 1 EDU to F3 Core Berlin on 8/25/20.</p> <p>5 - Sold 7 EDU's to Car Wash Holding on 11/18/21.</p> <p>6 - Sold 73 EDU's to BLS Realty LLC on 5/17/22.</p> <p>7 - Sold 12 Sewer EDU's to West Ocean City LLC 4/23/23. Deposit returned, no settlement.</p>									



TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: [cc.worcester.md.us](http://cc.worcester.md.us)



**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21861

DALLAS BAKER JR., P.E.  
 DIRECTOR

CHRISTOPHER CLASING, P.E.  
 DEPUTY DIRECTOR

**TO:** Weston S. Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administration Officer  
**FROM:** Christopher S. Clasing, P.E., Deputy Director *Chris Cj*  
**DATE:** October 27, 2023  
**SUBJECT:** Mystic Harbour Service Area  
 State Funding for Solids Handling Project

Public Works is requesting Commissioner approval to proceed with the preliminary state funding paperwork for a grant and loan from the Maryland Department of the Environment (MDE) specifically for the Mystic Harbour Wastewater Treatment Plant Solids Handling project. Public Works has recently received the attached Notification of Funding memo from MDE detailing \$2,206,265 in grant and \$2,206,265 in loan funding to fund the design and construction of the project via the FFY 2023 Water Quality State Revolving Fund.

The proposed project is to upgrade the existing biosolids treatment at Mystic Harbour Wastewater Treatment Plant (WWTP) since the plant cannot efficiently process the solids which has impacted the liquid treatment system. In addition, the proposed project will rehab an existing building at the WWTP that is almost fifty (50) years old and is unusable due to flooding and structural concerns. This building will be used to store items required for proper wastewater treatment operations and essential equipment such as portable generators and pumps used during emergencies.

Preliminary estimates based upon the total loan amount of \$2,206,265 at the current interest rate (0.9%) over a 30-year term would result in a \$14 per quarter per EDU increase for customers within the Mystic Harbour Service Area. It should be noted that the attached memo is not a guarantee of funding and a formal commitment letter from the State would be forthcoming pending programmatic requirements and Board of Public Works approval.

Please let me know if there are any questions.

Attachments

CC: Dallas Baker Jr., P.E., Director  
 Tony Fascelli, Water & Wastewater Superintendent



**Maryland**  
Department of  
the Environment

Wes Moore, Governor  
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary  
Suzanne E. Dorsey, Deputy Secretary

MEMORANDUM

To: Dallas Baker Jr., P.E, Worcester County Director of Public Works

From: Jeffrey Fretwell, MD Water Infrastructure Financing Administration Director

Date: October 16, 2023

Subject: Notification of FFY 2023 Water Quality State Revolving Fund (WQSRF) Intended Use Plan (IUP) Funding

The Maryland Infrastructure Financing Administration (MWIFA) identified the project(s) listed below on the FFY 2023 WQSRF IUP for financing in the amount(s) shown<sup>1</sup>.

<b>Project Name: MYSTIC HARBOUR WWTP BIOSOLIDS UPGRADE &amp; BUILDING REHAB</b>		
<b>Program</b>	<b>Loan</b>	<b>Loan Principal Forgiveness</b>
FFY23 WQSRF Base	\$0	\$0
FFY23 WQSRF BIL Gen Supp	\$2,206,265	\$2,206,265
FFY22 WQSRF BIL Emerging Contaminants	\$0	\$0
FFY23 WQSRF BIL Emerging Contaminants	\$0	\$0
Notifications of State grant funding to FFY 2023 WQSRF IUP projects will be made in Spring 2024.		

***This is not a commitment to lend. Final loan and loan principal forgiveness amounts will be determined based on the MWIFA-approved project budget. All programmatic requirements MUST be completed and BPW approval received prior to receiving any SRF funding.***

The MWIFA SRF Funding Coordinator for the project(s) listed above is (Mr.) MiYarnie Johnson; please contact him at [miyarnie.johnson@maryland.gov](mailto:miyarnie.johnson@maryland.gov) with questions or concerns regarding this letter, the attached programmatic requirements, and/or the funding process.

Please be aware of the following:

- Enclosed are the programmatic requirements that must be completed prior to loan closing.

<sup>1</sup> MWIFA may provide additional loan funding for the project if the need arises and as capacity allows.

- Loan term is up to 30 years, not to exceed the useful project life as determined by the State.
- Interest rates are calculated based on the monthly average Bond Buyer 11-Bond Index (BB11-BI); the Standard Rate is equal to 50% of the average BB11-BI and the Disadvantaged Community interest rate is equal to 25% of the average BB11-BI. The interest rate for the project(s) listed above will be set based on the BB11-BI of the month preceding the loan closing. For loans that closed in Fiscal Year 2023, the Standard Rate ranged from 1.60% to 1.90% and the Disadvantaged Community Rate ranged from 0.80% to 0.90%.
- MWIFA will review the borrower's financial condition to determine if there is sufficient coverage to repay debt on the aforementioned loan(s). Please provide the three most recent years of audited financial statements, a schedule of water and sewer rates, any relevant information regarding debt commitments or factors that impact the borrowing entity's financial condition, and the dedicated source(s) of revenue for repayment for SRF financing of the project(s) to the funding coordinator.
- The Administrative Fee is 5% of the total debt service divided by 30, collected in equal annual installments over the life of the loan. This is equivalent to an interest rate impact of ~35 basis points.

Please note that the demand for SRF funding is extremely high; therefore,

- Please notify your funding coordinator as soon as possible if you choose to decline the SRF funding.
- **Projects identified for funding are expected to start construction by December 2024 in accordance with the application you submitted; funding may be deleted from projects that do not proceed to construction by this time.** The applicant will be notified of this action and will have an opportunity to reapply for future financial assistance. Notify your funding coordinator of schedule delays.

We look forward to working with you throughout the loan origination process.

Enclosure: Programmatic Requirements

Cc: Katherine McAllister, P.E.  
Elaine Dietz, MWIFA  
Paul Emmart and MiYarnie Johnson, MWIFA Capital Planning & Finance Division  
Tonya Randall and Emmanuel Osadebe, MWIFA Capital Planning Contract Division  
Shauna Lu, MWIFA Accounting Unit  
Larry Love and Richard Pencek, MWIFA Underwriting  
Mehdi Majedi, Sunita Boyle, and Brandon Choi, Engineering Capital Projects Program  
Mary R. Sheppard and Rebecca B. Reske, MD Office of the Attorney General



MARYLAND DEPARTMENT OF THE ENVIRONMENT  
 MARYLAND WATER INFRASTRUCTURE FINANCING ADMINISTRATION  
 DRAFT FFY 2023 (SFY 2025) INTENDED USE PLAN  
 MARYLAND WATER QUALITY REVOLVING LOAN FUND

TABLE 1: WQSRF FFY 2023 IUP PROJECT FUNDING LIST

APPLICANT	COUNTY	PROJECT NAME (MDE PROJECT NUMBER)	TOTAL FUNDING	WQSRF BASE LOAN	WQSRF BASE PRIN FORGIVE	BIL GENERAL LOAN	BIL GENERAL PRIN FORGIVE	FFY22 BIL PFAS PRIN FORGIVE	FFY23 BIL PFAS PRIN FORGIVE	TOTAL GREEN LOAN/PF			PRIORITY RANK	SCORING POINTS	DAC COMMUNITY	PROJECT TYPE	CONST. START	COMMENTS
										WQSRF BASE	BIL GEN	BIL PFAS						
TOWN OF HANCOCK	WASHINGTON	TOWN OF HANCOCK WWTP (CW0050/25)	\$ 1,974,106	\$ -	\$ -	\$ 1,974,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	145	YES	SMALL	08/01/2024	SRF partially funded on prior IUP; prior State grant; potential FY25 State Grant.
TOWN OF SUDLERSVILLE	QUEEN ANNE'S	TOWN OF SUDLERSVILLE WWTP - POST ANOXIC REACTOR (CW0066/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2	125	YES	SMALL	09/01/2024	Loan unwanted. Potential FY25 State Grant.	
TOWN OF TRAPPE	TALBOT	TRAPPE WWTP ENR UPGRADE (CW0080/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3	125	NO	SMALL	01/12/2024	SRF fully funded on prior IUP; prior State grant; potential FY25 State grant.	
TOWN OF MANCHESTER	CARROLL	MANCHESTER WWTP ENR UPGRADE (CW0041/25)	\$ 5,824,902	\$ -	\$ -	\$ 5,824,902	\$ -	\$ -	\$ -	\$ -	\$ -	4	110	NO	SMALL	10/01/2024	Potential FY25 State Grant	
CECIL COUNTY GOVERNMENT	CECIL	CONNECT TRIUMPH INDUSTRIAL PARK TO COUNTY SANITARY SEWER (CW0062/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5	100	NO	LARGE	08/01/2023	Loan unwanted.	
ANNE ARUNDEL COUNTY	ANNE ARUNDEL	ANNE ARUNDEL COUNTY THERMAL PROCESSING DEMONSTRATION FACILITY (CW0056/25) (GREEN)	\$ 10,000,000	\$ -	\$ -	\$ 2,596,000	\$ -	\$ 2,261,000	\$ 5,143,000	\$ -	\$ 2,596,000	\$ 7,404,000	6	100	NO	LARGE	04/01/2024	
TOWN OF RISING SUN	CECIL	ROUTE 274 SEWER EXTENSION (CW0089/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7	95	NO	SMALL	01/01/2024	Not consistent with Water & Sewer Plan or PFA law	
SOUTH BALTIMORE GATEWAY PARTNERSHIP	BALTIMORE CITY	MIDDLE BRANCH RESILIENCY PROJECT STAGE 1 (CW0058/25) (GREEN)	\$ 25,000,000	\$ 22,500,000	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ 22,500,000	\$ 2,500,000	8	90	YES		10/01/2023	SRF requested = \$25M max	
TOWN OF GREENSBORO	CAROLINE	GREENSBORO REGIONAL WASTEWATER SYSTEM EXTENSION - PHASES 3 & 4 (CW0061/25)	\$ 4,209,400	\$ -	\$ -	\$ 2,854,700	\$ 1,354,700	\$ -	\$ -	\$ -	\$ -	9	85	YES	SMALL	11/01/2024	Potential FY25 State Grant	
CALVERT COUNTY BOARD OF COUNTY COMMISSIONERS	CALVERT	THE HIGHLANDS PRESSURE SEWER (CW0059/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10	80	NO	SMALL	11/01/2023	Not consistent with Water & Sewer Plan or PFA law	
MARYLAND ENVIRONMENTAL SERVICE	PRINCE GEORGE'S	CHEL TENHAM BOY'S VILLAGE YOUTH FACILITY WWTP UPGRADE (CW0045/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11	80	NO	SMALL	07/01/2023	Loan unwanted. Potential FY25 State Grant.	
CITY OF CUMBERLAND, MD	ALLEGANY	78" PARALLEL PIPELINE FROM MILL RACE TO CSO STORAGE (PROJECT NO. 19-16-S) (CW0084/25)	\$ 6,075,000	\$ -	\$ -	\$ 4,575,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	12	75	YES	LARGE	01/12/2024	SRF partially funded on prior IUP; FFY23 WQSRF BIL Gen Supp replaces FFY18 WQSRF Base funding	
MAYOR AND CITY COUNCIL OF BALTIMORE	BALTIMORE CITY	SC-938 PATAPSCO WWTP HEADWORKS IMPROVEMENTS (CW0030/25)	\$ 11,804,800	\$ 506,949	\$ 1,500,000	\$ 9,797,851	\$ -	\$ -	\$ -	\$ -	\$ -	13	75	YES	LARGE	06/01/2024		
BALTIMORE COUNTY, MARYLAND	BALTIMORE COUNTY	SC-938 PATAPSCO WWTP HEADWORKS IMPROVEMENTS (CW0037/25)	\$ 23,500,000	\$ 21,000,000	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	14	75	NO	LARGE	06/01/2024		
ANNE ARUNDEL COUNTY	ANNE ARUNDEL	SEPTIC-TO-SEWER CONVERSION - PARKER DRIVE COMMUNITY (CW0057/25)	\$ 492,106	\$ -	\$ -	\$ 492,106	\$ -	\$ -	\$ -	\$ -	\$ -	15	70	NO	LARGE	11/01/2024		
CITY OF BRUNSWICK	FREDERICK	BRUNSWICK SEPTIC CONNECTIONS TO WWTP (CW0085/25)	\$ 862,000	\$ -	\$ -	\$ 431,000	\$ 431,000	\$ -	\$ -	\$ -	\$ -	16	70	YES	SMALL	01/02/2024		
DORCHESTER COUNTY SANITARY DISTRICT	DORCHESTER	MCKEIL POINT BIP #2 & #3 ONSITE SEWAGE SYSTEM REMOVAL (CW0063/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17	70	YES		04/01/2024	Not consistent with Water & Sewer Plan or PFA law	
WASHINGTON SUBURBAN SANITARY COMMISSION	#N/A	WSSC ONSITE SEPTIC CONVERSION PROGRAM (CW0065/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18	70	NO	LARGE	12/01/2024	Unable to determine consistency with Water & Sewer Plan or PFA law	
CARROLL COUNTY COMMISSIONERS	CARROLL	PUBLIC SAFETY TRAINING CENTER STORMWATER RETROFIT (CW0028/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19	70	NO	LARGE	12/01/2023	Loan unwanted.	
COMM OF WORCESTER COUNTY	WORCESTER	MYSTIC HARBOUR WWTP BIOSOLIDS UPGRADE & BUILDING REHAB (CW0079/25)	\$ 4,412,530	\$ -	\$ -	\$ 2,206,265	\$ 2,206,265	\$ -	\$ -	\$ -	\$ -	20	65	YES	SMALL	11/01/2024		
EASTON UTILITIES	TALBOT	WINDMILL PUMP STATION RELOCATION & FORCEMAIN PROJECT (CW0026/25)	\$ 4,655,000	\$ 3,155,000	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	21	65	YES	LARGE	07/01/2024	SRF partially funded on prior IUP; prior State grant.	
TALBOT COUNTY	TALBOT	REGION V SEPTIC ELIMINATION - FAIRBANK AND BAR NECK VILLAGES (CW0068/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	22	60	NO	SMALL	01/01/2025	Not consistent with Water & Sewer Plan	
ALLEGANY COUNTY COMMISSIONERS	ALLEGANY	BRADDOCK RUN - GRAHAMTOWN REGULATING BAFFLE (CW0005/25)	\$ 350,000	\$ 175,000	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	23	55	YES	SMALL	01/01/2024		
ALLEGANY COUNTY COMMISSIONERS	ALLEGANY	NORTH BRANCH (FORMERLY CELANESE) WWTP CLARIFIER (CW0038/25)	\$ 2,500,000	\$ 750,000	\$ 750,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	24	55	YES	SMALL	11/01/2023		
MAYOR AND CITY COUNCIL OF CUMBERLAND	ALLEGANY	EVITTS CREEK CSO UPGRADES PHASE IV-INTERCEPTOR SEWER TO ECPS (CW0040/25)	\$ 305,050	\$ 305,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25	55	YES	LARGE	12/01/2023	SRF partially funded on prior IUP.	
MAYOR AND CITY COUNCIL OF CUMBERLAND	ALLEGANY	EVITTS CREEK CSO UPGRADES PHASE III-GRAVITY SEWER THROUGH CSX RAIL YARD (CW0039/25)	\$ 300,149	\$ 225,112	\$ 75,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	26	55	YES	LARGE	07/01/2024	SRF partially funded on prior IUP.	
WASHINGTON SUBURBAN SANITARY COMMISSION	PRINCE GEORGE'S	WSSC - SEWER BASIN RECONSTRUCTION PROGRAM - LOAN 5 (SECTION 8) (CW0019/25)	\$ 23,500,000	\$ 21,000,000	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	27	55	NO	LARGE	12/01/2024		
CARROLL COUNTY COMMISSIONERS	CARROLL	CARROLL COUNTY RESTORATION PROJECTS (CW0002/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	28	55	NO	LARGE	11/01/2024	Loan unwanted.	
DORCHESTER COUNTY SANITARY DISTRICT	DORCHESTER	DORCHESTER COUNTY DISTRICT #7 ONSITE SEWAGE SYSTEM REMOVAL (CW0064/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	29	50	YES	SMALL	04/01/2024	Unable to determine consistency with Water & Sewer Plan or PFA law	
WORCESTER COUNTY, MD	WORCESTER	RIDDLE FARM WWTP BYPASS FORCE MAIN INTERCONNECT (CW0087/25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30	50	YES	SMALL	01/07/2024	Not consistent with Water & Sewer Plan or PFA law	
CITY OF HAGERSTOWN	WASHINGTON	HAGERSTOWN WWTP IMPROVEMENTS (CW0049/25)	\$ 20,000,000	\$ 17,000,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	31	50	YES	LARGE	12/01/2024		
WASHINGTON SUBURBAN SANITARY COMMISSION	PRINCE GEORGE'S	PISCATAWAY WWTP BIO ENERGY PROJECT (CW0014/25) (GREEN)	\$ 23,500,000	\$ 21,000,000	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ 21,000,000	\$ 2,500,000	32	50	NO	LARGE	06/01/2019		
HOWARD COUNTY	HOWARD	EXTENDED NORTH TUNNEL (CW0075/25)	\$ 23,500,000	\$ 21,000,000	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	33	50	NO		09/01/2023		
CITY OF BRUNSWICK	FREDERICK	BRUNSWICK STREAM RESTORATION (SITE S-6) (CW0086/25)	\$ 1,050,000	\$ 525,000	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	34	50	YES	SMALL	01/11/2024		
MAYOR AND COUNCIL OF FEDERALSBURG	CAROLINE	MARINA PARK AND EAST CENTRAL AVE PUMPING STATION REPLACEMENTS (CW0072/25)	\$ 4,304,300	\$ 1,768,895	\$ -	\$ -	\$ 2,535,405	\$ -	\$ -	\$ -	\$ -	35	45	YES	SMALL	07/01/2024		
TALBOT COUNTY, MD GOVERNMENT	TALBOT	REGION I, II AND MARTINGHAM - SANITARY SEWER VACUUM AND OVERFLOW SENSORS (CW0016/25)	\$ 770,000	\$ 770,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	36	45	NO	SMALL	09/01/2023		
			<b>\$ 198,889,343</b>	<b>\$ 131,681,006</b>	<b>\$ 4,350,037</b>	<b>\$ 30,751,930</b>	<b>\$ 24,702,370</b>	<b>\$ 2,261,000</b>	<b>\$ 5,143,000</b>	<b>\$ 43,500,000</b>	<b>\$ 7,596,000</b>	<b>\$ 7,404,000</b>						
				<b>Max 40% LF</b>	<b>\$ 7,267,200</b>	<b>49% LF test</b>	<b>\$ 24,702,370</b>	<b>100% LF</b>	<b>100% LF</b>	<b>\$ 1,814,300</b>	<b>\$ 5,041,300</b>	<b>\$ 740,400</b>	<b>Min 10% Green test</b>					

WQSRF FFY 2023 IUP - Sources & Uses

Total Sources	Total Uses
Federal Funds for Capital Projects-Base Grant-FFY23	Capital projects - Loans and Grants
State Match for Base for Capital Projects	SRF Revenue Bond Debt Service (P&I)
Federal Funds for Capital Projects-BIL Supplemental Grant-FFY23	CWSRF Transfer to DWSRF
State Match for BIL for Capital Projects	2% Admin for Technical Assistance for Small Systems
Federal Funds for Capital Projects-BIL Emerging Contaminants Grant-FFY22	EPA in Kind - Clean Watershed Need Survey
Federal Funds for Capital Projects-BIL Emerging Contaminants Grant-FFY23	Transfer to Admin (WRRDA provision)
Total Revenue Bonds	
Est. Invest. Earnings/Repayments/Reprogrammed Funds	

Cash Flow/ Proportionality	Total	Capital Proportionality
Federal Capital-Base Grant	\$ 18,143,000	83.33%
State Match	\$ 3,628,600	16.67%
<b>Total Base Grant</b>	<b>\$ 21,771,600</b>	<b>100.00%</b>

Federal Capital-BIL General Supplemental Grant	\$ 50,413,000	90.91%
State Match	\$ 5,041,300	9.09%
<b>Total BIL Grant General Supplemental</b>	<b>\$ 55,454,300</b>	<b>100.00%</b>

<b>Total BIL Emerging Contaminants Grant-FFY22</b>	<b>\$ 2,261,000</b>	<b>100.00%</b>
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<b>Total BIL Emerging Contaminants Grant-FFY23</b>	<b>\$ 5,143,000</b>	<b>100.00%</b>
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Additional Subsidization	Target	Actual	Percent	
Loan Forgiveness/Grant - Base Grant	\$ 3,628,600	\$ 4,350,037	24%	>min20%<max40%
Loan Forgiveness/Grant - BIL General Supplemental Grant	\$ 24,702,370	\$ 24,702,370	49%	Mandatory 49% of \$50,413,000
Loan Forgiveness/Grant - BIL Emerging Contaminants Grant FFY22	\$ 2,261,000	\$ 2,261,000	100%	Mandatory 100%
Loan Forgiveness/Grant - BIL Emerging Contaminants Grant-FFY23	\$ 5,143,000	\$ 5,143,000	100%	Mandatory 100%
<b>Overall Additional Subsidization</b>	<b>\$ 35,734,970</b>	<b>\$ 36,456,407</b>	<b>273%</b>	

Equivalency Projects for the Purpose of Federal Compliance (e.g. FFATA)	Actual	Percent
Equivalency projects - Base Grant	1	\$ 21,000,000

Green Projects	Target	Actual	Percent
Green Base Grant	\$ 1,814,300	\$ 43,500,000	240%
Green BIL Supplemental Grant	\$ 5,041,300	\$ 7,596,000	15%
Green BIL Emerging Contaminants Grant - FFY 22	\$ 226,100	\$ 2,261,000	100%
Green BIL Emerging Contaminants Grant - FFY 23	\$ 514,300	\$ 5,143,000	100%
<b>Overall Green</b>	<b>\$ 7,596,000</b>	<b>\$ 58,500,000</b>	<b>77%</b>

**PROGRAMMATIC REQUIREMENTS FOR  
FEDERAL FISCAL YEAR 2023 INTENDED USE PLAN STATE REVOLVING FUND (SRF) PROJECTS<sup>1</sup>**

**Programmatic requirements to be completed by MDE:**

**PLANS AND SPECIFICATIONS APPROVAL:** Plans and specifications **must be reviewed and approved by MDE prior to bidding.** Additionally, at the time of MDE’s plans and specifications review, a determination will be made regarding “green” project components, if applicable.

**CLEARINGHOUSE AND ENVIRONMENTAL REVIEW:** Projects must undergo a State environmental review (except for nonpoint source projects) and State clearinghouse review. The process typically requires a 3-month review period and should be initiated as soon as possible, using project information to be provided by the SRF recipient.

**FINANCIAL ANALYSIS:** A Financial Analysis will be undertaken to determine the SRF recipient’s ability to repay the loan debt service, if there is a need to increase revenue, and/or determination of disadvantaged community status (based on “rate shock”). The SRF recipient will need to provide audited financial statements for the prior three years, the current user rate structure and other information as requested by MDE.

**FINANCIAL, TECHNICAL AND MANAGERIAL CAPACITY:** The Federal Safe Drinking Water Act requires all drinking water projects receiving DWSRF to be evaluated prior to loan execution for financial, managerial, and technical capacity (i.e., Capacity Development).

**BOARD OF PUBLIC WORKS:** The Department will typically seek State Board of Public Works (BPW) approval after the construction bid procurement package has been approved by MDE (see also Procurement on page 2).

**Programmatic requirements to be completed by the SRF recipient’s legal representation<sup>2</sup>:**

**AUTHORIZATION TO INCUR DEBT:** Prior to loan execution, legal representation must ensure that all necessary legal steps have been taken for the SRF recipient to incur SRF loan debt consistent with its Charter, Articles of Incorporation, etc.

**LOAN PROCEEDS QUESTIONNAIRE & CERTIFICATE (LPQ&C):** Governmental SRF recipients must coordinate completion of the LPQ&C with their Bond Counsel to address tax issues related to the funding of the project, if the loan transaction is greater than \$400,000 (i.e., “tax exempt.”). MDE will provide this form at an appropriate time.

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE:** Governmental SRF recipients who intend to reimburse project construction expenditures for costs incurred prior to loan closing from tax-exempt SRF loan proceeds must work with their Bond Counsel to declare an Official Intent to Reimburse. The Declaration should be made and submitted to the MDE Funding Coordinator prior to making any construction expenditures.

**Programmatic requirements to be completed by the SRF recipient:**

**FISCAL SUSTAINABILITY PLAN:** For WQSRF transactions to publicly-owned treatment works<sup>3</sup>, a fiscal sustainability plan (FSP) must be developed and implemented for the funded project. The FSP should include an inventory of critical assets; an evaluation of the condition and performance of inventoried assets; an evaluation/implementation of water and energy conservation efforts; and an asset maintenance, repair, and replacement schedule. These are components of a Preliminary Engineering Report, which may also be required (see “Minimum Funding Participation Requirements for Preliminary Engineering Reports at <https://mde.maryland.gov/programs/water/WQFA/Pages/index.aspx>. Certification of having an FSP, as well as the FSP and/or link to the FSP, must be provided prior to loan closing for the project.

**COST & EFFECTIVENESS ANALYSIS:** For WQSRF transactions to public entities, a Cost and Effectiveness Analysis of the processes, materials, techniques, and technologies selected (to the maximum extent practicable) that maximizes the potential for **efficient water use/reuse/recapture/conservation** and **energy conservation** must be developed for the funded project. This is a component of a Preliminary Engineering Report, which may also be required (see “Minimum Funding Participation Requirements for Preliminary Engineering Reports at

<sup>1</sup> “State Revolving Fund” and “SRF” as used here are inclusive of Bipartisan Infrastructure Law (BIL) funding unless otherwise specified.

<sup>2</sup> For loan transactions exceeding \$400,000 (i.e., “tax exempt”), SRF recipients are REQUIRED to utilize Bond Counsel.

<sup>3</sup> Projects involving wastewater/sewage collection, conveyance, treatment and disposal, including storm sewers involved in the separation of combined sewer overflows.

# ITEM 15

<https://mde.maryland.gov/programs/water/WQFA/Pages/index.aspx>). Certification of having a Cost & Effectiveness Analysis, as well as the Cost & Effectiveness Analysis and/or link to it, must be provided prior to loan closing for the project.

**PROCUREMENT:** SRF recipients may follow local procurement procedures for construction and engineering services but **must demonstrate competitive procurement and comply with the following:**

- **MDE SRF Insert** - “Requirements and Contract Provisions....” (a.k.a., “MDE Insert”) **must be included in the bid packages**. The MDE Insert outlines certain contractor responsibilities (e.g., Minority & Women’s Business participation, Wage Rates, American Iron and Steel, project sign, etc.). Contact MDE’s Project Manager for the proper MDE SRF Insert.
- **American Iron & Steel and Build America, Buy America Act** - SRF recipients are required to comply with the applicable provisions regarding use of materials and products produced in the U.S. as detailed in the MDE SRF Insert provided.
- **Davis-Bacon Wage Rates** - Davis-Bacon Wage Rates are required for all SRF-funded treatment works and drinking water construction contracts. These provisions are included in the MDE Insert.
- **Disadvantaged Business Enterprise (DBE)** - SRF recipients and sub-recipients (i.e., SRF recipients, prime contractors, A/E consultants) are required to make a Good Faith Effort to award a fair share of work to qualified small, minority and women’s businesses. This requirement includes procurements in the categories of **construction, equipment, supplies and services**. These Good Faith provisions are included in the MDE Insert. Questions regarding the SRF DBE program should be directed to M/WBE Program Coordinator at [bambi.turner1@maryland.gov](mailto:bambi.turner1@maryland.gov). Information can also be found on MDE’s website at <https://mde.maryland.gov/programs/water/WQFA/Pages/mwbe.aspx>.
- **Bid Packages** – Once the lowest, responsive, responsible bidder has been determined, the bid package must be forwarded to the Department for approval for compliance with SRF program requirements.
- **Contracts/Agreements** – Any contract/agreement associated with the work being performed and funded by the SRF must be submitted to and approved by the Department prior to being funded. Please review the Minimum Funding Participation Requirements for Preliminary Engineering Reports at <https://mde.maryland.gov/programs/water/WQFA/Pages/index.aspx>.

**SRF LOAN AND DISBURSEMENT CONFIRMATION:** After the project has been bid and the project costs have been determined, the SRF recipient will be asked to confirm the final loan amount and estimated disbursement schedule.

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) FORM:** The FFATA requires that information disclosure by entities receiving federal funding be made available to the public via <https://www.usaspending.gov/>. SRF recipients will complete a simple form regarding total federal funding received by the entity in a given year.

**INITIAL CASH DRAW REQUEST:** Federal tax code requires a draw of in excess of 5% of the loan amount (if less than \$1,000,000) or in excess of \$50,000 (if loan amount is \$1,000,000 or more) to be disbursed at loan closing for tax exempt transactions. In order to make a disbursement at loan closing, the “Cash Draw Request Form” must be completed and approved at least four weeks prior to the scheduled loan closing date.

**DEDICATED SOURCE OF REVENUE:** For loan repayment security, a General obligation and revenue pledge is required from governmental entities. Private entities will require a form of collateral agreeable to the Administration.

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**LOAN CLOSING:** Once all applicable aforementioned requirements are completed, a loan closing will be scheduled for a date agreed upon by MDE and borrower’s legal representation.

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



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

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**CHRISTOPHER CLASING, P.E.**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** October 11, 2023  
**SUBJECT:** West Ocean City Speed Revisions

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Public Works is requesting Commissioner approval to lower several speed limits on roadways around Ocean City Elementary School. Public Works has received numerous concerns regarding speed limits on residential roadways that are narrow, with no sidewalks and little to no shoulders for pedestrians/bicyclists. After evaluation of the concerns, Public Works is requesting the attached changes which revise the area to a more consistent approach by having residential streets set to 25 mph and local collector roads (Keyser Point Road, Center Drive, & Golf Course Road) to 30 mph. A google map image is attached showing these proposed changes.

Please let me know if there are any questions.

Attachments

CC: Chris Clasing  
 Kevin Lynch







Worcester County Government  
 One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
 (410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Nicholas W. Rice, Procurement Officer  
 DATE: November 7, 2023  
 RE: Request to Award – South Point Bulkhead Replacement – Phase I and II

Please see the attached bid tabulation for the South Point Bulkhead Replacement project. Recreation and Parks is requesting the Commissioner’s approval to award this project to the lowest responsive and responsible vendor, Cianelli Construction, Inc., in the amount of \$340,500. Bids were due and opened on Monday, September 18, 2023 at 2:30pm. Four bids were received.

This recommendation to award was sent to and approved by the Maryland Department of Natural Resources (DNR) within the terms and conditions of the grant.

Funding for these services in the amount of \$500,000 was approved in the waterway improvement fund, DNR, and is 100 percent reimbursable.

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

<b>South Point Bulkhead Replacement Phase I &amp; II</b>			
<b>September 18, 2023 @ 2:30pm</b>			
<b>Bid Tabulation</b>			
<u>Vendor Name</u>	<u>Phase I</u>	<u>Phase II</u>	<u>Total</u>
Bay Coastal Contracting	\$287,428.00	\$257,286.00	\$544,714.00
Cianelli Construction, Inc*	\$178,000.00	\$162,500.00	\$340,500.00
Murtech Marine Division	\$246,619.28	\$230,688.10	\$477,307.38
Blue Fin Construction	\$208,800.00	\$236,000.00	\$444,800.00

\*apparent low bidder

County Administration Office  
 1 West Market Street, Room 1103  
 Snow Hill, MD 21863  
 Phone: 410-632-1194  
 Fax: 410-632-3131







## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

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

### CONTRACT

THIS CONTRACT, made on November 7, 2023, between the County Commissioners of Worcester County, Maryland (“County”); and Cianelli Construction, Inc (“Successful Vendor”).

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

1. Successful Vendor will commence and complete the SOUTH POINT BULKHEAD REPLACEMENT – PHASE I.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$178,000 (one hundred seventy-eight thousand dollars and no cents).
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addendum 1 – dated 9/13/23
  - o. Successful Vendor’s Completed Bid Documents
  - p. Notice of Award

- q. Notice to Proceed
- 6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

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

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_

\_\_\_\_\_

Anthony W. Bertino, Jr.  
President  
Date:

WITNESS:

**CONTRACTOR:  
CIANELLI CONSTRUCTION, INC.**

\_\_\_\_\_

\_\_\_\_\_

By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

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

### CONTRACT

THIS CONTRACT, made on November 7, 2023, between the County Commissioners of Worcester County, Maryland (“County”); and Cianelli Construction, Inc (“Successful Vendor”).

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

1. Successful Vendor will commence and complete the SOUTH POINT BULKHEAD REPLACEMENT – PHASE II.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$162,500 (one hundred sixty-two thousand five hundred dollars and no cents).
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addendum 1 – dated 9/13/23
  - o. Successful Vendor’s Completed Bid Documents
  - p. Notice of Award

- q. Notice to Proceed
- 6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

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

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_

\_\_\_\_\_

Anthony W. Bertino, Jr.  
President  
Date:

WITNESS:

**CONTRACTOR:  
CIANELLI CONSTRUCTION, INC.**

\_\_\_\_\_

\_\_\_\_\_

By:  
Title:  
Date:



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: October 27, 2023  
SUBJECT: Maryland Offshore Wind Comment Period

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The Bureau of Ocean Energy Management (BOEM) is soliciting comments from the public regarding the construction of an offshore wind farm. The comment period is open until December 5, 2023.



**U.S. Army Corps  
of Engineers**

Baltimore District  
PN-23-44

# Public Notice

**In Reply to Application Number  
NAB-2020-60863-M34 (US Wind, Inc. - MD Offshore Wind  
Energy)**

Comment Period: October 6, 2023 to December 5, 2023

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**This Public Notice is issued jointly by the Baltimore and Philadelphia Districts of the United States Army Corps of Engineers and can be viewed on the Baltimore District's web page at:**

**<http://www.nab.usace.army.mil/Missions/Regulatory/PublicNotices.aspx>**

**THE PURPOSE OF THIS PUBLIC NOTICE IS TO INFORM INTERESTED PARTIES OF THE PROPOSED ACTIVITY AND TO SOLICIT COMMENTS. NO DECISION HAS BEEN MADE AS TO WHETHER OR NOT A PERMIT WILL BE ISSUED AT THIS TIME.**

This District has received an application for a Department of the Army permit pursuant to Section 10 of the Rivers and Harbors Act (33 USC 403) and Section 404 of the Clean Water Act (33 USC 1344), as described below:

**APPLICANT:**

US Wind, Incorporated.

**WATERWAY AND LOCATION OF THE PROPOSED WORK:**

The proposed project is located at the Bureau of Ocean Energy Management (BOEM) Renewable Energy Lease Area OCS-A 0490 approximately 11.5 miles off the coast of Maryland on the outer continental shelf (OCS), with export cable landfall in the vicinity of Indian River Inlet connecting to the existing Indian River Substation in Millsboro, Delaware, and an operations and maintenance facility in Ocean City Harbor, West Ocean City, Maryland

**OVERALL PROJECT PURPOSE:**

Construct and operate a windfarm on the OCS, install export cables, and construct an operations and maintenance facility for the transmission of clean energy to the Delmarva Peninsula to fulfill state and federal clean energy standards and targets.



**PROJECT DESCRIPTION:**

To develop the Maryland Offshore Wind Project to generate approximately 2 gigawatts of nameplate capacity by constructing approximately 121 wind turbine generators (WTGs), up to four offshore substations (OSS), one meteorological tower (Met Tower) within the approved lease area; installation of submarine array cables between WTGs and OSSs; up to four offshore export cables with connection to the existing Indian River Substation in Millsboro, Delaware, and construct an operations and maintenance facility within West Ocean City, Maryland.

**Offshore Work:**

Construct up to 121 offshore WTGs on steel monopile foundations, scour protection around the base of the WTGs, submarine inter-array cables connecting the WTGs, and up to four OSS located in the Atlantic Ocean on the OCS within BOEM Renewable Energy Lease Area OCS-A 0490, approximately 11.5 miles off the coast of Maryland. Each monopile foundation diameter would be up to approximately 36-feet in diameter, installed by pile driving with a hydraulic hammer. Each monopile foundation would be protected with rock scour protection, up to approximately 220-feet in diameter. With scour protection, the proposed footprint of each monopile foundation would be approximately 38,000 square feet. The total maximum footprint for the monopile foundations would be approximately 106 acres. The total proposed for four various size inter-array cable length would be approximately 152 miles with a total maximum footprint of approximately 18.4 acres and installed via jet plow. The OSS would be constructed similar to the WTGs on Monopile foundations or as a multi-leg lattice structure connected to the sea flood via pilings or suction buckets. Each foundation diameter would be up to approximately 49-feet in diameter and protected with rock scour protection up to approximately 294-feet in diameter. With the scour protection the proposed footprint for each OSS would be approximately 45,000 square feet. The total maximum footprint of each OSS would be approximately 4.13 acres. The OSSs would collect the electric energy generated by the WTGs through the inter-array cables for transmission through the US Wind Export Cables to the onshore interconnection facility. A Met Tower would be constructed as a bottom-fixed structure consisting of a steel, lattice mast fixed to a steel deck supported by a steel main caisson pile approximately 72-inches in diameter and two 60-inch diameter bracing piles.

**Offshore Export Cables:**

Install four approximately 115.6 miles long 12-inch export cables from the OSS to either 3R's beach or Towers beach landing location within the Delaware National Seashore with approximately 21.1 miles within Delaware State waters. The total permanent impact with scour protection would be approximately 1,548.3 acres. A new transition

vault would be constructed at the landfall location within existing parking lots, roadways, or developed areas without additional resource impacts. The transition from water to the landing location would be completed via horizontal directional drilling.

#### Onshore Export Cables:

Install via submarine jet plow trenching four 12-inch export cables approximately 10 miles in the Indian River Inlet, buried no less than 6 feet below the existing channel depths, and connect to the transition vaults at the existing Delmarva Power and Light Indian River Substation. Dredging may occur along the installation route for barge access and targeted burial depths which would result in no more than 1,368,000 cubic yards of material to be available for beneficial reuse, offshore disposal, or upland disposal. There are no proposed impacts to waters of the United States at the existing substation.

#### Operations and Maintenance Facility:

To remove the existing 12-foot wide by 560 foot long pier and install 175-foot long by 4-foot wide sheet pile bulkhead and timber fender system, install a 235 foot long by 18-inches sheet pile bulkhead, and to remove the existing pier structures and replace with a 28-foot to 32-foot wide by 625-foot long pier extending approximately 390 feet channelward from the mean high water shoreline impacting approximately 19,700 square feet of estuarine bottom. There is no proposed dredging for the construction or operations of the pier.

Overall, the project as proposed, would permanently impact 1,835.3 acres of open water habitat and the dredging of approximately 1,368,000 cubic yards of material to facilitate construction of the offshore wind project and associated infrastructure. There are no proposed impacts to tidal or nontidal wetlands as a result of the proposed project.

#### **LEAD FEDERAL AGENCY:**

BOEM is the lead federal agency for this project, responsible for coordinating review in accordance with the National Environmental Policy Act. Pursuant to 40 CFR 1501.8, the Corps of Engineers, Baltimore District is serving as one of the cooperating agencies involved in the preparation of an Environmental Impact Statement by BOEM. The Environmental Impact Statement will be used to support the Corps of Engineers Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. 403) and Section 404 of the Clean Water Act (33 U.S.C. 1344) permit decision. A Notice of Availability for the Draft Environmental Impact Statement (DEIS) will be posted on the BOEM website at

<https://www.boem.gov/renewable-energy/state-activities/us-wind> on October 6, 2023. Comments on the DEIS may be submitted directly to BOEM at <https://www.boem.gov/renewable-energy/state-activities/us-wind>.

#### **APPLICANT'S PROPOSED AVOIDANCE, MINIMIZATION, AND COMPENSATORY MITIGATION:**

The applicant has designed the proposed project to avoid and minimize impacts to waters of the United States. No impacts to onshore wetlands are proposed for the installation of the export cables or transition vaults. In the offshore areas where impacts to the marine resources are unavoidable, the applicant has avoided all special aquatic sites. Impacts from the proposed project and all its components consist of structures, fills and temporary construction impacts. Compensatory mitigation requirements are under consideration.

#### **CORPS EVALUATION REQUIREMENTS:**

This project will be evaluated pursuant to Corps Regulatory Program Regulations (33 CFR Parts 320-332). The decision whether to issue a permit will be based on an evaluation of the probable impacts, including cumulative impacts of the proposed activity on the public interest. That decision will reflect the national concern for both protection and utilization of important resources. The benefit, which reasonable may be expected to accrue from the proposal, must be balanced against its reasonably foreseeable detriments. All factors, which may be relevant to the proposal will be considered, including the cumulative effects thereof; among those are conservation, economic, aesthetics, general environmental concerns, wetlands, cultural values, fish and wildlife values, flood hazards, flood plain values, land use, navigation, shoreline erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, and consideration of property ownership and in general, the needs and welfare of the people. The evaluation of the impact of this project will also include application of the Clean Water Act Section 404(b)(1) Guidelines promulgated by the Administrator, United States Environmental Protection Agency.

#### **ENDANGERED SPECIES:**

As the lead federal agency, BOEM is reviewing the project for potential impacts on Federally listed threatened or endangered species and their designated critical habitat pursuant to Section 7 of the Endangered Species Act as amended. BOEM is coordinating with the NMFS and/or United States Fish and Wildlife Service on listed species and the ESA consultation will be concluded prior to the final decision. As the evaluation of this application continues, additional information may become available which could modify this preliminary determination.

**ESSENTIAL FISH HABITAT:**

The Magnuson-Stevens Fishery Conservation and Management Act (MSFCMA), as amended by the Sustainable Fisheries Act of 1996 (Public Law 04-267), requires all federal agencies to consult with the National Marine Fisheries Service on all actions, or proposed actions, permitted, funded, or undertaken by the agency that may adversely affect Essential Fish Habitat (EFH), including species of concern, life cycle habitat, or Habitat Areas of Particular Concern. The project site lies in or adjacent to EFH as described under MSFCMA for managed species under the MSFCMA. Further consultation with the National Marine Fisheries Service regarding EFH conservation recommendations is being conducted by BOEM as the lead federal agency and will be concluded prior to the final decision.

**HISTORIC RESOURCES:**

Pursuant to Section 106 of the National Historic Preservation Act of 1966 and applicable guidance, BOEM as the lead federal agency, has determined that the proposed work may impact properties listed in, or eligible for listing in, the National Register of Historic Places. Additional review and consultation to fulfill requirements under Section 106 of the National Historic Preservation Act of 1966, as amended, will be ongoing as part of the permit review process.

**TRIBAL RESOURCES:**

Section 106 of the National Historic Preservation Act also requires federal agencies to consult with federally recognized American Indian tribes that attach religious and cultural significance to historic properties that may be affected by the agency's undertaking. Corps Tribal Consultation Policy mandates an open, timely, meaningful, collaborative, and effective deliberative communication process that emphasizes trust, respect, and shared responsibility. The policy further emphasizes that, to the extent practicable and permitted by law, consultation works toward mutual consensus and begins at the earliest planning stages before decisions are made and actions taken. The Corps final eligibility and effect determination will be based on coordination with interested tribes, in accordance with the Corps current tribal standard operating procedures as appropriate and required, and with full consideration given to the proposed undertaking's potential direct and indirect effects on tribal resources.

**MODIFICATION OF CIVIL WORKS PROJECTS: 33 USC 408 (SECTION 408):**

All Section 408 proposals will be coordinated internally at the United States Army Corps of Engineers. The Section 408 decision will be issued along with the Section 404 and/or

Section 10 decision. Philadelphia District is the lead district for the review of the potential impacts to Section 408 projects. Please see the following link for more information regarding Section 408: <https://www.nap.usace.army.mil/408/>

#### **WATER QUALITY CERTIFICATION:**

The applicant is required to obtain water quality certifications in accordance with Section 401 of the Clean Water Act from the States of Delaware and Maryland (if required).

#### **COASTAL ZONE MANAGEMENT PROGRAMS:**

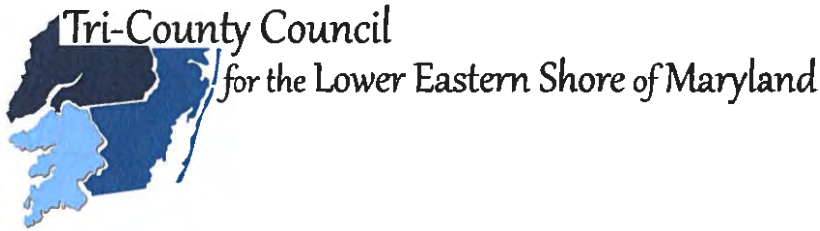
Where applicable, the applicant has certified in this application that the proposed activity complies with and will be conducted in a manner consistent with the approved Coastal Zone Management Programs. By this public notice, we are requesting from the States of Delaware and Maryland concurrence or objection to the applicant's consistency statement.

The applicant must obtain any state or local government permits which may be required.

#### **SUBMISSION OF COMMENTS:**

The Corps of Engineers is soliciting comments from the public; federal, state, and local agencies and officials; Indian Tribes; and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps of Engineers to determine whether to issue, modify, condition, or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the National Environmental Policy Act. Comments provided will become part of the public record for this action and are subject to release to the public through the Freedom of Information Act. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

Written comments concerning the work described above related to the factors listed above or other pertinent factors must be received by the United States Army Corps of Engineers, Baltimore District within the comment period specified above through postal mail at the address below or electronic submission to the project manager email address below. Written comments should reference the Application Number NAB-2020-60863-M34 (US Wind, Inc. - MD Offshore Wind Energy).



# ITEM 19

31901 TRI-COUNTY WAY  
SUITE 203  
SALISBURY, MARYLAND 21804  
PHONE: 410-341-8989  
FAX: 410-341-8988  
WWW.LOWERSHORE.ORG

October 17, 2023

Dear Mr. Young,

With the final quarter of 2023 upon us, I want to thank the Worcester County Commission for their service to the Tri-County Council over the past year. As we look forward to 2024, it is time to solicit nominations for next year.

### Tri-County Council

Per the Tri-County Council Bylaws, Article V, Section 1(d), membership shall include: *Five County Commissioners of Worcester County;*

The following Commissioners currently serving as voting members are:

- Commissioner Theodore J. "Ted" Elder
- Commissioner Joseph M. Mitrecic
- Commissioner Caryn Abbott
- Commissioner Diana Purnell
- Commissioner Eric Fiori

### Tri-County Council Executive Board

In 2024 Worcester County will hold the Second Vice Chair and Treasurer positions on the Executive Board. The following individuals are currently serving on the Executive Board in the following positions:

- Commissioner Theodore J. "Ted" Elder – Chair
- Commissioner Joe Mitrecic – 3rd Vice Chair

I would appreciate it if the Worcester County Commission would confirm its voting members and nominees for the Executive Board positions by Friday, November 17, 2023.

Thank you again for the commitment and partnership from Worcester County throughout the past year, and we look forward to working together again in 2024.

Sincerely,

Gregory Padgham  
Executive Director

### Attachments

- 2023 TCCLES Executive Board with 2024 Nomination Template
- Bylaws of the Tri-County Council for the Lower Eastern Shore



Serving Somerset, Wicomico and Worcester Counties





**Tri-County Council for the Lower Eastern Shore of Maryland**

**2023 Executive Board**

Commissioner Ted Elder – Chair, Worcester County

Commissioner Eldon Willing – 1<sup>st</sup> Vice Chair, Somerset County

Councilman James Winn – 2<sup>nd</sup> Vice Chair, Wicomico County

Commissioner Joe Mitrecic – 3<sup>rd</sup> Vice Chair, Worcester County

Commissioner Randy Laird – Secretary, Somerset County

Councilman Jeff Merritt – Treasurer, Wicomico County

Senator Mary Beth Carozza – At-Large

Councilman John Cannon – Immediate Past Chair, Wicomico County

**2024 Executive Board Positions for Nomination**

_____	Chair, Somerset County
_____	1 <sup>st</sup> Vice Chair, Wicomico County
_____	2 <sup>nd</sup> Vice Chair, Worcester County
_____	3 <sup>rd</sup> Vice Chair, Somerset County
_____	Secretary, Wicomico County
_____	Treasurer, Worcester County
Senator Mary Beth Carozza	At-Large
Commissioner Ted Elder	Immediate Past Chair, Worcester County



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: October 31, 2023  
SUBJECT: MACo Legislative Committee

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MACo is seeking the designation of two representatives from Worcester County for the MACo Legislative Committee. MACo's Legislative Committee meets weekly (typically on Wednesday mornings) through the heart of the General Assembly session, generally mid-January through March. The meeting typically run about two hours, including subcommittees – and county representatives discuss and vote on MACo positions on pending legislation, informed by research and discussion from the MACo professional policy staff. The Committee also frequently receives presentations from state policy and agency leadership on current issues of importance to county governments. The Committee typically holds two or three “interim” meetings out of session – usually in June, September and possibly October.



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

OFFICE OF THE  
 COUNTY COMMISSIONERS  
**Worcester County**  
 GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103  
 SNOW HILL, MARYLAND  
 21863-1195

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

October 25, 2023

TO: Worcester County Commissioners  
 FROM: Karen Hammer, Administrative Assistant V

SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2023

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (12), which have current or upcoming vacancies (27).

**President Bertino – You have Two (2) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Joseph Green, Jr. – Resigned – Board of Zoning Appeals

**Commissioner Purnell – You have fulfilled all board positions, Thank you!**

**Commissioner Bunting – You have Two (2) positions open:**

- David Deutsch - Term Ending - Dec. 21- Ethics Board.
- Susan Childs – Resigned – April 2022 – Commission For Women

**Commissioner Abbott – You have One (1) position open:**

- Tamara White – Tenure Ends Dec. 31, 2023 – Not Available for Reappointment- Commission For Women

**Commissioner Mitrecic - You have fulfilled all board positions, Thank you!**

**Commissioner Elder - You have Three (3) positions open:**

- Karen Hammer – Resigned – Social Services Advisory Board – Appoint Margaret Labesky
- George Dix – Term Ending – Solid Waste Advisory Bd. – Appoint Mike Mitchell
- Hope Carmean – Tenure Expires – Commission For Women - Not a Reappointment

**Commissioner Fiori - You have Seven (7) positions open:**

- Martin Kwesko - **Resigned** - Dec. 21- Water & Sewer Advisory Council, Mystic Harbour
- Matthew Kraeuter - Term Ended; **Available for Reappointment** - Dec. 21- WWW Advisory, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek - passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ended-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

## All Commissioners:

- **(1)-Adult Public Guardianship Board-**  
(1) Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).
- **(1) -Drug and Alcohol Abuse Council - 4 Positions – (1)** (Passing of Dr. Cragway, Jr),
- **(2) -Local Development Council For the Ocean Downs Casino-4 yr.-**  
Mark Wittmyer At-Large, David Massey (At-Large-Business O.P.),
- **(5) - Water and Sewer Advisory Council - Mystic Harbour (3)** (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell) **(2)-Term Ended-**Martin Kwesko and Matthew Kraeuter
- **(1)- Water and Sewer Advisory Council- West Ocean City-(1)** Term Ended-Dec. 21 -  
Keith Swanton

### **(5 - Total): Commission for Women:**

- **(3) Resigned** -Elizabeth Rodier, (Fiori); Hope Carmean (Elder) and Susan Childs (Bunting).

### **(2) Tenure Ending: Not Available to be Reappointed**

Tamara White (Abbott)  
Terri Shockley (At-Large)

### **(7) Youth Council**

See attachment for Nominations.

## Pending Board Appointments - By Commissioner

**District 1 – Abbott** p. 13 Tamara White – Tenure Ends Dec. 31, 2023 – **Not Avail.** for Reapp./Comm. For Women

**District 2 -Purnell** Thank You, all of your boards are complete.

**District 3 – Fiori**

p.11 Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Adv. Mystic Harbor  
 p.11 Matthew Kraeuter - Term Ending - Dec. 21-Water & Sewer Adv. Mystic Harbor  
 p.11 Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbor  
 p. 11 Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbor  
 p. 11 Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbor  
 p. 12 Keith Swanton -Term Ended- Water & Sewer Adv., West Ocean City  
 p. 13 Elizabeth Rodier -Term Ended- Commission for Women

**District 4 -Elder**

p. 9 K. Hammer – resign S. Services – Appt M. Labesky  
 p. 10 George Dix – T.E. – Solid Waste Adv. Bd. Appt M Mitchell  
 p.13 Hope Carmean – Term Ended – Comm. For Women

**District 5 – Bertino**

p.5 George Solyak – Term Ending – Ag. Reconciliation Bd.  
 p.14 Joseph Green, Jr. – Resigned – Board of Zoning Appeals

**District 6- Bunting**

p. 7 David Deutsch– Ethics Board  
 p. 13 Susan Childs - resigned– Commission For Women

**District 7-Mitrecic**

Thank You, all your boards are complete.

**All Commissioners:**

- p. 4- (1)-Adult Public Guardianship Board- Term Expired - Ms. Wessels.**
- p. 6 - (1) -Drug and Alcohol Abuse Council – (1) (Passing of Dr. Cragway, Jr),**
- p. 8 - (2) - Local Development Council For the Ocean Downs Casino-4 yr.- Mark Wittmyer At-Large, David Massey (At-Large-Business O.P.)**
- p. 11 - (5) - Water and Sewer Advisory Council - Mystic Harbour (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell) (1)-Term Endings - Martin Kwesko and Matthew Kraeuter.**
- p. 12- (1)- Water and Sewer Advisory Council-West Ocean City- -Keith Swanton**
- p. 13 (5 Total) Commission for Women:**
  - (3) Resigned:**  
 Elizabeth Rodier, (Fiori); Hope Carmean (Elder), Susan Childs (Bunting)
  - (2) Tenure Ending: Not Available to be Reappointed:**  
 Tamara White (Abbott)  
 And Terri Shockley (At-Large)

**p. 15 (7) Youth Council – see p. 17 for Nominations.**

**ADULT PUBLIC GUARDIANSHIP BOARD**

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Perform 6-month reviews of all guardianships held by a public agency.  
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms  
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department  
1 member must be a physician  
1 member must be a psychiatrist from the local department of health  
1 member must be a representative of a local commission on aging  
1 member must be a representative of a local nonprofit social services organization  
1 member must be a lawyer  
2 members must be lay individuals  
1 member must be a public health nurse  
1 member must be a professional in the field of disabilities  
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

\* = Appointed to fill an unexpired term



Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
 - Two Members chosen from nominees of Worcester County Farm Bureau  
 - One Member chosen from nominees of Worcester County Forestry Board  
 - Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting  
 - Jennifer Keener (410-632-1200)  
 County Agricultural Extension Agent - As Consultant to the Board  
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20, 20-24
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20, 20-24
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26

Prior Members: Since 2000

- Michael Beauchamp (00-06)
- Phyllis Davis (00-09)
- Richard G. Holland, Sr. (00-12)
- Rosalie Smith (00-14)
- Betty McDermott \*(09-17)

\* = Initial terms staggered

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
Jaclyn Sturgis	Knowledgeable on Substance Abuse Issues	*22-23
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26

<b><u>Ex-Officio Members</u></b>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

\* Appointed to a partial term for proper staggering, or to fill a vacant term

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
 Terms expire December 31<sup>st</sup>

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Frank Knight	D-7, Mitrecic	Ocean City	*14-19, 19-23
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24
Joseph Stigler	D-4, Elder	Berlin	16-20, 20-24
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26

### Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

\* = Appointed to fill an unexpired term

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

**ITEM 21**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18-22-26

**Prior Members:**

J. Lowell Stoltzfus<sup>c</sup> (09-10)  
Mark Wittmyer<sup>c</sup> (09-11)  
John Salm<sup>c</sup> (09-12)  
Mike Pruitt<sup>c</sup> (09-12)  
Norman H. Conway<sup>c</sup> (09-14)  
Michael McDermott (10-14)  
Diana Purnell<sup>c</sup> (09-14)  
Linda Dearing (11-15)  
Todd Ferrante<sup>c</sup> (09-16)

**Since 2009**

Joe Cavilla (12-17)  
James N. Mathias, Jr.<sup>c</sup> (09-18)  
Ron Taylor<sup>c</sup> (09-14)  
James Rosenberg (09-19)  
Rod Murray<sup>c</sup> (\*09-19)  
Gary Weber (\*19-21)

Charlie Dorman (12-19)  
Gee Williams (09-21)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member

## SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23
Karen Hammer	D-4, Elder	Snow Hill	21-24 (Resign)
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25
Voncelia Brown	D-3, Church	Berlin	16-19-22-25
Mary White	At-Large	Berlin	*17-19-22-25

\* = Appointed to fill an unexpired term

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$100 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
John O'Brien	D-6, Bunting	Bishopville	*22-23
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20, 20-24
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20, 20-24
Michael Pruitt	Town of Snow Hill		*22-24
Don Furbay	D-3, Fiori	Berlin	20-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26

Prior Members: (Since 1994)

Ron Cascio (94-96)	Hugh McFadden (98-05)	Bob Donnelly (11-15)
Roger Vacovsky, Jr. (94-96)	Dale Pruitt (97-05)	Howard Sribnick (10-16)
Lila Hackim (95-97)	Frederick Stiehl (05-06)	Dave Wheaton (14-16)
Raymond Jackson (94-97)	Eric Mullins (03-07)	Wendell Purnell (97-18)
William Turner (94-97)	Mayor Tom Cardinale (05-08)	George Tasker (*15-20)
Vernon "Corey" Davis, Jr. (96-98)	William Breedlove (02-09)	Rodney Bailey *19
Robert Mangum (94-98)	Lester D Shockley (03-10)	Steve Brown *10-19
Richard Rau (94-96)	Woody Shockley (01-10)	Bob Augustine 16-19
Jim Doughty (96-99)	John C Dorman (07-10)	Michael Pruitt *15-19
Jack Peacock (94-00)	Robert Hawkins (94-11)	James Rosenberg (*06-19)
Hale Harrison (94-00)	Victor Beard (97-11)	Jamey Latchum *17-19
Richard Malone (94-01)	Mike Gibbons (09-14)	Hal Adkins (*20-21)
William McDermott (98-03)	Hank Westfall (00-14)	Mike Poole (11-22)
Fred Joyner (99-03)	Marion Butler, Sr (00-14)	
	Robert Clarke (11-15)	

\* = Appointed to fill an unexpired term



## WATER AND SEWER ADVISORY COUNCIL MYSTIC HARBOUR SERVICE AREA

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

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

Number/Term: 7/4-year terms  
Terms Expire December 31

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

**Current Members:**

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Martin Kwesko	Mystic Harbour	13-17, 17-21 (Resigned)
Richard Jendrek <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22 (deceased)
Matthew Kraeuter	Ocean Reef	*19-22 Available for Re-app.
Joseph Weitzell <sup>C</sup>	Mystic Harbour	05-11-15-19, 19-23 (deceased)
Bruce Burns	Deer Point	19-23 (deceased)
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24
Stan Cygam	Whispering Woods	*18-20, 20-24

**Prior Members: (Since 2005)**

John Pinnero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt (*06-19)
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

<sup>C</sup> = Charter member - Initial Terms Staggered in 2005  
\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Deborah Maphis	West Ocean City	95-99-03-07-11-15-19, 19-23
Gail Fowler	West Ocean City	99-03-07-11-15-19,19-23
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25

Prior Members: (Since 1993)

Eleanor Kelly<sup>c</sup> (93-96)                      Andrew Delcorro (\*14-19)

John Mick<sup>c</sup> (93-95)

Frank Gunion<sup>c</sup> (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham<sup>c</sup> (93-13)

Ralph Giove<sup>c</sup> (93-14)

Chris Smack (04-14)

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

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

Contact: Tamara White and Coleen Colson, Co-Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21(Resigned)
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Tamara White	D-1, Abbott	Pocomoke City	17-20, 20-23
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21, 21-24
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23-26
Jeanine Jersheid	Public Safety – Sheriff's Office		23-26

**Prior Members: Since 1995**

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

\* = Appointed to fill an unexpired term

<sup>c</sup> = Charter member

## BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

Function: Regulatory  
Hear and decide on applications for special exceptions, variances from the setback or area provisions of the Zoning Ordinance, and on appeals where there is an alleged error in the application of the Zoning Ordinance; grant expansions of nonconforming uses.

Number/Term: 7 members (as of 1-31-97 per Bill 96-14)/3 years  
Terms expire December 31st

Compensation: \$100 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

Staff Contact: Department of Development Review & Permitting  
Jennifer Keener -Deputy Director, DRP (410-632-1200, ext. 1123)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Dypsky	D-3, Church	Ocean City	*11-14-17-20, 20-23
Joseph W. Green, Jr.	D-5, Bertino	Ocean Pines Resigned	*05-08-11-14-17-20-23
Jake Mitrecic	D-7, Mitrecic	Ocean City	20-23
Thomas Babcock	D-4, Elder	Whaleyville	15-18-21, 21-24
Robert M. Purcell	D-6, Bunting	Bishopville	*11-12-15-18-21, 21-24
Larry Fykes	D-1, Abbott	Pocomoke	*16-19-22-25
Lisa Bowen	D-2, Purnell	Berlin	* 22, 22-25

**Prior Members:** (Since 1972)

Robert B. Jackson	Doris Glover (91-95)	Lou Taylor (05-08)
Ruth Spinak	Marion Marshall (90-96)	Jerre F. Clauss (98-10)
Merrill Lockfaw	Madison Bunting (90-96)	Mike Diffendal (08-10)
Winnie Williams	Howard "Buzz" Taylor (97-98)	James E. Clubb, Jr. (06-11)
Randolph F. Wilkerson	Edward Bounds (90-99)	Joe Fehrer, Jr. (06-12)
Cashar J. Hickman	Marion Butler, Sr. (96-99)	Beth Gismondi (96-14)
E. Paige Boston	Dwight Campbell (95-00)	Bill Bruning (12-15)
Elbridge Murray	Larry Widgeon (94-00)	Robert L. Cowger, Jr. (10-16)
Gary McCabe	Robert Ewell (95-01)	Rodney C. Belmont (07-17)
Harley Day	Lester Shockley (99-02)	Larry Duffy (*17-19)
Charles Lynch	Robert Mitchell (02-05)	Glen Irwin (14-20)
Dwight E. Campbell	Janice Foley (99-05)	James Purnell (19-22)
T. Clay Groton	Richard Outten (00-06)	
Albert Berger	Doug Parks (00-06)	
Clifford Dypsky	Brian Roberts (06)	
Donald Jones	Dale Smack (01-06)	
George Ward, Jr. (92-95)		

\* = Appointed to fill an unexpired term

Reference: Resolution No. 06-2, adopted February 21, 2006

Appointed by: County Commissioners

Functions: Advisory  
 Share information about youth-related concerns; promote internal and external assets among youth in order to prevent unhealthy behaviors which may result in harm or reduced opportunities for success; and provide information to County Commissioners, County agencies, and Youth Serving organizations specific to youth development and resources.

Number/Term: Up to 25 with 5 from each community/two-year term  
 Terms Expire April 30<sup>th</sup>

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

Special Provisions: Members who have more than two unexcused absences may be recommended for replacement by the Youth Council.

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)  
 Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)  
 Kelcey Kengla, Worcester County Health Department - (410-632-1100)  
 Wendy Shirk, Worcester County Board of Education - (410-632-2880)

Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>	<u>Year(s) of Term(s)</u>
Wynter Robers	Snow Hill	Snow Hill	21-25
Mary Ann Catherine Rutzler	Snow Hill	Snow Hill	21-25
Brooke Berquist	Stephen Decatur	Bishopville	22-25
Mia Acuna	Pocomoke	Pocomoke	22-24
Vanessa Francisco-Epitaci	Pocomoke	Pocomoke	22-24
Emily Knight	Pocomoke	Pocomoke	22-24
Mandy Chau	Pocomoke	Pocomoke	22-25
Teresa Guo	Pocomoke	Pocomoke	22-25
Kyleigh Kruse	Pocomoke	Pocomoke	22-26
Treston Melvin	Pocomoke	Pocomoke	22-24
Gabriella Thompson-Servant	Stephen Decatur	Berlin	22-25
Maddie Shirk	Stephen Decatur	Bishopville	22-24
Laila Pascucci	Stephen Decatur	Berlin	22-26



## Worcester County

HEALTH DEPARTMENT


P.O. Box 249 • Snow Hill, Maryland 21863-0249  
www.worcesterhealth.org

Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

Rebecca L. Jones, RN, BSN, MSN  
Health Officer

# MEMO

**To:** Weston Young, Chief Administrative Officer, Worcester County, One West Market Street, Rm.1103, Snow Hill, Md 21863

**From:**  Mimi Dean, Director of Prevention Services, Worcester County Health Department

**cc:** Rebecca L. Jones, RN, BSN, MSN, Health Officer  
Lou Taylor, Superintendent, Worcester County Public Schools  
Tamara Mills, Worcester County Public Schools  
Kelcey Kengla, Coordinator of Special Programs II

**Date:** October 19, 2023

**Re:** Youth Council for Worcester County

The Worcester County Youth Council continued to meet during the 2022-2023 school year to discuss and develop strategies to address youth-related concerns. We appreciate the support of the Commissioners for this Board.

The Worcester County Youth Council members reviewed applications during the September 11 and October 16, 2023 meetings and are recommending the appointment of the following 7 new members for the Youth Council.

The Council respectfully requests that the Worcester County Commissioners officially appoint the following youth to the Board.



**Appointment (2 Year)**

<i>Student Name</i>	<i>School</i>	<i>Grade</i>	<i>Community</i>
Brogan Clark	Stephen Decatur High School	11th	Berlin
Coilin Gallagher	Stephen Decatur High School	11th	Berlin
Tirzah Hill	Stephen Decatur High School	11th	Berlin
Eliza Myers	Stephen Decatur High School	10th	Berlin
Sage Myers	Stephen Decatur High School	10th	Berlin
Emily Skipper	Stephen Decatur High School	9th	Berlin
Ellie Zollinger	Stephen Decatur High School	10th	Berlin

This brings the membership to 20 youth with these appointments. During this school year, the youth council will work to recruit additional members in efforts to continue to expand membership. We are very excited to work with this group of energized, engaged, creative young people who are interested in making a difference in their schools and communities.

I am enclosing a copy of the students' applications, mailing addresses for appointments, a copy of membership list by community, and the 2022-2023 Annual Report.

We appreciate your kind consideration of this request and continued support of the council. Please reach out to me at 410-632-1100, extension 1104 if you have any questions or would like additional information.

## Worcester County Youth Council Roster 2023-2024 School Year

Student Name	School	Grade	Graduation Year
Mia Acuna	Pocomoke High School	12th	2024
Mandy Chau	Pocomoke High School	11th	2025
Vanessa Francisco-Epitacio	Pocomoke High School	12th	2024
Emily Knight	Pocomoke High School	12th	2024
Kyleigh Kruse	Pocomoke High School	10th	2026
Treston Melvin	Pocomoke High School	12th	2024
Teresa Guo	Pocomoke High School	11th	2025
Wynter Roberson	Snow Hill High School	11th	2025
MaryAnn Catherine Rutzler	Snow Hill High School	11th	2025
Brooke Berquist	Stephen Decatur High School	11th	2025
Brogan Clark	Stephen Decatur High School	11th	2025
Coilin Gallagher	Stephen Decatur High School	11th	2025
Tirzah Hill	Stephen Decatur High School	11th	2025
Eliza Myers	Stephen Decatur High School	10th	2026
Sage Myers	Stephen Decatur High School	10th	2026
Laila Pascucci	Stephen Decatur High School	10th	2026
Maddie Shirk	Stephen Decatur High School	12th	2024
Emily Skipper	Stephen Decatur High School	9th	2027
Gabriella Thompson-Servant	Stephen Decatur High School	11th	2025
Ellie Zollinger	Stephen Decatur High School	10th	2026

**Worcester County Youth Council Advisors 2023-2024**

<b>Advisor Name</b>	<b>Organization</b>	<b>Email</b>	<b>Phone Number</b>
Mimi Dean	Worcester County Health Department	mimi.dean@maryland.gov	410-632-1100
Kelcey Kengla	Worcester County Health Department	kelcey.kengla@maryland.gov	410-632-1100
Tamara Mills	Worcester County Board of Education	tjmills@worcesterk12.org	410-632-5031
Wendy Shirk	Worcester County Board of Education	wwtingleshirk@worcesterk12.org	410-632-2880

## Worcester County Youth Council

### 2022 - 2023 Report to the County Commissioners

During the 2022 - 2023 school year, the Worcester County Youth Council worked on various projects to engage with the community. Members worked hard to come up with creative ways to keep teens updated about the dangers of using tobacco products, educated community members on the consequences of furnishing alcohol to minors, shopped for holiday presents to provide to a Worcester GOLD family and participated in a fact finding mission.

At our first meeting, September 20, 2022, members reviewed the 2019 YRBS data (2022 data was released shortly after the meeting) and were asked to choose the most concerning topics based on results of the data. Members of the council came to a group consensus and chose youth vaping and youth alcohol consumption as the topics they wanted to focus on and address during the 2022 - 2023 school year. After selecting the topics, the students decided they would design a billboard that would be presented on route 50 during the summer months to educate the community and their peers about the dangers and harmful effects of vaping.

The Worcester County Youth Council did word of mouth research in their schools to determine that alcohol is usually provided to minors from individuals over the age of 21. The council then designed a window cling with messaging to deter individuals over the age of 21 from furnishing alcohol to minors. The window clings were professionally printed and are planned to be distributed to alcohol licensees within Worcester County to display on all cooler cases.

Each year, the Youth Council annually adopts a local family through Worcester GOLD during the holiday season. Worcester County GOLD (Giving Others Lives Dignity) Inc., improves

the quality of life of local citizens for whom traditional means of well-being support is not fully available. Worcester County GOLD promotes dignity by providing financial aid to families in crisis, vulnerable adults, and children in foster care. Through Worcester GOLD, the Worcester County Youth Council was matched with a family that needed help with gifts and meals for the holiday season. Our members gathered at a local shopping center to shop for each of the three young children in the family. Then, the council gathered to wrap the gifts and a Board of Education staff member delivered the presents to the family.

The Worcester County Youth Council also participated in an anti-vaping youth advocacy training as well as a reproductive health fact finding mission. The purpose of the anti-vaping youth advocacy training was to gain knowledge and skills to be health ambassadors and advocates within their schools to inhibit youth from continual use of electronic smoking devices. During the reproductive health fact finding mission with Healthy Teen Network, members identified gray areas in their experiences with the reproductive health curriculum in their schools. This information helped to gain knowledge on the needs of youth in Worcester County and implement a new reproductive health curriculum within the schools.

The Youth Council did not hold a banquet this school year since there were zero graduating members. We look forward to continuing our work within the community during the 2023 - 2024 school year.

Submitted by:

Kelcey Kengla, Coordinator of Special Programs

Worcester County Health Department



TO: *The Salisbury Daily Times and The Ocean City Today Group*  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: September 26, 2023  
SUBJECT: Public Hearing Rezoning Case 442

.....  
Please publish the notice below in *The Salisbury Daily Times* and *Ocean City Digest/Ocean City Today* on October 12, 2023 and October 29, 2023.

NOTICE  
OF  
PROPOSED CHANGE IN ZONING

EAST SIDE OF WORCESTER HIGHWAY (US ROUTE 113)  
ON PIN OAK DRIVE

THIRD TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 442 has been filed by Hugh Cropper, IV on behalf of Pin Oak Properties, LLC, property owner, and amended to include Robert, B. Riccio, Jr., property owner, for an amendment to the Official Zoning Maps to change approximately 6.46 acres of land located on the east side of US Route 113 (Worcester Highway) on Pin Oak Drive, in the Third Tax District of Worcester County, Maryland, from C-1 Neighborhood Commercial District to C-2 General Commercial District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**  
on  
**TUESDAY, NOVEMBER 7, 2023**  
**AT 10:30 a.m.**  
IN THE COUNTY COMMISSIONERS' MEETING ROOM  
WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 442 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.



## ITEM 22

Maps of the petitioned area, the staff file on Rezoning Case No. 442 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS



**APPROVED**

WSY 09/19/23

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: September 11, 2023  
Re: Rezoning Case No. 442 – Pin Oak Properties, LLC, applicant, Hugh Cropper, IV, Esquire attorney for the applicant

.....

I am requesting that the Worcester County Commissioners schedule the required public hearing associated with Rezoning Case No. 442. A draft public hearing notice is attached.

Mr. Cropper, on behalf of his client, has filed Rezoning Case No. 442, seeking to rezone approximately 5.5 acres of land located on the east side of US Route 113 (Worcester Highway), on Pin Oak Drive, from C-1 Neighborhood Commercial District to C-2 General Commercial District. The case was reviewed by the Planning Commission at its meeting on August 3, 2023, and was given a favorable recommendation. In addition, the Planning Commission also recommended that the adjacent Lot 1 (0.96 acres), which is also currently zoned C-1 District, be considered for a C-2 District zoning designation, since it would be the last remaining C-1 zoned lot in that subdivision. Staff has reached out to the property owner for Lot 1, Mr. Robert Riccio, Jr., who agreed to be a party to the case. We are in receipt of his application for inclusion.

Attached you will also find the Planning Commission's written Findings of Fact and Recommendation as prepared by Matthew Laick, Deputy Director. Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

**NOTICE  
OF  
PROPOSED CHANGE IN ZONING**

**EAST SIDE OF WORCESTER HIGHWAY (US ROUTE 113)  
ON PIN OAK DRIVE**

**THIRD TAX DISTRICT  
WORCESTER COUNTY, MARYLAND**

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Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**

on

**TUESDAY, \_\_\_\_\_**

**AT \_\_\_\_\_**

**IN THE COUNTY COMMISSIONERS' MEETING ROOM  
WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863**

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 442 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 442 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at [www.co.worcester.md.us](http://www.co.worcester.md.us).

**THE WORCESTER COUNTY COMMISSIONERS**

**PLANNING COMMISSION  
FINDINGS OF FACT  
AND  
RECOMMENDATION**

**REZONING CASE NO. 442**

**APPLICANTS:**

**Pin Oak Properties LLC  
10225 Silver Point Ln  
Ocean City, MD 21842**

**Robert Riccio  
P.O. Box 4387  
Ocean City, MD 21843**

**ATTORNEY FOR Pin Oak Properties LLC APPLICANT:**

**Hugh Cropper, IV  
9927 Stephen Decatur Highway, F-12  
Ocean City, Maryland 21842**

**August 3, 2023**

**WORCESTER COUNTY PLANNING COMMISSION**

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I. INTRODUCTORY DATA

A. **CASE NUMBER:** Rezoning Case No. 444, filed on May 25, 2023.

B. **APPLICANT:** Pin Oak Properties LLC  
10225 Silver Point Ln  
Ocean City, MD 21842

**APPLICANT'S ATTORNEY:** Hugh Cropper, IV  
9923 Stephen Decatur Highway, F-12  
Ocean City, Maryland 21842

C. **TAX MAP/PARCEL INFO:** Tax Map 20, Parcel 290, Lots 1, 3, 5 & 6, Tax District 03

D. **SIZE:** The petitioned area is approximately 6.46 acres in size.

E. **LOCATION:** The petitioned area is located on the east side of US Route 113 approximately 2,600 feet north of US 50. The lots are part of the Douglynne Woods Subdivision.

F. **CURRENT USE OF PETITIONED AREA:** Lot 3 is the current location of the Pin Oak Business Complex with 2 contractor shops covering 9,528 sf. Lots 5 and 6 are currently vacant. Lot 1 has a single-family home on it.

G. **CURRENT ZONING CLASSIFICATION:** C-1 Neighborhood Commercial District.

H. **REQUESTED ZONING CLASSIFICATION:** C-2 General Commercial District.

I. **APPLICANT'S BASIS FOR REZONING:** The application indicates that a mistake was made in zoning the property C-1 on November 3, 2009. Being zoned C-1 created a non-conformity as the existing contractor shops are no longer a permitted use in this zoning district. The applicant argues that the petitioned area would be more consistent with the permitted uses and special exceptions contained in the C-2 General Commercial District.

J. **ZONING HISTORY:** At the time zoning was first established in 1964, the petitioned area was given a B-2 General Business District classification, and the B-2 zoning was retained in the comprehensive rezoning held in 1978. In the 1992 rezoning, the petitioned area was given the B-1 Neighborhood Business District classification and in 2009 it was given a C-1 Neighborhood Commercial District classification.



- K. SURROUNDING ZONING:** Adjoining properties on the east side of US 113 are zoned A-1 Agricultural District with Lot 1 just to the south zoned C-1 Neighborhood Commercial District. Directly across US 113 parcels are zoned A-2 Agricultural District and other parcels are in the Municipality of Berlin.
- L. COMPREHENSIVE PLAN:** According to the 2006 Comprehensive Plan and associated land use map, the petitioned area lies within the Agriculture Land Use Category.
- M. WATER AND WASTEWATER:** According to the response from Mr. Mitchell, the property is not currently connected to public sewer and/or water at this time. The subject property has a designation of a Sewer and Water Service Category of S-6/ W-6 (No planned service.) in the Master Water and Sewerage Plan.
- N. EMERGENCY SERVICES:** Fire and ambulance service will be available from the Berlin Volunteer Fire Company approximately four minutes south of the subject property. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately Three minutes away, and the Worcester County Sheriff's Office in Snow Hill, approximately twenty-one minutes away.
- O. ROADWAYS AND TRANSPORTATION:** The petitioned area has frontage on Pin Oak Dr, a County owned and maintained roadway. Lots 1 and 3 has frontage (but no direct access) to US Route 113. No comments were received from the County Roads Division of the Department of Public Works. Maryland Department of Transportation State Highway Administration (MDOT SHA) has no objection to the rezoning as proposed.
- P. SCHOOLS:** The petitioned area is within Zone 3 of the Worcester County Public School Zones.
- Q. CHESAPEAKE/ATLANTIC COASTAL BAYS CRITICAL AREAS:** The petitioned area is located outside of the Chesapeake Bay Critical Area (CBCA). And is not subject to the Forest Conservation Law, Per NR 1-403(a). This property has obtained a FSD (Forest Stand Delineation) approval and is working on their FCP (Forest Conservation Plan).
- R. FLOOD ZONE:** The FIRM map (24047C0155H, effective July 16, 2015) indicates that this property is located outside of the floodplain in Zone X (Area of Minimal Flood Hazard).
- S. INCORPORATED TOWNS:** This property is within one mile of any incorporated town of Berlin. Berlin Corporate limits is Ocean City is approximately 250 ft directly west on the west side of US 113.

II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

- A. Hugh Cropper, IV, applicant's attorney, Paul Sens representing Pin Oak Properties, LLC, and Steve Engel, registered landscape architect with Vista Design, were present for the review. The property owner purchased the petitioned area in 2006. Mr. Cropper testified that they are seeking to rezone lots 3, 5 and 6 from C-1 Neighborhood Commercial District to C-2 General Commercial District. Mr. Cropper submitted the purpose and intent statement of the C-1 District as Applicant's Exhibit #1 and a site plan as Applicant's Exhibit #2.

Mr. Cropper questioned Mr. Engel about the subdivision of the property on April 26, 1977, and then continued to state the history of the zoning of the property. The property was zoned B-1 Neighborhood Business District in the 1992 rezoning and then in 2009 it was given a C-1 Neighborhood Commercial District classification. At the time of the last comprehensive rezoning on November 3, 2009, there was a contractor shop on two of the lots totaling almost 10,000 sq. ft. Although contractor shops were allowed as a special exception in the B-1 District, it is not permitted in the C-1 District. The contractor shop became a legally existing nonconformity as of the date of the comprehensive rezoning.

Mr. Cropper stated that it is the policy of the Comprehensive plan and the County Commissioners to bring things into compliance. Mr. Cropper then talked about the C-1 Neighborhood Commercial District and how it is a commercial district intended to bring day do day conveniences to local neighborhoods. Mr. Engel agreed with Mr. Cropper that this property currently does not meet the intent. Mr. Cropper then described the property as being on a busy highway near where the County has a Public Works facility. There is no where for someone to walk, ride a bike and no real residential development around it. Mr. Cropper stated that the property has no public water or sewer. It has small septic systems and that restricts what can be done to contractor shops or storage. C-1 District uses are not feasible on these lots.

Mr. Cropper noted that per the staff report, if the rezoning was granted, it would isolate Lot 1 as the only remaining C-1 zoned property in the area. He stated that the owners have contacted the owner of Lot 1 and while they are not party to this application, the property owner would be in favor of rezoning Lot 1. Mr. Cropper noted that in the past this board has taken it on themselves to recommend a rezoning to complete an area and do what makes sense.

Mr. Cropper and Mr. Engel agree that the current zoning is a good-faith mistake because it was a hidden property and that a C-2 designation would be better suited for this property.

Mrs. Knight made a motion to find that there was a mistake in the zoning and that the C-2 District would be more desirable in terms of the Comprehensive Plan. Mrs. Ott seconded the motion, and it was approved unanimously.

III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

- A.* Regarding the definition of the neighborhood: The Planning Commission noted that this was not applicable since Mr. Cropper's testimony was based solely on a mistake in the current zoning classification.
- B.* Regarding population change: The Planning Commission concluded that population change in the immediate area has been minimal since the last comprehensive rezoning that occurred on November 3, 2009, nor would this application contribute to an increase in population.
- C.* Regarding availability of public facilities: The Planning Commission found that there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water, since this property would be served by private sewer and a private well. Mr. Mitchell's memo stated that the subject property has a designation of a Sewer Service Category of S-6/ W-6 (No planned service) in the Master Water and Sewerage Plan. Additionally, fire and ambulance service will be available from the Berlin Fire Company, approximately four minutes away. No comments were received from the fire company with regard to this review. Police protection will be available from the State Police Barracks in Berlin, approximately three minutes away, and the Worcester County Sheriff's Office in Snow Hill, approximately twenty-one minutes away. No comments were received from either the Maryland State Police or the Worcester County Sheriff's Department. The petitioned area is served by the following schools: Buckingham Elementary, Berlin Intermediate, and Stephen Decatur Middle and High Schools. As a commercial use, there will be no impact on the school system. In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.
- D.* Regarding present and future transportation patterns: The Planning Commission found that the petitioned area has access to Pin Oak Dr, a County owned and maintained roadway. Lot 3 has frontage (but no direct access) to US Route 113, a State-maintained Road. No comments were received from the County Roads Division of the Department of Public Works. The Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 stated that they have no objection to the rezoning and that development would require review and approval from District 1 Access Management and obtain any permits as needed.
- E.* Regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The Planning Commission found that a rezoning of the subject property to C-2 would be compatible with existing and proposed development. The Planning Commission also found that the proposed rezoning would not have an impact on environmental regulations as the property has a large contractor shop on it.

- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use map, a broad-brush approach has been applied to this area as the Town of Berlin is right on the west side of US113, and there are high intense uses such as the Counties Road shop is less than 0.25 miles south on US113. There are no agriculture uses around this property except for what is within the Town of Berlin. This rezoning would take a non-conformity in the existing contractor shop and make it conforming.
- G. The Planning Commission found that the proposed rezoning of the petitioned area from C-1 Neighborhood Commercial District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives. The planning Commission also recommended that Lot 1 be included in this rezoning as it would be left as the only C-1 Neighborhood Commercial District lot left in the area. The property owner was contacted and agreed with the rezoning and has submitted an application to be attached to this rezoning case.

#### IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area. The poor soils on the petitioned area will allow for extremely limited uses, making them unable to serve the day-to-day shopping and service needs of the local neighborhood as called for in the purpose and intent statement of the C-1 District. In addition, the existing use of the property as a contractor shop is a non-conforming use, which the rezoning would resolve. Therefore, based upon its review, the Planning Commission concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 442, seeking a rezoning of the petitioned area from C-1 Neighborhood Commercial District to C-2 General Commercial District. In addition, the Planning Commission recommended that the adjoining Lot 1 also be included for rezoning to C-2 General Commercial District.

#### V. RELATED MATERIALS AND ATTACHMENTS

§ ZS 1-208

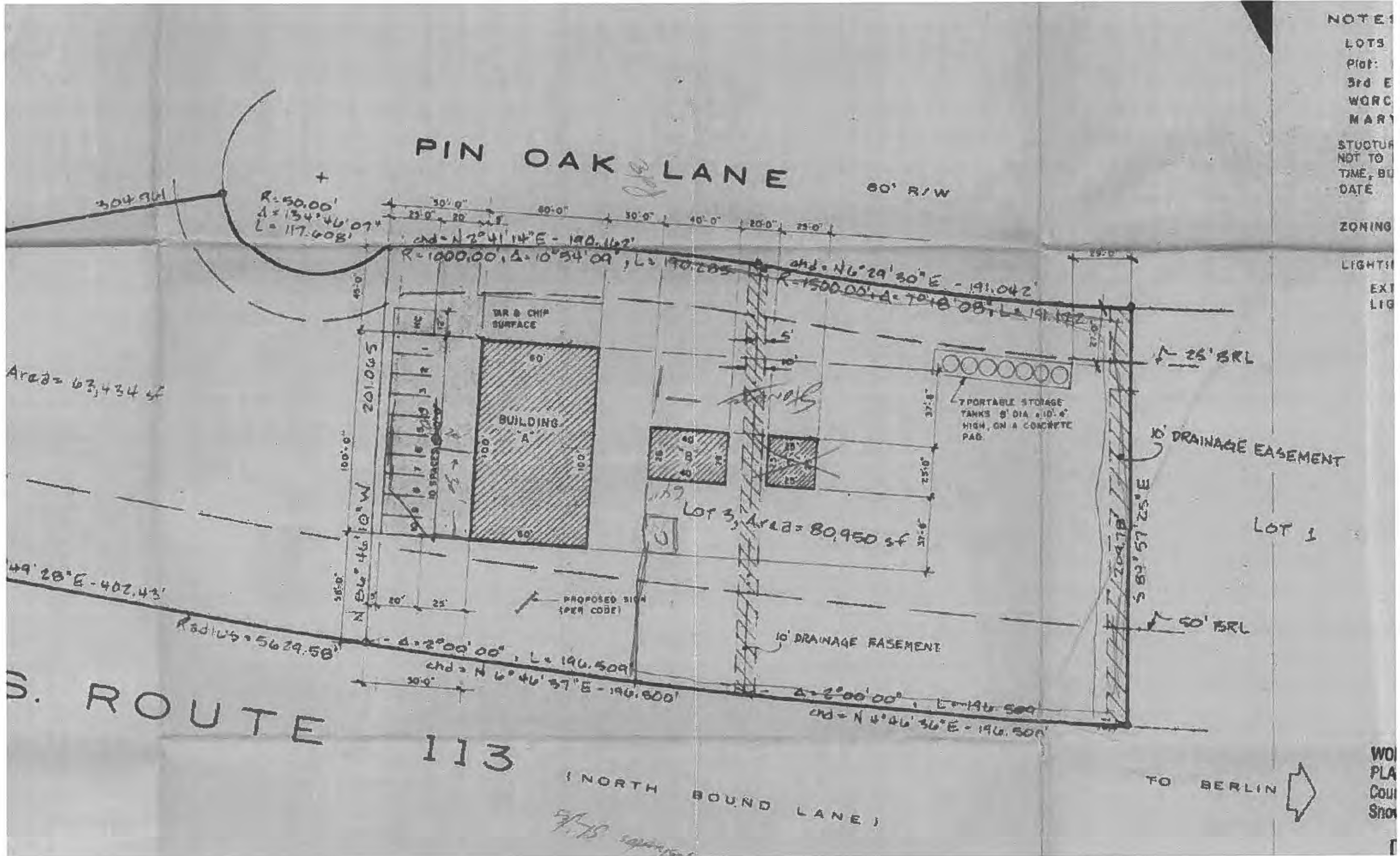
## PRIMARY DISTRICT REGULATIONS

§ ZS 1-209

- (3) Customary incidental home occupations, subject to the provisions of § ZS 1-339 hereof.
  - (4) The keeping of not more than four roomers or boarders.
  - (5) Signs on the premises advertising a lawful use conducted on the premises and temporary and directional signs. All signs shall be subject to the provisions of § ZS 1-324 hereof.
  - (6) Private waterfront structures, subject to the provisions of § NR 2-102 of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland and § ZS 1-335 hereof.
  - (7) Temporary buildings and structures, as provided for and regulated by § ZS 1-334 hereof.
  - (8) Yard sales, subject to the provisions of § ZS 1-341 hereof.
- (e) Height regulations. Except for certain other buildings, structures or parts thereof as provided in § ZS 1-305 hereof, no flat-roofed principal structure shall exceed a height of thirty-five feet, no pitched-roofed principal structure shall exceed a height of forty-five feet, and no flat- or pitched-roofed principal structure shall exceed four stories. In addition, no accessory structure shall exceed either two stories or twenty-five feet in height.
- (f) Other regulations. The uses and structures permitted in the R-4 District shall be subject to the applicable regulations contained in Subtitle ZS1:I, General Provisions, and Subtitle ZS1:III, Supplementary Districts and District Regulations, of this Title.

**§ ZS 1-209. C-1 Neighborhood Commercial District.**

- (a) Purpose and intent. This district is intended to provide for convenient commercial areas strategically based to serve the day-to-day shopping and service needs of the local neighborhood. Designed to serve populations of one thousand or more within an approximate five- to ten-minute travel time, this district shall be limited to small-scale commercial operations of far less intensity than those provided for in the C-2 General Commercial District and C-3 Highway Commercial District. The scale and design of these neighborhood commercial uses should complement the scale and design of the existing neighborhood in which they are located and blend visually into the surrounding community.
- (b) Permitted principal uses and structures. The following principal uses and structures shall be permitted in the C-1 District:
- (1) Neighborhood retail and service establishments.
    - A. These include:
      - 1. Retail businesses.
      - 2. Personal service businesses.



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**STAFF REPORT**

**REZONING CASE NO. 442**

**PROPERTY OWNER:** Pin Oak Properties LLC  
10225 Silver Point Ln  
Ocean City, MD 21842

**ATTORNEY:** Hugh Cropper, IV  
9927 Stephen Decatur Highway, F-12  
Ocean City, Maryland 21842

**TAX MAP/PARCEL INFO:** Tax Map 20, Parcel 290, Lots 3, 5 & 6, Tax District 03

**SIZE:** The petitioned area is approximately 5.5 acres in size.

**LOCATION:** The petitioned area is located on the east side of US Route 113 approximately 2,600 feet north of US 50. The lots are part of the Douglynne Woods Subdivision.

**CURRENT USE OF PETITIONED AREA:** Lot 3 is the current location of the Pin Oak Business Complex with 2 contractor shops covering 9,528 sf. Lots 5 and 6 are currently vacant.

**CURRENT ZONING CLASSIFICATION:** C-1 Neighborhood Commercial District.

As defined in the Zoning Code, the intent of this district is to provide for convenient commercial areas strategically based to serve the day to day shopping and service needs of the local neighborhood. This district shall be limited to small scale commercial operations of far less intensity than those provided for in the C-2 General Commercial District and C-3 Highway Commercial District. The scale and design of these neighborhood commercial uses should complement the scale and design of the existing neighborhood in which they are located and blend visually into the surrounding community.

**REQUESTED ZONING CLASSIFICATION:** C-2 General Commercial District.

As defined in the Zoning Code, the intent of this district is to provide for more intense commercial development serving populations of three thousand or more within an approximate ten- to twenty-minute travel time. These commercial centers generally have higher parking demand and greater visibility. The Code also states, in part, that site layout and design features within this district shall be compatible with the community and the County's character.

**APPLICANT'S BASIS FOR REZONING:** The application indicates that a mistake was made in zoning the property C-1 on November 3, 2009. Being zoned C-1 created a non-conformity as the existing contractor shops are no longer a permitted use in this zoning district. The former B-1 District allowed contractors shops up to 10,000 square feet in area as a special exception. The

applicant argues that the petitioned area would be more consistent with the permitted uses and special exceptions contained in the C-2 General Commercial District.

**ZONING HISTORY:** At the time zoning was first established in 1964, the petitioned area was given a B-2 General Business District classification, and the B-2 zoning was retained in the comprehensive rezoning held in 1978. In the 1992 rezoning, the petitioned area was given the B-1 Neighborhood Business District classification and in 2009 it was given a C-1 Neighborhood Commercial District classification.

**SURROUNDING ZONING:** Adjoining properties on the east side of US 113 are zoned A-1 Agricultural District with Lot 1 just to the south zoned C-1 Neighborhood Commercial District. Directly across US 113 parcels are zoned A-2 Agricultural District and other parcels are in the Municipality of Berlin. If this rezoning is given a favorable recommendation, then it would isolate Lot 1 as the only C-1 Neighborhood Commercial District in this area.

### **COMPREHENSIVE PLAN:**

The County's Comprehensive Plan was adopted by the County Commissioners on March 7, 2006, and is intended to be a general guide for future development in the County. Whether a proposed rezoning is compatible with the recommendations of the Comprehensive Plan is one of the criteria that is considered in all rezoning requests, as listed in § ZS 1-113(c)(3) and as summarized at the end of this Staff Report.

According to Chapter 2 – Land Use of the Comprehensive Plan and the associated land use map, the petitioned area lies within the Agriculture Land Use Category. With regard to the Agriculture Land Use Category, the Comprehensive Plan states the following:

“The importance of agriculture to the county cannot be overstated. Its significance is economic, cultural, environmental, and aesthetic. Agriculture is simply the bedrock of the county's way of life. Agriculture faces challenges from international commodity prices, local development pressure, and the aging farm population to name a few. The county must do all it can to preserve farming as a viable industry.” (Page 18)

While this is in the Agriculture Land Use Category, there is no farmed lands within the immediate surrounding area, apart from those lands previously annexed into the Town of Berlin on the westerly side of US 113.

Pertinent objectives cited in Chapter 2 – Land Use state the following:

3. Maintain the character of the county's existing population centers.
4. Provide for appropriate residential, commercial, institutional, and industrial uses.
9. Minimize conflicts among land uses due to noise, smoke, dust, odors, lighting, and heavy traffic.

10. Locate employment centers close to the potential labor force.
15. Balance the supply of commercially zoned land with anticipated demand of year-round residents and seasonal visitors.
16. Locate major commercial and all industrial development in areas having adequate arterial road access or near such roads.
17. Discourage highway strip development to maintain roadway capacity, safety, and character.
21. Promote mixed use development.

(Pages 12 & 13)

The area immediately surrounding the subject property is also in the Agriculture Land Use Category on the Land Use Plan.

In Chapter 4 - Economy, the Plan calls for commercial services to be located in major communities, rather than separate and apart from standard subdivision-type residential development.

2. Provide for suitable locations for commercial centers able to meet the retailing and service needs of population centers.
5. Locate commercial uses so they have arterial roadway access and are designed to be visually and functionally integrated into the community.

(Page 60)

**WATER AND WASTEWATER:** According to the attached response memo from Mr. Mitchell, the property is not currently connected to public sewer and/or water at this time. The subject property has a designation of a Sewer and Water Service Category of S-6/ W-6 (No planned service.) in the Master Water and Sewerage Plan. No comments were received from the County's Public Works Department.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are as follows: See soils map.

FadA – Fallsington sandy loams (18.7% of site), severe limitations to on-site wastewater disposal

HbB – Hambrook sandy loam (39.5% of site), severe limitations to on-site wastewater disposal

MuA – Mullica-Berryland complex (7.5% of site), severe limitations to on-site wastewater disposal

OtA – Othello silt loams (15.5% of site), severe limitations to on-site wastewater disposal

WddA – Woodstown sandy loam (17.8% of site), severe limitations to on-site wastewater disposal

Za – Zekiah sandy loam (1% of site), severe limitations to on-site wastewater disposal

**EMERGENCY SERVICES:** Fire and ambulance service will be available from the Berlin Volunteer Fire Company approximately four minutes south of the subject property. Service is also available from the Showell Volunteer Fire Company approximately five minutes away. No comments were received from the fire companies with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately Three minutes away, and the Worcester County Sheriff’s Office in Snow Hill, approximately twenty-one minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff’s Office.

**ROADWAYS AND TRANSPORTATION:** The petitioned area has frontage on Pin Oak Dr, a County owned and maintained roadway. Lot 3 has frontage (but no direct access) to US Route 113. No comments were received from the County Roads Division of the Department of Public Works. Maryland Department of Transportation State Highway Administration (MDOT SHA) has no objection to the rezoning as proposed. If this parcel is proposed to be developed in the future, the proposed development will require review and approval from District 1 Access Management and need to obtain permitting, as necessary.

**SCHOOLS:** The petitioned area is within Zone 3 of the Worcester County Public School Zones and is served by the following schools: Buckingham Elementary, Berlin Intermediate, and Stephen Decatur Middle and High Schools. No comments were received from the Worcester County Board of Education (WCBOE).

**CHESAPEAKE/ATLANTIC COASTAL BAYS CRITICAL AREAS:** Mr. Mitchell also notes in his memorandum that the petitioned area is located outside of the Atlantic Coastal Bays Critical Area (ACBCA) and Chesapeake Bay Critical Area (CBCA); therefore, is subject to the Forest Conservation Law. He also states that this parcel has an approved Forest Stand Delineation as of March 2023. This will not change the afforestation/reforestation thresholds when the property is developed. This property has obtained a FSD (Forest Stand Delineation) approval and is working on their FCP (Forest Conservation Plan).

No comments were received from the State Critical Area Commission relative to this request.

**FLOOD ZONE:** The FIRM map (24047C0155H, effective July 16, 2015) indicates that this property is located outside of the floodplain in Zone X (Area of Minimal Flood Hazard).

**INCORPORATED TOWNS:** This property is within one mile of any incorporated town of Berlin. Berlin Corporate limits is Ocean City is approximately 250 ft directly west on the west side of US 113.

**ADDITIONAL COMMENTS RECEIVED:** N/A



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

PLEASE TYPE  
 OR PRINT IN  
 INK

**APPLICATION FOR AMENDMENT OF OFFICIAL ZONING MAP**

(Office Use One - Please Do Not Write In This Space)

Rezoning Case No. 442  
 Date Received by Office of County Commissioners: \_\_\_\_\_  
 Date Received by Development, Review and Permitting: 5/25/23  
 Date Reviewed by Planning Commission: 8/31/23

I. Application

Proposals for amendment of the Official Zoning Maps may be made only by a governmental agency or by the property owner, contract purchaser, option holder, leasee, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

- A. \_\_\_\_\_ Governmental Agency
- B. \_\_\_\_\_ Property Owner
- C. \_\_\_\_\_ Contract Purchaser
- D. \_\_\_\_\_ Option Holder
- E. \_\_\_\_\_ Leasee
- F. XXX Attorney for B (Insert A, B, C, D, or E)
- G. \_\_\_\_\_ Agent of \_\_\_\_\_ (Insert A, B, C, D, or E)

II. Legal Description of Property

- A. Tax Map/Zoning Map Number(s): 20
- B. Parcel Number(s): 290
- C. Lot Number(s), if applicable: 3, 5, and 6
- D. Tax District Number: 03

III. Physical Description of Property

- A. Located on Pin Oak Lane
- B. Consisting of a total of approximately 5.5 acres of land.
- C. Other descriptive physical features or characteristics necessary to accurately locate the petitioned area:  
 \_\_\_\_\_
- D. Petitions for map amendments shall be accompanied by a plat drawn to scale showing property lines, the existing and proposed district boundaries and such other information as the Planning Commission may need in order to locate and plot the amendment.



on the Official Zoning Maps.

IV. Requested Change to Zoning Classification(s)

- A. Existing zoning classification(s): C-1 Neighborhood Commercial  
(Name and Zoning District)
- B. Acreage of zoning classification(s) in "A" above: 5.5
- C. Requested zoning classification(s): C-2, General Commercial  
(Name and Zoning District)
- D. Acreage of zoning classification(s) in "C" above: 5.5

V. Reasons for Requested Change

The County Commissioners may grant a map amendment based upon a finding that there: (a) has been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) is a mistake in the existing zoning classification and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.


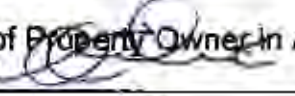

- A. Please list reasons or other information as to why the rezoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning:

**This rezoning is based upon a mistake in the original November 3, 2009 Comprehensive Rezoning, per the attached.**

IV. Filing Information and Required Signatures

- A. Every application shall contain the following information:
1. If the application is made by a person other than the property owner, the application shall be co-signed by the property owner or the property owner's attorney.
  2. If the applicant is a corporation, the names and mailing addresses of the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
  3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest of the partnership.
  4. If the applicant is an individual, his/her name and mailing address.
  5. If the applicant is a joint venture, unincorporated association,

real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.

- B. Signature of Applicant in Accordance with VI.A. above.  
 Signature:   
 Printed Name of Applicant:  
Hugh Cropper, IV, Attorney for Property Owner  
 Mailing Address: 9927 Stephen Decatur Hwy., F-12, Ocean City,  
MD 21842 Phone Number: 410-213-2681  
 E-Mail: hcropper@bbcmlaw.com  
 Date: May 24 2023
- C. Signature of Property Owner in Accordance with VI.A. above  
 Signature:   
 Printed Name of Owner:  
Pin Oak Properties, LLC  
 Mailing Address: 10225 Silver Point Lane, Ocean City, MD 21842  
 Phone Number: 443-497-2294  
 E-Mail: paul@ocfuel247.com  
 Date: May 24 2023
- D. Signature of Attorney in Accordance with VI.A. above  
 Signature:   
 Printed Name of Owner:  
Hugh Cropper IV  
 Mailing Address: 9927 Stephen Decatur Hwy., F-12, Ocean City,  
MD 21842  
 Phone Number: 410-213-2681  
 E-Mail: hcropper@bbcmlaw.com  
 Date: May 24 2023

(Please use additional pages and attach to application if more space is required.)

VII. General Information Relating to the Rezoning Process

- A. Applications shall only be accepted from January 1<sup>st</sup> to January 31<sup>st</sup>, May 1<sup>st</sup> to May 31<sup>st</sup>, and September 1<sup>st</sup> to September 30<sup>th</sup> of any calendar year.
- B. Applications for map amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

- C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.

The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.

After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.

- D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case including but not limited to the following matters: population change, availability of public facilities, present and future transportation patterns, compatibility with existing and proposed development and existing environmental conditions for the area, including no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement, the recommendation of the Planning Commission, and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) there is a mistake in the existing zoning classification and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be

compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.

- E. No application for map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of the notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.



**ATTACHMENT IN SUPPORT OF REZONING APPLICATION**

Pin Oak Properties, LLC is the owner of Lots 3, 4 (now consolidated into Lot 3), 5, and 6 in the Pin Oak Business Complex located on the east side of US Route 113, just north of the Town of Berlin in Worcester County. The lots are part of the Douglynne Woods Subdivision, which was platted and recorded on April 26, 1977.

The subject properties are currently zoned C-1, Neighborhood Commercial District. Prior to the November 3, 2009 Comprehensive Rezoning, the subject properties were zoned B-1, Neighborhood Commercial District. The subject properties front along US Route 113, and they are served by a single point of access (Pin Oak Lane).

The interior lots in the subdivision, which do not front on the highway, are for the most part unimproved, and are zoned A-1, Agricultural District.

At the time of the Comprehensive Rezoning, the properties were improved with a large contractors shop, which exceeded the 2,500 square foot limit per establishment in a B-1, Neighborhood Business District, which was previously operated by Atlantic Aquatech Pools and John Jarvis. The Comprehensive Rezoning created a non-conformity.

Secondly, and perhaps more importantly, the C-1 Neighborhood Commercial District is intended to provide for convenient commercial areas strategically based to serve day to day shopping and service needs of the local neighborhood. In this case, the properties are located along a busy highway, albeit adequately screened from the highway. They are suitable for the

permitted uses and special exceptions contained in the C-2, General Commercial District, such as the existing contractors shop which is specifically permitted in the C-2, General Commercial District (see ZS1-210(b)(3)).

Although the property is designated as Agricultural in the Land Use Map which accompanies the Comprehensive Plan, it is located directly across, or east of, lands in the municipal limits of the Town of Berlin. It is just north of the intersection of Ocean Gateway (US Route 50) and US Rt. 113, which is also designated commercial on the Land Use Map. According to Google Maps, it is approximately  $\frac{3}{4}$  of a mile north of Atlantic General Hospital, and just north of the Town of Berlin Center.

The property owner and applicant respectfully request that this sectional rezoning be granted, and the property be rezoned to from C-1, Neighborhood Commercial District, to C-2, General Commercial District, which is more consistent with the intent and objectives of the Comprehensive Plan.

Respectfully submitted,



---

Hugh Cropper IV  
Attorney for Pin Oak Properties, LLC



August 4, 2023

Robert B. Riccio, Jr.  
Post Office Box 4387  
Ocean City, MD 21843

Dear Mr. Riccio:

At their meeting of Thursday, August 3, 2023, the Worcester County Planning Commission reviewed a petition to rezone Lots 3, 5 and 6 within the Douglynne Woods subdivision owned by Pin Oak Properties, LLC. The request was to change the zoning designation from C-1 Neighborhood Commercial District to C-2 General Commercial District. Enclosed you will find a map of the petitioned area for your review.

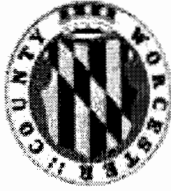
The Planning Commission provided a favorable recommendation to the petition, finding that the rezoning would be compatible with and more desirable in terms of the Comprehensive Plan. However, they were also in favor of rezoning the adjoining Lot 1 which is under your ownership and would be the only remaining portion of C-1 zoning in the subdivision should the rezoning application be approved by the Worcester County Commissioners.

Therefore, I am reaching out to you to ascertain your willingness to be a party to the proposed rezoning petition. Should you be in favor of having your lot included, I have also enclosed an application form for you to sign. Upon receipt of your application or written notice that you do not wish for your property to be considered, our office will forward the matter to the Worcester County Commissioners accordingly. Since I am delaying the public hearing request for the Pin Oak Properties, LLC petition until such time as we have received your comments on this matter, I would appreciate your feedback as soon as possible.

Please do not hesitate to contact me at (410) 632-1200 extension 1613.

Sincerely,

Matthew Laick, GISP  
Deputy Director



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

**APPLICATION FOR AMENDMENT OF THE OFFICIAL ZONING MAP**

(For Office Use Only – Please Do Not Write in this Space)

Rezoning Case No. 442

Date Received by Office of the County Commissioners \_\_\_\_\_

Date Received by Development Review and Permitting \_\_\_\_\_

Date Reviewed by the Planning Commission \_\_\_\_\_

I. Application: Proposals for amendments to the Official Zoning Maps may be made only by the property owner, contract purchaser, option holder, lease, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

- A. Governmental Agency: \_\_\_\_\_
- B. Property Owner: \_\_\_\_\_
- C. Contract Purchaser: \_\_\_\_\_
- D. Option Holder: \_\_\_\_\_
- E. Leasee: \_\_\_\_\_
- F. Attorney for \_\_\_\_\_ (insert A, B, C, D or E) \_\_\_\_\_
- G. Agent for \_\_\_\_\_ (insert A, B, C, D or E) \_\_\_\_\_

II. Legal Description of Property

- A. Tax Map/Zoning Map Number(s): 0020
- B. Parcel Number(s): 0290
- C. Lot Number(s), if applicable: 1
- D. Tax District Number: \_\_\_\_\_

III. Physical Description of Property

- A. Located on East side of Georgetown Rd. Road, approximately \_\_\_\_\_ feet/miles to the \_\_\_\_\_ side of \_\_\_\_\_ Road.
- B. Consisting of a total of 41,775 SF acres of land.
- C. Other descriptive physical features or characteristics necessary to accurately locate the petitioned area:

Lot 1 41,775 SF  
R-113 and Georgetown Rd.  
PL Douglyne Woods Sec 1

- D. Petitions for map amendments shall be accompanied by a plat drawn to scale showing property lines, the existing and proposed district boundaries and other such information as the Planning Commission may need in order to locate and plot the amendment on the Official Zoning Maps.

IV. Requested Change to Zoning Classification(s)

- A. Existing zoning classification(s): C1 - Neighborhood  
 (name and zoning district)
- B. Acreage of zoning classification(s) in "A" above: 41,775 SF
- C. Requested zoning classification(s): C2 - General Commercial District  
 (name and zoning district)
- D. Acreage of zoning classification(s) in "C" above: 41,775 SF

V. Reasons for Requested Change

The County Commissioners may grant a map amendment based upon a finding that there: (a) has been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

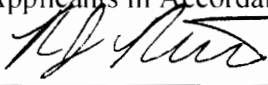
- A. Please list reasons or other information as to why the zoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning:  
Make compatible with the Comprehensive Plan.  
Only remaining portion of C-1 zoning in the subdivision.

VI. Filing Information and Required Signatures

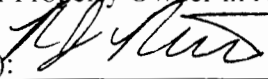
A. Every application shall contain the following information:

1. If the application is made by a person other than the property owner, the application shall be co-signed by the property owner or the property owner's attorney.
2. If the applicant is a corporation, the names and mailing addresses for the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest in the partnership.
4. If the applicant is an individual, his/her name and mailing address.
5. If the applicant is a joint venture, unincorporated association, real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.

B. Signature of Applicants in Accordance with VI.A. above.

Signature(s):   
 Printed Name(s): Robert J. Riccio, JR  
 Mailing Address: P. O. Box 4387, Ocean City, MD 21843  
 Phone Number: 410-730-6633 Email: RiccioKWD@aol.com  
 Date: 8/23/2023

C. Signature of Property Owner in Accordance with VI.A. above.

Signature(s):   
 Printed Name(s): Robert J. Riccio, JR  
 Mailing Address: same as above  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

D. Signature of Attorney in Accordance with VI.A. above.

Signature(s): \_\_\_\_\_  
 Printed Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

(Please use additional pages and attach to the application if more space is required.)

VII. General Information Relating to the Rezoning Process

- A. Applications shall only be accepted from January 1<sup>st</sup> to January 31<sup>st</sup>, May 1<sup>st</sup> to May 31<sup>st</sup>, and September 1<sup>st</sup> to September 30<sup>th</sup> of any calendar year.
- B. Applications for Map Amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.
- C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for the purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.

The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.

After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.

- D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case, including but not limited to the following matters: population change; availability of public facilities; present and future transportation patterns; compatibility with existing and proposed development and existing environmental conditions for the area including having no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement; the recommendation of the Planning Commission; and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there was a substantial change in the character of the neighborhood where the property is located since the last zoning of the property or (b) there is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.

- E. No application for a map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.

REZONING FINDINGS OF FACT FORM

Applicant shall provide information with regard to the following items:

- A. Is the request for rezoning based upon a claim that there has been a change in the character of the neighborhood where the property is located since the last zoning of the property or upon a claim that there is a mistake in the existing zoning and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

If not changed it would be the only  
remaining portion of C-I zoning in the  
subdivision

- B. What is the definition of the neighborhood in which the subject property is located, as determined by the applicant.

Directly on highway (US113) and numerous  
commercial properties on the same road

- C. Findings of Fact as to Section 1-113(c)(3) of the Zoning Code:

- 1. Relating to population change:

\_\_\_\_\_  
 \_\_\_\_\_

- 2. Relating to the availability of public facilities:

\_\_\_\_\_  
 \_\_\_\_\_

- 3. Relating to present and future transportation patterns:

\_\_\_\_\_  
 \_\_\_\_\_

- 4. Relating to the compatibility with existing and proposed development and existing environmental conditions for the area:

yes  
 \_\_\_\_\_  
 \_\_\_\_\_

- 5. Relating to compatibility with the Comprehensive Plan:

yes  
 \_\_\_\_\_  
 \_\_\_\_\_



Real Property Data Search ( )  
 Search Result for WORCESTER COUNTY

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Identifier: District - 03 Account Number - 025527

**Owner Information**

Owner Name: RICCIO ROBERT B JR Use: RESIDENTIAL  
 Mailing Address: P O BOX 4387 Principal Residence: NO  
 OCEAN CITY MD 21843- Deed Reference: /06424/ 00333

**Location & Structure Information**

Premises Address: 10101 GEORGETOWN RD Legal Description: LOT 1 41775 SQ FT  
 BERLIN 21811-0000 R-113 & GEORGETOWN RD  
 PL DOUGLYNNE WOODS SFC 1

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0020	0021	0290	3010001.24	0000			1	2022	

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1976	1,992 SF		41,775 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1 1/2	NO	STANDARD UNIT	SIDING/	3	1 full/ 1 half		

**Value Information**

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2022	07/01/2023	07/01/2024
Land:	59,600	59,600		
Improvements	98,600	154,700		
Total:	158,200	214,300	195,600	214,300
Preferential Land:	0	0		

**Transfer Information**

Seller:	Date:	Price:
SCHWARTZ KATHY F &	09/08/2014	\$25,000
Type: NON-ARMS LENGTH OTHER	Deed1: /06424/ 00333	Deed2:
Seller: A W C COMPANY INC	Date: 11/16/2000	Price: \$175,000
Type: ARMS LENGTH IMPROVED	Deed1: SVH /02938/ 00049	Deed2:
Seller: LOEWER DOUGLAS G	Date: 09/09/1983	Price: \$36,312
Type:	Deed1: WCI /00906/ 00382	Deed2:

**Exemption Information**

Partial Exempt Assessments:	Class	07/01/2023	07/01/2024
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

**Homestead Application Information**

Homestead Application Status: No Application

**Homeowners' Tax Credit Application Information**

Homeowners' Tax Credit Application Status: No Application Date:

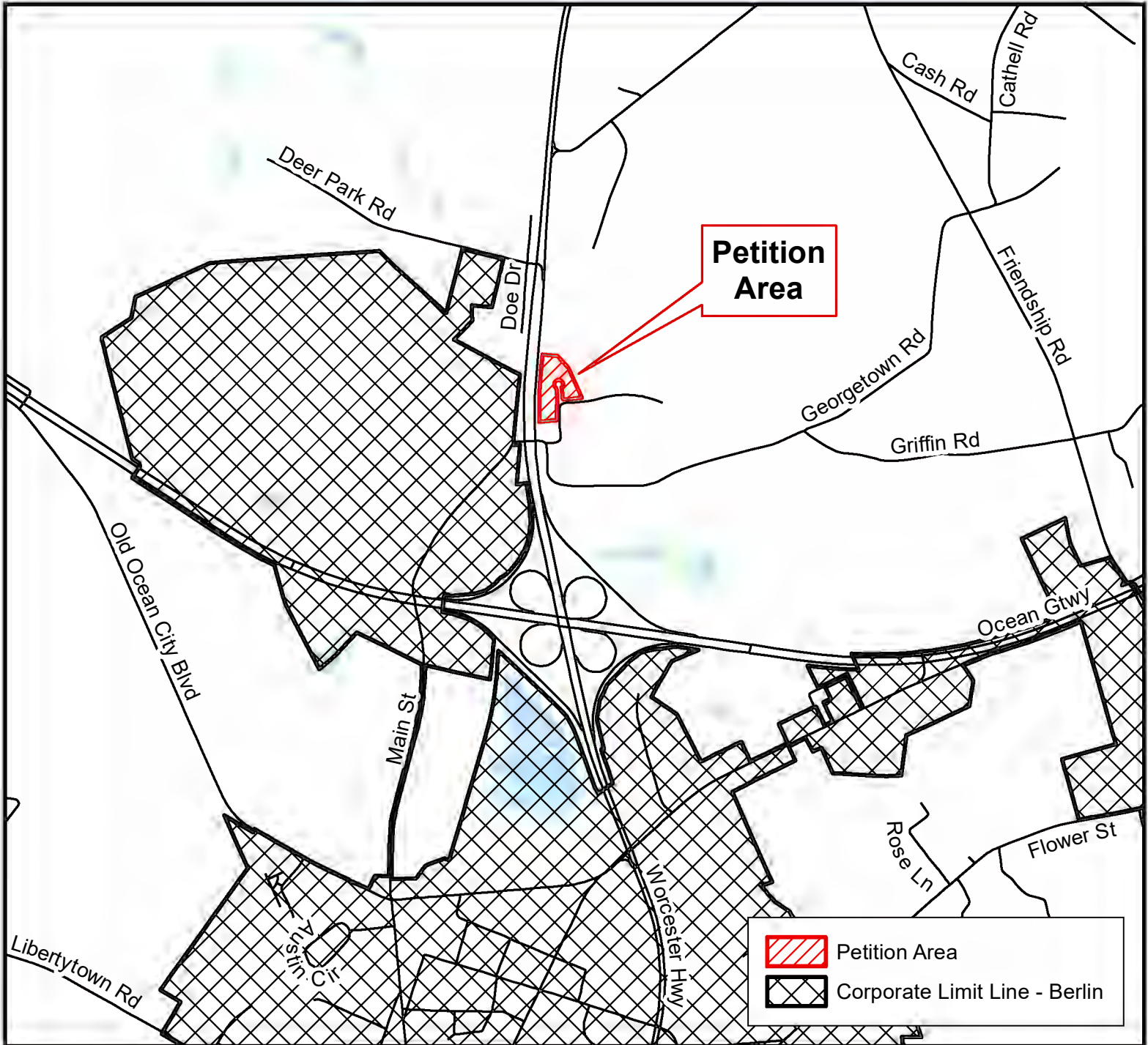
# WORCESTER COUNTY, MARYLAND



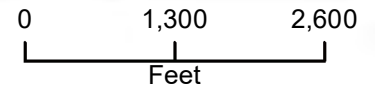
REZONING CASE NO. 442  
C-1 Neighborhood Commercial to C-2 General Commercial  
Tax Map: 20, Parcel 290, Lot 3, 5 and 6



## LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: Worcester County GIS Data Layers  
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

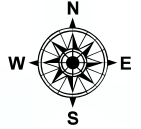
Drawn By: KLH Reviewed By: ML



# WORCESTER COUNTY, MARYLAND



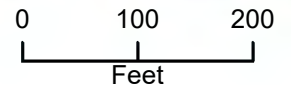
REZONING CASE NO. 442  
C-1 Neighborhood Commercial to C-2 General Commercial  
Tax Map: 20, Parcel 290, Lot 3, 5 and 6



## AERIAL IMAGERY



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: 2022 Aerial Imagery  
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: ML



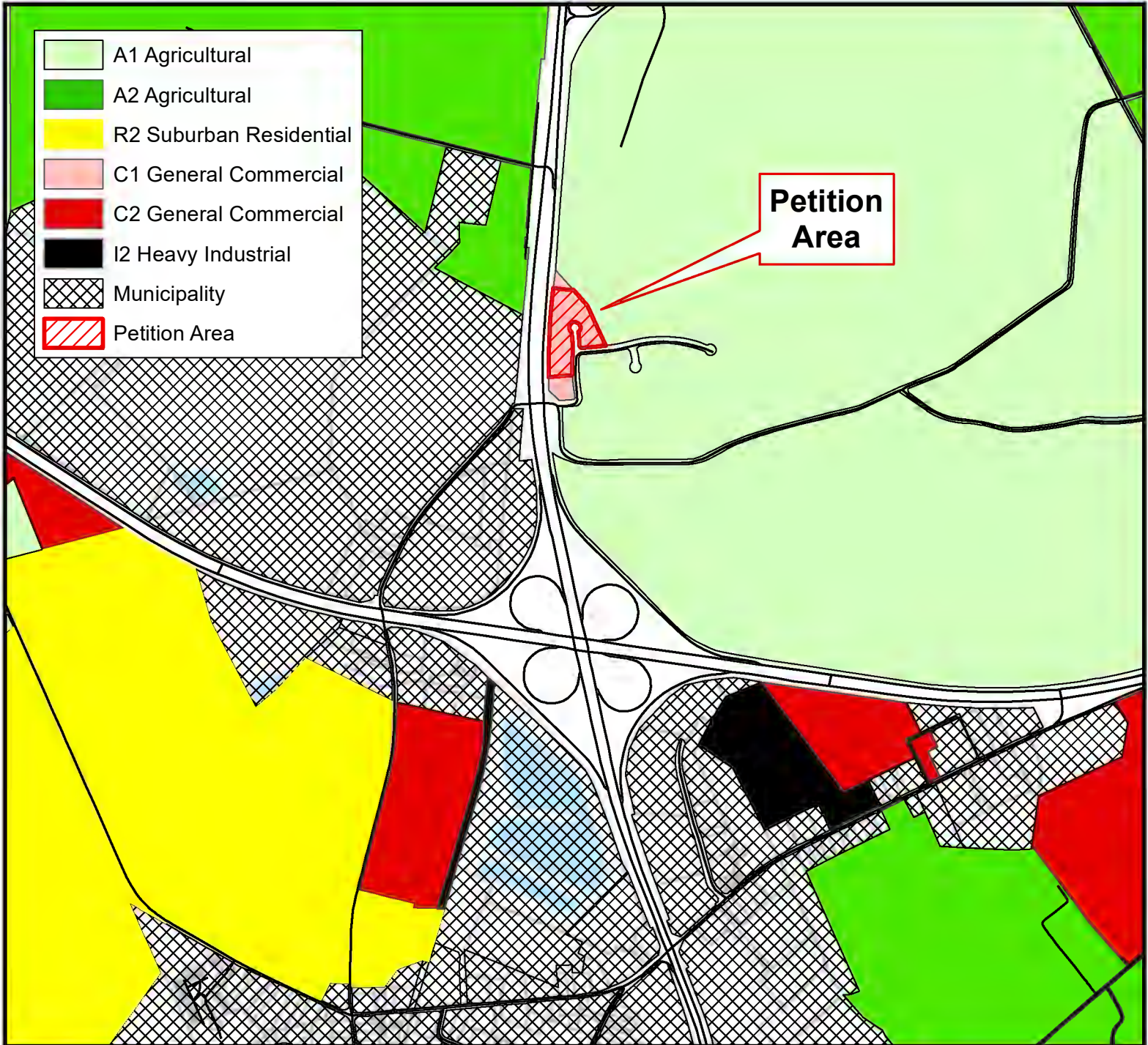
# WORCESTER COUNTY, MARYLAND



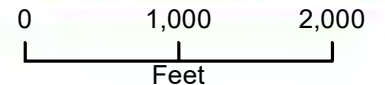
REZONING CASE NO. 442  
C-1 Neighborhood Commercial to C-2 General Commercial  
Tax Map: 20, Parcel 290, Lot 3, 5 and 6



## ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: 2009 Official Zoning Map

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

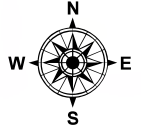
Drawn By: KLH Reviewed By: ML



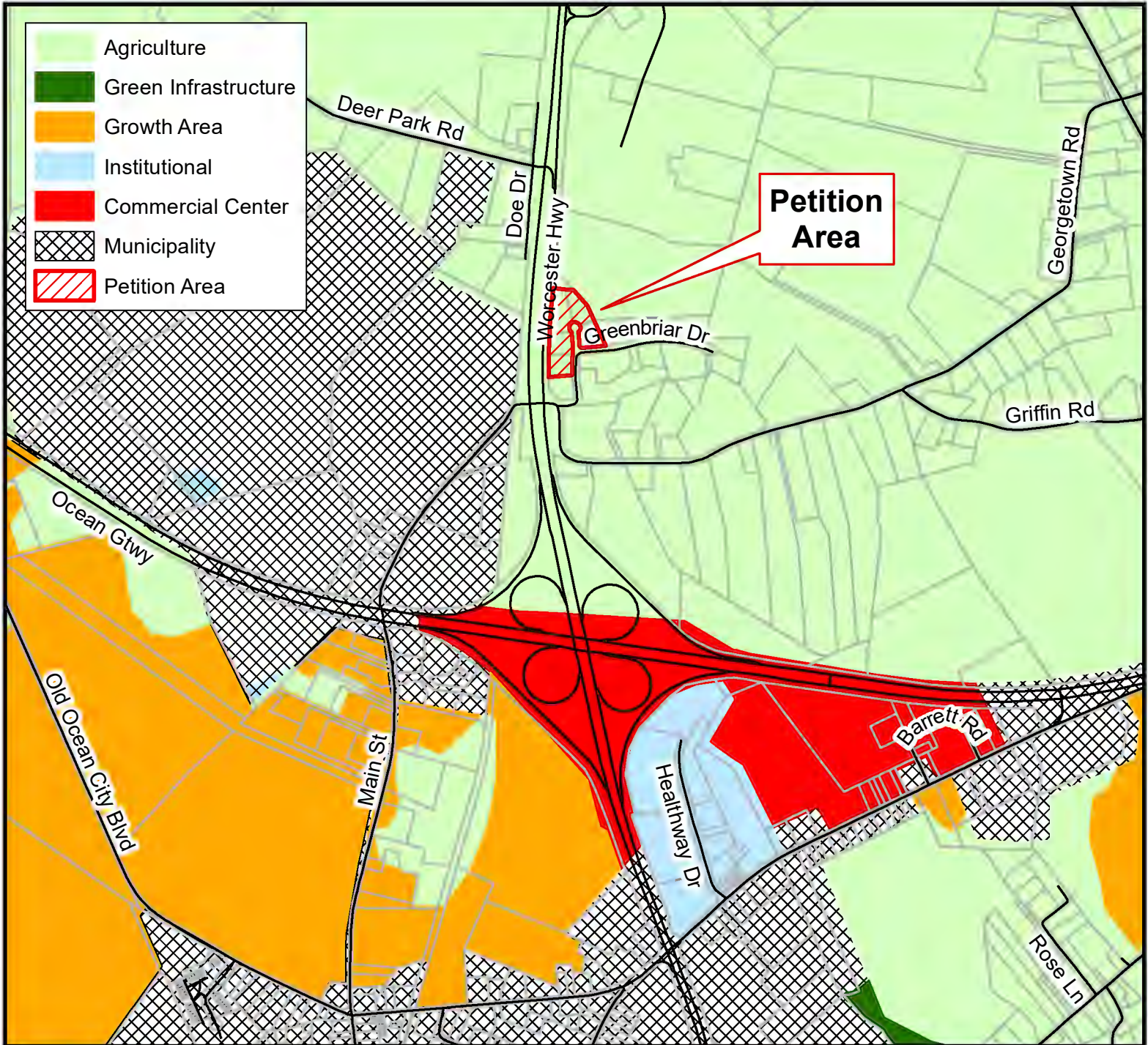
# WORCESTER COUNTY, MARYLAND



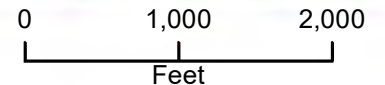
REZONING CASE NO. 442  
C-1 Neighborhood Commercial to C-2 General Commercial  
Tax Map: 20, Parcel 290, Lot 3, 5 and 6



## LAND USE MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: 2006 Official Land Use Map  
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: ML



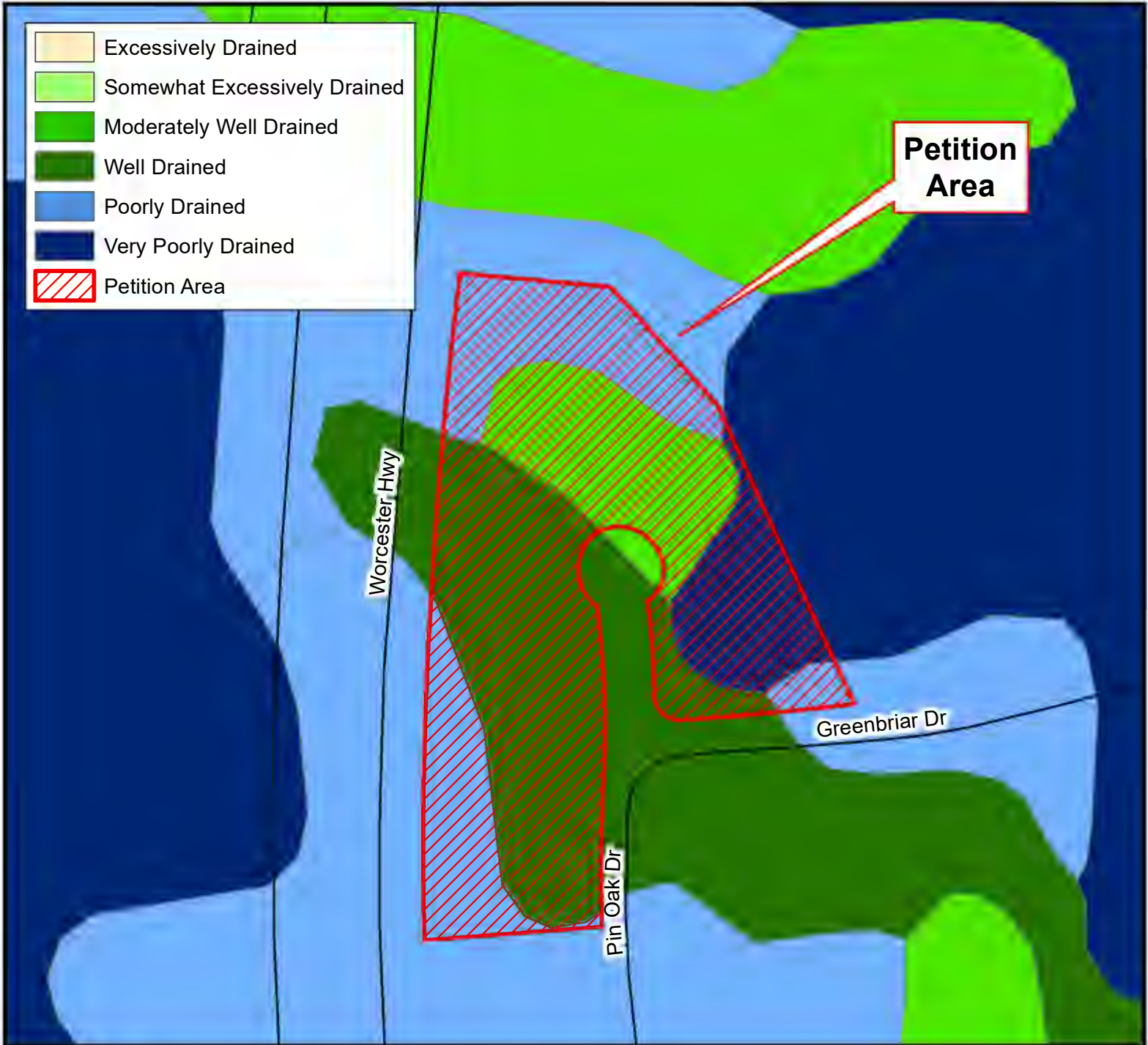
# WORCESTER COUNTY, MARYLAND



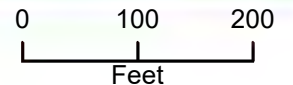
REZONING CASE NO. 442  
C-1 Neighborhood Commercial to C-2 General Commercial  
Tax Map: 20, Parcel 290, Lot 3, 5 and 6



## SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: 2007 Soil Survey  
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: ML



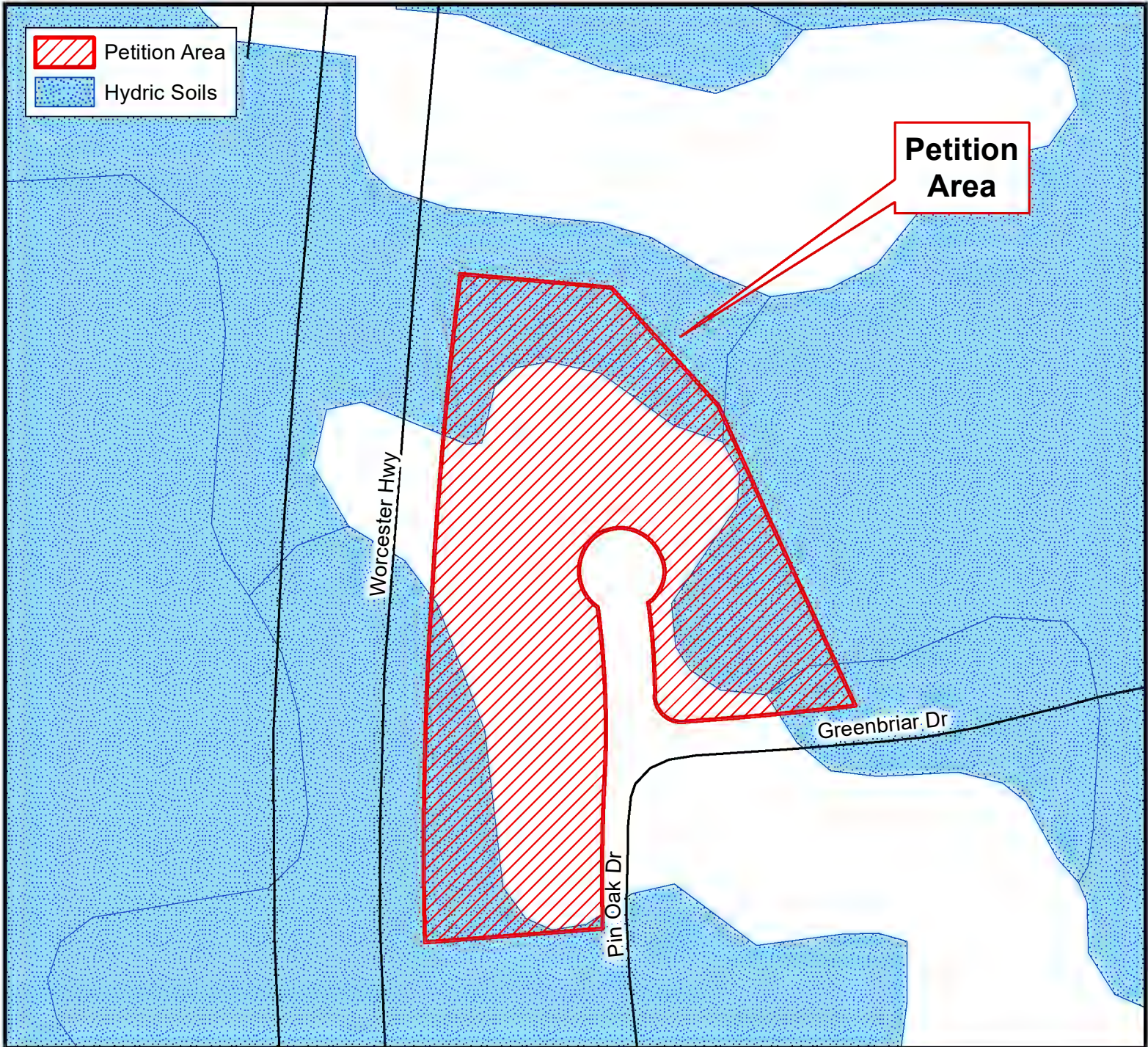
# WORCESTER COUNTY, MARYLAND



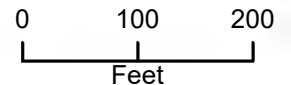
REZONING CASE NO. 442  
C-1 Neighborhood Commercial to C-2 General Commercial  
Tax Map: 20, Parcel 290, Lot 3, 5 and 6



## HYDRIC SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023

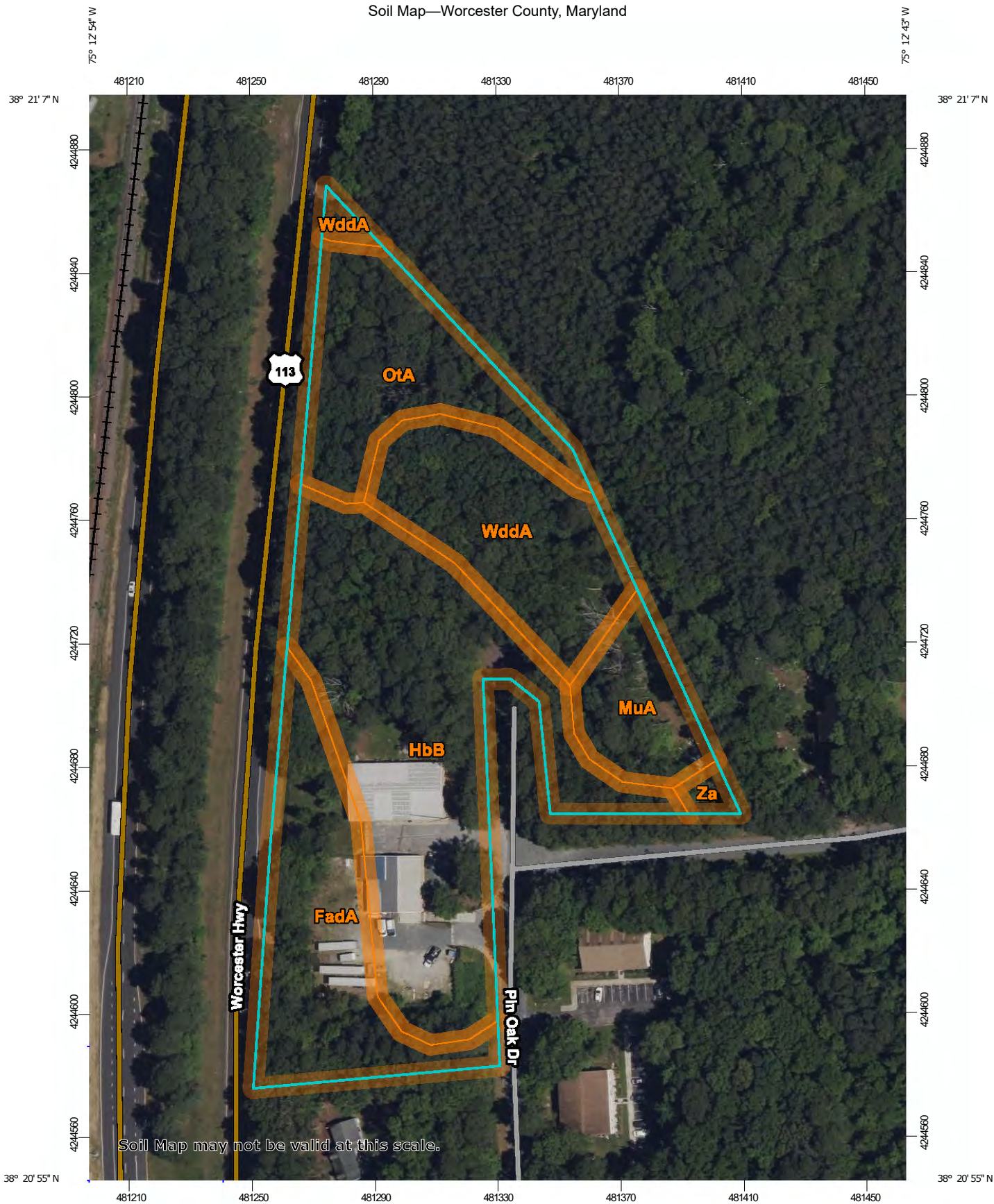


Source: 2007 Soil Survey  
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

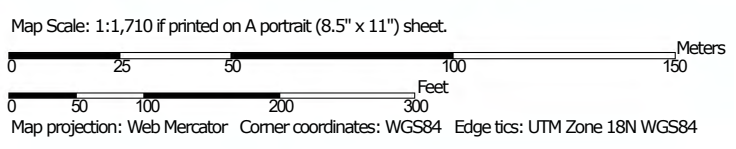
Drawn By: KLH Reviewed By: ML



Soil Map—Worcester County, Maryland




Soil Map may not be valid at this scale.



**MAP LEGEND**

**Area of Interest (AOI)**

 Area of Interest (AOI)




















**Soils**







 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

**Special Point Features**






-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

**Water Features**

 Streams and Canals

**Transportation**

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

**Background**

 Aerial Photography

**MAP INFORMATION**

The soil surveys that comprise your AOI were mapped at 1:12,000.

**Warning:** Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Worcester County, Maryland  
 Survey Area Data: Version 20, Sep 14, 2022

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 30, 2022—Jul 4, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
FadA	Fallsington sandy loams, 0 to 2 percent slopes, Northern Tidewater Area	1.1	18.7%
HbB	Hambrook sandy loam, 2 to 5 percent slopes	2.3	39.5%
MuA	Mullica-Berryland complex, 0 to 2 percent slopes	0.4	7.5%
OtA	Othello silt loams, 0 to 2 percent slopes, Northern Tidewater Area	0.9	15.5%
WddA	Woodstown sandy loam, 0 to 2 percent slopes, Northern Tidewater Area	1.0	17.8%
Za	Zekiah sandy loam, frequently flooded	0.1	1.0%
<b>Totals for Area of Interest</b>		<b>5.8</b>	<b>100.0%</b>



INSTRUMENT OF DECLARATION ENCUMBERING AND AFFECTING PROPERTY  
DECLARATION OF CONSOLIDATION

This Declaration of Consolidation made this 5th day of FEBRUARY  
2008, by PIN OAK PROPERTIES, LLC  
mail 10135 Pine Oak Lane, Prince Georges, Berlin MD 21811 hereinafter  
called Declarant.

WHEREAS, Declarant is the owner of lots 3 and 4 Shown on a plat entitled  
DOUGLYNNE WOODS, SECTION 1, recorded among the Land  
Records of Worcester County, Maryland in Plat Book LIBER WCL 1377, Folio 294 & 296 Deed  
Reference(s) \_\_\_\_\_ and \_\_\_\_\_;  
and M20P290 L3 & 4

WHEREAS, Declarant desires, pursuant to Section ZS 2-115 of the Zoning and Subdivision  
Control Article, Code of Public Local Laws of Worcester County, Maryland to consolidate the lots  
into one lot for all purposes by eliminating the interior lot line or lines dividing the lots.

NOW THEREFORE, this Declaration of Consolidation witnesseth:

That for good and valuable, but not taxable consideration, the receipt of sufficiency of which  
is hereby acknowledged, Declarant does hereby agree and declare that interior lot lines between the  
aforesaid lots numbered 3 and 4 on the plat entitled DOUGLYNNE WOODS  
Section 1 are hereby eliminated and that such lots shall hereafter  
be subdivided and platted as one lot for all legal purposes and shall be redesigned as Lot 3.

The former lots are hereby burdened with a covenant and encumbrance benefiting the  
County Commissioners of Worcester County, that they shall not be conveyed or encumbered  
separately without legally required subdivision approval.

Declarant hereby warrants and guaranteed that all lienholders on the property have signed  
this Declaration signifying their consent and that they are the only lienholders having liens against  
either of said lots and such lienholders join herein for the purpose of subordinating their  
resubdivision of such parcels.

2008 MAY 21 P 2:31

AS WITNESS WHEREOF, the parties have set their hands and seals all as of the day and  
year first written above.

**FILED**  
STEPHEN W. HALES  
CLK. CT. CT.  
WOR. CO

WORCESTER COUNTY CIRCUIT COURT (Land Records) SVH 5108, P. 0421, MSA\_CE3\_1\_5282, Date available 05/27/2008, Printed 05/30/2023.  
return to DRP

WORCESTER COUNTY CIRCUIT COURT (Land Records) SV# 5108, p. 0422, MSA CE31\_5282, Date available 06/27/2008, Printed 05/30/2023.

WITNESS AS TO DECLARANT(S)

Kelly [Signature]

Paul Sems (SEAL)

PAUL SEMS (MEMBER) (SEAL)  
DECLARANT(S)

WITNESS AS TO LIENHOLDER(S)

Kelly [Signature]

[Signature] (SEAL)  
JOHN F. JARVIS, JR. (SEAL)  
LIENHOLDER(S)/TRUSTEE(S)

ACKNOWLEDGMENT - INDIVIDUAL(S)/DECLARANT(S)

State of \_\_\_\_\_  
County of \_\_\_\_\_

TAXES FOR WHICH ASSESSMENTS  
HAVE BEEN RECEIVED HAVE BEEN  
PAID AS OF THIS DATE. 5/30/08  
Worcester County Finance Officer  
By: [Signature]  
EXCISE PERSONAL

IMP FD SURE \$ 20.00  
RECORDING FEE 20.00  
TOTAL 40.00  
Rec'd H/DGI Rcpt # 78537  
SV# 5347 - 31k # 2008  
May 21, 2008 02:36 PM

On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_  
Declarant(s), known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.



Kelly [Signature]  
Commission Expires - July 1, 2010

ACKNOWLEDGMENT - CORPORATION(S)

State of MARYLAND  
County of Worcester

Title of Officer \_\_\_\_\_



On this 5TH day of FEBRUARY, 2008, before me, the undersigned officer, personally appeared PAUL SEMS who acknowledged himself to be the MEMBER of \_\_\_\_\_  
SEMS MEMORIAL, INC. a corporation, and that as such \_\_\_\_\_ being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as PAUL SEMS

In witness whereof I hereunto set my hand and official seal.

Paul Sems  
MEMBER OF LLC  
Title of Officer

Revised 1/2/02



ACKNOWLEDGMENT-LIENHOLDER(S)/TRUSTEE(S)

State of Maryland  
County of Worcester

On this 5<sup>th</sup> day of February, 2008, before me, the undersigned officer, personally appeared JOHN J. JAMES, known to me (or satisfactorily proven) to be the person described in the foregoing instrument, and acknowledged that he/she/they executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.



Kelley F. James  
My Commission Expires 7/1/10

John F. James  
JOHN F. JAMES  
Title of Officer

Approved for the purposes of lot consolidation pursuant to Section ZS 2-115 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County by the Department of Development Review and Permitting for the Worcester County Commissioners. To the extent required, this Declaration shall be considered a resubdivision plat.

Richard E. Wells  
Richard E. Wells Robert J. Mitchell  
Environmental Programs Administrator  
Director

5/20/08  
Date

RECEIVED FOR TRANSFER  
State Department of  
Assessments & Taxation  
for Worcester County

5/20/08 <sup>Stamp Progressed</sup>  
By \_\_\_\_\_ Date \_\_\_\_\_  
Receipt of Ende only

MAY 21 2008 The foregoing instrument  
filed for record and is accordingly recorded  
among the land records of Worcester County,  
Maryland.  
Allyson V. Galan Clerk

WORCESTER COUNTY CIRCUIT COURT (Land Records) SVH 5108, p. 0423, MSA\_CE31\_5282, Date available 05/27/2008. Printed 05/30/2023.



Worcester County Department of Environmental Programs  
 Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863  
 Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

**To:** Matt Laick, Deputy Director, DDRP

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

**Subject:** **EP Staff Comments on Rezoning Case No. 442**  
 Worcester County Tax Map 20, Parcel 290, Lots 3, 5, 6  
 Reclassify approximately 5.5 Acres of C-1 Neighborhood Commercial District to  
 C-2 General Commercial District

**Date:** 7/21/23

This response to your request for comments is prepared for the map amendment application associated with the above referenced property. The Worcester County *Zoning and Subdivision Control Article*, Section §ZS 1-113(c)(3), states that the applicant must affirmatively demonstrate that there has been a substantial change in the character of the neighborhood since the last zoning of the property or that a mistake has been made in the existing zoning classification. The application argues that there was a mistake in the last Comprehensive Rezoning that was approved by the County Commissioners on November 3, 2009. The Code requires that the Commissioners find that the proposed “change in zoning” would be more desirable in terms of the objectives of the *Comprehensive Plan*.

The Department of Environmental Programs has the following comments:

1. This property has an Agricultural land use designation in the Land Use Map in the Worcester County Comprehensive Plan (*Comprehensive Plan*), as do properties to the west and south. This district is reserved for farming, forestry, and related industries with minimal residential and other compatible uses permitted. It is expected that residential and other conflicting land uses although permitted, are discouraged within this district. The surrounding zoning and land uses for the most part have corresponded with their land use designations in the *Comprehensive Plan*.
2. The existing properties are not connected to public sewer and/or water at this time. The subject properties have a designation for a Sewer Service Planning Category of S-6/W-6 (No planned service) in the *Master Water and Sewerage Plan*. Our well and septic records indicate a septic tank served the existing contracting building with a corresponding potable well. There are no plans we are aware of that would provide these properties with public water and sewer services.
3. This proposed rezoning is located outside of the Atlantic Coastal Bays Critical Area (ACBCA) and Chesapeake Bay Critical Area (CBCA); therefore, is subject to the Forest Conservation Law. The parcel included in the proposed rezoning has an approved Forest Stand Delineation as of March 2023. A change from the C-1 (Neighborhood District) to C-2 (General Commercial District) will not change the afforestation/reforestation thresholds when/if the property is further developed to the point that compliance with the Forest Conservation law is required. The property has obtained a FSD (Forest Stand Delineation) approval and is working on their FCP (Forest Conservation Plan).

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

**From:** Aws Ezzat <[AEzzat@mdot.maryland.gov](mailto:AEzzat@mdot.maryland.gov)>  
**Sent:** Tuesday, June 20, 2023 2:14 PM  
**To:** April Mariner <[amariner@co.worcester.md.us](mailto:amariner@co.worcester.md.us)>  
**Subject:** Re: Rezoning Case #442

Hello April,

After a review of Rezoning Case #442, MDOT SHA has no objection to the rezoning as proposed. If this parcel is proposed to be developed in the future, the proposed development will require review and approval from District 1 Access Management and need to obtain permitting, as necessary.

As reflected in our aforementioned comments, MDOT SHA has no objections to the proposed rezoning as determined by Worcester County. I would highly appreciate if you can copy/inform me in the future for any rezoning submissions.

Thank you,



**Aws Ezzat, P.E.**

**Regional Engineer, Access Management**

District 1

660 West Road

Salisbury, MD 21801

[AEzzat@mdot.maryland.gov](mailto:AEzzat@mdot.maryland.gov)

(410) 677-4048 (office)

MEMORANDUM

TO: Robert Mitchell, Director, Worcester County Environmental Programs  
 Billy Birch, Director, Worcester County Emergency Services  
 Matthew Crisafulli, Sheriff, Worcester County Sheriff’s Office  
 Dallas Baker, P.E., Director, Worcester County Public Works Department  
 Chris Classing, P.E., Deputy Director, Worcester County Public Works Department  
 Kevin Lynch, Roads Superintendent, Worcester County Public Works Department  
 Matt Owens, Fire Marshal, Worcester County Fire Marshal’s Office  
 Melanie Pursel, Director of Tourism & Economic Development  
 Louis H. Taylor, Superintendent, Worcester County Board of Education  
 Aws Ezzat, Regional Engineer, Access Management, Maryland State Highway Administration  
 Daniel Wilson, Assistant District Engineer - Traffic, Maryland State Highway Administration  
 Lt. Earl W. Starner, Commander, Barracks V, Maryland State Police  
 Rebecca L. Jones, Health Officer, Worcester County Health Department  
 Will Dyer, Executive Secretary, Maryland Forest Service  
 Garth McCabe, District Conservationist, Worcester County NRCS  
 Steve Grunewald, Chief, Ocean Pines Fire Department  
 Robert Rhode, Chief, Berlin Fire Department

FROM: Matthew Laick, Deputy Director

DATE: June 13, 2023

RE: Rezoning Case No. 442 – Pin Oak Properties LLC, Property Owners and Hugh Cropper, IV,  
 Attorney – 10135 PIN OAK DR., Berlin, MD (located on the east side of US Route 113  
 approximately 2,600 feet north of US 50)

\*\*\*\*\*

This application seeks to rezone approximately 5.5 acres of land shown on Tax Map 20, Parcel 290, Lots 3,5 & 6 from C-1 Neighborhood Commercial District to C-2 General Commercial District.

For your reference I have attached a copy of the rezoning application package, location and zoning maps showing the property requested to be rezoned.

The applicant is alleging a **mistake was made during the 2009 Comprehensive Rezoning** as the justification for the proposed rezoning from C-1 Neighborhood Commercial District to C-2 General Commercial District. The Planning Commission must consider if: There was a mistake made in assigning the property a C-1 District zoning classification in 2009 at the time of the last Comprehensive Rezoning.

**By Friday, July 21, 2023**, the Planning Commission is requesting any comments, thoughts or insights that you or your designee might offer with regard to past and present conditions in the delineated neighborhood, as well as the effect that this application and potential subsequent development of the site under the proposed zoning classification may have on plans, facilities, or services for which your agency is responsible. Your response is requested even if you determine that the proposed rezoning will have no effect on your agency, that the application is compatible with your agency's plans, and that your agency has or will have adequate facilities and resources to serve the property and its potential land uses. ***If no comments are received, we will document such and assume that you have no objection to the Planning Commission stating this information in its report to the Worcester County Commissioners.***

### **General Zoning Information:**

**The purpose and intent of the C-1 Neighborhood Commercial District** is provide for convenient commercial areas strategically based to serve the day-to-day shopping and service needs of the local neighborhood. Designed to serve populations of one thousand or more within an approximate five- to ten-minute travel time, this district shall be limited to small-scale commercial operations of far less intensity than those provided for in the C-2 General Commercial District and C-3 Highway Commercial District. For a complete list, please use the following link: <https://ecode360.com/14019654>

**The purpose and intent of the C-2 General Commercial District** is to provide for more intense commercial development serving populations of three thousand or more within an approximate ten- to twenty-minute travel time. These commercial centers generally have higher parking demand and greater visibility. Consequently, design standards and careful attention to signage, landscaping, perimeter buffers, site layout and architectural design are imperative. Commercial structures and uses must be compatible with the community and the County's character. Strip commercial forms of development are strongly discouraged. For a complete list, please use the following link: <https://ecode360.com/14019708>

If you have any questions or require further information, please do not hesitate to reach me by phone at (410) 632-1200, ext. 1613 or via email at [mLaick@co.worcester.md.us](mailto:mLaick@co.worcester.md.us). On behalf of the Planning Commission, thank you for your attention to this matter.

Attachments



TO: *The Salisbury Daily Times and The Ocean City Today Group*  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: September 26, 2023  
SUBJECT: Public Hearing Snow Solar

.....  
Please publish the notice below in *The Salisbury Daily Times* and *Ocean City Digest/Ocean City Today* on October 12, 2023 and October 19, 2023.

NOTICE OF  
PUBLIC HEARING  
FOR  
UTILITY SCALE SOLAR ENERGY SYSTEM  
IN WORCESTER COUNTY, MARYLAND

SNOW SOLAR PROJECT  
NORTHWEST SIDE OF TIMMONS ROAD  
EAST OF US ROUTE 113

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, an application has been filed by Chaberton Solar Snow, LLC on the lands of Charles Waite, III, for a utility scale solar energy system Step I Concept Plan approval on property located on the northwest side of Timmons Road, east of US Route 113, designated on Tax Map 56 as Parcel 10 in the Second Tax District of Worcester County, Maryland. The proposed project is anticipated to produce approximately 7.54 megawatts (DC) output on 28.9 acres of the 103.82 acre property. The Planning Commission has given a favorable recommendation to the Step I application.

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**  
on  
**TUESDAY, NOVEMBER 7, 2023**  
**AT 10:35 a.m.**  
IN THE COUNTY COMMISSIONERS' MEETING ROOM  
WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

At said public hearing, the County Commissioners will consider the utility scale solar energy system and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of the building, construction, landscaping or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.



## ITEM 23

A map of the proposed area, the staff file on the utility scale solar energy system application and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS



**APPROVED**

WSY 09/19/23

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: September 11, 2023  
RE: Request to Schedule Public Hearing – Snow Solar Project

.....

I am requesting that the Worcester County Commissioners schedule the required public hearing associated with a Step I Concept Plan for a utility scale solar energy system identified as the Snow Solar Project. A draft public hearing notice is attached.

The application was submitted by Chaberton Solar Snow, LLC on the lands of Charles Waite, III, seeking approval for a Step I Concept Plan on property located on the northwesterly side of Timmons Road, east of Worcester Highway (US Route 113). The property is shown on Worcester County Tax Map 56 as Parcel 10. The proposed utility scale solar energy system consists of approximately 7.54-megawatt (DC) output on 28.9 acres.

This project was reviewed by the Planning Commission at their meeting on Thursday, August 3, 2023 and given a favorable recommendation. Kristen Tremblay, AICP, Zoning Administrator, has prepared the attached written findings of fact and recommendation. Please advise our department at your earliest convenience as to the public hearing date so that we can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Attachment

cc: Kristen Tremblay, Zoning Administrator  
Matthew Laick, Deputy Director  
Roscoe Leslie, County Attorney

**NOTICE OF  
PUBLIC HEARING  
FOR  
UTILITY SCALE SOLAR ENERGY SYSTEM  
IN WORCESTER COUNTY, MARYLAND**

**SNOW SOLAR PROJECT  
NORTHWEST SIDE OF TIMMONS ROAD  
EAST OF US ROUTE 113**

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, an application has been filed by Chaberton Solar Snow, LLC on the lands of Charles Waite, III, for a utility scale solar energy system Step I Concept Plan approval on property located on the northwest side of Timmons Road, east of US Route 113, designated on Tax Map 56 as Parcel 10 in the Second Tax District of Worcester County, Maryland. The proposed project is anticipated to produce approximately 7.54 megawatts (DC) output on 28.9 acres of the this 103.82 acre property. The Planning Commission has given a favorable recommendation to the Step I application.

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**  
on  
**TUESDAY,**  
**AT**  
**IN THE COUNTY COMMISSIONERS' MEETING ROOM**  
**WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101**  
**ONE WEST MARKET STREET**  
**SNOW HILL, MARYLAND 21863**

At said public hearing, the County Commissioners will consider the utility scale solar energy system and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of the building, construction, landscaping or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the utility scale solar energy system application and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at [www.co.worcester.md.us](http://www.co.worcester.md.us).

**THE WORCESTER COUNTY COMMISSIONERS**

**WORCESTER COUNTY**  
**PLANNING COMMISSION**

**FINDINGS OF FACT**

**AND**

**RECOMMENDATION**

**SNOW SOLAR (WAITE) PROJECT**

**STEP I**

**August 25, 2023**

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	b,	The Technical Review Committee Report, including the comments of Individual Committee members, the Applicant's written narrative, and §ZS 1-344	

**I. GENERAL INFORMATION:**

**Date of Planning Commission Review:** August 3, 2023

**Date of TRC Review:** July 12, 2023

**Approval requested:** Step I Concept Plan Approval – Utility Solar Energy System (Snow Solar)

**Project Description:** Proposed construction of a four (4) Megawatt (AC) solar photovoltaic power generation facility.

**Location:** 6217 Timmons Road, Snow Hill, Tax Map 56, Parcel 10, Tax District 2.

**Applicant:** Chaberton Snow Solar (Chaberton)  
1700 Rockville Pike, Suite 305  
Rockville, MD 20852

**Consultant:** ARM Group, LLC  
1129 West Governor Road  
Hershey, PA 17033

**Owner:** Charles Waite, III  
6217 Timmons Road  
Snow Hill, MD 21863

**Existing Conditions:** The subject parcel consists of 103.82 acres of land and is currently maintained under agricultural production with several agricultural outbuildings and a residence located near the center of the property.

**Proposed Project:** According to the Step I concept plan narrative submitted by the applicant, the proposed solar facility will consist of four (4) megawatts (MW) AC (or the approximate equivalent of two (2) MW direct current (DC)) located on a parcel consisting of approximately 103.82 acres. The property is subject to the Forest Conservation Law; the applicants are proposing to retain 5.77 acres of land in conservation as shown on Sheet #5 of the site plan.

Utility scale solar energy facilities are permitted by right in the ‘A-1’ Agricultural Zoning District subject to County Commissioner review and approval under a two-step process. The County Commissioners may determine the applicable setbacks for the project, which are currently proposed at 50’ from perimeter property lines with a proposed landscape buffer on all sides of the project, either in the form of existing vegetation or evergreen landscaping in one (1)



six (6) foot-wide row of Arborvitae or ‘approved equivalent.’ An additional row of landscaping is proposed in the areas where the facility would be seen from the adjacent residence to the north. ‘Wildlife’ fencing is proposed at a height of seven (7) feet tall and will have one (1) double swing access gate.

## II. FINDINGS AND RECOMMENDATIONS OF THE PLANNING COMMISSION:

1. **A sketch plan at a readable scale with contours shown at two-foot intervals, all existing and man-made features, existing zoning, a vicinity map, flood zone designation, and the boundary of the Chesapeake or Atlantic Coastal Bays Critical Area and designation if applicable.**

The property is currently zoned A-1 Agricultural District and is not located in a flood zone as illustrated on sheet #2. The property is located approximately 3,200 feet east of Timmons Road and approximately 1000 feet south of Worcester Highway and is currently improved with a single-family dwelling and various residential and agricultural outbuildings. The applicant has also provided a sketch plan that identifies the existing site features, including elevation contours. Existing agricultural ditches are shown on the plan, as well as all existing structures which are part of the farm building group and the principal residence. Approximately 74.66 acres of the 103.82 acres of the property will remain in agricultural production. This property is not located within the Chesapeake or Atlantic Coastal Bays Critical Area and is therefore subject to the Forest Conservation Law.

2. **A preliminary designation of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, and a forest stand delineation showing any existing significant trees.**

The topography of the site is generally flat and there are several unnamed intermittent streams dissecting the southeastern portion of the parcel (to unnamed tributaries for Campground Branch). A setback of a minimum of 50 feet from the stream is proposed. No agricultural ditches are proposed be impacted by this project within the project area.

An aquatic resource investigation and Forest Stand Delineation were conducted by ARM Group LLC on May 10, 2023. The applicants claim in the Environmental Review Document that the site does not contain significant environmental or cultural resource impacts and that there are no existing forested areas on or near the proposed limits of development. Further, they state that the property contains several unnamed intermittent streams which are unnamed tributaries to Campground Branch. The site does not contain a Tier II waterbody or catchment area.

According to the applicants, communications with the Maryland Department of Natural Resources included that there are no state or federal records for rare, threatened or endangered species at the site. There is a notation however on Sheet #5 that states the following: “The United States Fish and Wildlife Service information for planning and consultation generated on June 2, 2023 revealing there are no federal records for threatened or endangered species at the project side and there are no specific requirements pertaining to protective measures. Critical Habitat is not present. However the Monarch butterfly, a candidate species, was identified and measures for conservation of species should be considered.” It is recommended that this be accounted for during the site plan review step. The applicants are proposing meadow-type grasses which may provide suitable habitat for Monarchs. Communications with the Maryland Historical Trust also indicated that there are no historic properties in the area of potential effect.

The Environmental Review Document also states that a review of the U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory Maps was conducted. Wetlands on the site have been identified, the constraints map has avoided these areas for solar design and appropriate setbacks and buffers have been located. Based on the preliminary site plan and the proposed array layout, these features will be avoided and not disturbed, and delineated wetlands were buffered a minimum of twenty-five feet. Further, the applicants state in the Environmental Review Document that the USFWS also found that there are no critical habitats within the project area.

A combined forest stand delineation and preliminary/final forest conservation plan has been submitted as seen on sheet #5 of the site plan package. Sheet #5 indicates that there were no forest stands or specimen trees present within the project area. Approval by Environmental Programs for Forest Conservation will be required prior to signature approval of the Step I and Step II plan.

- 3. A preliminary delineation of the area proposed to be disturbed by the construction of the solar energy system and a schematic plan generally identifying the existing and proposed drainage patterns for the site and potential stormwater management treatment measures.**

According to the narrative provided, the project site has been designed in accordance with Maryland Department of the Environment (MDE) Stormwater requirements and guidelines for water quality and quantity through Environmentally Sensitive Design (ESD) techniques and Best Management Practices (BMP's). The narrative further states: “Due to the proposed stormwater management, which includes utilization of infiltration berms, non-rooftop disconnection and replacing the existing agricultural, farm field land cover with native meadow cover, as well as the minimization of site grading and lack of alteration to existing

drainage patters, the required MDE stormwater requirements and ESD have been conservatively achieved.” Stormwater Management is reviewed by Environmental Programs and will need Stormwater Concept Plan approval prior to the Technical Review Committee as a major site plan review. Additionally, the Department of Environmental Programs states that “All projects over one acre shall be required to file for a General Permit/Notice of Intent (NOI) for construction activity through Maryland Department of Environment. This is mandated through the Environmental Protection Agency’s (EPA) National Pollutant Discharge Elimination System (NPDES). Any permits to be issued by Worcester County for disturbance that exceeds one acre will not be issued without NOI authorization being obtained prior to.”

The Fire Marshal in its Technical Review Committee (TRC) comments indicated that a ‘clear area of 10 feet around ground-mounted photovoltaic installations’ will need to be provided as well as ‘fencing, skirting or other suitable security barriers’ and that coordination with the Snow Hill Volunteer Fire Company regarding the ‘Knox Box’ will be required.

**4. A written narrative outlining the need and benefits of the proposed facility, the anticipated life of the facility, and proposed measures and financial sureties for decommissioning the facility at the end of its useful life.**

The applicants have provided narrative which states that “the project site provides an ideal location to accommodate a 4.0 MW AC solar energy system that will generate 9,994 MWh per year and will support approximately 1,000 households at 10,000 kWh per year and displace 7,807 tons of carbon dioxide (CO<sub>2</sub>) emissions. By increasing the share of renewable energy in Maryland’s energy mix, the project aligns with the State’s goal of reaching 50% renewable energy by the year 2030. Additionally, the tax revenue yield for a project of this size any type will also support critical County and State tax funded programs that are often in desperate need of additional resources. The anticipated useful life of the facility is a minimum of 25 years, which is consistent with the primary components, solar modules, and racking systems of the solar energy system.” It is anticipated by the applicants that the facility has an estimated useful life of at least 30 years with an opportunity for extension depending on equipment replacements or refurbishments.

The applicant has provided a draft decommissioning plan which is attached. In general, the applicants are proposing to recycle all materials and components that are capable of such, and the remainder will be transported to a landfill. According to the narrative, “decommissioning costs will be secured via a decommissioning bond payable to Worcester County to ensure that decommissioning costs are not borne by the County and or State of Maryland at the end of the useful life of the project. The performance and financial assurance guarantees may be comprised of, but not limited to, one or more of the following: a corporate

guarantee, a surety bond, a suitable insurance policy or an irrevocable letter of credit. The financial guarantee will be in place prior to the commercial operation of the project.” A decommissioning cost estimate has also been provided. Estimates for decommissioning at todays rates of salvage is listed as \$355,405 and provides a modest inflation value after 20 years of operation in which it is estimated that the cost of decommissioning would be \$582,372.

5. **An operations and maintenance plan which includes measures to limit unauthorized access to the facility and minimize environmental impacts from cleaning and maintaining the facility, general operational parameters, and emergency operations and shutdown procedures.**

An ‘Operations and Maintenance Plan’ has been provided with submission materials and is attached. According to the plan, there are ‘minimal moving parts’ and thus ‘maintenance requirements are limited.’

Access to the site is via a proposed entrance at the corner of Blake Road and Timmons Road. The County Roads Division is responsible for the review and approval of this entrance and will need to be added to plans prior to site plan review.

The site plan states that a seven (7) foot tall wildlife (a.k.a. woven wire) fence with an access gate will be installed around the perimeter of the project to prevent unauthorized access. Cleaning or maintenance of the panels and landscaping will occur as needed. Remote, automated alarms will alert the system operators in the event of malfunction to be conducted by a ‘Supervisory Control and Data Acquisition’ (SCADA) system.

The narrative states that Chaberton Snow Solar will “develop and implement an Emergency Response Plan for the project.” Further, the narrative indicates that “all employees working on the project during operations will be trained in emergency and shutdown procedures. Signs will be clearly marked at the Project Site for emergency vehicle ingress and egress. Chaberton Solar Snow will facilitate training for emergency service providers related to the specific hazards of the Project and will maintain up-to-date contact information for emergency service providers.”

6. **A description of the type, size, amount, height and area occupied by the various components of the solar energy system and conceptual elevation drawings of any proposed buildings.**

According to the narrative provided, the project is comprised of approximately four (4) Megawatts (MW- AC) of single-axis tracking photovoltaic panels and will encompass approximately 28.9 acres of the total parcel (103.8 acres). The project will consist of approximately 12,825 solar modules on a solar tracking system, with associated solar module racking systems, 36 direct current (DC) to alternating current (AC) electrical inverters, two (2) medium step-up transformers and associated electrical equipment. The panels are expected to reach a total height of 13 feet above finished grade while at full tilt and between 6-8 feet in height at its neutral, flat, position. Medium voltage distribution lines are proposed to run to the South and West of the project to interconnect with the Delmarva power grid along Timmons Road.

Interconnection to the electric distribution grid will occur through Delmarva's existing 24.9 kV circuit located 2.6 miles from the utility's substation. The space between rows will be determined during final design, but at a minimum will be equal to or greater than the panels horizontal width in order to meet Maryland Department of the Environment Stormwater Guidelines according to the Environmental Review Document.

The project will be utilizing the existing access road (Blake Road with a right-of-way measuring 30 feet in width) running adjacent to the train tracks leading to the transformer equipment pads. Internal to the fence, a grassy open area will be maintained for infrequent maintenance access to the modules and inverters. The Environmental Review Document indicates that the site will be planted and maintained in low-cover grass in accordance with site plans and designs to be approved by the Soil Conservation District office and will 'mimic a meadow site in good condition under the post-development scenario.'

No permanent buildings after construction are proposed. Additional building permits will be required for any construction trailers.

**7. Where potable water and wastewater treatment is required, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.**

No potable water or wastewater treatment is required as part of this project.

**8. Such other information as the Technical Review Committee, Planning Commission or County Commissioners may reasonably require to fully evaluate the proposal.**

No additional information has been requested at this time that cannot be provided as part of the major site plan review stage with the Technical Review Committee and subsequent Planning Commission meeting. The Environmental Review Document required as part of the

State's Public Service Commission Certificate of Public Convenience and Necessity has been provided to the County which provides additional details regarding the project.

No lighting is proposed for the project except maintenance lights around the transformer and electrical equipment to be used only when maintenance is required.

### **Additional Comments:**

1. Please address any outstanding Technical Review Committee comments prior to major site plan submission including information on landscaping.

### **III. THE RECOMMENDATION OF THE PLANNING COMMISSION**

The Planning Commission finds that the area in which the subject property is located is within an agricultural zoning district, which allows for utility scale solar systems as a permitted use. Adequate setbacks have been proposed, as well as landscape screening of the perimeter property lines with an additional row of evergreen trees for an adjacent residence. Additionally, the proposed project as submitted complies with the regulations as set forth in §ZS 1-344 relative to utility scale solar systems. The Planning Commission concludes that there will be no adverse impacts on surrounding properties or County services as a result of the proposed development.

The Planning Commission also finds that if there are no substantive changes to the overall plans as a result of the Worcester County Commissioners approval of the Step I Concept Plan, then the favorable recommendation granted by the Planning Commission at the Step I level will also constitute a conditional Step II site plan approval.

Therefore, based upon its review, the Planning Commission favorably recommends that the request for establishment of the utility scale solar energy system project for Snow Solar be approved, subject to the additional comments provided by the Technical Review Committee.

### **IV. ATTACHMENTS**

1. Zoning Map.
2. The Technical Review Committee Report, including the comments of Individual Committee members, the applicant's written narrative, and §ZS 1-344 of the Zoning and Subdivision Control Article are attached.



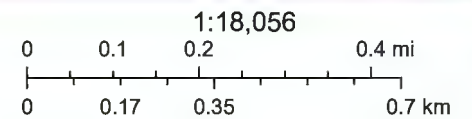
# Zoning Map - 6217 Timmons Road

ITEM 23



8/28/2023, 2:05:23 PM

- |                   |                          |                               |                          |
|-------------------|--------------------------|-------------------------------|--------------------------|
| Centerlines       | CA - Commercial Airport  | R1 - Rural Residential        | R4 - General Residential |
| Zoning            | RP - Resource Protection | R2 - Suburban Residential     | I1 - Light Industrial    |
| A1 - Agricultural | E1 - Estate              | R3 - Multi-family Residential | I2 - Heavy Industrial    |
| A2 - Agricultural |                          |                               |                          |



23 - 14

DRP ArcGIS Web Map

This map is intended for planning purposes only and not for regulatory application.



# ARM Group LLC

Engineers and Scientists

June 16, 2023

Technical Review Committee  
Worcester County  
1 W. Market Street, Rm. 1201  
Snow Hill, MD 21863

Re: Concept Plan Submission  
Snow 4.0 MW AC Solar Project  
Worcester County, MD  
ARM Project No. 23010393

Dear Technical Review Committee:

On behalf of Chaberton Solar Snow LLC (Chaberton), ARM Group LLC (ARM) is hereby submitting this concept plan submission package to the Technical Review Committee (TRC), Planning Commission and County Commissioners of Worcester County, Maryland for review and concept plan approval.

The proposed Snow 4.0 MW AC Solar Project consists of the development of a utility scale solar energy system located at 6217 Timmons Road, Snow Hill, MD.

In accordance with the TRC concept plan submittal requirements and correspondence with Worcester County on 6/15/23, ARM is hereby submitting ten (10) hard copies of the following documents for review and approval:

- Concept Plan Application
- Stormwater Management Concept Plan Checklist
- Project Narrative
  - Decommissioning Plan
  - Operations and Maintenance (O&M) Plan
- Concept Plan Set, dated 6/16/2023 (attached separately)

Per correspondence with Worcester County, a check was not required at the time of the concept plan submission and the fee amount will be determined following submission and review of the application package.

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1129 West Governor Road, P.O. Box 797, Hershey, PA 17033-0797

Your timely review and consideration of this submittal will be appreciated, and we look forward to your expedited approval. If you have any questions or comments, or require any additional information to support, clarify, or simplify your review, please do not hesitate to contact me via email at [areese@armgroup.net](mailto:areese@armgroup.net) or phone at (717) 508-0574.

Sincerely,

ARM Group LLC



Andrew J. Reese  
Renewable Energy Practice Area Leader

cc: Chaberton

A R M G r o u p L L C



Worcester County, Maryland  
One West Market Street  
Room 1201, Government Center  
Snow Hill, MD 21863-1070  
(410) 632-1200



OFFICE USE ONLY:

Date Filed: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**APPLICATION TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE,  
AND/OR PLANNING COMMISSION**

**APPLICATION BEING MADE FOR:**

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Waiver        | <input checked="" type="checkbox"/> Sketch Plan |
| <input type="checkbox"/> Minor Site Plan/ Subdivision | <input type="checkbox"/> Preliminary Plat       |
| <input type="checkbox"/> Major Site Plan              | <input type="checkbox"/> Construction Plans     |
| <input type="checkbox"/> Site Plan Revision           | <input type="checkbox"/> Final Plat             |


**TO THE DEPARTMENT – DRP, TECHNICAL REVIEW COMMITTEE, AND/OR  
PLANNING COMMISSION:**

A request is hereby made for: TRC, Planning Commission, County Commissioners of Worcester County, Maryland, for review and concept plan approval as outlined in the requirements of utility scale solar energy system under Ordinance Subsection ZS 1-344(d)(3)A.

**LOCATION OF PROPERTY:**

Tax Map: 0056 Parcel: 0010 Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: 6217 Timmons Road Snow Hill, MD 21863


**PROPERTY OWNER INFORMATION:**

Owner's Name: Charles Waite III Telephone: (207) 251-0769  
Address: 6217 Timmons Road Snow Hill, MD 21863  
Signature:  Email: bdnf@verizon.net

**APPLICANT INFORMATION:**

Applicant's Name: Chaberton Solar Snow LLC Telephone: (443) 914-4100  
Address: 1700 Rockville Pike, Suite 305, Rockville, MD 20852  
Email: mike.doniger@chaberton.com

**ENGINEER, SURVEYOR, OR LAND PLANNER INFORMATION:**

Company Name: ARM Group LLC Telephone: (717) 508-0574  
Address: 1129 W Governor Road Hershey, PA 17033  
Contact Person & Email: Andrew Reese - areese@armgroup.net  
Signature: 

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person & Email: \_\_\_\_\_  
Signature: \_\_\_\_\_







# Concept Plan Application - TRC\_signed 6-15-23

Final Audit Report

2023-06-15

Created:	2023-06-15
By:	Natalie Castro (natalie.castro@chaberton.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG8JoMAQzqX4YPH3cFrGGvQ3zD8ymq5Cx

## "Concept Plan Application - TRC\_signed 6-15-23" History

-  Document created by Natalie Castro (natalie.castro@chaberton.com)  
2023-06-15 - 11:25:53 PM GMT
-  Document emailed to bdnf@verizon.net for signature  
2023-06-15 - 11:28:15 PM GMT
-  Email viewed by bdnf@verizon.net  
2023-06-15 - 11:33:01 PM GMT
-  Signer bdnf@verizon.net entered name at signing as Charles L. Waite, III  
2023-06-15 - 11:36:20 PM GMT
-  Document e-signed by Charles L. Waite, III (bdnf@verizon.net)  
Signature Date: 2023-06-15 - 11:36:22 PM GMT - Time Source: server
-  Agreement completed.  
2023-06-15 - 11:36:22 PM GMT

Map 0056 Lot \_\_\_\_\_  
 Parcel 0010 LOD \_\_\_\_\_ Bond \_\_\_\_\_



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

**Worcester County**

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

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

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

**REQUIREMENTS FOR STORMWATER MANAGEMENT CONCEPT PLAN**

Project Title Snow 4.0 MW AC Solar Project Review Date 06/16/2023

- \* 1. Check based on the Total Area of Disturbance/Stormwater Design Area  
 (*Submission will not be accepted without payment of fees at time of submittal*)
- X 2. Narrative that supports the concept plan and describes how ESD will be implemented to the MEP
- X 3. Project Data – Tax map, Parcel and Lot, Street and Development
- X 4. Location Map/Appropriate Scale/North Arrow/Legend
- X 5. DNR Forest Conservation Plan or Statement
- X 6. Location and Description of Property Line, Monuments and Onsite Benchmarks
- X 7. Existing Vegetation and Names and Existing Natural Features
- X 8. All Wetlands, Wetlands buffers, 100 Year Flood Plain or Disclaimer and Natural Drainage Patterns
- X 9. Topography Existing and Proposed, includes F.F. elevations
- X 10. Surface area to be Graded/Disturbed
- X 11. Limits of Disturbance Areas to be Protected
- X 12. Location and Description of all Utilities Existing and Proposed i.e. Water/Well, Sewer/Septic, Telephone, Gas, Electric, Cable and Stormwater, etc.
- X 13. Location and Description of Soils according to USDA/NRCS Soil Survey/Worcester County
- X 14. Name, Address and Telephone Number of Landowner, Applicant and Developer
- X 15. Limits and Descriptions of all Easements and Right of Ways Existing/Proposed
- X 16. Critical Area Limits, Designations and Buffers or Disclaimer
- X 17. Building Setback Lines
- X 18. Preliminary estimates of Stormwater Management Requirements; The selection and location of ESD Practices to be used and the location of all points of discharge from the site.
- X 19. The anticipated location of all proposed impervious areas, buildings, roadways, parking, sidewalks, and other site improvements
- \*\* 20. Plan shall be signed, dated and sealed by a Professional Engineer

\* Per correspondence with Worcester County on 6/15/23, a check was not required at time of submission as the reviewer will determine the fee amount following submission and review of the Concept Plan application.

\*\* Maryland Professional Engineer will sign, date and seal following Concept Plan approval and Master Site Plan submission.

*Citizens and Government Working Together*





# ARM Group LLC

Engineers and Scientists

On behalf of Chaberton Solar Snow LLC (Applicant), ARM Group LLC is hereby submitting this narrative to the Technical Review Committee, Planning Commission and County Commissioners of Worcester County, Maryland, for review and concept plan approval and to outline the requirements of utility scale solar energy system under Ordinance Subsection ZS 1-344(d)(3)A.

The Applicant proposes to develop a 4.0 MW AC, utility scale solar energy system located at 6217 Timmons Road, Snow Hill, MD.

The following paragraphs outline the above referenced Ordinance Subsection in standard text followed by the Applicant's responses in **bold**.

- A. Step I concept plan approval. In this step the applicant shall submit adequate plans and documents to sufficiently address the required elements of review by the Technical Review Committee, Planning Commission and County Commissioners. This submission shall constitute the application for a utility scale solar energy system.

**The Applicant has submitted Concept Site Development Plans.**

1. The concept plan shall include at a minimum the following:

- (i) A sketch plan at a readable scale with contours shown at two-foot intervals, all existing and man-made features, existing zoning, a vicinity map, flood zone designation, and the boundary of the Chesapeake or Atlantic Coastal Bays Critical Area and designation if applicable.

**Concept Plan Sheets 1-3 and 5 include this information.**

- (ii) A preliminary designation of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, and a forest stand delineation showing any existing significant trees.

**An aquatic resource investigation and forest stand delineation were conducted by ARM Group LLC on May 10, 2023, and the results are shown on Sheets 2-3 and 5.**

- (iii) A preliminary delineation of the area proposed to be disturbed by the construction of the solar energy system and a schematic plan generally

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1129 West Governor Road, P.O. Box 797, Hershey, PA 17033-0797

identifying the existing and proposed drainage patterns for the site and potential stormwater management treatment measures.

**The project site has been designed in accordance with Maryland Department of the Environment (MDE) stormwater requirements and guidelines for water quality and quantity through Environmentally Sensitive Design (ESD) techniques and Best Management Practices (BMPs) are included in the 2000 Maryland Stormwater Design Manual, Volumes I and II (2000) with Supplement No. 1 and Technical Memo #8 dated March 30, 2018. Sheet 3 includes the preliminary, proposed stormwater management measures. Due to the proposed stormwater management, which includes utilization of infiltration berms, non-rooftop disconnection, and replacing the existing agricultural, farm field land cover with native meadow cover, as well as the minimization of site grading and lack of alteration to existing drainage patterns, the required MDE stormwater requirements and ESD have been conservatively achieved.**

- (iv) A written narrative outlining the need and benefits of the proposed facility, the anticipated life of the facility, and proposed measures and financial sureties for decommissioning the facility at the end of its useful life.

**The project site provides an ideal location to accommodate a 4.0 MW AC solar energy system that will generate 9,994 MWh/year and will support approximately 1,000 households at 10,000 kWh/year and displace 7,807 tons of carbon dioxide (CO<sub>2</sub>) emissions. By increasing the share of renewable energy in Maryland's energy mix, the project aligns with the State's goal of reaching 50% renewable energy by the year 2030. Additionally, the tax revenue yield for a project of this size and type will also support critical County and State tax-funded programs that are often in desperate need of additional resources.**

**The anticipated useful life of the facility is a minimum of 25 years, which is consistent with the primary components, solar modules and racking systems, of the solar energy system.**

**The Applicant will provide a draft of the facility Decommissioning Plan as an attachment in this submission, outlining the responsible party(ies), timeframes, and estimated costs for decommissioning, dismantling, and proper removal of all project facilities at the end of the useful life of the project, or when the project is otherwise abandoned. The Decommissioning Plan will be secured via a decommissioning bond payable to Worcester County to ensure that decommissioning costs are not borne by the County and/or State of Maryland at the end of the useful life of the project. The performance**



and financial assurance guarantees may be comprised of, but not limited to, one or more of the following: a corporate guarantee; a surety bond; a suitable insurance policy; or an irrevocable letter of credit. The financial guarantee will be in place prior to the commercial operation of the project. Based on this estimate, the amount of the financial assurance guarantee shall be adjusted to cover the revised estimate of decommissioning.

- (v) An operations and maintenance plan which includes measures to limit unauthorized access to the facility and minimize environmental impacts from cleaning and maintaining the facility, general operational parameters, and emergency operations and shutdown procedures.

**A draft O&M Plan is provided as an attachment in this submission.**

- (vi) A description of the type, size, amount, height and area occupied by the various components of the solar energy system and conceptual elevation drawings of any proposed buildings.

**Concept Plan Sheets 3-4 include this information.**

**The total generating capacity for the project is anticipated to be a nominal 4,000 kW AC. Interconnection to the electric distribution grid will occur through Delmarva's existing 24.9kV circuit located 2.6 miles from the utility's substation.**

**The project is anticipated to occupy approximately 29-acres of the property. The proposed project consists of a ground-mounted, single-axis tracking, solar PV array installation, interconnection, and construction of all associated site access. Stormwater management infrastructure, a minimum seven (7) foot tall fence around the perimeter to provide security and safety, landscape screening, mechanical and electrical equipment. Which includes but is not limited to the racking systems, power inverters, transformers, switchgear, and other equipment necessary to interconnect, and equipment pads to suit the solar facility.**

- (vii) Where potable water and wastewater treatment is required, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.

**This solar energy system is an unmanned facility and will not require water or sewerage facilities.**



- (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may reasonably require to fully evaluate the proposal.
2. The Technical Review Committee shall meet with the applicants to review the concept plan and written information. The Technical Review Committee may request additional information from the applicant, including studies or reports, and may require changes or make suggestions to the applicant with regard to the application and its conformance with other sections of the Zoning and Subdivision Control Article and other pertinent laws and programs. Subsequent to the meeting, the Technical Review Committee shall prepare a report to the Planning Commission of its findings and recommendations, a copy of which shall also be supplied to the applicant. The Technical Review Committee shall review the applicant's submission and present its report to the Planning Commission within ninety days of the applicant's submission of a complete application, unless extended by the Planning Commission.
  3. The Planning Commission shall then meet with the applicant to review the submission and the report of the Technical Review Committee. The Planning Commission shall produce findings with regard to the application's consistency with the Comprehensive Plan, the terms of the Zoning and Subdivision Control Article, and any other laws or programs that may apply to the application. The Planning Commission shall also make a recommendation to the County Commissioners as to approval or disapproval of the application which may address the items contained in the Technical Review Committee Report and other such areas as it may deem appropriate. The Planning Commission shall submit its report and recommendation within ninety days of its receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
  4. The County Commissioners shall consider the application and recommendation of the Planning Commission and hold a public hearing within ninety days of receipt of the Planning Commission's report and recommendation, unless extended by a majority vote of the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113 hereof. Notice of the public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application and the Technical Review Committee and Planning Commission reports and recommendations and shall, following the public hearing, approve or disapprove the application. The County Commissioners may require independent reports by consultants at the expense of the applicant prior to making a determination with regard to the application. Failure of the County Commissioners to reach a formal decision on the application within six months of the public hearing shall constitute a denial of the application. In granting an approval the County Commissioners may impose any



conditions they see fit in order to protect the health, safety and welfare of the adjoining property owners or public at large. Any conditions so established shall run with the land and shall be fully enforceable upon any subsequent owners, tenants or occupants of the property. Any approval by the County Commissioners must be unconditionally accepted by the applicant and property owner in writing within ninety days of approval by the County Commissioners. Failure to accept the approval and conditions shall be considered a rejection and abandonment of the approval by the applicant and therefore the approval shall be null and void and of no effect whatsoever.

- B. Step II master site plan approval. Upon completion of Step I the project shall be reviewed and processed as a major site plan in accordance with the provisions of § ZS 1-325 hereof.

**Ordinance Subsection ZS 1-344(d)(3)A.2-4 and 1-344(d)(3)A are noted.**

A R M G r o u p L L C



# Snow Solar Project Decommissioning Plan

Prepared By:  
Chaberton Solar Snow LLC

Prepared for:  
Worcester, Maryland

Date:  
June 16<sup>th</sup>, 2023

Property:  
Map Number: 0056  
Grid: 0014  
Parcel: 0010

**DRAFT**



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## Section 1: Introduction

Chaberton Solar Snow LLC ("Chaberton") will construct, own, and operate a project, approximately 4 megawatts alternating current (MWac) of total photovoltaic ("PV") capacity in the City of Snow Hill, Maryland. The Project is located on Tax Map Number 0056, Grid 0014, Parcel 0010 and consists of approximately 30 acres on a 103.8 acre parcel. The project will lease the property from the current owner for 20 years with an option to extend the lease for four (4) additional five (5) year periods, for a maximum operation term of forty (40) years.

Chaberton provides this draft Decommissioning Plan as part of our concept plan submission dated June 15<sup>th</sup>, 2023.

## Section 2: Project Background

The project is located approximately 3,200 ft east of Timmons Road and approximately 1,000 feet south of Worcester Highway in the city of Snow Hill, Maryland. The project will consist of approximately 12,825 solar modules, associated solar module racking system and foundations, 36 DC to AC electrical inverters, 2 medium voltage step-up transformers and associated electrical equipment and materials necessary to connect to the local power distribution system. Medium voltage distribution lines are proposed to run to the South and West of the project to interconnect with the Delmarva power grid along Timmons Road.

## Section 3: Existing Site Conditions

The project is zoned as Agriculture – A-1. The topography of the site is generally flat and a stream dissecting the southern eastern portion of the parcel. Adjacent land uses include residential homes, farm lands, and rail tracks dissecting Timmons Road running adjacent to Worcester Highway.

## Section 4: Description of Work to Construct Utility Scale Solar Facility

### 4.1 Major Activities

**Cable Trenching:** Trenching requirements for the electrical cables and telecommunication lines would consist of a trench up to approximately three feet deep and one to four feet wide. The trenches would be filled with base material above and below the conductors and communications lines to ensure adequate thermal conductivity and electrical insulating characteristics. The topsoil from trench excavation would be set aside before the trench is backfilled and would ultimately comprise the uppermost layer of the trench. Any excess material from the foundation and trench excavations is incorporated onsite and will not be exported.

**Foundations:** The solar modules will be installed on steel racking structures. The posts for the racking structures and DC to AC inverters will be driven approximately 6-8 feet into the ground using a post-driving machine. The medium voltage step-up transformers will be set on concrete pads which are typically 12-18 inches deep.

**Modules Racking System:** Galvanized beams and other structural members will be bolted to the foundation posts of the racking system. The solar modules are then mounted on these structural members.

**Medium Voltage Step-Up Transformers:** The medium voltage step-up transformers will be offloaded from delivery trucks and placed on concrete foundations. This equipment will be bolted to concrete foundations. The underground electrical and communication cables will be routed and connected to this equipment.

## 4.2 System Overview and Components

PV solar modules absorb sunlight and use silicone cells to generate electrical current. The PV Modules are mounted on a single axis tracker racking system which allows the modules to track the sun throughout the day. Components of the system include the following:

**4.2.1. Combiner Boxes:** Combiner boxes allow for the paralleling of multiple conductors/feeder inputs and allow for fewer outputs.

**4.2.2. Inverters:** Inverters are power conversion devices which transform direct current (DC) to alternating current (AC). There are 36 inverters planned. These are mounted on the same racking that supports the solar modules.

**4.2.3. Transformers, Recloser, Disconnect Switch:** Transformers are an apparatus for reducing or increasing the voltage of an alternating current. There are 2 medium voltage step-up transformers. The Recloser and Disconnect Switch are protection devices that allow the Project or Delmarva to isolate the projects from the wider distribution system.

**4.2.4. Underground Cables and Conduits:** Underground power (AC and DC) cables, communication and grounding cables will be either directly buried or placed in conduit. The cables will be rated in accordance with their application. The cables will be located in a conduit as per code when transitioning from below grade to above grade.

**4.2.5. Access and Internal Roads:** The project will be utilizing the existing access road running adjacent to the train tracks leading to the transformer equipment pads. Internal to the fence, a grass open area will be maintained for infrequent maintenance access to the modules and inverters.

**4.2.6. Buildings and Enclosures:** The Project will not contain any permanent occupied building structures once construction is complete and the plant is operating. The site may have storage containers used for storing spare parts and materials, but these will not be affixed to a foundation. Except for periodic maintenance, the site is unstaffed.

**4.2.7. Security Fencing:** To ensure security of the facility, the property will be fenced with seven-foot-high ag fencing. Access to the site will be controlled via locked access gates.

**4.2.8. Project Life:** The facility has an estimated useful life of at least 30 years with an opportunity for extension depending on equipment replacements or refurbishments.

**4.2.9. SCADA and Communications Equipment Enclosure:** Supervisory Control and Data Acquisition (SCADA) refers to the entire communication and control components. The SCADA equipment for the projects will be mounted inside of an enclosure in the vicinity of the transformers. The enclosure is affixed to a foundation or mounted on piles, depending on soil conditions. The SCADA system includes an internet router, server(s), a firewall, battery backup, and other hardware to monitor the solar farm.

## **Section 5: Decommissioning Process**

Decommissioning consists of the removal of above- and below-ground facility components, management of excess wastes and materials, and the restoration of ground surface irregularities and herbaceous vegetation. In the event that commercial operations cease for over twelve months, the project area is to be restored in a manner consistent with its condition prior to facility construction. Decommissioning activities are expected to take between 6 to 8 months. Removal of all equipment will be done in accordance with applicable regulations of the time.

### **5.1 Equipment Removal**

After the facility has been disconnected and isolated from the utility power grid and all electrical components have been disconnected within the facility, equipment will be dismantled and removed. Decommissioning will be undertaken by licensed subcontractors using similar techniques and equipment to those used in the construction of the Project.

The following describes the methods for dismantling and removal of various Project Components:

#### **PV arrays and associated equipment**

- Disconnect all wiring, cables, and electrical interconnections.
- Remove PV arrays from racks.
- Dismantle and remove all racks and extract all pile-drive support structures (see Equipment foundations).

#### **Generation Tie-Line cables**

- All aboveground and underground cables will be removed and transported off-site to an approved recycling facility or landfill.

#### **Equipment foundations**

- The pile-drive support structures for the solar arrays will have foundations that require removal. Other underground infrastructure that requires removal may include concrete protective electrical structures. Any foundation structures and below ground concrete will be fully removed from the ground and the affected area will be backfilled as necessary with native soil.

#### **Access roads**

- All aggregate and other underlying materials from the access driveway / road will be excavated.
- As necessary, all compacted areas will be disc-ed or tilled to restore soil densities consistent with the surrounding area.

- The access road area will be restored in a manner consistent with its condition prior to facility construction.

**Other components**

- Fences, gates, and guards will be removed.

**5.2 Site Restoration**

The portion of the site currently in use as agriculture will be returned to that use or stabilized with grasses common to the area if the future owner does not plan to return the site to agricultural crops.

**5.3 Managing Excess Materials and Waste**

A variety of excess materials and wastes will be generated during decommissioning. To the extent practicable, Chaberton will coordinate with manufacturers, contractors, waste firms, and other entities to maximize the reuse and/or recycling of materials. Those materials deemed reusable/recyclable will be transported offsite and managed at approved receiving facilities following all applicable federal, state, and county waste management regulations of the time.

All residual waste will be removed by a licensed contractor and transported to an approved landfill. No waste materials will remain on the site.

Decommissioned materials will include:

**5.3.1 PV Panels**

The Project will coordinate the collection and dispensation of the PV modules to minimize the potential for modules to be discarded prematurely. If there is no possibility for reuse, PV panels will either be returned to the manufacturer for appropriate recycling/disposal or will be transported to a recycling facility where the glass, metal and semiconductor will be recycled. Best management practices at the time of decommissioning shall be utilized.

**5.3.2 Racking and Supports**

All steel racks and pile-driven supports will be transported offsite and recycled at an approved recycling facility.

**5.3.3 Inverters and Transformers**

All metal components of the DC to AC inverters will be recycled at an approved recycling facility to the extent practical. Transformers will be transported off-site for reuse. If no reuse option is available, transformers will be recycled or disposed at an approved facility.

**5.3.4 Gravel and Aggregates**

Any used gravel or aggregates will be tested for contamination prior to removal. All uncontaminated materials will be transported offsite for salvage processing and then reused for

construction fill. In the unlikely event that the used gravel or aggregates are found to be contaminated, these will be disposed at an approved facility.

#### **5.3.5 Concrete**

All concrete, including all foundations, will be broken down and transported to an approved landfill or recycling facility.

#### **5.3.6 Cables and Wiring**

All copper and/or aluminum wiring and associated electronic equipment (e.g., isolation switches, fuses, metering) will be recycled to the extent practical. Any materials not deemed recyclable will be disposed of at an approved landfill.

#### **5.3.7 Fencing**

All fencing materials will be recycled at a metal recycling facility to the extent practical.

#### **5.3.8 Debris and Residual Waste**

Any remaining debris or residual waste will be collected, and all recyclable materials will be sorted. All sorted materials will be removed and sent to either an approved recycling or disposal facility.

### **5.4 Security for Removal of Solar Energy System**

Prior to issuance of a building permit, the project will provide a decommissioning letter of credit, bond, or such other security as approved by the City/County based on the requirements of the Site Plan Approval. The security provided will be enough to perform the necessary decommissioning obligations for the entire project site.

### **5.5 Abandonment**

If the Community Energy Generating Facility does not produce energy for a continuous period of one year or more, it will be presumed to have been abandoned. A Good Cause Exemption from Worcester County Planning Department may be requested, and may not be unreasonably withheld so long as all Real Estate and Personal Property Taxes are in good standing. If the facility is abandoned without obtaining a Good Cause Exemption in writing, it must be decommissioned and removed within 90 days.

### **5.6 Responsibility for Decommissioning**

Chaberton Solar Snow is responsible for decommissioning the Community Energy Generating Facility at the end of its useful life under normal business operations. If the facility is deemed to be abandoned by Worcester County and such designation is not disputed by Chaberton Energy Holdings Inc or its affiliates within 60 days of official notification in writing, the security shall be in place to defray the cost of decommissioning by Worcester County.



### 5.7 Summary of Decommissioning Cost Analysis

DECOMMISSIONING COST ANALYSIS  
 4.000 MWac / 6.925MWdc

PROJECT SNOW  
 6217 TIMMONS RD, SNOW HILL, MD

Description of Item	Quantity	Unit	Unit Cost	Total Cost	Total Cost after 20 Years
<b>Disassembly and Disposal</b>					
PV Modules	11,502	EA	\$ 6.25	\$ 71,888	\$ 117,796
Inverters	36	EA	\$ 314.00	\$ 11,304	\$ 18,523
Transformers	2	EA	\$ 314.00	\$ 628	\$ 1,029
Racking Frame (Tracker)	175	EA	\$ 125.00	\$ 21,875	\$ 35,845
Racking Posts	1,760	EA	\$ 21.00	\$ 36,960	\$ 60,563
LV Wiring	96,000	LF	\$ 0.85	\$ 81,600	\$ 133,711
MV Wiring	2,000	LF	\$ 0.85	\$ 1,700	\$ 2,786
Ag Fence	4,800	LF	\$ 4.70	\$ 22,560	\$ 36,967
Concrete	30		\$ 73.00	\$ 2,190	\$ 3,589
Gravel (Access road)	1,450	CY	\$ 50.00	\$ 72,500	\$ 118,800
Removal of utility poles	13	EA	\$ 2,000.00	\$ 26,000	\$ 42,604
			Subtotal	\$ 349,205	\$ 572,212
<b>Site Restoration</b>					
Re-seeding (includes seed)	2	AC	\$ 2,500.00	\$ 5,000	\$ 8,193
Re-grading	100	CY	\$ 12.00	\$ 1,200	\$ 1,966
			Subtotal	\$ 6,200	\$ 10,159
<b>Demolition Cost</b>				<b>\$ 355,405</b>	<b>\$ 582,372</b>

**Notes:**

Assumes 2.5% escalation rate on labor costs

Based on Preliminary Conceptual design package dated 6-15-2023

JUNE 2023



OPERATIONS & MAINTENANCE PLAN

## PROJECT SNOW

6217 TIMMONS ROAD SNOW HILL, MD 21863

CHABERTON SOLAR SNOW LLC  
1700 ROCKVILLE PIKE, SUITE 305  
ROCKVILLE, MD 20852

## 1. OPERATIONS AND MAINTENANCE

Chaberton Solar Snow LLC ("Owner") provides the following Operations and Maintenance plan for its ground-mounted, single-axis tracking solar photovoltaic (PV) system ("Project"). Upon completion of construction, commissioning, and receipt of Permission to Operation from Delmarva, the Project would enter the operational phase. For the duration of the operational phase, the Project would be remotely operated and monitored for security and maintenance purposes. As the Project's PV arrays produce electricity passively with minimal moving parts, maintenance requirements are limited. Any planned maintenance would be scheduled to avoid periods of peak electricity production, and unplanned maintenance would be typically responded to as needed depending on the event. An inventory of spare components will be readily available.

### 1.1 Operations

Chaberton Solar Snow LLC will ensure consistent and effective facility operations of the facility by:

- Responding to automated alarms based on monitored data.
- Communicating with electric system operators, maintenance contractors, and other entities involved in facility operations.
- Designating a site supervisor to monitor and implement emergency and normal shutdown procedures.
- Communicating with the local jurisdiction if operations are expected to be interrupted for a period of 30 days or more.

### 1.2 Maintenance

Project maintenance performed on the site would consist of equipment inspection, repair, and replacement. Maintenance would occur during daylight hours, when possible. These services will be provided by a prequalified maintenance contractor ("Contractor"). Maintenance program elements include:

- Managing a group of prequalified maintenance and repair firms who can meet the O&M needs of the facility throughout its life.
- Implementing a responsive, routine, and optimized cleaning schedule.
- Responding to emergencies and failures in a timely manner.
- Maintaining an adequate inventory of spare parts to ensure timely repairs and consistent plant output.
- Maintaining a log to effectively record and track all maintenance problems.
- Performing landscape maintenance on the site as required to maintain vegetative screening and to keep vegetation at an appropriate height.

### 1.3 Remote Monitoring of the Project

The Project will be monitored 24-hours a day, 365 days a year from a remote location utilizing a Supervisory Control and Data Acquisition (SCADA) system. Safe, effective, and efficient operation of the Project is dependent on the operator receiving accurate information on all environmental measurements which affect production. These measurements include solar irradiation, ambient temperature, back of module temperature, and wind speed. These environmental characteristics are reported by various sensors—pyranometers for irradiance, thermometers for temperatures, and anemometers for wind speed. Other characteristics of the

Project are also reported in real time such as current production, voltage, amperage, power quality, and the status of all circuit protection devices. Circuit protection devices include the ability to report the status of their protective relays continuously as are the meters which report the electrical characteristics of the Project.

#### **1.4 Emergency and Shutdown Procedures**

As stated above, Chaberton Solar Snow will develop and implement an Emergency Response Plan for the Project. All employees working on the Project during operations will be trained in emergency and shutdown procedures. Signs will be clearly marked at the Project Site for emergency vehicle ingress and egress. Chaberton Solar Snow will facilitate training for emergency service providers related to the specific hazards of the Project and will maintain up-to-date contact information for emergency service providers.

#### **1.5 Transportation**

The Project will primarily be operated remotely and monitored for security and maintenance purposes. Therefore, transportation to and from the Project Site will be minimal and would not adversely affect existing traffic conditions. As stated above, signs will be clearly marked at the Project Site in the event emergency vehicles need to access the Project Site. The paved driveways providing access to the Project Site and the unpaved internal road system will be maintained as needed during the life of the Project.

2. SOLAR PV OPERATION AND MAINTENANCE SERVICES

Environmental, Health and Safety (EHS)	Frequency														
Ensure that all on-site personnel are trained in accordance with regulatory requirements and required certifications/qualifications are maintained and available for review.	Ongoing														
Coordinate site visits as required by external parties contracted by Owner for environmental monitoring, local agency inspections, investors, lenders, etc., with reasonable frequency.	As requested														
Corrective Service	Frequency / Response Time														
<p>Monitoring of the solar system from a control point through internet connection. Monitoring to include:</p> <ul style="list-style-type: none"> <li>▪ Power Generation</li> <li>▪ Predicted Power</li> <li>▪ Irradiance vs. kW</li> <li>▪ Loss of telemetry to devices</li> <li>▪ Setup of alarm points:                             <ul style="list-style-type: none"> <li>○ For inverter shutdowns /faults</li> <li>○ For loss of telemetry to devices</li> <li>○ Irradiance vs kW alarms</li> </ul> </li> </ul>	Ongoing. Minimum once per day														
<p>Response to inverter / system faults and remote inverter resets. Full telemetry loss is considered a system fault.</p> <table border="1" data-bbox="339 1241 989 1755"> <thead> <tr> <th>Issue</th> <th>Response Time</th> </tr> </thead> <tbody> <tr> <td>Full system fault, including full telemetry</td> <td>Max 24-hour onsite response</td> </tr> <tr> <td>Inverter/system remote reset (if applicable)</td> <td>4 business hours during on hours. 1 business day during weekends/holidays</td> </tr> <tr> <td>Production faults</td> <td></td> </tr> <tr> <td>250kW or greater</td> <td>Max 24-hour onsite response</td> </tr> <tr> <td>100-249kW</td> <td>Max 48-hour onsite response</td> </tr> <tr> <td>99kW or less</td> <td>Max 96 hour on site response</td> </tr> </tbody> </table>	Issue	Response Time	Full system fault, including full telemetry	Max 24-hour onsite response	Inverter/system remote reset (if applicable)	4 business hours during on hours. 1 business day during weekends/holidays	Production faults		250kW or greater	Max 24-hour onsite response	100-249kW	Max 48-hour onsite response	99kW or less	Max 96 hour on site response	See Table
Issue	Response Time														
Full system fault, including full telemetry	Max 24-hour onsite response														
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Production faults															
250kW or greater	Max 24-hour onsite response														
100-249kW	Max 48-hour onsite response														
99kW or less	Max 96 hour on site response														

Contractor will create work order upon recognition of a dispatchable alarm or respond to dispatch request via work order in Owner asset management software.	Ongoing
Contractor will notify Owner via email or text message at the time of each arrival and departure from site.	Ongoing
Curtailement monitoring, tracking and execution.	Ongoing
Emergency Response: Contractor will respond on site to all events that pose a danger to people or property within 4 hours of notification or as soon as safely possible.	Ongoing
Response to warranty claim items. This includes all coordination of warranty repair with manufacturer including but not limited to: shipping, scheduling, and site access. Upon request from Owner, any oversight of said warranty repairs will be billed separately as Additional Services.	Ongoing. Updates on warranty claims expected every 3 business days unless otherwise approved by Owner.
Spare parts inventory: Contractor will store, inventory, and coordinate replacement of spare parts. Contractor will maintain inventory list in real-time in format mandated by Owner.	Ongoing
Coordinate with the Utility to safely turn off the solar system for Utility provided maintenance, repair and or replacement of utility equipment. Safely reactivate the system after Utility has completed their work and confirmed the system can be reactivated.	As Needed
All Corrective service and additional work will have a report in a format produced by the Contractor and suitable to the Owner detailing the work performed and the resolution of the problem. Report shall include photos and be delivered to Owner within 3 business days after the completion of the work.	Per Occurrence
<b>Preventive Maintenance</b>	<b>Frequency</b>
<p><i>All items below will be recorded, minor problems will be corrected on site as needed, and Contractor will assess the need for Additional Services or warranty services and report to Owner.</i></p> <p><i>Reports will be issued for both semi-annual and annual maintenance visits within 10 business days of completion of work on site. Reports will be in a format produced by the Contractor and approved by the Owner and will contain at a minimum a checklist, comments, non-conformance log, and photos to prove the Contractor provided the services below in a satisfactory manner.</i></p>	
Perform OEM required maintenance on inverters, transformers, switchgear, and other power distribution components, to include readily accessible overhead medium voltage tie-in infrastructure.	Inverters: More frequent of annually or as required by product manual.



1. Breaker	Annually
2. Relay log download	Annually
3. Transformer A. Thermal imaging of the cooling fins, primary boots, second connections B. Visual inspection of torque marks and interior conduction. C. Cleaning of safely accessible cabinets. D. Fluid level verification E. Nitrogen positive charge	Annually
4. Switchgear A. Removal of front breaker covers and thermal Imaging of field connections and bolted connections if safely accessible. B. Visual inspection of torque marks and interior condition. C. Cleaning of safely accessible cabinets.	Annually
5. Visual inspection of overhead MV tie-in infrastructure	Semi-annually
Perform thermal imaging scans of inverter and all electrical gear including fuses and circuit breakers. Provide detailed thermal and regular photos as needed based on thermal imaging scans. Torque connections if hot spots discovered, then re-image.	Annually
Visually inspect solar panels: Record if panels are properly affixed to racking system, correct if panels are not firmly affixed.	Annually
Visually inspect all module to module and homerun connectors. Replace loose or failed connectors.	Annually
Visually test for grounding continuity between frames and racking structure on a sampling of PV panels. Visually inspect for corrosion at grounding wire connection.	Annually
Thermal scan all electrical field terminations for major components such as inverters and recombiners and re-torque as needed, then re-image.	Annually
Visually and thermally check connections within combiner boxes. Verify combiner boxes are free of water/moisture.	Annually
Visually verify conduit is structurally supported and secured.	Annually
Visually verify conduit junctions and box connectors are secure and sealed.	Annually
Inspect and clean the inside of electrical equipment and enclosures. Fix faulty moisture and dust seals if found.	Annually
Random spot inspection of approximately 15% of racking system fasteners as identified and agreed by the Parties including torque testing, torque as needed.	Annually
Measure and record phase to phase input voltages and currents by means of inverter data and DAS.	Annually
Measure the output of all DAS component power supplies to be within tolerances.	Annually

Check all over current protection for signs of overheating.	Annually
Check UPS system for proper functionality. Perform UPS maintenance per OEM requirements.	Annually
Visually inspect overall racking structure connections (including lateral links).	Semi-annually
Visually inspect racking foundation and power station foundations.	Semi-annually
Inspect weather station components and verify operation with operations center. Calibrate weather station if applicable. Factory or third-party calibration of weather station equipment will be billed at 10% mark-up of cost including shipping.	Semi-annually
Verify the points where array wiring enters conduit are secure, sealed to prevent rain from entering and free of abrasion on the wire insulation.	Semi-annually
Verify DC means of disconnection are free of damage, corrosion or arc evidence and that they open and close freely. Apply grease as required by OEM.	Semi-annually
Verify AC means of disconnection are free of damage, corrosion, or arc evidence and that they open and close freely. Apply grease as required by OEM.	Semi-annually
Visual inspection of inverter (s). Inspect and touch up damage to exterior paint, remove dirt and debris from underneath the inverter(s).	Semi-annually
Inspect all cooling fans, test for functionality, replace if warranted. Parts to be procured by Contractor for Owner or taken from spare part inventory. Labor services for fan replacement will be billed separately as Additional Services, except for small "muffin-type" fans if performed during the maintenance service.	Semi-annually
Check the condition of AC and DC surge suppressors.	Semi-annually
With inverter in stand-by state, verify the operation of the ground fault monitor at each inverter.	Semi-annually
Identify deficiencies that could affect production, equipment operability, or be reasonably expected to cause an unsafe condition at the Site. Report such deficiencies to Owner Representative immediately, do not wait to issue report.	Semi-Annually and during corrective service visits.
Perform DGA Analysis of XFMRs through qualified testing facility.	As recommended by OEM
<b>Custodial Maintenance</b>	
Refinish minor rust spots on combiner boxes, inverters, and electrical distribution equipment with paint or cold-galv during maintenance activities.	Semi-annually
Inspect perimeter fence and gates, remove debris, perform minor repairs if needed.	Semi-annually

<b>Tracker Maintenance</b>	<b>Frequency</b>
Test wind stow function by triggering wind sensor either locally or remotely.	Annually
Inspect each row for misalignment/out of plumb due to settling.	Annually
Lubricate bearings and gears	Per OEM Requirement

**WORCESTER COUNTY PLANNING COMMISSION**

**MEETING DATE:** July 6, 2023

**PURPOSE:** Concept Plan Review

**DEVELOPMENT:** Snow Solar

**PROJECT:** Development a 4.0 MW AC utility scale solar energy system.

**LOCATION:** Located at 6217 Timmons Road, Snow Hill, Tax Map 56, Parcel 10, Tax District 02.

**ZONING DESIGNATION:** A-1 Agricultural District.

**BACKGROUND:** The property is located approximately 3,200 ft. east of Timmons Road and approximately 1000 ft. south of Worcester Highway and is currently improved with a single-family dwelling and various residential and agricultural outbuildings. The remaining lands are cultivated.

The project will consist of approximately 12,825 solar modules, associated solar module racking system and foundations, 36 DC to AC electrical inverters, 2 medium voltage step-up transformers and associated electrical equipment and materials necessary to connect to the local power distribution system. Chaberton Solar Snow LLC (“Chaberton”) will construct, own, and operate the project. The project will lease the property from the current owner for 20 years with an option to extend the lease for four (4) additional five (5) year periods.

The concept plan went before the Technical Review Committee (TRC) on July 7, 2023, and received a favorable recommendation to proceed to the Planning Commission for review. With a favorable recommendation from the Planning Commission, the project can proceed to the County Commissioners for consideration.

**TRAFFIC CIRCULATION:** The site will be accessed from an existing driveway off Timmons Road next to the rail tracks on southeast corner of the property. A construction entrance will be required by County Roads.

**LANDSCAPING:** A landscape plan will be required in accordance with §ZS 1-322 at the Step II phase of the review process (major site plan review).

**FENCING:** A seven (7) foot tall, galvanized fixed knot fence covered by rolled wire fabric is proposed around the entire perimeter of the array.

**FOREST CONSERVATION LAW:** This property is subject to the Forest Conservation Law. A Forest Conservation Application, fee, and Forest Stand Delineation (FSD) must be submitted and approved prior to the Step II review.

**STORMWATER MANAGEMENT/ SEDIMENT EROSION CONTROL:** Stormwater concept plan approval is required prior to the Step II review.

**PROPERTY OWNER:** Charles Waite, III

**APPLICANT/DEVELOPER:** Chaberton Solar Snow (Chaberton)

**ENGINEER:** ARM Group, LLC

**PREPARED BY:** Stuart White, DRP Specialist



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008  
<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

### WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE MEETING

July 12, 2023

#### **Snow Solar – Concept Plan Review**

Development of a 4.0 MW AC utility scale solar energy system. Located at 6217 Timmons Road, Snow Hill, Tax Map 56, Parcel 10, Tax District 02, A-1 Agricultural District, Charles Waite, III, owner / Chaberton Solar Snow, LLC, applicant.

**Prepared by:** Stuart White, DRP Specialist

**Contact:** [swhite@co.worcester.md.us](mailto:swhite@co.worcester.md.us) or (410) 632-1200, extension 1139

#### **General Requirements:**

1. In order to obtain a Building Permit, the applicant must submit the following to the Department:
  - a. A complete Building Permit Application along with the initial fee of \$275 made payable to “Worcester County.”
  - b. Four (4) sets of complete construction plans (footing, foundation, framing, floor plan and building elevations (front, rear and sides)). The construction plans must be sealed by an architect and prepared in accordance with the applicable International Building Code, Energy Code, and ADA Code.
  - c. Four (4) site plan sets as approved by the Technical Review Committee.
2. Once the permit is issued, the applicant must coordinate all necessary inspections with the respective Building/Housing/Zoning Inspector. The Department requires 24-hour notice for all inspections. The inspector may require special or additional inspections as needed.
3. In order to obtain a Certificate of Use and Occupancy, all of the necessary inspections must be completed and approved by the various inspections’ agencies (building, zoning, plumbing, electrical, water, sewage, health, roads, etc.). Two (2) sets of As-Builts (illustrating all lighting, landscaping, parking, signs etc.) must be submitted at least one (1) week prior to the anticipated occupancy of the building, structure, or use of land. **Please note that it is unlawful to occupy a structure (employees or patrons) without the benefit of a Certificate of Use and Occupancy.**



**Project Specific Comments:** This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

§ZS1-201	A-1 Agricultural District
§ZS1-305	Lot Requirements Generally
§ZS1-306	Access to Structures
§ZS1-319	Access and Traffic Circulation Requirements
§ZS1-322	Landscaping and Buffering Requirements
§ZS1-325	Site Plan Review
§ZS1-326	Classification of Highways
§ZS1-327	Additional Setbacks from Drainage Ditches and Stormwater Management Facilities
§ZS1-344	Alternative Energy Facilities

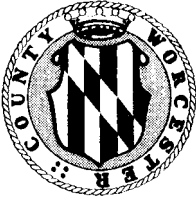
**\*This project is also subject to the *Design Guidelines and Standards for Commercial Uses***

1. Please provide a surveyed site plan in accordance with §ZS 1-325(3).
2. Please provide a landscape plan with planting details in accordance with §ZS 1-322. Please indicate the species, height, and caliper of the proposed plantings as well as the height at maturity.
3. Please include the maintenance method for the landscape plantings.
4. In accordance with §ZS 1-322(g), a maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two (2) years in an amount not to exceed one hundred and twenty-five percent (125%) of the installation cost. A landscape estimate from a nursery will be required to be provided at permit stage to accurately determine the bond amount.

**Other Agency Approvals:**

1. Written confirmation will also be required from the Department of Environmental Programs Natural Resources Division relative to Critical Area and Stormwater Management requirements prior to the Department granting signature approval.
2. Written confirmation of approval from the County Roads Division and/or State Highway Administration regarding the existing, proposed, or modified commercial entrances on all parcels shall be provided to the Department prior to granting signature approval.

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE



Department of Development Review & Permitting  
Worcester County Government Center  
1 W. Market St., Room 1201  
Snow Hill, Maryland 21863  
410-632-1200, Ext. 1151  
pmiller@co.worcester.md.us

\*\*\*\*\*

Project: Waite Solar Project 4.0 mW  
Date: 7/12/2023  
Tax Map: 56 Parcel: 10 Section:\_\_ Lot:\_\_ Block:\_\_\_\_\_

**COMMENTS**

1. Current Codes: 2018 International Building Code  
2017 National Electric Code  
Maryland Codes Administration has adopted the 2021 edition of the International Codes. Local jurisdictions will have until 5/29/2024 to adopt the 2021 I-codes.
2. Wind Design (assumed):114 MPH risk category I; 124 MPH risk category II; Exposure Category "C"; Ground Snow Load – 20 PSF
3. Soils report required at time of permit application.
4. Engineered sealed plans (Maryland) required for all systems and components.
5. Special inspector (**third party engineer**) will be required for all systems and components final certification of project prior to final inspection by building inspector.
6. Submit with the permit application the total number and size of solar panels to be in installed.
7. Provide total wattage amount at time of application.
8. Please provide your design professional with a copy of these comments.

**Additional information may be requested at time of plan review.**

**Permit fee is by ft<sup>2</sup> of panels x .1131. There is also a fee for fire marshal.**



**Worcester County**  
Department of Environmental Programs  
Natural Resources Division

## Memorandum

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**To:** Worcester County Technical Review Committee

**From:** Joy S. Birch, Natural Resources Specialist III (JB)

**Subject:** July 12, 2023 - Technical Review Committee Meeting

**Date:** June 26, 2023

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- **Waite Solar Project – Concept plan Review**

Development a 4.0 MW AC utility scale solar energy system. Located at 6217 Timmons Road, Tax Map 56, Parcel 10, Tax District 02, A-1 Agricultural District, Charles Waite, III, owner / Chaberton Solar Snow, LLC, applicant. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. No Comment.



## Worcester County

Department of Environmental Programs  
Environmental Programs Division

### Memorandum

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**To:** Technical Review Committee (TRC) for a July 12, 2023 Meeting

**From:** Environmental Programs Staff

**Subject:** **Concept Plan: Waite Solar Project – develop a 4.0 MW AC utility scale solar energy system.**

**Tax Map: 56, Parcel: 10**

**Date:** July 7, 2023

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Environmental Programs comments are based on the plans submitted. These comments are subject to change every time a change is made to the plans that affect water and/or sewage for this site.

1. Environmental Programs has no comments for this project as no impacts to water & sewer are required for this use.



GOVERNMENT CENTER  
 ONE WEST MARKET STREET, ROOM 1302  
 SNOW HILL, MARYLAND 21863-1294  
 TEL: 410-632-5666  
 FAD: 410-632-5664

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## TECHNICAL REVIEW COMMITTEE COMMENTS

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**PROJECT: Waite Solar Project**  
**LOCATION: Tax Map 56; Parcel 10**  
**CONTACT: Charles Waite, III**  
**MEETING DATE: July 12, 2023**

**TRC #: 2023422**

**COMMENTS BY: Matthew Owens**  
**Fire Marshal**

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As you requested, this office has reviewed plans for the above project. Construction shall be in accordance with applicable Worcester County and State of Maryland fire codes. This review is based upon information contained in the submitted TRC plans only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. A full plan review by this office is required prior to the issuance of a building permit. The following comments are noted from a fire protection and life safety standpoint.

### Scope of Project

The proposed construction of a 4.0 megawatt (AC) utility scale solar energy system.

### General Comments

1. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

### Specific Comments

1. A clear area of 10 feet around ground-mounted photovoltaic installations shall be provided.
2. A gravel base or other non-combustible base shall be installed and maintained under and around the installations.
3. Fencing, skirting, or other suitable security barriers shall be installed.
4. Photovoltaic systems shall be installed in accordance with NFPA 70, *The National Electric Code*.
5. Coordinate with the Snow Hill Volunteer Fire Company regarding the Knox Box.
6. No further comments at this time.




**Worcester County**  
 Department of Environmental Programs  
 Natural Resources Division

## Memorandum

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**To:** Technical Review Committee

**From:** David Mathers, Natural Resources Planner 

**Subject:** Forest Conservation & Stormwater Management Review

**Date:** June 27, 2023

**Date of Meeting:** July 13, 2023

**Project:** Waite Solar Project

**Location:** 6217 Timmons Road; Tax Map 56 Parcel 10

**Owner/Developer:** Charles Waite, III

**Applicant:** Chaberton Solar, LLC

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**This project is subject to the Worcester County Forest Conservation Law.** A Forest Conservation Application, fee and Forest Stand Delineation (FSD) must be submitted and approved prior to this project going to Technical Review Committee as a major site plan review.

**This project is subject to the Worcester County Stormwater Ordinance.** The project will need Stormwater Concept Plan approval prior to Technical Review Committee as a major site plan review.

All projects over one acre shall be required to file for a General Permit/Notice of Intent (NOI) for construction activity through Maryland Department of Environment. This is mandated through the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES). Any permits to be issued by Worcester County for disturbance that exceeds one acre will not be issued without NOI authorization being obtained prior to.





DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

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

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

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

## MEMORANDUM

**DATE:** January 17, 2023  
**TO:** Applicant  
**FROM:** David M. Bradford, Deputy Director ~~DMS~~  
**SUBJECT:** Stormwater/Sediment Erosion Control Plan/Permit

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Please note, if a Stormwater plan is approved by this office and does not include phasing, the corresponding permit can only receive Stormwater Final approval once all improvements are completed and the entire site is stabilized. This includes properties which have multiple Building or Zoning permits associated with the Stormwater plans. If a Stormwater Bond is required per the permit, the bond will only be released once a Stormwater Final approval takes place.

Additionally, if pervious pavement (i.e. asphalt, concrete) is proposed as a Stormwater Best Management Practice (BMP), an engineer will be required to ensure that this BMP is installed per the approved plan and the correct sequence is detailed on approved plans. Furthermore, all site disturbance must be stabilized prior to beginning the BMP installation process to avoid any contamination or performance issues. If components of the BMP become contaminated, excavation may be required. A detail/schematic must be site specific and reflect how associated sub drains are connected to piping and also illustrate all material being used in subgrade when using this BMP.

If you have any questions, please feel free to contact the Deputy Director, David Bradford, at (410) 632-1220, ext. 1143.

**WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM**

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**TO:** Stuart White, DRP Specialist  
Development Review and Permitting

**FROM:** Christopher S. Clasing, P.E., Deputy Director

**DATE:** July 7, 2023

**SUBJECT:** TRC Meeting – July 2023 – Roads and Water/Wastewater Comments

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- I The Refuge at Windmill Creek – Preliminary Plat Review
- a) No comments from DPW at this time.
- II Coastal Square Shopping Center – Major Site Plan Review
- a) Confirm adequate EDU's are available and assigned for this project.
- b) Please add water and sewer profiles to the plans.
- c) No road details are currently shown on the plans. Will there be interconnecting parcels? If not, will they share an entrance like other lots?
- III Decatur Professional Building – Major Site Plan Review
- a) Confirm adequate EDU's are available and assigned for this project.
- b) Sheet C103, Please reference County Standard for water meter.
- a. Water meter location is to be within right of way and grassed island.
- b. Specify size water line and material on the plans
- c) Sheet C103, Please provide profiles for water crossing EX. FM
- d) Sheet C103, Please provide profiles for sewer crossing EX. FM
- a. Please specify size sewer line and material.
- e) This project will need a commercial entrance bond (\$5,000) with the Road's Division and show the entrance detail on the plans.
- f) The pavement standard shown is not a Worcester County standard.
- g) At the east side of the entrance, the ADA detection pad is missing. Please add to the plans.
- IV Sea Squared, LLC – Minor Site Plan Review
- a) Existing sewer line is capped at the manhole in Pennington Place. Future sewer service would need a new line to the manhole.
- b) No comments from the Roads Division.
- V Snow Solar (Waite) – Concept Plan Review
- a) No comments from Water/Wastewater at this time.
- b) A construction entrance will be required at Timmons Road, please add to plans.
- VI Iqbal Solar – Major Site Plan Review
- a) No comments from DPW at this time.

cc: Kevin Lynch, Roads Superintendent  
Tony Fascelli, W/WW Superintendent

## ITEM 23

Worcester County, MD  
Monday, August 28, 2023

## Subtitle ZS1:III. Supplementary Districts and District Regulations

### § ZS 1-344. Alternative energy facilities.

- (a) Purpose and intent. The purpose and intent of this section is to provide for the effective management, control and review of a variety of alternative energy facilities in a manner which facilitates their development while protecting the health, safety and welfare of the citizens of the County.
- (b) Definitions. For the purposes of this section, the following words and phrases shall have the meanings respectively ascribed to them by this subsection:

#### **MECHANICAL EQUIPMENT**

Any device or equipment associated with or a part of a solar energy system, such as but not limited to electrical control units, transformers, inverters, switching equipment, electrical cabinets, pumps, regulators and the like that transfer, transmit, switch or regulate the energy produced by the system and transfer the energy to the on-site building or dwelling where the energy is consumed. Mechanical equipment shall not include wires, cables or pipes.

[Added 3-15-2011 by Bill No. 11-2]

#### **METEOROLOGICAL TOWER**

Any tower and its supporting structure which holds or supports equipment and telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either instantaneous information or to characterize long-term trends in wind resources at a given location.

#### **OVERSPEED CONTROL**

A device or system designed and maintained to prohibit the uncontrolled rotation of the wind energy conversion system's rotors or blades beyond their operational limitations.

#### **PASSIVE STALL REGULATION SYSTEM**

A form of overspeed protection whereby the angle of attack of the blade airfoil is increased by the flexing of the blade from excessive wind speeds until the lift force on the blade stops acting and the blade's rotation is slowed or stopped or a system employing blades angled such that winds above a given speed create turbulence on the upwind side of the blade to limit or stop the blades' rotation.

#### **ROTOR DIAMETER**

The cross-sectional dimension of the circle swept by the rotating blades.

#### **SOLAR ENERGY HEATING EQUIPMENT**

Any system or device located on or adjacent to a building and designed to harness solar radiation to heat water for use in a building's domestic water system, swimming pool, hot tub or other similar fixture or to heat air, water or any other liquid or gas which is then used to condition a space occupied by humans or animals.

# ITEM 23

[Added 3-15-2011 by Bill No. 11-2]

## **SOLAR ENERGY POWER SYSTEM**

Any device or facility that converts solar energy into electrical energy either directly, as in the case of photovoltaic cells, or indirectly by first capturing and/or concentrating solar radiation for the purpose of converting any liquid to a gas used to fuel or propel an electrical generator.

[Added 3-15-2011 by Bill No. 11-2]

## **SOLAR ENERGY SYSTEM, LARGE**

A ground-mounted solar energy system with a rated capacity of two hundred kilowatts up to and including two and one-half megawatts, the principal purpose of which is to provide electrical power for sale to the general power grid or to be sold to other power consumers through a power purchase agreement as part of a net metering project which may include both physical or virtual aggregation, or be consumed on-site.

[Added 3-15-2011 by Bill No. 11-2; amended 11-18-2014 by Bill No. 14-6]

## **SOLAR ENERGY SYSTEM, MEDIUM**

A ground-mounted solar energy system with a rated capacity greater than five kilowatts but less than two hundred kilowatts or a roof mounted solar energy system of any capacity in excess of five kilowatts and serving, or designed to serve, any agricultural, residential, commercial, institutional or industrial use on a single lot or parcel or group of adjacent lots or parcels.

[Added 3-15-2011 by Bill No. 11-2]

## **SOLAR ENERGY SYSTEM, SMALL**

A solar energy system with a rated capacity of five kilowatts or less and serving, or designed to serve, any agricultural, residential, commercial, institutional or industrial use on a single parcel or lot. Individual photovoltaic cells or small groups of such cells attached to and used to either directly power, or charge a battery which does so, an individual device such as a light fixture, fence charger, radio or water pump shall not be considered as a small energy power generation facility as defined herein and may be used in any zoning district without regard to lot or setback requirements.

[Added 3-15-2011 by Bill No. 11-2]

## **SOLAR ENERGY SYSTEM, UTILITY SCALE**

A ground-mounted solar energy system with a rated capacity in excess of two and one-half megawatts, the principal purpose of which is to provide electrical power for sale to the general power grid.

[Added 11-18-2014 by Bill No. 14-6]

## **TOTAL HEIGHT**

The vertical distance from the ground level to the tip of a wind generator blade at its highest point of rotation.

## **TOWER**

The vertical component of a wind energy conversion system that elevates the wind turbine generator and attached blades above the ground.

## **WIND ENERGY CONVERSION SYSTEM**

An electrical generating facility consisting of a wind turbine, generator and other accessory structures and buildings, electrical infrastructure and other appurtenant structures and facilities. For the purposes of this section, wind energy conversion systems shall be categorized as follows:

### **(1) SMALL WIND ENERGY CONVERSION SYSTEM**

A wind energy conversion system consisting of a single wind turbine, generators, a

## ITEM 23

tower and associated controls which has a total rated capacity of twenty kilowatts or less and designed to supplement other electricity sources to buildings or facilities wherein the power generated is used primarily for on-site consumption.

### (2) MEDIUM WIND ENERGY CONVERSION SYSTEM

A wind energy conversion system consisting of one or more wind turbines, generators, towers and associated controls which have a total rated capacity of more than twenty kilowatts but not greater than one hundred kilowatts and designed to supplement other electricity sources to buildings or facilities wherein the power generated is used primarily for on-site consumption.

### (3) LARGE WIND ENERGY CONVERSION SYSTEM

A wind energy conversion system consisting of one or more wind turbines, generators, towers and associated controls which have a total rated capacity of more than one hundred kilowatts and designed to provide electrical energy to the power grid as well as provide energy to the facilities wherein the system is located.

## WIND TURBINE

Any machine that converts the wind's kinetic energy into rotary mechanical energy.

(c) Wind energy conversion systems. Where wind energy conversion systems are allowed in accordance with the provisions of this section, the following regulations shall apply:

(1) Wind energy conversion systems shall only be allowed where specifically permitted and in strict conformance with the requirements as set forth herein. Notwithstanding the provisions of §§ ZS 1-116 and 1-117 hereof, there shall be no variances or adjustments permitted to the setback or lot requirements established herein for wind energy conversion systems.

(2) Minimum lot requirements shall be as follows:

A. Small wind energy conversion systems: Lot area, no minimum established but instead shall be a function of the minimum setbacks; minimum setbacks in the A, E, C, I and CM Districts, one and one-half times the total height of the system to all property lines, overhead power lines, and public rights-of-way, and in the V, R and RP Districts, two and one-half times the total height of the system to all property lines, overhead power lines, and public rights-of-way.

B. Medium wind energy conversion systems: Lot area, five acres; minimum setbacks in the A and I Districts, one and one-half times the total height of the system to all property lines, overhead power lines, and public rights-of-way, and in the E, C and CM Districts, two and one-half times the total height of the system to all property lines, overhead power lines, and public rights-of-way.

C. Large wind energy conversion systems: not permitted in any district.

(3) Anchor points for any guy wires supporting a wind energy conversion system shall be set back a minimum of twenty-five feet from all property lines.

(4) There shall be no more than one wind energy conversion system on any lot in any V, R or RP District and no more than two wind energy conversion systems on any lot in the A, E, C, I or CM Districts.

A. The Board of Zoning Appeals as a special exception may authorize greater than two wind energy conversion systems on any lot in an A District where the Board affirmatively finds that the additional wind energy conversion systems will not have a detrimental effect on the peaceful enjoyment of the surrounding properties.

(5) All wind energy conversion systems must be approved under an emerging technology program such as the California Energy Commission, International Electrotechnical Commission or any other wind energy certification program recognized by the American

## ITEM 23

Wind Energy Association or the United States Department of Energy. Home built, experimental and prototype wind energy conversion systems shall be allowed, provided their safety is certified by a professional engineer licensed in the State of Maryland.

- (6) All building permit applications for wind energy conversion systems shall be accompanied by standard drawings of the wind turbine structure, including the tower, base, footings, and any accessory structures. An engineering analysis, prepared by a licensed professional engineer, of the tower and its supporting systems demonstrating compliance with the most current edition of the International Building Code shall also be provided.
  - (7) All wind energy conversion systems shall be supplied with a redundant braking system to prevent overspeed rotation. The braking system shall include both aerodynamic overspeed controls, including variable pitch, tip brakes, and other similar systems, and a mechanical or electromechanical braking system. All mechanical brakes shall be operated in fail-safe mode. Passive stall regulation shall not be considered an approved braking system for overspeed protection.
  - (8) All electrical wires associated with a wind energy conversion system, other than those necessary to connect the wind generator to the tower wiring, the tower wiring to the disconnect or the junction box, or any required grounding wires, shall be located underground.
  - (9) Wind energy conversion systems shall not be artificially lighted. If the proposed system is in such a location or of such a height that the Federal Aviation Administration would require lighting, the system shall not be permitted.
  - (10) No part of any wind energy conversion system, including any guy wires supporting the system or the area swept by the rotors, shall be located upon, within or extend over a drainage, utility, access or other similar established easement. Systems or components thereof may be located within agricultural land preservation easements, provided all pertinent regulatory agencies agree to such location and use.
  - (11) Audible noise due to a wind energy conversion system's operations shall not exceed the background noise levels as measured at the property line of the site on which the system is located by more than five decibels as measured on the decibel scale using sound weighting filter A [commonly known as the "dB(A) scale"].
  - (12) The minimum distance between the ground and any part of the rotor blade for a small wind energy conversion system shall be twelve feet while for a medium wind energy conversion system it shall be thirty feet. Any tower climbing apparatus shall be at least twelve feet from the ground.
  - (13) Wind turbines shall be painted a nonreflective, nonobtrusive color.
  - (14) Where a wind energy conversion system has not generated any electricity for a period of twelve months or more, it shall be considered abandoned and, as such, shall be decommissioned and removed by the property owner. The decommissioning shall include removal of any wind turbine, its supporting tower or structure, buildings, cabling, electrical components, or any other part of the system that is at or aboveground level. The property owner shall be responsible for fully completing the decommissioning within ninety days of abandonment.
  - (15) Meteorological towers shall be subject to the same regulations and standards as a wind energy conversion system in the given zoning district.
- (d) Solar energy power system or heating equipment. Solar energy systems and solar energy heating equipment shall be permitted in any zoning district subject to the following conditions and limitations:  
[Amended 3-15-2011 by Bill No. 11-2]



## ITEM 23

- (1) Small and medium solar energy systems and solar energy heating equipment shall be permitted in all zoning districts subject to the following requirements:
  - A. Small solar energy systems or any solar energy heating equipment may be a part of or attached to a principal or accessory structure located on a site and shall be subject to the same setback and height limitations of said structure except as may be modified by § ZS 1-305(k)(1)D hereof. Where not a part of or attached to a principal or accessory structure, small solar energy systems and solar energy heating equipment shall be considered an accessory use on any lot or parcel of land and shall be subject to the setback and height limitations as contained in the particular zoning district for other customary accessory structures which are directly incidental to the permitted principal uses and structures on the site.
  - B. Medium solar energy systems may be attached to or a part of a principal or accessory structure located on a site or may be located as freestanding independent arrays, systems or structures. In all cases they shall be subject to the setback and height limitations for the principal structure.
  - C. All mechanical equipment associated with and necessary for the operation of the solar energy system shall not be located in the minimum front yard setback and shall be subject to the setback requirements for customary accessory structures in the zoning district.
  - D. All mechanical equipment shall be screened from any adjacent property which is in the R-1, R-2, R-3, R-4 or V-1 Districts or used for residential purposes. The screen shall consist of shrubbery, trees or other ornamental or natural vegetation sufficient to provide an immediate visual barrier to the equipment. In lieu of a vegetative screen a decorative fence may be used.
  - E. All solar panels shall be situated in such a manner as to prevent concentrated solar radiation or glare from being directed onto adjacent properties, roads, or public gathering places.
  - F. All power transmission lines for freestanding ground-mounted solar energy systems or pipes from solar energy heating equipment connecting freestanding systems to a building shall be located underground.
  - G. Signage or text on solar energy systems may be used to identify the manufacturer, equipment information, warning or ownership but shall not be used to display any commercial advertising message or anchor any streamers, balloons, flags, banners, ribbons, tinsel or other materials to attract attention.
  - H. Any ground-mounted system which has not produced any electricity for a period of twelve months or more or found to be unsafe by the Building Official shall be considered abandoned and, as such, shall be repaired or decommissioned and removed by the property owner. The decommissioning shall include the removal of the solar energy system and all equipment, electrical components, support structures, cabling, or any other part of the system that is at ground level or above. The property owner shall be responsible for completing the decommissioning within ninety days of abandonment.
  - I. All references herein to the rated capacity of solar systems or equipment are as stated in the manufacturer's maximum power rating for the solar panel system as direct current (DC) wattage under Standard Test Conditions (STC) of 1,000 W/m<sup>2</sup> of solar irradiance and 25°C PV module temperature.  
[Added 11-18-2014 by Bill No. 14-6]
- (2) Large solar energy systems may be located in the A-1, A-2, I-1 and I-2 Districts with a minimum lot area of twenty acres. Such systems may also be located in the E-1, V-1, C-1,

## ITEM 23

C-2 and C-3 Districts with a minimum lot area of thirty acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4). All large solar energy systems shall be set back a minimum of one hundred feet from all property lines for sites in the E-1, V-1, C-1, C-2 and C-3 Districts and a minimum of fifty feet from all property lines for sites in the A-1, A-2, I-1 and I-2 Districts. All large solar energy systems shall provide a vegetated buffer at least six feet in width if solar panels are located within five hundred feet of any property zoned or used for residential purposes, said buffer to be located within the required yard setback adjoining such residential use or zoning district. Furthermore, all large solar energy systems shall be reviewed and processed as a major site plan in accordance with the provisions of § ZS 1-325 hereof.

[Amended 7-19-2011 by Bill No. 11-3; 11-18-2014 by Bill No. 14-6]

- (3) Utility scale solar energy systems may be located in the A-1, A-2, E-1, V-1, C-1, C-2, C-3, I-1 and I-2 Districts with a minimum lot area of fifty acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4). Furthermore, all approvals of utility scale solar energy systems shall be in accordance with a two-step approval process. The first step must be completed in its entirety, including the obtaining of all necessary approvals, prior to proceeding to the second step.

[Added 11-18-2014 by Bill No. 14-6]

A. Step I concept plan approval. In this step the applicant shall submit adequate plans and documents to sufficiently address the required elements of review by the Technical Review Committee, Planning Commission and County Commissioners. This submission shall constitute the application for a utility scale solar energy system.

1. The concept plan shall include at a minimum the following:
  - (i) A sketch plan at a readable scale with contours shown at two-foot intervals, all existing and man-made features, existing zoning, a vicinity map, flood zone designation, and the boundary of the Chesapeake or Atlantic Coastal Bays Critical Area and designation if applicable.
  - (ii) A preliminary designation of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, and a forest stand delineation showing any existing significant trees.
  - (iii) A preliminary delineation of the area proposed to be disturbed by the construction of the solar energy system and a schematic plan generally identifying the existing and proposed drainage patterns for the site and potential stormwater management treatment measures.
  - (iv) A written narrative outlining the need and benefits of the proposed facility, the anticipated life of the facility, and proposed measures and financial sureties for decommissioning the facility at the end of its useful life.
  - (v) An operations and maintenance plan which includes measures to limit unauthorized access to the facility and minimize environmental impacts from cleaning and maintaining the facility, general operational parameters, and emergency operations and shutdown procedures.
  - (vi) A description of the type, size, amount, height and area occupied by the various components of the solar energy system and conceptual elevation drawings of any proposed buildings.
  - (vii) Where potable water and wastewater treatment is required, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.

## ITEM 23

- (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may reasonably require to fully evaluate the proposal.
2. The Technical Review Committee shall meet with the applicants to review the concept plan and written information. The Technical Review Committee may request additional information from the applicant, including studies or reports, and may require changes or make suggestions to the applicant with regard to the application and its conformance with other sections of the Zoning and Subdivision Control Article and other pertinent laws and programs. Subsequent to the meeting, the Technical Review Committee shall prepare a report to the Planning Commission of its findings and recommendations, a copy of which shall also be supplied to the applicant. The Technical Review Committee shall review the applicant's submission and present its report to the Planning Commission within ninety days of the applicant's submission of a complete application, unless extended by the Planning Commission.
  3. The Planning Commission shall then meet with the applicant to review the submission and the report of the Technical Review Committee. The Planning Commission shall produce findings with regard to the application's consistency with the Comprehensive Plan, the terms of the Zoning and Subdivision Control Article, and any other laws or programs that may apply to the application. The Planning Commission shall also make a recommendation to the County Commissioners as to approval or disapproval of the application which may address the items contained in the Technical Review Committee Report and other such areas as it may deem appropriate. The Planning Commission shall submit its report and recommendation within ninety days of its receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
  4. The County Commissioners shall consider the application and recommendation of the Planning Commission and hold a public hearing within ninety days of receipt of the Planning Commission's report and recommendation, unless extended by a majority vote of the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113 hereof. Notice of the public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application and the Technical Review Committee and Planning Commission reports and recommendations and shall, following the public hearing, approve or disapprove the application. The County Commissioners may require independent reports by consultants at the expense of the applicant prior to making a determination with regard to the application. Failure of the County Commissioners to reach a formal decision on the application within six months of the public hearing shall constitute a denial of the application. In granting an approval the County Commissioners may impose any conditions they see fit in order to protect the health, safety and welfare of the adjoining property owners or public at large. Any conditions so established shall run with the land and shall be fully enforceable upon any subsequent owners, tenants or occupants of the property. Any approval by the County Commissioners must be unconditionally accepted by the applicant and property owner in writing within ninety days of approval by the County Commissioners. Failure to accept the approval and conditions shall be considered a rejection and abandonment of the approval by the applicant and therefore the approval shall be null and void and of no effect whatsoever.
- B. Step II master site plan approval. Upon completion of Step I the project shall be reviewed and processed as a major site plan in accordance with the provisions of § ZS 1-325 hereof.



**Notice of Public Hearing  
Worcester County  
Solid Waste Enterprise Fund  
FY 2024 Requested Operating Budget Amendment**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2023/2024 Solid Waste Enterprise Fund Operating Budget Amendment as requested by the Worcester County Department of Public Works, Solid Waste Division on:

**Tuesday, November 7, 2023 at 10:40 a.m.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

The Proposed Budget proposes the current solid waste tipping fee from \$70 per ton to \$80 per ton for municipal waste and an additional fee of \$20 per paint/petroleum can. Copies of the detailed budget are available for public inspection at the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill or online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

WORCESTER COUNTY  
2024 REQUESTED OPERATING BUDGET AMENDMENT

**SOLID WASTE ENTERPRISE FUND**

Personnel Services .....	\$1,447,934
Supplies & Materials .....	\$42,500
Maintenance & Services .....	\$1,438,236
Other Charges .....	\$881,015
Debt Service .....	\$151,919
Interfund Charges .....	\$(186,866)
Capital Equipment.....	<u>\$870,000</u>
 TOTAL REQUESTED EXPENSES	 \$4,644,738
 Tipping Fees .....	 \$4,330,585
Permits.....	\$4,500
Interest and Penalties .....	\$404,221
Other Revenue.....	\$ - 0-
Transfer to Reserves.....	<u>\$(94,568)</u>
 TOTAL ESTIMATED REVENUES	 \$4,644,738

For additional information, contact the Worcester County Treasurer's Office  
at 410-632-9309.



# Worcester County

## Solid Waste Division



FY 2023/2024 Request for Amended  
Operating Budget



Board of County Commissioners of Worcester County

Anthony "Chip" W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn Abbott

Diana Purnell

Eric Fiori

Theodore J. Elder

Joseph M. Mitrecic

Weston S. Young, Chief Administrative Officer

Phillip G. Thompson, Finance Officer

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

For more information on the budget, please call (410) 632-9309.

**WORCESTER COUNTY**  
**Solid Waste Division**  
**Enterprise Funds**

	2023/24 Adopted	2023/24 Amended	(\$) Variance	(%) Variance
<b>Revenue</b>				
Tipping Fees	4,195,900	4,330,685	134,685	3.21%
Permits	4,500	4,500	-	0.00%
Interest & Penalties	404,221	404,221	0	0.00%
Other Revenue	-	-	0	N/A
Transfer (To)/From Reserves	40,117	(94,568)	(134,685)	-335.73%
	<u>4,644,738</u>	<u>4,644,738</u>	<u>0</u>	<u>0.00%</u>
<b>Expenses</b>				
Personnel Services	1,447,934	1,447,934	0	0.00%
Supplies & Materials	42,500	42,500	0	0.00%
Maintenance & Services	1,438,236	1,438,236	0	0.00%
Other Charges/Lease Pay	881,015	881,015	0	0.00%
Debt Service	151,919	151,919	-	0.00%
Interfund Charges	(186,866)	(186,866)	0	0.00%
Capital Equipment	870,000	870,000	0	0.00%
	<u>4,644,738</u>	<u>4,644,738</u>	<u>0</u>	<u>0.00%</u>

**Proposed Change in Rate**

Tipping Rates;	Approved	Proposed
Refuse	75	80 per ton
Paint / Petroleum Gans	N/A	20 per can

**No Proposed Change in Rates**

Dir, Grit, Red Ash, Sludge, Stumps, and Yard Waste	80	80 per ton
Construction/Deconstruction, Concrete, Boats	80	80 per ton
Asbestos	150	150 per ton
"Clean" concrete	Free	Free per ton
House Trailers	2,500	2,500 each
Metal	25	25 per ton
Tires		
Industrial/Tractor	600	600 per ton
Truck	10	10 each
Car	3	3 each
Car on rim	6	5 each
Car -large volume	225	225 per ton
Disposed of on landfill	20	20 each
<b>Other:</b>		
Commercial Permit	25	25 per vehicle
Commercial Permit-local government	15	15 per vehicle
Mulch purchase	20	20 per bucket