

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>

April 16, 2024

- | | 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, 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 April 2, 2024 | |
| 10:02 - Proclamations (3) | |
| | 1 |
| 10:05 - Consent Agenda
(Request for Public Hearing Solid Waste, Request for Public Hearing WWW, Request to Bid Berlin Homeowner Convenience Center Bulkhead Design, Request to Bid Medical Assistance Transportation, Request to Award Animal Control Incinerator, Tax Ditch Certification) | |
| | 2-7 |
| 10:06 - Chief Administrative Officer: Administrative Matters
(Pocomoke Library Update, Request to Award Berlin Health Department Roof Coating, Park Naming Policy, Easement Request, Board Appointments) | |
| | 8-12 |
| 11:00 - Questions from the Press; County Commissioner's Remarks | |
| 11:01 - Budget Work Session – see revised Budget Work Session agenda | |
| 12:00 PM - Break for Lunch | |
| Lunch | |
| 1:00 PM - Budget Work Session – see revised Budget Work Session agenda | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Minutes of the County Commissioners of Worcester County, Maryland

April 2, 2024

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 Bunting, seconded by Commissioner Fiori, 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, Office Assistant V Karen Hammer, and Human Resources Director Stacey Norton and Deputy Director Pat Walls. Topics discussed and actions taken included the following: hiring Dylan Tingle and rehiring James Blade, Jeff Bradley, and David Waters as seasonal roads workers; hiring Edward Brown as a plant operator trainee within the Water and Wastewater Division and Kyle Joseph and Robert Beebe as correctional officer trainees within the County Jail; transferring Vickie King from correctional officer trainee to office assistant V within Recreation and Parks, and certain other personnel matters; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the commissioners unanimously voted to adjourn their closed session at 9:56 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 George Tasker of Abundant Life Apostolic Church of Pocomoke and pledge of allegiance, announced the topics discussed during the morning closed session.

Commissioner Bertino announced that on Thursday, April 4, 2024, the commissioners will conduct a meeting with representatives from the Interagency Committee on School Construction (IAC) and the Board of Education (BOE). to discuss school construction funding for Buckingham Elementary School, as well as school construction and maintenance as a whole.

The commissioners reviewed and approved the open and closed session minutes of their March 19, 2024 meeting as presented.

The commissioners presented a proclamation recognizing April 1-7, 2024 as Public Health Week in Worcester County to Health Officer Becky Jones and other public health

professionals. Ms. Jones advised that the Health Department will host the Debbie Goeller Excellence in Public Health Award and the Tortoise and Hair Dare 5K walk/run at Pocomoke State Park-Shad Landing on April 13.

The commissioners presented a proclamation recognizing April 7-13, 2024 as National Library Week in Worcester County to Library Board of Trustees President Jeff Smith and member Nancy Howard and Library Director Jennifer Ranck.

Upon a motion by Commissioner Purnell, the commissioners unanimously approved by consent agenda item numbers 2 and 4-7 as follows: Findings of Fact relative to the utility scale solar project consultation for the Pocomoke City Community Energy Initiative, LLC; bid specifications for the South Point boat ramp parking lot paving project; awarding the best bid for the Riddle Farm bypass design project to KCI Technologies, Inc. at a cost of \$161,500; waiving anticipating tipping fees of less than \$100 for trash and other debris to be collected by Beach Heroes OC during an Earth Day cleanup on April 20, 2024; and adding a temporary school crossing guard position to provide coverage for an employee on an extended medical leave.

The commissioners met with Warden Tim Mulligan and Procurement Officer Nick Rice to discuss their request to have Fidelity Power System rebuild the engine on a disabled backup generator at the County Jail at a cost of \$39,062.05 rather than purchase a new generator at a cost starting at \$84,950. Warden Mulligan advised that this generator would provide power to the new section of the Jail and the fire pump in the event of an energy outage. Commissioner Fiori noted that it seems counterproductive to award the contract for repairs to the company that performs routine maintenance on this system, but failed to detect the problem in time to head off this catastrophic failure. Commissioner Mitrecic suggested renting a backup generator until the unit can be repaired or replaced. In response to questions by Commissioner Bertino, Mr. Rice advised that the current maintenance agreement with Fidelity Power System will expire this July. In response to a question by Commissioner Elder, Chief Administrative Officer Weston Young advised that they received quotes from several companies, but they did not put this repair out to bid due to the emergency need to replace this item.

Upon a motion by Commissioner Elder, the commissioners unanimously directed staff to research additional options to repair or replace the generator for the commissioners' consideration at a future meeting and in the interim to rent a portable generator to serve as a backup.

In follow up to discussions from the commissioners' March 19, 2024 meeting, the commissioners met with Board of Education (BOE) Superintendent Lou Taylor to revisit plans to replace the Snow Hill Middle School/Cedar Chapel Special School roof. Upon a motion by Commissioner Mitrecic, the commissioners unanimously approved funding of \$3,067,592 as the County share of the \$4,915,067 roof replacement project.

Retiring Ocean City Development Corporation (OCDC) Executive Director Zachary Bankert and OCDC Board of Directors President Joe Wilson updated the commissioners about the OCDC's revitalization efforts, including the Public Art Program; OCDC grant programs; Facade Program, with \$13.5 million in private-sector investment, and 7:1 leveraging of private to

public funds; Notable FY24 Grants; Green Building Initiatives Program, and Upcoming OCDC Items.

Pursuant to the request of Board of Elections Director Patricia Jackson and upon a motion by Commissioner Mitrecic, the commissioners unanimously granted eight hours of administrative leave to County employees serving as election judges for the General Election only.

Pursuant to the request of Public Works Director Dallas Baker and Procurement Officer Nick Rice and upon a motion by Commissioner Fiori, the commissioners unanimously awarded the contract for construction administration and inspection services for the Riddle Farm Wastewater Treatment Plant to George, Miles, & Buhr (GMB) for \$340,750.

Pursuant to the request of Mr. Baker and Mr. Rice and upon a motion by Commissioner Elder, the commissioners unanimously approved bid specifications for Riddle Farm WWTP upgrades.

Pursuant to the recommendation of Development Review and Permitting Director Jennifer Keener and upon a motion by Commissioner Mitrecic, the commissioners unanimously adopted Resolution No. 24-3, authorizing the naming of a private lane off of St. Martin's Neck Road in Bishopville and serving a five-lot subdivision identified on Tax Map 10 as Parcel 67, Lots 1, 2, 3, 4, and 5 as Stevens Farm Lane. In response to a question by Commissioner Bunting, property owner Paul Mumford confirmed that this will be deed restricted, so there will be no other lanes on the other lots.

The commissioners met with Ms. Keener to discuss the naming of a private lane off of South Point Road in Berlin that serves nine existing residential properties identified on Tax Map 50 as Parcel 24, Lots 1, 2, 3, 4, 5, and 6, Parcel 18 Block G, Lott 44, and Parcel 34, Block F, Lots 25A and 37 as Osprey Lane. Commissioner Elder made a motion to approve the naming of the private road, which he later withdrew. Commissioner Bunting stated that the plat includes the name Seventh Lane. He also acknowledged Giovanni David, Scott Walker, and Bob Drocella, who live on the lane and are concerned about the proposed naming of this lane.

Mr. David said that the fire department was not able to find a home during a house fire because the numbering on the mailboxes was not clear. Rather than changing the name of the lane, which they consider to be South Point Road, as it is an offshoot of the existing road, he suggested clearly labeling the house numbers on the mailboxes and installing signage on the corner between the lane and South Point Road to make it easy for public safety personnel to locate their homes.

Mr. Drocella said that Emergency Services recognizes their addresses as South Point Road. Ms. Keener concurred that their addresses are recognized as being on South Point Lane; however, their homes front on the unnamed lane, making it difficult for emergency personnel to identify each home in the event of an emergency. Commissioner Bunting recognized that naming the lane would cause a hardship to the homeowners and supported placing a clear post with the house number in front of each home. Commissioners Fiori and Mitrecic concurred. Fire Marshal Matt Owens advised that posting house numbers in front of each house would resolve public

safety concerns. In response to a question by Commissioner Bertino, County Attorney Roscoe Leslie concurred, noting that the Code says that all unnamed lanes with three or more residents must be named by the commissioners. This promotes uniformity throughout the County so public safety officials know how to respond in the event of an emergency. He said the name Osprey Lane is on the plat, but the lane was never named. Technical Services Division Manager Kelly Henry concurred, noting that the lane was never accepted into the Inventory of County Roads. Road maintenance is handled by the homeowners.

Commissioner Fiori made a motion, which was later tabled, to make no changes to the lane name, requested that each of the homes on the lane be clearly and correctly labeled, and urged the homeowners to voluntarily post the house numbers at the end of the driveways. Following further discussion, the commissioners directed staff to develop language for their consideration to potentially amend the Code of Public Local Laws of Worcester County to modify the procedures for the naming of private lanes to accommodate the request of the homeowners.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Mitrecic, the commissioners unanimously authorized Commissioner President Bertino to sign the Agreement of Sale for the purchase of a Rural Legacy Area (RLA) easement between 6653 Ayres Lane Road, LLC (Sellers) and the County Commissioners of Worcester County, Maryland (Buyer), with FY Coastal Bays RLA funds to cover the cost of an easement on approximately 134 acres of land identified on Tax Map 72 as Parcel 34. This property is to be purchased at a cost of \$2,712 per acre. Mr. Mitchell advised that the land is within the Coastal Bays watershed and is a high value area for protection for agriculture. Furthermore, it sits adjacent to a similarly protected property in the RLA program.

Fire Marshal Matt Owens and Emergency Services Deputy Director James Hamilton presented an update on the Radio System Upgrade Path, including a potential option to switch to the State of Maryland's radio system. In follow up to the commissioners' February 20 meeting, Fire Marshal Matt Owens and Emergency Services Deputy Director James Hamilton advised that they requested to execute contracts with L3Harris Corporation for the lifecycle replacement of certain components of the Worcester County/Ocean City public safety radio system and to provide an additional site to improve coverage in the Snow Hill and Newark areas. At that meeting, the commissioners voted to table the vote on these measures until options were explored related to joining the State of Maryland radio system. Subsequent to that meeting, an informational meeting took place with Commissioners Bertino and Abbott, County staff, and staff from Motorola and the State of Maryland Department of Information Technology related to the State of Maryland radio system. The County worked with consultant Federal Engineering to develop a scope of work to perform an independent evaluation of the public safety radio system at a cost of \$108,575.00. This option is anticipated to take a minimum of 12 weeks, and any delay would likely not be acceptable to the Town of Ocean City, which may then have to divorce itself from the joint system for the first time in over twenty years. This would create major interoperability and coverage issues for both County and town emergency responders.

Commissioner Mitrecic stated that now is not the time to move forward with the Harris Radio System upgrade. Commissioner Bunting concurred.

Commissioner Abbott disagreed, stating that the problem has been Harris cutting out the

middleman. Mr. Hamilton stated that the County's contract with Harris will be reviewed in 2029/2030, and the County and town's radio system are one and the same. He stated that the County needs to update the Harris Radio System this year during the off season, which will cost approximately \$1.7 million to upgrade the infrastructure (this has nothing to do with coverage). He stated that the County's radio system is one of the better coverages available, and disconnecting from that system would create coverage challenges in Ocean Pines and Ocean City, as the State system offers far less coverage than the County's current plan with Harris. In response to a question by Commissioner Mitrecic, Mr. Hamilton stated that disconnecting from the Harris system would cause the County to lose interconnectivity with Ocean City. Furthermore, the State offers no capabilities of coverage in the Sheriff's Office or the Court House, so if they were to lose the 911 center, then the County could login through Ocean City, which is a benefit of being on the same radio station. He then explained that the routers, switches, and other parts are seven years old, have reached the end of their life expectancy, and need to be replaced.

Commissioner Abbott suggested waiting for Motorola representatives to submit their radio diagnostic report, so that they could compare it with the existing Harris system coverage and cost. In response to a question by Commissioner Bertino, Mr. Hamilton stated that there is an opportunity to discuss a guarantee of coverage, but that there would be a three-week testing process, taking signal measurements at every eighth mile. Because County staff have a very good idea of what coverage will be in each of the areas, they negotiated an optimization test where they check 10-15 points and verify the coverage in those locations is as anticipated. He stated that they could add that into the proposal. Commissioner Abbott stated that she could not support the proposed project cost unless it includes a guarantee of coverage.

In response to a question by Commissioner Fiori, Fire Marshal Owens said that May 1 is the deadline to accept the proposal. He stated that, if they do, design plans would begin by the end of May, with installation to begin in October. Commissioner Fiori recommended getting as much information as possible from Motorola before moving forward with one of the plans. Commissioner Mitrecic said there isn't a system out there that can guarantee coverage at every spot in the County. He noted that the Town of Ocean City is very concerned that the County is 16 weeks out from a study. Following some discussion, Mr. Hamilton reiterated that there are two separate proposals: one for the system upgrade that is required for cyber security with Ocean City, and the other is to resolve the coverage in the Newark service area. Commissioner Bertino questioned how long it would take to request and vet alternate proposals. Mr. Hamilton suggested having an independent group complete independent modeling of the raw data, which would take some time. Commissioner Bertino stated that any upgrades to the Harris system should come with a guarantee of coverage. Commissioner Bunting stated that it appears the State provides far less coverage than the County has now. Mr. Hamilton explained how the County built up radio system coverage to address challenging coverage areas, like the Nassawango area, Ocean Pines, and the West Ocean City Outlets. In response to concerns raised by Commissioner Bunting, Mr. Hamilton stated that he cannot recommend the State system without adding many changes¹.

Mr. Hamilton contacted Harris and advised the commissioners that, for an additional \$56,000, Harris would run tests in all coverage areas in September, when the tree foliage is

¹ Following a brief power outage, the audio system in the commissioners' meeting room stopped recording.

abundant, determine accurate coverage, and then provide a coverage guarantee. Commissioner Fiori stated that staff met with Motorola several weeks ago and tasked them with developing an estimate to provide radio coverage throughout the County, and now the commissioners are voting to approve a bid from Harris before Motorola has even submitted their bid. Commissioner Abbott concurred. Commissioners Elder, Mitrecic, and Purnell disagreed.

A motion by Commissioner Mitrecic passed unanimously to move forward with the Radio System Upgrade Path, to include the additional cost of \$56,000 to test the system and provide a guarantee of coverage.

Following further discussion, Commissioner Abbott made a motion, which was seconded by Commissioner Fiori, to secure a proposed five, 10, and 15-year plan from Motorola, to include obtaining information to include the Town of Ocean City, so they could compare that proposal with Harris to compare apples to apples. Commissioner Mitrecic clarified that without the Harris system the County will not be compatible with Ocean City. Procurement Officer Nick Rice stated that the County cannot ask Motorola for a quote after getting a quote from Harris, but that the County could amend the existing proposal with Harris. Mr. Hamilton stated that the County's contract with Harris will be reviewed again in the 2029 timeframe. In response to comments by Commissioner Fiori, Mr. Rice stated that asking Motorola for a futuristic estimate might cause Motorola to tell the County, no. In response to a question by Commissioner Mitrecic, Mr. Hamilton confirmed that radio technology changes rapidly and would not be the same today as five years from now. Following some discussion, Commissioner Fiori retracted his second, so the motion by Commissioner Abbott died for lack of a second.

Commissioner Mitrecic stated that he attended the National Hurricane Conference in Florida last week and realized that there is no long-term housing plan for the elderly, the handicapped, and those facing health issues. He stated that shelters offer only short-term housing, and he urged the need for DRP and Emergency Services to work to identify a location where Federal Emergency Management Agency housing could be set up and/or to work with area hotels to establish a plan.

Commissioner Mitrecic advised that a few commissioners or County Administration should not have tasked Motorola with developing a radio proposal. He stated that this and other topics should be voted on by all of the commissioners. Commissioner Bertino stated that, after the meeting with Motorola, he sent a brief to the commissioners regarding what was discussed at the meeting, and no action was taken at that meeting.

The commissioners answered questions from the press, after which they adjourned to meet again on April 23, 2024.

TEL: 410-632-1194
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WEB: www.co.worcester.md.us



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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

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

PROCLAMATION

WHEREAS, we celebrate the inauguration of Trails Day in the picturesque town of Snow Hill, Maryland by gathering to explore the newly established trail system designed to link Snow Hill to the Pocomoke River State Park and Forest at Shad Landing.

WHEREAS, we encourage residents and visitors alike to attend and engage with local organizations, receive maps, and learn about the many recreational offerings available within Worcester County and then head out to explore, either on foot or by bicycle, the new Summerfield Trails.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim Saturday, April 27, 2024 as **Celebrate Trails Day** and commend Maryland’s Coast, Worcester County Bike and Pedestrian Coalition, Delmarva Trails and Waterways, Pocomoke River State Park and Forest, Lower Shore Land Trust, and the Town of Snow Hill for making the new pathways a reality.

Executed under the Seal of the County of Worcester, State of Maryland, this 27th day of April, in the Year of Our Lord Two Thousand and Twenty-Four.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell



COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

PROCLAMATION

WHEREAS, as we celebrate the anniversary of the Fair Housing Act of 1968 each April, we strive to educate renters, homebuyers, and the public that everyone has a right to buy a home, purchase homeowners' insurance, or rent an apartment free from discrimination, and renters with disabilities may request reasonable accommodations, such as service dogs or assigned parking closer to a unit, to use and enjoy their dwellings; and

WHEREAS, illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all; while open, welcoming communities are vibrant and provide residents of all backgrounds with access to quality schools, and increased opportunities for self-sufficiency and economic growth. Since being established in 1987, the Worcester County Housing Rehabilitation Program has rehabilitated or replaced 324 homes and is currently rehabilitating four homes and replacing an additional 13 to assist the State in alleviating blight by targeting areas that need replacement homes. Qualifying property owners can receive grants and no interest rate loans to assure their access to suitable housing.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland do hereby proclaim April as **Fair Housing Month** and encourage all to support and endorse the practice and policy of fair housing.

Executed under the Seal of the County of Worcester, State of Maryland, this 16th day of April, in the Year of Our Lord Two Thousand and Twenty-Four.

Anthony W. Bertino, Jr., President

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OFFICE OF THE
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Worcester County

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DIANA PURNELL

PROCLAMATION

WHEREAS, April is National Child Abuse Prevention Month, a time to raise awareness about the severe and long-lasting effects of child abuse and neglect, to arm residents with the tools they need to prevent abuse from occurring, and to stop abuse where it already exists; and

WHEREAS, abuse and neglect know no socioeconomic boundaries and leave victims physically and emotionally scarred. Effective activities can prevent abuse from occurring, stop it where it already exists, and help children and families heal in the aftermath of abuse. These activities succeed when we come together as a community to offer help and hope for abused children and their families. Together we can help secure a brighter tomorrow for hurting children. Learn how by visiting www.thecricketcenter.com.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim April as **National Child Abuse Prevention Month** and urge citizens, community agencies, health providers, elected officials, schools, and businesses to collaborate with The CRICKET Center, Life Crisis, and the Department of Social Services to support child victims of maltreatment, to prevent child abuse, and to strengthen the communities in which we live.

Executed under the Seal of the County of Worcester, State of Maryland, this 16th day of April, in the Year of Our Lord Two Thousand and Twenty-Four.

Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell



Citizens and Government Working Together



OFFICE OF THE TREASURER

Worcester County

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21863

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PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
DEPUTY FINANCE OFFICER

MEMORANDUM

TO: *Weston S. Young, Chief Administrative Officer*
FROM: *Barbara Hitch, Senior Accountant* 
DATE: *April 8, 2024*
RE: *Solid Waste Enterprise Fund Public Hearing*

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The purpose of this memo is to request a public hearing for the Solid Waste Enterprise Fund FY24/25 budget on Tuesday, June 4, 2024. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY24/25 Requested Operating Budget as well as the handout for the public hearing meeting.

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

**Notice of Public Hearing
Worcester County
Solid Waste Enterprise Fund
FY 2024/2025 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2023/2024 Solid Waste Enterprise Fund Operating Budget as requested by the Worcester County Department of Public Works, Solid Waste Division on:

Tuesday, June 4, 2024 at 10:30am
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The Proposed Budget maintains the current solid waste fees. 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.

WORCESTER COUNTY
2024/2025 REQUESTED OPERATING BUDGET

SOLID WASTE ENTERPRISE FUND

Personnel Services	\$1,457,385
Supplies & Materials	\$57,020
Maintenance & Services	\$1,706,380
Other Charges	\$39,750
Debt Service	\$443,897
Interfund Charges	\$(224,991)
Capital Outlay	\$363,000
Capital Leases	<u>\$1,060,638</u>
 TOTAL REQUESTED EXPENSES	 \$4,903,079
 Tipping Fees	 \$4,569,500
Permits	\$4,500
Interest and Penalties	\$501,000
Other Revenue	\$ - 0-
Transfer from Reserves	<u>\$(171,921)</u>
 TOTAL ESTIMATED REVENUES	 \$4,903,079

For additional information, contact the Worcester County Treasurer's Office
at 410-632-9309.

Worcester County

Solid Waste Division



FY 2024/2025 Requested

Operating Budgets

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

	2024/2025 Request	2023/2024 Budget	(\$) Variance	(%) Variance
Revenue				
Tipping Fees & Credit Card Fees	4,569,500	4,195,900	373,600	8.90%
Permits	4,500	4,500	-	0.00%
Interest & Penalties	501,000	404,221	96,779	23.94%
Other Revenue			0	N/A
Transfer (To)/From Reserves	(171,921)	70,764	(242,685)	-342.95%
	<u>4,903,079</u>	<u>4,675,385</u>	<u>227,694</u>	<u>4.87%</u>
Expenses				
Personnel Services	1,457,385	1,539,516	(82,131)	-5.33%
Supplies & Materials	57,020	42,500	14,520	34.16%
Maintenance & Services	1,706,380	1,438,236	268,144	18.64%
Other Charges	39,750	32,700	7,050	21.56%
Debt Service	443,897	151,919	291,978	192.19%
Interfund Charges	(224,991)	(186,866)	(38,125)	20.40%
Capital Outlay	363,000			
Capital Leases	1,060,638	1,657,380	(596,742)	-36.01%
	<u>4,903,079</u>	<u>4,675,385</u>	<u>227,694</u>	<u>4.87%</u>

No Proposed Change in Rates

Tipping Rates:

Refuse	\$ 80.00	per ton
Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste	\$ 80.00	per ton
Construction/Deomolition, Concrete, Boats	\$ 80.00	per ton
Asbestos	\$ 150.00	per ton
"Clean" concrete	Free	per ton
House Trailers	\$ 2,500.00	each
Metal	\$ 25.00	per ton
Paint Can / Petroleum Can	\$ 20.00	each
Tires		
Industrial/Tractor	\$ 600.00	per ton
Truck	\$ 10.00	each
Car	\$ 3.00	each
Car on rim	\$ 5.00	each
Car - large volume	\$ 225.00	per ton
Disposed of on landfill	\$ 20.00	each

Other:

Commercial Permit	\$ 25.00	per vehicle
Commercial Permit- local government	\$ 15.00	per vehicle
Mulch purchase	\$ 20.00	per bucket

Worcester County			FY25 Department Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA, STEP Benefits	Department Requested \$ Variance	Department Requested % Variance	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 680 - Landfill										
EXPENSES										
Department: 7001 - Admin										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	234,556.36	124,716.00	109,840.36	0.00	0.0%	61,380.80	95,573.94		
6000.400	Personnel Services Overtime Pay	0.00	0.00	0.00	0.00	#N/A	35.10	0.00		
6010.030	Benefits Hospitalization Insurance	36,167.16	0.00	36,167.16	0.00	#N/A	0.00	0.00		
6010.050	Benefits Retirement	0.00	0.00	0.00	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	17,425.88	0.00	17,425.88	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.85	72,336.00	(72,335.15)	0.00	0.0%	13,955.01	35,637.65		
6010.900	Benefits OPEB contribution	23,535.00	22,449.00	1,086.00	0.00	0.0%	0.00	3,179.05		
Account Classification Total: PERS SVCS - Personnel Services		\$311,685.25	\$219,501.00	92,184.25	\$0.00	0.0%	\$75,370.91	\$134,390.64		
<i>SUPP & MAT - Supplies & Materials</i>										
6100.010	Administrative Expense Administrative Expenses	10,000.00	8,000.00	0.00	2,000.00	25.0%	5,448.42	13,301.40	Historical	
6100.052	Administrative Expense Bank Fees	9,500.00	10,000.00	0.00	(500.00)	-5.0%	4,048.06	9,883.89		
6150.050	Uniforms & Personal Equipment Uniforms	1,500.00	1,500.00	0.00	0.00	0.0%	0.00	451.58		
Account Classification Total: SUPP & MAT - Supplies & Materials		\$21,000.00	\$19,500.00	0.00	\$1,500.00	7.7%	\$9,496.48	\$23,636.87		
<i>MAINT & SVCS - Maintenance & Services</i>										
6530.010	Consulting Services Annual Audit Fees	6,000.00	0.00	0.00	6,000.00	N/A	6,050.00	0.00	Prior year listed in Professional Fees	
6530.100	Consulting Services Professional Fees	3,600.00	7,650.00	0.00	(4,050.00)	-52.9%	6,762.25	8,137.75	Rcl of Audit Fees, Increase in Consulting	
6550.180	Building Site Expenses Pest Control/Termite Insp	0.00	0.00	0.00	0.00	N/A	113.60	142.00		
6550.220	Building Site Expenses Security Alarm Monitoring	1,500.00	600.00	0.00	900.00	150.0%	741.65	1,362.14		
Account Classification Total: MAINT & SVCS - Maintenance & Services		\$11,100.00	\$8,250.00	0.00	\$2,850.00	34.5%	\$13,667.50	\$9,641.89		
<i>OTHR CHGS - Other Charges</i>										
7000.020	Travel, Training & Expense Board Member Allowance	3,500.00	2,800.00	0.00	700.00	25.0%	700.00	3,299.00		
7170.100	Benefits & Insurance Property & Liability Insurance	16,000.00	12,250.00	0.00	3,750.00	30.6%	17,009.93	13,873.30	Historical	
Account Classification Total: OTHR CHGS - Other Charges		\$19,500.00	\$15,050.00	0.00	\$4,450.00	29.6%	\$17,709.93	\$17,172.30		
<i>INTFND CHGS - Interfund Charges</i>										
8010.030	Interfund Treasurer's Support - Salary	0.00	43,685.00	(43,685.00)	0.00	-100.0%	18,972.59	41,605.46	Included in Personnel Services Salaries	
8010.040	Interfund Treasurer's Support - Fringe	0.00	20,331.00	(20,331.00)	0.00	-100.0%	9,433.17	19,363.20	Included in Personnel Services Salaries	
8010.050	Interfund Public Works & Admin - Benefits	0.00	40,545.00	(40,545.00)	0.00	-100.0%	22,132.20	40,143.56	Included in Personnel Services Salaries	
8010.060	Interfund Public Works & Admin - Salaries	0.00	90,569.00	(90,569.00)	0.00	-100.0%	44,513.69	86,256.04	Included in Personnel Services Salaries	
8100.060	Transfers Out Recycling	(10,500.00)	(61,812.00)	51,312.00	0.00	-83.0%	(30,906.00)	(45,139.00)	Moved Superintendent & Admin Salaries to position budgeting	
8100.070	Transfers Out Convenience Centers	(8,400.00)	(49,450.00)	41,050.00	0.00	0.0%	(24,725.00)	(56,405.00)	Moved Superintendent & Admin Salaries to position budgeting	
Account Classification Total: INTFND CHGS - Interfund Charges		(\$18,900.00)	\$83,868.00	(102,768.00)	\$0.00	0.0%	\$39,420.65	\$85,824.26		
Department Total: 7001 - Admin		\$344,385.25	\$346,169.00	(10,583.75)	\$8,800.00	2.5%	\$155,665.47	\$270,665.96		
Department: 7002 - Solid Waste										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	799,285.15	742,133.00	0.00	57,152.15	7.7%	326,825.46	618,610.80		
6000.400	Personnel Services Overtime Pay	25,000.00	15,000.00	0.00	10,000.00	66.7%	17,462.01	27,464.30		
6010.030	Benefits Hospitalization Insurance	128,849.40	0.00	128,849.40	0.00	#N/A	0.00	0.00		
6010.050	Benefits Retirement	0.00	0.00	0.00	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	57,922.45	0.00	57,922.45	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.21	429,568.00	(429,567.79)	0.00	0.0%	95,877.09	287,746.70		
6010.900	Benefits OPEB contribution	134,643.00	133,314.00	1,329.00	0.00	0.0%	0.00	20,711.94		
Account Classification Total: PERS SVCS - Personnel Services		\$1,145,700.21	\$1,320,015.00	(241,466.94)	\$67,152.15	5.1%	\$440,164.56	\$954,533.74		
<i>SUPP & MAT - Supplies & Materials</i>										

Worcester County		FY25 Department Budget Requested								
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA, STEP Benefits	Department Requested \$ Variance	Department Requested % Variance	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
6100.075	Administrative Expense Compliance and Permitting	6,000.00	0.00	0.00	6,000.00	N/A	5,418.74	5,888.86	RCL fr Admin Expense-New Compliance	
6100.100	Administrative Expense Dues, Licenses & Subscriptions	900.00	0.00	0.00	900.00	N/A	0.00	290.00		
6110.090	Supplies & Equipment Computers & Printers	2,120.00	1,800.00	0.00	320.00	17.8%	22.99	2,063.82		
6110.340	Supplies & Equipment Safety Program Equipment	500.00	0.00	0.00	500.00	N/A	429.10	210.71	Added Safety Training	
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	N/A	0.00	5,181.13		
6110.420	Supplies & Equipment Tools & Supplies	15,000.00	12,000.00	0.00	3,000.00	25.0%	10,334.25	8,736.24	Historical	
6150.050	Uniforms & Personal Equipment Uniforms	11,500.00	9,200.00	0.00	2,300.00	25.0%	4,928.27	7,630.37	New Employees	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		<i>\$36,020.00</i>	<i>\$23,000.00</i>	<i>0.00</i>	<i>\$13,020.00</i>	<i>56.6%</i>	<i>\$21,133.35</i>	<i>\$30,001.13</i>		
<i>MAINT & SVCS - Maintenance & Services</i>										
6530.040	Consulting Services Consulting Services	300,000.00	250,000.00	0.00	50,000.00	20.0%	25,680.98	190,310.30	New reporting-Methane Monitoring	
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	60,000.00	60,000.00	0.00	0.00	0.0%	24,558.40	61,654.31		
6540.030	Vehicle Operating Expenses Vehicle Maintenance	5,000.00	5,000.00	0.00	0.00	0.0%	1,047.06	5,608.46		
6540.070	Vehicle Operating Expenses Off-road Fuel	150,000.00	120,000.00	0.00	30,000.00	25.0%	78,755.08	145,738.05	Increase Cost & Use	
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	300,000.00	260,000.00	0.00	40,000.00	15.4%	98,835.67	401,498.65	Increase in cost of outside vendor repairs	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	630,000.00	489,730.00	0.00	140,270.00	28.6%	306,247.17	523,856.36	Increase in cost of road maintenance and cover	
6550.060	Building Site Expenses Electricity	22,000.00	18,000.00	0.00	4,000.00	22.2%	6,885.12	20,162.41	Historical	
6550.270	Building Site Expenses Telephone	3,280.00	2,256.00	0.00	1,024.00	45.4%	1,469.58	2,383.11	Add Mobile Hot Spot, Full year Mobile Connect	
6700.610	Other Maint. & Svcs Leachate Treatment	225,000.00	225,000.00	0.00	0.00	0.0%	72,662.29	312,719.43		
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		<i>\$1,695,280.00</i>	<i>\$1,429,986.00</i>	<i>0.00</i>	<i>\$265,294.00</i>	<i>18.6%</i>	<i>\$616,141.35</i>	<i>\$1,663,931.08</i>		
<i>OTHR CHGS - Other Charges</i>										
7000.060	Travel, Training & Expense Educational Training	20,250.00	17,650.00	0.00	2,600.00	14.7%	0.00	751.82	rdl Clean Air Compliance to 6100.075 added Safety Training	
7200.010	Bond & Interest Expense Interest Expense	0.00	787,380.00	0.00	(787,380.00)	-100.0%	277,364.09	46,899.59		
7200.020	Bond & Interest Expense Bond Interest Expense	136,856.00	151,919.00	0.00	(15,063.00)	-9.9%	79,706.55	163,408.81	Prior year error, actual Separate Principal / Interest	
7200.025	Bond & Interest Expense Bond Principal Expense	307,041.00	0.00	0.00	307,041.00	N/A	0.00	0.00	New GL account, previously in 7200.020	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		<i>\$464,147.00</i>	<i>\$956,949.00</i>	<i>0.00</i>	<i>(\$492,802.00)</i>	<i>-51.5%</i>	<i>\$357,070.64</i>	<i>\$211,060.22</i>		
<i>INTFND CHGS - Interfund Charges</i>										
8100.060	Transfers Out Recycling	(85,320.00)	(121,233.00)	35,913.00	0.00	-29.6%	(60,616.50)	(121,902.00)	Moved Superintendent & Admin Salaries to position budgeting	
8100.070	Transfers Out Convenience Centers	(120,771.00)	(149,501.00)	28,730.00	0.00	-19.2%	(74,750.50)	(150,036.00)	Moved Superintendent & Admin Salaries to position budgeting	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		<i>(\$206,091.00)</i>	<i>(\$270,734.00)</i>	<i>64,643.00</i>	<i>\$0.00</i>	<i>-23.9%</i>	<i>(\$135,367.00)</i>	<i>(\$271,938.00)</i>		
<i>CAP EQ - Capital Equipment</i>										
9010.010	Capital Equipment New Vehicles	61,000.00	150,000.00	0.00	(89,000.00)	-59.3%	137,376.00	0.00	Change in replacement vehicle	
9010.050	Capital Equipment Building Improvements	222,000.00	100,000.00	0.00	122,000.00	122.0%	0.00	0.00	Additional improvements, doors, omistes	
9010.060	Capital Equipment Other	80,000.00	620,000.00	0.00	(540,000.00)	-87.1%	1,248.75	0.00	Reduction in purchases vs Station Upgrade FY23/24	
9010.125	Capital Equipment Leases	1,060,638.00	0.00	0.00	1,060,638.00	N/A	0.00	0.00	Proposed 2 Additional Leases Reclassed from Bond & Interest Account	
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		<i>\$1,423,638.00</i>	<i>\$870,000.00</i>	<i>0.00</i>	<i>\$553,638.00</i>	<i>63.6%</i>	<i>\$138,624.75</i>	<i>\$0.00</i>		
Department Total: 7002 - Solid Waste		\$4,558,694.21	\$4,329,216.00	(176,823.94)	\$406,302.15	9.4%	\$1,437,767.65	\$2,587,588.17		
Fund EXPENSE Total: 680 - Landfill		\$4,903,079.46	\$4,675,385.00	(187,407.69)	\$415,102.15	8.9%	\$1,593,433.12	\$2,858,254.13		



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

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

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
DEPUTY FINANCE OFFICER

MEMORANDUM

TO: *Weston Young, Chief Administrative Officer*
FROM: *Barbara Hitch, Senior Accountant* BH
DATE: *April 8, 2024*
RE: *Water and Wastewater Enterprise Fund Public Hearing*

The purpose of this memo is to request a public hearing for the Water and Wastewater Enterprise Fund FY24/25 budgets on Tuesday, June 4, 2024. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY24/25 Requested Operating Budgets and Assessments as well as the handout for the public hearing meeting.

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

Notice of Public Hearing
Worcester County Water and Wastewater Enterprise Fund
FY 2024/2025 Requested Budgets and Assessments

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division:

Tuesday, June 4, 2024 at 10:30am
 in the County Commissioners' Meeting Room
 Room 1101 Government Center, One West Market Street
 Snow Hill, Maryland 21863

Copies of the proposed operating budgets for the 11 sanitary service areas are available for public inspection in the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill and online at www.co.worcester.md.us.

The 11 sanitary service areas and proposed changes to the user charges are as follows:

Assateague Pointe – increase from \$106 to \$117 per Equivalent Dwelling Unit (EDU) per quarter domestic water flat charge; increase from \$163 to \$179 per EDU per quarter domestic sewer flat charge; and increase from \$30 to \$50 per lot grinder pump flat surcharge and increase from \$79.50 to \$89.50 per EDU per quarter commercial sewer flat charge.

Bridgetown – no proposed changes.

Edgewater Acres – increase from \$196.60 to \$215.60 per EDU per quarter domestic water and sewer base fee; increase from \$110 to \$121 per EDU per quarter for domestic water flat rate and increase from \$168.40 to \$184.40 per EDU per quarter domestic sewer flat charge.

The Landings – increase from \$277.50 to \$318.50 per EDU per quarter domestic water and sewer base fee; increase from \$44 to \$50 per EDU per quarter Lewis Road domestic water base fee, increase in commercial water and sewer base fees ranging from \$324.50 to \$2,707.10 at present to \$373.18 to \$3,113.17 based on total EDUs, and increase from \$267 to \$307 per EDU per quarter accessibility fee.

Lighthouse Sound – no proposed changes

Mystic Harbour - increase from \$215.00 to \$243.00 per EDU per quarter domestic water and sewer base fee; no increase for domestic sewer flat charge, increase in commercial water and sewer base fees ranging from \$249.70 to \$2,079 at present to \$282.16 to \$2,349.27 based on total EDUs, increase from \$58.50 to \$60.75 per EDU per quarter for Sunset Village domestic water flat charge and increase from \$53.75 to \$60.75 per EDU per quarter for Oyster Harbor domestic water only. There is no Oyster Harbor Debt Service payment.

Newark - increase from \$230 to \$240 per EDU per quarter domestic water and sewer base fee; and increase from \$286 to \$301 per EDU per quarter commercial water and sewer base fee.

Ocean Pines – increase from \$199 to \$207 per EDU per quarter domestic water and sewer base fee; increase from \$179.75 to \$186.75 per EDU per quarter domestic sewer flat charge; increase from \$154 to \$160 per White Horse Park lot per quarter per domestic water and sewer flat charge; increase in commercial water and sewer base fees ranging from \$257.46 to \$2,143.60 at present to \$267.76 to \$2,229.34 based on total EDUs.

Riddle Farm - increase from \$240 to \$288 per EDU per quarter domestic water and sewer base fee; and increase in commercial water and sewer base fees ranging from \$272.17 to \$2,266.11 at present to \$326.61 to \$2,719.33 based on total EDUs.

River Run - increase from \$167 to \$192 per EDU per quarter domestic sewer flat charge; and increase from \$62 to \$71 per EDU per quarter domestic water base fee.

West Ocean City - no proposed changes.

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

For additional information, contact the Worcester County Treasurer's Office at 410-632-9309.

Worcester County

Water & Wastewater



Ratepayer's Guide to the

FY 2024/25 Requested

Operating Budgets

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
Water and Wastewater Enterprise Fund Budget.

For more information on the budget, please call (410) 632-9309.

**Worcester County Department of Public Works
Water & Wastewater Division**

Introduction

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

Water & Wastewater Services

The County currently provides water and/or sewer service to approximately 14,900 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 59 wastewater pumping stations, and 17 water supply wells which pumped over 620 million gallons of water during 2023. User charges cover the operation and maintenance of these facilities. In addition, user charges are also used to pay for the administrative and technical support functions provided by the Treasurer's Office and the Department of Public Works, respectively. The Treasurer's Office mails and collects over 59,000 bills annually. The Department of Public Works provides construction management and engineering support to the department.

Other Charges

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

Where Can Information Be Obtained on the FY 2024/25 Budget?

Copies of the proposed budgets for each service area are available at the Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland and online at www.co.worcester.md.us. For additional information, contact the Worcester County Treasurer's Office at (410) 632-9309.

Total WWW Budgets

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	13,636,791	13,268,690	368,101	2.77%
Interest & Penalties	222,700	165,270	57,430	34.75%
Operating Grants	31,500	31,500	-	0.00%
Other Revenue	614,195	244,195	370,000	151.52%
Transfer From Other Funds	200,000	138,328	61,672	44.58%
Transfer From (To) Reserves	2,367,574	1,495,255	872,319	58.34%
	<u>17,072,760</u>	<u>15,343,238</u>	<u>1,729,522</u>	<u>11.27%</u>
Expenses				
Personnel Services	6,565,003	6,292,124	272,879	4.34%
Supplies & Materials	1,290,614	1,200,757	89,857	7.48%
Maintenance & Services	6,673,934	6,083,980	589,954	9.70%
Other Charges	204,800	163,876	40,924	24.97%
Interfund Charges	67,572	896,641	(829,069)	-92.46%
Capital Equipment	2,270,837	705,860	1,564,977	221.71%
	<u>17,072,760</u>	<u>15,343,238</u>	<u>1,729,522</u>	<u>11.27%</u>

Ocean Pines

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	8,203,440	8,161,196	42,244	0.52%
Interest and Penalties	95,000	90,000	5,000	5.56%
Other Revenue	585,000	215,000	370,000	172.09%
Transfer From (To) Reserves	277,216	158,072	119,144	75.37%
	9,160,656	8,624,268	536,388	6.22%
Expenses				
Personnel Services	4,535,796	4,178,953	356,843	8.54%
Supplies & Materials	783,172	727,180	55,992	7.70%
Maintenance & Services	2,642,411	2,603,917	38,494	1.48%
Other Charges	133,988	102,581	31,407	30.62%
Interfund Charges	40,451	547,777	(507,326)	-92.62%
Capital Equipment	1,024,838	463,860	560,978	120.94%
	9,160,656	8,624,268	536,388	6.22%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$207.00	\$199.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Sewer			
Sewer Only	\$186.75	\$179.75	Flat Charge
Nonmetered Water & Sewer			
White Horse Park - 100 GPD/Lot	\$160.00	\$154.00	Flat Charge

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

	2024/25 Request	2023/24 Budget
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$267.76	\$257.46 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$371.33	\$357.05 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$743.13	\$714.55 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$1,114.69	\$1,071.82 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,486.26	\$1,429.09 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$2,229.34	\$2,143.60 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
<u>EDU:</u>		
Standard EDU	\$36.00	\$36.00 Per EDU per Quarter
Supplemental EDU (14 & 19 Bonds)	\$31.00	\$31.00 Per EDU per Quarter

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

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	310,216	308,540	1,676	0.54%
Interest and Penalties	4,600	4,300	300	6.98%
Other Revenue			-	N/A
Transfer From (To) Reserves	77,535	53,121	24,414	45.96%
	<hr/> 392,351	<hr/> 365,961	<hr/> 26,390	<hr/> 7.21%
Expenses				
Personnel Services	179,661	156,007	23,654	15.16%
Supplies & Materials	51,767	35,707	16,060	44.98%
Maintenance & Services	151,605	133,000	18,605	13.99%
Other Charges	6,763	6,763	0	0.00%
Interfund Charges	2,555	34,484	(31,929)	-92.59%
Capital Equipment			0	N/A
	<hr/> 392,351	<hr/> 365,961	<hr/> 26,390	<hr/> 7.21%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Nonmetered Water & Sewer			
Water & Sewer - 110 GPD Units	\$117.00	\$106.00	Flat Charge
Sewer Only - 250 GPD Units	\$179.00	\$163.00	Flat Charge
Grinder Pump Surcharge per Lot	\$50.00	\$30.00	Flat Charge
Snug Harbor Debt Service per EDU	\$162.50	\$162.50	
<u>Commercial:</u>			
Sewer Only	\$89.50	\$79.50	Flat Charge

Bridgetown

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

	2024/25 Request	2023/24 Budget	(\$)	Difference (%)
Revenue				
Charges for Services	15,060	15,372	(312)	-2.03%
Interest and Penalties	400	670	(270)	-40.30%
Operating Grants	31,500	31,500	-	0.00%
Other Revenue			-	N/A
Transfer From (To) Reserves	(3,696)	309	(4,005)	-1296.12%
	<hr/> 43,264	<hr/> 47,851	<hr/> (4,587)	<hr/> -9.59%
Expenses				
Personnel Services	6,338	10,091	(3,753)	-37.19%
Supplies & Materials	1,199	1,106	93	8.41%
Maintenance & Services	35,275	34,701	574	1.65%
Other Charges	326	326	0	0.00%
Interfund Charges	126	1,627	(1,501)	-92.26%
Capital Equipment	-	-	-	N/A
	<hr/> 43,264	<hr/> 47,851	<hr/> (4,587)	<hr/> -9.59%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Nonmetered Water			
Water Only	\$73.00	\$73.00	Flat Charge
Swimming Pool (in-ground)	\$32.00	\$32.00	Flat Charge
Irrigation System	\$69.00	\$69.00	Flat Charge
<u>Commercial:</u>			
Metered Water			
Base Fee Range (EDU's)			
1	\$62.43	\$62.43	Flat Charge
2	\$86.63	\$86.63	Flat Charge
3-13	\$173.25	\$173.25	Flat Charge
14-24	\$259.88	\$259.88	Flat Charge
25-39	\$346.50	\$346.50	Flat Charge
40+	\$519.75	\$519.75	Flat Charge
Usage (Gallons)	\$10.73	\$10.73	Per Thousand

Edgewater Acres

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	265,865	266,710	(845)	-0.32%
Interest and Penalties	1,600	1,500	100	6.67%
Other Revenue			-	0.00%
Transfer From (To) Reserves	23,586	(4,358)	27,944	-641.21%
	291,051	263,852	27,199	10.31%
Expenses				
Personnel Services	96,928	67,317	29,611	43.99%
Supplies & Materials	3,514	2,976	538	18.08%
Maintenance & Services	186,935	177,863	9,072	5.10%
Other Charges	2,672	2,272	400	17.61%
Interfund Charges	1,002	13,424	(12,422)	-92.54%
Capital Equipment	-	-	-	N/A
	291,051	263,852	27,199	10.31%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$215.60	\$196.60	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$8.00	\$8.00	Per Thousand
10,001 - 35,000	\$9.00	\$9.00	Per Thousand
35,001 - 45,000	\$10.00	\$10.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Water	\$121.00	\$110.00	Flat Charge
Nonmetered Sewer	\$184.40	\$168.40	Flat Charge
Front Foot Assessment	\$0.02	\$0.02	Per Linear Foot per Quarter

Landings

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

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	474,100	360,040	114,060	31.68%
Interest and Penalties	3,000	4,000	(1,000)	-25.00%
Other Revenue			-	N/A
Transfer From (To) Reserves	163,616	68,039	95,577	140.47%
	<hr/> 640,716	<hr/> 432,079	<hr/> 208,637	<hr/> 48.29%
Expenses				
Personnel Services	133,408	147,026	(13,618)	-9.26%
Supplies & Materials	32,294	27,598	4,696	17.02%
Maintenance & Services	456,945	245,774	211,171	85.92%
Other Charges	2,396	2,396	0	0.00%
Interfund Charges	673	9,285	(8,612)	-92.75%
Capital Equipment	15,000	-	15,000	N/A
	<hr/> 640,716	<hr/> 432,079	<hr/> 208,637	<hr/> 48.29%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$318.50	\$277.50	Flat Charge
Lewis Road - Water Only Base Fee	\$50.00	\$44.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

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

Landings cont.

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

	2024/25 Request	2023/24 Budget
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$373.18	\$324.50 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$487.03	\$423.50 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$1,042.36	\$906.40 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$1,557.22	\$1,354.10 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$2,070.81	\$1,800.70 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$3,113.17	\$2,707.10 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
<u>Accessibility- Domestic & Commercial:</u>	\$307.00	\$267.00 Flat Charge per EDU
*water only service (metered) shall be billed at 25% of the above proposed rates.		

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

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	115,620	117,188	(1,568)	-1.34%
Interest and Penalties	800	700	100	14.29%
Other Revenue			-	N/A
Transfer From (To) Reserves	(209)	(242)	33	-13.64%
	<hr/> 116,211	<hr/> 117,646	<hr/> (1,435)	<hr/> -1.22%
Expenses				
Personnel Services	64,514	71,853	(7,339)	-10.21%
Supplies & Materials	11,504	10,369	1,135	10.95%
Maintenance & Services	38,700	30,178	8,522	28.24%
Other Charges	1,178	1,178	0	0.00%
Interfund Charges	315	4,068	(3,753)	-92.26%
Capital Equipment			-	N/A
	<hr/> 116,211	<hr/> 117,646	<hr/> (1,435)	<hr/> -1.22%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Nonmetered Sewer (improved lot)	\$242.00	\$242.00	Flat Charge per EDU
Accessibility (unimproved lot)	\$114.00	\$114.00	Flat Charge per EDU

Mystic Harbour

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

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	1,448,000	1,305,476	142,524	10.92%
Interest & Penalties	18,000	15,000	3,000	20.00%
Other Revenue			-	N/A
Transfer From Other Funds	200,000	138,328	61,672	44.58%
Transfer From (To) Reserves	1,060,922	545,691	515,231	94.42%
	2,726,922	2,004,495	722,427	36.04%
Expenses				
Personnel Services	679,301	761,484	(82,183)	-10.79%
Supplies & Materials	247,556	238,856	8,700	3.64%
Maintenance & Services	1,020,854	814,744	206,110	25.30%
Other Charges	20,112	20,112	0	0.00%
Interfund Charges	9,099	109,299	(100,200)	-91.68%
Capital Equipment	750,000	60,000	690,000	1150.00%
	2,726,922	2,004,495	722,427	36.04%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$243.00	\$215.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

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

Sunset Village - non metered water	\$60.75	\$58.50	
Nonmetered Sewer			
Oyster Harbor -sewer only	\$212.66	\$212.66	Flat Charge
	\$60.75	\$53.75	

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

	2024/25 Request	2023/24 Budget
Commercial:		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$282.16	\$249.70 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$391.55	\$346.50 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$783.09	\$693.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$1,174.64	\$1,039.50 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,566.18	\$1,386.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$2,349.27	\$2,079.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
*water only service (metered) shall be billed at 25% of the above proposed rates.		
Sewer EDU:	\$66.00	\$66.00 Per EDU per Quarter

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

Sunset Village

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
Water only	\$60.75	\$58.50	Per EDU - bulk billed to SSV HOA
Billed as part of the Mystic Harbour service area			

Snug Harbor

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
EDU charge	\$162.50	\$162.50	Per EDU per Quarter
Sub-area of Assateague Point service area			

Newark

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

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	167,040	175,340	(8,300)	-4.73%
Interest & Penalties	2,500	2,500	-	0.00%
Other Revenue	29,195	29,195	-	0.00%
Transfer From/To Other Funds				
Transfer From (To) Reserves	10,536	(13,207)	23,743	-179.78%
	<hr/> 209,271	<hr/> 193,828	<hr/> 15,443	<hr/> 7.97%
Expenses				
Personnel Services	136,155	117,881	18,274	15.50%
Supplies & Materials	14,258	13,824	434	3.14%
Maintenance & Services	56,360	53,661	2,699	5.03%
Other Charges	1,797	1,397	400	28.63%
Interfund Charges	701	7,065	(6,364)	-90.08%
Capital Equipment			-	N/A
	<hr/> 209,271	<hr/> 193,828	<hr/> 15,443	<hr/> 7.97%

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee- Includes 3,000 Gallons	\$240.00	\$230.00	Flat Charge
Usage Range (Gallons) over 3,000	\$7.00	\$7.00	Per Thousand
<u>Commercial:</u>			
Metered Water & Sewer			
Base Fee- Includes 3,000 Gallons	\$301.00	\$286.00	Flat Charge
Usage Range (Gallons) over 3,000	\$14.00	\$14.00	Per Thousand
<u>EDU:</u>			
Debt Service	\$27.00	\$27.00	Per EDU per Quarter
Sewer Debt Service	\$55.00	\$55.00	Per EDU per Quarter

Riddle Farm

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

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	892,850	846,999	45,851	5.41%
Interest & Penalties	6,000	6,000	-	0.00%
Other Revenue			-	N/A
Transfer From (To) Reserves	1,069,080	597,930	471,150	78.80%
	<u>1,967,930</u>	<u>1,450,929</u>	<u>517,001</u>	<u>35.63%</u>
Expenses				
Personnel Services	412,413	419,511	(7,098)	-1.69%
Supplies & Materials	98,620	99,500	(880)	-0.88%
Maintenance & Services	1,273,625	900,036	373,589	41.51%
Other Charges	6,296	5,329	967	18.15%
Interfund Charges	1,976	26,553	(24,577)	-92.56%
Capital Equipment	175,000		175,000	
	<u>1,967,930</u>	<u>1,450,929</u>	<u>517,001</u>	<u>35.63%</u>

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$288.00	\$240.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

Riddle Farm cont.

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

	2024/25 Request	2023/24 Budget
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$326.61	\$272.17 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$453.22	\$377.69 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$906.44	\$755.37 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$1,359.67	\$1,133.06 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,812.89	\$1,510.74 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$2,719.33	\$2,266.11 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
<u>Accessibility:</u>	\$150.00	\$150.00 Flat Charge per EDU
<u>EDU:</u>	\$9.00	\$9.00 Per EDU per Quarter
<u>Effluent Disposal Charge</u>	\$35.00	\$35.00 Per EDU per Quarter

River Run

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

	2024/25 Request	2023/24 Budget	(\$ Difference (%))	
Revenue				
Charges for Services	213,000	198,224	14,776	7.45%
Interest and Penalties	800	600	200	33.33%
Other Revenue			-	N/A
Transfer From (To) Reserves	71,727	46,895	24,832	52.95%
	<u>285,527</u>	<u>245,719</u>	<u>39,808</u>	<u>16.20%</u>
Expenses				
Personnel Services	85,546	45,626	39,920	87.49%
Supplies & Materials	17,466	19,628	(2,162)	-11.01%
Maintenance & Services	134,141	137,456	(3,315)	-2.41%
Other Charges	2,546	1,796	750	41.76%
Interfund Charges	828	11,213	(10,385)	-92.62%
Capital Equipment	45,000	30,000	15,000	N/A
	<u>285,527</u>	<u>245,719</u>	<u>39,808</u>	<u>16.20%</u>

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget
<u>Domestic:</u>		
Nonmetered Sewer	\$192.00	\$167.00 Flat Charge
Metered Water		
Base Fee	\$71.00	\$62.00 Flat Charge
Usage Range (Gallons)		
0 - 10,000	\$0.50	\$0.50 Per Thousand
10,001 - 25,000	\$1.09	\$1.09 Per Thousand
25,001 - 35,000	\$1.88	\$1.88 Per Thousand
35,001 - 45,000	\$2.81	\$2.81 Per Thousand
over 45,000	\$4.69	\$4.69 Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2024/25 Request	2023/24 Budget	(\$) Difference (%)	
Revenue				
Charges for Services	1,531,600	1,513,605	17,995	1.19%
Interest & Penalties	90,000	40,000	50,000	125.00%
Other Revenue			-	N/A
Transfer From (To) Reserves	(382,738)	43,005	(425,743)	-989.98%
	<u>1,238,862</u>	<u>1,596,610</u>	<u>(357,748)</u>	<u>-22.41%</u>
Expenses				
Personnel Services	234,944	316,375	(81,431)	-25.74%
Supplies & Materials	29,264	24,013	5,251	21.87%
Maintenance & Services	918,082	964,650	(46,568)	-4.83%
Other Charges	26,726	19,726	7,000	35.49%
Interfund Charges	9,846	131,846	(122,000)	-92.53%
Capital Equipment	20,000	140,000	(120,000)	-85.71%
	<u>1,238,862</u>	<u>1,596,610</u>	<u>(357,748)</u>	<u>-22.41%</u>

Proposed Quarterly Rates

	2024/25 Request	2023/24 Budget	
<u>Domestic:</u>			
Nonmetered Sewer	\$10.50	\$10.50	Per fixture quarterly
<u>Commercial:</u>			
Nonmetered Sewer	\$14.25	\$14.25	Per fixture quarterly

Worcester County			555 Ocean Pines Revenue Budget					
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 555 - Ocean Pines								
REVENUES								
<i>LOSS DSP ASTS - Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	0.00	0.00	0.00	N/A	0.00	7,100.00	
<i>Account Classification Total: LOSS DSP ASTS - Gain/Loss on Disposal of Assets</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$7,100.00
<i>CHG SVC - Charges for Services</i>								
5000.100	Domestic Water Service	1,650,000.00	1,636,168.00	13,832.00	1%	821,371.50	1,540,171.00	Rate Increase
5000.200	Domestic Water Usage	210,000.00	210,000.00	0.00	0%	118,054.46	191,774.60	
5005.100	Commercial Water Service	68,000.00	67,867.00	133.00	0%	33,881.00	64,406.11	
5005.200	Commercial Water Usage	35,000.00	35,000.00	0.00	0%	17,344.06	25,031.96	
5010.100	Domestic Sewer Service	4,935,000.00	4,910,119.00	24,881.00	1%	2,465,851.76	4,621,751.59	Rate Increase
5010.200	Domestic Sewer Usage	550,000.00	575,000.00	(25,000.00)	-4%	320,610.40	536,180.12	Historical
5015.100	Commercial Sewer Service	199,000.00	195,602.00	3,398.00	2%	98,957.78	185,552.76	Rate Increase
5015.200	Commercial Sewer Usage	90,000.00	90,000.00	0.00	0%	51,197.67	82,227.32	
5025	Transfer from River Run	60,000.00	50,000.00	10,000.00	20%	32,624.77	56,418.47	Historical
5030	White Horse Park Revenue	286,440.00	286,440.00	0.00	0%	143,220.00	271,560.00	
5040	Hook-Ups	120,000.00	105,000.00	15,000.00	14%	63,526.00	112,020.00	Increase in Plumbing Permits
5825	Future Capital Development Reven	0.00	0.00	0.00	N/A	62,400.00	28,800.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$8,203,440.00	\$8,161,196.00	\$42,244.00	1%	\$4,229,039.40	\$7,715,893.93
<i>INT/PEN - Interest & Penalties</i>								
4710	Penalty/Fees	95,000.00	90,000.00	5,000.00	6%	50,453.77	92,338.59	Historical
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$95,000.00	\$90,000.00	\$5,000.00	6%	\$50,453.77	\$92,338.59
<i>OTH REV - Other Revenue</i>								
5042	Equity Contribution	85,000.00	85,000.00	0.00	0%	366,269.86	408,063.72	
5850	Other Revenue	470,000.00	100,000.00	370,000.00	370%	237,743.23	411,239.61	Increase Pump & Haul
5875	Rent/Overhead Reimbursement	30,000.00	30,000.00	0.00	0%	0.00	60,000.00	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$585,000.00	\$215,000.00	\$370,000.00	172%	\$604,013.09	\$879,303.33
<i>TRNS IN - Transfers In</i>								
5975.100	Transfers From (To) Consolidated Reserve	300,472.00	158,072.00	142,400.00	90%	0.00	0.00	
5975.200	Transfers From Other Funds	0.00	0.00	0.00	N/A	0.00	972,526.98	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$300,472.00	\$158,072.00	\$142,400.00	90%	\$0.00	\$972,526.98
REVENUES Total			\$9,183,912.00	\$8,624,268.00	\$559,644.00	6%	\$4,883,506.26	\$9,667,162.83
Fund REVENUE Total: 555 - Ocean Pines			\$9,183,912.00	\$8,624,268.00	\$559,644.00	6%	\$4,883,506.26	\$9,667,162.83

Worcester County			555.8001 Ocean Pines Admin Budget Requested							
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 555 - Ocean Pines										
EXPENSES										
Department: 8001 - Admin										
PERS SVCS - Personnel Services										
	6000.100	Personnel Services Salaries	482,232.25	161,705.00	295,861.49	24,665.76	15.3%	81,884.36	162,163.27	
	6000.200	Personnel Services Salaries-Support Group	48,075.56	10,199.00	37,876.56	0.00	0.0%	10,126.45	29,151.27	
	6000.300	Personnel Services Salaries-Construction	0.00	1,449.00	(1,449.00)	0.00	0.0%	0.00	0.00	
	6010.030	Benefits Hospitalization Insurance	84,478.68	0.00	84,478.68	0.00	#N/A	0.00	0.00	
	6010.050	Benefits Retirement	18,943.00	0.00	18,943.00	0.00	#N/A	0.00	0.00	
	6010.060	Benefits Social Security Taxes	39,942.62	0.00	39,942.62	0.00	#N/A	0.00	0.00	
	6010.100	Benefits Fica & Fringe Benefits	0.00	97,819.00	(97,819.00)	0.00	0.0%	18,456.66	77,229.04	
	6010.900	Benefits OPEB contribution	28,731.46	12,048.00	16,683.46	0.00	0.0%	0.00	3,207.35	
Account Classification Total: PERS SVCS - Personnel Services			\$702,403.57	\$283,220.00	\$394,517.81	\$24,665.76	8.7%	\$110,467.47	\$271,750.93	
SUPP & MAT - Supplies & Materials										
	6100.010	Administrative Expense Administrative Expenses	48,000.00	30,000.00	0.00	18,000.00	60.0%	35,759.49	75,796.20	Historical
	6110.090	Supplies & Equipment Computers & Printers	6.00	0.00	0.00	6.00	#N/A	0.00	1,895.27	
	6110.290	Supplies & Equipment Other Office Equipment	2,000.00	2,000.00	0.00	0.00	0.0%	0.00	2,781.72	
	6110.340	Supplies & Equipment Safety Program Equipment	192.00	1,500.00	0.00	(1,308.00)	-87.2%	717.24	680.05	Historical
	6150.050	Uniforms & Personal Equipment Uniforms	18,260.00	13,000.00	0.00	5,260.00	40.5%	12,551.82	18,778.71	Historical
Account Classification Total: SUPP & MAT - Supplies & Materials			\$68,458.00	\$46,500.00	\$0.00	\$21,958.00	47.2%	\$49,028.55	\$99,931.95	
MAINT & SVCS - Maintenance & Services										
	6530.100	Consulting Services Professional Fees	53,000.00	50,700.00	0.00	2,300.00	4.5%	770.85	20,231.15	Engineering Cost
	6540.020	Vehicle Operating Expenses Fuel - WC Fleet	3,000.00	3,000.00	0.00	0.00	0.0%	1,468.44	4,758.03	
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	5,704.00	1,648.00	0.00	4,056.00	246.1%	1,507.61	8,006.47	
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	30,000.00	17,000.00	0.00	13,000.00	76.5%	7,398.46	26,244.31	Shed, Door Repairs
	6550.270	Building Site Expenses Telephone	6,100.00	3,600.00	0.00	2,500.00	69.4%	1,059.27	2,022.83	Increase Support Allocation
Account Classification Total: MAINT & SVCS - Maintenance & Services			\$97,804.00	\$75,948.00	\$0.00	\$21,856.00	28.8%	\$12,204.63	\$61,262.79	
OTHR CHGS - Other Charges										
	7000.020	Travel, Training & Expense Board Member Allowance	3,500.00	3,000.00	0.00	500.00	16.7%	1,400.00	3,800.00	
	7000.060	Travel, Training & Expense Educational Training	2,406.00	2,000.00	0.00	406.00	20.3%	580.00	596.86	
	7170.100	Benefits & Insurance Property & Liability Insurance	110,000.00	82,000.00	0.00	28,000.00	34.1%	0.00	108,265.15	Historical
Account Classification Total: OTHR CHGS - Other Charges			\$115,906.00	\$87,000.00	\$0.00	\$28,906.00	33.2%	\$1,980.00	\$112,662.01	
INTFND CHGS - Interfund Charges										
	8010.030	Interfund Treasurer's Support - Salary	0.00	143,629.00	(143,629.00)	0.00	0.0%	131,494.17	129,046.36	Allocated in Personnel Salaries
	8010.040	Interfund Treasurer's Support - Fringe	0.00	63,061.00	(63,061.00)	0.00	0.0%	65,378.90	60,058.18	Allocated in Personnel Benefits
	8010.050	Interfund Public Works & Admin - Benefits	40,451.00	104,066.00	(63,615.00)	0.00	0.0%	111,097.93	99,110.35	Allocated in Personnel Benefits
	8010.060	Interfund Public Works & Admin - Salaries	0.00	237,021.00	(237,021.00)	0.00	0.0%	223,447.19	212,957.33	Allocated in Personnel Salaries
Account Classification Total: INTFND CHGS - Interfund Charges			\$40,451.00	\$547,777.00	(\$507,326.00)	\$0.00	0.0%	\$531,418.19	\$501,172.22	
CAP EQ - Capital Equipment										
	9010	Capital Equipment	18,000.00	0.00	0.00	18,000.00	#N/A	0.00	0.00	Vehicle GPS Software
Account Classification Total: CAP EQ - Capital Equipment			\$18,000.00	\$0.00	\$0.00	\$18,000.00	#N/A	\$0.00	\$0.00	
Department Total: 8001 - Admin			\$1,043,022.57	\$1,040,445.00	(\$112,808.19)	\$115,385.76	11.1%	\$705,098.84	\$1,046,779.90	

Worcester County			555.8002 Ocean Pines Water Budget Requested							
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 555 - Ocean Pines										
EXPENSES										
Department: 8002 - Water										
PERS SVCS - Personnel Services										
	6000.100	Personnel Services Salaries	453,727.58	375,093.00	78,634.58	0.00	0.0%	182,008.06	379,232.56	
	6000.200	Personnel Services Salaries-Support Group	77,428.26	44,622.00	32,806.26	0.00	0.0%	15,193.24	48,759.91	
	6000.300	Personnel Services Salaries-Construction	137,812.22	214,005.00	(76,192.78)	0.00	0.0%	76,239.25	142,534.26	
	6000.400	Personnel Services Overtime Pay	29,000.00	25,000.00	0.00	4,000.00	16.0%	10,112.36	18,731.23	
	6010.030	Benefits Hospitalization Insurance	124,421.18	0.00	124,421.18	0.00	#N/A	0.00	0.00	
	6010.050	Benefits Retirement	52,000.00	0.00	52,000.00	0.00	#N/A			
	6010.060	Benefits Social Security Taxes	52,864.10	0.00	52,864.10	0.00	#N/A	0.00	0.00	
	6010.100	Benefits Fica & Fringe Benefits	0.00	365,308.00	(365,308.00)	0.00	0.0%	78,172.88	262,712.50	
	6010.900	Benefits OPEB contribution	90,651.00	45,328.00	45,323.00	0.00	0.0%	0.00	9,643.47	
Account Classification Total: PERS SVCS - Personnel Services			\$1,017,904.34	\$1,069,356.00	(\$55,451.66)	\$4,000.00	0.4%	\$361,725.79	\$861,613.93	
SUPP & MAT - Supplies & Materials										
	6110.060	Supplies & Equipment Chemicals	225,000.00	200,000.00	0.00	25,000.00	12.5%	116,922.98	227,980.98	Increase cost and use
	6110.090	Supplies & Equipment Computers & Printers	16.00	0.00	0.00	16.00	#N/A	0.00	0.00	
	6110.340	Supplies & Equipment Safety Program Equipment	2,480.00	2,000.00	0.00	480.00	24.0%	309.03	2,194.43	
	6110.390	Supplies & Equipment Small Equipment	8,000.00	0.00	0.00	8,000.00	#N/A	0.00	441.55	Replace pump
	6110.420	Supplies & Equipment Tools & Supplies	1,500.00	1,500.00	0.00	0.00	0.0%	664.26	1,478.74	
	6200.010	Other Supplies & Materials Lab Testing	10,000.00	10,000.00	0.00	0.00	0.0%	3,010.00	6,371.00	
	6200.030	Other Supplies & Materials Testing Supplies	1,000.00	500.00	0.00	500.00	100.0%	874.47	0.00	
Account Classification Total: SUPP & MAT - Supplies & Materials			\$247,996.00	\$214,000.00	0.00	\$33,996.00	15.9%	\$121,780.74	\$238,466.70	
MAINT & SVCS - Maintenance & Services										
	6500.020	Systems Maintenance Water Plant/System Maint	405,000.00	405,000.00	0.00	0.00	0.0%	299,047.62	410,792.98	
	6500.040	Systems Maintenance WWW Paving	30,000.00	40,000.00	0.00	(10,000.00)	-25.0%	15,387.27	25,261.22	Historical
	6500.070	Systems Maintenance Contractor Water Install/Repair	300,000.00	300,000.00	0.00	0.00	0.0%	132,762.50	320,205.00	
	6540.020	Vehicle Operating Expenses Fuel - WC Fleet	22,000.00	22,000.00	0.00	0.00	0.0%	5,857.18	24,818.76	
	6540.030	Vehicle Operating Expenses Vehicle Maintenance	12,000.00	12,000.00	0.00	0.00	0.0%	4,831.92	11,650.59	
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	9,260.00	7,210.00	0.00	2,050.00	28.4%	0.00	18,155.14	Needed repairs
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	10,000.00	10,000.00	0.00	0.00	0.0%	1,191.27	6,346.39	
	6550.060	Building Site Expenses Electricity	80,000.00	80,000.00	0.00	0.00	0.0%	40,416.31	97,089.74	
	6550.270	Building Site Expenses Telephone	3,500.00	4,000.00	0.00	(500.00)	-12.5%	1,299.85	2,677.57	
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	89,518.00	67,447.00	0.00	22,071.00	32.7%	0.00	44,989.52	Additional outside contract work, Capital items in Const
Account Classification Total: MAINT & SVCS - Maintenance & Services			\$961,278.00	\$947,657.00	\$0.00	\$13,621.00	1.4%	\$500,793.92	\$961,986.91	
OTHR CHGS - Other Charges										
	7000.060	Travel, Training & Expense Educational Training	4,264.00	5,331.00	0.00	(1,067.00)	-20.0%	3,946.50	4,007.62	Reduction in needed certifications
Account Classification Total: OTHR CHGS - Other Charges			\$4,264.00	\$5,331.00	\$0.00	(\$1,067.00)	-20.0%	\$3,946.50	\$4,007.62	
CAP EQ - Capital Equipment										
	9010	Capital Equipment	216,838.00	0.00	0.00	216,838.00	#N/A	0.00	0.00	Radio Read Upgrade
Account Classification Total: CAP EQ - Capital Equipment			\$216,838.00	\$0.00	\$0.00	\$216,838.00	#N/A	\$0.00	\$0.00	
Department Total: 8002 - Water			\$2,448,280.34	\$2,236,344.00	(\$55,451.66)	\$267,388.00	12.0%	\$988,246.95	\$2,066,075.16	

Worcester County			555.8003 Ocean Pines Treatment Plant Budget Requested							
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 555 - Ocean Pines										
EXPENSES										
Department: 8003 - Treatment Plant										
PERS SVCS - Personnel Services										
	6000.100	Personnel Services Salaries	867,682.36	884,346.00	(16,663.64)	0.00	0.0%	410,159.23	839,960.06	
	6000.200	Personnel Services Salaries-Support Group	54,280.20	50,996.00	3,284.20	0.00	0.0%	18,506.59	57,848.97	
	6000.300	Personnel Services Salaries-Construction	6,723.86	14,492.00	(7,768.14)	0.00	0.0%	6,614.24	6,010.26	
	6000.400	Personnel Services Overtime Pay	34,000.00	12,000.00	0.00	22,000.00	183.3%	14,701.13	28,638.03	
	6010.030	Benefits Hospitalization Insurance	220,135.50	0.00	220,135.50	0.00	#N/A	0.00	0.00	
	6010.050	Benefits Retirement	105,455.00	0.00	105,455.00	0.00	#N/A			
	6010.060	Benefits Social Security Taxes	71,934.54	0.00	71,934.54	0.00	#N/A	0.00	0.00	
	6010.100	Benefits Fica & Fringe Benefits	0.00	535,588.00	(535,588.00)	0.00	0.0%	132,474.15	441,961.63	
	6010.900	Benefits OPEB contribution	156,661.00	70,284.00	86,377.00	0.00	0.0%	0.00	15,876.05	
Account Classification Total: PERS SVCS - Personnel Services			\$1,516,872.46	\$1,567,706.00	(\$72,833.54)	\$22,000.00	1.4%	\$582,455.34	\$1,390,295.00	
SUPP & MAT - Supplies & Materials										
	6110.060	Supplies & Equipment Chemicals	415,000.00	415,000.00	0.00	0.00	0.0%	238,844.65	458,688.05	
	6110.090	Supplies & Equipment Computers & Printers	1,696.00	3,180.00	0.00	(1,484.00)	-46.7%	0.00	0.00	Added copier to building
	6110.340	Supplies & Equipment Safety Program Equipment	4,480.00	5,000.00	0.00	(520.00)	-10.4%	2,268.03	2,596.14	
	6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	523.86	
	6110.420	Supplies & Equipment Tools & Supplies	2,500.00	2,500.00	0.00	0.00	0.0%	178.92	2,244.43	
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	0.00	0.00	0.00	0.00	#N/A	416.17	2,213.58	
	6200.010	Other Supplies & Materials Lab Testing	21,000.00	21,000.00	0.00	0.00	0.0%	7,875.82	21,430.51	
	6200.030	Other Supplies & Materials Testing Supplies	15,000.00	15,000.00	0.00	0.00	0.0%	5,992.31	11,031.73	
Account Classification Total: SUPP & MAT - Supplies & Materials			\$459,676.00	\$461,680.00	\$0.00	(\$2,004.00)	-0.4%	\$255,575.90	\$498,728.30	
MAINT & SVCS - Maintenance & Services										
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	175,000.00	225,000.00	0.00	(50,000.00)	-22.2%	46,728.55	169,640.29	Removed Frac Tank
	6500.035	Systems Maintenance BRF	0.00	0.00	0.00	0.00	#N/A	0.00	544,800.00	
	6540.020	Vehicle Operating Expenses Fuel - WC Fleet	22,000.00	22,000.00	0.00	0.00	0.0%	4,569.74	23,871.21	
	6540.030	Vehicle Operating Expenses Vehicle Maintenance	15,000.00	15,000.00	0.00	0.00	0.0%	9,426.60	16,556.57	
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	9,260.00	1,000.00	0.00	8,260.00	826.0%	98.85	16,357.16	Bring to actual
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	19,000.00	19,000.00	0.00	0.00	0.0%	11,605.36	19,947.95	
	6550.060	Building Site Expenses Electricity	250,000.00	250,000.00	0.00	0.00	0.0%	132,374.39	296,928.21	
	6550.270	Building Site Expenses Telephone	2,328.00	2,328.00	0.00	0.00	0.0%	1,207.05	2,338.21	
	6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	4,000.00	5,000.00	0.00	(1,000.00)	-20.0%	0.00	2,266.80	Reduced sludge sent
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	8,863.00	4,000.00	0.00	4,863.00	121.6%	0.00	1,897.08	Historical
	6700.650	Other Maint. & Svcs Tipping Fees	150,000.00	150,000.00	0.00	0.00	0.0%	50,265.60	165,473.97	
Account Classification Total: MAINT & SVCS - Maintenance & Services			\$655,451.00	\$693,328.00	\$0.00	(\$37,877.00)	-5.5%	\$256,276.14	\$1,260,077.45	
OTHR CHGS - Other Charges										
	7000.060	Travel, Training & Expense Educational Training	6,264.00	6,000.00	0.00	264.00	4.4%	3,232.00	10,252.88	
Account Classification Total: OTHR CHGS - Other Charges			\$6,264.00	\$6,000.00	\$0.00	\$264.00	4.4%	\$3,232.00	\$10,252.88	
CAP EQ - Capital Equipment										
	9010.090	Capital Equipment Other WWW Equipment	495,000.00	300,000.00	0.00	195,000.00	65.0%	0.00	0.00	Oxidation Tank Cleaning, Replace mbxer
Account Classification Total: CAP EQ - Capital Equipment			\$495,000.00	\$300,000.00	\$0.00	\$195,000.00	65.0%	\$0.00	\$0.00	
Department Total: 8003 - Treatment Plant			\$3,133,263.46	\$3,028,714.00	(\$72,833.54)	\$177,383.00	5.9%	\$1,097,539.38	\$3,159,353.63	

Worcester County			555.8004 Ocean Pines Collection Systems Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 555 - Ocean Pines									
EXPENSES									
Department: 8004 - Collection Systems									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	480,861.56	460,685.00	20,176.56	0.00	0.0%	224,979.23	432,770.02	
6000.200	Personnel Services Salaries-Support Group	110,982.56	107,093.00	3,889.56	0.00	0.0%	39,770.79	121,020.37	
6000.300	Personnel Services Salaries-Construction	182,678.60	178,740.00	3,938.60	0.00	0.0%	44,348.29	189,294.91	
6000.400	Personnel Services Overtime Pay	39,000.00	25,000.00	0.00	14,000.00	56.0%	10,458.86	27,547.80	
6010.030	Benefits Hospitalization Insurance	196,932.84	0.00	196,932.84	0.00	#N/A	0.00	0.00	
6010.050	Benefits Retirement	41,794.00	0.00	41,794.00	0.00	#N/A			
6010.060	Benefits Social Security Taxes	62,009.59	0.00	62,009.59	0.00	#N/A	0.00	0.00	
6010.100	Benefits Fica & Fringe Benefits	0.00	433,967.00	(433,967.00)	0.00	0.0%	98,580.07	400,408.36	
6010.900	Benefits OPEB contribution	92,525.00	53,186.00	39,339.00	0.00	0.0%	0.00	12,548.60	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$1,206,784.15	\$1,258,671.00	(\$65,886.85)	\$14,000.00	1.1%	\$418,137.24	\$1,183,590.06	
<i>SUPP & MAT - Supplies & Materials</i>									
6110.090	Supplies & Equipment Computers & Printers	34.00	0.00	0.00	34.00	#N/A	0.00	0.00	
6110.340	Supplies & Equipment Safety Program Equipment	4,508.00	2,500.00	0.00	2,008.00	80.3%	1,234.40	5,717.37	Historical
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	1,095.92	
6110.420	Supplies & Equipment Tools & Supplies	2,500.00	2,500.00	0.00	0.00	0.0%	2,737.74	2,774.71	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$7,042.00	\$5,000.00	0.00	\$2,042.00	40.8%	\$3,972.14	\$9,588.00	
<i>MAINT & SVCS - Maintenance & Services</i>									
6500.010	Systems Maintenance Collection System Maintenance	290,000.00	290,000.00	0.00	0.00	0.0%	146,898.08	340,553.14	
6500.040	Systems Maintenance WWW Paving	10,000.00	10,000.00	0.00	0.00	0.0%	2,080.00	7,779.03	
6500.075	Systems Maintenance Contractor Sewer Install/Repair	75,000.00	75,000.00	0.00	0.00	0.0%	46,475.00	71,643.60	
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	30,000.00	25,000.00	0.00	5,000.00	20.0%	11,322.42	34,485.47	Increase cost/use
6540.030	Vehicle Operating Expenses Vehicle Maintenance	25,000.00	20,000.00	0.00	5,000.00	25.0%	17,522.90	28,631.44	Historical
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	19,446.00	17,304.00	0.00	2,142.00	12.4%	409.60	53,779.26	Historical
6550.020	Building Site Expenses Buildings & Grounds Maintenance	2,000.00	2,000.00	0.00	0.00	0.0%	733.86	6.25	
6550.060	Building Site Expenses Electricity	380,000.00	380,000.00	0.00	0.00	0.0%	174,178.74	429,849.85	
6550.270	Building Site Expenses Telephone	7,800.00	7,680.00	0.00	120.00	1.6%	3,647.91	7,793.13	
6700.500	Other Maint. & Svcs Water & Wastewater Construction	88,632.00	60,000.00	0.00	28,632.00	47.7%	0.00	59,749.06	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$927,878.00	\$886,984.00	0.00	\$40,894.00	4.6%	\$403,268.51	\$1,034,270.23	
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	7,554.00	4,250.00	0.00	3,304.00	77.7%	1,500.00	5,860.30	Confined Space Training
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$7,554.00	\$4,250.00	\$0.00	\$3,304.00	77.7%	\$1,500.00	\$5,860.30	
<i>CAP EQ - Capital Equipment</i>									
9010.090	Capital Equipment Other WWW Equipment	295,000.00	163,860.00	0.00	131,140.00	80.0%	114,821.30	0.00	Tank & Pump Replacements
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$295,000.00	\$163,860.00	\$0.00	\$131,140.00	80.0%	\$114,821.30	\$0.00	
Department Total: 8004 - Collection Systems		\$2,444,258.15	\$2,318,765.00	(\$65,886.85)	\$191,380.00	5.4%	\$941,699.19	\$2,233,308.59	

Worcester County			555.8006 Ocean Pines Veh-Equip Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 555 - Ocean Pines										
EXPENSES										
Department: 8006 - Veh-Equip										
PERS SVCS - Personnel Services										
6000.100	Personnel Services Salaries	67,247.52	0.00	0.00	67,247.52	#N/A	33,368.61	0.00		
6000.200	Personnel Services Salaries-Support Group	0.00	0.00	0.00	0.00	#N/A	951.61	0.00		
6000.300	Personnel Services Salaries-Construction	0.00	0.00	0.00	0.00	#N/A	652.80	0.00		
6000.400	Personnel Services Overtime Pay	0.00	0.00	0.00	0.00	#N/A	(50.87)	0.00		
6010.030	Benefits Hospitalization Insurance	7,717.58	0.00	7,717.58	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	5,031.30	0.00	5,031.30	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.00	0.00	0.00	0.00	#N/A	6,711.33	0.00		
6010.900	Benefits OPEB contribution	11,835.12	0.00	0.00	11,835.12	#N/A				
Department Total: 8006 - Veh-Equip			\$91,831.52	\$0.00	\$12,748.88	\$79,082.64	#N/A	\$41,633.48	\$0.00	

Worcester County			520 Assateague Point Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 520 - Assateague Point									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
	5000.100	Domestic Water Service	55,650.00	55,620.00	30.00	0%	27,825.00	50,400.00	
	5005.100	Commercial Water Service	1,060.00	960.00	100.00	10%	530.00	960.00	
	5010.100	Domestic Sewer Service	224,652.00	223,272.00	1,380.00	1%	112,326.00	204,000.00	Historical
	5015.100	Commercial Sewer Service	20,034.00	20,096.00	(62.00)	0%	10,017.00	18,144.00	
	5856	Grinder Pump Surcharge	8,820.00	8,592.00	228.00	3%	4,410.00	7,884.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$310,216.00	\$308,540.00	\$1,676.00	1%	\$155,108.00	\$281,388.00	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	4,600.00	4,300.00	300.00	7%	2,345.07	3,844.22	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$4,600.00	\$4,300.00	\$300.00	7%	\$2,345.07	\$3,844.22	
<i>OTH REV - Other Revenue</i>									
	5850	Other Revenue	0.00	0.00	0.00	N/A	415.81	1,417.61	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$415.81	\$1,417.61	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	78,903.00	53,121.00	25,782.00	49%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$78,903.00	\$53,121.00	\$25,782.00	49%	\$0.00	\$0.00	
REVENUES Total			\$393,719.00	\$365,961.00	\$27,758.00	8%	\$157,868.88	\$286,649.83	
Fund REVENUE Total: 520 - Assateague Point			\$393,719.00	\$365,961.00	\$27,758.00	8%	\$157,868.88	\$286,649.83	

Worcester County			520 Assateague Point Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 520 - Assateague Point									
EXPENSES									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	46,260.76	15,000.00	30,974.38	286.38	1.9%	7,591.90	15,748.29	
6000.200	Personnel Services Salaries-Support Group	75,686.26	70,120.00	5,566.26	0.00	0.0%	17,940.05	65,330.75	
6000.300	Personnel Services Salaries-Construction	2,159.30	7,246.00	(5,086.70)	0.00	0.0%	696.72	2,434.67	
6000.400	Personnel Services Overtime Pay	3,900.00	2,000.00	0.00	1,900.00	95.0%	1,050.18	1,547.59	
6010.030	Benefits Hospitalization Insurance	37,292.32	0.00	37,292.32	0.00	#N/A	0.00	0.00	
6010.060	Benefits Social Security Taxes	9,436.88	0.00	9,436.88	0.00	#N/A	0.00	0.00	
6010.100	Benefits Fica & Fringe Benefits	0.00	54,714.00	(54,714.00)	0.00	0.0%	9,803.08	42,546.82	
6010.900	Benefits OPEB contribution	4,925.36	6,927.00	(2,001.64)	0.00	0.0%	0.00	1,393.30	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$179,660.88	\$156,007.00	\$21,467.50	\$2,186.38	1.4%	\$37,081.93	\$129,001.42	
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	4,200.00	3,700.00	0.00	500.00	13.5%	1,306.20	9,570.29	Historical
6110.060	Supplies & Equipment Chemicals	40,000.00	25,000.00	0.00	15,000.00	60.0%	20,836.44	48,438.07	Historical
6110.090	Supplies & Equipment Computers & Printers	22.00	0.00	0.00	22.00	#N/A	0.00	0.00	
6110.340	Supplies & Equipment Safety Program Equipment	660.00	660.00	0.00	0.00	0.0%	108.07	272.88	
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	591.61	
6110.420	Supplies & Equipment Tools & Supplies	1,000.00	400.00	0.00	600.00	150.0%	706.64	653.85	
6150.050	Uniforms & Personal Equipment Uniforms	385.00	347.00	0.00	38.00	11.0%	0.00	404.68	
6200.010	Other Supplies & Materials Lab Testing	5,000.00	5,000.00	0.00	0.00	0.0%	2,220.00	4,563.00	
6200.030	Other Supplies & Materials Testing Supplies	500.00	600.00	0.00	(100.00)	-16.7%	0.00	292.99	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$51,767.00	\$35,707.00	0.00	\$16,060.00	45.0%	\$25,177.35	\$64,787.37	
<i>MAINT & SVCS - Maintenance & Services</i>									
6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	0.00	0.00	0.0%	1,341.28	9,772.49	
6500.012	Systems Maintenance Grinder Pump	40,000.00	48,000.00	0.00	(8,000.00)	-16.7%	105.92	24,369.22	Historical
6500.020	Systems Maintenance Water Plant/System Maint	20,000.00	8,000.00	0.00	12,000.00	150.0%	5,367.08	4,791.05	Rebuild Brine Tanks, Isolation Valve Replacement
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	20,000.00	20,000.00	0.00	0.00	0.0%	4,990.11	13,132.01	
6500.070	Systems Maintenance Contractor Water Install/Repair	8,000.00	8,000.00	0.00	0.00	0.0%	3,720.00	11,265.00	
6500.075	Systems Maintenance Contractor Sewer Install/Repair	5,000.00	5,000.00	0.00	0.00	0.0%	0.00	2,800.00	
6530.100	Consulting Services Professional Fees	3,200.00	1,000.00	0.00	2,200.00	220.0%	0.00	1,000.00	Increase in Support Allocation
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	12,733.00	11,000.00	0.00	1,733.00	15.8%	0.00	12,375.86	Historical
6550.020	Building Site Expenses Buildings & Grounds Maintenance	8,000.00	1,000.00	0.00	7,000.00	700.0%	521.06	1,121.81	Replace roof
6550.060	Building Site Expenses Electricity	20,000.00	20,000.00	0.00	0.00	0.0%	12,861.90	24,535.97	
6550.270	Building Site Expenses Telephone	240.00	0.00	0.00	240.00	#N/A	0.00	0.00	
6700.500	Other Maint. & Svcs Water & Wastewater Construction	4,432.00	1,000.00	0.00	3,432.00	343.2%	0.00	768.48	Increase Capital Items
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$151,605.00	\$133,000.00	0.00	\$18,605.00	14.0%	\$28,907.35	\$105,931.89	
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	363.00	363.00	0.00	0.00	0.0%	0.00	271.81	
7170.100	Benefits & Insurance Property & Liability Insurance	6,400.00	6,400.00	0.00	0.00	0.0%	0.00	6,707.50	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$6,763.00	\$6,763.00	\$0.00	\$0.00	0.0%	\$0.00	\$6,979.31	

Worcester County			520 Assateague Point Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
<i>INTFND CHGS - Interfund Charges</i>									
8010.030	Interfund Treasurer's Support - Salary	0.00	9,575.00	(9,575.00)	0.00	0.0%	8,766.28	8,603.09	Allocated in Personnel Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	4,204.00	(4,204.00)	0.00	0.0%	4,358.59	4,003.88	Allocated in Personnel Benefits
8010.050	Interfund Public Works & Admin - Benefits	2,555.00	6,317.00	(3,762.00)	0.00	0.0%	6,743.69	6,016.04	Allocated in Personnel Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	14,388.00	(14,388.00)	0.00	0.0%	13,563.33	12,926.59	Allocated in Personnel Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$2,555.00	\$34,484.00	(\$31,929.00)	\$0.00	0.0%	\$33,431.89	\$31,549.60	
Fund EXPENSE Total: 520 - Assateague Point		\$392,350.88	\$365,961.00	(\$10,461.50)	\$36,851.38	10.1%	\$124,598.52	\$338,249.59	

Worcester County			525 Bridgetown Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 525 - Bridgetown									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
	5000.100	Domestic Water Service	12,960.00	13,252.00	(292.00)	-2%	6,411.00	12,524.00	
	5005.100	Commercial Water Service	700.00	740.00	(40.00)	-5%	346.50	693.00	
	5005.200	Commercial Water Usage	1,400.00	1,380.00	20.00	1%	657.54	1,485.81	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$15,060.00	\$15,372.00	(\$312.00)	-2%	\$7,415.04	\$14,702.81	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	400.00	670.00	(270.00)	-40%	151.45	568.20	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$400.00	\$670.00	(\$270.00)	-40%	\$151.45	\$568.20	
<i>OP GRT - Operating Grant</i>									
	5815	Operating Grant	31,500.00	31,500.00	0.00	0%	0.00	31,500.00	
<i>Account Classification Total: OP GRT - Operating Grant</i>			\$31,500.00	\$31,500.00	\$0.00	0%	\$0.00	\$31,500.00	
<i>OTH REV - Other Revenue</i>									
	5850	Other Revenue	0.00	0.00	0.00	N/A	31.40	107.45	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$31.40	\$107.45	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	(3,660.00)	309.00	(3,969.00)	-1284%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			(\$3,660.00)	\$309.00	(\$3,969.00)	-1284%	\$0.00	\$0.00	
REVENUES Total			\$43,300.00	\$47,851.00	(\$4,551.00)	-10%	\$7,597.89	\$46,878.46	
Fund REVENUE Total: 525 - Bridgetown			\$43,300.00	\$47,851.00	(\$4,551.00)	-10%	\$7,597.89	\$46,878.46	

Worcester County			525 Bridgetown Budget Requested							
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund:	525 - Bridgetown									
EXPENSES										
<i>PERS SVCS - Personnel Services</i>										
	6000.100	Personnel Services Salaries	864.24	0.00	848.83	15.41	#N/A	54.39	15.85	
	6000.200	Personnel Services Salaries-Support Group	155.22	5,100.00	(4,944.78)	0.00	0.0%	1,015.74	344.11	
	6000.300	Personnel Services Salaries-Construction	3,446.56	966.00	2,480.56	0.00	0.0%	0.00	3,790.27	
	6000.400	Personnel Services Overtime Pay	601.36	0.00	601.36	0.00	#N/A	0.00	523.94	
	6010.030	Benefits Hospitalization Insurance	942.76	0.00	942.76	0.00	#N/A	0.00	0.00	
	6010.060	Benefits Social Security Taxes	327.46	0.00	327.46	0.00	#N/A	0.00	0.00	
	6010.100	Benefits Fica & Fringe Benefits	0.00	3,571.00	(3,571.00)	0.00	0.0%	425.90	2,261.62	
	6010.900	Benefits OPEB contribution	0.00	454.00	(454.00)	0.00	0.0%	0.00	68.60	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$6,337.60	\$10,091.00	(\$3,768.81)	\$15.41	0.2%	\$1,496.03	\$7,004.39	
<i>SUPP & MAT - Supplies & Materials</i>										
	6100.010	Administrative Expense Administrative Expenses	623.00	533.00	0.00	90.00	16.9%	72.06	670.04	
	6110.340	Supplies & Equipment Safety Program Equipment	48.00	48.00	0.00	0.00	0.0%	0.00	1.44	
	6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	3.12	
	6150.050	Uniforms & Personal Equipment Uniforms	28.00	25.00	0.00	3.00	12.0%	0.00	2.13	
	6200.010	Other Supplies & Materials Lab Testing	500.00	500.00	0.00	0.00	0.0%	340.00	300.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$1,199.00	\$1,106.00	\$0.00	\$93.00	8.4%	\$412.06	\$976.73	
<i>MAINT & SVCS - Maintenance & Services</i>										
	6500.020	Systems Maintenance Water Plant/System Maint	0.00	0.00	0.00	0.00	#N/A	237.11	2,081.76	
	6500.070	Systems Maintenance Contractor Water Install/Repair	3,500.00	3,500.00	0.00	0.00	0.0%	0.00	0.00	
	6530.100	Consulting Services Professional Fees	240.00	254.00	0.00	(14.00)	-5.5%	0.00	75.00	
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	926.00	532.00	0.00	394.00	74.1%	0.00	61.53	
	6550.270	Building Site Expenses Telephone	18.00	0.00	0.00	18.00	#N/A	0.00	0.00	
	6700.200	Other Maint. & Svcs Payment to Water Utility	30,000.00	30,000.00	0.00	0.00	0.0%	16,641.90	27,833.40	
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	591.00	415.00	0.00	176.00	42.4%	0.00	1,196.36	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$35,275.00	\$34,701.00	0.00	\$574.00	1.7%	\$16,879.01	\$31,248.05	
<i>OTHR CHGS - Other Charges</i>										
	7000.060	Travel, Training & Expense Educational Training	26.00	26.00	0.00	0.00	0.0%	0.00	1.42	
	7170.100	Benefits & Insurance Property & Liability Insurance	300.00	300.00	0.00	0.00	0.0%	0.00	241.24	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$326.00	\$326.00	\$0.00	\$0.00	0.0%	\$0.00	\$242.66	
<i>INTFND CHGS - Interfund Charges</i>										
	8010.030	Interfund Treasurer's Support - Salary	0.00	639.00	(639.00)	0.00	0.0%	584.42	573.54	
	8010.040	Interfund Treasurer's Support - Fringe	0.00	280.00	(280.00)	0.00	0.0%	290.57	266.93	
	8010.050	Interfund Public Works & Admin - Benefits	126.00	216.00	(90.00)	0.00	0.0%	230.55	205.68	General Fund Retirement Only
	8010.060	Interfund Public Works & Admin - Salaries	0.00	492.00	(492.00)	0.00	0.0%	463.70	441.93	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$126.00	\$1,627.00	(\$1,501.00)	\$0.00	0.0%	\$1,569.24	\$1,488.08	
Fund EXPENSE Total: 525 - Bridgetown			\$43,263.60	\$47,851.00	(\$5,269.81)	\$682.41	1.4%	\$20,356.34	\$40,959.91	

Worcester County			530 Edgewater Acres Revenue Budget						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments	
Fund: 530 - Edgewater Acres									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
5000.100	Domestic Water Service	61,000.00	59,685.00	1,315.00	2%	30,622.00	56,563.40	Actual	
5000.200	Domestic Water Usage	40,000.00	45,000.00	(5,000.00)	-11%	11,579.14	46,124.03	Actual	
5010.100	Domestic Sewer Service	164,000.00	161,160.00	2,840.00	2%	82,186.80	147,135.60	Actual	
5040	Hook-Ups	0.00	0.00	0.00	N/A	4,150.00	6,490.00		
5825	Future Capital Development Reven	0.00	0.00	0.00	N/A	600.00	1,200.00		
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$265,000.00	\$265,845.00	(\$845.00)	0%	\$129,137.94	\$257,513.03	
<i>INT/PEN - Interest & Penalties</i>									
4710	Penalty/Fees	1,600.00	1,500.00	100.00	7%	837.83	1,691.70		
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$1,600.00	\$1,500.00	\$100.00	7%	\$837.83	\$1,691.70	
<i>TRNS IN - Transfers In</i>									
5975.100	Transfers From (To) Consolidated Reserve	24,166.00	(4,358.00)	28,524.00	-655%	0.00	0.00		
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$24,166.00	(\$4,358.00)	\$28,524.00	-655%	\$0.00	\$0.00	
<i>DEBT SRV REV - Debt Service Revenue</i>									
5980	Front Foot/EDU Revenue	865.00	865.00	0.00	0%	434.62	864.24		
<i>Account Classification Total: DEBT SRV REV - Debt Service Revenue</i>			\$865.00	\$865.00	\$0.00	0%	\$434.62	\$864.24	
REVENUES Total			\$291,631.00	\$263,852.00	\$27,779.00	11%	\$130,410.39	\$260,068.97	
Fund REVENUE Total: 530 - Edgewater Acres			\$291,631.00	\$263,852.00	\$27,779.00	11%	\$130,410.39	\$260,068.97	

Worcester County			530 Edgewater Acres Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 530 - Edgewater Acres										
EXPENSES										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	17,261.58	6,000.00	11,222.44	39.14	0.7%	3,787.62	7,018.28		
6000.200	Personnel Services Salaries-Support Group	54,420.84	33,148.00	21,272.84	0.00	0.0%	18,601.35	51,756.94		
6000.300	Personnel Services Salaries-Construction	307.84	1,449.00	(1,141.16)	0.00	0.0%	472.60	302.44		
6000.400	Personnel Services Overtime Pay	1,850.00	500.00	0.00	1,350.00	270.0%	28.49	642.93		
6010.030	Benefits Hospitalization Insurance	15,854.18	0.00	15,854.18	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	5,479.44	0.00	5,479.44	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.86	23,625.00	(23,624.14)	0.00	0.0%	6,866.52	26,445.56		
6010.900	Benefits OPEB contribution	1,752.94	2,595.00	(842.06)	0.00	0.0%	0.00	986.55		
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$96,927.68	\$67,317.00	\$28,221.54	\$1,389.14	2.1%	\$29,756.58	\$87,152.70		
<i>SUPP & MAT - Supplies & Materials</i>										
6100.010	Administrative Expense Administrative Expenses	1,010.00	500.00	0.00	510.00	102.0%	493.20	3,032.57		
6110.090	Supplies & Equipment Computers & Printers	10.00	0.00	0.00	10.00	N/A	0.00	0.00		
6110.340	Supplies & Equipment Safety Program Equipment	312.00	312.00	0.00	0.00	0.0%	0.00	216.18		
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	N/A	0.00	468.69		
6150.050	Uniforms & Personal Equipment Uniforms	182.00	164.00	0.00	18.00	11.0%	0.00	320.60		
6200.010	Other Supplies & Materials Lab Testing	1,000.00	1,000.00	0.00	0.00	0.0%	1,056.65	500.00		
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	0.00	0.00	0.0%	0.00	989.01		
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$3,514.00	\$2,976.00	0.00	\$538.00	18.1%	\$1,549.85	\$5,527.05		
<i>MAINT & SVCS - Maintenance & Services</i>										
6500.010	Systems Maintenance Collection System Maintenance	5,000.00	5,000.00	0.00	0.00	0.0%	4,283.32	1,330.67		
6500.020	Systems Maintenance Water Plant/System Maint	5,000.00	5,000.00	0.00	0.00	0.0%	2,851.40	11,088.19		
6500.040	Systems Maintenance WWW Paving	500.00	500.00	0.00	0.00	0.0%	0.00	0.00		
6500.070	Systems Maintenance Contractor Water Install/Repair	4,000.00	3,000.00	0.00	1,000.00	33.3%	4,000.00	11,386.00	Increase in Repairs	
6500.075	Systems Maintenance Contractor Sewer Install/Repair	0.00	0.00	0.00	0.00	#N/A	0.00	6,700.00		
6530.100	Consulting Services Professional Fees	1,200.00	1,268.00	0.00	(68.00)	-5.4%	0.00	375.00		
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	6,019.00	3,458.00	0.00	2,561.00	74.1%	0.00	9,601.89	Historical	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	2,000.00	300.00	0.00	1,700.00	566.7%	0.00	9,270.00	Replace door	
6550.060	Building Site Expenses Electricity	8,000.00	6,000.00	0.00	2,000.00	33.3%	1,133.72	8,270.02	Actual	
6550.270	Building Site Expenses Telephone	830.00	715.00	0.00	115.00	16.1%	366.30	711.09		
6700.100	Other Maint. & Svcs Payment to Sewer Utility	85,000.00	80,000.00	0.00	5,000.00	6.3%	42,635.18	82,366.32	Historical	
6700.200	Other Maint. & Svcs Payment to Water Utility	68,000.00	72,000.00	0.00	(4,000.00)	-5.6%	33,822.04	61,818.06	Historical	
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,386.00	622.00	0.00	764.00	122.8%	0.00	95.46		
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$186,935.00	\$177,863.00	\$0.00	\$9,072.00	5.1%	\$89,091.96	\$203,012.70		
<i>OTHR CHGS - Other Charges</i>										
7000.060	Travel, Training & Expense Educational Training	172.00	172.00	0.00	0.00	0.0%	0.00	215.34		
7170.100	Benefits & Insurance Property & Liability Insurance	2,500.00	2,100.00	0.00	400.00	19.0%	0.00	2,638.78		
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$2,672.00	\$2,272.00	\$0.00	\$400.00	17.6%	\$0.00	\$2,854.12		

Worcester County		530 Edgewater Acres Budget Requested								
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested	Comments
<i>INTFND CHGS - Interfund Charges</i>										
8010.030	Interfund Treasurer's Support - Salary	0.00	3,671.00	(3,671.00)	0.00	0.0%	3,360.41	3,297.85	Allocated in Personnel	Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	1,612.00	(1,612.00)	0.00	0.0%	1,670.79	1,534.82	Allocated in Personnel	Benefits
8010.050	Interfund Public Works & Admin - Benefits	1,002.00	2,484.00	(1,482.00)	0.00	0.0%	2,651.36	2,365.28	Allocated in Personnel	Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	5,657.00	(5,657.00)	0.00	0.0%	5,332.59	5,082.25	Allocated in Personnel	Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$1,002.00	\$13,424.00	(\$12,422.00)	\$0.00	0.0%	\$13,015.15	\$12,280.20		
Fund EXPENSE Total: 530 - Edgewater Acres		\$291,050.68	\$263,852.00	\$15,799.54	\$11,399.14	4.3%	\$133,413.54	\$310,626.77		

Worcester County			535 Landings Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 535 - Landings									
REVENUES									
<i>LOSS DSP ASTS - Gain/Loss on Disposal of Assets</i>									
	4600	Sale Of Fixed Assets	0.00	0.00	0.00	N/A	0.00	(1,770.82)	
<i>Account Classification Total: LOSS DSP ASTS - Gain/Loss on Dis</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	(\$1,770.82)	
<i>CHG SVC - Charges for Services</i>									
	5000.100	Domestic Water Service	52,000.00	37,842.00	14,158.00	37%	26,401.61	39,729.89	Rate Increase, Additional Connections
	5000.200	Domestic Water Usage	9,100.00	5,500.00	3,600.00	65%	4,563.56	6,227.91	Rate Increase, Additional Connections
	5010.100	Domestic Sewer Service	140,000.00	96,061.00	43,939.00	46%	70,210.31	102,050.90	Rate Increase, Additional Connections
	5010.200	Domestic Sewer Usage	24,000.00	12,000.00	12,000.00	100%	12,356.85	15,425.88	Rate Increase, Additional Connections
	5020	Additional Assessments - Accessibility	149,000.00	208,637.00	(59,637.00)	-29%	74,760.00	189,601.75	Connections reduces Accessibility
	5040	Hook-Ups	100,000.00	0.00	100,000.00	N/A	148,545.00	133,045.00	Actual, increase in connections
	5825	Future Capital Development Revenue	0.00	0.00	0.00	N/A	16,800.00	24,600.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$474,100.00	\$360,040.00	\$114,060.00	32%	\$353,637.33	\$510,681.33	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	3,000.00	4,000.00	(1,000.00)	-25%	1,778.92	6,664.47	Historical
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$3,000.00	\$4,000.00	(\$1,000.00)	-25%	\$1,778.92	\$6,664.47	
<i>OTH REV - Other Revenue</i>									
	5850	Other Revenue	0.00	0.00	0.00	N/A	586.98	28,111.99	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$586.98	\$28,111.99	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	164,490.00	68,039.00	96,451.00	142%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$164,490.00	\$68,039.00	\$96,451.00	142%	\$0.00	\$0.00	
REVENUES Total			\$641,590.00	\$432,079.00	\$209,511.00	48%	\$356,003.23	\$543,686.97	
Fund REVENUE Total: 535 - Landings			\$641,590.00	\$432,079.00	\$209,511.00	48%	\$356,003.23	\$543,686.97	

Worcester County			535 Landings Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 535 - Landings									
EXPENSES									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	15,327.00	10,000.00	4,417.38	909.62	9.1%	1,816.49	8,563.26	
6000.200	Personnel Services Salaries-Support Group	77,302.93	76,495.00	807.93	0.00	0.0%	29,844.01	90,561.69	
6000.300	Personnel Services Salaries-Construction	4,342.78	2,415.00	1,927.78	0.00	0.0%	2,067.32	3,795.81	
6000.400	Personnel Services Overtime Pay	3,400.00	0.00	0.00	3,400.00	#N/A	708.41	818.74	
6010.030	Benefits Hospitalization Insurance	23,802.41	0.00	23,802.41	0.00	#N/A	0.00	0.00	
6010.060	Benefits Social Security Taxes	7,391.47	0.00	7,391.47	0.00	#N/A	0.00	0.00	
6010.100	Benefits Fica & Fringe Benefits	0.00	52,198.00	(52,198.00)	0.00	0.0%	11,408.43	47,923.29	
6010.900	Benefits OPEB contribution	1,841.03	5,918.00	(4,076.97)	0.00	0.0%	0.00	1,711.30	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$133,407.62	\$147,026.00	(\$17,928.00)	\$4,309.62	2.9%	\$45,844.66	\$153,374.09	
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	630.00	1,200.00	0.00	(570.00)	-47.5%	368.94	2,324.26	
6110.060	Supplies & Equipment Chemicals	25,000.00	20,000.00	0.00	5,000.00	25.0%	12,639.34	29,062.84	Actual, increase in cost/use
6110.090	Supplies & Equipment Computers & Printers	24.00	0.00	0.00	24.00	#N/A	0.00	0.00	
6110.340	Supplies & Equipment Safety Program Equipment	720.00	720.00	0.00	0.00	0.0%	40.36	378.27	
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	820.09	
6110.420	Supplies & Equipment Tools & Supplies	500.00	300.00	0.00	200.00	66.7%	490.71	147.85	
6150.050	Uniforms & Personal Equipment Uniforms	420.00	378.00	0.00	42.00	11.1%	0.00	560.96	
6200.010	Other Supplies & Materials Lab Testing	3,000.00	3,000.00	0.00	0.00	0.0%	450.00	1,800.00	
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	2,000.00	0.00	0.00	0.0%	0.00	3,027.11	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$32,294.00	\$27,598.00	0.00	\$4,696.00	17.0%	\$13,989.35	\$38,121.38	
<i>MAINT & SVCS - Maintenance & Services</i>									
6500.010	Systems Maintenance Collection System Maintenance	7,500.00	7,500.00	0.00	0.00	0.0%	0.00	11,201.99	
6500.020	Systems Maintenance Water Plant/System Maint	110,000.00	39,000.00	0.00	71,000.00	182.1%	69,493.88	104,549.40	Increase in meter costs, maintenance
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	5,000.00	5,000.00	0.00	0.00	0.0%	1,380.12	8,617.70	
6500.040	Systems Maintenance WWW Paving	0.00	500.00	0.00	(500.00)	-100.0%	2,070.75	0.00	
6500.070	Systems Maintenance Contractor Water Install/Repair	60,000.00	16,000.00	0.00	44,000.00	275.0%	49,450.00	52,250.00	Increase in connections
6500.075	Systems Maintenance Contractor Sewer Install/Repair	5,000.00	5,000.00	0.00	0.00	0.0%	0.00	5,700.00	
6530.100	Consulting Services Professional Fees	880.00	930.00	0.00	(50.00)	-5.4%	0.00	275.00	
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	13,890.00	7,980.00	0.00	5,910.00	74.1%	0.00	16,887.66	Historical
6550.020	Building Site Expenses Buildings & Grounds Maintenance	2,700.00	3,000.00	0.00	(300.00)	-10.0%	225.57	2,626.29	
6550.060	Building Site Expenses Electricity	45,000.00	20,000.00	0.00	25,000.00	125.0%	13,217.00	48,636.00	Historical
6550.270	Building Site Expenses Telephone	1,066.00	1,500.00	0.00	(434.00)	-28.9%	483.78	1,175.34	
6700.100	Other Maint. & Svcs Payment to Sewer Utility	200,000.00	138,328.00	0.00	61,672.00	44.6%	107,951.60	147,607.00	Increase in Effluent
6700.500	Other Maint. & Svcs Water & Wastewater Construction	5,909.00	1,036.00	0.00	4,873.00	470.4%	0.00	1,198.11	Increase Capital items
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$456,945.00	\$245,774.00	\$0.00	\$211,171.00	85.9%	\$244,272.70	\$400,724.49	
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	396.00	396.00	0.00	0.00	0.0%	0.00	376.79	
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	0.00	0.00	0.0%	0.00	1,919.30	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$2,396.00	\$2,396.00	\$0.00	\$0.00	0.0%	\$0.00	\$2,296.09	

Worcester County			535 Landings Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
<i>INTFND CHGS - Interfund Charges</i>									
8010.030	Interfund Treasurer's Support - Salary	0.00	2,394.00	(2,394.00)	0.00	0.0%	2,191.57	2,150.77	Allocated in Personnel Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	1,051.00	(1,051.00)	0.00	0.0%	1,089.65	1,000.97	Allocated in Personnel Benefits
8010.050	Interfund Public Works & Admin - Benefits	673.00	1,782.00	(1,109.00)	0.00	0.0%	1,902.07	1,696.83	Allocated in Personnel Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	4,058.00	(4,058.00)	0.00	0.0%	3,825.55	3,645.96	Allocated in Personnel Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$673.00	\$9,285.00	(\$8,612.00)	\$0.00	0.0%	\$9,008.84	\$8,494.53	
<i>CAP EQ - Capital Equipment</i>									
9010.090	Capital Equipment Other WWW Equipment	15,000.00	0.00	0.00	15,000.00	#N/A	0.00	0.00	Pump Failure
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$15,000.00	\$0.00	\$0.00	\$15,000.00	#N/A	\$0.00	\$0.00	
Fund EXPENSE Total: 535 - Landings		\$640,715.62	\$432,079.00	(\$26,540.00)	\$235,176.62	54.4%	\$313,115.55	\$603,010.58	

Worcester County			540 Lighthouse Sound Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 540 - Lighthouse Sound									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
	5010.100	Domestic Sewer Service	106,500.00	107,500.00	(1,000.00)	-1%	53,240.00	102,420.00	Historical
	5020	Additional Assessments - Accessibility	9,120.00	9,688.00	(568.00)	-6%	4,560.00	8,988.00	
	5825	Future Capital Development Reven	0.00	0.00	0.00	N/A	0.00	600.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$115,620.00	\$117,188.00	(\$1,568.00)	-1%	\$57,800.00	\$112,008.00	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	800.00	700.00	100.00	14%	454.88	648.88	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$800.00	\$700.00	\$100.00	14%	\$454.88	\$648.88	
<i>OTH REV - Other Revenue</i>									
	5850	Other Revenue	0.00	0.00	0.00	N/A	81.18	274.67	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$81.18	\$274.67	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	138.00	(242.00)	380.00	-157%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$138.00	(\$242.00)	\$380.00	-157%	\$0.00	\$0.00	
REVENUES Total			\$116,558.00	\$117,646.00	(\$1,088.00)	-1%	\$58,336.06	\$112,931.55	
Fund REVENUE Total: 540 - Lighthouse Sound			\$116,558.00	\$117,646.00	(\$1,088.00)	-1%	\$58,336.06	\$112,931.55	

Worcester County			540 Lighthouse Sound Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 540 - Lighthouse Sound										
EXPENSES										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	10,328.50	6,000.00	4,280.48	48.02	0.8%	4,220.95	5,758.88		
6000.200	Personnel Services Salaries-Support Group	38,237.42	34,423.00	3,814.42	0.00	0.0%	15,924.99	39,596.53		
6000.300	Personnel Services Salaries-Construction	0.00	2,898.00	(2,898.00)	0.00	0.0%	0.00	0.00		
6000.400	Personnel Services Overtime Pay	1,350.00	0.00	0.00	1,350.00	#N/A	322.75	1,131.56		
6010.030	Benefits Hospitalization Insurance	9,456.46	0.00	9,456.46	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	3,694.97	0.00	3,694.97	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.00	25,283.00	(25,283.00)	0.00	0.0%	5,792.10	19,473.33		
6010.900	Benefits OPEB contribution	1,447.07	3,249.00	(1,801.93)	0.00	0.0%	0.00	755.23		
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$64,514.42	\$71,853.00	(\$8,736.60)	\$1,398.02	1.9%	\$26,260.79	\$66,715.53		
<i>SUPP & MAT - Supplies & Materials</i>										
6100.010	Administrative Expense Administrative Expenses	980.00	875.00	0.00	105.00	12.0%	206.27	1,423.71		
6110.060	Supplies & Equipment Chemicals	4,000.00	4,000.00	0.00	0.00	0.0%	2,879.40	3,764.20		
6110.090	Supplies & Equipment Computers & Printers	11.00	0.00	0.00	11.00	#N/A	0.00	0.00		
6110.340	Supplies & Equipment Safety Program Equipment	324.00	324.00	0.00	0.00	0.0%	0.00	165.39		
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	358.57		
6150.050	Uniforms & Personal Equipment Uniforms	189.00	170.00	0.00	19.00	11.2%	0.00	245.27		
6200.010	Other Supplies & Materials Lab Testing	6,000.00	5,000.00	0.00	1,000.00	20.0%	2,764.00	5,528.00	Additional Supplies	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$11,504.00	\$10,369.00	0.00	\$1,135.00	10.9%	\$5,849.67	\$11,485.14		
<i>MAINT & SVCS - Maintenance & Services</i>										
6500.010	Systems Maintenance Collection System Maintenance	5,500.00	5,500.00	0.00	0.00	0.0%	321.99	4,467.97		
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	12,000.00	8,000.00	0.00	4,000.00	50.0%	(742.69)	9,100.12	Increase in Maintenance/Upkeep	
6530.100	Consulting Services Professional Fees	480.00	507.00	0.00	(27.00)	-5.3%	0.00	150.00		
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	6,251.00	3,591.00	0.00	2,660.00	74.1%	0.00	7,427.36	Historical	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	300.00	500.00	0.00	(200.00)	-40.0%	0.00	147.59		
6550.060	Building Site Expenses Electricity	12,000.00	10,000.00	0.00	2,000.00	20.0%	5,055.84	13,086.25	Historical	
6550.270	Building Site Expenses Telephone	396.00	836.00	0.00	(440.00)	-52.6%	178.52	354.26		
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,773.00	1,244.00	0.00	529.00	42.5%	0.00	0.00		
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$38,700.00	\$30,178.00	\$0.00	\$8,522.00	28.2%	\$4,813.66	\$34,733.55		
<i>OTHR CHGS - Other Charges</i>										
7000.060	Travel, Training & Expense Educational Training	178.00	178.00	0.00	0.00	0.0%	0.00	164.74		
7170.100	Benefits & Insurance Property & Liability Insurance	1,000.00	1,000.00	0.00	0.00	0.0%	0.00	611.84		
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$1,178.00	\$1,178.00	\$0.00	\$0.00	0.0%	\$0.00	\$776.58		
<i>INTFND CHGS - Interfund Charges</i>										
8010.030	Interfund Treasurer's Support - Salary	0.00	1,597.00	(1,597.00)	0.00	0.0%	1,461.05	1,433.85	Allocated in Personnel Salaries	
8010.040	Interfund Treasurer's Support - Fringe	0.00	701.00	(701.00)	0.00	0.0%	726.43	667.31	Allocated in Personnel Benefits	
8010.050	Interfund Public Works & Admin - Benefits	315.00	540.00	(225.00)	0.00	0.0%	576.38	514.19	Allocated in Personnel Benefits	
8010.060	Interfund Public Works & Admin - Salaries	0.00	1,230.00	(1,230.00)	0.00	0.0%	1,159.26	1,104.84	Allocated in Personnel Salaries	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$315.00	\$4,068.00	(\$3,753.00)	\$0.00	0.0%	\$3,923.12	\$3,720.19		
Fund EXPENSE Total: 540 - Lighthouse Sound		\$116,211.42	\$117,646.00	(\$12,489.60)	\$11,055.02	9.4%	\$40,847.24	\$117,430.99		

Worcester County			545 Mystic Harbour Revenue Budget						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments	
Fund: 545 - Mystic Harbour									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
5000.100	Domestic Water Service	375,000.00	362,052.00	12,948.00	4%	187,579.25	334,377.00	Increase rates/historical	
5000.200	Domestic Water Usage	80,000.00	70,000.00	10,000.00	14%	41,579.05	64,182.61	Historical	
5005.100	Commercial Water Service	78,000.00	76,481.00	1,519.00	2%	38,956.31	74,068.52	Actual	
5005.200	Commercial Water Usage	60,000.00	45,000.00	15,000.00	33%	30,011.10	50,316.97	Actual	
5010.100	Domestic Sewer Service	515,000.00	490,188.00	24,812.00	5%	257,249.18	454,162.00	Increase rates/Actual	
5010.200	Domestic Sewer Usage	81,000.00	75,000.00	6,000.00	8%	40,638.12	69,984.97	Historical	
5015.100	Commercial Sewer Service	71,000.00	69,755.00	1,245.00	2%	35,878.56	65,916.89	Historical	
5015.200	Commercial Sewer Usage	158,000.00	85,000.00	73,000.00	86%	78,750.58	108,272.44	Historical	
5020.100	Additional Assessments - Accessibility Water Accessibility	0.00	0.00	0.00	N/A	0.00	69,187.50		
5020.200	Additional Assessments - Accessibility Sewer Accessibility	0.00	0.00	0.00	N/A	0.00	173,070.00		
5040	Hook-Ups	30,000.00	32,000.00	(2,000.00)	-6%	20,430.00	29,645.00	Historical	
5825	Future Capital Development Reven	0.00	0.00	0.00	N/A	3,500.00	150,000.00		
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$1,448,000.00	\$1,305,476.00	\$142,524.00	11%	\$734,572.15	\$1,643,183.90	
<i>INT/PEN - Interest & Penalties</i>									
4710	Penalty/Fees	18,000.00	15,000.00	3,000.00	20%	9,214.98	15,927.95	Historical	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$18,000.00	\$15,000.00	\$3,000.00	20%	\$9,214.98	\$15,927.95	
<i>OTH REV - Other Revenue</i>									
5042	Equity Contribution	0.00	0.00	0.00	N/A	71,000.00	417,569.00		
5850	Other Revenue	0.00	0.00	0.00	N/A	1,221.13	5,075.92		
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$72,221.13	\$422,644.92	
<i>TRNS IN - Transfers In</i>									
5510	Transfers From Other Funds	200,000.00	138,328.00	61,672.00	45%	107,951.60	147,607.00	Landings Effluent	
5975.100	Transfers From (To) Consolidated Reserve	1,065,137.00	545,691.00	519,446.00	95%	0.00	0.00	Balance Budget	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$1,265,137.00	\$684,019.00	\$581,118.00	85%	\$107,951.60	\$147,607.00	
REVENUES Total			\$2,731,137.00	\$2,004,495.00	\$726,642.00	36%	\$923,959.86	\$2,229,363.77	
Fund REVENUE Total: 545 - Mystic Harbour			\$2,731,137.00	\$2,004,495.00	\$726,642.00	36%	\$923,959.86	\$2,229,363.77	

Worcester County			545 Mystic Harbour Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 545 - Mystic Harbour										
EXPENSES										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	142,068.08	30,000.00	107,069.24	4,998.84	16.7%	13,560.52	33,850.92		
6000.200	Personnel Services Salaries-Support Group	300,939.61	407,973.00	(107,033.39)	0.00	0.0%	121,888.88	322,259.97		
6000.300	Personnel Services Salaries-Construction	4,505.80	12,077.00	(7,571.20)	0.00	0.0%	3,798.49	4,500.14		
6000.400	Personnel Services Overtime Pay	26,350.00	16,000.00	0.00	10,350.00	64.7%	7,067.41	17,160.76		
6010.030	Benefits Hospitalization Insurance	114,830.37	0.00	114,830.37	0.00	#N/A	0.00	0.00		
6010.050	Benefits Retirement	46,944.00	0.00	46,944.00	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	32,569.55	0.00	32,569.55	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.00	261,680.00	(261,680.00)	0.00	0.0%	47,307.44	161,077.83		
6010.900	Benefits OPEB contribution	11,093.98	33,754.00	(22,660.02)	0.00	0.0%	0.00	6,002.28		
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$679,301.39	\$761,484.00	(\$97,531.45)	\$15,348.84	2.0%	\$193,622.74	\$544,851.90		
<i>SUPP & MAT - Supplies & Materials</i>										
6100.010	Administrative Expense Administrative Expenses	3,150.00	5,000.00	0.00	(1,850.00)	-37.0%	3,296.78	22,579.34	Historical	
6110.060	Supplies & Equipment Chemicals	200,000.00	200,000.00	0.00	0.00	0.0%	169,787.65	170,160.92		
6110.090	Supplies & Equipment Computers & Printers	128.00	0.00	0.00	128.00	#N/A	0.00	0.00		
6110.340	Supplies & Equipment Safety Program Equipment	3,840.00	3,840.00	0.00	0.00	0.0%	1,206.27	1,529.00		
6110.390	Supplies & Equipment Small Equipment	13,198.00	0.00	0.00	13,198.00	#N/A	0.00	3,104.96	Radio Read Meter replacements	
6110.420	Supplies & Equipment Tools & Supplies	5,000.00	3,000.00	0.00	2,000.00	66.7%	2,210.15	2,580.22	Historical	
6150.050	Uniforms & Personal Equipment Uniforms	2,240.00	2,016.00	0.00	224.00	11.1%	0.00	1,996.17		
6200.010	Other Supplies & Materials Lab Testing	10,000.00	15,000.00	0.00	(5,000.00)	-33.3%	5,191.00	9,744.00	Historical	
6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	0.00	0.00	0.0%	1,031.23	7,801.13		
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$247,556.00	\$238,856.00	0.00	\$8,700.00	3.6%	\$182,723.08	\$219,495.74		
<i>MAINT & SVCS - Maintenance & Services</i>										
6500.010	Systems Maintenance Collection System Maintenance	40,000.00	50,000.00	0.00	(10,000.00)	-20.0%	22,271.68	29,684.98	Increase cost-pumps, maintenance	
6500.020	Systems Maintenance Water Plant/System Maint	146,000.00	146,000.00	0.00	0.00	0.0%	91,246.07	108,851.96		
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	140,000.00	140,000.00	0.00	0.00	0.0%	89,253.41	78,067.81		
6500.040	Systems Maintenance WWW Paving	4,000.00	4,000.00	0.00	0.00	0.0%	1,782.00	1,212.00		
6500.070	Systems Maintenance Contractor Water Install/Repair	20,000.00	20,000.00	0.00	0.00	0.0%	9,610.00	36,590.00		
6500.075	Systems Maintenance Contractor Sewer Install/Repair	20,000.00	5,000.00	0.00	15,000.00	300.0%	18,525.00	1,250.00	Increase use outside contractors/installs	
6530.100	Consulting Services Professional Fees	8,400.00	8,873.00	0.00	(473.00)	-5.3%	0.00	2,625.00		
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	74,080.00	42,560.00	0.00	31,520.00	74.1%	0.00	60,053.49	Increase in Support Allocation	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	15,000.00	10,000.00	0.00	5,000.00	50.0%	7,953.01	17,811.77	HVAC Repair, Building Maintenance, Propane	
6550.060	Building Site Expenses Electricity	250,000.00	200,000.00	0.00	50,000.00	25.0%	95,213.62	265,496.58	Historical	
6550.270	Building Site Expenses Telephone	7,830.00	7,130.00	0.00	700.00	9.8%	3,295.84	7,014.31		
6700.100	Other Maint. & Svcs Payment to Sewer Utility	200,000.00	100,000.00	0.00	100,000.00	100.0%	183,000.00	145,141.95	Increase in flow to OC	
6700.150	Other Maint. & Svcs Payment to Water Utility Effluen	40,000.00	40,000.00	0.00	0.00	0.0%	19,075.74	27,159.47		
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	0.00	0.00	0.0%	0.00	458.75		
6700.500	Other Maint. & Svcs Water & Wastewater Construction	29,544.00	5,181.00	0.00	24,363.00	470.2%	0.00	1,420.42	Historical	
6700.650	Other Maint. & Svcs Tipping Fees	25,000.00	35,000.00	0.00	(10,000.00)	-28.6%	3,158.40	23,660.80	Decrease in sludge hauled	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$1,020,854.00	\$814,744.00	\$0.00	\$206,110.00	25.3%	\$544,384.77	\$806,499.29		

Worcester County			545 Mystic Harbour Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	2,112.00	2,112.00	0.00	0.00	0.0%	0.00	1,340.79	
7170.100	Benefits & Insurance Property & Liability Insurance	18,000.00	18,000.00	0.00	0.00	0.0%	0.00	23,432.55	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$20,112.00	\$20,112.00	\$0.00	\$0.00	0.0%	\$0.00	\$24,773.34	
<i>INTFND CHGS - Interfund Charges</i>									
8010.030	Interfund Treasurer's Support - Salary	0.00	25,535.00	(25,535.00)	0.00	0.0%	23,376.74	22,941.58	Allocated in Personnel Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	11,211.00	(11,211.00)	0.00	0.0%	11,622.91	10,677.01	Allocated in Personnel Benefits
8010.050	Interfund Public Works & Admin - Benefits	9,099.00	22,136.00	(13,037.00)	0.00	0.0%	23,631.73	21,081.84	Allocated in Personnel Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	50,417.00	(50,417.00)	0.00	0.0%	47,529.62	45,298.32	Allocated in Personnel Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$9,099.00	\$109,299.00	(\$100,200.00)	\$0.00	0.0%	\$106,161.00	\$99,998.75	
<i>CAP EQ - Capital Equipment</i>									
9010	Capital Equipment	620,000.00	0.00	0.00	620,000.00	#N/A	0.00	0.00	Membranes deteriorating, Panels need replacing, Needed pumps
9010.080	Capital Equipment Construction Projects	130,000.00	0.00	0.00	130,000.00	#N/A	0.00	0.00	Obsolete Equipment
9010.090	Capital Equipment Other WWW Equipment	0.00	60,000.00	0.00	(60,000.00)	-100.0%	0.00	0.00	No Capital Equipment
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$750,000.00	\$60,000.00	\$0.00	\$690,000.00	1150.0%	\$0.00	\$0.00	
Fund EXPENSE Total: 545 - Mystic Harbour		\$2,726,922.39	\$2,004,495.00	(\$197,731.45)	\$920,158.84	45.9%	\$1,026,891.59	\$1,695,619.02	

Worcester County			550 Newark Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 550 - Newark									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
	5000.100	Domestic Water Service	55,848.00	55,848.00	0.00	0%	28,750.00	54,168.00	
	5000.200	Domestic Water Usage	11,000.00	11,000.00	0.00	0%	5,977.26	13,071.70	
	5005.100	Commercial Water Service	6,080.00	6,080.00	0.00	0%	2,860.00	5,480.00	
	5005.200	Commercial Water Usage	4,000.00	4,000.00	0.00	0%	765.10	2,064.37	
	5010.100	Domestic Sewer Service	51,852.00	51,852.00	0.00	0%	26,680.00	50,172.00	
	5010.200	Domestic Sewer Usage	10,000.00	10,000.00	0.00	0%	5,645.28	12,121.27	
	5015.100	Commercial Sewer Service	25,260.00	25,260.00	0.00	0%	12,870.00	24,660.00	
	5015.200	Commercial Sewer Usage	3,000.00	3,000.00	0.00	0%	1,040.20	2,610.37	
	5040	Hook-Ups	0.00	8,300.00	(8,300.00)	-100%	0.00	0.00	No New Construction
	5825	Future Capital Development Reven	0.00	0.00	0.00	N/A	1,200.00	0.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$167,040.00	\$175,340.00	(\$8,300.00)	-5%	\$85,787.84	\$164,347.71	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	2,500.00	2,500.00	0.00	0%	2,112.14	3,814.97	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$2,500.00	\$2,500.00	\$0.00	0%	\$2,112.14	\$3,814.97	
<i>MISC - Miscellaneous</i>									
	4270	Rents-Tower Site/Contrib & Donat	26,195.00	26,195.00	0.00	0%	12,989.16	25,681.24	
<i>Account Classification Total: MISC - Miscellaneous</i>			\$26,195.00	\$26,195.00	\$0.00	0%	\$12,989.16	\$25,681.24	
<i>OTH REV - Other Revenue</i>									
	5042	Equity Contribution	0.00	0.00	0.00	N/A	16,312.00	0.00	
	5850	Other Revenue	3,000.00	3,000.00	0.00	0%	96.44	325.94	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$3,000.00	\$3,000.00	\$0.00	0%	\$16,408.44	\$325.94	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	11,324.00	(13,207.00)	24,531.00	-186%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$11,324.00	(\$13,207.00)	\$24,531.00	-186%	\$0.00	\$0.00	
REVENUES Total			\$210,059.00	\$193,828.00	\$16,231.00	8%	\$117,297.58	\$194,169.86	
Fund REVENUE Total: 550 - Newark			\$210,059.00	\$193,828.00	\$16,231.00	8%	\$117,297.58	\$194,169.86	

Worcester County			550 Newark Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 550 - Newark										
EXPENSES										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	17,460.76	8,436.00	8,889.61	135.15	1.6%	3,878.21	9,040.21		
6000.200	Personnel Services Salaries-Support Group	84,242.45	57,371.00	26,871.45	0.00	0.0%	32,100.09	88,020.61		
6000.300	Personnel Services Salaries-Construction	118.86	4,831.00	(4,712.14)	0.00	0.0%	520.88	126.59		
6000.400	Personnel Services Overtime Pay	2,650.00	1,000.00	0.00	1,650.00	165.0%	1,653.42	1,140.45		
6010.030	Benefits Hospitalization Insurance	21,502.70	0.00	21,502.70	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	7,759.97	0.00	7,759.97	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.09	40,978.00	(40,977.91)	0.00	0.0%	11,011.44	42,962.21		
6010.900	Benefits OPEB contribution	2,419.85	5,265.00	(2,845.15)	0.00	0.0%	0.00	1,616.60		
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$136,154.68	\$117,881.00	\$16,488.53	\$1,785.15	1.5%	\$49,164.04	\$142,906.67		
<i>SUPP & MAT - Supplies & Materials</i>										
6100.010	Administrative Expense Administrative Expenses	240.00	1,000.00	0.00	(760.00)	-76.0%	288.09	1,712.74		
6110.060	Supplies & Equipment Chemicals	5,000.00	5,000.00	0.00	0.00	0.0%	2,956.00	3,306.20		
6110.090	Supplies & Equipment Computers & Printers	18.00	0.00	0.00	18.00	#N/A	0.00	0.00		
6110.340	Supplies & Equipment Safety Program Equipment	540.00	540.00	0.00	0.00	0.0%	31.98	367.66		
6110.390	Supplies & Equipment Small Equipment	2,145.00	0.00	0.00	2,145.00	#N/A	0.00	797.08	Meters	
6150.050	Uniforms & Personal Equipment Uniforms	315.00	284.00	0.00	31.00	10.9%	0.00	545.22		
6200.010	Other Supplies & Materials Lab Testing	5,300.00	5,000.00	0.00	300.00	6.0%	2,100.00	5,200.27		
6200.030	Other Supplies & Materials Testing Supplies	700.00	2,000.00	0.00	(1,300.00)	-65.0%	0.00	525.45	Historical	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$14,258.00	\$13,824.00	0.00	\$434.00	3.1%	\$5,376.07	\$12,454.62		
<i>MAINT & SVCS - Maintenance & Services</i>										
6500.010	Systems Maintenance Collection System Maintenance	1,700.00	5,000.00	0.00	(3,300.00)	-66.0%	204.36	740.42	Historical	
6500.020	Systems Maintenance Water Plant/System Maint	10,000.00	12,000.00	0.00	(2,000.00)	-16.7%	3,726.48	6,619.92	Historical	
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	9,500.00	7,500.00	0.00	2,000.00	26.7%	1,868.62	25,815.97	Repairs at spray site	
6500.070	Systems Maintenance Contractor Water Install/Repair	3,000.00	4,000.00	0.00	(1,000.00)	-25.0%	1,500.00	0.00	No new connections	
6530.100	Consulting Services Professional Fees	640.00	676.00	0.00	(36.00)	-5.3%	239.40	2,402.00		
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	11,018.00	5,985.00	0.00	5,033.00	84.1%	0.00	16,433.26	Historical	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	0.00	0.00	0.0%	79.26	578.90		
6550.060	Building Site Expenses Electricity	16,000.00	16,000.00	0.00	0.00	0.0%	9,050.84	16,371.72		
6550.270	Building Site Expenses Telephone	548.00	500.00	0.00	48.00	9.6%	160.05	414.49		
6700.500	Other Maint. & Svcs Water & Wastewater Construction	2,954.00	1,000.00	0.00	1,954.00	195.4%	0.00	39.96	Increase Capital items	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$56,360.00	\$53,661.00	\$0.00	\$2,699.00	5.0%	\$16,829.01	\$69,416.64		
<i>OTHR CHGS - Other Charges</i>										
7000.060	Travel, Training & Expense Educational Training	297.00	297.00	0.00	0.00	0.0%	0.00	366.22		
7170.100	Benefits & Insurance Property & Liability Insurance	1,500.00	1,100.00	0.00	400.00	36.4%	0.00	1,433.12		
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$1,797.00	\$1,397.00	\$0.00	\$400.00	28.6%	\$0.00	\$1,799.34		

Worcester County			550 Newark Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
<i>INTFND CHGS - Interfund Charges</i>										
8010.030	Interfund Treasurer's Support - Salary	0.00	1,835.00	(1,835.00)	0.00	0.0%	1,680.20	1,648.93	Position Budgeting-now in Salaries	
8010.040	Interfund Treasurer's Support - Fringe	0.00	806.00	(806.00)	0.00	0.0%	835.40	767.41		
8010.050	Interfund Public Works & Admin - Benefits	701.00	1,350.00	(649.00)	0.00	0.0%	1,440.96	1,285.47	General Fund Retirement	
8010.060	Interfund Public Works & Admin - Salaries	0.00	3,074.00	(3,074.00)	0.00	0.0%	2,898.15	2,762.09	Position Budgeting-now in Salaries	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$701.00	\$7,065.00	(\$6,364.00)	\$0.00	0.0%	\$6,854.71	\$6,463.90		
Fund EXPENSE Total: 550 - Newark		\$209,270.68	\$193,828.00	\$10,124.53	\$5,318.15	2.7%	\$78,223.83	\$233,041.17		

Worcester County			570 Riddle Farm Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 570 - Riddle Farm									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
	5000.100	Domestic Water Service	147,800.00	145,430.00	2,370.00	2%	73,920.00	134,381.87	Additional Connections, Rate Increase
	5000.200	Domestic Water Usage	35,000.00	35,000.00	0.00	0%	17,789.98	35,288.78	
	5005.100	Commercial Water Service	5,600.00	4,841.00	759.00	16%	2,810.40	4,810.26	
	5005.200	Commercial Water Usage	9,000.00	5,000.00	4,000.00	80%	4,782.93	8,186.27	Rate Increase FY24
	5010.100	Domestic Sewer Service	442,800.00	435,630.00	7,170.00	2%	221,400.00	402,485.63	Additional Connections, Rate Increase
	5010.200	Domestic Sewer Usage	106,730.00	95,000.00	11,730.00	12%	53,365.65	105,857.88	Additional Connections
	5015.100	Commercial Sewer Service	16,000.00	13,778.00	2,222.00	16%	8,023.16	13,681.82	Rate Increase FY24
	5015.200	Commercial Sewer Usage	27,900.00	14,000.00	13,900.00	99%	13,975.27	24,210.77	Rate Increase FY24
	5020	Additional Assessments - Accessibility	69,000.00	77,000.00	(8,000.00)	-10%	32,700.00	87,150.00	Accessibility is deleted when connected, additional connections
	5040	Hook-Ups	20,000.00	8,300.00	11,700.00	141%	16,600.00	9,735.00	Additional Connections
	5825	Future Capital Development Reven	0.00	0.00	0.00	N/A	2,400.00	1,800.00	
	5857	Effluent Disposal Surcharge	13,020.00	13,020.00	0.00	0%	6,090.00	11,550.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$892,850.00	\$846,999.00	\$45,851.00	5%	\$453,857.39	\$839,138.28	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	6,000.00	6,000.00	0.00	0%	3,238.25	8,073.25	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$6,000.00	\$6,000.00	\$0.00	0%	\$3,238.25	\$8,073.25	
<i>OTH REV - Other Revenue</i>									
	5850	Other Revenue	0.00	0.00	0.00	N/A	480.82	145,407.87	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$480.82	\$145,407.87	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	1,072,217.00	597,930.00	474,287.00	79%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$1,072,217.00	\$597,930.00	\$474,287.00	79%	\$0.00	\$0.00	
REVENUES Total			\$1,971,067.00	\$1,450,929.00	\$520,138.00	36%	\$457,576.46	\$992,619.40	
Fund REVENUE Total: 570 - Riddle Farm			\$1,971,067.00	\$1,450,929.00	\$520,138.00	36%	\$457,576.46	\$992,619.40	

Worcester County			570 Riddle Farm Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments	
Fund: 570 - Riddle Farm										
EXPENSES										
<i>PERS SVCS - Personnel Services</i>										
6000.100	Personnel Services Salaries	47,215.74	16,611.00	27,946.44	2,658.30	16.0%	9,064.79	20,325.55		
6000.200	Personnel Services Salaries-Support Group	238,647.75	218,010.00	20,637.75	0.00	0.0%	67,049.48	215,416.07		
6000.300	Personnel Services Salaries-Construction	3,883.36	14,492.00	(10,608.64)	0.00	0.0%	598.88	4,809.81		
6000.400	Personnel Services Overtime Pay	9,250.00	7,500.00	0.00	1,750.00	23.3%	1,718.20	6,294.35		
6010.030	Benefits Hospitalization Insurance	85,462.44	0.00	85,462.44	0.00	#N/A	0.00	0.00		
6010.060	Benefits Social Security Taxes	22,130.45	0.00	22,130.45	0.00	#N/A	0.00	0.00		
6010.100	Benefits Fica & Fringe Benefits	0.00	144,335.00	(144,335.00)	0.00	0.0%	29,022.59	119,450.77		
6010.900	Benefits OPEB contribution	5,823.37	18,563.00	(12,739.63)	0.00	0.0%	0.00	3,997.50		
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$412,413.11	\$419,511.00	(\$11,506.19)	\$4,408.30	1.1%	\$107,453.94	\$370,294.05		
<i>SUPP & MAT - Supplies & Materials</i>										
6100.010	Administrative Expense Administrative Expenses	900.00	2,000.00	0.00	(1,100.00)	-55.0%	1,336.71	6,641.01		
6110.060	Supplies & Equipment Chemicals	75,000.00	75,000.00	0.00	0.00	0.0%	41,502.12	76,330.20		
6110.090	Supplies & Equipment Computers & Printers	66.00	0.00	0.00	66.00	#N/A	0.00	0.00		
6110.340	Supplies & Equipment Safety Program Equipment	1,992.00	2,000.00	0.00	(8.00)	-0.4%	394.49	904.99		
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	1,950.73	Historical	
6110.420	Supplies & Equipment Tools & Supplies	1,500.00	1,000.00	0.00	500.00	50.0%	361.14	1,226.51		
6150.050	Uniforms & Personal Equipment Uniforms	1,162.00	1,500.00	0.00	(338.00)	-22.5%	0.00	1,334.35		
6200.010	Other Supplies & Materials Lab Testing	16,000.00	16,000.00	0.00	0.00	0.0%	6,820.00	14,704.00		
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	2,000.00	0.00	0.00	0.0%	1,547.85	1,521.09		
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$98,620.00	\$99,500.00	0.00	(\$880.00)	-0.9%	\$51,962.31	\$104,612.88		
<i>MAINT & SVCS - Maintenance & Services</i>										
6500.010	Systems Maintenance Collection System Maintenance	30,000.00	30,000.00	0.00	0.00	0.0%	8,796.97	24,080.47		
6500.020	Systems Maintenance Water Plant/System Maint	98,000.00	98,000.00	0.00	0.00	0.0%	15,157.54	57,329.09		
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	140,000.00	140,000.00	0.00	0.00	0.0%	48,333.32	76,932.13		
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	0.00	0.00	0.0%	0.00	0.00		
6500.070	Systems Maintenance Contractor Water Install/Repair	15,000.00	15,000.00	0.00	0.00	0.0%	8,750.00	6,350.00		
6500.075	Systems Maintenance Contractor Sewer Install/Repair	3,200.00	5,400.00	0.00	(2,200.00)	-40.7%	0.00	3,600.00	Historical	
6530.100	Consulting Services Professional Fees	2,400.00	2,535.00	0.00	(135.00)	-5.3%	0.00	750.00		
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	38,429.00	22,743.00	0.00	15,686.00	69.0%	0.00	40,254.24	Actual	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	10,100.00	4,000.00	0.00	6,100.00	152.5%	831.96	7,697.31	Increase in building repairs	
6550.060	Building Site Expenses Electricity	75,000.00	78,000.00	0.00	(3,000.00)	-3.8%	31,586.97	73,967.40	Historical	
6550.110	Building Site Expenses Heating Fuel Oil	5,000.00	5,000.00	0.00	0.00	0.0%	1,126.01	4,583.76		
6550.270	Building Site Expenses Telephone	680.00	840.00	0.00	(160.00)	-19.0%	204.35	519.97		
6550.280	Building Site Expenses Tipping Fees	10,000.00	10,000.00	0.00	0.00	0.0%	1,585.60	8,100.00		
6700.100	Other Maint. & Svcs Payment to Sewer Utility	300,000.00	100,800.00	0.00	199,200.00	197.6%	180,865.00	255,200.00	Increase in Pumping & Hauling	
6700.310	Other Maint. & Svcs Transport Raw Sewage	500,000.00	380,000.00	0.00	120,000.00	31.6%	304,634.19	474,295.84	Increase In Sludge Hauling	
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	500.00	500.00	0.00	0.00	0.0%	0.00	102.57		
6700.500	Other Maint. & Svcs Water & Wastewater Construction	44,316.00	6,218.00	0.00	38,098.00	612.7%	0.00	1,518.17	Historical	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$1,273,625.00	\$900,036.00	\$0.00	\$373,589.00	41.5%	\$601,871.91	\$1,035,280.95		

Worcester County			570 Riddle Farm Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	1,096.00	1,129.00	0.00	(33.00)	-2.9%	0.00	896.26	
7170.100	Benefits & Insurance Property & Liability Insurance	5,200.00	4,200.00	0.00	1,000.00	23.8%	0.00	5,209.70	Bring to actual
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$6,296.00	\$5,329.00	\$0.00	\$967.00	18.1%	\$0.00	\$6,105.96	
<i>INTFND CHGS - Interfund Charges</i>									
8010.030	Interfund Treasurer's Support - Salary	0.00	7,261.00	(7,261.00)	0.00	0.0%	6,647.76	6,524.01	Allocated in Personnel Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	3,188.00	(3,188.00)	0.00	0.0%	3,305.27	3,036.27	Allocated in Personnel Benefits
8010.050	Interfund Public Works & Admin - Benefits	1,976.00	4,913.00	(2,937.00)	0.00	0.0%	5,245.09	4,679.14	Allocated in Personnel Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	11,191.00	(11,191.00)	0.00	0.0%	10,549.26	10,054.02	Allocated in Personnel Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$1,976.00	\$26,553.00	(\$24,577.00)	\$0.00	0.0%	\$25,747.38	\$24,293.44	
<i>CAP EQ - Capital Equipment</i>									
9010	Capital Equipment	175,000.00	0.00	0.00	175,000.00	#N/A	0.00	0.00	Mobile Belt Filter Press, Spare Pump
9010.080	Capital Equipment Construction Projects	0.00	0.00	0.00	0.00	#N/A	5,500.00	0.00	
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$175,000.00	\$0.00	\$0.00	\$175,000.00	#N/A	\$5,500.00	\$0.00	
Fund EXPENSE Total: 570 - Riddle Farm		\$1,967,930.11	\$1,450,929.00	(\$36,083.19)	\$553,084.30	38.1%	\$792,535.54	\$1,540,587.28	

Worcester County			575 River Run Revenue Budget						
	Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 575 - River Run									
REVENUES									
<i>CHG SVC - Charges for Services</i>									
	5000.100	Domestic Water Service	57,000.00	55,556.00	1,444.00	3%	0.00	56,418.47	Increased Rate
	5010.100	Domestic Sewer Service	156,000.00	142,668.00	13,332.00	9%	81,496.00	139,198.00	Increased Rate
	5040	Hook-Ups	0.00	0.00	0.00	N/A	0.00	6,490.00	
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$213,000.00	\$198,224.00	\$14,776.00	7%	\$81,496.00	\$202,106.47	
<i>INT/PEN - Interest & Penalties</i>									
	4710	Penalty/Fees	800.00	600.00	200.00	33%	489.39	940.87	
<i>Account Classification Total: INT/PEN - Interest & Penalties</i>			\$800.00	\$600.00	\$200.00	33%	\$489.39	\$940.87	
<i>OTH REV - Other Revenue</i>									
	5850	Other Revenue	0.00	0.00	0.00	N/A	178.85	569.89	
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$0.00	\$0.00	\$0.00	0%	\$178.85	\$569.89	
<i>TRNS IN - Transfers In</i>									
	5975.100	Transfers From (To) Consolidated Reserve	72,152.00	46,895.00	25,257.00	54%	0.00	0.00	
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$72,152.00	\$46,895.00	\$25,257.00	54%	\$0.00	\$0.00	
REVENUES Total			\$285,952.00	\$245,719.00	\$40,233.00	16%	\$82,164.24	\$203,617.23	
Fund REVENUE Total: 575 - River Run			\$285,952.00	\$245,719.00	\$40,233.00	16%	\$82,164.24	\$203,617.23	

Worcester County		575 River Run Budget Requested							
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 575 - River Run									
EXPENSES									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	39,866.50	17,071.00		303.24	1.8%	8,233.71	25,608.55	
6000.200	Personnel Services Salaries-Support Group	18,741.46	8,924.00	9,817.46	0.00	0.0%	3,861.50	11,880.77	
6000.300	Personnel Services Salaries-Construction	2,323.18	966.00	1,357.18	0.00	0.0%	1,256.64	2,325.74	
6000.400	Personnel Services Overtime Pay	2,400.00	1,000.00	0.00	1,400.00	140.0%	466.51	2,316.08	
6010.030	Benefits Hospitalization Insurance	11,560.54	0.00	11,560.54	0.00	#N/A	0.00	0.00	
6010.060	Benefits Social Security Taxes	4,631.95	0.00	4,631.95	0.00	#N/A	0.00	0.00	
6010.100	Benefits Fica & Fringe Benefits	0.78	15,649.00	(15,648.22)	0.00	0.0%	4,072.89	16,688.96	
6010.900	Benefits OPEB contribution	6,021.23	2,016.00	4,005.23	0.00	0.0%	0.00	652.16	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$85,545.64	\$45,626.00	38,216.40	\$1,703.24	3.7%	\$17,891.25	\$59,472.26	
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	330.00	1,000.00		(670.00)	-67.0%	72.53	2,232.22	
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	0.00	0.00	0.0%	8,094.50	6,156.85	
6110.090	Supplies & Equipment Computers & Printers	3.00	0.00	0.00	3.00	#N/A	0.00	0.00	
6110.340	Supplies & Equipment Safety Program Equipment	84.00	84.00	0.00	0.00	0.0%	0.00	49.63	
6110.390	Supplies & Equipment Small Equipment	0.00	500.00	0.00	(500.00)	-100.0%	0.00	107.59	
6150.050	Uniforms & Personal Equipment Uniforms	49.00	44.00	0.00	5.00	11.4%	0.00	73.59	
6200.010	Other Supplies & Materials Lab Testing	6,000.00	7,000.00	0.00	(1,000.00)	-14.3%	2,640.00	4,422.67	Bring to actual
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	0.00	0.00	0.0%	258.11	0.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$17,466.00	\$19,628.00	\$0.00	(\$2,162.00)	-11.0%	\$11,065.14	\$13,042.55	
<i>MAINT & SVCS - Maintenance & Services</i>									
6500.010	Systems Maintenance Collection System Maintenance	15,000.00	15,000.00	0.00	0.00	0.0%	2,261.03	17,128.03	
6500.020	Systems Maintenance Water Plant/System Maint	5,700.00	10,000.00	0.00	(4,300.00)	-43.0%	651.30	8,907.80	Prior year included fence
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	7,000.00	7,000.00	0.00	0.00	0.0%	3,165.73	5,877.06	
6500.070	Systems Maintenance Contractor Water Install/Repair	5,000.00	7,200.00	0.00	(2,200.00)	-30.6%	1,500.00	5,100.00	Reduction in costs
6500.075	Systems Maintenance Contractor Sewer Install/Repair	0.00	0.00	0.00	0.00	#N/A	0.00	5,000.00	
6530.100	Consulting Services Professional Fees	880.00	930.00	0.00	(50.00)	-5.4%	0.00	1,025.00	
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	1,621.00	931.00	0.00	690.00	74.1%	0.00	2,471.22	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	500.00	500.00	0.00	0.00	0.0%	94.63	1,649.52	
6550.060	Building Site Expenses Electricity	35,000.00	35,000.00	0.00	0.00	0.0%	12,992.86	33,216.49	
6550.270	Building Site Expenses Telephone	486.00	480.00	0.00	6.00	1.3%	163.68	378.31	
6700.200	Other Maint. & Svcs Payment to Water Utility	60,000.00	60,000.00	0.00	0.00	0.0%	0.00	56,418.47	
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	0.00	0.00	0.00	0.00	#N/A	45.00	0.00	
6700.500	Other Maint. & Svcs Water & Wastewater Construction	2,954.00	415.00	0.00	2,539.00	611.8%	0.00	734.10	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$134,141.00	\$137,456.00	\$0.00	(\$3,315.00)	-2.4%	\$20,874.23	\$137,906.00	
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	46.00	46.00	0.00	0.00	0.0%	0.00	49.43	
7170.100	Benefits & Insurance Property & Liability Insurance	2,500.00	1,750.00	0.00	750.00	42.9%	0.00	2,292.30	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$2,546.00	\$1,796.00	\$0.00	\$750.00	41.8%	\$0.00	\$2,341.73	

Worcester County			575 River Run Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
<i>INTFND CHGS - Interfund Charges</i>									
8010.030	Interfund Treasurer's Support - Salary	0.00	2,873.00	(2,873.00)	0.00	0.0%	2,629.88	2,580.93	Allocated in Personnel Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	1,261.00	(1,261.00)	0.00	0.0%	1,307.58	1,201.16	Allocated in Personnel Benefits
8010.050	Interfund Public Works & Admin - Benefits	828.00	2,160.00	(1,332.00)	0.00	0.0%	2,305.53	2,056.76	Allocated in Personnel Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	4,919.00	(4,919.00)	0.00	0.0%	4,637.04	4,419.35	Allocated in Personnel Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$828.00	\$11,213.00	(\$10,385.00)	\$0.00	0.0%	\$10,880.03	\$10,258.20	
<i>CAP EQ - Capital Equipment</i>									
9010.090	Capital Equipment Other WWW Equipment	45,000.00	30,000.00	0.00	15,000.00	50.0%	0.00	0.00	Replace Irrigation Pump to Golf Course
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$45,000.00	\$30,000.00	\$0.00	\$15,000.00	50.0%	\$0.00	\$0.00	
Fund EXPENSE Total: 575 - River Run		\$285,526.64	\$245,719.00	\$27,831.40	\$11,976.24	4.9%	\$60,710.65	\$223,020.74	

Worcester County			580 West Ocean City Revenue Budget					
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance	% Variance	2024 Actual Amount	2023 Actual Amount	Department Requested Comments
Fund: 580 - West Ocean City								
REVENUES								
<i>CHG SVC - Charges for Services</i>								
5010.100	Domestic Sewer Service	1,225,000.00	1,210,473.00	14,527.00	1%	612,450.00	1,214,938.90	Additional Mystic Customers
5015.100	Commercial Sewer Service	286,800.00	286,632.00	168.00	0%	143,442.99	286,810.17	
5040	Hook-Ups	19,800.00	16,500.00	3,300.00	20%	15,301.00	13,200.00	Increase in Plumbing Permits
5825	Future Capital Development Revenue	0.00	0.00	0.00	N/A	3,600.00	5,400.00	
Account Classification Total: CHG SVC - Charges for Services		\$1,531,600.00	\$1,513,605.00	\$17,995.00	1%	\$774,793.99	\$1,520,349.07	
<i>INT/PEN - Interest & Penalties</i>								
4700	Interest On Investments	75,000.00	25,000.00	50,000.00	200%	64,141.34	61,685.11	Savings Rate & Investments
4710	Penalty/Fees	15,000.00	15,000.00	0.00	0%	7,593.15	15,184.40	
Account Classification Total: INT/PEN - Interest & Penalties		\$90,000.00	\$40,000.00	\$50,000.00	125%	\$71,734.49	\$76,869.51	
<i>OTH REV - Other Revenue</i>								
5850	Other Revenue	0.00	0.00	0.00	N/A	1,259.96	3,135.30	
Account Classification Total: OTH REV - Other Revenue		\$0.00	\$0.00	\$0.00	0%	\$1,259.96	\$3,135.30	
<i>TRNS IN - Transfers In</i>								
5975.100	Transfers From (To) Consolidated Reserve	(381,431.00)	43,005.00	(424,436.00)	-987%	0.00	0.00	
Account Classification Total: TRNS IN - Transfers In		(\$381,431.00)	\$43,005.00	(\$424,436.00)	-987%	\$0.00	\$0.00	
REVENUES Total		\$1,240,169.00	\$1,596,610.00	(\$356,441.00)	-22%	\$847,788.44	\$1,600,353.88	
Fund REVENUE	Total: 580 - West Ocean City	\$1,240,169.00	\$1,596,610.00	(\$356,441.00)	-22%	\$847,788.44	\$1,600,353.88	

Worcester County			580 West Ocean City Budget Requested						
Account Number	Account Description	2025 Department Requested	2024 Adopted Budget	\$ Variance COLA Step Benefits	\$ Variance Department Requested	% Variance Department Requested	2024 Actual Amount at 12/31/23	2023 Actual Amount	Department Requested Comments
Fund: 580 - West Ocean City									
EXPENSES									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	115,790.74	19,254.00	96,339.59	197.15	1.0%	10,051.41	27,907.90	
6000.200	Personnel Services Salaries-Support Group	37,220.30	140,240.00	(103,019.70)	0.00	0.0%	6,757.53	28,236.25	
6000.300	Personnel Services Salaries-Construction	14,013.74	27,053.00	(13,039.26)	0.00	0.0%	5,458.54	14,146.94	
6000.400	Personnel Services Overtime Pay	11,850.00	7,000.00	0.00	4,850.00	69.3%	689.92	1,025.90	
6010.030	Benefits Hospitalization Insurance	35,554.48	0.00	35,554.48	0.00	#N/A	0.00	0.00	
6010.060	Benefits Social Security Taxes	12,641.39	0.00	12,641.39	0.00	#N/A	0.00	0.00	
6010.100	Benefits Fica & Fringe Benefits	0.00	108,931.00	(108,931.00)	0.00	0.0%	7,533.16	31,617.96	
6010.900	Benefits OPEB contribution	7,873.59	13,897.00	(6,023.41)	0.00	0.0%	0.00	1,180.43	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$234,944.24	\$316,375.00	(\$86,477.91)	\$5,047.15	1.6%	\$30,490.56	\$104,115.38	
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	25,130.00	20,000.00	0.00	5,130.00	25.7%	3,767.93	37,078.28	
6110.090	Supplies & Equipment Computers & Printers	44.00	0.00	0.00	44.00	#N/A	0.00	0.00	
6110.340	Supplies & Equipment Safety Program Equipment	1,320.00	1,320.00	0.00	0.00	0.0%	394.49	974.68	
6110.390	Supplies & Equipment Small Equipment	0.00	0.00	0.00	0.00	#N/A	0.00	255.70	
6110.420	Supplies & Equipment Tools & Supplies	2,000.00	2,000.00	0.00	0.00	0.0%	103.20	2,606.31	
6150.050	Uniforms & Personal Equipment Uniforms	770.00	693.00	0.00	77.00	11.1%	0.00	174.92	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$29,264.00	\$24,013.00	0.00	\$5,251.00	21.9%	\$4,265.62	\$41,089.89	
<i>MAINT & SVCS - Maintenance & Services</i>									
6500.010	Systems Maintenance Collection System Maintenance	130,000.00	130,000.00	0.00	0.00	0.0%	24,252.50	102,004.73	
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	0.00	0.00	0.0%	859.50	262.50	
6500.075	Systems Maintenance Contractor Sewer Install/Repair	8,500.00	8,250.00	0.00	250.00	3.0%	3,700.00	7,713.07	
6530.100	Consulting Services Professional Fees	13,680.00	14,450.00	0.00	(770.00)	-5.3%	0.00	4,275.00	Historical
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	25,465.00	14,630.00	0.00	10,835.00	74.1%	0.00	5,742.61	Historical
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	0.00	0.00	0.0%	113.60	1,870.67	
6550.060	Building Site Expenses Electricity	20,000.00	18,000.00	0.00	2,000.00	11.1%	10,228.07	22,775.01	Historical
6550.270	Building Site Expenses Telephone	2,370.00	1,320.00	0.00	1,050.00	-79.5%	660.70	1,276.92	
6700.100	Other Maint. & Svcs Payment to Sewer Utility	700,000.00	770,000.00	0.00	(70,000.00)	-9.1%	648,270.00	618,763.05	Bring to actual
6700.500	Other Maint. & Svcs Water & Wastewater Construction	15,067.00	5,000.00	0.00	10,067.00	201.3%	0.00	4,465.34	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$918,082.00	\$964,650.00	\$0.00	(\$46,568.00)	-4.8%	\$688,084.37	\$769,148.90	
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	726.00	726.00	0.00	0.00	0.0%	0.00	117.48	
7170.100	Benefits & Insurance Property & Liability Insurance	26,000.00	19,000.00	0.00	7,000.00	36.8%	0.00	24,638.22	Bring to Actual
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$26,726.00	\$19,726.00	\$0.00	\$7,000.00	35.5%	\$0.00	\$24,755.70	
<i>INTFND CHGS - Interfund Charges</i>									
8010.030	Interfund Treasurer's Support - Salary	0.00	38,621.00	(38,621.00)	0.00	0.0%	35,357.32	34,699.13	Allocated in Personnel Salaries
8010.040	Interfund Treasurer's Support - Fringe	0.00	16,956.00	(16,956.00)	0.00	0.0%	17,579.66	16,148.98	Allocated in Personnel Benefits
8010.050	Interfund Public Works & Admin - Benefits	9,846.00	23,270.00	(13,424.00)	0.00	0.0%	24,842.14	22,161.64	Allocated in Personnel Benefits
8010.060	Interfund Public Works & Admin - Salaries	0.00	52,999.00	(52,999.00)	0.00	0.0%	49,964.07	47,618.48	Allocated in Personnel Salaries
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$9,846.00	\$131,846.00	(\$122,000.00)	\$0.00	0.0%	\$127,743.19	\$120,628.23	
<i>CAP EQ - Capital Equipment</i>									
9010.090	Capital Equipment Other WWW Equipment	20,000.00	140,000.00	0.00	(120,000.00)	-85.7%	62,792.39	0.00	
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$20,000.00	\$140,000.00	\$0.00	(\$120,000.00)	-85.7%	\$62,792.39	\$0.00	
Fund EXPENSE Total: 580 - West Ocean City		\$1,238,862.24	\$1,596,610.00	(\$208,477.91)	(\$149,269.85)	-9.3%	\$913,376.13	\$1,059,738.10	



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: April 16, 2024
RE: Request to Bid – Berlin Homeowner Convenience Center Bulkhead Repair Design & Technical Services

Attached for your review and approval are proposal documents to contract for the Berlin Homeowner Convenience Center Bulkhead Repair Design & Technical Services. Once the Commissioners have had the opportunity to review these documents, it is requested that authorization be provided to solicit proposals for these services.

Funding for these services is available in New World under Project Code – Recycle HOCC Imp (Recycling and Homeowner Convenience Ctr Repair Upgrades).

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

**Worcester County Administration
1 West Market Street, Room 1103
Snow Hill, Maryland 21863**



REQUEST FOR PROPOSAL

PROJECT:	Berlin Homeowner Convenience Center Bulkhead Repair Design & Technical Services
DEPARTMENT:	_____

VENDOR:

NAME:	_____
ADDRESS:	_____ _____

PROPOSAL OPENING:

DATE:	_____
TIME:	_____

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SECTION I: INTRODUCTION**A. PURPOSE**

1. The purpose of this Request for Proposal Document is for Worcester County (“County”) to contract for design, permitting, and technical support services for the Berlin Homeowner Convenience Center Bulkhead Repair in conformity with the requirements contained herein (“Proposal Document(s”).

B. CLARIFICATION OF TERMS

1. Firms or individuals that submit a proposal for award of a contract (“Contract”) are referred to as vendors (“Vendors”) in this document. The Vendor that is awarded the Contract is herein referred to as the (“Successful Vendor”).

C. QUESTIONS AND INQUIRES

1. Questions must be addressed in writing to the Worcester County Procurement Officer at nrice@co.worcester.md.us.
2. The last date to submit questions for clarification will be noon on.
3. Addenda are posted on the County website at <https://www.co.worcester.md.us/> under County Info: Bid Board: at <https://www.co.worcester.md.us/commissioners/bids> at least five calendar days before proposal opening.
4. It is the Vendors responsibly to make sure all addenda are acknowledged in their proposal. Failure to do so could result in the proposal being disqualified.

D. FILLING OUT PROPOSAL DOCUMENTS

1. Use only forms supplied by the County.
2. One unbound original and five bound copies of the proposal form and any required attachments must be submitted in the solicitation and can be submitted in the same envelope unless otherwise instructed.
3. Proposal Documents should be complied as follows: (1) Cover letter, (2) Form of Proposal, (3) References, (4) Exceptions Document and Signed addenda, if necessary (5) Individual Principal Document, (6) Vendor’s Affidavit of Qualification to Bid, and (7) Non-Collusive Affidavit
4. Where so indicated by the make-up of the Proposal Documents, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern. In the event there is a discrepancy between the unit price and the extended totals, the unit prices will govern.
5. Any interlineation, alteration, or erasure will be initialed by the signer of the Proposal Documents.
6. Each copy of the Proposal Documents will be signed by the person(s) legally authorized to bind the Vendor to a contract, using the legal name of the signer. Proposal Documents submitted by an agent will have a current Power of Attorney attached certifying the agent’s authority to bind the Vendor.
7. Vendor will supply all information and submittals required by the Proposal Documents to constitute a proper and responsible completed Proposal Document package.
8. Any ambiguity in the Proposal Documents as a result of omission, error, lack of clarity or non-compliance by the Vendor with specifications, instructions, and/or all conditions of bidding will be construed in the light most favorable to the County.

E. SUBMISSION OF PROPOSAL DOCUMENTS

1. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope. The envelope will be addressed to the Worcester County Commissioners and will be identified with the project name: **BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR DESIGN & TECHNICAL SERVICES** and the Vendor's name and address. If the Proposal Documents are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "SEALED PROPOSAL DOCUMENTS ENCLOSED" on the face thereof.
2. Proposals must be mailed or hand carried to the **Worcester County Administration Office, 1 West Market Street, Room 1103, Snow Hill, MD 21863**, in order to be received **prior** to the announced proposal deadline. *Proposals received after said time or delivered to the wrong location will be returned to the Vendor unopened.*
3. **Proposals are due and will be opened at the time listed on the front of this Proposal Document.**
4. If you are delivering a proposal in person please keep in mind to allow time to get through security and into the Administration Office. It is fully the responsibility of the Vendor to ensure that the proposal is received on time.
5. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the proposal.
6. Vendors, or their authorized agents, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Proposal Documents; failure to do so will be at the Vendor's own risk.
7. A fully executed Affidavit of Qualification to Bid will be attached to each Proposal Document.
8. Minority vendors are encouraged to participate.
9. All Vendor submitted Proposal Documents will be valid for a minimum of sixty days from the date of Proposal Document opening.
10. Electronically mailed proposals are **not** considered sealed proposals and will **not** be accepted.

F. **OPENING OF PROPOSALS**

1. Proposal Documents received on time will be opened publicly. Only the Vendor's names will be read aloud for the record.
2. The Contract will be awarded or all Proposal Documents will be rejected within sixty days from the date of the Proposal Document opening.

G. **ACCEPTANCE OR REJECTION OF PROPOSALS**

1. Unless otherwise specified, the Contract will be awarded to the most responsible and responsive Vendor complying with the provisions of the Proposal Documents, provided the proposal does not exceed the funds available, and it is in the best interest of the County to accept it. The County reserves the right to reject the Proposal Documents of any Vendor who has previously failed to perform properly in any way or complete on time contracts of a similar nature; or a Proposal Document from a Vendor who, investigation shows, is not in a position to perform the Contract; or Proposal Documents from any person, firm, or corporation which is in arrears or in default to the County for any debt or contract.
2. Completed Proposal Documents from Vendors debarred from doing business with the State of Maryland or the Federal Government will not be accepted.
3. In determining a Vendor's responsibility, the County may consider the following qualifications, in addition to price:

- a. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities.
 - b. Character, integrity, reputation, experience and efficiency.
 - c. Quality of past performance on previous or existing contracts, including a list of current and past contracts and other evidence of performance ability.
 - d. Previous and existing compliance with laws and ordinances relating to contracts with the County and to the Vendor's employment practices.
 - e. Evidence of adequate insurance to comply with Contract terms and conditions.
 - f. Statement of current work load and capacity to perform/provide the Goods and/or Services.
 - g. Explanation of methods to be used in fulfilling the Contract.
 - h. The Vendor, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to provide/perform the Goods and/or Services; such evidence to be supplied within a specified time and to the satisfaction of the County.
4. In determining a Vendor's responsiveness, the County will consider whether the Proposal Document conforms in all material respects to the Proposal Documents. The County reserves the right to waive any irregularities that may be in its best interest to do so.
 5. The County will have the right to reject any and all Proposal Documents, where applicable to accept in whole or in part, to add or delete quantities, to waive any informalities or irregularities in the Proposal Document received, to reject a Proposal Document not accompanied by required Bid security or other data required by the Proposal Documents, and to accept or reject any Proposal Document which deviates from specifications when in the best interest of the County. Irrespective of any of the foregoing, the County will have the right to award the Contract in its own best interests.

H. QUALIFICATIONS

1. The Vendor must be in compliance with the laws regarding conducting business in the State of Maryland.
All Vendors shall provide a copy Certificate of Status from the Maryland Department of Assessments and Taxation, evidencing the Vendor is in good standing with the State of Maryland. See https://sdatcert1.resiusa.org/certificate_net/ for information on obtaining the Certificate of Status. *Certificates of status are not available for trade names, name reservations, government agencies, sole proprietorships, and some other accounts as these are not legal entities and thus are not required for these categories of Vendors.* For more information on the Certificate of Status please see <http://www.dat.state.md.us/sdatweb/COSinfo.html> .
2. Worcester County reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Vendor's inability to provide this documentation could result in the proposal being rejected.

I. DESCRIPTIVE LITERATURE

1. The proposed descriptive literature fully describing the product bid is what is intended to be included as the price. Failure to do so may be cause for rejection of the proposal.
2. Any items, systems or devices supplied in this proposal that are proprietary in nature relative to maintenance, repair, servicing or updating must be disclosed on the proposal form.

J. NOTICE TO VENDORS

1. Before a Vendor submits the Proposal Documents it will need to become fully informed as to the extent and character of the Goods and/or Services required and are expected to completely familiarize themselves with the requirements of this Proposal Document's specifications. Failure to do so will not relieve the Vendor of the responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or the Services to be performed, it being understood that the submission of a Proposal Document is an agreement with all of the items and conditions referred to herein.

K. PIGGYBACKING

1. Worcester County may authorize, upon request, any governmental entity (hereafter Authorized User) within the County to purchase items under the contract awarded pursuant to this proposal solicitation.
2. All purchase orders issued against the contract by an authorized User shall be honored by the Successful Vendor in accordance with all terms and conditions of this contract.
3. The issuance of a purchase order by an Authorized User pursuant to this provision shall constitute an express assumption of all contractual obligations, covenants, conditions and terms of the contract. A breach of the contract by any particular Authorized User shall neither constitute nor be deemed a breach of the contract as a whole which shall remain in full force and effect, and shall not affect the validity of the contract nor the obligations of the Successful Vendor thereunder respecting the County.
4. The County specifically and expressly disclaims any and all liability for any breach by an Authorized User other than the County and each such Authorized User and Successful Vendor guarantee to save the County, its officers, agents and employees harmless from any liability that may be or is imposed by the Authorized User's failure to perform in accordance with its obligations under the contract.

END OF SECTION

SECTION II: GENERAL INFORMATION**A. ECONOMY OF PROPOSAL**

1. Proposal Documents will be prepared simply and economically, providing straightforward and concise description of the Vendor's capabilities to satisfy the requirements of the Proposal Documents. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective Proposal Document are neither required nor desired.

B. PUBLIC INFORMATION ACT (PIA)

1. Worcester County is subject to the Maryland Public Information Act and may be required to release proposal submissions in accordance with the Act.
2. Any materials the Vendor deems to be proprietary or copyrighted must be marked as such; however, the material may still be subject to analysis under the Maryland Public Information Act.
 - a. The Vendor may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) providing a written statement detailing the reasons why protection is necessary. The County reserves the right to ask for additional clarification prior to establishing protection.

C. CONTRACT AWARD

1. A written award by the County to the Successful Vendor in the form of a Purchase Order or other contract document will result in a binding Contract without further action by either party. If the Successful Vendor fails or refuses to sign and deliver the Contract and the required insurance documentation, the County will have the right to award to the next responsible and responsive Vendor. Contract will be executed by the Successful Vendor within fourteen calendar days of receipt of the Contract.
2. Proposal Documents and Contracts issued by the County will bind the Vendor to applicable conditions and requirements herein set forth, unless otherwise specified in the Proposal Documents, and are subject to all federal, state, and municipal laws, rules, regulations, and limitations.
3. County personal property taxes ("Taxes") must be on a current basis; if any such Taxes are delinquent, they must be paid before award of Contract. Failure to pay will result in the award of Contract to another Vendor.
4. The County reserves the right to engage in individual discussions and interviews with those Vendors deemed fully qualified, responsible, suitable and professionally competent to provide the required Goods and/or Services should the project size warrant it. Vendors will be encouraged to elaborate on their qualifications, performance data, and staff expertise.

D. AUDIT

1. The Successful Vendor agrees to retain all books, records, and other documents relative to the awarded Contract for five years after final payment, or until audited. The County, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

E. NONPERFORMANCE

1. The County reserves the right to inspect all operations and to withhold payment for any goods not performed or not performed in accordance with the specifications in this Proposal Document.

Errors, omissions or mistakes in performance will be corrected at no cost to the County. Failure to do so will be cause for withholding of payment for that Goods and/or Services. In addition, if deficiencies are not corrected in a timely manner, the County may characterize the Successful Vendor as uncooperative, which may jeopardize future project order solicitations.

F. MODIFICATION OR WITHDRAWAL OF PROPOSAL

1. A Proposal Document may not be modified, withdrawn, or cancelled by the Vendor during the stipulated time period following the time and date designated for the receipt of Proposal Documents, and each Vendor so agrees in submitting Proposal Documents.

G. DEFAULT

1. The Contract may be cancelled or annulled by the County in whole or in part by written notice of default to the Successful Vendor upon non-performance, violation of Contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next most highly rated Vendor, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Vendor (or his surety) will be liable to the County for cost to the County in excess of the defaulted Contract price.
2. If a representative or warranty of either Party to the Contract is false or misleading in any material respect, or if either Party breaches a material provision of the Contract (“Cause”), the non-breaching Party will give the other Party written notice of such cause. If such Cause is not remedied within fifteen calendar days (“Cure Period”) after receipt of such notice, (unless, with respect to those Causes which cannot be reasonably corrected or remedied within the Cure Period, the breaching Party will have commenced to correct or remedy the same within such Cure Period and thereafter will proceed with all due diligence to correct or remedy the same), the Party giving notice will have the right to terminate this Contract upon the expiration of the Cure Period.

H. COLLUSION/FINANCIAL BENEFIT

1. The Vendor certifies that his/her Proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a Proposal Document for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
2. Upon signing the Proposal Document, Vendor certifies that no member of the governing body of the County, or members of his/her immediate family, including spouse, parents or children, or any other officer or employee of the County, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the County Commissioners has received or has been promised, directly or indirectly, any financial benefit, related to this Proposal Document and subsequent Contract.

I. TAX EXEMPTION

1. In buying products directly from a Vendor, Worcester County is exempt from being *directly* charged Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request.
2. According to the Office of the Comptroller of Maryland, a *Contractor is responsible for paying sales tax* on his/her purchases relating to any projects or services and should incorporate it into their proposal.
3. Successful Vendors **cannot** use the County tax exemption to buy materials or products used on County projects.

J. CONTRACT CHANGES

1. No claims may be made by anyone that the scope of the project or that the Vendor's Goods and/or Services have been changed (requiring changes to the amount of compensation to the Vendor or other adjustments to the Contract) unless such changes or adjustments have been made by an approved written amendment (Change Order) to the Contract signed by the Chief Administrative Officer (and the County Commissioners, if required), prior to additional Goods and/or Services being initiated. Extra Goods and/or Services performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Vendor. Payment will not be made by the County.
2. No oral conversations, agreements, discussions, or suggestions, which involve changes to the scope of the Contract, made by anyone including any County employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Procurement Officer (with the Chief Administrative Officer and/or County Commissioners approval, if required) will be honored or valid.
3. If any Change Order in the Goods and/or Services results in a reduction in the Goods and/or Services, the Vendor will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on Goods and/or Services that are eliminated.

K. ADDENDUM

1. No oral statements of any person will modify or otherwise affect or interpret the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and every request for any interpretation must be addressed to Worcester County's Procurement Officer and to be given consideration, must be received no later than the last day for questions listed in Section I, Subsection C.2.
2. Any and all interpretations, corrections, revisions, and amendments will be issued by the Procurement Officer to all holders of Proposal Documents in the form of written addenda. Vendors are cautioned that any oral statements made by any County employee that materially change any portion of the Proposal Documents cannot be relied upon unless subsequently ratified by a formal written amendment to the Proposal Document.
3. All addenda will be issued so as to be received at least five days prior to the time set for receipt of Proposal Documents, and will become part of the Contract and will be acknowledged in the Proposal Document form. Failure of any Vendor to receive any such addenda will not relieve said Vendor from any obligation under the Proposal Document as submitted.
4. Vendors are cautioned to refrain from including in their Proposal Document any substitutions which are not confirmed by written addenda. To find out whether the County intends to issue an amendment reflecting an oral statement made by any employee, contact Worcester County's Procurement Officer during normal business hours.
5. The Worcester County Procurement Officer reserves the right to postpone the Proposal Document opening for any major changes occurring in the five-day interim which would otherwise necessitate an Addendum.

L. EXCEPTIONS/ SUBSTITUTIONS

1. Any exceptions or substitutions to the specifications requested should be marked on the proposal form and listed on a separate sheet of paper attached to the proposal.

2. An exception to the specifications may disqualify the proposal. The County will determine if the exception is an essential deviation or a minor item.
3. In the case of a minor deviation, the County maintains the option to award to that Vendor if it determines the performance is not adversely affected by the exception.

M. APPROVED EQUALS

1. In all specifications where a material or article is defined by describing a proprietary product or by using the name of a Vendor or manufacturer, it can be assumed that an approved equal can be substituted.
2. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County. Such references are not intended to be restrictive.
3. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the Vendor that claims his product is an equal to provide documentation to support such a claim.

N. DELIVERY

1. All items shall be delivered F.O.B. destination and delivery costs and charges included in the proposal unless otherwise stated in the specifications or proposal form.

O. INSURANCE

1. If required by the General Conditions or Terms and Conditions, the Successful Vendor shall provide the County with Certificates of Insurance within ten calendar days of proposal award notification evidencing the required coverage.
2. Successful Vendor must provide Certificates of Insurance before commencing work in connection with the Contract.

P. PROPOSAL EVALUATION

1. Proposal tabulations will be posted on the County website at <https://www.co.worcester.md.us/commissioners/bids>. Click on the Expired Bids & Results tab and find the proposal tabulation for the proposal you are interested in. Proposal tabulations will be posted as soon as reasonably possible after the Proposal opening.

END OF SECTION

SECTION III: GENERAL CONDITIONS**A. DRAWINGS AND SPECIFICATIONS**

1. Should any detail be omitted from the drawings or specifications, or should any errors appear in either, it shall be the duty of the Successful Vendor to notify the County's designated construction inspector.
2. In no case shall the Successful Vendor proceed with the work without notifying and receiving definite instructions from the County. Work wrongly constructed without such notification shall be corrected by the Successful Vendor at his own cost.

B. MATERIALS, SERVICES AND FACILITIES

1. It is understood that, except as otherwise specifically stated in the Proposal Documents, the Successful Vendor will provide and pay for all materials, labor, tools, equipment, water, light, power and transportation, supervision, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete, and deliver the Work within the specified time.
2. Materials and equipment will be so stored as to insure the preservation of their quality and fitness for the Work. Stored materials and equipment to be incorporated in the Work will be located so as to facilitate prompt inspection.
3. Manufactured articles, materials, and equipment will be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer.
4. Materials, supplies and equipment will be in accordance with samples submitted by the Successful Vendor and approved by the County.

C. INSPECTION AND TESTING

1. All materials and equipment used in the construction of the Work will be subject to adequate inspection and testing in accordance with generally accepted standards, as required and defined in the Proposal Documents.
2. The County or its representatives may, at any time, enter upon the work and the premises used by the Successful Vendor, and the Successful Vendor shall provide proper and safe facilities to secure convenient access to all parts of the work, and all other facilities necessary for inspection, as may be required.
3. The County will appoint such persons as deemed necessary to properly inspect the materials furnished or to be furnished, and the work done under the contract and to see that the same strictly corresponds with the drawings and specifications. All such materials and workmanship shall be subject to approval of the County. Approval or acceptance of payment shall not be misconstrued as approval of items or work not in conformance with specifications and drawings nor shall it prevent the rejection of said work or materials at any time thereafter during the existence of the contract, should said work or materials be found to be defective, or not in accordance with the requirements of the contract.
4. Work and material will be inspected promptly, but if for any reason should a delay occur, the Successful Vendor shall have no claim for damages or extra compensation.
5. The Successful Vendor shall pay for all inspection costs necessary to complete the work which may be incurred to comply with the requirements of any agency other than the County, such as a railroad, public service utility company, or any other governmental agency or any other agency whose jurisdiction affects the work in any manner unless otherwise specified herein.

D. APPROVAL OF SUBSTITUTION OF MATERIALS

1. Samples of materials shall be submitted by the Successful Vendor for approval before such materials are ordered from the manufacturers or distributors and shall be approved by the County before actual work is begun.
2. It is the intention of these specifications to permit all vendors bidding on this work to secure the fullest amount of competition on the various materials and specialties names herein. Wherever a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, the term or approved equal shall be presumed to be implied unless otherwise stated.

E. PROTECTION OF WORK, PROPERTY AND PERSONS

1. Successful Vendor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to, all employees on the Work and other persons who may be affected thereby, all the Work and all materials or equipment to be incorporated therein, whether in storage on off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
2. Successful Vendor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. Successful Vendor will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. Successful Vendor will notify owners of adjacent utilities when progress of the Work may affect them. The Successful Vendor will remedy all damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Successful Vendor, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them be liable.
3. In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Successful Vendor, without special instruction or authorization from the County, will act to prevent threatened damage, injury or loss. Successful Vendor will give the County prompt Written Notice of any significant changes in the Work or deviations from the Proposal Documents caused thereby, and a Change Order will thereupon be issued covering the changes and deviations involved.

F. BARRICADES, DANGER, WARNING AND DETOUR SIGNS

1. The Successful Vendor shall provide, erect and maintain all necessary barricades, sufficient red lights, flares, danger signals and signs, provide a sufficient number of watchmen and take all necessary precautions for the protection of the work and safety of the public.

G. LICENSES AND PERMITS

1. The Successful Vendor shall have all necessary licenses required to do the work and give all notices and obtain and pay all necessary permits required by local laws and regulations for building.
2. State and Federal permits (if applicable) to undertake work have been obtained by the County and accompany these specifications.

H. SUPERVISION

1. The Successful Vendor shall maintain, at all times during the progress of work, a competent and experienced supervisor who shall represent the Successful Vendor, and all directions given to him shall be binding. Important decisions regarding directions, if requested by the supervisor, shall be confirmed in writing.
2. Supervision by the County or its representative does not relieve the Successful Vendor of responsibility for defective work executed under the direct control of the Successful Vendor. Responsibility for defective work rests upon the Successful Vendor, whether discovered by the County prior to final payment or subsequent thereto.

I. CLEAN UP

1. Upon completion of the items within a given location as specified and before monthly estimates will be paid, the construction area and all other areas occupied by the Successful Vendor during the construction of said Contract shall be cleaned of all surplus and discarded materials, bracing, forms, rubbish and temporary structures that were placed there by the Successful Vendor.
2. Disposal of the aforementioned shall be the responsibility of the Successful Vendor.

J. CHANGES IN WORK

1. The County, without invalidating the contract, may order extra work or make changes by altering, adding or deducting from the work with the contract sum being adjusted accordingly.
2. All such work shall be executed under the conditions of the original contract, except that any claim for the extension of time caused thereby shall be adjusted at the time of ordering such change.
3. The value of any such extra work or change shall be determined in one or more of the following ways:
 - a. By estimate and acceptance of lump sum.
 - b. By unit prices named in the contract or subsequently agreed upon.

K. TIME FOR COMPLETION

1. The Work contemplated under this Contract shall be considered as continuous and be completed within the timeframe(s) stated in Section IV of this Proposal Document.
2. The Successful Vendor will be allowed to work eight hours per day, Monday through Friday, except for holidays, fifty-two weeks per year.
3. The Successful Vendor will not be permitted to work on holidays observed by Worcester County or the State of Maryland or on Sundays unless otherwise authorized in writing.
4. In case of an emergency which may require that work be done on Saturdays, Sundays, and Holidays, the Successful Vendor shall request permission of the County to do so. If, in the opinion of the County, the emergency is bonafide, permission may be granted to the Successful Vendor to work such hours as may be determined are necessary by the County. Also, if in the opinion of the County a bonafide emergency exists, the Successful Vendor may be directed to work such hours as may be necessary whether or not the Successful Vendor requests permission to do so.
5. The Successful Vendor shall pay the County for all costs incurred for inspection services required for work permitted during holidays, weekends or in excess of eight hours per day.

L. LIQUIDATED DAMAGES

1. If the Successful Vendor shall fail to start and complete the project within the time frame stated above, the County shall assess liquidated damages in the amounts listed below per calendar day for each and every day the Successful Vendor fails to complete the contract.

<u>Amount of Contract</u>	<u>Liquidated Damages per Day</u>
Less than \$10,000	\$100.00
\$10,000 or less than \$100,000	\$250.00
\$100,000 or less than \$500,000	\$750.00
\$500,000 or more	\$1,000.00
Or will be based on actual cost to the County, whichever is greater.	

2. The designated County project manager reserves the option to extend the scheduled completion date or waive the liquidated damages clause in its entirety if he is of the opinion that extenuating circumstances deemed such action appropriate.

M. CORRECTION OF WORK

1. The Successful Vendor will promptly remove from the premises all Work rejected by the County for failure to comply with the Proposal Documents, whether incorporated in the construction or not, and the Successful Vendor will promptly replace and re-execute the Work in accordance with the Proposal Documents and without expense to the County and will bear the expense of making good all Work of other Vendors destroyed or damaged by such removal or replacement.
2. All removal and replacement Work will be done at the Successful Vendor's expense. If the Successful Vendor does not act to remove such rejected Work within ten days after receipt of Written Notice, the County may remove such Work and store the materials at the expense of the Successful Vendor.

N. CONSTRUCTION SAFETY AND HEALTH STANDARDS

1. It is a condition of this contract, and shall be made a condition of each sub-contract entered into pursuant to this contract, that the Successful Vendor and any sub-contractor shall not require any laborer or mechanic employed in performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety, as determined under construction safety and health standards (Title 29, Code of Federal Regulations, Part 1926, formerly Part 1518, as revised from time to time, promulgated by the United States Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standard Act.) (83 Stat. 96).
2. Failure of Worcester County to inform the Successful Vendor of safety violations will not release the Successful Vendor of his responsibilities.

O. PERFORMANCE AND PAYMENT BONDS

1. The Successful Vendor will be required to provide the County with a Performance Bond and Payment Bond if the total Contract amount exceeds \$100,000, each in the amount of one hundred percent of the Contract Price, with a corporate surety approved by the County for the faithful performance of the Contract.
2. The Successful Vendor will within fourteen calendar days after the receipt of the Contract furnish the County with a Performance Bond and Payment Bond in penal sums equal to the amount of the Contract Price, conditioned upon the performance by the Successful Vendor of all undertakings, covenants, terms, conditions and agreements of the Proposal Documents, and upon the prompt payment by the Successful Vendor to all persons supplying labor and materials in the prosecution of the Work provided by the Proposal Document. Such Bonds will be executed by the Successful Vendor and corporate bonding company licensed to transact such business in the state in which

the Work is to be performed and named on the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Circular Number 570. The expense of these Bonds will be borne by the Successful Vendor. If at any time a surety on any such Bond is declared bankrupt or loses its right to do business in the State of Maryland or is removed from the list of surety companies accepted on federal bonds, Successful Vendor will within ten calendar days after notice from the County to do so, substitute an acceptable Bond(s) in such form and sum and signed by such other surety or sureties as may be satisfactory to the County.

P. GUARANTEE

1. The Successful Vendor shall furnish the County with a one-year guarantee of workmanship and materials, dating from time of acceptance of the project and shall make good any defects which may occur during that period.
2. If any special guarantees in excess of the one-year period are specified by the manufacturer, these guarantees shall take precedence over the one-year period guarantee.
3. Upon completion of work, and before final payment or release of retainage, the Successful Vendor shall submit, and obtain from each subcontractor, material supplier and equipment manufacture general warranties and a notarized asbestos free guarantee.

END OF SECTION

SECTION IV: PROPOSAL SPECIFICATIONS

A. SCOPE

1. The County is seeking proposals from qualified Vendors for design, permitting, and technical support services for the Berlin Homeowner Convenience Center Bulkhead Repair in accordance with the terms and conditions and specifications set forth in this solicitation.

B. CONTRACT PRICING

1. Pricing must include all labor, materials, tools, and equipment to perform Work.
2. Pricing will not change during the Contract Period.

C. BACKGROUND

1. The Worcester County Commissioners are soliciting proposals for the engineering design and construction bidding services associated with the Berlin Homeowner Dropoff Project (Facility). The existing drop off area is in disrepair, needs replacement, and the County wishes to remove the existing concrete block and timber wall to install new cast-in-place concrete walls to minimize earth disturbance and avoid reconstruction of the vehicular ramp.
2. The requested work includes effort for performing a geotechnical evaluation, performing the design, preparing construction documents consisting of construction drawings and specification document, and assisting the County via technical support through construction completion.

D. SUMMARY

1. **PHASE 1 – PRE-DESIGN SERVICES** (Phase 1 of work will include pre-design services that will support the design of the retaining wall.)
 - a. Geotechnical Soils Investigation
 - i. Contract with a geotechnical company to perform (2) sub-surface soils borings who will provide a signed geotechnical report for use in supporting the design of the project.
 - ii. Coordinate schedules, oversee the site work, provide conceptual site plans with boring locations to the subcontractor, and coordinate site access between the Contractor and County.
 - iii. Review the geotechnical report once received and advise the County of any concerns.
 - b. Topographic Survey
 - i. Complete a topographic survey of the proposed work area with a licensed professional land surveyor in the state of Maryland to perform a limited topographic survey of the site. The topographic survey shall be performed in Maryland State Plane. The survey will locate the horizontal and vertical locations of pertinent features located within proximity to the proposed limits of work. The completed survey shall be used in base map preparation, proposed modifications, and design of the wall.
2. **PHASE 2 – DESIGN SERVICES**
 - a. **Task 1: 30% Design – Site Layout and Base map preparation**
 - i. Utilize the topographic survey performed within Phase 1 of this proposal to prepare a base map for the design.
 - ii. Provide the County with a three-drawing Concept Plan set consisting of Title Sheet, Site Layout, and pertinent details for their review and

concurrence in scope of design. After the County's review and comment, revise the layout accordingly and proceeding into Task 2 – 90% Design.

- b. **Task 2: 90% Design**
 - i. Perform structural calculations in support of the wall design and provide structural drawings indicating the plan view of each wall, details, notes, and specifications.
 - ii. Incorporate the structural design and associated details into the drawings set for the project.
 - iii. Note: A Structural Engineer licensed in the State of Maryland must perform the design of the cast-in-place concrete pads and concrete wall design.
 - iv. At a minimum, the following sheets will need to be a part of the 90% Contract Drawings with the stated information provided on each sheet:
 - a. Title Sheet
 - b. Existing Conditions and Demolition
 - c. Site, Grading, Drainage, & Stormwater Management
 - d. Site Details Sheet
 - e. Erosion and Sediment Control
 - v. An Engineer's Estimate of Construction Cost will need to be included at the 90% and 100% milestones. An appropriate contingency shall be included at each design milestone. The Engineer's Estimate of Construction Cost will be completed in a format similar to the construction bid form to allow review of bid items in comparison to the estimated costs.
- c. **Task 3: 100% Design**
 - i. Revise the submittal from Task 2 and incorporate comments from the County.
 - ii. Distribute Final contract documents to the County for review, comment, and approval and issued for agency permit approvals.
- 3. **PHASE 3 – PERMITTING SERVICES**
 - a. Obtain all necessary permits and approvals from the applicable Federal, State, and Local agencies for this project; including but not necessarily limited to:
 - i. Worcester Soil Conservation District – Erosion and Sediment Control
 - ii. Worcester County Environmental Programs – Stormwater Management
- 4. **PHASE 4 – TECHNICAL BIDDING PHASE SERVICES**
 - a. Chair pre-bid meeting with construction contractors, record and distribute meeting minutes
 - b. Respond to contractor requests for information
 - c. Assist in answering questions and issuing addendums
 - d. Review contractor bid packages, tabulate bids, provide written recommendation for award of construction contract.
 - e. Check contractor suitability, ensure contractor is responsive and responsible bidder, including but not limited to checking for any suspension and debarment issues.
 - f. Submit bid package and recommendation of award to funding agency for concurrence.

- g. Provide value engineering recommendations in cases where bids come in higher than construction funding available.
- h. Assist in value engineering negotiations with bidders as needed.

5. **PHASE 5 – CONSTRUCTION PHASE SERVICES**

- a. Chair preconstruction meeting with successful contractor, record and distribute meeting minutes
- b. Review of project submittals
- c. Respond to Requests for Information
- d. Review of the project schedule
- e. Provide full time Resident Project Representative (RPR) services for the duration of the project (assume 3 month construction duration for the purposes of bidding)
- f. Consultant shall provide an hourly rate for construction inspection services and include the qualifications of the proposed construction inspector (RPR).
- g. Chair monthly progress meetings and providing meeting minutes
- h. Review contractor pay requests and make recommendations for payment
- i. Prepare and submit payment reimbursement request to funding agencies
- j. Conduct on-site conformational survey of critical elevations.
- k. Prepare as-built drawings based on contractor prepared red line drawings.
- l. Scheduling and attending the final inspection of the construction, prepare the final punch list

E. **ATTACHMENTS**

- 1. Exhibit B: Existing Bulkhead Wall Photos

F. **PROPOSAL CONTENT**

- 1. Each proposal shall include the following information at a minimum:
 - a. General Description of the Firm, including the office responsible for completion of the work
 - b. Approach to completion of this project
 - c. Management and Staffing Plan to identify the key personnel assigned to the project
 - d. Qualifications of the firm, including specific qualifications of the Project Manager, Inspector, and key personnel
 - e. Quality Control program description
 - f. References for similar projects
 - g. Cost proposal as described in the Proposal Form
 - h. Schedule of completion including major milestones of Percent Complete (30%, 90%, and 100%), Highlight any critical path items

G. **GENERAL REQUIREMENTS**

- 1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

H. **PRE-PROPOSAL CONFERENCE**

- 1. A pre-proposal meeting will be held on _____ at the Water and Wastewater Division Operations Building, located at the Ocean Pines Wastewater Treatment Plant, 1000 Shore Lane, Berlin, Maryland 21811.

I. **PAYMENT**

- 1. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
- 2. Unless otherwise noted, **all additional charges shall be included in the price quoted.**

- a. This includes delivery, shipping, and any other materials (proofs, paper, etc.) needed to successfully complete the project according to the terms described.
- b. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
3. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

J. QUESTIONS

1. The last day for questions is listed under Section I, Subsection C.2.

K. AWARD

1. The County intends to award to the Vendor whose Completed Proposal Documents represents the best value to the County.

END OF SECTION

SECTION V: EVALUATION AND SELECTION PROCESS

A. EVALUATION

1. All Vendors are advised that in the event of a receipt of adequate number of Proposal Documents which, in the opinion of the County, require no clarification and/or supplementary information, such Proposal Documents may be evaluated without discussion. Hence, Proposal Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the County. Proposal Documents will be evaluated using the following criteria:

<u>Weighting Factor</u>	<u>Criterion</u>
20%	Qualifications of the organization
20%	Vendor's experience on similar bulkhead/retaining wall design projects
20%	Vendor's organizational capacity to meet the demands of the RFP specifications
10%	Vendor's professional references
30%	Vendor's overall fee schedule and related expenses

2. Each Vendor will be rated for each criterion on a scale of zero to four as described below.

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

- a. A Vendor's final grade will be the sum of each criterion's rating multiplied by the weighting factor listed above.
3. After identifying the short list of the most qualified Vendor(s) based on the evaluation criteria, representative(s) may be required to clarify their Proposals by making individual presentations to the evaluation committee.
4. The County may enter into negotiations with Vendors and invite best and final offers as deemed to be in the best interest of the County. Negotiations may be in the form of face-to-face, telephone, facsimile, e-mail or written communications, or any combination thereof, at the County's sole discretion.
5. Vendors are strongly advised not to prepare their proposal submissions based on any assumption or understanding that negotiations will take place. Vendors are advised to respond to this Request for Proposals fully and with forth-rightness at the time of Proposal submission.
6. Vendors are strongly cautioned not to contact elected officials or members of the evaluation committee. All questions and comments should be directed through the Purchasing Department. Inappropriate efforts to lobby or influence individuals involved in this selection may result in dismissal from further consideration, at the County's sole discretion.

END OF SECTION

THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE RETURNED WITH SUBMITTAL

FORM OF PROPOSAL

To whom it may concern:

We hereby submit our Proposal Documents for “BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR DESIGN & TECHNICAL SERVICES” as indicated in the Proposal Documents. Having carefully examined the Proposal Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Proposal.

ITEM	DESCRIPTION	EXTENDED PRICE
1	Pre-Design Phase Services	
2	Design Phase Services	
3	Permitting Phase Services	
4	Technical Bidding Phase Services	
5	Construction Phase Services	
TOTAL		

OPTIONAL ITEMS

Hourly Rate for Inspection and RPR Services	\$_____ /hour
---	---------------

The Vendor agrees that the proposal will be good for at least sixty (60) days unless otherwise indicated in the proposal specifications.

Is your company currently involved in any active litigation? (Yes)____ (No) _____ CHECK One.

Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.1 for more information.) (Yes)____ (No) _____ CHECK One.

Is your company currently involved in any mergers or acquisitions? (Yes)____ (No) _____ CHECK One.

Has your organization compiled your Completed Proposal Document as per Section I, subsection D.3 and in accordance with the Proposal Specifications Section of this Proposal Document?
(Yes)____ (No) _____ CHECK One

NOTE: THIS PROPOSAL FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY OR AN AUTHORIZED AGENT FOR THIS PROPOSAL TO BE CONSIDERED VALID BY THE COUNTY.

Sign for Identification Printed Name

Title Email

REFERENCES

List three references for which the Vendor has provided Goods/Services similar to those requested in the Proposal Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided.

Company Name:		Company Name:	
Type of Project:		Type of Project:	
Address:		Address:	
Town, State, Zip Code:		Town, State, Zip Code:	
Contact Person:		Contact Person:	
Telephone Number:		Telephone Number:	
Email:		Email:	
Date of Service:		Date of Service:	
Company Name:			
Type of Project:			
Address:			
Town, State, Zip Code:			
Contact Person:			
Telephone Number:			
Email:			
Date of Service:			

Sign for Identification

Printed Name

EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Proposal Document covers all items as specified.

EXCEPTIONS:

(If none, write none) _____

How did you hear about this solicitation?

- Worcester County’s Website
- eMaryland Marketplace Advantage (eMMA)
- Newspaper Advertisement
- Direct email
- Other _____

The vendor hereby acknowledges receipt of the following addenda.

<u>Number</u>	<u>Date</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sign for Identification

Printed Name

INDIVIDUAL PRINCIPAL

Vendor Name: _____

Signed By: _____ In the presence of: _____

Address of Vendor: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____ Email: _____

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: _____

Address: _____ Town, State, Zip

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

CORPORATE PRINCIPAL

Name of Corporation: _____

Address: _____ Town, State, Zip

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

President

Witness

Attest: _____

Corporate Secretary

Affix Corporate Seal

VENDOR’S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

I, _____ am the _____
(Printed Name) (title)
and the duly authorized representative of the Vendor of
_____ whose address is
(name of corporation)

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

Except as described in paragraph 3 below, neither I nor the above Vendor, nor to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute, bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State “none” or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the Vendor, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the County, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

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

Sign for Identification

Printed Name

NON-COLLUSIVE AFFIDAVIT

_____ being first duly sworn,
deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Vendor that has submitted the attached Proposal Documents;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal Document and of all pertinent circumstances respecting such Proposal Documents;
3. Such Proposal Document is genuine and is not a collusive or sham Proposal Document;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Proposal Document in connection with the Work for which the attached Proposal Document has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Proposal Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Proposal Document price or the Proposal Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Work;
5. The price or prices quoted in the attached Proposal Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____
Signature

Printed Name

Title

EXHIBIT A

WORCESTER COUNTY MARYLAND
STANDARD TERMS AND CONDITIONS

The provisions below are applicable to all Worcester County (“County”) contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions (“Contract”). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
 - a. The Contractor must notify the County immediately; and
 - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Exclusive Jurisdiction.** All legal proceedings related to this Contract must be exclusively filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.
7. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
8. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
9. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney’s fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.

10. Independent Contractor.

- a. Contractor is an “Independent Contractor”, not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor’s performance.
- b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers’ compensation benefits under the Contract.
- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

11. Insurance Requirements.

- a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as “ADDITIONAL INSURED”. A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as “ADDITIONAL INSURED”.
- c. Contractor must provide the County with a certification of Workers’ Compensation Insurance, with employer’s liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- d. All insurance policies must have a minimum 30 days’ notice of cancellation. The County must be notified immediately upon cancellation.
- e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

12. Nondiscrimination. Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

13. Ownership of Documents; Intellectual Property.

- a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.
- c. The Contractor must indemnify the County from all claims of infringement related to

- the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.
14. **Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.
15. **Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.
16. **Remedies.**
- a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.
 - b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
 - c. **Cumulative.** These remedies are cumulative and without waiver of any others.
17. **Responsibility of Contractor.**
- a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
 - b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
 - c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.
18. **Severability/Waiver.** If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.
19. **Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.

20. **Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.
21. **Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.
22. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
23. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.
24. **Use of County Facilities.** Contractor may only County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
25. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.

Exhibit B: Existing Berlin HOCC Bulkhead Walls





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: April 16, 2024
RE: Request to Bid – Medical Assistance Transportation Program

Attached for your review and approval are proposal documents for the Medical Assistance Transportation program through the Worcester County Health Department for Medicaid recipients of Worcester County to and from medical/dental appointments. Once the Commissioners have had the opportunity to review these documents, it is requested that authorization be provided to solicit proposals for these programs.

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

**Worcester County Health Department
Medical Transportation**

**Request for Proposals (RFP) #F738-25
Ambulatory and Wheelchair Services**



Request for Proposal #F738-25

Project: Ambulatory, Wheelchair and Ambulance Services

Department: Medical Assistance Transportation

Submissions Due:

Submit to:
Worcester County Administration
ATTN: Nicholas Rice, Procurement Officer
Room 1103 Government Center
One West Market Street, Snow Hill, MD 21863
410-632-1194

Vendor:	_____	
Signature:	_____	Date: _____
Address:	_____	

Telephone:	_____	Fax: _____
Exceptions:	_____	

1. ADMINISTRATIVE INFORMATION

- 1.1. Specification and instructions to bidders may be obtained in the office of the Worcester County Administration, Nicholas Rice, Procurement Officer, Room 1103 Government Center, One West Street, Snow Hill, Maryland, 21863, between 8:00 a.m. and 4:30 p.m. Monday through Friday.
- 1.2. A pre-proposal conference will be conducted on _____ at the Worcester County Health Department (WCHD), 6040 Public Landing Rd., Snow Hill, Maryland 21863, there will also be a virtual option for this meeting provided. Attendance to the pre-proposal conference is not mandatory but strongly encouraged. The purpose of the conference is to clarify any parts of the RFP and to answer questions that may be pertinent to the request.
- 1.3. The narrative portion of the proposal, together with appropriate attachments and RFP cover sheet, shall include the original and four (4) copies [TOTAL OF 5] and must be in a sealed envelope, clearly marked "*Worcester County Health Department - Transportation RFP #F738-25*". Rate Sheet Proposal and four (4) copies [TOTAL OF 5] shall be submitted in a separate sealed envelope, clearly marked "*Worcester County Health Department - Cost Proposal RFP #F738-25*". Proposals should be identified with all the information as requested on the RFP.
- 1.4. Sealed proposals should be mailed, or hand carried to Worcester County Administration, Attention: Nicholas Rice, Procurement Officer, Room 1103 Government Center, One West Street, Snow Hill, Maryland 21863 and must be received by the time outlined in the advertisement. Proposals or unsolicited amendments to proposals received after the announced time shall not be considered and will be returned to the contractor unopened.
- 1.5. Proposals should completely address all items listed under the role of the transportation provider, funding, accountability, submission of price proposal, and contract provisions. Detailed monthly cost reports will be required for all transportation programs as outlined in the RFP so that we can better analyze and evaluate the actual cost of the program and the profit margin.
- 1.6. In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed as follows: In writing or by email and will be distributed only to those bidders represented and properly registered for receipt of this RFP. Any addendum to this RFP shall become part of this RFP and part of any contract resulting from this RFP.
- 1.7. Inquiries concerning proposal information, documents, or schedules should be directed to Nicholas Rice, Procurement Officer, 410-632-1194.
- 1.8. The WCHD reserves the right to reject any and/or all proposals or to waive any technicality it deems in the best interest of the Medicaid Transportation Program.
- 1.9. The agreement or contract between the WCHD and the successful bidder shall consist of this RFP, the Contractor's Proposal and Rate Sheet, addenda, the WCHD's acceptance, and the notice to proceed. Change orders or other modifications subsequent to the award must be mutually agreeable and

documented in writing. The successful bidder will be subjected to the provisions contained in this RFP, except changes that may be made to reflect the terms of the successful contractor’s proposal.

1.10. Request for Proposal (RFP) Timeline.

- Publication Request _____
- Pre-proposal Conference _____
- Deadline for Submittal _____
- Award Bid (tentative) _____
- Implementation of Bid July 1, 2024

2. SPECIAL TERMS AND CONDITIONS

2.1. Maryland Law Prevails

The laws of Maryland shall govern the provisions of this contract.

2.2. Examination of Proposal Documents

By submitting a proposal, the contractor represents that he/she has thoroughly examined and become familiar with the work required under this RFP and that he/she is capable of performing quality work to achieve outlined objectives.

2.3. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the contractor in:

- a) Preparing its proposal in response to this RFP;
- b) Submitting that proposal to the WCHD;
- c) Negotiating with the WCHD any matter related to this proposal; and
- d) Any other expenses incurred by the bidder prior to the date of award, if any, of the Proposed Agreement.

The WCHD shall not, in any event, be liable for any pre-contractual expenses incurred by bidders in the preparation of their proposals. Bidders shall not include any such expenses as part of their proposals.

2.4. Exceptions/Deviations

Any exceptions to the requirements in the RFP must be included in the proposal submitted by the bidder. Such exceptions must be clearly labeled as such in the text of the proposal. The WCHD reserves the right to accept any exception if it is in the agency’s best interest to do so.

2.5. Acceptance/Cancellation/Award

Issuance of this RFP and receipt of proposals does not commit the WCHD to award a contract. The WCHD reserves the right to postpone the opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, or to cancel all or part of this RFP.

2.6. Independent Contractor

The bidder will be an independent contractor to the WCHD under this agreement. Bidder shall be free to contract to provide similar services for others while it is under contract to the WCHD and is not entitled to participate in any retirement, deferred compensation, health insurance plans, or other benefits WCHD provides to its employees.

2.7. Indemnification

The Contractor agrees to protect, defend, indemnify and hold the WCHD, its officers, employees and agents free and harmless from and against any and all losses, penalties, injuries, liabilities, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respondent to provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

2.8. Disqualification of Bidders

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a bidder and the rejection of its bid:

- 2.8.1.** Evidence of collusion among bidders.
- 2.8.2.** Lack of competency as revealed by financial statements, experience, or equipment statements as submitted or other factors.
- 2.8.3.** Lack of responsibility as shown by past work.
- 2.8.4.** Default on a previous similar contract for failure to perform.
- 2.8.5.** Failure of the bidder to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the bidder.

2.9. Payment Terms

- 2.9.1.** It is anticipated that the agreements resulting from this solicitation, if awarded, will be paid on a monthly basis for all services.
- 2.9.2.** Invoices must be submitted by the 10th day of the month, and payment can be expected approximately thirty (30) days after submission of the invoice and reports are reconciled. (Invoices will not be forwarded to the State until all required reports are found correct and completed). Failure to submit invoices by the 10th day of each month will result in a 2% penalty. This 2% late charge will be deducted from the amount requested on the invoice for that month's payment.

2.10. Financial Responsibility

Proposals shall include evidence of financial responsibility. The Contractor may

be required to provide additional evidence of financial responsibility to perform under this contract throughout its terms as determined to be necessary by the WCHD.

2.11. Resolving Disputes in Bidding

If a vendor feels he/she has not been treated fairly, a notice of complaint should be directed to the WCHD Purchasing Agent outlining the nature of the complaint. If, however, the WCHD Purchasing Agent cannot resolve the matter in a satisfactory manner, the vendor may forward the complaint to the WCHD Administrator along with a memo of explanation. If the vendor is not satisfied with the Administrator's resolution, the vendor may appeal to the health Officer.

2.12. Proprietary Information

Cost pricing information will not be considered proprietary.

2.13. Inclement Weather Conditions

2.13.1. In the event of weather concerns, the Contractor shall not be responsible for operating transportation service if Contractor's other operations are not in service based on perception of road conditions. (Return trips are to be made if the client had previously been transported by Contractor).

2.13.2. In the event of delays, cancellations may be expected. During a state of emergency or declared disaster, this agreement may cease without penalty to the contractor. Services would be expected to be resumed in a timely manner.

2.14. Holiday Schedule

The Contractor will not be required to operate **demand-response** services on the following holidays (with the exception of life sustaining transports):

2.14.1. New Year's Day

2.14.2. Martin Luther King's Birthday

2.14.3. President's Day

2.14.4. Memorial Day

2.14.5. Juneteenth

2.14.6. Independence Day

2.14.7. Labor Day

2.14.8. Columbus Day

2.14.9. Election Day

2.14.10. Veteran's Day

2.14.11. Thanksgiving Day

2.14.12. American Indian Heritage Day

2.14.13. Christmas Day

3. CONTRACT REQUIREMENTS AND INFORMATION

3.1. Term of Contract

The Contract shall commence on July 1, 2024, and shall extend until June 30, 2025. The contract may be extended for two (2) additional one-year terms at the sole discretion of WCHD.

3.2. Payment

3.2.1. The Contractor shall invoice the WCHD for services provided under this Contract on a monthly basis. All health department programs' invoices shall be submitted to the Medicaid Transportation Coordinator for payment and/or distribution. Prior to the payment of invoices, all required program and financial reports must be received by the 10th day of each month. The WCHD shall promptly review and remit payment. The invoices shall contain the following facts (when applicable):

- 3.2.1.1. Trip origination
- 3.2.1.2. Trip destination
- 3.2.1.3. Date of trip
- 3.2.1.4. Total cost of trip
- 3.2.1.5. Passenger name
- 3.2.1.6. Whether or not passenger canceled or no showed

3.2.2. Invoices shall be mailed, emailed, or faxed to Worcester County Health Department, Medical Assistance Transportation Program, P.O. Box 249, Snow Hill, MD 21863 (fax #410-632-9238). Preferred method of receipt is electronically to the email address Wendy.McIntyre@maryland.gov, Tiffany.Mathies@maryland.gov, and Effie.Cox@maryland.gov.

3.3. Termination of Contract

- 3.3.1. This contract is contingent upon funding. Any reduction or withdrawal of funds from this program shall be sufficient grounds for immediate cancellation of this agreement or reduction of services.
- 3.3.2. In the event that the Contractor fails to meet any of the requirements of this contract, WCHD reserves the right to declare the Contractor in default and to terminate this contract at any time in whole or in part upon 30 days written notice to Contractor. WCHD may, by providing written notice to the Contractor, terminate the agreement at any time.
- 3.3.3. In the event of termination for any reason, no allowance will be provided to the Contractor for anticipated profit on unperformed services.

3.4. HIPAA Compliance

As a State Agency, Maryland State regulations require documentation regarding all Contractor's "HIPAA Compliance" status by obtaining a Business Associate Agreement. This agreement involves the access to protected health information that is considered protected pursuant to federal, state and/or local laws and regulations in accordance with the privacy (IIHI) and/or Protected Health Information (PHI) requirements of the "HIPAA"-Health Insurance Portability and Accountability Act of 1996. All data, documentation and records shall be considered "confidential". HIPAA mandates privacy, security, and electronic transfer standards. The requirement is a precondition of entering into a valid and binding contract.

3.5. Contract Award

The contract will be awarded to the bidder/s whose proposal, conforming to the

RFP, will be the most advantageous to the agency's program, price and other factors considered. Bidders are required to provide at least one of the services listed in section 4 Scope of Services, however, may also provide both services. Multiple bidders may be awarded for the same service. WCHD reserves the right to add/or eliminate any services in whole or in part during the contract term at the prices provided in this RFP.

4. SCOPE OF SERVICE-MEDICAID TRANSPORTATION PROGRAM

4.1. Service Parameters

4.1.1. The Medicaid Transportation Program is a transportation service funded by the State of Maryland and the federal government and is administered by the Worcester County Health Department. Bidders are not required to provide all services, however, can provide one or more services. It allows customers with medical transportation needs, who cannot be served by other modes of transportation, to obtain transportation for non-emergency medical trips. It is a curb-to-curb or door-to-door demand response service and serves Worcester County residents and occasionally riders who reside in other counties but require transportation in Worcester County. Funds are to be used for "safety net" funding of transportation to recipients who have no other available sources of transportation. Since Medicaid is the payer of last resort, all other sources of transportation must be accessed prior to the expenditure of the grant funds for transportation services.

4.1.2. The contract shall include, but is not limited to, the following:

4.1.2.1. Ambulatory Services and Wheelchair services

This program provides curb-to-curb and/or door-to-door demand responsive services to Medicaid recipients (and attendants if applicable) to and from non-emergency medically necessary covered services. The bulk of transportation requests will be forwarded to the contractor by 12 noon, the day before the ride dates. Trip request sheets will be faxed or forwarded electronically to the contractor. Occasionally, transportation services will be expected to be provided on an as-needed basis with the contractor being notified in as short a time as ½ hour prior to required services.

The WCHD Medicaid Transportation staff will be responsible for scheduling all ride requests and verifying the recipient's eligibility for medical transportation benefits by accessing the state Eligibility Verification System (EVS) and will be responsible for screening for alternative means of transport, as well as determining mode of transport.

Under this program the major responsibility of the transportation provider will be to cooperate with the WCHD's Medicaid

Transportation Coordinator or designee(s) and staff members, who will be authorizing requests for non-emergency transportation services for qualified recipients.

4.1.2.1.1. Out-Of-County Services

Contractors may be requested to provide out-of-county service designations such as Somerset, Wicomico, Baltimore, Annapolis, Cambridge, Glen Burnie, etc.

4.1.2.1.2. Weekend Services

Non-emergency medical services on weekends shall include life sustaining transport. Worcester County Health Department's Medicaid Transportation staff will schedule and approve these services.

4.1.2.1.3. Rideshare Services

Is required, the contractor shall accommodate multiple requests within the same timeframe and same location area, thus providing service in a more cost-effective manner.

4.2. Transportation Request Procedure

4.2.1. The Contractor shall be responsible for providing service to/from requested locations only. Any exceptions requested from passengers(s) must be approved by WCHD program staff.

4.2.2. In the event a passenger does not show for a scheduled trip three times in a row, the contractor shall notify the Medicaid Transportation Coordinator or staff member.

4.3. Days and Times of Operation

4.3.1. The contractor shall provide local services with the advance approval of the Medicaid Transportation staff between the hours of 7:30 a.m. through 5 p.m. Out-of-county appointments are scheduled before 2 p.m. only to allow the contractor a reasonable return time. The start of out-of-town appointments may be as early as 4:00 a.m. Saturday services are for transport to life sustaining appointments.

4.4. Fares/Charges

4.4.1. The clients will not be charged, and the charge to the program shall be no more than the standard and ordinary fare charged to local residents. The charge may also be no more than what is on the accepted rate sheet.

4.4.2. An extensive fare schedule or rate sheet must be provided with the proposal, i.e., the charge for services such as long-distance trips, i.e., to/from Baltimore or Wilmington. Charges for wait times are not permitted and cannot be reimbursed for payment per State of Maryland regulations. Contractors may conduct other non-medical transport during wait times. The rate sheet may specify point-to-point, mileage, or hourly rates but must be clear and concise.

4.4.3. "No Shows" - recipient reserves a ride but neither uses nor cancels the reservation - cannot be reimbursed for payment per State of Maryland

regulations. A copy of WCHD Medicaid Transportation “No-Show Policy” (ATTACHMENT B) is in place to limit the number of occurrences.

4.5. Compensation

4.5.1. The contractor shall invoice WCHD by the 10th day of each month for total usage on a monthly basis. Invoices shall contain information as stated in Subsection 3.2.1.

4.6. Estimated Trips

The annual number of one-way trips for Fiscal Year 2023 are shown below for each market segment to provide the bidder with a benchmark of estimated volume of work to be performed (wait time is not included). NOTE: Some wheelchair trips require using the lift only-not actually strapping down.

Program	One-Way Trips
Local Service	16497
Out of County	1999
Wheelchair Services	881

5. ADMINISTRATIVE REQUIREMENTS

- 5.1.** The contractor shall provide a liaison to serve as the program manager or designate a program manager who will be responsible for supervising operations.
- 5.2.** The contractor or program manager, and if necessary, drivers and other personnel shall arrange to meet with the Medicaid Transportation Coordinator to discuss any service issues or concerns that need to be addressed. Meetings shall take place bi-annually or more frequently if needed.
- 5.3.** The contractor shall be responsible for ensuring that all drivers and other personnel working under the contract fully understand the requirements of the program and their individual responsibilities and adhere to all program policies and procedures.
- 5.4.** The contractor shall promptly inform the Medicaid Transportation Coordinator of any changes in drivers, key personnel, or vehicles assigned to this contract.
- 5.5.** The contractor shall be responsible for notifying the Medicaid Transportation Coordinator within 24 hours in the event of any accident or incident involving this contract or any concerns, problems, complaints, or incidents involving vehicles, vehicle equipment, passengers, program staff. Or third parties, or any operating policies or procedures that adversely affect the functioning of the program. In the event of any injury, notification shall occur immediately. In addition, any operational problems or passenger complaints shall be documented noting any action taken and reported in writing to WCHD within 24 hours.
- 5.6.** The contractor shall ensure the safety of passengers by any or all means necessary, including but not limited to, driver training, retraining, and monitoring, use of seat belts at all times, use of approved child restraining devices as

appropriate, vehicle maintenance, maintaining order in and around the vehicles, providing safety and emergency procedures, etc.

5.7. The contractor shall supply all vehicles, fuel, lubricants, parts, tools, and other materials required for the performance of this contract. The vendor may request a surcharge after the price of unleaded gas goes above \$4.00 a gallon, a written request must be submitted and approved by the WCHD.

5.8. Rights to Audit and Monitor

5.8.1. The Vendor shall attend periodic status meetings with WCHD, and cooperate fully with any other contractors, program monitors which may be engaged by WCHD.

5.8.2. The Vendor shall grant to the WCHD, Maryland Department of Health (MDH), Federal and State agents the right to audit all Vendors accounts, records, and books specific to this contract for a period of three years following the final payment.

5.8.3. WCHD shall have the right to free and uninhibited access to the Vendor's premises to inspect, monitor, or evaluate the work being performed within 24-hour notice during normal business hours.

5.8.4. On a monthly basis, vendors shall also complete an Excluded Parties Attestation form, which will be due by the last day of each month. Federal regulations (42 CFR SS 1001-1002) prohibit payment for items or services furnished by excluded individuals and entities. It is imperative that this first line of defense in combating fraud be conducted accurately, thoroughly, and routinely. Screening for excluded individuals must take place prior to employing or contracting and thereafter, monthly.

5.8.5. On a yearly basis, vendor shall be responsible for completion of the Ownership and Control Disclosure form to ensure that Medicaid services are not furnished by excluded individuals or entities that have ownership or control interests in provider entities and who have been convicted of a criminal offense who have civil monetary penalties imposed or have been excluded from participation in Medicare of any of the State healthcare programs. MDH requires that all NEMT providers, on a yearly basis or within 20 days after there is a change in ownership, submit a Non-Emergency Medical Transportation Provider Ownership and Disclosure Form.

6. INSURANCE REQUIREMENTS

6.1. The contractor shall not commence work under this contract until he/she obtains all insurance required and has supplied WCHD with certificates of insurance that designate limits of coverage on all vehicles used during the term of the contract.

6.2. The Contractor shall be required to purchase and maintain, during the life of the contract, Worker's Compensation, Comprehensive General Liability, Automobile Liability, Uninsured/Underinsured Motorist, Collision and Comprehensive and Medical Payments Insurance with limits of not less than those set forth below:

6.2.1. Liability Insurance

6.2.1.1. If the owner of a taxicab or taxicabs elects to take out liability insurance as provided in the law, the minimum insurance required to be taken out for each taxicab shall be \$25,000 for injury to any one person, \$50,000 for injuries or two or more persons, and \$15,000 for property damage. The required insurance shall have a term coverage of six (6) months or more.

6.2.2. Bond in Lieu of Insurance

6.2.2.1. If the owner of the vehicles elects to enter into a bond as provided by the law, the amount of the bond shall be determined by the number of taxicabs covered by and described in the bond.

6.2.3. Personal Injury Protection (PIP)

6.2.3.1. Contractor shall provide coverage for damages suffered by certain third parties regardless of legal liability. Provide coverage for insureds and pedestrians for medical expenses, income continuation, and certain essential services (i.e., nursing and housekeeping) regardless of fault or liability.

6.2.4. Uninsured Motorist

6.2.4.1. The contractor shall provide coverage that protects the insured and the clientele of the insured for sums that cannot be received from the operator of an uninsured or underinsured vehicle.

7. DRIVER REQUIREMENTS AND RESPONSIBILITIES

7.1. Contractor Responsibilities

- 7.1.1.** The contractor shall notify the WCHD in writing of all drivers assigned to this service and shall submit their driving records, updating when necessary. Given the condition of reasonable cause, the WCHD shall have the right to demand removal or reassignment of any driver or other personnel furnished by the contractor based on the Excluded Parties Attestation list.
- 7.1.2.** The contractor shall be responsible for providing as many regularly scheduled drivers and back-up drivers as required as a minimum to operate according to the current schedule.
- 7.1.3.** If a regularly scheduled driver is unable to perform his or her duties as assigned, whether as a result of resignation, termination, participation in a labor strike, illness, annual leave or some unforeseen emergency, the contractor shall be responsible for activating a backup driver to replace the absent driver. The replacement driver shall resume the regular driver's assignment within a reasonable timeframe in accordance with the regular driver's location.
- 7.1.4.** WCHD reserves the right to require the contractor to have its drivers attend any training sessions the Health Department deems necessary or appropriate including, but not limited to, behind the wheel (evasive

maneuvers and defensive driving techniques), passenger assistance techniques, non-emergency medical procedures, passenger evacuation, child safety seat installation, Red Cross first aid and CPR certification.

- 7.1.5. Appropriate breaks should be scheduled for drivers, especially involving long-distance travel.
- 7.1.6. The following policies/compliances must be in place or be in the process of implementation by July 1, 2024:
 - 7.1.6.1. A Program testing drivers and key personnel for the use of drugs and alcohol on a pre-employment basis. In addition, random testing will be performed as required. Contractor will comply with Worcester County Substance Abuse Policy, as well as all federal, state, and local related policies.
 - 7.1.6.2. All drivers shall be licensed and shall include a criminal background investigation program for screening drivers for felony convictions on a pre-employment basis.
 - 7.1.6.3. A program for photo identification with a photo I.D. of the driver of the vehicle must be conspicuously displayed in the interior compartment of the vehicle for observation by passengers.
- 7.1.7. Contractors shall have a policy in place that states that drivers are not allowed to smoke in the vehicles whether empty or occupied. Copy of policy shall be included with the proposal.
- 7.1.8. Contractor's personnel will be in uniform, clearly indicating the name of the firm and identifying their affiliation with the firm. In addition, personnel shall always bear identification cards with their name as well as the firm name listed on the card.

7.2. Driver Responsibilities

- 7.2.1. All drivers shall have a valid Maryland license with an appropriate class rating for the vehicle being driven. Drivers are expected to obey all laws directed towards the safe operation of motor vehicles. The contractor shall be held accountable for assigning responsible and courteous drivers for service in this program.
- 7.2.2. A driver shall reserve the right to call 911 for any passenger who appears to exhibit irrational, disruptive, uncontrollable, offensive behavior or poses a danger to him/herself or others. Under no circumstances shall a driver discipline a passenger, the driver shall place a call in to the program manager who will instruct the driver in regard to appropriate action. The program manager will in turn notify the Medicaid Transportation Coordinator.
- 7.2.3. While performing duties for the WCHD, drivers must maintain a clean and neat appearance.
- 7.2.4. Drivers must be able to read, write, and speak English. It is recommended for drivers also to be able to communicate in Spanish (where applicable).

- 7.2.5. Drivers shall not be allowed to smoke in any of the vehicles whether empty or occupied.

8. VEHICLE, MAINTENANCE, AND FACILITIES REQUIREMENTS

- 8.1. The contractor shall provide an adequate number of vehicles to handle the demand service for residents residing in Worcester County. It is estimated that these clients will account for approximately 16497 one-way trips annually. The proposal shall contain the number of vehicles designated only to this project. Please list the following information for each vehicle.
 - 8.1.1. Number of seats
 - 8.1.2. If wheelchair lift-equipped
 - 8.1.3. Year, Make, and Model
 - 8.1.4. Current odometer reading at bid submission.
- 8.2. The contractor shall keep all vehicles utilized in this service fully registered.
- 8.3. The contractor shall maintain all vehicles utilized in this service in good operating condition. Prior to beginning the day's service, the driver shall perform a daily safety inspection of the vehicle. Each vehicle that is operated in WCHD services shall at a minimum meet the following maintenance requirements:
 - 8.3.1. Have operable air conditioning and heating.
 - 8.3.2. Have windows that open.
 - 8.3.3. Have no broken or cracked glass.
 - 8.3.4. Have no significant body damage such as dents or missing parts.
 - 8.3.5. Be maintained with markings that clearly identify the vehicle as being operated by the company.
 - 8.3.6. Have an operable two-way communication system of some form (Cell phone service is acceptable with Bluetooth).
- 8.4. In order to ensure that vehicles are being maintained properly and are in safe operating condition, WCHD shall have the right to inspect vehicles at any time and may take a vehicle out of service until all malfunctions are corrected.
- 8.5. The contractor shall provide suitable facilities with which to operate the service, specifically a dispatch center with a fax machine and telephones. All furnishings, equipment, and supplies are the full responsibility of the contractor.

9. REGULATORY REQUIREMENTS

- 9.1. The contractor shall register and comply with all motor vehicle safety standards established by the United States Department of Transportation, the Maryland Department of Transportation, and the Motor Vehicle Administration.
- 9.2. The Contractor shall comply with all Federal, State, and local government statutes, regulations, executive orders, and administrative requirements contained in Title VI of the Civil Rights Acts of 1964 which relate to grants received from the Department of Health and Human Services and FTA.
- 9.3. The Contractor with regard to the work performed by them during the contract, shall not discriminate on the grounds of race, religion, color, sex, age, or national

origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in these Regulations, including employment practices under this Contract.

- 9.4. The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations and in this regard the following shall be strictly adhered to: "In connection with the execution of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin."
- 9.5. Contractor shall comply with all applicable American Disabilities Act (ADA) regulations for services provided under this Contract.
- 9.6. In the event of the Contractor's noncompliance with nondiscrimination provisions of this contract, the WCHD shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
 - 9.6.1. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - 9.6.2. Cancellation, termination, or suspension of the contract, in whole or in part
- 9.7. The contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the WCHD.
- 9.8. The contractor shall comply with the FTA Alcohol and Substance Abuse Regulations and will submit forms as required. The successful bidder must submit an Alcohol and Substance Abuse Plan to the WCHD that incorporates standards at least as stringent as Worcester County's Substance Abuse Policy.
- 9.9. The contractor will have all vehicles inspected.

10. PROPOSAL FORMAT/EVALUATION PROCESS

10.1. Proposal Preparation

- 10.1.1. Proposal submissions shall consist of two (2) separate sealed envelopes:
 - 10.1.1.1. The first sealed envelope shall include one (1) original and four (4) copies [TOTAL of 5] of your signed and completed cover sheet, your narrative responses, and the signed Contractor's Affidavit. This envelope shall be clearly marked on the outside "*Worcester County Health Department - Transportation RFP #F738-25*".
 - 10.1.1.2. The second sealed envelope shall include one (1) original and four (4) copies [TOTAL of 5] of your signed Rate Sheet and any substantiation, if needed. This envelope shall be clearly marked on the outside "*Worcester County Health Department - Cost Proposal RFP #F738-25*".
- 10.1.2. WCHD requests that proposers offer their response to the Request for Proposals with the following essential submissions:
 - 10.1.2.1. A cover letter that includes the titles, address, telephone, and fax number of the person authorized to represent the proposal. This

letter must be signed by a company officer authorized to bind the company.

- 10.1.2.2. The address from which the service will be provided (dispatched).
- 10.1.2.3. A concise narrative of the history of your organization detailing its experience in providing transportation services of the type required in this RFP.
- 10.1.2.4. Resumes of those management personnel who will be responsible for the provision of services. Also include the number of drivers employed.
- 10.1.2.5. A service plan that details how your organization will provide the service.
- 10.1.2.6. Assurance that your company will carry the minimum levels of insurance as required by the State of Maryland. Evidence of insurability is required.
- 10.1.2.7. Assurance that your company will carry Workers' Compensation Insurance in amounts with sufficient coverage to comply with Maryland Law.
- 10.1.2.8. Number of vehicles designated to this program. Include year, make, model, and current odometer readings and last inspection reports at time of bid submission.
- 10.1.2.9. A narrative explaining the current hiring policy of drivers. Detail any required pre-hiring procedures, training, and required qualifications.
- 10.1.2.10. Suggestions on how to improve the delivery of services or to make them more effective and efficient.
- 10.1.2.11. Proposed rates to be charged to provide service.

10.2. Evaluation Process

- 10.2.1. Each proposal will be evaluated by the WCHD staff utilizing the evaluation criteria in Section 11. The Purchasing Agent will forward the recommendations of this committee to the health Officer for approval.
- 10.2.2. The contract(s) will be awarded to the bidder's whose proposal, conforming to the RFP, will be the most advantageous to the WCHD, price and other factors considered. Multiple bidders may be awarded for the same service.
- 10.2.3. Failure of the offeror to provide any information requested in the RFP will be the most advantageous to the WCHD, price and other factors considered.
- 10.2.4. The sole objective of the evaluation committee will be to recommend the offer or whose proposal is most responsive to the Medical Assistance Transportation Program's needs within the available resources. The specifications within the RFP represent the minimum performance necessary for response.
- 10.2.5. The proposal(s) with the highest score will be recommended for an award.

11. EVALUATION CRITERIA**11.1. Agency Qualifications and Experience (10 Points)**

- 11.1.1. Prior experience with transportation and/or managing a system for transporting similar clientele (5 points)
- 11.1.2. Prior experience in Worcester County and familiarity with county resources (5 points)

11.2. Implementation of Program (25 Points)

- 11.2.1. The concept for implementing an effective transportation system including, but not limited to, reasonableness, allocation of resources, and concept for scheduling, invoice preparation, etc. (5 points)
- 11.2.2. The ability to quickly implement the program to serve all parts of Worcester County, as well as other pertinent locations throughout the region, if necessary (5 points)
- 11.2.3. To furnish evidence of sufficient financial responsibility to enable the offeror to fulfill this contract and to obtain the necessary equipment and manpower to ensure delivery within the parameters of the contract (5 points)
- 11.2.4. The adequacy of the plans for meeting all objectives and responsibilities as described in this RFP (5 points)
- 11.2.5. The adequacy of documentation, reporting, and evaluation methods (5 points)

11.3. Personnel Structure (10 Points)

- 11.3.1. The degree to which the assigned staff have the training and experience to provide the services specified in the proposal (5 points)
- 11.3.2. The degree to which the organizational structure will facilitate good management of the program (5 points)

11.4. Vehicle Inventory (20 Points)

- 11.4.1. The ability to furnish an adequate number of vehicles to handle the demand response service of an estimated 16497 trips expected per contract year (10 points)
- 11.4.2. The ability to ensure that vehicles are maintained properly and are in a safe operating condition while complying with all registrations and inspections (10 points)

11.5. Maintenance and Facilities (10 Points)

- 11.5.1. The ability to ensure that vehicles are maintained properly and are in a safe operational condition while complying with all registrations and inspections (10 points)

11.6. Driver Screening, Selection, and Training (20 Points)

- 11.6.1. To demonstrate pre-employment experience of driver applicants and an ongoing program of training orientation consisting of classroom, actual driving instruction, evaluation of equipment operation, and customer service relations (10 points)
- 11.6.2. To furnish evidence of the following to meet safety and regulatory

requirements of drivers and key personnel: wheelchair restraint training, substance abuse policy for maintaining a drug-free workplace, and a photo ID of driver of vehicle conspicuously displayed in the interior compartment of vehicle (10 points)

11.7. Price Proposal (5 Points)

11.7.1. The appropriateness of the contractor's cost proposal (5 points)

12. COST PROPOSAL (RATE SHEET)

12.1. The bidder shall furnish a cost proposal in the form of a rate sheet. A rate sheet lists the fees you will charge for the transport and may specify point to point, mileage, meter rates, and/or hourly rates. However, the bidder shall ensure that at least two (2) pricing methods are noted in order for WCHD to determine the cost comparatively to other proposals.

12.1.1. Fares shall be based on the most direct route.

12.1.2. Charges for wait times are not permitted and cannot be reimbursed for payment per State of Maryland regulations. Contractors may conduct other non-medical transport during wait times.

12.1.3. When medically appropriate contractors are required to use a shared ride model grouping transportation of two or more trips scheduled in approximately the same location and same appointment times at the same time; where doing so would lead to decreased costs; therefore, multiple passenger rates shall be listed as well, if any additional charges apply.

12.1.4. Any applicable additional charges, i.e., passenger assistance, shall be specified.

12.1.5. "No Shows" - recipient reserves a ride but neither uses nor cancels the reservation - cannot be submitted for payment per State of Maryland regulations.

The Proposal must be signed and dated by the Principal Officer. Cost Proposal should be submitted with one (1) original and four (4) copies [TOTAL of 5] in a separate sealed envelope marked "*Worcester County Health Department - Cost Proposal RFP #F738-25*".

NOTE: If point-to-point rate is provided, please provide a diverse and comprehensive list of local locations, keeping in mind medical facilities in Worcester County, as well as the tri-county area.

A rate sheet (ATTACHMENT A) is provided for the bidder to utilize. Bidders may also submit, along with Attachment A, any other pricing/rates that they may apply.

13. BID PROPOSAL AFFIDAVITS

13.1. All affidavits must be signed and submitted with a proposal. Note: Due to various funding sources of the programs, some sections may be redundant to initial terms and conditions; in such cases, contractors shall adhere to the more

stringent of the two conditions.

14. CONTRACTOR'S AFFIDAVIT FORM

BID OF: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

15. THE ABOVE-NAMED BIDDER AFFIRMS AND DECLARES:

- A. That said bidder is of lawful age and the only one interested in this bid; and that no person, firm, or corporation other than herein above-named has any interest in this bid or the contract proposed to be entered into.
- B. The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor.
- C. That said bidder has carefully examined the area to be served, and from said bidder's own investigations has satisfied themselves as to the nature and character of the location, the equipment and manpower requirements to perform the specified work, and all other items which may, in any way, affect the work or its performance.
- D. That said bidder is not in arrears upon debt or contract to the WCHD or any other government jurisdiction and is not a defaulter, as surety or otherwise, upon obligation to any government jurisdiction.
- E. On acceptance of this bid for the specified work the undersigned does bind the person or persons to provide services to the WCHD as specified in RFP #F738-25.

BY: _____ DATE: _____

TITLE: _____

The agreement between WCHD and the successful bidder shall consist of this RFP, addenda, the bidder's proposal, rate sheet, WCHD's acceptance and notice to proceed. Change orders or other modifications subsequent to award must be mutually agreeable, documented in writing, and signed by both parties.

RFP #F738-25

Medicaid Transportation Rate Sheet

SEDAN RATES	AMBULANCE RATES	WHEELCHAIR RATES
<p>LOCAL Fares-Per Mile Rate</p> <p>_____</p>	<p>LOCAL Fares-Per Mile Rate</p> <p>ALS _____</p> <p>BLS _____</p> <p>SCT _____</p> <p>BARIATRIC _____</p> <p>WHEELCHAIR _____</p>	<p>LOCAL Fares-Per Mile Rate</p> <p>_____</p>
<p>LONG DISTANCE Fares-Per Mile Rate</p> <p>_____</p>	<p>LONG DISTANCE Fares-Per Mile Rate</p> <p>ALS _____</p> <p>BLS _____</p> <p>SCT _____</p> <p>BARIATRIC _____</p> <p>WHEELCHAIR _____</p>	<p>LONG DISTANCE Fares-Per Mile Rate</p> <p>_____</p>
<p>Multiple Ride Fare</p> <p>_____</p>	<p>Multiple Ride Fare</p> <p>_____</p>	<p>Multiple Ride Fare</p> <p>_____</p>

*Multiple Ride Fare is the rate that is charged per rider when two or more passengers ride in the same vehicle. Note: Attendants and guardian of children with the medical appointment shall not be charged.

<u>OTHER RATES</u> May include per zone rates, per hour rates, or per passenger rate. If other rates are given, indicate all of the above factors.								

Worcester County Health Department

Medicaid Transportation

No Show Policy

A no-show occurs when a recipient either is not at the arranged pickup point at the appointed time or refuses the ride at that time and has not canceled the trip in advance.

The driver will wait five (5) minutes beyond the stated pick-up time.

Cancellation calls can be placed 24 hours a day, but it is recommended to call between 8 a.m. and 4 p.m. prior to the day of the scheduled ride (Cancellations MAY be left on voicemail).

Return trips must also be canceled. Failing to cancel is considered the same as a “no show”. Example: You get a ride home from a doctor’s office or shopping center with a friend when a return trip has been scheduled with the vendor and the vendor provides services to the appointment. If a passenger is a “no show” for their arrival trip to the appointment, it will be assumed that the rider did not go; and therefore, the return trip will be automatically canceled unless otherwise notified.

If the recipient no-shows three (3) or more consecutive times, the client must call the office, the day before the transport, for the pickup time. The recipient will be mailed a copy of the “No Show Policy” and a written warning that contains the following information:

Date of no-show

Pick-up address

Statements that future no-shows without appropriate notification may result in the recipient having to call the transportation provider the day before any future scheduled trips to confirm the trip. If the client fails to do so, the ride will be automatically canceled. No show letters will be sent out at the end of each month.

Must Call to Confirm Rides

After the third (3rd) no show in a 6-month period the client shall be placed on a must-call-to-confirm ride basis. A written notice will be sent to passengers stating that for future trips the passenger will be required to call the Medicaid Transportation the day before to confirm all trips. If the client fails to call, the trip will be canceled, and the driver will not attempt to pick them up. **Must-call status will be maintained for a minimum of 3 months until the behavior has been modified.**

ITEM 5

An effective date for imposing this requirement, not earlier than five calendar days from the date of the letter, shall be given.

The assigned staff will be responsible for tracking no-shows, mailing letters once a month, and entering date that letter is sent, name, address, and no-show dates into an Excel spreadsheet.

Passengers may provide a written statement or call the Medicaid Transportation Coordinator, Wendy McIntyre, at 410-632-0092 explaining the reason for “no show”.

**Worcester County Health Department
Medical Transportation**

**Request for Proposals (RFP) #F738-25-2
Ambulance and Hospital Discharges**



Request for Proposal #F738-25-2

Project: Ambulance and Hospital Discharges

Department: Medical Assistance Transportation

Submissions Due:

**Submit to:
Worcester County Administration
ATTN: Nicholas Rice, Procurement Officer
Room 1103 Government Center
One West Market Street, Snow Hill, MD 21863
410-632-1194**

Vendor:	_____	
Signature:	_____	Date: _____
Address:	_____	

Telephone:	_____	Fax: _____
Exceptions:	_____	

1. ADMINISTRATIVE INFORMATION

- 1.1. Specification and instructions to bidders may be obtained in the office of the Worcester County Administration, Nicholas Rice, Procurement Officer, Room 1103 Government Center, One West Street, Snow Hill, Maryland, 21863, between 8:00 a.m. and 4:30 p.m. Monday through Friday.
- 1.2. A pre-proposal conference will be conducted on _____ at the Worcester County Health Department (WCHD), 6040 Public Landing Rd., Snow Hill, Maryland 21863, there will also be a virtual option for this meeting provided. Attendance to the pre-proposal conference is not mandatory but strongly encouraged. The purpose of the conference is to clarify any parts of the RFP and to answer questions that may be pertinent to the request.
- 1.3. The narrative portion of the proposal, together with appropriate attachments and RFP cover sheet, shall include the original and four (4) copies [TOTAL OF 5] and must be in a sealed envelope, clearly marked "*Worcester County Health Department - Transportation RFP #F738-25-2*". Rate Sheet Proposal and four (4) copies [TOTAL OF 5] shall be submitted in a separate sealed envelope, clearly marked "*Worcester County Health Department - Cost Proposal RFP #F738-25-2*". Proposals should be identified with all the information as requested on the RFP cover sheet.
- 1.4. Sealed proposals should be mailed, or hand carried to Worcester County Administration, Attention: Nicholas Rice, Procurement Officer, Room 1103 Government Center, One West Street, Snow Hill, Maryland 21863 and must be received by the time outlined in the advertisement. Proposals or unsolicited amendments to proposals received after the announced time shall not be considered and will be returned to the contractor unopened.
- 1.5. Proposals should completely address all items listed under the role of the transportation provider, funding, accountability, submission of price proposal, and contract provisions. Detailed monthly cost reports will be required for all transportation programs as outlined in the RFP so that we can better analyze and evaluate the actual cost of the program and the profit margin.
- 1.6. In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed as follows: In writing or by email and will be distributed only to those bidders represented and properly registered for receipt of this RFP. Any addendum to this RFP shall become part of this RFP and part of any contract resulting from this RFP.
- 1.7. Inquiries concerning proposal information, documents, or schedules should be directed to Nicholas Rice, Procurement Officer, 410-632-1194.
- 1.8. The WCHD reserves the right to reject any and/or all proposals or to waive any technicality it deems in the best interest of the Medicaid Transportation Program.
- 1.9. The agreement or contract between the WCHD and the successful bidder shall consist of this RFP, the Contractor's Proposal and Rate Sheet, addenda, the WCHD's acceptance, and the notice to proceed. Change orders or other

modifications subsequent to the award must be mutually agreeable and documented in writing. The successful bidder will be subjected to the provisions contained in this RFP, except changes that may be made to reflect the terms of the successful contractor’s proposal.

1.10. Request for Proposal (RFP) Timeline.

- Publication Request _____
- Pre-proposal Conference _____
- Deadline for Submittal _____
- Award Bid (tentative) _____
- Implementation of Bid July 1, 2024

2. SPECIAL TERMS AND CONDITIONS

2.1. Maryland Law Prevails

The laws of Maryland shall govern the provisions of this contract.

2.2. Examination of Proposal Documents

By submitting a proposal, the contractor represents that he/she has thoroughly examined and become familiar with the work required under this RFP and that he/she is capable of performing quality work to achieve outlined objectives.

2.3. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the contractor in:

- a) Preparing its proposal in response to this RFP;
- b) Submitting that proposal to the WCHD;
- c) Negotiating with the WCHD any matter related to this proposal; and
- d) Any other expenses incurred by the bidder prior to the date of award, if any, of the Proposed Agreement.

The WCHD shall not, in any event, be liable for any pre-contractual expenses incurred by bidders in the preparation of their proposals. Bidders shall not include any such expenses as part of their proposals.

2.4. Exceptions/Deviations

Any exceptions to the requirements in the RFP must be included in the proposal submitted by the bidder. Such exceptions must be clearly labeled as such in the text of the proposal. The WCHD reserves the right to accept any exception if it is in the agency’s best interest to do so.

2.5. Acceptance/Cancellation/Award

Issuance of this RFP and receipt of proposals does not commit the WCHD to award a contract. The WCHD reserves the right to postpone the opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, or to cancel all or part of this RFP.

2.6. Independent Contractor

Bidder will be an independent contractor to the WCHD under this agreement. Bidder shall be free to contract to provide similar services for others while it is under contract to the WCHD and is not entitled to participate in any retirement, deferred compensation, health insurance plans, or other benefits WCHD

provides to its employees.

2.7. Indemnification

The Contractor agrees to protect, defend, indemnify and hold the WCHD, its officers, employees and agents free and harmless from and against any and all losses, penalties, injuries, liabilities, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respondent to provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false, or fraudulent.

2.8. Disqualification of Bidders

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a bidder and the rejection of its bid:

- 2.8.1.** Evidence of collusion among bidders.
- 2.8.2.** Lack of competency as revealed by financial statements, experience, or equipment statements as submitted or other factors.
- 2.8.3.** Lack of responsibility as shown by past work.
- 2.8.4.** Default on a previous similar contract for failure to perform.
- 2.8.5.** Failure of the bidder to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the bidder.

2.9. Payment Terms

- 2.9.1.** It is anticipated that the agreements resulting from this solicitation, if awarded, will be paid on a monthly basis for all services.
- 2.9.2.** Invoice must be submitted by the 10th day of the month, and payment can be expected approximately thirty (30) days after submission of the invoice and reports are reconciled. (Invoices will not be forwarded to the State until all required reports are found correct and completed). Failure to submit invoices by the 10th day of each month will result in a 2% penalty. This 2% late charge will be deducted from the amount requested on invoice for that month's payment.

2.10. Financial Responsibility

Proposals shall include evidence of financial responsibility. The Contractor may be required to provide additional evidence of financial responsibility to perform under this contract throughout its terms as determined to be necessary by the WCHD.

2.11. Resolving Disputes in Bidding

If a vendor feels he/she has not been treated fairly, a notice of complaint should be directed to the WCHD Purchasing Agent outlining the nature of the complaint. If, however, the WCHD Purchasing Agent cannot resolve the matter in a satisfactory manner, the vendor may forward the complaint to the WCHD Administrator along with a memo of explanation. If the vendor is not satisfied with the Administrator's resolution, the vendor may appeal to the Health Officer.

2.12. Proprietary Information

Cost pricing information will not be considered proprietary.

2.13. Inclement Weather Conditions

2.13.1. In the event of weather concerns, the Contractor shall not be responsible for operating transportation service if Contractor's other operations are not in service based on perception of road conditions. (Return trips are to be made if the client had previously been transported by Contractor).

2.13.2. In the event of delays, cancellations may be expected. During a state of emergency or declared disaster, this agreement may cease without penalty to the contractor. Services would be expected to be resumed in a timely manner.

2.14. Holiday Schedule

The Contractor will not be required to operate **demand-response** services on the following holidays (with the exception of life sustaining transports):

2.14.1. New Year's Day

2.14.2. Martin Luther King's Birthday

2.14.3. President's Day

2.14.4. Memorial Day

2.14.5. Juneteenth

2.14.6. Independence Day

2.14.7. Labor Day

2.14.8. Columbus Day

2.14.9. Election Day

2.14.10. Veteran's Day

2.14.11. Thanksgiving Day

2.14.12. American Indian Heritage Day

2.14.13. Christmas Day

3. CONTRACT REQUIREMENTS AND INFORMATION

3.1. Term of Contract

The Contract shall commence on July 1, 2024, and shall extend until June 30, 2025. The contract may be extended for two (2) additional one-year terms at the

sole discretion of WCHD.

3.2. Payment

3.2.1. The Contractor shall invoice the WCHD for services provided under this Contract on a monthly basis. All health department programs' invoices shall be submitted to the Medicaid Transportation Coordinator for payment and/or distribution. Prior to the payment of invoices, all required program and financial reports must be received by the 10th day of each month. The WCHD shall promptly review and remit payment. The invoices shall contain the following facts (when applicable):

- 3.2.1.1.** Trip origination
- 3.2.1.2.** Trip destination
- 3.2.1.3.** Date of trip
- 3.2.1.4.** Total cost of trip
- 3.2.1.5.** Mode of transportation
- 3.2.1.6.** Passenger name
- 3.2.1.7.** Whether or not passenger canceled or no showed

3.2.2. Invoices shall be hand carried, mailed, emailed, or faxed to Worcester County Health Department, Medical Assistance Transportation Program, P.O. Box 249, Snow Hill, MD 21863 (fax #410-632-9238). Preferred method of receipt is electronically to the email address Wendy.McIntyre@maryland.gov, Tiffany.Mathies@maryland.gov, and Effie.Cox@maryland.gov.

3.3. Termination of Contract

- 3.3.1.** This contract is contingent upon funding. Any reduction or withdrawal of funds from this program shall be sufficient grounds for immediate cancellation of this agreement or reduction of services.
- 3.3.2.** In the event that the Contractor fails to meet any of the requirements of this contract, WCHD reserves the right to declare the Contractor in default and to terminate this contract at any time in whole or in part upon 30-days written notice to Contractor. WCHD may, by providing written notice to the Contractor, terminate the agreement at any time.
- 3.3.3.** In the event of termination for any reason, no allowance will be provided to the Contractor for anticipated profit on unperformed services.

3.4. HIPAA Compliance

As a State Agency, Maryland State regulations require documentation regarding all Contractor's "HIPAA Compliance" status by obtaining a Business Associate Agreement. This agreement involves the access to protected health information that is considered protected pursuant to federal, state and/or local laws and regulations in accordance with the privacy (IIHI) and/or Protected Health Information (PHI) requirements of the "HIPAA"-Health Insurance Portability and Accountability Act of 1996. All data, documentation and records shall be considered "confidential". HIPAA mandates privacy, security, and electronic transfer standards. The requirement is a precondition of entering into a valid and

binding contract.

3.5. **Contract Award**

The contract will be awarded to the bidder/s whose proposal, conforming to the RFP, will be the most advantageous to the agency's program, price and other factors considered. Bidders are required to provide at least one of the services listed in section 4 Scope of Services, however, may also provide both services. Multiple bidders may be awarded for the same service. WCHD reserves the right to add/or eliminate any services in whole or in part during the contract term at the prices provided in this RFP.

4. **SCOPE OF SERVICE-MEDICAID TRANSPORTATION PROGRAM**

4.1. **Service Parameters**

- 4.1.1.** The Medicaid Transportation Program is a transportation service funded by the State of Maryland and the federal government and is administered by the WCHD. Bidders are not required to provide all services, however, can provide one or more services. It allows customers with medical transportation needs, who cannot be served by other modes of transportation, to obtain transportation for non-emergency medical trips. It is a curb-to-curb or door-to-door demand response service and serves Worcester County residents and occasionally riders who reside in other counties but require transportation in Worcester County. Funds are to be used for "safety net" funding of transportation to recipients who have no other available sources of transportation. Since Medicaid is the payer of last resort, all other sources of transportation must be accessed prior to the expenditure of the grant funds for transportation services.
- 4.1.2.** Contractor will provide non-emergency ambulance transportation services to and from medically necessary covered services to Medicaid providers, including hospital discharges and transfers, for eligible Worcester County Medical Assistance recipients (and when necessary, their escorts) who have no other means of transportation available.
- 4.1.2.1. Wheelchair services shall be provided as described:**
- 4.1.2.1.1.** Transporting a recipient to/from a nursing home
 - 4.1.2.1.2.** Transporting a recipient from hospital to home
 - 4.1.2.1.3.** Transporting to/from physicians' office, dentists, or other health-related providers
- 4.1.2.2. Ambulance services shall be provided as described:**
- 4.1.2.2.1.** All services (except #4.1.2.1.3) as described under Wheelchair Services and recipient is required to be transported in supine position.
 - 4.1.2.2.2.** Transporting a recipient to/from home to/from a physician's office and recipient is required to be transported in supine position.
 - 4.1.2.2.3.** Program does not cover copayment and deductible

payments for Medicare - approved services to Maryland Medical Assistance recipients which is handled through direct-billed Medicaid.

- 4.1.2.2.4. *Out-of-county/state services designations such as Baltimore, Annapolis, and Washington DC
- 4.1.2.2.5. NOT ELIGIBLE: Transportation to/from Veterans hospitals, jail, or other correctional institutions, or for recipients committed by the courts to mental institutions.

*Currently, qualifying hospitals in Wicomico County are Tidal Health and Encompass Health Rehabilitation Hospital and Atlantic General Hospital in Worcester County. May include Baltimore City area hospitals.

Non-emergency pre-scheduled transportation requests must be directed to the WCHD in-take office at 410-632-0092, Monday through Friday, between the hours of 8 a.m. and 4 p.m., excluding State holidays.

4.1.3. Routine Transport Procedures:

- 4.1.3.1. Rides called in during the normal business day, which have been screened for eligibility, approved, and entered into the computer system by WCHD Staff, will be submitted via fax, or submitted electronically via email and by telephone to the contractor for processing.
- 4.1.3.2. The contractor must refer all directly received requests for transportation on weekdays, excluding State holidays, between the hours of 8 a.m. to 4 p.m. to the WCHD for screening, approval, and scheduling of the transport (with the exception of hospital discharges and transfers). The contractor may not call WCHD in-take staff directly to place a ride on behalf of the patient or facility.
- 4.1.3.3. On occasion, and after screening, approval, and scheduling by the WCHD, the contractor shall provide "same day" transports. The contractor must complete these additional transports in a reasonable time period.
- 4.1.3.4. The contractor must agree, during special circumstances determined by WCHD, to screen for eligibility and schedule recipients' transports weekdays between the hours of 8 a.m. to 4 p.m. in accordance with procedures designated by the State's Medical Assistance program, which will include the submission of all routine medical certification forms that have been screened for completion and accuracy.
- 4.1.3.5. Prior notice will be given to the contractor as appropriate. These items of transport shall be reported to the WCHD by the close of business on the day they are screened and scheduled, or by 10:00

a.m. the next business day following reporting procedures designated by WCHD.

4.1.3.6. The contractor may not accept direct requests for transportation from nursing facilities on State holidays unless otherwise approved by WCHD. At-home patients present a different set of circumstances and direct requests for transportation may be accepted by the contractor based on criteria established by WCHD. Criteria includes those patients going to/from dialysis facilities with dialysis facilities' verification of the need for transport.

4.1.3.7. All directly received requests by the contractor taken between the hours of 4:30 p.m. and 8:00 a.m. for routine transportation must be referred to the WCHD the next business day for approval when the office opens at 8:00 a.m. The "Off-Hours & Discharges/Transfer Call Log" may be additionally used for this purpose.

4.1.4. Facility Discharges and Transfers:

4.1.4.1. The contractor must be able to provide mode-appropriate transportation for recipients twenty-four (24) hours a day seven (7) days a week for facility discharges and transfers.

4.1.4.2. The contractor must agree to accept discharges and transfers when contacted directly by WCHD, the hospital, or medical facility.

4.1.4.3. The contractor must screen all transport they schedule for eligibility in accordance with procedures designated by the State. All discharges and transfers shall be reported to WCHD by 10:00 a.m. the next business day unless prior approval is given by WCHD.

4.1.4.4. Unless otherwise specified and approved, the vendor will not schedule discharges or transfers until the patient's discharge forms are signed. This is to ensure that non-shows are kept to a minimum. If the contractor chooses to accept discharges or transfers in advance of the discharge forms being completed the contractor chooses to accept the risk that the discharge or transfer may not take place. The date, time, and name of the caller requesting the discharge or transfer shall be noted on the appropriate form in order to ensure that discharges and transfers scheduled in advance are clearly identified.

One of the following conditions must be present for the contractor to transport a hospital discharge or transfer patient. A copy of WCHD Medicaid Transportation OFF-HOURS & DISCHARGE/TRANSFER CALL LOG (ATTACHMENT A)

4.1.4.5.

4.1.4.5.1. Patient is being discharged from an in-patient hospital stay.

4.1.4.5.2. The patient received treatment in a hospital emergency department and is not being admitted.

4.1.4.5.3. Patients are being transported from one treatment facility to

another to receive a higher level of care or services not available at the current facility. (i.e., Transport from an emergency department in a hospital that does not provide psychiatric treatment to a psychiatric treatment facility).

- 4.1.4.6. For psychiatric transfers out of the area (further than 90 miles), the contractor must obtain from the sending facility a list of all local facilities where attempts were made to transfer the patient and the reason the patient was not accepted.
- 4.1.4.7. The contractor will only be compensated for mode-appropriate transport (i.e., ambulance payment will not be rendered for a patient that could be safely transported by wheelchair). WCHD will screen in detail each transport submitted for payment in concert with applicable regulations and protocols.
- 4.1.4.8. The contractor may provide discharge transportation for a resident who lives outside Worcester County in accordance with “courtesy transport” guidelines. WCHD’s policy is to transport any eligible recipient, regardless of county of residence-the point of origin being Worcester County. All documentation and paperwork remain the same.

4.2. Transportation Request Procedure

- 4.2.1. The Contractor shall be responsible for providing service to/from requested locations only. Any exceptions requested from passengers(s) must be approved by WCHD program staff.
- 4.2.2. In the event a passenger does not show for a scheduled trip three times in a row, the contractor shall notify the Medicaid Transportation Coordinator or staff member.

4.3. Days and Times of Operation

- 4.3.1. The contractor shall provide local 24-hour discharge services with the advance approval of the Medicaid Transportation staff between the hours of 7:30 a.m. through 5 p.m. Out-of-county appointments are scheduled before 2 p.m. only to allow the contractor a reasonable return time. The start of out-of-town appointments may be as early as 4:00 a.m. Saturday services are for transport to life sustaining appointments.

4.4. Fares/Charges

- 4.4.1. The clients will not be charged, and the charge to the program shall be no more than the standard and ordinary fare charged to local residents. The charge may also be no more than what is on the accepted rate sheet.
- 4.4.2. An extensive fare schedule or rate sheet must be provided with the proposal, i.e., the charge for services such as long-distance trips, i.e., to/from Baltimore or Wilmington. Charges for wait times are not permitted and cannot be reimbursed for payment per State of Maryland regulations. Contractors may conduct other non-medical transport during wait times. The rate sheet may specify point-to-point, mileage, or hourly rates but

must be clear and concise.

- 4.4.3. “No Shows” - recipient reserves a ride but neither uses nor cancels the reservation - cannot be reimbursed for payment per State of Maryland regulations. A copy of WCHD Medicaid Transportation “No-Show Policy” (ATTACHMENT B) is in place to limit the number of occurrences.

4.5. Compensation

- 4.5.1. The contractor shall invoice WCHD by the 15th and 30th of each month for total usage on a twice-a-month basis. Invoices shall contain information as stated in Subsection 3.2.1.

4.6. Estimated Trips

The annual number of one-way trips for Fiscal Year 2023 are shown below for each market segment to provide the bidder with a benchmark of estimated volume of work to be performed (wait time is not included). NOTE: Some wheelchair trips require using the lift only-not actually strapping down.

Program	One-Way Trips
Local Service	184
Out of County	194
Wheelchair Services	224

5. ADMINISTRATIVE REQUIREMENTS

- 5.1. The contractor shall provide a liaison to serve as the program manager or designate a program manager who will be responsible for supervising operations.
- 5.2. The contractor or program manager, and if necessary, drivers and other personnel shall arrange to meet with the Medicaid Transportation Coordinator to discuss any service issues or concerns that need to be addressed. Meetings shall take place bi-annually or more frequently if needed.
- 5.3. The contractor shall be responsible for ensuring that all drivers and other personnel working under the contract fully understand the requirements of the program and their individual responsibilities and adhere to all program policies and procedures.
- 5.4. The contractor shall promptly inform the Medicaid Transportation Coordinator of any changes in drivers, key personnel, or vehicles assigned to this contract.
- 5.5. The contractor shall be responsible for notifying the Medicaid Transportation Coordinator within 24 hours in the event of any accident or incident involving this contract or any concerns, problems, complaints, or incidents involving vehicles, vehicle equipment, passengers, program staff. Or third parties, or any operating policies or procedures that adversely affect the functioning of the program. In the event of any injury, notification shall occur immediately. In addition, any operational problems or passenger complaints shall be documented noting any action taken and reported in writing to WCHD within 24 hours.

- 5.6. The contractor shall ensure the safety of passengers by any or all means necessary, including but not limited to, driver training, retraining, and monitoring, use of seat belts at all times, use of approved child restraining devices as appropriate, vehicle maintenance, maintaining order in and around the vehicles, providing safety and emergency procedures, etc.
- 5.7. The contractor shall supply all vehicles, fuel, lubricants, parts, tools, and other materials required for the performance of this contract. The vendor may request a surcharge after the price of unleaded gas goes above \$4.00 a gallon, a written request must be submitted and approved by the WCHD.

5.8. Rights to Audit and Monitor

- 5.8.1. The Vendor shall attend periodic status meetings with WCHD, and cooperate fully with any other contractors, program monitors which may be engaged by WCHD.
- 5.8.2. The Vendor shall grant to the WCHD, Maryland Department of Health (MDH), Federal and State agents the right to audit all Vendors accounts, records, and books specific to this contract for a period of three years following the final payment.
- 5.8.3. WCHD shall have the right to free and uninhibited access to the Vendor's premises to inspect, monitor, or evaluate the work being performed within 24-hour notice during normal business hours.
- 5.8.4. On a monthly basis, vendors shall also complete an Excluded Parties Attestation form, which will be due by the last day of each month. Federal regulations (42 CFR SS 1001-1002) prohibit payment for items or services furnished by excluded individuals and entities. It is imperative that this first line of defense in combating fraud be conducted accurately, thoroughly, and routinely. Screening for excluded individuals must take place prior to employing or contracting and thereafter, monthly.
- 5.8.5. On a yearly basis, vendor shall be responsible for completion of the Ownership and Control Disclosure form to ensure that Medicaid services are not furnished by excluded individuals or entities that have ownership or control interests in provider entities and who have been convicted of a criminal offense whom have civil monetary penalties imposed or have been excluded from participation in Medicare of any of the State healthcare programs. MDH requires that all NEMT providers, on a yearly basis or within 20 days after there is a change in ownership, submit a Non-Emergency Medical Transportation Provider Ownership and Disclosure Form.

6. INSURANCE REQUIREMENTS

- 6.1. The contractor shall not commence work under this contract until he/she obtains all insurance required and has supplied WCHD with certificates of insurance that designate limits of coverage on all vehicles used during the term of the contract.
- 6.2. The Contractor shall be required to purchase and maintain, during the life of the

contract, Worker's Compensation, Comprehensive General Liability, Automobile Liability, Uninsured/Underinsured Motorist, Collision and Comprehensive and Medical Payments Insurance with limits of not less than those set forth below:

6.2.1. Liability Insurance

6.2.1.1. If the owner of a taxicab or taxicabs elects to take out liability insurance as provided in the law, the minimum insurance required to be taken out for each taxicab shall be \$25,000 for injury to any one person, \$50,000 for injuries or two or more persons, and \$15,000 for property damage. The required insurance shall have a term coverage of six (6) months or more.

6.2.2. Bond in Lieu of Insurance

6.2.2.1. If the owner of the vehicles elects to enter into a bond as provided by the law, the amount of the bond shall be determined by the number of taxicabs covered by and described in the bond.

6.2.3. Personal Injury Protection (PIP)

6.2.3.1. Contractor shall provide coverage for damages suffered by certain third parties regardless of legal liability. Provide coverage for insureds and pedestrians for medical expenses, income continuation, and certain essential services (i.e., nursing and housekeeping) regardless of fault or liability.

6.2.4. Uninsured Motorist

6.2.4.1. The contractor shall provide coverage that protects the insured and the clientele of the insured for sums that cannot be received from the operator of an uninsured or underinsured vehicle.

7. DRIVER REQUIREMENTS AND RESPONSIBILITIES

7.1. Contractor Responsibilities

- 7.1.1.** The contractor shall notify the WCHD in writing of all drivers assigned to this service and shall submit their driving records, updating when necessary. Given the condition of reasonable cause, the WCHD shall have the right to demand removal or reassignment of any driver or other personnel furnished by the contractor based on the Excluded Parties Attestation list.
- 7.1.2.** The contractor shall be responsible for providing as many regularly scheduled drivers and back-up drivers as required as a minimum to operate according to the current schedule.
- 7.1.3.** If a regularly scheduled driver is unable to perform his or her duties as assigned, whether as a result of resignation, termination, participation in a labor strike, illness, annual leave or some unforeseen emergency, the contractor shall be responsible for activating a backup driver to replace the absent driver. The replacement driver shall resume the regular driver's assignment within a reasonable timeframe in accordance with the regular driver's location.

- 7.1.4. WCHD reserves the right to require the contractor to have its drivers attend any training sessions the Health Department deems necessary or appropriate including, but not limited to, behind the wheel (evasive maneuvers and defensive driving techniques), passenger assistance techniques, non-emergency medical procedures, passenger evacuation, child safety seat installation, Red Cross first aid and CPR certification.
- 7.1.5. Appropriate breaks should be scheduled for drivers, especially involving long-distance travel.
- 7.1.6. The following policies/compliances must be in place or be in the process of implementation by July 1, 2024:
 - 7.1.6.1. A Program testing drivers and key personnel for the use of drugs and alcohol on a pre-employment basis. In addition, random testing will be performed as required. Contractor will comply with Worcester County Substance Abuse Policy, as well as all federal, state, and local related policies.
 - 7.1.6.2. All drivers shall be licensed and shall include a criminal background investigation program for screening drivers for felony convictions on a pre-employment basis.
 - 7.1.6.3. A program for photo identification with a photo I.D. of the driver of the vehicle must be conspicuously displayed in the interior compartment of the vehicle for observation by passengers.
- 7.1.7. Contractors shall have a policy in place that states that drivers are not allowed to smoke in the vehicles whether empty or occupied. Copy of policy shall be included with the proposal.
- 7.1.8. Contractor's personnel will be in uniform, clearly indicating the name of the firm and identifying their affiliation with the firm. In addition, personnel shall always bear identification cards with their name as well as the firm name listed on the card.

7.2. Driver Responsibilities

- 7.2.1. All drivers shall have a valid Maryland license with an appropriate class rating for the vehicle being driven. Drivers are expected to obey all laws directed towards the safe operation of motor vehicles. The contractor shall be held accountable for assigning responsible and courteous drivers for service in this program.
- 7.2.2. A driver shall reserve the right to call 911 for any passenger who appears to exhibit irrational, disruptive, uncontrollable, offensive behavior or poses a danger to him/herself or others. Under no circumstances shall a driver discipline a passenger, the driver shall place a call in to the program manager who will instruct the driver in regard to appropriate action. The program manager will in turn notify the Medicaid Transportation Coordinator.
- 7.2.3. While performing duties for the WCHD, drivers must maintain a clean and neat appearance.

- 7.2.4. Drivers must be able to read, write, and speak English. It is recommended for drivers also to be able to communicate in Spanish (where applicable).
- 7.2.5. Drivers shall not be allowed to smoke in any of the vehicles whether empty or occupied.

8. VEHICLE, MAINTENANCE, AND FACILITIES REQUIREMENTS

- 8.1. The contractor shall provide an adequate number of vehicles to handle the demand service for residents residing in Worcester County. It is estimated that these clients will account for approximately the number of one-way trips annually identified in section 4.6 of this RFP. The proposal shall contain the number of vehicles designated only to this project. Please list the following information for each vehicle.
 - 8.1.1. Number of seats
 - 8.1.2. If wheelchair lift-equipped
 - 8.1.3. Year, Make, and Model
 - 8.1.4. Current odometer reading at bid submission.
- 8.2. The contractor shall keep all vehicles utilized in this service fully registered.
- 8.3. The contractor shall maintain all vehicles utilized in this service in good operating condition. Prior to beginning the day's service, the driver shall perform a daily safety inspection of the vehicle. Each vehicle that is operated in WCHD services shall at a minimum meet the following maintenance requirements:
 - 8.3.1. Have operable air conditioning and heating.
 - 8.3.2. Have windows that open.
 - 8.3.3. Have no broken or cracked glass.
 - 8.3.4. Have no significant body damage such as dents or missing parts.
 - 8.3.5. Be maintained with markings that clearly identify the vehicle as being operated by the company.
 - 8.3.6. Have an operable two-way communication system of some form (Cell phone service is acceptable with Bluetooth).
- 8.4. In order to ensure that vehicles are being maintained properly and are in safe operating condition, WCHD shall have the right to inspect vehicles at any time and may take a vehicle out of service until all malfunctions are corrected.
- 8.5. The contractor shall provide suitable facilities with which to operate the service, specifically a dispatch center with a fax machine and telephones. All furnishings, equipment, and supplies are the full responsibility of the contractor.

9. REGULATORY REQUIREMENTS

- 9.1. The contractor shall register and comply with all motor vehicle safety standards established by the United States Department of Transportation, the Maryland Department of Transportation, and the Motor Vehicle Administration.
- 9.2. The Contractor shall comply with all Federal, State, and local government statutes, regulations, executive orders, and administrative requirements

contained in Title VI of the Civil Rights Acts of 1964 which relate to grants received from the Department of Health and Human Services and FTA.

- 9.3. The Contractor with regard to the work performed by them during the contract, shall not discriminate on the grounds of race, religion, color, sex, age, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in these Regulations, including employment practices under this Contract.
- 9.4. The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations and in this regard the following shall be strictly adhered to: "In connection with the execution of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin."
- 9.5. Contractor shall comply with all applicable American Disabilities Act (ADA) regulations for services provided under this Contract.
- 9.6. In the event of the Contractor's noncompliance with nondiscrimination provisions of this contract, the WCHD shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
 - 9.6.1. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - 9.6.2. Cancellation, termination, or suspension of the contract, in whole or in part
- 9.7. The contractor shall not sublet any portion of this contract or assign or transfer any interest in this contract without receiving prior written approval from the WCHD.
- 9.8. The contractor shall comply with the FTA Alcohol and Substance Abuse Regulations and will submit forms as required. The successful bidder must submit an Alcohol and Substance Abuse Plan to the WCHD that incorporates standards at least as stringent as Worcester County's Substance Abuse Policy.
- 9.9. The contractor will have all vehicles inspected.

10. PROPOSAL FORMAT/EVALUATION PROCESS

10.1. Proposal Preparation

- 10.1.1. Proposal submissions shall consist of two (2) separate sealed envelopes/attachments:
 - 10.1.1.1. The first sealed envelope shall include one (1) original and four (4) copies [TOTAL of 5] of your signed and completed cover sheet, your narrative responses, and the signed Contractor's Affidavit. This envelope shall be clearly marked on the outside "*Worcester County Health Department - Transportation RFP #F738-25-2*".
 - 10.1.1.2. The second sealed envelope shall include one (1) original and four (4) copies [TOTAL of 5] of your signed Rate Sheet and any substantiation, if needed. This envelope shall be clearly marked on the outside "*Worcester County Health Department - Cost Proposal*".

RFP #F738-25-2".

- 10.1.2.** WCHD requests that proposers offer their response to the Request for Proposals with the following essential submissions:
- 10.1.2.1.** A cover letter that includes the titles, address, telephone, and fax number of the person authorized to represent the proposal. This letter must be signed by a company officer authorized to bind the company.
 - 10.1.2.2.** The address from which the service will be provided (dispatched).
 - 10.1.2.3.** A concise narrative of the history of your organization detailing its experience in providing transportation services of the type required in this RFP.
 - 10.1.2.4.** Resumes of those management personnel who will be responsible for the provision of services. Also include the number of drivers employed.
 - 10.1.2.5.** A service plan that details how your organization will provide the service.
 - 10.1.2.6.** Assurance that your company will carry the minimum levels of insurance as required by the State of Maryland. Evidence of insurability is required.
 - 10.1.2.7.** Assurance that your company will carry Workers' Compensation Insurance in amounts with sufficient coverage to comply with Maryland Law.
 - 10.1.2.8.** Number of vehicles designated to this program. Include year, make, model, and current odometer readings and last inspection reports at time of bid submission.
 - 10.1.2.9.** A narrative explaining the current hiring policy of drivers. Detail any required pre-hiring procedures, training, and required qualifications.
 - 10.1.2.10.** Suggestions on how to improve the delivery of services or to make them more effective and efficient.
 - 10.1.2.11.** Proposed rates to be charged to provide service.

10.2. Evaluation Process

- 10.2.1.** Each proposal will be evaluated by the WCHD staff utilizing the evaluation criteria in Section 11. The Purchasing Agent will forward the recommendations of this committee to the health Officer for approval.
- 10.2.2.** The contract(s) will be awarded to the bidder's whose proposal, conforming to the RFP, will be the most advantageous to the WCHD, price and other factors considered. Multiple bidders may be awarded for the same service.
- 10.2.3.** Failure of the offeror to provide any information requested in the RFP, will be the most advantageous to the WCHD, price and other factors considered.
- 10.2.4.** The sole objective of the evaluation committee will be to recommend the offer or whose proposal is most responsive to the Medical Assistance

Transportation Program's needs within the available resources. The specifications within the RFP represent the minimum performance necessary for response.

10.2.5. The proposal(s) with the highest score will be recommended for award.

11. EVALUATION CRITERIA

11.1. Agency Qualifications and Experience (10 Points)

- 11.1.1.** Prior experience with transportation and/or managing a system for transporting similar clientele (5 points)
- 11.1.2.** Prior experience in Worcester County and familiarity with county resources (5 points)

11.2. Implementation of Program (25 Points)

- 11.2.1.** The concept for implementing an effective transportation system including, but not limited to, reasonableness, allocation of resources, and concept for scheduling, invoice preparation, etc. (5 points)
- 11.2.2.** The ability to quickly implement the program to serve all parts of Worcester County, as well as other pertinent locations throughout the region, if necessary (5 points)
- 11.2.3.** To furnish evidence of sufficient financial responsibility to enable the offeror to fulfill this contract and to obtain the necessary equipment and manpower to ensure delivery within the parameters of the contract (5 points)
- 11.2.4.** The adequacy of the plans for meeting all objectives and responsibilities as described in this RFP (5 points)
- 11.2.5.** The adequacy of documentation, reporting, and evaluation methods (5 points)

11.3. Personnel Structure (10 Points)

- 11.3.1.** The degree to which the assigned staff have the training and experience to provide the services specified in the proposal (5 points)
- 11.3.2.** The degree to which the organizational structure will facilitate good management of the program (5 points)

11.4. Vehicle Inventory (20 Points)

- 11.4.1.** The ability to furnish an adequate number of vehicles to handle the demand response service of an estimated 16497 trips expected per contract year (10 points)
- 11.4.2.** The ability to ensure that vehicles are maintained properly and are in a safe operating condition while complying with all registrations and inspections (10 points)

11.5. Maintenance and Facilities (10 Points)

- 11.5.1.** The ability to ensure that vehicles are maintained properly and are in a safe operational condition while complying with all registrations and inspections (10 points)

11.6. Driver Screening, Selection, and Training (20 Points)

11.6.1. To demonstrate pre-employment experience of driver applicants and an ongoing program of training orientation consisting of classroom, actual driving instruction, evaluation of equipment operation, and customer service relations (10 points)

11.6.2. To furnish evidence of the following to meet safety and regulatory requirements of drivers and key personnel: wheelchair restraint training, substance abuse policy for maintaining a drug-free workplace, and a photo ID of driver of vehicle conspicuously displayed in the interior compartment of vehicle (10 points)

11.7. Price Proposal (5 Points)

11.7.1. The appropriateness of the contractor's cost proposal (5 points)

12. COST PROPOSAL (RATE SHEET)

12.1. The bidder shall furnish a cost proposal in the form of a rate sheet. A rate sheet lists the fees you will charge for the transport and may specify point to point, mileage, meter rates, and/or hourly rates. However, the bidder shall ensure that at least two (2) pricing methods are noted in order for WCHD to determine the cost comparatively to other proposals.

12.1.1. Fares shall be based on the most direct route.

12.1.2. Charges for wait times are not permitted and cannot be reimbursed for payment per State of Maryland regulations. Contractors may conduct other non-medical transport during wait times.

12.1.3. When feasible, contractors may be requested to transport two or more trips scheduled in approximately the same location and same appointment times at the same time; therefore, multiple passenger rates shall be listed as well, if any additional charges apply.

12.1.4. Any applicable additional charges, i.e., passenger assistance, shall be specified.

12.1.5. "No Shows" - recipient reserves a ride but neither uses nor cancels the reservation - cannot be submitted for payment per State of Maryland regulations.

The Proposal must be signed and dated by the Principal Officer. Cost Proposal should be submitted with one (1) original and four (4) copies [TOTAL of 5] in a separate sealed envelope marked "Worcester County Health Department - Cost Proposal RFP #F738-25-2".

NOTE: If point-to-point rate is provided, please provide a diverse and comprehensive list of local locations, keeping in mind medical facilities in Worcester County, as well as the tri-county area.

A rate sheet (ATTACHMENT C) is provided for the bidder to utilize. Bidders may also submit, along with Attachment C, any other pricing/rates that they may apply.

13. BID PROPOSAL AFFIDAVITS

13.1. All affidavits must be signed and submitted with a proposal. Note: Due to various funding sources of the programs, some sections may be redundant to initial terms and conditions; in such cases, contractors shall adhere to the more stringent of the two conditions.

14. CONTRACTOR'S AFFIDAVIT FORM

BID OF: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

15. THE ABOVE-NAMED BIDDER AFFIRMS AND DECLARES:

- A. That said bidder is of lawful age and the only one interested in this bid; and that no person, firm, or corporation other than herein above-named has any interest in this bid or the contract proposed to be entered into.
- B. The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor.
- C. That said bidder has carefully examined the area to be served, and from said bidder's own investigations has satisfied themselves as to the nature and character of the location, the equipment and manpower requirements to perform the specified work, and all other items which may, in any way, affect the work or its performance.
- D. That said bidder is not in arrears upon debt or contract to the WCHD or any other government jurisdiction and is not a defaulter, as surety or otherwise, upon obligation to any government jurisdiction.
- E. On acceptance of this bid for the specified work the undersigned does bind the person or person to provide services to the WCHD as specified in RFP #F738-25-2.

BY: _____ DATE: _____

TITLE: _____

The agreement between WCHD and the successful bidder shall consist of this RFP, addenda, the bidder's proposal, rate sheet, WCHD's acceptance and notice to proceed. Change orders or other modifications subsequent to award must be mutually agreeable, documented in writing, and signed by both parties.

Worcester County Health Department**Medicaid Transportation****No Show Policy**

A no-show occurs when a recipient either is not at the arranged pickup point at the appointed time or refuses the ride at that time and has not canceled the trip in advance.

The driver will wait five (5) minutes beyond the stated pick-up time.

Cancellation calls can be placed 24 hours a day, but it is recommended to call between 8 a.m. and 4 p.m. prior to the day of the scheduled ride (Cancellations MAY be left on voicemail).

Return trips must also be canceled. Failing to cancel is considered the same as a “no show”. Example: You get a ride home from a doctor’s office or shopping center with a friend when a return trip has been scheduled with the vendor and the vendor provides services to the appointment. If a passenger is a “no show” for their arrival trip to the appointment, it will be assumed that the rider did not go; and therefore, the return trip will be automatically canceled unless otherwise notified.

If the recipient no-shows three (3) or more consecutive times, the client must call the office, the day before the transport, for the pickup time. The recipient will be mailed a copy of the “No Show Policy” and a written warning that contains the following information:

Date of no-show

Pick-up address

Statement that future no-shows without appropriate notification may result in the recipient having to call the transportation provider the day before any future scheduled trips to confirm the trip. If the client fails to do so, the ride will be automatically canceled. No show letters will be sent out at the end of each month.

Must Call to Confirm Rides

After the third (3rd) no show in a 6-month period the client shall be placed on a must-call-to-confirm ride basis. A written notice will be sent to passengers stating that for future trips the passenger will be required to call the Medicaid Transportation the day before to confirm all trips. If the client fails to call, the trip will be canceled, and the driver will not attempt to pick

them up. **Must-call status will be maintained for a minimum of 3 months until the behavior has been modified.**

An effective date for imposing this requirement, not earlier than five calendar days from the date of the letter, shall be given.

Assigned staff will be responsible for tracking no-shows, mailing letters once a month, and entering the date that letter is sent, name, address, and no-show dates into an Excel spreadsheet.

Passengers may provide a written statement or call the Medicaid Transportation Coordinator, Wendy McIntyre, at 410-632-0092 explaining the reason for “no show”.

RFP #F738-25-2

Medicaid Transportation Rate Sheet

SEDAN RATES	VAN/BUS RATES	WHEELCHAIR RATES
<p>LOCAL Fares-Per Mile Rate</p> <p>_____</p>	<p>LOCAL Fares-Per Mile Rate</p> <p>_____</p>	<p>LOCAL Fares-Per Mile Rate</p> <p>_____</p>
<p>LONG DISTANCE Fares-Per Mile Rate</p> <p>_____</p>	<p>LONG DISTANCE Fares-Per Mile Rate</p> <p>_____</p>	<p>LONG DISTANCE Fares-Per Mile Rate</p> <p>_____</p>
<p>Multiple Ride Fare</p> <p>_____</p>	<p>Multiple Ride Fare</p> <p>_____</p>	<p>Multiple Ride Fare</p> <p>_____</p>
<p>*Multiple Ride Fare is the rate that is charged per rider when two or more passengers ride in the same vehicle. Note: Attendants and guardian of children with the medical appointment shall not be charged.</p>		

OTHER RATES
May include per zone rates, per hour rates, or per passenger rate. If other rates are given, indicate all of the above factors.



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: April 16, 2024
RE: Request to Award – Animal Control Incinerator

Please see the attached bid tabulation for the purchase and installation of a new incinerator at our Animal Control building. Animal Control is requesting the Commissioner’s approval to award this project to the lowest responsive and responsible vendor, ECO Concepts, in the amount of \$37,781. Bids were due and opened on Wednesday, March 27th at 2:30pm. One bid was received.

Funding for this project was approved in the amount of \$48,800 under the animal control capital equipment account, 100.1101.040.9010.060.

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

Table with 2 columns: Vendor Name, Base Bid. Row 1: Animal Control Incinerator. Row 2: Wednesday, March 27, 2024 at 2:30pm. Row 3: Bid Tabulation. Row 4: Vendor Name, Base Bid. Row 5: ECO Concepts, \$37,781.00



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

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

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
DEPUTY FINANCE OFFICER

TO: Weston S. Young, Chief Administrative Officer
FROM: Phillip G. Thompson, Finance Officer *PGT*
RE: Tax Ditch Roll Certification
DATE: April 9, 2024

For purpose of compliance with Section 26.802 of the Local Government Article of the Annotated Code of Maryland, the County Commissioners are required to certify the drainage tax rolls to the County Treasurer. The drainage tax rolls have been bound in a binder for the Commissioners' approval. Also included is a separate summary memo requesting approval of the upcoming fiscal year's tax rates and managers for the various tax ditches. Please sign the attached certification and present it to the County Commissioners for official certification as well.

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



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

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 SNOW HILL, MARYLAND
 21863

PHILLIP G. THOMPSON, CPA
 FINANCE OFFICER

JESSICA R. WILSON, CPA
 DEPUTY FINANCE OFFICER

To: County Commissioners

April 9, 2024

From: Phillip G. Thompson, Finance Officer
 Crystal Webster, Public Drainage Coordinator

Re: FY 2025 rates for Tax Ditches
 and Managers for Tax Ditches

Please approve the following tax rates for the upcoming FY 2025 year on the tax ditches listed below:

TAX DITCH	FY 2024 RATES Till/Wood/Minimum	FY 2025 RATES Till/Wood/Minimum	COMMENTS
Birch Branch	3.50/1.75/35.00	3.50/1.75/35.00	Same as previous year
Coonsfoot	3.50/2.00/50.00	4.50/2.50/75.00	Increase to rates
Dividing Creek (PU&UDC)	7.00/3.50/30.00	7.00/3.50/30.00	Same as previous year
Double Bridges Branch	2.50/1.25/25.00	2.50/1.25/25.00	Same as previous year
Franklin Branch	3.60/2.10/ 50.00	3.60/2.10/ 50.00	Same as previous year
Georgetown Branch	4.00/1.00/20.00	4.20/1.05/25.00	Increase to rates
Goodwill Branch	3.00/2.00/30.00	3.00/2.00/30.00	Same as previous year
Kitts Branch	6.00/5.00/20.00	7.00/6.00/25.00	Increase to rates
Lewis Road	4.00/1.00/25.00	4.50/1.12/30.00	Increase to rates
Middle Branch	.80/ .20/20.00	.80/ .20/20.00	Same as previous year
Nassawango Branch	3.00/ .75/ -0	3.00/ .75/ -0-	Same as previous year
Ninepin Branch	3.00/ .75/ 7.00	3.00/ .75/ 7.00	Same as previous year
Passerdyke Branch	5.00/1.66/30.00	6.00/2.00/ 75.00	Increase to rates
Pine Ridge Branch	3.50/ 2.50 / 35.00	3.50/2.50 /35.00	Same as previous year
Sinepuxent Branch	6.00/5.00/ 20.00	6.00/5.00/20.00	Same as previous year
Taylorville (Lower)	3.00/ -0- /25.00	5.00/ -0- /30.00	Increase to rates
Timmonstown Branch	1.25/ .80/ 5.00	1.25/ .80/ 5.00	Same as previous year
Upper Taylorville	3.00/3.00/25.00	3.00/ 3.00/45.00	Increase to minimum



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

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21863

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
DEPUTY FINANCE OFFICER

FY 2025

Please approve the following managers for the following tax ditches:

TAX DITCH

MANAGERS

Birch Branch	Rob Hamblin
Coonsfoot Branch	Vacant
Dividing Creek Branch (Pusey & Upper)	Eric Culver
Double Bridges Branch	David Baker
Franklin Branch	Roger Hudson
Georgetown	Gary McCabe
Goodwill Branch	Willis Redden
Kitts Branch	Billy Thompson, III
Lewis Road Branch	Larry Duffy
Middle Branch	Doug Jacobs
Nassawango Branch	Fred Holloway
Ninepin Branch	Greg Wilkins
Passerdyke	R. Fred Moore, Jr.
Pine Ridge Branch	Bryan Truitt
Sinepuxent Branch	Billy Thompon, Jr.
Taylorville (Lower) Branch	Gerald Nolan
Timmonstown Branch	Keith Littleton
Upper Taylorville Branch	Jimmy Jarman

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

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

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

PUBLIC DRAINAGE ASSOCIATION CERTIFICATIONS

Certification to County Commissioners of Compliance with LG §26-802 for FY 24

I, Weston S. Young, Chief Administrative Officer and designated officer pursuant to Maryland Annotated Code, Local Government Article, §26-802, do hereby certify to the County Commissioners that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2024 conform to the requirements of the aforesaid §26-802.

Date

Weston S. Young
Chief Administrative Officer

TEL: 410-632-1194
FAX: 410-632-3131
WEB: www.co.worcester.md.us



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JOSEPH M. MITRECIC
DIANA PURNELL

Assessment Lists Certification by County Commissioners for FY24

We, the County Commissioners for Worcester County, Maryland, do hereby certify to Philip G. Thompson, Finance Officer and Treasurer for Worcester County, Maryland, that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2024 are hereby approved.

Approval of Tax Rates and Managers

We, the County Commissioners for Worcester County, Maryland, approve the public drainage association tax rates and managers for the upcoming fiscal year, FY 2025.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

Weston S. Young
Chief Administrative Officer

Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Date

Caryn Abbott

Theodore J. Elder

Eric J. Fiori

Joseph M. Mitrecic

Diana Purnell



THE DESIGN GROUP

JIM EDGCOMB
JEFF SCHOELLKOPF

ARCHITECTURE PLANNING INTERIOR DESIGN

Airport Road Warren VT 05674 tel 802-496-5255 fax 802-496-5266



Worcester County Library Pocomoke Branch Bid & Permit Phase Progress Report

April 9, 2024

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Executive Summary

JSD, Inc, an associate firm in The Design Group, has developed design documents and coordinated the work of the A/E design team for the proposed new Pocomoke Branch Library. The current building design stands at 12,365 gsf of conditioned space with about 2,000 sf of porches and decks, including a 300sf porch for the children's area as a bid option.

This report provides a status update of the project which has been developed in close cooperation with the library trustees, director, and staff, along with the initial phase construction management firm (Whiting Turner), MEP Engineers (Gipe), Structural Engineer (GMB), and Civil Engineer (EA). In February the Commissioners selected Keller Construction Management to provide continuing CMAR services for the project. Since then, we have been working on cost estimating and further Value Engineering with them to aim for the target \$600/sf building cost.

In addition, we learned recently that the State kept the initial grant amount in the budget this year and has budgeted 3.9 million for this project, that needs to be matched by the County. With approval to proceed, we are now preparing to put this out to bid in July 2024 and begin construction in October, with a goal of opening late 2025, contingent on approval and finalization of funding.

We have submitted plans for preliminary review to the town (planning and zoning), county environmental regulators (storm water), state highways (access), fire marshal, and are preparing for the development of bid and construction documents.

This report includes current plans, and the current proposed project schedule.

Throughout the process the design team has worked toward the request from the Commissioners to be highly initial cost and value conscious. We have aimed to be economical in building methods, systems selections, finish materials selected, and detailing proposed-and have held to the prescribed size limit, while providing a facility of similar spatial and functional quality to the other newer branches in the system. We support the intention to benefit southern Worcester County, and to help with continued revitalization efforts in Pocomoke.

Project History

The brief history of this project is that the Pocomoke branch had been determined for many years to be in poor condition and significantly undersized to serve the community and current programs. Following several studies including renovation alternatives on site (2018-19), and on two different blocks in the downtown (2021-2022), the Commissioners decided to redevelop the existing location for the new library in early 2023.

The core committee in the design phase has included the Library Director, Chair of the Library Trustees, County Engineer, and County Maintenance Superintendent. Also, key in this process has been review and participation by the current librarians of Pocomoke and a facilitated public input meeting, Since the

ITEM 8

beginning of the project Whiting Turner, who had managed and built the Berlin Library and more recently renovated the Ocean Pines library, has been on the team as Construction Manager (CM) providing preconstruction services including plans review, systems development, product and material recommendations, and cost estimating. At this point the Commissioners have selected Keller Construction Management to provide CM at risk services including continuing estimating refinement, constructability review, project management, scheduling, bid package preparations, development of bidder interest, and management of the bid process. Following bidding the CM will propose a guaranteed maximum price (GMP), and they will proceed if and when the County finds their proposal acceptable.

Design Commentary

The building is proposed to be situated along Main Street between 3rd St and 4th St. with parking to the west side of the building. This is a transitional neighborhood adjacent to downtown with residential on both sides, and churches in front and back. The program is proposed at 12,365 gsf of conditioned space mostly on ground level with 2nd level mechanical, utility, and storage space. The main entry is proposed on the southwest corner to a gallery lobby space off of which are the restrooms, community space, and library. Upon entry from this the service counter is straight ahead, children's area to the left, collections and reading areas to the right, and workrooms and utility areas behind the counter. Beyond the adult stacks are teen areas, reading areas, and a designated maker space, which is also accessible directly from the lobby. This level also includes some special collections, two small meeting or study rooms, and a local history room. The design allows the multipurpose community space to accommodate meetings when the library areas are closed and locked.

The library interior is proposed to be open, airy, light filled, and inviting. Colors are generally light, natural wood, and blue tones. The exterior is designed as an assembly of basic forms (sheds and gables) with one twist for interest and to face the street and parking toward the downtown. Materials are designed to be low maintenance and durable including brick and metal panel siding, and metal and composite trim. The children's area is to feature a forest and treehouse theme.

This approach has been in response to many of the developed goals for the project including making a building of fresh, prominent, and fitting character in this historic town, making greater accommodation of expanding children's programs, making it welcoming, safe, and pedestrian friendly, and making it low maintenance and energy efficient.

We have worked carefully and as a team with the librarians to review this layout, review other libraries in and out of Worcester County, and fine tune the program. We have reviewed the basic types and location of furnishings, shelving and service counter locations. In particular we have compared and believe we have either replicated or improved the functional aspects of the Berlin, Ocean Pines, and Ocean City libraries.

Site

We reviewed views to and from the site, identified sensitivity to the neighborhood, and reviewed environmental conditions including prevailing seasonal weather patterns, solar access, hydrology, soils, and existing vegetation.

The site plan has been developed to provide outdoor gathering spaces for children. Improvements will include 37 parking spaces, walks, an entry porch on the southwest, a northeast side children's porch (designed to be a bid option and possibly separately funded), site lighting, and various raingardens and other landscaped areas around the building. Proposed landscaping also includes several street shade trees, parking lot trees and some lawn areas around the building. The existing main entry sign and flagpole remain.

We have recently received approval of the Pocomoke Fire Department for the proposed configuration and are proceeding with the development of a final submittal to State Highways. We have been to preliminary review with the town's Planning Commission and received enthusiastic support. We have received concept approval for the stormwater management systems.

EA Engineers provided property surveys and Hardin Kight performed soils tests and provided the soils report, allowing a bearing capacity of 1000psf. The project is served by town utilities, water pressure is sufficient, and the storm water management system is straightforward. A fiber optic connection and three phase power are to be brought to the site. The parking lot is designed to slope at a very slight grade to the west, with almost all water conveyed on its surface to a bioretention filter area along the sidewalk to the west.

Systems

We have worked closely with the County Engineer and Maintenance Superintendent to understand their experience with other properties and priorities for developing a well performing facility, of low maintenance and long-term value. At the same time, we have been directed to prioritize initial costs in some instances and are taking a shorter window on life cycle in the current round of Value Engineering.

Significant recommendations include water and wind resistance, termite resistance, airtightness, and well-designed site and landscape features. Others include a durable low maintenance exterior (preference for brick and metal siding), slab on grade construction (no crawl space), and trying to keep mechanical systems highly efficient, low maintenance, and very cost effective. We have recently agreed to change the roofing from metal to asphalt shingles as part of the VE effort.

STRUCTURAL

A variety of structural systems were reviewed for cost, thermal performance, durability, and flexibility. The foundation is designed as a well-insulated slab on grade and the exterior foundation wall is exposed from grade up to floor level. Most walls are 2x8 wood stick frame with plywood sheathing. The mechanical room

ITEM 8

walls are of CMU for a combination of sound separation and structural bracing of the building. The upper-level mechanical space has steel bar joists with concrete on metal pan floor, but otherwise the building is wood framed. The primary interior structure is of round wood posts and glulam beams, in reference to the great historic forests of the region, and shipbuilding traditions of the town. All floors are being designed for the load required for library stack areas of 150psf live load. The roof and walls are to be of conventional wood framing, insulated by a combination of rigid foam outside of the sheathing and dense pack cellulose in the wall and rafter cavities.

Exterior porches, walkways, ramps, stairways and decks are all to be constructed of concrete in a basic and straightforward manner.

ENVELOPE, HEATING, VENTILATION, AND AIR CONDITIONING

The building is generally oriented and laid out on site to be naturally energy efficient and well daylight. The envelope systems are designed to be very airtight and well insulated, including below grade rigid insulation of R10, walls insulated with spray foam and cellulose or mineral fiber to R30, the roof insulated with a combination of rigid panels and cellulose to R50, and tri pane windows. Air sealing systems consist of a variety of coatings, membranes, tapes, and selected products, and a testing and inspection system is specified to help ensure quality during construction.

During the design phase the Mechanical Engineer, Gipe, produced detailed comparison studies including a Basic Heating and Cooling Load Report for various envelope options, and an HVAC System Life Cycle Cost Analysis for three system types. This followed a directive from the County that this project is not to include a geothermal system as was implemented in the Berlin Library project by the same team following a similar analysis.

1. A Basic Heating and Cooling Load Summary under a variety of envelope scenarios ranging from base code compliance, and several steps of improved building performance. This study indicated that a slightly beyond code envelope system and efficient lighting package would be most overall cost effective reducing the annual energy use by about 30%, and reducing the capacity required of installed equipment by about 30%, from about 30 tons to about 20. It was determined that the next step of energy efficiency (to Passive House standards) would require a significantly increased effort for diminishing returns on reduced system size and operational costs, so these were not implemented.
2. 12/8/2023. An HVAC System Life Cycle Cost Analysis was performed for HVAC system options
 - a. Air side DX cooling with gas hot water heat to air distribution
 - b. Conventional 4 pipe system with chiller and condensing gas boilers
 - c. Air side heat pumps with electric resistance backup heat

ITEM 8

The project team reviewed options and determined to proceed with (a), for low initial and operating cost, good return, and ease of installation and maintenance. This option was evaluated to have the least cost of ownership for the evaluated 20-year life. Option A also requires a screened area on the ground for compressors, and currently is designed with 8 zones.

Based on this selection levels of insulation and airtightness goals were refined and optimized for a minimum 20-year life cycle. In general, this had led to the recommendation of a moderately high level of insulation, and a focus on airtight construction. The combination of these, along with the efficient lighting system described below yields a significant reduction of the size required of the HVAC systems (including electrical, pipe duct, and unit capacity) when compared to similar size buildings designed to meet minimum code requirements.

The ventilation system (Energy Recovery Ventilator) is decoupled from the space conditioning systems for energy efficiency and to allow demand-controlled ventilation based on occupancy. The energy recovery ventilator will provide code required ventilation and exhaust airflow rates to the occupied spaces. The system designed has a variety of distribution systems depending on the space and conditions. Larger spaces are to be conditioned with a forced air system. Small MEP spaces utilize terminal unit heaters.

PLUMBING

A complete system of plumbing will be provided throughout the building to comply with the requirements set forth in the program and installed in strict accord with all applicable codes and regulations, including the ADA.

All plumbing fixtures for this project shall be low flow and shall be commercial grade or institutional quality. Faucets for lavatories will be with low flow aerators. Handicapped fixtures will comply with ADA requirements. Mounting heights for all fixtures will be coordinated with the Architect.

Domestic Hot Water shall be generated by a single high efficiency air source heat pump water heater located in the main mechanical room.

FIRE PROTECTION

The Fire Protection System will provide total protection by means of a wet pipe sprinkler system. The sprinkler system design will be in strict accordance with all local and state codes as well as NFPA. The sprinkler system shall be designed per NFPA-13. A flow test has confirmed the available flow and pressure. We do not anticipate the need for a fire pump for protecting the building.

LIGHTING

In the design phase Gipe was engaged to provide an initial layout including preliminary fixture selections, light level studies, and preliminary cost estimates for the lighting and controls package. At this point they have provided the final selections and system design and confirmed design light levels as required by the clients and suitable for the library. Lighting is proposed to be all by LED fixtures, for code compliance, reduced electrical use, reduced HVAC loads, and reduced maintenance. The overall Lighting Power Density (LPD) is less than .83W/SF. In addition, the library is designed to be well daylighted in many spaces, with dimming controls which may reduce energy use when daylighting is adequate. Lighting controls will be provided throughout, including vacancy sensors to automatically turn lights off. The CM is currently preparing an alternate lighting package as a VE possibility.

DATA POWER AND TECHNOLOGY

Data and technology for libraries is a rapidly evolving area. Through support and consultation from the Eastern Shore Regional Library (ESRL) wireless internet and plentiful data ports are to be provided throughout the library, and sufficient power outlets to all sitting and service areas for visitor convenience. Several public computer banks are proposed in the program, but less than current libraries as the user access is increasingly on smartphones, laptops, and notepads. A new 3-phase electrical service will be brought to the building and a generator docking station will be provided on the building exterior to connect a portable generator for back-up power.

SECURITY AND FIRE ALARM

A security system is currently in design and will be part of the bid packages. This includes cameras throughout the building for direct supervision and remote monitoring similar to the Berlin branch. Card readers will be provided at select doors for access control and motion detectors/door contacts will be provided throughout for intrusion detection. The building will also be monitored and protected by a digital fire alarm system.

Program

Building

Site

ITEM 8

BUILDING PROGRAM (DD PHASE)					
SPACE	VOLUMES	SIZE (SF)	SUMMARY	NOTES	ADDITIONAL MEETING NOTES
FIRST FLOOR					
ENTRY					
			705		
Vestibule		111		Convenient to town, parking, drop off, safe for children, accessible. Weather sheltered	
Lobby/ Gallery		594		Serving library and multipurpose community room separately. Restrooms shared through this and direct to Idea Box/Maker Space.	Thoughts of recognizing history- Indigenous inhabitants (Pocomoke Algonquins) , slavery, colonization, shipbuilding, etc
RESTROOMS					
			477		
Restrooms		477		M/W/ Unisex-Family	Sim size and arrangement of Berlin 2nd floor. Painted walls but tile flooring requested. Maybe some wall tile.
					Baby changing in all. Better surface at hand dryers. Large Fam/ unisex with Adult changing table
Water fountain					With bottle filler
IDEA BOX/ MAKER SPACE					
			208	Near entry, lots of glass to see activity	
work space		208		multipurpose over time	walls as demountable partition system
storage/ tools				serves as additional exit	
CIRCULATION					
			400		
Circulation Desk		400		At entry, welcoming, sight line to all public areas. Look at desk configuration for assistance with technology. Includes copy area	adjacent to work area
Storage, shelving					
Entry and Copy Area					
REFERENCE					
Desk			included in Collection	Need to refine this very small reference collections	
Stacks	300		included in Collection		More genre, more large print, allow room to grow, similar height and type to Berlin
READING/STUDY					
			332		
Seating - Tables and Chairs		332		daylit, can be spread around, variety of tables and seating, with or near power outlets	like separate nooks
COLLECTION-PRINT					
			1,930		
Fiction	15,000		included in Collection	diffuse daylight -no direct light	similar height to periodical and loft level areas. Similar lighting, area, and aisle spaces to Berlin
Non-Fiction	8,000		included in Collection	lower type shelving, 4+ aisles	
				includes large print	
				similar to Berlin?	
COLLECTION-NON PRINT					
Music CD's	1,000		included in Collection	In view of circulation	
Videos	200		included in Collection		
DVD's	1,500		included in Collection		Noted DVD's still used a lot
Language Kits	50		included in Collection		
Audio Books	1,000		included in Collection		Less used- more downloads
YA Audio Books	50		included in Collection		

ITEM 8

COLLECTION-PERIODICALS						
	Magazines & Newspapers	40, 15	included in Collection		daylit, near entry and circulation	Less stored, maybe just more of a nice reading area
COMPUTER				80		
	Adult		80		4 adult stations	
LOCAL HISTORY ROOM AND SM MEETING RMS				427		
	History/ MD Rm/ Pocomoke		217		bookshelves, flat file, layout/ reading desk	History includes Indigenous, colonization, shipbuilding, tobacco, slavery, etc. Maybe local wood species (white oak, cypress, pine...) to be featured
	Small Study/ Tutor/ Meeting Rooms		210		2 private study/ conference rooms for 4-6 people	access from inside the library
YA/TEEN				580		away from small children areas
	Young Adult Fiction	1,000				
	Young Adult Non-Fiction	600				
	Seating- Teen Area				flexible moveable seating	2 booths, area for research,
	Librarian				small station for librarian	
CHILDREN'S				1,860		
	Seating		incl		variety of comfortable seating and tables, with 3 computer stations	
	Stacks	5,000	incl		diffuse daylight-no direct light, low kid friendly stacks. Separate 0-5 year old and 6-11 juvenile collection	wet/play area between. Similar function, lighting, and aisle spaces to Berlin. Requested enlarged significantly
	Childrens Computer		incl		6 on J side and 3 I pads for early learners	also used by parents
	Story-time/Treehouse		incl		Seats 20 for story time, daylight good, access to outside,	
	Active Area		incl		with motor skill/ play space, fun themed. Wet area for projects and clean up. Room for stuff that can be manipulated.	
	Childrens Librarian		incl			
STAFF				698		
	Work Area		411		adjacent to circulation desk. First level, convenient to all areas and book delivery	locked storage near managers office. Lockers for staff
	Branch Manager Office		94		view of circ desk and entry if possible	
	Maintenance/Supply/Jan.					
	Lunch/Break Room		130		With Kitchenette, exterior wall with light and vent. Staff lockers.	break for 3 at a time
	Staff restroom		63		ada	
BOOK SALE						
	Store / Sales Cart Storage		incl		near circulation or lobby	
MULTIPURPOSE/ COMMUNITY ROOM				1,712		
	Multipurpose Room		1,421		Seats 120-140 max for meeting with 200sf presentation area, 80-100 seated dining, 80-100 audience for theater or musical performance with 400-500 sf performance area. Connection to exterior porch, and exterior entry/egress to lawn.	No moveable partition. No need for bleacher planning. Relationship of storage space works well. Provide speakers for hard of hearing. Acoustics are good in Berlin, not in OC. Use tectum ceiling and carpet floor similar, and similar space/height characteristics
	Chair/Table Storage		186			double door
	Kitchenette		105		service area adjacent to multipurpose room	
						large door for delivery of furniture. 42" min

ITEM 8

MEP UTILITY AND SERVICE			685		
Electrical Rom		128		near work room, on exterior wall	with generator docking station
Ground level mechanical		372		on exterior wall	water and sprinler riser, severalair handlers
Janitor		21			
Hall		110			
stairs		54			
1st Floor Program SF			10,094		
Efficiency Factor			1.10	Structure, undesignated spaces	
Gross Area			11103		
SECOND FLOOR			1,247		
Technology/ Server Room		100		near staff area if possible	2ND LEVEL- central
Attic Mechanical		773		Air system and ERV	loft above ff. Keep mechs away from community room, make stairs access easy. Like exterior access for future equipment, like all indoor equipment. Watproof floor. Home of ERV and air handlers. - see space planning provided by Gipe. Easier stair access than Berlin.
Attic storage		274		general library storage	ADDED
Hall and stairs		100			
2nd Floor Program SF			1,147		
Efficiency Factor			1.10	Structure, undesignated	
Gross Area			1,262		
LIBRARY TOTAL GSF			12,365		
OTHER NOTES					
EXTERIOR/ CHARACTER/ MATERIALS				Materials	Brick, metal, and glass exterior- some fiber cement- similar to Berlin. Most brck 1st floor only
				Style- general	Rooted in traditions but contemporary.
				Flagpole	Existing to remain
				Monument Sign	Existing to remain

ITEM 8

SITE PROGRAM (Existing Library Site)				
SPACE		NOTES	AREA	Notes
Entry				
	Drop off	along driveway		long curb along drive aisle
Parking		38 Spaces	14000sf	try and add parking on surrounding streets
				maybe shared on adjacent lots
Porches and Decks				
	Entry		400-500sf	room for drop box, newspapers
	Childrens		400-500sf	part of this as outdoor treehouse extension
				Make as bid option
Storm water			see Civil	
	Raingardens			
	Swales			
Bike Racks		Provide for 20 bikes		near entry
Utilities			tbd	
	water	town- ok		
	wastewater	town- ok		
	power	3 phase new service and transformer		proposal coming from DPL
	gas	Sandpiper natural gas		for heating
	phone/data	confirmed fiber optic		
Landscape/field	planting areas		see civil	street trees,
	childrens lawn	with fencing	500-1000sf	
	fencing and screening		tbd	
Building			11,259sf	
			footprint	
Signage				Keep existing library monument sign at entry
Flagpole				Keep existing

Plans

C-102 Site and Utility Plan

L-101 Landscaping Plan

A2.1 First Floor Plan

A2.2 Upper Floor Plan

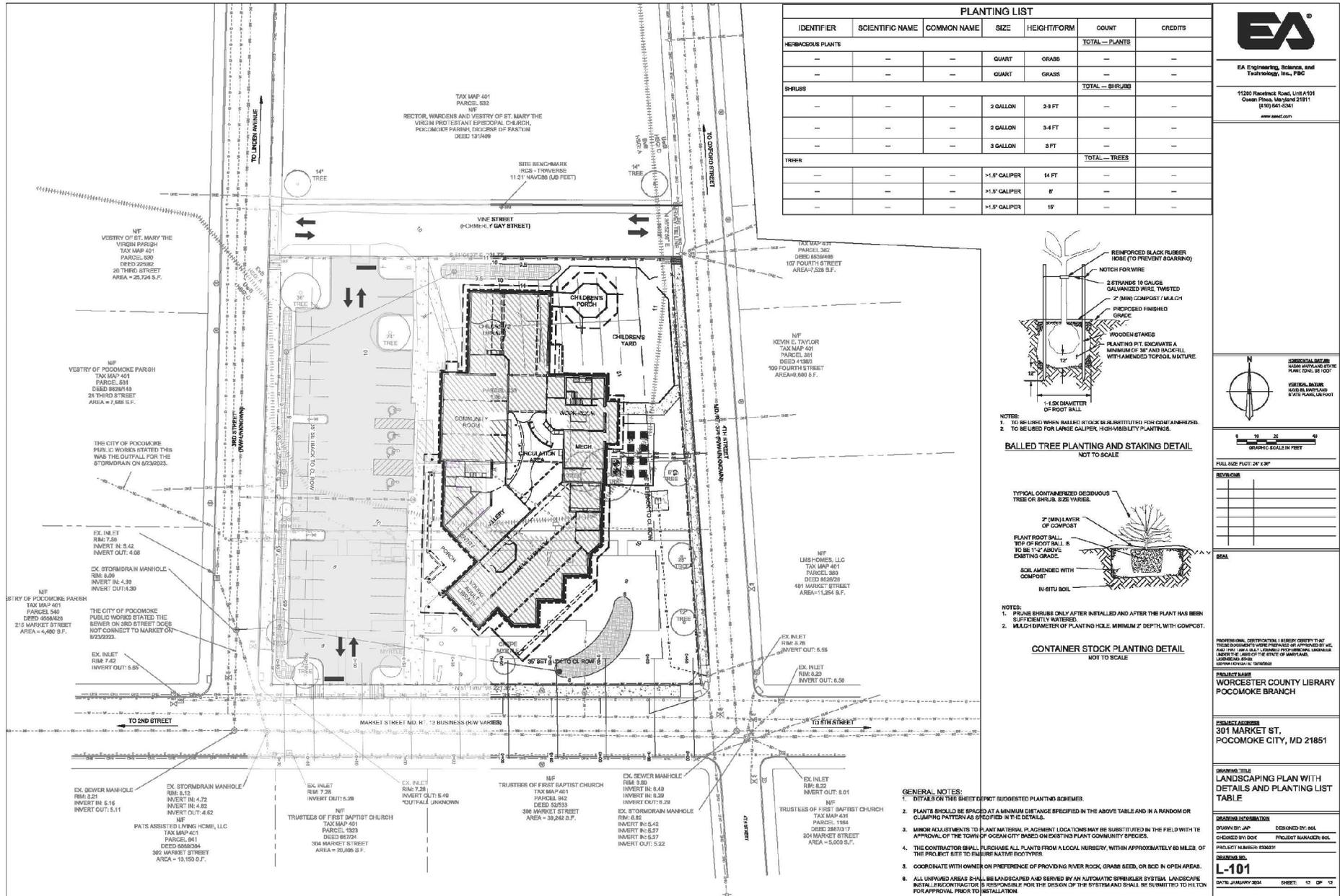
A3.1 Exterior Elevations

A3.2 Exterior Elevations

A4.1 Building Sections

A4.2 Building Sections

A4.3 Building Sections



EA Engineering, Science, and Technology, Inc., PBC
11200 Research Road, Lisle A101
Crown Point, Maryland 21111
(410) 641-5341
www.eaet.com

GRAPHIC SCALE FEET
0 10 20 40

FULL SIZE PLOT: 24" x 30"

REVISION	DATE

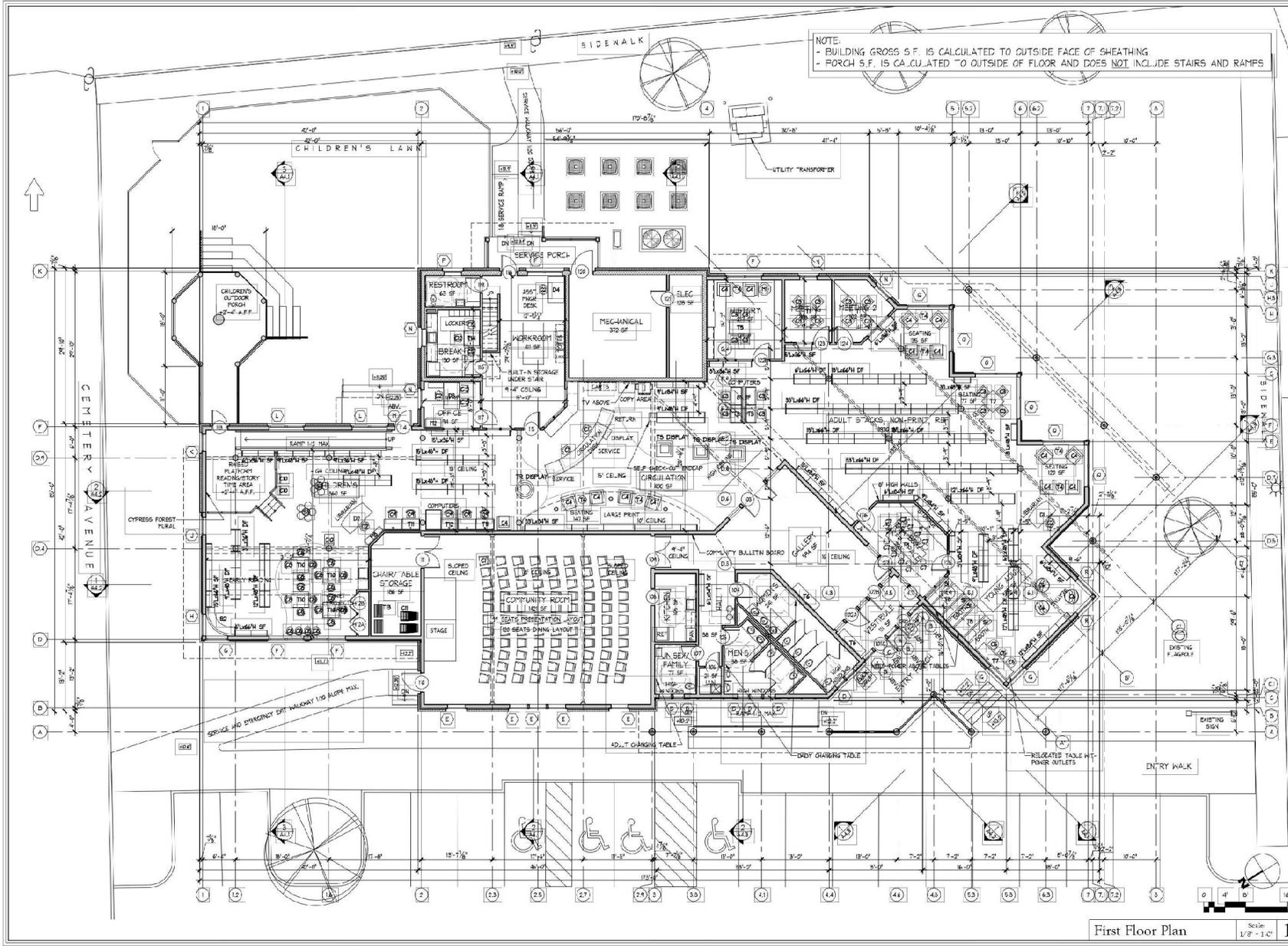
PROJECT NAME:
WORCESTER COUNTY LIBRARY POCOMOKE BRANCH

PROJECT ADDRESS:
301 MARKET ST., POCOMOKE CITY, MD 21851

ISSUANCE TITLE:
LANDSCAPING PLAN WITH DETAILS AND PLANTING LIST TABLE

DRAWING INFORMATION
DRAWN BY: JAP DESIGNED BY: BGL
CHECKED BY: BOB PROJECT MANAGER: BOB
PROJECT NUMBER: 182421
DRAWING NO.: **L-101**
DATE: JANUARY 2024 SHEET: 13 OF 19

- GENERAL NOTES:**
1. DETAILS ON THE SHEET DEPict SUGGESTED PLANTING SCHEME.
 2. PLANTS SHOULD BE SPACED AT A MINIMUM DISTANCE SPECIFIED IN THE ABOVE TABLE AND IN A RANDOM OR CLUMPING PATTERN AS SPECIFIED IN THE DETAILS.
 3. MINOR ADJUSTMENTS TO PLANT MATERIAL PLACEMENT LOCATIONS MAY BE SUBSTITUTED IN THE FIELD WITH THE APPROVAL OF THE TOWN OF POCOMOKE CITY BASED ON EXISTING PLANT COMMUNITY SPECIES.
 4. THE CONTRACTOR SHALL PURCHASE ALL PLANTS FROM A LOCAL NURSERY, WITHIN APPROXIMATELY 60 MILES, OF THE PROJECT SITE TO ENSURE NATIVE ECOTYPES.
 5. COORDINATE WITH OWNER ON PREFERENCE OF PROVIDING RIVER ROCK, GRASS SEED, OR SOIL IN OPEN AREAS.
 6. ALL UNPAVED AREAS SHALL BE LANDSCAPED AND SERVED BY AN AUTOMATIC SPRINKLER SYSTEM. LANDSCAPE INSTALL CONTRACTOR IS RESPONSIBLE FOR THE DESIGN OF THE SYSTEM AND SHALL BE SUBMITTED TO HILTON FOR APPROVAL PRIOR TO INSTALLATION.



NOTE:
 - BUILDING GROSS S.F. IS CALCULATED TO OUTSIDE FACE OF SHEATHING
 - PORCH S.F. IS CALCULATED TO OUTSIDE OF FLOOR AND DOES NOT INCLUDE STAIRS AND RAMPS

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 Architect
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 Checked By: JS
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 Pocomoke Branch
 301 Market Street
 Pocomoke City, Maryland 21851

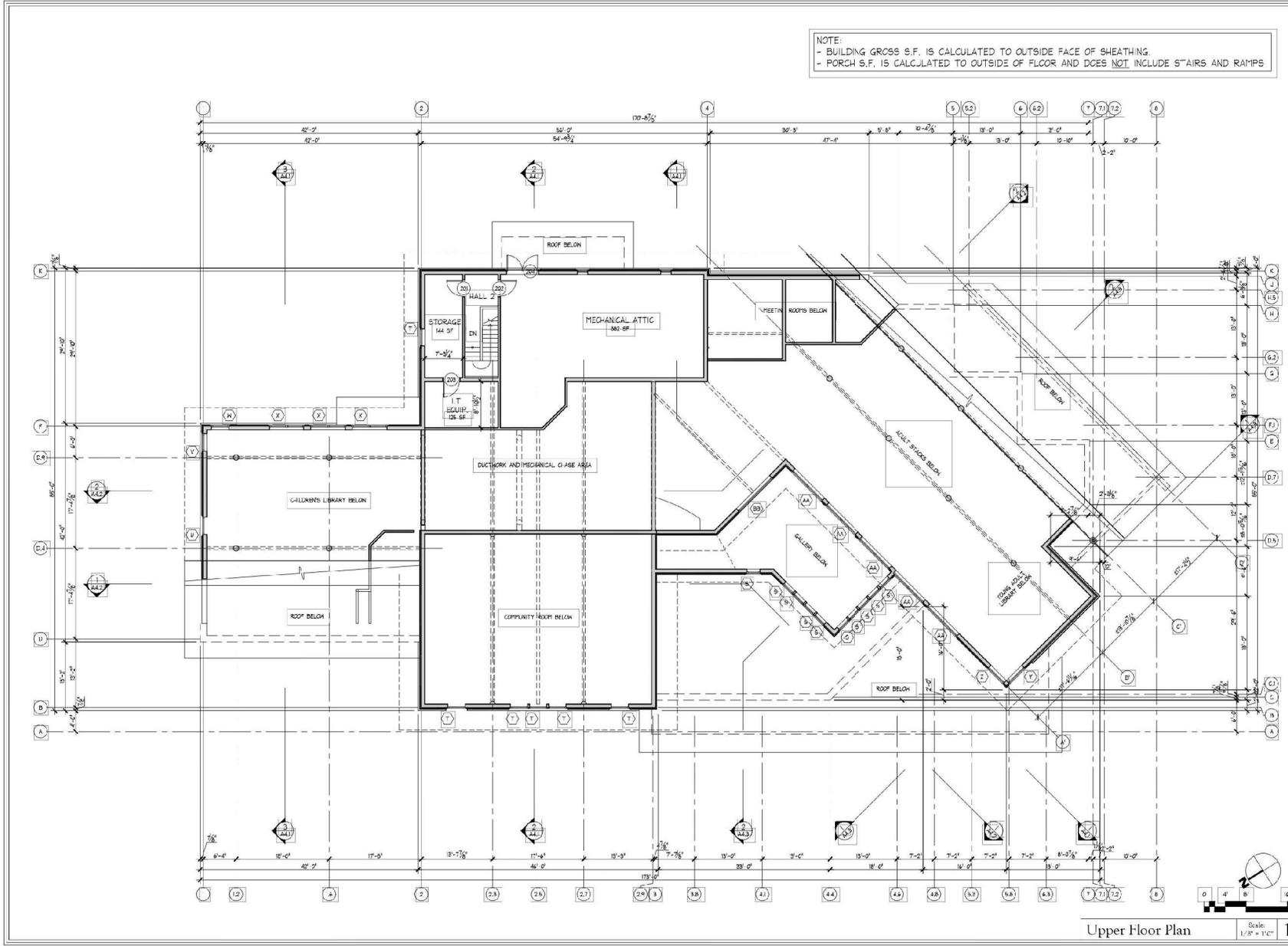
NO.	REVISIONS

DATE: 02.01.24

First Floor Plan

A2.1

First Floor Plan
 Scale: 1/8" = 1'-0" 1



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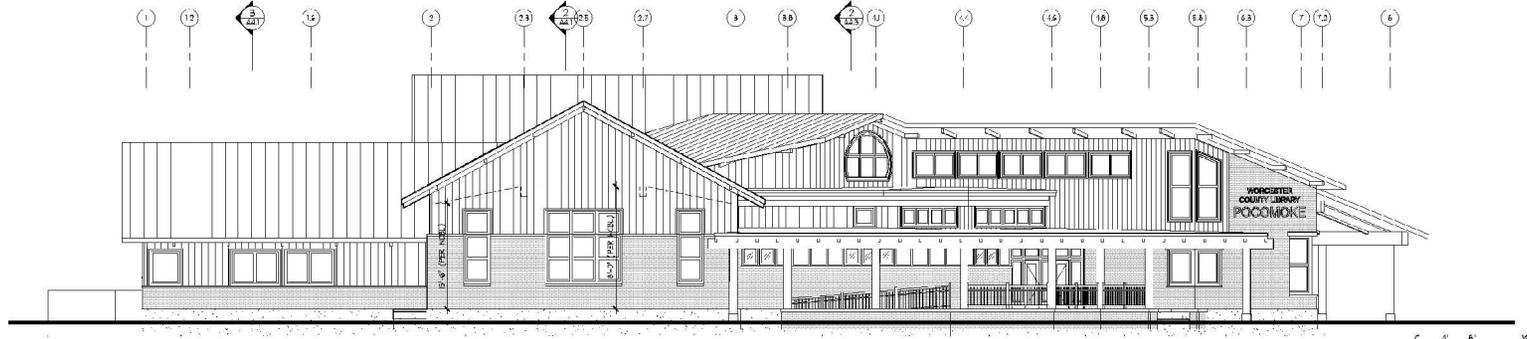
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Upper Floor
 Plan

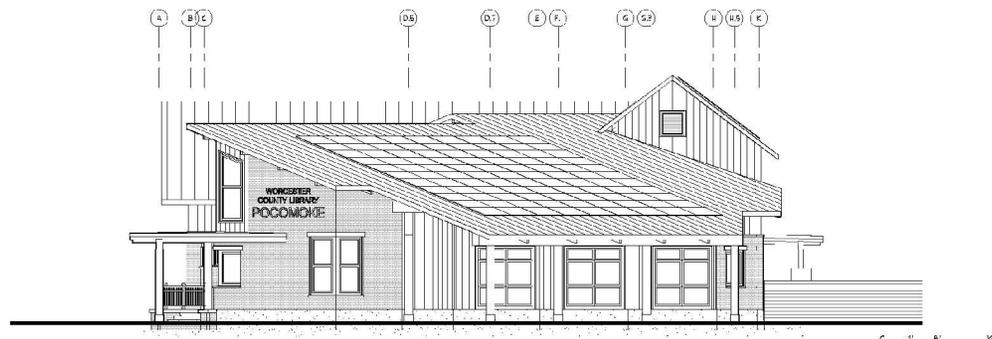
A2.2



West Elevation Scale 1/8" = 1'-0" 3



Southwest Elevation Scale 1/8" = 1'-0" 2



South Elevation Scale 1/8" = 1'-0" 1

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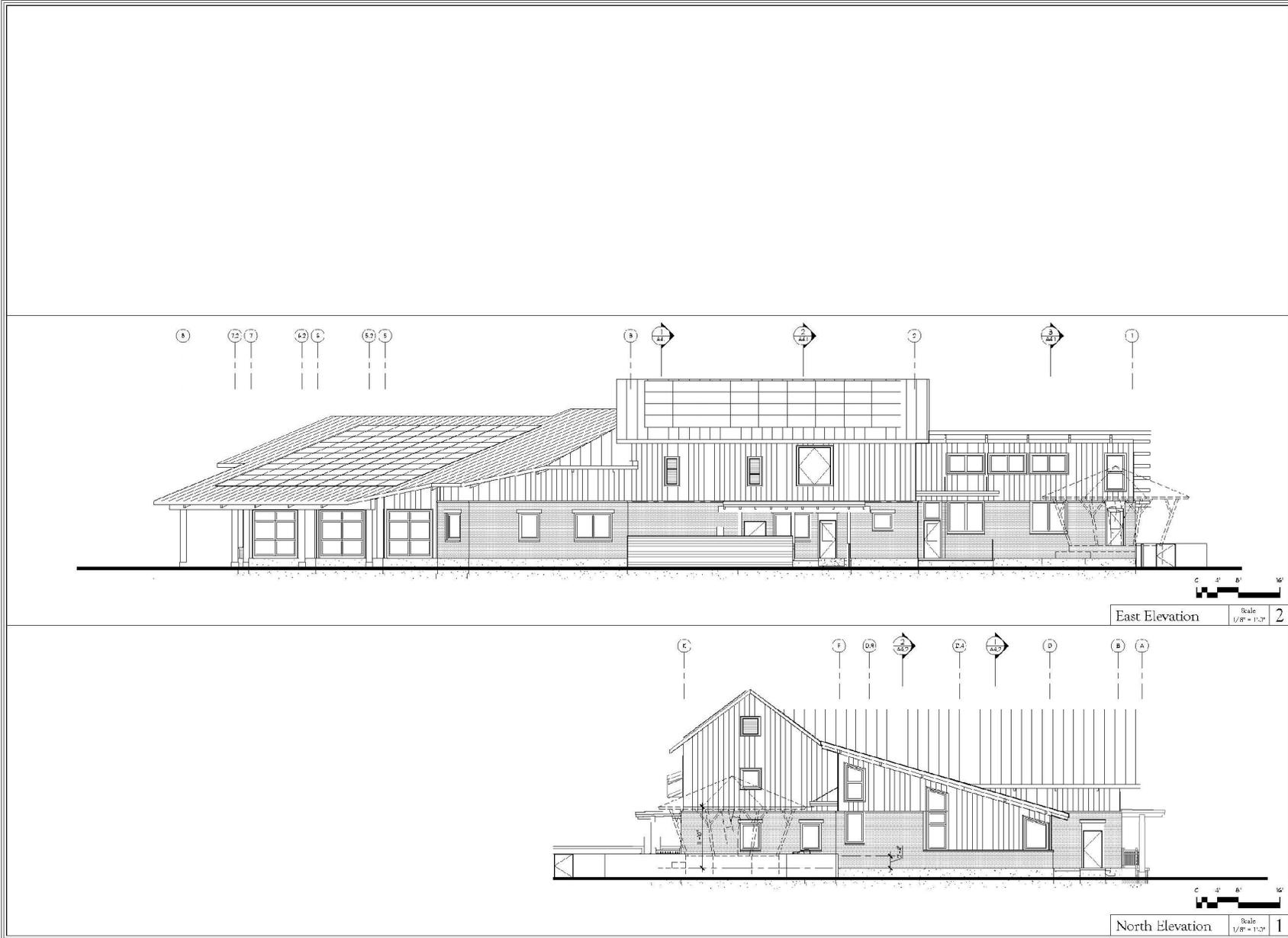
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DATE: 02.01.24

Exterior Elevations

A3.1



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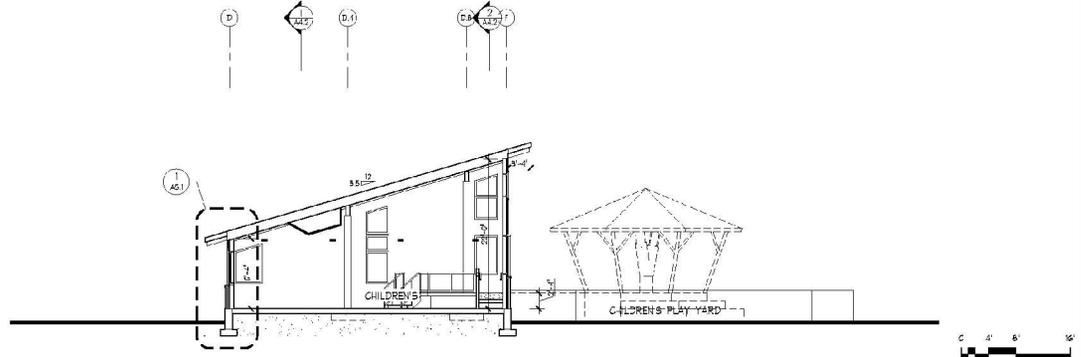
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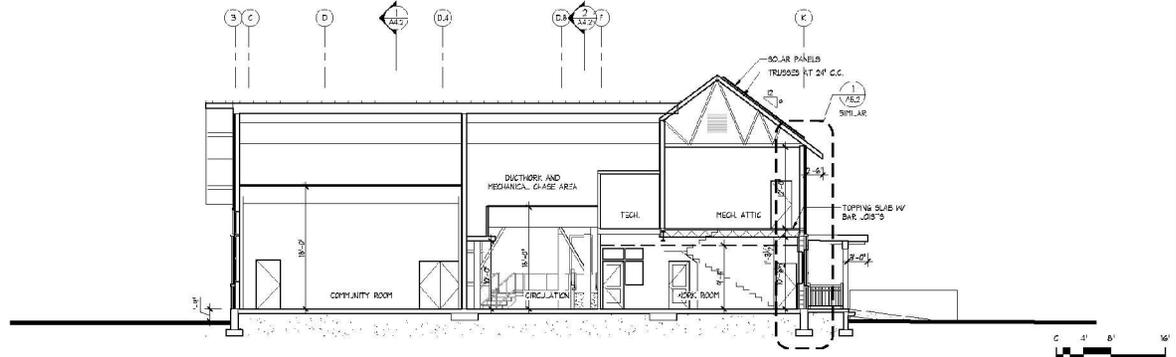
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Exterior Elevations

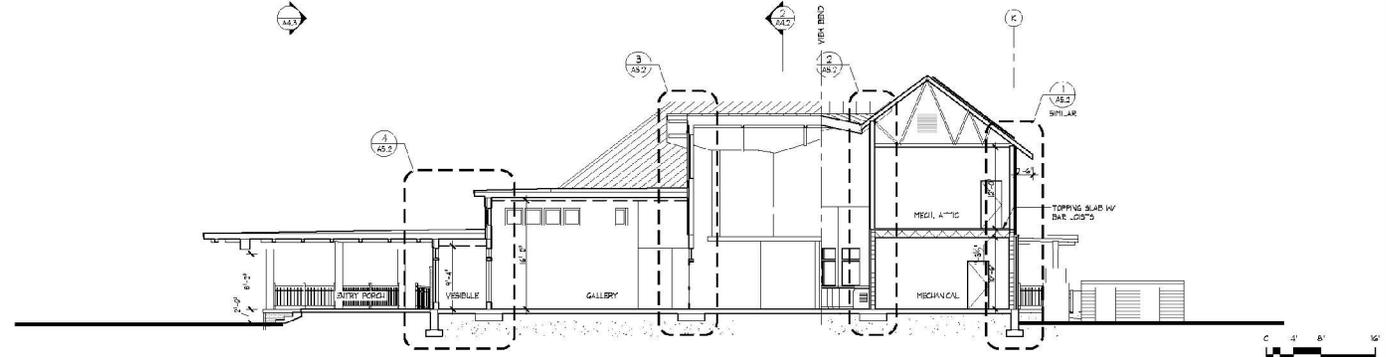
A3.2



Building Section Scale 1/8" = 1'-0" 3



Building Section Scale 1/8" = 1'-0" 2



Building Section Scale 1/8" = 1'-0" 1

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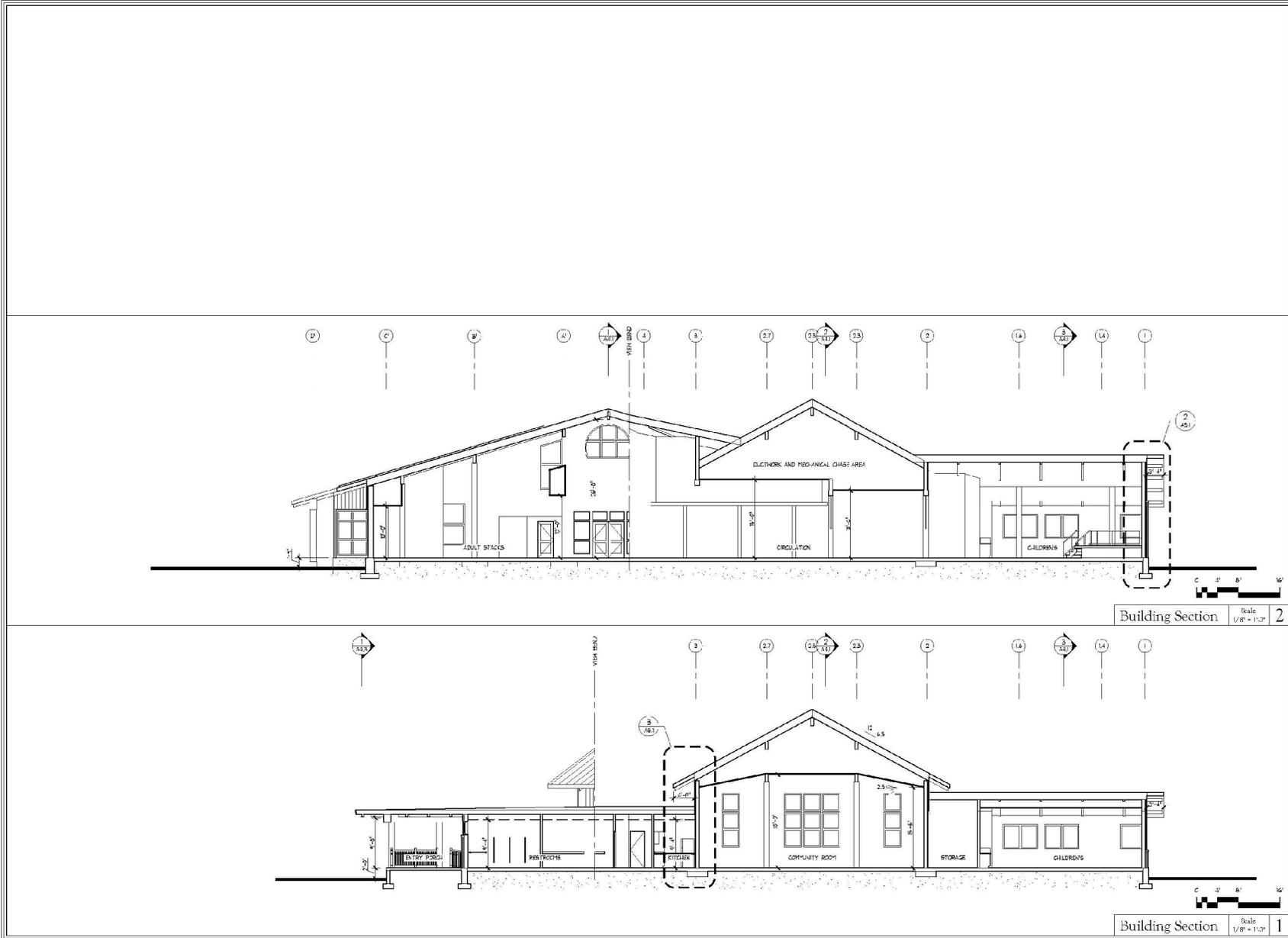
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DATE: 02.01.24

Building Sections

A4.1



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303 Maple Street
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NO.	DATE	DESCRIPTION

DATE: 02.01.24

Building Sections

A4.2

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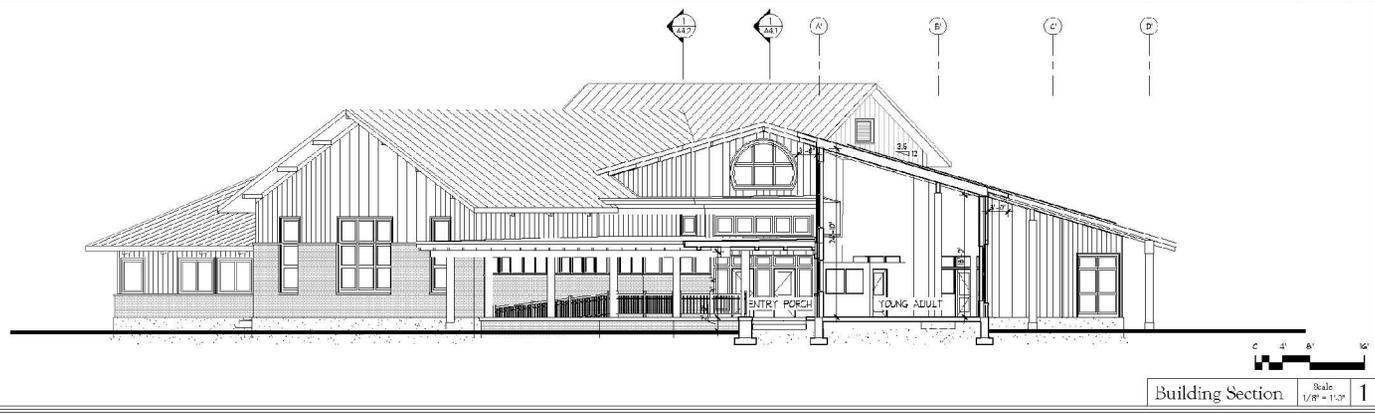
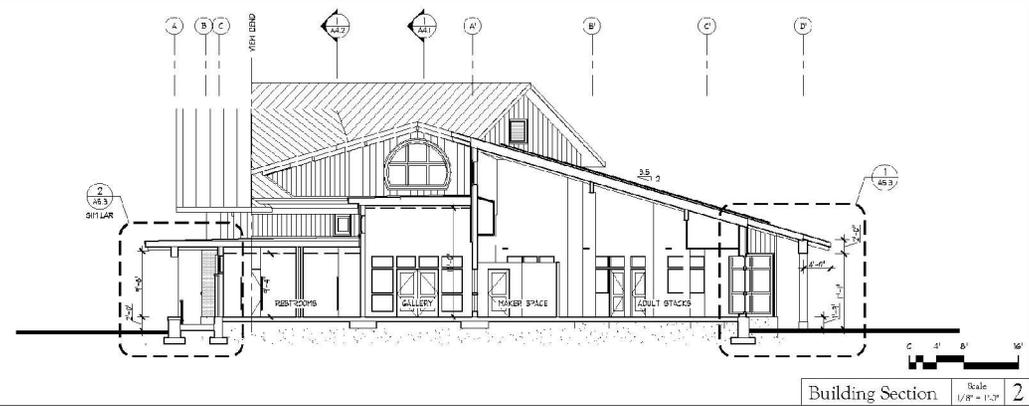
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DATE: 02.01.24

Building Sections

A4.3



Renderings

Exterior View of Main Entrance

Exterior View of Children's Outdoor Porch and Yard

Interior View of Circulation Desk

Interior View of Library Entrance

Interior View of Children's Collection

Interior View of Storytime Treehouse

Interior View of Community Room

Projected View of First Floor Plan



Exterior View of Main Entrance



Exterior View of Children's Outdoor Porch and Yard



Interior View of Circulation Desk



Interior View of Library Entrance



Interior View of Children's Collection



Interior View of Storytime Treehouse



Interior View of Community Room



Projected View of First Floor Plan

Project Schedule

TASK	BEGIN	COMPLETION
A/E Concept Phase Contract	Sep-22	
Building program review and reduction		Jul-23
Concept design including engineering studies		Jul-23
A/E Contract design development-completion	Aug-23	
Schematic Design		Sep-23
Design Development	Oct-23	Jan-24
CMAR Selection		
Site Permitting preliminary review	Oct-23	
Constructability Review	Mar-24	Apr-24
Fire Marshal and Building Inspector preliminary review	Mar-24	Apr-24
Construction Documents		Jun-24
Site Permitting	Mar-24	Apr-24
Building Permitting (Town of Pocomoke)		Jun-24
Bid Package/ CD Packaging		Jun-24
Bid Period	Jul-24	Aug-24
Bid and Scope Review (Keller)		Aug-24
GMP Presentation (Keller)		Aug-24
Contract Award/ Notice to Proceed		Sep-24
Submittals and Material Procurement	Sep-24	Nov-24
Mobilize	Sep-24	
Relocate to temporary space	Aug-24	
Demolition	Sep-24	
Construction through Substantial Completion	Oct-24	Oct-25
Final Completion		Dec-25
Library Opening (move in complete)		Jan-26



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: April 16, 2024
 RE: Request to Award – Berlin Health Department Roof Coating

Please see the attached bid tabulation for the roof coating to be completed at the Berlin Health Department. Public Works is requesting the Commissioner’s approval to award this project to the lowest responsive and responsible vendor, D-Project Inc., in the amount of \$86,000. Bids were due and opened on Thursday, March 21, 2024 at 2:30pm. Ten bids were received. The lowest bid provided by Soltera Roofing was deemed non-responsible as they do not have the experience required for the size and scope of this project.

Funding for these services is available under the assigned funds account, Berlin Roof Coating Project.

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

Berlin Health Dept. - Roof Coating	
Thursday, March 21, 2024 at 2:30pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Total Cost</u>
Soltera Roofing	\$75,000.00
Ironshore Contracting LLC	\$330,000.00
Ace Roofing Coatings, Inc.	\$96,420.00
Colossal Contracting, LLC	\$89,300.00
D Project Inc.	\$86,000.00
East Coast Contracting	\$95,599.28
Island Contracting, Inc	\$123,230.00
Tecta America East LLC	\$237,000.00
Ocean Tower Construction	\$122,855.00
The Whayland Company, LLC	\$155,000.00



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

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

FROM: Kelly Rados, Director of Recreation & Parks

DATE: April 8, 2024

SUBJECT: County Park Naming Policy

Worcester County Recreation & Parks Department does not currently have a Park Naming Policy in place. Attached you will find a proposed policy including criteria, restrictions, and procedures in order to handle future naming requests of our parks. The purpose of the Park Naming Policy would help to establish a systematic and consistent methodology for the naming of County Parks and to provide guidelines and recommendations for decisions to name (or rename) County Parks.

Information was gathered from other Maryland county/municipalities naming policies, along with some that were highlighted within the National Recreation & Parks Association. The criteria I used were most consistent with other agencies and most applicable to Worcester County. Approved names would fall within one of the outline categories.

Naming Categories:

- Natural or Geographical Feature to the area – Acknowledges a prominent or unique natural or geological feature in the surrounding area.
- Historical Event, Person, or Place – Preserves and honors the history of Worcester County, its history and other historical figures or local landmarks.
- Outstanding Individual – Acknowledges contributions made by such individual(s) to Worcester County and/or the development and management of the County's parks and recreation efforts.
- Benefit/Organization Acknowledgement – Acknowledges a major gift or significant benefit of a donation.

Upon your approval of the attached Park Naming Policy our Department will include this within our Department Policy and Procedures and will follow this outline for future naming requests.

Attachments: Naming Parks – criteria, restrictions, procedure
Park Naming Application

cc: Jacob Stephens, Parks Superintendent

CRITERIA

- Priority should be given to names carrying geographical, historical, or cultural significance to the area in which the property is located, or to the County as a whole.
- Geographical location of the Park or outstanding feature of the area.
- Commonly recognized subjects of historical significance such as an event, person, group, culture, or place.
- Property may be named after an individual when the individual has an association with the property, or the area in which it is located within the County.
- A person or group who significantly contributed to the acquisition or development of the park or facility.
- Property may be named after an individual, living or deceased, where the good reputation of the individual has been confirmed, and the individual has either:
 - donated the total land required for a park, or if it is a condition of the donation.
 - significantly contributed to the acquisition or development of the Park.
 - provided exceptional service in the interest of the County or community.
 - made exceptional financial or civic contributions to the County.
 - made exceptional financial or civic contributions to the property/area being named.
 - made lasting and significant contributions to the protection of natural or cultural resources of Worcester County.
 - had a positive impact on the lives of Worcester County residents.
- There is a well-defined connection associated with the contributions of the individual or community organization and the Park location.
- Concurrence from a historical society, particularly if the name is intended to commemorate a historical event or cause.
- If named for a deceased person, such person shall have been deceased at least two years, and the person's historical significance has been secured in the history of the County or City location or the Park.

RESTRICTIONS

- The name shall not duplicate the name of any other park or park facility within the County parks system, or municipality within Worcester County, in order to avoid any confusion to the public.
- The name shall not endorse or advocate any religion or specific religious belief, nor shall the name have an obscene connotation or portray, demean, or intimidate any racial or ethnic group.
- The name of a park shall not be changed without extraordinarily good reasons.

PROCEDURE

- Submit a formal proposal and Naming Application to the Recreation & Parks Department.
- Supporting documentation will be required with a naming request.
- Proposals will be brought before the Commissioners for consideration/approval. These will be presented by the Recreation & Parks Department staff. However, applicants may be asked to attend in order to answer questions or supply additional information.
- If multiple proposals for the same location are submitted, an evaluation rubric will be created and submitted to the Commissioners with the proposals.



Park Naming Application



APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City/State: _____ Zipcode: _____

Phone: _____ Email: _____

Organization (if applicable): _____

Non-Profit: yes or no

PROPOSED NAME/CHANGE

Park/Facility Location/Address: _____

Current Name of Park (if applicable): _____

Catagory (please check all that apply)

Natural or Geographical Feature to the area

Historical Event, person, place

Outstanding Individual

Benefit/Organization Acknowledgement

Other

Other Description:

Please return completed applications to:

Worcester County Recreation and Parks Department
ATTN: Parks Superintendent
6030 Public Landing Road
Snow Hill, Maryland 21863

Date Received by WCRP	
Date of Commissioners Meeting	
Approved	Yes / No



Park Naming Application



SUPPORTING DOCUMENTATION

Suggested Name: _____

Please provide written justification supporting the proposed nomination for consideration.

- If proposing to name a park/facility after a person, a biography must also be attached that identifies the individual's significance to Worcester County.
- If proposing to name a park/facility after a person (non-living), written documentation of approval by next of kin to be honored (if applicable/possible) is required as part of the proposal.
- Worcester County's Naming Criteria should be referenced and noted within the information provided.
- Attach additional pages or supplemental information, if applicable. Supporting documentation is encouraged for all applications to help justify the nomination.
- Attach petitions and/or letters of support from County community groups or organizations if applicable.



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

To: Commissioners
From: Roscoe R. Leslie
Date: April 5, 2024
RE: Easement request

We are requesting approval to seek an assignment of a conservation easement located in the Winding Creek subdivision.

The Lower Shore Land Trust is the current owner of the conservation easement. The easement prevents the construction of structures within a 100 foot-wide buffer running inland from the shoreline.

The County possesses similar conservation easements throughout Worcester County and has experience monitoring them. The County also has ownership interests in the wetlands surrounding the buffer of the Winding Creek subdivision.



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

April 5, 2024

Mr. Matt Heim
Executive Director
Lower Shore Land Trust
100 River Street
Snow Hill, MD 21863

Re: Winding Creek Conservation Easement

Dear Mr. Heim:

At their _____, 2024 meeting, the County Commissioners voted to request that the Lower Shore Land Trust assign its rights under the Deed of Conservation Easement dated December 7, 2004 and recorded in the land records at Book 4377, Page 259.

Thank you for your attention in this matter.

Sincerely,

Roscoe R. Leslie
County Attorney for Worcester County, Maryland

Please return recorded Deed to:
James D. O'Connor, Esquire
100 West Road, Suite 215
Towson, Maryland 21204

DEED OF CONSERVATION EASEMENT

THIS DEED OF CONSERVATION EASEMENT ("Conservation Easement") made as of this 7th day of December, 2004 by and between **SHAMROCK SISTERS, LLC**, having an address at 100 West Road, Suite 215, Towson, Maryland 21204 ("Grantor") and the **LOWER SHORE LAND TRUST, INC.**, a Maryland not-for-profit corporation, having an address at 6842 Brushbuck Lane, Berlin, Maryland 21811 and the **COUNTY COMMISSIONERS OF WORCESTER COUNTY**, having an address at Government Center, Room 1103, 1 West Market Street, Snow Hill, MD 21863 (collectively "Grantees").

WITNESSETH

WHEREAS the Lower Shore Land Trust, Inc. is a not-for-profit tax exempt organization within the meaning of Section 501(c)(3) of the Internal Revenue Service Code and is established to promote the preservation and protection of natural resources of Maryland's Somerset, Wicomico and Worcester Counties;

WHEREAS the Worcester County Commissioners is the duly constituted local government of Worcester County, Maryland;

WHEREAS Grantor owns in fee simple 111.46 acres, more or less, of certain real property together with a 35' access and utility easement (the "Property") situate, lying and being in Worcester County, Maryland, and more particularly described in Exhibit A attached hereto, which is a portion of the land conveyed to the Grantor by Ayres Creek Farm, LLC by Deed dated December 15, 2003 and recorded among the Land Records of Worcester County, Maryland in Liber 3970, Folio 044;

WHEREAS, Grantor owns in fee simple certain real property adjacent and landward of the Property, a 100-foot wide area of which is shown on Exhibit B attached hereto (the "Buffer");

WHEREAS Grantor and Grantees recognize the open-space conservation value of the Property and Buffer in its present state, as a natural and rural area that has not been subject to development, and have identified significant conservation features.

NOW, THEREFORE, in consideration of the facts stated in the above recitals and the recommendations and requirements of Worcester County, Maryland and the sum of \$15,000.00 paid by Grantor to Lower Shore Land Trust, Inc. and the covenants, terms, conditions and restrictions hereinafter set forth (the "Terms"), Grantor unconditionally and irrevocably hereby grants and conveys 1) unto Grantees, their successors and assigns, forever and in perpetuity, as tenants in common, a Conservation Easement of the nature and character and to the extent

FILED
2005 MAR 11 P 3:52

STEPHEN V HALES
CLK. CT. CT.
WOR. CO.

WORCESTER COUNTY CIRCUIT COURT (Land Records) SVH 4377, p. 0259, MSA_CE31_4528. Date available 03/16/2005. Printed 12/14/2023.

hereinafter set forth, with respect to the Property; and 2) unto Grantee Lower Shore Land Trust, Inc., its successors and assigns, forever and in perpetuity, as tenants in common, a Conservation Easement of the nature and character and to the extent hereinafter set forth, with respect to the Buffer.

The purpose of this Conservation Easement is to maintain the significant conservation values and the dominant scenic, cultural, rural, agricultural, woodland and wetland characteristics of the Property and Buffer, and to prevent the use or development of the Property and Buffer for any purpose or in any manner that would conflict with these features and characteristics and the maintenance of the Property and Buffer in its open-space condition.

ARTICLE I. DURATION OF EASEMENT

This Conservation Easement shall be perpetual. It is an easement in gross and as such is inheritable and assignable in accordance with Article VI and runs with the land as an incorporeal interest in the Property and Buffer, enforceable with respect to the Property and Buffer by Grantees against Grantor and its successors and assigns. This Conservation Easement shall not be extinguished or merged by acquisition of fee simple of the Property or Buffer by one or either of the Grantees.

ARTICLE II. PROHIBITED AND RESTRICTED ACTIVITIES

- A. All activities not naturally occurring are prohibited on the Property and Buffer.
- B. Display of billboards, signs or advertisements is prohibited on or over the Property and Buffer.
- C. Dumping or placement of soil, trash, ashes, garbage, waste, abandoned vehicles, appliances, machinery and other materials on the Property and Buffer is prohibited.
- D. Excavation, dredging, mining and removal of loam, gravel, soil, rock, sand, coal, petroleum and other materials are prohibited, except (1) for the purpose of combatting erosion or flooding, (2) for the construction and/or maintenance of means of access and wildlife habitat.
- E. Diking, draining, filling, dredging or removal of wetlands is prohibited. "Wetlands" means portions of the Property or Buffer defined by Maryland state law or federal law as wetlands at the time of the proposed activity.
- F. Buildings, means of access and other structures are prohibited on the Property and Buffer.
- G. The division, partition or subdivision ("Division") of the Property, including the lease of any portion less than one hundred percent (100%) thereof for a term in excess of twenty (20) years, is prohibited. However, Grantees may approve the Division of the Property for reasons which Grantees determine, in their sole discretion, are sufficiently extraordinary to justify an exception to the prohibition. Notwithstanding the foregoing, the Grantees hereby acknowledge

that the Buffer is to be divided so that portions of it are made a part of residential lots, portions of it are made a part of common areas, portions of it are made a part of outlots, or otherwise, as shown on the Plat entitled "Winding Creek Farms" recorded or intended to be recorded immediately prior hereto among the Land Records of Worcester County, Maryland (the "Plat").

H. Buffer shall be permitted to naturally revegetate or shall be planted with native species, and once established, shall not be disturbed, except as may be reasonably necessary for: (1) erosion control; (2) subject to Grantees' approval, wildlife management; or (3) control of non-native and invasive species. Manure and compost shall not be stored and pesticides, insecticides, herbicides or fertilizers shall not be used or deposited within one hundred (100) feet of any creeks, streams, rivers, or shorelines without Grantees' approval. Any tree removed in conformity with (1), (2) or (3) shall be promptly replaced.

I. Except as shown on the Plat, Grantor hereby grants to Grantees all development rights (except as specifically reserved herein) that are now or hereafter allocated to, implied, reserved or inherent in the Property and Buffer, and the parties agree that such rights are terminated and extinguished and may not be used or transferred to any portion of the Property and Buffer as it now is or hereafter may be bounded or described, or to any other property adjacent or otherwise, and may not be used for the purpose of calculating permissible lot yield of the Property or Buffer or any other property. Except as shown on the Plat, Grantor further agrees that the Property and Buffer shall not be used to provide required open space for the development or subdivision of another property, nor shall it be used in determining any other permissible residential, commercial or agricultural uses of another property.

J. All rights reserved by Grantor or activities not prohibited by this Conservation Easement shall be exercised so as to prevent or to minimize damage to water quality, air quality, forest and other vegetation, land/soil stability and productivity, wildlife, scenic and cultural values, and the natural topographic and open-space character of the Property and Buffer.

K. If Grantor believes or reasonably should believe that the exercise of a right not prohibited by this Conservation Easement may have a significant adverse effect on the purpose of this Conservation Easement or the conservation interests associated with the Property, Grantor shall notify Grantees in writing before exercising such right.

ARTICLE III. ENFORCEMENT AND REMEDIES

A. Upon any breach of a Term of this Conservation Easement by Grantor, Grantees may, exercise any or all of the following remedies:

(1) institute suits to enjoin any breach or enforce any Term by temporary, and/or permanent injunction either prohibitive or mandatory, including a temporary restraining order; and

(2) require that the Property and Buffer be restored promptly to the condition required by this Conservation Easement.

Grantees' remedies shall be cumulative and shall be in addition to all appropriate legal proceedings and any other rights and remedies available to Grantees at law or equity. If Grantor is found to have breached any of Grantor's obligations under this Conservation Easement, Grantor shall reimburse Grantees for any costs or expenses incurred by Grantees, including court costs and reasonable attorney's fees.

B. No failure on the part of Grantees to enforce any Term hereof shall discharge or invalidate such Term or any other Term hereof or affect the right of Grantees to enforce the same in the event of a subsequent breach or default.

C. Grantees, and their employees and agents, shall have the right to enter the Property at reasonable times for the purpose of inspecting the Property and Buffer to determine whether the Grantor is complying with the Terms of this Conservation Easement; provided that, except in cases where Grantees determine that immediate entry is required to prevent, terminate or mitigate a suspected or actual violation of this Conservation Easement, such entry shall be upon sending prior reasonable notice to Grantor's last known address

D. Each Grantee has independent authority to enforce the Terms of this Conservation Easement. In the event that the Grantees do not agree as to whether the Grantor is complying with the Terms, each Grantee may proceed with enforcement actions without the consent of the other Grantee.

ARTICLE IV. NO PUBLIC ACCESS

The granting of this Conservation Easement does not convey to the public the right to enter the Property or Buffer for any purpose whatsoever.

ARTICLE V. EXHIBITS

The following exhibits are hereby made a part of this Conservation Easement:

A. Exhibit A: Boundary Description and Plat of the Property is attached hereto and made a part hereof. Exhibit A consists of two pages.

B. Exhibit B: Boundary Description and Plat of the Buffer is located within Exhibit A attached hereto and made a part hereof. Exhibit B consists of the two (2) pages.

ARTICLE VI. MISCELLANEOUS

A. Each Grantee may assign, upon prior written notice to Grantor, its rights under this Conservation Easement to any "qualified organization" within the meaning of Section 170(h)(3) of the Internal Revenue Code or the comparable provision in any subsequent revision of the Code and only with assurances that the purpose of this Conservation Easement will be maintained; and, if any such assignee shall be dissolved or shall abandon this Conservation Easement or the rights and duties of enforcement herein set forth, or if the proceedings are

instituted for condemnation of this Conservation Easement, the easement and rights of enforcement shall revert to the assigning Grantee; and if said Grantee shall be dissolved and if the terms of the dissolution fail to provide a successor, then Grantor, its personal representatives, heirs, successors or assigns, shall institute in a court of competent jurisdiction a proceeding to appoint an appropriate successor as Grantee. Any such successor shall be a "qualified organization" within the meaning of Section 170(h)(3) of the Internal Revenue Code or the comparable provision in any subsequent revision of the Code. No assignment may be made by any Grantee of its rights under this Conservation Easement unless Grantee, as a condition of such assignment, requires the assignee to carry out the conservation purpose of this Conservation Easement.

B. In order to provide Grantees with notice of a change in ownership or other transfer of an interest in the Property and Buffer, Grantor agrees for itself, its personal representatives, heirs, successors and assigns, to notify Grantees in writing of the names and addresses of any party to whom the Property or Buffer, or any part thereof, is to be transferred at or prior to the time said transfer is consummated.

(1) If circumstances arise in the future that render the entire purpose of this Conservation Easement impossible to accomplish, this Conservation Easement may only be terminated or extinguished whether with respect to all or part of the Property or Buffer, by judicial proceedings in a court of competent jurisdiction. In the event of any sale of all or a portion of the Property or Buffer (or any other property received in connection with an exchange or involuntary conversion of the Property or Buffer) after such termination or extinguishment, and after the satisfaction of prior claims and net of any costs or expenses associated with such sale, Grantor and Grantees shall divide the proceeds from such sale in accordance with their respective percentage interests in the fair market value of the Property or Buffer as the case may be, as such percentage interests are determined, adjusted, if necessary, to reflect a partial termination or extinguishment of this Conservation Easement. All such proceeds received by Grantees shall be used by Grantees in a manner consistent with Grantees' conservation purposes.

(2) If all or any part of the Property or Buffer is taken under the power of eminent domain by public, corporate or other authority, or otherwise acquired by such authority through a purchase in lieu of a taking, Grantor and Grantees shall join in appropriate proceedings at the time of such taking to recover the full value of the interests in the property subject to the taking and all incidental or direct damages resulting from the taking. All expenses reasonably incurred by the parties to this Conservation Easement in connection with such taking shall be paid out of the recovered proceeds. Grantor and Grantees shall be respectively entitled to compensation from the balance of the recovered proceeds in conformity with the provisions of paragraph (2) (with respect to the allocation of proceeds). The respective rights of Grantor and Grantees set forth in this section (D) shall be in addition to, and not in limitation of, any rights they may have at common law with respect to a modification or termination of this Conservation Easement by reason of the exercise of powers of eminent domain as aforesaid.

(3) The Terms of this section B) are subject to any applicable Maryland or Federal statutes.

C. Grantor and Grantees may jointly amend this Conservation Easement. Proposed amendments will not be considered unless in the opinion of Grantees they (1) have no adverse effect on the conservation values protected by this Conservation Easement and (2) uphold the intent of the original Grantor and the fiduciary obligation of Grantees to protect the Property for the benefit of the public in perpetuity. Grantees shall not be required to agree to any amendment. Amendments shall be recorded among the Land Records where this Conservation Easement is recorded.

D. In the event that any applicable state or federal law imposes affirmative obligations on owners of land which if complied with by Grantor would be a violation of a Term of this Conservation Easement, Grantor shall: (i) if said law require a specific act without any discretion on the part of Grantor, comply with said law and give Grantees written notice of Grantor's compliance as soon as reasonably possible, but in no event more than thirty (30) days from the time Grantor begins to comply; or (ii) if said law leaves to Grantor discretion over how to comply with said law, use the method most protective of the conservation features of the Property and Buffer.

E. This Conservation Easement shall be construed to promote the purposes of Section 2-118 of the Real Property Article of the Annotated Code of Maryland, and the purpose of this Conservation Easement.

F. The Terms of this Conservation Easement do not replace, abrogate or otherwise set aside any local, state or federal laws, requirements or restrictions imposing limitations on the use of the Property or Buffer.

G. This instrument sets forth the entire agreement of the parties with respect to the Conservation Easement and supersedes all prior discussions, negotiations, understandings or agreements relating to this Conservation Easement. If any Term is found to be invalid, the remainder of the Terms of this Conservation Easement, and the application of such Term to persons or circumstances other than those as to which it is found to be invalid, shall not be affected thereby.

H. Grantees shall record this instrument in a timely fashion among the Land Records of Worcester County, Maryland, and may re-record it at any time as may be required to preserve their rights under this Conservation Easement.

I. Grantor certifies that all mortgages and deeds of trust (collectively "Liens"), if any, affecting the Property and Buffer are subordinate to, or shall become subordinate to, the rights of Grantees under this Conservation Easement. Grantor has provided, or shall provide, a copy of this Conservation Easement to all mortgagees, and to all beneficiaries and/or trustees of deeds of trust (collectively "Lienholders"), already affecting the Property and Buffer or which will affect the Property and Buffer prior to the recording of this Conservation Easement, and shall also provide notice to Grantees of all such Liens. Each of the Lienholders has subordinated, or shall subordinate prior to recordation, the Liens to this Conservation Easement either by signing a subordination instrument contained at the end of this Conservation Easement which shall become a part of this Conservation Easement and recorded with it, or by recording a separate

subordination agreement pertaining to any such Lien.

J. Any notices by Grantor to Grantees pursuant to any Term hereof shall be sent by registered or certified mail, return receipt requested, addressed to Commissioners of Worcester County, Government Center, Room 1103, 1 West Market Street, Snow Hill, MD 21863, and to the Lower Shore Land Trust, Inc., 6842 Bushbuck Lane, Berlin, Maryland 21811, or to such other addresses as Grantees may establish in writing on notification to Grantor, or to such other addresses as Grantor know to be the actual location(s) of Grantees.

K. For purposes of this Conservation Easement, "Grantor" shall mean only, at any given time, the then current fee simple owner of the Property or Buffer and shall not include the original Grantor herein unless said original Grantor is still the then current fee simple owners of the Property or Buffer, except that if any Grantor has violated any term of this Conservation Easement, it shall continue to be liable therefore. A conveyance of the Property or Buffer is not intended nor shall it be construed to effect a merger or extinguishment of said Conservation Easement.

L. In any case where the Terms of this Conservation Easement require the permission, consent or approval ("Approval") of Grantees, the Approval shall be requested by written notice to Grantees prior to the proposed activity or use. Grantees shall consider the specific Term of this Conservation Easement requiring the Approval and the purpose of this Conservation Easement. The Approval shall be deemed to have been given unless within ninety (90) days after receipt of notice either Grantees mail notice to Grantor of disapproval and the reason therefore. In the event of a conflict between this paragraph and a Term requiring Approval, the Term requiring Approval shall prevail.

TO HAVE AND TO HOLD unto the Lower Shore Land Trust, Inc., the County Commissioners of Worcester County, their successors and assigns, forever as to the Property and unto the Lower Shore Land Trust, Inc., its successors and assigns, forever, as to the Buffer. The covenants agreed to, benefits and rights reserved, and the terms, conditions, and restrictions imposed as aforesaid shall be binding and benefit upon Grantor, its survivors, agents, personal representatives, heirs, assigns and all other successors to them in interest, and shall continue as a servitude running in perpetuity with the Property, Buffer and the 35' variable width access easement thereto.

AND Grantor covenants that it has not done or suffered to be done any act, matter or thing whatsoever, to encumber the interest in the Property hereby conveyed; that it will warrant specially the Property granted and that it will execute such further assurances of the same as may be requisite.

WITNESS WHEREOF, Grantor and Grantees have hereunto set their hands and seals the day and year above written.

GRANTOR:

WITNESS/ATTEST:

SHAMROCK SISTERS, LLC, a Maryland limited liability company

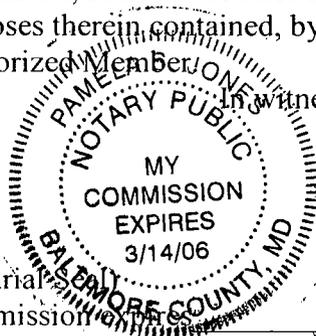
[Handwritten signature]

By: *[Handwritten signature]* (SEAL)
Timothy S. O'Shea
Authorized Member

STATE OF MARYLAND
COUNTY OF WORCESTER

On this the 12th day of October, 2004, before me, the undersigned officer, personally appeared TIMOTHY S. O'SHEA, who acknowledged himself to be the Authorized Member of SHAMROCK SISTERS, LLC, a Maryland limited liability company, and that he, as such Member being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the limited liability company by himself as Authorized Member.

In witness whereof I hereunto set my hand and official seal.



[Handwritten signature]

Notary Public

(Notarial
Commission)

3/14/06

ACCEPTED BY GRANTEES:

LOWER SHORE LAND TRUST, INC., a Maryland not-for-profit corporation

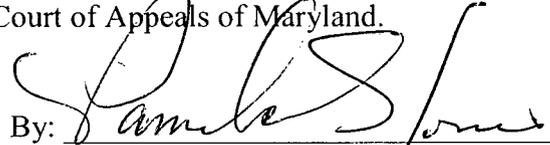
By: *[Handwritten signature]* (SEAL)
Audrey L. Pennington, President

COUNTY COMMISSIONERS OF WORCESTER COUNTY

By: *[Handwritten signature]* (SEAL)
John E. Bloxom, President

WORCESTER COUNTY CIRCUIT COURT (Land Records) SVH 4377, p. 0266, MSA_CE31_4528. Date available 03/16/2005. Printed 12/14/2023.

I hereby certify this deed was prepared by or under the supervision of Pamela S. Jones an attorney admitted to practice by the Court of Appeals of Maryland.

By: 
Pamela S. Jones, Attorney

Deed of Conservation Easement

Exhibit A
Property Description

ALL those parcels of ground situate in the Tenth Election District of Worcester County, Maryland, and described as follows, that is to say:

ALL THAT property generally referred to and known as "Parcel A, State Tidal Marshlands to be Conveyed to the Commissioners of Worcester County," containing 111.46 acres, more or less, as shown on Exhibit A attached hereto and entitled "Land to be Conveyed to the Commissioners of Worcester County, Maryland," and as further shown on the Plat entitled "Winding Creek Farms" recorded among the Land Records of Worcester County, Maryland in Plat Book _____, folio _____.

BEING a portion of the property which by Deed dated December 15, 2003, and recorded among the Land Records of Worcester County, Maryland, in Liber 3970, folio 044, was granted and conveyed by Ayres Creek Farm, LLC to the within named Grantor.

TOGETHER WITH a 35' Access and Utility Easement containing 2.20 acres, more or less, running through and across the lands of the Grantor, said easement designated and indicated "35' ACCESS & UTILITY EASEMENT" as shown on Exhibit A attached hereto and entitled "Land to be Conveyed to the Commissioners of Worcester County, Maryland," and as further shown on the Plat entitled "Winding Creek Farms" as recorded among the Land Records of Worcester County in Plat Book _____, folio _____.

WORCESTER COUNTY CIRCUIT COURT (Land Records) SVH 4377, p. 0268, MSA_CE31_4528. Date available 03/16/2005. Printed 12/14/2023.

Deed of Conservation Easement

Exhibit B
BUFFER DESCRIPTION
Page One of One

See Exhibit B for 100' Buffer shown on Engineer's drawing entitled "Land to be Conveyed to The Commissioners of Worcester County, Maryland" dated September 24, 2004 by CNA attached hereto and made a part hereof.

Plats Recorded In Plat Book SVH 197 Pages 12-51

MAR 1 1 2005 The foregoing instrument
filed for record and is accordingly recorded
among the land records of Worcester County,
Maryland.

Richard J. Gula Clerk



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
 ROSCOER, LESLIE
 COUNTY ATTORNEY

April 5, 2024

To: Worcester County Commissioners
 From: Karen Hammer, Administrative Assistant V
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2024

President Bertino – You have Two (2) positions open:

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board

Commissioner Purnell – You have filled all your positions, Thank you!

Commissioner Bunting - You have One (1) position open:

- Susan Childs – Resigned – April 2022 – Commission for Women

Commissioner Abbott – You have filled all your positions, Thank you!

Commissioner Mitrecic – You have Two (2) positions open:

- Bill Paul – Term Expiring Dec. 2023 – Building Code Appeals Board
- Michael Donnelly- Term Expiring Dec. 2023 – Local Development Council for Ocean Downs Casino

Commissioner Elder - You have filled all your positions, Thank you!

Commissioner Fiori - You have Eight (8) positions open:

- Martin Kwesko - **Resigned** - Dec. 21- Water & Sewer Advisory Council, 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
- Deborah Stanley – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Gail Fowler – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

All Commissioners:

(5)-Adult Public Guardianship Board-

4- Terms Expiring Dec. 2023-attached summary in open session

1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

(1)-Drug and Alcohol Abuse Council – (1Deceased) (Dr. Cragway)

(3) -Local Development Council for the Ocean Downs Casino-

2- Previously Expired Terms - Mark Wittmyer At-Large, David Massey (At-Large-Business O.P.), **Term Expiring 1 -**
(Mitrecic) Michael Donnelly.

(4) -Water and Sewer Advisory Council - Mystic Harbour 3-(Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell)

1-Term Ended-Martin Kwesko

(3)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended-Dec. 21 – Keith Swanton

2 – Terms Expiring Dec. 2023; Deborah Stanley, Gail Fowler

(2 - Total): Commission for Women:

(2) Resigned -Elizabeth Rodier, (Fiori) and Susan Childs (Bunting)

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

BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland
COMAR 05.02.07 (Maryland Building Performance Standards)
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms
Terms expire December 31

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Jennifer Kenner, Director
Development Review & Permitting (410-632-1200, ext. 1100)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19, 19-23
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27

Prior Members:

Robert L. Cowger, Jr. (92-95)
Charlotte Henry (92-97)
Robert Purcell (92-98)
Edward DeShields (92-03)
Sumei Prete (97-04)
Shane C. Spain (03-14)
Dominic Brunori (92-15)
Richard P. Mueller (98-17)

* = Appointed to fill an unexpired term

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>
	<u>At-Large Members</u>	
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 - deceased
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
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27

	<u>Ex-Officio Members</u>	
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

* Appointed to a partial term for proper staggering, or to fill a vacant term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory
To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code. Review Housing Assistance Programs.

Number/Term 7/3-year terms
Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department
Davida Washington, Housing Program Administrator - 410-632-1200

Ext: 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Scott Tingle	D-4, Elder	Snow Hill	14-17-20-23-26

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	John Glorioso (*06-19)
Larry Duffy (90-00)	Sharon Teagle (00- 20)
Patricia McMullen (00-02)	Davida Washington (*21-21)
William Merrill (90-01)	Donna Dillion (08-22)
Debbie Rogers (92-02)	C.D. Hall 10-22
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)
	Jake Mitrecic (15-21)

* = Appointed to fill an unexpired term

**LOCAL DEVELOPMENT COUNCIL
FOR THE OCEAN DOWNS CASINO**

ITEM 12

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 ^c	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	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
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 ^c	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 ^c	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27

Prior Members:

J. Lowell Stoltzfus^c (09-10)
 Mark Wittmyer^c (09-11)
 John Salm^c (09-12)
 Mike Pruitt^c (09-12)
 Norman H. Conway^c (09-14)
 Michael McDermott (10-14)
 Diana Purnell^c (09-14)
 Linda Dearing (11-15)
 Todd Ferrante^c (09-16)

Since 2009

Joe Cavilla (12-17)
 James N. Mathias, Jr.^c (09-18)
 Ron Taylor^c (09-14)
 James Rosenberg (09-19)
 Rod Murray^c (*09-19)
 Gary Weber (*19-21)

Charlie Dorman (12-19)
 Gee Williams (09-21)

* = Appointed to fill an unexpired term/initial terms staggered
^c = Charter Member

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 ^C	Bay Vista I	05-10-14-18, 18-22 (deceased)
Joseph Weitzell	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
Matthew Kraeuter	Ocean Reef	*19-22, 23-27

Prior Members: (Since 2005)

John Pinnero ^C (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^C (05-06)	Bob Hunt (*06-19)
William Bradshaw ^C (05-08)	
Buddy Jones (06-08)	
Lee Trice ^C (05-10)	
W. Charles Friesen ^C (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

^C = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

**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^c (93-96) Andrew Delcorro (*14-19)

John Mick^c (93-95)

Frank Gunion^c (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham^c (93-13)

Ralph Giove^c (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 (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

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

Contact: Coleen Colson, Chair and , Laura Morrison, Co-Chair
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

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)
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
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
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Kathleen Palmer	D-1, Abbott	Pocomoke City	23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	23-26

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Bonnie Platter (98-00)	Vyoletus Ayres (98-03)
Helen Henson ^c (95-97)	Marie Velong ^c (95-99)	Terri Taylor (01-03)
Barbara Beaubien ^c (95-97)	Carole P. Voss (98-00)	Christine Selzer (03)
Sandy Wilkinson ^c (95-97)	Martha Bennett (97-00)	Linda C. Busick (00-03)
Helen Fisher ^c (95-98)	Patricia Ilezuk-Lavanceau (98-99)	Gloria Bassich (98-03)
Bernard Bond ^c (95-98)	Lil Wilkinson (00-01)	Carolyn Porter (01-04)
Jo Campbell ^c (95-98)	Diana Purnell ^c (95-01)	Martha Pusey (97-03)
Karen Holck ^c (95-98)	Colleen McGuire (99-01)	Teole Brittingham (97-04)
Judy Boggs ^c (95-98)	Wendy Boggs McGill (00-02)	Catherine W. Stevens (02-04)
Mary Elizabeth Fears ^c (95-98)	Lynne Boyd (98-01)	Hattie Beckwith (00-04)
Pamela McCabe ^c (95-98)	Barbara Trader ^c (95-02)	Mary Ann Bennett (98-04)
Teresa Hammerbacher ^c (95-98)	Heather Cook (01-02)	Rita Vaeth (03-04)

* = Appointed to fill an unexpired term

^c = Charter member