

# 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>  
Meeting Attendees are required to wear face coverings and practice social distancing.

**March 16, 2021**

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room - Room 1101  
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding the hiring of a Scale Operator, a Roads Worker II, and a Grounds Utility Mechanic in Public Works, a Workforce Engagement Specialist in Economic Development and Tourism, and certain personnel matters; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Gary McCabe), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes of March 2, 2021 Meeting
- 10:05 - Proclamations on March for Meals Month 1
- 10:10 - Chief Administrative Officer: Consent Agenda  
(911 Board Project approvals, All Hallows Episcopal Church Letter of Support) 2-4
- 10:20 - Chief Administrative Officer: Administrative Matters  
(BOE MOE Calculation, BOE FY22 Non-Recurring Letter, Wor-Wic Budget Presentation, COA Transit Grant Public Hearing Request, Pending Board Appointments, FY22 Benefits Recommendations, FY22 Enterprise Fund Operating Budgets, FY22 General Fund Operating Budget, OP Water and Sewer Planning Area Public Hearing Request, 2021 Renewal for Alcoholic Beverage Licenses, Ames Road Speed Study, Courthouse Low Slope Roof Replacement, OP Treatment Unit 3 Aeration Replacement, OC Library Roof Shingle Replacement) 5-12, 15-20
- 10:30 - Public Hearing on CDBG COVID Grant 13
- 10:45 - FY22 Ocean City Budget Request Presentation 14
- 10:50 -
- 11:00 -
- 11:30 - Questions from the Press; County Commissioner's Remarks
- 12:00 - Closed Session (If Necessary)
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) 5-12, 15-20

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

**Hearing Assistance Units Available** - see Weston Young, Asst. CAO.  
Please be thoughtful and considerate of others.  
**Turn off your cell phones & pagers during the meeting!**

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

March 2, 2021

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

Following a motion by Commissioner Bertino, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included the following: promoting Trudy Gebhardt from part-time Recreation Program Monitor to full-time Recreation Program Manager II and Nikki Powell from Scale Operator II to Office Assistant III within the Solid Waste Division; hiring Johnathan Glenn, Jr. as a Plant Operator Trainee within the Water and Wastewater Division; advertising for a Budget Officer within County Administration; and other personnel matters; receiving legal advice from counsel; and performing administrative functions, including discussing FY22 health benefits, considering attendance at the 2021 Hurricane Conference, and discussing potential board appointments.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Elder, the Commissioners unanimously voted to adjourn their closed session at 10:03 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Pastor Sean Davis of Ocean City Baptist Church and pledge of allegiance, announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the open and closed session minutes of their February 16, 2021 meeting as presented.

The Commissioners presented a proclamation recognizing March as Women's History Month to Commission for Women (CFW) Co-Chair Liz Mumford and other CFW members, honoring the contributions of these and other exemplary women to the economic, cultural, and social well-being of Worcester County.

The Commissioners presented a proclamation recognizing March as Professional Social

Work Month to Mike Trader and Sandy Kerrigan of the Health Department and Tammy Jones, Acting Assistant Director of Services for the Department of Social Services (DSS) and other DSS staff members to honor social workers for striving to improve lives locally.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to schedule a second public hearing on March 16, 2021 regarding the progress of a \$64,265 Community Development Block Grant (CDBG) that was awarded to the County and sub-awarded to Diakonia, Inc. (\$32,865) for staff costs and COVID testing supplies for homeless persons due to increased need caused by the pandemic, and to the Worcester County Developmental Center (\$31,400) to provide virtual day programs and services to developmentally disabled adults who are isolated due to the COVID-19 crisis. The grant period began on August 27, 2020 and will close on July 31, 2022.

Upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the bid from Beach Construction Company for \$8,600, with an additional \$1,000 contingency fund for any unanticipated work, at a not-to-exceed cost of \$9,600 for railings, ramp, and stairs for the Diakonia shelter renovation project. This project will be funded by CDBG funds.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved by consent agenda item numbers 4-5 as follows: approved bid specifications for the general rehabilitation of a single-family home in the Snow Hill area, which is to be funded through the State Special Loans Program; and approved the 2021 Mosquito Control Program budget, as outlined in a letter to the County from Brian Prendergast, Maryland Department of Agriculture (MDA) Mosquito Control Program Manager, for County funding of \$83,940 for the Mosquito Control Program in Worcester County, with State funding of \$82,260 and community funding of \$240,300 for a total budget of \$406,500, with area residents who participate in the program to pay the \$65 fee per residential household up front to cover a portion of the cost of spraying.

The Commissioners met with Public Schools Superintendent Louis H. Taylor to discuss funding requests to replace the 27-year-old roof at Pocumoke Middle School (PMS) at a cost of \$2,600,442 and the Stephen Decatur Middle School (SDMS) addition project. Also in attendance were Board of Education (BOE) member Dr. Jon Andes, Chief Financial Officer Vince Tolbert, and Facilities Planner Joe Price.

Upon a motion by Commissioner Bertino, the Commissioners unanimously awarded County funds of \$1,452,942 for the PMS roof replacement project. Mr. Taylor advised that County funds coupled with State funding of \$1,275,000 will fully fund the project, which will be completed during summer 2021.

Following further discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded funds of \$108,825 for the preconstruction and bidding phase for the SDMS addition project. Mr. Taylor advised that the Interagency on School Construction has recommended approving \$3.7 million of the \$4.8 million of the BOE's FY22 capital project request, with funds to be formally awarded this May. He further advised that project bids will be awarded on August 18, with construction to begin this November.

The Commissioners reviewed a memo from Budget Officer Kathy Whited regarding the

FY22 Municipal Tax Rates and Constant Yield Tax Rates for Berlin, Ocean City, Pocomoke City, and Snow Hill. They then met with representatives from the towns of Pocomoke City, Snow Hill, and Berlin, as well as the Ocean Pines Association (OPA) regarding their FY22 grant requests from the County. The Commissioners will meet with Ocean City representatives on March 16, 2021.

The Commissioners met with Pocomoke City Manager Jeremy Mason who thanked the Commissioners for providing relief to the town in the form of CARES Act funding. He advised that town officials are requesting that the County maintain funding to Pocomoke City in all categories for FY22, including categorical funding and pass-through grants, as well as new funding of \$32,490 or 10% of the Ocean Downs Casino table games revenues, for a total of \$1,666,936 to help maintain the General Fund to support public works, police, emergency medical services, water and wastewater facilities, and economic development.

The Commissioners met with Snow Hill Mayor Tammy Simpson and Town Manager Gary Weber. Mr. Weber thanked the Commissioners for their prior support and stated that the town is seeking funding for FY22, including an unrestricted grant of \$500,000 (a \$35,000 increase); \$235,000 payment in lieu of taxes; \$35,000 for a new aerator; a grant request for \$200,000 to help cover the cost of a \$475,000 project to replace a failing wastewater inflow and infiltration line; \$32,490 or 10% of the Ocean Downs Casino table games revenues; \$73,000 restricted fire grant; and other shared revenues and State aid pass throughs for a total of \$2,100,830 for FY22.

Berlin Mayor Zack Tyndall thanked the Commissioners for their prior support to help offset a portion of public safety costs for police, fire, and emergency medical services. He asked the Commissioners to increase grant funding to include a \$517,375 grant, an 11.26% increase from the prior year, which includes an unrestricted grant of \$465,000, funds of \$39,875 toward Rails-to-Trials, a \$7,500 grant toward the Berlin Community Center feasibility study, a \$5,000 grant toward Berlin Independence Day fireworks; and a \$214,000 restricted fire grant; and other shared revenues and State aid pass throughs for a total of \$2,314,368.

The Commissioners met with Ocean Pines Association (OPA) President Larry Perrone to discuss their FY22 grant requests from the County. Mr. Perrone stated that the OPA is seeking funding in the following areas: a public safety grant of \$525,000 for police services (a \$50,000 increase); a County street grant of \$122,943; a grant of \$150,000 for the restoration of roads and bridges; a grant of \$25,000 for tourism (a \$15,000 increase); and \$40,000 for Recreation and Parks programs. In total, including fire and ambulance funding, the OPA requests \$1,697,051 in funding from the County in FY22.

The Commissioners thanked officials from the towns and OPA for taking time to meet with them to review their FY22 grant requests.

The Commissioners met with Salisbury Airport Assistant Manager Chris Davidson to discuss the status of the regional airport and to review the PowerPoint “SBY Airport – Your Economic Multiplier,” which included the following: the \$1.1 billion total economic activity; 10,000 jobs in Maryland aviation, and 2014 economic impact of \$25 million versus the 2019 economic impact of \$28 million; Face – Lift projects; Ongoing Projects, including the \$3.2 million Maintenance/SRE building, \$726,000 ARFF vehicle, \$1.8 million ARFF building, \$5.3 million Taxiway A rehabilitation, \$1.4 million Piedmont improvements, \$31 million Runway extension; Regional Impact, including metropolitan statistical area, regional drone impacts,

Federal Emergency Management Agency (FEMA) challenges, and educational partnerships; and future planned growth.

Commissioner Church thanked Mr. Davidson for meeting with the Commissioners, noting that the Salisbury Airport is one of the largest assets on the Eastern Shore. In response to a question by Commissioner Bertino, Mr. Davidson stated that the runway extension is needed to better accommodate new and existing aircraft, such as Piedmont, which must leave four to five seats vacant on each flight due to weight restrictions imposed by the runway length. He further stated that, once the runway extension is complete, aircraft will be able to carry enough fuel to fly from Salisbury to California.

The Commissioners met with Information Technology Director Brian Jones and Chief Executive Officer Andrew DeMattia and Chief Operating Officer Andre DeMattia for Talkie Communications, the County's broadband vendor, to discuss the timeline and funding options to extend broadband in the County. The DeMattias reviewed a PowerPoint outlining Talkie Communications business overview; history as a local company located in Chestertown, Maryland; products and services pertaining to a 100% fiber optic network, live streaming television, Voice over Internet Protocol (VoIP), and home security; support from Queen Anne's County Commissioners to expand broadband in their area; and the partnership with ADTRAN, Talkie's software and hardware vendor, to build an all-fiber 10G communications backbone along the Eastern Shore to connect underserved communities and drive overall economic development to the region.

Andre DeMattia stated that Talkie has been awarded a \$3 million federal grant to be released over the next 10 years, and he thanked the Commissioners for completing a broadband study, which his staff utilizes to apply for state and federal grants for this project, which is estimated to cost \$52 million. In response to questions by Commissioner Elder, Mr. DeMattia stated that they anticipate grant funds will be released in August and hope to complete the project in Worcester County within the next six years. This would allow them to begin installing fiber in the south end and work northward, but he stressed that this work is contingent upon the availability of funding. He further explained that Talkie has used \$8 million in grant funds and their own funds to install fiber in Kent County and Queen Anne's County. He stated that in Worcester County they will complete higher-density areas first due to the significant return on investment in those areas, as those funds are needed to cover the costs of continuing to install fiber in low-density areas.

Commissioner Bunting stated that Bishopville residents in his area are located in dead spots and cannot wait six years for fiber. In response to questions and concerns raised by Commissioner Bunting, Mr. DeMattia stated that grant funds may be used to install fiber optics only, not wireless. He further noted that, the project in Worcester County could be completed more quickly if additional funding was available. Commissioner Bertino stated that broadband is a needed infrastructure project. In response to questions by Commissioner Bertino, Andre DeMattia stated that wireless is significantly more expensive than broadband, with higher installation costs, and works at slower speeds because it is line-of-sight dependent. He further confirmed that Talkie could develop a plan and a cost estimate to complete this project in two years for the Commissioners' consideration within the next month. Commissioner Mitrecic noted that the towns are already being served by broadband providers, such as Mediacom, Verizon, and Comcast. In response to questions by Commissioner Mitrecic, Andrew DeMattia stated that

Talkie offers three different broadband packages: \$69 for 100 megabits per second (Mbps), \$79 for 400 Mbps; and \$89 for gigabits, uncapped. He stated that no one is required to sign a contract, and Talkie offers a three-year rate guarantee.

Following much discussion, the Commissioners requested Talkie develop a proposal for a two-year project to install fiber throughout the County for the Commissioners to consider at their April 6, 2021 meeting.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Elder, the Commissioners unanimously agreed to appoint Robert Clarke to the Economic Development Advisory Board for the remainder of a four-year term expiring December 31, 2021, to replace Ralph Shockley who passed away.

Pursuant to the recommendation of Development Review and Permitting Director Ed Tudor and upon a motion by Commissioner Nordstrom, the Commissioners unanimously adopted the Findings of Fact and Zoning Resolution No. 21-1 for Rezoning Case No. 431, rezoning approximately 1.25 acres of land consisting of three separate segments on an overall parcel totaling 5.46 acres, located to the northerly side of U.S. Rt. 50, east of MD Rt. 707 in West Ocean City, and more specifically identified on Tax Map 26 as part of Parcel 158, from R-2 Suburban Residential District and RP Resource Protection District to C-2 General Commercial District.

Pursuant to the request of Emergency Services Director Billy Birch and upon a motion by Commissioner Nordstrom, the Commissioners unanimously agreed to increase the 911 phone line fee from \$0.75 per phone line to \$1.50 per phone line effective July 1, 2021 to cover the cost of 911 expenses. Mr. Birch stated that in 2020 the 911 fees were \$618,996, while expenses were \$3,805,732, leaving \$3,186,736 in unreimbursed costs. He further stated that the County will advise the 911 Board of this change prior to the April 1, 2021 deadline, and noted that even with this fee increase, the County will still recognize a revenue shortfall of \$2,568,671.50 in the coming fiscal year.

In follow up to January 5, 2021 discussions, Public Works Deputy Director John Ross updated the Commissioners on steps taken to reconfigure the farm lease for the Newark spray irrigation project and to identify area farmers who may meet the qualifications to bid on a project to harvest crops and thus remove nutrients from the spray field. Mr. Ross stated that County staff met with several farmers to discuss the requirements to manage the site to include the following: the need to be local, as moving equipment to the site would be difficult; work with the Maryland Department of Agriculture (MDA) to develop a nutrient management plan; experience with effluent spraying beneficial; and the work should be revenue neutral, with no large expenses and no windfall revenues. Mr. Ross stated that to date the County has received one proposal from Robert and Rod Ewell to manage the site at no cost to the service area. He explained that the Ewells are experienced in managing an effluent disposal site.

In response to a question by Commissioner Elder, Mr. Ross stated that the farmers who spoke with County staff about this project explained that they could not meet all of the conditions, and it would be cost prohibitive to transport their equipment to and from Newark to manage 40 acres. Mr. Bunting stated that the proposal from the Ewells is cost neutral, making it

the best option for everyone.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners unanimously accepted the proposal from Robert and Rod Ewell to manage the Newark spray irrigation site.

Health Officer Becky Jones and Mr. Birch updated the Commissioners on COVID-19 vaccination efforts in Worcester County. Ms. Jones stated that between the Worcester County Health Department (WCHD), Atlantic General Hospital (AGH), and area pharmacies, the County has collectively administered over 11,000 first doses, which represents 21% of the population, and 6,800 second doses, which represents 13% of the population, ranking them second in the State for first doses and first for second doses. She stated that the WCHD is primarily receiving the Moderna vaccine and should receive a small allocation of the Johnson & Johnson single-dose Janssen vaccine. She thanked the Commissioners for reaching out to State officials concerning the limited distribution of the vaccine to the County. She also advised that the County has tremendous local partnerships, which have resulted in multiple vaccine sites throughout the County, along with a mobile unit that can go into harder-to-reach communities, giving them the capability to administer 3,000 doses per week. However, collectively the County is only receiving about 300 doses per week. She stated that this distribution is based on a population of 52,000 year-round residents as identified in the Census. However, there are currently over 6,400 people on the wait list to be vaccinated. Because a large number of second-home owners are coming to Worcester County to be vaccinated, the WCHD has asked State officials to base distribution on larger Census data that identifies the population at about 200,000 full-time and part-time residents.

Ms. Jones advised that the County has been able to bring people in to replace no-shows, so that no vaccine doses have been wasted. In response to a question by Commissioner Bertino, Ms. Jones stated that the doses to be allocated to the proposed mass vaccination site in Wicomico should not impact the number of doses to be issued to the County. In response to a question by Commissioner Elder, Ms. Jones stated that the County prioritizes doses for those ages 65 and older, and individuals are guaranteed to receive a second dose for every first dose that has been given. Commissioner Mitreic praised the partnership between the County and Ocean City to run a vaccination site at Northside Park in Ocean City. In response to a question by Commissioner Mitreic, Ms. Jones agreed to find out the number of vaccine doses were administered at a mass vaccination site in Dover recently. Commissioner Purnell praised the partnerships between AGH and several community churches to administer 156 doses of the vaccine last Saturday to those ages 65 and older in the African American community, and the dates for the second doses have already been locked in.

Mr. Birch expressed concern that the Maryland Emergency Management Agency (MEMA) has received approval from the Federal Emergency Management Agency (FEMA) for a 150-day program to operate mobile vaccination clinics in underserved areas in 10 jurisdictions, including Worcester County, to administer 250 vaccines per day beginning April 1. He expressed concern that this is a duplication of efforts, as the clinics in the County cannot operate at capacity due to the limited availability of the vaccine, and it would be difficult for those who receive the first vaccine from the MEMA mobile site to set up appointments to receive the needed second doses.

Following some discussion and upon a motion by Commissioner Bertino, the

Commissioners unanimously agreed to send a letter to Governor Larry Hogan and MEMA, explaining that the County does not need MEMA mobile destination points, but does need increased doses.

The Commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner MB, seconded by Commissioner TE, the Commissioners unanimously voted to meet in closed session at 12:05 p.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Topics discussed and actions taken included employee evaluations.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Elder, the Commissioners unanimously voted to adjourn their closed session to meet again on March 16, 2020.



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER

ROSCOE R. LESLIE  
COUNTY ATTORNEY

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

## PROCLAMATION

**WHEREAS**, this March we join with representatives from the Worcester County Commission on Aging (COA) to celebrate the 19<sup>th</sup> annual March for Meals Month to highlight the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and to raise awareness about the escalating problems regarding senior hunger and isolation; and

**WHEREAS**, COA volunteers and staff, in partnership with MAC, Inc., the Area Agency on Aging, are the backbone of the Meals on Wheels program. As a direct result of their services, nutritious meals are delivered to seniors and individuals with disabilities who are at significant risk of hunger and isolation. In 2020 alone, they provided 21,776 nutritious meals to seniors, which represents a 70% increase from meals delivered in 2019.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, proclaim March 2021 as the 19<sup>th</sup> annual **March for Meals Month** and urge citizens to support the Worcester County Meals on Wheels program to combat senior hunger and isolation.

Executed under the Seal of the County of Worcester, State of Maryland, this 16<sup>th</sup> day of March, in the Year of Our Lord Two Thousand and Twenty-One.

\_\_\_\_\_  
Joseph M. Mitrecic, President

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

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

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Joshua C. Nordstrom

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





EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services *(B.B.)*

Re: Maryland 911 Board project approval #21-160

Date: 24 February 2021

---

The Department of Emergency Services is seeking authorization and permission to proceed with ENSB Project #21-160 in the amount of \$96,514.36 to be reimbursed to the County for fees associated maintenance costs owed to Carousel Industries in reference to the County's 911 service.

I am available to answer any questions at your convenience.

Attachments (1)

Carousel Industries of North America, Inc.

Invoice

P.O. Box 842084  
 Boston, MA 02284-2084  
 Phone: (800) 401-0760



Number: 1103201922M  
 Date: November 03, 2020

**Bill To:**

Worcester County Emergency Services  
 Attn: Accounts Payable  
 1 West Market St  
 Snow Hill, MD 21863

**Covered Locations:**

See Below

**Rep:**

Daniel Heilman

**Terms**

Net 30 days

**Customer PO**

Contract	CI#	Contract Description	Address	Subtotal	Sales Tax	Total	Reference	Billed From	Billed Thru
82951	2546883	_(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	1 W Market St Snow Hill, MD	\$1,440.00	\$0.00	\$1,440.00	JUNIPER/FORTINET	11/1/20	10/31/21
82952	2546884	_911 SYSTEM (SLA: STANDARD) - (RMT: 24X7) - (ONSITE: 24X7) - (PARTS:Y)	1 W Market St Snow Hill, MD	\$68,078.36	\$0.00	\$68,078.36	911	11/1/20	10/31/21
82954	2546885	_(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	6743 Central Site Ln Newark, MD	\$1,440.00	\$0.00	\$1,440.00	JUNIPER/FORTINET	11/1/20	10/31/21
82956	2546886	_(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	6501 Coastal Hwy Ocean City, MD	\$5,424.00	\$0.00	\$5,424.00	JUNIPER	11/1/20	10/31/21
82959	2546887	_(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	239 Ocean Pkwy Berlin, MD	\$1,692.00	\$0.00	\$1,692.00	JUNIPER	11/1/20	10/31/21
82961	2546888	_(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	9758 Ocean Gtwy Berlin, MD	\$1,692.00	\$0.00	\$1,692.00	JUNIPER	11/1/20	10/31/21
82964	2546889	_(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	1500 Market St Pocomoke City, MD	\$1,692.00	\$0.00	\$1,692.00	JUNIPER	11/1/20	10/31/21

**\*\* If you have any questions regarding this invoice, please e-mail [collections@carouselindustries.com](mailto:collections@carouselindustries.com) or call 866-495-9390. \*\***  
 Canadian Business # 821538014, GST # 821538014RT0001, QST # 1215963035, TIN 061502254, Equal Opportunity Employer

**Carousel Industries of North America, Inc.**

**Invoice**

P.O. Box 842084  
 Boston, MA 02284-2084  
 Phone: (800) 401-0760



Number: **1103201922M**  
 Date: November 03, 2020

**Bill To:**

Worcester County Emergency Services  
 Attn: Bill Birch  
 1 W Market St, Rm 1002  
 Snow Hill, MD 21863

**Covered Locations:**

See Below

**Rep:**

Daniel Heilman

**Terms**

Net 30 days

**Customer PO**

Contract	CI#	Contract Description	Address	Subtotal	Sales Tax	Total	Reference	Billed From	Billed Thru
82966	2546890	(SLA: STANDARD) - (MANAGED SERVICES 24X7) + SRM(Y) + AGENCY(Y) + (REMOTE MAC: 24X7)	10 Williams St Berlin, MD	\$1,692.00	\$0.00	\$1,692.00	JUNIPER	11/1/20	10/31/21
186222	2549796	AIRBUS: VALUE CARE-CO DELIVERY:24X7 (FORMERLY CASSIDIAN)	1 W Market St Snow Hill, MD	\$13,364.00	\$0.00	\$13,364.00		6/5/21	10/31/21

**Maintenance Contract Charges.**

**\$96,514.36**

Subtotal: \$96,514.36  
 Sales Tax: \$0.00

Please remit payment by the effective period start date to ensure coverage. **Total Amount Due: \$96,514.36 USD**

**\*\* If you have any questions regarding this invoice, please e-mail [collections@carouselindustries.com](mailto:collections@carouselindustries.com) or call 866-495-9390. \*\***  
**Canadian Business # 821538014, GST # 821538014RT0001, QST # 1215963035, TIN 061502254, Equal Opportunity Employer**



EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services *(B.B.)*

Re: Maryland 9-1-1 Board project approval #21-183

Date: 24 February 2021

The Department of Emergency Services is seeking authorization and permission to proceed with 911 Board Project #21-183 in the amount not to exceed \$374.75 to be reimbursed to the County for the purchase of five in-ear headsets. The purchase of these headsets was prompted by the medical necessity of one of our current employees. We are purchasing one for her and the other four for spares or to have in case others would require this type.

I am available to answer any questions at your convenience.

Attachments (1)



Department of Public Safety and Correctional Services

Maryland 9-1-1 Board

300 East Joppa Road - Suite 1000, Towson, Maryland 21286-3068  
(410) 339-6383 • FAX (410) 339-6306 • www.dpscs.state.md.us/ensb/

February 1, 2021

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER  
McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

Mr. Timothy Coale  
Worcester County 9-1-1 Center  
1 West Market Street  
Courthouse Room 1002  
Snow Hill, MD 21863

RE: ENSB Project # 21-183 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your request for headsets for your county's 9-1-1 Specialists in an amount not to exceed \$374.75, per your County's request. This funding is contingent upon the availability of funds in the Trust Fund.

The Board has established certain time limits concerning funding. Per these time limits you must award a contract for this project within six months from the date of this letter and the project must be completed within one year of the date of this letter. If these deadlines are not met, you must notify the Office of the Executive Director and may be required to appear before the Board to explain the circumstance surrounding the delay of this project.

Once the entire project or billable portion has been completed you can be reimbursed for the costs or the Board can pay the vendor directly. If you want to be reimbursed, please send me a letter specifying the amount of the reimbursement and include a copy of the invoice and a copy of the cancelled check along with the county's federal tax ID number. If you want the Board to pay the bill directly forward the invoice accompanied by a letter specifying that the materials or services have been received/installed to your satisfaction, specifying the amount to be paid, and requesting direct payment. The invoice will then be processed for payment directly from the Trust Fund account. **The vendor's/county's Federal ID number must be included or the package will be returned without being processed.**

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-339-6383.

Sincerely,

*Scott G. Roper*

Scott Roper  
Executive Director

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



OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

# MEMORANDUM

**TO:** Chief Administrative Officer Harold Higgins  
**FROM:** Kim Moses, Public Information Officer  
**DATE:** March 9, 2021  
**RE:** All Hallows Episcopal Church Request for Letters of Grant Support

---

All Hallows Episcopal Church in Snow Hill members have developed a Condition Assessment and Preservation Plan to protect and restore this historic church, which was constructed between the years 1748 and. In 2020, the Commissioners submitted grant support letters on behalf of the church for a Heritage Fund grant through Preservation Maryland and a Beach to Bay Heritage Area grant through the Lower Eastern Shore Heritage Council. While the church was awarded a Beach to Bay Heritage Area grant, the Preservation Grant was not approved. Therefore, church officials will be applying for an FY22 Maryland Heritage Areas Authority grant to help cover restoration costs and are requesting a letter of support from the Commissioners to submit with their application.

The draft letter supporting the All Hallows Episcopal Church grant request is attached for Commission President Mitrecic to sign.

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



OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

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

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 16, 2021

Ms. Jennifer Ruffner, Administrator  
Maryland Heritage Areas Program  
Maryland Historical Trust  
100 Community Place, 3rd Floor  
Crownsville MD 21032

RE: MHAA Grant Application for All Hallows Episcopal Church

Dear Ms. Ruffner:

On behalf of the Worcester County Commissioners, I would like to express our support of the All Hallows Episcopal Church application to the Maryland Heritage Areas Authority. The funds will be used to develop a comprehensive and professionally prepared *Condition Assessment & Preservation Plan* to meet the urgently needed preservation requirements to protect this aging historic church, which is a focal point of our community.

All Hallows is an excellent example of mid-18th century vernacular church architecture, few of which still remain. Even though additions and alterations have been made over time, the church still retains its original form and is a key-contributing resource within the Snow Hill Historic District. Construction was funded in 1748 by an act of the Maryland Colonial Assembly, which taxed tobacco for the church. Completed in 1756, All Hallows Episcopal Church has been in continuous use for more than 250 years and was added to the National Register of Historic Places in 1979. All Hallows also remains an active and significant parish as part of the Episcopal Diocese of Easton.

We thank you for your favorable consideration in awarding grant funds to support the historic preservation of the All Hallows Episcopal Church.

Sincerely,

Joseph M. Mitrecic  
President

JMM/KAM



# ITEM 5

## Board Members

ERIC W. CROPPER, SR.  
President

ELENA J. MCCOMAS  
Vice-President

JON M. ANDES, Ed.D.

WILLIAM E. BUCHANAN

TODD A. FERRANTE

WILLIAM L. GORDY

DONALD C. SMACK, SR.

**The Board of Education of Worcester County**  
6270 Worcester Highway | Newark, Maryland 21841  
Telephone: (410) 632-5000 | Fax: (410) 632-0364  
[www.worcesterk12.org](http://www.worcesterk12.org)

**Administration**  
**LOUIS H. TAYLOR**  
Superintendent of Schools  
**C. DWAYNE ABT, Ed.D.**  
Chief Safety & Human Relations  
Officer  
**DENISE R. SHORTS**  
Chief Academic Officer, Gr. PK-8  
**VINCENT E. TOLBERT, CPA**  
Chief Financial Officer  
**ANNETTE E. WALLACE, Ed.D.**  
Chief Operating & Academic Officer,  
Gr. 9-12

February 17, 2021

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

Dear Mr. Higgins:

Attached is a **draft** Maintenance of Effort calculation for fiscal year 2022. The Maryland State Department of Education has not yet released the official Maintenance of Effort forms for FY22. As outlined in the attachment, estimated maintenance of effort funding would require an increase of \$1,014,455 in county funding for FY2022. Funding at this level will not allow us to meet our budgetary requests as included in our FY22 Proposed Operating Budget.

Please contact me with any questions regarding this information.

Sincerely,

Louis H. Taylor  
Superintendent of Schools

**Maintenance of Effort**

**Definition:** *To receive the FY22 amount in State foundation and compensatory aid, a local government must appropriate at least as much funding per pupil to the local board of education as it appropriated in the previous year.*

**Worcester County - Maintenance of Effort Level  
Estimated - FY2022**

<u>Line #</u>		
1	FY 2021 Highest Appropriation	\$93,992,139
2	FTE Enrollment - FY2021:	6,421.00
3	Appropriation per Student - FY 2021:	\$14,638.24
	PLUS	
	Increase to Per Pupil Amount if Applicable	
	Increase in Local Wealth Per Pupil %	2.50% *
4	Additional Per Pupil Amount	\$365.96
5	Adjusted per Pupil Amount	\$15,004.20
6	FTE Enrollment - FY2022	6,332.00 **
	(Actual student enrollment = 6,711 )	
7	FY 2022 Maintenance of Effort Funding Level (Est.):	\$95,006,594
	(6,332 FTE X \$14,638.24 FY21 per pupil funding + 2.5%)	
8	County FY21 Maintenance of Effort Funding Level	\$93,992,139
9	Change in FY22 Maintenance of Effort Level (Est.):	\$1,014,455

\* (In the 2012 legislative session, the State amended the MOE requirements to include an Educational Effort component. Based on information received from the State, a 2.5% increase in local per pupil funding will be required in Maintenance of Effort funding for FY21.)

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

Administration

LOUIS H. TAYLOR  
Superintendent of Schools

C. DWAYNE ABT, Ed.D.  
Chief Safety & Human Relations  
Officer

DENISE R. SHORTS  
Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA  
Chief Financial Officer

ANNETTE E. WALLACE, Ed.D.  
Chief Operating & Academic Officer,  
Gr. 9-12



**The Board of Education of Worcester County**  
6270 Worcester Highway | Newark, Maryland 21841  
Telephone: (410) 632-5000 | Fax: (410) 632-0364  
[www.worcesterk12.org](http://www.worcesterk12.org)

# ITEM 6

Board Members

ERIC W. CROPPER, SR.  
President

ELENA J. MCCOMAS  
Vice-President

JON M. ANDES, Ed.D.

WILLIAM E. BUCHANAN

TODD A. FERRANTE

WILLIAM L. GORDY

DONALD C. SMACK, SR.

February 17, 2021

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

Dear Mr. Higgins:

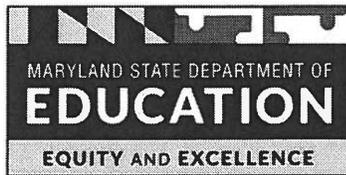
The Board of Education's proposed FY22 Operating Budget adopted on February 16, 2021, does not include any items identified as non-recurring.

Please contact me with any questions regarding this information.

Sincerely,

A handwritten signature in cursive script that reads 'Louis H. Taylor'.

Louis H. Taylor  
Superintendent of Schools



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

---

**TO:** Local Superintendents of Schools  
County Administrators  
School Finance Officials

**FROM:** Amalie Brandenburg *AEB*  
Deputy Superintendent for the Office of Finance

**DATE:** January 8, 2021

**SUBJECT:** Requests for Non-recurring Cost Exclusions

---

Local Governments are required to provide funding to local school systems that meets or exceeds the prior year's highest local appropriation, on a current year per pupil basis. In some cases, local governments may want to make additional, one-time investments in the local school system. Sections 5-202(3)(i)(1) and 5-202(6) of the Education Article provide for the exclusion of qualifying non-recurring costs from the highest local appropriation to the school operating budget.

Local governments identify non-recurring cost items, confer with local school systems, and submit the signed non-recurring cost exclusion request to MSDE. Fiscal Year 2022 requests are due to MSDE on or before March 31, 2021. MSDE will review requests based on the requirements of COMAR 13A.02.05.00 and provide decisions to local governments and local school systems by May 1, 2021.

For Fiscal Year 2022, the form (in excel) is attached and provides drop down menus to select the allowable categories and associated object/type of non-recurring cost exclusion. A description is required for each cost item, and should clearly indicate why the cost qualifies as non-recurring. Lack of detail can impact the final decision as well as the timing of the response. The county government and the school board should confer about each item.

The local government completes and signs the form, and provides it to the local school system, which completes and signs the form, and returns it to the local government. The local government submits the completed, signed request to MSDE. Each entity should retain a copy of the signed form.

An electronic version of the form will be provided via e-mail. Please contact Donna Gunning at [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov) or 410-767-0757, or Samuel Pandian at [Samueldurai.pandian@maryland.gov](mailto:Samueldurai.pandian@maryland.gov) or 410-767-0272 with any questions or concerns.

AEB:dg  
Attachment



DRAFT

March 16, 2021

Mr. Samuel Durai Pandian  
Program Manager IV  
Maryland State Department of Education  
Office of Fiscal Planning, Research and Evaluation  
200 W. Baltimore Street  
Baltimore, MD 21201

Re: FY2022 Nonrecurring Cost Exclusion Request Form

Dear Mr. Pandian:

Please be advised that at their meeting of March 16, 2021, the Worcester County Commissioners and the Worcester County Board of Education approved the request for nonrecurring cost exclusions form with \$0.00 for the FY2022 budget. Attached please find the Certification of Mutual Agreement form completed by the School system and County government.

The letter and form are also emailed to your attention to meet the deadline of March 31, 2021. If you should have any other questions, please feel free to contact me at this office.

Sincerely,

Kathy Whited  
Budget Officer

:kw

Attachment: FY2022 Nonrecurring Cost Request

Cc: Ms. Donna Gunning, Executive Director, Maryland State Department of Education  
Louis H. Taylor, Superintendent, Worcester County Board of Education  
Vincent E. Tolbert, CPA, Chief Financial Officer, Board of Education  
Harold L. Higgins, Chief Administrative Officer, Worcester County  
Phillip Thompson, CPA, Finance Officer, Worcester County

H:\FY22 Budget\Board of Education\FY2022 Nonrecurring cost exclusion memo to State Dept of Education.docx

# Wor-Wic Community College

## Helping to Grow a Healthy Lower Shore Economy



7-1

ITEM 7

# Mission

---

Wor-Wic is a comprehensive community college that enhances **local economic growth** by **addressing the educational, training and workforce development** needs of the residents of Worcester, Wicomico and Somerset counties...

# Comprehensive Community College

---

- Career training programs for immediate entry into the workforce
- Transfer curricula-freshman and sophomore years
- Workforce development, customized training and continuing education





7-4

WOR-WIC  
COMMUNITY COLLEGE

ITEM 7

# Master Plan



7-5

ITEM 7

# Applied Technology Building Project





WOR-WIC COMMUNITY COLLEGE  
BECKER MORGAN GROUP  
Perkins&Will  
ARCHITECTURE  
ENGINEERING



WOR-WIC COMMUNITY COLLEGE  
BECKER MORGAN GROUP  
Perkins&Will  
ARCHITECTURE  
ENGINEERING



7-7

WOR-WIC COMMUNITY COLLEGE  
BECKER MORGAN GROUP  
Perkins&Will



WOR-WIC COMMUNITY COLLEGE  
BECKER MORGAN GROUP  
Perkins&Will



ITEM 7

WOR-WIC COMMUNITY COLLEGE  
BECKER MORGAN GROUP  
Perkins&Will  
ARCHITECTURE  
ENGINEERING

# Facility Program

---

- Expanded coursework in:
  - Transportation
  - Industrial trades
    - HVAC
    - Electrical
    - Plumbing
    - Welding
- Emphasis on applied and emerging technologies such as:
  - Industrial Technology
  - Supply Chain Manufacturing
  - Alternative Energy
  - PLC Technology



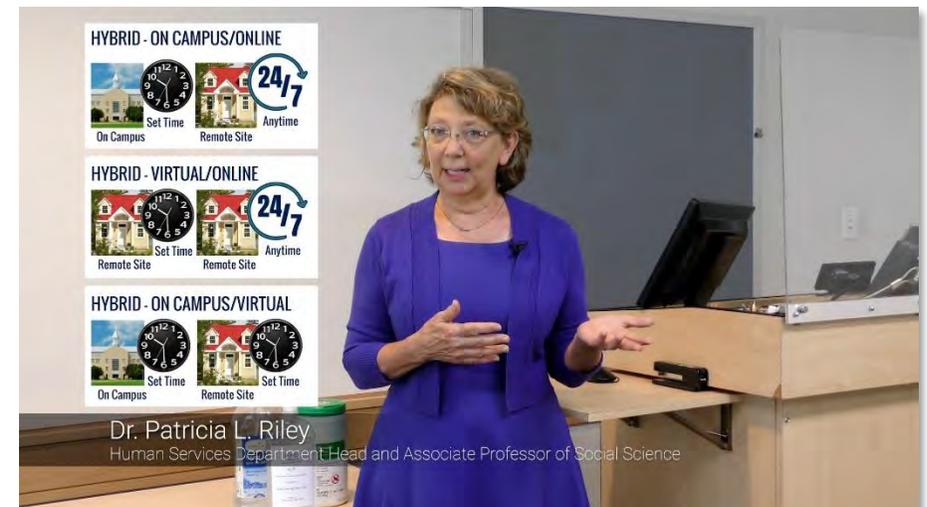
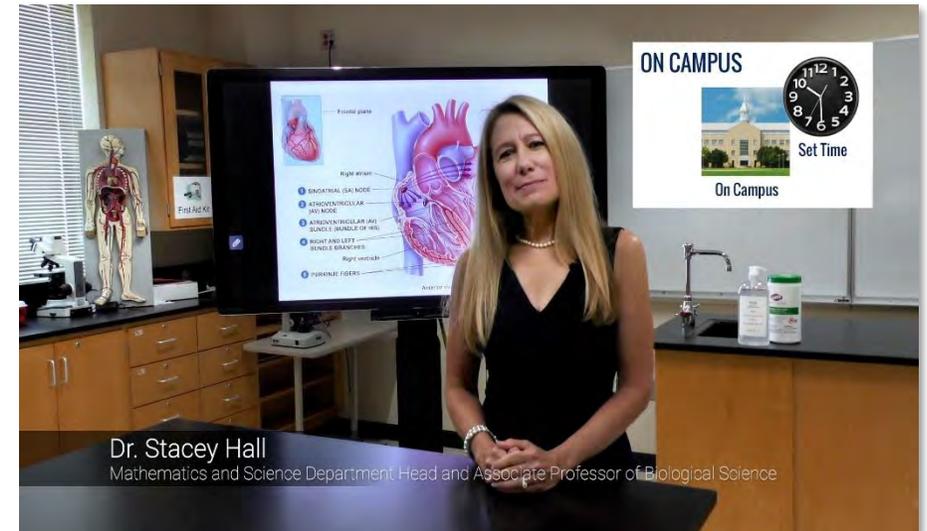
# Learning Spaces

- Specialized industrial laboratories
- Makerspace multipurpose laboratory
  - For students and community members
  - Environment that promotes innovation and exploration
- Computer laboratory
- Student study spaces (including 3 collaborative learning spaces)



# Fall 2020 COVID-19 Response

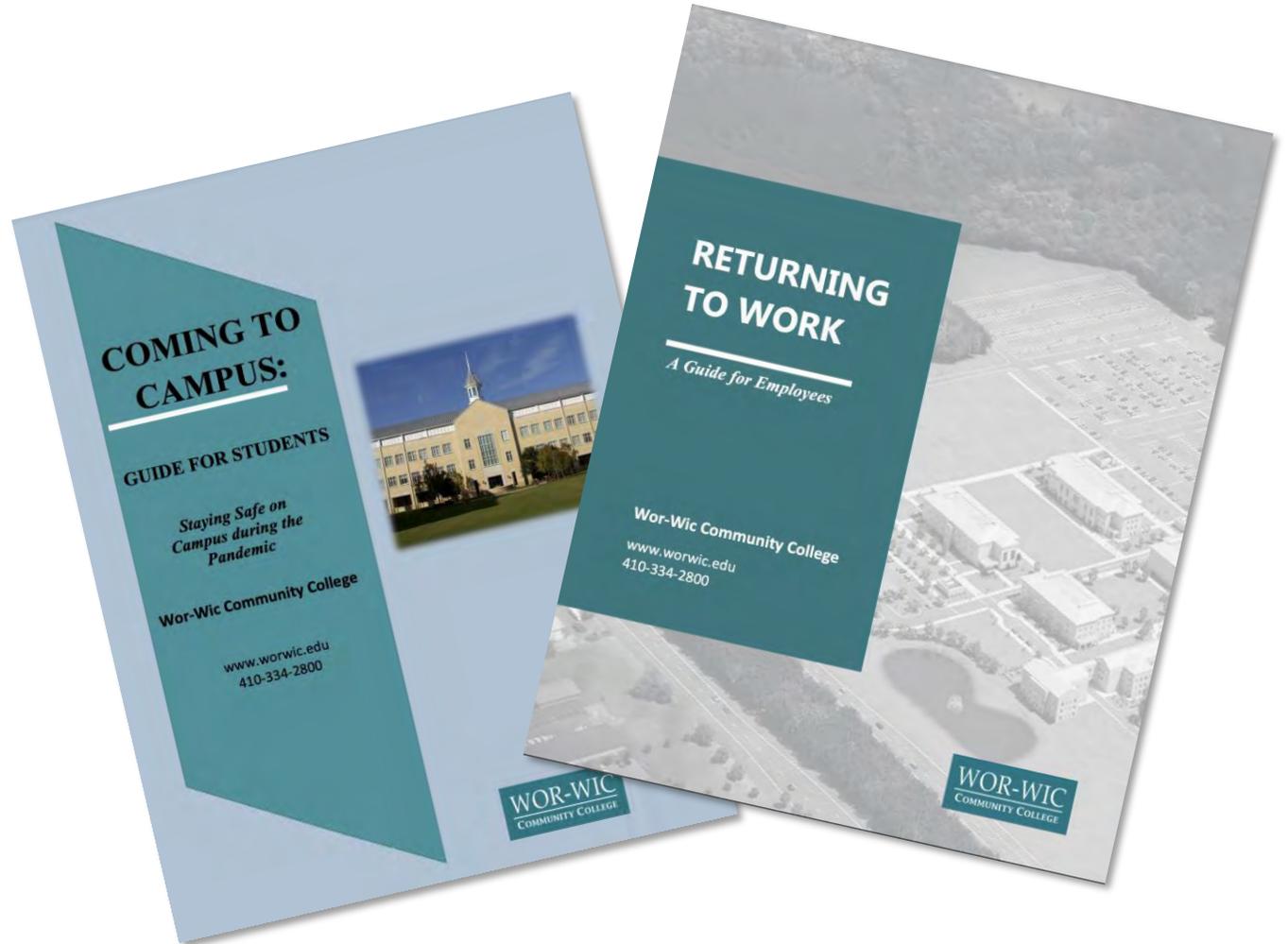
- Surveyed our students
  - 36% wanted campus-based instruction
  - 33% wanted online instruction
  - 10% wanted virtual with set times
  - 21% wanted a hybrid approach (some in-person, some remote)
- Defined what a safe campus environment looks like
- Developed six teaching plans consistent with students' expressed needs



# 2020 - 2021 COVID-19 Response

---

- Daily health screening
- 6 feet social distancing
- Masks
- Sanitation



# 2020 - 2021 COVID-19 Response

- We offered in-person and remote instruction
- Students enrolled in the same manner as indicated in the surveys

**ON CAMPUS**



On Campus

Students and instructors meet on campus on set days and times. Instruction could be livestreamed half of the time in order to meet social distancing requirements.

**ONLINE**



Remote Site

Students complete their coursework online anytime, but assignments have specific deadlines.

**VIRTUAL**



Remote Site

Students and instructors meet in different locations via video conferencing software on set days and times.

**HYBRID - ON CAMPUS/ONLINE**



On Campus Remote Site

Students meet with instructors on campus on set days and times and complete the other half of their coursework online anytime.

**HYBRID - ON CAMPUS/VIRTUAL**



On Campus Remote Site

Students and instructors meet on campus on set days and times and in different locations via video conferencing software on other set days and times.

**HYBRID - VIRTUAL/ONLINE**



Remote Site Remote Site

Students and instructors meet on set days and times in different locations via video conferencing software for half the time, while the other half of the course work can be completed by students online anytime.



# Budget Proposal

FY 2022

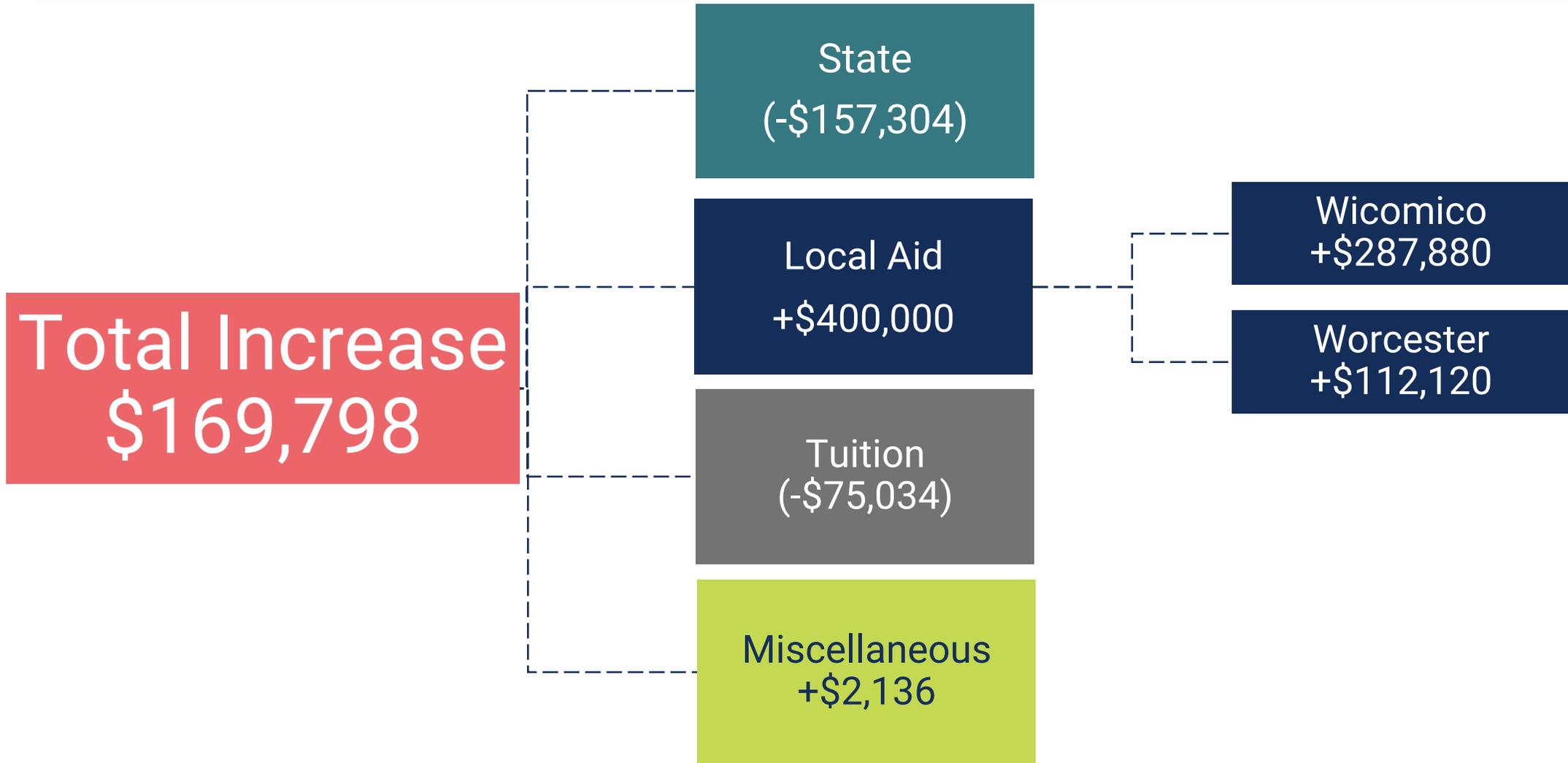
# 2022 Budget

---

Total Budget *\$29,003,061*

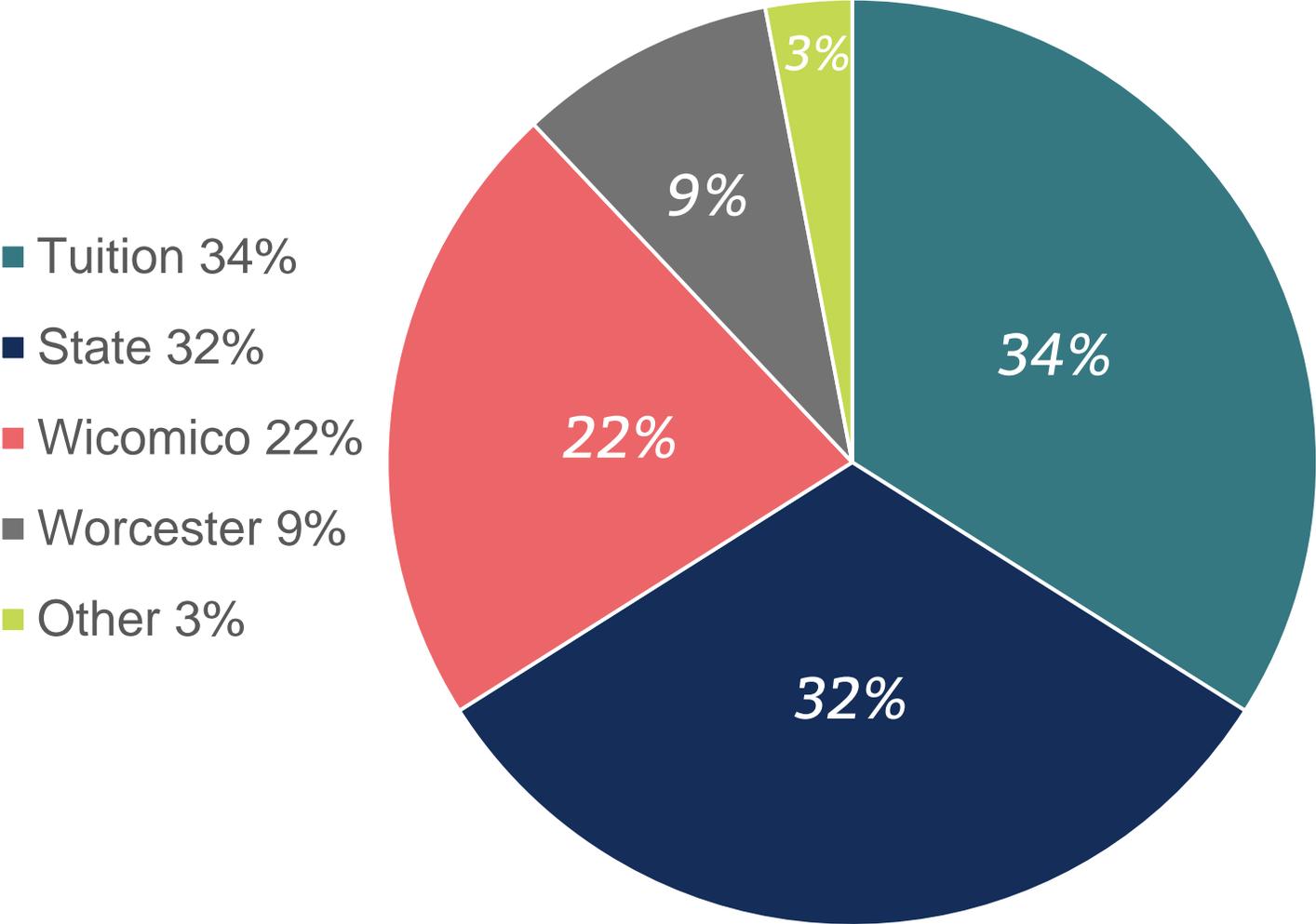
Represents *0.59%* increase over FY 2021

# Revenue Assumptions



# 2021 Revenue Sources

---



# Revenue Assumptions: Tuition

---

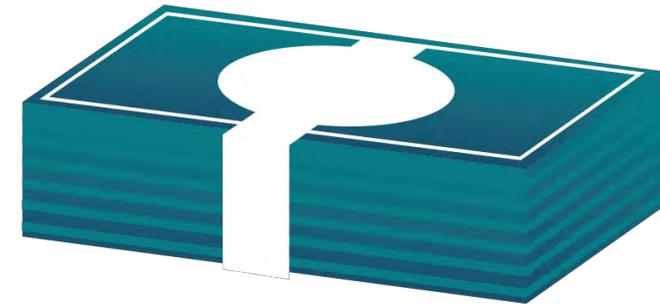
Budgeted FTEs – **2,327**

- 1,492 credit, 835 non-credit

## Tuition and Fees

- \$5 (4%) in-county tuition increase to **\$129** per credit hour

By statute, community colleges are limited to a maximum 4% tuition increase annually.



# FY 2021 Tuition Per Credit Hour

---

Community College	Tuition
Howard Community College	\$142
Carroll Community College	136
Harford Community College	133
Montgomery College	132
College of Southern Maryland	131
Allegany College of Maryland	129
Frederick Community College	128
Chesapeake College	125
Cecil College	125
<b>Wor-Wic Community College</b>	<b>124</b>
Hagerstown Community College	123
Community College of Baltimore County	122
Anne Arundel Community College	120
Baltimore City Community College	110
Prince George's Community College	107
Garrett College	99
<b>State Average</b>	<b>124</b>

# Revenue Assumptions: Counties

---

FY 2022 request is \$400,000 more than FY 2021 request.

Wicomico

\$287,880



Worcester

\$112,120



---

**Total**

**\$400,000**

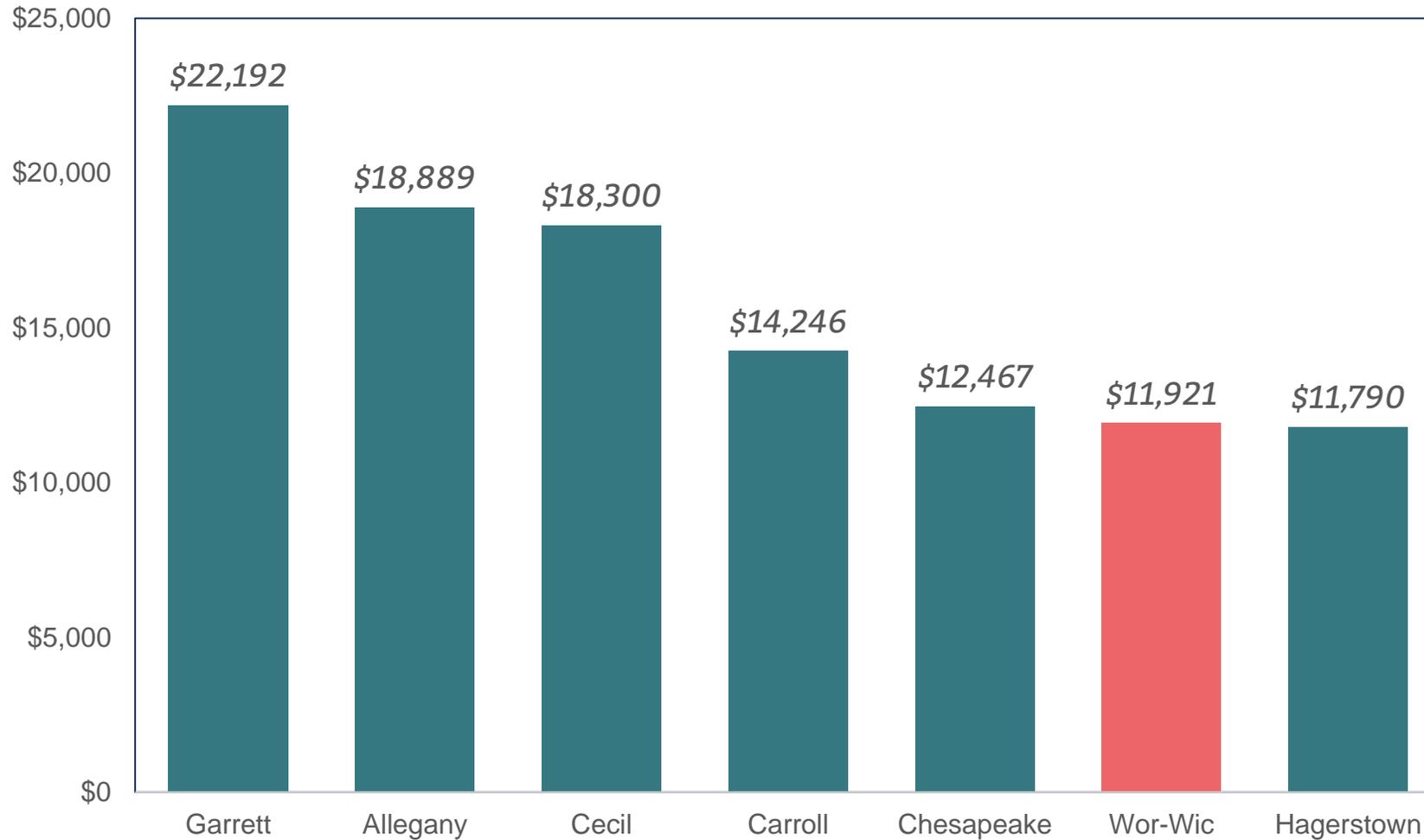
# FY 2020 Local Funding

(ranked smallest sized school to largest)

College	Local \$ per FTE	MD FTE	Total Local Aid
Garrett	\$7,344	556	\$4,083,287
Cecil	8,252	1,410	11,635,702
Allegany	5,253	1,467	7,706,856
Chesapeake	4,221	1,642	6,930,336
<b>Wor-Wic</b>	<b>3,681</b>	<b>2,168</b>	<b>7,979,754</b>
Carroll	5,559	2,180	12,118,962
Hagerstown	3,767	2,664	10,035,290
<b>Small College Averages</b>	<b>\$5,440</b>		

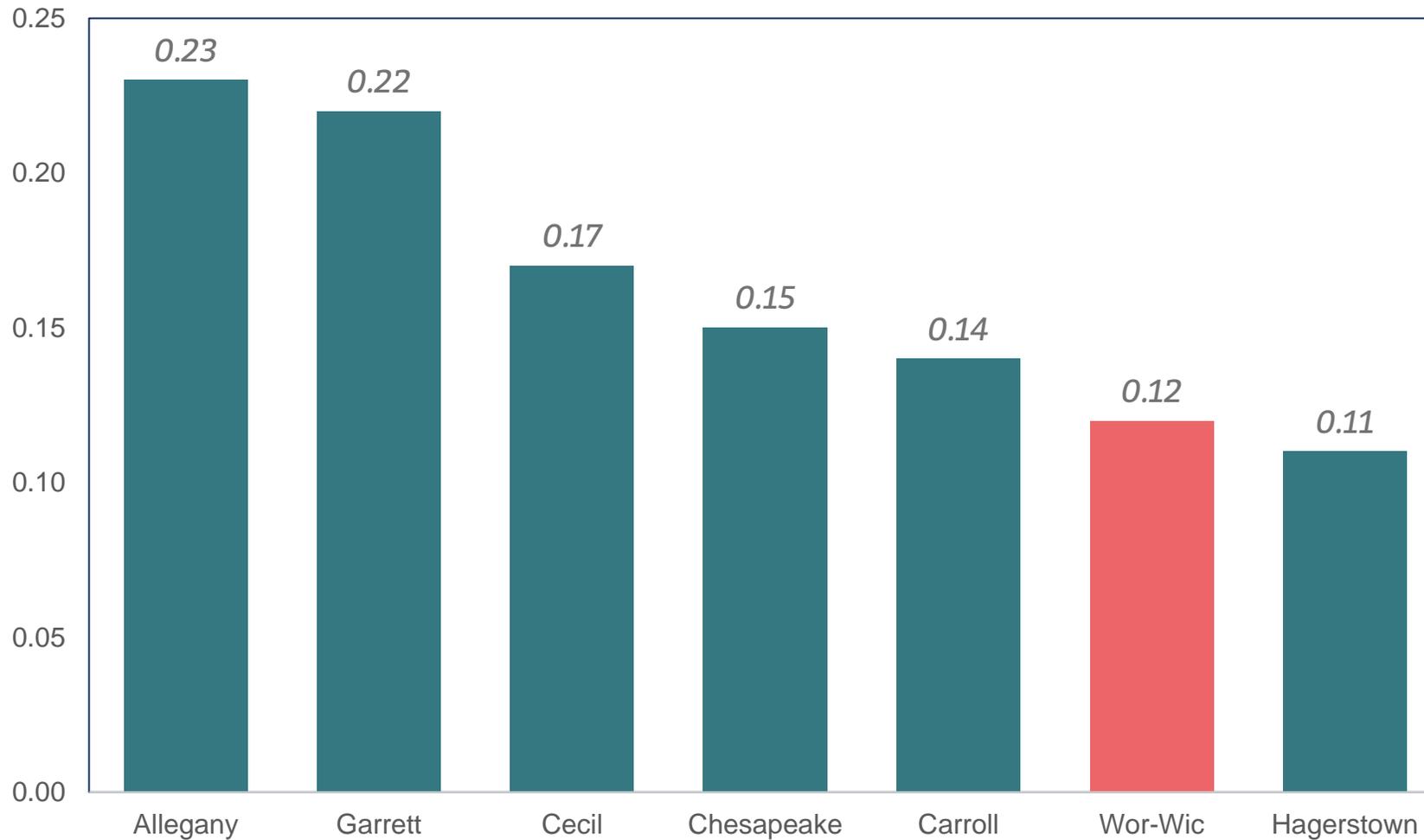
# FY 2020 Cost Per FTE

---



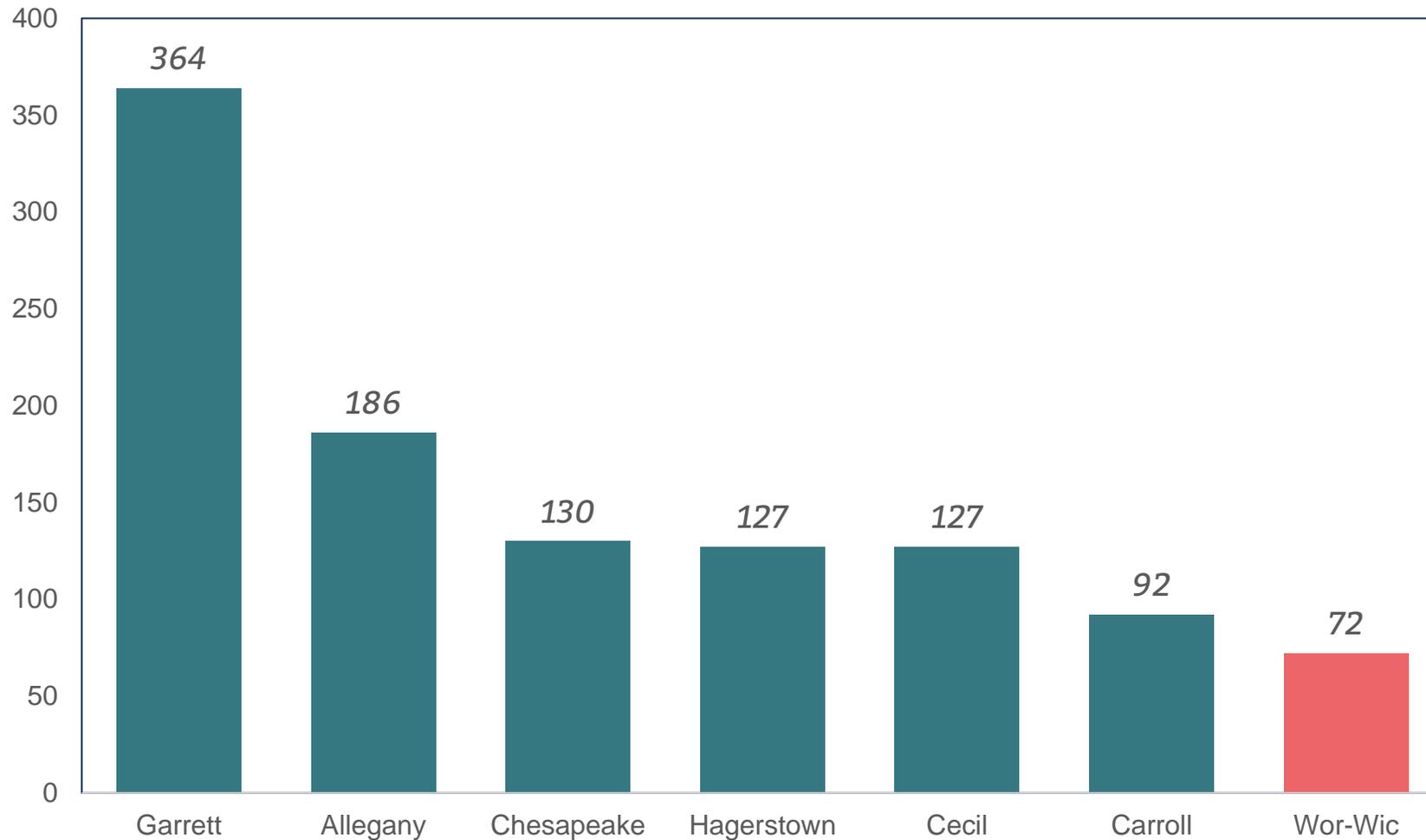
# FTE Employees Per FTE Student

---



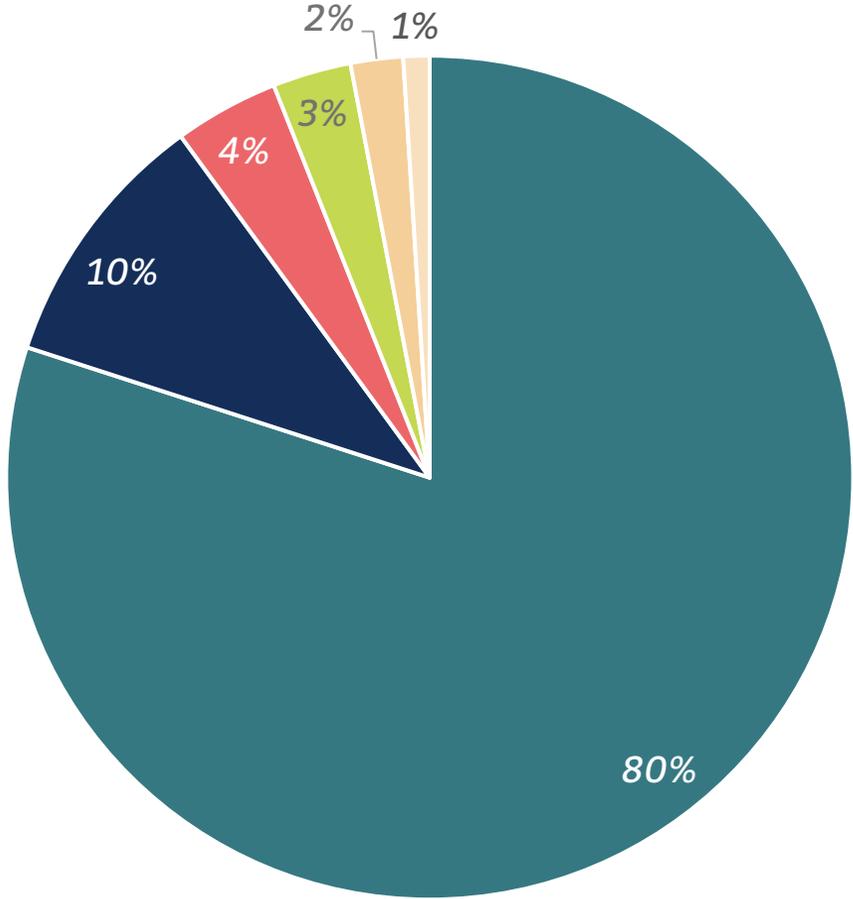
# Net Assignable Square Feet Per FTE

---



# 2022 Expenditures

- Salaries & Fringe Benefits 80%
- Contractual Services 10%
- Supplies 4%
- Other (Fixed, Comm., Travel, F&E) 3%
- Utilities 2%
- Grants & Subsidies 1%
- Contingency 0%



# Expenditure Assumptions

---

Salaries	Change
Compensation <ul style="list-style-type: none"><li>• 2.5% Midpoint Increase July</li><li>• Shifting scales by 6.25%</li></ul>	\$456,546
Eliminate (4) and Freeze (4) Positions, 27 <sup>th</sup> Pay for 12-Month Employees, Vacancy/Turnover, Conversions, Adjust College % for Title III Positions	(-335,148)
New Positions (2 FT Academic Advisors @ 20%)	20,933
Faculty Promotions	17,498
Part-Time Faculty/Overload, Tutors, Lab Instructors, Consulting Services, Temporary Staff, Student Assistants/Work Study Students, Overtime	(-144,497)
<b>TOTAL BUDGETED SALARIES INCREASE</b>	<b>\$15,332</b>

# Full-Time Faculty Pay

---

## Local Public Schools FY 2021

Bachelors – No experience:

Somerset	Wicomico	Worcester
<b>\$48,329</b>	<b>\$48,238</b>	<b>\$47,322</b>

## Wor-Wic Starting Faculty Pay

Master's degree plus 2 years experience:

**\$45,808** FY 2021 (effective 1/3/21)

Wor-Wic Proposed  
Starting Faculty Pay  
FY 2022:  
**\$48,671**

# Expenditure Assumptions

---

## New Positions

Change

Two Academic Advisors

\$20,933

- 20% College, 80% Title III

# Expenditure Assumptions (continued)

---

Fringe Benefits	Change
FICA Tax	(-\$21,087)
Medical Insurance	21,225
OPEB Expense	0
Other Fringe Benefits (Dental, Life, LTD, Misc.)	(-2,353)
<b>TOTAL BUDGETED FRINGE BENEFITS</b>	<b>(-\$2,215)</b>

# Expenditure Assumptions (continued)

Expense	Change
Contractual Services	\$151,109
Supplies	120,360
Communications	(-12,824)
Conferences & Meetings	(-51,147)
Grants & Subsidies	(-10,000)
Utilities	(-30,000)
Fixed Charges	0
Furniture & Equipment	(-10,817)
Contingency	0
<b>TOTAL Non-Compensation/FB</b>	<b>\$156,681</b>

# Maintenance and Repair

---

Wireless System Replacement & Additional Cabling	\$168,500
Fire Alarm & Mass Notification System (Phase I)	60,000
FOH Stair Tread & Landing Replacement	46,000
Campus Wide Roof Repairs	22,000
Sidewalk/Curb & Gutter Repairs	21,000
Misc. – to cover any funding shortfall for Facilities Renewal Grant projects	40,000
<b>TOTAL</b>	<b>\$357,500</b>

No local funds are requested for the college's Maintenance & Repair Plan. Priorities can change due to emergencies.

# Facilities Renewal Grant Projects

---

South 2 Parking lot milling, resurfacing, striping	\$240,000
South 3 Parking lot milling, resurfacing, striping	203,000
Henson Hall Roof Restoration	65,000
<b>TOTAL</b>	<b>\$508,000</b>

No local match is required for Facilities Renewal projects – State funding available for \$474,000.



# Community College Promise

---

- Full tuition and fees scholarships for all Maryland high school graduates
  - 2.3 high school GPA
  - Family adjusted gross income of <\$150,000 (2 parent) or <\$100,000 (1 parent)
  - Must maintain full-time attendance (12 credits)
  - Must maintain a 2.5 college GPA
  - Have 3 years to earn a two-year degree
  - Funds available for select non-credit workforce training courses
- Upon graduation, guaranteed admission to every Maryland public 4-year college or university



# Changing Lives Since 1975

7 - 34

ITEM 7

# Capital

## Applied Technology Building

---

### Design

**FY 21**

State

\$1,522,000

Wicomico

361,466

Worcester

145,784

### Construction

**FY 22**

**FY 23**

State

\$15,750,000

\$7,175,000

Wicomico

5,445,384

Worcester

2,196,188

### Furniture & Equipment

**FY 23**

State

\$2,350,000

Wicomico

558,141

Worcester

225,105



*Our mission is to enhance the quality of life for Worcester County citizens 50 years and older.  
Our vision is to provide programs and services that promote active, independent and healthy lifestyles.*

**MEMO**

ACAO Note: The public hearing is tentatively set for the May 4th meeting.

To: Harold Higgins, Chief Administrative Officer  
Cc: Weston Young, Asst. Chief Administrative Officer  
From: John Dorrough, Executive Director  
Date: March 3, 2021

SUBJECT: Senior Transportation Funding FY22 Public Hearing

The Worcester Commission on Aging is requesting a public hearing be held on the Maryland Transit Administration (MTA) ATP/SSTAP application for Worcester County.

The Worcester Commission on Aging (WorCOA) has been operating the MTA SSTAP grant this year. In FY22 the Commissioners of Worcester County will become the grantee and a public hearing needs to be held as soon as possible. We have been working with county administration staff on all the details.

**Worcester Commission on Aging**

Community for Life • Worcester Adult Medical Day Services • Senior Care • Senior Ride • Meal On Wheels  
Berlin 50plus Center • Ocean City 50plus Center • Pocumoke City 50plus Center • Snow Hill 50plus Center

4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863

410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org

## Weston S. Young

---

**From:** John Dorrough <john@worcoa.org>  
**Sent:** Wednesday, March 3, 2021 2:39 PM  
**To:** Harold Higgins  
**Cc:** Weston S. Young; Kimberly Reynolds; Roscoe Leslie  
**Subject:** Senior Transportation Funding FY22 Public Hearing

**CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.**

Harold,

The Worcester Commission on Aging is requesting a public hearing be held on the Maryland Transit Administration (MTA) ATP/SSTAP application for Worcester County.

The Worcester Commission on Aging (WorCOA) has been operating the MTA SSTAP grant this fiscal year. In FY22 the Commissioners of Worcester County will become the grantee, and a public hearing needs to be held as soon as possible. We have been working with county administration staff on all the details.

Below there are additional details on suggested wording for the newspaper notice.

Please let us know if any additional information is needed.

Best regards!

*John Dorrough*, Executive Director



### [Worcester Commission On Aging](#)

Office: 410.632.1277 ext 702 - FAX: 1.855.206.4371  
4767 Snow Hill Rd - PO Box 159 - Snow Hill, MD 21863

CONFIDENTIALITY NOTICE: This message may contain confidential and privileged information intended for the use of the addressee(s) named above. If you are not the intended recipient of this message, any use, distribution, or reproduction of this message, partial or in its entirety is prohibited. If you have received this message in error, please notify the sender immediately.

### **Suggested Wording:**

The County Commissioners of Worcester County is applying for grant funds from the Maryland Department of Transportation. This notice is to notify you about Worcester County's application, our Annual Transportation Plan (ATP), and to solicit your comments on the proposed plan.

The Worcester Commission on Aging is a non-profit agency that provides senior transportation services for Worcester County seniors and persons with disabilities. The County Commissioners of Worcester County is applying for grant funding in the sum of \$126,975 to continue to operate these public and specialized transportation services.

The ATP contains requests for funding assistance from the following program:

## ITEM 8

- the Statewide Special Transportation Assistance Program (SSTAP) which provides funds for transportation of elderly persons and persons with disabilities;

The detailed service plan is available for review at 4767 Snow Hill Road, Snow Hill, Maryland from 9AM to 3PM, Tuesday– Friday by appointment. Any private citizen, public/private transit or paratransit operator wishing additional information or desiring to submit comments on the project can call the Worcester Commission on Aging at 410-632-1277 x701.

Worcester County's  
SSTAP  
Transportation Plan  
For  
Fiscal Year 2022



Worcester County's  
SSTAP  
Transportation Plan  
For  
Fiscal Year 2022

*ATP-22  
PROGRAM  
DESCRIPTION  
PART I-A*

Annual Transportation Plan for Fiscal Year 2022

SECTION 1  
PROGRAM DESCRIPTION

This part of your application is critical in justifying requested funding as well as documenting that planning requirements have been completed. Refer to application instructions for more information on what is required under each section.

This document is formatted to be 'tabbed' through. All responses should be placed in the yellow boxes. Copy and Paste where necessary inside the yellow boxes. The boxes will expand with your entries. Please enter ALL information in this file. Be sure to include this file on the disc submitted with your application

Jurisdiction/Program: Worcester County

A. CONTACT INFORMATION

Applicant Organization

Legal Name: County Commissioners of Worcester County DUNS #: 101119399  
 Mailing Address: 1 W, Market St., Room 1103 CAGE CODE: 8ALE6  
 Street Address: 1 W, Market St., Room 1103 (Part of the SAMS System)  
 City: Snow Hill State: MD Zip code: 21863-0121  
 Federal Taxpayer ID: 52-001064 Website (URL): https://www.co.worcester.md.us

Application Submitted By - Must be person named on Authorizing Resolution

Name: Joseph M. Mitrecic  
 Title: President of the County Commissioners of Worcester County  
 Telephone: 410/632-1194 Fax: \_\_\_\_\_  
 Email: jmitrecic@co.worcester.md.us TTY: \_\_\_\_\_

Application Contact -Person to whom questions should be directed

Name: Kim Reynolds  
 Title: Senior Budget Accountant  
 Telephone: 410-632-1194 Fax: \_\_\_\_\_  
 Email: kreynolds@co.worcester.md.us TTY: \_\_\_\_\_

Operator Contact--Public Transportation Programs

Name: Rob Hart  
 Title: Development Director  
 Telephone: 443-523-0573 Fax: \_\_\_\_\_  
 Email: rob@worcoa.org TTY: \_\_\_\_\_

Website (URL): www.worcoa.org

**Operator Contact--SSTAP/ADA Programs**

Name: Harry Morris  
 Title: Transportation Manger  
 Organization/Company: WorCOA  
 Mailing Address: P.O. Box159  
 Street Address: 4767 Snow Hill Rd  
 City: Snow Hill State: MD Zip code: 21863-0121

Telephone: 443-336-4313 Fax: \_\_\_\_\_  
 Email: harry@worcoa.org TTY: \_\_\_\_\_

**B. OPERATOR/SERVICE DESCRIPTION**

**1. Service Description**

a. Provide a general description of all of the transportation services your organization provides or administers. *Submit one set of public timetables, schedules, brochures, and maps according to the naming protocol illustrated on the Application Checklist.*

**WorCOA Transportation Program**

**Program Goals**

The Statewide Special Transportation Assistance Program (SSTAP) is described in Section 2-103.3 of the Transportation Articles of the Maryland Annotated Code which was amended to provide for a transportation program for elderly and persons with disabilities of Maryland that are not sufficiently close to public transportation routes. If a senior or individual with disabilities lives within the city limits of Berlin, Pocomoke, Snow Hill, and Ocean City they will need to call the public transit service which has their own program requirements.

The goals of the Worcester County (WorCOA) SSTAP service are to (1) Provide general purpose transportation for both elderly and persons with disabilities; and (2) Encourage and facilitate the efficient use of funds used to provide transportation to elderly and persons with disabilities through the coordination of programs and services. Planned demand routes in rural areas do not operate every day to the same locations. Service is provided to different places on different days of the week ("SSTAP Zones" as described below) to offer better coverage at a more reasonable cost. This type of service is geared to senior citizens that do not make daily trips and can plan their trips to match the service and who do not have direct access to a public transportation route(s).

**Door to Door Service**

Transportation services are available for trips to medical appointments, pharmacy, grocery shopping, and/or visiting a friend/family member, however, medical appointments are given priority. Grocery shopping trips have a 3 bag limit.

**SSTAP/WorCOA Zones**

The Transportation Division has established Three (3) Zones within the County/Region in order to ensure that the SSTAP service can serve more clients both in the same area and on the same day.

*Zone 1:* Southern Worcester County (Newark to Pocomoke) Monday & Wednesday – WorCOA will provide regional routes to the Salisbury or Princess Anne areas.

*Zone 2:* Northern Worcester County (Bishopville to Newark) Tuesday & Thursday – WorCOA will provide regional routes to the Salisbury or Princess Anne areas.

*Zone 3:* Worcester County (VA Line to DE Line) Monday thru Friday – WorCOA will provide routes within Worcester County.

## **SSTAP/WorCOA System Guidelines**

### **Transportation Application:**

Call **410-251-0140** to complete a transportation application via telephone to become an approved passenger. Please be prepared to share your date of birth to verify age. For individuals with disabilities, WorCOA will help to complete a form that needs to be submitted to your healthcare provider to verify disability. It may take up to 5 business days to process the application.

### **Scheduling Transportation:**

Call **410-251-0140** to schedule your ride.

Appointments can be made up to 90 days in advance. This service is provided on a “first come, first serve” basis. Due to the varying demand, we may not be able to accommodate your appointment request, however will work with you to schedule on a different day. We urge you to schedule appointments well in advance. Preference will be given to individuals with scheduled medical appointments.

**All appointments must be scheduled between 10:00 am and 2:00 pm.** All appointments must be over by 3:00 pm, due to our last vehicle leaving the area at 3:30 pm. Any passenger with an appointment lasting beyond 3:00 pm may not be guaranteed a ride home.

Regional (to Salisbury or Princess Anne) trips may take longer. Be prepared with adequate food, water, and/or medications to meet your needs.

### **Transportation Fees:**

**\$5.00** each way (within Worcester County) – 1 ticket

**\$5.00** for each additional stop – 1 ticket

**\$15.00** both ways (outside of Worcester County) – 3 tickets

**\$10.00** no show

Transportation tickets are purchased through the transportation dispatcher by calling 410-251-0140. Both cash or credit cards are acceptable for payment. Tickets may be dropped off to your home by a driver or can be picked up in-person at any of the WorCOA sites (prior arrangement necessary).

These rates do not apply to Community for Life members, who utilize units to measure their transportation services. In some situations, it may be more affordable to purchase a Community for Life membership. Please discuss with the Transportation Dispatcher.

### **Appointment Confirmation:**

Transportation passengers will receive a phone call the day before their morning appointment to confirm the need for transportation. Afternoon appointments will be confirmed the morning of appointment (by 10:00 am.) **Please make sure WorCOA has a working telephone number to confirm appointment.**

### **Pick-up and Drop off Times:**

Pick-up times may vary between 8:30 am and 10:00 am, with afternoon home drop off time between 2:00 pm and 4:30 pm.

**Cancellations/No-shows:**

There is no charge if appointments are cancelled a day in advance or the morning of appointment (prior to 6 am). Voice mail messages can be left for transportation staff at 410-251-0140. No-shows will be charged \$10.00 if the bus travels to your house. The no-show fee must be paid prior to scheduling future appointments. Continuous no-show will be denied transportation.

**50plus Center Transportation**

WorCOA provides door-to-door transportation for Worcester County residents attending our four (4) 50plus Centers (in Berlin, Pocomoke, Snow Hill and Ocean City). Program participants are transported to and from the centers daily, with funding provided by SSTAP plus passenger fares. The 50plus participant is charged one ticket for each way. Transportation ticket payment is arranged through the 50plus Center Program Manager. Transportation to the Ocean City 50plus (or any Ocean City address – over the bridge) is only provided to Community for Life members.

**Transportation Mobility Coordination**

WorCOA has a Mobility Manager to assist individuals with finding available transportation options. This coordination can help residents better understand how to use the WorCOA SSTAP, Shore Transit, and Ocean City Transit bus systems and provide guidance on completing Paratransit applications for public transportation.

b. As illustrated in Form 2a, did your services meet minimum performance standards?

YES                       NO

If no, please *discuss* what circumstances may contribute to or cause services to operate below standards, the prospects for improvement, and any steps being considered or taken to improve performance.

During the first two quarters of FY21 our SSTAP services meant 4 of 7 performance standards. The three standards we did not meet was because of COVID social distancing restraints. We did not meet the Cost per Passenger, Passenger Trip per Mile, and Passenger Trip per Hour standards. These standards were not meant because of the number of passengers allowed on our vehicles. Less passengers per vehicle meant more trips which increased operational cost and decrease passenger trips per hour and mile. We believe when we are able to carry more passengers in our vehicles that we will meet all performance standards.

2. **Marketing/Advertising Program**

**Describe** your public outreach and marketing program. *Submit one copy or sample of all brochures or advertisements according to the naming protocol illustrated on the Application Checklist.*

Do you use Social Media?  YES  NO

Twitter  Facebook  Other

\* Marketing Materials attached

C. PROJECT COORDINATION

State and Federal funding streams encourage and require coordination of resources and effort in order to minimize duplication, recognize efficiencies, increase transportation options and opportunities, and to improve overall mobility. Please refer to the section on Project Coordination in the Application Instructions for more guidance when completing this section.

1. **Coordination *Within Your Organization*.** *Describe* how PTP and SSTAP are integrated with each other and with your total transportation program.

WorCOA senior ride program works with Shore Transit to make sure all Worcester County seniors and people with disabilities have safe and accessible transportation. WorCOA participates on the Shore Transit Advisory Board and works closely with Shore Transit's Management. WorCOA vehicle operators attends training that are offered by Shore Transit when available. Both Shore Transit and WorCOA reports information to Worcester County Government. WorCOA and Shore Transit has worked together for the last 16 years on reducing duplication by sharing rides and information.

2. **Coordination with Other Organizations**

a. **How do you currently coordinate services with other organizations?** *Describe* efforts to share vehicles, trips, seats, passengers, fuel, maintenance, and/or to purchase some or all your PTP and/or SSTAP service with other transportation operators in your service area.

WorCOA currently works with WCDC on rides, training, and shared vehicles when needed. WorCOA also is working to create a brokerage system to help reduce duplication and cost to WCDC, Somerset Community Services, and Somerset Commission on Aging where possible. Current activities that are being looked at are trips to medical appointments in Salisbury Maryland. We are also looking at possible rideshares for seniors on activities with Somerset Commission on Aging.

3. **Transportation Advisory Committee.** Do you have a local Transportation Advisory Committee?

YES

NO

*Describe* the organizational structure, membership, meeting schedule, and *Submit a copy of minutes from the most recent two meetings according to the naming protocol illustrated on the Application Checklist.*

b. Provide a list of all transportation providers and/or organizations that have a program with a transportation element in your service area, and *describe* the relationship(s) between programs.

<u>Operator</u>	<u>Type of Service provided</u>	<u>Difference/Similarity</u>
Tri-County Council (Shore Transit)	Transportation	Difference - public transit Similar - transport elderly and disabled
SSTAP Worcester Co. H.D.	Transportation	Difference - only MA clients
Worcester County Developmental Ctr.	Transportation	Difference - only their clients; adults with intellectual disabilities Similar - both transport elderly and disabled



- ⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 03/13/2021 from 8:00 AM to 1:00 PM.
- ⚠ Due to internal CAGE maintenance, CAGE will be unavailable on Sunday February 28, 2021 @ 8:30 AM - 12:30 PM (ET).
- ⚠ Due to internal CAGE maintenance, CAGE will be unavailable on Saturday March 13, 2021 @ 7:00 AM - 01:00 PM (ET).

<b>Entity Dashboard</b> <hr/> <ul style="list-style-type: none"> <li>▶ <a href="#">Entity Overview</a></li> <li>▶ <a href="#">Entity Registration</a> <ul style="list-style-type: none"> <li>▶ <a href="#">Core Data</a></li> <li>▶ <a href="#">Assertions</a></li> <li>▶ <a href="#">Reps &amp; Certs</a></li> <li>▶ <a href="#">POCs</a></li> </ul> </li> <li>▶ <a href="#">Reports</a> <ul style="list-style-type: none"> <li>▶ <a href="#">Service Contract Report</a></li> <li>▶ <a href="#">BioPreferred Report</a></li> </ul> </li> <li>▶ <a href="#">Exclusions</a> <ul style="list-style-type: none"> <li>▶ <a href="#">Active Exclusions</a></li> <li>▶ <a href="#">Inactive Exclusions</a></li> <li>▶ <a href="#">Excluded Family Members</a></li> </ul> </li> </ul> <a href="#">BACK TO USER DASHBOARD</a>	<b>WORCESTER, COUNTY OF</b> DUNS: 101119399 CAGE Code: SALE6 Status: Active Expiration Date: 12/14/2021 Purpose of Registration: All Awards	1 W MARKET ST RM 1105 SNOW HILL, MD, 21863-1085 UNITED STATES
	<b>Entity Overview</b> <hr/> <div style="border: 1px solid black; padding: 5px;"> <b>Entity Registration Summary</b>  <hr/> DUNS: 101119399  Name: WORCESTER, COUNTY OF  Doing Business As: COUNTY COMMISSIONERS OF WORCHESTER  Business Type: US Local Government  Last Updated By: Kimberly Reynolds  Registration Status: Active  Activation Date: 12/16/2020 </div> <hr/> <div style="border: 1px solid black; padding: 5px;"> <b>Exclusion Summary</b>  <hr/> Active Exclusion Records? No </div>	



DEM-P-20210209-1148  
WWW2

- |                                |                                |                             |
|--------------------------------|--------------------------------|-----------------------------|
| <a href="#">Search Records</a> | <a href="#">Disclaimers</a>    | <a href="#">FAPIS.gov</a>   |
| <a href="#">Data Access</a>    | <a href="#">Accessibility</a>  | <a href="#">GSA.gov/IAE</a> |
| <a href="#">Check Status</a>   | <a href="#">Privacy Policy</a> | <a href="#">GSA.gov</a>     |
| <a href="#">About</a>          |                                | <a href="#">USA.gov</a>     |
| <a href="#">Help</a>           |                                |                             |



*Our mission is to enhance the quality of life for Worcester County citizens 50 years and older. Our vision is to provide programs and services that promote active, independent and healthy lifestyles.*

## **SENIOR RIDE PROGRAM**

### **Door to Door Service**

Transportation services are available for trips to medical appointments, pharmacy, grocery shopping, and/or visiting a friend/family member, however, medical appointments are given priority. Grocery shopping trips have a 3 bag limit.

### **SSTAP/WorCOA Zones**

The Transportation Division has established Three (3) Zones within the County/Region in order to ensure that the SSTAP service can serve more clients both in the same area and on the same day.

*Zone 1:* Southern Worcester County (Newark to Pocomoke) Monday & Wednesday – WorCOA will provide regional routes to the Salisbury or Princess Anne areas.

*Zone 2:* Northern Worcester County (Bishopville to Newark) Tuesday & Thursday – WorCOA will provide regional routes to the Salisbury or Princess Anne areas.

*Zone 3:* Worcester County (VA Line to DE Line) Monday thru Friday – WorCOA will provide routes within Worcester County.

### **SSTAP/WorCOA System Guidelines**

#### **Transportation Application:**

Call **410-251-0140** to complete a transportation application via telephone to become an approved passenger. Please be prepared to share your date of birth to verify age. For individuals with disabilities, WorCOA will help to complete a form that needs to be submitted to your healthcare provider to verify disability. It may take up to 5 business days to process the application.

#### **Scheduling Transportation:**

Call **410-251-0140** to schedule your ride.

Appointments can be made up to 90 days in advance. This service is provided on a “first come, first serve” basis. Due to the varying demand, we may not be able to accommodate your appointment request, however will work with you to schedule on a different day. We urge you to schedule appointments well in advance. Preference will be given to individuals with scheduled medical appointments.

### **Worcester Commission on Aging**

Community for Life • Worcester Adult Medical Day Services • Senior Care • Senior Ride • Meal On Wheels  
Berlin 50plus Center • Ocean City 50plus Center • Pocomoke City 50plus Center • Snow Hill 50plus Center

4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863

410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org

SEPTEMBER 15, 2020

## SENIOR RIDE PROGRAM

**All appointments must be scheduled between 10:00 am and 2:00 pm.** All appointments must be over by 3:00 pm, due to our last vehicle leaving the area at 3:30 pm. Any passenger with an appointment lasting beyond 3:00 pm may not be guaranteed a ride home.

Regional (to Salisbury or Princess Anne) trips may take longer. Be prepared with adequate food, water, and/or medications to meet your needs.

### Transportation Fees:

**\$5.00** each way (within Worcester County) – 1 ticket

**\$5.00** for each additional stop – 1 ticket

**\$15.00** both ways (outside of Worcester County) – 3 tickets

**\$10.00** no show

Transportation tickets are purchased through the transportation dispatcher by calling 410-251-0140. Both cash or credit cards are acceptable for payment. Tickets may be dropped off to your home by a driver or can be picked up in-person at any of the WorCOA sites (prior arrangement necessary).

These rates do not apply to Community for Life members, who utilize units to measure their transportation services. In some situations, it may be more affordable to purchase a Community for Life membership. Please discuss with the Transportation Dispatcher.

### Appointment Confirmation:

Transportation passengers will receive a phone call the day before their morning appointment to confirm the need for transportation. Afternoon appointments will be confirmed the morning of appointment (by 10:00 am.) **Please make sure WorCOA has a working telephone number to confirm appointment.**

### Pick-up and Drop off Times:

Pick-up times may vary between 8:30 am and 10:00 am, with afternoon home drop off time between 2:00 pm and 4:30 pm.

### Cancellations/No-shows:

There is no charge if appointments are cancelled a day in advance or the morning of appointment (prior to 6 am). Voice mail messages can be left for transportation staff at 410-251-0140. No-shows will be charged \$10.00 if the bus travels to your house. The no-show fee must be paid prior to scheduling future appointments. Continuous no-show will be denied transportation. Ocean City address – over the bridge) is only provided to Community for Life members.

MARKET SWG  
IN ATTACHMENT  
(3)



# Maryland Access Point OF WORCESTER COUNTY



SENIOR CENTERS  
ADULT MEDICAL DAY SERVICES

DIRECT SERVICES  
COMMUNITY FOR LIFE  
VOLUNTEER PROGRAM  
NUTRITION SERVICES  
MOBILITY MANAGEMENT

This program helps seniors in our community who are facing transportation challenges - seniors with disabilities, limited income and serious illness. The mobility manager helps them understand all their options and connects them to



Please call, write, e-mail or visit  
**Maryland Access Point  
of Worcester County**

if you have any questions concerning services provided for the Seniors of Worcester County.

4767 Snow Hill Road • Snow Hill, MD 21863  
410-632-9915 • [worcester.mapintake@maryland.gov](mailto:worcester.mapintake@maryland.gov)  
For online information visit: [marylandaccesspoint.com](http://marylandaccesspoint.com)

---

Worcester County's  
SSTAP  
Transportation Plan  
For  
Fiscal Year 2022

*ATP-22  
PROGRAM  
DESCRIPTION  
PART I-B*

## Annual Transportation Plan for Fiscal Year 2022

Jurisdiction Name  
Legal Name

Worcester County  
Worcester Commission on Aging

### Form 1: TRANSPORTATION PROGRAM SUMMARY

#### Summary of Total Transportation Services

Identify all types of transportation services provided by your organization by checking the appropriate boxes and indicate their respective funding sources.

Transportation Service	Funding Source(s)					
	5307	5311	ADA	SSTAP	Large Urban	Other
<input type="checkbox"/> General Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Senior Center/Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5310 - Nonprofit

Specify Other

Other 1 - Funding Source

Other 2 - Funding Source

#### Vehicle Summary

<u>8</u> Vehicles Used in Peak Service*	*Total vehicles operated in peak service	<u>9</u> ADA Accessible Vehicles
+ <u>2</u> Spare Vehicles	by Fixed Route <u>0</u>	<u>20</u> Wheelchair Placements in I
+ <u>0</u> Other Vehicles**	by Demand Response <u>8</u>	<u>0</u> Vehicles On Order
= <u>10</u> Vehicles in Total Fleet***		
<u>25%</u> Spare Ratio		

\* Must match total number of peak vehicles on Form #7. The total should equal cell B30 and should be equal to the total reported to NTD.

\*\*Other vehicles should include vehicles reported to NTD as in storage, emergency contingency, and awaiting sale.

\*\*\*Must match total active Vehicle Inventory on Form #6, exclusive of vehicles on order (not yet delivered)

#### Employee Characteristics:

Drivers:	Non-CDL	CDL	Fixed Route	Paratransit	Total
Full-Time	<u>2</u>	<u>2</u>		<u>4</u>	4
Part-Time	<u>6</u>	<u>1</u>		<u>7</u>	7
Volunteer	<u>2</u>			<u>2</u>	2
	<b>Full-Time</b>	<b>Part-Time</b>			
Mechanics	<u>0</u>	<u>0</u>			0
Street Supervisor	<u>0</u>	<u>0</u>			0
Dispatchers	<u>1</u>	<u>0</u>			1
Administration	<u>1</u>	<u>0</u>			1
Management	<u>2</u>	<u>0</u>			2
<b>TOTAL</b>	<b>14</b>	<b>3</b>			<b>17</b>

Annual Transportation Plan for Fiscal Year 2022

Worcester County  
Worcester Commission on Aging

Jurisdiction Name  
Legal Name

Form 2: CURRENT SERVICE CHARACTERISTICS

Provide current service characteristics for all MTA-funded services.

Funding Source	Type of Service	Level of Service (1)	Days & Hours of Operation	Fares(2):						
				General Public	Elderly	Disabled	Student	Donations	Other	
Large Urban	Fixed-Route									
	Deviated Fixed-Route									
	Demand-Response									
Section 5311	Fixed-Route									
	Deviated Fixed-Route									
	Demand-Response									
SSTAP	Fixed-Route									
	Deviated Fixed-Route									
	Demand-Response	1	Monday - Friday 7:30AM - 5PM	\$5.00	\$5.00	\$5.00				
	Taxi Voucher									
Section 5307	Deviated Fixed-Route									
	Demand-Response									
	Deviated Fixed-Route									
ADA	Demand-Response									

(1) Indicate approximate percentage of each service type operated within each grant program.  
(2) Attach fare schedule if zones/mileage differences are used.

**Form 2a: SERVICE PERFORMANCE SUMMARY (Rural)**  
**Remember to include ALL Service Types into Grand Total**

Distribution Date 11.10.18 in FY20 ATP																
Funding Program	Service Type T = Fixed Route D = Demand Response D = Deviated	Route Name/Number	Total Passenger Trips	Total Service Miles	Total Service Hours	Total Operating Costs	Total Farebox Receipts	Other Local Operating Revenue (rebates, warranty)	Advertising Revenue	Operating Cost per Hour	Operating Cost per Mile	Passenger Cost per Operating Trip	Local Operating Revenue Ratio	Farebox Recovery Ratio	Passenger Trips per Mile	Passenger Trips per Hour
<b>Public Transportation Programs:</b>																
S. 5307									Acceptable	\$42.07 - \$63.11	\$2.10 - \$4.21	\$7.36 - \$18.93	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5307										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Subtotal -- Large Urban or S. 5307:			0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
<b>Public Transportation Programs:</b>																
S. 5311									Acceptable	\$42.07 - \$63.11	\$2.10 - \$4.21	\$7.36 - \$18.93	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
S. 5311										#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Subtotal -- S. 5311:			0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
<b>Overall Public Transportation Programs:</b>																
Subtotal -- S. 5307:			0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
Subtotal -- S. 5311:			0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
Subtotal -- ADA Paratransit:									Acceptable	\$42.07 - \$63.11	\$2.10 - \$4.21	\$7.36 - \$18.93	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
Subtotal -- SSTAP Program:			12,000	75,000	3,500	\$169,300	\$28,000	\$70,000	\$48.37	\$2.26	\$14.11	\$14.11	40% - 50%	7% - 15%	.15 - .30	2.5 - 5.0
Safety Information:																
0 Safety Events			840	Disabled (non-elderly) ambulatory (able to walk)												
0 Fatalities			600	Disabled (non-elderly) non-ambulatory (use wheelchair or scooter)												
0 Injuries			6,800	Elderly non-ambulatory (use wheelchair or scooter)												
			3,780	Elderly ambulatory (able to walk)												
<b>GRAND TOTAL:</b>			12,000	75,000	3,500	\$169,300	\$28,000	\$70,000	\$0	\$48.37	\$2.26	\$14.11	57.9%	16.5%	0.16	3.43



Worcester County's  
SSTAP  
Transportation Plan  
For  
Fiscal Year 2022

*ATP-22  
PROGRAM  
DESCRIPTION  
PART I-C*

PROGRAM COMPLIANCE, Part I

A. CIVIL RIGHTS

Do you: 1) employ **100 or more** transit-related employees (including temporary, full-time, or part-time employees either directly and/or through contractors); **AND** 2) request or receive State/Federal capital or operating assistance in excess of \$1 million in FY2020, or request or receive planning assistance in excess of \$250,000 in FY2020? *If "Yes", to both questions, provide one copy of your current MDOT MTA approved Formal EEO Program according to the naming protocol illustrated on the Application Checklist.*

YES

NO

Do you: 1) employ **50-99** transit-related employees (including temporary, full-time, or part-time employees either directly and/or through contractors); **AND** 2) request or receive State/Federal capital or operating assistance in excess of \$1 million in FY2020, or request or receive planning assistance in excess of \$250,000 in FY2020? *If "Yes", to both questions, provide one copy of your current MDOT MTA approved Abbreviated EEO Program according to the naming protocol illustrated on the Application Checklist.*

YES

NO

If your organization does not have an MDOT MTA approved EEO Program or Abbreviated Program, please contact your Regional Planner.

The State and any subrecipients that receive funds from FTA for planning, capital, or operating assistance or any combination thereof in excess of \$250,000 to award in prime contracts, **NOT** including funds for transit vehicle purchases, in a given Federal Fiscal Year must prepare a DBE Program.

Is the amount of State/Federal funds received in FY 2020 for planning, capital, operating assistance, or any combination thereof more than \$250,000? *If "Yes", please provide a copy of your approved DBE Program. If your organization does not have an MDOT MTA approved DBE Program, please contact your regional planner. You must prepare and submit a DBE Program.*

YES

NO

If your project received **less than \$250,000**, do you have an MDOT MTA approved DBE Policy Statement? *If "Yes", please provide a copy of your approved DBE Policy Statement. If your organization does not have an MDOT MTA approved DBE Policy Statement, please contact your regional planner. You must prepare and submit a DBE Policy Statement.*

YES

NO

Do you have a purchase of service agreement with a private operator/contractor? *If "Yes", please provide one copy of the contractor's EEO Program AND their DBE Program or Policy Statement according to the naming protocol illustrated on the Application Checklist.*

YES

NO

Have you submitted a Title VI Plan to the MDOT MTA within the past three years? If so, when?

YES

NO

If "Yes", has your Title VI Plan been approved by MDOT MTA?

YES

NO

Are you in a census area with a population more than 200,000?

YES

NO

Date of Approval 2018-2020

*Please provide one copy of your most recent Title VI Policy Statement/Plan according to the naming protocol illustrated on the Application Checklist.*

**B. CIVIL RIGHTS CONTACTS – Applicant (Please provide current information)**

**EEO CONTACT - Applicant**

Name Stacey Norton  
 Title Human Resources Director  
 Department/Organization County Commissioners of Worcester County  
 Phone 410-632-0090 E-Mail snorton@co.worcester.md.us  
 Address 1 W. Market Street  
 City, State ZIP Snow Hill -MD-21863

**DBE CONTACT - Applicant**

Name Stacey Norton  
 Title Human Resources Director  
 Department/Organization County Commissioners of Worcester County  
 Phone 410-632-0090 E-Mail snorton@co.worcester.md.us  
 Address 1 W. Market Street  
 City, State ZIP Snow Hill-MD-21863

**Title VI CONTACT - Applicant**

Name Stacey Norton  
 Title Human Resources Director  
 Department/Organization County Commissioners of Worcester County  
 Phone 410-632-0090 E-Mail snorton@co.worcester.md.us  
 Address 1 W. Market Street  
 City, State ZIP Snow Hill-MD-21863

C. CIVIL RIGHTS CONTACTS - Contractors (Please provide current information)

**EEO CONTACT - Contractor**

Name [redacted]  
Title [redacted]  
Department/Organization [redacted]  
Phone [redacted] E-Mail [redacted]  
Address [redacted]  
City, State ZIP [redacted] - [redacted]

**DBE CONTACT - Contractor**

Name [redacted]  
Title [redacted]  
Department/Organization [redacted]  
Phone [redacted] E-Mail [redacted]  
Address [redacted]  
City, State ZIP [redacted] - [redacted]

**Title VI CONTACT - Contractor**

Name [redacted]  
Title [redacted]  
Department/Organization [redacted]  
Phone [redacted] E-Mail [redacted]  
Address [redacted]  
City, State ZIP [redacted] - [redacted]

D. SAFETY AND SECURITY

1. Federal regulations require that *AT LEAST* 1% of Federal Funds be used for Safety and Security purposes.

In FY 2020, what was the total amount of Federal funding received for all programs? \$125,361  
(Total)

Then, "Total" x .01 = \$1,253.61 *Minimum* required expenses on Safety/Security in FY 2020.

Did your organization achieve the 1% goal for FY 2020? What were your total safety and security project expenses? \$1,500

YES

NO

If Yes - complete table below

If No - Contact your Regional Planner

2. Documentation of Security Expenses

SECURITY PROJECTS	\$ AMOUNT	DESCRIPTION
<i>Infrastructure/Capital Improvements</i>		
Increased Lighting		
Increased Surveillance		
Emergency Communications		
Other Projects		
<i>Operating/Personnel Expenditures</i>		
In-House Security Personnel		
Contract Security Personnel		
Security Training	1,500	Training Day on Safety
Other Projects		
<b>Total</b>	1,500	

**E. MAINTENANCE PROGRAM**

1. Describe your preventive vehicle maintenance program. Include cycles and major intervals for preventive work.

*Submit current copies of all maintenance forms used in the program. Submit a full copy of your PM Program if it changed in the past year. Please follow naming protocol illustrated on the Application Checklist.*

See Attachment

2. Who is responsible for the routine and preventive maintenance of the transportation program fleet?

- In-house (Transportation program employees)
- In-house (other: city/county/municipal department)
- County/Municipal Garage
- Local Garage(s)
- Partner Agency
- Private Maintenance Vendor
- Included in Purchase of Service Agreement/Operating Contract

3. If routine and preventive maintenance are done in-house or by another city / county department, *describe the following:*

- a) the arrangements,
- b) the number of maintenance personnel assigned (or trained) to transportation, and
- c) how maintenance charges are assessed.

4. If routine and preventative maintenance (PM) are done in-house, do you incur labor charges over \$100,000 per year? If yes, please provide a Force Account Plan for PM.

NO

5. If routine maintenance is performed by private vendor(s) *describe the following:*

- a) the vendor selection process and criteria used,
- b) how charges are assessed (attach a copy of the written contract or price schedule), and/or
- c) your informal verbal agreement.

N.A.

6. Do you require a pre-trip vehicle inspection?       YES       NO

Submit a copy of the pre-trip checklist.

7. Who performs the inspection?

- Driver/Operator
- Dispatcher
- Operations/Supervisory Staff
- Maintenance Staff Person
- Other (\_\_\_\_\_)

8. Do you operate vehicles with a seating capacity of 16 passengers or more, including the driver or over 10,000 GVWR?

YES       NO

If yes, you are subject to the Maryland Preventive Maintenance Program. *Submit a sample of the Maryland DOT-approved inspection form documenting the most recent inspection or certification that the vehicle is maintained under a PM plan and is carried on the vehicle at all times. Please follow appropriate naming protocol illustrated on the Application Checklist.*

9. Are any of your facilities funded or constructed with Federal or State funds?

YES       NO

Do you have a maintenance program/policy for these transit facility(ies)?

YES       NO

*If "Yes", submit a copy of the plan. Please follow appropriate naming protocol illustrated on the Application Checklist. If "No", contact your Regional Planner to develop a formal facility plan.*

F. TRAINING PROGRAMS

1. Effective July 1, 2008, (FY 2009) MDOT MTA requires that AT LEAST 1% of Federal funds be used for training purposes.

In FY 2020, what was the total amount of grant funding received for all programs?  
 \$125,361 (Total)

Then, "Total" x .01 = \$1,253.61 *Minimum* required expenses on Training in FY 2020. What was your organization's total for training expenses in FY 2020? \$2,500

2a. If you obtained training that was provided at no cost to you, please indicate:

Did you use a TransitSCORE Trainer?  YES  NO

Did you obtain training through NTI?  YES  NO

Please specify other training obtained at no cost:

Please provide the following information:

Name of Training:

Name[s] of the Trainer[s]:

# of Persons Trained:

Date[s] Training Conducted:

Location of Training Site:

2b. Documentation of Training Expenses

TRAINING CONDUCTED	\$ AMOUNT	DESCRIPTION
In-House by Management	2,500	Staff Cost
Other Projects		
<b>Total</b>	2,500	

Add more rows to the table if needed.

**3. Training Program Description**

Please *describe* your training programs. Be sure to include as much information as possible about new hire training, on-going and/or re-training, course curriculum, schedules, topics, resources, and materials. Provide information regarding who conducts the training, how the training is evaluated, and how it is determined to be successful.

a) Driver Training:

See Attachement B

b) Maintenance Training:

N.A.

c) Other Training:

N.A.

**G. PURCHASED TRANSPORTATION**

If you have a contract with a separate provider who is included on your Form B-2 as Purchased Transportation and you have submitted a Form B-3 on their behalf, *submit one copy of their contract. Please follow appropriate naming protocol illustrated on the Application Checklist.*

A brief description of the contract arrangement should be included here, including the operator(s), contract term and any options, and the scope of services to be provided.

N.A.

H. DRUG AND ALCOHOL TESTING POLICY

Do you have an approved Drug Free Workplace Policy and an approved Drug and Alcohol Testing Policy as required by FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," at 49 CFR part 665, subpart I and in accordance with 49 CFR part 40?

YES  NO

Date of Original Policy 1998 Contractor           

Date of Last Update            Contractor           

Drug and Alcohol Policy Administrator - Applicant

Name Stacey Norton  
Title Human Resources Director  
Department/Organization County Commissioners of Worcester County  
Phone 410-632-0090 E-Mail snorton@co.worcester.md.us  
Address 1 W. Market Street  
City, State ZIP Snow Hill-MD 21863

Drug and Alcohol Policy Administrator - Service Contractor

Name Cathy Toomey  
Title Nurse  
Department/Organization Your Docs In Occupational Health  
Phone 410-334-6351 ext 3001 E-Mail ctoomey@yourdocsin.com  
Address 2425 North Salisbury Boulevard  
City, State ZIP Salisbury-MD 21863

Drug and Alcohol Policy Administrator - Maintenance Provider

Name             
Title             
Department/Organization             
Phone            E-Mail             
Address             
City, State ZIP           

*Submit one copy of your drug and alcohol policy. Please follow appropriate naming protocol illustrated on the Application Checklist.*

I. CELL PHONE POLICY

Do you have a policy regarding the use of cell phones and other portable electronic devices for employees of your program?

YES

NO

If you have a contract with a service provider, *submit one copy of your local policy. Please follow appropriate naming protocol illustrated on the Application Checklist.*

Cell phone and Headphones/Earbuds Usage During Work Hours

WorCOA is responsible for providing quality service and excellent care to the seniors of Worcester County. This demands constant interaction with clients, volunteers and other employees, which requires a continuous awareness of and sensitivity to our surroundings. Workers must have the ability to respond quickly and responsibly to situations and signals. (Often these are only audibly detectible, including voices, phone calls and machinery sounds.) Any hindrance to an employee's expected responsiveness can create serious health risks or cause unclear or inadequate communication for workers and clients alike. This policy set forth the guidelines for any wireless communication devices ("cell phones" for the purpose of this policy) during an employee's working hours with WorCOA.

- The use of cell phones while driving or operating equipment is strictly prohibited, unless . . .
  - Hands-free communication can be accomplished via a Bluetooth earpiece or an onboard vehicle Bluetooth system.
- The use of cell phones for taking unauthorized pictures or recording unauthorized audio is strictly prohibited.
- The use of headphones or ear buds while working is prohibited for employees, contractors and volunteers, regardless of location or duty.
  - This policy does not address individual departmental policies concerning background audio.
  - This policy does not address the use of Bluetooth devices needed for hands-free communications while driving for WorCOA.
- Employees with company cell phones or with allowances for company usage availability with their personal cell phones are expected to be available via cell phone during all WorCOA work hours and, if applicable, during off-duty hours.
  - These employees are expected to regularly monitor their texts and or work email account during and, if applicable, outside of work hours, as their position may demand.
  - Best practice for employees not in this category is to keep cell phones on vibrate during work hours.
- Otherwise, personal phone usage is allowed during work hours when . . .
  - Used for work related communications
  - Scheduling and/or tracking appointments
  - Carrying out work related research
  - Communicating critical or emergency personal information, for example:

- Child is sick at school, or arrives home
  - Spouse needs important family information
  - Doctor's office calls
  - Car shop call
- Usage of personal or company cell phones is prohibited during work hours for personal purposes, such as . . .
    - Chatting with family or friends (brief interactions are acceptable)
    - Surfing the internet
    - Gaming
    - Online shopping
    - Following or participating in conversations or other social media venues via Facebook, texting or other apps
    - Other personal applications. – When in doubt, ask.
  - Cell phone etiquette should be exercised during work hours even when communications are work related
    - As a general rule, cell phones should be silenced during multi-participant meetings.
    - Calls should only be answered during meetings if they deemed mission-critical
    - Texting during meetings should be avoided unless mission-critical
  - Violations of this policy in any way may result in disciplinary action up to and including termination.

November 2019

enforcement; daily contact with prisoners; direct involvement with Public Safety. A list of Safety Sensitive Employees is attached herelo as Appendix D and is subject to revision at any time at the determination of the Human Resources Director with the approval of the County Commissioners. Upon determination that a position is safety sensitive, the Human Resources Director shall, within 24 hours of determination, so inform the employee performing those duties of such determination and of their responsibility for drug and alcohol testing.

- 30. Standby Employees: An employee who is required to be ready and available for work assignment during emergency conditions and report for work when notified on an occasional or sporadic basis. This does not include regularly scheduled on-call employees.
- 31. Superintendent: An employee who supervises one or more employees under the direct supervision of a Department Head.
- 32. Temporary Employees: An employee who hold jobs of limited duration on a part-time or full time schedule arising out of special projects, abnormal work loads or emergencies. Temporary employees are not eligible for County benefits.
- 33. Termination: Termination of county employment for a reason other than discharge.

B. Except where such construction would be absurd or unreasonable, the masculine includes both genders throughout these Personnel Rules.

1.03 **NATURE OF THE EMPLOYMENT RELATIONSHIP**

Employment with the County is at-will and voluntary on the part of both the County and the employee. Either the employee or the County may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate. Nothing contained in these Rules shall prevent the Commissioners from utilizing contractual personnel services when in the best interest of the County.

EEO  
↓

1.04 **EQUAL EMPLOYMENT OPPORTUNITY**

A. The County is an equal employment opportunity employer. The County employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, or disability.

Worcester County Government - Personnel Rules and Regulations

- B. The County will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of essential duties and responsibilities of the job.
- C. The County will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a health or safety risk to other County employees or the public exists.
- D. Accommodations may be made in this policy for legitimate, legal reasons.

**1.05 EMPLOYEE PERSONNEL RECORDS**

- A. A personnel file for each employee is kept in the Human Resources office, and access is limited to the employee's Department Head, the Chief Administrative Officer, Commissioners and the human resources department personnel. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including disciplinary action, and other pertinent information.
- B. An employee may request an appointment to review certain documents in their file in the presence of a human resources department staff member during regular office hours. Certain documents, approved by the Human Resources Director, may be copied but not removed from the file. Work references from prior employers will not be made available to the employee. Information about age, sex, race, marital status or other personal data or vital statistics may be on file for a bona fide occupational or benefit purpose, but in no instance can such information be used in a manner adverse to employment status; such information is strictly protected by the Human Resources Department.
- C. Adverse material may be placed in the file only if the affected employee has reviewed and received a copy of the material or waived his rights to a copy in writing. Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information or by Court Order or legal process.

**1.06 REFERENCES**

The County, without express written consent of the employee, does not give employment references, other than to confirm the employee's dates of employment, job title(s) and latest salary. Only the Human Resources Director or designee will provide employment references on current or former County

Worcester County Government - Personnel Rules and Regulations

4. The Department Head of an injured employee is required to complete a Supervisor's Report of Injury. In addition, the Department Head is responsible to ensure that witness and employee statements are completed in a timely manner.
5. All reports of injury will be investigated by the County's workers' compensation insurance carrier to determine if an injury is compensable. A compensable case is one that the insurance company determines was the result of an accidental, job-related injury. If the case is found compensable, medical bills will be submitted to the workers' compensation insurance company for payment consideration. If the case is denied and found non-compensable, the employee may submit medical bills to the County's health insurance carrier, if enrolled.
6. Employees who lose time from work as the result of an on the job injury must report to their supervisor or Department Head on the first day of absence from work and at least weekly thereafter until the return to work. Doctors' notes requiring absence from work or restricted work orders must be presented as soon as practicable to the Human Resources Department. Benefit for time lost from work will be determined by the workers' compensation insurance carrier in accordance with regulations set forth by the Maryland Workers' Compensation Commission.
7. Employees may request payment of accrued sick leave for compensation during the absence due to injury. When the employee receives Worker's Compensation benefits, the employee is required to repay to the County the amount covered by Worker's Compensation and previously advanced by the County. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave equal to the workers' compensation benefit amount reimbursed to the County (2/3) shall be restored to the employee's account.
8. The County may require an examination at its expense, performed by a physician of the County's choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.
9. Employees who knowingly attempt to obtain benefits to which they are not entitled shall be subject to disciplinary action.

D+A  
↓

8.13 **DRUG & ALCOHOL-FREE WORKPLACE POLICY**

- A. The purpose of this policy is to maintain a workplace free from substance abuse in an effort to protect the health and safety of the employees and citizens of Worcester County and covers all County employees. It is the responsibility of the County to make every

## Worcester County Government Personnel Rules and Regulations

effort to maintain a workplace free from alcohol and drug abuse.

1. Manufacturing, distributing, dispensing, possessing and using unlawful drugs or alcohol or misusing legal drugs on County premises, in a County-owned vehicle or during work hours by County employees is strictly prohibited. Employees are strictly prohibited from possessing, consuming, controlling, selling, using or being under the influence of alcohol, drugs or other controlled substances during work hours or on County property. It is the responsibility of every employee to report for work fit for duty and free from alcohol, illegal drugs and legal drugs that impair the employee's ability to perform work in a safe, effective manner. Employees who exhibit an on-going dependence on alcohol, drugs or other controlled substances which, in the County's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the County or others are subject to disciplinary action.
  2. While this policy shall apply to all County employees, additional requirements shall also apply to safety sensitive employees which include those positions named in Appendix D by the Human Resources Director. Safety sensitive positions shall generally comprise positions that require operation of a revenue vehicle, vehicle maintenance, operation of a County-owned vehicle, possession of a commercial driver's license or other safety sensitive jobs.
  3. The Human Resources Director, or designee named in Appendix C, shall serve as program administrator of the substance abuse program.
  4. Drug and alcohol testing shall be conducted in accordance with applicable federal, state and local laws and this policy.
- B. Employees must notify the County within 24 hours of any conviction for a drug or alcohol violation.
- C. Employees are prohibited from reporting to work when using over-the-counter or prescription drugs that could reasonably impair their ability to safely perform safety-sensitive duties (such as driving) or endanger the employee or another person or County property. When using a prescription drug with such a warning on the label, the employee must present a doctor's note stating that the employee's ability to perform required safety sensitive duties will not be impaired. If the employee is not released to full duty, the employee may be placed on leave of absence, with or without pay, until the medication period is over. All employees should avoid using an over-the-counter medication that could impair their ability to work safely and are prohibited from reporting to work when doing so.
- D. Employees who voluntarily report an alcohol, drug or controlled substance dependency problem, prior to being selected for testing under this or any County policy, will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment prior to testing positive may, upon authorization or referral by a physician or substance abuse

## Worcester County Government Personnel Rules and Regulations

professional, request a leave of absence to attend a bona fide treatment or counseling program. The County may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances. Prior to return to work after treatment, the employee must test negative for controlled substances and alcohol tests performed by the County.

- E. Participation in a treatment program, whether voluntary or required, does not exempt an employee from job performance requirements or disciplinary action.
- F. Volunteers who violate these drug policies are subject to dismissal.
- G. In accordance with the Drug Free Work Place Act of 1988, any employee who is engaged in the administration of or performance of a job funded by a federal grant and is convicted of a drug statute violation will be reported to the funding agency within 10 days of the conviction.
- H. Pre-Employment Testing of Safety Sensitive Employees
  - 1. Negative results from drug tests must be received prior to the performance of safety sensitive duties by a new employee or any safety sensitive employee who has been absent for 90 or more calendar days.
  - 2. Applicants for hire or transfer to a safety sensitive position will be notified in writing of the requirement for testing prior to the test.
  - 3. Test results by a previous employer will not be accepted.
- I. Random Testing of Safety Sensitive Employees
  - 1. Selection for random drug and alcohol testing will be conducted in a scientifically valid method that ensures each covered employee has an equal chance of being selected.
  - 2. Random test pools for drug and alcohol testing of employees required to possess a commercial driver's license will be separate from all other safety-sensitive employees.
  - 3. Random drug testing and alcohol testing shall be conducted quarterly at a rate in accordance with the minimum required by the Department of Transportation. Due to the nature of random test selection, some employees may be selected for testing more than once per year while others may not be selected at all.
  - 4. Random testing will be conducted immediately before, during or immediately after the period safety sensitive functions are performed.

## Worcester County Government - Personnel Rules and Regulations

5. Employees selected for random testing will be notified with no advance warning and directed to report immediately to the collection site. Employees who delay reporting for a period longer than required to reach the site from the workplace may be considered to have refused a test unless the employee is determined not at fault for the delay by the Human Resources Director.

J. Reasonable Suspicion Testing of All County Employees

1. Reasonable suspicion testing may only be recommended by a Department Head who has completed training on the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behavior associated with drug use and alcohol misuse.
2. After the employee's supervisor has observed the suspicious behavior and prior to testing, the behavior must be confirmed by another Department Head, Human Resources Director, Assistant Chief Administrative Officer or Chief Administrative Officer. The behavior must be consistent with possible drug or alcohol use and specifically documented on an Observation Check List (Appendix E), such as:
  - a. Specific behaviors such as the employee's impaired speech that may indicate prohibited drug or alcohol use; or
  - b. Job performance problems that may indicate prohibited drug or alcohol use; or
  - c. Physical indications such as the employee's appearance or body odors that prohibited drug or alcohol use may be occurring.
3. Upon completion, the forms will be forwarded to the Human Resources Director for confidential storage separate from the employee's personnel file. Copies of the Observation Check List are strictly prohibited except as authorized by the Human Resources Director.
4. The employee to be tested shall be transported to the test site.
5. No employee shall be tested for reasonable suspicion based solely on a report by a third party.

K. Post-Accident Testing of Safety Sensitive Employees

1. Safety sensitive employees will be subject to post-accident drug and alcohol testing when a covered employee is operating a County-owned vehicle and meets any one of the following criteria:
  - a. A County-owned vehicle is involved in an accident with another vehicle,

Worcester County Government Personnel Rules and Regulations

regardless of the resulting damage; or

- b. A County-owned vehicle is involved in an accident causing property damage totaling \$2,500 or more to the vehicle(s) and/or the property;
  - c. A County-owned vehicle is involved in an accident causing bodily injury to anyone.
2. The Department Head together with the Risk Manager, program administrator or designee will determine who is subject to testing, using the best available information at the time of determination.
  3. It is the responsibility of the employee to be drug tested as soon as possible after the accident, but no later than 32 hours following the accident at a collection site referenced in Subsection I of this section. Employees who delay testing for a period longer than 32 hours may be considered to have refused a test unless the employee is determined not at fault for the delay by the program administrator.
  4. It is the responsibility of the employee to be alcohol tested within 2 hours following the accident or as soon as possible, but no later than eight (8) hours following the accident, at a collection site referenced in Subsection I of this section. If the alcohol test cannot be performed within two (2) hours of the accident, the reason for delay must be documented. If the test cannot be performed within eight (8) hours, the reason for failure to test must be documented. Employees who delay testing for a period longer than two (2) hours may be considered to have refused a test unless the employee is determined not at fault for the delay by the program administrator.
  5. In the event the employee is not physically capable of participation in the required testing process following the accident, the results of a test performed by a Federal, State or local official may be accepted.
  6. The employee is prohibited from consuming alcohol following the accident until alcohol testing is complete except as may be administered by appropriate medical/emergency personnel.

L. Return to Duty Testing of All County Employees

Following a positive alcohol test and/or return to work after treatment of substance abuse, an employee shall not be allowed to return to work until the employee has completed a return to duty test with a negative test result and been released to return to work and/or safety sensitive duties by the Substance Abuse Professional (SAP).

M. Follow-up Testing of All Employees

1. Follow-up testing will be conducted in an effort to motivate employees to remain

## Worcester County Government - Personnel Rules and Regulations

- drug and alcohol free after return to duty following a positive alcohol test and/or rehabilitation or treatment for substance abuse, and to ensure that the employee has not resumed drug use or alcohol misuse.
2. Testing shall be conducted at the County's discretion at a minimum of six (6) times per twelve (12) month period after return to duty for a period of up to eighteen (18) months and shall be performed by either the County's Breath Alcohol Technician (B.A.T.) or a B.A.T. of the County's choice.
  3. Employees shall be notified of follow-up testing immediately before, during or after performing safety sensitive duties, with no advance warning and directed to report immediately to the collection site. Employees who delay reporting for a period longer than required to reach the site from the workplace may be considered to have refused a test unless the employee is determined not at fault for the delay by the Human Resources Director.
  4. Safety sensitive employees subject to follow-up testing will concurrently participate in random testing.
- N. Employees shall be informed of the testing site designated by the Risk Manager or Substance Abuse Professional prior to testing.
- O. Drug Test Procedures and Requirements
1. Drug tests shall be conducted in accordance with federal and state laws and performed by split-specimen urinalysis. Drugs tested for will be marijuana, cocaine, opiates, phencyclidine, amphetamines and methamphetamines.
  2. Collection Site Requirements shall include a privacy enclosure for toilet or void receptacle with water colored by a bluing agent, water source for hand washing outside the privacy enclosure, visual inspection of the secure area prior to specimen collection, restricted access to the secure area during collection, instructions for employee responsibility in collection and secure storage for collected specimens.
  3. Collection Site Personnel (collectors) shall be trained in and conduct proper collection procedures, conduct themselves professionally at all times, preserve the privacy of the employee and integrity of the specimen collection and confidential reporting procedure, verify the employee's identity before proceeding with collection by viewing a photo I.D. or verify the employee's identity with the employee's Department Head.
  4. If the collector determines that specimen has been tampered with or adulterated, the employee will be required to comply with the instructions for retesting according to the Medical Review Officer (MRO).

## Worcester County Government - Personnel Rules and Regulations

## P. Positive Drug Test Result

1. All positive drug test results will be reviewed and interpreted by the medical review officer (MRO) before they are reported to the County. If the laboratory reports a positive result to the MRO, the MRO will attempt to contact the employee at least twice in a 24-hour period to conduct an interview to determine if there is an alternative medical explanation for the drug(s) found in the specimen. If the driver provides to the MRO a legitimate medical use of a prohibited drug, the MRO will report the drug test result as negative to the County. If the MRO is unable to reach the employee within a reasonable amount of time, but no more than 48-hours from the positive result notice, the MRO will contact the County to report the positive test result. Upon notification and prior to disciplinary action, the County will attempt to contact the employee 24-hours to inform the employee to contact the MRO. If the employee cannot be reached within 24-hours, disciplinary action will proceed. Adulteration of a urine specimen will be reported directly to the County by the MRO without contact with the employee.
2. Upon notice to the employee of a confirmed positive test result, the MRO will inform the employee of the right to request a second test of the split specimen at the employee's expense, the cost of the procedure, and how to proceed. The employee must request the second test within 72-hours of notice by the MRO unless the MRO concludes the failure for timely request was legitimate.
3. The MRO will report the results of the second test to the County. Upon notice by the MRO of a positive test result, the employee will be furnished a copy of the laboratory report of test results with a letter stating the consequences of the positive test result and referral to a certified substance abuse professional (SAP) for evaluation.
4. Immediately upon notice of a positive drug test result, the employee who tests positive may either resign or shall be discharged without a hearing before the County Commissioners.
5. Refusal to test will be considered a positive test result in consideration of disciplinary measures.

## Q. Alcohol Testing Procedures and Requirements

1. Alcohol testing will be performed by breath analysis. Initial screening may be conducted by a screen testing technician (STT) operating a non-evidential breath test device or by a certified breath alcohol technician (BAT) operating an evidential breath testing device (EBT). If the initial screening is positive, confirmatory testing will be conducted by a BAT operating an EBT.
2. Collection of the breath sample will be made in a secure, private location.

## Worcester County Government - Personnel Rules and Regulations

3. The BAT or STT shall be trained and certified in proper collection and reporting procedures, conduct themselves professionally at all times, preserve the privacy of the employee and integrity of the specimen collected and confidential reporting procedure, verify the employee's identity before proceeding with collection by viewing a photo I.D. or verify the employee's identity with the employee's Department Head.

## R. Positive Alcohol Test Results

1. If the confirmatory screening is positive with a result of .019 or less, the test shall be considered a negative result.
2. If the confirmatory screening is positive with a result of .02 or higher, the employee shall be suspended from work until the employee has, at the employee's own expense, been evaluated by a Substance Abuse Professional (SAP) of the County's choice, complied with the recommended treatment, and has received a .000 negative test result on a return-to-duty alcohol test and negative drug test. The employee shall not return to safety sensitive duties for a minimum of 24 hours, except public safety employees who may not return to work until a hearing before the County Commissioners.
3. Employees who test positive are subject to disciplinary action in accordance with this section and Section 9 of the Worcester County Personnel Rules and Regulations, except for probationary period employees and employees who have a prior positive test result for alcohol or a controlled substance who may either immediately resign or shall be discharged without the right to a hearing before the County Commissioners.
4. Upon return to work and prior to performing duties after the first positive alcohol test, the employee shall, as a condition of continued employment, be placed on probation for 18 months or until successful completion of treatment prescribed by the SAP, whichever comes later, during which time:
  - a. Periodic drug and/or alcohol testing shall be conducted at the County's discretion;
  - b. The employee shall not be eligible for promotion, transfer or pay increase other than an increase applied to the entire pay schedule; and
  - c. The employee may either immediately resign or shall be discharged from employment if recommended treatment is not successfully completed by the required time.

## S. Other Prohibited Behavior

1. Refusal to test - Any of the following behaviors will be considered refusal to test:

## Worcester County Government Personnel Rules and Regulations

- a. Refusal to sign any form that requires the employee's signature;
  - b. Refusal to provide a urine specimen for drug testing or breath sample for alcohol testing without a valid medical reason documented by a physician of the County's choice;
  - c. Adulteration of a urine specimen; or
  - d. Direct refusal to test or provide the required specimen.
2. Reporting for duty or remaining on duty to perform safety sensitive functions while having an alcohol concentration of .02 or greater or consuming alcohol within 8 hours prior to reporting for duty.
  3. Reporting for duty, remaining on duty or performing safety sensitive functions while possessing alcohol including prescription or over-the-counter medication.
  4. Reporting for duty, remaining on duty or performing safety-sensitive functions while using any controlled substance except when the employee has provided documentation from the prescribing physician stating the substance will not adversely affect the employee's ability to perform safety sensitive functions.
  5. Discussion or release of the positive test results to anyone other than on a need to know basis as determined by the Human Resources Director without the express written consent of the employee is strictly prohibited.

**8.14 SALE OF PUBLIC INFORMATION**

No County employee, officer or agent may sell, offer for sale, or solicit or receive any payment for public information, County record, official or unofficial data or documents regardless of whether said information is in its original form, has been aggregated or desegregated, or summarized or otherwise altered; nor participate in any such activity on behalf of a third party (other than as part of such employee's job). This prohibition shall not affect the sale of certain official published documents offered for sale by the County or normal charges for reproduction expenses where said charges are to be deposited to the credit of the County Commissioners.

**8.15 USE OF COUNTY POSITION FOR PROMOTIONAL PURPOSES**

No County employee, officer, or agent may use his position for the promotion of any activity or the raising of funds for any activity not previously designated by the County Commissioners as a County activity. County employees, officials and agents, in addition to not engaging in such activities, shall make every effort not to create the appearance of using their position in such a way; being particularly cognizant that one is under continual

**PASSENGER BUS  
PREVENTIVE MAINTENANCE REPORT**  
(MD TR §§23-301- -23-305; COMAR 11.22; FMCSR §396.17)

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone ( ) \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
 Company Name \_\_\_\_\_ Tag Number \_\_\_\_\_  
 Manufacturer's Vehicle ID Number \_\_\_\_\_  
 Title Number \_\_\_\_\_

**COMAR**

11.22.02

Components	Passed	Failed	Date Repaired*
.02 Alignment			
.03 Suspension			
.04 Steering			
.05 Brake Systems - Hydraulic/Vacuum			
.06 Brake System - Air			
.07 Tires			
.08 Wheel Rims, Lock Rings, Studs and Nuts			
.09 Accelerator Pedal and Air Throttle			
.10 Fuel Storage and Delivery System			
.11 Exhaust System			
.12 Universal Joints and U-Clamps			
.13 Vehicle Frame Body and Sheet Metal			
.14 Lighting			
.15 Electrical System			
.16 Emergency Equipment			
.17 Seats and Seat Belts			
.18 Sun Visor			
.19 Mirrors			
.20 Glazing			
.21 Windshield Wipers and Washers			
.22 Defroster			
.23 Auto Trans Gear Selector/Neutral Safety Switch			
.24 Speedometer and Odometer			
.25 Brake and Clutch Pedal			
.26 Horn			

Inspected: (a) Date \_\_\_\_\_ (b) Vehicle Mileage \_\_\_\_\_

Inspected by (Print) \_\_\_\_\_ Repaired by (Print) \_\_\_\_\_

Certified by (Print) \_\_\_\_\_ Signature) \_\_\_\_\_  
 (Owner or authorized representative)

\*Provide description of repairs and parts used on reverse side of this form.

DEPARTMENT OF PUBLIC WORKS  
 FLEET MANAGEMENT  
 6113 Timmons Road, Snow Hill, MD 21843  
 410-632-5675/410-632-1753 (fax)

VEHICLE INSPECTION CHECKLIST

DATE \_\_\_\_\_ MILEAGE \_\_\_\_\_ TAG \_\_\_\_\_ SERIAL # \_\_\_\_\_  
 VEHICLE NO. \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_ MECHANIC \_\_\_\_\_

		PASSED	REJECTED	REPAIRS COMPLETED
1	Check tires, wheels, rims, studs, and alignment			
2	Check interior & exterior lights and gauges			
3	Check windshield wipers and washer			
4	Check fluid levels			
5	Clean battery terminals and cables			
6	Check electrical and charging system			
7	Check heating, defroster, and air conditioning system			
8	Check exhaust system (mufflers, clamps, and pipes)			
9	Check steering and suspension			
10	Check frame, crossmembers and body joints			
11	Check drive shaft and u-joints			
12	Check all belts and hoses			
13	Check air filter (replace, if necessary)			
14	Check seats and seat belts			
15	Check wheelchair lifts			
16	Check sunvisors and mirrors			
17	Check accelerator, brake, and clutch pedal operation			
18	Check vehicle appearance (interior & exterior)			
19	Check all emergency equipment			
20	Check steering and brake operation			
21	Check engine, transmission, and neutral safety			
22	Check speedometer and odometer operation			
23	Check horn and PA system			
24	Check vehicle registration, post accident packet, DOT inspection report			

mn.mydocs.excel.vehicleinspectionchecklist10.04dpw

4,000 MILES - Gasoline engines  
 6,000 MILES - Diesel engines

---

Worcester County's  
SSTAP  
Transportation Plan  
For  
Fiscal Year 2022

*ATP-22*  
*PROGRAM*  
*DESCRIPTION*  
*PART II-Budget*

Annual Transportation Plan for Fiscal Year 2022

Jurisdiction Name: 0  
Legal Name: 0

Form B-1: FY 2022 Grant Budget Summary

Totals on this form must equal totals on Forms B-2, B-3, B-4, B-5, C-4, C-5, and C-7 and C-9. This form is designed to fill in automatically with information entered into these forms.

However, please review this information to ensure that the numbers for each grant program and type of assistance do match.

Program Name	Share	Operating Assistance	Capital Assistance					Subtotal	Technical Assistance	Total
			Vehicles		Equipment	Facilities				
			Replacement/Expansion	Refurbishment						
Section 5303/5304 Technical Assistance	Federal							\$		
	State									
	F&S-Subtotal							\$		
	Local							\$		
	Subtotal							\$		
Large Urban	State	\$							\$	
	Local	\$							\$	
	Subtotal	\$							\$	
Section 5311 Operating Assistance	Federal	\$							\$	
	State	\$							\$	
	F&S-Subtotal	\$							\$	
	Local	\$						\$		
	Subtotal	\$						\$		
PTP Capital Assistance	Federal	\$							\$	
	State	\$							\$	
	F&S-Subtotal	\$							\$	
	Local	\$						\$		
	Subtotal	\$						\$		
Section 5307	Federal	\$							\$	
	State	\$							\$	
	F&S-Subtotal	\$							\$	
	Local	\$						\$		
	Subtotal	\$						\$		
ADA	State	\$							\$	
	Local	\$							\$	
	Subtotal	\$							\$	
SSTAP	State	\$ 126,975						\$	\$ 126,975	
	Local	\$ 42,325						\$	\$ 42,325	
	Subtotal	\$ 169,300						\$	\$ 169,300	
TOTAL MTA-FUNDED PROGRAMS	Federal	\$							\$	
	State	\$ 126,975							\$ 126,975	
	F&S-Subtotal	\$ 126,975							\$ 126,975	
	Local	\$ 42,325						\$ 42,325		
	TOTAL	\$ 169,300						\$	\$ 169,300	

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

Jurisdiction Name:  
Legal Name:

	Total Program	SSTAP	Large Urban	Section 5311	Section 5307	ADA (Form B-4 column H)	Senior Ride
<b>VEHICLE OPERATIONS EXPENSES</b>							
Driver Salaries	\$ 116,675	\$ 116,675					
Dispatcher Salaries	\$ 30,000	\$ 30,000					
Fringe Benefits	\$ -	\$ -					
Fuel & Oil	\$ 16,605	\$ 16,605					
Vehicle Insurance	\$ 9,500	\$ 9,500					
Vehicle Depreciation (1)	\$ -	\$ -					
Vehicle Lease	\$ -	\$ -					
Vehicle License	\$ 2,500	\$ 2,500					
Vehicle Storage Facility	\$ -	\$ -					
Operations Training	\$ 1,200	\$ 1,200					
Other - Communication	\$ 3,120	\$ 3,120					
<b>Subtotal Operations</b>	\$ 179,600	\$ 179,600	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PURCHASED SERVICE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(2) These programs will not appear in your budget for public transportation. This application is not intended to be used for these programs.

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

	Total Program	SSTAP	Large Urban	Section 5311	Section 5307	ADA	Senior Ride	
<b>MAINTENANCE EXPENSES</b>								
Mechanics Salaries	\$ -							
Mechanics Aids Salaries	\$ -					\$ -		
PM-Capital Expense	\$ -					\$ -		
Tubes & Tires	\$ -					\$ -		
Fringe Benefits	\$ -					\$ -		
Maintenance Contract	\$ 5,000	\$ 5,000				\$ -		
Materials & Supplies (parts)	\$ -					\$ -		
Maintenance Facility Rental	\$ -					\$ -		
Equipment Rental	\$ -					\$ -		
Utilities	\$ -					\$ -		
Maintenance Training	\$ -					\$ -		
Other	\$ -					\$ -		
<b>Subtotal Maintenance</b>	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(2) These programs will not appear in your budget for public transportation. This application is not intended to be used for these programs.

Jurisdiction Name:  
Legal Name:

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

Jurisdiction Name:  
Legal Name:

	Total Program	SSTAP	Large Urban	Section 5311	Section 5307	ADA	Senior Ride
<b>ADMINISTRATIVE EXPENSES</b>							
Administrator Salary	\$ 9,000	\$ 9,000					
Manager Salary	\$ 24,000	\$ 24,000					
Secretary Salary	\$ -						
Bookkeeper Salary	\$ 3,000	\$ 3,000					
Other Salary	\$ -						
Fringe Benefits	\$ -						
Materials & Supplies	\$ 500	\$ 500					
Telephone	\$ 1,200	\$ 1,200					
Office Rental	\$ -						
Utilities	\$ -						
Office Equipment Rental	\$ -						
Administrative Training	\$ 2,500	\$ 2,500					
Safety & Security	\$ 2,500	\$ 2,500					
Other	\$ -						
<b>Subtotal Administration</b>	\$ 42,700	\$ 42,700	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	\$ 227,300	\$ 227,300	\$ -	\$ -	\$ -	\$ -	\$ -

(2) These programs will not appear in your budget for public transportation. This application is not intended to be used for these programs.

(3) Include Medical Assistance and other transportation contracts

(1) Depreciation is not an eligible expense for vehicles/equipment purchased with State or Federal funds.  
(2) While these funds are not requested in this application, it is important to indicate your estimated budget.

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

Jurisdiction Name:  
Legal Name:

	Total Program	SSTAP	Large Urban	Section 5311	Section 5307	ADA	Senior Ride
<p>(2) These programs will not appear in your budget for public transportation. This application is not intended to be used for these programs.</p>							
<b>FAREBOX AND OTHER REVENUE NOT INCLUDED AS LOCAL SHARE</b>							
Passenger Fares	\$ 28,000	\$ 28,000					
Passenger Donations	\$ -						
Charter Revenue	\$ -						
Advertising	\$ -						
Contracts Revenue (itemize):							
Community for Life	\$ 20,000	\$ 20,000					
WAMDS	\$ 5,000	\$ 5,000					
50plus Centers	\$ 5,000	\$ 5,000					
	\$ -						
<b>TOTAL REVENUE</b>	\$ 58,000	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>NET PROJECT COST</b>	\$ 169,300	\$ 169,300	\$ -	\$ -	\$ -	\$ -	\$ -
<i>(net expenses minus revenue for 5307; total expenses minus revenue for all others)</i>							
<b>LOCAL FUNDS (itemize):</b>							
Worcester County	\$ 42,325	\$ 42,325					
	\$ -						
	\$ -						
	\$ -						
	\$ -						
<b>TOTAL LOCAL FUNDS</b>	\$ 42,325	\$ 42,325	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FEDERAL/STATE FUNDS REQUESTED</b>	\$ 126,975	\$ 126,975	\$ -	\$ -	\$ -	\$ -	\$ -

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



OFFICE OF THE  
 COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 5, 2021

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

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

TO: Worcester County Commissioners  
 FROM: Karen Hammer, Administrative Assistant V  
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2021

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (9), which have current or upcoming vacancies (13 total). I have circled the members whose terms have expired or will expire on each of these boards.

### Page 2, List of Pending Board Appointments under each Commissioners name.

**President Mitrecic** - You have **One (1)** positions open:

- Marie Campione-Lawrence (**Resigned**) - replacement to the Social Services Advisory Board

**Vice President Elder** – You have **one (1)** reappointment needed:

- Michael Day to the Tourism Advisory Committee

**Commissioner Bertino** – You have **six (6)** reappointments needed:

- Jeff Knepper – passed – Ethics Board
- Donna Dillon to the Housing Review Board
- Cathy Gallagher to the Social Services Advisory Board
- Frederick Stiehl to the Water & Sewer Advisory Council, Ocean Pines
- Bob Poremski (**Resigned**) - replacement to the Water & Sewer Advisory Council, Ocean Pines
- Vanessa Alban to the Commission for Women

### All Commissioners:

- Drug and Alcohol Abuse Council; (2 resignations: Ms. Nordstrom and Rev. D’Amario), (Passing of Dr. Cragway, Jr.), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they’d like to appoint, please advise.
- At Large position on Local Development Council For the Ocean Downs Casino-4 yr. Mark Wittmyer - (Business – Ocean Pines)
- Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski)

## Pending Board Appointments - By Commissioner

**District 1 - Nordstrom** All District Appointments Received. Thank you!

**District 2 - Purnell** All District Appointments Received. Thank you!

**District 3 - Church** All District Appointments Received. Thank you!

**District 4 - Eder** p. 12 - Tourism Advisory Committee (Michael Day) - 4-year

**District 5 - Bertino**

- p. 3 Ethics Board - Passing of Jeff Knepper - 4-year
- p. 7 - Housing Review Board (Donna Dillon) - 3-year
- p. 9 - Social Services Advisory Board (Cathy Gallagher) - 3-year
- p. 13 - Water & Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski) - 4-year
- p. 14 - Commission for Women (Vanessa Alban) - 3-year

**District 6 - Bunting** All District Appointments Received. Thank you

**District 7 - Mitreic** p. 9 - Social Services Advisory Board (Marie Campione-Lawrence) - 3-year

### **All Commissioners**

p. 4 - (3) Drug and Alcohol Abuse Council; (2 resignations: Ms. Nordstrom and Rev. D'Amario), (Passing of Dr. Cragway, Jr.), **page 6**, Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.

p. 8 - (1) Local Development Council for Ocean Downs Casino (Mark Wittmyer and- At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year

p. 11 - (1) Solid Waste Advisory Committee ( Jamey Latchum - Town of Berlin) 4-year

p. 13 - (2) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski) - 4-year

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
 Terms expire December 31<sup>st</sup>

Compensation: \$50 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Church	Berlin	*02-05-09-13-17, 17-21
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Faith Mumford	D-2, Purnell	Snow Hill	14-18, 18-22
Mickey Ashby	D-1, Nordstrom	Pocomoke	14-18, 18-22
Frank Knight	D-7, Mitrecic	Ocean City	*14-19, 19-23
Jeff Knepper	D-5, Bertino	Ocean Pines	16-20, 20-24
Joseph Stigler	D-4, Elder	Berlin	16-20, 20-24

Prior Members: (Since 1972)

- |                             |                               |
|-----------------------------|-------------------------------|
| J.D. Quillin, III           | Wallace D. Stein (02-08)      |
| Charles Nelson              | William Kuhn (90-09)          |
| Garbriel Purnell            | Walter Kissel (05-09)         |
| Barbara Derrickson          | Marion Chambers (07-11)       |
| Henry P. Walters            | Jay Knerr (11-14)             |
| William Long                | Robert I. Givens, Jr. (98-14) |
| L. Richard Phillips (93-98) | Diana Purnell (09-14)         |
| Marigold Henry (94-98)      | Kevin Douglas (08-16)         |
| Louis Granados (94-99)      | Lee W. Baker (08-16)          |
| Kathy Philips (90-00)       | Richard Passwater (09-17)     |
| Mary Yenney (98-05)         |                               |
| Bill Ochse (99-07)          |                               |
| Randall Mariner (00-08)     |                               |

\* = 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: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>	
	<b><u>At-Large Members</u></b>		
Donna Nordstrom	Knowledge of Substance Abuse Treatment	* 19-21	Resigned
Rev. Matthew D'Amario	Knowledge of Substance Abuse Issues	*18-21	
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22	
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22	
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory),10-14-18, 18-22	
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23	
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19, 19-23	
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23	
Kim Moses	Knowledgeable on Substance Abuse Issues	<del>08-12-16-20</del> , 20-24	
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24	Passed

**Ex-Officio Members**

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
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

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

Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

### Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

### Prior Members:

Since 2004

Vince Gisriel	Chief Kirk Daugherty -SHPD
Michael McDermott	Mike Shamburek - Hudson Health
Marion Butler, Jr.	Shirleen Church - BOE
Judge Richard Bloxom	Tracy Tilghman (14-15)
Paula Erdie	Marty Pusey (04-15)
Tom Cetola	Debbie Goeller
Gary James (04-08)	Peter Buesgens
Vickie Wrenn	Aaron Dale
Deborah Winder	Garry Mumford
Garry Mumford	Sharon Smith
Judge Theodore Eschenburg	Jennifer Standish
Andrea Hamilton	Karen Johnson (14-17)
Fannie Birckhead	Rev. Bill Sterling (13-17)
Sharon DeMar Reilly	Kat Gunby (16-18)
Lisa Gebhardt	William McDermott
Jenna Miller	Sheriff Reggie Mason
Dick Stegmaier	Colleen Wareing ( *06-19)
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	

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



**Worcester County**  
Drug and Alcohol Council  
P.O. Box 249  
Snow Hill, Maryland 21863  
410-632-1100  
Fax: 410-632-0080

March 5, 2021

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

Dear County Commissioners and administration,

Due to the unfortunate passing of Dr. Roy Cragway and resignations of Donna Nordstrom (from the AOD Council, not AGH) and Father Matthew D'Amario, the AOD Council will have three openings available.

We hope to have recommendations for the Commissioners later this year; however, if the Commissioners have someone they'd like to appoint, please advise.

Sincerely,

Douglas Dods, Chair  
Worcester County Drug and Alcohol Council

**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: \$50 per meeting (policy)

Meetings: As Needed

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

Staff Support: Development Review & Permitting Department  
 Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17, 17-20
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21
C. D. Hall	D-1, Nordstrom	Pocomoke	10-13-16-19, 19-22
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22
Chase Church	D-3, Church	Ocean Pines	*19-20, 20-23
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Davida Washington	D-2, Purnell	Ocean Pines	*21-24

**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)  |                            |
| William Merrill (90-01)    |                            |
| Debbie Rogers (92-02)      |                            |
| Wardie Jarvis, Jr. (96-03) |                            |

\* = Appointed to fill an unexpired term

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

**ITEM 9**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Gary Weber	Dist. 4 - Elder	Resident - Snow Hill	*19-20, 20-24
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16-20-24

**Prior Members:**

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

**Since 2009**

Todd Ferrante ° (09-16)  
Joe Cavilla (12-17)  
James N. Mathias, Jr. ° (09-18)  
Ron Taylor ° (09-14)  
James Rosenberg (09-19)  
Rod Murray ° (\*09-19)

Charlie Dorman (12-19)

\* = Appointed to fill an unexpired term/initial terms staggered  
° = Charter Member

SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Faith Coleman	D-4, Elder	Snow Hill	15-18, 18-21
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
Diana Purnell	ex officio - Commissioner		14-18, 18-22
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22
<del>Maria Campione-Lawren</del>	<del>D-7, Mitrecic</del>	<del>Ocean City</del>	<del>16-19, 19-22</del> Resigned
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23

\* = Appointed to fill an unexpired term

**SOCIAL SERVICES BOARD**  
(Continued)

Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenny (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thomes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	

\* = Appointed to fill an unexpired term

Updated: November 17, 2020  
Printed: March 5, 2021

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Vaughn White	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21
Hal Adkins	Town of Ocean City		*20-21
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
Mike Poole	D-6, Bunting	Bishopville	11-15-19, 19-23
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20, 20-24
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20, 20-24
Gary Weber	Town of Snow Hill		20-24
Don Furbay	D-3, Church	Berlin	20-24

Prior Members: (Since 1994)

Ron Cascio (94-96)  
 Roger Vacovsky, Jr. (94-96)  
 Lila Hackim (95-97)  
 Raymond Jackson (94-97)  
 William Turner (94-97)  
 Vernon "Corey" Davis, Jr. (96-98)  
 Robert Mangum (94-98)  
 Richard Rau (94-96)  
 Jim Doughty (96-99)  
 Jack Peacock (94-00)  
 Hale Harrison (94-00)  
 Richard Malone (94-01)  
 William McDermott (98-03)

Fred Joyner (99-03)  
 Hugh McFadden (98-05)  
 Dale Pruitt (97-05)  
 Frederick Stiehl (05-06)  
 Eric Mullins (03-07)  
 Mayor Tom Cardinale (05-08)  
 William Breedlove (02-09)  
 Lester D. Shockley (03-10)  
 Woody Shockley (01-10)  
 John C. Dorman (07-10)  
 Robert Hawkins (94-11)  
 Victor Beard (97-11)  
 Mike Gibbons (09-14)

Hank Westfall (00-14)  
 Marion Butler, Sr. (00-14)  
 Robert Clarke (11-15)  
 Bob Donnelly (11-15)  
 Howard Sribnick (10-16)  
 Dave Wheaton (14-16)  
 Wendell Purnell (97-18)  
 George Tasker (\*15-20)  
 Rodney Bailey \*19  
 Steve Brown \*10-19  
 Bob Augustine 16-19  
 Michael Pruitt \*15-19  
 James Rosenburg (\*06-19)

\* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Michael Day	D-4, Elder	Snow Hill	*19
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Church	West Ocean City	*16-20, 20-24

Prior Members: Since 1972

- |                                   |                             |                         |
|-----------------------------------|-----------------------------|-------------------------|
| Isaac Patterson <sup>1</sup>      | Barry Laws (99-03)          | Molly Hilligoss (15-18) |
| Lenora Robbins <sup>1</sup>       | Klein Leister (99-03)       | Denise Sawyer (*18-19)  |
| Kathy Fisher <sup>1</sup>         | Bill Simmons (99-04)        | Isabel Morris (11-19)   |
| Leroy A. Brittingham <sup>1</sup> | Bob Hulburd (99-05)         |                         |
| George "Buzz" Gering <sup>1</sup> | Frederick Wise (99-05)      |                         |
| Nancy Pridgeon <sup>1</sup>       | Wayne Benson (05-06)        |                         |
| Marty Batchelor <sup>1</sup>      | Jonathan Cook (06-07)       |                         |
| John Verrill <sup>1</sup>         | John Glorioso (04-08)       |                         |
| Thomas Hood <sup>1</sup>          | David Blazer (05-09)        |                         |
| Ruth Reynolds (90-95)             | Ron Pilling (07-11)         |                         |
| William H. Buchanan (90-95)       | Gary Weber (99-03, 03-11)   |                         |
| Jan Quick (90-95)                 | Annemarie Dickerson (99-13) |                         |
| John Verrill (90-95)              | Diana Purnell (99-14)       |                         |
| Larry Knudsen (95)                | Kathy Fisher (11-15)        |                         |
| Carol Johnsen (99-03)             | Linda Glorioso (08-16)      |                         |
| Jim Nooney (99-03)                | Teresa Travatello (09-18)   |                         |

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

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20
Gregory R. Sauter, P.E.	Ocean Pines	17-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Bob Poremski	Ocean Pines	*17-19, 19-23 <i>Resigned</i>

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)
- Michael Reilly (14-18)

\* = Appointed to fill an unexpired term

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

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

Contact: Liz Mumford and Tamara White, Co-Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Darlene Bowen	D-2, Purnell	Pocomoke	*19-21
Elizabeth Rodier	D-3, Church	Bishopville	18-21
Kimberly List	D-7, Mitrecic	Ocean City	18- 21
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21
Mary E. (Liz) Mumford	At-Large	W. Ocean City	*16, 16-19, 19-22
Coleen Colson	Dept of Social Services		19-22
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Windy Phillips	Board of Education		19-22
Tamara White	D-1, Nordstrom	Pocomoke City	17-20, 20-23
Kris Heiser	Public Safety – State Attorney Office		21-24
Susan Childs	D-6, Bunting	Berlin	21-24
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Laura Morrison	At-Large	Pocomoke	*19-20, 20-23
Kelly O'Keane	Health Department		17-20, 20-23

Prior Members: Since 1995

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

\* = Appointed to fill an unexpired term  
<sup>c</sup> = Charter member

## Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	Kelly Riwniak *(19-20)
Jody Falter (06-09)	
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	

\* = Appointed to fill an unexpired term

c = Charter member

Updated: July 21, 2020

Printed: March 5, 2021



## Worcester County

Government Center  
 Department of Human Resources  
 One West Market Street, Room 1301  
 Snow Hill, Maryland 21863-1213  
 410-632-0090  
 Fax: 410-632-5614

ANN HANKINS  
 Human Resources Specialist  
 KELLY BRINKLEY  
 Human Resources Specialist  
 TARA ARMSTRONG  
 Office Assistant V

STACEY E. NORTON  
 Human Resources Director  
 HOPE CARMEAN  
 Benefits Manager  
 EDDIE CARMAN  
 Risk Manager  
 JEFF KYGER  
 Risk Management Specialist

**To:** Worcester County Commissioners  
 Harold Higgins, Chief Administrative Officer

**From:** Stacey Norton, Human Resources Director *Stacey Norton*

**Date:** March 8, 2021

**Subject:** FY 22 Benefits Recommendations Open Session

Below you will find the FY 22 benefit recommendations from the Health Benefits Committee and PSA Insurance and Financial Services, Inc.

PSA Insurance and Financial Services, Inc. did market Retirees over 65 on Medicare programs and these efforts were beneficial in negotiations.

If we make no changes, we will have a 7.33% increase (increase of \$2,461,784) for the medical, dental, and pharmacy plan total of \$35,374,933. The plan includes County and Board of Education active employees and retirees. It also includes the Commission on Aging active employees.

If our five FY 22 recommendations below are approved, we will have a 0.3% decrease or savings of \$104,016 for the medical, dental, and pharmacy plan.

1. **Dental:** Stay with CareFirst for a 3% reduction or \$34,537 annual savings
2. **Vision:** Stay with VSP and we will be in year 2 of a 4-year rate guarantee
3. **Life and Disability:** Stay with Guardian and we will be in year 2 of a 4-year rate guarantee

4. **Medical/Pharmacy:** Stay with CareFirst for active members and retirees under 65
  - a. Comply with all Maryland State mandates
  - b. Increase call margin from 5% to 8% to save \$861,000
  - c. Move retirees over 65 on Medicare to the CareFirst Medicare Advantage PPO Plan effective 1/1/22 with Retiree First managing the retiree experience. This will change our plan position in funding because Medicare will now pay pharmacy charges first. Today, retirees over 65 waive Medicare Part D (Pharmacy) and CareFirst pays the pharmacy charges first. This will allow us to take advantage of increased government subsidies for alternate program offerings available. The new program will offer an overall lower annual cost and we anticipate a one-time decrease to our OPEB Trust(s) liability.
  
5. **FY 20 Stop Loss Savings:** Use the FY 20 Stop Loss savings with CareFirst of \$2,557,358 to buy down the medical/pharmacy premium rates for active employees and retirees under 65 for \$1,119,871 so their FY 22 premium rates will be the same as the FY 21 premium rates and move the remaining savings of \$1,437,487 to the OPEB Trust(s) split evenly between the County and the Board of Education.

We have to notify CareFirst of our renewal decision by April 1, 2021.

I look forward to discussing this with you during the open session at the March 16, 2021 meeting.

Thank you for your support and consideration.

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



OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 2, 2021

Worcester County Commissioners  
One West Market Street  
County Government Center - Room 1103  
Snow Hill, MD 21863

RE: **Requested** FY2022 Enterprise Fund Operating Budgets

Commissioners:

In accordance with the County Government Article of the Code of Public Local Laws of Worcester County MD, the Worcester County Enterprise Fund Operating Budget Requests for Fiscal Year 2022 will be included in your Budget Work Session packages for your review and discussion on March 23, 2021.

### Enterprise Funds

Enterprise Funds are used to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The County uses enterprise funds to account for its water and wastewater, and solid waste operations.

### Water and Wastewater Enterprise Fund

The proposed budget contains no rate adjustments for Assateague Pointe, Briddletown, Edgewater Acres, Landings, Lighthouse Sound, Mystic Harbor, Newark, Ocean Pines, Riddle Farm, River Run, and West Ocean City.

Solid Waste Enterprise Fund

The proposed budget contains rate adjustments for house trailers. This adjustment will provide additional revenue to support the solid waste operations.

The Solid Waste Superintendent provides direct oversight of the solid waste, homeowner convenience centers, and recycling operations. For this reason, we will present the homeowner convenience centers and recycling budgets with the Solid Waste Enterprise Fund.

Budget Adoption Schedule

The budget review session with the Enterprise Fund Departments is scheduled for March 23, 2021. This session provides the opportunity for your detailed review of the various budget requests. Additional budget work sessions are scheduled for May 11, and May 18. May 25, 2021 is also scheduled if needed. The Public Hearings on the Requested Enterprise Fund Operating Budgets are scheduled for Tuesday, June 1, 2021 at the Government Center. The FY2022 Enterprise Fund Operating Budget will be adopted on Tuesday, June 15, 2021.

Respectfully Submitted,



Harold L. Higgins  
Chief Administrative Officer

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



OFFICE OF THE  
 COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

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

## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 8, 2021

Worcester County Commissioners  
 One West Market Street  
 County Government Center - Room 1103  
 Snow Hill, MD 21863

RE: **Requested FY2022 Operating Budget**

Commissioners:

In accordance with Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland, enclosed are the Worcester County Departmental Operating Budget Requests for Fiscal Year 2022.

General Fund revenues based on current tax rates are estimated to be \$210,591,207. Requested general fund operating expenditures total \$218,604,720. This leaves a **shortfall** of \$8,013,513 which must be reconciled, either with reductions in expenditures, additional revenues or a combination of the two. Since the State budget is not finalized, the County could be further burdened by State cuts, continued unfunded mandates and/or the transfer of State responsibilities. Listed below are significant budget variances as compared to the current year:

### Anticipated General Fund Revenues

The estimated revenues for FY2022 total \$210,591,207 which is an **increase** of \$6,270,576 or 3% more than the current year.

- **Net Property Tax Revenues** increase by \$3,144,763, primarily as a result of increased assessments and Homeowner Tax Credits. These estimates are based on the current tax rate of \$0.845 per \$100 of the assessed value for the Real property.
- **Income Tax revenue** increased by \$3,500,000 and is estimated at \$30,000,000. This is based on the tax rate of 2.25%, which became effective January 1, 2020 and is effective for a full fiscal year of distributions to the County and is primarily based on the market conditions and estimates for the current year. The pass through to Municipalities is included for \$2.3 million
- **Other Local Taxes** increased by \$3,380,000 for the following: \$2,000,000 Recordation Taxes and \$1,500,000 Transfer taxes both based on actual trends and market conditions. A **decrease** of

## ITEM 12

\$20,000 in Admission & Amusement Taxes and \$100,000 in Room Tax collections for Unincorporated areas in the County, both estimates are based on the current trends due to the ongoing Covid-19 pandemic.

- State Shared Revenues increased by \$657,635 and includes an increase of \$705,148 in 911 fees based on a raise in the County 911 fee of \$.75 for each accessible service line which will become effective July 1, 2021. A **decrease** of \$47,513 is due to the State estimate for Highway User revenues.
- Licenses and Permits **decreased** by \$89,306 overall; significant changes include **decreases** of \$25,000 for liquor licenses, \$23,000 for Traders licenses, \$25,000 for building permits and \$16,606 for health permits. An increase of \$24,000 is included for the occupational licenses which is a biannual license.
- Charges for Services **decreased** by \$2,616,475 with a **decrease** of \$2,500,000 as the most significant change to Jail Use ICE housing and \$20,000 in Jail use work release based on current trends. **Decreases** include \$10,000 in Sheriff Paper Service fees, \$15,500 for Library use charges, \$15,000 in Public Works pipe sales and \$47,000 for Seacrets Security by the Sheriff's Office.
- Interest on investments **decreased** \$650,000 based on current rates of return.
- Other Revenue **decreased** by \$81,718 with a **decrease** of \$110,000 in Retiree drug subsidy and an increase in \$27,800 for rent revenue in Boat Landings.
- Federal grants project an overall increase of \$168,671 due to increased estimate for a FEMA grant revenue by the Sheriff's office for reimbursement of an Armored Rescue vehicle.
- State grants **decreased** overall by \$1,121,994. Increases include \$450,000 in Program Open Space for recreation while **decreases** include \$670,000 in Program Open Space for parks and \$980,733 in State Aid for Bridges only requested in the current year.
- Transfers in:
  - Planned use of Casino/Local Impact Grant Funds increased by \$2,700 for the debt payment for the Worcester Technical High School in FY22.

### Major Requested General Fund Expenditures

The **Requested expenditures** for FY2022 total \$218,604,720 which is an increase of \$14,284,089 or 7% more than the current year. Significant budget variances are listed below:

### County Departments and Agencies

- State's Attorney increased by \$175,888
  - Increased by \$137,028 in salaries for a new Investigator and Assistant State's Attorney.
  - Increased by \$35,000 for an SUV for use by the Investigator to assist with on-call liquor board investigations.
- Elections Office increased by \$212,623 and includes a Gubernatorial early voting and Primary Election in June 2022.
  - Increased by \$17,204 in salaries for reclassification by the State Board of Elections of certain positions in FY2022.
  - Increased by \$190,822 in supplies & materials mainly due to increased voting machine leases, supplies and new poll books.
- Sheriff's Office increased by \$2,243,241
  - Increased by \$409,482 for the following: \$380,521 in salaries for 4 new full-time Deputies, converting 7 part-time to full-time and increased hours for School Security and Court Deputies; \$26,681 in overtime and \$2,280 for grant overtime.
  - Increased by \$182,002 in supplies and materials for new hires which includes law enforcement equipment, bullet proof vests, uniforms and replacement uniforms for

## ITEM 12

- deputies.
- Maintenance and Services increased by \$500,757 and includes \$477,000 for vehicle equipment and \$120,000 vehicle maintenance due to the request for new vehicles
- Increased by \$6,000 for education training for professional development
- Increased by \$1,145,000 in capital equipment of which \$819,000 is for new vehicles to replace 18 older vehicles and 3 new patrol vehicles for new hires. An Armored Rescue Vehicle for \$326,000 is requested with requested federal funds to reimburse half the cost.
- Emergency Services increased by \$1,062,824
  - Increased by \$277,153 for the following: \$127,212 in salaries for 4 Communication Call Takers for the Next Gen 911 initiative and 2 Electronic Services Specialists positions, \$11,918 in overtime for training requirements for Communications Specialists and staff.
  - Increased by \$204,921 in supplies and materials for the following: \$46,500 for radio equipment needs for portables and mobile radios and \$190,523 increase for the Harris radio service contract.
  - Increased by \$580,000 in public safety equipment for a one-time project for a P-25 radio interference mitigation upgrade
- Fire Company Grant is included for \$2,520,000 based on the current funding of \$250,000 to each fire company and the supplement for \$20,000.
- Ambulance Grants is included for \$5,088,773 an increase of \$76,800 based on keeping funding level with the current fiscal due to the pandemic or increased if runs were higher than prior year.
- Public Works Maintenance Division increased by \$292,295
  - Increased by \$113,605 for a new Plumber position and cross training due to retirement.
  - Increased by \$177,339 in capital for four utility trucks and a replacement Toro mower.
- Roads increased by \$459,074
  - Increased by \$500,000 in blacktop overlay for road surfaces
- Other Social Services increased \$498,690
- Wor-Wic Community College increased \$112,120
  - Increased by \$112,120, Worcester County local funding allocation is 28.03%
- Recreation increased by \$640,388
  - Increased by \$70,508 in salaries for a new Recreation Program Manager position and reclassifications.
  - Increased by \$513,570 in supplies and materials for \$20,000 additional funds for tournament fees and \$500,000 in Program Open Space grant funds for an addition to the Recreation Center.
  - Increased by \$69,310 in capital for \$48,260 two new vehicles and \$21,050 for a retractable batting cage for the recreation center.
- Parks **decreased** by \$751,723
  - **Decreased** by \$942,487 for Park improvements from the State Program Open Space funds over the current year and increased by \$12,000 in equipment lease for a GPS paint robot for fields
  - Increased by \$14,912 in maintenance and services by \$11,312 for operating costs assisted with parks and \$3,300 vehicle expenses
  - Increased by \$9,050 for various travel, educational training and conferences to expand leadership and professional knowledge.
  - Increased by \$163,700 in capital for three pickup trucks \$93,700, zero turn lawnmower \$15,000, Toro utility vehicle with field groomer \$30,000 and a Vermeer wood chipper \$25,000.
- Taxes Shared with Towns Increased by \$297,100
  - Increased by \$300,000 for the pass through of the Income Tax distribution to the Towns

## ITEM 12

- Grants to Towns increased \$1,091,633
  - Increased by \$844,633 for Town requests presented to the County Commissioners on March 2 and March 16, 2021
  - Increased by \$247,000 for Ocean Pines Association request for Police aid, tourism, recreational programs and roads and bridges
- Salary, Insurance & Benefits increased \$4,615,818
  - Increased by \$1,126,810 for salaries for County employees and personnel requests which includes longevity for those eligible and a 3.5% COLA
  - **Decreased** by \$123,149 based on the estimated renewal rates for health benefits without an increase allocated to each plan type
  - Increased by \$3,000,000 for Other Post-Employment Benefits for a total of \$8,500,000, which is in excess of the 22.2% percent required by the FY20 income tax increase. OPEB funding to be allocated to the Trust fund for the County employees and Board of Education for \$4,250,000 each.
  - Increased by \$425,127 for the retirement plan based on increased rates and estimated payroll
  - Increased by \$167,601 for social security taxes based on the estimated payroll
  - Increased by \$10,078 for workman's compensation based on estimates
  - Increased by \$11,422 for Property & Liability insurance estimates
  - **Decreased** by \$2,071 for the Maryland State Retirement administration fees
- Debt Service **decreased** by \$247,738
  - **Decreased** due to the 2004 MDE loan payment as compared to current year.
- Interfund Charges increased by \$520,300 for Transfer to Reserve to maintain the current 10% reserve based on fully funding the requested expense budget

**Board of Education**

- The Board of Education has requested \$97,029,875, including one-time capital funding requests, from the County, an increase of \$1,785,636 over the **current** year adopted budget as shown below. School construction debt is paid by the County on behalf of the Board of Education. It is not reflected in the Board’s budget; however, it is included in the County’s operating budget. The Board’s operating and capital budget request is \$97,029,875 plus debt of \$12,469,356 which totals \$109,499,231 or 52.0% of the County’s total estimated revenue.

	FY2022 Requested Budget	FY2021 Approved Budget	Dollar Variance +/- FY2021
County Appropriation *	\$95,773,822	\$93,692,139	+2,081,683
County Appropriation: Technology + Capital Outlay *	300,000	300,000	+0
County Appropriation: Retirement for Non-Teachers	660,253	619,100	+41,153
School Construction Projects	295,800	633,000	-337,200
<b>Sub-Total County Appropriation</b>	<b><u>\$97,029,875</u></b>	<b><u>\$95,244,239</u></b>	<b><u>+1,785,636</u></b>
State and Other Funding Sources	21,095,167	20,927,438	+167,729
<b>Total Unrestricted Budget</b>	<b><u>\$118,125,042</u></b>	<b><u>\$116,171,677</u></b>	<b><u>+1,953,365</u></b>
Restricted Programs: Pocomoke Middle **	50,000	50,000	+0
Restricted: Federal and State Programs	19,116,188	16,670,783	+2,445,405
<b>Total</b>	<b><u>\$137,291,230</u></b>	<b><u>\$132,892,460</u></b>	<b><u>+4,398,770</u></b>

\*Fiscal 2022 County Appropriation is calculated by the escalator provision using the Fiscal 2021 Maintenance of Effort (MOE) level of \$93,992,139 as the baseline:

- An MOE escalator provision will take effect in FY22 for 2.5%. This provision was enacted as part of Senate Bill 848 of 2012, Section 5-202(d)(ii)2 and became effective FY15. Due to a negative statewide average for FY15 and FY16. The escalator has affected FY17-FY22.
- As of March 8, the Board of Education has not received an official MOE calculation from the State Department of Education.

\*\*FY2022 and FY2021 Construction projects for \$633,000 and restricted project for \$50,000 is funded through fund balance.

**Board of Education Requested Salary Increase:**

The Board of Education submission includes the following salary request:

- The salary package for the Board of Education reflects a payroll increase of \$1,812,981, which includes a step, longevity step for those eligible and salary scale adjustments as negotiated with a 1% COLA for Teachers and 1.5% COLA for Support Staff employees.
- The bus contracts account increase over FY21 is \$43,930 and reflects a 1% increase to bus contractor’s hourly, mileage and PVA rates effective July 1, 2021. Also included is the request for several contractors to purchase new buses for \$22,463.

- Starting Teacher pay would increase 1.0% from \$47,322 to \$47,795.

Budget Adoption Schedule

The first budget review session with selected County Departments and Agencies is scheduled for March 23<sup>rd</sup> and another is scheduled for April 13<sup>th</sup>. These sessions provide the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Operating Budget is scheduled for Tuesday, May 4, 2021 at 7:00 p.m. at the Worcester County Government Center. Additional budget work sessions are scheduled for May 11, and May 18. May 25, 2021 is also scheduled if needed. The FY2021/2022 General Fund Operating Budget must be adopted on June 1, 2021.

Respectfully Submitted,



Harold L. Higgins  
Chief Administrative Officer

HLH:kjw

H:\FY22 Budget\March 16 budget to Commissioners\FY22 budget request to Commissioners.docx

Attachments: FY22 Requested Summary – Pages 7-13  
FY22 Revenue by Account Classification – Pages 14-17  
Budget Work Session Agenda March 23, 2021 –Page 18  
Budget Work Session Agenda April 13, 2021 – Page 19  
Exhibit 1 – Board of Education Unrestricted Revenues  
Exhibit 2 – Board of Education Restricted Revenues

**WORCESTER COUNTY**  
**Summary**  
**FY2022 Revenue Estimate**

	FY2022 Estimate	FY2021 Approved	(\$) Difference (%)	
Property Taxes	\$ 148,203,984	\$ 145,059,221	\$ 3,144,763	2%
Income Taxes	30,000,000	26,500,000	3,500,000	13%
Other Local Taxes	16,811,000	13,431,000	3,380,000	25%
State Shared	2,469,458	1,811,823	657,635	36%
Licenses & Permits	2,404,376	2,493,682	(89,306)	-4%
Charges for Services	2,942,095	5,558,570	(2,616,475)	-47%
Interest on Investments	200,000	850,000	(650,000)	-76%
Fines & Forfeits	29,000	52,700	(23,700)	-45%
Misc./Sale of Assets/Other Revenue	358,843	440,561	(81,718)	-19%
Federal Grants	532,473	363,802	168,671	46%
State Grants	4,139,878	5,261,872	(1,121,994)	-21%
Transfers In-Casino/Local Impact Grant	2,500,100	2,497,400	2,700	0%
Transfers In - Budget Stabilization	0	0	0	N/A
<b>TOTAL REVENUES</b>	<b>\$ 210,591,207</b>	<b>\$ 204,320,631</b>	<b>\$ 6,270,576</b>	<b>3%</b>

**FY 2022 Requested General Fund Budget**

	FY2022 Request	FY2021 Approved	(\$) Difference (%)	
<b>County Commissioners &amp; Admin.</b>				
Personnel Services	978,846	988,074	(9,228)	-1%
Supplies & Materials	40,494	33,702	6,792	20%
Maintenance & Services	34,660	32,694	1,966	6%
Other Charges	44,047	43,914	133	0%
Interfund Charges	(83,241)	(83,592)	351	0%
Capital Equipment	0	0	0	N/A
	1,014,806	1,014,792	14	0%
<b>Circuit Court</b>				
Personnel Services	1,013,605	994,175	19,430	2%
Supplies & Materials	212,231	212,231	0	0%
Maintenance & Services	110,765	110,765	0	0%
Other Charges	8,932	8,932	0	0%
Capital Equipment	0	0	0	N/A
	1,345,533	1,326,103	19,430	1%
<b>Orphan's Court</b>				
Personnel Services	21,000	21,000	0	0%
Supplies & Materials	1,100	0	1,100	N/A
Other Charges	6,800	6,800	0	0%
	28,900	27,800	1,100	4%

# ITEM 12

	FY2022 Request	FY2021 Approved	(\$) Difference (%)	
<b>State's Attorney</b>				
Personnel Services	1,574,543	1,437,515	137,028	10%
Supplies & Materials	53,298	51,242	2,056	4%
Maintenance & Services	19,154	17,350	1,804	10%
Other Charges	25,750	25,750	0	0%
Interfund Charges	0	0	0	N/A
Capital Equipment	35,000	0	35,000	N/A
	1,707,745	1,531,857	175,888	11%
<b>Treasurer</b>				
Personnel Services	1,311,658	1,276,990	34,668	3%
Supplies & Materials	151,250	136,855	14,395	11%
Maintenance & Services	3,840	2,400	1,440	60%
Other Charges	4,900	4,900	0	0%
Interfund Charges	(234,518)	(231,396)	(3,122)	1%
Capital Equipment	0	0	0	N/A
	1,237,130	1,189,749	47,381	4%
<b>Elections Office</b>				
Personnel Services	539,432	522,228	17,204	3%
Supplies & Materials	558,415	367,593	190,822	52%
Maintenance & Services	152,159	149,326	2,833	2%
Other Charges	17,150	15,386	1,764	11%
Capital Equipment	0	0	0	N/A
	1,267,156	1,054,533	212,623	20%
<b>Human Resources</b>				
Personnel Services	472,597	473,097	(500)	0%
Supplies & Materials	21,757	22,760	(1,003)	-4%
Maintenance & Services	27,600	25,500	2,100	8%
Other Charges	4,000	4,500	(500)	-11%
Interfund Charges	(67,138)	(67,138)	0	0%
Capital Equipment	29,500	0	29,500	N/A
	488,316	458,719	29,597	6%
<b>Development Review &amp; Permitting</b>				
Personnel Services	1,509,330	1,537,866	(28,536)	-2%
Supplies & Materials	290,429	281,502	8,927	3%
Maintenance & Services	108,073	55,700	52,373	94%
Other Charges	27,776	23,331	4,445	19%
Interfund Charges	(86,084)	(84,430)	(1,654)	2%
Capital Equipment	58,000	0	58,000	N/A
	1,907,524	1,813,969	93,555	5%
<b>Environmental Programs</b>				
Personnel Services	1,106,728	1,088,747	17,981	2%
Supplies & Materials	263,837	268,252	(4,415)	-2%
Maintenance & Services	98,145	97,745	400	0%
Other Charges	2,873	5,656	(2,783)	-49%
Interfund Charges	(27,777)	(27,777)	0	0%
Capital Equipment	101,000	0	101,000	N/A
	1,544,806	1,432,623	112,183	8%

# ITEM 12

	FY2022 Request	FY2021 Approved	(\$) Difference (%)	
<b>Information Technology</b>				
Personnel Services	561,668	556,945	4,723	1%
Supplies & Materials	17,577	9,450	8,127	86%
Maintenance & Services	2,380	2,280	100	4%
Other Charges	6,450	6,452	(2)	0%
Interfund Charges	(30,228)	(29,366)	(862)	3%
Capital Equipment	0	0	0	N/A
	<b>557,847</b>	<b>545,761</b>	<b>12,086</b>	<b>2%</b>
<b>Other General Government</b>				
Supplies & Materials	1,082,773	957,987	124,786	13%
Maintenance & Services	915,510	909,738	5,772	1%
Other Charges	1,246,314	1,149,495	96,819	8%
Capital Equipment	175,000	330,398	(155,398)	-47%
	<b>3,419,597</b>	<b>3,347,618</b>	<b>71,979</b>	<b>2%</b>
<b>Sheriff's Department</b>				
Personnel Services	6,678,097	6,268,615	409,482	7%
Supplies & Materials	906,781	724,779	182,002	25%
Maintenance & Services	952,111	451,354	500,757	111%
Other Charges	59,109	53,109	6,000	11%
Capital Equipment	1,145,000	0	1,145,000	N/A
	<b>9,741,098</b>	<b>7,497,857</b>	<b>2,243,241</b>	<b>30%</b>
<b>Emergency Services</b>				
Personnel Services	1,825,156	1,548,003	277,153	18%
Supplies & Materials	1,151,412	946,491	204,921	22%
Maintenance & Services	212,850	212,100	750	0%
Other Charges	40,143	40,143	0	0%
Interfund Charges	0	0	0	N/A
Capital Equipment	580,000	0	580,000	N/A
	<b>3,809,561</b>	<b>2,746,737</b>	<b>1,062,824</b>	<b>39%</b>
<b>County Jail</b>				
Personnel Services	6,317,272	6,340,943	(23,671)	0%
Supplies & Materials	964,560	968,635	(4,075)	0%
Maintenance & Services	2,244,458	2,204,162	40,296	2%
Other Charges	16,056	16,056	0	0%
Capital Equipment	25,725	18,302	7,423	41%
	<b>9,568,071</b>	<b>9,548,098</b>	<b>19,973</b>	<b>0%</b>
<b>Fire Marshal's Office</b>				
Personnel Services	446,544	444,648	1,896	0%
Supplies & Materials	40,091	49,720	(9,629)	-19%
Maintenance & Services	19,460	17,360	2,100	12%
Other Charges	22,260	24,685	(2,425)	-10%
Capital Equipment	47,500	0	47,500	N/A
	<b>575,855</b>	<b>536,413</b>	<b>39,442</b>	<b>7%</b>

# ITEM 12

	FY2022 Request	FY2021 Approved	(\$) Difference (%)	
<b>Volunteer Fire &amp; Ambulance</b>				
Supplies & Materials	0	1,800	(1,800)	-100%
Maintenance & Services	19,104	19,404	(300)	-2%
Other Charges	8,383,499	8,299,919	83,580	1%
Capital Equipment	0	21,000	(21,000)	-100%
	8,402,603	8,342,123	60,480	1%
<b>Public Works Department</b>				
Personnel Services	607,009	609,009	(2,000)	0%
Supplies & Materials	24,160	29,210	(5,050)	-17%
Maintenance & Services	41,346	40,546	800	2%
Other Charges	2,865	2,865	0	0%
Interfund Charges	(146,324)	(146,324)	0	0%
Capital Equipment	35,000	0	35,000	N/A
	564,056	535,306	28,750	5%
<b>Maintenance Division</b>				
Personnel Services	1,084,079	970,474	113,605	12%
Supplies & Materials	52,012	56,161	(4,149)	-7%
Maintenance & Services	77,138	76,688	450	1%
Other Charges	6,600	1,550	5,050	326%
Capital Equipment	177,339	0	177,339	N/A
	1,397,168	1,104,873	292,295	26%
<b>Roads Division</b>				
Personnel Services	1,621,493	1,635,625	(14,132)	-1%
Supplies & Materials	1,732,626	1,251,925	480,701	38%
Maintenance & Services	668,842	676,312	(7,470)	-1%
Other Charges	1,965	1,990	(25)	-1%
Capital Equipment	0	0	0	N/A
	4,024,926	3,565,852	459,074	13%
<b>Boat Landings</b>				
Supplies & Materials	350,000	265,000	85,000	32%
Maintenance & Services	37,155	37,315	(160)	0%
Capital Equipment	0	0	0	N/A
	387,155	302,315	84,840	28%
<b>Homeowner Convenience Centers</b>				
Personnel Services	244,367	222,139	22,228	10%
Supplies & Materials	9,150	9,150	0	0%
Maintenance & Services	259,060	258,050	1,010	0%
Other Charges	0	0	0	N/A
Interfund Charges	212,403	197,660	14,743	7%
Capital Equipment	81,000	0	81,000	N/A
	805,980	686,999	118,981	17%

# ITEM 12

	FY2022 Request	FY2021 Approved	(\$) Difference (%)	
<b>Recycling</b>				
Personnel Services	421,702	415,555	6,147	1%
Supplies & Materials	17,150	17,150	0	0%
Maintenance & Services	198,325	198,325	0	0%
Other Charges	1,314	1,314	0	0%
Interfund Charges	199,859	213,832	(13,973)	-7%
Capital Equipment	25,637	0	25,637	N/A
	863,987	846,176	17,811	2%
<b>Health Department</b>				
Supplies & Materials	3,000	3,000	0	0%
Maintenance & Services	416,002	416,002	0	0%
Other Charges	5,257,973	5,264,795	(6,822)	0%
Capital Equipment	0	0	0	N/A
	5,676,975	5,683,797	(6,822)	0%
<b>Mosquito Control Division</b>				
Personnel Services	97,387	97,387	0	0%
Supplies & Materials	4,650	5,695	(1,045)	-18%
Maintenance & Services	20,450	20,350	100	0%
Other Charges	70,200	70,175	25	0%
Capital Equipment	32,396	0	32,396	N/A
	225,083	193,607	31,476	16%
<b>Commission on Aging</b>				
Supplies & Materials	183,383	182,728	655	0%
Maintenance & Services	202,200	206,250	(4,050)	-2%
Other Charges	1,181,600	1,111,900	69,700	6%
Capital Equipment	36,600	0	36,600	N/A
	1,603,783	1,500,878	102,905	7%
<b>Social Service Groups</b>				
Personnel Services	0	0	0	N/A
Other Charges	1,103,768	605,078	498,690	82%
	1,103,768	605,078	498,690	82%
<b>Wor-Wic Community College</b>				
Other Charges	2,530,242	2,418,122	112,120	5%
Capital Equipment	0	0	0	N/A
	2,530,242	2,418,122	112,120	5%
<b>Board of Education</b>				
Personnel Services	73,705,080	71,892,099	1,812,981	3%
Supplies & Materials	3,632,333	3,407,333	225,000	7%
Maintenance & Services	8,159,629	8,093,236	66,393	1%
Other Charges	31,837,658	31,651,467	186,191	1%
Interfund Charges	(21,095,167)	(20,927,438)	(167,729)	1%
Capital Equipment	494,542	494,542	0	0%
Total Operating Budget	96,734,075	94,611,239	2,122,836	2%
School Debt Service	12,469,356	12,494,881	(25,525)	0%
Total Operating & Debt Service	109,203,431	107,106,120	2,097,311	2%

# ITEM 12

	FY2022 Request	FY2021 Approved	(\$) Difference (%)	
<b>Recreation Department</b>				
Personnel Services	1,007,329	936,821	70,508	8%
Supplies & Materials	1,036,310	522,740	513,570	98%
Maintenance & Services	171,228	183,928	(12,700)	-7%
Other Charges	37,450	37,750	(300)	-1%
Capital Equipment	69,310	0	69,310	N/A
	2,321,627	1,681,239	640,388	38%
<b>Parks Department</b>				
Personnel Services	439,717	436,615	3,102	1%
Supplies & Materials	377,121	1,319,608	(942,487)	-71%
Maintenance & Services	102,843	87,931	14,912	17%
Other Charges	9,800	750	9,050	1207%
Capital Equipment	163,700	0	163,700	N/A
	1,093,181	1,844,904	(751,723)	-41%
<b>Library</b>				
Personnel Services	1,942,515	1,932,885	9,630	0%
Supplies & Materials	454,500	455,908	(1,408)	0%
Maintenance & Services	363,272	363,172	100	0%
Other Charges	9,000	8,800	200	2%
Capital Equipment	25,000	0	25,000	N/A
	2,794,287	2,760,765	33,522	1%
<b>Recreation &amp; Culture</b>				
Other Charges	100,001	85,000	15,001	18%
	100,001	85,000	15,001	18%
<b>Extension Service</b>				
Supplies & Materials	16,135	16,615	(480)	-3%
Maintenance & Services	2,500	2,500	0	0%
Other Charges	187,582	187,582	0	0%
Capital Equipment	0	0	0	N/A
	206,217	206,697	(480)	0%
<b>Natural Resources</b>				
Supplies & Materials	1,700	1,700	0	0%
Other Charges	508,554	519,554	(11,000)	-2%
	510,254	521,254	(11,000)	-2%
<b>Economic Development Department</b>				
Personnel Services	120,000	149,939	(29,939)	-20%
Supplies & Materials	160,502	179,450	(18,948)	-11%
Maintenance & Services	62,750	54,200	8,550	16%
Other Charges	24,675	18,675	6,000	32%
Capital Equipment	0	0	0	N/A
	367,927	402,264	(34,337)	-9%
<b>Tourism Department</b>				
Personnel Services	271,771	209,033	62,738	30%
Supplies & Materials	254,451	249,861	4,590	2%
Maintenance & Services	765,609	783,484	(17,875)	-2%
Other Charges	6,300	4,900	1,400	29%
	1,298,131	1,247,278	50,853	4%

# ITEM 12

	FY2022 Request	FY2021 Approved	(\$ Difference (%))	
<b>Taxes Shared W/Towns</b>				
Other Charges	2,642,357	2,345,257	297,100	13%
	2,642,357	2,345,257	297,100	13%
<b>Grants to Towns</b>				
Supplies & Materials	150,000	0	150,000	N/A
Other Charges	7,003,591	6,061,958	941,633	16%
	7,153,591	6,061,958	1,091,633	18%
<b>Insurance &amp; Benefits</b>				
Maintenance & Services	5,000	5,000	0	0%
Health, OPEB & Other	23,370,170	18,754,352	4,615,818	25%
	23,375,170	18,759,352	4,615,818	25%
<b>Debt Service</b>				
Interfund Charges	13,687,931	13,935,669	(247,738)	-2%
Less: Alloc. Brd of Ed Debt	(12,469,356)	(12,494,881)	25,525	0%
	1,218,575	1,440,788	(222,213)	-15%
<b>Interfund</b>				
Interfund Charges	520,300	0	520,300	N/A
	520,300	0	520,300	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 218,604,720</b>	<b>\$ 204,320,631</b>	<b>\$ 14,284,089</b>	<b>7%</b>

## FY2022 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2022 Estimated Revenues	2021 Adopted Budget	% Variance	% Variance
<b>Fund: 100 - General Fund</b>					
<b>REVENUES</b>					
<b>PROP TAX - Property Taxes</b>					
4000	Full Year Real Property Taxes	140,466,598	138,167,141	2,299,457	1.7%
4010	Personal Property Taxes	380,250	332,719	47,531	14.3%
4020	Corporation Property Taxes	4,689,750	4,103,531	586,219	14.3%
4030	Railroad & Utility Property Tax	3,798,909	3,622,642	176,267	4.9%
4035	Railroad Real Property	1,614	1,403	211	15.0%
4040	Half Year Real Property Taxes	150,000	211,250	(61,250)	-29.0%
4050	Tax Additions & Abatements	(283,200)	(358,200)	75,000	-20.9%
4060	Interest on Delinquent Taxes	700,000	700,000	-	0.0%
4070	Discounts Allowed on Taxes	(475,000)	(475,000)	-	0.0%
4080	Tax Credits For Assessment I	(1,224,937)	(1,246,265)	21,328	-1.7%
Account Classification Total: PROP TAX - Property Taxes		148,203,984	145,059,221	3,144,763	2.2%
<b>INC TAX - Income Tax</b>					
4100	Income Tax	30,000,000	26,500,000	3,500,000	13.2%
Account Classification Total: INC TAX - Income Tax		30,000,000	26,500,000	3,500,000	13.2%
<b>OTHER TAX - Other Taxes</b>					
4200	Admission & Amusement Taxes	600,000	620,000	(20,000)	-3.2%
4210	Recordation Taxes	9,000,000	7,000,000	2,000,000	28.6%
4240	Food Tax	81,000	81,000	-	0.0%
4250	Room Tax	180,000	180,000	-	0.0%
4250.040	Room Tax Due to Unincorporated Areas	950,000	1,050,000	(100,000)	-9.5%
4340	Transfer Tax	6,000,000	4,500,000	1,500,000	33.3%
Account Classification Total: OTHER TAX - Other Taxes		16,811,000	13,431,000	3,380,000	25.2%
<b>ST SHRD - State Shared</b>					
4300	Highway Users Taxes	1,118,978	1,166,491	(47,513)	-4.1%
4310	911 Fees	1,350,480	645,332	705,148	109.3%
Account Classification Total: ST SHRD - State Shared		2,469,458	1,811,823	657,635	36.3%
<b>FRNCH - Franchise Fees</b>					
4400	Franchise Fees	22,500	22,500	-	0.0%
Account Classification Total: FRNCH - Franchise Fees		22,500	22,500	-	0.0%
<b>LOSS DSP ASTS - Gain/Loss on Disposal of Assets</b>					
4600	Sale Of Fixed Assets	40,000	40,000	-	0.0%
Account Classification Total: LOSS DSP ASTS - Gain/Loss on Disposal of Assets		40,000	40,000	-	0.0%
<b>LIC/PRMT - Licenses and Permits</b>					
4900	Liquor Licenses	800,000	825,000	(25,000)	-3.0%
4905	Vending Machine Licenses	65,000	70,000	(5,000)	-7.1%
4910	Traders Licenses	80,000	103,000	(23,000)	-22.3%
4915	Occupational Licenses	30,000	6,000	24,000	400.0%
4920	Bingo Permits	5,000	18,500	(13,500)	-73.0%
4927	Rental License Fee	175,000	175,000	-	0.0%
4930	Building Permits	275,000	300,000	(25,000)	-8.3%
4932	Electrical Permits	15,000	15,000	-	0.0%
4933	Commercial Plumbing Plan Review	2,500	2,500	-	0.0%
4935	Marriage Licenses	20,000	24,000	(4,000)	-16.7%
4936	Civil Ceremony	1,000	1,200	(200)	-16.7%
4941	Shoreline Construction Permit	19,000	19,000	-	0.0%
4942	Timber Harvest Permit	3,000	3,000	-	0.0%
4943	SEC/SWM Permit	22,000	22,000	-	0.0%
4945.010	Environmental Permits Burn Permit	600	600	-	0.0%
4945.020	Environmental Permits Campground Permit	3,325	3,325	-	0.0%

## FY2022 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2022 Estimated Revenues	2021 Adopted Budget	% Variance	% Variance
4945.030	Environmental Permits Septic Permit	23,500	23,500	-	0.0%
4945.040	Environmental Permits Waste Hauler Permit	2,100	2,100	-	0.0%
4945.050	Environmental Permits Well Permit	16,800	16,800	-	0.0%
4945.060	Environmental Permits Other	300	300	-	0.0%
4945.070	Environmental Permits Water & Sewer Review	10,000	10,000	-	0.0%
4950	Health Permits	380,101	396,707	(16,606)	-4.2%
4955	Raffle Permits	1,800	1,800	-	0.0%
4960	Plumbing Permits	52,000	52,000	-	0.0%
4965	Gas Permits	20,000	20,000	-	0.0%
4970	Forestry Conservation Review Fees	6,000	6,000	-	0.0%
4980	Landfill Permits-Household	320,000	320,000	-	0.0%
4982	PAYT Tags - Household	8,000	9,000	(1,000)	-11.1%
5060.100	Licenses and Permits Board of Zoning Appeal Fee	18,000	18,000	-	0.0%
5060.300	Licenses and Permits Site Plan Review	11,000	11,000	-	0.0%
5060.400	Licenses and Permits Rezoning Fee	4,000	4,000	-	0.0%
5060.500	Licenses and Permits Subdivision Review Fee	12,000	12,000	-	0.0%
5060.600	Licenses and Permits Text Amendment Application Fee	2,000	2,000	-	0.0%
5060.700	Licenses and Permits Nat Resources Text Amendment App	350	350	-	0.0%
Account Classification Total: LIC/PRMT - Licenses and Permits		2,404,376	2,493,682	(89,306)	-3.6%
CHG SVC - Charges for Services					
4940	Shoreline Construction Application Fee	20,000	20,000	-	0.0%
5047	Stormwater Management Review Fee	78,000	78,000	-	0.0%
5065.100	Sheriff Fees Sheriff Fees - Paper Service	30,000	40,000	(10,000)	-25.0%
5065.200	Sheriff Fees Sheriff Fees - Peddler's License	-	500	(500)	-100.0%
5065.300	Sheriff Fees Sheriff Fees - Parking Fines	100	500	(400)	-80.0%
5065.400	Sheriff Fees Animal Control Fees	5,000	8,000	(3,000)	-37.5%
5065.700	Sheriff Fees Contractual Services	7,000	7,000	-	0.0%
5070.100	Sale of Publications & Copies Commissioners	700	700	-	0.0%
5070.300	Sale of Publications & Copies Dev. Review & Permitting	500	800	(300)	-37.5%
5070.600	Sale of Publications & Copies Elections	300	450	(150)	-33.3%
5070.700	Sale of Publications & Copies Circuit Court	200	100	100	100.0%
5070.900	Sale of Publications & Copies Environmental Programs	5	5	-	0.0%
5075	Library Use Charges	2,500	18,000	(15,500)	-86.1%
5076	Library Erate Reimbursement	850	2,000	(1,150)	-57.5%
5080	County Share Vehicle Tag Fee	3,500	3,500	-	0.0%
5085	Liquor Advertising Fees	1,200	1,200	-	0.0%
5090	Firearms Training Center Fee	8,000	3,000	5,000	166.7%
5095.100	Payments For Jail Use Work Release	-	20,000	(20,000)	-100.0%
5095.200	Payments For Jail Use ICE Housing	1,500,000	4,000,000	(2,500,000)	-62.5%
5095.400	Payments For Jail Use State Housing	50,000	50,000	-	0.0%
5095.500	Payments For Jail Use Weekenders	-	5,000	(5,000)	-100.0%
5095.600	Payments For Jail Use Social Security	8,000	10,000	(2,000)	-20.0%
5095.700	Payments For Jail Use State Mental Health Reimb.	20,000	20,000	-	0.0%
5095.800	Payments For Jail Use Pretrial Fees	8,000	7,000	1,000	14.3%
5100.100	Fire Inspection Fees Plan Review Fee	100,000	100,000	-	0.0%
5100.200	Fire Inspection Fees Fire Safety Fee	25,000	25,000	-	0.0%
5100.600	Fire Inspection Fees Fire Inspections QAP	20,000	20,000	-	0.0%
5105.100	Public Works Revenues Pipe Sales	15,000	30,000	(15,000)	-50.0%
5107	Roads Department Fees	5,000	5,000	-	0.0%
5110	Recreation Fees	240,000	240,000	-	0.0%

# ITEM 12

## FY2022 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2022 Estimated Revenues	2021 Adopted Budget	% Variance	% Variance
5115	Mosquito Control Charges	50,000	50,000	-	0.0%
5120	Circuit Court Bar Library	5,000	5,000	-	0.0%
5127	Recreation Center Rental Fees	2,000	2,000	-	0.0%
5128	Recreation Sponsorships	2,000	2,000	-	0.0%
5130	Tourism Programs and Events	-	10,500	(10,500)	-100.0%
5142	Election Filing Fee	400	-	400	N/A
5155	CommunityService Fees	70,000	70,000	-	0.0%
5160	Family Services Legal Fees Other	-	2,500	(2,500)	-100.0%
5162	Seacrets Security	50,000	97,000	(47,000)	-48.5%
5165	Critical Area Review Fees	28,000	28,000	-	0.0%
5167	Water/Sewer Plan Amendment Fee	2,000	2,000	-	0.0%
5175.200	Donations Sponsorship Program Recreation	7,500	2,600	4,900	188.5%
5181	First Offender Program Fees	10,000	10,000	-	0.0%
5185	Recycling Revenue	92,400	81,200	11,200	13.8%
5186	Metal Recycling Revenue	40,000	45,000	(5,000)	-11.1%
5195	Tire Revenue	30,000	30,000	-	0.0%
5215	Motor Coach Fees	30,000	30,000	-	0.0%
5220.010	Park Fees Field Rental	7,000	5,000	2,000	40.0%
5220.020	Park Fees Pavilion Rental	3,500	3,500	-	0.0%
5220.030	Park Fees Tree of Life	800	800	-	0.0%
5220.035	Park Fees Tournament Rental	20,000	20,000	-	0.0%
5220.040	Park Fees User Fees	240	240	-	0.0%
5225	Concession Stand Fees	65,000	65,000	-	0.0%
5226	Special Events Fees	200,000	203,075	(3,075)	-1.5%
5227	Tournament Fees	15,000	15,000	-	0.0%
5230.010	Environmental Fees Perk Test Fee	9,000	9,000	-	0.0%
5230.020	Environmental Fees Plat Review Fee	6,000	6,000	-	0.0%
5230.030	Environmental Fees Water Sample Fee	400	400	-	0.0%
5240	Shared Facility/Service Area Fee	500	500	-	0.0%
5245	Solar Renewable Energy Credits	1,000	1,000	-	0.0%
5435	BRF Admin Fee	22,500	22,500	-	0.0%
Account Classification Total: CHG SVC - Charges for Services		2,919,095	5,535,570	(2,616,475)	-47.3%
<b>INT/PEN - Interest &amp; Penalties</b>					
4700	Interest On Investments	200,000	850,000	(650,000)	-76.5%
Account Classification Total: INT/PEN - Interest & Penalties		200,000	850,000	(650,000)	-76.5%
<b>FINES - Fines &amp; Forfeitures</b>					
5300	Court Fines	25,000	50,000	(25,000)	-50.0%
5310	Civil Infraction Fines	4,000	2,700	1,300	48.1%
Account Classification Total: FINES - Fines & Forfeitures		29,000	52,700	(23,700)	-45.0%
<b>MISC - Miscellaneous</b>					
4260.010	Rents/State Revenue Boat Landings	70,114	42,314	27,800	65.7%
4260.020	Rents/State Revenue County Administration	71,199	71,199	-	0.0%
4260.030	Rents/State Revenue Elections	14,230	14,230	-	0.0%
4270	Rents-Tower Site/Contrib & Donat	23,300	22,818	482	2.1%
4800	Other Miscellaneous Revenue	80,000	80,000	-	0.0%
5420	Retiree Drug Subsidy	60,000	170,000	(110,000)	-64.7%
Account Classification Total: MISC - Miscellaneous		318,843	400,561	(81,718)	-20.4%

# ITEM 12

## FY2022 General Fund Revenue Annual Budget by Account Classification

	Account Number	Account Description	FY2022 Estimated Revenues	2021 Adopted Budget	% Variance	% Variance
<b>INTGOV FED - Intergovernmental - Federal Revenues</b>						
	5541	Traffic Safety SHA	1,500	720	780	108.3%
	5600	Federal Payments In Lieu of Taxe	20,305	20,305	-	0.0%
	5625	CDBG Housing Rehab Grant	150,000	150,000	-	0.0%
	5664.020	US Fish and Wildlife Service Other General Government	7,000	7,000	-	0.0%
	5675	Child Support Enforcement Grant	9,000	9,800	(800)	-8.2%
	5743	FEMA Grants	163,000	-	163,000	N/A
	5745.300	Homeland Security Grant SHSGP	104,000	97,309	6,691	6.9%
	5745.600	Homeland Security Grant EMPG	74,407	74,407	-	0.0%
	5770	Bulletproof Vest Program	-	1,000	(1,000)	-100.0%
	5785	MDE Beach Monitoring Grant	3,261	3,261	-	0.0%
<b>Classification Total: INTGOV FED - Intergovernmental - Federal Revenues</b>			<b>532,473</b>	<b>363,802</b>	<b>168,671</b>	<b>46.4%</b>
<b>INTGOV ST - Intergovernmental - State Revenues</b>						
	5515	DHCD Housing Administration Fee	7,000	7,000	-	0.0%
	5517	Other Housing Rehab Income	4,000	4,000	-	0.0%
	5525	Conservation Easement Administrative Fee	20,000	20,000	-	0.0%
	5530	Eastern Shore Library Grant	75,000	75,000	-	0.0%
	5543	Dental Program Reimbursement	22,220	22,220	-	0.0%
	5630	Water System Monitoring Grant	17,560	17,560	-	0.0%
	5635	Police Protection Grant	160,000	162,006	(2,006)	-1.2%
	5640	State Library Aid	174,602	170,290	4,312	2.5%
	5645	Share of State Park Receipts	425,000	425,000	-	0.0%
	5650	State Aid for Fire Companies	379,707	372,927	6,780	1.8%
	5655	Program Open Space Grant - Parks	607,500	1,277,500	(670,000)	-52.4%
	5656	Program Open Space Grant - Recreation	450,000	-	450,000	N/A
	5660	Waterway Improvement Grants	275,000	254,300	20,700	8.1%
	5662	BRF Operations & Maintenance Grant	35,000	10,000	25,000	250.0%
	5663	Share of State Forest Land	70,000	70,000	-	0.0%
	5665	State Aid for Bridges	-	980,733	(980,733)	-100.0%
	5680	State Grant for Critical Areas	10,000	10,000	-	0.0%
	5688	MD Dept of Aging Grant	54,608	54,608	-	0.0%
	5690	SSTAP Grant	126,975	126,620	355	0.3%
	5700	911 ENSB Grant	136,700	67,892	68,808	101.3%
	5705	State Grant for Tourism	160,000	207,154	(47,154)	-22.8%
	5725	Family Support Grant	252,685	251,095	1,590	0.6%
	5730	Septic System BRF Grant Program	240,000	240,000	-	0.0%
	5732	Conservation Easements Reimbursements	60,000	60,000	-	0.0%
	5757	Trial Jury Reimbursement	54,000	54,000	-	0.0%
	5760	Drug Court Grant	224,706	237,352	(12,646)	-5.3%
	5762	Heroin Coordinator Grant	50,615	50,615	-	0.0%
	5905	Sheriff-Sex Offender Grant	10,000	22,000	(12,000)	-54.5%
	5910	Sher-Health Tobacco Enforcement	3,000	-	3,000	N/A
	5912	Sher-Health Underage Drinking	4,000	2,000	2,000	100.0%
	5940	Intern Program Grant	30,000	10,000	20,000	200.0%
<b>Account Classification Total: INTGOV ST - Intergovernmental - State Revenues</b>			<b>4,139,878</b>	<b>5,261,872</b>	<b>(1,121,994)</b>	<b>-21.3%</b>
<b>OTH REV - Other Revenue</b>						
	5845	Salary Reimbursement	500	500	-	0.0%
<b>Account Classification Total: OTH REV - Other Revenue</b>			<b>500</b>	<b>500</b>	<b>-</b>	<b>0.0%</b>
<b>TRNS IN - Transfers In</b>						
	5511	Casino/Local Impact Grant Funds	2,500,100	2,497,400	2,700	0.1%
<b>Account Classification Total: TRNS IN - Transfers In</b>			<b>2,500,100</b>	<b>2,497,400</b>	<b>2,700</b>	<b>0.1%</b>
<b>Total Fund 100 - General Fund</b>			<b>210,591,207</b>	<b>204,320,631</b>	<b>6,270,576</b>	<b>3.1%</b>

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

FISCAL YEAR 2022

Budget Meetings

Budget Work Session; Tuesday, March 23, 2021

	<u>Department #</u>
9:00 AM- Call to Order meet with Departments -FY2022 Budget Requests	
9:01 AM - Circuit Court, Judge Shockley .....	1002
Emergency Services, Billy Birch .....	1102
Patricia Jackson, Elections .....	1006
Human Resources, Stacey, Norton.....	1007
<b>Break</b>	
Information Technology, Brian Jones .....	1011
Other General Government Information Technology .....	1090.020
Treasurer’s Office, Phil Thompson .....	1005
Debt Service, Jessica Wilson .....	1975
Sheriff’s Office, Matt Crisafulli .....	1101
12:00 NOON - Lunch	
1:00 PM - Public Works, Admin/Fleet, John Tustin, Derrick Babcock.....	1203
Roads Division, Frank Adkins.....	1202
Maintenance Division, Ken Whited .....	1201
Mosquito Control Division, Ken Whited .....	1302
Solid Waste, Michelle Carmean .....	680
Homeowner Convenience Centers, Michelle Carmean .....	1205
Recycling, Michelle Carmean .....	1206
<b>Break</b>	
Water & Wastewater, Michelle Carmean .....	5xx
Kris Heiser, State’s Attorney.....	1004
4:30 PM - Adjourn	

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

FISCAL YEAR 2022

Budget Meetings

Budget Work Session; Tuesday, April 13, 2021

	<u>Department #</u>
9:00 AM- Call to Order meet with Departments and Board of Education - FY2022 Budget Requests	
9:01 AM - Recreation, Tom Perlozzo/Kelly Rados.....	1601
Parks, .....	1602
Boat Landings, .....	1204
Tourism, Melanie Pursel.....	1803
Economic Development, Tom Perlozzo.....	1801
<b>Break</b>	
Fire Marshal, Jeff McMahon .....	1104
Fire Training Center, Jeff McMahon.....	1105.197
Volunteer Fire and Ambulance, Harold Higgins .....	1105
Library, Jennifer Ranck .....	1603
12:00 NOON - Lunch	
1:00 PM - Board of Education, Mr. Louis Taylor .....	1505
Commission on Aging, John Dorrough .....	1401
Development, Review & Permitting, Ed Tudor .....	1008
Health Department, Rebecca Jones .....	1301
<b>Break</b>	
Environmental Programs, Bob Mitchell .....	1010
Jail, Fulton Holland .....	1103
County Administration, Harold Higgins .....	1001
Orphans Court .....	1003
Other General Government.....	1090
Extension Service.....	1701
Natural Resources.....	1702
Taxes Shared w/Towns .....	1901
Grants to Town .....	1902
Benefits .....	1950
Interfund.....	1985
Social Service Groups (non-profit book) .....	1402
Recreation & Culture (non-profit book) .....	1604
4:30 PM - Adjourn	

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

REVENUES

REVENUE SOURCE	APPROVED FY 21	REQUESTED FY 22
<b>UNRESTRICTED REVENUES</b>		
<b>COUNTY</b>		
Appropriation - Current Expense	\$93,692,139	\$95,773,822
<b>STATE (Thornton Funding) *</b>		
Foundation Program	7,060,853	7,019,022
Special Education	1,681,440	1,651,336
Transportation	3,404,374	3,392,268
Compensatory Education	7,558,634	7,827,456
Limited English Proficiency	429,674	412,622
<b>OTHER</b>		
Tuition	70,000	70,000
Other	80,000	80,000
Prior Year's Fund Balance**	567,011	567,011
Restricted Programs Reimbursements	75,452	75,452
<b>TOTAL UNRESTRICTED REVENUE</b>	<b>\$114,619,577</b>	<b>\$116,868,989</b>
<b>OTHER REQUESTS - COUNTY RECURRING</b>		
Appropriation - Technology	\$200,000	\$200,000
Appropriation - Capital Outlay	100,000	100,000
<b>NONRECURRING</b>		
Appropriation - Technology	0	0
Appropriation - School Construction	633,000	295,800
<b>OTHER</b>		
Appropriation - Retirement Expenses	619,100	660,253
Appropriation - County Share of Teacher Pension	***	***
<b>TOTAL OTHER REQUESTS - COUNTY</b>	<b>\$1,552,100</b>	<b>\$1,256,053</b>
<b>TOTAL COUNTY APPROPRIATION</b>	<b>95,244,239</b>	<b>97,029,875</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$116,171,677</b>	<b>\$118,125,042</b>

\* State funding is based upon current law. Subject to final legislative action, these amounts could change.

Any decrease in State funding would result in an increased amount being requested from the County.

\*\* A detailed summary of the utilization of the FY20 fund balance is included on page 3.

\*\*\* Effective for FY17, this amount is now included under the budget category of Fixed Charges.

<b>Total County Appropriation as Stated Above</b>	95,244,239	97,029,875
County Fund Balance FY19 :HVAC - Various Schools	(200,000)	0
County Fund Balance FY19: Central Office Improvements	(150,000)	0
County Fund Balance FY20: SDMS Addition Schematic Design Fees	(283,000)	0
County Fund Balance FY20: fire alarm replacement SHMS		(156,000)
County Fund Balance FY20: fire alarm replacement PMS		(139,800)
Sub-Total	94,611,239	96,734,075
<b>County Appropriation</b>	<b>94,611,239</b>	<b>96,734,075</b>
Unrestricted Revenue State & Other	20,927,438	21,095,167
<b>Total Board of Education Budget - All Funds</b>	<b>115,538,677</b>	<b>117,829,242</b>

# EXHIBIT 2

# ITEM 12

## RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING	\$19,166,188	
	ACTUAL FY 21	ESTIMATED FY 22
<b><u>FEDERAL FUNDS</u></b>		
Title I Educationally Disadvantaged	\$1,873,664	\$1,870,000
Title III Language Acquisition	16,969	16,000
Special Education	2,100,000	2,100,000
21st Century High School Academies	361,932	TBD *
JR ROTC Program	118,000	118,000
21st Century CARE Academies	398,346	TBD *
Title IIA, Systems of Support for Excellent Teaching & Leading	237,981	237,000
Career & Technology Education	89,523	89,000
Adult Education	43,351	43,300
Title IV Student Support and Academic Enrichment	142,175	142,000
CARES ESSER I Grant and ESSER II Grant	1,565,973	6,400,000 **
CARES Tutoring Grant	837,192	0
CARES Technology Grant	734,443	0
Reopening School Incentive Grant	200,000	0
<b><u>STATE FUNDS</u></b>		
Judy Hoyer Early Childcare And Education	250,000	250,000
Adult Education	182,387	182,000
SB 130 Blueprint for Maryland's Future	687,847	608,888
Teachers Retirement & Pension	6,831,000	7,060,000
<b><u>LOCAL FUNDS</u></b>		
Pocomoke Middle School Grant	50,000	50,000
	<i>Fund Balance *</i>	
<b>TOTAL RESTRICTED REVENUE</b>	<b>\$16,720,783</b>	<b>\$19,166,188</b>

\* FY 21 is the 3rd and final year of the funding cycle for the 21st CCLC competitive grants. We will be applying for another 3 year round that begins in FY 22  
 \*\* CARES/ESSER funding was awarded to assist with additional expenses related to the COVID pandemic. Round 1 expires September 30, 2022, and Round 2 expires September 30, 2023

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



OFFICE OF THE  
 COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

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

## Worcester County

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

ACAO Note: This public hearing is scheduled for 10:30am.

**March 8, 2021**

To: Harold Higgins, Chief Administrative Officer  
 Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant 

Subject: Public Hearing #2 CDBG COVID Round 1 Grant

---

The purpose of the Public Hearing is to assess the program progress on the following CDBG (Community Development Block Grant) received from the State of Maryland:

The CDBG COVID Round 1 Grant No. CV-1-13 was approved on August 27, 2020 and the close of the grant period is July 31, 2022. This grant was awarded in the amount of \$64,265. The Worcester County Developmental Center received \$31,400 for equipment for use of staff and clients to provide virtual day programs and services to developmentally disabled adults who are isolated due to the COVID crisis. Diakonia, Inc. received \$32,865 for staff cost and COVID testing supplies for homeless persons due to increased needs as a result of the COVID 19 crisis.

Diakonia, Inc. has used \$630 of funding for COVID testing supplies and \$24,960 on cost of staffing expense due to the impact of the pandemic. The Worcester County Developmental Center has purchased 100 Chromebooks, using \$24,900 of funding as of February 2021.

**NOTICE OF PUBLIC HEARING  
ON THE PROGRESS OF  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS  
WORCESTER COUNTY, MARYLAND**

**ITEM 13**

The County Commissioners of Worcester County, Maryland will conduct a Public Hearing to provide information on the progress of **COVID Round 1 Grant. Grant No. CV-1-13** which was funded under the Maryland Community Development Block Grant Program which is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. The hearing will be held on:

**TUESDAY, MARCH 16, 2021  
AT 10:30 A.M.  
IN THE COUNTY COMMISSIONERS' MEETING ROOM  
ROOM 1101 – GOVERNMENT CENTER – ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863**

The purpose of the Public Hearing is to assess the program progress on the following CDBG grant received from the State of Maryland:

1. CV-1-13 COVID Round 1 Grant Funding is being used by Diakonia, Inc. which is located at 12747 Old Bridge Road, Ocean City, Maryland for cost of staff time and COVID testing and supplies for homeless persons due to increased needs as a result of the COVID 19 crisis in the amount of \$32,865. The Worcester County Developmental Center located at 8545 Newark Road, Newark, Maryland funding is being used to pay for equipment for use by staff and clients to provide virtual day programs and services to developmentally disabled adults who are isolated due to the COVID crisis.
2. The total amount of the grant is \$64,265 and the CDBG grant term is scheduled to end on July 31, 2022. Diakonia, Inc. and the Worcester County Developmental center are currently working towards completing their grant projects.

Efforts will be made to accommodate the disabled and non-English speaking residents with 3 business *days* advance notice to Weston Young, Assistant Chief Administrative Officer at 410-632-1194.

County Commissioners of Worcester County, Maryland



TOWN OF  
**OCEAN CITY**

*The White Marlin Capital of the World*

February 17, 2021

Mr. Joseph Mitrecic  
President  
Worcester County Commissioners  
Government Center  
One West Market Street – Room 1103  
Snow Hill, MD 21863-1195

ACAO Note: This  
presentation is  
scheduled for 10:45am.

**MAYOR**  
RICHARD W. MEEHAN

**CITY COUNCIL**

MATTHEW M. JAMES  
*President*

ANTHONY J. DELUCA  
*Secretary*

PETER S. BUAS  
JOHN F. GEHRIG, JR.  
J. FRANKLIN KNIGHT  
LLOYD MARTIN  
MARK L. PADDACK

**CITY MANAGER**  
DOUGLAS R. MILLER

**CITY CLERK**  
DIANA L. CHAVIS, CMC

Dear Honorable President Mitrecic,

I apologize but unfortunately I am unable to attend the Worcester County Commissioners meeting on March 2, 2021 to discuss grant requests. I respectfully request that we meet at your next available meeting to discuss the Town of Ocean City grant requests.

Again, I apologize for the inconvenience and look forward to meeting with you at a rescheduled date.

Sincerely,

Richard W. Meehan  
Mayor

cc: Harold Higgins, Chief Administrative Officer

[www.oceancitymd.gov](http://www.oceancitymd.gov)

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall – (410) 289-8221 • FAX – (410) 289-8703

2001



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

February 17, 2021

Mr. Joseph Mitrecic  
President  
Worcester County Commissioners  
Government Center  
One West Market Street – Room 1103  
Snow Hill, MD 21863-1195

Dear Honorable President Mitrecic and Distinguished Worcester County Commissioners:

The Mayor and Council look forward to meeting with the County Commissioners to discuss grants for FY22. In order to allow you time to prepare for our meeting, please find the summation of our requests.

We would request that the undesignated grant be increased by 2.5% in the FY22 County Budget. This Undesignated Grant helps to offset the cost of services that Ocean City provides in lieu of the County providing these services. We further request that the grants for Recreation, OCDC, the Convention Bureau and the Park and Ride be continued to be funded as they were in FY21.

We want to thank you for recognizing the increased costs of destination marketing and increasing our Tourism grant by \$100,000 in FY19. For FY22 we request that you again increase the grant for Tourism by an additional \$100,000. With the additional hotels in West Ocean City and increased competition from other area markets it is essential that we keep pace with our competition and continue to increase our investment in destination marketing. This past summer, due primarily to the Covid-19 epidemic, we saw our room tax revenues decrease by more than 1M dollars. It is more important now, than ever before, to invest in destination marketing to invite our visitors back and to expand our marketing efforts in newly designated markets.

We would like to thank the Commissioners for recognizing our concerns with regard to the cost to Ocean City taxpayers of providing EMS service to the West Ocean City area and working with the town to develop a formula to fully fund and reimburse the town for providing this essential service in the FY21 Budget. This was a major milestone and a true example of how working together we can resolve important issues that face both the City and the County. We would again request that this formula be applied in the FY22 Budget. The total cost to provide this service in 2020, over and above grants received and revenue collected, was \$423,387. We would request a grant in the amount of \$423,387 to allow us to continue to provide this service in FY22.

**MAYOR**  
RICHARD W. MEEHAN

**CITY COUNCIL**

MATTHEW M. JAMES  
*President*

ANTHONY J. DELUCA  
*Secretary*

PETER S. BUAS  
JOHN F. GEHRIG, JR.  
J. FRANKLIN KNIGHT  
LLOYD MARTIN  
MARK L. PADDACK

**CITY MANAGER**  
DOUGLAS R. MILLER

**CITY CLERK**  
DIANA L. CHAVIS, CMC

[www.oceancitymd.gov](http://www.oceancitymd.gov)

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall – (410) 289-8221 • FAX – (410) 289-8703

2001

Town of Ocean City, Maryland

---

Page 2

We would also like to thank the Commissioners for agreeing to work with the Fire departments throughout the county to explore developing a revenue source to fund this service in the unincorporated areas of Worcester County. This again is important to all Worcester County residents.

By virtue of a 2006 Memorandum of Understanding the Ocean City Fire Marshall's Office covers the County for Bomb Squad and robot support for County police agencies as needed. In order to continue to provide this service and meet standards set by the National Bomb Squad Commanders Advisory Board, a new robot needs to be purchased. The total cost of this purchase is \$200,000. The department will be using 2 years of HSGP Fire Department assigned funds totaling \$46,000 to offset this expense. We are requesting that the Commissioners fund the balance of this purchase or \$154,00.

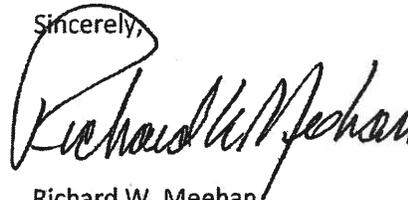
In order to provide security and utilize technology to police the town the OCPD has worked to enhance the City Watch Program by installing additional cameras throughout town. During the Pop-Up rally in September of 2020, OCPD used a mobile camera unit to monitor potentially problematic locations. This system is also capable of being mounted in a vehicle to provide mobile video surveillance. During this most recent major event, this system provided images that allowed the command center personnel to quickly evaluate locations not covered by fixed location camera systems. These images allowed command staff to efficiently reallocate resources to address immediate safety concerns. This allowed for better deployment of all assets including the Worcester County Sheriff's deputies that were here to assist. The department is requesting a second Avigilon Mobile Camera with Mast with a purchase price of \$14,180. We are requesting the County fund this purchase. This equipment would, of course, be available to the Worcester County Sheriff's department upon request.

Public Safety remains our number one priority and Chief Buzzuro has requested 10 additional officers in order to keep up with growing seasonal populations and the expanded season. Unfortunately, the world around us has changed and the problems faced today by law enforcement are more difficult than ever before. It is critical for both our residents and the continued success of our tourism industry that we grant his request. The cost to hire 10 additional full-time officers is \$1,085,281 annually. We would request that the County Commissioners fund a police grant to Ocean City in the amount of \$250,000 to assist with this cost which benefits all Worcester County residents.

We want to thank the Commissioners for aggressively looking for a site to purchase to build a First-Class Sports Complex to host major tournaments and sporting events that can be the catalyst for future economic success. Now is the time to take advantage of the tourism related infrastructure we have in place to support this type of positive economic development. We look forward to working with you on this project and building a partnership that will benefit all of Worcester County. We believe working together is the future.

In closing, we believe the above requests are reasonable and important and we look forward to meeting with you to discuss these vital issues.

Sincerely,



Richard W. Meehan  
Mayor

**Cost of Career Division Response to West Ocean City:  
Actual for FY 20**

<b>Calls for Service to West Ocean City:</b>	
FY 20 Emergency Medical Calls	643
<b>Total Career Division Calls for Service</b>	<b>5,104</b>
<b>% of West OC Response to Total</b>	<b>12.60%</b>
<b>Total Career Division FY 20 Expenses</b>	<b>8,141,950</b>
<b>% of Budget for West Ocean City Response (12.60%)</b>	<b>1,025,720</b>
<b>West Ocean City Patient Revenue Collected</b>	
<b>Worcester County Grants for Ambulance Service:</b>	<b>168,763</b>
396 credit runs @ \$760 per run	300,960
247 non-transports @ \$190 per run	46,930
Per Paramedic Funding (.1260 of total received)	65,520
Ambulance Funding (.1260 of total received)	12,600
Funding for 24/7 coverage (.1260 of total received)	7,560
Total Worcester County Grants Received for West OC	433,570
<b>Total Revenue Received for West OC Calls</b>	<b>602,333</b>
<b>Town of Ocean City Contribution to West OC Calls</b>	<b>423,387</b>

**Cost of Career Division Response to West Ocean City:  
Actual for FY 19**

Calls for Service to West Ocean City:	
Calendar 2019 Emergency Medical Calls	725
Total Career Division Calls for Service	5,989
% of West OC Response to Total	12.11%
Total Career Division FY 19 Expenses	7,727,378
% of Budget for West Ocean City Response (12.11%)	935,440
West Ocean City Patient Revenue Collected	200,761
Worcester County Grants for Ambulance Service:	
478 credit runs @ \$760 per run	363,280
247 non-transport @ \$190 per run	46,930
Per Paramedic Funding (.1211 of total received)	39,721
Ambulance Funding (.1211 of total received)	12,110
Funding for 24/7 coverage (.1211 of total received)	6,055
Total Worcester County Grants Received for West OC	468,096
Total Revenue Received for West OC Calls	668,857
Town of Ocean City Contribution to West OC Calls	266,583
Addition of Paramedic 7 (service added in FY 20):	
Staffing for Paramedic 7	159,385
(October through April)	
40% of Calls to West OC since addition of Paramedic 7	63,754
Response to West Ocean City including Paramedic 7:	330,337

**GRANTS TO TOWNS - FY2022**  
**Request 3/2/21 - Ocean City**

	<u>Ocean City FY21 Approved</u>	<u>Ocean City FY22 Request</u>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
Convention Bureau	50,000	50,000
Recreation Grant	100,000	100,000
Ocean City Unrestricted Grant	2,552,250	2,552,250
Unrestricted Grant Grant increase 2.5%	-	63,806
Tourism Marketing	400,000	400,000
Tourism Marketing increase request	-	100,000
Other Grants - Park & Ride	80,000	80,000
OC Fire Marshall new robot for bomb squad	-	154,000
OCPD Avililon Mobile camera with mast	-	14,180
OCPD police grant (OCPD request 10 FT Officers)	-	250,000
Downtown Redevelopment	100,000	100,000
Restricted Fire Grant	210,000	183,000
	3,492,250	4,047,236
Ocean City MOU Additional Request	-	-
Sub-Total	3,492,250	4,047,236
(1) Ambulance Grant ***Included in 1105 budget	1,538,005	1,544,655
(1) EMS Services to WOC	330,000	323,350
* Cnty Grant Vol. Fire Dept-General Fund Bgt	217,819	221,660
(2) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340
Ambulance Grant- Vol Fire Co	n/a	n/a
<b><u>DEBT SERVICE FOR BENEFIT OF OCEAN CITY</u></b>		
Beach Maintenance-DNR Fund	470,000	460,000
	2,588,005	2,578,005
<b>Sub-Total County Grants &amp; Debt</b>	<b>6,080,255</b>	<b>6,625,241</b>
Tourism Marketing On-Behalf	270,000	270,000
<b><u>SHARED REVENUES</u></b>		
* Income Tax	1,208,000	1,359,000
* Bingo License Receipts	3,100	200
* Liquor License Distribution	310,000	310,000
	1,521,100	1,669,200
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119
* Fire Co. Aid-State Pass Thru Towns-est	28,770	35,464
<b>TOTAL</b>	<b>\$ 7,933,396</b>	<b>\$ 8,633,024</b>

\* Mandated by State or County Code

- (1) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount
- (2) Fire Grant supplement approved from General Fund FY14-FY21



**Worcester County**  
Department of Environmental Programs

**Memorandum**

---

**To:** Harold L. Higgins, Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS  
Director 

**Subject: Public Hearing Request**  
Expansion of Water and Sewer Planning Areas  
Ocean Pines Sanitary Service Area  
Worcester County Tax Map 21, Parcel 72  
Case No. (SW-2021-01)

**Date:** March 8, 2021

---

ACAO Note: This public hearing will be scheduled for the April 6th meeting.

The Planning Commission met on March 4, 2021, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for an amendment to revise the water and sewer planning areas for the Ocean Pines Sanitary Service Area.

Wave Holdings, LLC are the applicants on behalf of the owner, Ms. Margaret Bunting. This amendment seeks to expand the Ocean Pines water and sewer planning areas for the subject property. The subject property is located on the east side of Maryland Route 589 (Racetrack Road), north of the intersection with Gum Point Road. The property is more specifically identified on Worcester County Tax Map 21 as Parcel 72, and is not within the Ocean Pines water or sewer planning areas, and holds a current planning designation of W-6/S-6 (no planned service). They are applying to include the property within the Ocean Pines water and sewer planning areas with a designation of W-1/S-1 (immediate to two years), and include in the Ocean Pines sewer service information in *The Plan* to include a revised Ocean Pines sewer and water planning area map that will reflect the entire property as a planned W-1/S-1 designation. This amendment would only include the subject property within the Ocean Pines water and sewer planning areas.

The applicant requested the change in water and sewer service classification in order to serve a proposed commercial development on the property. The property is surrounded on three sides by approved water and sewer planning areas for the Ocean Pines Sanitary Service Area.

# ITEM 15

The County Commissioners, after reviewing this request, may approve or disapprove the proposed amendment. Enclosed are the following attachments:

1. Environmental Program's transmittal letter and report to the Planning Commission; and
2. Minutes for the Planning Commission meeting on March 4, 2021.

At this time, we are respectfully requesting the public hearing be scheduled. A draft advertisement has been forwarded to County Administration under separate cover. As always, I am available at any time for the presentation and to answer any questions on this matter.

## Attachments

cc: WS File – Ocean Pines - Expansion of Water and Sewer Planning Areas (SW-2021-01)

## **Attachment 1**

# **Planning Commission Staff Report**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1220 / FAX: 410-632-2012

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT & EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

February 25, 2021

Worcester County Planning Commission  
Worcester County Courthouse  
1 West Market Street, Room 1201  
Snow Hill, MD 21863

RE: Transmittal-Comprehensive Water and Sewerage  
Plan Amendment –Ocean Pines Sanitary Area –  
Reclassification of Water/Sewer Planning Area  
Designations  
Wave Holdings, LLC  
TM 21 Parcel 72  
(SW-2021-01)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to revise certain sanitary area data for the Ocean Pines Sanitary Area in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* (“Application for Amendments”), the applicant submitted a complete application and we have attached it.

Wave Holdings, LLC is the applicant on behalf of the owner, Margaret Bunting. This amendment seeks to reclassify the sewer and water planning areas for the subject property from S-6/W-6 (no planned service) to S-1/W-1 (within two years) and include in the Ocean Pines sewer and water planning area information in *The Plan*.

The applicant is requesting a change in the water and sewer service classifications in order to serve proposed mixed-use commercial development on the property. The subject property is located on Racetrack Road (MD Route 589), south of the south gate entrance to the Ocean Pines Community. The property more specifically identified on Tax Map 21 as Parcel 72. The proposed commercial development will consist of a restaurant, a car wash, office, retail and contractor shops for a total estimated area of 78,800 square feet for the identified uses.

The applicant would be working with the Department of Public Works (DPW) for their connection to the sewer collection system by linking to a gravity manhole at the south gate of Ocean Pines that

Ocean Pine WS Amendment Case No. 2021-01  
February 25, 2021

discharges to Pump Station "T". They will similarly work with DPW to connect at the south gate location to a public water main that runs from Ocean Pines to the Pennington Commons commercial complex. This developer-constructed infrastructure will be built under a Public Works agreement and will be turned over upon inspection and acceptance of the construction and materials by County personnel.

Other than the subject property, this amendment does not seek to amend or intensify the wastewater planning areas approved in prior amendments with respect to the mapped planning areas.

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with The Comprehensive Plan. The Planning Commission may also submit its project comments and recommendations. The findings and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

### **Comprehensive Plan Policies**

Most of the property is designated Commercial Center, but the Comprehensive Plan also assigns another land use designations of Existing Developed Area for a portion of the rear of property. These designations are described as:

#### **1. Commercial Center**

Commercial Centers are defined (p. 16) as follows:

- This category designates sufficient area to provide for anticipated needs for business, light industry, and other compatible uses.
- Retail, offices, cultural/entertainment, services, mixed uses, warehouses, civic, light manufacturing and wholesaling would locate in commercial centers.

#### **2. Existing Developed Area**

Existing Developed Areas are defined (p. 13) as follows:

- Existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained.
- Not designated as growth areas, these areas should be limited to infill development.

The comprehensive plan goes on to state:

Chapter One, "Introduction" states:

- Provide for adequate public services to facilitate the desired amount and pattern of growth (p.8).

Chapter Three, "Natural Resources" states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p.33).
- Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources...clean surface and ground water (p. 33).
- Improve water bodies on the "Impaired Water Bodies (303d) List" to the point of their removal from this list (p. 33).

Ocean Pine WS Amendment Case No. 2021-01  
February 25, 2021

Chapter Three, "TMDLs" states:

- "all reasonable opportunities to improve water quality should be undertaken as a part of good faith efforts to meet the TMDL standards." (p.36)

Chapter Six, "Public Infrastructure" states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).
- Require new development "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates (p.70).
- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).
- Sewer systems should be sized to serve their service areas' planned for land uses (p. 74).

### Zoning

The current Ocean Pines *Planning Area* has already been approved under various amendments and is appropriately zoned for the current and proposed uses planned for the existing sanitary area properties, including the subject property. The proposed expansion property, which totals approximately 11.5 acres in area, has a single zoning designation. The property carries a C-2 (General Commercial District) designation. This zoning district is intended to provide for more intense commercial development serving populations of three thousand or more within an approximate ten-to twenty-minute travel time. From the Zoning Code, these commercial centers have a higher parking demand and possess greater visibility. The specific uses proposed by this applicant are permitted in this zoning district.

### Public Work's Comments

The applicant will need to work with DPW on acceptable connection routes and infrastructure components for this project, keeping in mind we are linking adjacent properties as well to the same connection points for the Ocean Pines Sanitary Area water and sewer systems.

### Staff's Comments

Staff comments are submitted below for your consideration.

1. The Ocean Pines WWTP and water system has adequate available sewer and water capacity to handle this addition.
2. The *Planning Area's* comprehensive plan designation and zoning permits the proposed uses. Any construction in the *Planning Area* would be required to meet the provisions of the storm water program and other local and state requirements.
3. This proposal, while expanding the original service area, does not require the expansion of water or sewer treatment facilities. Additional public infrastructure will be constructed by the applicant and turned over to the county for connections to existing water and sewerage facilities at the south gate of Ocean Pines community.
4. Appropriate zoning was provided in this area for densities and uses consistent with the character that is normally present in a Commercial Center or an Existing Developed Area

Ocean Pine WS Amendment Case No. 2021-01  
February 25, 2021

(EDA). This will provide for orderly infill development within this property at the southern border of the Ocean Pines community.

5. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. As proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

If you need any additional information or have any questions, please do not hesitate to contact me at (410) 632-1220.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Mitchell', is written over a faint, illegible printed name.

Robert J. Mitchell, LEHS  
Director

Attachments

cc: WS Amendment File (SW 2021-01)

# **Attachment 1**

# **Application**

---

**Ocean Pines Reclassifications**  
**Tax Map 21 Parcel 72**  
**Case No. SW 2021-01**  
**February 25, 2021**

**Application for Amendment of the  
Comprehensive Water and Sewerage Plan  
Worcester County, Maryland**

Date: February 5, 2021

Applicant (name, mailing address, phone and FAX number):

**Wave Holdings, LLC**

**9808 Stephen Decatur Highway, Suite 4  
Ocean City, MD 21842**

Contact Person: **Neil T. Hitchcock**  
Telephone: **(410) 289-7155**

Amendment Type:  Water  Sewer  Other

Amendment Character:  Addition  Deletion  Change

Please complete all the applicable forms included in this package. If a system does not already exist, the "Existing System" sheet is not required. Include a map of the area to be served at a scale of at least 1" = 2,000'. Return the completed application to:

Department of Comprehensive Planning  
1 West Market Street Room 1302  
Snow Hill, Maryland 21863-1249

The fee for major amendment [adding or deleting service capacity or area(s)] is \$500.

Minor amendments (not adding or deleting service) are \$100.

**Note: Modification of this form will void the application.**

Property Identification:

Tax Map: 21 Parcel Number(s): 72  
Town/Community Name: Berlin/Ocean Pines

Location Description:

East side of MD Route 589, North of Intersection with Route 50 and South of intersection with MD Route 90.

Property Owner Signature:

*Margaret P. Bunting*

Date: 2-11-2021

Applicant Signature:

*Neil T. Hitchcock*

Date: 2/10/2021

(If other than property owner)

*WAVE HOLDINGS, LLC*

**Water and Sewerage Plan Amendment Application  
Worcester County, Maryland  
Proposed Uses**

\* Please provide as much detail as possible on the proposed uses and review Worcester County zoning provisions for permitted uses.

<u>Tax Map</u>	<u>Parcel</u>	<u>Zoning</u>	<u>Proposed Use*</u>	<u>EDU's Needed (Approx.)</u>
21	72		Commercial	45
<b>Total:</b>				<b>45</b>

<u>LOCATION</u>	<u>AREA (SF)</u>	<u>SEWER</u>	
<b>Car Wash</b>	189 cars/day	@ 19.63 gpc	3,710
	3 Employees	@ 15 gpe	45
<b>Retail</b>	28000	0.05	1,400
<b>Office</b>	28000	0.09	2,520
<b>Restaurant</b>	4700	1.00	4,700
<b>Contractor Shops</b>	22800	0.04	912
<b>Totals</b>	<b>78800</b>		<b>13,287 GPD</b>
		@ 300gpd/EDU =	<b>44.29</b>
		say	<b>45 EDUs</b>

gpc = gallons per car  
gpe = gallons per employee

**Water and Sewerage Plan Amendment Application  
Worcester County, Maryland  
Existing Sewer System**

Date: 2/5/2021

**System Name:** Greater Ocean Pines Service Area  
**Area Served (tax map(s) & parcel(s)):** See Existing GOPSSA map  
**Owner:** Worcester County  
**Operator:** Worcester County  
**Existing service area designation (circle one):** S-1 X      S-2      S-3      None

**Population & Capacity (current year 2018):**  
**Population served (EDU):** 8956 +/-  
**Population unserved (EDU):** 1000 +/-  
**GPD per EDU:** 300  
**System capacity demand (MGD):** 0.90 MGD  
**Permitted capacity (NPDES/groundwater):** 2.5 MGD (NPDES MD002347)

**Collection System:**  
**Type (circle one):** Combined\*      Separate X  
\*Combined systems collect both stormwater and wastewater.  
**Description:** Public Sewer System  
**Condition of transmission facilities (circle one):** Good X      Need repairs/replacement (describe in comments)

**Treatment Facility:**  
**Location - N/E (NAD83, meters):** Ocean Pines WWTP  
**Level & type of treatment:** Tertiary  
**Condition of treatment Facilities (circle one):** Good X      Need repairs/replacement (describe in comments)  
**Total site size (acres):** 35.6 +/-      **Acres occupied by facility:** 25 +/-  
**Design flow (MGD) :** 2.5  
**Existing flow (MGD): Average:** 0.9      **Peak:** 1.5  
**Sludge disposal method:** See Ocean Pines Service Area

**Discharge:**  
**Type:** ENR - Tertiary Treatment  
**Location - N/E (feet):** N: 209,000; E: 1,336,000  
**NPDES permit # and expiration date:** NPDES - MD002347  
**State discharge permit # and expiration date:** 16-DP-0708

**Annual Operation & Maintenance Costs:** Ocean Pines Enterprise Budget  
**Funding source:** user fees

**Comments (include any problems with structures or water quality; describe repairs and replacements needed):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Water and Sewerage Plan Amendment Application  
Worcester County, Maryland  
Planned Sewer System**

Date: 2/5/2021

\*Some information may be repeated from the "existing sewer system" form

**System Name:** GOPSSA Expansion  
**Area served [tax map(s) & parcel(s)]:** Map 21, Parcel 72  
**Owner:** Worcester County  
**Operator:** Worcester County

**Proposed priority category (circle one) :** S-1 X    S-2    S-3

<b>Population and Capacity</b>	<b>2018</b>	<b>2020</b>	<b>2025</b>	<b>2030</b>
Population served (EDU):	<u>8956</u>	<u>9256</u>	<u>9556</u>	<u>9856</u>
Population unserved (EDU):	<u>1000</u>	<u>700</u>	<u>400</u>	<u>100</u>
GPD per EDU:	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
System capacity demand (MGD)	<u>0.9</u>	<u>1.00</u>	<u>1.1</u>	<u>1.2</u>
System capacity planned (MGD):	<u>2.5</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>
Permitted capacity (MGD):	<u>2.5</u>			

**Collection System**  
**Type (circle one):** Combined\*    Separate X  
\*Combined systems collect both stormwater and wastewater  
**Description:** Gravity, Low-pressure and vacuum sewers  
**Condition of transmission facilities (circle):** Good X    Need repairs/replacement (describe in comments)

**Treatment Facility**  
**Location- N/E (NAD83, meters):** Ocean Pines WWTP: N: 209,000 E: 1,336,000  
**Level & type of treatment:** Tertiary  
**Condition of treatment facilities (circle one):** Good    Need repairs/replacement (describe in comments)  
**Total site size (acres):** n/a    Acres occupied by facility: n/a  
**Design flow (MGD)** 2.5  
**Existing flow (MGD): Average:** 0.9    **Peak:** 1.5  
**Sludge disposal method:** Drying bed on WWTP facility site

**Discharge**  
**Type:** Surface water  
**Location - N/E (feet):** N: 209,000 E: 1,336,000  
**NPDES permit # and expiration date:** MD 0023477  
**State discharge permit # and expiration date:** 16-DP-0708

**Annual Operation & Maintenance Costs:** n/a  
**Funding source:** User fees

**Comments (include pending permit applications, planned improvements/expansions; describe needed repairs):**  


---

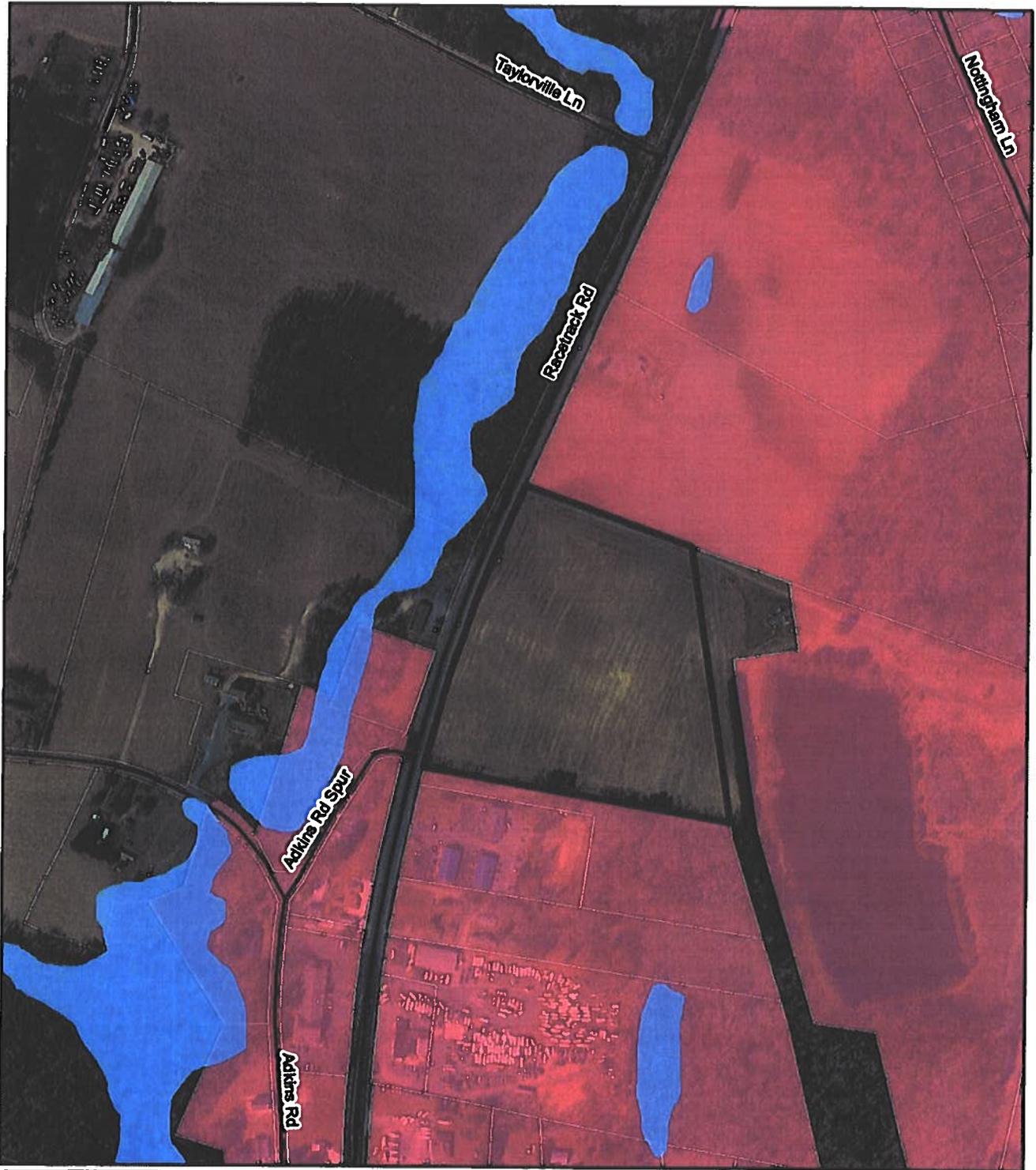

---

# Attachment 2

# Maps

---

Ocean Pines Reclassifications  
Tax Map 21 Parcel 72  
Case No. SW 2021-01  
February 25, 2021



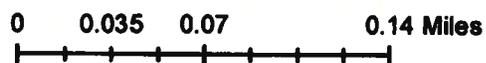
**Legend**

-  Proposed S-1 Expansion
-  Wetlands
-  Ocean Pines Sewer Service Area, S-1

**SW2021-01: Proposed Expansion of Ocean Pines Sewer Planning Area, S-1 and Wetlands**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
Wetlands guidance map data: DNR  
Aerial image: 2019





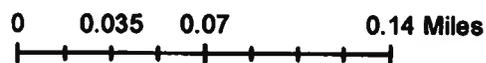
**Legend**

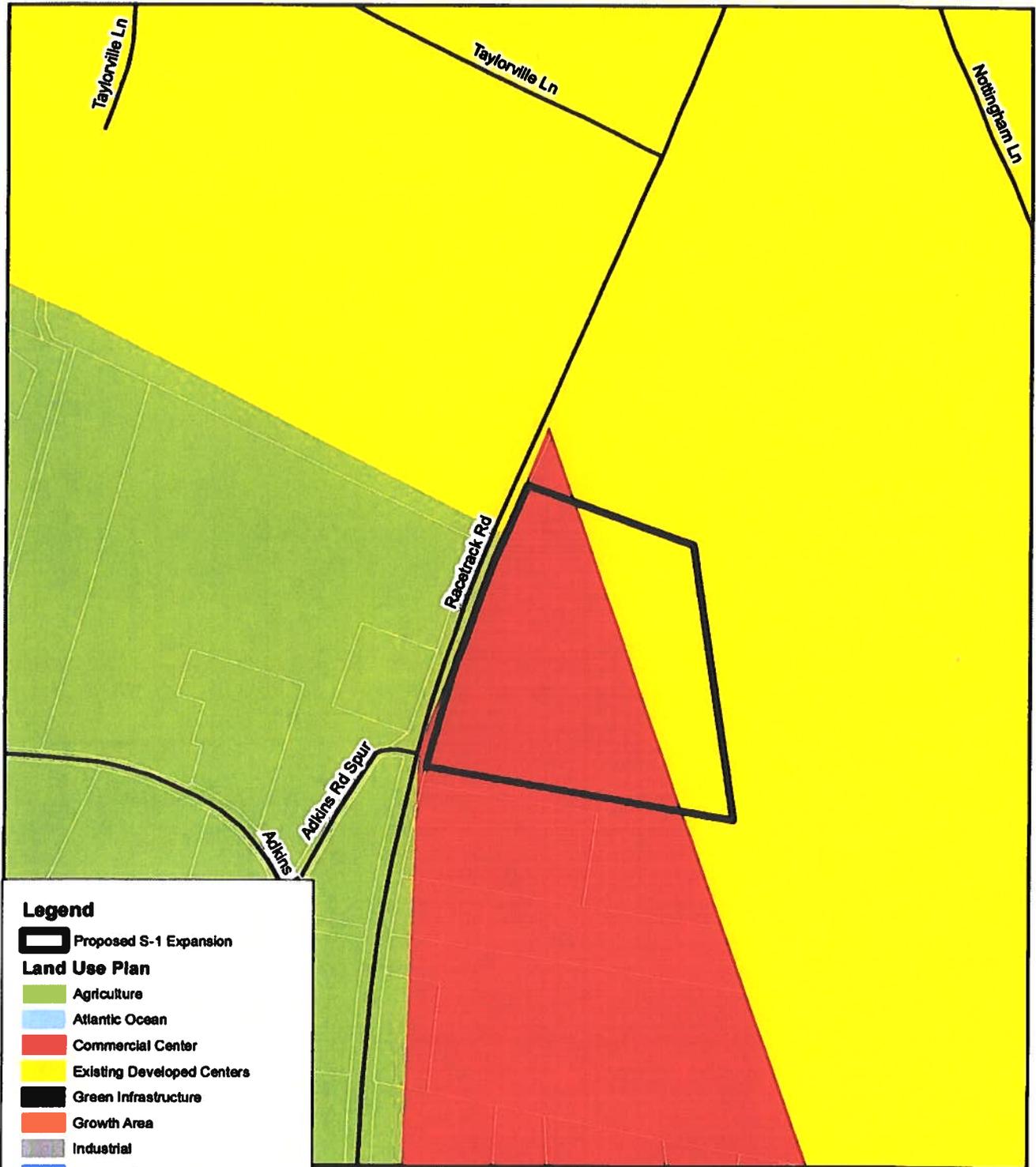
-  Ocean\_Pines\_water\_service\_area\_1
-  Proposed W1 Expansion

**SW2021-01: Proposed Expansion of Ocean Pines Water Planning Area, W1**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
Aerial image: 2019





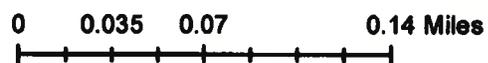
**Legend**

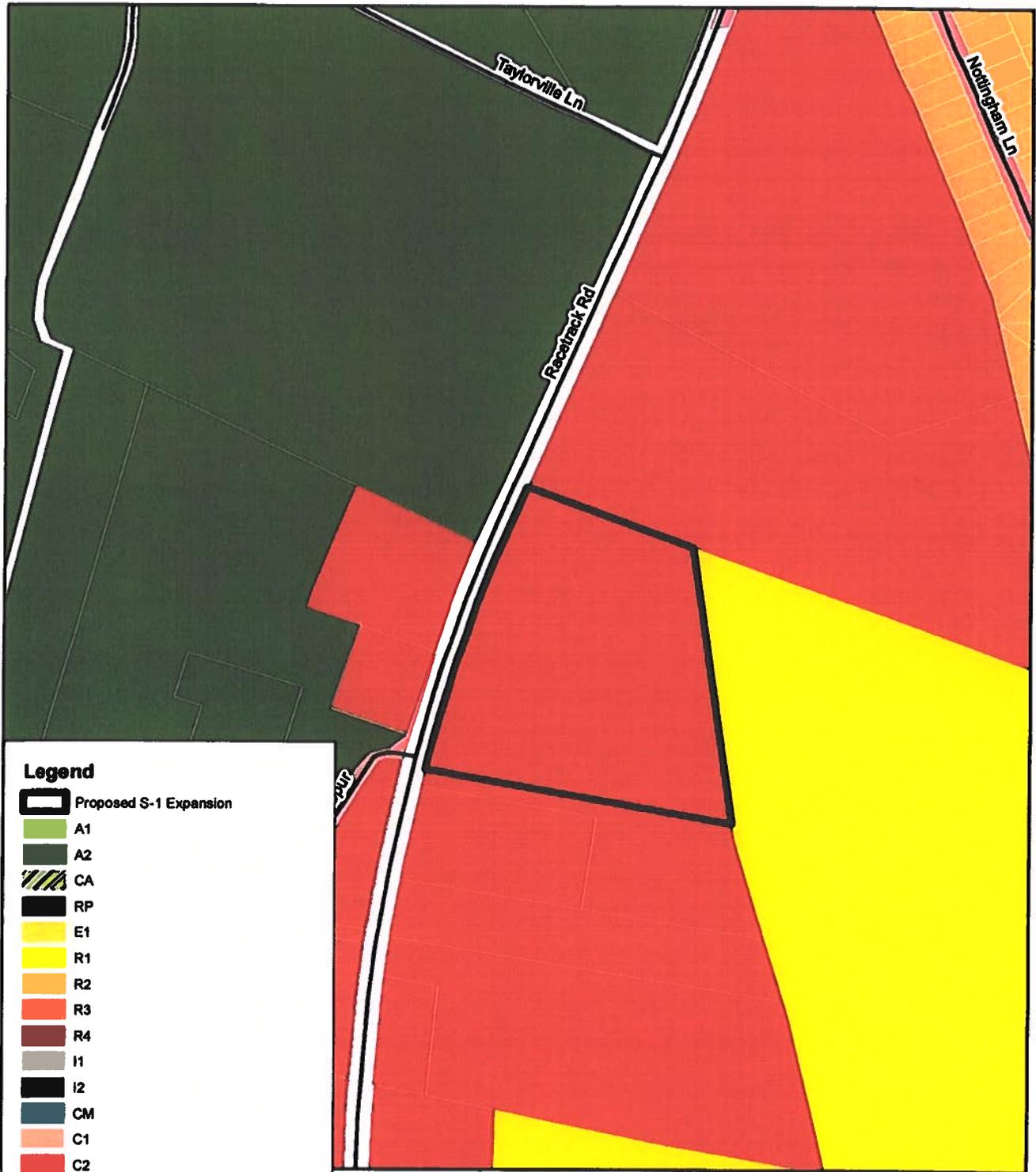
-  Proposed S-1 Expansion
- Land Use Plan**
-  Agriculture
-  Atlantic Ocean
-  Commercial Center
-  Existing Developed Centers
-  Green Infrastructure
-  Growth Area
-  Industrial
-  Institutional
-  Major rivers
-  Municipality
-  Village
-  Waterbody (bays, ponds)
-  Waterway (rivers, streams, creeks)

**SW2021-01: Proposed Expansion of Ocean Pines Sewer Planning Area, S-1 and Land Use Plan**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
2008 Land Use Plan Map





**Legend**

-  Proposed S-1 Expansion
-  A1
-  A2
-  CA
-  RP
-  E1
-  R1
-  R2
-  R3
-  R4
-  I1
-  I2
-  CM
-  C1
-  C2
-  C3
-  V1
-  MUN
-  Ocean Pines Sewer Service Area, S-1

**SW2021-01: Proposed Expansion of Ocean Pines Sewer Planning Area, S-1 and Zoning**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
Aerial image: 2019





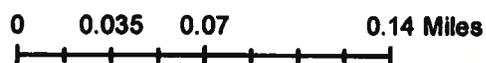
**Legend**

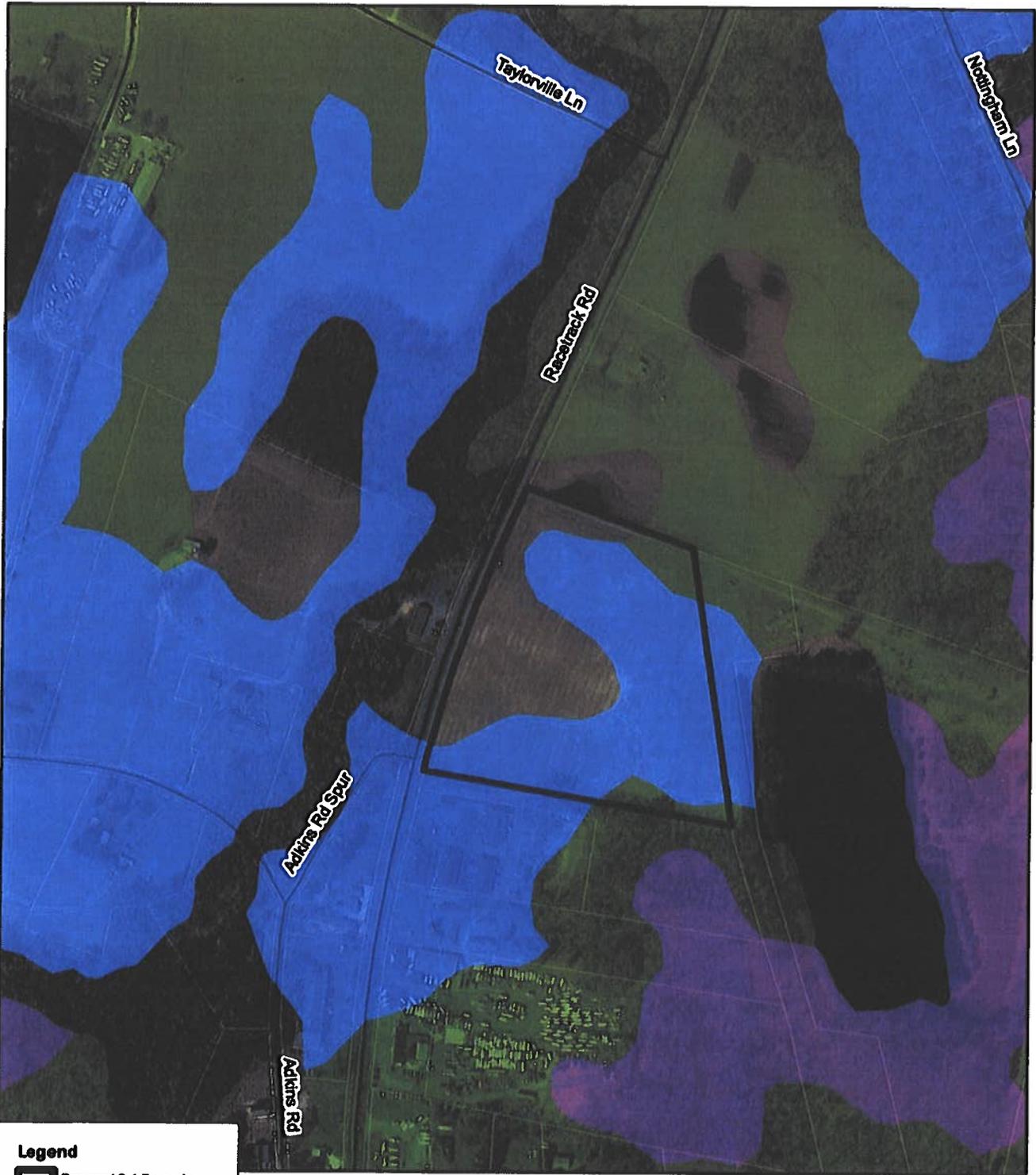
-  PFA
-  Proposed S-1 Expansion
-  Ocean Pines Sewer Service Area, S-1

**SW2021-01: Proposed Expansion of Ocean Pines Sewer Planning Area, S-1 and PFA**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
Aerial image: 2019





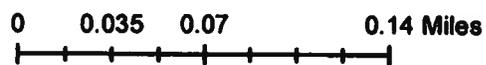
**Legend**

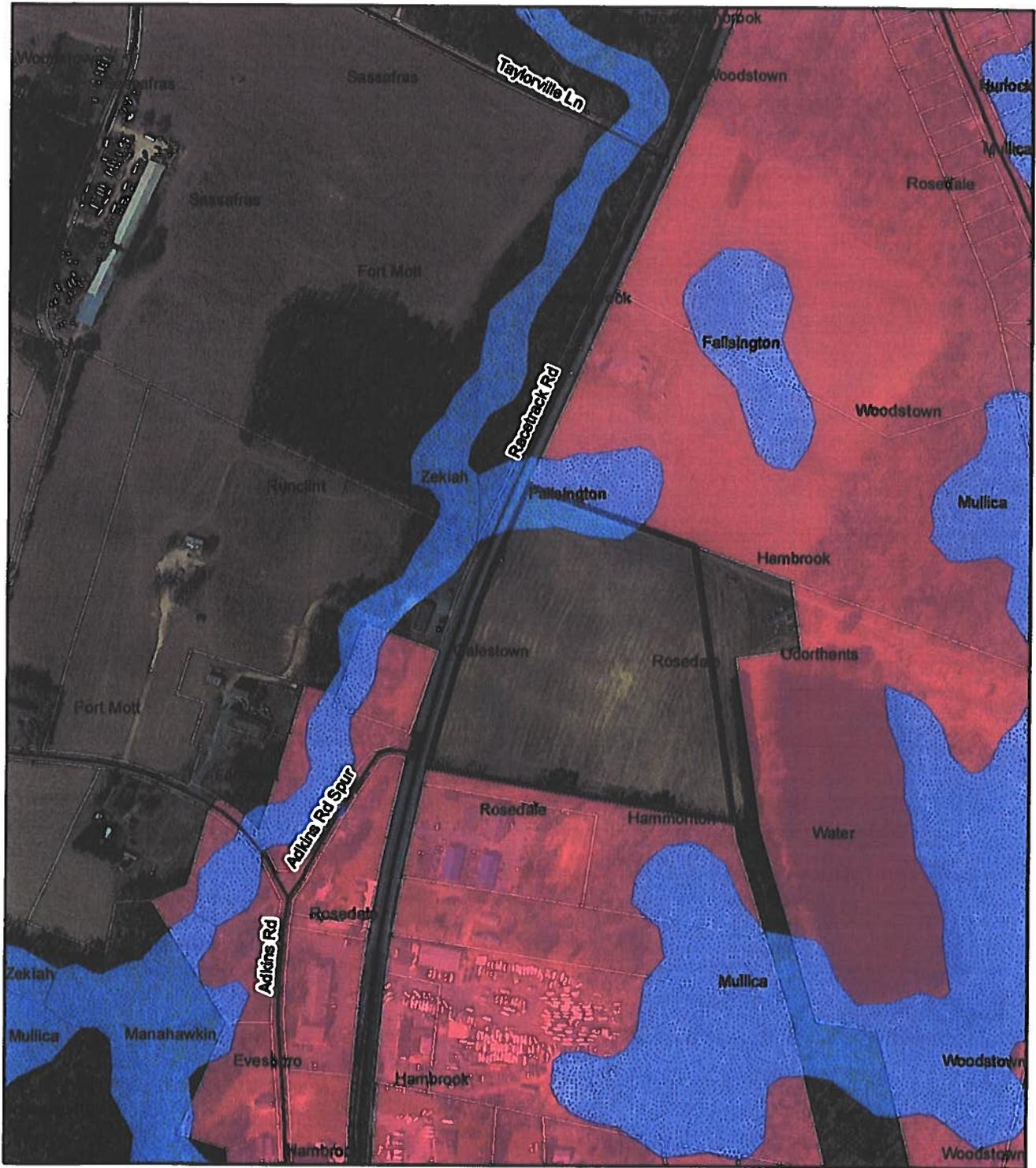
-  Proposed S-1 Expansion
- Prime Farmland**
-  All areas are prime farmland
-  Prime farmland if drained
-  Prime farmland if irrigated

**SW2021-01: Proposed Expansion of Ocean Pines Sewer Planning Area, S-1 and Prime Farmland**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
Soils data: USDA/Soil Conservation Service  
Aerial image: 2019





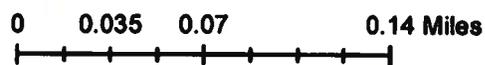
**Legend**

-  Hydric Soils
-  Proposed S-1 Expansion
-  Ocean Pines Sewer Service Area, S-1

**SW2021-01: Proposed Expansion of Ocean Pines Sewer Planning Area, S-1 and Drainage**

Tax Map 21  
Parcel 72

Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
Soils data: USDA/Soil Conservation Service  
Aerial image: 2019



## **Attachment 2**

# **Planning Commission Minutes**

**IV. Comprehensive Water and Sewerage Plan Amendment**

- A. As the next item of business, the Planning Commission reviewed an application associated with the expansion of the Water and Sewer Planning Areas in the *Master Water and Sewerage Plan (The Plan)* for the Ocean Pines Sanitary Service Area (SW 2021-01). Robert Mitchell, Director of Environmental Programs, appeared to present the staff report to the Planning Commission. Hugh Cropper, attorney, was present on behalf of the Wave Holdings, LLC, the applicant. John Salm, from JW Salm Engineering, was present on behalf of the applicant as well.

Mr. Cropper led off and agreed with the staff report and explained the developers, Wave Holdings, intend to construct mixed-use commercial and medical buildings on this property, which totals 11.5 acres, and is located south of the south gate of the Ocean Pines community. It is adjacent to the planned Atlantic General Hospital annex medical building and sits north of the Ocean Downs racetrack and casino. Mr. Cropper questioned Mr. Salm about various parts of the project and the need to connect to public services. Mr. Salm indicated the consistencies found for this development within the *Comprehensive Plan* and the *Plan's* land use designations. Mr. Salm also indicated the connections to Ocean Pines would be approved and inspected by Department of Public Works and would be turned over to the County upon completion. The improvements would be feasible from an engineering and economic standpoint, he added.

Mr. Mitchell explained that the applicant is requesting an expansion of the Ocean Pines Water and Sewer Planning Areas for the subject property in *The Plan*. This revision is to provide public water and sewer sanitary capacity to serve a proposed commercial development on the property with new planning designations of S-1/W-1 (immediate to two years). This property is currently not included within the Ocean Pines sewer or water planning areas with a planning designation of S-6/W-6 (no planned service). The property however is designated Commercial Center and Existing Developed in the *Comprehensive Plan*, which is consistent with the provision and extension for public sewer and water. They are adjacent to and surrounded on three sides by the service area boundaries.

Mr. Mitchell answered a question from Mr. Church regarding capacity in the Ocean Pines WWTP and responded that the plan had the capacity to serve the proposed development. He also asked about capacities in adjacent service areas for West Ocean City and Mystic and Mr. Mitchell responded that the Mystic and West Ocean City areas still have EDUs, but they are in a different position than Ocean Pines regarding available capacity. Ms. Ott asked if the plant would need to expand capacity for this development and Mr. Mitchell said an expansion would not be needed.

Mr. Mitchell did conclude with the staff comments in the report, noting the consistencies found for such a development within the *Comprehensive Plan* and land use designations, and that the proposed improvements would be permitted in accordance with existing zoning within the property boundaries of the property.

## ITEM 15

Following the discussion, a motion was made by Ms. Knight, seconded by Mr. Wells, and carried unanimously to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008  
<http://www.co.worcester.md.us/departments/drp>  
MEMORANDUM

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: March 9, 2021  
RE: 2021 Renewal for Alcoholic Beverage Licenses

\*\*\*\*\*

As you know, Governor Hogan closed all restaurants, bars and similar establishments to the public on March 16, 2020, in the middle of the annual 2020 Alcoholic Beverage License renewal season. Modifications to the operations of these establishments occurred throughout the 2020 operating season, limiting operations to outdoor seating only, and then to several iterations of limited occupancies for indoor seating.

On June 11, 2020, Governor Hogan issued Executive Order No. 20-06-11-01 authorizing local licensing boards to suspend Alcoholic Beverage license fees. No action was taken by any unit of our local government to do this.

On June 19, 2020, Governor Hogan issued Order No. 20-06-19-01 extending the expiration date of all licenses issued by political subdivisions of the State of Maryland until 30 days after the current state of emergency ends, unless excluded by the local governmental unit and subject to certain criteria. Again, no action was taken on the local level to do so. While the Department accepted and processed 2020-2021 renewal applications as they were submitted, there have been no penalties charged to those who filed late, or those who have not yet filed a renewal application. Approximately 87.4% of all renewal applications have been received and licenses issued for the 2020-2021 license period. The fees collected for these licenses have been distributed to the Towns. The remaining 12.6% remain unpaid. We suspect that some of these will be collected as part of the 2021-2022 license season, however there will most likely be some percentage that will require other means to be collected.

Late last month, County Attorney Roscoe Leslie and I along with Deputy Director Jennifer Keener met with the Board of License Commissioners' Chair, William E. Esham, Jr. and the Board's attorney Thomas K. Coates to discuss the upcoming 2021-2022 license renewal season. It was the opinion of the Board's chair and Attorney that it would be appropriate for action to be taken on the Governor's Executive orders.

At this time, the Board of License Commissioners is supportive of establishing a modified license renewal process to facilitate the submission of any outstanding 2020-2021 license applications and the submission of the new 2021-2022 license applications. To do so, staff and the Board are recommending extending the expiration date for the current year's licenses to June 1, 2021, which will allow licensed establishments four months instead of the typical one month to complete their submission package. An application or associated documentation may be submitted no more than thirty days after the June 1, 2021 deadline, but will be subject to the standard late fee of \$50 per day. Applicants will have the option of scheduling a meeting in advance with staff to review the submission in a socially distant setting with mask wearing, or they may mail or drop off their renewal package in the designated box in the lobby.

Attached herewith you will find a draft joint resolution, prepared by the County Attorney, between the County Commissioners and the Board of License Commissioners as it pertains to the processing of 2020-2021 and 2021-2022 alcoholic beverage renewal licenses. Both of the aforementioned Executive Orders are attached as well.

While I only facilitated the original discussion, I am sure both attorneys can answer any of the technical legal questions associated with this issue that you or the County Commissioners may have. If you need any additional from me please let me know.

cc: Roscoe R. Leslie, County Attorney  
Jennifer Keener, Deputy Director  
April Payne, Liquor License Administrator  
Thomas K. Coates, attorney for the Board of License Commissioners  
William E. Esham, Jr., Chair, Board of License Commissioners

**RESOLUTION NO. 21-\_\_**  
**JOINT RESOLUTION TO EXCLUDE ALCOHOLIC BEVERAGE**  
**LICENSES FROM ORDER No. 20-06-19-01**

**Recitals**

- A. Maryland Code, Alcoholic Beverages §§ 33-201, et seq. establishes the Board of License Commissioners for Worcester County (the “Board”) and authorizes it to adopt and enforce regulations related to alcoholic beverages in the County.
- B. Maryland Code, Alcoholic Beverages § 33-1407 authorizes the County Commissioners of Worcester County, Maryland (the “Commissioners”) to regulate alcoholic beverage licenses.
- C. On June 19, 2020, Governor Lawrence J. Hogan issued Order No. 20-06-19-01 extending the expiration date of all licenses issued by political subdivisions of the State of Maryland until 30 days after the current state of emergency ends.
- D. The Order allows the head of each unit of local government to exclude certain licenses.
- E. The Board and the Commissioners have determined that the exclusion of renewal of annual alcoholic beverage licenses is necessary to protect the public health, welfare, and safety and can be accomplished in a manner consistent with applicable guidelines.
- F. Renewal of annual alcoholic beverage licenses is necessary because it promotes the general welfare of its residents by controlling the sale and distribution of alcoholic beverages. Proper oversight and regulation through the alcoholic beverage license process is particularly important in the COVID-19 atmosphere since executive orders have changed many of the long-standing limitations on the sale and consumption of alcoholic beverages. Adequate oversight is enhanced by maintaining the annual licensing process.
- G. License renewal can be accomplished with in accordance with applicable guidelines by using appropriate social distancing, enhanced sanitation, and wearing masks and other personal protective equipment.

**NOW, THEREFORE, BE IT RESOLVED** by the County Commissioners of Worcester County, Maryland and the Board of License Commissioners that:

1. Renewal of annual alcoholic beverage licenses is necessary to protect public health, welfare, and safety.
2. Renewal of annual alcoholic beverage licenses can be accomplished by the Board in accordance with applicable guidance published by the U.S. Centers for Disease Control and Prevention and the Maryland Department of Health.
3. Renewal of annual alcoholic beverage licenses will be excluded from the extension provided by Order No. 20-06-19-01.
4. All licenses will expire on June 1, 2021 unless otherwise renewed by the Board.
5. The Board and the Commissioners will provide reasonable public notice of the exclusion.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021:

Attest:

**County Commissioners of  
Worcester County, Maryland**



**The State of Maryland**  
**Executive Department**

ORDER  
 OF THE  
 GOVERNOR OF THE STATE OF MARYLAND

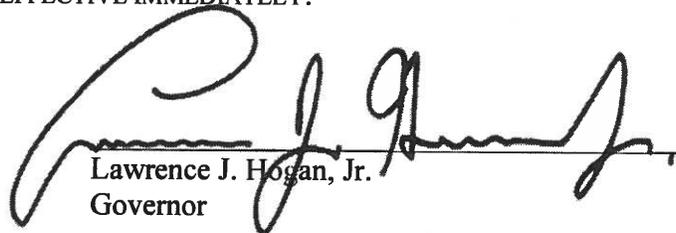
NUMBER 20-06-11-01

**AUTHORIZING SUSPENSION OF ALCOHOLIC BEVERAGE LICENSE FEES**

- WHEREAS, A state of emergency and catastrophic health emergency was proclaimed on March 5, 2020, and renewed on March 17, 2020, April 10, 2020, May 6, 2020, and June 3, 2020, to control and prevent the spread of COVID-19 within the state, and the state of emergency and catastrophic health emergency still exists;
- WHEREAS, COVID-19, a respiratory disease that spreads easily from person to person and may result in serious illness or death, is a public health catastrophe and has been confirmed throughout Maryland;
- WHEREAS, To reduce the spread of COVID-19, the U.S. Centers for Disease Control and Prevention and the Maryland Department of Health recommend canceling large gatherings and social distancing in smaller gatherings;
- WHEREAS, The currently known and available scientific evidence and best practices support limitations on large gatherings and social distancing to prevent exposures and transmissions, and reduce the threat to especially vulnerable populations, including older individuals and those with chronic health conditions;
- WHEREAS, To facilitate social distancing and/or to comply with emergency legal requirements, it has been necessary for many restaurants, bars, and other alcoholic beverage licensees to modify their operations, by making changes such as limiting capacity or extending table service into public spaces like sidewalks and streets; and
- WHEREAS, Such operational modifications may require alcoholic beverage licensees to obtain licenses, permits, modifications, extensions, or other authorizations from their local licensing board, for which alcoholic beverage licensees may be required to fees;
- NOW, THEREFORE, I, LAWRENCE J. HOGAN, JR., GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, INCLUDING BUT NOT LIMITED TO TITLE 14 OF THE PUBLIC SAFETY ARTICLE, AND IN AN EFFORT TO CONTROL AND PREVENT THE SPREAD OF COVID-19 WITHIN THE STATE, DO HEREBY ORDER:

- I. Delegation of Authority to Suspend Fees. Each local licensing board is hereby authorized to suspend the effect of any statute, rule, or regulation of an agency of the State or a political subdivision for the purpose of waiving, in whole or in part, any fee payable by a license holder; *provided that*:
- a. a local licensing board may only suspend statutes, rules, or regulations that are administered or enforced exclusively by that local licensing board;
  - b. any such suspension shall be effective only in the political subdivision(s) over which the local licensing board has jurisdiction; and
  - c. any such suspension shall be effective no longer than the duration of the state of emergency and the catastrophic health emergency.
- II. General Provisions.
- a. As used herein, the terms “local licensing board” and “license holder” have the meanings provided in Section 1-101 of the Alcoholic Beverages article of the Maryland Code.
  - b. This Order remains effective until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded, or until rescinded, superseded, amended, or revised by additional orders.
  - c. The effect of any statute, rule, or regulation of an agency of the State or a political subdivision inconsistent with this order is hereby suspended to the extent of the inconsistency.
  - d. The underlined paragraph headings in this Order are for convenience of reference only and shall not affect the interpretation of this Order.
  - e. If any provision of this Order or its application to any person, entity, or circumstance is held invalid by any court of competent jurisdiction, all other provisions or applications of the Order shall remain in effect to the extent possible without the invalid provision or application. To achieve this purpose, the provisions of this Order are severable.

ISSUED UNDER MY HAND THIS 11TH DAY OF JUNE, 2020, AND  
EFFECTIVE IMMEDIATELY.



Lawrence J. Hogan, Jr.  
Governor



**The State of Maryland**  
**Executive Department**

**ORDER  
 OF THE  
 GOVERNOR OF THE STATE OF MARYLAND**

NO. 20-06-19-01

**AMENDING AND RESTATING THE ORDER OF MARCH 12, 2020, EXTENDING CERTAIN  
 LICENSES, PERMITS, REGISTRATIONS, AND OTHER GOVERNMENTAL AUTHORIZATIONS,  
 AND AUTHORIZING SUSPENSION OF LEGAL TIME REQUIREMENTS**

- WHEREAS,** A state of emergency and catastrophic health emergency was proclaimed on March 5, 2020, and renewed on March 17, 2020, April 10, 2020, May 6, 2020, and June 3, 2020, to control and prevent the spread of COVID-19 within the state, and the state of emergency and catastrophic health emergency still exists;
- WHEREAS,** COVID-19, a respiratory disease that spreads easily from person to person and may result in serious illness or death, is a public health catastrophe and has been confirmed throughout Maryland;
- WHEREAS,** The U.S. Centers for Disease Control and Prevention (“CDC”) has advised employers, such as the State of Maryland, to prepare for increased employee absence and alternative working arrangements (such as teleworking) in response to an outbreak of COVID-19;
- WHEREAS,** Increased employee absence and alternative working arrangements within the State of Maryland’s workforce may impact the State’s ability to timely process renewals of expiring permits, licenses, registrations, and other governmental authorizations;
- WHEREAS,** The CDC and the Maryland Department of Health (“MDH”) recommend social distancing to reduce the spread of COVID-19;
- WHEREAS,** Renewal of expiring permits, licenses, registrations, and other governmental authorizations often requires the public to enter public buildings and interact with State employees and other persons, which may be contrary to prudent social distancing; and
- WHEREAS,** To reduce the threat to human health caused by transmission of COVID-19 in Maryland, and to protect and save lives, it is necessary and

reasonable that permits, licenses, registrations, and other governmental authorizations be extended until after the state of emergency and catastrophic health emergency has ended;

NOW, THEREFORE, I, LAWRENCE J. HOGAN, JR., GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, INCLUDING BUT NOT LIMITED TO TITLE 14 OF THE PUBLIC SAFETY ARTICLE, AND IN AN EFFORT TO CONTROL AND PREVENT THE SPREAD OF COVID-19 WITHIN THE STATE, DO HEREBY ORDER:

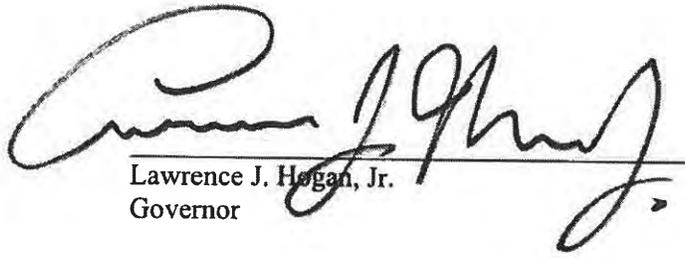
- I. Amendment and Restatement. The Order of the Governor of the State of Maryland, dated March 12, 2020, entitled "Extending Certain Licenses, Permits, Registrations, and Other Government Authorizations, and Authorizing Suspension of Legal Time Requirements", is amended and restated in its entirety as set forth herein.
- II. Extension of Certain Licenses, Permits, Registrations and Authorizations.
  - a. This Order applies to all licenses, permits, registrations, and other authorizations issued by the State of Maryland, any agency of the State of Maryland, or any political subdivision of the State of Maryland, including, without limitation, driver's licenses, vehicle registrations, and professional licenses (collectively, the "Covered Authorizations"), that would otherwise:
    - i. expire during the state of emergency and catastrophic health emergency; and
    - ii. be renewable during the state of emergency and catastrophic health emergency under applicable laws and regulations.
  - b. The expiration date of each Covered Authorization (other than Covered Authorizations excluded pursuant to paragraph II.c below) is hereby extended to the 30<sup>th</sup> day after the date by which the state of emergency is terminated and the catastrophic health emergency is rescinded.
  - c. The head of each unit of State or local government may opt to exclude a Covered Authorization from paragraph II.b above upon a finding that:
    - i. excluding the Covered Authorization from paragraph II.b is necessary to:
      1. protect public health, welfare, or safety; or

2. comply with (a) any federal legal requirement; or (b) any agreement, contract, compact, decree, or order to which the unit is a party or otherwise bound; and
  - ii. renewal of any Covered Authorization can be accomplished in accordance with applicable guidance published by the CDC and MDH.
- d. The unit head shall provide reasonable public notice of each exclusion pursuant to paragraph II.c above.

III. Suspension of Legal Time Requirements.

- a. The head of each unit of State or local government may, upon a finding that the suspension will not endanger the public health, welfare, or safety, and after notification to the Governor, suspend the effect of any legal or procedural deadline, due date, time of default, time expiration, period of time, or other time of an act or event described within any State or local statute, rule, or regulation that it administers. The unit head shall provide reasonable public notice of any such suspension.
  - b. Such suspension may, at the discretion of the unit head and to the extent that it will not endanger public health, welfare, or safety, continue until no later than the 30<sup>th</sup> day after the date by which the state of emergency is terminated and the catastrophic health emergency is rescinded.
- IV. The effect of any statute, rule, or regulation of an agency of the State or a political subdivision inconsistent with this order is hereby suspended to the extent of the inconsistency.
- V. The underlined paragraph headings in this Order are for convenience of reference only and shall not affect the interpretation of this Order.
- VI. If any provision of this Order or its application to any person, entity, or circumstance is held invalid by any court of competent jurisdiction, all other provisions or applications of the Order shall remain in effect to the extent possible without the invalid provision or application. To achieve this purpose, the provisions of this Order are severable

ISSUED UNDER MY HAND THIS 19TH DAY OF JUNE, 2020, AND EFFECTIVE IMMEDIATELY.



Lawrence J. Hogan, Jr.  
Governor



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** March 8, 2021  
**SUBJECT:** Ames Road – Speed Study

DIVISIONS

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

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

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

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

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

.....  
The Department conducted a speed study on Ames Road from Tuesday, February 23, 2021 thru Tuesday, March 2, 2021 at the request of Geri Arillo, an area resident, to address safety concerns relating to speeding vehicles. A copy of the study is attached.

The results of the study are as follows:

- Number of Vehicles: 1,696
- Average Speed: 32 mph
- 85<sup>th</sup> Percentile: 39 mph
- Vehicles 51 mph and greater: 26 or 1.6%
- Vehicles >1 mph to 50 mph: 1,670 or 98.4%

Currently Ames Road is not posted; therefore, a speed limit of 50 mph governs. Based on the study, 98.4% of all traffic traveled less than 51 mph and 1.6% of all traffic traveled more than 50 mph. Due to the geographical area and the roadway being narrow; it is recommended that Ames Road be posted at 30 mph. This posting would also allow the Sheriff's Department to provide enforcement of the speed limit signs in order to control any speeding related issues.

Should you have any questions regarding this study I will be happy to discuss them with you.

Attachment

cc: Frank Adkins

**Worcester County DPW - Roads Division**

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Ames Road  
Date Start: 23-Feb-21  
Date End: 02-Mar-21

South, North	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	85th	95th
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	Percent	Percent
02/23/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	0	2	1	1	4	2	0	0	0	0	0	0	0	0	0	36	38
09:00	1	0	0	0	2	2	0	0	0	0	0	0	0	0	0	5	38
10:00	1	0	0	2	5	1	1	1	1	0	0	0	0	1	0	13	45
11:00	0	0	0	1	6	7	4	1	0	0	0	0	0	0	0	19	42
12 PM	0	1	0	3	4	4	1	3	0	1	0	0	0	0	0	17	47
13:00	0	1	1	1	2	15	2	1	0	0	0	0	0	0	0	22	39
14:00	0	0	1	4	3	12	1	1	0	0	0	0	0	0	0	22	39
15:00	0	0	0	2	7	2	1	1	0	0	0	0	0	0	0	13	40
16:00	2	0	0	0	4	1	1	0	0	0	0	0	0	0	0	8	38
17:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	34
18:00	0	0	0	1	2	1	1	0	0	0	0	0	0	0	0	5	41
19:00	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	3	47
20:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
Total	4	3	3	16	41	48	12	9	1	1	0	0	0	1	0	139	
Percent	2.9%	2.2%	2.2%	11.5%	29.5%	34.5%	8.6%	6.5%	0.7%	0.7%	0.0%	0.0%	0.0%	0.7%			
AM Peak	09:00	08:00	08:00	10:00	11:00	11:00	11:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	11:00		
Vol.	1	2	1	2	6	7	4	1	1	1	1	1	1	1	19		
PM Peak	16:00	12:00	13:00	14:00	15:00	13:00	13:00	12:00	12:00	12:00	12:00	12:00	12:00	13:00	22		
Vol.	2	1	1	4	7	15	2	3	1	1	1	1	1	22			





**Worcester County DPW - Roads Division**

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Ames Road  
Date Start: 23-Feb-21  
Date End: 02-Mar-21

South, North	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	85th	95th
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	Percent	Percent
02/26/21	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	4	38
01:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	33	34
02:00	0	0	0	1	1	7	0	0	0	0	0	0	0	0	9	39	39
03:00	0	0	0	2	5	7	4	1	0	0	0	0	0	0	19	42	45
04:00	0	0	0	0	6	6	1	0	0	0	0	0	0	0	13	39	41
05:00	0	0	0	4	2	6	2	0	0	0	0	0	0	0	14	39	43
06:00	0	0	0	4	6	6	2	0	0	0	0	0	0	0	18	39	42
07:00	2	0	0	0	6	4	1	0	0	0	0	0	0	1	14	38	41
08:00	2	0	0	3	6	5	0	1	0	0	0	0	0	0	15	38	46
09:00	1	0	0	2	2	6	4	2	0	0	0	0	0	0	17	44	47
10:00	2	0	1	3	1	11	2	0	0	0	0	0	0	0	20	39	42
11:00	0	0	0	1	6	5	1	3	0	0	0	0	0	0	16	46	48
12 PM	0	0	0	1	1	6	4	1	0	0	0	0	0	0	13	43	46
13:00	0	0	0	1	1	6	1	1	0	0	0	0	0	0	13	43	46
14:00	2	0	1	6	7	9	3	1	0	0	0	0	0	0	29	39	44
15:00	0	0	2	4	8	8	1	0	0	0	0	0	0	0	23	38	39
16:00	4	0	0	2	7	4	1	0	0	0	0	0	0	0	18	37	40
17:00	0	0	0	0	1	3	0	0	0	0	0	0	0	0	5	38	39
18:00	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	24	24
19:00	2	0	0	1	3	3	0	0	0	0	0	0	0	0	9	37	39
20:00	0	0	0	1	0	3	1	0	0	0	0	0	0	0	5	41	43
21:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	38	38
22:00	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2	38	39
23:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	38	39
Total	14	0	6	37	73	104	27	9	0	0	0	0	0	1	271		
Percent	5.2%	0.0%	2.2%	13.7%	26.9%	38.4%	10.0%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%			
AM Peak	08:00		11:00	06:00	05:00	11:00	04:00	10:00						08:00	11:00		
Vol.	2		1	4	6	11	4	2						1	20		
PM Peak	16:00		15:00	14:00	15:00	14:00	13:00	12:00						14:00	14:00		
Vol.	4		2	6	8	9	4	3						29			

**Worcester County DPW - Roads Division**

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Ames Road  
Date Start: 23-Feb-21  
Date End: 02-Mar-21

Start Time	15	16	21	26	31	36	41	46	51	56	61	66	71	76	81	85th Percent	95th Percent
02/27/21	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	14
01:00	18	1	0	0	0	0	0	0	0	0	0	0	0	0	0	13	15
02:00	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	14
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	39	39
04:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	38	39
05:00	0	0	1	0	1	1	0	1	0	0	0	0	0	0	0	46	48
06:00	6	12	1	1	3	4	2	0	1	0	0	0	0	1	31	38	43
07:00	23	0	0	1	6	2	0	0	0	0	0	0	0	0	32	32	35
08:00	0	0	0	2	2	5	2	0	0	0	0	0	0	0	11	40	43
09:00	0	0	0	1	3	4	3	1	0	0	0	0	0	0	12	43	46
10:00	0	0	3	0	1	4	1	0	0	0	0	0	0	0	9	39	42
11:00	0	0	1	3	8	4	1	0	0	0	0	0	0	0	17	38	40
12 PM	0	0	0	0	7	4	0	0	0	0	0	0	0	0	11	37	39
13:00	0	0	0	3	8	7	2	0	0	0	0	0	0	0	20	39	42
14:00	0	0	0	3	3	3	0	0	0	0	0	0	0	0	9	37	39
15:00	1	0	1	0	6	1	5	0	0	0	0	0	0	0	14	42	44
16:00	2	0	1	0	4	4	2	0	0	0	0	0	0	0	13	40	43
17:00	1	0	0	1	6	4	3	0	0	0	0	0	0	2	17	41	43
18:00	0	0	0	1	2	2	0	0	0	0	0	0	0	0	4	38	39
19:00	0	0	1	0	1	2	0	0	0	0	0	0	0	0	4	38	39
20:00	1	0	0	1	1	4	0	0	0	0	0	1	0	1	9	39	67
21:00	0	0	0	4	4	4	1	0	0	0	0	0	0	0	13	38	41
22:00	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	43	44
23:00	0	0	0	1	1	2	0	0	0	0	0	0	0	0	4	38	39
Total	60	13	9	22	69	62	25	2	1	0	0	1	0	4	268		
Percent	22.4%	4.9%	3.4%	8.2%	25.7%	23.1%	9.3%	0.7%	0.4%	0.0%	0.0%	0.4%	0.0%	1.5%			
AM Peak	07:00	06:00	10:00	11:00	11:00	08:00	09:00	05:00	06:00	06:00	06:00	07:00	06:00	07:00			
Vol.	23	12	3	3	8	5	3	1	1	1	1	32	1	32			
PM Peak	16:00	16:00	15:00	21:00	13:00	13:00	15:00	20:00	17:00	13:00	13:00	13:00	17:00	13:00			
Vol.	2	2	1	4	8	7	5	1	1	1	1	20	2	20			

**Worcester County DPW - Roads Division**

5764 Worcester Highway  
Snow Hill, MD 21863  
410-632-2244

Ames Road  
Date Start: 23-Feb-21  
Date End: 02-Mar-21

South	North	1	16	21	26	31	36	41	46	51	56	61	66	71	76	85th	95th
Start	Start	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	Percent
02/28/21	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	34
01:00	0	0	0	0	1	1	2	0	0	0	0	0	0	0	0	4	38
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
04:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34
05:00	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	2	38
06:00	1	0	1	0	0	3	1	1	0	0	0	0	0	0	1	8	39
07:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	34
08:00	2	0	0	0	0	2	1	1	0	0	0	0	0	0	0	6	40
09:00	0	0	0	0	0	3	3	3	0	0	0	0	0	0	0	6	38
10:00	0	0	0	0	2	0	6	1	0	0	0	0	0	0	0	9	39
11:00	2	0	0	0	2	3	4	1	0	0	0	0	0	0	0	12	38
12 PM	18	0	0	0	3	6	9	0	0	0	0	0	0	0	0	36	36
13:00	12	0	0	1	1	7	9	1	0	1	0	0	0	0	1	32	38
14:00	2	0	2	2	0	6	7	0	0	0	0	0	0	0	1	20	37
15:00	1	1	1	0	0	2	1	2	0	0	0	0	0	0	0	8	42
16:00	3	3	0	3	3	2	3	2	0	0	0	0	0	0	0	16	39
17:00	1	0	0	3	3	5	1	0	0	0	0	0	0	0	2	12	37
18:00	0	0	0	0	0	1	5	3	0	0	0	0	0	0	0	9	42
19:00	2	0	0	0	0	2	1	0	0	0	0	0	0	0	1	6	36
20:00	0	0	0	0	0	4	2	1	0	0	0	0	0	0	0	7	39
21:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	24
22:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34
23:00	2	0	1	0	0	1	3	0	0	0	0	0	0	0	0	7	38
Total	46	4	1.9%	6	17	55	59	13	0	1	0	0	0	0	6	207	
Percent	22.2%	1.9%	2.9%	8.2%	26.6%	26.6%	28.5%	6.3%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	2.9%		
AM Peak	08:00	2	06:00	1	10:00	3	10:00	6	06:00	1	06:00	1	11:00	12			
Vol.																	
PM Peak	12:00	18	16:00	3	14:00	2	12:00	9	13:00	1	17:00	2	12:00	36			
Vol.																	

**Worcester County DPW - Roads Division**  
 5764 Worcester Highway  
 Snow Hill, MD 21863  
 410-632-2244

Ames Road  
 Date Start: 23-Feb-21  
 Date End: 02-Mar-21

South, North	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	86	91	95th		
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95th	Percent		
03/01/21	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	3	39	
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	39	
04:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	34	
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	34	
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	
07:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2	43	
08:00	0	0	0	1	2	1	0	0	0	0	0	0	0	0	0	0	0	4	37	
09:00	0	0	0	4	5	3	2	1	0	0	0	0	0	0	0	0	0	11	40	
10:00	0	0	1	2	5	2	2	1	0	0	0	0	0	0	0	0	0	13	43	
11:00	0	0	1	3	2	5	2	0	0	0	0	0	0	0	0	0	0	12	40	
12 PM	0	0	1	1	4	2	3	0	0	0	0	0	0	0	0	0	0	13	40	
13:00	0	0	0	0	2	2	2	0	0	0	0	0	0	0	0	0	0	11	42	
14:00	0	0	0	1	3	10	2	2	0	0	0	0	0	0	0	0	0	8	47	
15:00	38	15	8	7	5	6	1	0	0	0	0	0	0	0	0	0	0	16	39	
16:00	2	1	1	3	11	5	2	1	0	0	0	0	0	1	0	0	0	80	29	
17:00	0	0	0	1	1	7	2	0	0	0	0	0	0	0	0	0	0	27	39	
18:00	0	0	0	2	3	8	2	0	0	0	0	0	0	0	0	0	0	11	40	
19:00	3	0	0	2	6	5	3	0	0	0	0	0	0	0	0	0	0	15	39	
20:00	0	0	0	3	2	3	1	0	0	0	0	0	0	0	0	0	0	19	40	
21:00	0	0	0	3	5	0	0	0	0	0	0	0	0	0	0	0	0	9	39	
22:00	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	8	34	
23:00	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	3	38	
Total	43	16	12	36	66	66	26	4	0	0	0	0	0	1	0	0	0	270	33	
Percent	15.9%	5.9%	4.4%	13.3%	24.4%	24.4%	9.6%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.9%	3.3%	
AM Peak			10:00	09:00	08:00	11:00	08:00	09:00										09:00		
Vol.			1	4	5	5	2	1										13		
PM Peak	15:00	15:00	15:00	15:00	16:00	14:00	12:00	13:00										15:00		
Vol.	38	15	8	7	11	10	3	2										80		

**Worcester County DPW - Roads Division**  
 5764 Worcester Highway  
 Snow Hill, MD 21863  
 410-632-2244

Ames Road  
 Date Start: 23-Feb-21  
 Date End: 02-Mar-21

South, North	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	86	91	95th	
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	Percent	
03/02/21	0	0	0	2	2	2	0	0	0	0	0	0	0	0	0	0	0	6	37
01:00	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	3	32
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	34
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
04:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	*
05:00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	34	
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12	
07:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
08:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
09:00	2	1	0	0	2	2	0	0	0	0	0	0	0	0	0	0	3	38	
10:00	0	0	1	0	5	6	0	0	0	0	0	0	0	0	0	0	8	37	
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	12	38	
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Total	4	1	1	4	13	12	0	0	0	0	0	0	0	1	0	0	36		
Percent	11.1%	2.8%	2.8%	11.1%	36.1%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.8%	0.0%	0.0%			
AM Peak	05:00	09:00	10:00	00:00	10:00	10:00								09:00			10:00		
Vol	2	1	1	2	5	6								1			12		
PM Peak																			

Total	188	43	55	199	461	503	183	38	7	1	0	1	0	17	1696
Percent	11.1%	2.5%	3.2%	11.7%	27.2%	29.7%	10.8%	2.2%	0.4%	0.1%	0.0%	0.1%	0.0%	1.0%	

Stats

10 MPH Pace Speed : 31-40 MPH  
 Number in Pace : 964  
 Percent in Pace : 56.8%  
 Number of Vehicles > 50 MPH : 26  
 Percent of Vehicles > 50 MPH : 1.5%  
 Mean Speed(Average) : 32 MPH

15th Percentile : 21 MPH  
 50th Percentile : 33 MPH  
 85th Percentile : 39 MPH  
 95th Percentile : 43 MPH



Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: John H. Tustin, P.E., Director *JHT*  
DATE: March 8, 2021  
SUBJECT: Courthouse Low Slope Roof Replacement

DIVISIONS

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

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

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

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

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

\*\*\*\*\*  
The Worcester County Courthouse has low slope or flat roofs that were installed in the mid-1980's making them 36 + years old. The roof systems leak in every rain event and are in need of replacement. It has been past practice to have minor repairs made to mitigate the leaks but the stopgap measures will not suffice any more with the deteriorated condition of the roofing products. Currently, the roof systems are leaking in many areas with critical electronic and archived paper systems housed below. The roofs are composed of a structural steel deck overlaid with tapered insulation and covered with a reinforced EPDM membrane. Over time the roofs have deteriorated from factors such as ultraviolet light exposure, rain & snow loads plus normally-occurring membrane and insulation shrinkage. In order to prepare bid documents, it is felt that professional design services are needed to provide the proper construction details to ensure the County receives watertight roof systems. I have attached for your review and approval the proposal for professional services from Davis, Bowen & Friedel, Inc. to prepare the bidding documents for the roof replacements. Summarized below are DBF's fees for each phase of their services.

ITEM	DESCRIPTION	FEE
1	Task I – Schematic Design	6,000.00
2	Task II – Design Development	9,000.00
3	Task III – Bid Documents	1,500.00
	TOTAL	16,500.00

There are Assigned Funds, \$425,000.00, designated for County Building Repairs and Improvements for this project. It is requested that the County award this project to Davis, Bowen & Friedel, Inc. at a total cost of \$16,500.00.

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

Attachment

cc: Ken Whited, Maintenance Superintendent



**DAVIS  
BOWEN &  
FRIEDEL, INC.**

**ARCHITECTS ENGINEERS SURVEYORS**

*Michael P. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheelerton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Jamie L. Seahler, P.E.*

November 2, 2020

Worcester County  
Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Ken Whited  
Maintenance Superintendent

Re: Roof Replacement  
Worcester County Courthouse  
Snow Hill, Maryland  
DBF # P0085B20.028

Dear Mr. Whited:

Pursuant to your request, we are pleased to present this fixed fee proposal summary for the above referenced project. The scope of work as we understand is to provide Schematic Design through Construction Document Phase Services for the low sloped roof replacement of the Worcester County Courthouse. The scope of work and deliverables will be as outlined on the attached Scope of Work Summary. Additional services that you may request will be handled utilizing the attached Schedule of Rates No. 46, as will the terms and conditions of this agreement.

We understand that upon your acceptance, a County-issue Independent Contractor's Agreement will be issued to us. Receipt of this will serve as our notice to proceed.

Thank you for the opportunity to submit this proposal summary. Please do not hesitate to call if you have any questions. We look forward to beginning work on this project.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

Christopher Lee Cullen, AIA  
Associate

Enclosure

CLC

N:\PROMOTIONAL\PROPOSALS\2020\P0085B20.028.clc.doc

## EXHIBIT A

November 2, 2020  
Flat Roof Replacement  
Worcester County Courthouse  
Snow Hill, Maryland

### TASK I – SCHEMATIC DESIGN

#### Task I: Scope of Work Summary

1. Prepare existing conditions documents to be utilized for preparation of construction documents.
2. Prepare Schematic Design Documents for review. We anticipate the documents will include the following:
  - a. Title Sheet
  - b. Roof Plan
  - c. Detail Locations
3. Provide text evaluating roofing options and make recommendation.
4. Review roof access and roof top equipment for OSHA fall protection compliance and not areas not in compliance. Provide recommendations for compliance.
5. Submit Documents to Worcester County Public Works for review and comment.
6. Respond too and incorporate Worcester County Public Work's review comments into the Design Development Documents.

#### Task I: Fixed Fee

Six Thousand Dollars (\$6,000.00); includes reimbursable expenses.

### TASK II – DESIGN DEVELOPMENT

#### Task II: Scope of Work Summary

1. Utilizing the reviewed Schematic Design Documents, we will prepare Design Development Documents for review. We anticipate the documents will include the following:
  - a. Title Sheet
  - b. Roof Plan showing roof drains, scuppers, tapered insulation and crickets.
  - c. Show mechanical units and dunnage
  - d. Roof flashing details for parapets, coping, scuppers, mechanical curbs, roof drains, pipe support, walking pads and wall terminations.
  - e. Procurement, General Requirements Specifications, Product Specifications
2. Submit Documents to Worcester County Public Works for review and comment.
3. Respond to and incorporate Worcester County Public Work's review comments into the Final Construction Documents as required.

#### Task II: Fixed Fee

Nine Thousand Dollars (\$9,000.00); includes reimbursable expenses.

November 2, 2020  
Flat Roof Replacement  
Worcester County Courthouse  
Snow Hill, Maryland  
Page 2

## TASK III – BID DOCUMENTS

### Task III: Scope of Work Summary:

1. Provide the Worcester County Public Works Department with the updated Final Construction Documents including the drawings and specifications listed in Task II.
2. Provide Building Plan Submittal to the Worcester County Fire Marshal Office.
3. Provide Building Plan Submittal to the Worcester County Development Review & Permitting Department

### Task III: Fixed Fee

One Thousand Five Hundred Dollars (\$1,500.00); includes reimbursable expenses.

### EXCLUSIONS:

1. Project budget and estimating services
2. Life Safety Plan
3. Roof moisture scans
4. Hazardous materials, remediation design and specifications.
5. LEED or other Sustainable Design Program.
6. Paper sets of 100% Construction Documents for Bidding (DBF will provide pdf sets of drawings for bidding).

END OF SCOPE OF WORK SUMMARY

N:\PROMOTIONAL\PROPOSALS\2020\P0085B20.028. WorcesterCountyCourthouseRoofReplacement SOW.clc.doc

**DAVIS, BOWEN & FRIEDEL, INC. ("DBF")**  
**SCHEDULE OF RATES AND GENERAL CONDITIONS**  
 SCHEDULE NO. 46  
 Effective June 1, 2015

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170.00
Senior Architect	\$150.00
Architect	\$120.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$120.00
Senior Engineer	\$150.00
Engineer	\$120.00
Construction Administrator	\$120.00
Senior Traffic Engineer	\$150.00
Traffic Engineer	\$120.00
Geologist	\$120.00
GIS Specialist	\$110.00
Senior Surveyor	\$150.00
Associate Surveyor	\$120.00
Surveyor	\$115.00
Senior Designer	\$115.00
Computer Graphics Designer	\$100.00
Designer	\$105.00
CADD I	\$95.00
CADD II	\$85.00
Computer Administrator	\$100.00
2 Man Field Crew	\$140.00
3 Man Field Crew	\$175.00
GPS Unit (1 man)	\$110.00
GPS Unit (2 man Crew)	\$150.00
GPS Unit (3 man Crew)	\$200.00
Resident Project Representative	\$80.00
Water/Wastewater Operator	\$120.00
Clerical	\$60.00
Travel	\$0.50
Direct Expense	Cost + 10%
Prints (In-house Reproduction)	\$2.50/sheet

GENERAL CONDITIONS

**INVOICES & PAYMENT**

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

**TERMINATION OF CONTRACT**

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

**LIMITATION OF LIABILITY**

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

**INDEMNIFICATION**

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

**FORCE MAJEURE**

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

**CONSTRUCTION PHASE SERVICES**

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

**OWNERSHIP OF DOCUMENTS**

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

**USE OF ELECTRONIC MEDIA**

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

**SUCCESSORS & ASSIGNS**

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

**MISCELLANEOUS PROVISIONS**

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

**REIMBURSABLE EXPENSES**

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographing, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John S. Ross, P.E. Deputy Director  
**DATE:** March 8, 2021  
**SUBJECT:** Ocean Pines Treatment Unit 3 Aeration Replacement

DIVISIONS

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

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

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

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

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

.....  
In completing the replacement of the aeration system at the Ocean Pines Wastewater Treatment Unit 3, we determined that the mixers proposed to use with the aeration system are not properly sized. Attached is a proposal from Kershner Environmental Technologies (KET) to provide the properly sized mixers. The total cost for the larger mixers is \$66,620.00. KET is the provider of the other equipment used in Treatment Unit Number 3.

The funding for this is available in the 2019 bond issue in the contingency fund.

The mixers we originally proposed to use were not provided with the aeration system components. They were mixers that we had in stock at the treatment plant.

We are available to discuss this at your convenience and if you have any questions, let me know.

Attachment

cc: John H. Tustin, P.E. Director



<b>QUOTATION</b>
------------------

11 Easter Court, Suite M  
Owings Mills, MD 21117

<b>Date:</b>	<b>KET Quotation Number</b>
2/22/2021	RAK-22221

<b>To: Ocean Pines WWTP</b>			<b>Project Name: Wilo Submersible Mixers</b>	
<b>KET Rep</b>	<b>FOB</b>	<b>Ship Via</b>	<b>Terms</b>	<b>Tax Exempt ID #</b>
RAK	Included	Best Way	Net 30	

Qty.	Description / Model Number	Unit Price	Total Price
5	Wilo Submersible Mixer Model # TR50-2.23-6/8, 2.7hp, 460V, PUR Prop, 12m cables, 140kg , 12m cables, XP-rated motor, thermal sensors, moisture sensor + cable, Ceram C0 housing, handle grip, support foot, rope #2 cable guide		
5	M2/100 mixer frame		
5	AVU 100 Guide Rail, 316SS, 6m		
5	Guide Rail Fixation Set #7, Upper (2 x M16)		
5	Guide Rail Fixation Set #3, Lower (2 x M12)		
5	Wilo E4/EH 250kg Hoist 316SS, 304SS hand winch, 316SS 6mm x 12m cable		
5	Hoist Base Wall Mt, 316SS		
5	Fixation Set 1 - 4xM16 concrete anchor, 316SS		
5	Combination Moisture + Thermal Relay - installation in controls by others		
5	Factory Perf Test, Unwitnessed		
	<p style="text-align: center;"><b>NOT INCLUDED:</b> Control panels, starters, VFDs, junction boxes, conduit, instrumentation, piping, reducers/adapters, anchor bolts, hatches, fittings, valves, level sensors / floats, gauges, precast items, lifting cable holder, spare parts, factory testing, installation, field testing, startup, training, freight are specifically excluded.</p> <p style="text-align: center;"><b>ESTIMATED SHIPMENT:</b> 14 to 16 business weeks (excludes holidays) following receipt in our office of an acceptable order and complete approval of submittal data, if required. Estimated shipment time does not include transit time to the delivery location. Estimated</p>		



11 Easter Court, Suite M  
Owings Mills, MD 21117

	<p><i>shipment time is subject to change and to both stock &amp; production availability at the time your PO is released for production and processed. Freight to be F.O.B. Shipping Point, Pre-Pay &amp; Add. Freight is not included in the price(s) above.</i></p> <p><b>WARRANTY: 4-Yr 100%</b> <i>This proposal is offered as an acceptable mixing system based upon descriptive items listed above. Deviations from the equipment described could result in a price adjustment.</i></p> <p><i>If required, a Wilo authorized service center representative will be provided at start-up in a supervisory capacity only.....\$1,800/day plus expenses. Any and all costs associated with labor, set-up, etc., for field tests are to be by the contractor.</i></p> <p><b>VALIDITY of PRICING:</b> <i>Pricing is valid as long as delivery of all items is by 12.31.2021. If authorization to proceed with production/shipment will result in delivery after 12.31.2021, Wilo reserves the right to review pricing. Please refer to the estimated shipment terms above.</i></p> <p><b>Sales Tax Excluded</b></p>	<p>Freight</p>	<p>Pre-Paid and Added</p>
		<p><b>Total</b></p>	<p><b>\$66,620.00</b></p>

<p><b>Purchase Order Should Be Made Out To:</b></p>
<p align="center"><b><u>Kershner Environmental Technologies</u></b></p>
<p><b>Send Purchase Order To:</b></p>
<p align="center"> <b>Kershner Environmental Technologies, LLC</b>  <b>11 Easter Court, Suite M</b>  <b>Owings Mills, MD 21117</b>  <b>Attn: Tina Mazor</b>  <b>t.mazor@ketllc.com</b> </p>



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

**JOHN H. TUSTIN, P.E.**  
 DIRECTOR

**JOHN S. ROSS, P.E.**  
 DEPUTY DIRECTOR

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

## MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** March 8, 2021  
**SUBJECT:** Worcester County Ocean City Library – Roof Shingle Replacement

### DIVISIONS

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

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

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

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

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

The Worcester County Library in Ocean City, MD sustained a significant loss of synthetic roof shingles due to a storm event on August 4, 2020. Temporary repairs have been made to insure a weather tight roof at this time. The loss was submitted to the County's insurer, Local Government Insurance Trust and they advised that the project should be competitively bid to obtain fair market replacement pricing. LGIT will be using a claims adjuster to evaluate the bids once received and to provide a recommendation for reimbursement to the County. As a first step, LGIT agreed to reimburse the County to have Davis Bowen & Friedel, Inc. develop the bidding documents for the project.

Attached for your review and approval are Davis, Bowen & Friedel, Inc.'s bid documents to replace the synthetic shingle roof system. Included are the plans and specifications, Notice to Bidders and Bidders List. Therefore, it is requested that the County proceed with bidding this project to obtain pricing so recommendations can be made for the replacement.

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

Attachments

cc: Ken Whited

**DAVIS BOWEN & FRIEDEL, INC.**  
 ARCHITECTS · ENGINEERS · SURVEYORS  
 EASTON, MARYLAND 410.770.4744    MILFORD, DELAWARE 302.424.1444    SALISBURY, MARYLAND 410.543.9091

# WORCESTER COUNTY LIBRARY

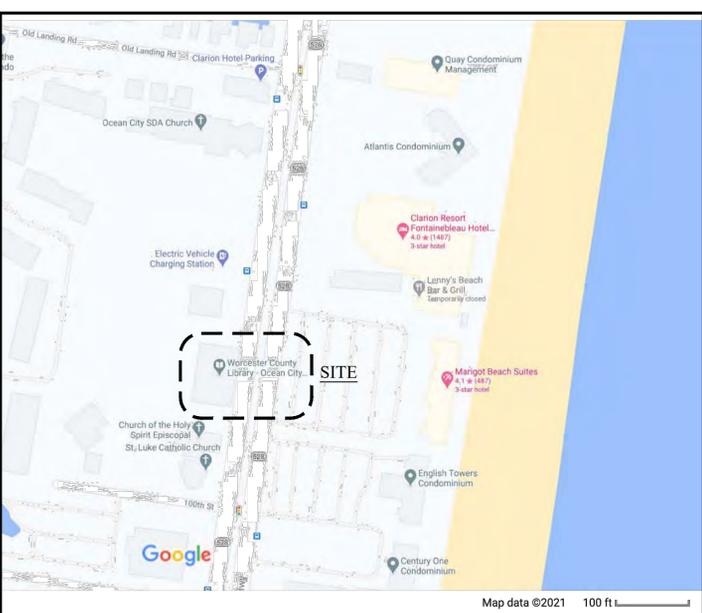
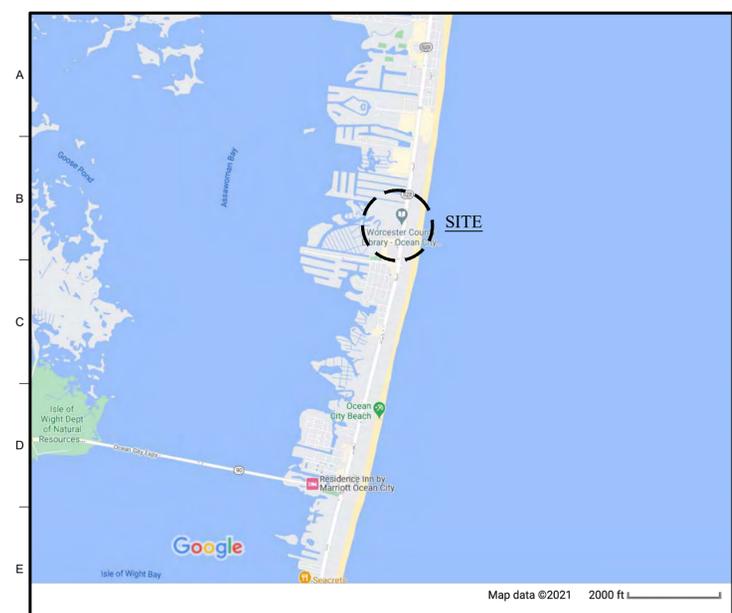
## OCEAN CITY BRANCH

### 10003 COASTAL HIGHWAY

### OCEAN CITY, MARYLAND 21842

### DBF # 0085B044.B01

- General Notes:
1. ROOF PLAN REFERENCED FROM BUCK SIMPERS ARCHITECT DRAWINGS DATED MARCH 6, 2006.
  2. ROOF SLOPES NOTED ARE APPROXIMATE
  3. PAINT TRIM AND SIDING TO MATCH THE EXISTING COLOR AND GLOSS IF REQUIRED TO USE NEW SIDING PRODUCT NOTES IN THE THE SPECIFICATION.



**GRAPHIC SYMBOL LEGEND**

DETAIL SECTION

NORTH ARROW

**MATERIAL LEGEND**

ROOF SHINGLES IN PLAN

PLYWOOD

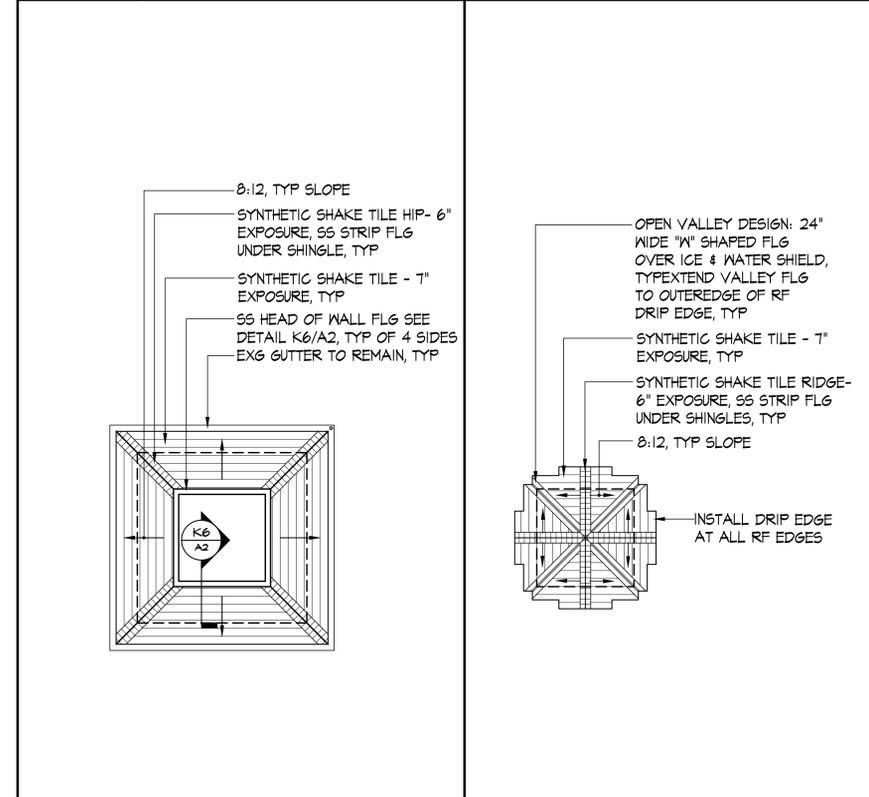
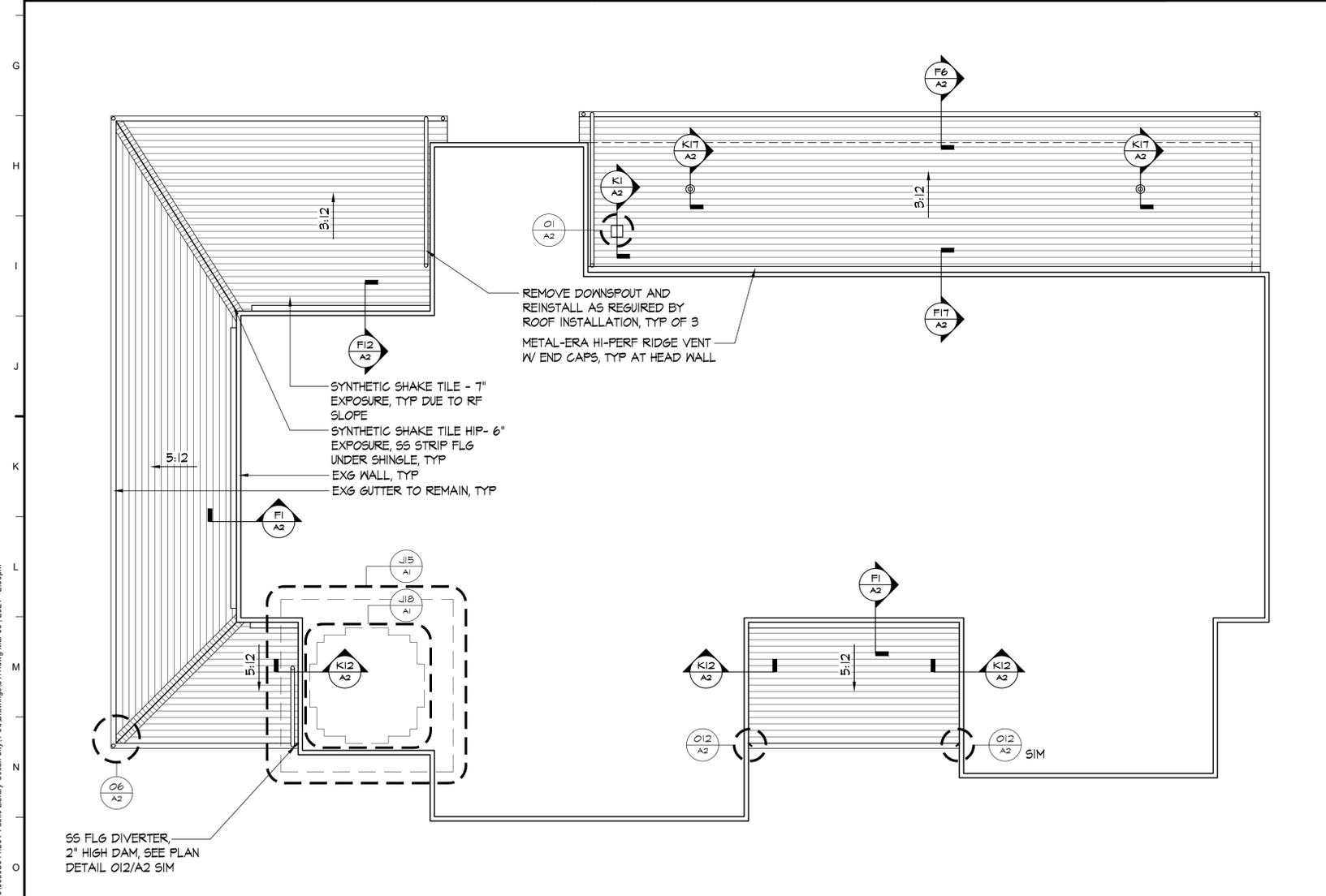
**F1 VICINITY MAP**  
 1" = 2666'

**F7 LOCATION MAP**  
 1" = 114'

LOCATION	FASTENER	EDGE	FIELD
ROOF-WITHIN 48" OF RIDGE, EAVE AND GABLE	#8 PHILLIPS FLAT HEAD SELF DRILLING SCREWS	4"	6"
ROOF-GABLE END WALL	#8 PHILLIPS FLAT HEAD SELF DRILLING SCREWS	6"	12"
ROOF-UNLESS NOTED OTHERWISE	#8 PHILLIPS FLAT HEAD SELF DRILLING SCREWS	6"	12"

**H15 PLYWOOD ROOF SHEATHING FASTENER SCHEDULE FOR COLD-FORMED JOISTS**

NA



**O1 LOWER ROOF PLAN**  
 3/8" = 1'-0"

**O15 ROOF PLAN**  
 1/8" = 1'-0"

**O18 ROOF PLAN**  
 1/8" = 1'-0"

Consultant:

Revision	

Project:  
 PARTIAL ROOF REPLACEMENT  
**WORCESTER COUNTY LIBRARY**  
 OCEAN CITY BRANCH  
 10003 COASTAL HWY  
 OCEAN CITY, MARYLAND

Set: 100% CD    Sheet Title: ROOF PLAN

Proj No.: 0085B044.B01    Scale: AS NOTED    Sheet No.:  
 Dwn By: LMS    Date: 03/05/2021

THIS DRAWING, THE DESIGN AND CONSTRUCTION FEATURES DISCLOSED ARE PROPRIETARY TO DAVIS, BOWEN & FRIEDEL, INC., AND SHALL NOT BE ALTERED OR REUSED WITHOUT WRITTEN PERMISSION.

COPYRIGHT © 2021

**A1**  
 1 OF 2

R:\0085\0085B044.B01-Public\_Library-Ocean City\4-Cad\Drawings\1.dwg Mar 05 2021 - 2:30pm



ROOF REPLACEMENT  
WORCESTER COUNTY LIBRARY  
OCEAN CITY BRANCH  
10003 COASTAL HIGHWAY  
OCEAN CITY, MARYLAND

Davis Bowen & Friedel, Inc.  
601 East Main Street, Suite 100  
Salisbury, Maryland 21804  
DBF #00085B044.B01

MARCH 5, 2021

**TABLE OF CONTENTS****DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**

	Notice to Bidders
001116	Invitation to Bid
002113	Instructions to Bidders
	AIA Document A701-2018 Instructions to Bidders
004113	Bid Form - Stipulated Sum (Single-Prime Contract)
004313	Bid Security Forms
004321	Allowance Form
004322	Unit Prices Form

**DIVISION 01 - GENERAL REQUIREMENT**

011000	Summary
012100	Allowances
012200	Unit Prices
012500	Substitution Procedures
012900	Payment Procedures
013100	Project Management and Coordination
013200	Construction Progress Documentation
013233	Photographic Documentation
013300	Submittals Procedures
013516	Alteration Project Procedures
014200	References
015000	Temporary Facilities and Controls
016000	Product Requirements
017300	Execution
017419	Construction Waste Management and Disposal
017700	Closeout Procedures
017823	Maintenance Data
017839	Project Record Documents

**DIVISION 02 – EXISTING CONDITIONS**

024119	Selective Structure Demolition
--------	--------------------------------

**DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES**

061600	Sheathing
--------	-----------

**DIVISION 07-THERMAL AND MOISTURE PROTECTION**

073113	Tile Roof System Shingles
074646	Fiber-Cement Siding
076200	Sheet Metal Flashing and Trim

**APPENDIX**

	Exhibit A - CSI Form 13.1A
	Exhibit B - CSI Form 14.1A

**NOTICE TO BIDDERS****Worcester County Library – Roof Replacement Project**

The County Commissioners of Worcester County, Maryland are currently accepting sealed bids for replacement of the shingle portion of the roof system at the Worcester County Library located at 10003 Coastal Highway, Ocean City, Maryland. Bid specification packages (architectural plans only) and bid forms may be obtained online under the “Bids” drop-down menu in the lower right hand side of the home page at [www.co.worcester.md.us](http://www.co.worcester.md.us) or through the architectural firm of Davis, Bowen & Friedel, Inc., 601 East Main Street, Suite 100, Salisbury, MD 21804. Interested bidders are encouraged to attend a **pre-bid meeting to be held on Monday, March 29, 2021 at 10:00 am (EDT)**, at the Worcester County Library located at 10003 Coastal Highway, Ocean City, Maryland. **Sealed proposals will be accepted until 1:00 pm (EDT) Monday, April 12, 2021** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and promptly posted under the “Bids” drop-down menu of the County Website. Envelopes shall be marked "**Bid for Worcester County Library Roof Replacement Project**" in the lower left-hand corner. No bidder may withdraw his bid within sixty (60) days after the actual date of opening thereof. After opening, bids will be forwarded to the Worcester County Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to “DBF – Andrew Welch at [aw@dbfinc.com](mailto:aw@dbfinc.com)”. Email correspondence is encouraged and will be binding.

## DOCUMENT 001116 - INVITATION TO BID

## 1.1 PROJECT INFORMATION

- A. Notice to Bidders: Bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders. Refer to the Worcester County "Notice to Bidders."
- B. Project Identification: Roof Replacement, Worcester County Public Library
  - 1. Project Location: 10003 Coastal Highway, Ocean City, Maryland
- C. Owner: County Commissioners of Worcester County Maryland
  - 1. Owner's Representative: Kenneth J. Whited, Maintenance Superintendent
- D. Architect: Davis Bowen and Friedel, Inc., 601 E Main Street, Salisbury, Md., 21804.
- E. Project Description: Complete roof tear off of existing shingles and underlayment. Replace deteriorated plywood sheathing, install new roof underlayment, new ice and water underlayment and new roof tiles. Project includes areas of fiber cement siding to be replaced as required to install flashing. New flashing including valleys to be installed. Existing gutters and downspouts are to remain.
- F. Construction Contract: Bids will be received for the following Work:
  - 1. General Contract (all trades).

## 1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed paper bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
  - 1. Bid Date: **April 12, 2021**
  - 2. Bid Time: 1:00 p.m., local time.
  - 3. Location: Worcester County Government Center, Room 1103, Snow Hill, MD. 21863.
  - 4. The bids will not be publicly opened. The bid results will be posted on line on the County website.

## 1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

**1.4 PREBID CONFERENCE**

- A. A prebid conference for all bidders will be held at Worcester County Library, 10003 Coastal Highway, Ocean City, Maryland on **March 29, 2021 at 10 a.m.** local time. Prospective bidders are encouraged to attend.

**1.5 DOCUMENTS**

- A. Online Procurement and Contracting Documents: Contact Architect at [clc@dbfinc.com](mailto:clc@dbfinc.com) and request access. Drawings and Specifications in PDF Format will be provided to all registered bidders.
- B. Viewing Procurement and Contracting Documents: Documents may be reviewed at the Offices of Davis Bowen and Friedel, Inc., 601 E Main Street, Salisbury, Md., 21804. Please contact Chris Cullen at [clc@dbfinc.com](mailto:clc@dbfinc.com) to make an appointment.

**1.6 TIME OF COMPLETION**

- C. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. The completion date for the project is June 9, 2021.

**1.7 BIDDER'S QUALIFICATIONS**

- 1. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

END OF DOCUMENT 001116

WORCESTER COUNTY LIBRARY – OCEAN CITY BRANCH  
&  
2021 ROOF SHINGLE REPLACEMENT PROJECT

BIDDER'S LIST

Spicer Bros. Construction, Inc.  
32221 Beaver Run Drive  
Salisbury, MD 21804  
Ph.: (410) 623-7536 - Leslie Klekotka  
Email: [leslie@spicerbros.com](mailto:leslie@spicerbros.com)

Straight Edge Construction, Inc.  
5098 Campground Road  
Eden, MD 21822  
Te.: (443) 366-2310 - Brian  
Email: [brian@straightedgeconstruction.com](mailto:brian@straightedgeconstruction.com)

Blue Marlin Siding, Inc.  
10323 Henry Road, No. 3  
Berlin, MD 21811  
Te.: (443) 880-4842 - Robert Colflesh  
Email: [rflesh62@aol.com](mailto:rflesh62@aol.com)

Tecta America  
302 S. Division Street  
Fruitland, MD 21826  
Te.: (410) 219-7980 – Glen Wood  
Email: [gwood@tectaamerica.com](mailto:gwood@tectaamerica.com)

Servicemax of Delmarva LLC  
309 Truitt Street  
Salisbury, MD 21802  
Te.: (410) 736-7229 - Timo Rajala  
Email: [timo@svcmx.com](mailto:timo@svcmx.com)

JT Construction & Home Improvements  
601 Lancaster Ct.  
Salisbury, MD 21804  
Te. (410) 742-0605 – James Cranfield  
Email:

Mallard Construction  
PO Box 28  
Quantico, MD 21856  
Te. (410) 572-2727 – Jeff Gambrill  
Email: [mallardconst@yahoo.com](mailto:mallardconst@yahoo.com)

Peninsula Roofing Company, Inc.  
1209 N Salisbury Blvd.  
Salisbury, MD 21801  
Te.: (410) 742-6163 – Sandy  
Email: [sandy@peninsularoofing.com](mailto:sandy@peninsularoofing.com)



OFFICE OF THE  
 COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER

ROSCOE R. LESLIE  
 COUNTY ATTORNEY

COMMISSIONERS

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

# MEMORANDUM

TO: Chief Administrative Officer Harold Higgins  
 FROM: Public Information Officer Kim Moses and Recycling Manager Mike McClung  
 DATE: March 1, 2021  
 RE: 2020 Keep Worcester Clean campaign recap and recommended next steps

In May 2019 the Commissioners approved a three-pronged Keep Worcester Clean (KWC) campaign to address illegal dumping at the unmanned recycling centers and along County roadways: 1 – an education campaign; 2 – stepping up enforcement, to include installing/maintaining video surveillance at the unmanned recycling centers, and enforcement; and 3 – instituting a litter cleanup program (this third prong was later deemed unfeasible, as inmate populations vary widely). Below is a recap of the 2020 KWC campaign and recommendation for potential future campaigns.

The educational component included public service announcements (PSA) and in-house video segments at no cost, plus commercial and billboard campaigns that cost a total of \$22,114.64.

- PSAs on print, television, radio, social media, and the KWC website designed by Information Technology at <https://keepworcesterclean.com/>.
- Leased two Comcast billboards on U.S. Rt. 113 in Bishopville and U.S. Rt. 50 in West Ocean City for 24 weeks beginning in late April 2020 at a cost of \$11,900.
- D3 Corp<sup>1</sup> worked with County staff to develop two, 30-second videos (cartoon/live action) and to design one billboard poster, and administered the commercial/billboard payment schedules at a total cost of \$2,470.
- WBOC/WRDE ran 48 primetime commercials from roughly June 5 through September 30, 2020 (COVID-19 stay-at-home order postponed live-action commercial filming) at a monthly cost of \$2,028.

As part of the enforcement campaign, the Worcester County Sheriff's Office (WCSO), which emphasized education, responded to reports of illegal dumping. In 2019, deputies

<sup>1</sup> Began working with D3 Corp in September 2019 for spring/summer 2020 billboard and commercial campaigns

responded to 21 illegal dumping incidents, including 12 follow-up investigations and nine reported by citizens. At that time deputies issued four warnings and two citations. Then in 2020, deputies responded to 25 illegal dumping incidents, including 10 follow-up investigations and 15 reported by citizens. At that time deputies issued eight warnings and one criminal charge. Of the individuals contacted by the WCSO, 99 % alleged that they were unaware the items they dumped were not permissible and apologized for their actions.

While both components have been worthwhile and well received by the public, the 2019/2020 Comparison of Illegal Dumping Activities at Unmanned Recycling Centers below indicates that there was a substantial increase in illegal dumping during the billboard and commercial campaigns and a minimal overall decrease in illegal dumping rates from 2019 to 2020.

If the Commissioners would like to move forward with future KWC education and enforcement campaigns, we strongly urge doing so in conjunction with the approved program to place surveillance cameras at the unmanned recycling drop-off locations in Bishopville, Whaleyville, and the WalMart in Berlin and posting video surveillance signs at these sites.

2019/2020 Comparison<sup>2</sup> of Illegal Dumping Activities at Unmanned Recycling Centers

2019	Tons	Trips	2020	Tons	Trips
Jan	2.15	5	Jan	0.62	3
Feb	2.46	5	Feb	0.46	4
March	2.11	7	March	1.67	6
Apr	3.66	10	Apr	1.02	5
May	2.18	6	May	0.66	3
June	2.33	7	June	1.45	5
July	1.64	5	July	2.40	6
Aug	0.95	3	Aug	3.16	6
Sept	0.93	4	Sept	3.31	7
Oct	1.95	6	Oct	3.48	6
Nov	1.34	5	Nov	0.96	2
Dec	0.42	1	Dec	2.58	6
	22.12	64		21.77	59

<sup>2</sup> Highlighted areas distinguish between the periods of highest illegal dumping activities in 2019 and 2020.



Worcester County  
**Expense Ledger Detail Listing**

From Date: 7/1/2019 - To Date: 3/31/2021

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual				
G/L Account Number: 100.1090.070.6900.013 Advertising Clean Campaign							Fiscal YTD:	\$0.00	\$0.00	\$0.00			
6/30/2020	2020-00010361	JE	AP	A/P Invoice Entry	Accounts Payable				\$2,135.64				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
06-30-2020	harol	M & T BANK - ACH WIRE - CO ADMIN		HaroldHiggins Acct#4485382394822116 ZoomJunecloud/Clean Campaign	7/13/2020	EFT	2583	\$2,068.00		\$2,028.00			
6-30-20	KimR	M & T BANK - ACH WIRE - CO ADMIN		Kim R GoDaddy volun1yr/Keep Clean Camp 3yr Acct#4485382394822116	7/13/2020	EFT	2583	\$128.81		\$107.64			
								Total:		\$2,135.64			
6/30/2020	2020-00010652	BA	GL	FY2020 Budget Adjustment - Year end Transfers	Kathy Whited		\$10,900.00						
Month Total: June 2020							\$10,900.00	\$0.00	\$3,885.64				
7/6/2020	2021-00000115	JE	AP	A/P Invoice Entry	Accounts Payable				\$1,750.00				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
83086609		CLEAR CHANNEL OUTDOOR INC		Premiere Panel #140601&#144401 Bishopville & Berlin July 2020	7/6/2020	Check	421855	\$1,750.00		\$1,750.00			
								Total:		\$1,750.00			
Month Total: July 2020							\$0.00	\$0.00	\$1,750.00				
8/10/2020	2021-00001220	JE	AP	A/P Invoice Entry	Accounts Payable				\$3,778.00				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
7/31/2020		M & T BANK - ACH WIRE - CO ADMIN		Harold Higgins Chgs Acct#4485382394822116 Zoom/Clean Campaign	8/10/2020	EFT	2607	\$2,611.40		\$2,028.00			
83086931		CLEAR CHANNEL OUTDOOR INC		Cust#299944 Panel#140601 Bishopville & 144401 Berlin CleanCampaig	8/10/2020	Check	422638	\$1,750.00		\$1,750.00			
								Total:		\$3,778.00			

21 - 4

ITEM 21

Worcester County  
**Expense Ledger Detail Listing**

From Date: 7/1/2019 - To Date: 3/31/2021

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Budget	Encumbrance	Actual				
G/L Account Number: 100.1090.070.6900.013 Advertising Clean Campaign							Fiscal YTD:	\$0.00	\$0.00	\$0.00			
8/31/2020	2021-00001829	JE	AP	A/P Invoice Entry	Accounts Payable				\$1,750.00				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
83087290							CLEAR CHANNEL OUTDOOR INC	Premier Panel#140601 & 144401 Bishopville & Berlin 8/20-9/20/20	8/31/2020	Check	423689	\$1,750.00	\$1,750.00
							Total:					\$1,750.00	
Month Total: August 2020								\$0.00	\$0.00	\$5,528.00			
9/21/2020	2021-00002347	JE	AP	A/P Invoice Entry	Accounts Payable				\$2,028.00				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
8/31/20 Harold							M & T BANK - ACH WIRE - CO ADMIN	Harold H Chgs (D3 and Zoom)	9/21/2020	EFT	2630	\$2,068.00	\$2,028.00
							Total:					\$2,028.00	
Month Total: September 2020								\$0.00	\$0.00	\$2,028.00			
10/26/2020	2021-00003484	JE	AP	A/P Invoice Entry	Accounts Payable				\$2,028.00				
Invoice Number							Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
9/30/20							M & T BANK - ACH WIRE - CO ADMIN	Acct#4485382394822116 Harold Chgs Liquor Print,D3 Clean, Zoom	10/26/2020	EFT	2653	\$2,104.00	\$2,028.00
							Total:					\$2,028.00	
Month Total: October 2020								\$0.00	\$0.00	\$2,028.00			
Account Total: Advertising Clean Campaign								\$10,900.00	\$0.00	\$22,114.64			
Location Total: Government Center								\$10,900.00	\$0.00	\$22,114.64			
Department Total: Other General Government								\$10,900.00	\$0.00	\$22,114.64			
Fund Total: General Fund								\$10,900.00	\$0.00	\$22,114.64			
<b>Grand Total:</b>								<b>\$10,900.00</b>	<b>\$0.00</b>	<b>\$22,114.64</b>			

21 - 5

ITEM 21



Worcester County Department of Recreation, Parks, Tourism & Economic Development  
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.MarylandsCoast.org](http://www.MarylandsCoast.org)

March 16, 2021

Jennifer Ruffner  
Administrator  
Maryland Heritage Areas Authority  
100 Community Place, 3<sup>rd</sup> Floor  
Crownsville, MD 21032

Re: Beach to Bay Heritage Area Boundary Amendment

Dear Ms. Ruffner,

On behalf of Worcester County Commissioners, I would like to voice my support for this boundary amendment to allow the West Ocean City Commercial Fishing Harbor located along Sunset Avenue to be included within the boundaries of the Beach to Bay Heritage Area.

Our county comprehensive plan acknowledges the importance of heritage preservation and the role of the Maryland Heritage Areas Authority. The plan specifically identifies our unincorporated areas and rural villages and advocates for measures to protect and enhance these resources.

The Commercial Harbor Area is already recognized as an important working harbor with three existing interpretive panels located along the docks. It is also the home of the award-winning Harbor Day at the Docks, an event held to celebrate are fishing heritage.

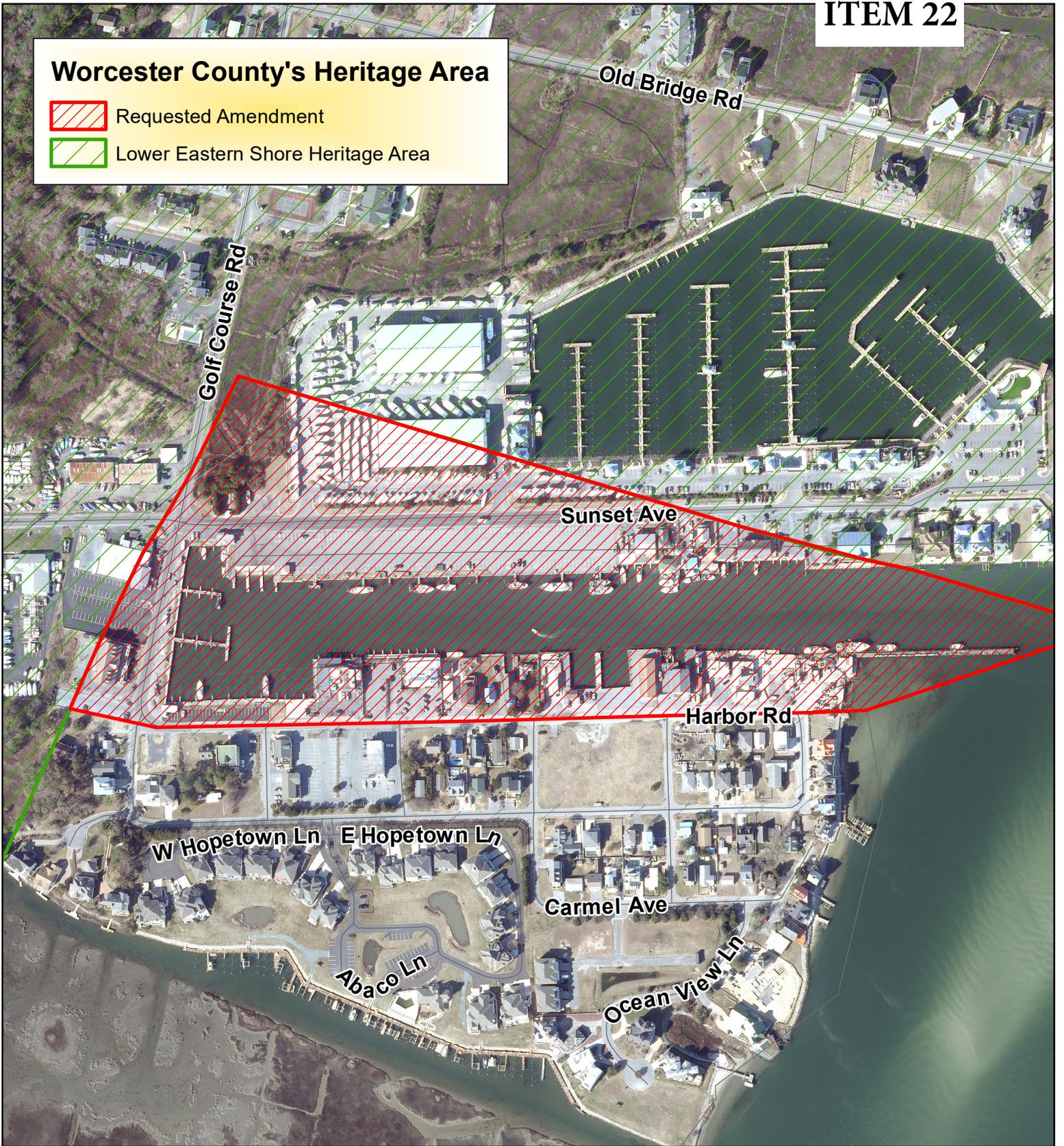
Worcester County is an active participant with the Beach to Bay Heritage Area and recommends approval of their boundary amendment request. Your favorable consideration would be much appreciated.

Sincerely,

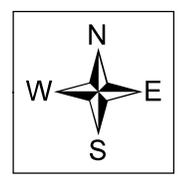
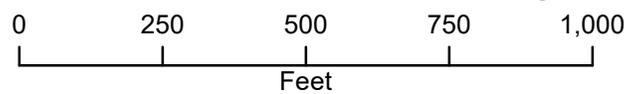
Harold Higgins, County Administrator

### Worcester County's Heritage Area

-  Requested Amendment
-  Lower Eastern Shore Heritage Area



Requested Amendment  
 Lower Eastern Shore Heritage Area



# Worcester County's Heritage Area

● Location of Requested Amendment



## Lower Eastern Shore Heritage Area

