

# 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.

**May 4, 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 an Emergency Services Supervisor in  
Emergency Services, a Painter in Public Works, and certain personnel matters; receiving  
legal advice from Counsel; discussing public security; and performing administrative  
functions
- 10:00 - Call to Order, Prayer (Pastor Kenneth Elligson), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes of April 20, 2021 Meeting
- 10:05 - Commendation on the 2021 Worcester County Page and Proclamations for National Foster Care Month,  
Foster Parents of the Year, Children's Mental Health Awareness Week, Hurricane Preparedness Week,  
Travel and Tourism Week, and Constitution and Bill of Rights Sanctuary Designation 1
- 10:10 - Chief Administrative Officer: Consent Agenda  
(Heroin Coordinator Position Grant Application, Public Hearing Request for the Water and Wastewater Enterprise Fund,  
Public Hearing Request for the Solid Waste Enterprise Fund, and Public Hearing Request for Declaration of Surplus Vehicles and  
Equipment) 2-5
- 10:20 - Chief Administrative Officer: Administrative Matters  
(Upcoming Board Appointments, FY21 Capital Budget Vehicle Request, Homeowner Convenience Center Pilot Program,  
MD Coastal Bays Program Cost Share, Assateague Farms Allocation Extension Request, Newark Spray Irrigation Project Change Orders 4  
and 5, Work Session on the Agritourism Bill, Work Session on Broadband) 6-11, 15-16
- 10:30 - Public Hearing on the MTA Statewide Special Transportation Assistance Program Senior  
Transportation Funding Grant 12
- 10:45 - Public Hearing on the Expansion of the Ocean Pines Sanitary Service Area for Wave Holdings, LLC 13
- 11:00 - Public Hearing on CDBG COVID Round 2 Grant 14
- 11:30 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) 6-11, 15-16
- 7:00 PM - Public Hearing on the Constant Yield Tax Rate and Requested FY2022 County Operating Budgets 17

**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!**

# DRAFT

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

April 20, 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 Elder, seconded by Commissioner Purnell, 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 hiring Robert Wigglesworth as a Roads Worker II and Jeremy Brandow as a Grounds Utility Mechanic in Public Works, and certain personnel matters; acknowledging the hiring of Richard Speake and Jonathan Adams as part-time Deputies within the Sheriff's Office and the promotion of Alicia Blake from Library Assistant II to Assistant Manager within the Ocean Pines Branch Library; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Bertino, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to adjourn their closed session at 9:12 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 Tonya McClain of Salem and Bethany United Methodist Churches of Pocomoke 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 April 6, 2021 meeting as presented and their April 13, 2021 budget work session as amended.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved as a consent agenda the agenda item numbers 1-8 as follows: agreed to schedule a public hearing on May 18, 2021 to receive public comments on an amendment to the U.S. Rt. 50 Transportation Corridor Plan to eliminate the requirement to construct a service road on the parcel identified on Tax Map 26 as Parcel 298 and located on the south side of the highway; accepted the low bids of OC Floor Gallery of \$8,000 for building one floor replacement and Home Depot of \$6,286.25 for the purchase of 25 lockers, with an additional installation fee of \$710.40 for the Diakonia shelter renovation project; accepted the low bid from Jimmy Landon, Jr. Excavating, Inc. of \$14,200 for

# DRAFT

the rehabilitation of a single-family home in the Stockton area, contingent upon receipt of a State waiver to the three-bid minimum requirement; accepted the low-bid from Poseidon Plumbing of \$82,393 for the rehabilitation of a single-family home in Snow Hill, contingent upon State approval of a loan to the homeowner for the balance of funding and a waiver to the three-bid minimum requirement; scheduled a second public hearing on May 4, 2021 regarding the progress of the Community Development Block Grant (CDBG) awarded to the County Commissioners and sub-awarded to Diakonia for emergency rental assistance to County residents negatively impacted by the COVID-19 crisis; scheduled a public hearing on Rezoning Case No. 429 for May 19 to consider an application submitted by Attorney Hugh Cropper, on behalf of Daniel Strickland Hope to rezone approximately 192.28 acres of land identified on Tax Map 70 as Parcels 18 and A from RP - Resource Protection District to A-1 Agricultural District; scheduled a public hearing on Rezoning Case No. 430 for May 18 to consider an application submitted by Attorney Hugh Cropper, on behalf of Cellar House Farms, LP to rezone approximately 387.5 acres of land identified on Tax Map 69 as Parcels 25 and 27 from RP to A-1; authorized the staff to submit a Department of Justice – BHA FY21 Smart Prosecution Grant Proposal – Law Enforcement Assisted Diversion (LEAD) for \$339,914 to fund an additional prosecutor and coordinator of victim/witness services for the State’s Attorney’s Office, a case manager for the LEAD project, and three vans to dispatch calls for service.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by the Town of Berlin and a motion by Commissioner Bunting, the Commissioners unanimously agreed to appoint James Charles as the town’s representative to the Solid Waste Advisory Committee for a four-year term expiring December 31, 2025.

Mike Malandro, President and Chief Administrative Officer of Choptank Electric, a non-profit and parent company to the newly-formed, for-profit Choptank Fiber, presented a “Broadband Public-Private Partnership Discussion” PowerPoint, and a proposal to extend broadband over a period of three years at a County cost of \$37.5 million. Mr. Malandro explained that the County could recognize significant savings by extending the project over six to seven years, and whichever timeline they chose, the construction model is based on the “No home left behind” motto and includes extending more than 600 miles of fiber optic backbone facilities to deliver broadband to 6,400 underserved County residents, including 3,400 of whom are current Choptank Electric customers, at monthly costs ranging from \$84.95 for up to 100 Mbps, \$99.95 for up to 250 Mbps, and \$139.95 for up to 1,000 Mbps (1 gig) and no data caps, with same speed upload and download. He advised that these costs are based on actual historical construction costs for the Choptank business model. He noted that construction would be based on the agreement of the County to contribute a nominal up-front obligation and to then repay Choptank Fiber for project costs only after the actual connections are active. Mr. Malandro advised that there would be no fee to extend fiber from the backbone to individual homes and businesses located less than 1,000 feet from a main road. He concluded that Choptank Fiber is able to leverage funds from Choptank Electric’s existing infrastructure backbone to save on costs, garner financing, and borrow at very attractive rates to keep project costs down. He noted that the three-year timeline is the most expensive option, but it is also the most efficient model for extending broadband to the unserved areas of the County.

In response to a question by Commissioner Elder, Mr. Malandro confirmed that project

# DRAFT

costs could be reduced to about \$10 million if they extend the project timeline from three years to a period of six to seven years. Commissioner Bertino suggested the possibility that the County could invest \$10 million in CARES Act funding to the broadband project and asked Mr. Malandro if Choptank Fiber would agree to repay the County if the Commissioners were willing to extend a loan to them for the remaining balance of \$27.5 million to complete the project within three years. Mr. Malandro agreed to research that possibility with the Choptank financiers. He further confirmed that the Choptank Fiber project plan includes extending broadband service to the underserved rural areas of the County first.

Commissioner Bunting requested that Mr. Malandro provide them with a map identifying where Choptank Fiber plans to install the broadband infrastructure throughout the County. In response to a question by Commissioner Mitrecic, Mr. Malandro advised that Choptank Fiber will install fiber over 617 miles in Worcester County.

In response to concerns raised by Commissioner Purnell that Comcast refused to extend broadband down Mary Road in Berlin, Mr. Malandro confirmed that the Choptank Fiber plan would make broadband available to all currently unserved areas in the County.

Commissioner Nordstrom stated that existing coverage in southern Worcester County is spotty, but that many residents could not afford \$85 per month for broadband. Mr. Malandro stated that the proposed costs are based on current market conditions; however, Choptank Fiber may be able to offer other cost options for low-income residents.

Following much discussion, the Commissioners thanked Mr. Malandro for meeting with them.

The Commissioners conducted a hearing on Nuisance Abatement Order No. 20-3, pursuant to Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland for a property identified on Tax Map 9 as Parcel 66 and located at 13204 Worcester Highway in Bishopville. Development Review and Permitting (DRP) Director Ed Tudor stated that the specific nature of the nuisance is identified within the provisions of Subsections PH 1-101(a)(1)B, (4), and (11) of the County Code and include the overgrowth of vegetation; unscreened accumulation of personal property; structures that are ramshackled or decayed and beyond reasonable hope of rehabilitation or restoration; and an unscreened accumulation of personal property exceeding 100 square feet in area.

Ronald Johnson, husband of Felisha Johnson, the deceased property owner, requested information regarding what steps he needs to take to abate the nuisance and requested additional time to correct the problem. In response to a question by Commissioner Bunting, County Attorney Roscoe Leslie stated that, while Mr. Johnson may not yet have the deed to the property, he is the administrator of the estate.

In response to concerns raised by Commissioner Nordstrom, Mr. Tudor advised that DRP staff will work with Mr. Johnson to assure he knows what steps must be taken to abate the nuisance conditions, and they will perform an inspection after the first 45 days to determine whether substantial progress is being made to abate the nuisance conditions on his property.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to grant Mr. Johnson a 90-day extension to abate the nuisance. In accordance with the Nuisance Abatement Order, failure to abate the nuisance would result in County resources being used to abate the nuisance at the property owner's expense, as referenced in Section PH 1-102(d) and (e) of the County Code.

The Commissioners conducted a hearing on Nuisance Abatement Order No. 21-1, pursuant to Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland for a property identified on Tax Map 26 as Parcel 44 and located at 11827 Grays Corner Road in Berlin. The specific nature of the nuisance is identified within the provisions of Subsections PH 1-101(a)(11) of the County Code and include structures that are ramshackled or decayed and beyond reasonable hope of rehabilitation or restoration.

Mr. Ben-Shlaush, the property owner, stated that he has hired a contractor to demolish the structure, but the work has been suspended due to the COVID-19 pandemic, and he requested an additional 90 days to correct the problem.

Mr. McFarlan, an adjoining property owner, expressed concerns regarding a homeless individual who has been residing on the property and urged the Commissioners to abate the ongoing nuisance conditions.

In response to a question by Commissioner Bertino, Mr. Tudor stated that DRP began sending correspondence to the property owner last year regarding the nuisance. He further advised that DRP staff will provide an update at the Commissioners' next meeting on the progress being made by the property owner to abate the nuisance conditions.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to grant Mr. Ben-Shlaush a 90-day extension to abate the nuisance conditions on his property. In accordance with the Nuisance Abatement Order, failure to abate the nuisance would result in County resources being used to abate the nuisance at the property owner's expense, as referenced in Section PH 1-102(d) and (e) of the County Code.

The Commissioners met in legislative session.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review a text amendment application drafted by staff following a request from Commissioner Mitrecic on February 16, 2021 to facilitate value-added agriculture and agritourism, the use of which could not be more than 20 percent of the gross acreage actively used for an agricultural purpose on a lot or parcel, for agritourism uses and structures. Mr. Tudor reviewed the draft bill, which was developed following discussions that took place between DRP, Environmental Programs, Tourism and Economic Development, and independent consultant Kevin Atticks of Grow and Fortify, who was in attendance at the meeting and who throughout the process had provided his services at no cost to the County. Mr. Tudor then reviewed the draft bill, which would repeal the definition of agritainment facility and reenact the definition of agritourism to include additional uses, add a definition of agricultural alcohol production, remove agritainment facilities and wineries as a special exception use in the A-1 and A-2 Agricultural Districts, and remove the commercial hosting of functions and events as a special exception use in the A-1 and A-2 Districts and the E-1 Estate District.

Commissioner Bunting stated that he supports certain proposed uses, such as serving as wedding venues and allowing wineries in the A-1 and A-2 District; however, as written the text amendment is far too broad and would undo the regulations that are in place specifically to protect farmlands. He also expressed concern how many of the proposed events, such as the hosting of concerts and weddings, could impact the schedules of adjoining landowners working to farm their properties. Commissioner Bertino noted that, while the County should help facilitate changes that would permit farmlands to serve as wedding venues, the bill as written is way too broad and could change the rural character of the County in unanticipated ways. He then

# DRAFT

suggested the Commissioners conduct a work session on the draft bill. Commissioner Purnell noted that the extent of the proposed uses in the bill is a lot to take in and requested additional information about the proposed uses and potential outcomes of adopting this legislation. In response to comments from Commissioner Purnell regarding potential liability issues with some of the proposed uses, Recreation, Parks, Tourism, and Economic Development Director Tom Perlozzo stated that there would be State requirements for uses, such as weddings and concerts. He advised that the draft bill would allow the County to be competitive for agritourism and agritainment and it would be an economic benefit for farmers, many of whom are struggling financially. Mr. Perlozzo explained that County staff researched the agritourism regulations in place in other Maryland counties and worked with Mr. Atticks, who was in attendance at the meeting, to develop a bill that would increase the economic opportunities available to farmers in the southern half of the County. In response to a follow up question from Commissioner Purnell, Mr. Perlozzo stated that the County is trying to address three existing requests from individuals who call him every day to ask if the County has made any progress to facilitate their projects.

Commissioner Elder stated that it is imperative for the Commissioners to help farmers. Furthermore, while the bill needs to be cleaned up to address setbacks and parking issues, this bill is a good starting point. Commissioner Nordstrom stated that farmers in the southern end of the County have very few options available to make their properties economically viable, and this bill provides those opportunities. He supported conducting a work session on the draft legislation to address the concerns raised by his fellow Commissioners. Commissioner Mitreic expressed his appreciation to Mr. Atticks for his work and for attending the meeting.

Following much discussion and upon a motion by Commissioner Church, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, to conduct a work session on the draft bill on May 4, 2021.

The Commissioners met with Animal Control Officer Glen Grandstaff to review a text amendment application drafted by staff from Animal Control, DRP, the State's Attorney's Office, and the County Attorney to strengthen the Animal Control Subtitle of the Public Safety Article. Mr. Grandstaff then reviewed the draft legislation, which includes revisions to the kennel license code to clarify a common breeder, commercial breeder, and the operation of a commercial kennel, adds regulations that require record keeping for vaccinations and healthcare for a breeder involved in the sale of kittens or puppies; increases the enforcement authority of Animal Control related to those involved in commercial operations; adds more provisions to define suitable shelter; establishes certain conditions in which tethering of an animal is not acceptable; and lowers the stray hold period of cats and dogs from 10 days to the industry standard of three business days. Mr. Grandstaff stated that Worcester County is the only Maryland county that holds strays for 10 days, and lowering this threshold would free up kennel space and get dogs and cats into the adoption process more quickly.

In response to comments by Commissioner Elder, Mr. Grandstaff stated that he could support increasing the stray hold period from three to five days. Commissioner Bertino stated that he could support the rehoming or adoption of stray animals within five days, but that he could not support reducing the 10-day observation period that could result in a stray dog or cat being euthanized. In response to comments by Commissioner Bunting, Mr. Grandstaff confirmed that staff closely evaluates animals in the shelter and partners with other agencies to rehome friendly, approachable animals that are not adopted during their time at Animal Control.

# DRAFT

Upon a motion by Commissioner Elder, the Commissioners voted unanimously to modify the language in the text amendment to increase the hold period from three to five days and to increase the stray-hold time for euthanasia to 10 days based on the assessment of the animal.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 21-3 (Public Safety – Animal Control) as revised and agreed to schedule a public hearing on the bill.

The Commissioners met with Mr. Tudor to review a text amendment application drafted by staff to include definitions for terms currently found in the Animal Control Subtitle, such as commercial kennel and breeder, and clarify the existing district regulations and home occupation provisions where the commercial kennel use is listed to reflect the new terminology.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 21-4 (Zoning – Commercial Kennel) and agreed to schedule a public hearing on the bill.

The Commissioners met with Mr. Tudor to review a text amendment application submitted by Hugh Cropper, IV, Esquire on behalf of John H. Burbage, Jr. to amend ZS 1-324(d)(4) and (5) of the off-premise sign section to allow billboards to take advantage of the non-conformity provisions of ZS 1-122 relative to reconstruction and to remove the prohibition on reconstruction of billboards subject to a certain amount of destruction. Mr. Tudor reviewed the draft bill. He then advised that the Planning Commission gave a favorable recommendation to the text amendment based on the addition of the following three conditions: maintaining a prohibition on the reconstruction of a billboard by Board of Zoning Appeals action for signs not destroyed by a force of nature; limiting replacement materials to in-kind; and prohibiting an electronic messaging component.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 21-5 (Zoning – Off-Premises Signs) and agreed to schedule a public hearing on the bill.

The Commissioners met with Mr. Tudor to review a text amendment application submitted by Diana E. Nalls, which seeks to amend ZS 1-318C(2)E Campgrounds to eliminate the prohibition on living space below or above the first floor elevation for recreational vehicles, recreational park trailers, and cabins within a cooperative campground only. Mr. Tudor reviewed the bill and advised that the Planning Commission gave an unfavorable recommendation to the text amendment application as submitted by the applicant. Commissioner Bunting stated that he could not support weakening the existing bill. Commissioner Mitrecic concurred.

Following some discussion, the Commissioners declined to introduce the draft bill.

At the request of the Commissioners on March 2, 2021, Andrew and Andre DeMattia from Talkie, the County's broadband vendor, presented a proposal to install a 366-mile fiber-optic backbone and a total of 530 fiber miles, to provide broadband to the underserved and unserved areas in the County within three years at a cost to Talkie of \$811,135 for startup and certain yearly expenses and 25-year maintenance costs of \$17.7 million, and a County cost of \$51.1 million to be funded as follows: \$23.3 million in year one, \$17.9 million in year two, and \$9.8 million in year three. Andrew DeMattia outlined the proposed, three-year construction

# DRAFT

process, with 2,500 homes to be served in the first six months, 2,000 additional homes to be served within six to 18 months, and another 1,600 homes to be served within 19-36 months. He stated that, using the existing MDBC backbone, Talkie will install within County right-of-ways three cabinets, each with a 12-mile radius that would serve 100% of the County. He advised that this project would create about 100 jobs, and Talkie will pay for the CPE and home drops, so there will be no additional cost to the subscriber for long driveways and farm lanes. He further advised that Talkie will allocate 12 strands of fiber to serve essential government locations for 20 years, an \$18.7 million value at no cost to the County.

In response to questions by Commissioner Elder, Andre DeMattia advised that because Talkie contracts with multiple vendors to install fiber underground, they are prepared to begin the project almost immediately, with service to the first customer as soon as October 2021, and with a project completion date closer to two years. He confirmed that Talkie will install 90% of the fiber backbone underground, noting that aerial fiber would be less expensive, but also far less reliable than underground fiber. Information Technology Director Brian Jones stated that the County has applied for and been approved to receive a \$3 million State grant, which would allow the County to help recoup some out-of-pocket costs, but State officials cannot issue the funds until the County selects a broadband vendor (sub-recipient). Furthermore, Mr. DeMattia advised that Talkie was awarded ARDOF funding to expand broadband in several Maryland counties.

In response to questions by Commissioner Bunting, Andrew DeMattia advised that Talkie offers three different broadband packages: \$69 for 100 megabites per second (Mbps), \$79 for 400 Mbps; and \$89 for gigabits, uncapped. He further advised that low-income residents may be eligible for rates as low as \$19 per month.

In response to questions by Commissioner Nordstrom, Andre DeMattia advised that Talkie received grants to install 4,000 miles of fiber to serve 40,000 homes in Maryland at a rate of 52 miles per month over 18 months.

In response to concerns raised by Commissioner Bertino that the Talkie proposal would cost taxpayers \$14 million more than the Choptank Fiber proposal, Andrew DeMattia advised that Choptank's proposal includes installing aerial fiber, which has a life expectancy of 20 years and is vulnerable to weather events, while the Talkie proposal includes installing the fiber underground, which has a life expectancy of more than 40 years. Commissioner Mitrecic questioned whether Talkie's current plans to install fiber-optic cable in Delaware and Maryland is overly ambitious. In response to concerns by Commissioner Mitrecic, Andrew DeMattia stated that Talkie would be willing to consider accepting a County loan to complete the project that would be repaid over a specified period of time in lieu of the free fiber.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Purnell, the Commissioners unanimously voted to meet in closed session at 12:10 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. 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, Human Resources Director Stacey Norton, and three applicants. Topics discussed and actions taken included conducting interviews for the position of Director of Public Works; and receiving legal advice from counsel.



# DRAFT

Following a motion by Commissioner Bertino, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to adjourn their closed session at 12:53 p.m.

Commissioners Bunting, Mitrecic, and Nordstrom and County staff members on the Fire Funding Committee provided an update on progress made to date to address fire funding issues. Commissioner Mitrecic noted that the committee has met three times, with the next meeting scheduled for April 29, to address funding shortfalls within each of the fire departments operating in the County. He advised that the Commissioners requested each company submit a budget identifying their short-term needs prior to the upcoming budget work session and are awaiting their individual responses. Commissioner Bunting stated that that all of the agencies were advised that any proposed funding revisions would not be implemented in the current fiscal year. Commissioner Nordstrom noted that the formation of the committee has helped them to articulate that the individual companies need to work together to determine their overall needs. Assistant Chief Administrative Officer Weston Young stated that the committee also discussed formalizing language to the municipalities concerning pass-through grants from the County to the fire departments operating within their towns. Following some discussion, the members of the Fire Funding Committee agreed to keep the Commissioners updated on the progress of future meetings.

The Commissioners met with Information Technology Director Brian Jones to discuss staff's recommendations for the formation of a Broadband Committee.

Upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to table discussing the formation of a broadband committee until the Commissioners select a broadband contractor.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Mitrecic to sign the Maryland Department of the Environment (MDE) and County Commissioners of Worcester County, Maryland Grant Agreement Regarding Oversight of Best Available Technology (BAT) Systems to administer and enforce onsite sewage disposal system regulations for systems that utilize BAT for nitrogen removal. Mr. Mitchell stated that, subject to State budget appropriation and approvals and contingent upon the continuance of the Enabling Act, MDE will award the County \$38,000 annually to administer this program in Worcester County. Mr. Mitchell stated that the County awarded over \$300,000 so far this year to help new and existing homeowners install BAT systems.

Pursuant to the recommendation of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the low bid of \$120,000 from Dynamic General Contracting, LLC to replace the shingle roof systems at the Ocean City Branch Library. Mr. Tustin advised that funds of \$113,892.00 provided as partial reimbursement from Local Government Insurance Trust (LGIT) and County funds of \$6,108 are available to complete this project.

Pursuant to the recommendation of Public Works Deputy Director John Ross and upon a

# DRAFT

motion by Commissioner Elder, the Commissioners unanimously accepted the proposal from EA Engineering, Science, and Technology for consulting services for the design of a leachate force main connecting the Central Landfill in Snow Hill to the Newark Wastewater Treatment Plant (WWTP) at an estimated total cost of \$29,963.68 as follows: approximately \$6,785.63 for the Newark WWTP feasibility evaluation, and \$23,178.05 for the force main design and permitting.

Commissioner Church made a motion to reinstate agenda item number 17, a Second Amendment Sanctuary Proclamation from Sheriff Matthew Crisafulli, which was pulled prior to the meeting without discussion from the Commissioners. Commissioner Bunting noted that, in lieu of recent actions taken by the Maryland General Assembly, such an action by the Commissioners would be symbolic and represent their position that there is nothing more important than the Constitution and the amendments to the Constitution.

Commissioner Nordstrom stated that he could support issuing a proclamation recognizing the Commissioners support for the Constitution and the Bill of Rights, but that he could not support any proclamation that places the importance of any one amendment over the others. Commissioner Elder stated that the Constitution and the first, second, and tenth amendments, specifically, have been under attack, and he supported reintroducing the second amendment proclamation. Commissioner Bertino stated that it is important that County residents know that the Commissioners whole-heartedly support the liberties outlined in the Constitution and the amendments in totality, and the Commissioners should not elevate any one amendment over the others. Commissioner Purnell concurred, noting that she is willing to stand on the Constitution as a whole. Following some discussion, Commissioner Church reluctantly amended his original motion.

Upon a motion by Commissioner Church, the Commissioners voted 6-1, with Commissioner Elder voting in opposition, to issue a proclamation from the County Commissioners at their next meeting reaffirming their support of the Constitution as a whole and the Bill of Rights.

The Commissioners answered questions from the press, after which they adjourned to meet again on May 4, 2020.

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

## COMMENDATION

**WHEREAS**, Pocomoke High School (PHS) senior Mary Sigrist was selected to serve as Worcester County’s Page to the 2021 Maryland General Assembly. She received this honor for her dedication to academic excellence, a keen interest in how government works, and for demonstrating a great potential for leadership; and

**WHEREAS**, Miss Sigrist has proven herself to be an outstanding leader. She serves as the PHS National Honor Society president, is active in band, and is a dedicated student and community member.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Mary Sigrist** for her service as Worcester County’s Page to the 2021 Maryland General Assembly and express to her our pride in her accomplishments.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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

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

## PROCLAMATION

**WHEREAS**, May is National Foster Care Month, and in keeping with this year's theme, *Foster Care as a Support to Families, Not a Substitute for Parents*, we recognize that each of us can play a part in enhancing the lives of youth and families in foster care, and we pay tribute to the foster parents, child welfare professionals and others who provide young people in transition with the support they need to thrive; and

**WHEREAS**, foster care professionals with Worcester County Social Services and other partnering organizations and volunteers play an essential role in helping children whose lives have been disrupted through no fault of their own to reestablish trust and find renewed hope as they are surrounded by caring adults in a safe, loving and welcoming family.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby recognize May as **National Foster Care Month** and urge all citizens to consider how they may become part of a positive change for children and youth in foster care.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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

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



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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

# Worcester County

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

## COMMENDATION

**WHEREAS**, Shannon and Kurt Fetters have been named the 2021 Worcester County Foster Parents of the Year for their efforts to help bring support and stability back into the lives of foster children during times of crisis; and

**WHEREAS**, foster parents like Shannon and Kurt fill an urgent need in our community, and they help these youth recognize their intrinsic worth and importance to the community, fueling them to realize their full potential.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Shannon and Kurt Fetters** for opening their hearts and home to the children of Worcester County in State custody, and we thank them for their willingness to serve children living in crisis as foster care parents.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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



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

## PROCLAMATION

**WHEREAS**, as many as one in five children experience a mental, emotional, or behavioral health problem before the age of 18, yet 70 percent of school aged children with a diagnosable mental illness do not receive treatment. The Worcester County Health Department, in partnership with the Worcester County Local Behavioral Health Authority, and Worcester County Local Management Board, works to educate families and community members about the resources and services available to support children’s mental wellness; and

**WHEREAS**, children and youth with mental health challengers and their families benefit from access to timely services and supports; therefore, it is important for families, educators, and others involved with children to learn about the warning signs of mental health disorder and where to obtain the necessary assistance and treatment.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim the week of May 2-8, 2021 as **Children’s Mental Health Awareness Week** in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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

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

## PROCLAMATION

**WHEREAS**, the 2021 hurricane season runs from June 1 - November 30, and we recognize that it only takes one storm to change lives and communities; therefore, the Commissioners and Worcester County Emergency Services personnel urge area residents to be storm ready; and

**WHEREAS**, information that will be beneficial in guiding residents in identifying their personal hurricane risks, determining whether they live in a hurricane evacuation zone, and crafting a personalized family emergency kit, is available at [www.co.worcester.md.us](http://www.co.worcester.md.us) by clicking on the Department of Emergency Services and by visiting [www.weather.gov/stormready/](http://www.weather.gov/stormready/).

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, proclaim May 9-15, 2021 as **Hurricane Preparedness Week** in Worcester County, and we urge each resident to determine your risk, develop an evacuation plan, assemble a disaster kit, and get an insurance checkup.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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

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



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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

## PROCLAMATION

**WHEREAS**, during National Travel and Tourism Week, we celebrate this year’s theme, the “Power of Travel,” and the dynamic role of Worcester County Tourism and Economic Development and its partners throughout the COVID-19 pandemic to drive the tourism industry toward recovery, to reignite the economy, to shore up small businesses, and to reconnect the local workforce; and

**WHEREAS**, tourism plays a key role in Worcester County’s economic health where it supports 10,929 jobs and generated \$238.4 million in state and local taxes in FY20. The Maryland Coastal Bays watershed alone contributes over \$1.1 billion in annual economic activity, including recreational and public parks benefits. Learn more at [www.visitmarylandcoast.org](http://www.visitmarylandcoast.org) and on social media at #marylandcoast.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim May 2-8, 2021 as **Travel and Tourism Week** in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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.

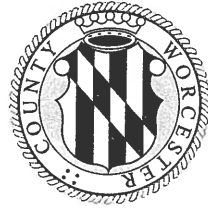
\_\_\_\_\_  
James C. Church

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

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



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. MITRECIĆ, 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

## PROCLAMATION

**WHEREAS**, on November 6, 2018, we, the seven members of the Board of County Commissioners of Worcester County, Maryland, executed the oath of office; and

**WHEREAS**, on that solemn date, we swore to bear true allegiance to the State of Maryland and support the Constitution of the United States and laws thereof, and to the best of our skills and judgements, diligently and faithfully, without partiality or prejudice, execute the office of Worcester County Commissioner, according to the Constitution and laws of this State.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, reaffirm our oath and proclaim Worcester County to be a **Sanctuary for the Constitution of the United States** and the entire **Bill of Rights**.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of May, 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



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

April 23, 2021

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

From: Kim Reynolds, Senior Budget Accountant

Subject: Heroin Coordinator Position – 2022 Grant Application

---

Attached is the FY2022 Grant Application for the Heroin Coordinator Position. The Worcester County Sheriff's office is applying for personnel grant funding of this position for the sixth year through the Governor's Office of Crime, Control and Prevention in the amount of \$50,615.00 which is level funding. This grant will allow the Worcester County Criminal Enforcement Team to maintain the coordination of entering all necessary data for drug investigations, drug seizures, drug arrests, heroin and opioid overdoses and other drug-related investigation activities.

**FY 2022 Maryland Criminal Intelligence Network / Heroin  
Coordinator (MCIN-Her) Grant Program (MCIN-Her)**

**Applicant: Worcester County Board of County  
Commissioners**

**Grant Application Form**



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

**Pending Submission**

Governor's Office of Crime Control and Prevention  
100 Community Place, 1st Floor Crownsville, MD  
21032-2042 (410) 697-9338  
Email: [dlinfo\\_goccp@maryland.gov](mailto:dlinfo_goccp@maryland.gov)

[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

Application Contents

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Cover Sheet         | <input checked="" type="checkbox"/> Civil Rights  |
| <input checked="" type="checkbox"/> Face Sheet          | <input checked="" type="checkbox"/> Service Sites |
| <input checked="" type="checkbox"/> Summary / Narrative | <input checked="" type="checkbox"/> Assurances    |
| <input checked="" type="checkbox"/> Budget Summary      | <input checked="" type="checkbox"/> Anti-Lobbying |
| <input checked="" type="checkbox"/> Personnel           | <input type="checkbox"/> Services                 |
| <input type="checkbox"/> Operating                      | <input type="checkbox"/> Equipment                |
| <input type="checkbox"/> Travel                         | <input type="checkbox"/> Other                    |

|             |                 |                     |
|-------------|-----------------|---------------------|
| Date Stamp: | OFFICE USE ONLY |                     |
|             | Control Number: | Application Number: |
|             | Received By:    | Date:               |

Governor's Office of Crime Control &amp; Prevention - Grant Application Form

## FY 2022 Maryland Criminal Intelligence Network / Heroin Coordinator (MCIN-Her) Grant Program (MCIN-Her)

**Applicant:** Worcester County Board of County Commissioners**Project Title:** Heroin Coordinator Grant - Worcester**Worcester****Local Government****Start Date:** 07/01/2021**Submitted:** Pending Submission**DUNS Number:** 101119399**End Date:** 06/30/2022**Funding Year:****SAM Expiration:** 12/14/2021**Applicant:****Implementing Agency:**

Worcester County Board of County Commissioners  
County Government Center  
Room 1103  
One West Market Street  
Snow Hill, MD 21863  
(410) 632-1194

FAX: (410) 632-3131

Worcester County Board of County Commissioners  
County Government Center  
Room 1103  
One West Market Street  
Snow Hill, MD 21863  
(410) 632-1194

FAX: (410) 632-3131

**Authorized Official:**

Mitrecic, Joseph M.

President

jmitrecic@co.worcester.md.us

Worcester County Board of County Commissioners

County Government Center

Room 1103

One West Market Street

Snow Hill, MD 21863

(410) 632-1194

FAX: (410) 632-3131

**Project Director:**

Reynolds, Kimberly

Budget Accountant

kreynolds@co.worcester.md.us

Worcester County Board of County Commissioners

County Government Center

Room 1103

One West Market Street

Snow Hill, MD 21863

(410) 632-1194

FAX: (410) 632-3131

**Fiscal Officer:**

Passwaters, Nate

Detective Sergeant

npasswaters@co.worcester.md.us

Worcester County Sheriff's Office

1 West Market Street, Room 1001

Snow Hill, MD 21863-1069

(410) 632-2076

FAX: (410) 632-2077

## ITEM 2

|                 |         |                     |                    |       |       |
|-----------------|---------|---------------------|--------------------|-------|-------|
| Funding Summary | 100.0 % | Grant Funds         | <b>\$50,615.00</b> | _____ | _____ |
|                 | 0.0 %   | Cash Match          | <b>\$0.00</b>      | _____ | _____ |
|                 | 0.0 %   | In-Kind Match       | <b>\$0.00</b>      | _____ | _____ |
|                 |         | Total Project Funds | <b>\$50,615.00</b> |       |       |

## Project Summary

The County Commissioners of Worcester County Sheriff's Office Heroin Coordinator program helps to reduce existing gaps in services and fosters collaboration and cooperation among partner agencies and stakeholders in Worcester County. The current grant awarded Heroin Coordinator position is embedded in the Criminal Enforcement Team, the jurisdiction's Drug Task Force. This person has entered data related to drug investigations, drug seizures, drug arrests, heroin/opioid overdoses, deconflictions and other drug related investigative activities into HIDTA's Case Explorer. This person has regularly entered telephone records into the W/B HIDTA Communication Analysis Portal (CAP) as well as the W/B HIDTA PLX system. This person has regularly participated in various enforcement activities with the Criminal Enforcement Team related to the distribution of illegal narcotics including heroin and other opioids. The coordinator position has served all the jurisdictions of Worcester County. The budget for the continuation of the project will cover the personnel expenses and training required of the position.

## Problem Statement/Needs Justification

### 1. Problem Statement/Needs Justification

In 2015, the Criminal Enforcement Team conducted a total of 152 investigations and of those 63 were related to heroin. In the same time period there were 93 arrests made and of those 51 were heroin related. In 2016, there were 79 investigations conducted with 42 of those related to heroin. In 2016, there were at least 28 arrests of which, 13 were related to heroin. In 2017, the county had an increase in heroin overdoses with almost the same number of fatalities from 2016. In 2017, CET conducted a three month joint local, state and federal investigation into a Selbyville, Delaware open air drug marketplace that was identified as supplying 96% of the heroin to Worcester County. The Heroin Coordinator was instrumental in assisting and gathering information and intelligence prior to and during the investigation of this matter, including telephone analysis. These investigations, arrests and responses to non-fatal and fatal overdoses are conducted by the narcotics task force for the county, which includes only 7 officers in total, and do not include figures from the Ocean City Narcotics Unit as they run independently in their jurisdiction. There are also 4 other municipal law enforcement agencies within the county that may conduct small scale drug investigations and complete arrests that are not included in these figures.

The Criminal Enforcement Team and Ocean City Narcotics Unit have investigated a minimum of 385 total overdoses from 2015-present. Since 2017 to present these investigations have included at least 63 fatal heroin/fentanyl/opioid overdoses. The majority of these overdoses were due in full or part to fentanyl intoxication. While the overall overdose numbers were trending downward in 2018, in 2019 Worcester County experienced 64 total overdoses of which 11 were fatal overdoses. Both of these numbers represented a slight increase from 2018. In 2020, the county saw an increase in the total number of overdoses to 72 of which 20 of those were fatal. Calendar year 2020 saw the greatest number of fatal overdoses in Worcester County since numbers have been kept that began in 2015. In 2019, the Heroin Coordinator, actively participated in a Title III wiretap investigation titled "Operation Royal Flush", with analytical support, electronic surveillance support and other case duties. The case resulted in the arrest and conviction of 16 members of a heroin trafficking and distribution group operating in Lower Delaware and Worcester County, Maryland. The heroin coordinator's activities were such a vital piece of this investigation that he was requested to testify in two defendants Motions Hearings in Delaware Superior Court regarding some of the information and activities that he had provided in the investigation. In September 2019, Worcester County was recognized and awarded the designation as a High Intensity Drug Trafficking area, which brought much needed resources to the county. The heroin coordinator was and continues to be an integral part of the process, through his entry of information into the appropriate HIDTA data bases, arranging training for members of the unit, in access to and the operation of Case Explorer, the PLX system and the LinX data bases. He is also a trainer for the Case Explorer data base and also has access to the HIDTA PMP management system. As a result of the previously awarded grant, the totality of the non-fatal and fatal overdose case reporting has been completely brought up to date and any new overdoses or appropriate case work is entered into HIDTA's Case Explorer system in a timely and complete manner. The Heroin Coordinator position has been active in community outreach efforts and participates in law enforcement liaison working groups, school groups, community groups and public health working groups. The current onboard heroin coordinator participates in the Worcester County Drug Overdose Fatality Review Team, the Worcester County Opioid Intervention Team (OIT), the Worcester County State's Attorney Opioid Task Force, the W/B HIDTA Intelligence Community monthly roundtable, the monthly Heroin Coordinator information sharing meeting and a Worcester County community group known as the Worcester Warriors Against Opiate Addiction. In 2017, the Heroin Coordinator provided a presentation on the dangers of illicit Fentanyl to attendees of the Worcester Warriors Community Group. Some of those in attendance included, now Maryland State Senator Mary Beth Carozza, former Executive Director Clay Stamp of the Opioid Operational Command Center, former Worcester County State's Attorney and now Worcester County Circuit Court Judge Beau Oglesby, Worcester County Emergency Manager Fred Webster and Ocean City Emergency Manager Joe Theobald, among others. In March 2018, the Worcester County Heroin Coordinator was a featured presenter at the Annual State of Maryland Critical Intervention Team Conference held in Ocean City, Maryland. The Heroin Coordinator has established liaison with representatives from Atlantic General Hospital, in which education was provided about heroin stamps. In May 2018, the Worcester County Heroin Coordinator attended and participated in a roundtable discussion regarding cooperative efforts between hospital officials and law enforcement. In the Fall of 2019, the Heroin Coordinator presented information about heroin, fentanyl, overdoses and addiction to a group of Worcester County educators including school nurses, health and physical education teachers as well as some administrators. In February 2020, the heroin coordinator was the featured presenter at the annual Heroin Coordinators Conference in Greenbelt, Maryland and provided a presentation on cross-collaborative law enforcement efforts in heroin trafficking investigations. The Delaware State Police Sussex Drug Unit have contacted the Heroin Coordinator for assistance in the past and the coordinator was able to identify the subscribers to two telephone numbers who were suspected in the distribution of heroin that led to a fatal overdose. The Heroin Coordinator established and maintains regular communication with the Ocean City Police Department Criminal analyst about fatal and non-fatal overdoses, suspected substances involved and trends in heroin and other illegal narcotics as seen by investigators. The Heroin Coordinator was trained in the use of the NCR-LinX national data base, which has been utilized to further the investigative activities of the Criminal Enforcement Team. In October 2018, the Heroin Coordinator

## ITEM 2

attended the National Association of Drug Diversion Investigators Conference in Norfolk, Virginia. The information learned at the conference was shared with members of the Criminal Enforcement Team. The Heroin Coordinator regularly provides information to both HIDTA and GOCCP about particular heroin stamps that were associated with multiple overdoses for wider regional dissemination. The information provided to HIDTA is regularly featured in W/B HIDTA annual bulletins and in 2020, the Worcester County Heroin Coordinator obtained and shared information regarding terms, terminology, rules and procedures about the Bloods street gang. In May 2018, the Washington-Baltimore HIDTA issued an intelligence bulletin based upon information provided to them about a potentially lethal heroin/fentanyl stamp from the Worcester County Heroin Coordinator. The Heroin Coordinator assisted the Sergeant of the Criminal Enforcement Team in establishing a Naloxone acquisition and distribution program within the Worcester County Sheriff's Office. The heroin coordinator, on an as needed basis, schedules training with the Health Department for Worcester County Deputies and members of other law enforcement officers who are assigned to the Criminal Enforcement Team to receive instruction in the use of Naloxone. The coordinator also ensures each person who has been trained, receives a Naloxone kit, either provided by the Worcester County Health Department or the Worcester County Sheriff's Office. The coordinator continues to manage the Naloxone education and distribution program for the Worcester County Sheriff's Office. In 2017, the heroin coordinator assisted the Sergeant and Corporal of the Criminal Enforcement Team in the training of law enforcement officers from Maryland's Natural Resource Police, who are assigned to duty in the Counties of Worcester, Wicomico and Somerset on Maryland's Eastern Shore. The heroin coordinator was invited to and participated in a panel discussion held by the Worcester County Health Department. In 2017, the heroin coordinator assisted in the writing and other administrative activities associated in obtaining a State of Maryland grant in the amount of \$15,000.00 to be used for the production and airing of public service announcements for the purpose of education and prevention in battling the current opioid crisis. In 2019, the heroin coordinator wrote and submitted a grant to GOCCP, administered by the Worcester Health Department, for funding in the amount of \$8,000.00 to cover overtime expenses associated with the "Operation Royal Flush" investigation. In 2018 and 2019, the Heroin Coordinator assisted the CET Sergeant in writing a threat assessment for Worcester County that was presented to a Washington-Baltimore HIDTA review group as the basis for attempting to obtain the designation of Worcester County as a High Intensity Drug Trafficking Area. In 2018, Worcester County was not selected for this designation at the time but in 2019 the heroin coordinator updated the threat assessment for 2019 submission to HIDTA and as indicated earlier, the HIDTA designation was awarded to Worcester County. The heroin coordinator will continue to be tasked with community outreach and liaison activities to the providers of rescue assistance (EMS, hospitals and municipal LEOs) to obtain an accurate accounting of the non-fatal overdoses within the county. The heroin coordinator will continue to participate in the Worcester County Drug Overdose Fatality Review Team, the Opioid Intervention Team, the State's Attorney's Opioid Task Force and all of the other entities that were previously mentioned, while continuing to conduct liaison and outreach efforts with other stake holders within the community. This position will continue to serve as the central repository for information required to be placed into HIDTA's Case Explorer and to facilitate the data extraction from all seized cellular phones involved in drug investigations countywide. The position will also act as a point of reference from HIDTA and/or the Criminal Enforcement Team to the Health Department for treatment referral for those persons who have been identified as having experienced multiple heroin and/or opioid overdoses. The addition of the heroin coordinator position has alleviated the time and administrative demands associated with many of the aforementioned duties previously experienced by members of the Criminal Enforcement Team. Prior to the hiring of the heroin coordinator position, members of the Criminal Enforcement Team had been attempting to manage these demands but without the additional personnel it had become unmanageable given the magnitude of the heroin and opioid epidemic. Additionally, the State's Attorney for Worcester County was able to successfully prosecute a criminal defendant in May 2016 for manslaughter and CDS distribution after the distribution of heroin by the defendant lead to an overdose death. The Criminal Enforcement Team was the lead agency regarding the investigation and arrest of this individual. It is a goal of this project to enhance the prosecutorial capabilities by being able to more accurately investigate these matters and manage the data provided by cellular phones and information obtained at crime scenes. With the introduction of fentanyl and xylazine into the already deadly opioid crisis, the heroin coordinator position will continue to be able to track overdoses and stamps associated with these narcotics and provide education and training to members of the Criminal Enforcement Team and other stake holders about this drugs. Through the already established liaison and community connections, the heroin coordinator can continue to provide timely information to HIDTA and GOCCP about regional trends and Worcester County trends seen regarding overdoses and the substances associated with those incidents. The heroin coordinator will continue to enter information and intelligence into the HIDTA Case Explorer system about emerging and current drug information, gang activity and other pertinent criminal activity.

## Program Goals and Objectives

### 2. Program Goals, Objectives -

· Goal- To increase public safety by addressing the heroin and opioid epidemic through accurate data analysis throughout Worcester County.

o Objective- Enter 100% of available data (drug investigations, arrests, and overdoses) into Case Explorer for dissemination of all drug-related information to HIDTA.

§ Performance measure- number of cases entered into Case Explorer

o Objective- Perform data mapping, on a monthly basis, of investigations and overdoses within the county to identify patterns and trends

§ Performance measure- number monthly mapping updates provided to Criminal Enforcement team members and other necessary law enforcement persons or agencies.

· Goal- To increase information sharing capabilities on all drug investigations, seizures, arrests, overdoses to improve intelligence sharing and prosecutorial actions.

o Objective- Seizure of all cellular phones at the crime scene of a criminal investigation as it relates to opioids.

§ Performance measure- number of phones seized at crime scenes

o Objective- Use CELLEBRITE, or other extracting software, to retrieve data from seized cellular phones

§ Performance Measure- number of phones with data extracted

o Objective- Examine all overdoses as a crime scene to obtain information that may be used for prosecutorial purposes

§ Performance Measure- number of crime scenes investigated

§ Performance Measure- number of cases prosecuted as a result of seized phones or overdoses tracked.

· Goal- To enhance information sharing across Worcester County to accurately track non-fatal opioid overdoses countywide

o Objective- Conduct outreach within all County agencies and entities that treat overdose patients (hospital, emergency medical services, municipal law enforcement, and Ocean City Police Department Narcotics Unit) within first 30 days of program activation.

§ Performance measure- number of outreach meetings held

o Objective- Conduct outreach with the Public Health Entity, Worcester County Health Department, to obtain referral information for provision to the subjects of a non-fatal overdose

§ Performance measure- number of meetings held with Worcester County Health Department behavioral health treatment division

§ Performance measure- number of referrals provided to subjects of non-fatal overdose

In requesting continuation of this program grant, the Worcester County heroin coordinator has successfully met the aforementioned goals and performance measures in all the previous years, which has included entering all non-fatal and fatal overdoses, case initiations and deconflictions, sharing information with other heroin coordinators, the health department and other law enforcement and community based agencies.

## Program Strategy/Program Logic

### 3. Program Strategy

Prior to the awarding of the heroin coordinator grant, the Worcester County Criminal Enforcement Team had been sporadically utilizing HIDTA's Case Explorer, but the amount of time devoted to the data capturing had become unmanageable without a dedicated staff person for the task. As the overdoses have increased as well as the number of individuals selling heroin and fentanyl, the number of



## ITEM 2

drug investigations have increased. Without the full-time heroin coordinator position afforded by this grant, it is unlikely the members of the Criminal Enforcement Team would be able to adequately capture the data and report it in a timely effective manner. The unit would certainly not be able to devote the time and effort needed to participate in the various stake holder meetings and foster the relationships needed for effective information sharing and community cooperation. Officers have also been trained in the use of forensic software, including Cellebrite, for the extraction of cellular phone data, but the demands exceeded the capability. The hiring of the Heroin Coordinator position has led to the timely and complete reporting of both fatal and non-fatal overdoses as well as the timely entry and analysis of data captured from seized cellular telephones. Having the Heroin Coordinator position embedded within the Criminal Enforcement Team, to handle many of the reporting and administrative duties, has allowed the investigators within the unit to maintain focus on their investigative and enforcement activities. The Worcester County Sheriff's Office seeks to retain the current position of Heroin Coordinator for Fiscal Year 2022 in order to continue the aforementioned duties and activities that are currently being undertaken and successfully accomplished by the current on board heroin coordinator.

#### 4. Program Measurement

Output Measures/Initial Outcome Measures – The output and initial outcome measures for this grant funded program will be the same as have been previously described throughout this document, which includes the entry of non-fatal and fatal heroin/fentanyl overdoses, the entry of case investigations, the entry of deconflictions, the entry of telephone records into the HIDTA CAP, participation and information sharing among various local, state and federal government and non-government partners. The Worcester County Heroin Coordinator provides monthly performance measure outputs and outcomes to the GOCCP Heroin Coordinator Program Manager. The heroin coordinator also enters data into the HIDTA Case Explorer system that is part of the annual HIDTA reporting. In requesting the continuation of this program, the output and initial outcome measures for the 2021 fiscal grant year and Calendar year 2020 as reported by and credited to Worcester County Heroin Coordinator are as follows:

Total Cases entered into Case Explorer – 160

Total Overdoses entered – 52

Total other Drug Cases entered – 38

Drug Dealers Identified – 22

Drug Trafficking Orgs. Identified – 3

Drug Arrests entered – 42

Investigations enhanced through HIDTA coordination – 31

Fatal overdoses entered – 12

Non-fatal overdoses entered – 40

Dollar amount seized related to heroin/opioid investigations - \$8,952.00

Firearms seized related to heroin/opioid investigations – 22

Weight of illicit opioid seized – 665.45 grams

Number of prescription opioids seized – 54

Number of non-fatal overdose victims referred to treatment – 26

Number of phone extractions uploaded into CAP from overdoses – 14

Number of phone extractions uploaded into CAP from other investigations – 8

Number of Call Detail Records loaded into CAP from overdoses – 1

Number of Call Detail Records uploaded to CAP from other investigations – 14

In addition, the HIDTA PMP system indicates there were 591 target/investigative elements processed regarding case deconflictions and 4 Drug Trafficking Organizations were deconflicted based upon information put into the system by the Worcester County heroin

coordinator.

Impacts on the long terms outcomes that are anticipated as a result of the continuation of this grant funded position should enhance the efficiency of the Criminal Enforcement Team, lower crime rates, direct more overdose victims into treatment and help prevent repeat overdose victims, increase and enhance information sharing among all stake holders, which will ultimately lead to increased public safety and a better quality of life for both residents and visitors to the county, as well as provide assistance to those suffering from opioid addiction.

## 5. Timeline

The Captain of the Worcester County Sheriff's Office will be the lead person on this project and responsible for working with the County Commissioners and county Human Resource Department to ensure retention of this position within the time frame established herein. The lead on this project will work with all county entities to ensure proper procurement and personnel processes are followed. If funds are approved, the current Heroin Coordinator will be retained and continue in the uninterrupted prescribed duties of the position. Any training for this staff person will be coordinated by the project lead and will be conducted before the end of the first quarter of the grant period. The individual currently in the heroin coordinator position already received the pertinent training for the position during the first grant award time frame.

## **Spending Plan**

### 6. Spending Plan

Personnel costs will be expended per payroll in each fiscal quarter. Any additional training costs will be exhausted by the end of the first fiscal quarter.

## Management Capabilities

### 7. Management Capabilities-

The Criminal Enforcement Team has the most experience within the jurisdiction at managing narcotics investigations and the data analysis required within this program. The unit is currently comprised of seven investigators from the Worcester County Sheriff's Office, Maryland State Police, Pocomoke Police Department, Ocean Pines Police Department and Ocean City Police Department, some of which are cross designated with Homeland Security Investigations in order to receive Federal authority. The Criminal Enforcement Team falls under the auspices of the Worcester County Sheriff's Office and primarily conducts felony controlled dangerous substance investigations. The Criminal Enforcement Team utilizes covert and overt personnel to conduct these controlled dangerous substance investigations. The types of controlled dangerous substance investigations that are conducted range from street level distribution investigations to Title III, telephonic intercept investigations. The Criminal Enforcement Team also utilizes various methods of technology to assist in these investigation, including a Cellebrite mobile forensic extraction device. There is currently one civilian examiner that is certified to utilize the Cellebrite device. The device has become integral part of controlled dangerous substance investigations, specifically overdose investigations. Recognizing that the Cellebrite device has some limitations, specifically with password protected android devices, one member of the Criminal Enforcement Team has also completed and received certification to utilize "JTAG" and "CHIP-OFF" extraction methods. These methods are utilized to extract data from cellular telephone directly from "Flash" of the cellular telephone, bypassing locking mechanisms on the cellular telephone. This method will often garner deleted information on a cellular telephone as well. Due to the rarity of this resource, the Criminal Enforcement Team has provided, and continues to provide, this resource to numerous agencies in the region, including the Maryland State Police Homicide Unit. Due to the success with information obtained utilizing the Cellebrite universal forensic extraction device, numerous felony controlled dangerous substance cases were successfully prosecuted, some of which were heroin distribution investigations that stemmed from an overdose. The Criminal Enforcement Team initiated response protocols in 2013 for overdose investigations. Each overdose that occurs, members of the Criminal Enforcement Team will respond when notified in order to further that investigation and also conduct forensic extractions on all cellular telephones that are recovered on any overdose scene.

#### · Present Staff: Project/Fiscal Director-

Captain Nathaniel J. Passwaters has over twenty years of law enforcement experience. During those 20 years, Sergeant N. Passwaters has been involved and assigned in a drug enforcement capacity for approximately sixteen of those years. In 2002, Sergeant N. Passwaters accepted a position with the Worcester County Sheriff's Office and was assigned to a drug enforcement unit. In 2008, Sergeant Passwaters became a vital asset in developing the Worcester County Criminal Enforcement Team which is commonly referred to as the Drug Task Force. Since January of 2008, Sergeant N. Passwaters has been the Commander of the Worcester County Criminal Enforcement Team and currently oversees all overt and covert operations and investigations within Worcester County regarding drug enforcement. Sergeant Passwaters is also currently cross designated with Homeland Security Investigations and has been recognized as an expert witness in various courts in Maryland regarding felony controlled dangerous substance investigations. Sergeant N. Passwaters also conducts outreach presentations with various organizations throughout Worcester County regarding the dangers of heroin and opioids.

#### · Key Consultant- State's Attorney for Worcester County Kristin Heiser.

After receiving a Bachelor of Arts in Criminology and Criminal Justice from the University of Maryland – College Park, Heiser obtained her Juris Doctor from the University of Maryland School of Law. She was admitted to practice in December of 2007 and was soon thereafter appointed as an Assistant State's Attorney for Worcester County. She began handling a wide variety of cases and was assigned as liaison between the State's Attorney's Office and law enforcement agencies on policy matters. In 2011, she accepted a position as an ASA in Wicomico County, to gain a wider breadth of experience handling more difficult cases and managing the District Court Division. She was responsible for the hiring, training and supervision of all new prosecutors in Wicomico County until 2018, when she was successful in her bid to become the State's Attorney for Worcester County, Maryland. She was sworn in as State's Attorney on January 7, 2019 and is now responsible for performing such duties as defined by the Maryland Constitution. These duties include overseeing all divisions of the Office of The State's Attorney and ensuring that each case is handled with the attention and care that justice demands. SA Heiser serves on several committees (both community and law enforcement) including the Drug and Alcohol Council and the Opioid Awareness Task Force.

#### · Requested Personnel- Heroin Coordinator

A fulltime staff position, with the duties described herein as a Heroin Coordinator, reporting to the Project Director. This position is currently funded. The position will continue to be responsible for entering all drug investigations, drug seizures, drug arrests, heroin and opioid overdoses, and other drug-related investigative activities into HIDTA's Case Explorer, as well as assist with law enforcement drug-related cellular phone extract uploads into HIDTA's CAP. The Heroin Coordinator will also conduct in-home analyses to further examine overdoses for prosecutorial purposes.

## **Sustainability**

### **8. Sustainability-**

The Worcester County Sheriff's Office will seek Federal, State, County, and Local resources to continue this program after the grant period ends. The Office will work with other local enforcement agencies to identify resources and sources of funding that may be available. One time purchases require no additional resources and will be fully funded in this application.

## **Applicant Disclosure of Pending Applications Statement**

### **9. Applicant Disclosure of Pending Application Statement**

The Worcester County Sheriff's Office does not have pending applications submitted within the last 12 months for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

## **Person Completing the Project Narrative**

Timothy C. Sponaugle

Drug Intelligence/Heroin Coordinator

Criminal Enforcement Team

Worcester County Sheriff Office

410-632-2076

410-632-2077 Fax

tsponaugle@co.worcester.md.us

Control Number:

**Project Budget**

**A. Budget Summary**

|                             | <b>Grant Funds</b> | <b>Cash Match</b> | <b>In-Kind Match</b> | <b>Total Award</b> |
|-----------------------------|--------------------|-------------------|----------------------|--------------------|
| <b>Personnel</b>            | \$50,615.00        | \$0.00            | \$0.00               | \$50,615.00        |
| <b>Operating Expenses</b>   | \$0.00             | \$0.00            | \$0.00               | \$0.00             |
| <b>Travel</b>               | \$0.00             | \$0.00            | \$0.00               | \$0.00             |
| <b>Contractual Services</b> | \$0.00             | \$0.00            | \$0.00               | \$0.00             |
| <b>Equipment</b>            | \$0.00             | \$0.00            | \$0.00               | \$0.00             |
| <b>Other</b>                | \$0.00             | \$0.00            | \$0.00               | \$0.00             |
| <b>Grand Total</b>          | <b>\$50,615.00</b> | <b>\$0.00</b>     | <b>\$0.00</b>        | <b>\$50,615.00</b> |

Category A - Personnel

Control Number:

|   | Description of Position | Priority | Salary Type | Funding Type | Total       |
|---|-------------------------|----------|-------------|--------------|-------------|
| 1 | Heroin Coordinator      | 1        | Salary      | Grant Funds  | \$50,615.00 |

|             |
|-------------|
| \$50,615.00 |
|-------------|

1.

Annual Salary: \$48,235.20  
 Hourly Rate: \$23.19  
 Benefits Rate: 20.56%  
 Est. Number of Hours: 2,080  
 100% of time

**Duties:**  
 responsible for all drug investigations, drug seizures, drug arrests, heroin and opioid overdoses, and other drug related investigation activities being entered into HIDTA's CAP. The Heroin Coordinator also conducts in home analysis to further examine overdoses for prosecution purposes.

Part of fringe benefits will be picked up by Worcester County as in-kind

**V. Civil Rights Requirements**

Control Number:

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center  
Room 1103  
One West Market Street  
Snow Hill, MD 21863
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 14

---

**Project Service Sites**

**Site 1**

|                               |   |
|-------------------------------|---|
| <b>Service Site</b>           | Worcester County Board of County Commissioners                  |
| <b>Apt. Suite, No. Street</b> | County Government Center<br>Room 1103<br>One West Market Street |
| <b>City</b>                   | Snow Hill   |
| <b>State &amp; Zip</b>        | MD 21863  |

---

Control Number:

**Certified Assurances**

**THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:**

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.**

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

**Mitrecic, Joseph M. - President**

\_\_\_\_\_  
Name and Title



## Certification Regarding Lobbying

Control Number:



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

## 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 –

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

# ITEM 2

Control Number:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

\_\_\_\_\_

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

\_\_\_\_\_

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 –

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

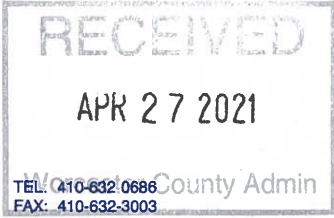
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners  
Address: County Government Center  
Room 1103  
One West Market Street  
Snow Hill, MD 21863

Project Title: Heroin Coordinator Grant - Worcester  
Federal ID Number: 52-6001064

Authorized Representative: Mitrecic, Joseph M. - President

Signature: \_\_\_\_\_  
Signature of Authorized Official Date



OFFICE OF THE TREASURER

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

PHILLIP G. THOMPSON, CPA  
FINANCE OFFICER

JESSICA R. WILSON, CPA  
ASSISTANT FINANCE OFFICER

ACAO Note:  
Requesting a Public  
Hearing date of June 1

**MEMORANDUM**

**TO:** *Harold Higgins, Chief Administrative Officer*  
**FROM:** *Jessica Wilson, Assistant Finance Officer* JW  
**DATE:** *April 26, 2021*  
**RE:** *Water and Wastewater Enterprise Fund Public Hearing*

.....

The purpose of this memo is to request a public hearing for the Water and Wastewater Enterprise Fund FY21/22 budgets on Tuesday, June 1, 2021. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY21/22 Requested Operating Budgets and Assessments as well as the handout for the public hearing meeting.

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

**Notice of Public Hearing**  
**Worcester County Water and Wastewater Enterprise Fund**  
**FY 2021/2022 Requested Budgets and Assessments**

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

**Tuesday, June 1, 2021 at 10:40 a.m.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

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

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

**Assateague Pointe** - no proposed changes  
**Bridgetown** - no proposed changes  
**Edgewater Acres** - no proposed changes  
**The Landings** - no proposed changes  
**Lighthouse Sound** - no proposed changes  
**Mystic Harbour** - no proposed changes  
**Newark** - no proposed changes  
**Ocean Pines** - no proposed changes  
**Riddle Farm** - no proposed changes  
**River Run** - no proposed changes  
**West Ocean City** - no proposed changes

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

For additional information, contact the Worcester County Treasurer's Office  
at 410-632-0686, ext. 1216.

# Worcester County

## Water & Wastewater



### Ratepayer's Guide to the

### FY 2021/22 Requested

### Operating Budgets

Board of County Commissioners of Worcester County

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

Harold L. Higgins, Chief Administrative Officer  
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer’s Office as an aid to understanding the  
Water and Wastewater Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1216.

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

### **Introduction**

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

### **Water & Wastewater Services**

The County currently provides water and/or sewer service to approximately 14,900 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 56 wastewater pumping stations, and 17 water supply wells which pumped over 570 million gallons of water during 2020. User charges cover the operation and maintenance of these facilities. In addition, user charges are also used to pay for the administrative and technical support functions provided by the Treasurer's Office and the Department of Public Works, respectively. The Treasurer's Office mails and collects over 59,600 bills annually. The Department of Public Works provides construction management and engineering support to the department.

### **Other Charges**

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

### **Where Can Information Be Obtained on the FY 2021/22 Budget?**

Copies of the proposed budgets for each service area are available at the Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland and online at [www.co.worcester.md.us](http://www.co.worcester.md.us). For additional information, contact the Worcester County Treasurer's Office at (410) 632-0686 ext. 1216.

|                          |
|--------------------------|
| <b>Total WWW Budgets</b> |
|--------------------------|

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |              |
|-----------------------------|-------------------|--------------------|---------------------|--------------|
| <b>Revenue</b>              |                   |                    |                     |              |
| Charges for Services        | 12,175,547        | 12,444,892         | 269,345             | 2.21%        |
| Interest & Penalties        | 157,200           | 157,200            | -                   | 0.00%        |
| Operating Grants            | 30,000            | 30,000             | -                   | 0.00%        |
| Other Revenue               | 170,515           | 240,993            | 70,478              | 41.33%       |
| Transfer From (To) Reserves | 375,975           | 195,876            | (180,099)           | -47.90%      |
|                             | <u>12,909,237</u> | <u>13,068,961</u>  | <u>159,724</u>      | <u>1.24%</u> |
| <b>Expenses</b>             |                   |                    |                     |              |
| Personnel Services          | 5,388,265         | 5,328,461          | (59,804)            | -1.11%       |
| Supplies & Materials        | 931,295           | 978,286            | 46,991              | 5.05%        |
| Maintenance & Services      | 4,766,988         | 4,886,485          | 119,497             | 2.51%        |
| Other Charges               | 178,203           | 308,579            | 130,376             | 73.16%       |
| Interfund Charges           | 778,486           | 809,650            | 31,164              | 4.00%        |
| Capital Equipment           | 866,000           | 757,500            | (108,500)           | -12.53%      |
|                             | <u>12,909,237</u> | <u>13,068,961</u>  | <u>159,724</u>      | <u>1.24%</u> |



Ocean Pines

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |         |
|-----------------------------|-------------------|--------------------|---------------------|---------|
| <b>Revenue</b>              |                   |                    |                     |         |
| Charges for Services        | 7,410,441         | 7,414,426          | 3,985               | 0.05%   |
| Interest and Penalties      | 83,000            | 83,000             | -                   | 0.00%   |
| Other Revenue               | 145,000           | 215,000            | 70,000              | 48.28%  |
| Transfer From (To) Reserves | (101,210)         | (3,095)            | 98,115              | -96.94% |
|                             | 7,537,231         | 7,709,331          | 172,100             | 2.28%   |
| <b>Expenses</b>             |                   |                    |                     |         |
| Personnel Services          | 3,833,215         | 3,740,663          | (92,552)            | -2.41%  |
| Supplies & Materials        | 473,256           | 524,007            | 50,751              | 10.72%  |
| Maintenance & Services      | 2,111,729         | 2,201,069          | 89,340              | 4.23%   |
| Other Charges               | 102,570           | 201,610            | 99,040              | 96.56%  |
| Interfund Charges           | 475,461           | 494,482            | 19,021              | 4.00%   |
| Capital Equipment           | 541,000           | 547,500            | 6,500               | 1.20%   |
|                             | 7,537,231         | 7,709,331          | 172,100             | 2.28%   |

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|                                     | 2020/21<br>Budget | 2021/22<br>Request |              |
|-------------------------------------|-------------------|--------------------|--------------|
| <b>Domestic:</b>                    |                   |                    |              |
| <b>Metered Water &amp; Sewer</b>    |                   |                    |              |
| Base Fee                            | \$179.00          | \$179.00           | Flat Charge  |
| Usage Range (Gallons)               |                   |                    |              |
| 0 - 10,000                          | \$1.60            | \$1.60             | Per Thousand |
| 10,001 - 25,000                     | \$3.50            | \$3.50             | Per Thousand |
| 25,001 - 35,000                     | \$6.00            | \$6.00             | Per Thousand |
| 35,001 - 45,000                     | \$9.00            | \$9.00             | Per Thousand |
| over 45,000                         | \$15.00           | \$15.00            | Per Thousand |
| <b>Nonmetered Sewer</b>             |                   |                    |              |
| Sewer Only                          | \$164.75          | \$164.75           | Flat Charge  |
| <b>Nonmetered Water &amp; Sewer</b> |                   |                    |              |
| White Horse Park - 100 GPD/Lot      | \$141.00          | \$141.00           | Flat Charge  |

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

**2020/21  
Budget**                      **2021/22  
Request**

**Commercial:**

**Metered Water & Sewer**

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

|                            |            |                        |
|----------------------------|------------|------------------------|
| 1 EDU                      | \$227.00   | \$227.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 27,000 Gallons    | \$6.00     | \$6.00 Per Thousand    |
| over 27,000 Gallons        | \$10.00    | \$10.00 Per Thousand   |
| 2 EDU's                    | \$315.00   | \$315.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 54,000 Gallons    | \$6.00     | \$6.00 Per Thousand    |
| over 54,000 Gallons        | \$10.00    | \$10.00 Per Thousand   |
| 3-13 EDU's                 | \$630.00   | \$630.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 351,000 Gallons   | \$6.00     | \$6.00 Per Thousand    |
| over 351,000 Gallons       | \$10.00    | \$10.00 Per Thousand   |
| 14-24 EDU's                | \$945.00   | \$945.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 648,000 Gallons   | \$6.00     | \$6.00 Per Thousand    |
| over 648,000 Gallons       | \$10.00    | \$10.00 Per Thousand   |
| 25-39 EDU's                | \$1,260.00 | \$1,260.00 Flat Charge |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 1,053,000 Gallons | \$6.00     | \$6.00 Per Thousand    |
| over 1,053,000 Gallons     | \$10.00    | \$10.00 Per Thousand   |
| 40+ EDU's                  | \$1,890.00 | \$1,890.00 Flat Charge |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 1,250,000 Gallons | \$6.00     | \$6.00 Per Thousand    |
| over 1,250,000 Gallons     | \$10.00    | \$10.00 Per Thousand   |

**EDU:**

|                                  |         |                             |
|----------------------------------|---------|-----------------------------|
| Standard EDU                     | \$37.00 | \$37.00 Per EDU per Quarter |
| Supplemental EDU (14 & 19 Bonds) | \$20.00 | \$20.00 Per EDU per Quarter |

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |              |
|-----------------------------|-------------------|--------------------|---------------------|--------------|
| <b>Revenue</b>              |                   |                    |                     |              |
| Charges for Services        | 259,240           | 259,132            | (108)               | -0.04%       |
| Interest and Penalties      | 3,750             | 3,750              | -                   | 0.00%        |
| Other Revenue               | -                 | -                  | -                   | N/A          |
| Transfer From (To) Reserves | 14,997            | 41,752             | 26,755              | 178.40%      |
|                             | <u>277,987</u>    | <u>304,634</u>     | <u>26,647</u>       | <u>9.59%</u> |
| <b>Expenses</b>             |                   |                    |                     |              |
| Personnel Services          | 105,745           | 107,721            | 1,976               | 1.87%        |
| Supplies & Materials        | 28,007            | 28,090             | 83                  | 0.30%        |
| Maintenance & Services      | 108,439           | 108,894            | 455                 | 0.42%        |
| Other Charges               | 5,951             | 8,888              | 2,937               | 49.35%       |
| Interfund Charges           | 29,845            | 31,041             | 1,196               | 4.01%        |
| Capital Equipment           | -                 | 20,000             | 20,000              | N/A          |
|                             | <u>277,987</u>    | <u>304,634</u>     | <u>26,647</u>       | <u>9.59%</u> |

**Proposed Quarterly Rates**

No proposed changes to quarterly rate

|                                     | 2020/21<br>Budget | 2021/22<br>Request |             |
|-------------------------------------|-------------------|--------------------|-------------|
| <b>Domestic:</b>                    |                   |                    |             |
| <b>Nonmetered Water &amp; Sewer</b> |                   |                    |             |
| Water & Sewer - 110 GPD Units       | \$90.00           | \$90.00            | Flat Charge |
| Sewer Only - 250 GPD Units          | \$140.50          | \$140.50           | Flat Charge |
| Grinder Pump Surcharge per Lot      | \$25.00           | \$25.00            | Flat Charge |

Bridgetown

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |          |
|-----------------------------|-------------------|--------------------|---------------------|----------|
| <b>Revenue</b>              |                   |                    |                     |          |
| Charges for Services        | 13,330            | 13,330             | -                   | 0.00%    |
| Interest and Penalties      | 550               | 550                | -                   | 0.00%    |
| Operating Grants            | 30,000            | 30,000             | -                   | 0.00%    |
| Other Revenue               | -                 | -                  | -                   | N/A      |
| Transfer From (To) Reserves | (83)              | 93                 | 176                 | -212.05% |
|                             | 43,797            | 43,973             | 176                 | 0.40%    |
| <b>Expenses</b>             |                   |                    |                     |          |
| Personnel Services          | 7,813             | 7,826              | 13                  | 0.17%    |
| Supplies & Materials        | 1,088             | 1,094              | 6                   | 0.55%    |
| Maintenance & Services      | 33,185            | 33,062             | (123)               | -0.37%   |
| Other Charges               | 333               | 556                | 223                 | 66.97%   |
| Interfund Charges           | 1,378             | 1,435              | 57                  | 4.14%    |
| Capital Equipment           | -                 | -                  | -                   | N/A      |
|                             | 43,797            | 43,973             | 176                 | 0.40%    |

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|  |                   |                    |  |
|--|-------------------|--------------------|--|
|  | 2020/21<br>Budget | 2021/22<br>Request |  |
|--|-------------------|--------------------|--|

**Domestic:**

**Nonmetered Water**

|                           |         |         |             |
|---------------------------|---------|---------|-------------|
| Water Only                | \$66.00 | \$66.00 | Flat Charge |
| Swimming Pool (in-ground) | \$27.00 | \$27.00 | Flat Charge |
| Irrigation System         | \$60.00 | \$60.00 | Flat Charge |

**Commercial:**

**Metered Water**

Base Fee Range (EDU's)

|       |          |          |             |
|-------|----------|----------|-------------|
| 1     | \$56.75  | \$56.75  | Flat Charge |
| 2     | \$78.75  | \$78.75  | Flat Charge |
| 3-13  | \$157.50 | \$157.50 | Flat Charge |
| 14-24 | \$236.25 | \$236.25 | Flat Charge |
| 25-39 | \$315.00 | \$315.00 | Flat Charge |
| 40+   | \$472.50 | \$472.50 | Flat Charge |

|                 |        |        |              |
|-----------------|--------|--------|--------------|
| Usage (Gallons) | \$9.75 | \$9.75 | Per Thousand |
|-----------------|--------|--------|--------------|

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |          |
|-----------------------------|-------------------|--------------------|---------------------|----------|
| <b>Revenue</b>              |                   |                    |                     |          |
| Charges for Services        | 240,692           | 242,912            | 2,220               | 0.92%    |
| Interest and Penalties      | 2,000             | 2,000              | -                   | 0.00%    |
| Other Revenue               | 875               | 865                | (10)                | -1.14%   |
| Transfer From (To) Reserves | 6,324             | (12,337)           | (18,661)            | -295.08% |
|                             | 249,891           | 233,440            | (16,451)            | -6.58%   |
| <b>Expenses</b>             |                   |                    |                     |          |
| Personnel Services          | 46,333            | 47,857             | 1,524               | 3.29%    |
| Supplies & Materials        | 4,301             | 4,340              | 39                  | 0.91%    |
| Maintenance & Services      | 165,317           | 165,558            | 241                 | 0.15%    |
| Other Charges               | 2,313             | 3,590              | 1,277               | 55.21%   |
| Interfund Charges           | 11,627            | 12,095             | 468                 | 4.03%    |
| Capital Equipment           | 20,000            | -                  | (20,000)            | -100.00% |
|                             | 249,891           | 233,440            | (16,451)            | -6.58%   |

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|                                  | 2020/21<br>Budget | 2021/22<br>Request |                             |
|----------------------------------|-------------------|--------------------|-----------------------------|
| <b>Domestic:</b>                 |                   |                    |                             |
| <b>Metered Water &amp; Sewer</b> |                   |                    |                             |
| Base Fee                         | \$175.00          | \$175.00           | Flat Charge                 |
| Usage Range (Gallons)            |                   |                    |                             |
| 0 - 10,000                       | \$8.00            | \$8.00             | Per Thousand                |
| 10,001 - 35,000                  | \$9.00            | \$9.00             | Per Thousand                |
| 35,001 - 45,000                  | \$10.00           | \$10.00            | Per Thousand                |
| over 45,000                      | \$15.00           | \$15.00            | Per Thousand                |
| <b>Nonmetered Water</b>          | \$103.00          | \$103.00           | Flat Charge                 |
| <b>Nonmetered Sewer</b>          | \$150.00          | \$150.00           | Flat Charge                 |
| <b>Accessibility</b>             | \$0.00            | \$0.00             | Flat Charge per EDU         |
| <b>Front Foot Assessment</b>     | \$0.02            | \$0.02             | Per Linear Foot per Quarter |

Landings

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |         |
|-----------------------------|-------------------|--------------------|---------------------|---------|
| <b>Revenue</b>              |                   |                    |                     |         |
| Charges for Services        | 326,496           | 323,632            | (2,864)             | -0.88%  |
| Interest and Penalties      | 4,000             | 4,000              | -                   | 0.00%   |
| Other Revenue               | -                 | -                  | -                   | N/A     |
| Transfer From (To) Reserves | 8,526             | 26,340             | 17,814              | 208.94% |
|                             | 339,022           | 353,972            | 14,950              | 4.41%   |
| <b>Expenses</b>             |                   |                    |                     |         |
| Personnel Services          | 106,985           | 111,121            | 4,136               | 3.87%   |
| Supplies & Materials        | 28,053            | 23,143             | (4,910)             | -17.50% |
| Maintenance & Services      | 193,426           | 205,823            | 12,397              | 6.41%   |
| Other Charges               | 2,492             | 5,494              | 3,002               | 120.47% |
| Interfund Charges           | 8,066             | 8,391              | 325                 | 4.03%   |
| Capital Equipment           | -                 | -                  | -                   | N/A     |
|                             | 339,022           | 353,972            | 14,950              | 4.41%   |

**Proposed Quarterly Rates**

No proposed changes to quarterly rate

|                                  | 2020/21<br>Budget | 2021/22<br>Request |              |
|----------------------------------|-------------------|--------------------|--------------|
| <b><u>Domestic:</u></b>          |                   |                    |              |
| <b>Metered Water &amp; Sewer</b> |                   |                    |              |
| Base Fee                         | \$250.00          | \$250.00           | Flat Charge  |
| Lewis Road - Water Only Base Fee | \$39.00           | \$39.00            | Flat Charge  |
| Usage Range (Gallons)            |                   |                    |              |
| 0 - 10,000                       | \$1.60            | \$1.60             | Per Thousand |
| 10,001 - 25,000                  | \$3.50            | \$3.50             | Per Thousand |
| 25,001 - 35,000                  | \$6.00            | \$6.00             | Per Thousand |
| 35,001 - 45,000                  | \$9.00            | \$9.00             | Per Thousand |
| over 45,000                      | \$15.00           | \$15.00            | Per Thousand |

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

Landings cont.

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

**2020/21**  
**Budget**                      **2021/22**  
**Request**

**Commercial:****Metered Water & Sewer**

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

|                            |            |                        |
|----------------------------|------------|------------------------|
| 1 EDU                      | \$295.00   | \$295.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 27,000 Gallons    | \$6.00     | \$6.00 Per Thousand    |
| over 27,000 Gallons        | \$10.00    | \$10.00 Per Thousand   |
| 2 EDU's                    | \$395.00   | \$395.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 54,000 Gallons    | \$6.00     | \$6.00 Per Thousand    |
| over 54,000 Gallons        | \$10.00    | \$10.00 Per Thousand   |
| 3-13 EDU's                 | \$824.00   | \$824.00 Flat Charge   |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 351,000 Gallons   | \$6.00     | \$6.00 Per Thousand    |
| over 351,000 Gallons       | \$10.00    | \$10.00 Per Thousand   |
| 14-24 EDU's                | \$1,231.00 | \$1,231.00 Flat Charge |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 648,000 Gallons   | \$6.00     | \$6.00 Per Thousand    |
| over 648,000 Gallons       | \$10.00    | \$10.00 Per Thousand   |
| 25-39 EDU's                | \$1,637.00 | \$1,637.00 Flat Charge |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 1,053,000 Gallons | \$6.00     | \$6.00 Per Thousand    |
| over 1,053,000 Gallons     | \$10.00    | \$10.00 Per Thousand   |
| 40+ EDU's                  | \$2,461.00 | \$2,461.00 Flat Charge |
| 0 - 10,000 Gallons         | \$4.00     | \$4.00 Per Thousand    |
| 10,001 - 1,250,000 Gallons | \$6.00     | \$6.00 Per Thousand    |
| over 1,250,000 Gallons     | \$10.00    | \$10.00 Per Thousand   |

**Accessibility- Domestic & Commercial:**                      \$240.00                      \$240.00 Flat Charge per EDU

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

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |          |
|-----------------------------|-------------------|--------------------|---------------------|----------|
| <b>Revenue</b>              |                   |                    |                     |          |
| Charges for Services        | 99,840            | 100,300            | 460                 | 0.46%    |
| Interest and Penalties      | 700               | 700                | -                   | 0.00%    |
| Other Revenue               | -                 | -                  | -                   | N/A      |
| Transfer From (To) Reserves | 40,863            | 8,368              | (32,495)            | -79.52%  |
|                             | 141,403           | 109,368            | (32,035)            | -22.66%  |
| <b>Expenses</b>             |                   |                    |                     |          |
| Personnel Services          | 51,162            | 52,330             | 1,168               | 2.28%    |
| Supplies & Materials        | 12,324            | 12,365             | 41                  | 0.33%    |
| Maintenance & Services      | 43,251            | 38,433             | (4,818)             | -11.14%  |
| Other Charges               | 1,221             | 2,656              | 1,435               | 117.53%  |
| Interfund Charges           | 3,445             | 3,584              | 139                 | 4.03%    |
| Capital Equipment           | 30,000            | -                  | (30,000)            | -100.00% |
|                             | 141,403           | 109,368            | (32,035)            | -22.66%  |

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|                                 | 2020/21<br>Budget | 2021/22<br>Request |                     |
|---------------------------------|-------------------|--------------------|---------------------|
| <b><u>Domestic:</u></b>         |                   |                    |                     |
| Nonmetered Sewer (improved lot) | \$215.00          | \$215.00           | Flat Charge per EDU |
| Accessibility (unimproved lot)  | \$100.00          | \$100.00           | Flat Charge per EDU |



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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |              |
|-----------------------------|-------------------|--------------------|---------------------|--------------|
| <b>Revenue</b>              |                   |                    |                     |              |
| Charges for Services        | 1,384,340         | 1,482,455          | 98,115              | 7.09%        |
| Interest & Penalties        | 15,000            | 15,000             | -                   | 0.00%        |
| Other Revenue               | -                 | -                  | -                   | N/A          |
| Transfer From (To) Reserves | 185,264           | 198,269            | 13,005              | 7.02%        |
|                             | <u>1,584,604</u>  | <u>1,695,724</u>   | <u>111,120</u>      | <u>7.01%</u> |
| <b>Expenses</b>             |                   |                    |                     |              |
| Personnel Services          | 555,477           | 576,949            | 21,472              | 3.87%        |
| Supplies & Materials        | 242,881           | 243,361            | 480                 | 0.20%        |
| Maintenance & Services      | 640,254           | 635,047            | (5,207)             | -0.81%       |
| Other Charges               | 20,624            | 36,182             | 15,558              | 75.44%       |
| Interfund Charges           | 95,368            | 99,185             | 3,817               | 4.00%        |
| Capital Equipment           | 30,000            | 105,000            | 75,000              | 250.00%      |
|                             | <u>1,584,604</u>  | <u>1,695,724</u>   | <u>111,120</u>      | <u>7.01%</u> |

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|   | 2020/21<br>Budget | 2021/22<br>Request |              |
|---|-------------------|--------------------|--------------|
| <b>Domestic:</b>  |                   |                    |              |
| <b>Metered Water &amp; Sewer</b>  |                   |                    |              |
| Base Fee  | \$178.00          | \$178.00           | Flat Charge  |
| Usage Range (Gallons)   |                   |                    |              |
| 0 - 10,000  | \$1.60            | \$1.60             | Per Thousand |
| 10,001 - 25,000   | \$3.50            | \$3.50             | Per Thousand |
| 25,001 - 35,000   | \$6.00            | \$6.00             | Per Thousand |
| 35,001 - 45,000   | \$9.00            | \$9.00             | Per Thousand |
| over 45,000   | \$15.00           | \$15.00            | Per Thousand |
| *water only service (metered) shall be billed at 25% of the above proposed rates. |                   |                    |              |
| <b>Nonmetered Sewer</b>   | \$175.75          | \$175.75           | Flat Charge  |

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

|   | <b>2020/21<br/>Budget</b> | <b>2021/22<br/>Request</b>   |
|---|---------------------------|------------------------------|
| <b><u>Commercial:</u></b>   |                           |                              |
| <b>Metered Water &amp; Sewer</b>  |                           |                              |
| Tiered Base Fee Range (EDU's) and Usage Range (Gallons)                           |                           |                              |
| 1 EDU   | \$227.00                  | \$227.00 Flat Charge         |
| 0 - 10,000 Gallons  | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 27,000 Gallons   | \$6.00                    | \$6.00 Per Thousand          |
| over 27,000 Gallons   | \$10.00                   | \$10.00 Per Thousand         |
| 2 EDU's   | \$315.00                  | \$315.00 Flat Charge         |
| 0 - 10,000 Gallons  | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 54,000 Gallons   | \$6.00                    | \$6.00 Per Thousand          |
| over 54,000 Gallons   | \$10.00                   | \$10.00 Per Thousand         |
| 3-13 EDU's  | \$630.00                  | \$630.00 Flat Charge         |
| 0 - 10,000 Gallons  | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 351,000 Gallons  | \$6.00                    | \$6.00 Per Thousand          |
| over 351,000 Gallons  | \$10.00                   | \$10.00 Per Thousand         |
| 14-24 EDU's   | \$945.00                  | \$945.00 Flat Charge         |
| 0 - 10,000 Gallons  | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 648,000 Gallons  | \$6.00                    | \$6.00 Per Thousand          |
| over 648,000 Gallons  | \$10.00                   | \$10.00 Per Thousand         |
| 25-39 EDU's   | \$1,260.00                | \$1,260.00 Flat Charge       |
| 0 - 10,000 Gallons  | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 1,053,000 Gallons  | \$6.00                    | \$6.00 Per Thousand          |
| over 1,053,000 Gallons  | \$10.00                   | \$10.00 Per Thousand         |
| 40+ EDU's   | \$1,890.00                | \$1,890.00 Flat Charge       |
| 0 - 10,000 Gallons  | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 1,250,000 Gallons  | \$6.00                    | \$6.00 Per Thousand          |
| over 1,250,000 Gallons  | \$10.00                   | \$10.00 Per Thousand         |
| *water only service (metered) shall be billed at 25% of the above proposed rates. |                           |                              |
| <b><u>Accessibility- Domestic &amp; Commercial:</u></b>                           | \$150.00                  | \$150.00 Flat Charge per EDU |
| *water only accessibility shall be billed at 25% of the above proposed rate.      |                           |                              |
| <b><u>Sewer EDU:</u></b>  | \$66.00                   | \$66.00 Per EDU per Quarter  |

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

**Oyster Harbor**

**Proposed Quarterly Rates**

**Reduction in quarterly debt service from \$18.00 per EDU per quarter to \$0 for the upcoming planned debt retirement**

|  | 2020/21 | 2021/22 |                     |
|--|---------|---------|---------------------|
|  | Budget  | Request |                     |
| EDU charge   | \$18.00 | \$0.00  | Per EDU per Quarter |
| Sub-area of Mystic Harbour service area                                |         |         |                     |
| Payments for water service will be made to Mystic Harbour service area |         |         |                     |

**Sunset Village**

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|            | 2020/21 | 2021/22 |                                  |
|------------|---------|---------|----------------------------------|
|            | Budget  | Request |                                  |
| Water only | \$48.75 | \$48.75 | Per EDU - bulk billed to SSV HOA |

**Snug Harbor**

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

|   | 2020/21  | 2021/22  |                     |
|---|----------|----------|---------------------|
|   | Budget   | Request  |                     |
| EDU charge                                | \$162.50 | \$162.50 | Per EDU per Quarter |
| Sub-area of Assateague Point service area |          |          |                     |

Newark

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$ Difference (%)) |         |
|-----------------------------|-------------------|--------------------|---------------------|---------|
| <b>Revenue</b>              |                   |                    |                     |         |
| Charges for Services        | 148,588           | 164,600            | 16,012              | 10.78%  |
| Interest & Penalties        | 2,000             | 2,000              | -                   | 0.00%   |
| Other Revenue               | 24,640            | 25,128             | 488                 | 1.98%   |
| Transfer From (To) Reserves | (12,340)          | (20,814)           | (8,474)             | 68.67%  |
|                             | 162,888           | 170,914            | 8,026               | 4.93%   |
| <b>Expenses</b>             |                   |                    |                     |         |
| Personnel Services          | 84,064            | 86,009             | 1,945               | 2.31%   |
| Supplies & Materials        | 14,114            | 14,182             | 68                  | 0.48%   |
| Maintenance & Services      | 57,107            | 60,494             | 3,387               | 5.93%   |
| Other Charges               | 1,469             | 3,848              | 2,379               | 161.95% |
| Interfund Charges           | 6,134             | 6,381              | 247                 | 4.03%   |
| Capital Equipment           | -                 | -                  | -                   | N/A     |
|                             | 162,888           | 170,914            | 8,026               | 4.93%   |

**Proposed Quarterly Rates**

No proposed changes to quarterly rate

|                                  | 2020/21<br>Budget | 2021/22<br>Request |                     |
|----------------------------------|-------------------|--------------------|---------------------|
| <b>Domestic:</b>                 |                   |                    |                     |
| <b>Metered Water &amp; Sewer</b> |                   |                    |                     |
| Base Fee- Includes 3,000 Gallons | \$216.00          | \$216.00           | Flat Charge         |
| Usage Range (Gallons) over 3,000 | \$7.00            | \$7.00             | Per Thousand        |
| <b>Commercial:</b>               |                   |                    |                     |
| <b>Metered Water &amp; Sewer</b> |                   |                    |                     |
| Base Fee- Includes 3,000 Gallons | \$266.00          | \$266.00           | Flat Charge         |
| Usage Range (Gallons) over 3,000 | \$14.00           | \$14.00            | Per Thousand        |
| <b>EDU:</b>                      |                   |                    |                     |
| Debt Service                     | \$27.00           | \$27.00            | Per EDU per Quarter |
| Sewer Debt Service               | \$55.00           | \$55.00            | Per EDU per Quarter |

Riddle Farm

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |         |
|-----------------------------|-------------------|--------------------|---------------------|---------|
| <b>Revenue</b>              |                   |                    |                     |         |
| Charges for Services        | 667,580           | 786,053            | 118,473             | 17.75%  |
| Interest & Penalties        | 6,500             | 6,500              | -                   | 0.00%   |
| Other Revenue               | -                 | -                  | -                   | N/A     |
| Transfer From (To) Reserves | 120,170           | 23,004             | (97,166)            | -80.86% |
|                             | 794,250           | 815,557            | 21,307              | 2.68%   |
| <b>Expenses</b>             |                   |                    |                     |         |
| Personnel Services          | 303,284           | 311,827            | 8,543               | 2.82%   |
| Supplies & Materials        | 74,020            | 74,277             | 257                 | 0.35%   |
| Maintenance & Services      | 340,719           | 373,740            | 33,021              | 9.69%   |
| Other Charges               | 17,602            | 16,141             | (1,461)             | -8.30%  |
| Interfund Charges           | 23,625            | 24,572             | 947                 | 4.01%   |
| Capital Equipment           | 35,000            | 15,000             | (20,000)            | -57.14% |
|                             | 794,250           | 815,557            | 21,307              | 2.68%   |

**Proposed Quarterly Rates**

|  |
|--|
| <b>No proposed changes to quarterly rate</b> |
|--|

|                                  | 2020/21<br>Budget | 2021/22<br>Request |              |
|----------------------------------|-------------------|--------------------|--------------|
| <b><u>Domestic:</u></b>          |                   |                    |              |
| <b>Metered Water &amp; Sewer</b> |                   |                    |              |
| Base Fee                         | \$200.00          | \$200.00           | Flat Charge  |
| Usage Range (Gallons)            |                   |                    |              |
| 0 - 10,000                       | \$1.60            | \$1.60             | Per Thousand |
| 10,001 - 25,000                  | \$3.50            | \$3.50             | Per Thousand |
| 25,001 - 35,000                  | \$6.00            | \$6.00             | Per Thousand |
| 35,001 - 45,000                  | \$9.00            | \$9.00             | Per Thousand |
| over 45,000                      | \$15.00           | \$15.00            | Per Thousand |

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

|   | <b>2020/21<br/>Budget</b> | <b>2021/22<br/>Request</b>   |
|---|---------------------------|------------------------------|
| <b><u>Commercial:</u></b>                               |                           |                              |
| <b>Metered Water &amp; Sewer</b>                        |                           |                              |
| Tiered Base Fee Range (EDU's) and Usage Range (Gallons) |                           |                              |
| 1 EDU   | \$227.00                  | \$227.00 Flat Charge         |
| 0 - 10,000 Gallons                                      | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 27,000 Gallons                                 | \$6.00                    | \$6.00 Per Thousand          |
| over 27,000 Gallons                                     | \$10.00                   | \$10.00 Per Thousand         |
| 2 EDU's   | \$315.00                  | \$315.00 Flat Charge         |
| 0 - 10,000 Gallons                                      | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 54,000 Gallons                                 | \$6.00                    | \$6.00 Per Thousand          |
| over 54,000 Gallons                                     | \$10.00                   | \$10.00 Per Thousand         |
| 3-13 EDU's  | \$630.00                  | \$630.00 Flat Charge         |
| 0 - 10,000 Gallons                                      | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 351,000 Gallons                                | \$6.00                    | \$6.00 Per Thousand          |
| over 351,000 Gallons                                    | \$10.00                   | \$10.00 Per Thousand         |
| 14-24 EDU's   | \$945.00                  | \$945.00 Flat Charge         |
| 0 - 10,000 Gallons                                      | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 648,000 Gallons                                | \$6.00                    | \$6.00 Per Thousand          |
| over 648,000 Gallons                                    | \$10.00                   | \$10.00 Per Thousand         |
| 25-39 EDU's   | \$1,260.00                | \$1,260.00 Flat Charge       |
| 0 - 10,000 Gallons                                      | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 1,053,000 Gallons                              | \$6.00                    | \$6.00 Per Thousand          |
| over 1,053,000 Gallons                                  | \$10.00                   | \$10.00 Per Thousand         |
| 40+ EDU's   | \$1,890.00                | \$1,890.00 Flat Charge       |
| 0 - 10,000 Gallons                                      | \$4.00                    | \$4.00 Per Thousand          |
| 10,001 - 1,250,000 Gallons                              | \$6.00                    | \$6.00 Per Thousand          |
| over 1,250,000 Gallons                                  | \$10.00                   | \$10.00 Per Thousand         |
| <b><u>Accessibility:</u></b>                            | \$150.00                  | \$150.00 Flat Charge per EDU |
| <b><u>EDU:</u></b>                                      | \$9.00                    | \$9.00 Per EDU per Quarter   |
| <b><u>Effluent Disposal Charge</u></b>                  | \$35.00                   | \$35.00 Per EDU per Quarter  |

|           |
|-----------|
| River Run |
|-----------|

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |         |
|-----------------------------|-------------------|--------------------|---------------------|---------|
| <b>Revenue</b>              |                   |                    |                     |         |
| Charges for Services        | 175,000           | 175,000            | -                   | 0.00%   |
| Interest and Penalties      | 700               | 700                | -                   | 0.00%   |
| Other Revenue               | -                 | -                  | -                   | N/A     |
| Transfer From (To) Reserves | 19,455            | 19,776             | 321                 | 1.65%   |
|                             | <hr/> 195,155     | <hr/> 195,476      | 321                 | 0.16%   |
| <b>Expenses</b>             |                   |                    |                     |         |
| Personnel Services          | 60,946            | 61,184             | 238                 | 0.39%   |
| Supplies & Materials        | 21,283            | 21,294             | 11                  | 0.05%   |
| Maintenance & Services      | 99,457            | 99,514             | 57                  | 0.06%   |
| Other Charges               | 3,726             | 3,348              | (378)               | -10.14% |
| Interfund Charges           | 9,743             | 10,136             | 393                 | 4.03%   |
| Capital Equipment           | -                 | -                  | -                   | N/A     |
|                             | <hr/> 195,155     | <hr/> 195,476      | 321                 | 0.16%   |

**Proposed Quarterly Rates**

|                                       |
|---------------------------------------|
| No proposed changes to quarterly rate |
|---------------------------------------|

|                         | 2020/21<br>Budget | 2021/22<br>Request   |
|-------------------------|-------------------|----------------------|
| <b>Domestic:</b>        |                   |                      |
| <b>Nonmetered Sewer</b> | \$150.00          | \$150.00 Flat Charge |
| <b>Metered Water</b>    |                   |                      |
| Base Fee                | \$56.00           | \$56.00 Flat Charge  |
| Usage Range (Gallons)   |                   |                      |
| 0 - 10,000              | \$0.50            | \$0.50 Per Thousand  |
| 10,001 - 25,000         | \$1.09            | \$1.09 Per Thousand  |
| 25,001 - 35,000         | \$1.88            | \$1.88 Per Thousand  |
| 35,001 - 45,000         | \$2.81            | \$2.81 Per Thousand  |
| over 45,000             | \$4.69            | \$4.69 Per Thousand  |

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

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$) Difference (%) |          |
|-----------------------------|-------------------|--------------------|---------------------|----------|
| <b>Revenue</b>              |                   |                    |                     |          |
| Charges for Services        | 1,450,000         | 1,483,052          | 33,052              | 2.28%    |
| Interest & Penalties        | 39,000            | 39,000             | -                   | 0.00%    |
| Other Revenue               | -                 | -                  | -                   | N/A      |
| Transfer From (To) Reserves | 94,009            | (85,480)           | (179,489)           | -190.93% |
|                             | 1,583,009         | 1,436,572          | (146,437)           | -9.25%   |
| <b>Expenses</b>             |                   |                    |                     |          |
| Personnel Services          | 233,241           | 224,974            | (8,267)             | -3.54%   |
| Supplies & Materials        | 31,968            | 32,133             | 165                 | 0.52%    |
| Maintenance & Services      | 974,104           | 964,851            | (9,253)             | -0.95%   |
| Other Charges               | 19,902            | 26,266             | 6,364               | 31.98%   |
| Interfund Charges           | 113,794           | 118,348            | 4,554               | 4.00%    |
| Capital Equipment           | 210,000           | 70,000             | (140,000)           | -66.67%  |
|                             | 1,583,009         | 1,436,572          | (146,437)           | -9.25%   |

**Proposed Quarterly Rates**

No proposed changes to quarterly rate

|                           | 2020/21<br>Budget | 2021/22<br>Request |                       |
|---------------------------|-------------------|--------------------|-----------------------|
| <b><u>Domestic:</u></b>   |                   |                    |                       |
| Nonmetered Sewer          | \$10.50           | \$10.50            | Per fixture quarterly |
| <b><u>Commercial:</u></b> |                   |                    |                       |
| Nonmetered Sewer          | \$14.25           | \$14.25            | Per fixture quarterly |





# Budget Worksheet Report

Budget Year 2022

| Account  | Account Description                           | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance         | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|----------|---|-----------------------|-----------------------|---------------------|------------|--------------------------|-----------------------|-----------------------|
| Fund 555 | <b>Ocean Pines</b>                            |                       |                       |                     |            |                          |                       |                       |
|          | REVENUE                                       |                       |                       |                     |            |                          |                       |                       |
|          | <i>Gain/Loss on Disposal of Assets</i>        |                       |                       |                     |            |                          |                       |                       |
| 4600     | Sale Of Fixed Assets                          | .00                   | .00                   | .00                 |            | .00                      | .00                   | 10,727.77             |
|          | <i>Gain/Loss on Disposal of Assets Totals</i> | \$0.00                | \$0.00                | \$0.00              | +++        | \$0.00                   | \$0.00                | \$10,727.77           |
|          | <i>Charges for Services</i>                   |                       |                       |                     |            |                          |                       |                       |
| 5000.100 | Domestic Water Service                        | 1,465,702.00          | 1,463,184.00          | 2,518.00            |            | 732,943.50               | 1,430,227.90          | 1,386,744.57          |
| 5000.200 | Domestic Water Usage                          | 210,000.00            | 210,000.00            | .00                 |            | 146,563.43               | 201,617.49            | 196,644.67            |
| 5005.100 | Commercial Water Service                      | 58,807.00             | 59,920.00             | (1,113.00)          | (2)        | 29,403.50                | 53,536.50             | 50,366.25             |
| 5005.200 | Commercial Water Usage                        | 40,000.00             | 43,000.00             | (3,000.00)          | (7)        | 15,891.56                | 37,743.45             | 35,059.37             |
| 5010.100 | Domestic Sewer Service                        | 4,398,080.00          | 4,388,552.00          | 9,528.00            |            | 2,199,326.50             | 4,292,244.98          | 4,157,878.57          |
| 5010.200 | Domestic Sewer Usage                          | 560,000.00            | 560,000.00            | .00                 |            | 415,248.98               | 545,415.64            | 519,503.81            |
| 5015.100 | Commercial Sewer Service                      | 169,577.00            | 168,525.00            | 1,052.00            | 1          | 84,791.50                | 154,119.25            | 146,912.75            |
| 5015.200 | Commercial Sewer Usage                        | 95,000.00             | 100,000.00            | (5,000.00)          | (5)        | 40,953.69                | 90,586.96             | 92,596.97             |
| 5025     | Transfer from River Run                       | 50,000.00             | 50,000.00             | .00                 |            | 26,016.50                | 48,026.45             | 37,502.19             |
| 5030     | White Horse Park Revenue                      | 262,260.00            | 262,260.00            | .00                 |            | 131,130.00               | 256,680.00            | 249,240.00            |
| 5040     | Hook-Ups                                      | 105,000.00            | 105,000.00            | .00                 |            | 59,193.00                | 94,975.00             | 103,465.00            |
| 5825     | Future Capital Development Reven              | .00                   | .00                   | .00                 |            | 12,350.00                | 29,754.00             | 32,406.00             |
|          | <i>Charges for Services Totals</i>            | \$7,414,426.00        | \$7,410,441.00        | \$3,985.00          | 0%         | \$3,893,812.16           | \$7,234,927.62        | \$7,008,320.15        |
|          | <i>Interest &amp; Penalties</i>               |                       |                       |                     |            |                          |                       |                       |
| 4700     | Interest On Investments                       | .00                   | .00                   | .00                 |            | .00                      | 32.57                 | 76.96                 |
| 4710     | Penalty/Fees                                  | 83,000.00             | 83,000.00             | .00                 |            | 2,675.41                 | 68,128.85             | 82,867.65             |
|          | <i>Interest &amp; Penalties Totals</i>        | \$83,000.00           | \$83,000.00           | \$0.00              | 0%         | \$2,675.41               | \$68,161.42           | \$82,944.61           |
|          | <i>Other Revenue</i>                          |                       |                       |                     |            |                          |                       |                       |
| 5042     | Equity Contribution                           | 85,000.00             | 85,000.00             | .00                 |            | 95,337.86                | 543,565.72            | 581,900.72            |
| 5850     | Other Revenue                                 | 100,000.00            | 30,000.00             | 70,000.00           | 233        | 290,416.09               | 139,578.63            | 127,248.49            |
| 5875     | Rent/Overhead Reimbursement                   | 30,000.00             | 30,000.00             | .00                 |            | .00                      | 28,000.00             | 28,000.00             |
|          | <i>Other Revenue Totals</i>                   | \$215,000.00          | \$145,000.00          | \$70,000.00         | 48%        | \$385,753.95             | \$711,144.35          | \$737,149.21          |
|          | <i>Transfers In</i>                           |                       |                       |                     |            |                          |                       |                       |
| 5975.100 | Transfers From (To) Reserve                   | (3,095.00)            | (101,210.00)          | 98,115.00           | (97)       | .00                      | .00                   | .00                   |
|          | <i>Transfers In Totals</i>                    | (\$3,095.00)          | (\$101,210.00)        | \$98,115.00         | (97%)      | \$0.00                   | \$0.00                | \$0.00                |
|          | <i>Debt Service Revenue</i>                   |                       |                       |                     |            |                          |                       |                       |
| 5980     | Front Foot/EDU Revenue                        | .00                   | .00                   | .00                 |            | (37.00)                  | .00                   | .00                   |
|          | <i>Debt Service Revenue Totals</i>            | \$0.00                | \$0.00                | \$0.00              | +++        | (\$37.00)                | \$0.00                | \$0.00                |
|          | <b>REVENUE TOTALS</b>                         | <b>\$7,709,331.00</b> | <b>\$7,537,231.00</b> | <b>\$172,100.00</b> | <b>2%</b>  | <b>\$4,282,204.52</b>    | <b>\$8,014,233.39</b> | <b>\$7,839,141.74</b> |

3 - 23

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                                  | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance          | % Variance  | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|--|--|-----------------------|-----------------------|----------------------|-------------|--------------------------|-----------------------|-----------------------|
| <b>Fund 555 - Ocean Pines</b>          |  |                       |                       |                      |             |                          |                       |                       |
| <b>EXPENSE</b>                         |  |                       |                       |                      |             |                          |                       |                       |
| <i>Personnel Services</i>              |  |                       |                       |                      |             |                          |                       |                       |
| 6000.100                               | Personnel Services Salaries                          | 1,778,975.00          | 1,753,230.00          | 25,745.00            | 1           | 786,497.56               | 1,565,877.91          | 1,615,781.06          |
| 6000.200                               | Personnel Services Salaries-Support Group            | 168,573.00            | 160,842.00            | 7,731.00             | 5           | 93,314.29                | 108,354.57            | 83,021.73             |
| 6000.300                               | Personnel Services Salaries-Construction             | 316,137.00            | 426,117.00            | (109,980.00)         | (26)        | 191,176.98               | 383,080.21            | 431,749.26            |
| 6000.400                               | Personnel Services Overtime Pay                      | 62,000.00             | 52,000.00             | 10,000.00            | 19          | 41,909.59                | 51,912.47             | 51,673.87             |
| 6010.100                               | Benefits Fica & Fringe Benefits                      | 1,245,199.00          | 1,268,135.00          | (22,936.00)          | (2)         | 329,662.00               | 1,000,066.90          | 1,078,376.86          |
| 6010.900                               | Benefits OPEB contribution                           | 169,779.00            | 172,891.00            | (3,112.00)           | (2)         | .00                      | 141,338.69            | 144,008.07            |
| <i>Personnel Services Totals</i>       |  | <b>\$3,740,663.00</b> | <b>\$3,833,215.00</b> | <b>(\$92,552.00)</b> | <b>(2%)</b> | <b>\$1,442,560.42</b>    | <b>\$3,250,630.75</b> | <b>\$3,404,610.85</b> |
| <i>Supplies &amp; Materials</i>        |  |                       |                       |                      |             |                          |                       |                       |
| 6100.010                               | Administrative Expense Administrative Expenses       | 56,000.00             | 56,000.00             | .00                  |             | 19,051.08                | 66,158.72             | 70,668.99             |
| 6110.060                               | Supplies & Equipment Chemicals                       | 375,000.00            | 315,000.00            | 60,000.00            | 19          | 191,944.49               | 360,910.59            | 369,099.12            |
| 6110.090                               | Supplies & Equipment Computers & Printers            | 2,751.00              | .00                   | 2,751.00             |             | .00                      | 1,012.00              | 1,276.85              |
| 6110.290                               | Supplies & Equipment Other Office Equipment          | 5,000.00              | 5,000.00              | .00                  |             | 450.38                   | 688.86                | 1,704.40              |
| 6110.340                               | Supplies & Equipment Safety Program Equipment        | 20,504.00             | 19,504.00             | 1,000.00             | 5           | 11,416.88                | 33,851.33             | 11,182.85             |
| 6110.390                               | Supplies & Equipment Small Equipment                 | .00                   | .00                   | .00                  |             | 75.69                    | 2,063.25              | 3,477.84              |
| 6110.420                               | Supplies & Equipment Tools & Supplies                | 6,500.00              | 7,500.00              | (1,000.00)           | (13)        | 529.56                   | 6,584.74              | 6,802.54              |
| 6130.045                               | Equipment Maintenance Other Equipment Maint/Repair   | .00                   | 8,000.00              | (8,000.00)           | (100)       | .00                      | 9,711.16              | 10,797.38             |
| 6150.050                               | Uniforms & Personal Equipment Uniforms               | 12,252.00             | 12,252.00             | .00                  |             | 4,076.81                 | 9,534.27              | 10,814.13             |
| 6200.010                               | Other Supplies & Materials Lab Testing               | 31,000.00             | 35,000.00             | (4,000.00)           | (11)        | 9,898.22                 | 35,889.00             | 33,902.65             |
| 6200.030                               | Other Supplies & Materials Testing Supplies          | 15,000.00             | 15,000.00             | .00                  |             | 5,992.28                 | 8,845.74              | 10,158.52             |
| <i>Supplies &amp; Materials Totals</i> |  | <b>\$524,007.00</b>   | <b>\$473,256.00</b>   | <b>\$50,751.00</b>   | <b>11%</b>  | <b>\$243,435.39</b>      | <b>\$535,249.66</b>   | <b>\$529,885.27</b>   |
| <i>Maintenance &amp; Services</i>      |  |                       |                       |                      |             |                          |                       |                       |
| 6500.010                               | Systems Maintenance Collection System Maintenance    | 270,000.00            | 270,000.00            | .00                  |             | 127,158.86               | 285,072.38            | 296,861.78            |
| 6500.020                               | Systems Maintenance Water Plant/System Maint         | 350,500.00            | 290,500.00            | 60,000.00            | 21          | 226,229.91               | 313,256.59            | 223,342.63            |
| 6500.030                               | Systems Maintenance Wastewater Treatment Plant Maint | 129,900.00            | 126,900.00            | 3,000.00             | 2           | 45,577.28                | 118,444.04            | 145,187.84            |
| 6500.040                               | Systems Maintenance WWW Paving                       | 85,000.00             | 85,000.00             | .00                  |             | 20,854.81                | 51,656.50             | 100,175.58            |
| 6500.070                               | Systems Maintenance Contractor Water Install/Repair  | 100,000.00            | 100,000.00            | .00                  |             | 184,920.00               | 52,612.00             | 7,200.00              |
| 6500.075                               | Systems Maintenance Contractor Sewer Install/Repair  | 50,000.00             | 50,000.00             | .00                  |             | 19,120.17                | 53,132.50             | 38,424.29             |
| 6530.100                               | Consulting Services Professional Fees                | 14,700.00             | 61,700.00             | (47,000.00)          | (76)        | .00                      | 14,479.75             | 13,879.75             |
| 6540.020                               | Vehicle Operating Expenses Fuel - WC Fleet           | 69,500.00             | 69,500.00             | .00                  |             | 20,213.99                | 51,092.65             | 54,750.80             |
| 6540.030                               | Vehicle Operating Expenses Vehicle Maintenance       | 28,000.00             | 28,000.00             | .00                  |             | 24,290.27                | 30,236.50             | 27,752.76             |

ITEM 3

3  
24



# Budget Worksheet Report

Budget Year 2022

| Account                                  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance         | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|--|--|-----------------------|-----------------------|---------------------|------------|--------------------------|-----------------------|-----------------------|
| <b>Fund 555 - Ocean Pines</b>            |  |                       |                       |                     |            |                          |                       |                       |
| <b>EXPENSE</b>                           |  |                       |                       |                     |            |                          |                       |                       |
| <i>Maintenance &amp; Services</i>        |  |                       |                       |                     |            |                          |                       |                       |
| 6540.090                                 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 22,712.00             | 21,042.00             | 1,670.00            | 8          | 6.29                     | 37,173.57             | 18,053.44             |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance   | 46,000.00             | 46,000.00             | .00                 |            | 20,193.70                | 57,197.96             | 29,208.18             |
| 6550.060                                 | Building Site Expenses Electricity                       | 675,000.00            | 675,000.00            | .00                 |            | 235,222.90               | 691,618.59            | 648,258.61            |
| 6550.270                                 | Building Site Expenses Telephone                         | 24,600.00             | 24,600.00             | .00                 |            | 9,378.06                 | 19,621.10             | 22,262.30             |
| 6700.400                                 | Other Maint. & Svcs State Waste Water Sludge Fees        | 5,000.00              | 3,000.00              | 2,000.00            | 67         | 2,173.10                 | 2,613.30              | 1,932.85              |
| 6700.500                                 | Other Maint. & Svcs Water & Wastewater Construction      | 180,157.00            | 185,487.00            | (5,330.00)          | (3)        | .00                      | 120,668.95            | 290,601.20            |
| 6700.650                                 | Other Maint. & Svcs Tipping Fees                         | 150,000.00            | 75,000.00             | 75,000.00           | 100        | 89,900.78                | 140,371.07            | 66,795.60             |
| <i>Maintenance &amp; Services Totals</i> |  | <b>\$2,201,069.00</b> | <b>\$2,111,729.00</b> | <b>\$89,340.00</b>  | <b>4%</b>  | <b>\$1,025,240.12</b>    | <b>\$2,039,247.45</b> | <b>\$1,984,687.61</b> |
| <i>Other Charges</i>                     |  |                       |                       |                     |            |                          |                       |                       |
| 7000.060                                 | Travel, Training & Expense Educational Training          | 23,302.00             | 20,570.00             | 2,732.00            | 13         | 2,099.45                 | 6,449.43              | 8,803.27              |
| 7170.010                                 | Benefits & Insurance Allowance for COLA                  | 96,308.00             | .00                   | 96,308.00           |            | .00                      | .00                   | .00                   |
| 7170.100                                 | Benefits & Insurance Property & Liability Insurance      | 82,000.00             | 82,000.00             | .00                 |            | .00                      | 78,897.65             | 71,815.45             |
| <i>Other Charges Totals</i>              |  | <b>\$201,610.00</b>   | <b>\$102,570.00</b>   | <b>\$99,040.00</b>  | <b>97%</b> | <b>\$2,099.45</b>        | <b>\$85,347.08</b>    | <b>\$80,618.72</b>    |
| <i>Interfund Charges</i>                 |  |                       |                       |                     |            |                          |                       |                       |
| 8010.030                                 | Interfund Treasurer's Support - Salary                   | 118,365.00            | 113,812.00            | 4,553.00            | 4          | .00                      | 111,413.02            | 106,981.22            |
| 8010.040                                 | Interfund Treasurer's Support - Fringe                   | 53,336.00             | 51,284.00             | 2,052.00            | 4          | .00                      | 50,492.38             | 48,077.38             |
| 8010.050                                 | Interfund Public Works & Admin - Benefits                | 100,266.00            | 96,409.00             | 3,857.00            | 4          | .00                      | 95,485.50             | 90,649.86             |
| 8010.060                                 | Interfund Public Works & Admin - Salaries                | 222,515.00            | 213,956.00            | 8,559.00            | 4          | .00                      | 210,691.74            | 201,713.11            |
| <i>Interfund Charges Totals</i>          |  | <b>\$494,482.00</b>   | <b>\$475,461.00</b>   | <b>\$19,021.00</b>  | <b>4%</b>  | <b>\$0.00</b>            | <b>\$468,082.64</b>   | <b>\$447,421.57</b>   |
| <i>Capital Equipment</i>                 |  |                       |                       |                     |            |                          |                       |                       |
| 9010.010                                 | Capital Equipment New Vehicles                           | 95,000.00             | 66,000.00             | 29,000.00           | 44         | 37,956.00                | .00                   | .00                   |
| 9010.090                                 | Capital Equipment Other WWW Equipment                    | 452,500.00            | 475,000.00            | (22,500.00)         | (5)        | 265,268.31               | .00                   | .00                   |
| 9100.010                                 | Depreciation Depreciation Expense                        | .00                   | .00                   | .00                 |            | .00                      | 1,529,797.77          | 1,490,358.18          |
| <i>Capital Equipment Totals</i>          |  | <b>\$547,500.00</b>   | <b>\$541,000.00</b>   | <b>\$6,500.00</b>   | <b>1%</b>  | <b>\$303,224.31</b>      | <b>\$1,529,797.77</b> | <b>\$1,490,358.18</b> |
| <b>EXPENSE TOTALS</b>                    |  | <b>\$7,709,331.00</b> | <b>\$7,537,231.00</b> | <b>\$172,100.00</b> | <b>2%</b>  | <b>\$3,016,559.69</b>    | <b>\$7,908,355.35</b> | <b>\$7,937,582.20</b> |
| <b>Fund 555 - Ocean Pines Totals</b>     |  |                       |                       |                     |            |                          |                       |                       |
| <b>REVENUE TOTALS</b>                    |  | <b>\$7,709,331.00</b> | <b>\$7,537,231.00</b> | <b>\$172,100.00</b> | <b>2%</b>  | <b>\$4,282,204.52</b>    | <b>\$8,014,233.39</b> | <b>\$7,839,141.74</b> |
| <b>EXPENSE TOTALS</b>                    |  | <b>\$7,709,331.00</b> | <b>\$7,537,231.00</b> | <b>\$172,100.00</b> | <b>2%</b>  | <b>\$3,016,559.69</b>    | <b>\$7,908,355.35</b> | <b>\$7,937,582.20</b> |
| <b>Fund 555 - Ocean Pines Totals</b>     |  | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>+++</b> | <b>\$1,265,644.83</b>    | <b>\$105,878.04</b>   | <b>(\$98,440.46)</b>  |
| <b>Net Grand Totals</b>                  |  |                       |                       |                     |            |                          |                       |                       |
| <b>REVENUE GRAND TOTALS</b>              |  | <b>\$7,709,331.00</b> | <b>\$7,537,231.00</b> | <b>\$172,100.00</b> | <b>2%</b>  | <b>\$4,282,204.52</b>    | <b>\$8,014,233.39</b> | <b>\$7,839,141.74</b> |

3 - 25

ITEM 3



# Budget Worksheet Report

Budget Year 2022

|                      |                |                |              |     |                |                |                |
|----------------------|----------------|----------------|--------------|-----|----------------|----------------|----------------|
| EXPENSE GRAND TOTALS | \$7,709,331.00 | \$7,537,231.00 | \$172,100.00 | 2%  | \$3,016,559.69 | \$7,908,355.35 | \$7,937,582.20 |
| Net Grand Totals     | \$0.00         | \$0.00         | \$0.00       | +++ | \$1,265,644.83 | \$105,878.04   | (\$98,440.46)  |



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance        | % Variance  | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|--|-----------------------|---------------------|--------------------|-------------|--------------------------|---------------------|---------------------|
| <b>Fund 520 - Assateague Point</b>     |  |                       |                     |                    |             |                          |                     |                     |
| <b>REVENUE</b>                         |  |                       |                     |                    |             |                          |                     |                     |
| <i>Charges for Services</i>            |  |                       |                     |                    |             |                          |                     |                     |
| 5000.100                               | Domestic Water Service                         | 47,250.00             | 47,215.00           | 35.00              |             | 23,625.00                | 47,250.00           | 44,625.00           |
| 5005.100                               | Commercial Water Service                       | 900.00                | 850.00              | 50.00              | 6           | 450.00                   | 900.00              | 850.00              |
| 5010.100                               | Domestic Sewer Service                         | 187,272.00            | 187,465.00          | (193.00)           |             | 93,917.00                | 187,693.50          | 177,785.00          |
| 5015.100                               | Commercial Sewer Service                       | 17,010.00             | 17,010.00           | .00                |             | 8,505.00                 | 17,010.00           | 16,065.00           |
| 5040                                   | Hook-Ups                                       | .00                   | .00                 | .00                |             | .00                      | 2,675.00            | 6,800.00            |
| 5856                                   | Grinder Pump Surcharge                         | 6,700.00              | 6,700.00            | .00                |             | 3,400.00                 | 4,065.00            | 2,690.00            |
| <i>Charges for Services Totals</i>     |  | <b>\$259,132.00</b>   | <b>\$259,240.00</b> | <b>(\$108.00)</b>  | <b>0%</b>   | <b>\$129,897.00</b>      | <b>\$259,593.50</b> | <b>\$248,815.00</b> |
| <i>Interest &amp; Penalties</i>        |  |                       |                     |                    |             |                          |                     |                     |
| 4710                                   | Penalty/Fees                                   | 3,750.00              | 3,750.00            | .00                |             | 25.00                    | 2,178.10            | 3,653.12            |
| <i>Interest &amp; Penalties Totals</i> |  | <b>\$3,750.00</b>     | <b>\$3,750.00</b>   | <b>\$0.00</b>      | <b>0%</b>   | <b>\$25.00</b>           | <b>\$2,178.10</b>   | <b>\$3,653.12</b>   |
| <i>Other Revenue</i>                   |  |                       |                     |                    |             |                          |                     |                     |
| 5850                                   | Other Revenue                                  | .00                   | .00                 | .00                |             | 400.45                   | 8,134.24            | 2,110.44            |
| <i>Other Revenue Totals</i>            |  | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>      | <b>+++</b>  | <b>\$400.45</b>          | <b>\$8,134.24</b>   | <b>\$2,110.44</b>   |
| <i>Transfers In</i>                    |  |                       |                     |                    |             |                          |                     |                     |
| 5975.100                               | Transfers From (To) Reserve                    | 41,752.00             | 14,997.00           | 26,755.00          | 178         | .00                      | .00                 | .00                 |
| <i>Transfers In Totals</i>             |  | <b>\$41,752.00</b>    | <b>\$14,997.00</b>  | <b>\$26,755.00</b> | <b>178%</b> | <b>\$0.00</b>            | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>REVENUE TOTALS</b>                  |  | <b>\$304,634.00</b>   | <b>\$277,987.00</b> | <b>\$26,647.00</b> | <b>10%</b>  | <b>\$130,322.45</b>      | <b>\$269,905.84</b> | <b>\$254,578.56</b> |
| <b>EXPENSE</b>                         |  |                       |                     |                    |             |                          |                     |                     |
| <i>Personnel Services</i>              |  |                       |                     |                    |             |                          |                     |                     |
| 6000.100                               | Personnel Services Salaries                    | 3,000.00              | 3,000.00            | .00                |             | 7,751.68                 | 1,237.11            | 2,159.76            |
| 6000.200                               | Personnel Services Salaries-Support Group      | 55,518.00             | 52,972.00           | 2,546.00           | 5           | 13,588.69                | 46,399.32           | 55,180.05           |
| 6000.300                               | Personnel Services Salaries-Construction       | 5,605.00              | 6,935.00            | (1,330.00)         | (19)        | 1,016.07                 | 9,174.60            | 7,030.55            |
| 6000.400                               | Personnel Services Overtime Pay                | 3,000.00              | 3,000.00            | .00                |             | 629.44                   | 3,295.70            | 6,640.39            |
| 6010.100                               | Benefits Fica & Fringe Benefits                | 35,789.00             | 35,120.00           | 669.00             | 2           | 7,409.69                 | 30,954.67           | 37,499.49           |
| 6010.900                               | Benefits OPEB contribution                     | 4,809.00              | 4,718.00            | 91.00              | 2           | .00                      | 3,691.82            | 4,088.68            |
| <i>Personnel Services Totals</i>       |  | <b>\$107,721.00</b>   | <b>\$105,745.00</b> | <b>\$1,976.00</b>  | <b>2%</b>   | <b>\$30,395.57</b>       | <b>\$94,753.22</b>  | <b>\$112,598.92</b> |
| <i>Supplies &amp; Materials</i>        |  |                       |                     |                    |             |                          |                     |                     |
| 6100.010                               | Administrative Expense Administrative Expenses | 7,600.00              | 7,600.00            | .00                |             | 521.61                   | 6,550.66            | 5,552.63            |
| 6110.060                               | Supplies & Equipment Chemicals                 | 13,000.00             | 13,000.00           | .00                |             | 1,936.62                 | 9,324.01            | 9,208.54            |
| 6110.090                               | Supplies & Equipment Computers & Printers      | 83.00                 | .00                 | 83.00              |             | .00                      | .00                 | 105.83              |
| 6110.340                               | Supplies & Equipment Safety Program Equipment  | 660.00                | 660.00              | .00                |             | .00                      | 655.48              | 496.05              |
| 6110.390                               | Supplies & Equipment Small Equipment           | .00                   | .00                 | .00                |             | .00                      | 906.18              | 1,476.00            |
| 6110.420                               | Supplies & Equipment Tools & Supplies          | 400.00                | 400.00              | .00                |             | 56.49                    | 396.98              | 353.08              |

3-27

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance       | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|--|-----------------------|---------------------|-------------------|------------|--------------------------|---------------------|---------------------|
| <b>Fund 520 - Assateague Point</b>       |  |                       |                     |                   |            |                          |                     |                     |
| <b>EXPENSE</b>                           |  |                       |                     |                   |            |                          |                     |                     |
| <i>Supplies &amp; Materials</i>          |  |                       |                     |                   |            |                          |                     |                     |
| 6150.050                                 | Uniforms & Personal Equipment Uniforms                   | 347.00                | 347.00              | .00               |            | .00                      | 275.92              | 394.16              |
| 6200.010                                 | Other Supplies & Materials Lab Testing                   | 5,000.00              | 5,000.00            | .00               |            | 2,240.00                 | 4,500.00            | 4,780.00            |
| 6200.030                                 | Other Supplies & Materials Testing Supplies              | 1,000.00              | 1,000.00            | .00               |            | .00                      | 533.18              | 1,065.37            |
| <i>Supplies &amp; Materials Totals</i>   |  | <b>\$28,090.00</b>    | <b>\$28,007.00</b>  | <b>\$83.00</b>    | <b>0%</b>  | <b>\$4,754.72</b>        | <b>\$23,142.41</b>  | <b>\$23,431.66</b>  |
| <i>Maintenance &amp; Services</i>        |  |                       |                     |                   |            |                          |                     |                     |
| 6500.010                                 | Systems Maintenance Collection System Maintenance        | 10,000.00             | 10,000.00           | .00               |            | 6,024.60                 | 22,389.65           | 7,845.55            |
| 6500.012                                 | Systems Maintenance Grinder Pump                         | 40,000.00             | 40,000.00           | .00               |            | 15,928.83                | 45,581.35           | 24,721.00           |
| 6500.020                                 | Systems Maintenance Water Plant/System Maint             | 4,000.00              | 4,000.00            | .00               |            | 1,540.72                 | 3,435.87            | 11,171.99           |
| 6500.030                                 | Systems Maintenance Wastewater Treatment Plant Maint     | 15,000.00             | 15,000.00           | .00               |            | 3,052.41                 | 10,724.62           | 13,329.53           |
| 6500.040                                 | Systems Maintenance WWW Paving                           | 2,000.00              | 2,000.00            | .00               |            | 283.50                   | 712.00              | 641.35              |
| 6500.070                                 | Systems Maintenance Contractor Water Install/Repair      | .00                   | .00                 | .00               |            | .00                      | 2,900.00            | .00                 |
| 6500.075                                 | Systems Maintenance Contractor Sewer Install/Repair      | .00                   | .00                 | .00               |            | 4,220.33                 | 2,005.00            | 5,090.00            |
| 6530.100                                 | Consulting Services Professional Fees                    | 980.00                | 980.00              | .00               |            | .00                      | 960.00              | 3,394.52            |
| 6540.090                                 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 7,480.00              | 6,930.00            | 550.00            | 8          | .00                      | 10,477.67           | 5,408.42            |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance   | 1,000.00              | 1,000.00            | .00               |            | 216.00                   | 789.63              | 919.98              |
| 6550.060                                 | Building Site Expenses Electricity                       | 25,000.00             | 25,000.00           | .00               |            | 7,052.15                 | 22,636.96           | 23,996.17           |
| 6550.270                                 | Building Site Expenses Telephone                         | 240.00                | 240.00              | .00               |            | .00                      | .00                 | .00                 |
| 6700.500                                 | Other Maint. & Svcs Water & Wastewater Construction      | 3,194.00              | 3,289.00            | (95.00)           | (3)        | .00                      | 2,901.37            | 5,912.99            |
| <i>Maintenance &amp; Services Totals</i> |  | <b>\$108,894.00</b>   | <b>\$108,439.00</b> | <b>\$455.00</b>   | <b>0%</b>  | <b>\$38,318.54</b>       | <b>\$125,514.12</b> | <b>\$102,431.50</b> |
| <i>Other Charges</i>                     |  |                       |                     |                   |            |                          |                     |                     |
| 7000.060                                 | Travel, Training & Expense Educational Training          | 363.00                | 451.00              | (88.00)           | (20)       | .00                      | 112.06              | 519.05              |
| 7170.010                                 | Benefits & Insurance Allowance for COLA                  | 3,025.00              | .00                 | 3,025.00          |            | .00                      | .00                 | .00                 |
| 7170.100                                 | Benefits & Insurance Property & Liability Insurance      | 5,500.00              | 5,500.00            | .00               |            | .00                      | 4,906.62            | 4,411.26            |
| <i>Other Charges Totals</i>              |  | <b>\$8,888.00</b>     | <b>\$5,951.00</b>   | <b>\$2,937.00</b> | <b>49%</b> | <b>\$0.00</b>            | <b>\$5,018.68</b>   | <b>\$4,930.31</b>   |
| <i>Interfund Charges</i>                 |  |                       |                     |                   |            |                          |                     |                     |
| 8010.030                                 | Interfund Treasurer's Support - Salary                   | 7,891.00              | 7,587.00            | 304.00            | 4          | .00                      | 7,469.02            | 7,171.93            |
| 8010.040                                 | Interfund Treasurer's Support - Fringe                   | 3,556.00              | 3,419.00            | 137.00            | 4          | .00                      | 3,384.98            | 3,223.06            |
| 8010.050                                 | Interfund Public Works & Admin - Benefits                | 6,087.00              | 5,852.00            | 235.00            | 4          | .00                      | 5,788.50            | 5,495.37            |
| 8010.060                                 | Interfund Public Works & Admin - Salaries                | 13,507.00             | 12,987.00           | 520.00            | 4          | .00                      | 12,772.50           | 12,228.22           |
| <i>Interfund Charges Totals</i>          |  | <b>\$31,041.00</b>    | <b>\$29,845.00</b>  | <b>\$1,196.00</b> | <b>4%</b>  | <b>\$0.00</b>            | <b>\$29,415.00</b>  | <b>\$28,118.58</b>  |

3-28

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                   | Account Description                   | 2022 Committee Review | 2021 Adopted Budget | \$ Variance        | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount   | 2019 Actual Amount   |
|---|---------------------------------------|-----------------------|---------------------|--------------------|------------|--------------------------|----------------------|----------------------|
| <b>Fund 520 - Assateague Point</b>        |                                       |                       |                     |                    |            |                          |                      |                      |
| EXPENSE                                   |                                       |                       |                     |                    |            |                          |                      |                      |
| <i>Capital Equipment</i>                  |                                       |                       |                     |                    |            |                          |                      |                      |
| 9010.090                                  | Capital Equipment Other WWW Equipment | 20,000.00             | .00                 | 20,000.00          |            | .00                      | .00                  | .00                  |
| 9100.010                                  | Depreciation Depreciation Expense     | .00                   | .00                 | .00                |            | .00                      | 79,004.46            | 79,004.46            |
| <i>Capital Equipment Totals</i>           |                                       | <u>\$20,000.00</u>    | <u>\$0.00</u>       | <u>\$20,000.00</u> | <u>+++</u> | <u>\$0.00</u>            | <u>\$79,004.46</u>   | <u>\$79,004.46</u>   |
| EXPENSE TOTALS                            |                                       | <u>\$304,634.00</u>   | <u>\$277,987.00</u> | <u>\$26,647.00</u> | <u>10%</u> | <u>\$73,468.83</u>       | <u>\$356,847.89</u>  | <u>\$350,515.43</u>  |
| <b>Fund 520 - Assateague Point Totals</b> |                                       |                       |                     |                    |            |                          |                      |                      |
| REVENUE TOTALS                            |                                       | \$304,634.00          | \$277,987.00        | \$26,647.00        | 10%        | \$130,322.45             | \$269,905.84         | \$254,578.56         |
| EXPENSE TOTALS                            |                                       | \$304,634.00          | \$277,987.00        | \$26,647.00        | 10%        | \$73,468.83              | \$356,847.89         | \$350,515.43         |
| <b>Fund 520 - Assateague Point Totals</b> |                                       | <u>\$0.00</u>         | <u>\$0.00</u>       | <u>\$0.00</u>      | <u>+++</u> | <u>\$56,853.62</u>       | <u>(\$86,942.05)</u> | <u>(\$95,936.87)</u> |
| Net Grand Totals                          |                                       |                       |                     |                    |            |                          |                      |                      |
| REVENUE GRAND TOTALS                      |                                       | \$304,634.00          | \$277,987.00        | \$26,647.00        | 10%        | \$130,322.45             | \$269,905.84         | \$254,578.56         |
| EXPENSE GRAND TOTALS                      |                                       | \$304,634.00          | \$277,987.00        | \$26,647.00        | 10%        | \$73,468.83              | \$356,847.89         | \$350,515.43         |
| <b>Net Grand Totals</b>                   |                                       | <u>\$0.00</u>         | <u>\$0.00</u>       | <u>\$0.00</u>      | <u>+++</u> | <u>\$56,853.62</u>       | <u>(\$86,942.05)</u> | <u>(\$95,936.87)</u> |



# Budget Worksheet Report

Budget Year 2022

| Account                         | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance     | % Variance    | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|---------------------------------|--|-----------------------|---------------------|-----------------|---------------|--------------------------|--------------------|--------------------|
| Fund 525 -                      | <b>Bridgetown</b>                              |                       |                     |                 |               |                          |                    |                    |
| <b>REVENUE</b>                  |  |                       |                     |                 |               |                          |                    |                    |
| <i>Charges for Services</i>     |  |                       |                     |                 |               |                          |                    |                    |
| 5000.100                        | Domestic Water Service                         | 11,700.00             | 11,700.00           | .00             |               | 5,850.00                 | 11,700.00          | 10,475.00          |
| 5005.100                        | Commercial Water Service                       | 630.00                | 630.00              | .00             |               | 315.00                   | 589.00             | 550.00             |
| 5005.200                        | Commercial Water Usage                         | 1,000.00              | 1,000.00            | .00             |               | 1,119.01                 | 1,004.20           | 938.30             |
| 5040                            | Hook-Ups                                       | .00                   | .00                 | .00             |               | .00                      | .00                | 1,718.00           |
|                                 | <i>Charges for Services Totals</i>             | <b>\$13,330.00</b>    | <b>\$13,330.00</b>  | <b>\$0.00</b>   | <b>0%</b>     | <b>\$7,284.01</b>        | <b>\$13,293.20</b> | <b>\$13,681.30</b> |
| <i>Interest &amp; Penalties</i> |  |                       |                     |                 |               |                          |                    |                    |
| 4710                            | Penalty/Fees                                   | 550.00                | 550.00              | .00             |               | .00                      | 459.26             | 471.87             |
|                                 | <i>Interest &amp; Penalties Totals</i>         | <b>\$550.00</b>       | <b>\$550.00</b>     | <b>\$0.00</b>   | <b>0%</b>     | <b>\$0.00</b>            | <b>\$459.26</b>    | <b>\$471.87</b>    |
| <i>Operating Grant</i>          |  |                       |                     |                 |               |                          |                    |                    |
| 5815                            | Operating Grant                                | 30,000.00             | 30,000.00           | .00             |               | 30,000.00                | 28,000.00          | 26,000.00          |
|                                 | <i>Operating Grant Totals</i>                  | <b>\$30,000.00</b>    | <b>\$30,000.00</b>  | <b>\$0.00</b>   | <b>0%</b>     | <b>\$30,000.00</b>       | <b>\$28,000.00</b> | <b>\$26,000.00</b> |
| <i>Other Revenue</i>            |  |                       |                     |                 |               |                          |                    |                    |
| 5850                            | Other Revenue                                  | .00                   | .00                 | .00             |               | 30.55                    | 132.72             | 153.82             |
|                                 | <i>Other Revenue Totals</i>                    | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>   | <b>+++</b>    | <b>\$30.55</b>           | <b>\$132.72</b>    | <b>\$153.82</b>    |
| <i>Transfers In</i>             |  |                       |                     |                 |               |                          |                    |                    |
| 5975.100                        | Transfers From (To) Reserve                    | 93.00                 | (83.00)             | 176.00          | (212)         | .00                      | .00                | .00                |
|                                 | <i>Transfers In Totals</i>                     | <b>\$93.00</b>        | <b>(\$83.00)</b>    | <b>\$176.00</b> | <b>(212%)</b> | <b>\$0.00</b>            | <b>\$0.00</b>      | <b>\$0.00</b>      |
|                                 | <b>REVENUE TOTALS</b>                          | <b>\$43,973.00</b>    | <b>\$43,797.00</b>  | <b>\$176.00</b> | <b>0%</b>     | <b>\$37,314.56</b>       | <b>\$41,885.18</b> | <b>\$40,306.99</b> |
| <b>EXPENSE</b>                  |  |                       |                     |                 |               |                          |                    |                    |
| <i>Personnel Services</i>       |  |                       |                     |                 |               |                          |                    |                    |
| 6000.200                        | Personnel Services Salaries-Support Group      | 4,038.00              | 3,853.00            | 185.00          | 5             | 2,075.91                 | 3,266.31           | 5,113.97           |
| 6000.300                        | Personnel Services Salaries-Construction       | 747.00                | 925.00              | (178.00)        | (19)          | 342.16                   | 34.51              | 824.55             |
| 6000.400                        | Personnel Services Overtime Pay                | .00                   | .00                 | .00             |               | .00                      | .00                | 28.19              |
| 6010.100                        | Benefits Fica & Fringe Benefits                | 2,682.00              | 2,677.00            | 5.00            |               | 953.30                   | 2,122.01           | 3,520.18           |
| 6010.900                        | Benefits OPEB contribution                     | 359.00                | 358.00              | 1.00            |               | .00                      | 212.56             | 384.43             |
|                                 | <i>Personnel Services Totals</i>               | <b>\$7,826.00</b>     | <b>\$7,813.00</b>   | <b>\$13.00</b>  | <b>0%</b>     | <b>\$3,371.37</b>        | <b>\$5,635.39</b>  | <b>\$9,871.32</b>  |
| <i>Supplies &amp; Materials</i> |  |                       |                     |                 |               |                          |                    |                    |
| 6100.010                        | Administrative Expense Administrative Expenses | 515.00                | 515.00              | .00             |               | 33.52                    | 460.41             | 417.05             |
| 6110.090                        | Supplies & Equipment Computers & Printers      | 6.00                  | .00                 | 6.00            |               | .00                      | .00                | 9.83               |
| 6110.340                        | Supplies & Equipment Safety Program Equipment  | 48.00                 | 48.00               | .00             |               | .00                      | 41.08              | 40.46              |
| 6110.390                        | Supplies & Equipment Small Equipment           | .00                   | .00                 | .00             |               | .00                      | 16.92              | 41.66              |
| 6150.050                        | Uniforms & Personal Equipment Uniforms         | 25.00                 | 25.00               | .00             |               | .00                      | 19.44              | 36.63              |
| 6200.010                        | Other Supplies & Materials Lab Testing         | 500.00                | 500.00              | .00             |               | 125.00                   | 275.00             | 250.00             |
| 6200.030                        | Other Supplies & Materials Testing Supplies    | .00                   | .00                 | .00             |               | .00                      | 20.35              | .00                |

\$





# Budget Worksheet Report

Budget Year 2022

| Account                       | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|-------------------------------|--|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| Fund 525 - Briddletown        |  |                       |                     |             |            |                          |                    |                    |
|                               | EXPENSE  |                       |                     |             |            |                          |                    |                    |
|                               | Supplies & Materials                                     |                       |                     |             |            |                          |                    |                    |
|                               | <i>Supplies &amp; Materials Totals</i>                   | \$1,094.00            | \$1,088.00          | \$6.00      | 1%         | \$158.52                 | \$833.20           | \$795.63           |
|                               | Maintenance & Services                                   |                       |                     |             |            |                          |                    |                    |
| 6500.020                      | Systems Maintenance Water Plant/System Maint             | 2,000.00              | 2,000.00            | .00         |            | .00                      | 6.64               | 1,821.24           |
| 6530.100                      | Consulting Services Professional Fees                    | 74.00                 | 74.00               | .00         |            | .00                      | 72.00              | 69.00              |
| 6540.090                      | Vehicle Operating Expenses Vehicle/Equip - Support Group | 544.00                | 504.00              | 40.00       | 8          | .00                      | 713.69             | 475.51             |
| 6550.020                      | Building Site Expenses Buildings & Grounds Maintenance   | .00                   | 150.00              | (150.00)    | (100)      | .00                      | 148.27             | .00                |
| 6550.060                      | Building Site Expenses Electricity                       | .00                   | .00                 | .00         |            | .00                      | 51.45              | 228.30             |
| 6550.270                      | Building Site Expenses Telephone                         | 18.00                 | 18.00               | .00         |            | .00                      | .00                | .00                |
| 6700.200                      | Other Maint. & Svcs Payment to Water Utility             | 30,000.00             | 30,000.00           | .00         |            | 9,114.20                 | 27,055.66          | 28,149.48          |
| 6700.500                      | Other Maint. & Svcs Water & Wastewater Construction      | 426.00                | 439.00              | (13.00)     | (3)        | .00                      | 10.91              | 554.56             |
|                               | <i>Maintenance &amp; Services Totals</i>                 | \$33,062.00           | \$33,185.00         | (\$123.00)  | 0%         | \$9,114.20               | \$28,058.62        | \$31,298.09        |
|                               | Other Charges  |                       |                     |             |            |                          |                    |                    |
| 7000.060                      | Travel, Training & Expense Educational Training          | 26.00                 | 33.00               | (7.00)      | (21)       | .00                      | 7.90               | 48.23              |
| 7170.010                      | Benefits & Insurance Allowance for COLA                  | 230.00                | .00                 | 230.00      |            | .00                      | .00                | .00                |
| 7170.100                      | Benefits & Insurance Property & Liability Insurance      | 300.00                | 300.00              | .00         |            | .00                      | 177.36             | 159.61             |
|                               | <i>Other Charges Totals</i>                              | \$556.00              | \$333.00            | \$223.00    | 67%        | \$0.00                   | \$185.26           | \$207.84           |
|                               | Interfund Charges  |                       |                     |             |            |                          |                    |                    |
| 8010.030                      | Interfund Treasurer's Support - Salary                   | 527.00                | 506.00              | 21.00       | 4          | .00                      | 497.94             | 478.14             |
| 8010.040                      | Interfund Treasurer's Support - Fringe                   | 238.00                | 228.00              | 10.00       | 4          | .00                      | 225.68             | 214.88             |
| 8010.050                      | Interfund Public Works & Admin - Benefits                | 208.00                | 200.00              | 8.00        | 4          | .00                      | 197.90             | 187.88             |
| 8010.060                      | Interfund Public Works & Admin - Salaries                | 462.00                | 444.00              | 18.00       | 4          | .00                      | 436.66             | 418.05             |
|                               | <i>Interfund Charges Totals</i>                          | \$1,435.00            | \$1,378.00          | \$57.00     | 4%         | \$0.00                   | \$1,358.18         | \$1,298.95         |
|                               | Capital Equipment  |                       |                     |             |            |                          |                    |                    |
| 9100.010                      | Depreciation Depreciation Expense                        | .00                   | .00                 | .00         |            | .00                      | 11,296.10          | 11,296.10          |
|                               | <i>Capital Equipment Totals</i>                          | \$0.00                | \$0.00              | \$0.00      | +++        | \$0.00                   | \$11,296.10        | \$11,296.10        |
|                               | EXPENSE TOTALS   | \$43,973.00           | \$43,797.00         | \$176.00    | 0%         | \$12,644.09              | \$47,366.75        | \$54,767.93        |
| Fund 525 - Briddletown Totals |  |                       |                     |             |            |                          |                    |                    |
|                               | REVENUE TOTALS   | \$43,973.00           | \$43,797.00         | \$176.00    | 0%         | \$37,314.56              | \$41,885.18        | \$40,306.99        |
|                               | EXPENSE TOTALS   | \$43,973.00           | \$43,797.00         | \$176.00    | 0%         | \$12,644.09              | \$47,366.75        | \$54,767.93        |
| Fund 525 - Briddletown Totals |  | \$0.00                | \$0.00              | \$0.00      | +++        | \$24,670.47              | (\$5,481.57)       | (\$14,460.94)      |

3 - 31

ITEM 3



# Budget Worksheet Report

Budget Year 2022

|                      |             |             |          |     |             |              |               |
|----------------------|-------------|-------------|----------|-----|-------------|--------------|---------------|
| Net Grand Totals     |             |             |          |     |             |              |               |
| REVENUE GRAND TOTALS | \$43,973.00 | \$43,797.00 | \$176.00 | 0%  | \$37,314.56 | \$41,885.18  | \$40,306.99   |
| EXPENSE GRAND TOTALS | \$43,973.00 | \$43,797.00 | \$176.00 | 0%  | \$12,644.09 | \$47,366.75  | \$54,767.93   |
| Net Grand Totals     | \$0.00      | \$0.00      | \$0.00   | +++ | \$24,670.47 | (\$5,481.57) | (\$14,460.94) |



# Budget Worksheet Report

Budget Year 2022

| Account                           | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance          | % Variance    | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|-----------------------------------|--|-----------------------|---------------------|----------------------|---------------|--------------------------|---------------------|---------------------|
| <b>Fund 530 - Edgewater Acres</b> |  |                       |                     |                      |               |                          |                     |                     |
| <b>REVENUE</b>                    |  |                       |                     |                      |               |                          |                     |                     |
| <i>Charges for Services</i>       |  |                       |                     |                      |               |                          |                     |                     |
| 5000.100                          | Domestic Water Service                         | 56,360.00             | 55,640.00           | 720.00               | 1             | 28,180.00                | 51,640.00           | 49,580.00           |
| 5000.200                          | Domestic Water Usage                           | 44,000.00             | 44,000.00           | .00                  |               | 34,422.86                | 43,358.69           | 42,260.29           |
| 5010.100                          | Domestic Sewer Service                         | 142,552.00            | 141,052.00          | 1,500.00             | 1             | 71,276.00                | 133,052.00          | 133,332.00          |
| 5020                              | Additional Assessments                         | .00                   | .00                 | .00                  |               | .00                      | 900.00              | 900.00              |
| 5040                              | Hook-Ups                                       | .00                   | .00                 | .00                  |               | 2,675.00                 | .00                 | .00                 |
|                                   | <i>Charges for Services Totals</i>             | <b>\$242,912.00</b>   | <b>\$240,692.00</b> | <b>\$2,220.00</b>    | <b>1%</b>     | <b>\$136,553.86</b>      | <b>\$228,950.69</b> | <b>\$226,072.29</b> |
| <i>Interest &amp; Penalties</i>   |  |                       |                     |                      |               |                          |                     |                     |
| 4710                              | Penalty/Fees                                   | 2,000.00              | 2,000.00            | .00                  |               | 50.00                    | 1,534.38            | 2,189.18            |
|                                   | <i>Interest &amp; Penalties Totals</i>         | <b>\$2,000.00</b>     | <b>\$2,000.00</b>   | <b>\$0.00</b>        | <b>0%</b>     | <b>\$50.00</b>           | <b>\$1,534.38</b>   | <b>\$2,189.18</b>   |
| <i>Transfers In</i>               |  |                       |                     |                      |               |                          |                     |                     |
| 5975.100                          | Transfers From (To) Reserve                    | (12,337.00)           | 6,324.00            | (18,661.00)          | (295)         | .00                      | .00                 | .00                 |
|                                   | <i>Transfers In Totals</i>                     | <b>(\$12,337.00)</b>  | <b>\$6,324.00</b>   | <b>(\$18,661.00)</b> | <b>(295%)</b> | <b>\$0.00</b>            | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <i>Debt Service Revenue</i>       |  |                       |                     |                      |               |                          |                     |                     |
| 5980                              | Front Foot/EDU Revenue                         | 865.00                | 875.00              | (10.00)              | (1)           | 432.12                   | 864.24              | 869.24              |
|                                   | <i>Debt Service Revenue Totals</i>             | <b>\$865.00</b>       | <b>\$875.00</b>     | <b>(\$10.00)</b>     | <b>(1%)</b>   | <b>\$432.12</b>          | <b>\$864.24</b>     | <b>\$869.24</b>     |
|                                   | <b>REVENUE TOTALS</b>                          | <b>\$233,440.00</b>   | <b>\$249,891.00</b> | <b>(\$16,451.00)</b> | <b>(7%)</b>   | <b>\$137,035.98</b>      | <b>\$231,349.31</b> | <b>\$229,130.71</b> |
| <b>EXPENSE</b>                    |  |                       |                     |                      |               |                          |                     |                     |
| <i>Personnel Services</i>         |  |                       |                     |                      |               |                          |                     |                     |
| 6000.100                          | Personnel Services Salaries                    | 500.00                | 500.00              | .00                  |               | 4,049.91                 | 468.67              | 512.61              |
| 6000.200                          | Personnel Services Salaries-Support Group      | 26,245.00             | 25,041.00           | 1,204.00             | 5             | 17,716.64                | 29,599.49           | 23,449.42           |
| 6000.300                          | Personnel Services Salaries-Construction       | 1,121.00              | 1,387.00            | (266.00)             | (19)          | 3,368.57                 | 554.06              | 2,092.66            |
| 6000.400                          | Personnel Services Overtime Pay                | 2,500.00              | 2,500.00            | .00                  |               | 515.15                   | 1,360.01            | .00                 |
| 6010.100                          | Benefits Fica & Fringe Benefits                | 15,401.00             | 14,885.00           | 516.00               | 3             | 7,217.94                 | 14,620.70           | 14,093.78           |
| 6010.900                          | Benefits OPEB contribution                     | 2,090.00              | 2,020.00            | 70.00                | 3             | .00                      | 1,976.03            | 1,651.25            |
|                                   | <i>Personnel Services Totals</i>               | <b>\$47,857.00</b>    | <b>\$46,333.00</b>  | <b>\$1,524.00</b>    | <b>3%</b>     | <b>\$32,868.21</b>       | <b>\$48,578.96</b>  | <b>\$41,799.72</b>  |
| <i>Supplies &amp; Materials</i>   |  |                       |                     |                      |               |                          |                     |                     |
| 6100.010                          | Administrative Expense Administrative Expenses | 2,075.00              | 2,075.00            | .00                  |               | .00                      | 1,628.06            | 1,731.95            |
| 6110.090                          | Supplies & Equipment Computers & Printers      | 39.00                 | .00                 | 39.00                |               | .00                      | .00                 | 45.05               |
| 6110.340                          | Supplies & Equipment Safety Program Equipment  | 312.00                | 312.00              | .00                  |               | .00                      | 820.54              | 185.37              |
| 6110.390                          | Supplies & Equipment Small Equipment           | .00                   | .00                 | .00                  |               | .00                      | 153.27              | 190.86              |
| 6150.050                          | Uniforms & Personal Equipment Uniforms         | 164.00                | 164.00              | .00                  |               | .00                      | 176.16              | 167.80              |
| 6200.010                          | Other Supplies & Materials Lab Testing         | 1,500.00              | 1,500.00            | .00                  |               | 125.00                   | 675.00              | 275.00              |
| 6200.030                          | Other Supplies & Materials Testing Supplies    | 250.00                | 250.00              | .00                  |               | 344.80                   | .00                 | 227.87              |

B  
33

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance   | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|--|--|-----------------------|---------------------|---------------|------------|--------------------------|--------------------|--------------------|
| <b>Fund 530 - Edgewater Acres</b>        |  |                       |                     |               |            |                          |                    |                    |
| <b>EXPENSE</b>                           |  |                       |                     |               |            |                          |                    |                    |
| <i>Supplies &amp; Materials</i>          |  |                       |                     |               |            |                          |                    |                    |
| <i>Supplies &amp; Materials Totals</i>   |  | \$4,340.00            | \$4,301.00          | \$39.00       | 1%         | \$469.80                 | \$3,453.03         | \$2,823.90         |
| <i>Maintenance &amp; Services</i>        |  |                       |                     |               |            |                          |                    |                    |
| 6500.010                                 | Systems Maintenance Collection System Maintenance        | 5,000.00              | 4,000.00            | 1,000.00      | 25         | 7,228.89                 | 1,354.40           | 3,566.57           |
| 6500.020                                 | Systems Maintenance Water Plant/System Maint             | 5,000.00              | 6,500.00            | (1,500.00)    | (23)       | 5,040.25                 | 2,480.56           | 897.40             |
| 6500.040                                 | Systems Maintenance WWW Paving                           | 500.00                | .00                 | 500.00        |            | .00                      | 900.00             | .00                |
| 6500.070                                 | Systems Maintenance Contractor Water Install/Repair      | .00                   | .00                 | .00           |            | 600.00                   | .00                | .00                |
| 6530.100                                 | Consulting Services Professional Fees                    | 368.00                | 368.00              | .00           |            | .00                      | 360.00             | 345.00             |
| 6540.090                                 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 3,536.00              | 3,276.00            | 260.00        | 8          | .00                      | 6,641.24           | 2,324.08           |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance   | 300.00                | 300.00              | .00           |            | .00                      | 57.60              | 38.53              |
| 6550.060                                 | Building Site Expenses Electricity                       | 6,500.00              | 6,500.00            | .00           |            | 1,058.48                 | 4,769.41           | 5,717.12           |
| 6550.270                                 | Building Site Expenses Telephone                         | 715.00                | 715.00              | .00           |            | 334.88                   | 660.61             | 633.26             |
| 6700.100                                 | Other Maint. & Svcs Payment to Sewer Utility             | 76,000.00             | 76,000.00           | .00           |            | 37,878.47                | 75,302.65          | 75,302.65          |
| 6700.200                                 | Other Maint. & Svcs Payment to Water Utility             | 67,000.00             | 67,000.00           | .00           |            | 30,516.23                | 69,524.86          | 48,847.11          |
| 6700.500                                 | Other Maint. & Svcs Water & Wastewater Construction      | 639.00                | 658.00              | (19.00)       | (3)        | .00                      | 175.22             | 1,407.43           |
| <i>Maintenance &amp; Services Totals</i> |  | \$165,558.00          | \$165,317.00        | \$241.00      | 0%         | \$82,657.20              | \$162,226.55       | \$139,079.15       |
| <i>Other Charges</i>                     |  |                       |                     |               |            |                          |                    |                    |
| 7000.060                                 | Travel, Training & Expense Educational Training          | 172.00                | 213.00              | (41.00)       | (19)       | .00                      | 71.54              | 220.96             |
| 7170.010                                 | Benefits & Insurance Allowance for COLA                  | 1,318.00              | .00                 | 1,318.00      |            | .00                      | .00                | .00                |
| 7170.100                                 | Benefits & Insurance Property & Liability Insurance      | 2,100.00              | 2,100.00            | .00           |            | .00                      | 1,912.73           | 1,719.25           |
| <i>Other Charges Totals</i>              |  | \$3,590.00            | \$2,313.00          | \$1,277.00    | 55%        | \$0.00                   | \$1,984.27         | \$1,940.21         |
| <i>Interfund Charges</i>                 |  |                       |                     |               |            |                          |                    |                    |
| 8010.030                                 | Interfund Treasurer's Support - Salary                   | 3,026.00              | 2,909.00            | 117.00        | 4          | .00                      | 2,863.12           | 2,749.21           |
| 8010.040                                 | Interfund Treasurer's Support - Fringe                   | 1,364.00              | 1,311.00            | 53.00         | 4          | .00                      | 1,297.54           | 1,235.53           |
| 8010.050                                 | Interfund Public Works & Admin - Benefits                | 2,394.00              | 2,301.00            | 93.00         | 4          | .00                      | 2,275.82           | 2,160.55           |
| 8010.060                                 | Interfund Public Works & Admin - Salaries                | 5,311.00              | 5,106.00            | 205.00        | 4          | .00                      | 5,021.68           | 4,807.67           |
| <i>Interfund Charges Totals</i>          |  | \$12,095.00           | \$11,627.00         | \$468.00      | 4%         | \$0.00                   | \$11,458.16        | \$10,952.96        |
| <i>Capital Equipment</i>                 |  |                       |                     |               |            |                          |                    |                    |
| 9010.090                                 | Capital Equipment Other WWW Equipment                    | .00                   | 20,000.00           | (20,000.00)   | (100)      | 11,544.15                | .00                | .00                |
| 9100.010                                 | Depreciation Depreciation Expense                        | .00                   | .00                 | .00           |            | .00                      | 4,370.16           | 4,370.24           |
| <i>Capital Equipment Totals</i>          |  | \$0.00                | \$20,000.00         | (\$20,000.00) | (100%)     | \$11,544.15              | \$4,370.16         | \$4,370.24         |

ITEM 3

3  
34



# Budget Worksheet Report

Budget Year 2022

| Account                    | Account Description  | 2022 Committee Review | 2021 Adopted Budget | \$ Variance   | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|----------------------------|----------------------|-----------------------|---------------------|---------------|------------|--------------------------|--------------------|--------------------|
| Fund 530 - Edgewater Acres |                      |                       |                     |               |            |                          |                    |                    |
|                            | EXPENSE TOTALS       | \$233,440.00          | \$249,891.00        | (\$16,451.00) | (7%)       | \$127,539.36             | \$232,071.13       | \$200,966.18       |
| Fund 530 - Edgewater Acres | Totals               |                       |                     |               |            |                          |                    |                    |
|                            | REVENUE TOTALS       | \$233,440.00          | \$249,891.00        | (\$16,451.00) | (7%)       | \$137,035.98             | \$231,349.31       | \$229,130.71       |
|                            | EXPENSE TOTALS       | \$233,440.00          | \$249,891.00        | (\$16,451.00) | (7%)       | \$127,539.36             | \$232,071.13       | \$200,966.18       |
| Fund 530 - Edgewater Acres | Totals               | \$0.00                | \$0.00              | \$0.00        | +++        | \$9,496.62               | (\$721.82)         | \$28,164.53        |
|                            | Net Grand Totals     |                       |                     |               |            |                          |                    |                    |
|                            | REVENUE GRAND TOTALS | \$233,440.00          | \$249,891.00        | (\$16,451.00) | (7%)       | \$137,035.98             | \$231,349.31       | \$229,130.71       |
|                            | EXPENSE GRAND TOTALS | \$233,440.00          | \$249,891.00        | (\$16,451.00) | (7%)       | \$127,539.36             | \$232,071.13       | \$200,966.18       |
|                            | Net Grand Totals     | \$0.00                | \$0.00              | \$0.00        | +++        | \$9,496.62               | (\$721.82)         | \$28,164.53        |



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance         | % Variance  | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|--|-----------------------|---------------------|---------------------|-------------|--------------------------|---------------------|---------------------|
| <b>Fund 535 - Landings</b>             |  |                       |                     |                     |             |                          |                     |                     |
| <b>REVENUE</b>                         |  |                       |                     |                     |             |                          |                     |                     |
| <i>Charges for Services</i>            |  |                       |                     |                     |             |                          |                     |                     |
| 5000.100                               | Domestic Water Service                         | 32,302.00             | 33,486.00           | (1,184.00)          | (4)         | 16,151.00                | 32,086.00           | 30,386.00           |
| 5000.200                               | Domestic Water Usage                           | 5,500.00              | 5,500.00            | .00                 |             | 4,119.78                 | 4,701.77            | 4,212.50            |
| 5010.100                               | Domestic Sewer Service                         | 82,830.00             | 86,430.00           | (3,600.00)          | (4)         | 41,415.00                | 82,830.00           | 79,410.00           |
| 5010.200                               | Domestic Sewer Usage                           | 11,000.00             | 11,000.00           | .00                 |             | 11,001.98                | 11,636.63           | 10,223.63           |
| 5020                                   | Additional Assessments                         | 192,000.00            | 190,080.00          | 1,920.00            | 1           | 96,000.00                | 183,615.00          | 175,505.00          |
| <i>Charges for Services Totals</i>     |  | <b>\$323,632.00</b>   | <b>\$326,496.00</b> | <b>(\$2,864.00)</b> | <b>(1%)</b> | <b>\$168,687.76</b>      | <b>\$314,869.40</b> | <b>\$299,737.13</b> |
| <i>Interest &amp; Penalties</i>        |  |                       |                     |                     |             |                          |                     |                     |
| 4710                                   | Penalty/Fees                                   | 4,000.00              | 4,000.00            | .00                 |             | 50.00                    | 1,680.06            | 3,451.46            |
| <i>Interest &amp; Penalties Totals</i> |  | <b>\$4,000.00</b>     | <b>\$4,000.00</b>   | <b>\$0.00</b>       | <b>0%</b>   | <b>\$50.00</b>           | <b>\$1,680.06</b>   | <b>\$3,451.46</b>   |
| <i>Other Revenue</i>                   |  |                       |                     |                     |             |                          |                     |                     |
| 5042                                   | Equity Contribution                            | .00                   | .00                 | .00                 |             | .00                      | 13,625.00           | .00                 |
| 5850                                   | Other Revenue                                  | .00                   | .00                 | .00                 |             | 85.79                    | 390.98              | 433.72              |
| <i>Other Revenue Totals</i>            |  | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>+++</b>  | <b>\$85.79</b>           | <b>\$14,015.98</b>  | <b>\$433.72</b>     |
| <i>Transfers In</i>                    |  |                       |                     |                     |             |                          |                     |                     |
| 5975.100                               | Transfers From (To) Reserve                    | 26,340.00             | 8,526.00            | 17,814.00           | 209         | .00                      | .00                 | .00                 |
| <i>Transfers In Totals</i>             |  | <b>\$26,340.00</b>    | <b>\$8,526.00</b>   | <b>\$17,814.00</b>  | <b>209%</b> | <b>\$0.00</b>            | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>REVENUE TOTALS</b>                  |  | <b>\$353,972.00</b>   | <b>\$339,022.00</b> | <b>\$14,950.00</b>  | <b>4%</b>   | <b>\$168,823.55</b>      | <b>\$330,565.44</b> | <b>\$303,622.31</b> |
| <b>EXPENSE</b>                         |  |                       |                     |                     |             |                          |                     |                     |
| <i>Personnel Services</i>              |  |                       |                     |                     |             |                          |                     |                     |
| 6000.100                               | Personnel Services Salaries                    | 4,000.00              | 4,000.00            | .00                 |             | 5,585.25                 | 2,167.06            | 3,724.69            |
| 6000.200                               | Personnel Services Salaries-Support Group      | 60,565.00             | 57,788.00           | 2,777.00            | 5           | 35,497.65                | 81,191.91           | 88,561.17           |
| 6000.300                               | Personnel Services Salaries-Construction       | 1,868.00              | 2,312.00            | (444.00)            | (19)        | 577.89                   | 2,901.28            | 3,743.65            |
| 6000.400                               | Personnel Services Overtime Pay                | 2,500.00              | 2,500.00            | .00                 |             | 1,734.40                 | 2,982.25            | 3,073.59            |
| 6010.100                               | Benefits Fica & Fringe Benefits                | 37,206.00             | 35,578.00           | 1,628.00            | 5           | 15,016.79                | 48,239.02           | 55,626.31           |
| 6010.900                               | Benefits OPEB contribution                     | 4,982.00              | 4,807.00            | 175.00              | 4           | .00                      | 5,576.60            | 6,115.97            |
| <i>Personnel Services Totals</i>       |  | <b>\$111,121.00</b>   | <b>\$106,985.00</b> | <b>\$4,136.00</b>   | <b>4%</b>   | <b>\$58,411.98</b>       | <b>\$143,058.12</b> | <b>\$160,845.38</b> |
| <i>Supplies &amp; Materials</i>        |  |                       |                     |                     |             |                          |                     |                     |
| 6100.010                               | Administrative Expense Administrative Expenses | 1,655.00              | 1,655.00            | .00                 |             | 15.37                    | 1,240.48            | 1,281.86            |
| 6110.060                               | Supplies & Equipment Chemicals                 | 15,000.00             | 20,000.00           | (5,000.00)          | (25)        | 5,901.72                 | 8,694.53            | 35,339.62           |
| 6110.090                               | Supplies & Equipment Computers & Printers      | 90.00                 | .00                 | 90.00               |             | .00                      | .00                 | 356.63              |
| 6110.340                               | Supplies & Equipment Safety Program Equipment  | 720.00                | 720.00              | .00                 |             | 84.31                    | 1,093.35            | 839.85              |
| 6110.390                               | Supplies & Equipment Small Equipment           | .00                   | .00                 | .00                 |             | .00                      | 420.38              | 721.42              |
| 6110.420                               | Supplies & Equipment Tools & Supplies          | 300.00                | 300.00              | .00                 |             | 7.50                     | 89.65               | 188.94              |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance         | % Variance   | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|--|-----------------------|---------------------|---------------------|--------------|--------------------------|---------------------|---------------------|
| <b>Fund 535 - Landings</b>               |  |                       |                     |                     |              |                          |                     |                     |
| EXPENSE                                  |  |                       |                     |                     |              |                          |                     |                     |
| <i>Supplies &amp; Materials</i>          |  |                       |                     |                     |              |                          |                     |                     |
| 6150.050                                 | Uniforms & Personal Equipment Uniforms                   | 378.00                | 378.00              | .00                 |              | .00                      | 483.15              | 634.25              |
| 6200.010                                 | Other Supplies & Materials Lab Testing                   | 3,000.00              | 3,000.00            | .00                 |              | 450.00                   | 4,017.00            | 5,940.97            |
| 6200.030                                 | Other Supplies & Materials Testing Supplies              | 2,000.00              | 2,000.00            | .00                 |              | 291.59                   | 1,163.60            | 2,094.07            |
| <i>Supplies &amp; Materials Totals</i>   |  | <b>\$23,143.00</b>    | <b>\$28,053.00</b>  | <b>(\$4,910.00)</b> | <b>(18%)</b> | <b>\$6,750.49</b>        | <b>\$17,202.14</b>  | <b>\$47,397.61</b>  |
| <i>Maintenance &amp; Services</i>        |  |                       |                     |                     |              |                          |                     |                     |
| 6500.010                                 | Systems Maintenance Collection System Maintenance        | 7,500.00              | 2,000.00            | 5,500.00            | 275          | 4,977.46                 | 5,399.58            | 12,459.46           |
| 6500.020                                 | Systems Maintenance Water Plant/System Maint             | 15,000.00             | 10,000.00           | 5,000.00            | 50           | 6,550.51                 | 18,552.23           | 6,344.27            |
| 6500.030                                 | Systems Maintenance Wastewater Treatment Plant Maint     | 10,000.00             | 10,000.00           | .00                 |              | 12,208.21                | 39,235.28           | 32,297.89           |
| 6500.040                                 | Systems Maintenance WWW Paving                           | 500.00                | 500.00              | .00                 |              | .00                      | .00                 | .00                 |
| 6530.100                                 | Consulting Services Professional Fees                    | 270.00                | 270.00              | .00                 |              | .00                      | 264.00              | 6,753.00            |
| 6540.090                                 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 8,160.00              | 7,560.00            | 600.00              | 8            | .00                      | 18,259.72           | 8,671.11            |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance   | 3,000.00              | 3,000.00            | .00                 |              | 1,104.00                 | 418.71              | 1,543.36            |
| 6550.060                                 | Building Site Expenses Electricity                       | 20,000.00             | 30,000.00           | (10,000.00)         | (33)         | 9,272.00                 | 46,546.00           | 61,150.00           |
| 6550.270                                 | Building Site Expenses Telephone                         | 2,000.00              | 2,000.00            | .00                 |              | 925.65                   | 1,671.69            | 1,531.86            |
| 6700.100                                 | Other Maint. & Svcs Payment to Sewer Utility             | 138,328.00            | 125,000.00          | 13,328.00           | 11           | 91,434.60                | .00                 | .00                 |
| 6700.500                                 | Other Maint. & Svcs Water & Wastewater Construction      | 1,065.00              | 1,096.00            | (31.00)             | (3)          | .00                      | 917.50              | 2,517.82            |
| 6700.650                                 | Other Maint. & Svcs Tipping Fees                         | .00                   | 2,000.00            | (2,000.00)          | (100)        | 1,559.42                 | 3,243.30            | .00                 |
| <i>Maintenance &amp; Services Totals</i> |  | <b>\$205,823.00</b>   | <b>\$193,426.00</b> | <b>\$12,397.00</b>  | <b>6%</b>    | <b>\$128,031.85</b>      | <b>\$134,508.01</b> | <b>\$133,268.77</b> |
| <i>Other Charges</i>                     |  |                       |                     |                     |              |                          |                     |                     |
| 7000.060                                 | Travel, Training & Expense Educational Training          | 396.00                | 492.00              | (96.00)             | (20)         | .00                      | 196.22              | 835.22              |
| 7170.010                                 | Benefits & Insurance Allowance for COLA                  | 3,098.00              | .00                 | 3,098.00            |              | .00                      | .00                 | .00                 |
| 7170.100                                 | Benefits & Insurance Property & Liability Insurance      | 2,000.00              | 2,000.00            | .00                 |              | .00                      | 1,414.80            | 1,272.62            |
| <i>Other Charges Totals</i>              |  | <b>\$5,494.00</b>     | <b>\$2,492.00</b>   | <b>\$3,002.00</b>   | <b>120%</b>  | <b>\$0.00</b>            | <b>\$1,611.02</b>   | <b>\$2,107.84</b>   |
| <i>Interfund Charges</i>                 |  |                       |                     |                     |              |                          |                     |                     |
| 8010.030                                 | Interfund Treasurer's Support - Salary                   | 1,973.00              | 1,897.00            | 76.00               | 4            | .00                      | 1,867.26            | 1,792.99            |
| 8010.040                                 | Interfund Treasurer's Support - Fringe                   | 890.00                | 855.00              | 35.00               | 4            | .00                      | 846.24              | 805.77              |
| 8010.050                                 | Interfund Public Works & Admin - Benefits                | 1,718.00              | 1,651.00            | 67.00               | 4            | .00                      | 1,632.66            | 1,549.98            |
| 8010.060                                 | Interfund Public Works & Admin - Salaries                | 3,810.00              | 3,663.00            | 147.00              | 4            | .00                      | 3,602.50            | 3,448.97            |
| <i>Interfund Charges Totals</i>          |  | <b>\$8,391.00</b>     | <b>\$8,066.00</b>   | <b>\$325.00</b>     | <b>4%</b>    | <b>\$0.00</b>            | <b>\$7,948.66</b>   | <b>\$7,597.71</b>   |
| <i>Capital Equipment</i>                 |  |                       |                     |                     |              |                          |                     |                     |
| 9100.010                                 | Depreciation Depreciation Expense                        | .00                   | .00                 | .00                 |              | .00                      | 241,308.49          | 240,606.83          |

3-37

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account | Account Description             | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|---------|---------------------------------|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| Fund    | <b>535 - Landings</b>           |                       |                     |             |            |                          |                    |                    |
|         | EXPENSE                         |                       |                     |             |            |                          |                    |                    |
|         | <i>Capital Equipment</i>        |                       |                     |             |            |                          |                    |                    |
|         | <i>Capital Equipment Totals</i> | \$0.00                | \$0.00              | \$0.00      | +++        | \$0.00                   | \$241,308.49       | \$240,606.83       |
|         | EXPENSE TOTALS                  | \$353,972.00          | \$339,022.00        | \$14,950.00 | 4%         | \$193,194.32             | \$545,636.44       | \$591,824.14       |
| Fund    | <b>535 - Landings Totals</b>    |                       |                     |             |            |                          |                    |                    |
|         | REVENUE TOTALS                  | \$353,972.00          | \$339,022.00        | \$14,950.00 | 4%         | \$168,823.55             | \$330,565.44       | \$303,622.31       |
|         | EXPENSE TOTALS                  | \$353,972.00          | \$339,022.00        | \$14,950.00 | 4%         | \$193,194.32             | \$545,636.44       | \$591,824.14       |
| Fund    | <b>535 - Landings Totals</b>    | \$0.00                | \$0.00              | \$0.00      | +++        | (\$24,370.77)            | (\$215,071.00)     | (\$288,201.83)     |
|         | Net Grand Totals                |                       |                     |             |            |                          |                    |                    |
|         | REVENUE GRAND TOTALS            | \$353,972.00          | \$339,022.00        | \$14,950.00 | 4%         | \$168,823.55             | \$330,565.44       | \$303,622.31       |
|         | EXPENSE GRAND TOTALS            | \$353,972.00          | \$339,022.00        | \$14,950.00 | 4%         | \$193,194.32             | \$545,636.44       | \$591,824.14       |
|         | Net Grand Totals                | \$0.00                | \$0.00              | \$0.00      | +++        | (\$24,370.77)            | (\$215,071.00)     | (\$288,201.83)     |





# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                               | 2022 Committee Review | 2021 Adopted Budget | \$ Variance          | % Variance   | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount |
|--|---|-----------------------|---------------------|----------------------|--------------|--------------------------|---------------------|--------------------|
| <b>Fund 540 - Lighthouse Sound</b>     |   |                       |                     |                      |              |                          |                     |                    |
| <b>REVENUE</b>                         |   |                       |                     |                      |              |                          |                     |                    |
| <i>Charges for Services</i>            |   |                       |                     |                      |              |                          |                     |                    |
| 5010.100                               | Domestic Sewer Service                            | 90,300.00             | 89,440.00           | 860.00               | 1            | 45,150.00                | 89,655.00           | 87,360.00          |
| 5020                                   | Additional Assessments                            | 10,000.00             | 10,400.00           | (400.00)             | (4)          | 4,900.00                 | 10,400.00           | 8,840.00           |
| 5825                                   | Future Capital Development Reven                  | .00                   | .00                 | .00                  |              | .00                      | 1,200.00            | .00                |
| <i>Charges for Services Totals</i>     |   | <b>\$100,300.00</b>   | <b>\$99,840.00</b>  | <b>\$460.00</b>      | <b>0%</b>    | <b>\$50,050.00</b>       | <b>\$101,255.00</b> | <b>\$96,200.00</b> |
| <i>Interest &amp; Penalties</i>        |   |                       |                     |                      |              |                          |                     |                    |
| 4710                                   | Penalty/Fees                                      | 700.00                | 700.00              | .00                  |              | .00                      | 999.40              | 612.99             |
| <i>Interest &amp; Penalties Totals</i> |   | <b>\$700.00</b>       | <b>\$700.00</b>     | <b>\$0.00</b>        | <b>0%</b>    | <b>\$0.00</b>            | <b>\$999.40</b>     | <b>\$612.99</b>    |
| <i>Other Revenue</i>                   |   |                       |                     |                      |              |                          |                     |                    |
| 5850                                   | Other Revenue                                     | .00                   | .00                 | .00                  |              | 70.57                    | 312.96              | 381.90             |
| <i>Other Revenue Totals</i>            |   | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>+++</b>   | <b>\$70.57</b>           | <b>\$312.96</b>     | <b>\$381.90</b>    |
| <i>Transfers In</i>                    |   |                       |                     |                      |              |                          |                     |                    |
| 5975.100                               | Transfers From (To) Reserve                       | 8,368.00              | 40,863.00           | (32,495.00)          | (80)         | .00                      | .00                 | .00                |
| <i>Transfers In Totals</i>             |   | <b>\$8,368.00</b>     | <b>\$40,863.00</b>  | <b>(\$32,495.00)</b> | <b>(80%)</b> | <b>\$0.00</b>            | <b>\$0.00</b>       | <b>\$0.00</b>      |
| <b>REVENUE TOTALS</b>                  |   | <b>\$109,368.00</b>   | <b>\$141,403.00</b> | <b>(\$32,035.00)</b> | <b>(23%)</b> | <b>\$50,120.57</b>       | <b>\$102,567.36</b> | <b>\$97,194.89</b> |
| <b>EXPENSE</b>                         |   |                       |                     |                      |              |                          |                     |                    |
| <i>Personnel Services</i>              |   |                       |                     |                      |              |                          |                     |                    |
| 6000.100                               | Personnel Services Salaries                       | 2,000.00              | 2,000.00            | .00                  |              | 4,563.07                 | 1,296.97            | 2,175.70           |
| 6000.200                               | Personnel Services Salaries-Support Group         | 27,254.00             | 26,004.00           | 1,250.00             | 5            | 14,724.30                | 34,843.98           | 27,405.26          |
| 6000.300                               | Personnel Services Salaries-Construction          | 2,242.00              | 2,774.00            | (532.00)             | (19)         | 395.73                   | 920.35              | 2,207.90           |
| 6000.400                               | Personnel Services Overtime Pay                   | 1,000.00              | 1,000.00            | .00                  |              | 139.95                   | 503.25              | 905.51             |
| 6010.100                               | Benefits Fica & Fringe Benefits                   | 17,472.00             | 17,076.00           | 396.00               | 2            | 5,669.27                 | 17,919.42           | 18,075.57          |
| 6010.900                               | Benefits OPEB contribution                        | 2,362.00              | 2,308.00            | 54.00                | 2            | .00                      | 2,397.91            | 2,028.79           |
| <i>Personnel Services Totals</i>       |   | <b>\$52,330.00</b>    | <b>\$51,162.00</b>  | <b>\$1,168.00</b>    | <b>2%</b>    | <b>\$25,492.32</b>       | <b>\$57,881.88</b>  | <b>\$52,798.73</b> |
| <i>Supplies &amp; Materials</i>        |   |                       |                     |                      |              |                          |                     |                    |
| 6100.010                               | Administrative Expense Administrative Expenses    | 830.00                | 830.00              | .00                  |              | 65.97                    | 900.47              | 800.91             |
| 6110.060                               | Supplies & Equipment Chemicals                    | 6,000.00              | 6,000.00            | .00                  |              | 1,007.00                 | 1,398.00            | 7,752.62           |
| 6110.090                               | Supplies & Equipment Computers & Printers         | 41.00                 | .00                 | 41.00                |              | .00                      | .00                 | 52.68              |
| 6110.340                               | Supplies & Equipment Safety Program Equipment     | 324.00                | 324.00              | .00                  |              | .00                      | 1,386.61            | 273.74             |
| 6110.390                               | Supplies & Equipment Small Equipment              | .00                   | .00                 | .00                  |              | .00                      | 395.40              | 223.18             |
| 6150.050                               | Uniforms & Personal Equipment Uniforms            | 170.00                | 170.00              | .00                  |              | .00                      | 207.35              | 196.21             |
| 6200.010                               | Other Supplies & Materials Lab Testing            | 5,000.00              | 5,000.00            | .00                  |              | 3,512.80                 | 3,906.00            | 6,458.57           |
| <i>Supplies &amp; Materials Totals</i> |   | <b>\$12,365.00</b>    | <b>\$12,324.00</b>  | <b>\$41.00</b>       | <b>0%</b>    | <b>\$4,585.77</b>        | <b>\$8,193.83</b>   | <b>\$15,757.91</b> |
| <i>Maintenance &amp; Services</i>      |   |                       |                     |                      |              |                          |                     |                    |
| 6500.010                               | Systems Maintenance Collection System Maintenance | 5,500.00              | 5,500.00            | .00                  |              | 8,495.91                 | 854.47              | 5,272.36           |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                   | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance          | % Variance    | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|---|--|-----------------------|---------------------|----------------------|---------------|--------------------------|---------------------|---------------------|
| <b>Fund 540 - Lighthouse Sound</b>        |  |                       |                     |                      |               |                          |                     |                     |
| <i>EXPENSE</i>                            |  |                       |                     |                      |               |                          |                     |                     |
| <i>Maintenance &amp; Services</i>         |  |                       |                     |                      |               |                          |                     |                     |
| 6500.030                                  | Systems Maintenance Wastewater Treatment Plant Maint     | 5,000.00              | 10,050.00           | (5,050.00)           | (50)          | 2,215.60                 | 3,117.02            | 3,415.27            |
| 6530.100                                  | Consulting Services Professional Fees                    | 8,147.00              | 8,147.00            | .00                  |               | .00                      | 144.00              | 138.00              |
| 6540.090                                  | Vehicle Operating Expenses Vehicle/Equip - Support Group | 3,672.00              | 3,402.00            | 270.00               | 8             | .00                      | 7,786.09            | 2,692.95            |
| 6550.020                                  | Building Site Expenses Buildings & Grounds Maintenance   | 500.00                | 500.00              | .00                  |               | .00                      | 562.09              | .00                 |
| 6550.060                                  | Building Site Expenses Electricity                       | 13,500.00             | 13,500.00           | .00                  |               | 4,110.90                 | 14,835.84           | 15,180.93           |
| 6550.270                                  | Building Site Expenses Telephone                         | 836.00                | 836.00              | .00                  |               | 330.48                   | 723.50              | 721.77              |
| 6700.500                                  | Other Maint. & Svcs Water & Wastewater Construction      | 1,278.00              | 1,316.00            | (38.00)              | (3)           | .00                      | 291.05              | 1,484.94            |
| <i>Maintenance &amp; Services Totals</i>  |  | <b>\$38,433.00</b>    | <b>\$43,251.00</b>  | <b>(\$4,818.00)</b>  | <b>(11%)</b>  | <b>\$15,152.89</b>       | <b>\$28,314.06</b>  | <b>\$28,906.22</b>  |
| <i>Other Charges</i>                      |  |                       |                     |                      |               |                          |                     |                     |
| 7000.060                                  | Travel, Training & Expense Educational Training          | 178.00                | 221.00              | (43.00)              | (19)          | .00                      | 84.21               | 258.38              |
| 7170.010                                  | Benefits & Insurance Allowance for COLA                  | 1,478.00              | .00                 | 1,478.00             |               | .00                      | .00                 | .00                 |
| 7170.100                                  | Benefits & Insurance Property & Liability Insurance      | 1,000.00              | 1,000.00            | .00                  |               | .00                      | 454.93              | 409.77              |
| <i>Other Charges Totals</i>               |  | <b>\$2,656.00</b>     | <b>\$1,221.00</b>   | <b>\$1,435.00</b>    | <b>118%</b>   | <b>\$0.00</b>            | <b>\$539.14</b>     | <b>\$668.15</b>     |
| <i>Interfund Charges</i>                  |  |                       |                     |                      |               |                          |                     |                     |
| 8010.030                                  | Interfund Treasurer's Support - Salary                   | 1,316.00              | 1,265.00            | 51.00                | 4             | .00                      | 1,244.88            | 1,195.37            |
| 8010.040                                  | Interfund Treasurer's Support - Fringe                   | 593.00                | 570.00              | 23.00                | 4             | .00                      | 564.16              | 537.16              |
| 8010.050                                  | Interfund Public Works & Admin - Benefits                | 520.00                | 500.00              | 20.00                | 4             | .00                      | 494.74              | 469.68              |
| 8010.060                                  | Interfund Public Works & Admin - Salaries                | 1,155.00              | 1,110.00            | 45.00                | 4             | .00                      | 1,091.66            | 1,045.15            |
| <i>Interfund Charges Totals</i>           |  | <b>\$3,584.00</b>     | <b>\$3,445.00</b>   | <b>\$139.00</b>      | <b>4%</b>     | <b>\$0.00</b>            | <b>\$3,395.44</b>   | <b>\$3,247.36</b>   |
| <i>Capital Equipment</i>                  |  |                       |                     |                      |               |                          |                     |                     |
| 9010.090                                  | Capital Equipment Other WWW Equipment                    | .00                   | 30,000.00           | (30,000.00)          | (100)         | 14,472.20                | .00                 | .00                 |
| <i>Capital Equipment Totals</i>           |  | <b>\$0.00</b>         | <b>\$30,000.00</b>  | <b>(\$30,000.00)</b> | <b>(100%)</b> | <b>\$14,472.20</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>EXPENSE TOTALS</b>                     |  | <b>\$109,368.00</b>   | <b>\$141,403.00</b> | <b>(\$32,035.00)</b> | <b>(23%)</b>  | <b>\$59,703.18</b>       | <b>\$98,324.35</b>  | <b>\$101,378.37</b> |
| <b>Fund 540 - Lighthouse Sound Totals</b> |  |                       |                     |                      |               |                          |                     |                     |
| <b>REVENUE TOTALS</b>                     |  | <b>\$109,368.00</b>   | <b>\$141,403.00</b> | <b>(\$32,035.00)</b> | <b>(23%)</b>  | <b>\$50,120.57</b>       | <b>\$102,567.36</b> | <b>\$97,194.89</b>  |
| <b>EXPENSE TOTALS</b>                     |  | <b>\$109,368.00</b>   | <b>\$141,403.00</b> | <b>(\$32,035.00)</b> | <b>(23%)</b>  | <b>\$59,703.18</b>       | <b>\$98,324.35</b>  | <b>\$101,378.37</b> |
| <b>Fund 540 - Lighthouse Sound Totals</b> |  | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>+++</b>    | <b>(\$9,582.61)</b>      | <b>\$4,243.01</b>   | <b>(\$4,183.48)</b> |
| <i>Net Grand Totals</i>                   |  |                       |                     |                      |               |                          |                     |                     |
| <b>REVENUE GRAND TOTALS</b>               |  | <b>\$109,368.00</b>   | <b>\$141,403.00</b> | <b>(\$32,035.00)</b> | <b>(23%)</b>  | <b>\$50,120.57</b>       | <b>\$102,567.36</b> | <b>\$97,194.89</b>  |
| <b>EXPENSE GRAND TOTALS</b>               |  | <b>\$109,368.00</b>   | <b>\$141,403.00</b> | <b>(\$32,035.00)</b> | <b>(23%)</b>  | <b>\$59,703.18</b>       | <b>\$98,324.35</b>  | <b>\$101,378.37</b> |
| <b>Net Grand Totals</b>                   |  | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>+++</b>    | <b>(\$9,582.61)</b>      | <b>\$4,243.01</b>   | <b>(\$4,183.48)</b> |

3 - 40

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                        | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance         | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|--|--|-----------------------|-----------------------|---------------------|------------|--------------------------|-----------------------|-----------------------|
| Fund 545 - Mystic Harbour              |  |                       |                       |                     |            |                          |                       |                       |
| <b>REVENUE</b>                         |  |                       |                       |                     |            |                          |                       |                       |
| <i>Charges for Services</i>            |  |                       |                       |                     |            |                          |                       |                       |
| 5000.100                               | Domestic Water Service                     | 294,704.00            | 293,250.00            | 1,454.00            |            | 147,662.25               | 283,495.93            | 270,670.00            |
| 5000.200                               | Domestic Water Usage                       | 62,000.00             | 62,000.00             | .00                 |            | 55,332.63                | 66,602.21             | 55,538.76             |
| 5005.100                               | Commercial Water Service                   | 62,886.00             | 64,200.00             | (1,314.00)          | (2)        | 31,443.00                | 58,726.50             | 49,509.50             |
| 5005.200                               | Commercial Water Usage                     | 45,000.00             | 45,000.00             | .00                 |            | 30,101.36                | 42,903.94             | 42,340.29             |
| 5010.100                               | Domestic Sewer Service                     | 394,416.00            | 394,100.00            | 316.00              |            | 197,337.75               | 381,850.25            | 365,503.50            |
| 5010.200                               | Domestic Sewer Usage                       | 70,000.00             | 63,000.00             | 7,000.00            | 11         | 58,476.93                | 74,976.84             | 57,945.47             |
| 5015.100                               | Commercial Sewer Service                   | 49,071.00             | 50,290.00             | (1,219.00)          | (2)        | 24,535.50                | 45,849.00             | 30,957.00             |
| 5015.200                               | Commercial Sewer Usage                     | 118,000.00            | 118,000.00            | .00                 |            | 57,541.11                | 85,386.63             | 56,129.71             |
| 5020.100                               | Additional Assessments Water Accessibility | 62,700.00             | 50,000.00             | 12,700.00           | 25         | 31,162.50                | 56,550.00             | 65,737.50             |
| 5020.200                               | Additional Assessments Sewer Accessibility | 145,350.00            | 79,500.00             | 65,850.00           | 83         | 72,562.50                | 146,925.00            | 215,212.50            |
| 5040                                   | Hook-Ups                                   | 40,000.00             | 40,000.00             | .00                 |            | 14,225.00                | 24,035.00             | 55,623.00             |
| 5825                                   | Future Capital Development Reven           | .00                   | .00                   | .00                 |            | 6,500.00                 | 125,100.00            | 242,000.00            |
| <i>Charges for Services Totals</i>     |  | <b>\$1,344,127.00</b> | <b>\$1,259,340.00</b> | <b>\$84,787.00</b>  | <b>7%</b>  | <b>\$726,880.53</b>      | <b>\$1,392,401.30</b> | <b>\$1,507,167.23</b> |
| <i>Interest &amp; Penalties</i>        |  |                       |                       |                     |            |                          |                       |                       |
| 4700                                   | Interest On Investments                    | .00                   | .00                   | .00                 |            | 35.94                    | 96.86                 | 1,091.53              |
| 4710                                   | Penalty/Fees                               | 15,000.00             | 15,000.00             | .00                 |            | 350.00                   | 12,528.37             | 21,561.50             |
| <i>Interest &amp; Penalties Totals</i> |  | <b>\$15,000.00</b>    | <b>\$15,000.00</b>    | <b>\$0.00</b>       | <b>0%</b>  | <b>\$385.94</b>          | <b>\$12,625.23</b>    | <b>\$22,653.03</b>    |
| <i>Other Revenue</i>                   |  |                       |                       |                     |            |                          |                       |                       |
| 5042                                   | Equity Contribution                        | .00                   | .00                   | .00                 |            | 16,000.00                | 476,400.00            | 447,208.00            |
| 5850                                   | Other Revenue                              | .00                   | .00                   | .00                 |            | 1,279.57                 | 8,596.95              | 1,204,584.05          |
| <i>Other Revenue Totals</i>            |  | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>+++</b> | <b>\$17,279.57</b>       | <b>\$484,996.95</b>   | <b>\$1,651,792.05</b> |
| <i>Transfers In</i>                    |  |                       |                       |                     |            |                          |                       |                       |
| 5510                                   | Transfers From Other Funds                 | 138,328.00            | 125,000.00            | 13,328.00           | 11         | 91,434.60                | .00                   | .00                   |
| 5975.100                               | Transfers From (To) Reserve                | 198,269.00            | 185,264.00            | 13,005.00           | 7          | .00                      | .00                   | .00                   |
| 5975.200                               | Transfers From Other Funds                 | .00                   | .00                   | .00                 |            | .00                      | .00                   | 2,671,598.84          |
| <i>Transfers In Totals</i>             |  | <b>\$336,597.00</b>   | <b>\$310,264.00</b>   | <b>\$26,333.00</b>  | <b>8%</b>  | <b>\$91,434.60</b>       | <b>\$0.00</b>         | <b>\$2,671,598.84</b> |
| <b>REVENUE TOTALS</b>                  |  | <b>\$1,695,724.00</b> | <b>\$1,584,604.00</b> | <b>\$111,120.00</b> | <b>7%</b>  | <b>\$835,980.64</b>      | <b>\$1,890,023.48</b> | <b>\$5,853,211.15</b> |
| <b>EXPENSE</b>                         |  |                       |                       |                     |            |                          |                       |                       |
| <i>Personnel Services</i>              |  |                       |                       |                     |            |                          |                       |                       |
| 6000.100                               | Personnel Services Salaries                | 10,000.00             | 10,000.00             | .00                 |            | 18,287.65                | 11,275.29             | 11,112.48             |
| 6000.200                               | Personnel Services Salaries-Support Group  | 323,015.00            | 308,201.00            | 14,814.00           | 5          | 125,839.04               | 244,173.89            | 237,877.23            |
| 6000.300                               | Personnel Services Salaries-Construction   | 9,342.00              | 15,558.00             | (6,216.00)          | (40)       | 1,224.56                 | 11,641.96             | 16,039.21             |
| 6000.400                               | Personnel Services Overtime Pay            | 20,000.00             | 15,000.00             | 5,000.00            | 33         | 13,937.38                | 14,770.57             | 14,856.50             |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|----------|--|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| Fund 545 | <b>Mystic Harbour</b>                                    |                       |                     |             |            |                          |                    |                    |
|          | <b>EXPENSE</b>   |                       |                     |             |            |                          |                    |                    |
|          | <i>Personnel Services</i>                                |                       |                     |             |            |                          |                    |                    |
| 6010.100 | Benefits Fica & Fringe Benefits                          | 188,915.00            | 181,986.00          | 6,929.00    | 4          | 47,522.59                | 145,190.68         | 141,551.15         |
| 6010.900 | Benefits OPEB contribution                               | 25,677.00             | 24,732.00           | 945.00      | 4          | .00                      | 17,220.37          | 16,862.84          |
|          | <i>Personnel Services Totals</i>                         | \$576,949.00          | \$555,477.00        | \$21,472.00 | 4%         | \$206,811.22             | \$444,272.76       | \$438,299.41       |
|          | <i>Supplies &amp; Materials</i>                          |                       |                     |             |            |                          |                    |                    |
| 6100.010 | Administrative Expense Administrative Expenses           | 14,025.00             | 14,025.00           | .00         |            | 214.00                   | 11,920.16          | 13,246.27          |
| 6110.060 | Supplies & Equipment Chemicals                           | 200,000.00            | 200,000.00          | .00         |            | 90,375.78                | 156,763.22         | 140,266.59         |
| 6110.090 | Supplies & Equipment Computers & Printers                | 480.00                | .00                 | 480.00      |            | .00                      | .00                | 643.75             |
| 6110.340 | Supplies & Equipment Safety Program Equipment            | 3,840.00              | 3,840.00            | .00         |            | 84.31                    | 3,142.15           | 2,067.34           |
| 6110.390 | Supplies & Equipment Small Equipment                     | .00                   | .00                 | .00         |            | .00                      | 1,630.95           | 2,261.77           |
| 6110.420 | Supplies & Equipment Tools & Supplies                    | 3,000.00              | 3,000.00            | .00         |            | 705.25                   | 1,466.71           | 1,814.92           |
| 6150.050 | Uniforms & Personal Equipment Uniforms                   | 2,016.00              | 2,016.00            | .00         |            | .00                      | 1,452.81           | 1,703.65           |
| 6200.010 | Other Supplies & Materials Lab Testing                   | 10,000.00             | 10,000.00           | .00         |            | 3,338.00                 | 14,718.00          | 6,081.00           |
| 6200.030 | Other Supplies & Materials Testing Supplies              | 10,000.00             | 10,000.00           | .00         |            | 2,555.07                 | 7,032.53           | 6,558.22           |
|          | <i>Supplies &amp; Materials Totals</i>                   | \$243,361.00          | \$242,881.00        | \$480.00    | 0%         | \$97,272.41              | \$198,126.53       | \$174,643.51       |
|          | <i>Maintenance &amp; Services</i>                        |                       |                     |             |            |                          |                    |                    |
| 6500.010 | Systems Maintenance Collection System Maintenance        | 40,000.00             | 40,000.00           | .00         |            | 27,345.63                | 24,545.10          | 40,772.58          |
| 6500.020 | Systems Maintenance Water Plant/System Maint             | 136,500.00            | 136,500.00          | .00         |            | 57,746.62                | 168,599.01         | 123,718.04         |
| 6500.030 | Systems Maintenance Wastewater Treatment Plant Maint     | 70,000.00             | 108,250.00          | (38,250.00) | (35)       | 98,750.40                | 99,417.40          | 74,695.43          |
| 6500.040 | Systems Maintenance WWW Paving                           | 4,000.00              | 4,000.00            | .00         |            | 1,521.24                 | 1,790.35           | 3,391.96           |
| 6500.070 | Systems Maintenance Contractor Water Install/Repair      | 10,000.00             | 10,000.00           | .00         |            | 15,932.50                | 11,990.00          | 11,124.58          |
| 6500.075 | Systems Maintenance Contractor Sewer Install/Repair      | 5,000.00              | 5,000.00            | .00         |            | 700.00                   | 1,200.00           | 4,448.90           |
| 6530.100 | Consulting Services Professional Fees                    | 2,573.00              | 2,573.00            | .00         |            | .00                      | 3,350.97           | 4,841.25           |
| 6540.090 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 43,520.00             | 40,320.00           | 3,200.00    | 8          | .00                      | 54,728.14          | 23,428.56          |
| 6550.020 | Building Site Expenses Buildings & Grounds Maintenance   | 15,000.00             | 15,000.00           | .00         |            | 2,799.63                 | 18,620.88          | 14,452.85          |
| 6550.060 | Building Site Expenses Electricity                       | 200,000.00            | 200,000.00          | .00         |            | 83,683.82                | 163,303.55         | 179,907.70         |
| 6550.270 | Building Site Expenses Telephone                         | 7,130.00              | 7,130.00            | .00         |            | 3,256.42                 | 6,762.70           | 6,074.21           |
| 6700.100 | Other Maint. & Svcs Payment to Sewer Utility             | 50,000.00             | 50,000.00           | .00         |            | 14,719.00                | 81,361.20          | 81,186.70          |
| 6700.150 | Other Maint. & Svcs Payment to Water Utility Effluen     | 30,000.00             | .00                 | 30,000.00   |            | .00                      | .00                | .00                |
| 6700.400 | Other Maint. & Svcs State Waste Water Sludge Fees        | 1,000.00              | 1,000.00            | .00         |            | 358.05                   | 176.70             | 79.05              |
| 6700.500 | Other Maint. & Svcs Water & Wastewater Construction      | 5,324.00              | 5,481.00            | (157.00)    | (3)        | .00                      | 3,681.65           | 10,787.30          |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                 | Account Description                                 | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance         | % Variance  | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|---|---|-----------------------|-----------------------|---------------------|-------------|--------------------------|-----------------------|-----------------------|
| <b>Fund 545 - Mystic Harbour</b>        |   |                       |                       |                     |             |                          |                       |                       |
| EXPENSE                                 |   |                       |                       |                     |             |                          |                       |                       |
| <i>Maintenance &amp; Services</i>       |   |                       |                       |                     |             |                          |                       |                       |
| 6700.650                                | Other Maint. & Svcs Tipping Fees                    | 15,000.00             | 15,000.00             | .00                 |             | 7,150.60                 | 26,266.10             | 7,267.00              |
|   | <i>Maintenance &amp; Services Totals</i>            | <b>\$635,047.00</b>   | <b>\$640,254.00</b>   | <b>(\$5,207.00)</b> | <b>(1%)</b> | <b>\$313,963.91</b>      | <b>\$665,793.75</b>   | <b>\$586,176.11</b>   |
| <i>Other Charges</i>                    |   |                       |                       |                     |             |                          |                       |                       |
| 7000.060                                | Travel, Training & Expense Educational Training     | 2,112.00              | 2,624.00              | (512.00)            | (20)        | .00                      | 590.03                | 2,243.48              |
| 7170.010                                | Benefits & Insurance Allowance for COLA             | 16,070.00             | .00                   | 16,070.00           |             | .00                      | .00                   | .00                   |
| 7170.100                                | Benefits & Insurance Property & Liability Insurance | 18,000.00             | 18,000.00             | .00                 |             | .00                      | 16,054.37             | 14,431.23             |
|   | <i>Other Charges Totals</i>                         | <b>\$36,182.00</b>    | <b>\$20,624.00</b>    | <b>\$15,558.00</b>  | <b>75%</b>  | <b>\$0.00</b>            | <b>\$16,644.40</b>    | <b>\$16,674.71</b>    |
| <i>Interfund Charges</i>                |   |                       |                       |                     |             |                          |                       |                       |
| 8010.030                                | Interfund Treasurer's Support - Salary              | 21,043.00             | 20,233.00             | 810.00              | 4           | .00                      | 19,295.00             | 18,527.48             |
| 8010.040                                | Interfund Treasurer's Support - Fringe              | 9,482.00              | 9,117.00              | 365.00              | 4           | .00                      | 8,744.50              | 8,326.25              |
| 8010.050                                | Interfund Public Works & Admin - Benefits           | 21,328.00             | 20,507.00             | 821.00              | 4           | .00                      | 19,047.64             | 18,083.00             |
| 8010.060                                | Interfund Public Works & Admin - Salaries           | 47,332.00             | 45,511.00             | 1,821.00            | 4           | .00                      | 42,029.18             | 40,238.11             |
|   | <i>Interfund Charges Totals</i>                     | <b>\$99,185.00</b>    | <b>\$95,368.00</b>    | <b>\$3,817.00</b>   | <b>4%</b>   | <b>\$0.00</b>            | <b>\$89,116.32</b>    | <b>\$85,174.84</b>    |
| <i>Capital Equipment</i>                |   |                       |                       |                     |             |                          |                       |                       |
| 9010.090                                | Capital Equipment Other WWW Equipment               | 105,000.00            | 30,000.00             | 75,000.00           | 250         | 38,250.00                | .00                   | .00                   |
| 9100.010                                | Depreciation Depreciation Expense                   | .00                   | .00                   | .00                 |             | .00                      | 600,299.73            | 518,351.51            |
|   | <i>Capital Equipment Totals</i>                     | <b>\$105,000.00</b>   | <b>\$30,000.00</b>    | <b>\$75,000.00</b>  | <b>250%</b> | <b>\$38,250.00</b>       | <b>\$600,299.73</b>   | <b>\$518,351.51</b>   |
|   | <b>EXPENSE TOTALS</b>                               | <b>\$1,695,724.00</b> | <b>\$1,584,604.00</b> | <b>\$111,120.00</b> | <b>7%</b>   | <b>\$656,297.54</b>      | <b>\$2,014,253.49</b> | <b>\$1,819,320.09</b> |
| <b>Fund 545 - Mystic Harbour Totals</b> |   |                       |                       |                     |             |                          |                       |                       |
|   | REVENUE TOTALS                                      | \$1,695,724.00        | \$1,584,604.00        | \$111,120.00        | 7%          | \$835,980.64             | \$1,890,023.48        | \$5,853,211.15        |
|   | EXPENSE TOTALS                                      | \$1,695,724.00        | \$1,584,604.00        | \$111,120.00        | 7%          | \$656,297.54             | \$2,014,253.49        | \$1,819,320.09        |
| <b>Fund 545 - Mystic Harbour Totals</b> |   |                       |                       |                     |             |                          |                       |                       |
|   | Net Grand Totals                                    | \$0.00                | \$0.00                | \$0.00              | +++         | \$179,683.10             | (\$124,230.01)        | \$4,033,891.06        |
|   | REVENUE GRAND TOTALS                                | \$1,695,724.00        | \$1,584,604.00        | \$111,120.00        | 7%          | \$835,980.64             | \$1,890,023.48        | \$5,853,211.15        |
|   | EXPENSE GRAND TOTALS                                | \$1,695,724.00        | \$1,584,604.00        | \$111,120.00        | 7%          | \$656,297.54             | \$2,014,253.49        | \$1,819,320.09        |
|   | Net Grand Totals                                    | \$0.00                | \$0.00                | \$0.00              | +++         | \$179,683.10             | (\$124,230.01)        | \$4,033,891.06        |



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance       | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|--|-----------------------|---------------------|-------------------|------------|--------------------------|---------------------|---------------------|
| Fund 550 - Newark                      |  |                       |                     |                   |            |                          |                     |                     |
| REVENUE                                |  |                       |                     |                   |            |                          |                     |                     |
| <i>Charges for Services</i>            |  |                       |                     |                   |            |                          |                     |                     |
| 5000.100                               | Domestic Water Service                         | 50,412.00             | 40,608.00           | 9,804.00          | 24         | 24,516.00                | 41,904.00           | 38,664.00           |
| 5000.200                               | Domestic Water Usage                           | 11,000.00             | 11,000.00           | .00               |            | 6,410.32                 | 12,535.34           | 9,651.01            |
| 5005.100                               | Commercial Water Service                       | 5,320.00              | 5,320.00            | .00               |            | 2,660.00                 | 5,320.00            | 5,320.00            |
| 5005.200                               | Commercial Water Usage                         | 5,000.00              | 6,000.00            | (1,000.00)        | (17)       | 712.95                   | 4,331.32            | 5,310.34            |
| 5010.100                               | Domestic Sewer Service                         | 44,928.00             | 36,720.00           | 8,208.00          | 22         | 22,572.00                | 37,584.00           | 34,776.00           |
| 5010.200                               | Domestic Sewer Usage                           | 9,000.00              | 9,000.00            | .00               |            | 5,974.32                 | 7,946.98            | 8,534.33            |
| 5015.100                               | Commercial Sewer Service                       | 23,940.00             | 23,940.00           | .00               |            | 11,970.00                | 23,940.00           | 23,940.00           |
| 5015.200                               | Commercial Sewer Usage                         | 6,000.00              | 7,000.00            | (1,000.00)        | (14)       | 712.95                   | 4,757.27            | 5,619.74            |
| 5040                                   | Hook-Ups                                       | 9,000.00              | 9,000.00            | .00               |            | 16,050.00                | 56,175.00           | 5,156.00            |
| 5825                                   | Future Capital Development Reven               | .00                   | .00                 | .00               |            | 3,600.00                 | 12,600.00           | 600.00              |
| <i>Charges for Services Totals</i>     |  | \$164,600.00          | \$148,588.00        | \$16,012.00       | 11%        | \$95,178.54              | \$207,093.91        | \$137,571.42        |
| <i>Interest &amp; Penalties</i>        |  |                       |                     |                   |            |                          |                     |                     |
| 4710                                   | Penalty/Fees                                   | 2,000.00              | 2,000.00            | .00               |            | 75.00                    | 2,199.16            | 1,759.68            |
| <i>Interest &amp; Penalties Totals</i> |  | \$2,000.00            | \$2,000.00          | \$0.00            | 0%         | \$75.00                  | \$2,199.16          | \$1,759.68          |
| <i>Other Revenue</i>                   |  |                       |                     |                   |            |                          |                     |                     |
| 5042                                   | Equity Contribution                            | .00                   | .00                 | .00               |            | .00                      | .00                 | 8,156.00            |
| 5850                                   | Other Revenue                                  | 25,128.00             | 24,640.00           | 488.00            | 2          | 14,363.41                | 24,553.46           | 10,388.56           |
| <i>Other Revenue Totals</i>            |  | \$25,128.00           | \$24,640.00         | \$488.00          | 2%         | \$14,363.41              | \$24,553.46         | \$18,544.56         |
| <i>Transfers In</i>                    |  |                       |                     |                   |            |                          |                     |                     |
| 5975.100                               | Transfers From (To) Reserve                    | (20,814.00)           | (12,340.00)         | (8,474.00)        | 69         | .00                      | .00                 | .00                 |
| <i>Transfers In Totals</i>             |  | (\$20,814.00)         | (\$12,340.00)       | (\$8,474.00)      | 69%        | \$0.00                   | \$0.00              | \$0.00              |
| <b>REVENUE TOTALS</b>                  |  | <b>\$170,914.00</b>   | <b>\$162,888.00</b> | <b>\$8,026.00</b> | <b>5%</b>  | <b>\$109,616.95</b>      | <b>\$233,846.53</b> | <b>\$157,875.66</b> |
| EXPENSE                                |  |                       |                     |                   |            |                          |                     |                     |
| <i>Personnel Services</i>              |  |                       |                     |                   |            |                          |                     |                     |
| 6000.100                               | Personnel Services Salaries                    | 3,000.00              | 3,000.00            | .00               |            | 2,488.39                 | 2,881.21            | 4,172.06            |
| 6000.200                               | Personnel Services Salaries-Support Group      | 45,424.00             | 43,341.00           | 2,083.00          | 5          | 30,521.79                | 51,691.47           | 33,386.66           |
| 6000.300                               | Personnel Services Salaries-Construction       | 3,737.00              | 4,623.00            | (886.00)          | (19)       | 45.23                    | 1,127.80            | 1,672.25            |
| 6000.400                               | Personnel Services Overtime Pay                | 1,000.00              | 1,000.00            | .00               |            | 868.73                   | 1,533.43            | 644.92              |
| 6010.100                               | Benefits Fica & Fringe Benefits                | 28,936.00             | 28,277.00           | 659.00            | 2          | 9,529.25                 | 26,467.52           | 21,375.92           |
| 6010.900                               | Benefits OPEB contribution                     | 3,912.00              | 3,823.00            | 89.00             | 2          | .00                      | 3,601.29            | 2,525.82            |
| <i>Personnel Services Totals</i>       |  | \$86,009.00           | \$84,064.00         | \$1,945.00        | 2%         | \$43,453.39              | \$87,302.72         | \$63,777.63         |
| <i>Supplies &amp; Materials</i>        |  |                       |                     |                   |            |                          |                     |                     |
| 6100.010                               | Administrative Expense Administrative Expenses | 1,590.00              | 1,590.00            | .00               |            | 193.25                   | 1,026.85            | 1,095.20            |

ITEM 3

3  
44



# Budget Worksheet Report

Budget Year 2022

| Account           | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance       | % Variance  | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|-------------------|--|-----------------------|---------------------|-------------------|-------------|--------------------------|--------------------|--------------------|
| Fund 550 - Newark |  |                       |                     |                   |             |                          |                    |                    |
|                   | EXPENSE  |                       |                     |                   |             |                          |                    |                    |
|                   | Supplies & Materials                                     |                       |                     |                   |             |                          |                    |                    |
| 6110.060          | Supplies & Equipment Chemicals                           | 7,000.00              | 7,000.00            | .00               |             | 3,482.75                 | 2,013.50           | 5,963.00           |
| 6110.090          | Supplies & Equipment Computers & Printers                | 68.00                 | .00                 | 68.00             |             | .00                      | .00                | 64.23              |
| 6110.340          | Supplies & Equipment Safety Program Equipment            | 540.00                | 540.00              | .00               |             | .00                      | 649.89             | 372.98             |
| 6110.390          | Supplies & Equipment Small Equipment                     | .00                   | .00                 | .00               |             | .00                      | 339.18             | 272.13             |
| 6150.050          | Uniforms & Personal Equipment Uniforms                   | 284.00                | 284.00              | .00               |             | .00                      | 307.58             | 239.25             |
| 6200.010          | Other Supplies & Materials Lab Testing                   | 2,700.00              | 2,700.00            | .00               |             | 905.00                   | 1,395.00           | 2,065.00           |
| 6200.030          | Other Supplies & Materials Testing Supplies              | 2,000.00              | 2,000.00            | .00               |             | .00                      | 340.52             | 878.36             |
|                   | <i>Supplies &amp; Materials Totals</i>                   | <b>\$14,182.00</b>    | <b>\$14,114.00</b>  | <b>\$68.00</b>    | <b>0%</b>   | <b>\$4,581.00</b>        | <b>\$6,072.52</b>  | <b>\$10,950.15</b> |
|                   | Maintenance & Services                                   |                       |                     |                   |             |                          |                    |                    |
| 6500.010          | Systems Maintenance Collection System Maintenance        | 5,000.00              | 2,000.00            | 3,000.00          | 150         | 2,846.25                 | 6,166.71           | 2,616.17           |
| 6500.020          | Systems Maintenance Water Plant/System Maint             | 12,000.00             | 12,000.00           | .00               |             | 21,018.88                | 32,544.39          | 10,121.54          |
| 6500.030          | Systems Maintenance Wastewater Treatment Plant Maint     | 5,000.00              | 5,000.00            | .00               |             | 82.89                    | 993.56             | 3,207.96           |
| 6500.040          | Systems Maintenance WWW Paving                           | .00                   | .00                 | .00               |             | .00                      | 900.00             | .00                |
| 6500.070          | Systems Maintenance Contractor Water Install/Repair      | 12,000.00             | 12,000.00           | .00               |             | 17,448.00                | 25,682.82          | .00                |
| 6500.075          | Systems Maintenance Contractor Sewer Install/Repair      | .00                   | .00                 | .00               |             | .00                      | 3,482.82           | .00                |
| 6530.100          | Consulting Services Professional Fees                    | 196.00                | 196.00              | .00               |             | .00                      | 192.00             | 184.00             |
| 6540.090          | Vehicle Operating Expenses Vehicle/Equip - Support Group | 6,120.00              | 5,670.00            | 450.00            | 8           | .00                      | 11,640.15          | 3,251.64           |
| 6550.020          | Building Site Expenses Buildings & Grounds Maintenance   | 1,000.00              | 1,000.00            | .00               |             | 108.01                   | 411.54             | 144.11             |
| 6550.060          | Building Site Expenses Electricity                       | 16,000.00             | 16,000.00           | .00               |             | 4,542.41                 | 12,012.84          | 12,352.67          |
| 6550.270          | Building Site Expenses Telephone                         | 1,048.00              | 1,048.00            | .00               |             | 155.33                   | 406.11             | 975.15             |
| 6700.500          | Other Maint. & Svcs Water & Wastewater Construction      | 2,130.00              | 2,193.00            | (63.00)           | (3)         | .00                      | 356.66             | 1,124.68           |
|                   | <i>Maintenance &amp; Services Totals</i>                 | <b>\$60,494.00</b>    | <b>\$57,107.00</b>  | <b>\$3,387.00</b> | <b>6%</b>   | <b>\$46,201.77</b>       | <b>\$94,789.60</b> | <b>\$33,977.92</b> |
|                   | Other Charges  |                       |                     |                   |             |                          |                    |                    |
| 7000.060          | Travel, Training & Expense Educational Training          | 297.00                | 369.00              | (72.00)           | (20)        | .00                      | 124.92             | 315.05             |
| 7170.010          | Benefits & Insurance Allowance for COLA                  | 2,451.00              | .00                 | 2,451.00          |             | .00                      | .00                | .00                |
| 7170.100          | Benefits & Insurance Property & Liability Insurance      | 1,100.00              | 1,100.00            | .00               |             | .00                      | 1,002.96           | 901.67             |
|                   | <i>Other Charges Totals</i>                              | <b>\$3,848.00</b>     | <b>\$1,469.00</b>   | <b>\$2,379.00</b> | <b>162%</b> | <b>\$0.00</b>            | <b>\$1,127.88</b>  | <b>\$1,216.72</b>  |
|                   | Interfund Charges  |                       |                     |                   |             |                          |                    |                    |
| 8010.030          | Interfund Treasurer's Support - Salary                   | 1,513.00              | 1,454.00            | 59.00             | 4           | .00                      | 1,369.30           | 1,314.82           |
| 8010.040          | Interfund Treasurer's Support - Fringe                   | 682.00                | 655.00              | 27.00             | 4           | .00                      | 620.58             | 590.89             |

ITEM 3

3  
45



# Budget Worksheet Report

Budget Year 2022

| Account                         | Account Description                       | 2022 Committee Review | 2021 Adopted Budget | \$ Variance       | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|---------------------------------|---|-----------------------|---------------------|-------------------|------------|--------------------------|---------------------|---------------------|
| <b>Fund 550 - Newark</b>        |   |                       |                     |                   |            |                          |                     |                     |
| EXPENSE                         |   |                       |                     |                   |            |                          |                     |                     |
| <i>Interfund Charges</i>        |   |                       |                     |                   |            |                          |                     |                     |
| 8010.050                        | Interfund Public Works & Admin - Benefits | 1,300.00              | 1,250.00            | 50.00             | 4          | .00                      | 1,187.38            | 1,127.25            |
| 8010.060                        | Interfund Public Works & Admin - Salaries | 2,886.00              | 2,775.00            | 111.00            | 4          | .00                      | 2,620.00            | 2,508.34            |
|                                 | <i>Interfund Charges Totals</i>           | <b>\$6,381.00</b>     | <b>\$6,134.00</b>   | <b>\$247.00</b>   | <b>4%</b>  | <b>\$0.00</b>            | <b>\$5,797.26</b>   | <b>\$5,541.30</b>   |
| <i>Capital Equipment</i>        |   |                       |                     |                   |            |                          |                     |                     |
| 9100.010                        | Depreciation Depreciation Expense         | .00                   | .00                 | .00               |            | .00                      | 28,716.48           | 28,716.48           |
|                                 | <i>Capital Equipment Totals</i>           | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>     | <b>+++</b> | <b>\$0.00</b>            | <b>\$28,716.48</b>  | <b>\$28,716.48</b>  |
|                                 | <b>EXPENSE TOTALS</b>                     | <b>\$170,914.00</b>   | <b>\$162,888.00</b> | <b>\$8,026.00</b> | <b>5%</b>  | <b>\$94,236.16</b>       | <b>\$223,806.46</b> | <b>\$144,180.20</b> |
| <b>Fund 550 - Newark Totals</b> |   |                       |                     |                   |            |                          |                     |                     |
|                                 | REVENUE TOTALS                            | \$170,914.00          | \$162,888.00        | \$8,026.00        | 5%         | \$109,616.95             | \$233,846.53        | \$157,875.66        |
|                                 | EXPENSE TOTALS                            | \$170,914.00          | \$162,888.00        | \$8,026.00        | 5%         | \$94,236.16              | \$223,806.46        | \$144,180.20        |
|                                 | <b>Fund 550 - Newark Totals</b>           | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>     | <b>+++</b> | <b>\$15,380.79</b>       | <b>\$10,040.07</b>  | <b>\$13,695.46</b>  |
| Net Grand Totals                |   |                       |                     |                   |            |                          |                     |                     |
|                                 | REVENUE GRAND TOTALS                      | \$170,914.00          | \$162,888.00        | \$8,026.00        | 5%         | \$109,616.95             | \$233,846.53        | \$157,875.66        |
|                                 | EXPENSE GRAND TOTALS                      | \$170,914.00          | \$162,888.00        | \$8,026.00        | 5%         | \$94,236.16              | \$223,806.46        | \$144,180.20        |
|                                 | <b>Net Grand Totals</b>                   | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>     | <b>+++</b> | <b>\$15,380.79</b>       | <b>\$10,040.07</b>  | <b>\$13,695.46</b>  |





# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                       | 2022 Committee Review | 2021 Adopted Budget | \$ Variance          | % Variance   | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|---|-----------------------|---------------------|----------------------|--------------|--------------------------|---------------------|---------------------|
| <b>Fund 570 - Riddle Farm</b>          |   |                       |                     |                      |              |                          |                     |                     |
| <b>REVENUE</b>                         |   |                       |                     |                      |              |                          |                     |                     |
| <i>Charges for Services</i>            |   |                       |                     |                      |              |                          |                     |                     |
| 5000.100                               | Domestic Water Service                    | 106,590.00            | 88,750.00           | 17,840.00            | 20           | 50,045.00                | 87,945.00           | 75,105.00           |
| 5000.200                               | Domestic Water Usage                      | 35,000.00             | 25,000.00           | 10,000.00            | 40           | 25,512.57                | 25,391.08           | 20,924.17           |
| 5005.100                               | Commercial Water Service                  | 3,831.00              | 5,350.00            | (1,519.00)           | (28)         | 1,915.50                 | 3,137.25            | 2,794.00            |
| 5005.200                               | Commercial Water Usage                    | 6,000.00              | 6,000.00            | .00                  |              | 2,088.14                 | 3,189.79            | 4,233.60            |
| 5010.100                               | Domestic Sewer Service                    | 319,200.00            | 266,250.00          | 52,950.00            | 20           | 149,850.00               | 263,190.00          | 224,800.00          |
| 5010.200                               | Domestic Sewer Usage                      | 90,000.00             | 70,000.00           | 20,000.00            | 29           | 76,532.97                | 73,348.91           | 62,455.73           |
| 5015.100                               | Commercial Sewer Service                  | 10,812.00             | 16,050.00           | (5,238.00)           | (33)         | 5,406.00                 | 8,775.75            | 7,788.00            |
| 5015.200                               | Commercial Sewer Usage                    | 15,000.00             | 15,000.00           | .00                  |              | 5,834.19                 | 8,452.43            | 12,290.51           |
| 5020                                   | Additional Assessments                    | 79,800.00             | 120,000.00          | (40,200.00)          | (34)         | 46,500.00                | 131,490.00          | 140,140.00          |
| 5040                                   | Hook-Ups                                  | 118,000.00            | 53,500.00           | 64,500.00            | 121          | 112,350.00               | 144,450.00          | 37,337.00           |
| 5825                                   | Future Capital Development Reven          | .00                   | .00                 | .00                  |              | 24,600.00                | 36,000.00           | 26,400.00           |
| 5857                                   | Effluent Disposal Surcharge               | 1,820.00              | 1,680.00            | 140.00               | 8            | 910.00                   | .00                 | .00                 |
| <i>Charges for Services Totals</i>     |   | <b>\$786,053.00</b>   | <b>\$667,580.00</b> | <b>\$118,473.00</b>  | <b>18%</b>   | <b>\$501,544.37</b>      | <b>\$785,370.21</b> | <b>\$614,268.01</b> |
| <i>Interest &amp; Penalties</i>        |   |                       |                     |                      |              |                          |                     |                     |
| 4700                                   | Interest On Investments                   | .00                   | .00                 | .00                  |              | .00                      | 525.66              | 1,246.38            |
| 4710                                   | Penalty/Fees                              | 6,500.00              | 6,500.00            | .00                  |              | 100.00                   | 5,116.94            | 6,297.37            |
| <i>Interest &amp; Penalties Totals</i> |   | <b>\$6,500.00</b>     | <b>\$6,500.00</b>   | <b>\$0.00</b>        | <b>0%</b>    | <b>\$100.00</b>          | <b>\$5,642.60</b>   | <b>\$7,543.75</b>   |
| <i>Other Revenue</i>                   |   |                       |                     |                      |              |                          |                     |                     |
| 5042                                   | Equity Contribution                       | .00                   | .00                 | .00                  |              | .00                      | 11,249.00           | 101,241.00          |
| 5850                                   | Other Revenue                             | .00                   | .00                 | .00                  |              | 370.84                   | 1,596.87            | 1,701.19            |
| <i>Other Revenue Totals</i>            |   | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>+++</b>   | <b>\$370.84</b>          | <b>\$12,845.87</b>  | <b>\$102,942.19</b> |
| <i>Transfers In</i>                    |   |                       |                     |                      |              |                          |                     |                     |
| 5975.100                               | Transfers From (To) Reserve               | 23,004.00             | 120,170.00          | (97,166.00)          | (81)         | .00                      | .00                 | .00                 |
| <i>Transfers In Totals</i>             |   | <b>\$23,004.00</b>    | <b>\$120,170.00</b> | <b>(\$97,166.00)</b> | <b>(81%)</b> | <b>\$0.00</b>            | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>REVENUE TOTALS</b>                  |   | <b>\$815,557.00</b>   | <b>\$794,250.00</b> | <b>\$21,307.00</b>   | <b>3%</b>    | <b>\$502,015.21</b>      | <b>\$803,858.68</b> | <b>\$724,753.95</b> |
| <b>EXPENSE</b>                         |   |                       |                     |                      |              |                          |                     |                     |
| <i>Personnel Services</i>              |   |                       |                     |                      |              |                          |                     |                     |
| 6000.100                               | Personnel Services Salaries               | 3,000.00              | 3,000.00            | .00                  |              | 7,038.92                 | 7,693.79            | 6,697.07            |
| 6000.200                               | Personnel Services Salaries-Support Group | 172,610.00            | 164,695.00          | 7,915.00             | 5            | 96,763.52                | 163,950.10          | 159,510.06          |
| 6000.300                               | Personnel Services Salaries-Construction  | 11,211.00             | 13,869.00           | (2,658.00)           | (19)         | 1,028.32                 | 14,966.27           | 13,631.12           |
| 6000.400                               | Personnel Services Overtime Pay           | 7,500.00              | 7,500.00            | .00                  |              | 4,809.54                 | 6,911.62            | 17,217.35           |
| 6010.100                               | Benefits Fica & Fringe Benefits           | 103,494.00            | 100,603.00          | 2,891.00             | 3            | 32,671.29                | 94,585.43           | 91,960.80           |
| 6010.900                               | Benefits OPEB contribution                | 14,012.00             | 13,617.00           | 395.00               | 3            | .00                      | 12,040.93           | 11,439.60           |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|--|--|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| <b>Fund 570 - Riddle Farm</b>            |  |                       |                     |             |            |                          |                    |                    |
| <b>EXPENSE</b>                           |  |                       |                     |             |            |                          |                    |                    |
| <i>Personnel Services</i>                |  |                       |                     |             |            |                          |                    |                    |
| <i>Personnel Services Totals</i>         |  | \$311,827.00          | \$303,284.00        | \$8,543.00  | 3%         | \$142,311.59             | \$300,148.14       | \$300,456.00       |
| <i>Supplies &amp; Materials</i>          |  |                       |                     |             |            |                          |                    |                    |
| 6100.010                                 | Administrative Expense Administrative Expenses           | 4,400.00              | 4,400.00            | .00         |            | 28.29                    | 4,126.56           | 3,650.25           |
| 6110.060                                 | Supplies & Equipment Chemicals                           | 50,000.00             | 50,000.00           | .00         |            | 25,873.10                | 52,497.47          | 67,691.49          |
| 6110.090                                 | Supplies & Equipment Computers & Printers                | 257.00                | .00                 | 257.00      |            | .00                      | .00                | 492.61             |
| 6110.340                                 | Supplies & Equipment Safety Program Equipment            | 2,052.00              | 2,052.00            | .00         |            | 84.32                    | 2,241.42           | 1,399.68           |
| 6110.390                                 | Supplies & Equipment Small Equipment                     | .00                   | .00                 | .00         |            | .00                      | 848.59             | 4,616.91           |
| 6110.420                                 | Supplies & Equipment Tools & Supplies                    | 991.00                | 991.00              | .00         |            | 289.19                   | 896.75             | 1,301.01           |
| 6150.050                                 | Uniforms & Personal Equipment Uniforms                   | 1,077.00              | 1,077.00            | .00         |            | .00                      | 975.30             | 1,140.74           |
| 6200.010                                 | Other Supplies & Materials Lab Testing                   | 11,000.00             | 11,000.00           | .00         |            | 4,846.00                 | 13,631.00          | 9,038.00           |
| 6200.030                                 | Other Supplies & Materials Testing Supplies              | 4,500.00              | 4,500.00            | .00         |            | 2,032.30                 | 3,365.11           | 2,658.04           |
| <i>Supplies &amp; Materials Totals</i>   |  | \$74,277.00           | \$74,020.00         | \$257.00    | 0%         | \$33,153.20              | \$78,582.20        | \$91,988.73        |
| <i>Maintenance &amp; Services</i>        |  |                       |                     |             |            |                          |                    |                    |
| 6500.010                                 | Systems Maintenance Collection System Maintenance        | 30,000.00             | 24,000.00           | 6,000.00    | 25         | 8,934.07                 | 12,319.29          | 10,459.65          |
| 6500.020                                 | Systems Maintenance Water Plant/System Maint             | 98,000.00             | 98,000.00           | .00         |            | 80,494.38                | 89,492.18          | 61,884.41          |
| 6500.030                                 | Systems Maintenance Wastewater Treatment Plant Maint     | 66,680.00             | 47,180.00           | 19,500.00   | 41         | 48,713.63                | 119,066.05         | 219,552.31         |
| 6500.040                                 | Systems Maintenance WWW Paving                           | 1,000.00              | 1,000.00            | .00         |            | 1,701.00                 | 10,353.00          | 1,691.35           |
| 6500.070                                 | Systems Maintenance Contractor Water Install/Repair      | 48,000.00             | 48,000.00           | .00         |            | 53,066.76                | 64,017.92          | 16,103.00          |
| 6500.075                                 | Systems Maintenance Contractor Sewer Install/Repair      | .00                   | .00                 | .00         |            | .00                      | 1,691.25           | 750.00             |
| 6530.100                                 | Consulting Services Professional Fees                    | 735.00                | 735.00              | .00         |            | .00                      | 720.00             | 690.00             |
| 6540.090                                 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 23,256.00             | 21,546.00           | 1,710.00    | 8          | .00                      | 36,849.80          | 15,809.17          |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance   | 4,000.00              | 4,000.00            | .00         |            | 8,683.22                 | 3,008.26           | 2,044.41           |
| 6550.060                                 | Building Site Expenses Electricity                       | 78,000.00             | 78,000.00           | .00         |            | 32,965.66                | 64,093.08          | 65,556.00          |
| 6550.110                                 | Building Site Expenses Heating Fuel Oil                  | 5,000.00              | 5,000.00            | .00         |            | 1,210.58                 | 4,165.89           | 3,826.86           |
| 6550.270                                 | Building Site Expenses Telephone                         | 1,680.00              | 1,680.00            | .00         |            | 359.53                   | 749.70             | 737.35             |
| 6550.280                                 | Building Site Expenses Tipping Fees                      | 10,000.00             | 4,000.00            | 6,000.00    | 150        | 3,010.40                 | 9,653.30           | 280.70             |
| 6700.400                                 | Other Maint. & Svcs State Waste Water Sludge Fees        | 1,000.00              | 1,000.00            | .00         |            | 50.00                    | 198.40             | 133.30             |
| 6700.500                                 | Other Maint. & Svcs Water & Wastewater Construction      | 6,389.00              | 6,578.00            | (189.00)    | (3)        | .00                      | 4,732.93           | 9,167.72           |
| <i>Maintenance &amp; Services Totals</i> |  | \$373,740.00          | \$340,719.00        | \$33,021.00 | 10%        | \$239,189.23             | \$421,111.05       | \$408,686.23       |

ITEM 3

3  
48



# Budget Worksheet Report

Budget Year 2022

| Account                              | Account Description                                 | 2022 Committee Review | 2021 Adopted Budget | \$ Variance          | % Variance   | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|--------------------------------------|---|-----------------------|---------------------|----------------------|--------------|--------------------------|-----------------------|-----------------------|
| <b>Fund 570 - Riddle Farm</b>        |   |                       |                     |                      |              |                          |                       |                       |
| EXPENSE                              |   |                       |                     |                      |              |                          |                       |                       |
| <i>Other Charges</i>                 |   |                       |                     |                      |              |                          |                       |                       |
| 7000.060                             | Travel, Training & Expense Educational Training     | 1,129.00              | 1,402.00            | (273.00)             | (19)         | .00                      | 571.10                | 1,502.19              |
| 7170.010                             | Benefits & Insurance Allowance for COLA             | 8,812.00              | .00                 | 8,812.00             |              | .00                      | .00                   | .00                   |
| 7170.100                             | Benefits & Insurance Property & Liability Insurance | 4,200.00              | 4,200.00            | .00                  |              | .00                      | 3,767.37              | 3,386.68              |
| 7200.010                             | Bond & Interest Expense Interest Expense            | 2,000.00              | 12,000.00           | (10,000.00)          | (83)         | .00                      | 13,625.74             | 13,875.78             |
|                                      | <i>Other Charges Totals</i>                         | <b>\$16,141.00</b>    | <b>\$17,602.00</b>  | <b>(\$1,461.00)</b>  | <b>(8%)</b>  | <b>\$0.00</b>            | <b>\$17,964.21</b>    | <b>\$18,764.65</b>    |
| <i>Interfund Charges</i>             |   |                       |                     |                      |              |                          |                       |                       |
| 8010.030                             | Interfund Treasurer's Support - Salary              | 6,142.00              | 5,905.00            | 237.00               | 4            | .00                      | 5,726.24              | 5,498.48              |
| 8010.040                             | Interfund Treasurer's Support - Fringe              | 2,789.00              | 2,681.00            | 108.00               | 4            | .00                      | 2,595.14              | 2,471.01              |
| 8010.050                             | Interfund Public Works & Admin - Benefits           | 4,884.00              | 4,696.00            | 188.00               | 4            | .00                      | 4,452.68              | 4,227.20              |
| 8010.060                             | Interfund Public Works & Admin - Salaries           | 10,757.00             | 10,343.00           | 414.00               | 4            | .00                      | 9,825.00              | 9,406.31              |
|                                      | <i>Interfund Charges Totals</i>                     | <b>\$24,572.00</b>    | <b>\$23,625.00</b>  | <b>\$947.00</b>      | <b>4%</b>    | <b>\$0.00</b>            | <b>\$22,599.06</b>    | <b>\$21,603.00</b>    |
| <i>Capital Equipment</i>             |   |                       |                     |                      |              |                          |                       |                       |
| 9010.090                             | Capital Equipment Other WWW Equipment               | 15,000.00             | 35,000.00           | (20,000.00)          | (57)         | .00                      | .00                   | .00                   |
| 9100.010                             | Depreciation Depreciation Expense                   | .00                   | .00                 | .00                  |              | .00                      | 555,966.67            | 555,966.67            |
|                                      | <i>Capital Equipment Totals</i>                     | <b>\$15,000.00</b>    | <b>\$35,000.00</b>  | <b>(\$20,000.00)</b> | <b>(57%)</b> | <b>\$0.00</b>            | <b>\$555,966.67</b>   | <b>\$555,966.67</b>   |
|                                      | <b>EXPENSE TOTALS</b>                               | <b>\$815,557.00</b>   | <b>\$794,250.00</b> | <b>\$21,307.00</b>   | <b>3%</b>    | <b>\$414,654.02</b>      | <b>\$1,396,371.33</b> | <b>\$1,397,465.28</b> |
| <b>Fund 570 - Riddle Farm Totals</b> |   |                       |                     |                      |              |                          |                       |                       |
|                                      | REVENUE TOTALS                                      | \$815,557.00          | \$794,250.00        | \$21,307.00          | 3%           | \$502,015.21             | \$803,858.68          | \$724,753.95          |
|                                      | EXPENSE TOTALS                                      | \$815,557.00          | \$794,250.00        | \$21,307.00          | 3%           | \$414,654.02             | \$1,396,371.33        | \$1,397,465.28        |
| <b>Fund 570 - Riddle Farm Totals</b> |   |                       |                     |                      |              |                          |                       |                       |
|                                      | Net Grand Totals                                    | \$0.00                | \$0.00              | \$0.00               | +++          | \$87,361.19              | (\$592,512.65)        | (\$672,711.33)        |
| <b>Net Grand Totals</b>              |   |                       |                     |                      |              |                          |                       |                       |
|                                      | REVENUE GRAND TOTALS                                | \$815,557.00          | \$794,250.00        | \$21,307.00          | 3%           | \$502,015.21             | \$803,858.68          | \$724,753.95          |
|                                      | EXPENSE GRAND TOTALS                                | \$815,557.00          | \$794,250.00        | \$21,307.00          | 3%           | \$414,654.02             | \$1,396,371.33        | \$1,397,465.28        |
| <b>Net Grand Totals</b>              |   |                       |                     |                      |              |                          |                       |                       |
|                                      | Net Grand Totals                                    | \$0.00                | \$0.00              | \$0.00               | +++          | \$87,361.19              | (\$592,512.65)        | (\$672,711.33)        |



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance     | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount  | 2019 Actual Amount  |
|--|--|-----------------------|---------------------|-----------------|------------|--------------------------|---------------------|---------------------|
| <b>Fund 575 - River Run</b>            |  |                       |                     |                 |            |                          |                     |                     |
| <b>REVENUE</b>                         |  |                       |                     |                 |            |                          |                     |                     |
| <i>Charges for Services</i>            |  |                       |                     |                 |            |                          |                     |                     |
| 5000.100                               | Domestic Water Service                         | 50,000.00             | 50,000.00           | .00             |            | .00                      | 48,026.45           | 37,502.19           |
| 5010.100                               | Domestic Sewer Service                         | 125,000.00            | 125,000.00          | .00             |            | 63,300.00                | 124,800.00          | 121,350.00          |
| 5040                                   | Hook-Ups                                       | .00                   | .00                 | .00             |            | 2,675.00                 | 16,050.00           | 7,650.00            |
| 5825                                   | Future Capital Development Reven               | .00                   | .00                 | .00             |            | .00                      | .00                 | (13,550.00)         |
| <i>Charges for Services Totals</i>     |  | <b>\$175,000.00</b>   | <b>\$175,000.00</b> | <b>\$0.00</b>   | <b>0%</b>  | <b>\$65,975.00</b>       | <b>\$188,876.45</b> | <b>\$152,952.19</b> |
| <i>Interest &amp; Penalties</i>        |  |                       |                     |                 |            |                          |                     |                     |
| 4710                                   | Penalty/Fees                                   | 700.00                | 700.00              | .00             |            | 150.00                   | 424.61              | 951.17              |
| <i>Interest &amp; Penalties Totals</i> |  | <b>\$700.00</b>       | <b>\$700.00</b>     | <b>\$0.00</b>   | <b>0%</b>  | <b>\$150.00</b>          | <b>\$424.61</b>     | <b>\$951.17</b>     |
| <i>Other Revenue</i>                   |  |                       |                     |                 |            |                          |                     |                     |
| 5850                                   | Other Revenue                                  | .00                   | .00                 | .00             |            | 151.28                   | 643.09              | 1,049.84            |
| <i>Other Revenue Totals</i>            |  | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>   | <b>+++</b> | <b>\$151.28</b>          | <b>\$643.09</b>     | <b>\$1,049.84</b>   |
| <i>Transfers In</i>                    |  |                       |                     |                 |            |                          |                     |                     |
| 5975.100                               | Transfers From (To) Reserve                    | 19,776.00             | 19,455.00           | 321.00          | 2          | .00                      | .00                 | .00                 |
| <i>Transfers In Totals</i>             |  | <b>\$19,776.00</b>    | <b>\$19,455.00</b>  | <b>\$321.00</b> | <b>2%</b>  | <b>\$0.00</b>            | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>REVENUE TOTALS</b>                  |  | <b>\$195,476.00</b>   | <b>\$195,155.00</b> | <b>\$321.00</b> | <b>0%</b>  | <b>\$66,276.28</b>       | <b>\$189,944.15</b> | <b>\$154,953.20</b> |
| <b>EXPENSE</b>                         |  |                       |                     |                 |            |                          |                     |                     |
| <i>Personnel Services</i>              |  |                       |                     |                 |            |                          |                     |                     |
| 6000.100                               | Personnel Services Salaries                    | 29,500.00             | 29,500.00           | .00             |            | 11,816.25                | 31,113.92           | 32,668.71           |
| 6000.200                               | Personnel Services Salaries-Support Group      | 7,066.00              | 6,742.00            | 324.00          | 5          | 517.70                   | 1,454.94            | 4,138.03            |
| 6000.300                               | Personnel Services Salaries-Construction       | 747.00                | 925.00              | (178.00)        | (19)       | 566.44                   | 2,130.47            | 987.62              |
| 6000.400                               | Personnel Services Overtime Pay                | 500.00                | 500.00              | .00             |            | 784.42                   | 86.26               | 456.56              |
| 6010.100                               | Benefits Fica & Fringe Benefits                | 20,572.00             | 20,491.00           | 81.00           |            | 4,672.13                 | 13,921.05           | 15,387.33           |
| 6010.900                               | Benefits OPEB contribution                     | 2,799.00              | 2,788.00            | 11.00           |            | .00                      | 2,601.23            | 2,442.81            |
| <i>Personnel Services Totals</i>       |  | <b>\$61,184.00</b>    | <b>\$60,946.00</b>  | <b>\$238.00</b> | <b>0%</b>  | <b>\$18,356.94</b>       | <b>\$51,307.87</b>  | <b>\$56,081.06</b>  |
| <i>Supplies &amp; Materials</i>        |  |                       |                     |                 |            |                          |                     |                     |
| 6100.010                               | Administrative Expense Administrative Expenses | 1,655.00              | 1,655.00            | .00             |            | .00                      | 1,406.31            | 1,317.61            |
| 6110.060                               | Supplies & Equipment Chemicals                 | 10,000.00             | 10,000.00           | .00             |            | 2,378.00                 | 4,594.00            | 7,495.00            |
| 6110.090                               | Supplies & Equipment Computers & Printers      | 11.00                 | .00                 | 11.00           |            | .00                      | .00                 | 7.92                |
| 6110.340                               | Supplies & Equipment Safety Program Equipment  | 84.00                 | 84.00               | .00             |            | .00                      | 18.38               | 32.57               |
| 6110.390                               | Supplies & Equipment Small Equipment           | 1,500.00              | 1,500.00            | .00             |            | .00                      | 7.57                | 33.54               |
| 6150.050                               | Uniforms & Personal Equipment Uniforms         | 44.00                 | 44.00               | .00             |            | .00                      | 8.70                | 29.48               |
| 6200.010                               | Other Supplies & Materials Lab Testing         | 7,000.00              | 7,000.00            | .00             |            | 2,305.00                 | 4,331.74            | 6,716.00            |
| 6200.030                               | Other Supplies & Materials Testing Supplies    | 1,000.00              | 1,000.00            | .00             |            | .00                      | 713.59              | .00                 |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account              | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|----------------------|--|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| Fund 575 - River Run |  |                       |                     |             |            |                          |                    |                    |
|                      | EXPENSE  |                       |                     |             |            |                          |                    |                    |
|                      | Supplies & Materials                                     |                       |                     |             |            |                          |                    |                    |
|                      | <i>Supplies &amp; Materials Totals</i>                   | \$21,294.00           | \$21,283.00         | \$11.00     | 0%         | \$4,683.00               | \$11,080.29        | \$15,632.12        |
|                      | Maintenance & Services                                   |                       |                     |             |            |                          |                    |                    |
| 6500.010             | Systems Maintenance Collection System Maintenance        | 13,000.00             | 13,000.00           | .00         |            | 2,616.47                 | 5,143.83           | 14,341.67          |
| 6500.020             | Systems Maintenance Water Plant/System Maint             | .00                   | .00                 | .00         |            | 970.54                   | 6,506.35           | 8,444.66           |
| 6500.030             | Systems Maintenance Wastewater Treatment Plant Maint     | 6,000.00              | 6,000.00            | .00         |            | 2,714.79                 | 1,620.66           | 4,747.21           |
| 6500.070             | Systems Maintenance Contractor Water Install/Repair      | 7,200.00              | 7,200.00            | .00         |            | .00                      | 9,929.34           | .00                |
| 6500.075             | Systems Maintenance Contractor Sewer Install/Repair      | .00                   | .00                 | .00         |            | .00                      | .00                | 750.00             |
| 6530.100             | Consulting Services Professional Fees                    | 270.00                | 270.00              | .00         |            | .00                      | 264.00             | 253.00             |
| 6540.090             | Vehicle Operating Expenses Vehicle/Equip - Support Group | 952.00                | 882.00              | 70.00       | 8          | .00                      | 493.69             | 528.49             |
| 6550.020             | Building Site Expenses Buildings & Grounds Maintenance   | 100.00                | 100.00              | .00         |            | 63.96                    | .00                | 250.00             |
| 6550.060             | Building Site Expenses Electricity                       | 20,000.00             | 20,000.00           | .00         |            | 7,520.01                 | 27,482.42          | 24,720.65          |
| 6550.270             | Building Site Expenses Telephone                         | 1,566.00              | 1,566.00            | .00         |            | 236.44                   | 388.28             | 426.39             |
| 6700.200             | Other Maint. & Svcs Payment to Water Utility             | 50,000.00             | 50,000.00           | .00         |            | .00                      | 48,026.45          | 37,502.19          |
| 6700.400             | Other Maint. & Svcs State Waste Water Sludge Fees        | .00                   | .00                 | .00         |            | 50.00                    | 50.00              | .00                |
| 6700.500             | Other Maint. & Svcs Water & Wastewater Construction      | 426.00                | 439.00              | (13.00)     | (3)        | .00                      | 673.74             | 664.23             |
|                      | <i>Maintenance &amp; Services Totals</i>                 | \$99,514.00           | \$99,457.00         | \$57.00     | 0%         | \$14,172.21              | \$100,578.76       | \$92,628.49        |
|                      | Other Charges  |                       |                     |             |            |                          |                    |                    |
| 7000.060             | Travel, Training & Expense Educational Training          | 46.00                 | 57.00               | (11.00)     | (19)       | .00                      | 3.53               | 38.83              |
| 7170.010             | Benefits & Insurance Allowance for COLA                  | 1,552.00              | 1,919.00            | (367.00)    | (19)       | .00                      | .00                | .00                |
| 7170.100             | Benefits & Insurance Property & Liability Insurance      | 1,750.00              | 1,750.00            | .00         |            | .00                      | 1,565.04           | 1,406.49           |
|                      | <i>Other Charges Totals</i>                              | \$3,348.00            | \$3,726.00          | (\$378.00)  | (10%)      | \$0.00                   | \$1,568.57         | \$1,445.32         |
|                      | Interfund Charges  |                       |                     |             |            |                          |                    |                    |
| 8010.030             | Interfund Treasurer's Support - Salary                   | 2,368.00              | 2,276.00            | 92.00       | 4          | .00                      | 2,178.46           | 2,091.82           |
| 8010.040             | Interfund Treasurer's Support - Fringe                   | 1,068.00              | 1,026.00            | 42.00       | 4          | .00                      | 987.28             | 940.06             |
| 8010.050             | Interfund Public Works & Admin - Benefits                | 2,082.00              | 2,001.00            | 81.00       | 4          | .00                      | 1,880.02           | 1,784.82           |
| 8010.060             | Interfund Public Works & Admin - Salaries                | 4,618.00              | 4,440.00            | 178.00      | 4          | .00                      | 4,148.34           | 3,971.55           |
|                      | <i>Interfund Charges Totals</i>                          | \$10,136.00           | \$9,743.00          | \$393.00    | 4%         | \$0.00                   | \$9,194.10         | \$8,788.25         |
|                      | Capital Equipment  |                       |                     |             |            |                          |                    |                    |
| 9100.010             | Depreciation Depreciation Expense                        | .00                   | .00                 | .00         |            | .00                      | 1,006.37           | 2,012.75           |

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account | Account Description             | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|---------|---------------------------------|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| Fund    | <b>575 - River Run</b>          |                       |                     |             |            |                          |                    |                    |
|         | EXPENSE                         |                       |                     |             |            |                          |                    |                    |
|         | <i>Capital Equipment</i>        |                       |                     |             |            |                          |                    |                    |
|         | <i>Capital Equipment Totals</i> | \$0.00                | \$0.00              | \$0.00      | +++        | \$0.00                   | \$1,006.37         | \$2,012.75         |
|         | EXPENSE TOTALS                  | \$195,476.00          | \$195,155.00        | \$321.00    | 0%         | \$37,212.15              | \$174,735.96       | \$176,587.99       |
| Fund    | <b>575 - River Run Totals</b>   |                       |                     |             |            |                          |                    |                    |
|         | REVENUE TOTALS                  | \$195,476.00          | \$195,155.00        | \$321.00    | 0%         | \$66,276.28              | \$189,944.15       | \$154,953.20       |
|         | EXPENSE TOTALS                  | \$195,476.00          | \$195,155.00        | \$321.00    | 0%         | \$37,212.15              | \$174,735.96       | \$176,587.99       |
| Fund    | <b>575 - River Run Totals</b>   | \$0.00                | \$0.00              | \$0.00      | +++        | \$29,064.13              | \$15,208.19        | (\$21,634.79)      |
|         | Net Grand Totals                |                       |                     |             |            |                          |                    |                    |
|         | REVENUE GRAND TOTALS            | \$195,476.00          | \$195,155.00        | \$321.00    | 0%         | \$66,276.28              | \$189,944.15       | \$154,953.20       |
|         | EXPENSE GRAND TOTALS            | \$195,476.00          | \$195,155.00        | \$321.00    | 0%         | \$37,212.15              | \$174,735.96       | \$176,587.99       |
|         | Net Grand Totals                | \$0.00                | \$0.00              | \$0.00      | +++        | \$29,064.13              | \$15,208.19        | (\$21,634.79)      |

3 - 52

ITEM 3



# Budget Worksheet Report

Budget Year 2022

| Account                                | Account Description                            | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance           | % Variance    | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|--|--|-----------------------|-----------------------|-----------------------|---------------|--------------------------|-----------------------|-----------------------|
| <b>Fund 580 - West Ocean City</b>      |  |                       |                       |                       |               |                          |                       |                       |
| <b>REVENUE</b>                         |  |                       |                       |                       |               |                          |                       |                       |
| <i>Charges for Services</i>            |  |                       |                       |                       |               |                          |                       |                       |
| 5010.100                               | Domestic Sewer Service                         | 1,186,092.00          | 1,167,000.00          | 19,092.00             | 2             | 595,114.50               | 1,176,550.84          | 1,150,314.00          |
| 5015.100                               | Commercial Sewer Service                       | 285,960.00            | 272,000.00            | 13,960.00             | 5             | 142,989.51               | 287,555.15            | 267,056.66            |
| 5040                                   | Hook-Ups                                       | 11,000.00             | 11,000.00             | .00                   |               | 11,075.00                | 16,281.00             | 20,848.00             |
| 5825                                   | Future Capital Development Reven               | .00                   | .00                   | .00                   |               | 3,000.00                 | 9,000.00              | 29,606.00             |
| <i>Charges for Services Totals</i>     |  | <b>\$1,483,052.00</b> | <b>\$1,450,000.00</b> | <b>\$33,052.00</b>    | <b>2%</b>     | <b>\$752,179.01</b>      | <b>\$1,489,386.99</b> | <b>\$1,467,824.66</b> |
| <i>Interest &amp; Penalties</i>        |  |                       |                       |                       |               |                          |                       |                       |
| 4700                                   | Interest On Investments                        | 20,000.00             | 20,000.00             | .00                   |               | 1,219.65                 | 19,128.72             | 22,120.26             |
| 4710                                   | Penalty/Fees                                   | 19,000.00             | 19,000.00             | .00                   |               | .00                      | 13,001.67             | 19,070.63             |
| <i>Interest &amp; Penalties Totals</i> |  | <b>\$39,000.00</b>    | <b>\$39,000.00</b>    | <b>\$0.00</b>         | <b>0%</b>     | <b>\$1,219.65</b>        | <b>\$32,130.39</b>    | <b>\$41,190.89</b>    |
| <i>Other Revenue</i>                   |  |                       |                       |                       |               |                          |                       |                       |
| 5850                                   | Other Revenue                                  | .00                   | .00                   | .00                   |               | 876.71                   | 3,747.35              | 5,249.78              |
| <i>Other Revenue Totals</i>            |  | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>+++</b>    | <b>\$876.71</b>          | <b>\$3,747.35</b>     | <b>\$5,249.78</b>     |
| <i>Transfers In</i>                    |  |                       |                       |                       |               |                          |                       |                       |
| 5975.100                               | Transfers From (To) Reserve                    | (85,480.00)           | 94,009.00             | (179,489.00)          | (191)         | .00                      | .00                   | .00                   |
| <i>Transfers In Totals</i>             |  | <b>(\$85,480.00)</b>  | <b>\$94,009.00</b>    | <b>(\$179,489.00)</b> | <b>(191%)</b> | <b>\$0.00</b>            | <b>\$0.00</b>         | <b>\$0.00</b>         |
| <b>REVENUE TOTALS</b>                  |  | <b>\$1,436,572.00</b> | <b>\$1,583,009.00</b> | <b>(\$146,437.00)</b> | <b>(9%)</b>   | <b>\$754,275.37</b>      | <b>\$1,525,264.73</b> | <b>\$1,514,265.33</b> |
| <b>EXPENSE</b>                         |  |                       |                       |                       |               |                          |                       |                       |
| <i>Personnel Services</i>              |  |                       |                       |                       |               |                          |                       |                       |
| 6000.100                               | Personnel Services Salaries                    | 5,000.00              | 5,000.00              | .00                   |               | 13,332.75                | 5,212.80              | 7,039.08              |
| 6000.200                               | Personnel Services Salaries-Support Group      | 111,036.00            | 105,944.00            | 5,092.00              | 5             | 27,946.87                | 59,008.20             | 85,353.67             |
| 6000.300                               | Personnel Services Salaries-Construction       | 20,926.00             | 31,890.00             | (10,964.00)           | (34)          | 1,939.52                 | 17,254.41             | 27,929.22             |
| 6000.400                               | Personnel Services Overtime Pay                | 3,500.00              | 3,500.00              | .00                   |               | 1,377.97                 | 1,386.28              | 3,792.70              |
| 6010.100                               | Benefits Fica & Fringe Benefits                | 74,240.00             | 76,644.00             | (2,404.00)            | (3)           | 14,036.66                | 38,726.02             | 58,973.23             |
| 6010.900                               | Benefits OPEB contribution                     | 10,272.00             | 10,263.00             | 9.00                  |               | .00                      | 5,465.35              | 7,650.36              |
| <i>Personnel Services Totals</i>       |  | <b>\$224,974.00</b>   | <b>\$233,241.00</b>   | <b>(\$8,267.00)</b>   | <b>(4%)</b>   | <b>\$58,633.77</b>       | <b>\$127,053.06</b>   | <b>\$190,738.26</b>   |
| <i>Supplies &amp; Materials</i>        |  |                       |                       |                       |               |                          |                       |                       |
| 6100.010                               | Administrative Expense Administrative Expenses | 27,955.00             | 27,955.00             | .00                   |               | 1,312.59                 | 22,351.28             | 21,273.65             |
| 6110.090                               | Supplies & Equipment Computers & Printers      | 165.00                | .00                   | 165.00                |               | .00                      | .00                   | 350.58                |
| 6110.340                               | Supplies & Equipment Safety Program Equipment  | 1,320.00              | 1,320.00              | .00                   |               | .00                      | 1,028.80              | 721.48                |
| 6110.390                               | Supplies & Equipment Small Equipment           | .00                   | .00                   | .00                   |               | .00                      | 305.10                | 695.80                |
| 6110.420                               | Supplies & Equipment Tools & Supplies          | 2,000.00              | 2,000.00              | .00                   |               | 1,259.61                 | 591.39                | 355.17                |
| 6150.050                               | Uniforms & Personal Equipment Uniforms         | 693.00                | 693.00                | .00                   |               | .00                      | 350.66                | 611.73                |
| <i>Supplies &amp; Materials Totals</i> |  | <b>\$32,133.00</b>    | <b>\$31,968.00</b>    | <b>\$165.00</b>       | <b>1%</b>     | <b>\$2,572.20</b>        | <b>\$24,627.23</b>    | <b>\$24,008.41</b>    |

ITEM 3

# Budget Worksheet Report

Budget Year 2022



| Account                                  | Account Description                                      | 2022 Committee Review | 2021 Adopted Budget   | \$ Variance           | % Variance   | 2021 Actual YTD 12/31/20 | 2020 Actual Amount    | 2019 Actual Amount    |
|--|--|-----------------------|-----------------------|-----------------------|--------------|--------------------------|-----------------------|-----------------------|
| <b>Fund 580 - West Ocean City</b>        |  |                       |                       |                       |              |                          |                       |                       |
| <b>EXPENSE</b>                           |  |                       |                       |                       |              |                          |                       |                       |
| <i>Maintenance &amp; Services</i>        |  |                       |                       |                       |              |                          |                       |                       |
| 6500.010                                 | Systems Maintenance Collection System Maintenance        | 130,000.00            | 140,000.00            | (10,000.00)           | (7)          | 31,477.62                | 34,941.34             | 130,927.48            |
| 6500.040                                 | Systems Maintenance WWW Paving                           | 2,000.00              | 2,000.00              | .00                   |              | 910.00                   | 2,133.25              | 3,754.50              |
| 6500.075                                 | Systems Maintenance Contractor Sewer Install/Repair      | 8,250.00              | 8,250.00              | .00                   |              | 6,400.00                 | 19,501.38             | 13,649.57             |
| 6530.100                                 | Consulting Services Professional Fees                    | 4,190.00              | 4,190.00              | .00                   |              | .00                      | 4,104.00              | 3,933.00              |
| 6540.090                                 | Vehicle Operating Expenses Vehicle/Equip - Support Group | 14,960.00             | 13,860.00             | 1,100.00              | 8            | .00                      | 13,395.80             | 8,670.08              |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance   | 1,000.00              | 1,000.00              | .00                   |              | 426.50                   | 1,382.50              | 1,430.14              |
| 6550.060                                 | Building Site Expenses Electricity                       | 18,000.00             | 18,000.00             | .00                   |              | 5,331.26                 | 13,283.95             | 15,765.99             |
| 6550.270                                 | Building Site Expenses Telephone                         | 4,526.00              | 4,526.00              | .00                   |              | 1,604.02                 | 3,170.13              | 3,942.56              |
| 6700.100                                 | Other Maint. & Svcs Payment to Sewer Utility             | 770,000.00            | 770,000.00            | .00                   |              | 732,250.00               | 732,250.80            | 730,680.30            |
| 6700.500                                 | Other Maint. & Svcs Water & Wastewater Construction      | 11,925.00             | 12,278.00             | (353.00)              | (3)          | .00                      | 5,456.53              | 18,784.00             |
| <i>Maintenance &amp; Services Totals</i> |  | <b>\$964,851.00</b>   | <b>\$974,104.00</b>   | <b>(\$9,253.00)</b>   | <b>(1%)</b>  | <b>\$778,399.40</b>      | <b>\$829,619.68</b>   | <b>\$931,537.62</b>   |
| <i>Other Charges</i>                     |  |                       |                       |                       |              |                          |                       |                       |
| 7000.060                                 | Travel, Training & Expense Educational Training          | 726.00                | 902.00                | (176.00)              | (20)         | .00                      | 142.41                | 805.55                |
| 7170.010                                 | Benefits & Insurance Allowance for COLA                  | 6,540.00              | .00                   | 6,540.00              |              | .00                      | .00                   | .00                   |
| 7170.100                                 | Benefits & Insurance Property & Liability Insurance      | 19,000.00             | 19,000.00             | .00                   |              | .00                      | 17,868.83             | 16,060.09             |
| <i>Other Charges Totals</i>              |  | <b>\$26,266.00</b>    | <b>\$19,902.00</b>    | <b>\$6,364.00</b>     | <b>32%</b>   | <b>\$0.00</b>            | <b>\$18,011.24</b>    | <b>\$16,865.64</b>    |
| <i>Interfund Charges</i>                 |  |                       |                       |                       |              |                          |                       |                       |
| 8010.030                                 | Interfund Treasurer's Support - Salary                   | 31,829.00             | 30,604.00             | 1,225.00              | 4            | .00                      | 30,125.08             | 28,926.78             |
| 8010.040                                 | Interfund Treasurer's Support - Fringe                   | 14,342.00             | 13,790.00             | 552.00                | 4            | .00                      | 13,652.68             | 12,999.69             |
| 8010.050                                 | Interfund Public Works & Admin - Benefits                | 22,421.00             | 21,558.00             | 863.00                | 4            | .00                      | 21,323.46             | 20,243.57             |
| 8010.060                                 | Interfund Public Works & Admin - Salaries                | 49,756.00             | 47,842.00             | 1,914.00              | 4            | .00                      | 47,050.86             | 45,045.78             |
| <i>Interfund Charges Totals</i>          |  | <b>\$118,348.00</b>   | <b>\$113,794.00</b>   | <b>\$4,554.00</b>     | <b>4%</b>    | <b>\$0.00</b>            | <b>\$112,152.08</b>   | <b>\$107,215.82</b>   |
| <i>Capital Equipment</i>                 |  |                       |                       |                       |              |                          |                       |                       |
| 9010.090                                 | Capital Equipment Other WWW Equipment                    | 70,000.00             | 210,000.00            | (140,000.00)          | (67)         | 91,038.38                | .00                   | .00                   |
| 9100.010                                 | Depreciation Depreciation Expense                        | .00                   | .00                   | .00                   |              | .00                      | 284,695.06            | 311,669.09            |
| <i>Capital Equipment Totals</i>          |  | <b>\$70,000.00</b>    | <b>\$210,000.00</b>   | <b>(\$140,000.00)</b> | <b>(67%)</b> | <b>\$91,038.38</b>       | <b>\$284,695.06</b>   | <b>\$311,669.09</b>   |
| <b>EXPENSE TOTALS</b>                    |  | <b>\$1,436,572.00</b> | <b>\$1,583,009.00</b> | <b>(\$146,437.00)</b> | <b>(9%)</b>  | <b>\$930,643.75</b>      | <b>\$1,396,158.35</b> | <b>\$1,582,034.84</b> |
| <b>Fund 580 - West Ocean City Totals</b> |  |                       |                       |                       |              |                          |                       |                       |
| <b>REVENUE TOTALS</b>                    |  | <b>\$1,436,572.00</b> | <b>\$1,583,009.00</b> | <b>(\$146,437.00)</b> | <b>(9%)</b>  | <b>\$754,275.37</b>      | <b>\$1,525,264.73</b> | <b>\$1,514,265.33</b> |
| <b>EXPENSE TOTALS</b>                    |  | <b>\$1,436,572.00</b> | <b>\$1,583,009.00</b> | <b>(\$146,437.00)</b> | <b>(9%)</b>  | <b>\$930,643.75</b>      | <b>\$1,396,158.35</b> | <b>\$1,582,034.84</b> |

3 - 54

ITEM 3





# Budget Worksheet Report

Budget Year 2022

| Account | Account Description                      | 2022 Committee Review | 2021 Adopted Budget | \$ Variance    | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|---------|--|-----------------------|---------------------|----------------|------------|--------------------------|--------------------|--------------------|
|         | Fund <b>580 - West Ocean City</b> Totals | \$0.00                | \$0.00              | \$0.00         | +++        | (\$176,368.38)           | \$129,106.38       | (\$67,769.51)      |
|         | Net Grand Totals                         |                       |                     |                |            |                          |                    |                    |
|         | REVENUE GRAND TOTALS                     | \$1,436,572.00        | \$1,583,009.00      | (\$146,437.00) | (9%)       | \$754,275.37             | \$1,525,264.73     | \$1,514,265.33     |
|         | EXPENSE GRAND TOTALS                     | \$1,436,572.00        | \$1,583,009.00      | (\$146,437.00) | (9%)       | \$930,643.75             | \$1,396,158.35     | \$1,582,034.84     |
|         | Net Grand Totals                         | \$0.00                | \$0.00              | \$0.00         | +++        | (\$176,368.38)           | \$129,106.38       | (\$67,769.51)      |

3 - 55

ITEM 3



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



OFFICE OF THE TREASURER

# Worcester County

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

PHILLIP G. THOMPSON, CPA  
FINANCE OFFICER

JESSICA R. WILSON, CPA  
ASSISTANT FINANCE OFFICER

ACAO Note:  
Requesting a Public  
Hearing date of June 1

## MEMORANDUM

**TO:** *Harold Higgins, Chief Administrative Officer*  
**FROM:** *Jessica Wilson, Assistant Finance Officer* JW  
**DATE:** *April 26, 2021*  
**RE:** *Solid Waste Enterprise Fund Public Hearing*

.....

The purpose of this memo is to request a public hearing for the Solid Waste Enterprise Fund FY21/22 budget on Tuesday, June 1, 2021. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY21/22 Requested Operating Budget as well as the handout for the public hearing meeting.

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

**Notice of Public Hearing  
Worcester County  
Solid Waste Enterprise Fund  
FY 2021/2022 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2021/2022 Solid Waste Enterprise Fund Operating Budget as requested by the Worcester County Department of Public Works, Solid Waste Division on:

**Tuesday, June 1, 2021 at 10:40 a.m.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

The Proposed Budget maintains the current solid waste tipping fee of \$75 per ton for municipal waste and \$80 per ton for construction and demolition debris. Copies of the detailed budget are available for public inspection at the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill or online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

WORCESTER COUNTY  
2021/2022 REQUESTED OPERATING BUDGET

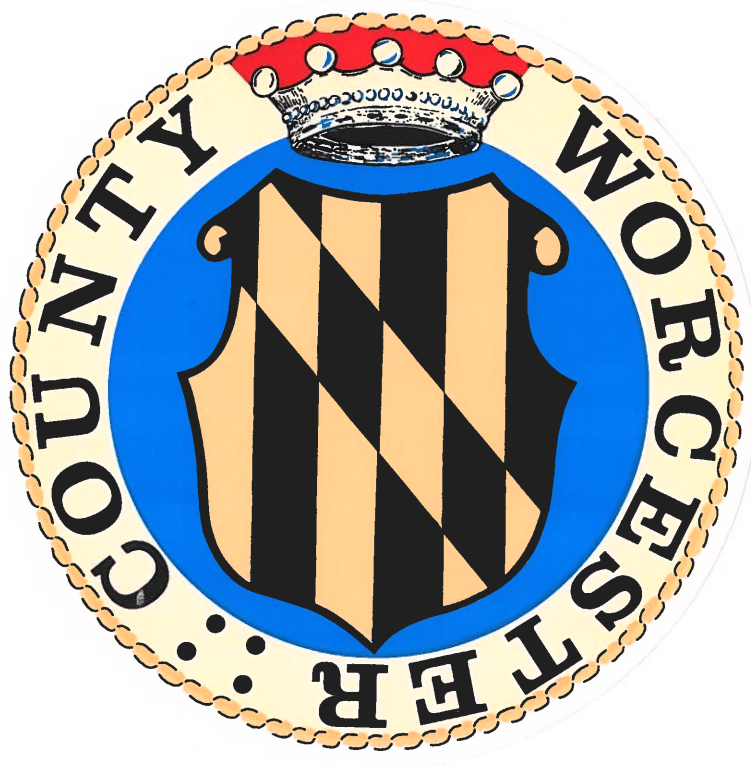
**SOLID WASTE ENTERPRISE FUND**

|                              |                    |
|------------------------------|--------------------|
| Personnel Services .....     | \$1,402,141        |
| Supplies & Materials .....   | \$28,025           |
| Maintenance & Services ..... | \$1,033,475        |
| Other Charges .....          | \$664,895          |
| Debt Service.....            | \$446,251          |
| Interfund Charges .....      | \$(182,363)        |
| Capital Equipment .....      | <u>\$31,000</u>    |
| <br>TOTAL REQUESTED EXPENSE  | <br>\$3,423,424    |
| <br>Tipping Fees .....       | <br>\$4,109,057    |
| Permits .....                | \$4,500            |
| Interest and Penalties ..... | \$9,800            |
| Transfer to Reserves .....   | <u>\$(699,933)</u> |
| <br>TOTAL ESTIMATED REVENUES | <br>\$3,423,424    |

For additional information, contact the Worcester County Treasurer's Office  
at 410-632-0686, ext. 1216.

# Worcester County

## Solid Waste Division



FY 2021/2022 Requested

Operating Budgets

Board of County Commissioners of Worcester County

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

Harold L. Higgins, Chief Administrative Officer  
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer’s Office as an aid to understanding the  
Solid Waste Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1216.

**WORCESTER COUNTY  
Solid Waste Division  
Enterprise Funds**

|                             | 2020/21<br>Budget | 2021/22<br>Request | (\$)<br>Variance | (%)<br>Variance |
|-----------------------------|-------------------|--------------------|------------------|-----------------|
| <b>Revenue</b>              |                   |                    |                  |                 |
| Tipping Fees                | 3,977,945         | 4,109,057          | 131,112          | 3.30%           |
| Permits                     | 4,500             | 4,500              | -                | 0.00%           |
| Interest & Penalties        | 52,500            | 9,800              | (42,700)         | -81.33%         |
| Other Revenue               | 125,800           | -                  | (125,800)        | -100.00%        |
| Transfer (To)/From Reserves | (873,747)         | (699,933)          | 173,814          | -19.89%         |
|                             | <hr/> 3,286,998   | <hr/> 3,423,424    | <hr/> 136,426    | <hr/> 4.15%     |
| <b>Expenses</b>             |                   |                    |                  |                 |
| Personnel Services          | 1,380,189         | 1,402,141          | 21,952           | 1.59%           |
| Supplies & Materials        | 27,025            | 28,025             | 1,000            | 3.70%           |
| Maintenance & Services      | 1,008,475         | 1,033,475          | 25,000           | 2.48%           |
| Other Charges/Lease Pay     | 627,322           | 664,895            | 37,573           | 5.99%           |
| Debt Service                | 443,430           | 446,251            | 2,821            | 0.64%           |
| Interfund Charges           | (241,443)         | (182,363)          | 59,080           | -24.47%         |
| Capital Equipment           | 42,000            | 31,000             | (11,000)         | -26.19%         |
|                             | <hr/> 3,286,998   | <hr/> 3,423,424    | <hr/> 136,426    | <hr/> 4.15%     |

| <b>Tipping Rates:</b>                                  | <b>Approved</b> | <b>Proposed</b> |
|--|-----------------|-----------------|
| Refuse   | 75              | 75 per ton      |
| Dirt, Grit, Red Ash, Sludge, Stumps, and<br>Yard Waste | 80              | 80 per ton      |
| Construction/Deomolition, Concrete,<br>Boats           | 80              | 80 per ton      |
| Asbestos   | 150             | 150 per ton     |
| "Clean" concrete                                       | Free            | Free per ton    |
| House Trailers   | 1,500           | 2,000 each      |
| Metal  | 25              | 25 per ton      |
| Tires  |                 |                 |
| Industrial/Tractor                                     | 600             | 600 per ton     |
| Truck  | 10              | 10 each         |
| Car  | 3               | 3 each          |
| Car on rim   | 5               | 5 each          |
| Car - large volume                                     | 225             | 225 per ton     |
| Disposed of on landfill                                | 20              | 20 each         |
| <b>Other:</b>  |                 |                 |
| Commercial Permit                                      | 25              | 25 per vehicle  |
| Commercial Permit- local government                    | 15              | 15 per vehicle  |
| Mulch purchase   | 20              | 20 per bucket   |



# Budget Worksheet Report

Budget Year 2022

| Account             | Account Description                            | 2022 Committee Review | 2021 Adopted Budget | \$ Variance    | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|---------------------|--|-----------------------|---------------------|----------------|------------|--------------------------|--------------------|--------------------|
| Fund 680 - Landfill |  |                       |                     |                |            |                          |                    |                    |
|                     | REVENUE  |                       |                     |                |            |                          |                    |                    |
|                     | <i>Gain/Loss on Disposal of Assets</i>         |                       |                     |                |            |                          |                    |                    |
| 4600                | Sale Of Fixed Assets                           | .00                   | .00                 | .00            |            | .00                      | .00                | 20,500.00          |
|                     | <i>Gain/Loss on Disposal of Assets Totals</i>  | \$0.00                | \$0.00              | \$0.00         | +++        | \$0.00                   | \$0.00             | \$20,500.00        |
|                     | <i>Licenses and Permits</i>                    |                       |                     |                |            |                          |                    |                    |
| 4980                | Landfill Permits-Household                     | .00                   | .00                 | .00            |            | .00                      | .00                | 322,100.00         |
| 4982                | PAYT Tags - Household                          | .00                   | .00                 | .00            |            | .00                      | .00                | 9,010.00           |
| 4985                | Landfill Permits-Commercial                    | 4,500.00              | 4,500.00            | .00            |            | 4,350.00                 | 4,275.00           | 3,025.00           |
|                     | <i>Licenses and Permits Totals</i>             | \$4,500.00            | \$4,500.00          | \$0.00         | 0%         | \$4,350.00               | \$4,275.00         | \$334,135.00       |
|                     | <i>Charges for Services</i>                    |                       |                     |                |            |                          |                    |                    |
| 4990                | Tipping Fee Revenue                            | 4,059,057.00          | 3,937,945.00        | 121,112.00     | 3          | 2,448,068.41             | 3,960,873.13       | 3,659,902.27       |
| 5185                | Recycling Revenue                              | .00                   | .00                 | .00            |            | .00                      | .00                | 92,888.76          |
| 5186                | Metal Recycling Revenue                        | .00                   | .00                 | .00            |            | .00                      | .00                | 69,793.10          |
| 5190                | Stump/Yard Waste/Mulch Revenue                 | 50,000.00             | 40,000.00           | 10,000.00      | 25         | 200.00                   | 59,008.40          | 49,215.20          |
| 5195                | Tire Revenue                                   | .00                   | .00                 | .00            |            | .00                      | .00                | 27,954.50          |
|                     | <i>Charges for Services Totals</i>             | \$4,109,057.00        | \$3,977,945.00      | \$131,112.00   | 3%         | \$2,448,268.41           | \$4,019,881.53     | \$3,899,753.83     |
|                     | <i>Interest &amp; Penalties</i>                |                       |                     |                |            |                          |                    |                    |
| 4700                | Interest On Investments                        | 7,800.00              | 50,500.00           | (42,700.00)    | (85)       | 4,092.29                 | 63,550.56          | 76,569.11          |
| 4710                | Penalty/Fees                                   | 2,000.00              | 2,000.00            | .00            |            | 474.28                   | 2,279.31           | 1,979.06           |
|                     | <i>Interest &amp; Penalties Totals</i>         | \$9,800.00            | \$52,500.00         | (\$42,700.00)  | (81%)      | \$4,566.57               | \$65,829.87        | \$78,548.17        |
|                     | <i>Other Revenue</i>                           |                       |                     |                |            |                          |                    |                    |
| 5850                | Other Revenue                                  | .00                   | 125,800.00          | (125,800.00)   | (100)      | .00                      | 43,791.47          | 26,230.14          |
|                     | <i>Other Revenue Totals</i>                    | \$0.00                | \$125,800.00        | (\$125,800.00) | (100%)     | \$0.00                   | \$43,791.47        | \$26,230.14        |
|                     | <i>Transfers In</i>                            |                       |                     |                |            |                          |                    |                    |
| 5975.100            | Transfers From (To) Reserve                    | (699,933.00)          | (873,747.00)        | 173,814.00     | (20)       | .00                      | .00                | .00                |
| 5985.100            | Transfer from General Fund Recycling Grant     | .00                   | .00                 | .00            |            | .00                      | .00                | 1,033,339.00       |
| 5985.200            | Transfer from General Fund Conv. Centers Grant | .00                   | .00                 | .00            |            | .00                      | .00                | 664,984.00         |
|                     | <i>Transfers In Totals</i>                     | (\$699,933.00)        | (\$873,747.00)      | \$173,814.00   | (20%)      | \$0.00                   | \$0.00             | \$1,698,323.00     |
|                     | REVENUE TOTALS                                 | \$3,423,424.00        | \$3,286,998.00      | \$136,426.00   | 4%         | \$2,457,184.98           | \$4,133,777.87     | \$6,057,490.14     |
|                     | EXPENSE  |                       |                     |                |            |                          |                    |                    |
|                     | <i>Personnel Services</i>                      |                       |                     |                |            |                          |                    |                    |
| 6000.100            | Personnel Services Salaries                    | 801,814.00            | 783,417.00          | 18,397.00      | 2          | 323,740.00               | 607,202.71         | 1,287,631.09       |
| 6000.400            | Personnel Services Overtime Pay                | 15,000.00             | 15,000.00           | .00            |            | 1,733.93                 | 5,042.82           | .00                |
| 6010.100            | Benefits Fica & Fringe Benefits                | 440,999.00            | 430,881.00          | 10,118.00      | 2          | 109,955.14               | 328,507.30         | 693,154.80         |
| 6010.900            | Benefits OPEB contribution                     | 144,328.00            | 150,891.00          | (6,563.00)     | (4)        | .00                      | 110,197.24         | 227,094.71         |
|                     | <i>Personnel Services Totals</i>               | \$1,402,141.00        | \$1,380,189.00      | \$21,952.00    | 2%         | \$435,429.07             | \$1,050,950.07     | \$2,207,880.60     |

ITEM 4



# Budget Worksheet Report

Budget Year 2022

| Account                                  | Account Description                                    | 2022 Committee Review | 2021 Adopted Budget | \$ Variance | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|--|--|-----------------------|---------------------|-------------|------------|--------------------------|--------------------|--------------------|
| Fund 680 - Landfill                      |  |                       |                     |             |            |                          |                    |                    |
| <b>EXPENSE</b>                           |  |                       |                     |             |            |                          |                    |                    |
| <i>Supplies &amp; Materials</i>          |  |                       |                     |             |            |                          |                    |                    |
| 6100.010                                 | Administrative Expense Administrative Expenses         | 12,500.00             | 12,500.00           | .00         |            | 4,434.60                 | 13,903.59          | 12,280.51          |
| 6100.100                                 | Administrative Expense Dues, Licenses & Subscriptions  | 575.00                | 575.00              | .00         |            | .00                      | 275.00             | .00                |
| 6110.090                                 | Supplies & Equipment Computers & Printers              | 1,000.00              | .00                 | 1,000.00    |            | 168.90                   | 743.00             | 1,700.05           |
| 6110.340                                 | Supplies & Equipment Safety Program Equipment          | 2,000.00              | 2,000.00            | .00         |            | 246.14                   | 427.28             | 1,394.00           |
| 6110.390                                 | Supplies & Equipment Small Equipment                   | .00                   | .00                 | .00         |            | .00                      | 5,900.00           | .00                |
| 6110.420                                 | Supplies & Equipment Tools & Supplies                  | 2,500.00              | 2,500.00            | .00         |            | 1,022.09                 | 1,722.93           | 8,959.69           |
| 6150.050                                 | Uniforms & Personal Equipment Uniforms                 | 9,450.00              | 9,450.00            | .00         |            | 1,617.65                 | 4,662.98           | 9,119.47           |
| <i>Supplies &amp; Materials Totals</i>   |  | \$28,025.00           | \$27,025.00         | \$1,000.00  | 4%         | \$7,489.38               | \$27,634.78        | \$33,453.72        |
| <i>Maintenance &amp; Services</i>        |  |                       |                     |             |            |                          |                    |                    |
| 6530.040                                 | Consulting Services Consulting Services                | 150,000.00            | 125,000.00          | 25,000.00   | 20         | 58,456.78                | 156,350.01         | 118,849.64         |
| 6530.100                                 | Consulting Services Professional Fees                  | 8,125.00              | 8,125.00            | .00         |            | 6,050.00                 | 12,600.00          | 10,800.00          |
| 6540.020                                 | Vehicle Operating Expenses Fuel - WC Fleet             | 70,000.00             | 70,000.00           | .00         |            | 13,515.33                | 38,202.55          | 83,984.02          |
| 6540.030                                 | Vehicle Operating Expenses Vehicle Maintenance         | 10,000.00             | 10,000.00           | .00         |            | 1,192.24                 | 3,055.96           | 3,959.89           |
| 6540.070                                 | Vehicle Operating Expenses Off-road Fuel               | 130,000.00            | 130,000.00          | .00         |            | 23,591.92                | 61,729.93          | 99,009.04          |
| 6540.080                                 | Vehicle Operating Expenses Heavy Equipment Maintenance | 256,350.00            | 256,350.00          | .00         |            | 78,024.83                | 211,078.18         | 184,706.53         |
| 6550.020                                 | Building Site Expenses Buildings & Grounds Maintenance | 150,000.00            | 150,000.00          | .00         |            | 31,900.32                | 83,330.86          | 138,854.18         |
| 6550.060                                 | Building Site Expenses Electricity                     | 30,000.00             | 30,000.00           | .00         |            | 7,254.65                 | 19,262.64          | 55,047.16          |
| 6550.135                                 | Building Site Expenses Insurance Claim Expenses        | .00                   | .00                 | .00         |            | .00                      | .00                | 2,000.00           |
| 6550.270                                 | Building Site Expenses Telephone                       | 4,000.00              | 4,000.00            | .00         |            | 795.51                   | 2,955.17           | 5,325.11           |
| 6700.610                                 | Other Maint. & Svcs Leachate Treatment                 | 225,000.00            | 225,000.00          | .00         |            | 75,029.64                | 215,073.62         | 203,104.84         |
| 6700.620                                 | Other Maint. & Svcs Tire Recycling                     | .00                   | .00                 | .00         |            | .00                      | .00                | 20,088.55          |
| 6700.640                                 | Other Maint. & Svcs Special Events                     | .00                   | .00                 | .00         |            | .00                      | .00                | 15,837.94          |
| 6700.660                                 | Other Maint. & Svcs HHW Ads                            | .00                   | .00                 | .00         |            | .00                      | .00                | 2,501.00           |
| <i>Maintenance &amp; Services Totals</i> |  | \$1,033,475.00        | \$1,008,475.00      | \$25,000.00 | 2%         | \$295,811.22             | \$803,638.92       | \$944,067.90       |
| <i>Other Charges</i>                     |  |                       |                     |             |            |                          |                    |                    |
| 7000.020                                 | Travel, Training & Expense Board Member Allowance      | 1,500.00              | 1,500.00            | .00         |            | .00                      | 400.00             | 650.00             |
| 7000.060                                 | Travel, Training & Expense Educational Training        | 1,649.00              | 1,649.00            | .00         |            | .00                      | 526.00             | 1,816.62           |
| 7170.010                                 | Benefits & Insurance Allowance for COLA                | 37,574.00             | .00                 | 37,574.00   |            | .00                      | .00                | .00                |
| 7170.100                                 | Benefits & Insurance Property & Liability Insurance    | 12,250.00             | 12,250.00           | .00         |            | 11,295.63                | 11,880.89          | 10,961.19          |
| 7200.010                                 | Bond & Interest Expense Interest Expense               | 611,000.00            | 611,000.00          | .00         |            | 405,766.80               | 63,846.39          | 74,874.68          |
| 7200.020                                 | Bond & Interest Expense Bond Interest Expense          | 446,251.00            | 443,430.00          | 2,821.00    | 1          | 99,523.65                | 198,312.79         | 107,133.49         |

ITEM 4





# Budget Worksheet Report

Budget Year 2022

| Account                    | Account Description                           | 2022 Committee Review | 2021 Adopted Budget | \$ Variance   | % Variance | 2021 Actual YTD 12/31/20 | 2020 Actual Amount | 2019 Actual Amount |
|----------------------------|---|-----------------------|---------------------|---------------|------------|--------------------------|--------------------|--------------------|
| Fund 680 - Landfill        |   |                       |                     |               |            |                          |                    |                    |
|                            | EXPENSE                                       |                       |                     |               |            |                          |                    |                    |
|                            | Other Charges                                 |                       |                     |               |            |                          |                    |                    |
| 7200.030                   | Bond & Interest Expense Bond Issuance Expense | 922.00                | 923.00              | (1.00)        |            | .00                      | 10,151.93          | 28,936.85          |
|                            | Other Charges Totals                          | \$1,111,146.00        | \$1,070,752.00      | \$40,394.00   | 4%         | \$516,586.08             | \$285,118.00       | \$224,372.83       |
|                            | Interfund Charges                             |                       |                     |               |            |                          |                    |                    |
| 8010.030                   | Interfund Treasurer's Support - Salary        | 37,960.00             | 36,500.00           | 1,460.00      | 4          | 19,653.76                | 35,968.14          | 62,547.68          |
| 8010.040                   | Interfund Treasurer's Support - Fringe        | 17,105.00             | 16,447.00           | 658.00        | 4          | 8,855.98                 | 16,300.74          | 28,108.92          |
| 8010.050                   | Interfund Public Works & Admin - Benefits     | 37,830.00             | 36,375.00           | 1,455.00      | 4          | 19,586.70                | 35,780.98          | 61,661.72          |
| 8010.060                   | Interfund Public Works & Admin - Salaries     | 83,957.00             | 80,727.00           | 3,230.00      | 4          | 43,468.04                | 78,951.86          | 137,209.02         |
| 8100.010                   | Transfers Out Transfers to Other Funds        | .00                   | .00                 | .00           |            | .00                      | 2,582,955.86       | .00                |
| 8100.060                   | Transfers Out Recycling                       | (159,241.00)          | (213,832.00)        | 54,591.00     | (26)       | (106,916.00)             | (217,261.00)       | .00                |
| 8100.070                   | Transfers Out Convenience Centers             | (199,974.00)          | (197,660.00)        | (2,314.00)    | 1          | (98,830.00)              | (215,485.00)       | .00                |
|                            | Interfund Charges Totals                      | (\$182,363.00)        | (\$241,443.00)      | \$59,080.00   | (24%)      | (\$114,181.52)           | \$2,317,211.58     | \$289,527.34       |
|                            | Capital Equipment                             |                       |                     |               |            |                          |                    |                    |
| 9010.010                   | Capital Equipment New Vehicles                | 31,000.00             | 31,000.00           | .00           |            | .00                      | .00                | .00                |
| 9010.060                   | Capital Equipment Other                       | .00                   | 11,000.00           | (11,000.00)   | (100)      | .00                      | .00                | .00                |
| 9100.010                   | Depreciation Depreciation Expense             | .00                   | .00                 | .00           |            | .00                      | 1,102,166.66       | 1,326,283.02       |
| 9100.500                   | Depreciation Reserve for Closure              | .00                   | .00                 | .00           |            | .00                      | (461,149.00)       | 686,165.00         |
|                            | Capital Equipment Totals                      | \$31,000.00           | \$42,000.00         | (\$11,000.00) | (26%)      | \$0.00                   | \$641,017.66       | \$2,012,448.02     |
|                            | EXPENSE TOTALS                                | \$3,423,424.00        | \$3,286,998.00      | \$136,426.00  | 4%         | \$1,141,134.23           | \$5,125,571.01     | \$5,711,750.41     |
| Fund 680 - Landfill Totals |   |                       |                     |               |            |                          |                    |                    |
|                            | REVENUE TOTALS                                | \$3,423,424.00        | \$3,286,998.00      | \$136,426.00  | 4%         | \$2,457,184.98           | \$4,133,777.87     | \$6,057,490.14     |
|                            | EXPENSE TOTALS                                | \$3,423,424.00        | \$3,286,998.00      | \$136,426.00  | 4%         | \$1,141,134.23           | \$5,125,571.01     | \$5,711,750.41     |
| Fund 680 - Landfill Totals |   | \$0.00                | \$0.00              | \$0.00        | +++        | \$1,316,050.75           | (\$991,793.14)     | \$345,739.73       |
|                            | Net Grand Totals                              |                       |                     |               |            |                          |                    |                    |
|                            | REVENUE GRAND TOTALS                          | \$3,423,424.00        | \$3,286,998.00      | \$136,426.00  | 4%         | \$2,457,184.98           | \$4,133,777.87     | \$6,057,490.14     |
|                            | EXPENSE GRAND TOTALS                          | \$3,423,424.00        | \$3,286,998.00      | \$136,426.00  | 4%         | \$1,141,134.23           | \$5,125,571.01     | \$5,711,750.41     |
|                            | Net Grand Totals                              | \$0.00                | \$0.00              | \$0.00        | +++        | \$1,316,050.75           | (\$991,793.14)     | \$345,739.73       |

RECEIVED  
APR 27 2021  
Worcester County Admin



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

ACAO Note:  
Requesting a Public  
Hearing date of June 1

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John S. Ross, P.E., Deputy Director  
Derrick Babcock, Fleet Superintendent  
**DATE:** April 26, 2021  
**SUBJECT:** Surplus Vehicles, Equipment and Miscellaneous Items

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

Attached, for your approval and to comply with Worcester County's Code of Public Local Laws, is a list of County-owned property proposed to be declared as surplus. The list must be advertised once a week for three consecutive weeks to notify, receive public comment and to schedule the required Public Hearing regarding the surplus government owned equipment and subsequent sale of the equipment on the Gov Deals auction site. Once the Public hearing has been held and the County Commissioners agree to declare the equipment as surplus, DPW, Fleet Management will begin the process of arranging the on-line auction of the surplus property.

Should you have any questions in the meantime, please feel free to call me.

Attachments

cc: John H. Tustin, P.E., Director  
Kathy Whited, Budget Officer  
Fleet Management File: GovDeals.com

WORCESTER COUNTY

SURPLUS VEHICLE & EQUIPMENT LIST - 2020/2021

VEHICLES

| STOCK # | YEAR | MAKE          | MODEL                     | VIN #              | MILEAGE | DEPARTMENT      | COMMENTS   |
|---------|------|---------------|---------------------------|--------------------|---------|-----------------|--|
| 1       | 2017 | FORD          | EXPEDITION XL 4X4         | 1FMJ1GT9HEA50842   | 46,990  | COMMISSIONERS   | VEHICLE WRECKED, INOP.                           |
| 2       | 2007 | FORD          | EXPEDITION XL 4X4         | 1FMFU16597LA34689  | 230,000 | WWW             | HIGH MILES, RUST, REPLACED WITH NEW              |
| 3       | 2002 | FORD          | F150                      | 1FTRF17282NA27438  | 190,724 | WWW             | HIGH MILES, RUST, REPLACED WITH NEW              |
| 4       | 2005 | CHEVROLET     | 2500HD UTILITY            | 1GBHC24U65E247850  | 161,621 | WWW             | RUSTED FRAME, ENGINE/TRANS REMOVED IN BED        |
| 5       | 2007 | DODGE         | RAM 1500 2WD              | 1D7HA16K67J541403  | 171,700 | WWW             | HIGH MILES, BODY RUSTED, REPLACED WITH NEW       |
| 6       | 1988 | FORD          | F-800 DUMP BODY           | 1FDXK84A3JVA16347  | 94,779  | WWW             | DOES NOT PASS DOT, EXTREMELY RUSTED.             |
| 7       | 2009 | FORD          | F150                      | 1FTRF12W49KB02884  | 188,513 | WWW             | RUSTED OUT, MULTIPLE ISSUES, REPLACED WITH NEW   |
| 8       | 2002 | FORD          | F150                      | 1FTRF17262NA27437  | 193,313 | WWW             | DOES NOT RUN, COMPUTER ISSUE, HIGH MILES         |
| 9       | 2009 | FORD          | F150                      | 1FTRF12W69KB02885  | 177,062 | WWW             | HIGH MILES, RUSTED OUT, PAINT PEELING            |
| 10      | 2000 | INTERNATIONAL | 4700 DUMP TRUCK with plow | 1HTSCAAR6YH313959  | 221,390 | ROADS           | M120 PLOW. RUSTED OUT, MULTIPLE ISSUES, REPLACED |
| 11      | 2001 | INTERNATIONAL | 4700 DUMP TRUCK with plow | 1HTSCAAR41H392537  | 198,673 | ROADS           | M120 PLOW. RUSTED OUT, MULTIPLE ISSUES, REPLACED |
| 12      | 2004 | FORD          | F-550 DUMP BODY           | 1FDAW56P44EA01998  | 199,071 | ROADS           | OIL LEAKS, A/C INOP, DOES NOT RUN                |
| 13      | 1997 | CHEVROLET     | 3500 2WD UTILITY BODY     | 1GBJC34F9VF035205  | 168,910 | ROADS           | HIGH MILES, LEAKS, BODY RUSTED                   |
| 14      | 2009 | FORD          | CROWN VICTORIA            | 2FAHP71V19X114062  | 170,000 | STATES ATTORNEY | HIGH MILES, EXTRA VEHICLE, NO LONGER NEEDED      |
| 15      | 2005 | DODGE         | STRATUS                   | 1B3EL46R05N606873  | 134,504 | DRP             | HIGH MILES, RUSTED OUT, PAINT PEELING            |
| 16      | 2005 | CHEVROLET     | SILVERADO 1500 2WD        | 1GCEC14V45Z252832  | 43,310  | DRP             | EXTREMELY RUSTED FRAME AND SUSPENSION            |
| 17      | 2005 | CHEVROLET     | SILVERADO 1500 2WD        | 1GCEC14V95Z251157  | 103,000 | MAINTENANCE     | REPLACED WITH NEW                                |
| 18      | 2003 | FORD          | EXCURSION                 | 1FMSU41P73EB95436  | 146,357 | FIRE MARSHAL    | RUSTED ROCKER PANELS, MULTIPLE WIRING ISSUES     |
| 19      | 2010 | FORD          | EXPEDITION                | 1FMJU1G5XAEB45224  | 209,218 | SHERIFF         | HIGH MILES, REPLACED WITH NEW                    |
| 20      | 2008 | FORD          | EXPEDITION                | 1FMFU16508LA40060  | 235,025 | SHERIFF         | HIGH MILES, REPLACED WITH NEW                    |
| 21      | 2007 | FORD          | CROWN VICTORIA            | 2FAFP71W57X123084  | 212,941 | SHERIFF         | HIGH MILES, TRANSMISSION INOP. REPLACED WITH NEW |
| 23      | 2009 | FORD          | CROWN VICTORIA            | 2FAHP71V79X121467  | N/A     | SHERIFF         | HIGH MILES, DASH INOP, REPLACED WITH NEW         |
| 24      | 2015 | CHEVROLET     | TAHOE                     | 1GNLC2EC7FR604949  |         | SHERIFF         | WRECKED, TOTAL LOSS                              |
| 25      | 2010 | FORD          | CROWN VICTORIA            | 2FABP7BV7AX105858  | 210,000 | SHERIFF         | HIGH MILES, REPLACED WITH NEW                    |
| 26      | 2006 | CHEVROLET     | SILVERADO 1500 2WD        | 1GCEC14XX6Z112027  | 57,584  | JAIL            | RUSTED OUT FRAME, STRUCTURAL FRAME RUST ISSUE    |
| 27      | 2006 | CHEVROLET     | 3500 EXPRESS VAN          | 1GCHG35V361133245  | 112,700 | JAIL            | BROKEN MANIFOLD BOLTS, RUSTED, OIL LEAKS         |
| 28      | 2002 | FORD          | RANGER                    | 1FTYR10U12TA19840  | 114,304 | PARKS           | TRANSMISSION INOP                                |
| 29      | 1990 | INTERNATIONAL | 6 WHEEL DUMP TRUCK        | 1HTSCCFN52LH257720 | 294,390 | SOLID WASTE     | RUNS BUT NO POWER, (AT LANDFILL)                 |
| 30      | 1997 | JEEP          | CHEROKEE 4X4              | 1J4FJ28S8VL553505  | 188,948 | SOLID WASTE     | DOES NOT RUN                                     |

**EQUIPMENT**

| STOCK # | YEAR | MAKE/<br>DESCRIPTION | MODEL                      | SERIAL/<br>VIN # | HOURS       | DEPARTMENT  | COMMENTS  |
|---------|------|----------------------|----------------------------|------------------|-------------|-------------|---|
| 31      |      | SIMPLICITY           | BROADMOOR 44INCH           | N/A              | 425         | WWW         | LAWNMOWER REPLACED, DOES NOT RUN                  |
| 32      |      | KUBOTA               | G2160 DIESEL MOWER         | 11212            | 1,168 hours | WWW         | LAWNMOWER REPLACED, DOES NOT RUN                  |
| 33      |      | JOHN DEERE           | 1445                       | 3012D008         | N/A         | ROADS       | LAWNMOWER REPLACED, RUNS, HIGH HOURS, OLD         |
| 34      | 1980 | KUT KWICK            | BRUSH MOWER                | N/A              | N/A         | ROADS       | REPLACED WITH NEW, DOES NOT START/RUN             |
| 35      | 1978 | HOMEMADE             | UTILITY TRAILER (HOMEMADE) | AC-175312-MD     | N/A         | ROADS       | REPLACED WITH NEW, OLD, BENT, RUSTED              |
| 36      |      | MEADOWS              | 6 WHEEL DUMP BODY/HOIST    |                  | N/A         | SOLID WASTE | BODY HOIST WORKED WHEN REMOVED (AT LANDFILL)      |
| 37      |      | MASSEY F             | MODEL 240 TRACTOR          | 558258           |             | SOLID WASTE | DOES NOT RUN, INOP, NO KEYS                       |
| 38      |      | MASSEY F             | MODEL 231 TRACTOR          | P30003           | 2,891       | PARKS       | RUNS, MAJOR FUEL LEAKS, POWERSTEERING/BRAKES INOP |
| 39      | 1997 | DEMCO                | 3 POINT SPRAYER 80GAL      |                  | N/A         | PARKS       | BROKEN, MISSING PARTS                             |
| 40      | 1996 | VERMEER              | 1250 CHIPPER               | 5469             | 3,116       | PARKS       | BLOWN ENGINE, OLD                                 |
| 41      |      | VICON                | 3 POINT SPREADER           |                  | N/A         | PARKS       | BROKEN, MISSING PARTS                             |
| 42      |      | ONAN 20KW            | DNAF-3368265 20KW          | B998868208       | 1,249       | WWW         | OLD, BROKEN, DOES NOT RUN, REPLACED WITH NEW      |
| 43      |      | LIMA 30KW            | 30KW GENERATOR             | A63523XM         | UNKNOWN     | WWW         | DOES NOT RUN, INOP, OBSOLETE, REPLACED WITH NEW   |

**MISCELLANEOUS**

| STOCK # | NO. | DESCRIPTION  | DEPARTMENT | COMMENTS                                      |
|---------|-----|--|------------|---|
| 44      |     | MISC. CELL PHONES  | IT         | OLD, REPLACED WITH NEW.                       |
| 45      |     | VARIOUS COMPUTERS, TOTAL OF 174                                  | IT         | OLD, MISSING HARD DRIVES, REPLACED WITH NEW   |
| 46      |     | PANASONIC TOUGHBOOKS 18 TOTAL, (4)CF-30F, (4)CF-31A, (10)CF-30K. | IT         | OLD, REPLACED WITH NEW, MISSING HARD DRIVES   |
| 47      |     | VARIOUS ELECTRICAL TOWER CIRCUIT BOARDS                          | IT         | OLD, REPLACED, MISSING ITEMS                  |
| 48      |     | (7) DELL COMPUTER MONITORS                                       | LIBRARY    | REPLACED WITH NEW                             |
| 49      |     | (9) DELL LABTOPS   | LIBRARY    | REPLACED WITH NEW                             |
| 50      |     | PIANO  | LIBRARY    | USABLE CONDITION, REPLACED WITH NEW           |
| 51      |     | MISC. OFFICE CHAIRS  | LIBRARY    | REPLACED WITH NEW                             |
| 52      |     | (3) TELEVISION ROLLING CARTS                                     | LIBRARY    | USABLE CONDITION, REPLACED WITH NEW           |
| 53      |     | (1) MAGNAVOX FLAT PANEL TV                                       | LIBRARY    | USED, UNKNOWN OPERATIONAL CONDITION, REPLACED |
| 54      |     | ROLLING MEDICAL MICROSCOPE                                       | HEALTH     | OLD, NOT BEING USED                           |
| 55      |     | (43) PRINTERS  | HEALTH     | USABLE, REPLACED WITH NEW.                    |
| 56      |     | AAMCO BRAKE LATHE  | FLEET      | NO LONGER NEEDED                              |

|    |  |             |  |
|----|--|-------------|--|
| 57 | MIDTRONICS BATTERY TESTER                                      | FLEET       | DOES NOT CHARGE, INOP                      |
| 58 | VARIOUS METAL FILE CABINETS, 5 DRAWER, 4 DRAWER, 2 DRAWER      | VARIOUS     | USED, NO LONGER NEEDED                     |
| 59 | MANUAL WELL PUMP   | MAINTENANCE | NEW, NEVER USED. OBSOLETE                  |
| 60 | 1986 ROCKWOOD BAND SAW, MODEL 185440                           | MAINTENANCE | OLD, NOT BEING USED                        |
| 61 | CRAFTSMAN MITER SAW  | MAINTENANCE | OLD, NOT BEING USED                        |
| 62 | RYOBI 10 INCH TABLE SAW  | MAINTENANCE | OLD, NOT BEING USED                        |
| 63 | CRAFTSMAN TABLE MOUNTED MITER SAW                              | MAINTENANCE | OLD, NOT BEING USED                        |
| 64 | (2) TORO 22 INCH SELF PROPELLED PUSH MOWERS                    | MAINTENANCE | INOP, OLD, REPLACED WITH NEW               |
| 65 | GE POLE MOUNTED OUTDOOR LIGHT FIXTURE                          | MAINTENANCE | NON USEABLE, MISSING PARTS                 |
| 66 | ROLLING HOIST FRAME  | ROADS       | OLD, NOT BEING USED                        |
| 67 | 2010 REZNOR RADIANT SHOP HEATER MODEL VR175 WITH MISC PIPES    | ROADS       | REPLACED WITH NEW                          |
| 68 | 2 OFFICE DESKS (METAL)   | SHERIFF     | OLD, REPLACED WITH NEW, MISSING HARDWARE   |
| 69 | PULL BEHIND YARD CART  | PARKS       | WHEELS FLAT, BEARINGS BROKEN, BENT, UNUSED |
| 70 | (2) ECHO PB200 BLOWERS, 0913244,09132404, (4) ECHO WEED EATERS | PARKS       | REPLACED, INOP, DO NOT RUN. PARTS.         |

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

April 22, 2021

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 (7), which have current or upcoming vacancies (11 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 **Five (5)** 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
- 

### 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. 10    - Tourism Advisory Committee (Michael Day) - 4-year
- District 5 - Bertino**            p. 5    Ethics Board - Passing of Jeff Knepper - 4-year  
    p. 6    - Housing Review Board (Donna Dillon) - 3-year  
    p. 8    - Social Services Advisory Board (Cathy Gallagher) - 3-year  
    p. 11   - Water & Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski) - 4-year
- District 6 - Bunting**            All District Appointments Received. Thank you
- District 7 - Mitrecic**            p. 8    - Social Services Advisory Board (Marie Campione-Lawrence) - 3-year

### All Commissioners

- p. 3    - (3) 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.
- p. 7    - (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   - (2) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Bob Poremski) - 4-year

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                          |
| 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    | 08-12-16-20, 20-24               |
| Dr. Roy W. Cragway, Jr.        | Knowledgeable on Substance Abuse Issues    | *17-20, 20-24                    |

*Resigned*

*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

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 Yenny (98-05)          |                               |
| Bill Ochse (99-07)          |                               |
| Randall Mariner (00-08)     |                               |

\* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$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          |
| David 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 6**

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:**

Since 2009

|                               |                                 |                        |
|-------------------------------|---------------------------------|------------------------|
| J. Lowell Stoltzfus ° (09-10) | Todd Ferrante ° (09-16)         | Charlie Dorman (12-19) |
| Mark Wittmyer ° (09-11)       | Joe Cavilla (12-17)             |                        |
| John Salm ° (09-12)           | James N. Mathias, Jr. ° (09-18) |                        |
| Mike Pruitt ° (09-12)         | Ron Taylor ° (09-14)            |                        |
| Norman H. Conway ° (09-14)    | James Rosenberg (09-19)         |                        |
| Michael McDermott (10-14)     | Rod Murray ° (*09-19)           |                        |
| Diana Purnell ° (09-14)       |                                 |                        |
| Linda Dearing (11-15)         |                                 |                        |

\* = 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           |
| Maria Campione-Lawren | D-7, Mitreic              | Ocean City     | 16-19, 19-22            |
| Nancy Howard          | D-2, Purnell              | Ocean City     | 09-16-17-20, 20-23      |

*resigned*

\* = 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 Yenney (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

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)   |                         |

Updated: December 1, 2020  
 Printed: April 22, 2021

\* = 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**

**ITEM 6**

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: None

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           |

*Resigned*

**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



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

April 23, 2021

TO: Harold L. Higgins, Chief Administrative Officer  
 FROM: Kathy Whited, Budget Officer *Kathy*  
 RE: FY2021 capital budget – vehicles

As you are aware, the FY2021 General Fund budget includes \$314,426 in Capital Equipment in Other General Government, account 100.1090.070.9010.060. During the COVID-19 Pandemic, our employees continue to serve the County and are using high mileage vehicles daily. As we approach the last quarter of the fiscal year our financial team has had discussions regarding the number of vehicles that need to be replaced, some since FY2020.

We are proposing to use the capital to purchase replacement vehicles before July 1 (FY2022) when Counties and Municipalities are competing for available vehicles. It can take up to 6 months for vehicles to be delivered for use by the County after bids are awarded. We have had conversations with Derrick Babcock, Fleet Superintendent and he advises that he will put bids together for the best pricing based on availability. Below is a list of vehicles requested in FY21, of which some have been already taken out of service. We are available for any questions you may have.

| Department                        | Proposed Use                        | Vehicle Request                    | Estimated Cost |   |
|-----------------------------------|-------------------------------------|------------------------------------|----------------|---|
| Human Resources                   | Risk Manager                        | Extended cab pickup truck          | \$29,500       |   |
| Development Review & Permitting   | Zoning inspectors                   | ½ ton pickup truck                 | 22,000         |   |
| Environmental Programs            | Environmental and Natural Resources | Regular cab pickup truck           | 27,000         |   |
| Sheriff's Office                  | Prisoner transport                  | Expedition full size SUV           | 39,000         | * |
| Sheriff's Office                  | Patrol use                          | 4x4 Full Size PPV Tahoe            | 39,000         | * |
| Public Works Admin.               | Director                            | Mid-Size SUV                       | 35,000         |   |
| Public Works Maintenance Division | HVAC & Electrical Staff             | ¾ ton pickup truck w/ utility body | 41,210         |   |
| Recreation                        | Recreation Staff                    | Minivan                            | 25,810         |   |
| Parks                             | Parks Staff                         | ½ ton pickup truck                 | 28,100         |   |
|                                   |                                     | Total                              | \$286,620      |   |

- Remaining budget of \$27,806 to cover equipment needs

Cc: Public Works

KW:\h:\21 audit\fy21 capital equipment request for vehicles.docx

| FY2021 Capital by Department |   |                   |                            |            |             |                        |                            | 6/2/2020   |
|------------------------------|---|-------------------|----------------------------|------------|-------------|------------------------|----------------------------|--|
| Page #                       | Dept.                                       | Acct. Number      | Replace/<br>New            | \$ Request | \$ Approved | Model Yr to<br>Replace | Estimated Miles<br>6/30/20 | Comments   |
| (FY2021 Expense Worksheet)   |   |                   |                            |            |             |                        |                            |  |
| 1                            | <b>Human Resources</b>                      |                   |                            |            |             |                        |                            |  |
|                              | 1)  | 1007.9010.010     | Pickup Truck -extended cab | R          | \$ 28,500   | \$ -                   | * 2005                     | 97,747<br>Truck with rusted parts & component issues, used by the Risk Mgr   |
| 10                           | <b>Development, Review &amp; Permitting</b> |                   |                            |            |             |                        |                            |  |
|                              | 2)  | 1008.9010.010     | 1/2 ton pickup truck       | R          | \$ 22,000   | \$ -                   | * 2005                     | 40,089<br>Major rust and component issues Technical Services field work & addressing   |
|                              | 3)  | 1008.9010.010     | mid size car               | R          | \$ 18,000   | \$ -                   | 2005                       | Taken out of Service since June 2018, Zoning Inspector   |
|                              | 4)  | 1008.9010.010     | mid size car               | R          | \$ 18,000   | \$ -                   | 2005                       | 89,347<br>Major rust and repairs more than value of vehicle, used by Zoning Division   |
| 12                           | <b>Environmental Programs</b>               |                   |                            |            |             |                        |                            |  |
|                              | 5)  | 1010.9010.010     | Compact SUV                | R          | \$ 23,100   | \$ -                   | 2006                       | 149,000<br>Repairs are more than the value of the vehicle, pool vehicle used for inspections   |
|                              | 6)  | 1010.9010.010     | Regular Cab pickup truck   | R          | \$ 26,250   | \$ -                   | * 2005                     | 178,000<br>Vehicle is at the end of useful life and used for inspections   |
|                              | 7)  | 1010.9010.010     | Regular Cab pickup truck   | R          | \$ 26,250   | \$ -                   | 2006                       | 156,000<br>Vehicle is at the end of useful life and used for inspections   |
|                              | 8)  | 1010.9010.010     | Full Size Sedan            | R          | \$ 20,000   | \$ -                   | 2005                       | 75,000<br>Extensive issues and used daily for inspections  |
| x                            | <b>Other General Government</b>             |                   |                            |            |             |                        |                            |  |
|                              | 9)  | 1090.080.9010.220 | VOIP Telephone System      | R          | \$ 15,972   | \$ 15,972              |                            | Replace States Attorney Building phone system installed 4/2009 with Voice over internet Protocol. Will save monthly telephone expenses for current phone system          |
|                              | 10)   | 1090.0709010.040  | IT Equipment               | R          | \$ 235,000  | \$ -                   | 2014                       | replace the Stratus server for EMS that holds the CAD system for Public Safety at the end of its useful life.  |
| 17                           | <b>Sheriff's Office</b>                     |                   |                            |            |             |                        |                            |  |
|                              | 11)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | R          | \$ 38,376   | \$ -                   | 2010                       | 213,550<br>replace Crown Vic with engine & transmission repairs of \$15,000 for Patrol use   |
|                              | 12)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | R          | \$ 38,376   | \$ -                   | 2008                       | 202,304<br>replace Crown Vic with engine annual estimated repairs of \$10,000, used by Patrol  |
|                              | 13)   | 1101.030.9010.010 | Expedition SSV SUV         | N          | \$ 40,000   | \$ -                   | * 2011                     | 203,000<br>replace Ford Expedition for prisoner transport. Current vehicle needs engine & engine computer repairs of \$18,000 and the Expedition will go to Investigator |
|                              | 14)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | R          | \$ 38,376   | \$ -                   | 2008                       | 242,000<br>replace Crown Vic with body and interior needs, annual estimated repairs of \$8,000, used by Patrol   |
|                              | 15)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | R          | \$ 38,376   | \$ -                   | * 2009                     | 224,000<br>replace Crown Vic with engine & suspension repair needs, estimated at \$8,000, used by Patrol   |
|                              | 16)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | R          | \$ 38,376   | \$ -                   | 2010                       | 202,524<br>replace Crown Vic with transmission and interior repair needs, estimated at \$10,000, used by Patrol  |
|                              | 17)   | 1101.030.9010.010 | Malibu SSV Sedan           | R          | \$ 23,000   | \$ -                   | 2009                       | 200,000<br>replace Crown Vic with frequent vehicle repairs, estimated at \$10,000, used by Admin/paper service   |
|                              | 18)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | N          | \$ 115,128  | \$ -                   |                            | 3 new patrol vehicles at cost of \$38,376 for new positions  |
|                              | 19)   | 1101.030.9010.010 | 4x4 Full Size PPV Tahoe    | N          | \$ 115,128  | \$ -                   |                            | 3 new patrol vehicles at cost of \$38,376 for new positions  |

7 - 2

ITEM 7

| FY2021 Capital by Department |  |                   |   |                 |            |             |                        | 6/2/2020                   |  |
|------------------------------|--|-------------------|---|-----------------|------------|-------------|------------------------|----------------------------|--|
| Page #                       | Dept.                                      | Acct. Number      |   | Replace/<br>New | \$ Request | \$ Approved | Model Yr to<br>Replace | Estimated Miles<br>6/30/20 | Comments   |
| 20                           | <b>Emergency Services</b>                  |                   |   |                 |            |             |                        |                            |  |
|                              | 20)  | 1102.044.9010.010 | 4x4 Pickup Truck                            | N               | \$ 34,000  | \$ -        |                        |                            | new vehicle for Assistance Director  |
|                              | 21)  | 1102.044.9010.020 | Pulse Point Emergency Notification System   | N               | \$ 18,000  | \$ -        |                        |                            | Pulse Point System will aid EMS with cardiac arrest cases  |
|                              | 22)  | 1102.044.9010.020 | Service Monitor - Subscriber alignment tool | N               | \$ 70,000  | \$ -        |                        |                            | Alignment toll for radio installers & techs for radio equipment  |
|                              | 23)  | 1102.044.6110.017 | AED Units                                   | R               | \$ 128,000 | \$ 64,000   |                        |                            | Request replace 80 AED Units, 10 years past usable life / Purchase 40 @ \$1600 total of \$64,000 Homeland Security Grant |
|                              | 24)  | 1102.044.6110.325 | Fire & EMS mobiles                          | N               | \$ 20,000  | \$ 20,000   |                        |                            | Qty 5 @ \$4,000  |
|                              | 25)  | 1102.044.6110.325 | Fire & EMS portables                        | N               | \$ 36,000  | \$ 15,000   |                        |                            | Request Qty 12 @ \$3,000 / purchase 7 @ \$3000 Total \$21k - Homeland Security Grant                                     |
|                              | 26)  | 1102.044.6110.325 | Non public safety radios                    | N               | \$ 26,000  | \$ 26,000   |                        |                            | Qty 10 @ \$2,600   |
|                              | 27)  | 1102.044.6110.325 | Non public safety portables                 | N               | \$ 30,000  | \$ 30,000   |                        |                            | Qty 20 @ \$1,500   |
|                              | 28)  | 1102.044.6110.325 | Sheriff's office Mobiles                    | N               | \$ 19,000  | \$ 19,000   |                        |                            | Qty 5 @ \$3,800  |
|                              | 29)  | 1102.044.6110.325 | Sheriff's office Portables                  | N               | \$ 20,000  | \$ 20,000   |                        |                            | Qty 5 @ \$4,000  |
| 22                           | <b>Jail</b>                                |                   |   |                 |            |             |                        |                            |  |
|                              | 30)  | 1103.9010.050     | Galaxy 3500 UPS 3 phase unit                | R               | \$ 26,500  | \$ -        |                        |                            | Galaxy 3500 UPS for 3 phase power protection to include new batteries and software                                       |
|                              | 31)  | 1103.9010.100     | Double Stack Oven                           | R               | \$ 10,000  | \$ -        |                        |                            | existing unit at end of service life, repairs costly & parts limited for unit 12 years old.                              |
|                              | 32)  | 1103.9010.100     | Stand alone 4 burner cooktop                | R               | \$ 7,500   | \$ -        |                        |                            | existing unit at end of service life, repairs costly & parts limited to replace a 2 burner cook top                      |
|                              | 33)  | 1103.9010.220     | VOIP phone system                           | R               | \$ 18,302  | \$ 18,302   |                        |                            | upgrade phone system to VOIP that will reduce the cost of the current monthly telephone expense                          |
| 26                           | <b>Fire Training Center</b>                |                   |   |                 |            |             |                        |                            |  |
|                              | 34)  | 1105.197.6110.150 | Gas flaring kit                             | R               | \$ 1,800   | \$ 1,800    |                        |                            | gas flaring kit  |
|                              | 35)  | 1105.197.6550.010 | AV replacement                              | N               | \$ 800     | \$ 800      |                        |                            | thermal imaging camera   |
|                              | 36)  | 1105.197.9010.050 | Fire Safety trailer carport                 | N               | \$ 6,000   | \$ 6,000    |                        |                            | carport to protect trailers & truck from weather exposure  |
|                              | 37)  | 1105.197.9010.100 | Washer & Dryer                              | R               | \$ 15,000  | \$ 15,000   |                        |                            | health & Safety- reaplce with Fire Service Grade for cleaning gear to reduce risk of carcinogenics                       |
| 27                           | <b>Public Works - Maintenance Division</b> |                   |   |                 |            |             |                        |                            |  |
|                              | 38)  | 1201.6550.010     | DPW building improvement                    | R               | \$ 5,295   | \$ -        |                        |                            | construct pole building mezzanine storage area in existing building  |
|                              | 39)  | 1201.6550.010     | DPW building improvement                    | R               | \$ 4,042   | \$ -        |                        |                            | replacement existing VCT flooring in the Public Works Administration offices   |
|                              | 40)  | 1201.6550.010     | DPW building improvement                    | R               | \$ 1,705   | \$ -        |                        |                            | installation of a cell extender  |
|                              | 41)  | 1201.9010.010     | 3/4 Ton truck w/utility body                | N               | \$ 36,795  | \$ -        |                        |                            | FY20 mid-year hire without a vehicle   |
|                              | 42)  | 1201.9010.010     | 3/4 Ton truck w/utility body                | N               | \$ 36,795  | \$ -        |                        |                            | FY21 position request for Journeyman Plumber/Gas Fitter  |
|                              | 43)  | 1201.9010.050     | pave DPW compound parking lot               | N               | \$ 35,075  | \$ -        |                        |                            | eliminate Fleet and Maintenance Division personnel work in dirt and muddy parking area                                   |

7 - 3

ITEM 7

| FY2021 Capital by Department |  |                   |                                    |                 |              |              |                        | 6/2/2020                   |  |
|------------------------------|--|-------------------|------------------------------------|-----------------|--------------|--------------|------------------------|----------------------------|--|
| Page #                       | Dept.  | Acct. Number      |                                    | Replace/<br>New | \$ Request   | \$ Approved  | Model Yr to<br>Replace | Estimated Miles<br>6/30/20 | Comments   |
| 29                           | <b>Public Works - Roads Division</b>               |                   |                                    |                 |              |              |                        |                            |  |
|                              | 44)  | 1202.6140.010     | Blacktop                           | R               | \$ 1,500,000 | \$ 1,000,000 |                        |                            | blacktop overlay   |
|                              | 45)  | 1202.9010.010     | Tandem Axle Tractor/Truck 4700     | R               | \$ 135,000   | \$ -         | 1991                   | 107,000                    | Used to haul heavy equipment, MVA recommend discontinue use as DOT training. DOT inspections difficult due to age  |
|                              | 46)  | 1202.9010.050     | Upgrade Mechanic Shop doors        | R               | \$ 17,880    | \$ -         |                        |                            | replace 4- 33 year old shop doors to accommodate vehicle lifts. Doors to low and rusty   |
|                              | 47)  | 1202.9010.070     | Mechanic Shop Mobile Vehicle lifts | R               | \$ 134,275   | \$ -         | 1970's                 |                            | Installed in '70's the vehicle lift is no longer functional & does not meet current safety requirements per Safety Coordinator   |
|                              | 48)  | 1202.9010.070     | Front End Loader 621G              | R               | \$ 154,000   | \$ -         | 1973                   |                            | replace a 1973 Allis Chalmers loader due to obsolete parts, not dependable and safety concerns due to constant mechanical  |
| 31                           | <b>Public Works - Admin/Maintenance</b>            |                   |                                    |                 |              |              |                        |                            |  |
|                              | 49)  | 1203.200.9010.010 | Mid-size SUV                       | R/N             | \$ 32,000    | \$ -         | 2014                   | 121,000                    | Public Works Director Explorer has high mileage and extensive daily use in the County. Will be used as pool vehicle to replace Malibu pool car with reliability issues |
|                              | 50)  | 1203.9010.010     | 4x4 truck                          | N               | \$ 22,000    | \$ -         |                        |                            | new truck for Senior Project Manager   |
| x                            | <b>Boat Landings</b>                               |                   |                                    |                 |              |              |                        |                            |  |
|                              | 51)  | 1204.6550.010     | bulkhead replacement               | R               | \$ 175,000   | \$ -         |                        |                            | replace bulkhead at South Point Boat Ramp  |
| x                            | <b>Public Works - Homeowner Convenience Center</b> |                   |                                    |                 |              |              |                        |                            |  |
|                              | 52)  | 1205.9010.060     | rebuild bulkhead                   | R               | \$ 20,000    | \$ -         |                        |                            | Snow Hill HCC bulkhead is 35 years old and has rotting wood.   |
|                              | 53)  | 1205.9010.060     | 3 compactors                       | R               | \$ 90,000    | \$ -         |                        |                            | replace 20 year old compactors at end of useful life   |
| 34                           | <b>Public Works - Recycling Division</b>           |                   |                                    |                 |              |              |                        |                            |  |
|                              | 54)  | 1206.9010.060     | Forklift                           | N               | \$ 46,800    | \$ -         |                        |                            | to load outgoing materials   |
|                              | 55)  | 1206.9010.060     | 40 yard recycling containers       | R               | \$ 51,000    | \$ -         |                        |                            | 4-containers for cardboard, old containers are rusting and unrepairable  |
|                              | 56)  | 1206.9010.060     | 20 yard recycling containers       | R               | \$ 34,800    | \$ -         |                        |                            | 6 containers for all other recyclable products, old containers are rusting & unrepairable  |
| x                            | <b>Mosquito Control</b>                            |                   |                                    |                 |              |              |                        |                            |  |
|                              | 57)  | 1302.9010.010     | 1/2T full-size 4x4 pickup truck    | R               | \$ 34,425    | \$ -         | 2005                   | 171,526                    | replace State truck used by Foreman for supervision and nighttime response for emergency issues for State drivers  |
| 40                           | <b>Board of Education</b>                          |                   |                                    |                 |              |              |                        |                            |  |
|                              | 58)  | Capital           | Additional HVAC Units              | R               | \$ 200,000   | \$ 200,000   |                        |                            | FY19 fund balance various schools  |
|                              | 59)  | Capital           | Central Office Improvements        | R               | \$ 150,000   | \$ 150,000   |                        |                            | FY19 fund balance  |
|                              | 60)  | Capital           | SDMS Schematic Design Fees         | N               | \$ 283,000   | \$ 283,000   |                        |                            | FY20 fund balance  |
|                              | 61)  | Capital           | Minor Construction Projects        | R               | \$ 267,000   | \$ -         |                        |                            | SHMS intercom, PHS gym floor, SHES fence, WTHS electric capacity   |
| x                            | <b>Recreation Department</b>                       |                   |                                    |                 |              |              |                        |                            |  |
|                              | 62)  | 1601.9010.010     | Mid-size SUV                       | N               | \$ 32,000    | \$ -         |                        |                            | new vehicle for Director position due to restructure of departments mid-year FY20  |
|                              | 63)  | 1601.9010.010     | Enclosed Cargo Trailer             | N               | \$ 7,500     | \$ -         |                        |                            | enclosed cargo trailer to store, transport for operation of the ice skating rink   |
|                              | 64)  | 1601.9010.060     | Batting cage                       | N               | \$ 21,050    | \$ -         |                        |                            | retractable batting cage for the Recreation Center   |

| FY2021 Capital by Department |                             |                   |                                    |                 |                     |                     |                              | 6/2/2020                   |  |
|------------------------------|-----------------------------|-------------------|------------------------------------|-----------------|---------------------|---------------------|------------------------------|----------------------------|--|
| Page #                       | Dept.                       | Acct. Number      |                                    | Replace/<br>New | \$ Request          | \$ Approved         | Model Yr to<br>Replace       | Estimated Miles<br>6/30/20 | Comments   |
| 43                           | <b>Parks Department</b>     |                   |                                    |                 |                     |                     |                              |                            |  |
|                              | 65)                         | 1602.6130.100     | Turf Tank - lease                  | N               | \$ 11,000           | \$ -                |                              |                            | Turf Tank Plus - field lining robot with accessory/warranty  |
|                              | 66)                         | 1602.9010.010     | Regular Cab truck w/ long bed      | R               | \$ 23,320           | \$ -                | 2004                         | * 150,150                  | Recommended by Fleet due to high mileage of current vehicle  |
|                              | 67)                         | 1602.9010.010     | Regular Cab truck w/ long bed      | R               | \$ 23,320           | \$ -                | 2006                         | 137,900                    | Recommended by Fleet due to high mileage of current vehicle  |
|                              | 68)                         | 1602.9010.070     | Toro 72" Z-master 6000 mower       | R               | \$ 11,000           | \$ -                |                              |                            | replace a Kubota mower with age & repair costs, need a more efficient mower to cut Bermudagrass at athletic fields                                       |
|                              | 69)                         | 1602.9010.070     | Aerifier                           | R               | \$ 3,200            | \$ -                |                              |                            | tractor 3 point hitch ground driven aerifier to replace current unit with frame problems   |
|                              | 70)                         | 1602.9010.070     | Turbine Blower - pull along        | N               | \$ 8,350            | \$ -                |                              |                            | Multipurpose use; remove clumped clippings, fall leaves, clean paved parking areas   |
|                              | 71)                         | 1602.9010.070     | Utility Cart                       | N               | \$ 7,000            | \$ -                |                              |                            | needed to pull the Turbine Blower around each park without damaging the fields   |
| 45                           | <b>Libraries</b>            |                   |                                    |                 |                     |                     |                              |                            |  |
|                              | 72)                         | 1603.200.9010.050 | Security Camera upgrade Ocean City | R               | \$ 7,500            | \$ -                |                              |                            | upgrade to digital Watchdog system with indoor & outdoor cameras   |
|                              | 73)                         | 1603.200.9010.050 | Security Camera upgrade Pocomoke   | R               | \$ 7,500            | \$ -                |                              |                            | upgrade to digital Watchdog system with indoor & outdoor cameras   |
|                              | 74)                         | 1603.200.9010.010 | Dodge Ram Pro master city van      | R               | \$ 25,000           | \$ -                | 2007                         | 201,628                    | Replace Ford Edge for Youth Services with storage to carry program supplies to 5 branches and deliver outreach services to schools and childcare centers |
| x                            | <b>Economic Development</b> |                   |                                    |                 |                     |                     |                              |                            |  |
|                              | 75)                         | 1801.9010.010     | Malibu                             | N               | \$ 17,498           | \$ -                |                              |                            | new vehicle for Deputy Director hired FY20 mid-year  |
|                              |                             |                   | <b>Total General Fund</b>          |                 | <b>\$ 5,077,235</b> | <b>\$ 1,251,874</b> | <b>General Fund budgeted</b> |                            |  |
|                              |                             |                   |                                    |                 | <b>\$ 633,000</b>   | <b>Fund Balance</b> |                              |                            |  |

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

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

## MEMORANDUM

**TO:** Chief Administrative Officer Harold Higgins  
**FROM:** Public Information Officer Kim Moses on behalf of KWC campaign committee<sup>1</sup>  
**DATE:** April 27, 2021  
**RE:** Proposed pilot program at three Homeowner Convenience Centers

---

Following the Commissioners' March 16, 2021 approval, staff involved in the Keep Worcester Clean (KWC) campaign began developing cost projections to purchase and install ultra high definition surveillance cameras at the Home Owners Convenience Centers (HOCCs) located at the Berlin WalMart, Bishopville, and Whaleyville, along with electricity and security lighting at the two County-owned sites.

Concurrently, we request approval from the Commissioners to conduct a pilot program to evaluate the potential effectiveness of a permanent surveillance program. Information Technology Director Brian Jones has enough existing equipment to develop a self-contained digital surveillance platform that can be placed at these three locations on a rotating basis. However, this equipment, while beneficial for a test bed, is aged and the resolution would be too low to use on a permanent basis.

---

<sup>1</sup> Information Technology Director Brian Jones, Public Works Director John Tustin, Solid Waste Superintendent Mike Mitchell, Recycling Manager Mike McClung, Maintenance Assistant Superintendent Mike Hutchinson, and Public Information Officer Kim Moses



**Worcester County**  
Department of Environmental Programs

## Memorandum

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

**From:** Robert J. Mitchell, LEHS, REHS/RS  
Director

**Subject:** **Maryland Coastal Bays Program**  
Request for Annual Cost Share

**Date:** April 23, 2021

Pursuant to their request for cost share information, I have reviewed the attached letter from Mr. Kevin Smith, the Executive Director for the Maryland Coastal Bays Program. In this letter, Mr. Smith is requesting matching funds of at least \$700,000 from Worcester County toward the match required by the Environmental Protection Agency's National Estuary Program Grant Funding for the time frame of October 1, 2021 through September 30, 2022. The Program is scheduled to receive \$700,000 in annual funding from the Federal Government and has to provide an equivalent match from other non-federal sources. This is a 10% increase in direct funding from the Federal government to support education, research, and restoration work in our Coastal Bay watersheds.

In prior years, the County Commissioners approved an in-kind match, specifically the State funds expended for the purchase of Rural Legacy Easements in our Coastal Bays Rural Legacy Program Area and other state grant and in-kind services conducted by the County aimed at the protection and restoration of our Coastal Bays.

Our annual funding from the State of Maryland under local grants from the Bay Restoration Fund (BRF) are used for sewer connections and septic pre-treatment upgrades. Historically, over 80% of the annual BRF funding is expended in the Coastal Bays Watershed and I believe we would be right to project that a significant portion of this funding program (at least \$200,000) will be expended in the Federal Grant Cycle detailed in the letter.

Also, our expected level of funding would total \$500,000 from the State in Rural Legacy Grant Funds for easement purchases of two (2) properties in the Coastal Bays Rural Legacy Area (RLA) in FY 21. Ms. Katherine Munson, Planner V, feels confident that we will expend a significant portion of these funds in the referenced timeframe. After reviewing the potential interest in easements with Ms. Munson, I concur that we will be able to expend this amount within the range quoted above during the Federal Grant Cycle.

**Citizens and Government Working Together**

I would also note we also have a pending Phase 2 grant that will be awarded for the Selsey Road Resiliency project that will amount to at least \$1MM in construction project funding. This will appear within this Federal funding cycle.

Continuing our past practice of matching these grants in this manner will be of assistance to the Coastal Bays Program without requiring any cash being directly laid out by the County. Additionally, there are also other programs and in-kind services that would also qualify as a match for this partner funding should the program funding referenced above fall short for any reason.

Should the County Commissioners concur and wish to approve this same type of in-kind match in the amount of \$700,000, a draft letter to the Maryland Coastal Bays Program is attached herewith for your consideration.

As always, both I and my staff will be available to discuss the matter with you and the County Commissioners at your convenience.

## Attachments

cc: David Bradford  
Katherine Munson  
Kathy Whited





## MARYLAND COASTAL BAYS PROGRAM

8219 Stephen Decatur Highway  
 Berlin, Maryland 21811  
 (410) 213-2297 - PHONE  
 (410) 213-2574 - FAX  
[mcbp@mdcoastalbays.org](mailto:mcbp@mdcoastalbays.org)  
[www.mdcoastalbays.org](http://www.mdcoastalbays.org)

April 16, 2021

Mr. Harold L. Higgins  
 Worcester County Government Center  
 One West Market St., Snow Hill, MD 21863 – 1195

Dear Mr. Higgins,

The Maryland Coastal Bays Program is once again applying for the EPA National Estuary Program grant funding for the time frame of October 1, 2021 through September 30, 2023. This grant-funding year, the Maryland Coastal Bays Program is expected to receive \$700,000 from the EPA, an increase over last year's \$662,500 allocation. The program must provide as match an equivalent amount of \$700,000 from other non-federal sources. I am attaching the letter from FY 21 that the County was able to provide to MCBP.

For this grant application, we are requesting you to consider an increased amount of match from that previously provided by each of the program participants to meet the new match threshold. In the past, Worcester County provided match for the grant from the following in-kind source:

- Rural Legacy
- Environmental Programs

We would appreciate whatever match Worcester County can provide. In order to facilitate the grant application process, please respond by April 30, 2021.

The Maryland Coastal Bays Program appreciates your support and involvement in the National Estuary Program. If you have questions, please contact me at on my cellphone at 301-580-0848.

Thank you,

*Kevin Smith*

Kevin Smith  
 Executive Director

Cc: Bob Mitchell  
 Katherine Munson

May, \_\_2021

Mr. Kevin Smith  
Executive Director  
Maryland Coastal Bays Program  
8219 Stephen Decatur Highway  
Berlin, MD 21811

Re: National Estuary Program Grant match, FFY22

Dear Mr. Smith:

As you are aware, at their meeting on May 4, 2021, the County Commissioners approved an in-kind match of approximately \$700,000 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period October 1, 2021 to September 30, 2022.

Worcester County will use the non-federal Rural Legacy Program funds, expended during the above-stated time period for part of this match. There will also be a match from the Bay Restoration Fund (BRF) grants for the same time period along with Maryland DNR Coastal Resiliency Grant funding and other County programs that could qualify as a match for your partner funding requirements. The Department of Environmental Programs will assemble and submit the necessary documentation required by the Environmental Protection Agency (EPA) to the Coastal Bays Program. Please contact Robert Mitchell and Katherine Munson directly regarding this matter.

Sincerely,

Harold L. Higgins  
Chief Administrative Officer


cc: Robert Mitchell, Director, Environmental Programs  
Katherine Munson, Planner V, EP  
Kathy Whited, Budget Officer



**Worcester County**  
Department of Environmental Programs

## Memorandum

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

**From:** Robert J. Mitchell, LEHS, REHS/RS  
Director 

**Subject:** Assateague Farms, LLC  
Allocation Extension Request

**Date:** 4/23/21

The County previously approved a request by Mr. Carlotta for a one hundred twenty (120) day extension for completion of Condition #11 at their meeting on January 5, 2021. The owner is currently in need of another extension and has requested one via email (attached). As stated in the memo regarding the January extension request, the owner has chosen to phase this project and utilize the existing roadside stand building and rear portion of that same building for the limited uses without the restaurant addition. There are currently several outstanding zoning, building, and other code and regulatory issues that several agencies are trying to resolve with respect to the approval of the site plan for this facility.

Mr. Carlotta recently turned in his revised site plan on 4/21/21 addressing the original Technical Review Comments (TRC) comments from the April 8, 2020 meeting. County staff is currently working on clarification on the scope of the project for which the owner is requesting site plan approval and subsequent permitting.

The *original* September 2018 and April 2020 plans for the property consisted of the following:

Phase 1: use of the red building for the farm brewery/tasting

Phase 2: Construction of a new building for farm brewery/tasting, and conversion of the red building back to a roadside stand to be compliant with the Board of Zoning Appeals approval on the separation of uses

A change was indicated by the owner in October 2020, as Mr. Carlotta submitted revised construction plans for permitting for the new building and the use of the red building (both of which have not yet been issued), which would have modified the phasing plan as follows:

Phase 1: use of the red building for the farm brewery/tasting

Phase 2: Construction of a new building for the farm brewery - storage only

**Citizens and Government Working Together**

Phase 3: the addition to the new building for food preparation and dining areas, consistent with the original site plans, and conversion of the red building back to a roadside stand to be compliant with the Board of Zoning Appeals approval on the separation of uses.

Currently, the site plan is being commented on by multiple TRC agencies and will need to be revised. The owner needs more time to complete that item.

The Mystic Harbour capacity allocation was contingent on purchase of water EDUs and completion of certain items. I have updated progress on those numbered items and summarized below:

1. Subdivision plat – *Completed through extensive Environmental Programs and DRP involvement to get this finished.*
2. Exemption from MDE for land application of wastewater from brewery – *Completed, letter attached and material approved by State Chemist.*
3. Storage for brewery waste – *This has been completed and was inspected by EP and MDE made it part of their inspection as well. Owner has submitted his pumping contract for the waste (attached) and may pump and haul this material instead of land applying it at this time. He has not brewed onsite and may not for some time.*
4. Composting compliance – *This item can be considered complete they are not actively brewing onsite yet, but the owner has multiple farmers requesting solids from the brewing process for incorporation into their large animal feedstocks. Again, he has not brewed onsite and may not for some time.*
5. Grease trap – *Cooking not being done onsite yet, will be done when a future phase of the building here is completed.*
6. Separate plumbing – *Plans submitted have detail of separation for the water connection and connection to the holding tank have been verified as not extending to the front (public) portion of the building. It just involves a dumping station and piping to an outside holding tank adjacent to the building that is not part of the septic system currently present to service the front bathroom*
7. Nutrient Management plan approved – *The nutrient management plan is part of the efforts for #2. Owner has submitted plan to extension office and needs to wait in line with about 1,400 plans for review. They can pump and haul until plan approval when they start brewing.*
8. Sampling station for effluent pipe connection to sewer – *Location and design need to be determined by a staff meeting with the owner's contractor at a location along the gravity building sewer line to the grinder vault. This will be completed during the utility connection.*
9. Engineering report for connection of waste to county system – *This is the only uncompleted item, it is to be done in consultation with DPW, so it needs to be completed to their satisfaction.*
10. Amendment to County Water and Sewer plan – *This was completed.*
11. Items 2 thru 10 shall be met before 12-31-2020 – *This was extended to 4/30/21 at the Commissioners meeting on January 4, 2021.*

# ITEM 10

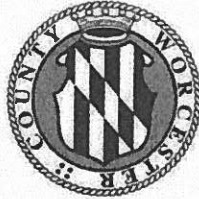
An additional one-hundred (120) day extension will give the applicant additional time to meet an extended Condition #11, specifically the completion of the report required under Condition #9. The owner's change in plans to phase this project's construction and the resultant site plan and permitting responsibilities that , along with the report requirement necessitate the consideration of an extension to complete the remaining items The owner is motivated to move forward with this project and is requesting that the County Commissioners to allow more time to complete this last conditions.

As always, I am available at any time for the presentation of this item to the County Commissioners, and have copied the Sewer Committee for any input you may require of them concerning Mr. Carlotta's request.

**Attachments:**

1. Previous Extension Letter, dated January 12, 2021
2. Extension request by Mr. Carlotta, dated April 19, 2021
3. Emailed Letter to Harold Higgins from Owner dated March 26, 2021
4. MDE Approval letter for the land application exemption
5. Pumpout Contract

cc: Water and Sewer Committee  
Tom Perlozzo



OFFICE OF THE TREASURER

## Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

January 12, 2021

PHILLIP G. THOMPSON, CPA  
FINANCE OFFICERJESSICA R. WILSON, CPA  
ASSISTANT FINANCE OFFICERTEL: 410-632-0686  
FAX: 410-632-3003

Assateague Island Farm, LLC  
8746 Stephen Decatur Hwy  
Berlin, MD 21811

RE: Allocation of Six Sewer EDUs to a portion of Tax Map 33 Parcel 29 on Stephen Decatur Highway

Dear Assateague Island Farm, LLC:

Please be advised that at their meeting on January 5, 2021, the Worcester County Commissioners reviewed and approved your request for a one hundred twenty (120) day extension to the 12/31/2020 due date for required Condition #11 in your original allocation approval letter dated January 25, 2019 (attached). That would make your due date 4/30/2021 to complete Conditions #2 through 10 or the EDU allocation approval shall be null and void.

If you could contact me as you satisfy these conditions to make arrangements for payment of the remaining balance for purchase of these EDUs as well as to review other pertinent conditions with respect to your connection to the Mystic Harbour Sewerage System.

Thank you for the purchase of these EDUs. We look forward to having you as a new customer of the Mystic Harbour Service Area. If you have any questions, please feel free to contact me anytime.

Sincerely,

Michelle Carmean, MBA  
Enterprise Fund Controller

Attachment  
BM/WY

cc: Worcester County Sewer Committee

**Robert Mitchell**

---

**From:** Paul Carlotta <paul@berlinorganics.com>  
**Sent:** Monday, April 19, 2021 3:23 PM  
**To:** Harold Higgins  
**Cc:** Robert Mitchell; Tom Perlozzo  
**Subject:** \*EXTERNAL\*:Edu Extension

**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,

I am writing you today to formally request an extension for my EDU approvals. I'm not sure how much time to ask for because I don't know how long it will take for the county staff to finish on their side. The only thing missing on my side is the nutrient management plan, which is completely out of my control. My understanding is there are 1400 nutrient management plans ahead of me. When it's complete, I'll forward it to Bob.

All MDE requirements are approved and completed, and the nutrient management plan can and will be sent upon its completion.

Thank you,

Paul Carlotta  
[410.430.1518](tel:410.430.1518)

Sent from my iPhone

Assateague Island Farm LLC

8816 Stephen Decatur Hwy

Berlin, MD 21811

March 26, 2021

Mr. Higgins,

Per our conversation yesterday, attached is the copy of the conditions required by the commissioners, as well as MDE and MDA approvals for land application of brewery waste water.

I currently have a five-barrel pilot system. Once operational, it will produce 175 gallons of beer per brew. I intend to use this system to develop new recipes and do small batches and continue to contract brew for the foreseeable future. At some point, I do intend to produce more beer and brewery wastewater in the new building with a larger brewhouse.

Initially, we intend to brew 3 times per week creating approximately 50-75 gallons of brewery wastewater per batch, or approximately 300 gallons per week. I have installed a 1750 gallon in ground storage tank, which is approved by MDE, and will hold approximately 5 weeks of wastewater under our current plan. Based on our MDE land application approval, we are able to land apply on any dry ground on our 18-acre property with the exception of the moratorium months of December through February. On a side note, I can't imagine we would be doing much brewing in those months because it is winter and the off-season on 611.

During the winter and the moratorium, if we are brewing, I will use Atlantic Pumping to empty my MDE-approved storage tank.

All spent grains and solids will be removed from site by a hog farmer in Princess Anne.

Per condition 8, I will put in a sampling station prior to the grinder pump on the gravity side as discussed with John Ross for DPW to verify.

I clearly understand there is to be no brewery wastewater allowed to enter the Mystic sewer system. I have more than enough uplands and orchards on this property to utilize 100% of the brewery wastewater on site, and I am committing to do just that.

Thank you for your consideration.



Paul Carlotta





**Maryland**  
Department of  
the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Ben Grumbles, Secretary  
Horacio Tablada, Deputy Secretary

March 1, 2021

Mr. Paul Carlotta  
611 Brewery LLC  
DBA Sinepuxent Brewing Company  
8816 Stephen Decatur Highway  
Berlin, MD 21811

Dear Mr. Carlotta:

The Maryland Department of the Environment (the Department) received your application requesting an exemption from the Department's discharge permit for land application of food processing wastewater. On February 10, 2021, the Department received a determination from the state chemist at the Maryland Department of Agriculture (MDA) that your wastewater meets the requirements for registration as a soil conditioner. This notification from MDA, your signed application, and the holding tank approval by the Department completes all requirements for your application.

The Department is pleased to inform you that all requirements for an exemption have been met and your application for an exemption from the Department's discharge permit is approved. The exemption for this facility, located at 8816 Stephen Decatur Highway, Berlin, Maryland, 21811, becomes effective March 1, 2021 and extends until February 28, 2026. An application for renewal must be submitted to the Department by September 1, 2025.

By applying for this exemption from the Department, you have agreed to comply with MDA's Nutrient Management Regulations (COMAR 15.20.04 to 15.20.08) for managing and land applying wastewater. Key requirements for compliance include:

- Wastewater shall not be land applied onto bare ground, saturated or snow covered soil or frozen ground
- There shall be no ponding or surface runoff of wastewater
- A minimum setback distance of 35 feet must be maintained between the edge of the land applied wastewater and any surface water body.
- Land application of wastewater is prohibited during winter. Winter is currently defined as December 16 through February 28. Wastewater must be stored and/or removed during this period.
- A Nutrient Management Annual Implementation Report (NMAIR) shall be submitted to MDA by March 1 following each year of operation.

Mr. Paul Carlotta  
March 1, 2021  
Page 2

- Allow Department representatives, at reasonable times and upon presentation of credentials, to enter premises to inspect any wastewater collection, treatment, land application records and practices and food processing records.

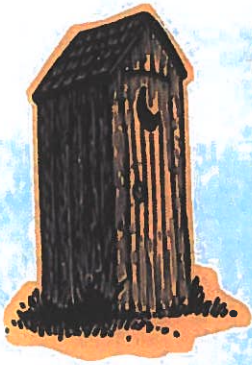
Failure to comply with the terms of this approval, may result in the termination of the exemption and a requirement to obtain a state discharge permit for land applying the wastewater. If you should have any questions regarding this approval, please contact me or Tracy Rocca-Weikart at 410-537-3659 or [tracy.rocca-weikart@maryland.gov](mailto:tracy.rocca-weikart@maryland.gov).

Sincerely,



for

Mary Dela Onyemaechi  
Groundwater Discharge Permits Division Chief  
Water and Science Administration



# Atlantic Pumping, Inc.

**Septic Installations  
Septic Repairs & Cleaning  
Portable Restroom Rentals & Service  
High Pressure Sewer & Drain Cleaning  
Grease Trap Cleaning**

**Date:** 1/4/21  
**To:** Sinepuxent Brewery  
8746 Stephen Decatur Highway  
Berlin, MD. 21811  
**From:** Atlantic Pumping, Inc.  
**Re:** Septic Maintenance

This document is to stipulate that Sinepuxent Brewery has contracted Atlantic Pumping, Inc. to empty the Brewery Wastewater Tank @ 8746 Stephen Decatur Highway Berlin, MD. on an on demand basis for the cost of \$195.00 per pumping,

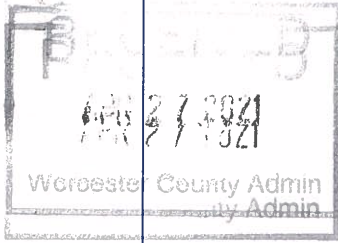
Any questions feel free to call the office @ 302-436-5047.

Regards,

A handwritten signature in blue ink that reads "Joyce Swierczewski".

Joyce Swierczewski/Office Manager

**P.O. Box 395  
Bishopville, MD 21813  
Office: 410-641-1617 / 410-352-3951 / 410-548-7577 / 302-436-5047  
Fax: 302-436-5049  
Email: atlanticpumping@verizon.net**



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

MEMORANDUM

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John S. Ross, P.E., Deputy Director of Public Works *JSR*  
**DATE:** April 23, 2021  
**SUBJECT:** Newark Spray Irrigation Project  
Change Order Numbers 4 and 5

DIVISIONS

.....

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

Attached for approval are Change Order Numbers 4 and 5 to the referenced project.

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

Change Order Number 4 is for the addition of stone base materials needed to stabilize the ground in the area where the center pivot unit tracks. The wet conditions this spring caused the center pivot unit to create ruts in the ground where the tires tracked. To stabilize those areas, they were lined with a filter fabric and stone was placed to support the wheels.

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

The total cost for that work was \$22,509.60. This was established based on the contract price bid for stone adjusted for the ease of installing the stone. Copies of supporting documentation are attached.

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

Change Order Number 5 is a final reconciliation of quantities for the unit price items included in the contract. The total contract adjustment as a result of this change order is a decrease in the contract price of \$71,314.80.

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

Accounting for all change orders, the total project construction cost increased by \$17,186.30. Original project financing included a contingency fund of 5% of the bid price or approximately \$80,000.00 so adequate funds are available for the work.

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

Attachments

cc: John H. Tustin, P.E., Director  
Michelle Carmean, Enterprise Fund Controller



11200 Racetrack Road, Unit A101  
Ocean Pines, MD 21811  
Telephone: 410-641-5341  
Fax: 410-641-5349  
www.eaest.com

April 26, 2021

Mr. John Ross, P.E.  
Deputy Director of Public Works  
Worcester County Water and Wastewater Division  
1000 Shore Lane  
Ocean Pines, MD 21811

**Subject: Newark Spray Irrigation Facility – Change Order No. 4 Review and Recommendation**

Dear Mr. Ross:

The contractor for the Newark Spray Irrigation Facility, Bunting and Murray, Inc. (B&M) recently submitted a Change Order No. 4 at the request of the County for the furnish and install stone and geotextile for utilization along the wheel tracks of the center pivot irrigation system. EA evaluated the change order in accordance with the necessity of the work, the manufacturer's recommendation, and conditions of the groundwater discharge permit. The following is a summary of each of these criteria.

*Necessity and Manufacturer's Recommendation*

Startup testing operations were conducted during the 2021 winter months and following historical rainfall winter season. Thus, the soil beneath the wheel tracks was soft and the running of the system created deep trenches into the ground and at select locations being as deep as the axle of the wheel. EA, B&M, Worcester County, and Walls Irrigation (center pivot system integrator) discussed functionality of the wheel track system. Walls Irrigation stated that the trenches could create a scenario where the system could begin to tip if not appropriately monitored. Walls Irrigation also stated that there are other occurrences on the Eastern Shore where stone along the wheel track was necessary due to overly soft soils and found the solution acceptable. Therefore, it was agreed upon that the placement of stone within the created wheel trenches were required to provide a stable tracking surface for the wheels. EA concurs with the assessment of Walls Irrigation and this was an unforeseen condition due to the timing of the start up testing weather impacts.

*Conditions of the Groundwater Discharge Permit*

EA reviewed the State Discharge Permit No 18-DP-3851 associated with the Newark Wastewater Treatment plant and determined that adjusting this land use in this manner was not explicitly forbidden. Further, No. 57 stone was utilized which is commonly used stone media for drainage layers and it is EA's opinion that the No. 57 stone will not act as an impervious surface nor will it impede the percolation of water that may fall upon it.



Mr. John Ross, P.E. – Worcester County  
Newark Spray Irrigation Facility – Change Order No. 4  
April 26, 2021, Page 2 of 2

EA reviewed COR No. 4 taking into consideration necessity, manufacturer's recommendation, in accordance with the groundwater discharge permit, and site conditions at the center pivot irrigation system and find it acceptable. EA recommends the approval Change Order No. 4 for the stone and geotextile placement within the wheel tracks of the center pivot irrigation system.

Respectfully yours,  
EA Engineering, Science, and Technology, Inc., PBC

A handwritten signature in black ink, appearing to read 'Darl Kolar', is positioned below the typed name.

Darl Kolar, BCEE, P.E.  
Project Manager

CC: John Tustin, P.E., Worcester County Director of Public Works

# Bunting & Murray

## Construction Corporation

Site Work • Utility Construction

|  |                              |
|--|------------------------------|
| <b>To:</b> Worcester County Commissioners  | <b>Contact:</b>              |
| <b>Address:</b> County Government Center, 1000 Shore Lane<br>Berlin, MD 21811        | <b>Phone:</b> (410) 641-5251 |
| <b>Project Name:</b> Newark Spray Irrigation Change Order (Center Pivot Stone/ Tire) | <b>Bid Number:</b>           |
| <b>Project Location:</b>   | <b>Bid Date:</b>             |

| Item #                  | Item Description                             | Estimated Quantity | Unit | Unit Price | Total Price        |
|-------------------------|--|--------------------|------|------------|--------------------|
| 100131                  | Stone Stabilization (Center Pivot Tire Ruts) | 375.16             | TON  | \$60.00    | \$22,509.60        |
| <b>Total Bid Price:</b> |  |                    |      |            | <b>\$22,509.60</b> |

**Notes:**

- Payment to be made as follows: Monthly requisitions for work completed and materials stored on site. 100% upon completion.
- All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
- Acceptance of Proposal-The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
- Exclusions: Permits/Fees, Bonds, Stakeout, Soil Testing, Landscaping, Removal/Replacement of unsuitable material below subgrade, relocation of utilities.
- Liquid asphalt \$ per ton  
Top Paving \$ per ton  
Manhole/Valve Box Adjustments \$1100.00 each  
Any milling and/or base asphalt replacement to be priced at time of top paving

|   |  |
|---|--|
| <p><b>ACCEPTED:</b><br/>The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p> | <p><b>CONFIRMED:</b><br/>Bunting &amp; Murray</p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> _____</p> |
|---|--|

Change Order

No. 4

Date of Issuance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

|   |  |                                     |
|---|--|-------------------------------------|
| Project: Worcester County - Newark<br>Spray Irrigation  | Owner: County Commissioners of<br>Worcester County, Maryland | Owner's Contract No.:               |
| Contract:   |  | Date of Contract: February 10, 2020 |
| Contractor: Bunting and Murray Construction Corporation |  | Engineer's Project No.: 1584101     |

**The Contract Documents are modified as follows upon execution of this Change Order:**

**Description:** Includes the addition of #57 stone and geotextile along the wheel paths of the center pivot spray irrigation system

**Attachments (list documents supporting change):**

Engineer's recommendation letter

Contractor's Request Form

| CHANGE IN CONTRACT PRICE:  | CHANGE IN CONTRACT TIMES:  |
|--|--|
| Original Contract Price:<br><br>\$ <u>1,604,253.60</u>   | Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days<br>Substantial completion (days or date): <u>12/11/2020</u><br>Ready for final payment (days or date): <u>1/10/2021</u> |
| Increase from previously approved Change Orders<br>No. <u>0</u> to No. <u>3</u> :<br><br>\$ <u>65,991.50</u> | Increase from previously approved Change Orders<br>No. <u>1</u> to No. <u>3</u><br>Substantial completion (days): <u>42</u><br>Ready for final payment (days): <u>42</u>   |
| Contract Price prior to this Change Order:<br><br><u>\$1,670,245.10</u>                                      | Contract Times prior to this Change Order:<br>Substantial completion: <u>Issued 1-20-21</u><br>Ready for final payment: <u>Upon Punch List Completion</u>  |
| Increase of this Change Order:<br><br><u>\$ 22,509.60</u>  | Increase of this Change Order:<br>Substantial completion: <u>0 - Issued 1-20-21</u><br>Ready for final payment: <u>0 - After Substantial Completion</u>  |
| Contract Price incorporating this Change Order:<br><br><u>\$1,692,754.70</u>                                 | Contract Times with all approved Change Orders:<br>Substantial completion: <u>Issued 1-20-21</u><br>Ready for final payment: <u>Upon Punch List Completion</u>   |

RECOMMENDED:  
By: [Signature]  
Engineer (Authorized Signature)  
Date: 4/26/21

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)  
Date: \_\_\_\_\_

ACCEPTED:  
By: [Signature]  
Contractor (Authorized Signature)  
Date: 4/26/2021

Approved by Funding Agency (if applicable):  
\_\_\_\_\_  
Date: \_\_\_\_\_





11200 Racetrack Road, Unit A101  
Ocean Pines, MD 21811  
Telephone: 410-641-5341  
Fax: 410-641-5349  
www.eaest.com

April 26, 2021

Mr. John Ross, P.E.  
Deputy Director of Public Works  
Worcester County Water and Wastewater Division  
1000 Shore Lane  
Ocean Pines, MD 21811

**Subject: Newark Spray Irrigation Facility – Change Order No. 5 Review and Recommendation**

Dear Mr. Ross:

EA has reviewed Change Order No 5. for the Newark Spray Irrigation Facility as a final balancing of the contracted bid items. Several items we recognized as underruns as EA reviewed against the final completion of the contract to verify the project was completed in accordance with the design intent. EA's review included the following five bid items.

*Bid Item No. 5 - Raising of existing Concrete Comminutor, Manhole and Valve Vault*

This bid item anticipated the raising of structures in the areas of the lagoon where were regrading occurred. The manhole structure was able to be slightly adjusted and the structure itself did require to be raised to meet the elevation as it is located in the center of the lagoon access road. It was determined during field grading operations that the concrete comminutor and valve vault did not require raising to meet the design intent and were not completed. This item resulting in an underrun of 3 units at \$4,248.00 per unit for a total of \$12,744.00.

*Bid Item No. 34 – Furnish and Install Blow Off Valve*

This bid item was inadvertently included in the Bid Form and blow-off valves were not required as a part of the design documents. This item resulting in an underrun of 3 units at \$6,189.00 per unit for a total of \$18,567.00.

*Bid Item No. 39 – Furnish and Install 6" C-900 Force main – Open Cut*

This bid item measured the installed length of 6" C-900 force main as an open cut approach. While Change Order No. 2 addressed the replacement of 550 linear feet of open cut with directional drill, this bid item was underrun by 120 linear feet. This item resulting in an underrun of 120 units at \$35.19 per unit for a total of \$4,222.80.

*Bid Item No. 41 – Furnish and Install Precast Concrete Air Release and Blow Off Valve Structures*

This bid item inadvertently included structures for blow-off valves that were not required as a part of the design documents. This item resulting in an underrun of 10 units at \$1,849.00 per unit for a total of \$18,490.00.

*Bid Alternate Item No. 1 – Allowance of integration of Equipment into County SCADA System*

This bid item was an alternate bid item awarded and included in the base contract. Being an alternate bid, the County recognized this was not necessary for the functionality of the system. Further, the County's staff has the experience and knowledge of completing the components included in this item should the County wish to implement in the future. This item resulting in an underrun in its entirety as a lump sum item in the amount of \$17,291.00.



Mr. John Ross, P.E. – Worcester County  
Newark Spray Irrigation Facility – Change Order No. 5  
April 26, 2021, Page 2 of 2

EA reviewed Change Order No. 5 taking into completion of the project to meet the design intent. EA recommends the approval of Change Order No. 5 for the balancing of contract bid items with a total reduction of contract amount of \$71,314.80.

Respectfully yours,  
EA Engineering, Science, and Technology, Inc., PBC

A handwritten signature in black ink, appearing to read 'Darl Kolar', is positioned below the typed name.

Darl Kolar, BCEE, P.E.  
Project Manager

CC: John Tustin, P.E., Worcester County Director of Public Works

# Bunting & Murray Construction Corporation

Site Work • Utility Construction

|   |                              |
|---|------------------------------|
| <b>To:</b> Worcester County Commissioners   | <b>Contact:</b>              |
| <b>Address:</b> County Government Center, 1000 Shore Lane<br>Berlin, MD 21811         | <b>Phone:</b> (410) 641-5251 |
| <b>Project Name:</b> Newark Spray Irrigation Under-runs Based On The Completed Projec | <b>Bid Number:</b>           |
| <b>Project Location:</b>  | <b>Bid Date:</b>             |

| Item #                  | Item Description         | Estimated Quantity | Unit | Unit Price  | Total Price          |
|-------------------------|--------------------------|--------------------|------|-------------|----------------------|
| 100116                  | Bid Item No. 5           | -3.00              | EACH | \$4,248.00  | (\$12,744.00)        |
| 300073                  | Bid Item No. 41          | -10.00             | EACH | \$1,849.00  | (\$18,490.00)        |
| 300331                  | Bid Item No. 39          | -120.00            | LF   | \$35.19     | (\$4,222.80)         |
| 300430                  | Bid Item No. 34          | -3.00              | EACH | \$6,189.00  | (\$18,567.00)        |
| 300500                  | Alternate Bid Item No. 1 | -1.00              | LS   | \$17,291.00 | (\$17,291.00)        |
| <b>Total Bid Price:</b> |                          |                    |      |             | <b>(\$71,314.80)</b> |

**Notes:**

- Payment to be made as follows: Monthly requisitions for work completed and materials stored on site. 100% upon completion.
- All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
- Acceptance of Proposal-The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
- Exclusions: Permits/Fees, Bonds, Stakeout, Soil Testing, Landscaping, Removal/Replacement of unsuitable material below subgrade, relocation of utilities.
- Liquid asphalt \$ per ton  
Top Paving \$ per ton  
Manhole/Valve Box Adjustments \$1100.00 each  
Any milling and/or base asphalt replacement to be priced at time of top paving

|   |  |
|---|--|
| <p><b>ACCEPTED:</b><br/>The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p> | <p><b>CONFIRMED:</b><br/>Bunting &amp; Murray</p> <p><b>Authorized Signature:</b> <u>Keith A. Cordrey</u></p> <p><b>Estimator:</b> _____</p> |
|---|--|

4/24/2021

# ITEM 11

## Change Order

No. 5

Date of Issuance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

|   |   |                                     |
|---|---|-------------------------------------|
| Project: Worcester County - Newark Spray Irrigation     | Owner: County Commissioners of Worcester County, Maryland | Owner's Contract No.:               |
| Contract:   |   | Date of Contract: February 10, 2020 |
| Contractor: Bunting and Murray Construction Corporation |   | Engineer's Project No.: 1584101     |

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: Includes final quantity adjustments as detailed below:

Bid Item No. 5 – (\$12,744.00), Bid Item N. 34 – (\$18,567.00), Bid Item No. 39 – (\$ 4,222.80). Bid Item No. 41 – (\$18,490.00 and Bid Alternate Item No. 1 – (17,291.00).

Total Adjustment = (\$71,314.80)

**Attachments (list documents supporting change):**  
Engineer's recommendation letter

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:  
\$ 1,604,253.60

Increase from previously approved Change Orders  
No. 0 to No. 4:  
\$ 88,501.10

Contract Price prior to this Change Order:  
\$1,692,754.70

Increase of this Change Order:  
\$ (71,314.80)

Contract Price incorporating this Change Order:  
\$1,621,439.90

Original Contract Times:  Working days  Calendar days  
Substantial completion (days or date): 12/11/2020  
Ready for final payment (days or date): 1/10/2021

Increase from previously approved Change Orders  
No. 1 to No: 4  
Substantial completion (days): 42  
Ready for final payment (days): 42

Contract Times prior to this Change Order:  
Substantial completion: Issued 1-20-21  
Ready for final payment: Upon Punch List Completion

Increase of this Change Order:  
Substantial completion: 0 – Issued 1-20-21  
Ready for final payment: 0 – After Substantial Completion

Contract Times with all approved Change Orders:  
Substantial completion: Issued 1-20-21  
Ready for final payment: Upon Punch List Completion

RECOMMENDED:  
By: [Signature]  
Engineer (Authorized Signature)  
Date: 4/26/21  
Approved by Funding Agency (if applicable):  
\_\_\_\_\_

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)  
Date: \_\_\_\_\_

ACCEPTED:  
By: [Signature]  
Contractor (Authorized Signature)  
Date: 4/26/2021  
Date: \_\_\_\_\_

**Notice of Public Hearing**  
on  
Maryland Transit Administration  
Statewide Special Transportation Assistance Program  
Senior Transportation Funding Grant

The County Commissioners of Worcester County are applying for grant funds from the Maryland Department of Transportation. The purpose of this notice is to afford opportunity for a public hearing regarding the proposed Annual Transportation Plan (ATP).

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

The **public hearing** on this application will be held on  
**TUESDAY, MAY 4, 2021 at 10:30 A.M.**  
in the Commissioners' Meeting Room, Room 1101 – Government Center  
One West Market Street, Snow Hill, Maryland 21863

The detailed service plan is available for review at Worcester County Commission on Aging building located at 4767 Snow Hill Road, Snow Hill, Maryland from 9AM to 3PM, Tuesday– Friday by appointment only. Please call 410-632-1277 x701 to set time.

THE WORCESTER COUNTY COMMISSIONERS



*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 12

- 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.

# ITEM 12

*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:**

## ITEM 12

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<br>(Shore Transit)  | Transportation                  | Difference - public transit<br>Similar - transport elderly and disabled   |
| SSTAP<br>Worcester Co. H.D.            | Transportation                  | Difference - only MA clients  |
| Worcester County<br>Developmental Ctr. | Transportation                  | Difference - only their clients;<br>adults with intellectual disabilities<br>Similar - both transport<br>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).

|  |   |
|--|---|
| <p><b>Entity Dashboard</b></p> <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> <p><a href="#">BACK TO USER DASHBOARD</a></p> | <p><b>WORCESTER, COUNTY OF</b><br/>                 DUNS: 101119399 CAGE Code: SALE6<br/>                 Status: Active<br/>                 Expiration Date: 12/14/2021<br/>                 Purpose of Registration: All Awards</p> <p style="text-align: right;">1 W MARKET ST RM 1105<br/>                 SNOW HILL, MD, 21863-1085<br/>                 UNITED STATES</p> <hr/> <p><b>Entity Overview</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Entity Registration Summary</b></p> <p>DUNS: 101119399<br/>                 Name: WORCESTER, COUNTY OF<br/>                 Doing Business As: COUNTY COMMISSIONERS OF WORCHESTER<br/>                 Business Type: US Local Government<br/>                 Last Updated By: Kimberly Reynolds<br/>                 Registration Status: Active<br/>                 Activation Date: 12/16/2020</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Exclusion Summary</b></p> <p>Active Exclusion Records? No</p> </div> |
|--|---|



DEM-P-20210209-1148  
 W3W2

- |                                |                                |                             |
|--------------------------------|--------------------------------|-----------------------------|
| <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.



# 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

|                                  |  |                               |
|----------------------------------|--|-------------------------------|
| 8 Vehicles Used in Peak Service* | *Total vehicles operated in peak service | 9 ADA Accessible Vehicles     |
| + 2 Spare Vehicles               | by Fixed Route                           | 20 Wheelchair Placements in I |
| + 0 Other Vehicles**             | by Demand Response                       | 0 Vehicles On Order           |
| = 10 Vehicles in Total Fleet***  |  |                               |
| 25% 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         | 2         | 2         |             | 4           | 4         |
| Part-Time         | 6         | 1         |             | 7           | 7         |
| Volunteer         | 2         |           |             | 2           | 2         |
|                   |           |           |             |             |           |
|                   | Full-Time | Part-Time |             |             |           |
| Mechanics         | 0         | 0         |             |             | 0         |
| Street Supervisor | 0         | 0         |             |             | 0         |
| Dispatchers       | 1         | 0         |             |             | 1         |
| Administration    | 1         | 0         |             |             | 1         |
| Management        | 2         | 0         |             |             | 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**

| Funding Program                                | Service Type<br>T = Fixed Route<br>D = Demand Response D = Devised | 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 | Operating Cost per Passenger 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                 | \$42.07 - \$63.11       | \$2.10 - \$4.21         | \$7.36 - \$18.93                  | 40% - 50%                     | 7% - 15%               | .15 - .30                | 2.5 - 5.0                |
| 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                 | \$42.07 - \$63.11       | \$2.10 - \$4.21         | \$7.36 - \$18.93                  | 40% - 50%                     | 7% - 15%               | .15 - .30                | 2.5 - 5.0                |
| <b>Overall Public Transportation Programs:</b> |  |                   |                       |   |                     |                       |                        |   |                     |                         |                         |                                   |                               |                        |                          |                          |
|  |  |                   | 0                     | 0   | 0                   | 0                     | 0                      | 0   | 0                   | \$42.07 - \$63.11       | \$2.10 - \$4.21         | \$7.36 - \$18.93                  | 40% - 50%                     | 7% - 15%               | .15 - .30                | 2.5 - 5.0                |
| Subtotal -- ADA Paratransit:                   |  |                   |                       |   |                     |                       |                        |   |                     |                         |                         |                                   |                               |                        |                          |                          |
|  |  |                   |                       |   |                     |                       |                        |   |                     | #DIV/0!                 | #DIV/0!                 | #DIV/0!                           | #DIV/0!                       | #DIV/0!                | #DIV/0!                  | #DIV/0!                  |
| Subtotal -- SSTAP Program:                     |  |                   |                       |   |                     |                       |                        |   |                     |                         |                         |                                   |                               |                        |                          |                          |
|  |  |                   | 12,000                | 75,000  | 3,500               | \$169,300             | \$28,000               | \$70,000  | \$48.37             | \$2.26                  | \$14.11                 | 40% - 50%                         | 7% - 15%                      | .15 - .30              | 2.5                      |                          |
| <b>ty Information</b>                          |  |                   |                       |   |                     |                       |                        |   |                     |                         |                         |                                   |                               |                        |                          |                          |
| 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                     |



Annual Transportation Plan for Fiscal Year 2022  
Worcester County  
Worcester Commission on Aging  
Form 7: VEHICLE UTILIZATION PLAN

Jurisdiction Name  
Legal Name

Indicate how each vehicle listed in the Vehicle Inventory (Form 6) is used on a regular basis. If vehicles are used for multiple services, please use a separate line for each route or service. If schedules are different on different days of the week, please use a separate line for each day. Insert additional lines and pages as needed.

| Usual Vehicle (Agency Fleet No.) | Route Name or Number | Origin of Route        | Geographic Areas Served | Destination of Route         | Trip Purpose              | Passenger/ Client Group    | One-way Trip Length miles | Usual No. of Riders/ Day | Days of the Week | Hours of Day Operated |          |
|----------------------------------|----------------------|------------------------|-------------------------|------------------------------|---------------------------|----------------------------|---------------------------|--------------------------|------------------|-----------------------|----------|
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  | Start Time            | End Time |
| Example                          | Yourtown Shuttle     | 101 Main St., Yourtown | Yourtown area           | Yourtown Mall                | general purpose           | general public             | 12 miles                  | 25                       | M-F              |                       |          |
| 1441                             | Southern             | Pocomoke               | Southern Worcester      | Home-Medical or Store        | Medical or Shopping       | Seniors and General Public | 12                        | 6                        | M-Th             | 8:30                  | 3:30     |
| 1444                             | Southern             | Pocomoke               | Southern Worcester      | Adult Daycare and Senior Ctr | Medical Daycare WAMDS     | Seniors and Disabled       | 20                        | 14                       | M-Th             | 7:30                  | 4:30     |
| 1445                             | Central              | Snow Hill              | Central Worcester       | Adult Daycare and Senior Ctr | Medical Daycare WAMDS     | Seniors and Disabled       | 10                        | 10                       | M-Th             | 8:30                  | 3:30     |
| 1446                             | Northern             | Berlin                 | Northern Worcester      | Adult Daycare and Senior Ctr | Medical Daycare WAMD      | Seniors and General Public | 15                        | 24                       | M-Th             | 7:30                  | 5:00     |
| 1452                             | Central              | Snow Hill              | Central Worcester       | Home-Medical or Store        | Senior Center             | Seniors and General Public | 30                        | 8                        | M-F              | 7:30                  | 5:00     |
| 1453                             | Central              | Snow Hill              | Central Worcester       | Home-Medical or Store        | Event or Medical or Store | Seniors and Disabled       | 20                        | 14                       | M-Th             | 7:30                  | 5:00     |
| 1455                             | Northern             | Berlin                 | Northern Worcester      | Adult Daycare and Senior Ctr | Medical Daycare WAMDS     | Seniors and General Public | 60                        | 8                        | Trip             | 7:00                  | 5:00     |
| 1456                             | Central              | Snow Hill              | Central Worcester       | OCSCOP Special Needs         | Back-up for 46 & 47       | Seniors and Disabled       | 15 BU                     | 24BU                     | M-F              | 7:30                  | 5:00     |
| 1460                             | Northern             | Berlin                 | Northern Worcester      | OCSCOP Special Needs         | Medical Daycare WAMD      | Seniors and General Public | 30                        | 10                       | M-Th             | 7:30                  | 5:00     |
| 1461                             | Northern             | Berlin                 | Northern Worcester      | Adult Daycare and Senior Ctr | Event or Medical or Store | Seniors and Disabled       | 12                        | 16                       | Trip             | 8:30                  | 5:00     |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |
|                                  |                      |                        |                         |                              |                           |                            |                           |                          |                  |                       |          |

Insert additional rows as needed.

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 |        |          |                   |

---

Worcester County's  
SSTAP  
Transportation Plan  
For  
Fiscal Year 2022

*ATP-22  
PROGRAM  
DESCRIPTION  
PART II-Budget*

Jurisdiction Name: 0  
 Legal Name: 0

Annual Transportation Plan for Fiscal Year 2022

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    |               |           |            |          | Technical Assistance | Total      |
|--|--------------|----------------------|-----------------------|---------------|-----------|------------|----------|----------------------|------------|
|  |              |                      | Vehicles              |               | Equipment | Facilities | Subtotal |                      |            |
|  |              |                      | 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 |

12 - 51

ITEM 12

Jurisdiction Name:  
 Legal Name:

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

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

|                                    | Total Program     | SSTAP             | Large Urban | Section 5311 | Section 5307 | ADA                 | Senior Ride |      |
|------------------------------------|-------------------|-------------------|-------------|--------------|--------------|---------------------|-------------|------|
| <b>VEHICLE OPERATIONS EXPENSES</b> |                   |                   |             |              |              | (Form B-4 column H) |             |      |
| 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>         | <b>\$ 179,600</b> | <b>\$ 179,600</b> | \$ -        | \$ -         | \$ -         | \$ -                | \$ -        | \$ - |
| <b>PURCHASED SERVICE</b>           | \$ -              | \$ -              | \$ -        | \$ -         | \$ -         | \$ -                |             |      |

12 - 52

ITEM 12



Jurisdiction Name:  
 Legal Name:

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

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

|                              | 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>  | <b>\$ 5,000</b> | <b>\$ 5,000</b> | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

12 - 53

ITEM 12

Jurisdiction Name:  
 Legal Name:

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

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

|                                | 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> | <b>\$ 42,700</b>  | <b>\$ 42,700</b>  | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> |
| <b>TOTAL EXPENSES</b>          | <b>\$ 227,300</b> | <b>\$ 227,300</b> | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> |

(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.

12 - 54

ITEM 12

Jurisdiction Name:  
 Legal Name:

Annual Transportation Plan for Fiscal Year 2022

Form B-2: OPERATING BUDGET SUMMARY

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

|   | Total Program     | SSTAP             | Large Urban | Section 5311 | Section 5307 | ADA         | Senior Ride |
|---|-------------------|-------------------|-------------|--------------|--------------|-------------|-------------|
| <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>  | <b>\$ 58,000</b>  | <b>\$ 58,000</b>  | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> |
| <b>NET PROJECT COST</b>   | <b>\$ 169,300</b> | <b>\$ 169,300</b> | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> |
| <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>  | <b>\$ 42,325</b>  | <b>\$ 42,325</b>  | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> |
| <b>FEDERAL/STATE FUNDS REQUESTED</b>  | <b>\$ 126,975</b> | <b>\$ 126,975</b> | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b> |

12 - 55

ITEM 12

**NOTICE OF PUBLIC HEARING  
EXPANSION OF THE OCEAN PINES SANITARY SERVICE AREA FOR  
WAVE HOLDINGS, LLC  
WORCESTER COUNTY, MARYLAND**

The Worcester County Commissioners have received a petition filed by Hugh Cropper and John Salm representing Wave Holdings, LLC, on behalf of the property owner, Margaret Bunting, of the subject property requesting the expansion of the Ocean Pines Sanitary Service Area to provide public water and sewer to serve the proposed commercial development, more particularly described as follows:

1. The Bunting property on the east side of Racetrack Road (MD Route 589), north of the intersection with Gum Point Road and south of the Ocean Pines Community. The property is shown on Worcester County Tax Map 21, as Parcel 72, and recorded among the Land Records of Worcester County, Maryland in Plat Book No. 101, Page 146.

A public hearing on this request will be:

**TUESDAY, MAY 4, 2021**

**at 10:45 A.M.**

in the

COUNTY COMMISSIONERS MEETING ROOM  
ROOM 1101 COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND

Copies of the staff report on the proposed expansion of the Ocean Pines Sanitary Service Area, and any associated documents, may be obtained from the Department of Environmental Programs, Room 1306 (3<sup>rd</sup> Floor) - Government Center, One West Market Street, Snow Hill, Maryland. These documents may be reviewed at the Department during the regular business hours of 8:00 A.M. to 4:30 P.M., Monday through Friday (except Holidays). Anyone having questions should contact Robert Mitchell, Director of Environmental Programs, at (410) 632-1220, extension 1601.

All interested citizens are encouraged to attend the hearing and express their views on the proposed Service Area. Both written and oral testimony will be accepted.

THE WORCESTER COUNTY COMMISSIONERS




ACAO Note: Proposed  
Public Hearing on  
May 4, 2021

**Worcester County**  
Department of Environmental Programs

Memorandum

---

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

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

**Subject:** **Proposed Expansion Ocean Pines Sanitary Area**  
Petition for Expansion – Wave Holdings, LLC  
SSA-2021-01

**Date:** 3/29/21

---

A valid application and petition exceeding the threshold of 67% was filed by Mr. Hugh Cropper and Mr. John Salm, on behalf of Wave Holdings, LLC and the owner, Ms. Margaret Bunting, for an expansion of the Ocean Pines Sanitary Service Area for water and sewer. The application requested an addition of the subject property to the service area for water service. The property is located on the northern side of Beauchamp Road, directly north of the Ocean Pines community, and is presently served by private water and sewer. The property would need to construct an extension to connect to an appropriate location within the Ocean Pines water distribution system and an appropriate location within the Ocean Pines collection system for sewer. This determination was made pursuant to Section § PW 5-305 (b)(1)(A.) of the Public Works Article. In accordance with the Code of Public Local Law, the application was referred to the staff. This report was prepared by the Director of the Department of Environmental Programs after consultation with County staff.

The applicants seeks to expand the Ocean Pines Sanitary Service Area 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, but was recently approved for expansion of the W-1 water and S-1 sewer planning areas (immediate to 2 years) by the Planning Commission at their meeting on March 4, 2021, and is shown on the attached map.

**Citizens and Government Working Together**

The application requests to add the subject property to the Ocean Pines Sanitary Service Area to serve a proposed commercial mixed-use development. The application proposes at build-out, the provision of forty-five (45) equivalent dwelling units (EDUs), or 13,500 gallons per day of sewer and water service to the property from a water distribution line that will be installed to connect to the Ocean Pines water distribution system, and a sewer main and pump station that will be installed to connect to the Ocean Pines sewer collection system. The final build out demand may be significantly reduced, depending on the equipment and technology selection for the proposed car wash with recycling system.

This proposed connection project will consist of construction of an extension distribution system, including connecting to the Ocean Pines water distribution system, disconnecting the existing community water treatment system, and installing appropriate valves, hydrants, and other appurtenances associated with the connection of the community.

Along with County staff, I have investigated and evaluated the petition for the expansion of the Ocean Pines Service Area for water service. In order to evaluate the proposal I met with and solicited comments from the Water and Sewer Committee, specifically Mr. John Ross of the Department of Public Works (DPW) and Ms. Michelle Carmean, Enterprise Fund Controller with the Worcester County Treasurer's Office.

DPW staff also looked into the expansion of the service area and found the connection will be feasible from an engineering standpoint. 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.

After reviewing all of the applicable information and discussing the same with staff, the findings listed below are the results of the evaluation of this petition under the requirements of Section § PW 5-305 (b.) (2.) of the Public Works Article:

**A. Expansion is desirable for the health, safety and welfare of the property owners and their customers in the expanded area and for the environment because:**

- a. The provision of public water will provide for a safe and reliable water supply to this community. The provision of public sewer will provide the same and will keep another interim septic system from being installed adjacent to a public service area.
- b. The provision of public water services to the proposed service area would provide a much greater degree of comfort and convenience for the existing residents and will provide fire flow to the proposed commercial development.

**B. The construction and operation is feasible from an engineering and economic standpoint:**

- a. The construction will be paid for by the applicant. Operations will be done by the Department of Public Works, paid for by this residential community of new customers.
- b. The Enterprise Fund Controller has found this project feasible from an economic standpoint if the property owner is willing, as petitioned, to pay for the connections.

**C. The proposal is in the best interest of the public health, safety and welfare of all the residents of the county:**

- a. The inclusion of this property in a public water and sewer sanitary area is in the best interest of the residents of the County.

**D. The proposal will not be unduly detrimental to the environment or the county:**

- a. The inclusion of this property in a public water and sewer sanitary area will not be unduly detrimental to the environment or the county. Preventing the installation of an interim septic system on the property with the provision of public sewer will be an environmentally beneficial action for the county.

**E. The design and operation of the infrastructure serving this area is in accordance with all required permits and applicable standards:**

- a. The applicant is responsible for all costs associated with design and permitting of the connection infrastructure. The County Department of Public Works will be responsible for operations, with the costs being paid by this residential community customer. DPW will also inspect all construction before final approval and acceptance.

As detailed above, this petition was investigated according to Section § PW 5-305 of the Public Works Article and found to be in conformance with the standards we examine in processing such applications. Staff has found no reason to find that the proposed expansion of the Ocean Pines Sanitary Service Area under our local laws, would be unfeasible from a technical or financial standpoint.

At this time, permission to hold a public hearing to review this service area expansion by contract is requested. This hearing will review the proposed expansion and allow the applicants and the public comment on the expansion of the Ocean Pines Sanitary Service Area. I have forwarded a draft notice to Mr. Young for review. I will be available to discuss the matter with either you or the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

## Enclosures

1. Petition
2. Petition Map
3. Proposed Service Area Map Showing Expansion of Service Area for Water Service

cc: Ocean Pines Sanitary Area File SSA-2021-01



**Petition for an Expansion to an Existing Sanitary Service Area -  
Greater Ocean Pines Sanitary Service Area (GOPSSA)**

**Name:** Greater Ocean Pines Sanitary Service Area, Expansion.

**Geographic Area:** Map 21, Parcel: 72, located on the East Side of MD Route 589 North of the intersection with U.S. Route 50 and South of the intersection with MD Route 90.

**Desirability of Facility:** The facility is desirable since it will connect proposed commercial facilities to the Ocean Pines WWTP which treats to an ENR level.

**Construction and Operation Feasibility:** Construction will be paid for by the Applicant. Operations will be by the County Department of Public Works, paid for by the user. The subject property adjoins properties already included in the GOPSSA.

**Public Health, Safety and Welfare:** Public health, security and safety will be improved with the inclusion of this site in a public water and sewer sanitary area.

**Effect on the Environment:** Nitrogen discharges to the shallow groundwater and ultimately the Coastal Bays will be limited as a result of this expansion. Other contaminants are also eliminated since they are treated in the WWTP.

**Design, Operation and Permits:** The applicant is responsible for all costs associated with design and permitting of the infrastructure. The County will be responsible for operations, with the costs being paid by the user.

**Description of Proposed Facilities:** The proposed facilities will consist of privately-owned, low-pressure sewerage pump stations and a public low-pressure force main along with public water mains connecting to the existing Ocean Pines system infrastructure, onwards to the Ocean Pines collection and water systems

**Schedule for Construction:** The facility will be constructed after the water and sewer plan amendment and the service area application are approved and all other permits are issued.

**Number of Equivalent Dwelling Units/Allocation:** 45 @ 300 gpd/edu for the expansion.

Property Owner Signature: Margaret P. Bunting Date: 2-11-2021

Applicant Signature: WAVE HOLDINGS, LLC Date: 2/10/2021  
(if other than property owner) for  
WAVE HOLDINGS, LLC

**Water Wastewater Services Enterprise Fund  
Expansion to the GOSSA**

|             | <u>Personnel</u>                  | <u>Estimated Annual Budget</u> |
|-------------|-----------------------------------|--------------------------------|
| 11.130.6002 | SALARIES - SUPPORT GROUP          | 21,000                         |
| 11.130.6007 | OVERTIME                          | 0                              |
|             |                                   | <b>21,000</b>                  |
|             | <u>Supplies &amp; Materials</u>   |                                |
| 11.130.6230 | CHEMICALS                         | 0                              |
| 11.130.6300 | TOOLS                             | 0                              |
| 11.110.6309 | EQUIPMENT                         | 0                              |
| 11.130.6305 | UNIFORMS                          | 400                            |
|             |                                   | <b>400</b>                     |
|             | <u>Maintenance &amp; Services</u> |                                |
| 11.130.6104 | ELECTRICITY                       | 0                              |
| 11.130.6252 | WATER SYSTEM MAINTENANCE          | 1,000                          |
| 11.130.6255 | PLANT SYSTEM MAINTENANCE WWTP     | 500                            |
| 11.130.6256 | COLLECTION SYSTEM MAINTENANCE     | 2000                           |
| 11.130.6257 | PLANT SYSTEM MAINTENANCE WTP      | 0                              |
| 11.130.6260 | EQUIPMENT/VEHICLE RENTAL          | 1000                           |
| 11.130.6281 | BUILDINGS AND GROUND MAINTENANCE  | 0                              |
| 11.130.6296 | LAB TESTING                       | 0                              |
| 11.130.6304 | PROFESSIONAL FEES                 | 0                              |
|             |                                   | <b>4,600</b>                   |
|             | <u>Other Charges</u>              |                                |
| 11.130.6003 | BENEFITS-SUPPORT GROUP            | 2,970                          |
| 11.130.6013 | SALARY PAID TO OTHER AREAS        | 0                              |
| 11.130.6014 | MARK UP PAID TO OTHER AREAS       | 0                              |
| 11.130.6211 | INSURANCE                         | 1000                           |
| 11.130.6306 | EDUCATIONAL TRAINING              | 130                            |
| 11.130.6329 | SAFETY                            | 130                            |
|             |                                   | <b>4,230</b>                   |
|             | <u>Interfund Charges</u>          |                                |
| 11.130.6005 | OFFICE EXPENSE (TREASURER)        | 30                             |
| 11.130.6008 | OFFICE EXPENSE (SUPPORT GROUP)    | 120                            |
| 11.130.6016 | TREASURERS SUPPORT - SALARIED     | 1,220                          |
| 11.130.6017 | TREASURERS SUPPORT - FRINGE       | 460                            |
| 11.130.6018 | PUBLIC WORKS/SALARIES             | 1,450                          |
| 11.130.6019 | PUBLIC WORKS/BENEFITS             | 560                            |
| 11.130.6020 | PUBLIC WORKS/OPERATOR EXPENSE     | 30                             |
|             |                                   | <b>3,870</b>                   |
|             | <u>Capital Equipment</u>          |                                |
| 11.130.1503 |                                   | 0                              |
|             | <b>TOTAL</b>                      | <b>34,000</b>                  |

02/05/21

2

www.jwse.com

**Water Wastewater Services Enterprise Fund  
Proposed Expansion to the GOSSA**

**Revenue**

|                         |        |
|-------------------------|--------|
| DOMESTIC CHARGES        | 0      |
| COMMERCIAL CHARGES      | 34,000 |
| INTEREST AND PENALTIES  | 0      |
| INTEREST ON INVESTMENTS | 0      |
| OTHER REVENUE           | 0      |

**Expenditures**

|                        |        |
|------------------------|--------|
| PERSONNEL SERVICES     | 21,000 |
| SUPPLIES & MATERIALS   | 400    |
| MAINTENANCE & SERVICES | 4,500  |
| OTHER CHARGES          | 4,230  |
| INTERFUND CHARGES      | 3,870  |
| CAPITAL EQUIPMENT      | 0      |

**Figures**

**Expansion of the Greater Ocean Pines Sanitary Sewer Service Area  
(GOPSSA)**



**Worcester County,  
Maryland**

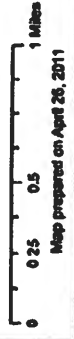
**GREATER OCEAN PINES  
SANITARY SERVICE AREA**

**S-1 (Present to 2 Years) GOPSSA  
Greater Ocean Pines Sanitary Service Area**

Boundary approved by the County  
Commissioners of Worcester County  
Resolution No. 05-08 on April 5, 2005

**Department of Development  
Review and Permitting  
Technical Services Division**



Drawn By: KLUH  
Reviewed By: RM



*Proposed S-1*



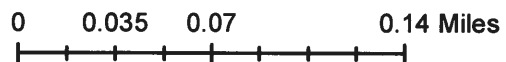
**Legend**

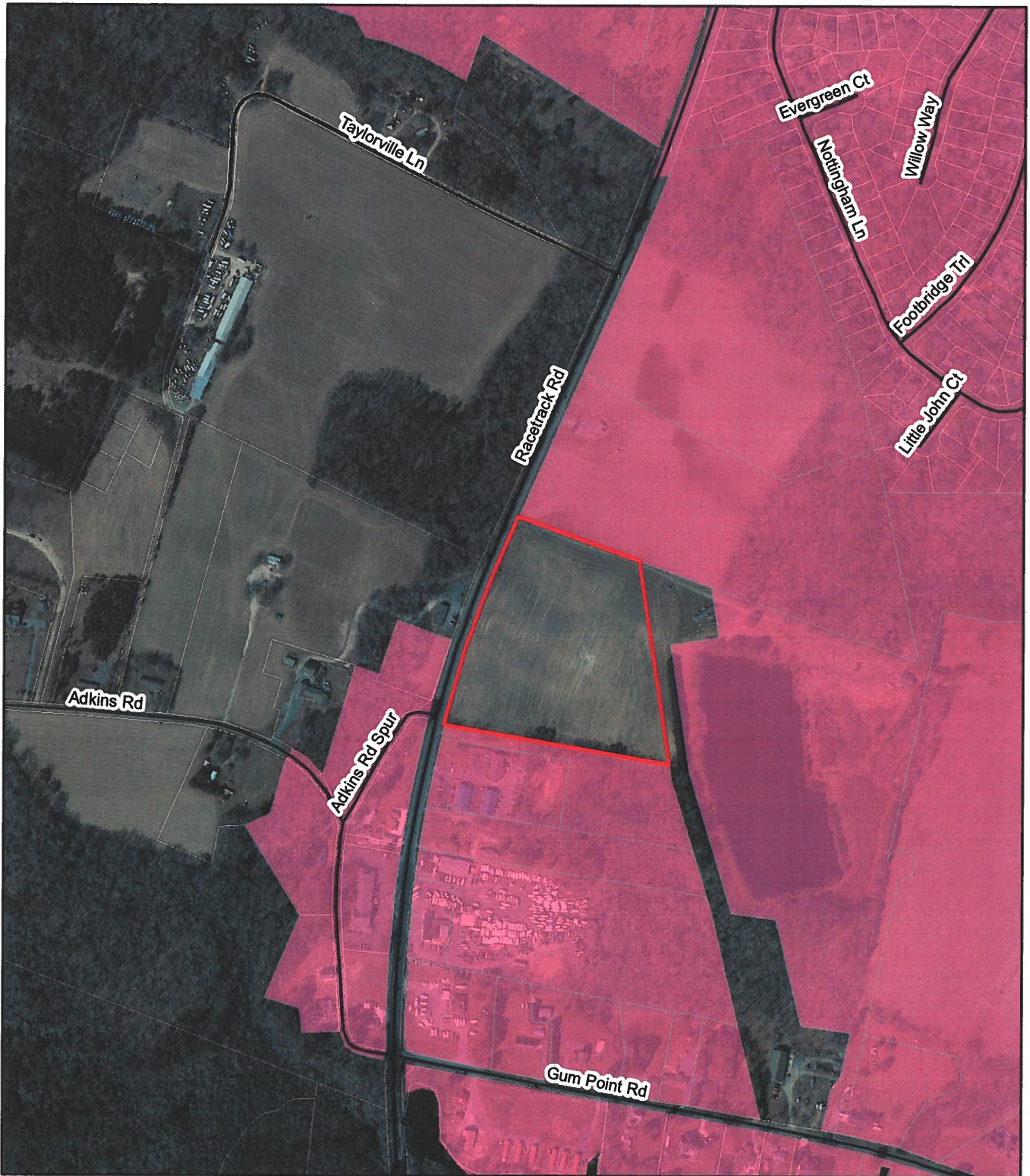
-  Ocean\_Pines\_water\_service\_area\_1
-  Proposed S-1 Expansion

**SW2021-01: Proposed Expansion of Ocean Pines Water Planning Area, S-1**



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





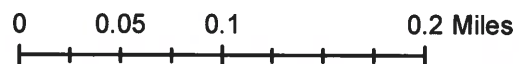
**Legend**

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

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

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



**RESOLUTION NO. 21 - 8****RESOLUTION EXPANDING THE OCEAN PINES SANITARY SERVICE AREA  
FOR WAVE HOLDINGS, LLC**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) established the Ocean Pines Sanitary Service Area in which all public water and sewer facilities serving the Ocean Pines community are owned and operated by the County Commissioners; and

WHEREAS, in accordance with the provisions of Section PW 5-305 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners have received a petition filed by Hugh Cropper, IV, attorney, and John Salm, on behalf of Wave Holdings, LLC and Margaret Bunting, property owner, for expansion of the Ocean Pines Sanitary Service Area to include the subject property located on the east side of Maryland Route 589 (Racetrack Road) north of the intersection with Gumpoint Road and south of the intersection with MD Route 90 (Ocean City Expressway), which will be delineated on service area maps adopted by the County Commissioners. The sanitary service area expansion includes the entirety of the following property: Worcester County Tax Map 21, Parcel 72, Tax Account #03-011933 , located south and west of the current boundary of the Ocean Pines Sanitary Service Area; and

WHEREAS, the petitioners have proposed that the sanitary services for the expanded area be provided by the future purchase of additional equivalent dwelling units (EDUs) of wastewater treatment and public water capacity from the Ocean Pines Sanitary Service Area to serve future proposed development and that the sanitary facilities will consist of a private collections system and water distribution system on the property and an extension of these systems to a connection with the existing Ocean Pines collections system and distribution system infrastructure; and

WHEREAS, the request specifies that the construction of the facilities will begin after the Water and Sewer Plan amendment and the Service Area Expansion applications are approved and all other permits are issued; and

WHEREAS, the County Commissioners held a duly advertised public hearing on May 4, 2021 to hear public comment on the proposed expansion of the Ocean Pines Sanitary Service Area; and

WHEREAS, as a result of their investigation and evaluation of the proposal in accordance with the provisions of Section PW 5-305 (Sanitary service areas, sub-areas and amendments) of the Code of Public Local Laws of Worcester County, Maryland the County Commissioners have determined that the proposed expansion of the service area is desirable and in the best interests of the comfort, convenience, health, safety and general welfare of the people who will be served by the facility as well as the best interests of public health, safety and welfare of the residents of the County in general, and that the facilities do not appear to be unduly detrimental to the environment of the County, and that the construction, operation, and design of



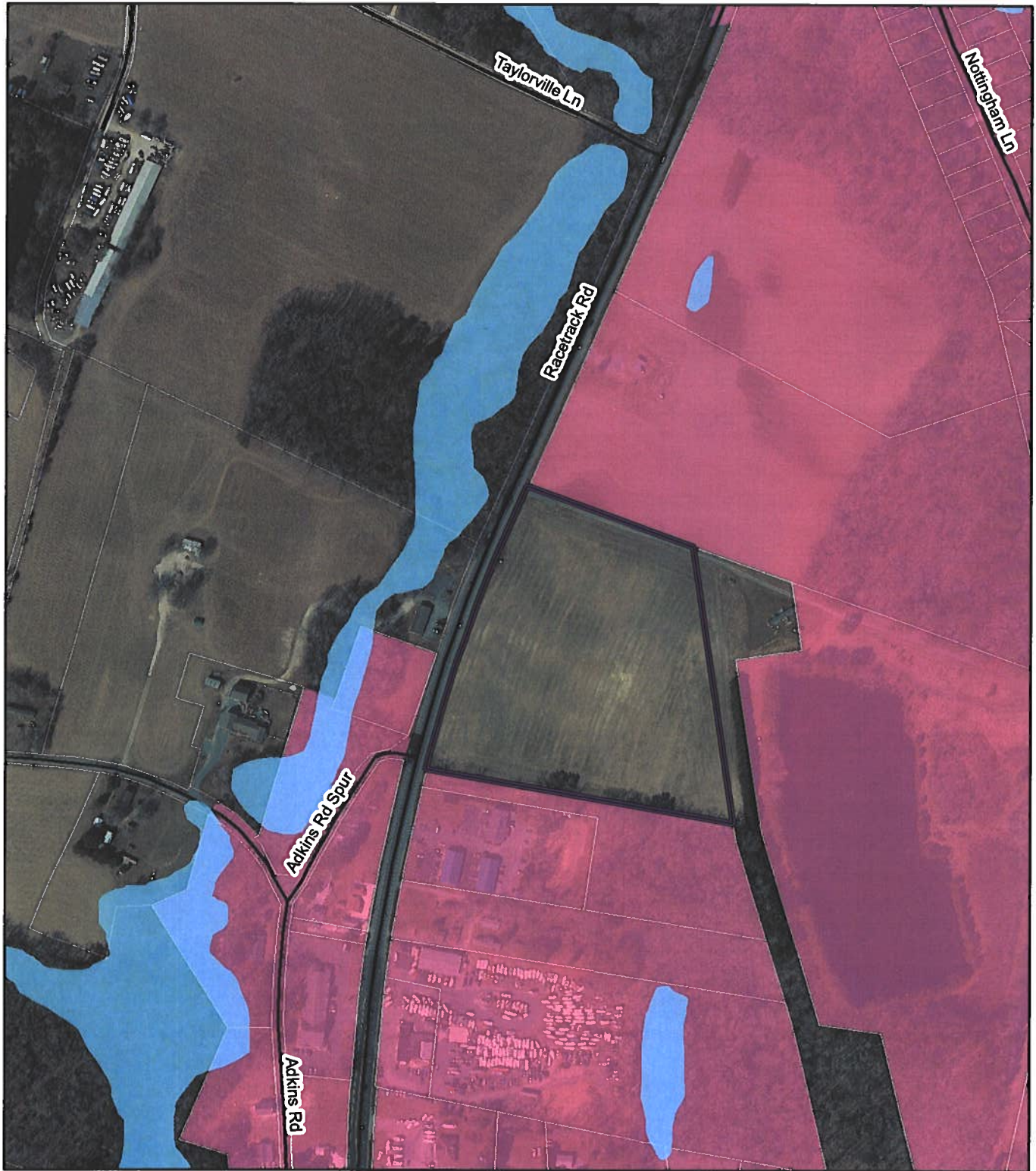
the facilities are in accordance with all required permits and applicable standards, and are feasible from both an engineering and economic standpoint.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. The Ocean Pines Sanitary Service Area is expanded to include the petitioned area owned by Margaret Bunting for construction of the proposed future development on the subject property located on the east side of Maryland Route 589 (Racetrack Road) north of its intersection with Gum Point Road in Berlin, Maryland, as Tax Map 21, Parcels 72, under Tax Account #: 03-011933, located south and west of the current boundary of the Ocean Pines Sanitary Service Area, and as shown on the service area map attached hereto; and
2. Sanitary services for the expanded service area will be provided by a future purchase of equivalent dwelling units (EDUs) of potable water and sewerage treatment capacity from the Ocean Pines Sanitary Service Area to serve the proposed development, and the sanitary facilities will consist of private collection and distribution infrastructure on the property extending along an approved route and with approved materials for extension of these systems from the property to the Ocean Pines collection and distribution lines, all of which will be constructed by the developer and turned over to the County for operation.

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

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



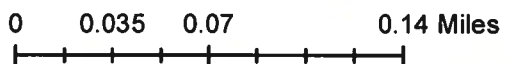
**Legend**

- 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







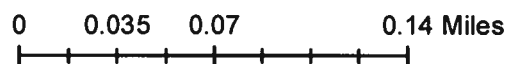
**SW2021-01: Proposed Expansion of Ocean Pines Water Planning Area, W1**

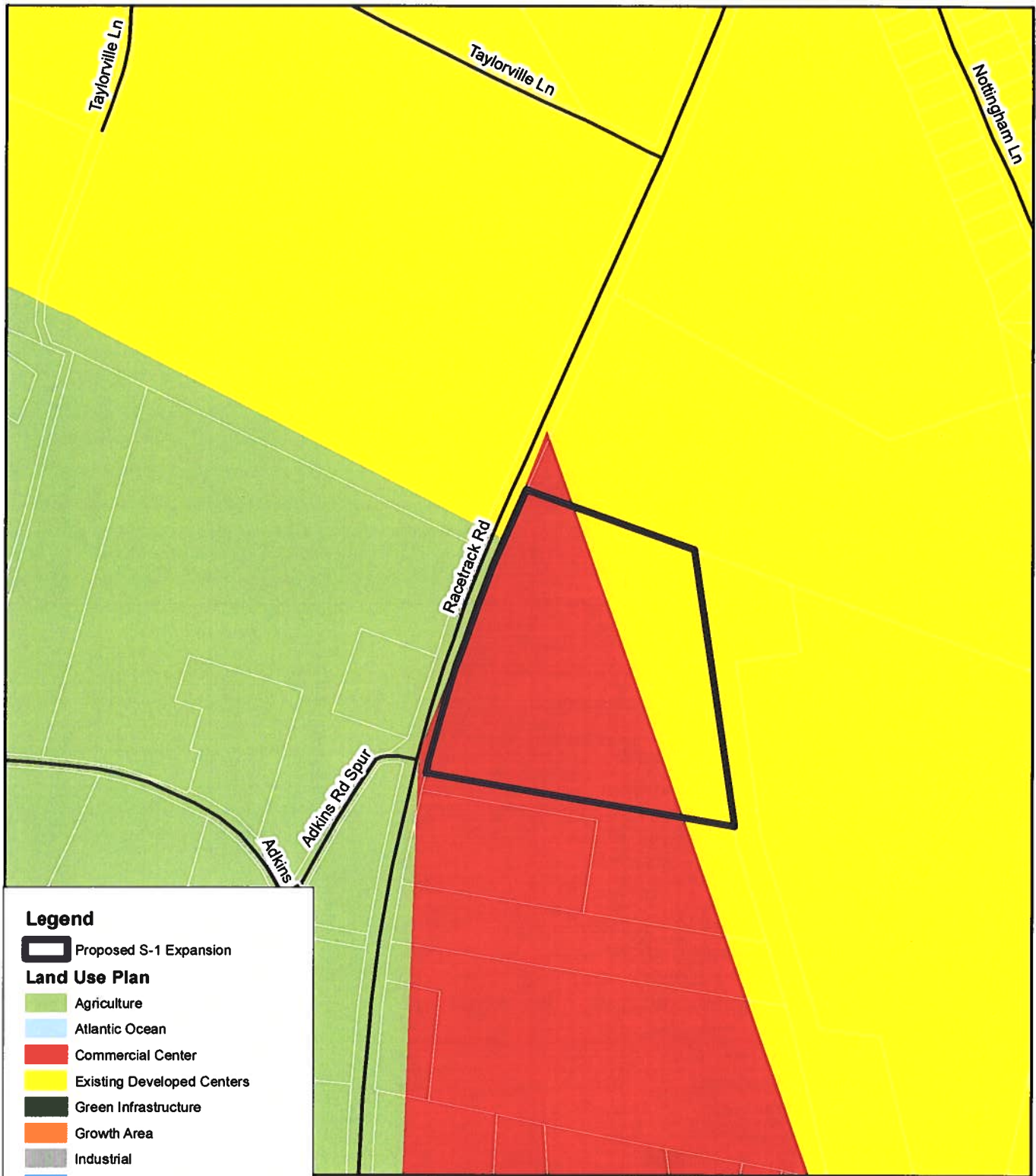
Tax Map 21  
Parcel 72

**Legend**

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

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





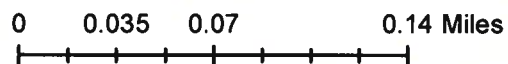
**Legend**

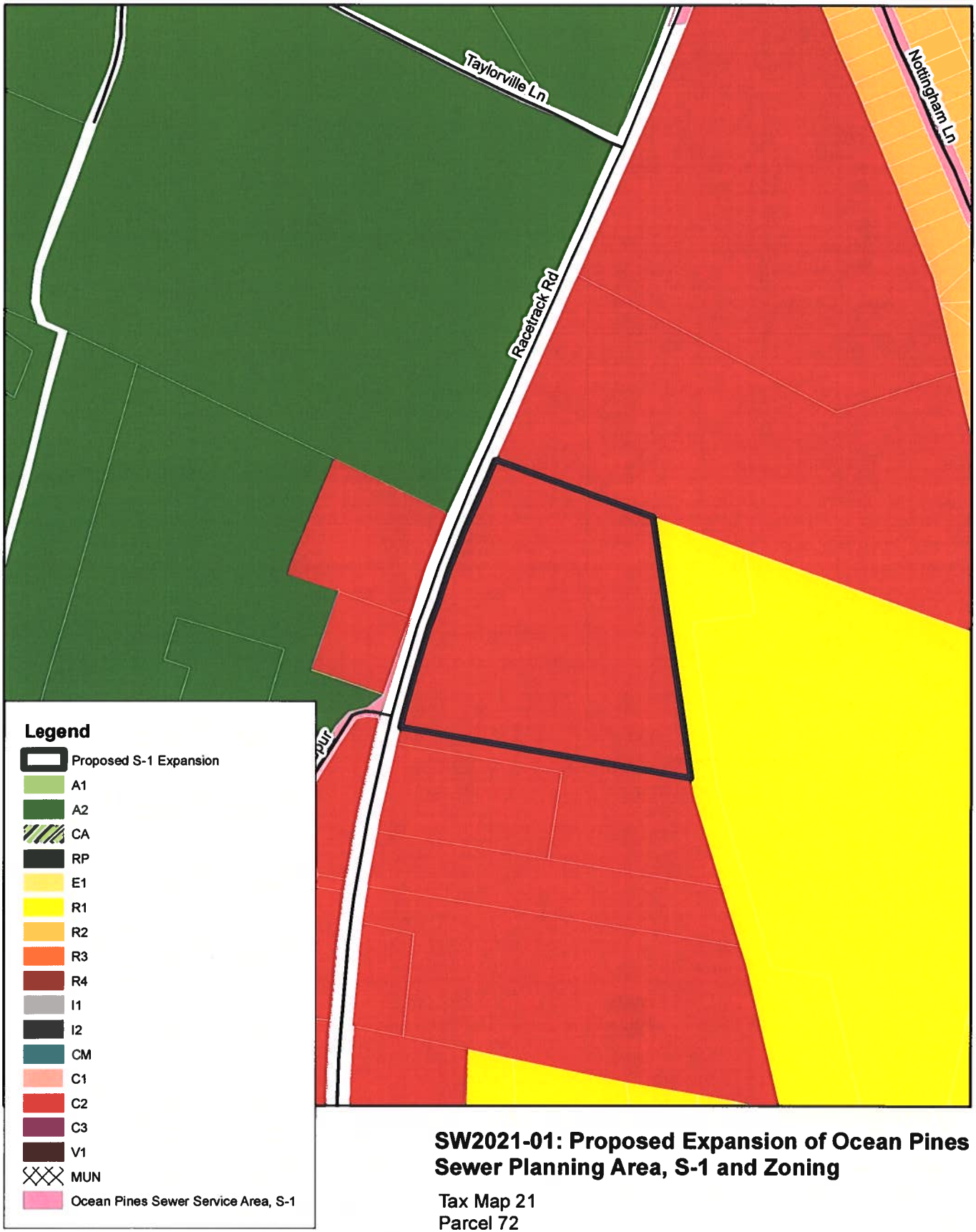
-  Proposed S-1 Expansion
- Land Use Plan**
-  Agriculture
-  Atlantic Ocean
-  Commercial Center
-  Existing Developed Centers
-  Green Infrastructure
-  Growth Area
-  Industrial
-  Institutional
-  Major rivers
-  Municipality
-  Village
-  Waterbody (bays, ponds)
-  Waterway (rivers, streams, creeks)

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

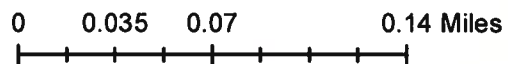
Tax Map 21  
Parcel 72

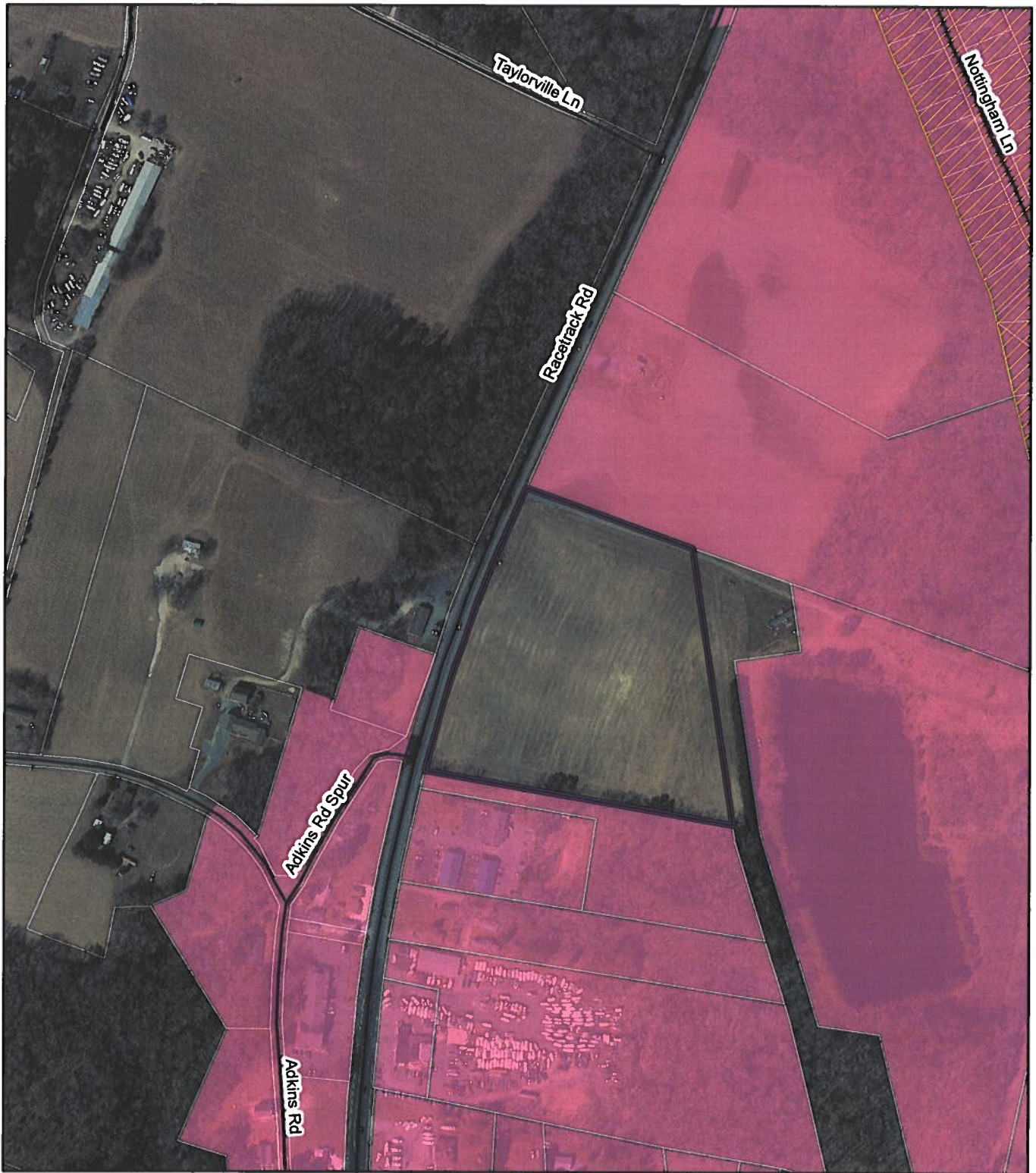
Prepared by Worcester County Department of Environmental Programs  
February 25, 2021  
Parcel boundaries are approximate.  
This map is for planning purposes only.  
2006 Land Use Plan Map








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





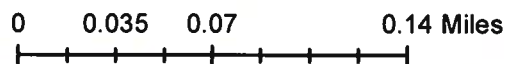
**Legend**

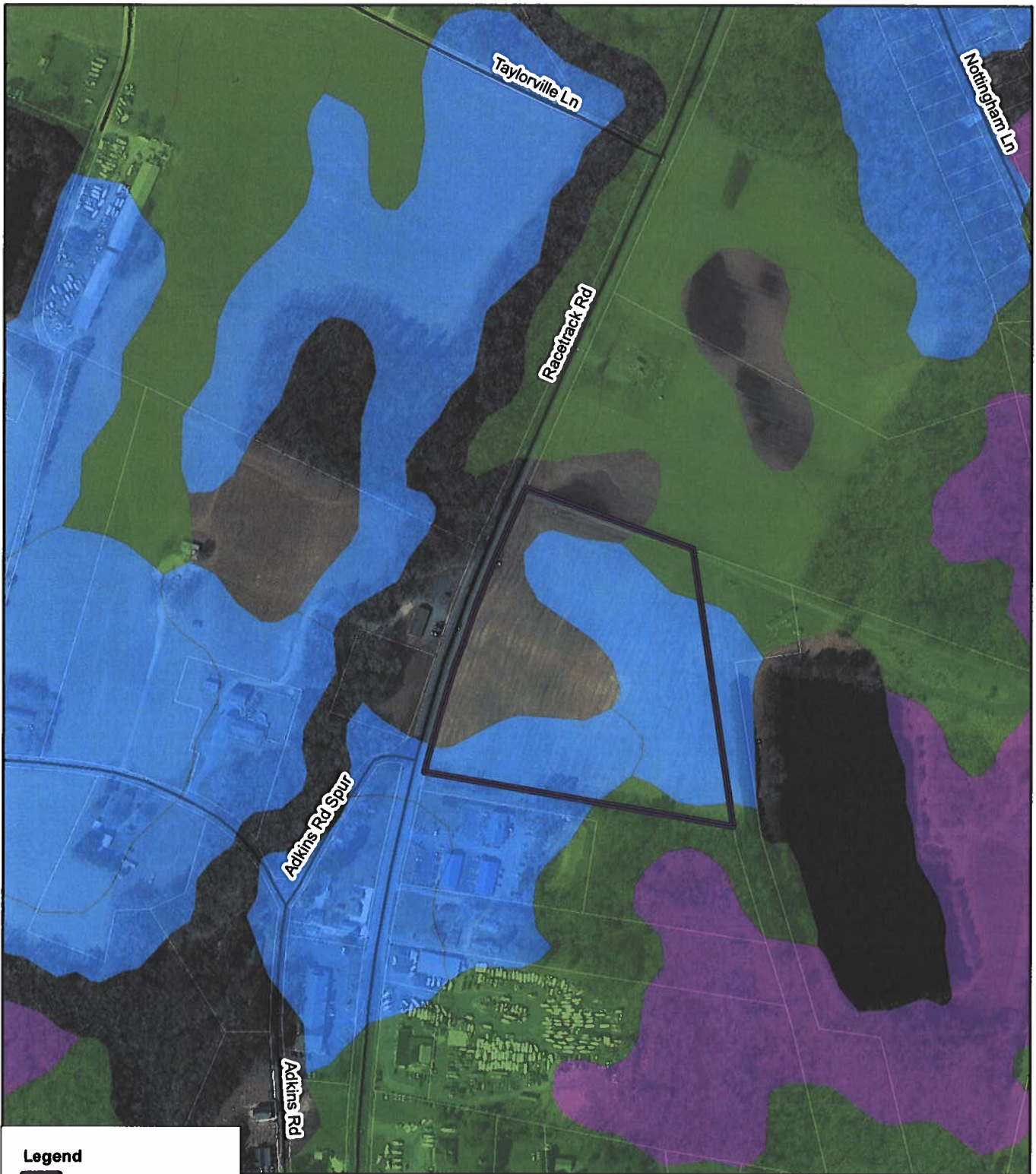
-  PFA
-  Proposed S-1 Expansion
-  Ocean Pines Sewer Service Area, S-1

**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





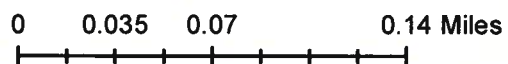
**Legend**

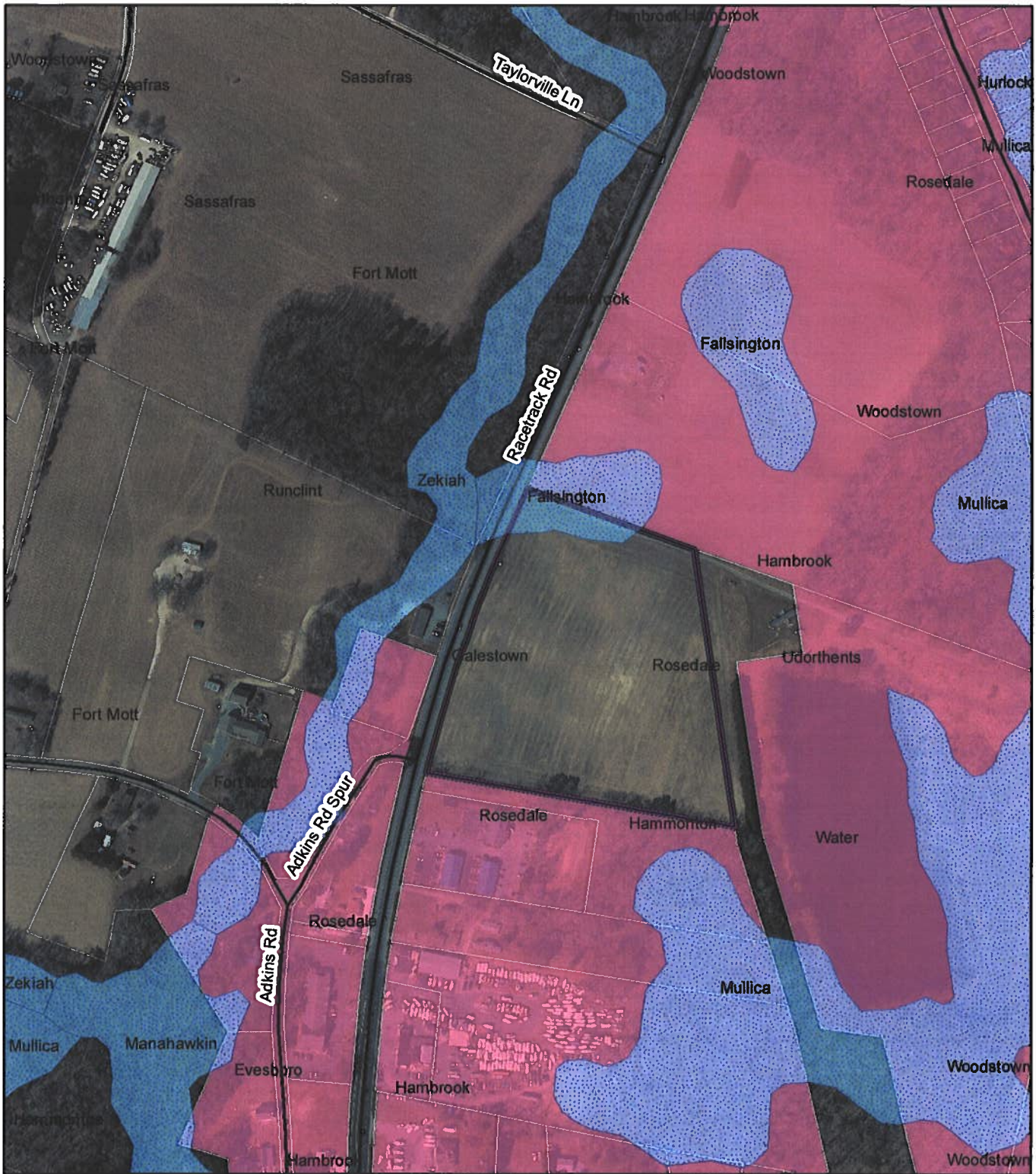
-  Proposed S-1 Expansion
- Prime Farmland**
-  All areas are prime farmland
-  Prime farmland if drained
-  Prime farmland if irrigated

**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





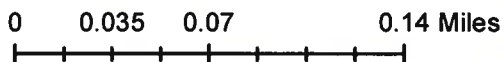
**Legend**

-  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





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

The County Commissioners of Worcester County, Maryland will conduct a Public Hearing to provide information on the progress of **COVID Round 2 Grant. Grant No. CV-2-17** 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, MAY 4, 2021  
AT 11 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:

CV-2-17 COVID Round 2 Grant Funding is being used by Diakonia, Inc. which is located at 12747 Old Bridge Road, Ocean City, Maryland for emergency rental assistance for up to six months for residents of Worcester County, Maryland that have been negatively impacted by loss of employment or reduction in hours as a result of the COVID 19 crisis.

The total amount of the grant is \$336,000 and the CDBG grant term is scheduled to end on December 31, 2021. Diakonia, Inc. is currently utilizing funding from this grant project.

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.

WORCESTER COUNTY COMMISSIONERS

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


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

ACAO Note:  
 Proposed Public  
 Hearing on May 4th

**April 13, 2021**

To: Harold Higgins, Chief Administrative Officer  
 Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant 

Subject: Request for Public Hearing #2 CDBG COVID Round 2 Grant

---

This is a request to hold a second public hearing regarding the progress of the Community Development Block Grant which was awarded to the County Commissioners of Worcester County, Maryland and sub-awarded to Diakonia, Inc.

The CDBG COVID Round 2 Grant No. CV-2-17 was approved on March 27, 2020 and the close of the grant period is December 31, 2021. This grant was awarded in the amount of \$336,000. Diakonia, Inc. received \$336,000 for Emergency Rental Assistance to individuals residing in Worcester County for up to a six month period that have been negatively impacted as a result of the COVID 19 crisis.

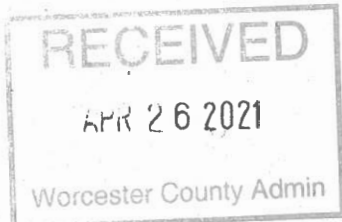


DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL:410.632.1200 / FAX: 410.632.3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION



ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Harold L. Higgins, Chief Administrative Officer  
From: Edward A. Tudor, Director *EAT*  
Date: April 26, 2021  
Re: Draft Text Amendment - Agritourism

\*\*\*\*\*

In preparation for the County Commissioners work session next Tuesday, attached herewith you will find a document prepared by Deputy Director Jennifer Keener that compares and contrasts the various zoning requirements in existing law with those in the draft text amendment. I think you will find it very helpful in analyzing the impacts of the proposed new language.

If there is anything else that you can think of that would also facilitate the discussion, please let me know. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Jennifer Keener, Deputy Director  
Tom Perlozzo, Director, Recreation & Parks, Tourism & Economic Development  
Melanie Pursel, Director, Office of Tourism and Economic Development  
Michele Burke, Business Development and Retention Specialist  
Bob Mitchell, Director, Department of Environmental Programs

## Existing Special Exception Uses

**Agritainment:** Activities that are conducted on a working farm and offered to the public for the purpose of recreation, education, or active involvement in the farm operation and for promotion of farm products and traditional rural living. These activities must be related to agriculture, natural resources or traditional rural living and be incidental to the primary operation of the site as a farm. Includes but is not limited to:

- farm tours;
- pumpkin hunts;
- hay rides;
- crop mazes;
- hay tunnels;
- petting, feeding and viewing of farm animals;
- horse or pony rides;
- farm equipment rides;
- festivals associated with the farm use;
- informational displays or activities;
- classes or demonstrations related to agricultural products or skills;
- As uses incidental:
  - may include a restaurant and retail sales of items typically sold at roadside stands and garden centers.

**Wineries** with incidental non-agricultural special events, with square footage limits.

**On a farm**, the hosting of non-agricultural events.

## Proposed Accessory Use

**Agritourism:** Activities that are conducted on a working farm and offered to the public for the purpose of recreation, education, or active involvement in the farm operation and for promotion of farm products and traditional rural living. These activities must be related to agriculture, natural resources or traditional rural living and be incidental to the primary operation of the site as a farm. Includes but is not limited to:

- farm tours;
- pumpkin hunts;
- hay rides;
- crop mazes;
- hay tunnels;
- petting, feeding and viewing of farm animals;
- horse or pony rides;
- farm equipment rides;
- festivals associated with the farm use;
- informational displays or activities;
- classes or demonstrations related to agricultural products or skills;
- farm restaurants;
- retail sales of farm goods;
- agricultural alcohol production including packaging, storage, distribution, tastings and sales;
- camping;
- farm stays;
- event services;
- art demonstrations and shows;
- children's day camps;
- special events;
- hobby and community farming;
- live entertainment and shows;
- non-agricultural functions and events including but not limited to weddings and wedding receptions, family reunions, birthday and anniversary celebrations, children's parties, corporate and employee appreciation parties and the like.

**Existing lot requirements and district limitations**

**Agritainment facilities:** Special Exception in the A-1 and A-2 Districts. Minimum lot requirements shall be:

- lot area, five acres;
- lot width, two hundred feet;
- front yard setback, thirty-five feet [see § ZS 1-305(b) hereof];
- each side yard setback, thirty feet;
- rear yard setback, thirty feet;
- and subject to the provisions of §§ ZS 1-322 (landscaping), ZS 1-323 (lighting) and ZS 1-325 (site plan review) hereof.
- Festivals may be permitted up to four times per year. For purposes of this section, a "festival" is an event conducted at an agritainment facility for up to three consecutive days for the purpose of promoting products grown on the farm or farm-related education or recreation.
- The total gross floor area, including storage, of all buildings and structures used for restaurant and retail sales establishments within the agritainment facility shall not exceed five thousand square feet.

**Wineries:** Special Exception in the A-1 and A-2 Districts. Minimum lot requirements for structures only shall be:

- lot area, five acres;
- lot width, two hundred feet;
- front yard setback, thirty-five feet [see § ZS 1-305(b) hereof];
- each side yard setback, twenty feet;
- rear yard setback, twenty feet;
- and subject to the provisions of §§ ZS 1-322 (landscaping) and ZS 1-325 (site plan review) hereof.
- The gross floor area of all wine tasting areas, retail sales, food preparation and dining areas shall not exceed two thousand five hundred square feet on the winery property.

**Non-agricultural events and functions at a winery:** Minimum lot requirements shall be:

- lot area, ten acres;
- lot width, two hundred feet;
- front yard setback, one hundred feet;
- each side yard setback, one hundred feet;
- rear yard setback, one hundred feet;
- and subject to the provisions of §§ ZS 1-322 (landscaping) and ZS 1-325 (site plan review) hereof.
- In addition to the winery structures and use areas, one additional accessory building not exceeding three thousand square feet of gross floor area may be permitted for the commercial hosting of non-agricultural functions and events only.

**Non-agricultural events and functions on a farm:** Special Exception in the A-1, A-2, and E-1 Districts. Minimum lot requirements for the principal agricultural structure or use of land shall be:

- lot area, twenty-five acres;
- lot width, two hundred feet;
- front yard setback, one hundred feet;
- each side yard setback, one hundred feet;
- rear yard setback, one hundred feet;
- and subject to the provisions of § ZS 1-325 (site plan review) hereof.
- The site of the commercial event itself and all associated use areas shall be located not less than five hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted.
- Any amplified music associated with such a use must end by 11:00 p.m.

Proposed changes include the elimination of the existing special exception uses for:

- Agritainment in the A-1 and A-2 Districts;
- Wineries and the hosting of non-agricultural functions/ events in the A-1 and A-2 Districts;
- the hosting of non-agricultural functions/ events on a farm in the A-1, A-2 and E-1 Districts; and

Incorporate all of those individual uses into a single accessory use to a farm under the new definition of agritourism in the A-1, A-2 and E-1 Districts. These uses will no longer be required to obtain a special exception from the Board of Zoning Appeals.

Adding a definition for Agricultural Alcohol Production to allow not only wineries, but also breweries, distilleries, and meaderies in the A-1, A-2 and E-1 Districts.

Existing Parking provisions to be eliminated:

| Use Category                         | Minimum Motor Vehicle Spaces Required   | Maximum Motor Vehicle Spaces Allowed  | Bicycle Spaces Required |
|--------------------------------------|---|---|-------------------------|
| Agritainment facilities and wineries | 1 per each 300 square feet of building area open to the public plus 2 per acre for the first 10 acres of land open to the public plus 1 per acre thereafter | 1 per each 150 square feet of building area open to the public plus 4 per acre for the first 10 acres of land open to the public plus 2 per acre thereafter | 2 racks                 |

**Proposed lot requirements and limitations**

**Agritourism facilities:** Accessory to a farm in the A-1, A-2 and E-1 Districts. Minimum lot requirements for the agritourism uses and structures shall be:

- lot area, five acres [per the definition of a farm in § ZS 1-103(b)];
- No lot width requirements;
- front yard setback, thirty-five feet [see § ZS 1-305(b) hereof];
- each side yard setback, thirty-five feet;
- rear yard setback, thirty-five feet;
- Such uses shall not be subject to the provisions of §§ ZS 1-319 (access and traffic circulation requirements), ZS 1-320 (off-street parking), ZS 1-321 (loading space requirements), ZS 1-322 (landscaping), ZS 1-323 (lighting) and ZS 1-325 (site plan review) hereof;
- Such uses shall be subject to all provisions of Section § ZS 1-115 (permits and zoning/occupancy certificates) hereof;
- On a farm, as defined herein, the use of not more than twenty percent of the gross acreage actively used for an agricultural purpose on a lot or parcel, for agritourism uses and structures as defined herein.
- All amplified outdoor entertainment or background music shall only be permitted between 1:00 P.M. and 10:00 P.M.



**Worcester County**  
Department of Environmental Programs

Memorandum

---

**To:** Ed Tudor, Director, DDRP

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

**Subject:** Draft Agritourism Regulations

**Date:** April 27, 2021

---

I received a copy of your memo of 4-26-21 regarding these draft regulations and reviewed the materials you provided. As you are aware, staff from Environmental Programs were also present for the presentation from the Grow and Fortify consultant to discuss value-added agriculture and agritourism in Worcester County.

In consideration of the upcoming work session on any proposed changes to our local code, perhaps it would be useful to suggest a wider viewpoint to engage discussions regarding this topic and focus on larger issues before any specific code changes are even contemplated. I suggest to you that some of these discussions could include:

1. Do we want local code to reflect additional agritainment uses that are not in the state's definition and really don't specifically relate to agriculture?  
*The Governor's Intergovernmental Commission on Agriculture (GICA) developed the initial suggested language to assist counties and local zoning and permitting agencies when dealing with agricultural operations. Their initial intent was to assist farmers in navigating the regulatory process and help counties adopt a legal definition of agritourism. It was subsequently defined in the Maryland Code, Land Use Article §4-412, as an activity conducted on a farm that is offered to a member of the general public or to invited guests for the purposes of education, recreation, or active involvement in the farm operation. Worcester mirrored that language in the definition provided for Agritourism under section §ZS 1-103 of the Zoning Ordinance. GICA actions and products have advocated for linkages between these agricultural operations and tourism and permitting agencies, not for additional and unrelated uses to be included in the agritourism definition.*

**Citizens and Government Working Together**

2. Do we want to provide any special reductions in regulatory or zoning requirements for non-traditional uses these agricultural producers want to add that would compete directly with brick-and-mortar businesses that have to comply with all zoning, building, health, environmental, and fire codes?  
*If so, what limits are we contemplating for these events? Size of property, zoning district restrictions, limits on attendance, number of events?*
3. Do we want to acknowledge that there are limits on these uses from other regulatory program requirements that cannot be changed (health, environmental, fire, ect.) and how they figure into permitting these uses?  
*For example, we are required to review water and sewer adequacy for permits and change of uses for properties that include determinations on the capacity of the proposed systems to meet water and sewage demand for the current use and any reasonable foreseeable increase with the proposed use. This is but one of the regulatory requirements we would review for these proposed activities. These requirements are statewide and all counties have to enforce these standards, and it could not become a case where similar uses in different counties are treated differently.*
- We potentially have forestry, stormwater, health, and critical area requirements that come into play. Specifically regarding critical area requirements, we will have to be sure we don't have any conflicts within the Resource Conservation Area (RCA) designation for any potential commercial uses. Many of the proposed expanded agritainment uses have a commercial component and could conflict with natural resource code and state regulations if they are incorporated into a zoning text amendment.*
4. Do we want to acknowledge that there are limits placed on properties that have conservation easements placed upon them?  
*There is room for certain activities under certain programs, but a blanket approval for all of the existing and proposed agritainment operations across all conservation programs does not exist. As Katherine's attached memo details, there are limits and the basic tenant was to allow some uses as long as they supported and are associated with agriculture and natural resources. The existing and proposed agritainment uses could encounter restrictions if they are not prohibited outright under these programs.*
5. Whether or not the County Commissioners want to request our local state delegation put in a bill next session to allow Worcester to add an amendment to the Maryland Code, Public Safety Article § 12-508, for Worcester County to allow certain building code considerations (sprinklers, bathrooms, ect.) that could increase occupancies for some of these events? County staff has raised strong objections in the past regarding these exemptions based on the fact that many of these buildings being used for these events are old (or new) barns with wood components, prone to ignite with great ease and allowing for rapid and intense fire growth. Does the County desire to allow additional guests for these structures for food, drink, and entertainment value? If so, have we considered past life-safety concerns expressed by staff and the Fire Marshal



regarding the likelihood of a very rapid expansion of a fire, should one break out, in these kinds of structures? Do we want to consider a minimum provision of sanitary facilities to support these uses and not rely on portable toilets and hand sanitizers for the guests and customers?

To add Worcester County to the list of counties that exempt agricultural buildings used for agritourism from certain building performance standards, it would be necessary to have our local delegation introduce a bill next session to do so. The following summary describes what is currently the statewide status regarding any agricultural exemptions provided for in state statute for local jurisdictions:

*An “agricultural building” is a structure designed and constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural products. An agricultural building does not, however, include a place of human residence. The Maryland Building Performance Standards (MBPS) do not apply to the construction, alteration, or modification of an agricultural building for which agritourism is an intended subordinate use in the following counties:*

- *Allegany;*
- *Anne Arundel;*
- *Baltimore;*
- *Calvert;*
- *Carroll;*
- *Cecil;*
- *Charles;*
- *Dorchester;*
- *Frederick;*
- *Garrett;*
- *Harford;*
- *Howard;*
- *Kent;*
- *Montgomery;*
- *Prince George’s;*
- *St. Mary’s;*
- *Somerset; and*
- *Talbot.*

*In those counties, an existing agricultural building used for agritourism is not considered a change of occupancy that requires a building permit if the subordinate use of agritourism (1) is in accordance with limitations set forth in regulations adopted by the Maryland Department of Labor (MDL); (2) occupies only levels of the building on which a ground level exit is located; and (3) does not require more than 50 people to occupy an individual building at any one time. However, in Montgomery County, if the subordinate use of agritourism requires more than 50 people but fewer than 100 people to occupy an individual building at any one time, then the width and number of means of egress must meet specified building code standards.*

*In Allegany, Anne Arundel, Baltimore, Carroll, Cecil, Garrett, Howard, Kent, Prince George's, and St. Mary's counties, the occupancy cap is 200 people if the building's total width of egress meets or exceeds the International Building Code (IBC) standard that applies to egress components other than stairways in a building without a sprinkler system.*

*An agricultural building used for agritourism must be structurally sound and in good repair but need not comply with (1) requirements for bathrooms, sprinkler systems, and elevators as required under MBPS or (2) any other requirements of MBPS or other building codes as set forth in regulations adopted by MDL.*

As you are very aware, county staff from a variety of departments have worked locally to respond to customer requests on special events and even adjusted our policies on permitting other related agricultural uses. As you have stated, most of what they are asking for regarding agritainment uses have already been provided for locally, and those uses have mirrored the state's definition and relate specifically to the farm operation. Worcester County government is a strong supporter of our agricultural community. The County has advocated for our agricultural producers in the past, even going to Annapolis with County Commissioners to testify on bills and regulations that would hurt their livelihoods. Worcester has preserved a sizable amount of farmland and expanded easement opportunities to a larger pool of our farming families by significantly enlarging our rural legacy areas.

If you have any questions or need any additional information please let me know. My staff and I will be available for any discussions within the upcoming work session.

#### Attachment

cc: David Bradford, Deputy Director  
Katherine Munson, Planner V  
Tom Perlozzo, Director, Recreation & Parks, Tourism & Economic Development.



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

AGRICULTURAL PRESERVATION  
CONSERVATION PROGRAM  
WATER & SEWER PLANNING  
SHORELINE CONSTRUCTION

WELL & SEPTIC  
NATURAL RESOURCES  
PLUMBING & GAS  
COMMUNITY HYGIENE

## Memorandum

---

**TO:** Robert Mitchell, Director

**FROM:** Katherine Munson, Planner V *KM*

**SUBJECT:** Agritourism-MALPF and Rural Legacy easements

**DATE:** April 26, 2021

---

MALPF and Rural Legacy easements both allow for some commercial uses, when associated with agriculture or natural resources (or otherwise if they do not negatively impact agriculture, such as home based businesses). CREP permanent easements do not allow for commercial use of any kind in the CREP areas, but do allow for the same uses allowed in Rural Legacy easements on the balance of the property (if there is any land not in CREP that is part of the parcel).

There are over 9,000 acres in MALPF easements and over 11,000 acres in Rural Legacy easements in Worcester County. Under 1,000 acres are in CREP permanent easements.

### **MALPF**

The purpose of MALPF is primarily to conserve agricultural land for agricultural production. Per the deed of easement "Commercial uses or activities are only permitted upon the Land if they are Agricultural Uses permitted by Grantee's regulations, or as permitted under Title 2, Subtitle 5 of the Agriculture Article, Annotated Code of Maryland." Properties in MALPF easements may be used for "farm and forest related uses and home occupations". In order to be permitted, the MALPF board must determine that the proposed use is farm or forest related, the use does not conflict with the overall purpose of the easement, and whether the use has an historic relationship to farming or is a home

occupation. Guidelines were prepared (last updated in 2018) to provide direction to the MALPF board on reviewing proposed uses. (Note any lawful activities are allowed within a 1-acre footprint surrounding a pre-existing dwelling.) Agritourism activities are allowed if the majority of the activities are related to agriculture or natural resources and support the primary agricultural operation. No more than 16 events (such as weddings, receptions, etc.) are allowed per year without board approval. Parking areas must be pervious. Permanent structures to support events are not allowed.

## **Rural Legacy**

The purpose of the Rural Legacy program is to conserve agricultural and natural resource land for agricultural production and protection of water quality and habitat. For this reason, impervious surfaces are strictly limited to 2 per cent of the property. Typically this would prevent CAFOs, but also limit parking or other buildings that might be necessary for some kinds of commercial activities related to agriculture. (Note easements settled prior to 2008 do not have impervious surface restrictions generally). Commercial activities that are seasonal and occasional such as hay rides, corn maze, pick your own produce, are allowed. Commercial retail sale is allowed only if a majority of what is sold is produced on the property. Commercial events are not allowed on Rural Legacy easements.

Please let me know of any questions you have.



Worcester County Economic Development

100 Pearl Street, Suite B | Snow Hill MD 21863 | (410) 632-2144 | [www.ChooseMarylandsCoast.org](http://www.ChooseMarylandsCoast.org)

### MEMORANDUM

To: Harold Higgins, Weston Young  
 From: Tom Perlozzo, Melanie Pursel, Michele Burke- Office of Tourism and Economic Development  
 Subject: Agritourism Information – May 4<sup>th</sup> Work Session  
 Date: April 23, 2021

Please find enclosed information associated with the request from Economic Development regarding agritourism.

#### Mission and Directive:

We understood that a major portion of Economic Development's mission was to increase revenues and to find ways to create lasting enhancements for the southern portion of the county. This is a perfect opportunity to allow the county to compete with surrounding counties throughout the state as well as our bordering states. This is a value-added agriculture opportunity for our farmers. The goal is to increase economic activity, attracting more and broader investment in Worcester County.

#### Agritourism Vision for Maryland's Coast:

I wanted to put together what we envisioned how agritourism will improve our economy especially in the southern end of the county. There are several real-life examples that can help guide you with a decision.

Let's take a current example of a wedding at Castle Farms in Snow Hill since events was mentioned;

*200 Invited guests converge on Snow Hill promoting a scenic and rural wedding experience*  
*Some overnight stays for the wedding party at the local bed and breakfast, some extended vacations and excursions for guests starting at the Pocomoke River Canoe Company (canoes, fishing, paddleboats, etc.) All learning about Maryland's Coast.*  
*Rehearsal Dinner on the Riverboat catered by a Snow Hill restaurant*  
*Wedding catered by a Snow Hill restaurant*  
*Flowers from Snow Hill Flower Shop*  
*Deserts for Wedding from Delveccio's*  
*Dress/Tux rentals purchased from Scher's Bridal Shop Pocomoke City*  
*Local photographer hired*  
*Beer or wine from on a farm distillery or winery served at the wedding*  
*Employment for staff*  
*Local music/entertainer hired*  
*Linen company hired*

I believe this is a fairly accurate understanding and not all inclusive of how a farm barn wedding venue opportunity can benefit our small towns. Do I believe every farm, barn, etc. will get into this business? **No**, but it gives them the ability to do so thus diversifying their business opportunities. This does not compete with "brick and mortar" businesses. It enhances agritourism as a viable tourism solution for our agricultural businesses. Similar businesses like CVS and Rite Aid have no issues even building right next door to one another.



Worcester County Economic Development

100 Pearl Street, Suite B | Snow Hill MD 21863 | (410) 632-2144 | [www.ChooseMarylandsCoast.org](http://www.ChooseMarylandsCoast.org)

#### **Lost Business:**

I thought I would continue the wedding theme and you my own personal experience with my youngest son, Tom and his now wife wanting to get married in a barn in Worcester County. His mother and I went on a mission to find the opportunity to deliver their wishes and we wanted to stay within the county since we lived here and our families could take advantage of all of its offerings. We toured Castle Farm and loved the venue. Unfortunately, we were then told we needed to use a “tent” outside. As you could guess, our kids did not like this. To make a long story short we went to Delmar Maryland at Kyland Barn, 200 guests, all stayed in Salisbury, we used most everything from the Salisbury area. The county lost all the tax revenues and support of small businesses with restrictions placed on this. We did however use craft beer from Burley Oak but most everything else was not from the area. This will be echoed to you by Catherine Casto of Castle Farm who in our opinion needs resolve.

#### **Grow & Fortify:**

Grow and Fortify represents value-added agriculture throughout the state. It’s Maryland based and a proven resource guiding town, county and state regulations. They educate entrepreneurs and government officials and share their experiences and knowledge. In addition, they advocate in Annapolis to assist the understanding, perceptions and regulations to help grow the agriculture business. The link below provides an economic analysis of this opportunity:

<https://growandfortify.com/grow-fortify-releases-maryland-value-added-agriculture-economic-analysis/>

#### **Some facts/figures/economic impact:**

Craft brewing has taken flight across the nation, and with more and more breweries popping up across the U.S., it’s undeniable the business of brewing will only keep growing. Maryland is no stranger to this—according to the latest statistics from the Brewers Association, the state is home to more than 100 breweries at 2.5 breweries per capita, and two gallons of beer produced per person (21+, of course). One thing we know for sure is that Marylanders love their beer!

“Our state breweries offer a unique experience for Maryland consumers and visitors alike,” said Maryland Commerce Secretary Kelly M. Schulz. “From producing top rated craft beverages, to providing job opportunities across the state, and becoming a key part of our local economy, breweries are a steadfast part of moving Maryland forward.”

While the COVID-19 pandemic has presented some challenges to this growing industry, Maryland breweries have risen to the occasion. Many of Maryland’s favorite breweries have come up with great alternatives such as providing online orders, delivery, curbside pick-up and regulated onsite consumption.

According to a recent study on the economic impact of agritourism in Maryland, Grow & Fortify and BEACON at Salisbury University found that a majority of agritourism activities in Maryland involve: festivals, fairs, farmers markets, farm stands, and farm visits. The study also found that Maryland hosts more than 30 agriculture-related festivals and fairs that attract over a million visitors annually. These agritourism events generate over \$162 million in economic impact and support over 1,000 jobs that can be linked to value-added agriculture.

As Maryland farmers face a host of challenges, many have embraced agritourism as a way to diversify their operations, create additional revenue, and allow them to pass the farm down to the next generation. According to the most recent Census of Agriculture, Maryland had 295 farms that offered agritourism and recreational services in 2017. A majority of agritourism operations are on small farms ranging in 1 to 50 acres, making agritourism services critical to the longevity of many small family farms.



Worcester County Economic Development

100 Pearl Street, Suite B | Snow Hill MD 21863 | (410) 632-2144 | [www.ChooseMarylandsCoast.org](http://www.ChooseMarylandsCoast.org)

### How does agritourism affect the economy of a county? Maryland's Coast!

Being located near natural amenities or in close proximity to other outdoor activities had a statistically significant positive impact on agritourism economic activity. Farms and ranches in more populated counties also earned more revenue, although farms in less populated counties were more likely to adopt agritourism.

Counties with high agritourism activity may benefit from **industry concentration**, likely an effect of well-established regional reputations. For example, visitors are more likely to visit known wine regions or agritourism farms near scenic byways in the county. Agritourism enterprises allow farms to diversify their core operations, add jobs for family members and others, and keep land in production while preserving scenic vistas, maintaining farming traditions, and educating non-farmers about the importance of agriculture to a community's economic base, quality of life, history and culture. Interest and demand for agricultural products and experiences by visitors and residents is high while price sensitivity is low, thus creating positive conditions for business success.

In many Northeast states, tourism is the first or second revenue-generating source and agricultural operations are in the top ten. The economic impacts of blending tourism and agriculture have significant potential. In fact, culinary tourism and agritourism accounted for more than 50 percent of group tour operator inquiries at the American Bus Association's Annual Conference.

**MDSB118 was passed into law in 2020.** The State of Maryland recognizes the value and the industry and yet Worcester County has not and continues to enforce and endorse zoning code that isn't designed to support today's Ag based business activities. Calvert county was most recently added this session (HB 801- Public Safety- Buildings Used for Agritourism), we hope to get Worcester added in 2022- we already have support from our legislators to introduce this.

### What can we do moving forward? Goals and suggestions.

Goals: ● Articulate through simplified code that farm alcohol producers, agritourism and value-added agricultural operations are welcome; ● Simplify the code by combining brewing, winemaking, distillation into single definition.

**Suggested Language** -The State of Maryland has adopted the following definitions, which have formed the basis of other counties' code:

1. Alcohol Production: an activity that: is carried out by a license holder, as defined in Section 1-101 of the alcoholic beverages article; and related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages. Alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers. NOTE: For non-farm operations. Additional language may be added, as required.
2. Agricultural Alcohol Production: an activity that is carried out by a license Holder as defined in Section 1- 101 of the alcoholic beverages article; and occurs on agricultural land, and is related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages that use ingredients produced on the agricultural land or any associated agricultural land. Agricultural alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers. NOTE: For on-farm operations. Additional language may be added, as required.



Worcester County Economic Development

100 Pearl Street, Suite B | Snow Hill MD 21863 | (410) 632-2144 | [www.ChooseMarylandsCoast.org](http://www.ChooseMarylandsCoast.org)

3. Agritourism: an activity conducted on a farm that is offered to a member of the general public or to invited guests for the purpose of education, recreation, or active involvement in the farm operation. Agritourism includes: farm tours; hayrides; corn mazes; seasonal petting farms; farm museums; guest farms; pumpkin patches; “pick your own” or “cut your own” produce; classes related to agricultural products or skills; and picnic and party/event facilities offered in conjunction with any agritourism activity. NOTE: We recommend adding “events to promote products produced by the farm”.
4. Added conditions may include:
  - a. All outdoor amplified music shall end by a certain time;
  - b. Overnight events are prohibited;
  - c. Offer a one-time Zoning Certificate before holding farm-based craft beverage promotional event(s) that may be withdrawn or suspended due to noncompliance;
  - d. Complaints from the community, such as noise ordinance violations or other actions resulting in violations of county rules and regulations, may result in the suspension of the Zoning Certificate;
  - e. Penalties for violations of these restrictions may be imposed in accordance with § 1-1-9 of the County Code; and
  - f. Compliance with applicable life safety and Health Department rules and regulations is required.
5. Other items that need to be addressed:
  - a. Acreage minimums;
  - b. What constitutes a farm building vs. commercial building;
  - c. Comprehensive listing of zones where uses are allowed;
  - d. Streamlined process for approval, as many agricultural producers are not using engineers/architects/attorneys;
  - e. Building code exemption for buildings used for agritourism.



## HOUSE BILL 801

E4, L2, M4

1lr2143

---

**By: Delegate Clark**

Introduced and read first time: January 29, 2021

Assigned to: Environment and Transportation

---

Committee Report: Favorable

House action: Adopted

Read second time: March 7, 2021

---

## CHAPTER \_\_\_\_\_

1 AN ACT concerning

2 **Calvert County – Public Safety – Buildings Used for Agritourism**

3 FOR the purpose of adding Calvert County to the list of counties where an existing  
 4 agricultural building used for agritourism is not considered a change of occupancy  
 5 that requires a building permit under certain circumstances; and generally relating  
 6 to buildings used for agritourism in Calvert County.

7 BY repealing and reenacting, with amendments,

8 Article – Public Safety

9 Section 12–508

10 Annotated Code of Maryland

11 (2018 Replacement Volume and 2020 Supplement)

12 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,

13 That the Laws of Maryland read as follows:

14 **Article – Public Safety**

15 12–508.

16 (a) (1) In this section, “agricultural building” means a structure designed and  
 17 constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural  
 18 products.

19 (2) “Agricultural building” does not include a place of human residence.

1 (b) This section applies only to:

2 (1) Allegany County, Anne Arundel County, Baltimore County, Calvert  
3 County, Carroll County, Cecil County, Charles County, Dorchester County, Frederick  
4 County, Garrett County, Harford County, Howard County, Kent County, Montgomery  
5 County, Prince George’s County, St. Mary’s County, Somerset County, and Talbot County;  
6 or

7 (2) a county where the local legislative body has approved the application  
8 of this section to the county.

9 (c) The Standards do not apply to the construction, alteration, or modification of  
10 an agricultural building for which agritourism is an intended subordinate use.

11 (d) Except as provided in subsection (e) and (f) of this section, an existing  
12 agricultural building used for agritourism is not considered a change of occupancy that  
13 requires a building permit if the subordinate use of agritourism:

14 (1) is in accordance with limitations set forth in regulations adopted by the  
15 Department;

16 (2) occupies only levels of the building on which a ground level exit is  
17 located; and

18 (3) does not require more than 50 people to occupy an individual building  
19 at any one time.

20 (e) In Allegany County, Anne Arundel County, Baltimore County, **CALVERT**  
21 **COUNTY**, Carroll County, Cecil County, Garrett County, Howard County, Kent County,  
22 Prince George’s County, and St. Mary’s County, an existing agricultural building used for  
23 agritourism is not considered a change of occupancy that requires a building permit if:

24 (1) the subordinate use of agritourism does not require more than 200  
25 people to occupy an individual building at any one time; and

26 (2) the total width of means of egress meets or exceeds the International  
27 Building Code standard that applies to egress components other than stairways in a  
28 building without a sprinkler system.

29 (f) (1) In Montgomery County, an existing agricultural building used for  
30 agritourism is not considered a change of occupancy that requires a building permit as  
31 provided in this subsection.

32 (2) Except as provided in paragraph (3) of this subsection, if the  
33 subordinate use of agritourism does not require more than 50 people to occupy an individual  
34 building at any one time, then that use must be:

1 (i) in accordance with limitations established by the Department;  
2 and

3 (ii) limited to levels of the building on which a ground level exit is  
4 located.

5 (3) If the subordinate use of agritourism requires more than 50 people but  
6 fewer than 100 people to occupy an individual building at any one time, then that use must  
7 be:

8 (i) in accordance with the requirements in paragraph (2) of this  
9 subsection; and

10 (ii) the total width and number of means of egress must meet or  
11 exceed the International Building Code standard that applies to egress components other  
12 than stairways in a building without a sprinkler system.

13 (g) An agricultural building used for agritourism:

14 (1) shall be structurally sound and in good repair; but

15 (2) need not comply with:

16 (i) requirements for bathrooms, sprinkler systems, and elevators set  
17 forth in the Standards; or

18 (ii) any other requirements of the Standards or other building codes  
19 as set forth in regulations adopted by the Department.

20 (h) The Department shall adopt regulations to implement this section.

21 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect  
22 October 1, 2021.

Approved:

\_\_\_\_\_  
Governor.

\_\_\_\_\_  
Speaker of the House of Delegates.

\_\_\_\_\_  
President of the Senate.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL:410.632.1200 / FAX: 410.632.3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Harold L. Higgins, Chief Administrative Officer  
From: Edward A. Tudor, Director *EAT*  
Date: April 12, 2021  
Re: Draft Agritourism Regulations

\*\*\*\*\*

On March 9, 2021, Deputy Director Jennifer Keener and I met with the Department of Environmental Programs, the Office of Tourism and Economic Development, and Kevin Atticks of Grow and Fortify, to discuss the topic of value-added agriculture and agritourism in Worcester County. Following that discussion, on March 16, 2021, I was asked by Commissioner President Mitrecic during my evaluation to prepare recommendations with regard to changes necessary to greater facilitate agritourism in the County. As a result, Jennifer Keener and I have prepared a draft bill to amend the Zoning and Subdivision Control Article to incorporate the various concerns that were raised by the Office of Tourism and Economic Development and the consultant, Kevin Atticks, with respect to the current zoning regulations.

I think it is fair to say that the general theme of our meeting and the supplied materials was that in general, existing definitions of agritainment/ agritourism are too narrow, the required approval processes are too involved and time consuming, and that any activity on a farm that enhances the value of a farm product or operation should largely be exempt from most regulation.

While I felt that our current definition of agritainment closely matched the definition of agritourism that was provided to us from Fredrick County, we nonetheless expanded the definition to include all of the activities that were pitched at our March 9<sup>th</sup> meeting. The new draft definition of agritourism includes our original uses but has been expanded to include camping, children's day camps, live entertainment and shows just to name a few. In addition, in the current code provisions for wineries and special events on a farm are special exception uses but are now proposed to be accessory uses no longer subject to Board of Zoning Appeals approval. In order to facilitate an expedited approval process, we have eliminated all access and traffic circulation, parking, off-street loading, landscaping and buffering, exterior lighting and site plan approval requirements and greatly reduced lot requirements. However, I want to make it abundantly clear that the proposed changes are only to our Zoning and Subdivision Control Article. They do not affect any of the building code requirements or those of the Department of

Environmental Programs. In my opinion, changes to the building code requirements for agritourism can only be accomplished by changes to state law, specifically section 12-508 of the Public Safety Article (copy attached).

Attached you will find a copy of a draft bill which does the following to facilitate the requested goals: repeals the definition of agritainment and replaces it with a definition for agritourism with an expanded list of uses allowed; adds a definition for agricultural alcohol production that will include uses such as farm wineries and farm breweries; and repeals the existing special exception uses for non-agricultural events on a farm in the A-1 and A-2 Agricultural and E-1 Estate Districts and replaces it with an accessory use for agritourism in those same districts, with reduced lot requirements and the elimination of the site plan review requirements.

While this draft is in a form that could be introduced as a legislative bill, it must be referred to the Planning Commission for their review and recommendation before any public hearing. At this time, we are only seeking the County Commissioners' feedback on this draft bill prior to forwarding it to the Planning Commission for their consideration. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Jennifer Keener, Deputy Director  
Tom Perlozzo, Director, Recreation & Parks, Tourism & Economic Development  
Melanie Pursel, Director, Office of Tourism and Economic Development  
Michele Burke, Business Development and Retention Specialist  
Bob Mitchell, Director, Department of Environmental Programs

## COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

## BILL 21-

---

BY:  
INTRODUCED:

---

## A BILL ENTITLED

AN ACT Concerning

## Zoning – Agritourism

For the purpose of amending the Zoning and Subdivision Control Article to repeal the definition of agritainment facility and reenact the definition of agritourism to include additional uses, to add a definition of agricultural alcohol production, to remove agritainment facilities and wineries as a Special Exception use in the A-1 and A-2 Agricultural Districts, to remove the commercial hosting of functions and events as a Special Exception use in the A-1 and A-2 Agricultural Districts and the E-1 Estate District, and to allow additional uses under the expanded definition of agritourism as an accessory use in the A-1 and A-2 Agricultural Districts and the E-1 Estate District.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definition of “agritainment facility” as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and replaced by the new definition “agritourism” to read as follows:

AGRITOURISM - A farm enterprise wherein activities are conducted on a working farm and offered to the public for the purpose of recreation, education, or active involvement in the farm operation and for promotion of farm products and traditional rural living. These activities must be related to agriculture, natural resources or traditional rural living and be incidental to the primary operation of the site as a farm. The term includes but is not limited to farm tours; pumpkin hunts; hay rides; crop mazes; hay tunnels; petting, feeding and viewing of farm animals; horse or pony rides; farm equipment rides; festivals; informational displays or activities; classes or demonstrations related to agricultural products or skills; agricultural alcohol production including packaging, storage, distribution, tastings and sales; camping; farm stays; event services; farm restaurants; art demonstrations and shows; children’s day camps; special events; hobby and community farming; live entertainment and shows; non-agricultural functions and events including but not limited to weddings and wedding receptions, family reunions, birthday and anniversary celebrations, children’s parties, corporate and employee appreciation parties and the like; retail sales of farm goods; and other similar activities or uses.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland

be amended by the addition of a definition of the term “agricultural alcohol production” to read as follows:

**Agricultural Alcohol Production** - An activity that is carried out by a license holder as defined in Section § 1-101 of the Annotated Code of the State of Maryland, Alcoholic Beverage Article, as may be amended from time to time, which occurs on a farm as defined in Subsection § ZS 1-103(b) herein and which is zoned as either A-1 or A-2 Agricultural District or E-1 Estate District, and is related to the manufacture, packaging, storage, distribution, promotion, sale or tasting of alcoholic beverages that use any portion of ingredients produced on the farm.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-201(c)(9), ZS 1-201(c)(10) and ZS 1-201(c)(33) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-201(c)(11) through ZS 1-201(c)(32) and § ZS 1-201(c)(34) be renumbered as Subsections §§ ZS 1-201(c)(9) through 201(c)(30) and ZS 1-201(c)(31) respectively.

Section 4. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-201(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-201(d)(13) to read as follows:

- (13) On a farm, as defined herein, the use of not more than twenty percent of the gross acreage actively used for an agricultural purpose on a lot or parcel, for agritourism uses and structures as defined herein. Minimum lot requirements for the agritourism uses and structures shall be: front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; side yard setback, thirty-five feet; and rear yard setback, thirty-five feet. Notwithstanding any requirements to the contrary, agritourism uses shall not be subject to the provisions of §§ ZS 1-319, ZS 1-320, ZS 1-321, ZS 1-322, ZS 1-323 and ZS 1-325 hereof. However, agritourism uses shall be subject to all provisions of Section § ZS 1-115 hereof. All amplified outdoor entertainment or background music shall only be permitted between 1:00 P.M. and 10:00 P.M.

Section 5. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-202(c)(9), ZS 1-202(c)(10) and ZS 1-202(c)(43) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-202(c)(11) through ZS 1-202(c)(42) and § ZS 1-202(c)(44) be renumbered as Subsections §§ ZS 1-202(c)(9) through 202(c)(40) and ZS 1-202(c)(41) respectively.

Section 6. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-202(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-202(d)(14) to read as follows:

- (14) On a farm, as defined herein, the use of not more than twenty percent of the gross acreage actively used for an agricultural purpose on a lot or parcel, for agritourism

uses and structures as defined herein. Minimum lot requirements for the agritourism uses and structures shall be: front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; side yard setback, thirty-five feet; and rear yard setback, thirty-five feet. Notwithstanding any requirements to the contrary, agritourism uses shall not be subject to the provisions of §§ ZS 1-319, ZS 1-320, ZS 1-321, ZS 1-322, ZS 1-323 and ZS 1-325 hereof. However, agritourism uses shall be subject to all provisions of Section § ZS 1-115 hereof. All amplified outdoor entertainment or background music shall only be permitted between 1:00 P.M. and 10:00 P.M.

Section 7. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-203(c)(19) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsection § ZS 1-203(c)(20) be renumbered as Subsection § ZS 1-203(c)(19).

Section 8. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-203(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-203(d)(12) to read as follows:

- (12) On a farm, as defined herein, the use of not more than twenty percent of the gross acreage actively used for an agricultural purpose on a lot or parcel, for agritourism uses and structures as defined herein. Minimum lot requirements for the agritourism uses and structures shall be: front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; side yard setback, thirty-five feet; and rear yard setback, thirty-five feet. Notwithstanding any requirements to the contrary, agritourism uses shall not be subject to the provisions of §§ ZS 1-319, ZS 1-320, ZS 1-321, ZS 1-322, ZS 1-323 and ZS 1-325 hereof. However, agritourism uses shall be subject to all provisions of Section § ZS 1-115 hereof. All amplified outdoor entertainment or background music shall only be permitted between 1:00 P.M. and 10:00 P.M.

Section 9. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the off-street parking requirements contained in Subsection § ZS 1-320(a) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland for “agritainment and winery facilities” as prescribed under the “Recreational uses” Use Category be repealed.

Section 10. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.





## Proposal for Worcester County Text Amendment

Grow & Fortify has worked with 12 jurisdictions to improve zoning code related to agritourism and craft alcohol production. Our goal is to encourage these operations and ensure zoning code is supportive of these uses.

### Goals:

- Articulate through simplified code that farm alcohol producers, agritourism and value-added agricultural operations are welcome;
- Simplify the code by combining brewing, winemaking, distillation into single definition.

### Suggested Language

The State of Maryland has adopted the following definitions, which have formed the basis of other counties' code:

1. **Alcohol Production:** an activity that: is carried out by a license holder, as defined in Section 1-101 of the alcoholic beverages article; and related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages. Alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers.

**NOTE:** *For non-farm operations. Additional language may be added, as required.*

2. **Agricultural Alcohol Production:** an activity that is carried out by a license Holder as defined in Section 1- 101 of the alcoholic beverages article; and occurs on agricultural land, and is related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages that use ingredients produced on the agricultural land or any associated agricultural land. Agricultural alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers.

**NOTE:** *For on-farm operations. Additional language may be added, as required.*



- ✓ 3. **Agritourism:** an activity conducted on a farm that is offered to a member of the general public or to invited guests for the purpose of education, recreation, or active involvement in the farm operation.

Agritourism includes: farm tours; hayrides; corn mazes; seasonal petting farms; farm museums; guest farms; pumpkin patches; “pick your own” or “cut your own” produce; classes related to agricultural products or skills; and picnic and party facilities offered in conjunction with any agritourism activity.

**NOTE:** *We recommend adding “events to promote products produced by the farm.”*

4. Added conditions may include:
- a. All outdoor amplified music shall end by \_\_\_ p.m.;
  - b. Overnight events are prohibited;
  - c. Offer a one-time Zoning Certificate before holding farm-based craft beverage promotional event(s) that may be withdrawn or suspended due to noncompliance;
  - d. Complaints from the community, such as noise ordinance violations or other actions resulting in violations of county rules and regulations, may result in the suspension of the Zoning Certificate;
  - e. Penalties for violations of these restrictions may be imposed in accordance with § 1-1-9 of the County Code; and
  - f. Compliance with applicable life safety and Health Department rules and regulations is required.
5. Other items that need to be addressed:
- ✓ a. Acreage minimums;
  - b. What constitutes a farm building vs. commercial building;
  - ✓ c. Comprehensive listing of zones where uses are allowed;
  - ✓ d. Streamlined process for approval, as many agricultural producers are not using engineers/architects/attorneys;
  - e. Building code exemption for buildings used for agritourism.



**State of Maryland Definitions:**

- **Alcohol Production:** an activity that: is carried out by a license holder, as defined in Section 1-101 of the alcoholic beverages article; and related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages. Alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers.
- **Agricultural Alcohol Production:** an activity that is carried out by a license Holder as defined in Section 1-101 of the alcoholic beverages article; and occurs on agricultural land, and is related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages that use ingredients produced on the agricultural land or any associated agricultural land. Agricultural alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers.
- **Agritourism:** an activity conducted on a farm that is offered to a member of the general public or to invited guests for the purpose of education, recreation, or active involvement in the farm operation.

Agritourism includes: farm tours; hayrides; corn mazes; seasonal petting farms; farm museums; guest farms; pumpkin patches; "pick your own" or "cut your own" produce; classes related to agricultural products or skills; and picnic and party facilities offered in conjunction with any agritourism activity.

A local jurisdiction may adopt the definition of "agritourism" as defined in this section by local ordinance, resolution, law, or rule.

2

**Anne Arundel County:**

**"FARM ALCOHOL PRODUCTION FACILITY"** MEANS A FACILITY USED FOR "AGRICULTURAL ALCOHOL PRODUCTION" AS DEFINED IN § 4-214 OF THE LAND USE ARTICLE OF THE STATE CODE THAT IS LOCATED ON A FARM THAT QUALIFIES FOR AN AGRICULTURAL USE ASSESSMENT PURSUANT TO § 8-209 OF THE TAX-PROPERTY ARTICLE OF THE STATE CODE OR THAT IS COVERED BY A CURRENT AND ACTIVE SOIL CONSERVATION AND WATER QUALITY PLAN APPROVED BY THE ANNE ARUNDEL SOIL CONSERVATION DISTRICT.

A FARM ALCOHOL PRODUCTION FACILITY SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS.

- THE FACILITY SHALL BE LOCATED ON A FARM OF AT LEAST 10 ACRES AND SHALL BE OPERATED BY THE FARM OWNER OR FARM MANAGER.
- THE FARM UPON WHICH THE FACILITY IS LOCATED SHALL PRODUCE AT LEAST ONE ACRE OF GRAIN, HOPS, FRUIT, OR OTHER INGREDIENT, EXCLUDING WATER, THAT IS UTILIZED TO PRODUCE ALCOHOL. FOR A FACILITY THAT PRODUCES MEAD, AT LEAST ONE ACRE OF LAND ON THE FARM UPON WHICH THE FACILITY IS LOCATED SHALL BE USED TO NOURISH A COLONY OF BEES.
- (EXCEPT AS PROVIDED IN PARAGRAPH (I) OR (II), THE MINIMUM SETBACK FROM ANY LOT LINE FOR ANY BUILDING OR STORAGE FACILITY USED IN CONNECTION WITH FARM ALCOHOL PRODUCTION SHALL BE 100 FEET.
- FOR EXISTING STRUCTURES USED IN CONNECTION WITH ALCOHOL MANUFACTURING OR TASTINGS, THE SETBACK MAY BE REDUCED TO 50 FEET IF THE PLANNING AND ZONING OFFICER FINDS THAT THE REDUCED SETBACK IS COMPATIBLE WITH SURROUNDING USES; OR
- FOR A FARM BOUNDED BY A ROAD, THE MINIMUM SETBACK FROM THE LOT LINE TO A NEW STRUCTURE ADJACENT TO THE ROAD MAY BE REDUCED TO 50 FEET IF THE PLANNING AND ZONING OFFICER FINDS THAT THE REDUCED SETBACK IS COMPATIBLE WITH SURROUNDING USES.
- THE FLOOR AREA FOR TASTINGS, SALE OF ALCOHOL PRODUCED ON-SITE OR ACCESSORY NON-ALCOHOLIC BEVERAGE OR FOOD SALES MAY NOT EXCEED THE FLOOR AREA BEING USED FOR PRODUCTION AND STORAGE OF ALCOHOL.
- PARKING AREAS SHALL BE CLEARLY MARKED THROUGH PHYSICAL MEANS SUCH AS TIMBERS, FENCES, OR STAKES, AND SHALL BE ARRANGED TO AVOID TRAFFIC CONGESTION ON PUBLIC ROADS. NO PARKING SHALL BE ALLOWED ON PUBLIC OR PRIVATE RIGHTS-OF-WAY.

**Agritourism:** Means a business enterprise on a farm related to agriculture or natural resources that is offered to the public or invited groups. Agritourism shall be accessory to a principle use of farming and shall be located on land that qualifies for an agricultural use assessment pursuant to the tax property Article 8-209 of the state code or that is covered by a current and active soil conservation and water quality plan approved by the Anne Arundel County Soil Conservation District. Agritourism includes fishing, wildlife study, corn mazes, pumpkin patches, harvest festivals, field trips, hay rides, pick your own operations, farm tours, food services including farm to table meals, farm museums, educational classes, and activities or events related to agriculture or natural resources, agricultural products or agricultural skills.

**Charles County:**

**Alcohol production facility:** an establishment for the manufacturing packaging storage, promotion and sale of alcoholic beverages produced by a state issued license Holder, which may include an on site tasting room(s) for the promotion and sale of products as licensed.

**Farm alcohol production facility:** an establishment on agricultural land for the manufacturing, packaging, storage, promotion and sale of alcoholic beverages produced by a state issued license Holder utilizing ingredients produced on an associated farm, which may include an on site tasting room(s) for the promotion and sale of products as licensed.

**Tasting room:** an area on the site of an alcohol production facility or a farm alcohol production facility in which guests may sample and purchase the products.

**Prince George's County:**

**Agritourism:** A commercial enterprise that is intended to attract tourists and provide supplemental income for the owner of a working farm that qualifies for agricultural use assessment. The commercial enterprise shall be offered to the public or invited groups and shall be related to agriculture or natural resources and incidental to the primary operation on the site. Agritourism uses include, but are not limited to: fishing, hunting, wildlife study, horseback riding, corn mazes, harvest festivals, barn dances, hayrides, roadside stands, farmer's markets, u-pick or pick-your-own operations, rent-a-tree operations, farm tours, wine tasting, educational classes related to agricultural products or skills. Agritourism may include picnics and party facilities, corporate retreats and weddings; however, no lodging or overnight stay shall be provided for these uses. Agritourism includes farm or ranch stays subject to the same rules as a Bed-and-Breakfast Inn as defined in this Subtitle. Accessory recreational activities may be provided for guests.

**Washington County:**

**Alcohol Production Facility:** An establishment for the manufacturing, bottling, packaging, storage, promotion and sale of alcoholic beverages produced in accordance with a state-issued manufacturing license. Accessory uses at such facilities may include tasting rooms, accessory food sales related to alcohol production, sales of novelty and gift items related to the manufacturing operation, and the sale of alcoholic beverages produced by the licensee.

**Alcohol Production Facility, Farm-Based:** An establishment located on agriculturally assessed land for the manufacturing, packaging, storage, promotion and sale of alcoholic beverages produced in accordance with a state-issued manufacturing license utilizing ingredients produced on the associated farm. Accessory uses at such facilities may include tasting rooms, accessory food sales related to alcohol production, sales of novelty and gift items related to the manufacturing operation, and the sale of alcoholic beverages produced by the licensee.

**State of Maryland Definitions:**

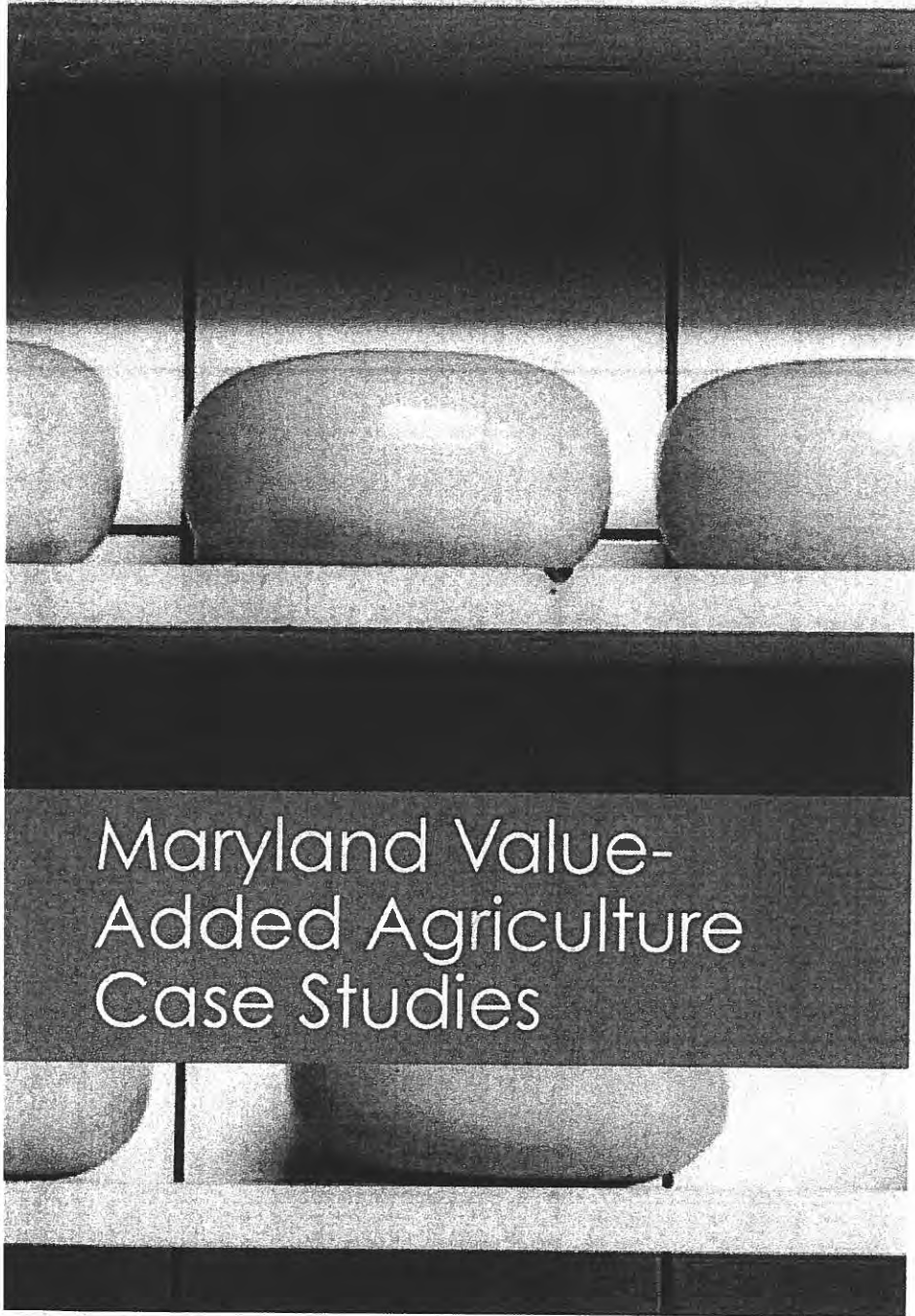
- **Alcohol Production:** an activity that: is carried out by a license holder, as defined in Section 1-101 of the alcoholic beverages article; and related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages. Alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers.
- **Agricultural Alcohol Production:** an activity that is carried out by a license Holder as defined in Section 1- 101 of the alcoholic beverages article; and occurs on agricultural land, and is related to the manufacture, packaging, storage, promotion or sale of alcoholic beverages that use ingredients produced on the agricultural land or any associated agricultural land. Agricultural alcohol production includes the use of an area to: provide tastings of alcoholic beverages; or accommodate the license holder's customers.
- **Agritourism:** an activity conducted on a farm that is offered to a member of the general public or to invited guests for the purpose of education, recreation, or active involvement in the farm operation.

Agritourism includes: farm tours; hayrides; corn mazes; seasonal petting farms; farm museums;

## ITEM 15

guest farms; pumpkin patches; "pick your own" or "cut your own" produce; classes related to agricultural products or skills; and picnic and party facilities offered in conjunction with any agritourism activity.

A local jurisdiction may adopt the definition of "agritourism" as defined in this section by local ordinance, resolution, law, or rule.



Maryland Value-Added Agriculture  
Case Studies

3

## **Crow Vineyard and Winery**

### **Kent County**

Processors/Small Food Business: Beverages

Owners: Roy and Judy Crow

Location: Kennedyville

Sales include: Winery, B&B, Grass-fed Black Angus beef, grapes, agritourism and farm-to-table events

Where sold: On-farm winery, tasting room

Source Local: Yes

Processing Local: Yes

Employees: 10 FT, 4 PT

Skills Needed: Marketing, wine making, sales

Special Attraction: Winery, Farmstay B&B, Grass-fed Black Angus beef, Farm-to-table events, Agritourism

Roy and Judy run a third generation working farm which has diversified to become a successful farm Winery. Originally a dairy farm, in 2001, Roy sold the dairy herd and started an insurance practice. About 12 years ago, Roy and Judy began diversifying the farm operations and now support three businesses: Crow Farm LLC, Crow Vineyard and Winery, and Crow Wine cellars, a wine tasting facility in nearby Queenstown. The 365-acre farm includes a herd of Grass-fed Angus beef, soy and corn and an 1847 farmhouse bed and breakfast.

Roy and Judy only use grapes they grow themselves or from local growing partners that are within a 50-mile radius of the farm itself. The 5000 case winery produces award winning wines which are offered in the winery tasting room, along with other retail products such as their prized beef. The winery also supports Custom Crush and Alternating Proprietorship facilities. These options permit other wineries to use the Crow's wine making equipment to make their own wine, which can be invaluable to start-up businesses.

Education is an important part of every experience. During the harvest season, the team engages with the community to teach people how to pick and sort grapes and help the wine making process. By staying at the B&B house (circa 1847), guests can also



enjoy a "farmstay" experience in which they can participate in farm activities such as moving cattle or tending to animals. Customers can also join a wine club in which they receive 3 bottles of wine every three months at a pick-up party where they also meet the wine maker.

An annual "Vines to Wines dinner" offers a five-course dinner in the vineyard and winetasting room that is all about education, wonderful chef-prepared foods, Crow Wine, and a silent auction. Proceeds from the auction go towards supporting the Maryland Winery Association, which has provided invaluable support.

The wine tasting cellar in Queenstown extends public outreach and provides a space for corporate retreats.

**Skills needed:** Sales and good customer service.

**Assistance:** A MARBICO grant helped with the start-up, the Maryland Winemakers Association and Maryland Grape Growers Association have provided technical support, and USDA Value-Added grant helped with the winery expansion.

<http://crowVineyardandWinery.com>





## Wine & Oyster Pairing

March 20 @ 12:00 pm - 5:30 pm

\$20.00 /per person

### ALL EVENTS

Join us for a local pairing of Crow wines and local oysters from Orchard Point Oysters. The pairing includes a tasting of 3 wines and 3 raw oysters and samples of local meat and cheese. Additional wine, food and raw oysters will be available for purchase for your table or to-go! This event has 3 seatings: 12-1:30, 2-3:30, and 4-5:30, please click the link to register for your preferred seating.

Register [HERE](#) for the 12pm - 1:30pm seating

Register [HERE](#) for the 2pm - 3:30pm seating

Register [HERE](#) for the 4pm - 5:30pm seating

## Farmstay B&B

Need a mini getaway? Watch our latest video about the farmstay options that Crow can offer you! Watch [HERE](#)

We are a multi-interest B&B! We call ourselves a Farmstay B&B but you can also stay and sip quality estate wines in our wine tasting room and ~~take in a farm-to-table event in our Haybarn~~ as we have a frequent schedule for these type of events: Or stretch your legs, take a run along the vineyard, cow pastures and woodland path on our 300 acre farm.

Our newly renovated energy-efficient 1847 farm house has central heat and air conditioning. Choose from 3 bedrooms with private baths. Each room has soap, shampoo and a hair dryer. The rooms are named for their view of the farm. Explore our rooms further by [scrolling down on this page](#).

Savor a hearty breakfast and baked goods featuring regional cuisine with home-cooked flair. Relax in the guest parlor, sit under the old maple trees and watch the animals or take a walk to the 2 acre pond - enjoy a picnic lunch under the willow trees. Guests can request a packed lunch or dinner for additional cost. In our home we have Myrtle a Labrador Retriever, and Curious, a Calico Cat. Charlie the Cat tends to prefer hanging around the winery.

Our goal is to both give you the experience of taking in an authentic working farm as well as the opportunity in a relaxed rural setting to taste some quality wines from our on-site wine making facility. Many of our visitors enjoy walking the vineyard and farm trails; some are visiting other nearby wineries in Chesapeake Wine Country and many are staying on the Eastern Shore of Maryland to enjoy cruising the bay, biking, historic Chestertown or the many other classic Eastern Shore of Maryland activities offered by the area. One thing for sure our guests love to see our herd of friendly Angus cattle.

\*Trails are only permitted for Farmstay B&B Guests



## Clark's Elioak Farm

### Howard County

Farms/Agricultural Producers: Products segregated by identify or production characteristics; Other: Agritourism  
 Owner: Martha Clark  
 Location: Ellicott City  
 Started: 2002 Sales include: Farm (98%), wholesale (2%)  
 Products: Grassfed beef, eggs, pork, CSA, farm store, agritourism activities  
 Where sold: On farm Source local: Sweet corn, watermelon, cantaloupe, peaches  
 Produce local: yes  
 Uniquely: Farming in Howard County since 1797.  
 Processed Local: yes, meat processed off-farm  
 Employees: 55 FT and seasonal  
 Skills Needed: Agriculture (specifically the vegetable side of business), management (to take over farm stand and CSA side of the business).

The memorial stone in their front yard gives the Clarks the "etched in stone" instruction: Never Sell The Land. The family has been farming in Howard County since it was actually Anne Arundel County. Over those years they've raised crops and a variety of animals and run a dairy operation, but the main link between the seven generations of farmers in their branch of the Clark family has been raising beef cattle.

In addition to the beef operation, the agritourism side of the business has been critical for getting people to the farm to enjoy the petting farm, farm tours, pumpkin patch and Enchanted Forest. The reason is two-fold: by getting the public to the farm, they can better understand, and appreciate, agriculture. Additionally, it also brings potential and new customers to the farm for the primary mission of the farm: grass-fed beef, eggs, and pork, the vegetable Community Supported Agriculture (CSA) program and farm store.

Some of their greatest challenges come from local residents and neighbors who object to their business model, and county regulations. But at the same time, they have appreciated the support

of the Howard County Economic Development Authority. They'd like to see stronger Right to Farm laws (Right-to-farm laws provide a measure of security for the established farmer who practices sound best management principles in the day-to-day operation of his/her farm. The laws also put non-farming community on notice that agriculture is a vital component of the region's economy, character and culture) and hope that these laws will continue to encourage young people who are trying to come back to family farms, or get into farming for the first time. The ongoing demand for local foods is also an encouraging sign.



## Even' Star Organic Farm

### St. Mary's County

Farms/Agricultural Producers that Sell Products Segregated by Identity and/or Production Characteristics: Organic, CSA  
 Owners: Brett Grohsgal and Christine Bergmark  
 Purchased: 1996  
 Location: Lexington Park  
 Products Sold: Year-round organic vegetables, eggs, chicken, jams, seeds  
 Where sold: CSA (St. Mary's, Washington DC, Charles, Northern VA), restaurants, stores, farmers' markets  
 Source Local: yes  
 Processed Local: yes  
 Employees: 5 FT, 1 PT (more needed)  
 Skills Needed: Knowledge of soil and ecosystem management, production, and marketing. A great work ethic and wiliness to experiment with new crops and marketing avenues.  
 Uniqueness: Largest organic CSA in Maryland, winter and summer cropping

Brett has always had a passion for delicious food. He started cooking in restaurants when he was a teenager, and worked his way up to chef in 11 restaurants across the US and at sea. His strong desire to learn how to grow great, healthy foods and that were good for the environment led him to farming, and in 1996, he and his wife, Christine, purchased a 104 acre abandoned farm in St. Mary's County.

"We shopped with a shovel," says Brett, meaning his choice of land location was dependent on the quality of the soils. He also wanted to crop year-round. "Southern Maryland was ideal, due to its climate and proximity to the Washington DC market area." They immediately fast-tracked the farm into organic production.

Even' Star started out strictly wholesale to restaurants and stores, but quickly realized that the profit margins were not enough to support a decent living. "It is hard to compete with produce from California and abroad, where labor is abundant and growing conditions make

the prices cheap. And many wholesalers don't pay promptly." The farm began selling at farmers' markets in 1998, which provided cash flow and liquidity, and in 2001 they began a CSA.

"The CSA takes the highest level of care, but has become the keystone of our farm's revenues streams." Upfront payments help with cash flow, so that we not dependent on the vagaries of weather that farmers' markets are subject to. The CSA members gave us a way to bring a level of consistency to our lives. You deliver one day a week on your own schedule."

Brett is a geneticist, and breeds his plants for year-round flavor and pest-resistance. "We only grow food that we are passionate about. It's a challenge to stay ahead of the pests as an organic farm, and there are some crops, like sweet corn, we simply can't grow." Seeds from Even' Star are available for sale through various seed companies.

Even' Star has employed and trained over 240 people over the years, some of whom have stayed in agriculture. "We are proud to be growing the next generation. We provided the training entrance for many young farmers to go and start their own businesses." That being said, labor is expensive, and in recent years, the farm has struggled to find enough farm labor.

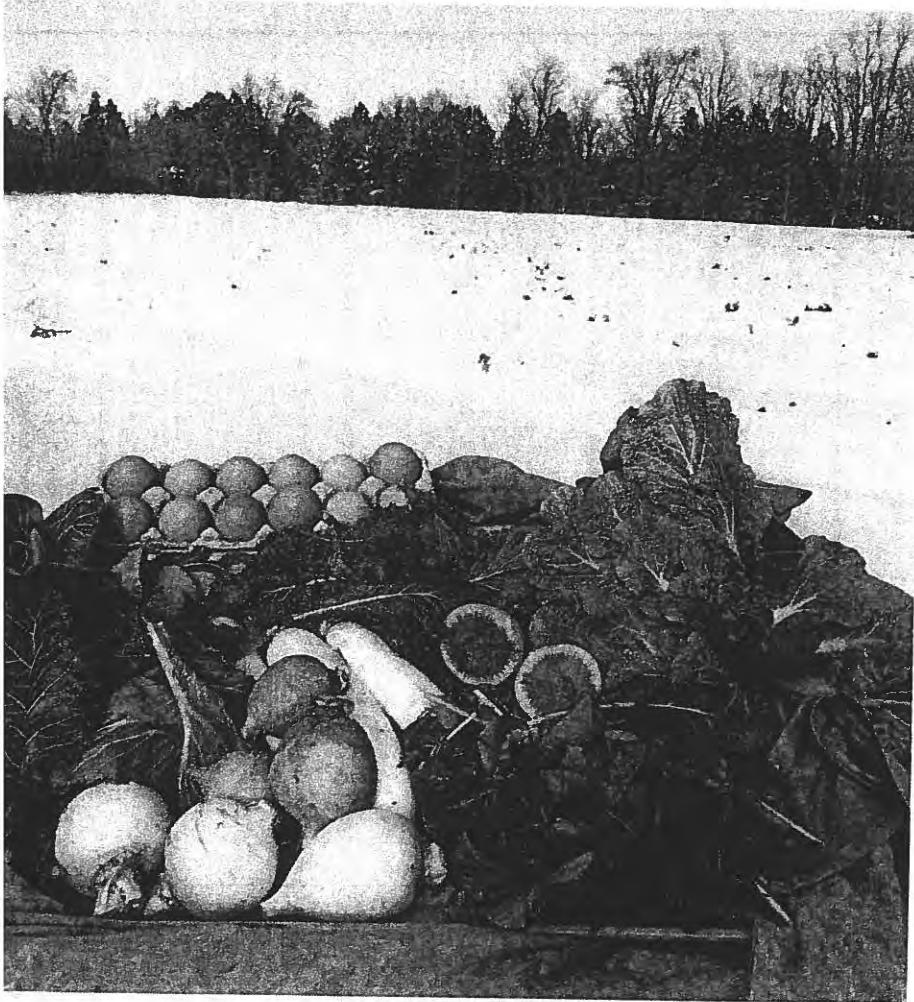
"The market is saturated now with cheap produce from elsewhere. Raw ingredients for processed food stay cheap while prices for processed foods go up and up. People want convenience and food delivered to their door, and on-line sales have really diminished our customer base. This is the biggest problem - it is hard enough to grow, but now biggest challenge is selling what we do grow. You have to hustle to make every sale. I want to see people cooking again with local ingredients."

**Lessons to share:** Chefs want reliability and consistency, "You don't stand up a chef. You need to be able to communicate well with chefs and understand their needs." Soil and ecosystem management is huge, for an organic farm. "You can't abuse your soil and expect it to continue to produce well. Too often farmers reduce their future yields by running tractors and working their soils when it is too wet.."

**Assistance:** University of Maryland Extension, and a network of other growers

[www.evenstarfarm.org](http://www.evenstarfarm.org)

<https://www.facebook.com/evenstarfarm.org/>



## Groff's Content Frederick County

Processors/Small Food Business: Meats  
Owners: Bob and Julie Bolton  
Purchased: 2001 (farm and name dates to 1750s)  
Employees: 3 FT, several PT  
Skills Needed: Animal husbandry, Pasture Management, Planning for Processing, Customer Service  
Location: Rocky Ridge  
Sales: On-farm, farmers markets, winter drop sites in Maryland and Washington, DC  
Source Local: Yes  
Processing Local: Yes

Groff's Content is a full-service meats and poultry farmers market destination, as diverse as seen anywhere: ducks, turkey, chickens, heritage beef and pork, and delicious chef-prepared frozen meals.

Bob was raised on a wheat and cattle farm in Oregon. They moved Maryland and bought Groff's Content in 2001. After he retired from his position with the Bureau and Land Management, and Julie retired from her work in Resource Conservation, they worked full-time on the farm raising livestock for meat.

The mature livestock are pastured on a neighbor's farm and are certified American grass-fed. The grain used for the pigs is locally produced and tested free of GMO and glyphosate. Brewers grain is used for the chickens and ewes from a local brewery. The feed is produced and milled locally. Meat processing is done at a USDA facility about 15-20 minutes away in Pennsylvania.

Initially looking for a way to sell extra chicken meat, Bob and Julie worked with a chef to create their signature "chicken potpie" dish. This has expanded to turkey and beef lasagna, turkey chili, gluten-free mealballs and more. The Bolton's strive to use all parts of their animals, right down to chicken feet and bone broth. While these dishes were conceived to use "by-products," they have now become so popular that the farm raises livestock specifically to meet the demand.



Processing fees and feed are a major part of the farm's expenses. The Bolton's were able to benefit from a USDA value-added grant which helped cover the initial processing fees. They were grateful that the "match" for the grant could be covered by the finished product.

**Special Attraction:** 100% grass-fed, certified pasture-raised beef and lamb. Pork is GMO-free and soon to be completely soy-free. Poultry and eggs are GMO, soy free and glyphosate-free. Processed meats and prepared meat dishes.

<https://groffcontentfarm.com>



## McClintock Distilling

### Frederick County

Processors/Small Food Business: Beverages  
 Farms/Agricultural Producers that Sell Products Segregated by  
 Identity and/or Production Characteristics: Organic  
 Owners: Braeden Bumpers and Tyler Hetamyer  
 Location: Frederick  
 Started: 2015 signed lease, 2016 opened for sales  
 Sales include: White whiskey, 3 different gins, organic vodka, barrel-  
 aged Bourbon and Rye,  
 Seasonal cordials using natural ingredients (small batch)  
 Where sold: On-site in historic Frederick and through distributors in  
 MD, DE, and DC  
 Source local: Mostly. Abruzzi rye, Red Fife wheat, Yellow King corn  
 Sourced out of state: Supplements of grain from Kentucky or Ohio  
 Employees: 7FT, 7PT, plus 2 contractors  
 Skills needed: Trained distillers for the industry (although we prefer to  
 do the training ourselves), marketing and sales  
 Special attraction: Maryland's first and only USDA certified organic  
 distillery, deeply committed to environmental responsibility

Braeden and Tyler met in college. Both had been home-brewing  
 for years, and fell in love with distilling and working in the industry.  
 They wanted to restore the rich history of Maryland spirit-making  
 and decided to become the first organic distillery in the state.  
 They worked at the American Distilling Institute and apprenticed in  
 Chicago before signing a lease to start McClintock Distillery in July  
 2015. After significant restoration to the historic building (much of  
 which they did themselves), sales opened to the public in 2016.

McClintock Distilling now produces high quality spirits from 100% non-  
 GMO, pesticide free, heritage grains. The grains, grown in Maryland  
 for many years, are well-adapted to the Maryland's soils and climate,  
 and give a completely different taste profile from standard whiskeys.  
 All of the grains are milled in-house using an antique stone burr mill.

"By buying organic, we can ensure the highest quality of grains, free of  
 pesticides and chemical additives and we do our part to help support

small, family-owned farms," says Braeden. Even though Braeden and Tyler are willing to pay a premium price, it has taken some time to find local growers who were willing to take the risk to be organic and that were not tied up in contracts elsewhere. They were on track to having 80% of their grains sourced from the county in 2018, but the weather conditions created one of the worst years in 200 years for Maryland agriculture. They are hopeful to meet this goal in 2019.

Braeden and Tyler are fully committed to being fully sustainable and environmentally friendly. All spent grains are used as livestock feed in local Maryland farms and their heads are re-used in the distillery for cleaning. One of the largest impacts of the alcohol industry is the wastewater. Arising from concerns about the impact of wastewater on local waterways and the bay, Braeden and Tyler made it a priority to reduce wastewater in any way possible. They designed a closed loop cooling system to reuse all of the cooling water instead of dumping it, and an advanced tank cleaning system to reduce wastewater. "By keeping the water out of the sewer we are reducing the cost to process the wastewater by the county and reducing our impact on the bay and the Monocacy watershed." They are proud to be one of a handful of distilleries in the world who source 100% renewable energy. All of the electricity used is replenished on the grid with solar and wind energy. They even publish an annual environmental impact every April for Earth Month to let public know how they are doing.

**Assistance:** Maryland Department of Agriculture; Frederick County Department of Agriculture Business Development; Obtained a line of credit from a local bank; Western Maryland Small Business Development Center (SBDC) (business plan, financials, fundraising) Maryland Manufacturing Extension Partnership (MD MEP)

**Biggest Challenges:** Getting everything up and running in historic building, overcoming the perceived notion that organic grains can't be grown in Maryland.

**Future:** McClintock Distillery is a growing company. Braeden and Tyler plan to open a cocktail lounge adjacent to distillery so that customers can enjoy their spirits, but the two owners can remain focused on production and distilling. They are outgrowing their

current 1000 liter still, and need a second 5000 liter facility. Although they can turn their white whisky, forage gin and vodka around within a few weeks, the barrel-aged whiskies such as Bourbon and Rye can take up to 2 years to distill. "Right now, we make everything here ourselves, and we are limited to 5 barrels a week. People really like the barrel-aged whiskies, and we sell out right away."

McClintock's gin won double gold the San Francisco World spirits competition in 2019. "We were the smallest distillery there!"

<http://www.mcclintockdistilling.com>

<https://www.facebook.com/McClintockDistilling>



## Port of Leonardtown St. Mary's County

Processors/Small Food Business: Beverage

Owners: Southern Maryland Wine Growers Cooperative (SMWGC)

Location: Leonardtown

Started: Coop started in 2007. Lease signed 2009. sales started 2010

Sales include: wine

Where sold: Winery in Leonardtown, small percent through So MD wholesalers and website

Source Local: 100% locally grown until 2018.

Source elsewhere: Yes. Originally all local, now bring some grapes in from New York and the west coast.

Processed Local: 100% of the wine is made on site

Employees: 5 FT, 10 PT (does not include vineyard workers)

Skills Needed: Good management, organization, business, production, viticulture, etc.

Special attraction /Uniqueness: First cooperative winery in the state

Southern Maryland Wine Growers Cooperative (SMWGC) cooperative was formed in 2007 as the region began to transition away from tobacco production to other agricultural pursuits. The potential for the emerging wine industry to positively affect agriculture and tourism in Southern Maryland was recognized and supported by the state of Maryland, the local government, and farmers. Partnering with St. Mary's County and Leonardtown, interested farmers and others with a passion for wine set in motion a plan to ensure the success of wine grape growing in Southern Maryland. Repurposing a former State Highway Administration buildings, the SMWGC entered into a lease agreement with the Town of Leonardtown in 2009 to operate the Port of Leonardtown Winery making it the first commercial winery in St. Mary's County and first agricultural cooperative in the state of Maryland. The winery has now reached maximal production capacity.

Currently, the cooperative consists of 13 vineyards from St Mary's, Calvert, and Charles counties. Originally committed to making wines only from the cooperative members, production has expanded beyond the supply levels available locally and for the first time, the winery is purchasing grapes from outside the state.

The tasting room, opened in May 2010, was recently renovated to allow more seating area. A semi-enclosed outdoor patio permits year-round enjoyment, with music offered every weekend, and a gazebo now offers a place for private events. The wine club has 700 members. There is no fee to join. Each member receives 12 bottles, 3 bottles four times a year at a private pick-up party. Over the years, members have become loyal fans, and help to expand membership by bringing friends to the private events.

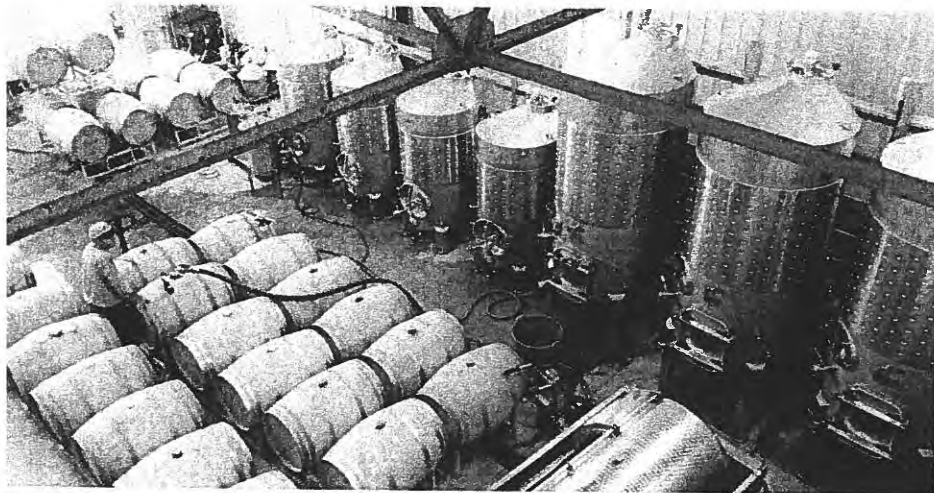
Since opening in 2010, they have won over 150 awards including multiple Best in Class awards and many international medals. Their Barbara Reserve was recently awarded top honors at the Maryland Governor's cup and their Rose won best in the Maryland Comptroller's competition.

**Challenges:** Staffing was barebones until two years ago, when a general manager, wine club manager, bookkeeper and tasting room manager were hired. Quality and consistency can be a challenge from 13 different vineyards. As some of the original coop members age, the winery is interested in finding new growers.

**Assistance:** MARBIDCO, SMADC, Town of Leonardtown

<http://www.polwinery.com>

<https://www.facebook.com/portoftownwine>



## Red Tree Farmstead

### Charles County

Farms/Agricultural Producers that Sell Products Segregated by Identity and/or Production Characteristics: Organic, CSA

Owners: Becky Seward and Mark Spires

Location: Nanjemoy

Started: 2016

Sales include: Flower Bouquets, free-range eggs

Where sold: CSA: Brandywine, Annapolis, La Plata, weddings and events, farmers' market

Source Local: 100% yes

Source elsewhere: if need to bring flowers in for occasion – will buy from MD farm

Processed Local: yes

Employees: 2 PT

Skills Needed: specialized skills for growing and cutting diverse flowers, arranging, marketing

Special attraction /Uniqueness: Flower CSA, organic, regenerative farming, wedding/special events

Red Tree Farmstead is the culmination of more than 16 years of working with plants through organic vegetable farming, native plant work, and natural health for Farmer Becky. She met Mark in 2014, and they quickly realized a shared love of food and farming. Becky started "Prickly Pear Produce" farm in 2014, selling diverse organic vegetables through a CSA and farmers' market. In 2016, she and Mark bought land in Nanjemoy and started Red Tree Farmstead.

After years of CSA and market vegetable farming experience, Becky and Mark shifted their focus to grow mostly cut flowers and herbs in 2019. They use regenerative farming practices based on organic farming and permaculture. Their flowers are grown according to their principles of living in harmony with the land – no pesticides, herbicides, or synthetic fertilizers. "There is more value per square foot with flowers. We are better able to manage risk, and we can incorporate all the diversity on farm to make our bouquets," says Becky. "There is less pressure from pests, and lots of room for creativity."

"The vegetable farming was good until the bad weather of 2018. The crops suffered. Although we were able to service their CSA and farmers' market, we took a financial loss. We were trying to do too many things." Now Becky and Mark just focus on flowers. They have three hoop houses, which amply service their needs. "We started small, doing what we knew best. We did events for family and friends, which has allowed us to make mistakes and learn. The wedding business requires a lot of communication and time, and not everyone has the skills to do this. Eventually we will expand our marketing, but we don't want to get beyond what we can do comfortably."

They hope to expand their flower farmstead, and to do so will need to find skilled labor that can do the specialized work that growing and harvesting cut flowers demand.

"Red Tree Farmstead is our dream farm," says Becky. "10 acres of permaculture-inspired, small-scale fruit, vegetable, and cut flowers for CSA and markets."

<http://www.redtreefarmstead.com>

<https://www.facebook.com/redtreefarming>





## Rocky Point Farm Frederick County

Processors/Small Food Business: Dairy  
 Owner: Chuck Fry  
 Location: Tuscarora  
 Purchased: Family farm since 1883  
 Sales include: Ice cream, milk, beef, eggs  
 Where sold: On-farm creamery  
 Source Local: Yes, "We grow it all."  
 Processing Local: Yes. Milk ships to Frederick for Processing and come as 14% milk/butterfat mix.  
 Employees: Creamery: 2 FT, 28 PT, Barn 6 FT  
 Skills Needed: Sales, Accounting, Technology. Be adaptive, willing to change and able to reinvent yourself – always, everyday.  
 Special attraction: Over 80 flavors of ice cream, along with brown eggs, and beef

With more than 80 continually changing flavors of delicious homemade ice cream, the creamery has become very profitable and a major tourist destination. "Ice cream is going crazy! The Tourism Council says we are a big draw for county. It is not uncommon to have 1000 customers a day on weekend, with about 50% of them from Virginia," says Chuck, "It brings in much more than the commodities we used to raise. The creamery and ice cream is the best thing we ever did, and it allows us to do what we love best – keep our customers happy and keep farming."

The farm milks 200 Holstein dairy cows and raises 700+ acres of corn, soybeans, wheat and hay to feed the animals. Each year a beautiful 1.5-acre field of sunflowers is planted. Originally started as a way to get people to stop and notice the farm, the flowers are now available for sale in July and August, with 100% proceeds are donated to St. Jude's Children's Hospital (about \$5000-6000 every year). Labor is tough to find for the farm, and Chuck is considering the use of robots for the milking parlor in the future.

Initially, Chuck was considering starting a milk-processing plant on the farm. He says the best piece of advice was "Start small. Find out what

your customers want first, then decide what you want to build." This lead them to reconsider, the milk processing plant, and go straight into the making ice cream business. Now the milk is shipped to Frederick for processing and returns as a 14% milk/butterfat mix. Chuck and his team then add premium ingredients themselves to make ice cream. This "enables us to stay local and support local economy. We also hire lots of high school students and teach them sales skills, which is also good for the community."

Chuck is committed to farming the land, and raising the cattle in a healthy, responsible manner. No antibiotics or hormones are used to increase production or increase growth. Relying on the land to make a living means the ground must be given the utmost care and respect. The same is true for the animals. "Teaching people what you do and why you do it is one of the most rewarding things. We do a lot of tours for local high schools and others; the Ag education piece is always in my heart."

Website: <https://www.rockypointcreamery.com>  
<https://www.facebook.com/rockypointcreamery/>



## The Sweet Farm Frederick County

Processors/ Small Food Businesses: Repackers

Owners: Rachel Armistead and Luke Flessner

Location: Woodsboro

Started: 2011

Sales include: Sauerkraut, pickles, fermentation classes, ginger beer

Classic Kraut, Beet Kraut, Curry Kraut, and Curtido

Where sold: Food truck

Source Local: as much as possible

Source elsewhere: yes

Processed Local: yes

Employees: 3FT, 6PT

Skills Needed: General manager, brewer, farm labor, help with regulatory process and permitting, business and financial planning

Special attraction /Uniqueness: Naturally fermented krauts: organic, gluten free, vegan, and non-GMO. Fermentation classes.

Expanded to ginger beer.

Rachel Armistead and Luke Flessner started Sweet Farm Sauerkraut in 2011. Both hobby fermenters when they met in 2009, Rachel and Luke's relationship so revolved around fermentation, they even attended a four-day fermentation workshop with Sandor Katz for their honeymoon. They developed four main kraut flavors—Classic Kraut, Beet Kraut, Curry Kraut, and Curtido, and by 2011 were selling at local farmers markets.

The farm came to Rachel and Luke as a family piece of land. They had always intended to phase into growing their own vegetables, but quickly found their 50-acre farm was too hilly and rocky, and the climate was not suitable to grow as much cabbage as they needed for kraut production. They were able buy cabbage much more inexpensively than they could grow it. They source as much as they can locally, but there are not a lot of organic farms in the region, so they work with a distributor to purchase as much possible from Maryland and Pennsylvania during the growing season, and more broadly from the East Coast during the non-growing season.

Rachel and Luke then began experimenting with ginger beer for personal health reasons. With a unique flavor that is tangy and tart, they found their customers like it too. "People like fizzy and fermented beverages," says Rachel. Their ginger beer is less dry than Kombucha, and is currently non-alcoholic. They would like begin brewing to provide a gluten-free, organic alternative to conventional beers, and eventually incorporate beers made from medicinal herbs and spices, much in the format of the pioneers and civil war era. "Way back, ginger beer was hugely popular, and beers were so much more varied before hops were introduced."

Going forward, Rachel and Luke are thinking to scale back on the kraut business to concentrate more on ginger beer. "We found we were doing too many different things what with the krauts and food truck. We were everywhere all the time, and not able to fully focus. It was hard to make a living at our scale. We looked at some of the enterprises we admire, and realized they focus on just one or two things, and do them well. We love our farm, and want to incorporate it into our business, and focusing more on brewing and the ginger beer will allow us to do this."

Their plans include an on-farm brewing facility with a tasting room and on-retail store so that customers can buy the kraut, their pork, and the new line of beers all in one place.

**Needs/challenges:** "We started this business to see what would happen, more like a hobby. "For us to take the next steps, we need a solid financial plan and a business plan with projections," says Rachel. They are worried about the regulatory and permitting processes.

"We feel like some of the local regulations are stifling our creativity and ability to be innovative. We have the expertise, the talent, and the staff to build out the tasting room, but navigating the red tape makes us nervous. Our neighboring farms just across the border in Virginia are able to do so much more than we are here in Maryland. We see so many innovations in agriculture that are better for the land, better for the environment, but due to our past experiences in the county, feel challenged by the regulatory hurdles put in place by state/county agencies. We love all the things we do, but we love

# ITEM 15

our family and want to be able to make a comfortable living and put money away for college. How can people make a living on their land if they can't be creative? "

<https://thesweetfarm.com>

<https://www.facebook.com/thesweetfarm>



## Waredaca Farm Brewery

### Montgomery County

Processors/Small Food Business: Beverage

Owners: Brewery: Jessica Snyder, Brett Snyder, Robert Lang, Steph Kohr and Keith Kohr

Location: Laytonsville

Started: Brewery opened in 2015. Farm moved to current location in the 1940's.

Sales include: Beer growlers, crowlers, bottles. Specialties include Sour beer, "Gluten-reduced" beer.

Where sold: On-farm tasting room, farmers markets, restaurants

Source Local: Yes, some: Hops (Cascade), botanicals, berries, pumpkins, watermelons, cucumbers, peppers and more. Also purchase as much as possible from farms in the Montgomery County Ag Reserve, and beyond when needed.

Source elsewhere: Malted Barley, locally sourced from Chesapeake Malting, and beyond when needed.

Processed Local: Yes

Employees: 5 FT, 42 PT

Skills Needed: Brewing, tasting room, general management skills.

Special attraction /Uniqueness: Brewery on 220-acre, on-going equestrian horse farm. Low waste, on-farm brewery, trail rides, equestrian events, riding lesson facilities

Waredaca is a three generation farm. Initially started by one person as a camp, it expanded to become a large-scale equestrian farm with horse events and riding facilities. As more family members came along with the third generation, and the farm was put into land preservation, the 2nd generation tasked the 3rd generation to add a component that would generate additional revenue.

"Get something up and going quickly," was the mandate. This precluded options like a winery, which would take several years before productive vines could be established. There already was a professional brewer in the family, Keith, who had been trained at Flying Dog, which led them to the idea of a brewery, and they were able to repurpose an underutilized building from camp days.

"There are 85 horses on the farm, so our challenge was to integrate the two businesses, the brewery and the existing horse farm," says

Jessica, one of the third generation owners. They have found an innovative niche by adding a "True-brew" trail rides that conclude with beer flights in the tasting room. "This is truly unique; I don't think anyone else is doing this."

Waredaca Farm Brewery has a strong committed to sustainability by creating a limited impact on the environment and using local ingredients as much as possible. They strive to limit water waste and usage throughout the brewery and tasting room. The spent grain is given to local farmer for feed or compost, and they plan to use reusable, recyclable or compostable products in the tasting room.

Lessons learned? "Looking back, we underestimated the on-farm impact," says Jessica. "We thought our primary sales would be off-farm, but it turns out our tasting room is the biggest source of revenue. And, because we have horses on the farm and much of the land is in pasture, we have a set capacity for parking." The owners are debating how to expand. "We haven't gotten into wholesale packaging much yet. It's very competitive now, with so many locally-made beers." In the meantime, they continue to explore ways to enhance the on-farm experience and tie into the rest of the farm. The brewery is about to launch a second pouring station in an antique horse trailer retrofitted with a kegerator. "The horse trailer will allow us to pour for people while they are on line. Customers can enjoy the beer at any one of the outside stations, and it fits with our unique theme."

**Assistance:** Mid-Atlantic Farm Credit Union partnered with MARBIDCO to provide a low-interest loan to get started, and helped the brewery apply for MARBIDCO grant to partially fund the sour beer program equipment.

[www.waredacabrewing.com](http://www.waredacabrewing.com)  
<https://www.facebook.com/WaredacaBrewingCompany/>





④

## HOUSE BILL 801

E4, L2, M4

1lr2143

**By: Delegate Clark**

Introduced and read first time: January 29, 2021

Assigned to: Environment and Transportation

### A BILL ENTITLED

AN ACT concerning

### Calvert County – Public Safety – Buildings Used for Agritourism

FOR the purpose of adding Calvert County to the list of counties where an existing agricultural building used for agritourism is not considered a change of occupancy that requires a building permit under certain circumstances; and generally relating to buildings used for agritourism in Calvert County.

BY repealing and reenacting, with amendments,  
 Article – Public Safety  
 Section 12–508  
 Annotated Code of Maryland  
 (2018 Replacement Volume and 2020 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
 That the Laws of Maryland read as follows:

### Article – Public Safety

12–508.

(a) (1) In this section, “agricultural building” means a structure designed and constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural products.

(2) “Agricultural building” does not include a place of human residence.

(b) This section applies only to:

(1) Allegany County, Anne Arundel County, Baltimore County, Calvert County, Carroll County, Cecil County, Charles County, Dorchester County, Frederick County, Garrett County, Harford County, Howard County, Kent County, Montgomery

**EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.**

[Brackets] indicate matter deleted from existing law.



(3) If the subordinate use of agritourism requires more than 50 people but fewer than 100 people to occupy an individual building at any one time, then that use must be:

(i) in accordance with the requirements in paragraph (2) of this subsection; and

(ii) the total width and number of means of egress must meet or exceed the International Building Code standard that applies to egress components other than stairways in a building without a sprinkler system.

(g) An agricultural building used for agritourism:

(1) shall be structurally sound and in good repair; but

(2) need not comply with:

(i) requirements for bathrooms, sprinkler systems, and elevators set forth in the Standards; or

(ii) any other requirements of the Standards or other building codes as set forth in regulations adopted by the Department.

(h) The Department shall adopt regulations to implement this section.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2021.

5

EXAMPLES OF AGRITOURISM:

|                        |                  |                     |
|------------------------|------------------|---------------------|
| ✓ Leisure & Recreation | Attractions      | Farm Stays ✓        |
| ✓ Farm Tours           | Farm Restaurants | Farmer's Markets ✓  |
| ✓ Farm Retail          | Roadside Stands  | Pick-Your-Own ✓     |
| ✓ Harvest              | Production       | Petting Farms ✓     |
| ✓ Education & Training | Art              | Camping ✓           |
| ✓ Glamping             | Day Camps        | Event Services ✓    |
| ✓ Events               | Hobby Farming    | Community Farming ✓ |

6

ARTICLE / NOVEMBER 17, 2019

# Agritourism: The Future of Vacations

BY BRADLEY STONE

Have you ever visited a farmer's market or taken the kids to a corn maze or pumpkin patch? Depending on your local government's definition, all of the above could classify as agritourism.

Agritourism is generally any tourism within the agricultural sector. Think orchards, vineyards, plantations, animal husbandry, and small organic farms.

People love food, and they love traveling to the source. Agritourism is about more than selfies – it allows people to build a deeper relationship with the food they consume. With agritourism, people can get in touch with an essential aspect of their daily lives.

For those reasons, positioning a farm as a travel destination for leisure and education is an excellent way to diversify a farm operation's income.



Subscribe for Insights on Agribusiness

Sign Up

15 - 58



*The house of a vineyard estate in Tuscany, where agritourism thrives.*

## Are Tourists Interested in Agritourism?

A few years ago, I visited two separate tea plantations. One estate is in Darjeeling, India, and the other in the Cameron Highlands of Malaysia. Both estates tap into agritourism through educational estate tours, unique dining experiences, charming tea shops, and hotel deals.

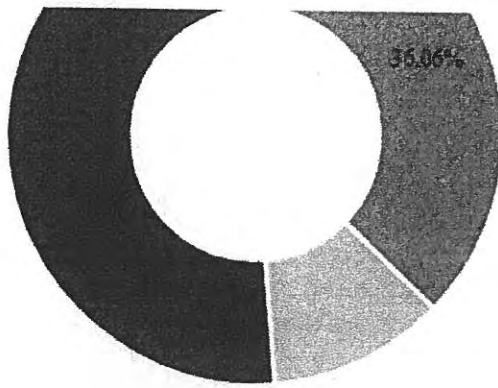
People came from around the world to visit the estates, especially residents of noisy and crowded cities. The tea estates were an inseparable part of the local experience, and the crowds of people attest to market demand.

Fast-forward to 2020, and we live in a socially distanced world. People aren't traveling as much, but in the coming years, tourism will come roaring back – with a vengeance.

This, in turn, will affect agritourism, which will see sustained growth between 2020-2027 for a target \$117.37 billion market cap (a CAGR of 7.42%), according to [Fortune Business Insight](#).

**Global Agritourism Market Share, By Type, 2019**





*Agritourism by type, global (Fortune Business Insights)*

## Top Four Trends Shaping the Agritourism Niche

After the madness of 2020, everyone is craving fresh air, healthy food, and ways to make a difference in the world.

Many feel a sense of relief because these are healthy trends for society in the long run. However, we're not out of the woods yet.

With cities re-entering lockdown and virtually everything about tourism running at a steep discount, now's the best time you may ever get to explore this explosive trend.

It's worth repeating; agritourism is going to be *huge*. The farm tour-and-dine is the alternative to dining downtown, which may be full of gremlins and lava at this point. Big companies are getting on board with virtual tourism, including Amazon and Airbnb.



*A tourist-friendly tea farm in Vietnam*

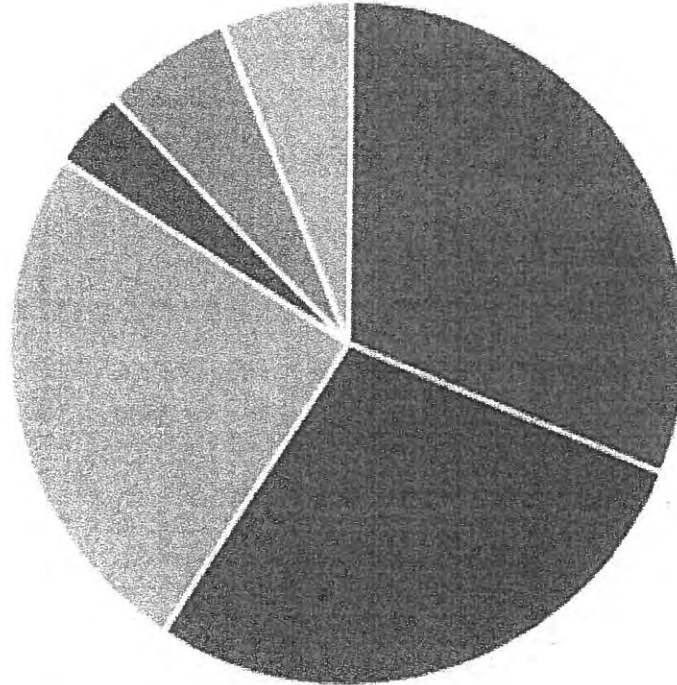
## Virtual Agritourism – The New Normal

Virtual tourism has become more available for millions of people in 2020, and virtual events are often an excellent way to warm people up to the idea of a physical visit.

An agritourism group (Go Rural) surveyed customers during the lockdown and found that 57% would likely book a farm holiday after watching a virtual farm tour. Similarly, 60% would "almost certainly" visit a farm.

From the investor's angle, trade shows were once among the best ways to meet travel agents, tour operators, and other potential

## Global Agritourism Market Size, Share Analysis, By Region 2017



■ North America ■ Europe ■ Asia Pacific ■ Latin America ■ Middle East ■ Africa

*Agritourism Market Size by Region (Veracious Statistics)*

## People Need a Breath of Fresh Air – Low-Effort Nature Tourism

Outdoor activities such as U-pick farms have become a popular escape from the cities during the pandemic. Similarly, Skyscanner's [report](#) found 69% of people say their next vacation will be outdoors, while 42% plan to visit rural areas.

Beyond a cure for cabin fever, farm stays may recover [quicker than hotels](#) due to the perceived higher sanitation and social distancing measures.



Larry Hogan  
*Governor*  
Boyd K. Rutherford  
*Lt. Governor*

STATE OF MARYLAND  
DEPARTMENT OF STATE POLICE  
OFFICE OF THE STATE FIRE MARSHAL

1201 Reisterstown Road/C Building  
Pikesville, MD 21208  
410-653-8980  
Fax 410-653-8988  
Toll Free 800-525-3124

Colonel William M. Pallozzi  
*Secretary*  
Brian S. Geraci  
*State Fire Marshal*

**INSPECTION GUIDELINES FOR WEDDING BARNs**

**Applicable Codes and Standards**

- Life Safety Code, 2015 edition
- NFPA #1 Fire Code
- Maryland State Fire Prevention Code – COMAR 29.06.91

Wedding venues in existing agricultural style buildings have become very popular in several regions of the state. These guidelines address the occupancy classification and fire protection requirements for these structures.

Wedding barns are considered a change of use from an agricultural storage building to new assembly occupancies.

Wedding barns where there is consumption of food and/or beverage with an occupant load of 100 or more, or the fire area exceeds 5000 sq. ft. must be provided with automatic sprinkler protection. (NFPA #1, Section 13.3.2.1 as modified by COMAR 29.06.07.kk)

A fire alarm system is required when the actual or calculated occupant load is more than 300.

Emergency lighting is required to illuminate all the means of egress.

The occupant load should be calculated by square footage method or the actual arrangement of tables and chairs with adequate aisles.

At least two remote exits are required for a capacity of 600 or less individuals. Side swing exit doors are required by the Code, however large sliding barn style doors could be accepted provided they can be locked in the open position.

Combustible decorations such as hay bales, straw and dried natural vegetation are prohibited.

Candles that are securely supported on a substantial noncombustible base and the candle flame is protected are permitted.

The use of any fog, smoke or any other special effects will not be permitted within the structure.



8



---

---

## The National Agricultural Law Center

*The nation's leading source for agricultural & food law research & information*

NationalAgLawCenter.org | nataglaw@uark.edu

---

---

## States' Agritourism Statutes:

*Maryland*



This material is based upon work supported by the National Agricultural Library,  
Agricultural Research Service, U.S. Department of Agriculture

## A National Agricultural Law Center Research Publication

**States' Agritourism Statutes: Maryland**

MD Code, Land Use, §§4-212, 12-508, 10-505.

*Current through all legislation from the 2020 Regular Session of the General Assembly.***§4-212. Agritourism.****Agritourism, defined**

(a)(1) In this section, "agritourism" means an activity conducted on a farm that is offered to a member of the general public or to invited guests for the purpose of education, recreation, or active involvement in the farm operation.

(2) "Agritourism" includes:

- (i) farm tours;
- (ii) hayrides;
- (iii) corn mazes;
- (iv) seasonal petting farms;
- (v) farm museums;
- (vi) guest farms;
- (vii) pumpkin patches;
- (viii) "pick your own" or "cut your own" produce;
- (ix) classes related to agricultural products or skills; and
- (x) picnic and party facilities offered in conjunction with any agritourism activity.

**Adoption of definition**

(b) A local jurisdiction may adopt the definition of "agritourism" as defined in this section by local ordinance, resolution, law, or rule.

**§12-508. Agritourism building requirements.**

**“Agricultural building” defined**

- (a)(1) In this section, “agricultural building” means a structure designed and constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural products.
- (2) “Agricultural building” does not include a place of human residence.

**Scope of section**

(b) This section applies only to:

- (1) Allegany County, Anne Arundel County, Baltimore County, Calvert County, Carroll County, Cecil County, Charles County, Dorchester County, Frederick County, Garrett County, Harford County, Howard County, Kent County, Montgomery County, Prince George's County, St. Mary's County, Somerset County, and Talbot County; or
- (2) a county where the local legislative body has approved the application of this section to the county.

**Application of Standards**

(c) The Standards do not apply to the construction, alteration, or modification of an agricultural building for which agritourism is an intended subordinate use.

**Building permits**

(d) Except as provided in subsection (e) and (f) of this section, an existing agricultural building used for agritourism is not considered a change of occupancy that requires a building permit if the subordinate use of agritourism:

- (1) is in accordance with limitations set forth in regulations adopted by the Department;
- (2) occupies only levels of the building on which a ground level exit is located; and
- (3) does not require more than 50 people to occupy an individual building at any one time.

**Building permits**

(e) In Allegany County, Anne Arundel County, Baltimore County, Carroll County, Cecil County, Garrett County, Howard County, Kent County, Prince George's County, and St. Mary's County, an existing agricultural building used for agritourism is not considered a change of occupancy that requires a building permit if:

- (1) the subordinate use of agritourism does not require more than 200 people to occupy an individual building at any one time; and
- (2) the total width of means of egress meets or exceeds the International Building Code standard that applies to egress components other than stairways in a building without a sprinkler system.

### Montgomery County

(f)(1) In Montgomery County, an existing agricultural building used for agritourism is not considered a change of occupancy that requires a building permit as provided in this subsection.

(2) Except as provided in paragraph (3) of this subsection, if the subordinate use of agritourism does not require more than 50 people to occupy an individual building at any one time, then that use must be:

- (i) in accordance with limitations established by the Department; and
- (ii) limited to levels of the building on which a ground level exit is located.

(3) If the subordinate use of agritourism requires more than 50 people but fewer than 100 people to occupy an individual building at any one time, then that use must be:

- (i) in accordance with the requirements in paragraph (2) of this subsection; and
- (ii) the total width and number of means of egress must meet or exceed the International Building Code standard that applies to egress components other than stairways in a building without a sprinkler system.

### Building requirements

(g) An agricultural building used for agritourism:

- (1) shall be structurally sound and in good repair; but
- (2) need not comply with:
  - (i) requirements for bathrooms, sprinkler systems, and elevators set forth in the Standards; or
  - (ii) any other requirements of the Standards or other building codes as set forth in regulations adopted by the Department.

### Regulations

(h) The Department shall adopt regulations to implement this section.

### §10-505. Board of Directors.

#### In general

(a)(1) There is a Board of Directors of the Corporation.

(2) The Board manages the Corporation and exercises all of its corporate powers.

#### Composition; appointment of members

(b) The Board consists of the following members:

(1) as ex officio members:

- (i) the Secretary or a designee of the Secretary who is a senior-level departmental official;
- (ii) the Secretary of Agriculture or a designee of the Secretary who is a senior-level departmental official;
- (iii) the Secretary of Natural Resources or a designee of the Secretary who is a senior-level departmental official;
- (iv) the Executive Director of the Maryland Food Center Authority;
- (v) the Executive Director of the Rural Maryland Council; and
- (vi) the Director of the Maryland Cooperative Extension Service; and

(2) eleven individuals appointed by the Governor with the advice and consent of the Senate as follows:

- (i) two agricultural producers representing at least two different farm commodity industries in the State;
- (ii) two representatives from commercial lending institutions serving rural regions in the State, one of whom shall represent a major farm credit organization operating in the State;
- (iii) one representative of the timber and forest products industry;
- (iv) one representative of the aquaculture industry;
- (v) one representative of the commercial seafood harvesting and processing industry;
- (vi) one individual with knowledge and experience in the area of operating commercial food or fiber processing facilities;
- (vii) one individual with knowledge and experience in the area of public finance;
- (viii) one individual with knowledge and experience in the area of rural economic development or agricultural marketing; and
- (ix) one individual with knowledge about the agricultural, forestry, or seafood industries or **agritourism** in the State or with substantial and relevant economic development experience.

**Qualifications**

(c) A member of the Board shall be a resident of the State.

**Geographic diversity**

(d) In appointing members of the Board under subsection (b)(2) of this section, the Governor shall consider all of the geographic regions of the State.

**Term; vacancies**

(e)(1) The term of a member appointed under subsection (b)(2) of this section is 4 years.

(2) The terms of the appointed members are staggered as required by the terms provided for the members on October 1, 2008.

(3) At the end of a term, an appointed member continues to serve until a successor is appointed and qualifies.

(4) A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.

**Removal**

(f) The Governor may remove a member of the Board for incompetence, misconduct, or failure to perform the duties of the position.

**Chair**

(g) The Board shall elect a chair from among its members.

**Voting**

(h) The Board may act with an affirmative vote of nine members.

**Compensation; reimbursement for expenses**

(i) A member of the Board:

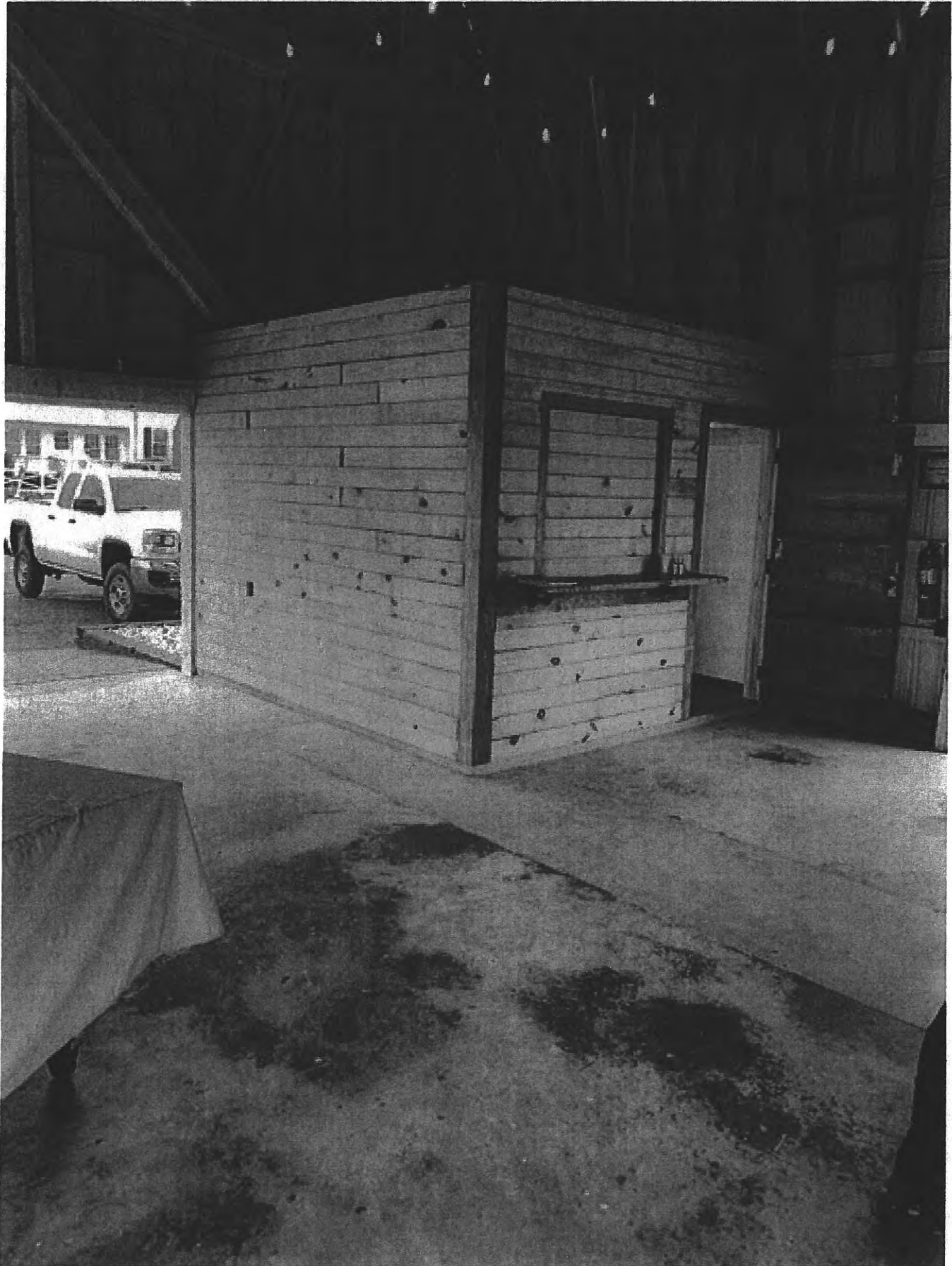
(1) serves without compensation as a member of the Board; but

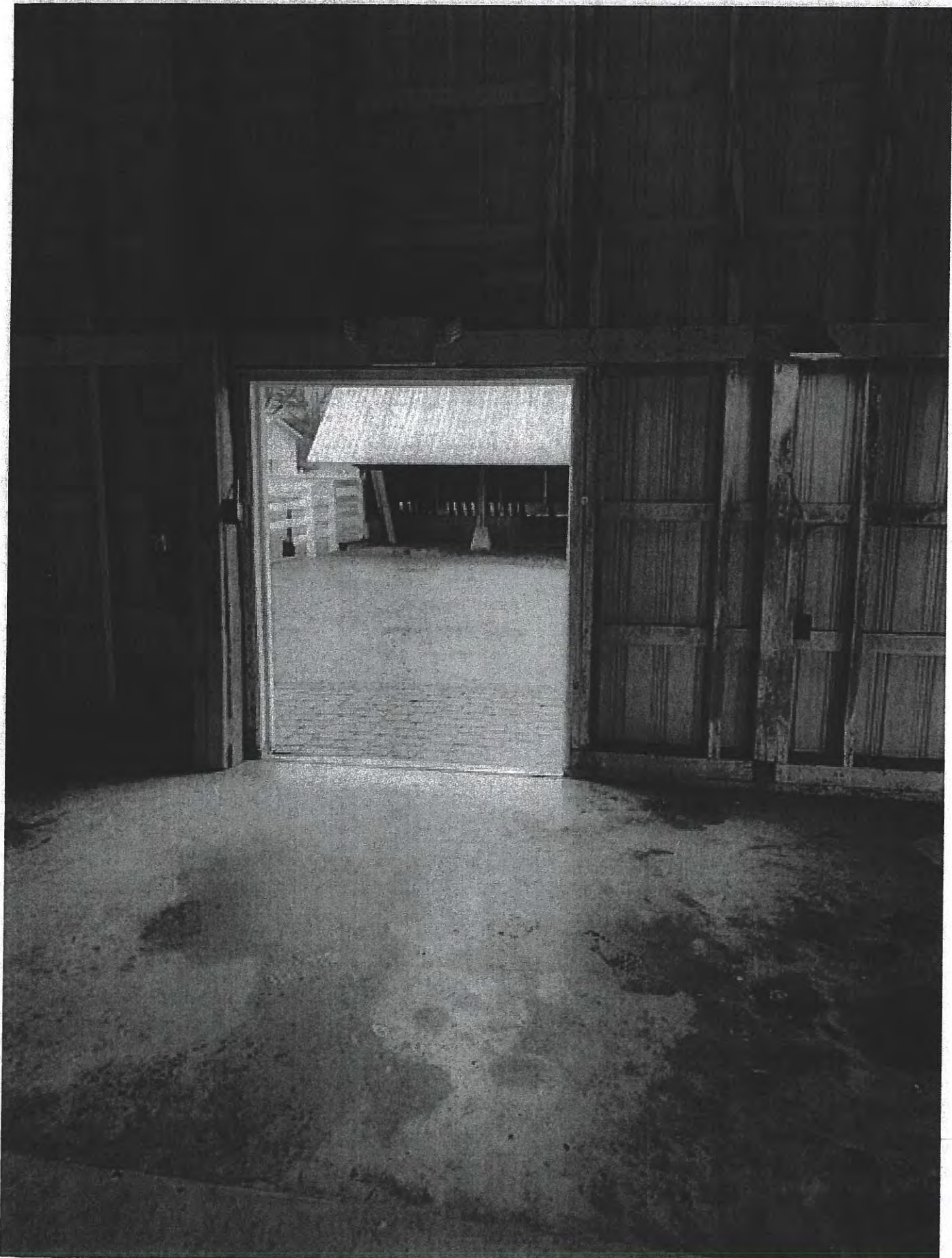
(2) is entitled to reimbursement for expenses under the Standard State Travel Regulations as provided in the State budget.

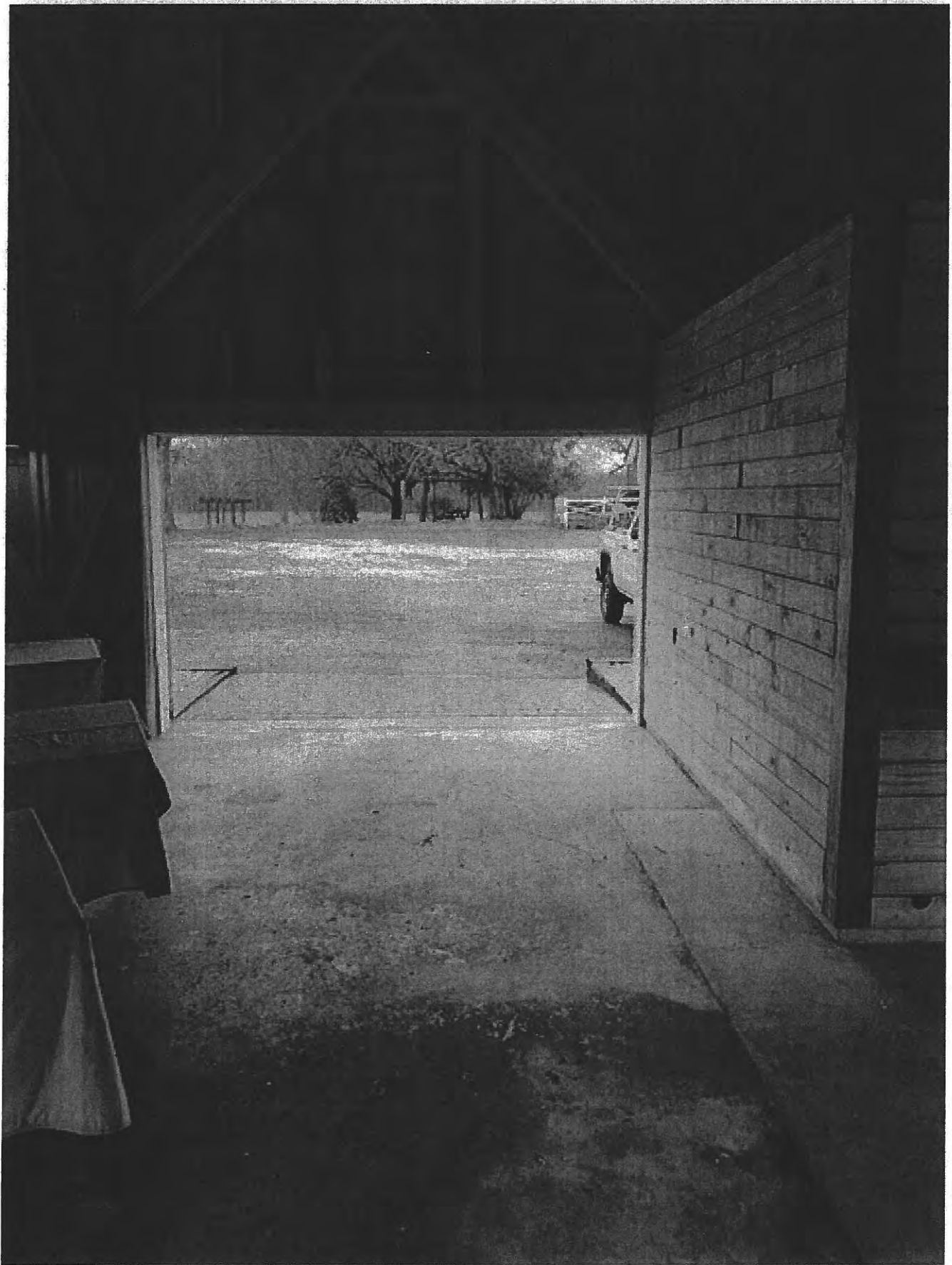


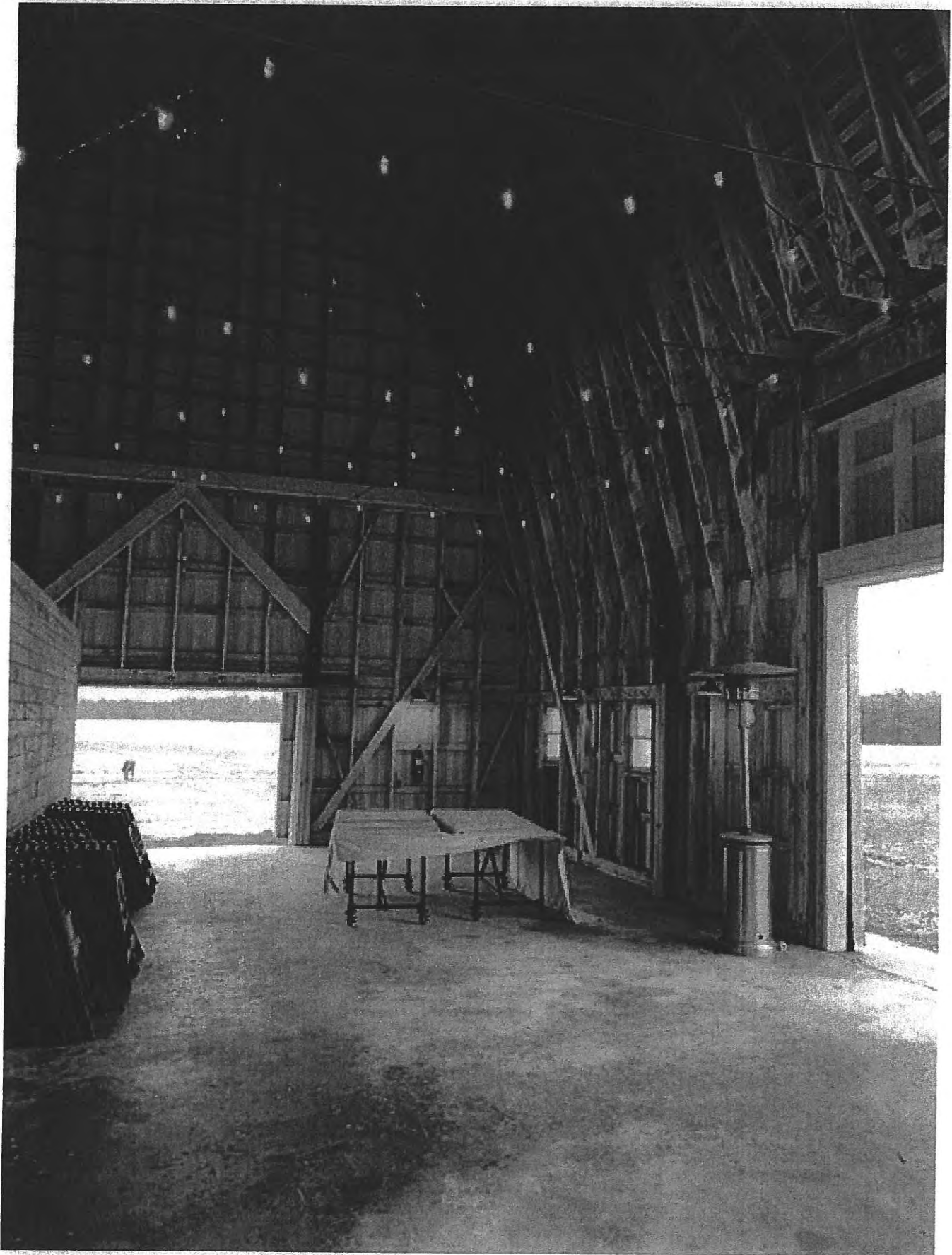












## MEMORANDUM

TO: Worcester County Commissioners  
FROM: Weston S. Young, Assistant Chief Administrative Officer  
DATE: April 27, 2021  
RE: Work Session on Broadband

---

At the April 20, 2021 Commissioners' Meeting, it was requested to have a work session to discuss the presentations received by Talkie and Choptank.



**Choptank Electric  
Cooperative**

A Touchstone Energy<sup>®</sup>  
Cooperative



# Broadband Public-Private Partnership Discussion

Presented by  
**Mike Malandro**  
President & CEO



**Choptank  
Fiber**

ITEM 16

16 - 2

## Choptank Electric Cooperative

By the Numbers

**99.98%**

Average System  
Availability Index in 2020

**1.04**

Average Number of  
Outages Experienced per  
Member per Year

**49,747**

Calls Made to Call Center

**152**

Full-time Employees

**6,328**

Miles of Line

**8.72**

Meters per Mile

## Choptank Electric by the Numbers

- 55,188 Membership Accounts
- Incorporated in 1938
- ~\$450 Million Assets
- ~\$150 Million Annual Revenue
- ~3.8 Million Paid in Personal Property Taxes Annually (\$550K in Worcester)
- Operating in All Nine Eastern Shore Counties
- Governed by Board of Ten Directors Elected by Members
- 600+ Miles of Fiber Optic Backbone Facilities
- Members Voted 97.7% for Member Regulation in August 2020



**Choptank Electric  
Cooperative**

A Touchstone Energy<sup>®</sup>  
Cooperative





### **Product Offering**

Up to 100 Mbps \$84.95/month

Up to 250 Mbps \$99.95/month

Up to 1,000 Mbps (1 Gig) \$139.95/month

No data caps. Same speed upload & download.

Visit [www.choptankfiber.com](http://www.choptankfiber.com) for more information.

Fiber to the Home (FTTH)

### **Choptank Fiber Business Update**

- Website launched with initial build areas
- First customers connected April 2021
- Dropped out of FCC RDOF auction due to economics
- Still committed to serving underserved Choptank members in 10 years
- Working with counties on Public-Private Partnership opportunities
- Pursuing all reasonable funding options to escalate project schedule
- Already have fiber inventory and in manufacturer's production schedule – Long Lead Time on Materials (Up to 1Yr)
- Still committed to "No Home Left Behind"



## County Conversation Action Items

- Present a three-year business model for delivering broadband to 6,400 underserved County residents
- Put forth Choptank's recommended model for delivering broadband to more County residents



# The Three-Year Business Model



| 5 Year Capex and Investment Required (\$000's) |                |                 |                 |                |              |                 |           |       |                 |
|--|----------------|-----------------|-----------------|----------------|--------------|-----------------|-----------|-------|-----------------|
|  | Year 1         | Year 2          | Year 3          | Year 4         | Year 5       | Total           | Unit Cost | Units | Total           |
| Design and Engineering                         | \$1,694        | \$0             | \$0             | \$0            | \$0          | <b>\$1,694</b>  | \$2,746   | 617   | \$1,694         |
| Project & Construction Mgmt                    | \$145          | \$794           | \$728           | \$0            | \$0          | <b>\$1,667</b>  | \$2,702   | 617   | \$1,667         |
| Headend/Office Space                           | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$411,982 | 0     | \$0             |
| Field Network Equipment                        | \$1,009        | \$0             | \$0             | \$0            | \$0          | <b>\$1,009</b>  | \$168,090 | 6     | \$1,009         |
| Aerial Construction                            | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Underground Construction                       | \$1,222        | \$12,218        | \$11,200        | \$0            | \$0          | <b>\$24,640</b> | \$39,933  | 617   | \$24,640        |
| Contingency                                    | \$203          | \$651           | \$596           | \$0            | \$0          | <b>\$1,450</b>  | 5.0%      |       | <b>\$1,450</b>  |
| <b>Total Fiber Construction</b>                | <b>\$4,273</b> | <b>\$13,663</b> | <b>\$12,524</b> | <b>\$0</b>     | <b>\$0</b>   | <b>\$30,460</b> |           |       | <b>\$30,460</b> |
| Design and Engineering                         | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Project & Construction Mgmt                    | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| RAN Equipment                                  | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| FWA Construction                               | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Total Backhaul                                 | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Contingency                                    | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | 0.0%      |       | \$0             |
| <b>Total FWA Construction</b>                  | <b>\$0</b>     | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>     | <b>\$0</b>   | <b>\$0</b>      |           |       | <b>\$0</b>      |
| <b>Total Construction</b>                      | <b>\$4,273</b> | <b>\$13,663</b> | <b>\$12,524</b> | <b>\$0</b>     | <b>\$0</b>   | <b>\$30,460</b> |           |       | <b>\$30,460</b> |
| Fiber Drop Construction                        | \$0            | \$1,332         | \$2,381         | \$1,306        | \$94         | <b>\$5,112</b>  | \$1,529   | 3,343 | \$5,112         |
| FWA CPE  | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$537     | 0     | \$0             |
| Subscriber Equipment                           | \$0            | \$305           | \$545           | \$299          | \$22         | <b>\$1,170</b>  | \$350     | 3,343 | \$1,170         |
| Contingency                                    | \$0            | \$82            | \$146           | \$80           | \$6          | <b>\$314</b>    | 5.0%      |       | <b>\$314</b>    |
| <b>Total Customer Equip &amp; Instal</b>       | <b>\$0</b>     | <b>\$1,718</b>  | <b>\$3,072</b>  | <b>\$1,685</b> | <b>\$121</b> | <b>\$6,596</b>  |           |       | <b>\$6,596</b>  |
| Other Capex                                    | \$200          | \$25            | \$79            | \$102          | \$111        | <b>\$516</b>    |           |       | <b>\$516</b>    |
| <b>Total Project Capital Costs</b>             | <b>\$4,473</b> | <b>\$15,406</b> | <b>\$15,675</b> | <b>\$1,787</b> | <b>\$232</b> | <b>\$37,572</b> |           |       | <b>\$37,572</b> |

## Project Cost Details

- 6,400 total underserved – 3,400 Choptank Members
- Total project \$37M
- Distribution construction \$30M
- Cost of customer installs and equipment ~ \$7M – Varies based on take rate (50% assumed)
- Choptank leverages existing backbone for cost savings
- Agree with CTC study – Choptank used actual historical construction costs for business model
- Third party conducted feasibility study

# The Three-Year Business Model



| 5 Year Capex and Investment Required (\$000's) |                |                 |                 |                |              |                 |           |       |                 |
|--|----------------|-----------------|-----------------|----------------|--------------|-----------------|-----------|-------|-----------------|
|  | Year 1         | Year 2          | Year 3          | Year 4         | Year 5       | Total           | Unit Cost | Units | Total           |
| Design and Engineering                         | \$1,694        | \$0             | \$0             | \$0            | \$0          | <b>\$1,694</b>  | \$2,746   | 617   | \$1,694         |
| Project & Construction Mgmt                    | \$145          | \$794           | \$728           | \$0            | \$0          | <b>\$1,667</b>  | \$2,702   | 617   | \$1,667         |
| Headend/Office Space                           | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$411,982 | 0     | \$0             |
| Field Network Equipment                        | \$1,009        | \$0             | \$0             | \$0            | \$0          | <b>\$1,009</b>  | \$168,090 | 6     | \$1,009         |
| Aerial Construction                            | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Underground Construction                       | \$1,222        | \$12,218        | \$11,200        | \$0            | \$0          | <b>\$24,640</b> | \$39,933  | 617   | \$24,640        |
| Contingency                                    | \$203          | \$651           | \$596           | \$0            | \$0          | <b>\$1,450</b>  | 5.0%      |       | <b>\$1,450</b>  |
| <b>Total Fiber Construction</b>                | <b>\$4,273</b> | <b>\$13,663</b> | <b>\$12,524</b> | <b>\$0</b>     | <b>\$0</b>   | <b>\$30,460</b> |           |       | <b>\$30,460</b> |
| Design and Engineering                         | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Project & Construction Mgmt                    | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| RAN Equipment                                  | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| FWA Construction                               | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Total Backhaul                                 | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$0       | 0     | \$0             |
| Contingency                                    | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | 0.0%      |       | \$0             |
| <b>Total FWA Construction</b>                  | <b>\$0</b>     | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>     | <b>\$0</b>   | <b>\$0</b>      |           |       | <b>\$0</b>      |
| <b>Total Construction</b>                      | <b>\$4,273</b> | <b>\$13,663</b> | <b>\$12,524</b> | <b>\$0</b>     | <b>\$0</b>   | <b>\$30,460</b> |           |       | <b>\$30,460</b> |
| Fiber Drop Construction                        | \$0            | \$1,332         | \$2,381         | \$1,306        | \$94         | <b>\$5,112</b>  | \$1,529   | 3,343 | \$5,112         |
| FWA CPE  | \$0            | \$0             | \$0             | \$0            | \$0          | <b>\$0</b>      | \$537     | 0     | \$0             |
| Subscriber Equipment                           | \$0            | \$305           | \$545           | \$299          | \$22         | <b>\$1,170</b>  | \$350     | 3,343 | \$1,170         |
| Contingency                                    | \$0            | \$82            | \$146           | \$80           | \$6          | <b>\$314</b>    | 5.0%      |       | <b>\$314</b>    |
| <b>Total Customer Equip &amp; Instal</b>       | <b>\$0</b>     | <b>\$1,718</b>  | <b>\$3,072</b>  | <b>\$1,685</b> | <b>\$121</b> | <b>\$6,596</b>  |           |       | <b>\$6,596</b>  |
| Other Capex                                    | \$200          | \$25            | \$79            | \$102          | \$111        | <b>\$516</b>    |           |       | <b>\$516</b>    |
| <b>Total Project Capital Costs</b>             | <b>\$4,473</b> | <b>\$15,406</b> | <b>\$15,675</b> | <b>\$1,787</b> | <b>\$232</b> | <b>\$37,572</b> |           |       | <b>\$37,572</b> |

## Partnership Details

- To meet three-year timeline – turnkey project
- Choptank will provide oversight and project management

# Choptank Preferred Model



## Partnership Details

- Beginning of each year – County determines funding goal
- Choptank plans and allocates resources based on anticipated support
- On average, \$1,000,000 = 200 actual connected customers not passings
- County would pay AFTER the connection is active
- Nominal up-front obligation by County
- Limited risk for County – County provides connection support only for actual connections

Questions?



**Choptank**  
*Fiber*



**Choptank Electric  
Cooperative**

A Touchstone Energy<sup>®</sup>  
Cooperative



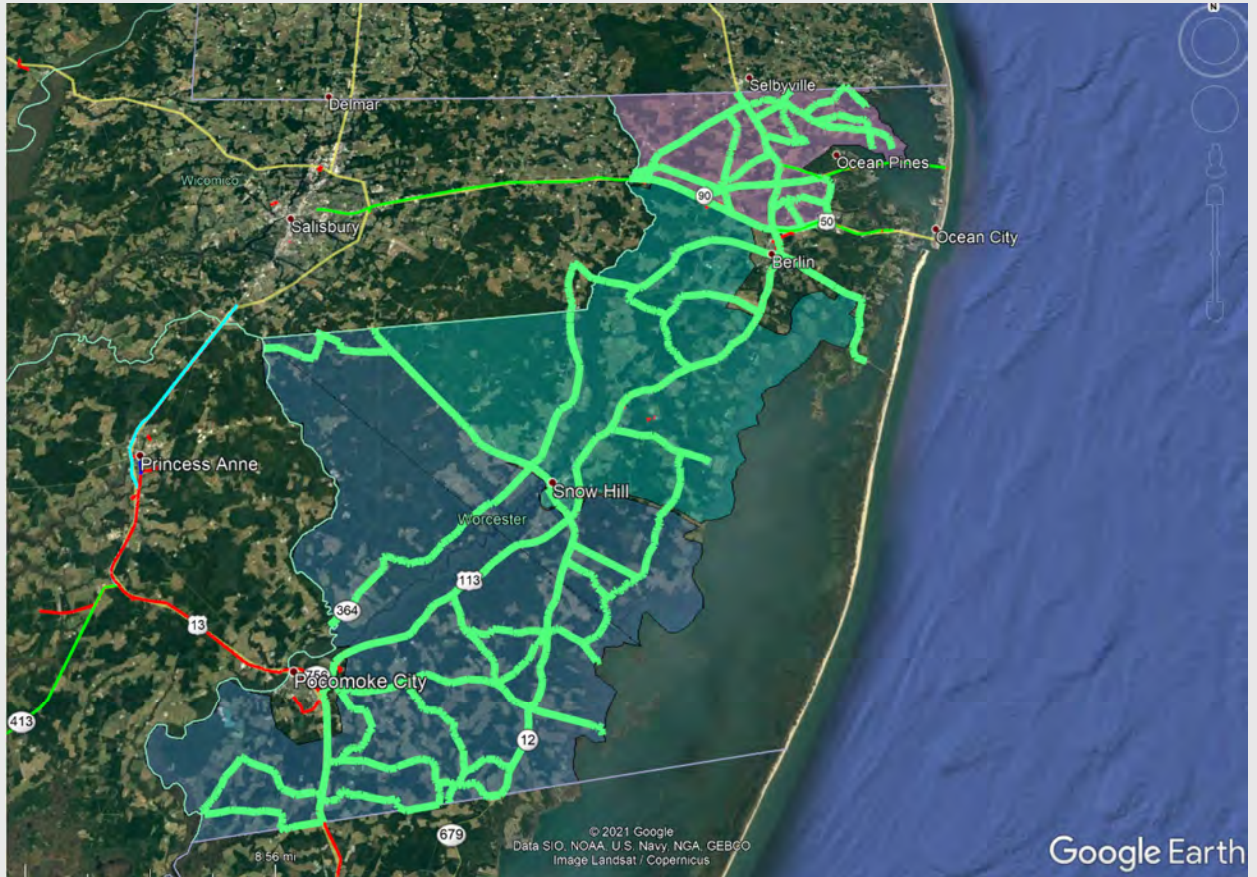
# WORCESTER COUNTY

Fiber Deployment  
April 6<sup>th</sup> 2021



# Talkie Fiber Path

- 366 Miles Backbone
- 630 Total Fiber Miles  
(not including house drops)



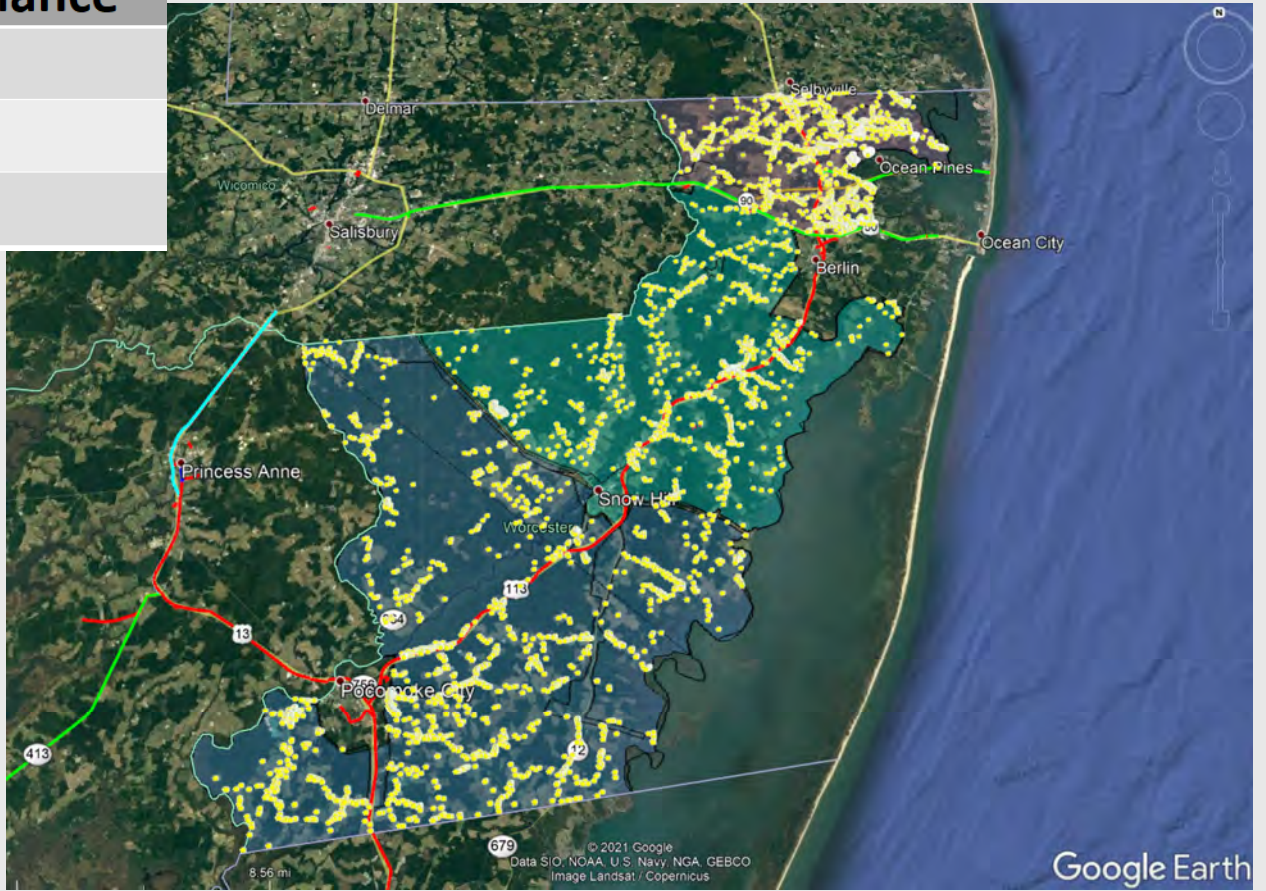
| Area     | Passings | Performance |
|----------|----------|-------------|
| North    | 3,313    | Gigabit     |
| Central  | 1,277    | Gigabit     |
| Southern | 1,560    | Gigabit     |

MDBC Backbone

(red)

Areas without Internet

(based on CTC Study)





- Year 1 Pink 2500 Homes
- Year 2 Yellow 2000 Homes
- Year 3 Green 1600 Homes

### First 6 months

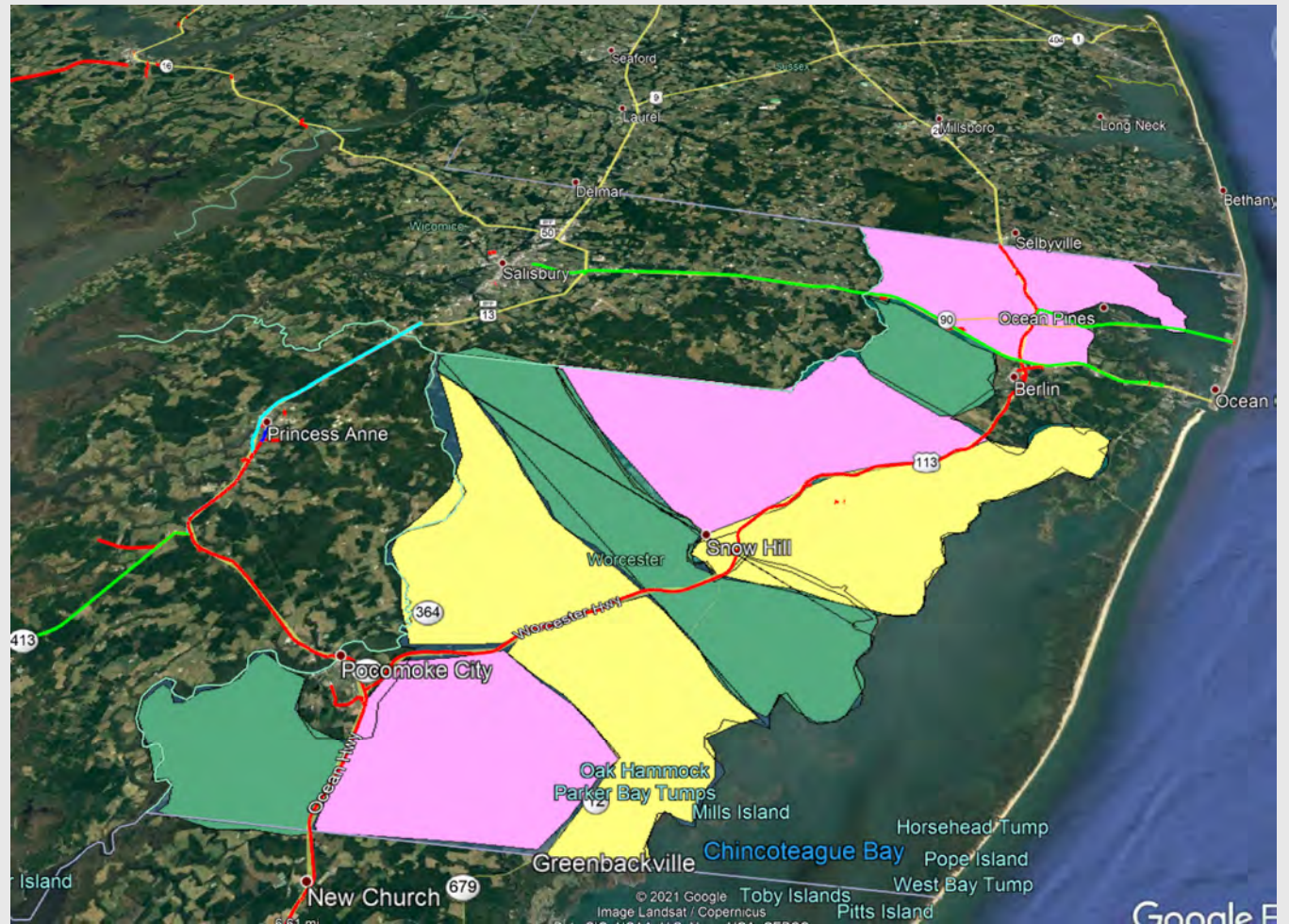
- 1) Purchase Building
- 2) Setup 2 Remote Cabinets & Build Out Central office
  - MDBC for Splice Points
- 3) Start the Permit Process
- 4) Start Construction

### Months 6- 18

- 1) Complete Pink Areas
- 2) Start Construction on Yellow Areas by Month 12

### Months 19- 36

- 1) Complete Yellow Areas
- 2) Start Construction on Green Areas by Month 19



**FTTP Deployment Schedule**



**Comments**

|                      | Year 1              | Year 2              | Year 3             | Total               |
|----------------------|---------------------|---------------------|--------------------|---------------------|
| Fiber                | \$2,990,010         | \$2,325,563         | \$1,328,893        | \$6,644,466         |
| Conduit              | \$1,495,005         | \$1,162,782         | \$664,447          | \$3,322,233         |
| Vault                | \$1,450,005         | \$1,127,782         | \$644,447          | \$3,222,233         |
| Construction         | \$17,940,058        | \$13,953,379        | \$7,973,359        | \$39,866,796        |
| Distribution Cabinet | \$118,800           | \$92,400            | \$52,800           | \$264,000           |
| Terminals            | \$359,213           | \$279,388           | \$159,650          | \$798,250           |
| Grants               | (\$1,000,000)       | (\$1,000,000)       | (\$1,000,000)      | (\$3,000,000)       |
| <b>Total</b>         | <b>\$23,353,090</b> | <b>\$17,941,292</b> | <b>\$9,823,596</b> | <b>\$51,117,978</b> |

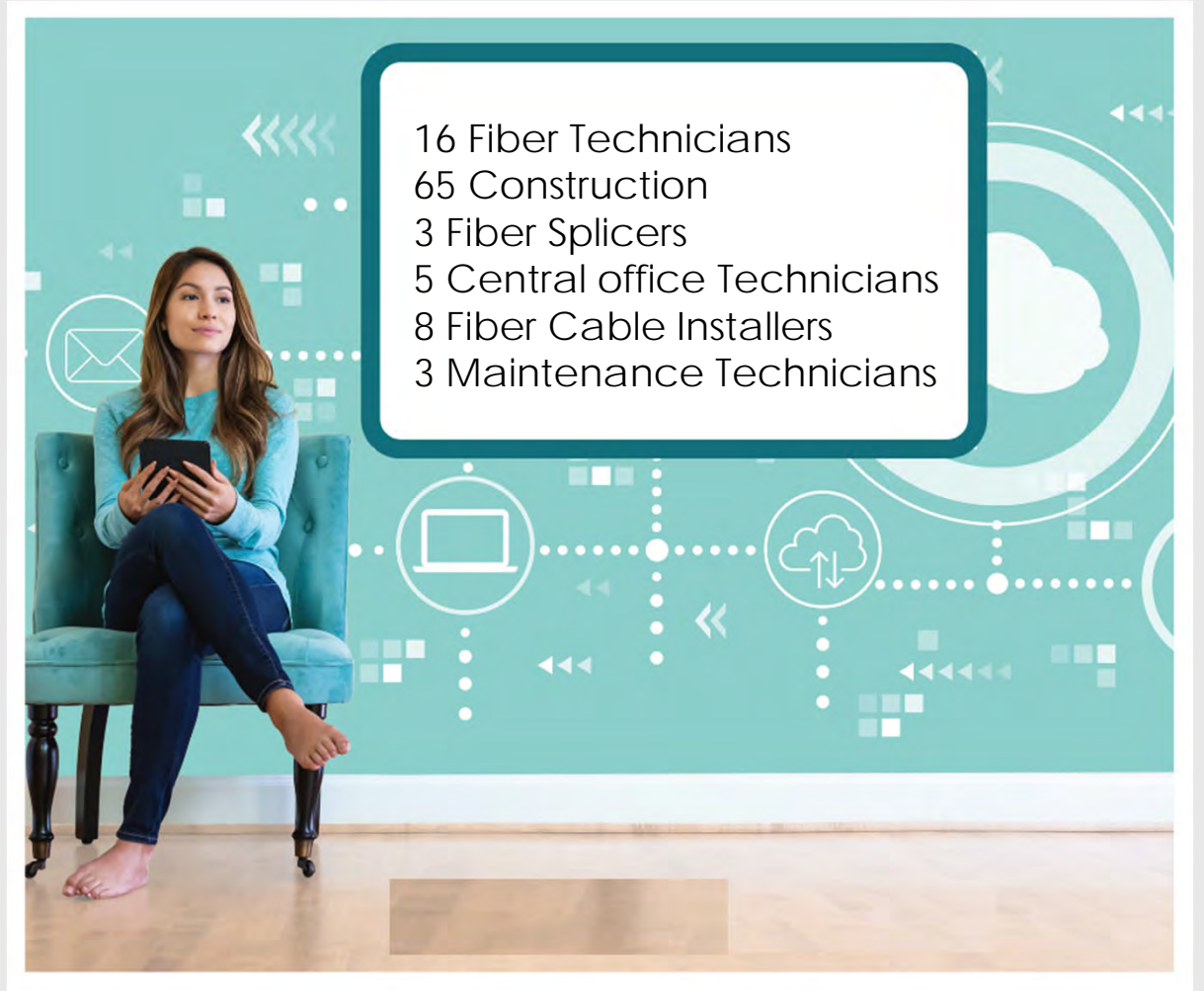
Talkie will pay for the CPE and home drops. No additional cost to the subscriber for long driveways / Farm lanes. Approximate cost \$5,850,000 Talkie will maintain at our cost the network, maintenance, repairs, support, miss utility tickets and customer support as well as upgrades

Talkie will provide service to government essential locations at no cost for 20 years. 12 Fibers will be allocated for county use along the backbone.



# Local Jobs

100 Total +  
Jobs Created



# Items not included in the budget to be paid by Talkie

## Startup expenses

- Buildout of the Central Office \$700,000
- 2 Remote Fiber Cabinets \$500,000
- 30 Ford Trucks \$1,050,000
- Customer Drops and CPE \$5,850,000
- Splice Cases \$94,500

## Yearly expenses

- Maintenance of Fiber Network \$400,000
- Miss Utility Locates \$120,000
- Equipment Replacement Fund \$190,000

Over 25 Years \$17,750,000 Cost to maintain the fiber network.  
Free Internet essential locations 20 Years. \$62,395 per location \$811,135



# Proposal

Talkie will build and maintain the Fiber network in 3 years or less with the assistance of county Funding. Talkie will own the Fiber Network and will maintain the network at our cost.

Talkie will lease the Dark Fiber.

12 Fiber's will be for county use.  
Value \$18,757,500 over 25 years

Talkie will provide Essential locations Gig internet at no cost for 20 years

Not limited to: Pocomoke Fire \* Pocomoke EMS \* Pocomoke Police \* Stockton Fire  
\* Girdletree Fire \* Berlin Fire \* Berlin Police \* Newark Fire \* Showell Fire \* Snow Hill Police  
\* Snow Hill Fire \* Ocean Pines Police \* Ocean Pines Fire

DOIT Rates as of 2019. \$150.00 per mile + \$250 Annual  
Maintenance Cost Per Mile

100% of the residents on the CTC Study Will be  
eligible for service after the 3 year construction is complete.  
Construction will start in 30 Days after funding.





DEPARTMENT OF  
INFORMATION TECHNOLOGY

## Worcester County

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

To: Weston Young

From: Brian Jones, IT Director

Re: Formation of Broadband Committee

Date: April 12, 2021

---

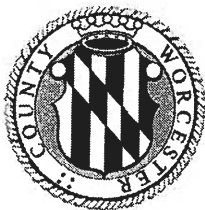
At the request on the Commissioners to form a Broadband Committee, I am recommending the following professionals to represent this committee.

| <u>Name</u>     | <u>Title</u>           | <u>Email Address</u>   | <u>Phone number</u> |
|-----------------|------------------------|--|---------------------|
| Brian Jones     | Director of IT-WC      | <a href="mailto:bjones@co.worcester.md.us">bjones@co.worcester.md.us</a>           | 410-726-5823        |
| Jennifer Keener | Asst. Dir. Of DRP      | <a href="mailto:jkeener@co.worcester.md.us">jkeener@co.worcester.md.us</a>         |                     |
| Kelly Henry     | GIS Manager            | <a href="mailto:khenry@co.worcester.md.us">khenry@co.worcester.md.us</a>           |                     |
| Mike Hutchinson | Public Works           | <a href="mailto:mhutchinson@co.worcester.md.us">mhutchinson@co.worcester.md.us</a> | 443-365-3931        |
| Frank Adkins    | Roads                  | <a href="mailto:fadkins@co.worcester.md.us">fadkins@co.worcester.md.us</a>         |                     |
| Melanie Pursel  | Dir of Econ Dev        | <a href="mailto:mpursel@co.worcester.md.us">mpursel@co.worcester.md.us</a>         | 410-430-8776        |
| James Hamilton  | Asst Dir of Emer Svcs. | <a href="mailto:jhamilton@co.worcester.md.us">jhamilton@co.worcester.md.us</a>     | 443-783-0671        |
| Devon Singer    | Dir of IT-BOE          | <a href="mailto:desinger@worcesterk12.org">desinger@worcesterk12.org</a>           | 703-477-9047        |
| Andre' Demattia | Talkie                 | <a href="mailto:andre.demattia@talkiefiber.com">andre.demattia@talkiefiber.com</a> | 240-538-1609        |
| Steve Crawford  | Skyline                | <a href="mailto:scrawford@skyline.net">scrawford@skyline.net</a>                   | 443-974-7829        |

### **Suggestions:**

Three County Commissioners  
Choptank COOP Representatives  
Board of Education  
Member of AGH  
Citizen(s) of unserved areas  
Tri County Council Representatives  
Local Area Chamber of Commerce Representatives

**Mission of committee:** To work with our chosen contractor (Talkie) to bring fiber-based broadband throughout the county. Seek out federal and state grants and bring forth local funding recommendations to Commissioners.



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 23, 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: Harold L. Higgins, Chief Administrative Officer  
Kathy Whited, Budget Officer *Kathy*  
RE: Notice of a Proposed Real Property Tax Increase (Constant Yield Advertisement)

The following draft advertisement is submitted for your consideration of a proposed Real Property Tax Increase (Constant Yield Advertisement). The State Department of Assessments and Taxation has been sent this draft to approve for the required advertisement with a tax increase that would retain the current real property tax rate, which is greater than the constant yield rate. The language for the constant yield advertisement is established by State Code (Tax-Property Article, § 6-308) and must appear in the newspapers as written during the week of April 22, 2021. Additional language is now allowed due to COVID-19 and the proposal for holding public hearings through video/audio conferences, email and written comments. The Constant Yield Tax Rate notice gives property owners' the opportunity to be heard on the issue of real property tax rates before they are final.

The Proposed Real Property Tax Increase advertisement states the following:

- In FY2022 the real property assessable base will increase as outlined by Part 1 and Part 2 of the notice.
- Part 3 of the notice indicates the real property tax increase could be \$0.8374 to offset the increasing assessments. This is the constant yield tax rate.
- Part 4 of the notice proposes to adopt and maintain the real property tax rate of \$.845 which is 0.9% higher than the constant yield tax rate and will generate \$1,242,733 in additional real property tax revenues.

With the proposal that the Constant Yield Advertisement reflect the current real property tax rate of \$.845 this would therefore NOT ALLOW the County to increase the rate higher than \$.845 per \$100 of assessment for real property. We are available for any questions you may have.

Attached please find copies of the following:

Page 2 Constant Yield advertisement  
Page 4 2021 Constant Yield Tax Rate Certification

Kjw\H:\FY22 Budget\FY22 Constant Yield Ad\Constant yield tax rate comm memo.docx

## WORCESTER COUNTY NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE


The Board of County Commissioners of Worcester County proposes to increase real property taxes.

1. For the tax year beginning July 1, 2021, the estimated real property assessable base will increase by 0.9% from \$16,218,337,542 to \$16,365,406,574.

2. If Worcester County maintains the current tax rate of \$0.845 per \$100 of assessment, real property tax revenues will increase by 0.9% resulting in \$1,242,733 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.8374, the constant yield tax rate.

4. The County is considering not reducing its real property tax rate enough to fully offset increasing assessments. The County proposes to adopt a real property tax rate of \$0.845 per \$100 of assessment. This tax rate is 0.9% higher than the constant yield tax rate and will generate \$1,242,733 in additional real property tax revenues.

 A public hearing on the proposed real property tax rate increase will be held at 7:00 P.M., on Tuesday, May 4, 2021 at the Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863.

Due to the COVID-19 pandemic and social distancing considerations, the number of attendees in the room may be limited. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194.

The meeting will also be streamed live on the County website at <https://worcestercountymd.swagit.com/live>.



The hearing is open to the public and public testimony is encouraged. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at [wchearing@co.worcester.md.us](mailto:wchearing@co.worcester.md.us) or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 3, 2021 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

All commenters must identify themselves by their full name and address to be included in the public record. Written comments received by the deadline will be read into the record by Worcester County staff during the public comment portion of the meeting.

Persons with questions or wanting additional information regarding this hearing may call (410) 632-1194.

## State of Maryland

Department of Assessments and Taxation

February 14, 2021

**2021 Constant Yield Tax Rate Certification**

Taxing authority: **Worcester  
County**

|    |            |                                       |    |                    |
|----|------------|---------------------------------------|----|--------------------|
| 1  | 1-Jul-2020 | Gross assessable real property base   | \$ | 16,361,540,340     |
| 2  | 1-Jul-2020 | Homestead Tax Credit                  | -  | <u>143,202,798</u> |
| 3  | 1-Jul-2020 | Net assessable real property base     |    | 16,218,337,542     |
| 4  | 1-Jul-2020 | Actual local tax rate (per \$100)     | x  | <u>0.8450</u>      |
| 5  | 1-Jul-2020 | Potential revenue                     | \$ | 137,044,952        |
| 6  | 1-Jul-2021 | Estimated assessable base             | \$ | 16,624,627,524     |
| 7  | 1-Jan-2021 | Half year new construction            | -  | 30,145,550         |
| 8  | 1-Jul-2021 | Estimated full year new construction* | -  | 32,637,000         |
| 9  | 1-Jul-2021 | Estimated abatements and deletions**  | -  | <u>196,438,400</u> |
| 10 | 1-Jul-2021 | Net assessable real property base     | \$ | 16,365,406,574     |
| 11 | 1-Jul-2020 | Potential revenue                     | \$ | 137,044,952        |
| 12 | 1-Jul-2021 | Net assessable real property base     | +  | 16,365,406,574     |
| 13 | 1-Jul-2021 | Constant yield tax rate               | \$ | <u>0.8374</u>      |

Certified by



Director

\* Includes one-quarter year new construction where applicable.

\*\*Actual + estimated as of July 1, 2021, including Homestead Tax Credit.  
Form CYTR #1

**WORCESTER COUNTY  
NOTICE OF PUBLIC HEARING  
FY 2022 REQUESTED OPERATING BUDGETS**

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2022 Operating Budgets as requested by the Agencies and Departments which are funded by the Worcester County Commissioners. Due to the COVID-19 pandemic and social distancing considerations, the number of attendees in the room may be limited. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at [wchearing@co.worcester.md.us](mailto:wchearing@co.worcester.md.us) or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 3, 2021 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. All commenters must identify themselves by their full name and address to be included in the public record. Written comments received by the deadline will be read into the record by Worcester County staff during the public comment portion of the meeting. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**7:00 P.M., Tuesday, May 4, 2021  
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD**

General Fund requested expenditures exceed available revenues (based upon current tax rates) by \$8,013,513. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the requested budgets are available for public inspection on the Worcester County website at [www.co.worcester.md.us](http://www.co.worcester.md.us).

| <b>GENERAL FUND REQUESTED EXPENDITURES</b>             |                  |  |                             |
|--|------------------|--|-----------------------------|
|  | Requested Budget |  | Requested Budget            |
| Board of Education:                                    |                  |  |                             |
| Operating Expenses                                     | \$ 96,734,075    | Library  | 2,794,287                   |
| Debt Payments to be paid on behalf                     | 12,469,356       |  |                             |
| Boat Landings  | 387,155          | Maintenance  | 1,397,168                   |
| Circuit Court  | 1,345,533        | Mosquito Control   | 225,083                     |
| Commission On Aging                                    | 1,603,783        | Natural Resources  | 510,254                     |
| County Administration                                  | 1,014,806        | Orphan's Court   | 28,900                      |
| Debt Service (less Education Debt)                     | 1,218,575        | Other General Government   | 2,757,069                   |
| Development Review & Permitting                        | 1,907,524        | Other General Government:<br>(State Dept. of Assessment Operating Exp) | 662,528                     |
| Economic Development                                   | 367,927          | Parks  | 1,093,181                   |
| Elections  | 1,267,156        | Public Works Administration  | 564,056                     |
| Emergency Services                                     | 3,809,561        | Recreation   | 2,321,627                   |
| Environmental Programs                                 | 1,544,806        | Recreation & Culture   | 100,001                     |
| Extension Office                                       | 206,217          | Recycling  | 863,987                     |
| Fire Marshal   | 575,855          | Roads  | 4,024,926                   |
| Grants to Towns  | 7,153,591        | Sheriff  | 9,741,098                   |
| Health Department                                      | 5,676,975        | Social Service Groups  | 1,103,768                   |
| Homeowner Convenience Centers                          | 805,980          | State's Attorney   | 1,707,745                   |
| Human Resources  | 488,316          | Taxes Shared w/ Towns  | 2,642,357                   |
| Information Technology                                 | 557,847          | Tourism  | 1,298,131                   |
| Insurance & Benefits:<br>(Includes OPEB-all employees) | 23,375,170       | Treasurer  | 1,237,130                   |
| Interfund Transfer Out - Reserve Fund                  | 520,300          | Vol. Fire Co. & Ambulance Co.  | 8,402,603                   |
| Jail   | 9,568,071        | Wor-Wic Community College  | 2,530,242                   |
| <b>TOTAL REQUESTED EXPENDITURES</b>                    |                  |  | <b><u>\$218,604,720</u></b> |

# ITEM 17

| <b>GENERAL FUND ESTIMATED REVENUES</b> |                         |  |                             |
|--|-------------------------|--|-----------------------------|
|  | <b>Requested Budget</b> |  | <b>Requested Budget</b>     |
| Property Taxes                         | \$ 148,203,984          | Licenses & Permits                             | 2,404,376                   |
| Income Taxes                           | 30,000,000              | Charges for Services                           | 2,942,095                   |
| Other Local Taxes                      | 16,811,000              | Fines & Forfeits                               | 29,000                      |
| State Shared                           | 2,469,458               | Interest                                       | 200,000                     |
| Federal Grants                         | 532,473                 | Misc/Sale of Assets/& Other                    | 358,843                     |
| State Grants                           | 4,139,878               | Transfers In – Casino/Local Impact Grant Funds | 2,500,100                   |
| <b>TOTAL ESTIMATED REVENUES</b>        |                         |  | <b><u>\$210,591,207</u></b> |

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 17

\$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

- 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 17

- 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<br>Requested<br>Budget | FY2021<br>Approved<br>Budget | Dollar<br>Variance<br>+/- 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:

1. 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.
2. 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<br>Estimate    | FY2021<br>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<br>Request | FY2021<br>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 17

|  | FY2022<br>Request | FY2021<br>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        |
|  | <b>1,707,745</b>  | <b>1,531,857</b>   | <b>175,888</b>      | <b>11%</b> |
| <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        |
|  | <b>1,237,130</b>  | <b>1,189,749</b>   | <b>47,381</b>       | <b>4%</b>  |
| <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        |
|  | <b>1,267,156</b>  | <b>1,054,533</b>   | <b>212,623</b>      | <b>20%</b> |
| <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        |
|  | <b>488,316</b>    | <b>458,719</b>     | <b>29,597</b>       | <b>6%</b>  |
| <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        |
|  | <b>1,907,524</b>  | <b>1,813,969</b>   | <b>93,555</b>       | <b>5%</b>  |
| <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        |
|  | <b>1,544,806</b>  | <b>1,432,623</b>   | <b>112,183</b>      | <b>8%</b>  |

# ITEM 17

|                                 | FY2022<br>Request | FY2021<br>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 17

|                                       | FY2022<br>Request | FY2021<br>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 17

|                                  | FY2022<br>Request | FY2021<br>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 17

|  | FY2022<br>Request | FY2021<br>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 17

|                                 | FY2022<br>Request     | FY2021<br>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%       |

## 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%     |
| INT/PEN - Interest & Penalties                               |   |                           |                     |             |            |
| 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%     |
| FINES - Fines & Forfeitures                                  |   |                           |                     |             |            |
| 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%     |
| MISC - Miscellaneous   |   |                           |                     |             |            |
| 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%     |

## 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>   |

REVENUES

| REVENUE SOURCE                                  | APPROVED<br>FY 21    | REQUESTED<br>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 17

## 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<br>FY 21       | ESTIMATED<br>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