

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

July 17, 2018

Item

- 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session
- 9:01 - Closed Session: Discussion regarding hiring a Document Imager III and an Accounting Clerk II for the Treasurer's Office, and a Bailiff for Circuit Court; posting to fill vacancies for an Emergency Management Planner, hiring a Communications Manager for Emergency Services; discussing a personnel disciplinary matter; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:05 - Presentation of Commendations to Worcester County Government Retirees 1
- 10:10 -
- 10:20 - Chief Administrative Officer: Administrative Matters 2-15
(Award of Bids for Housing Rehabilitation Projects in Bishopville and Pocomoke City area; Bid specifications for housing rehabilitation and lead paint risk reduction on a home in the Snow Hill area; 2012 Housing Rehabilitation Program Close-Out Agreement; FY19 Health Department Unified Funding Document; FY19 Core Public Health Services Funding Agreement; Memorandum of Understanding with Peninsula Regional Medical Center for Wellness Van; FY19 Grant Application for Pretrial Services Program at the County Jail; Out-of-State Travel Request for Fire Marshal Staff; State Homeland Security Grant Sub-Recipient Agreement; Engineering Consultant Proposal for Completion of P25 Radio System Project; Findings of Fact and Resolution Approving the Floodplain Construction Variance Request at 12242 Greenridge Lane; Updated Financial Management Rules and Procedures; Considering Appointments to fill Current Vacancies on County Boards and Commissions; and potentially other administrative matters)
- 10:30 -
- 10:40 -
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press

Lunch

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

July 3, 2018

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

Following a motion by Commissioner Bertino, seconded by Commissioner Lockfaw, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (8) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: transferring and promoting Judy LoBianco from Office Assistant III within the Roads Division of Public Works to Office Assistant IV within County Administration; hiring Eric Tomlinson as a Maintenance Worker I within the Water and Wastewater Division of Public Works; transferring Kyle Abell from Animal Control Officer within the Sheriff's Office to Mosquito Control Foreman Trainee within Public Works; hiring Ashley Clark as a Communication Clerk Trainee and Monica Dietz as a Communications Clerk II and transferring Katelyn Selby from Communications Clerk I to Office Assistant III within Emergency Services; promoting Latoya Everett from Sergeant to Lieutenant within the County Jail; posting to fill vacancies for a Correctional Officer Trainee at the Jail, part-time Document Imager III for the Treasurer's Office, and Roads Foreman for the Roads Division of Public Works; approving a temporary Software Contractor for the Treasurer's Office; acknowledging the hiring of Daniel Tarr and Nicholas Leonard as School Resource Deputies and the rehiring of retired Lieutenant Mike Bowen as a part-time Court Deputy within the Sheriff's Office; receiving legal advice from counsel; and performing administrative functions.

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

The Commissioners reviewed and approved the open and closed session minutes of their June 19, 2018 meeting as presented.

Pursuant to the request of Library Director Jennifer Ranck and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved the revised quote from Mr.

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Meticulous Cleaning Services, Inc. of Salisbury, Maryland to provide cleaning services for the new Berlin Branch Library at \$147.75 per visit. This reflects an increase from the current contract cost of \$51.96 per visit, and this increase reflects the costs associated with cleaning the larger facility. Ms. Ranck advised that the new contract quote exceeds FY19 funding of \$22,000 by \$1,031, with the overage to be covered by cutting site expenses in other areas or perhaps reducing the frequency of cleaning visits if necessary.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for soliciting West Ocean City commercial boat slip leases.

In response to the written request by Ocean City Public Works Director Hal Adkins and the recommendation of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to waive the Critical Area Bond Requirement associated with the Town of Ocean City's runway 14-32 rehabilitation and addition project and other airport projects, with town officials to provide mitigation (shrubs and small tree plantings) on project property located within the Atlantic Coastal Bays Critical Area in accordance with the Atlantic Coastal Bays Critical Area Law.

Pursuant to the request of Emergency Services Director Fred Webster and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized staff to apply for Emergency Numbers Systems Board funding of \$166,718.89 to complete telephone fiber upgrades to 911 services within Emergency Services to provide redundancy and resiliency to Public Safety Answering Point Connectivity from Verizon, with fiber conduit provided by Skyline Technology Solutions and equipment provided by Carousel Industries.

Pursuant to the request of Mr. Webster and upon a motion by Commissioner Elder, the Commissioners unanimously approved the no-cost 5th amendment to the System Purchase Agreement for 800 MHZ P25 Radio System Migration to delete certain Harris-provided training courses and to add the replacement of equipment to connect the County's paging transmitters that are used for alerting fire and emergency medical service (EMS) personnel, as well as pre-construction engineering services to replace the communications shelter located on the Snow Hill water tower property, at the total agreement price of \$5,340,175.16.

The Commissioners met with Development Review and Permitting Director Ed Tudor to discuss the Town of Pocomoke City's proposed Annexation Resolution No. 01-2018. Mr. Tudor informed the Commissioners that, by virtue of the above-referenced Annexation Resolution, the Town of Pocomoke City is proposing to annex approximately 5.5 acres located on the easterly side of U.S. Rt. 13 to the south of the junction with Sheephouse Road and identified on Tax Map 92 as Parcel 13, Lot 1. Mr. Tudor stated that the property proposed for annexation is zoned C-2 General Commercial District, and the town is proposing to rezone the property to B-2 Commercial zoning upon annexation. He advised that, while some of the town's documents refer to the property as Lot 2, the Annexation Plat and Legal Description show it to be Lot 1. He concluded that the proposed annexation is consistent with the land uses recommended by the

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County Comprehensive Plan and with existing zoning and land use in the area; therefore, no further action is required on the part of the County Commissioners. Following some discussion and upon a motion by Commissioner Lockfaw, the Commissioners unanimously agreed to send a letter to the Town of Pocomoke City concurring with the rezoning upon annexation of the subject property.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to schedule a public hearing for August 7, 2018 to consider a sectional rezoning of appropriate properties in the area of Ayres Creek, MD Rte. 611, MD Rte. 376, and the South Point Road Neighborhood from E-1 Estate District to R-1 Rural Residential District, as recommended by the Comprehensive Plan. The Commissioners further agreed to advertise the sectional rezoning in local newspapers and not to send individual notification to property owners, since such notification is not required for sectional rezonings. Mr. Tudor explained that the Planning Commission considered the rezoning in conjunction with four prior rezoning cases in these areas and more recently at their March 8, April 5, and May 10, 2018 meetings. He stated that the proposed sectional rezoning received a favorable recommendation from the County Planning Commission.

Pursuant to the recommendation of Public Works Director John Tustin in response to a request by Stephen Decatur High School (SDHS) Cross Country Coach Joseph Stigler and Principal Thomas Zimmer and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized the SDHS Cross Country Team to use the Berlin Landfill from early September through mid-October 2018 for cross country training and as part of their home cross country course on Wednesdays when the Homeowner Convenience Center is closed. Mr. Tustin advised that the team has utilized a portion of the capped and closed Berlin landfill mound in a very limited capacity and under tightly controlled circumstances in the past, and there is very little disruption to the surrounding neighborhood. Training and meets are supervised at all times to protect the landfill facility, and no smoking is allowed by spectators during meets.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded the best bid for generator preventative maintenance services for generators operated by various County Departments to Fidelity Power Systems of Seaford, Delaware at a total annual cost of \$35,550 for a period of three years to July 2, 2021. Mr. Tustin advised that the low bidder, J&M Generator Service, LLC of Salisbury, Maryland, with a low bid of \$35,471, has only two employees and two rental generators available, which he felt was not sufficient to serve the needs of the County in an emergency, while Fidelity Power Systems has a staff of 60 factory-trained service technicians throughout Maryland.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved Change Orders No. 1, 2, and 3 for construction of Central Landfill facility Cell 5, with Allen Myers, as proposed by Project Manager EA Engineering, Science, and Technology, Inc. of Ocean Pines, Maryland as follows: 1 - an additional cost of \$2,662.25 for concrete structure water proofing; 2 - a credit of \$195,584.48 for using alternate

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geocomposite materials; and 3, a credit of \$140.45 for using an alternate air release valve. Mr. Tustin advised that these changes will result in a net credit of \$193,062.68 for a new total contract price of \$11,534,707.32 and includes a no-cost extension of 14 calendar days to complete the contract due to weather delays in January 2018.

The Commissioners reviewed bid recommendations for the purchase of one tri-axle dump truck for the Solid Waste Division of Public Works. Upon a motion by Commissioner Mitrecic, the Commissioners unanimously rejected the late bid from Delmarva Kenworth of Dover, Delaware, which was received one minute after the 1:00 p.m. bid deadline on Tuesday, May 29, 2018. Upon a subsequent motion by Commissioner Mitrecic, the Commissioners voted 6-1, with Commissioner Elder voting in opposition, to award the low bid for the purchase of one new Western Star 4900SB triaxle dump truck for the Solid Waste Division to Western Star Trucks of Delmarva, LLC of Mardela Springs, Maryland at a total delivered cost of \$159,714.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved bid specifications for the purchase of a forklift for the Water and Wastewater Division of Public Works. Mr. Tustin advised that \$75,000 is available within the FY19 budget for this purchase.

The Commissioners met with Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan to review a request from Hugh Cropper, IV, attorney for GCR Development Property (Paul Abu-Zaid, Managing Member) for allocation of 27 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve a proposed hotel on an undeveloped, 3.45-acre parcel on the west side of Golf Course Road just north of Sunset Avenue in West Ocean City and identified on Tax Map 27 as Parcel 702. Mr. Shannahan advised that the subject property is currently zoned C-2 General Commercial, and designated S-1 (designated for sewer service within 2 years) in the County Water and Sewerage Plan, though this does not guarantee any service or obligate the provision of services in that time frame. He stated that, if the EDU allocation request is approved, the applicant will also be required to connect to the Mystic Harbour water system to serve the hotel and to purchase additional water EDUs to supplement the 20 water EDUs currently assigned to the property. He further noted that, given the extent of tidal and non-tidal wetlands on this property and the proposed separation of the parking lot from the hotel, the Sewer Committee suggests that the EDU allocation be contingent upon approval of all wetland and wetland buffer impacts, as well as site plan approval by the Planning Commission. Mr. Shannahan advised that 251 remaining EDUs are available in Area 1 (north of the airport) as follows: 114 EDUs - Infill and Intensification; 80 EDUs - Vacant or Multi-Lot properties; 17 EDUs - Single Family Dwellings; and 40 EDUs - Commercial. He advised that the Sewer Committee recommended that either the Infill and Intensification or the Commercial allocation would be the appropriate categories from which to consider assigning these EDUs.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved Option 1, as outlined by the Sewer Committee, to allocate 27 EDUs of sewer service from Area 1 to serve the GCR Development, LLC property, with EDU's allocated from the Infill and Intensification category, contingent upon approval of all the wetland and wetland buffer impacts

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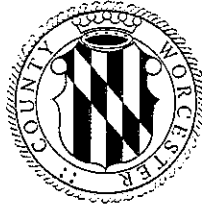
as well as site plan approval by the Planning Commission.

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Elder, the Commissioners unanimously voted to meet in closed session at 10:31 a.m. in the Commissioners' Conference Room to discuss legal matters permitted under the provisions of Section 3-305(b)(7), and (8) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; and Kim Moses, Public Information Officer. Topics discussed and actions taken included: receiving legal advice from counsel; and performing administrative functions.

The Commissioners adjourned to meet again on July 17, 2018.

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CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

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OFFICE OF THE
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GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, Corporal Charles L. Bryant has contributed 10 years of dedicated service to Worcester County Government where he began his career on October 27, 2008; and

WHEREAS, Corporal Bryant played an integral role as a Correctional Officer within the Worcester County Jail. His expertise and experience have been instrumental in the overall management of the Jail.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Corporal Charles L. Bryant** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

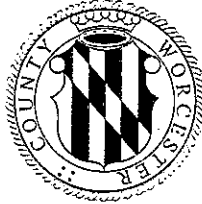
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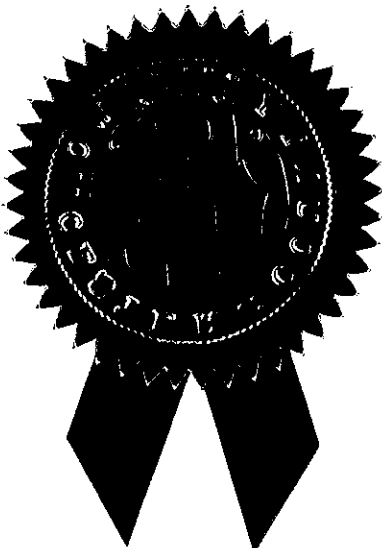
COMMENDATION

WHEREAS, Corporal Roger Moore has contributed 14 years of dedicated service to Worcester County Government where he began his career on September 24, 2004; and

WHEREAS, Corporal Moore played an integral role as a Correctional Officer within the Worcester County Jail. His expertise and experience have been instrumental in the overall management of the Jail.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Corporal Roger Moore** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

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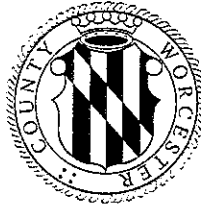
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COMMENDATION

WHEREAS, Sergeant John R. Shenton has contributed 17 years of dedicated service to Worcester County Government where he began his career on October 19, 2000; and

WHEREAS, Sergeant Shenton played an integral role as a Correctional Officer, and his expertise and experience have been instrumental in the overall management of the Worcester County Jail.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Sergeant John R. Shenton** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

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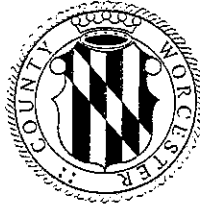
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COMMENDATION

WHEREAS, Thomas F. Baker has contributed 13 years of dedicated service to Worcester County Government where he began his career on March 15, 2004; and

WHEREAS, Mr. Baker played an integral role as a Roads Worker IV within the Roads Division of Public Works. His expertise and experience have been instrumental in the overall management of the Roads Division.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Thomas F. Baker** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

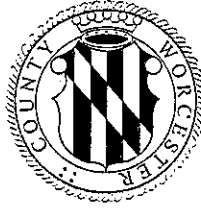
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COMMENDATION

WHEREAS, Corporal Rodney Mattei has contributed 22 years of service with the Worcester County Sheriff's Office, where he began his career in November 1996; and

WHEREAS, Corporal Mattei's expertise and experience has been instrumental in helping the Worcester County Sheriff's Office fulfill its mission to protect and serve and, thereby, enhance the quality of life enjoyed by both residents and visitors in the community.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Corporal Rodney Mattei** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

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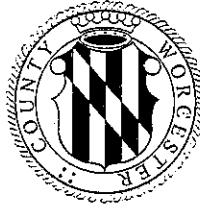
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COMMENDATION

WHEREAS, Lieutenant Michael Bowen contributed 29 years of service with the Worcester County Sheriff's Office, where he began his career on January 20, 1989; and

WHEREAS, Lt. Bowen's expertise and experience has been instrumental in helping the Worcester County Sheriff's Office fulfill its mission to protect and serve and, thereby, enhance the quality of life enjoyed by both residents and visitors in the community.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Lieutenant Michael Bowen** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

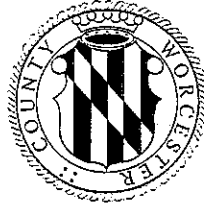
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COMMENDATION

WHEREAS, Susan P. Rantz, Chief Animal Control Officer, has contributed 38 years of outstanding service to the Animal Control Division of the Worcester County Sheriff's Office, where she began her career as an Animal Control Officer on June 13, 1979. She has served Worcester County as the Chief Animal Control Officer since 2007; and

WHEREAS, Ms. Rantz has played an instrumental role in promoting programs and services that support adoption, protect and promote animal welfare and public health through strong educational campaigns and outreach initiatives, and strengthen ties between Worcester County Animal Control and the public.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby recognize **Susan P. Rantz** for all that she has added to the quality of life in Worcester County and wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



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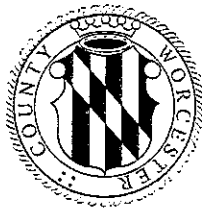
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21863-1195

COMMENDATION

WHEREAS, Deborah S. Carman has contributed 32 years of dedicated service to Worcester County Government where she began her career on May 28, 1985; and

WHEREAS, Ms. Carman played an integral role as a Communications Clerk II, and her expertise and experience have been instrumental in the overall management of Emergency Services.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Deborah S. Carman** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

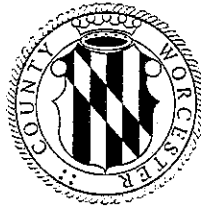
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Worcester County

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

COMMENDATION

WHEREAS, Rita Campbell has contributed 18 years of dedicated service to Worcester County Government where she began her career on October 19, 2000; and

WHEREAS, Ms. Campbell played an integral role as a Development Review and Permitting (DRP) Specialist II within DRP. Her expertise and experience have been instrumental in the overall management of DRP.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Rita Campbell** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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21863-1195

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

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

COMMENDATION

WHEREAS, Patti Ruark Fentress has contributed 19 years of dedicated service to the Worcester County Library where she began her career on November 22, 1999; and

WHEREAS, Ms. Fentress played an integral role as a Branch Manager II within the Ocean Pines Branch of the Worcester County Library. Her expertise and experience have been instrumental in the overall management of the Ocean Pines Branch.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Patti Ruark Fentress** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

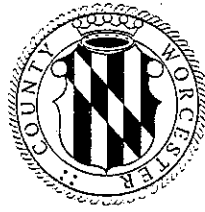
Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

Citizens and Government Working Together



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

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JOSEPH M. MITRECIC

OFFICE OF THE
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Worcester County
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SNOW HILL, MARYLAND
21863-1195

COMMENDATION

WHEREAS, Tammy L. Mattei has contributed 19 years of dedicated service to Worcester County Government where she began her career on November 8, 1999; and

WHEREAS, Ms. Mattei played an integral role as an Accounting Clerk III within the Treasurer's Office. Her expertise and experience have been instrumental in the overall management of the Treasurer's Office.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Tammy L. Mattei** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

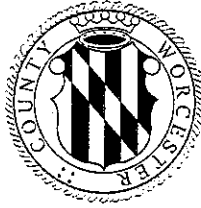
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
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SNOW HILL, MARYLAND

21863-1195

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

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MADISON J. BUNTING, JR.
JAMES C. CHURCH
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

COMMENDATION

WHEREAS, Jean D. Miller has contributed 28 years of dedicated service to Worcester County Government where she began her career on March 28, 1990; and

WHEREAS, Ms. Miller played an integral role as the Supervisor within the Document Imaging Division of the Treasurer's Office. Her expertise and experience have been instrumental in the overall management of the Document Imaging Division.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jean D. Miller** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

Citizens and Government Working Together





COMMISSIONERS
DIANA PURNELL, PRESIDENT
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MADISON J. BUNTING, JR.
JAMES C. CHURCH
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

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

COMMENDATION

WHEREAS, Deborah Keitt has contributed 29 years of dedicated service to Worcester County Government where she began her career on April 24, 1989; and

WHEREAS, Ms. Keitt played an integral role as an Office Assistant III within the Tourism Department. Her expertise and experience have been instrumental in the overall management of Tourism.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Deborah Keitt** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

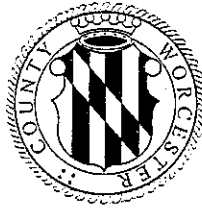
Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

Citizens and Government Working Together



OFFICE OF THE
COUNTY COMMISSIONERS

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

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JOSEPH M. MITRECIC

Worcester County

GOVERNMENT CENTER
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SNOW HILL, MARYLAND
21863-1195

COMMENDATION

WHEREAS, Diane Downing has contributed 39 years of dedicated service to Worcester County Government where she began her career on March 1, 1979; and

WHEREAS, Ms. Downing played an integral role as an Office Assistant III within County Administration. Her expertise and experience have been instrumental in the overall management of County Administration.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Diane Downing** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 17th day of July, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



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

2

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners

CC: File

From: Jo Ellen Bynum *JEB*

Date: 7/10/2018

Re: Bid Recommendation

A bid opening was held recently for the rehabilitation of a single family home in the Bishopville area. Bids were received from two licensed contractors as follows:

Colossal Contractors- \$18,967.50 (p. 3)

Poseidon Plumbing & Home Services- \$ 9,865.00 - (p. 5)

Attached are copies of the bids and the Competitive Bid Worksheet for your review. After consulting with the Program Inspector, Dave Walter, it is my recommendation that the Commissioners award this contract to Poseidon Plumbing & Home Services as low bidder.

Competitive Bid Worksheet

Item: Housing Rehabilitation Projects in Bishopville and Pocomoke City - Purnell/McKinney Property and Turner Property

Bid Deadline/Opening Date: 1:00 P.M., Monday, June 25, 2018

Bids Received by deadline =

Contractor's Submitting Bids

Colossal Contractors, Inc.
4601 Sandy Spring Road
Burtonsville, MD 20866

Poseidon Plumbing & Home Services
12637 Sunset Ave. # 1
Ocean City, MD 21842

Purnell & McKinney Property
9826 Hammond Road
Bishopville, MD 21813
Total Quote
* 18,967.50
* 9,865

Vonzella Turner Property
3521 Payne Road
Pocomoke City, MD 21851
Total Quote

* 42,235
* 33,427.80



Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

www.colossalcontractors.com

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Bessie Purnell & Louise McKinney
9826 Hammond Road
Bishopville, MD 21813**

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

Total Quote : \$ 18,967.50

Date: 06/22/18



Signature
Juan R. Navarro

Typed Name
President

Title
Colossal Contractors, Inc.

Company Name
4601 Sandy Spring Rd.

Address
Burtonsville, MD 20866

301-476-9060

Phone Number(s)
122805

08/09/18

MHIC License #

Expiration Date

Bessie Purnell- Louise McKinney
9826 Hammond Road
Bishopville, MD 21813
410-352-5926

03/08/18

SCOPE OF WORK

A: Interior

1. Demolition of utility room floor- Drain water heater and water treatment units, disconnect plumbing, remove floor trim, remove vinyl flooring and underlayment, and remove all damaged subflooring. \$ 1,620.00

2. Repair of utility room floor- Install new 3/4 inch plywood subflooring, Advantec or equal water proof material, glued and screw nailed to joists. Install new 3/4 inch lauan underlayment and builder grade vinyl tiles or vinyl sheet goods. Install new base trim and shoe molding, pre-finished. Reinstall water heater and water treatment units, connect all plumbing and test for water tightness. \$ 11,070.00

3. Have HVAC duct work inspected for low air flow to living room and kitchen HVAC floor registers. Make necessary corrections, crimped ducts or improperly sealed register vent boots \$ 2,025.00

B: Exterior repairs

1. Secure left side corner fascia and soffit. \$ 1,485.00

2. Repair right side stoop by replacing four vertical 2" x 2" PT wood railing pickets, and securing and leveling two rear stair treads. \$ 2,160.00

3. Remove all construction related debris. \$ 607.50

Total = \$ 18,967.50


Juan R. Navarro, President
Contractor Signature

06/22/18
Date



Property of Bessie Purnell & Louise McKinney
9826 Hammond Road
Bishopville, MD 21813

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

Total Quote: \$ 9,865.00

Date: 6/21/18

[Signature]

Signature

Matt Stoehr

Typed Name

controller/member

Title

Poseidon Plumbing and Home Service

Company Name

12637 sunset Ave. suite 1

Address

Berlin, MD 21811

410-251-1096

Phone Number(s)

135020

MHIC License #

10-12-2019

Expiration Date

12637 Sunset Avenue #1
Ocean City, MD 21842
(410)251-1096

Bessie Purnell- Louise McKinney
9826 Hammond Road
Bishopville, MD 21813
410-352-5926

03/08/18

SCOPE OF WORK

A: Interior

1. Demolition of utility room floor- Drain water heater and water treatment units, disconnect plumbing, remove floor trim, remove vinyl flooring and underlayment, and remove all damaged subflooring.

\$ 1250.00

2. Repair of utility room floor- Install new 3/4 inch plywood subflooring, Advantec or equal water proof material, glued and screw nailed to joists. Install new 3/4 inch lauan underlayment and builder grade vinyl tiles or vinyl sheet goods. Install new base trim and shoe molding, pre-finished. Reinstall water heater and water treatment units, connect all plumbing and test for water tightness.

\$ 3990.00

3. Have HVAC duct work inspected for low air flow to living room and kitchen HVAC floor registers. Make necessary corrections, crimped ducts or improperly sealed register vent boots

* Talked to Dave - This proposal is to remove belly board, check for loose duct at the best at areas listed above - and repair. This also covers repair of belly board we affect.

\$ 1125.00

B: Exterior repairs

1. Secure left side corner fascia and soffit.

\$ 1750.00

2. Repair right side stoop by replacing four vertical 2" x 2" PT wood railing pickets, and securing and leveling two rear stair treads.

\$ 1500.00

3. Remove all construction related debris.

\$ 250.00

Total = \$ 9,865.00


Contractor Signature

6-21-18
Date

Bid Submission Checklist

Contractor Qualification Form

Contractor Conflict of Interest Disclosure Form

Bid Form- on your company letterhead using Worcester format

Scope of Work with Line Item Breakdown- all lines completed and total price

Signed Bid Submission Checklist


Signature

6-25-18
Date

Please check off items submitted above, sign and include this checklist with your submission package. If you have any questions as to if a previously submitted Contractor Qualification Form has expired, please contact Jo Ellen Bynum at 410-632-1200, ext. 1171. Bids submitted with no Contractor Qualification form on file dated within the past 6 months may not be considered.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor Poseidon Plumbing and Home Services

Address 12637 Sunset Ave #1
Ocean City, MD 21842

Phone Number 410-251-1096

Federal I.D. or S.S. # 82-1448998

Insurance Company, Agent, & Coverages: Avery Hall, Kathy Bennett
GL - 1mm/200k Auto - 1mm WC - 500k - see attached.

List of Company Officers: Steve Webster
Ben Webster
Matt Stoehr

List of Licenses Currently Held: 114679 10-12-2019
MHIC Number Exp. Date

MBR Number Exp. Date

MDE Lead Cert. Exp. Date

EPA Lead Cert. Exp. Date

Trade References (2) Northeastern Supply 410-213-8780
Name Phone
Ferguson Supply 443-523-1860
Name Phone

Client References (2) Mary Hadleskey 301-318-5343
Name Phone
Kristi Grande 443-783-2039
Name Phone

Is contractor in a State of Bankruptcy? Yes No
Is contractor on HUD's debarred list? Yes No

Is contractor any of the following? (not required to qualify)
 Minority Business Enterprise
 Women's Business Enterprise
 Disadvantaged Business Enterprise
 Section 3 Employer

Contractor Conflict of Interest Disclosure

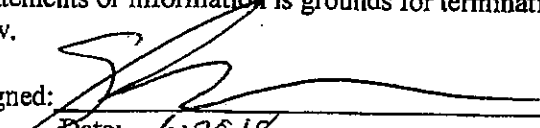
All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of Worcester County. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The County can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? Yes No
If yes, please identify: _____

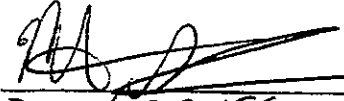
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? Yes No
If yes, please identify: _____

3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? Yes No
If yes, please identify: _____

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: 
Date: 6-25-18

Name: STEVE WEBSTER (Print)

Signed: 
Date: 6-25-18

Name: Matt Stecher (Print)

**For all non-construction contracts and for single family housing rehabilitation only
9/2017*

For Grantee Use Only:

CDBG Grant Number:	Date Received:
<input type="checkbox"/> Conflict of Interest does not exist	<input type="checkbox"/> Conflict of Interest exists
Date Sent to State:	<input type="checkbox"/> Waiver Granted <input type="checkbox"/> Waiver Denied



DEPARTMENT OF
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3

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners

CC: File

From: Jo Ellen Bynum *JEB*

Date: 7/10/2018

Re: Bid Recommendation

A bid opening was held recently for the rehabilitation of a single family home in the Pocomoke City area. Bids were received from two licensed contractors as follows:

Colossal Contractors- \$42,235 (p. 3)

Poseidon Plumbing & Home Services- \$ 33,427.80 (p. 5)

Attached are copies of the bids and the Competitive Bid Worksheet for your review. After consulting with the Program Inspector, Dave Walter, it is my recommendation that the Commissioners award this contract to Poseidon Plumbing & Home Services as low bidder.

Competitive Bid Worksheet

Item: Housing Rehabilitation Projects in Bishopville and Pocomoke City - Purnell/McKinney Property and Turner Property

Bid Deadline/Opening Date: 1:00 P.M., Monday, June 25, 2018

Bids Received by deadline =

Contractor's Submitting Bids

Purnell & McKinney Property
9826 Hammond Road
Bishopville, MD 21813
Total Quote

Vonzella Turner Property
3521 Payne Road
Pocomoke City, MD 21851
Total Quote

Colossal Contractors, Inc.
4601 Sandy Spring Road
Burtonsville, MD 20866

*
18,967.50

*
42,235

Poseidon Plumbing & Home Services
12637 Sunset Ave. # 1
Ocean City, MD 21842

*
9,865

*
33,427.80



Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

www.colossalcontractors.com

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM


***must be signed to be valid**

**Property of Vonzella Turner
3521 Payne Road
Pocomoke City, MD 21851**

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

Total Quote : \$ 42,235.00

Date: 06/22/18



 Signature
 Juan R. Navarro

 Typed Name
 President

 Title
 Colossal Contractors, Inc.

 Company Name
 4601 Sandy Spring Rd.

 Address
 Burtonsville, MD 20866

 301-476-9060

 Phone Number(s)
 122805 08/09/18

 MHIC License # Expiration Date

Vonzella Turner
3521 Payne Road
Pocomoke City, MD 21851
443-235-2794 (Daughter- Gloria)

04/23/18

SCOPE OF WORK

A: INTERIOR ELECTRICAL WORK:

1. Install GFCI outlets in both bathrooms and kitchen to current IRBC Code.
2. Replace wall switch in rear left bedroom and replace with new working switch.
3. Replace the light fixtures in the hallway, kitchen, and both bathrooms. The hall bathroom wall light fixture wiring needs to be properly concealed behind the drywall.
4. Replace the existing electrical panel box with a new Square D or equal, 200 AMP panel.
5. Replace existing hallway smoke detector, and add new smoke detectors in all bedrooms per current IRBC Code and new State mandated requirements for all smoke detectors.

PRICE: \$12,635.00

B. HVAC:

1. Completely remove the existing oil burner, forced air furnace and all supply and return ductwork.
2. Install an Energy Star rated heat pump system capable of heating the interior to 78 F, with SEER rating of 15 or better. Include all supply and return ducts, interior and exterior components, electrical, and condensation lines to the exterior, for a complete and balanced system. A 7-day set back thermostat is to be considered standard. All duct work in unconditioned areas to be insulated per current IRBC Code. All duct work to be sealed with mastic. Ducts shall be sealed where they penetrate floors or ceilings. All work to meet current IECC Code requirements. *Submit specification sheet stating brand, model and SEER rating of unit/s with bid package.

PRICE: 29,600.00

Project Total = \$ 42,235.00


Juan R. Navarro, President 06/22/18

Contractor Signature

Date



Property of Vonzella Turner
3521 Payne Road
Pocomoke City, MD 21851

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

Total Quote: \$ 33,427.80

Date: 6-25-18

[Handwritten Signature]
Signature

Matt Staehr
Typed Name

Controller/member
Title

Poseidon Plumbing and Home Services
Company Name

12637 Sunset Ave Suite 1
Address

Ocean City, MD 21842

410-251-1096
Phone Number(s)

135020 10-12-2019
MHIC License # Expiration Date

12637 Sunset Avenue #1
Ocean City, MD 21842
(410)251-1096

Vonzella Turner
3521 Payne Road
Pocomoke City, MD 21851
443-235-2794 (Daughter- Gloria)

04/23/18

SCOPE OF WORK

A: INTERIOR ELECTRICAL WORK:

1. Install GFCI outlets in both bathrooms and kitchen to current IRBC Code.
2. Replace wall switch in rear left bedroom and replace with new working switch.
3. Replace the light fixtures in the hallway, kitchen, and both bathrooms. The hall bathroom wall light fixture wiring needs to be properly concealed behind the drywall.
4. Replace the existing electrical panel box with a new Square D or equal, 200 AMP panel.
5. Replace existing hallway smoke detector, and add new smoke detectors in all bedrooms per current IRBC Code and new State mandated requirements for all smoke detectors.

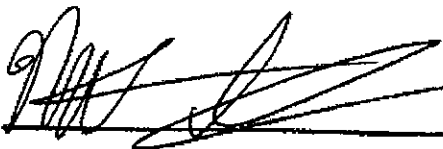
PRICE: 12,782.50

B. HVAC:

1. Completely remove the existing oil burner, forced air furnace and all supply and return ductwork.
2. Install an Energy Star rated heat pump system capable of heating the interior to 78 F, with SEER rating of 15 or better. Include all supply and return ducts, interior and exterior components, electrical, and condensation lines to the exterior, for a complete and balanced system. A 7-day set back thermostat is to be considered standard. All duct work in unconditioned areas to be insulated per current IRBC Code. All duct work to be sealed with mastic. Ducts shall be sealed where they penetrate floors or ceilings. All work to meet current IECC Code requirements. *Submit specification sheet stating brand, model and SEER rating of unit/s with bid package.

PRICE: 20,645.30

Project Total = \$ 33,427.80

 6-25-18

Contractor Signature

Date

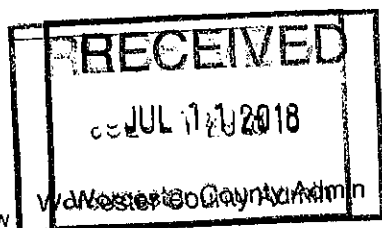
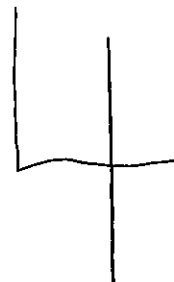


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PLANNING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum 
Date: 7/11/2018
Re: Worcester County Housing Rehabilitation Program Bid Package

Attached please find a bid package for general rehabilitation work and lead paint risk reduction to be performed on a single-family home in the Snow Hill area. This project is proposed to be funded through the County's current CDBG grant, MD-18-CD-21. I am requesting the Commissioners review and approval for this project to be placed out for the County's competitive bidding process.

DRAFT

**NOTICE TO LEAD ABATEMENT CONTRACTORS
INVITATION TO BID
Housing Rehabilitation
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for rehabilitation work to be performed on a single family home located in the Snow Hill area. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors also possessing EPA and M.D.E. lead abatement certification and may be downloaded on-line at www.co.worcester.md.us, picked up from the Office of the County Commissioners, Room 1103, One West Market Street, Snow Hill, Maryland 21863 or by calling the Commissioners Office at 410-632-1194 to request a package by mail. Please note that the General Contractor must hold the lead certifications; lead work may not be subcontracted.

These projects are proposed to be funded by the Lead Hazard Reduction Grant and Loan, Special Loans and Community Development Block Grant Programs and are thus subject to all applicable Equal Opportunity and Civil Rights guidelines. Sealed bids will be accepted until **1:00 p.m. on Monday, August 13, 2018** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Lead Housing Rehabilitation Bid – August 13, 2018**" in the lower left-hand corner. Bids shall be reviewed by the staff and awarded by the County Commissioners at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any or all bids, waive formalities, informalities, and technicalities therein and to take whatever bid they determine to be in the best interest of the County considering lowest or best bids, quality of work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Program Inspector, Dave Walter, at 410-213-2021. All other inquiries shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, August 13, 2018 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171. Questions of a technical nature may be directed to the Program Inspector, Dave Walter, at 410-213-2021. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – August 13, 2018". Each bid must be signed and dated.

Contractor qualifications: Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as be certified RRP and MDE lead contractors. Contractors must also possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

Completion of job: Contractors are expected to commence work within thirty (30) days of the issuance of the Notice To Proceed. Work must be completed within sixty (60) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED
CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Paul & Jennifer Jahn**
ADDRESS: **109 N. Bay Street**
Snow Hill, MD 21863
TELEPHONE: **443-497-2385**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 08/13/18

PART ONE: GENERAL CONDITIONS
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Paul & Jennifer Jahn
109 N. Bay Street
Snow Hill, MD 21863**

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

Total Quote : \$ _____

Date: _____

Company Name

Signature

Typed or Printed Name

Address Line 1

Phone Number(s)

Address Line 2

MHIC #

Exp. Date

MDE Cert. #

Exp. Date

EPA Lead RRP Cert. #

Exp. Date

Paul & Jennifer Jahn
04/23/18
109 N. Bay Street
Snow Hill, MD 21863
443-497-2385

SCOPE OF WORK

A: DEMOLITION (Non lead components):

1. Remove partial gutters
2. Remove abandoned chimney below roof line, remove all brick and mortar from attic area.
3. Remove all layers of shingles, felt paper, and any existing drip edge.
4. Remove any water damaged wood plank roof sheathing that new plywood could not be nailed over.

PRICE: _____

B: Roofing:

1. Install new 4'-0" x 8'-0" sheets of 7/16 inch OSB roof sheathing over existing wood plank roof sheathing.
2. Install minimum of 30 lb felt paper underlayment, with ice and water shield in all valleys, at all eaves over metal drip edge, and at all roof and wall junctions.
3. Install 30 year minimum warranty, fiberglass/asphalt architectural shingles, color choice by owner, nailed per current IRBC and manufacturer's nailing instructions with matching hip and ridge shingles.
4. Install roof ridge venting on main roof peaks per current IRBC requirements.
5. Install four (4) metal edge, no caulk plumbing boot flanges.
6. Flash remaining masonry chimney with aluminum, per IRBC requirements, letting the metal flashing into the brick. This counter flashing is to extend over new step flashing at chimney sides and at flat flashing front and back.
7. Install aluminum wall flashing as necessary at all wall/roof junctions.

PRICE: _____

C. LEAD WORK

1. Demolition

- a. Remove only wood fascia and soffit damaged beyond repair. Existing soffit and fascia are positive for lead paint, use lead safe work practices.

LBP PRICE: _____

2. Fascia and soffit repair and painting of fascia and soffit:

- a. Repair and retain as much existing soffit and fascia as possible as these are historic features of the home.
- b. Replace soffit and fascia damaged beyond repair with "in kind" new wood features that match the old in design, materials and appearance.
- c. Wet scrape all existing soffit and fascia remaining in place. Proper control, containment, and clean-up of the dripline soils shall be included as work progresses. Removal of existing

Paul & Jennifer Jahn
04/23/18
109 N. Bay Street
Snow Hill, MD 21863
443-497-2385

paint chips, paint debris, in the drip line and bare soil areas is necessary to pass post-renovation clearance of the house.

- d. Caulk and prime and all new and existing fascia and soffit, finish with two coats exterior grade paint.

LBP PRICE: _____

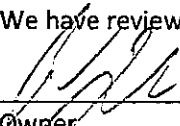
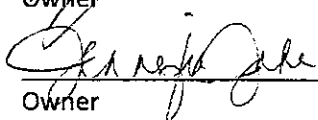
3. General Conditions LBP:

1. This project involves removal of lead components associated with roof repairs. The MHIC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead Paint training for all workers on site.
2. This is an owner-occupied dwelling with two adults and three children in residence. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be outside during LBP activities.
3. Use all applicable LBP training to perform the scope according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your Lead Warning signs. HEPA clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.
4. Post-renovation clearance on exterior repairs will be reviewed by Lead Risk Assessor. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the exterior Clearance Inspection. Initial costs of testing are covered by the program. Any subsequent clean-up and re-testing due clearance failure will be paid for by the contractor.

LBP PRICE: _____

Total Project Price \$ _____

We have reviewed and hereby accept the above specifications as written.

	6/27/18
Owner	Date
	6/27/18
Owner	Date

Bid Submission Checklist

- Contractor Qualification Form
- Copy of MDE Lead Paint Contractor certification
- Contractor Conflict of Interest Disclosure Form
- Bid Form- on your company letterhead using Worcester format
- Scope of Work with Line Item Breakdown- all lines completed and total price
- Signed Bid Submission Checklist

Signature

Date

Please check off items submitted above, sign and include this checklist with your submission package. If you have any questions as to if a previously submitted Contractor Qualification Form has expired, please contact Jo Ellen Bynum at 410-632-1200, ext. 1171. Bids submitted with no Contractor Qualification form on file dated within the past 6 months may not be considered.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____

Address _____

Phone Number _____

Federal I.D. or S.S. # _____

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

_____ MHIC Number _____ Exp. Date

_____ MBR Number _____ Exp. Date

_____ MDE Lead Cert. _____ Exp. Date

_____ EPA Lead Cert. _____ Exp. Date

Trade References (2)

_____ Name _____ Phone

_____ Name _____ Phone

Client References (2)

_____ Name _____ Phone

_____ Name _____ Phone

Is contractor in a State of Bankruptcy? _____ Yes _____ No
Is contractor on HUD's debarred list? _____ Yes _____ No

Is contractor any of the following? (not required to qualify)

_____ Minority Business Enterprise
_____ Women's Business Enterprise
_____ Disadvantaged Business Enterprise
_____ Section 3 Employer

Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? Yes No
If yes, please identify: _____

2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? Yes No If yes, please identify: _____

3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? Yes No
If yes, please identify: _____

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: _____
Date: _____

Name: _____ (Print)

Signed: _____
Date: _____

Name: _____ (Print)

**For all non-construction contracts and for single family housing rehabilitation only
9/2017*

For Grantee Use Only:

CDBG Grant Number:	Date Received:
<input type="checkbox"/> Conflict of Interest does not exist <input type="checkbox"/> Conflict of Interest exists	
Date Sent to State:	<input type="checkbox"/> Waiver Granted <input type="checkbox"/> Waiver Denied

Updated 07/11/18

AIM Services, Inc.
Attn: Steve Coady
2314 Allen Drive
Salisbury, MD 21801
scoady@aimservicesinc.com
443-859-8009

Allstate Renovation & New Homes, Inc.
Leo Kuneman
PO. Box 303
Trappe, MD 21673
allstaterenovation@yahoo.com
443-880-2257

Robert Brooks MBE
Apostle Construction
716 Naylor Mill Road
Salisbury, MD 21801
410-548-1392, ext. 107
rbrooks.apostlecon@gmail.com

C.A.R.E. Property Services, Inc.
Attn: Jordan Lehr
1235 Abbottstown Pike
Hanover, PA 17331 (has office in OC
too) 717-437-1649
jlehr@callcarefirst.com

Cherokee Home Improvements
5503 Bonnie Brook Road
Cambridge, MD 21613
443-225-9047

Colossal Contractors
Attn: Kim Crawford
4601 Sandy Spring Road
Burtonsville, MD 20866
301-476-9060
info@colossalcontrators.com

J & G Maintenance & Repair
10446 Dinges Road
Berlin, MD 21811
jwbunt@comcast.net
Cell 410-726-1611
Fax 410-641-0776

Lauer Builders, Inc.
6836 Cherrix Road
Snow Hill, MD 21863
443-880-0216

Terry D. Love
10 Oak Street
Cambridge, MD 21613

Marvel Construction Company, Inc.
6880 Manadier Road
P.O. Box 968
Easton, MD 21601

Medli Home Improvement
1806 Jersey Road
Salisbury, MD 21801

The Myers Group, LLC
1147 S. Salisbury Blvd.
#8-140
Salisbury, MD 21801

Shoreman Construction
William Hearn
606 E. Pine St.
Delmar, MD 21875
shoremanconstruction@gmail.com
Phone: 410-896-3200
Fax: Same

Three Guys Construction
Stephen Frey
8660 Lake Somerset Rd.
Westover, MD 21871
sgfrey@yahoo.com
Phone: 410-430-1109
Mobile:
Fax: 410-957-2868

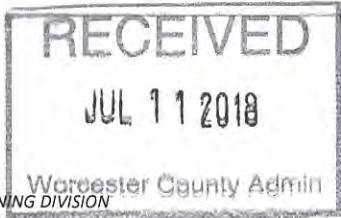


DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

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


5



ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum 
Date: 7/10/2018
Re: Worcester County Housing Rehabilitation Program Grant Closeout MD-12-CD-22

Attached please find two originals of a close out agreement between the State of Maryland and Worcester County for the County's 2012 Housing Rehabilitation Program CDBG grant, MD-12-CD-22. This closeout agreement has been issued by the State pursuant to their January 12, 2017 monitoring report to the Commissioners establishing the satisfactory completion of the terms of the grant agreement. Under this grant, 25 homes were rehabilitated utilizing \$300,000 in CDBG funding and an additional \$283,148 in funding from Shore Up!, Inc. and the State Special Loans Program.

Please have Commissioner President Diana Purnell sign and return both originals to the State Department of Housing & Community Development. DHCD will in turn provide Worcester a fully executed copy of this agreement after review.

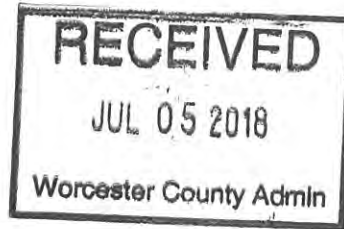


LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary



June 26, 2018

The Honorable Madison J. Bunting, Jr.
President
Office of the County Commissioners
Worcester County Government Center
One W. Market Street
Snow Hill, MD 21863

*Copy to Jo Ellen Bynum ✓
For review and
recommendation
- Kim Reynolds ✓*

RE: Local Execution of Close Out Agreement
Maryland Community Development Block Grant Program
Grant Number: MD-12-CD-22 Housing Rehabilitation

Dear President Bunting:

The above referenced Maryland Community Development Block Grant has been monitored and there are no issues to be resolved. At this time we would like to formally close out the grant. Please complete both copies of the Close Out Agreement, and return all documents to me **within fifteen (15) days**.

Upon review and execution, a copy of the Close Out Agreement will be returned for your files. Please be advised the Community Development Block Grant Program requires retention of the Close Out Agreement and all project files for five (5) years from the closeout of the grant to the State from the U.S. Department of Housing and Urban Development.

If you have any questions concerning the Close Out Agreement, please contact Margaret Price at (301) 429-7505. We congratulate you and your community on the completion of this project.

Sincerely,

Cindy Stone
Director
Office of Community Programs

Enclosures

cc: Kimberly Reynolds, County
Margaret Price, Community Development Block Grant



MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
7800 Harkins Rd • Lanham, MD 20706 • dhcd.maryland.gov
301-429-7525 • 1-800-756-0119 • TTY/RELAY 711 or 1-800-735-2258



GRANT NUMBER MD-12-CD-22

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CLOSE OUT AGREEMENT

This Maryland Community Development Block Grant Program (CDBG) Close Out Agreement (the "Agreement") is entered into as of this ____ day of _____, 2018, by and between the Department of Housing and Community Development, a principal department of the State of Maryland, hereinafter referred to as "DHCD" and the County Commissioners of Worcester County, a political subdivision of the State of Maryland, hereinafter referred to as "Grantee".

WHEREAS, the Grantee received a \$300,000 from DHCD (the CDBG Grant") to complete the activities set forth in its grant agreement with DHCD, dated June 23, 2011 (the "Grant Agreement") and its application (the "Project Application") to Federal Fiscal Year 2011 Maryland Community Development Block Grant Program (the "Program") for Project Number MD-12-CD-22, hereinafter referred to as (the "Project").

WHEREAS, the Grantee has undertaken and completed the activities in the Grant Agreement and the Project Application in compliance with all applicable rules and regulations of the Program.

NOW THEREFORE, in consideration of the above and for other consideration which the parties deem adequate the parties hereto agree as follows:

1. The Project activities, other than those activities which survive closeout pursuant to Section 6 below, have been completed by the Grantee to the satisfaction of DHCD and the CDBG Grant funds have been properly expended for such activities.
2. All reports, verifications or other information required by the Program have been received by DHCD.
3. Except with respect to any activities which survive closeout of the CDBG Grant, pursuant to Section 6 below, there has been a final settlement of the issues arising out of the CDBG Grant.
4. There has been a final closeout of the Project activities and expenditures of the CDBG Grant Funds other than activities which may survive closeout of the CDBG Grant pursuant to Section 6 below.
5. The Grantee shall retain all files related to the Project for a period equal to five (5) years from the date of the closeout of the grant to the State from the U.S. Department of Housing and Urban Development.
6. If the Grantee receives any CDBG Program Income as a result of this Project, those funds must be returned to the State except if grantee has an approved Program Income Re-Use Plan for this grant.

7. The Grantee shall continue to use any program income for purposes which serve the continued economic and community development of the Grantee pursuant to the plan approved by DHCD.
8. The terms and conditions, if any, set forth in Exhibit A to this Agreement shall survive closeout of the Grant.

WITNESS our hands and seals all as of date first written above.

DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT

By: _____
Ronald D. Waters
Deputy Director
Division of Neighborhood Revitalization

COUNTY COMMISSIONERS OF WORCESTER
COUNTY

By: _____
Diana Purnell, President

Approved for form and legal sufficiency.

Assistant Attorney General

EXHIBIT A

GRANT NUMBER MD-12-CD-22

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CLOSE OUT AGREEMENT

N/A



Snow Hill (Main Office)
410-632-1100
Fax 410-632-0906



Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249
www.worcesterhealth.org

Rebecca L. Jones, RN, BSN, MSN
Health Officer

MEMORANDUM

TO: Kathy Whited
Budget Officer

Date: June 28, 2018

FROM: David Beach
Accountant Supervisor

RE: FY19 Unified Funding Document Signature Page

Please have the attached Fiscal Year 2019 Unified Funding Document (UFD)- Signature Page signed where indicated.

The UFD is the approved base awards from the State of Maryland totaling 7,802,812.

When signed, please call me at 410-632-1100 ext. 1215 and I will arrange to have it picked up.

Thank You for your help,

REVIEWED Kathy Whited
Worcester County Budget Officer

LOCAL HEALTH DEPARTMENT

UNIFIED FUNDING DOCUMENT (UFD) - SIGNATURE PAGE

As Health Officer for Worcester County Health Department, my signature below signifies

- I will implement the described human service agreement program within the proposed budget, including all supplementary detail schedules, in accordance with the guidelines established by the Maryland Department of Health.
- I have reviewed and will comply will all relevant conditions of award, included in the **Fiscal Year 2019 Unified Funding Document Conditions of Awards**, for all awards included listed on the attached Fiscal Year 2019 Unified Funding Document and any subsequent amendment thereto.

Applicant: Worcester County Health Department
Name

P. O. Box 249
Address

Snow Hill, MD 21863
Address

Signature: Heather Barton
Authorized Official

Director of Administrative Services 6/28/18
Title Date

Contact Person/Phone # Heather Barton 410-632-1100 ext 1210

Health Officer Approval: G. L. Jones 6/29/18
Signature Date

Local Executive Authority: _____
(if applicable) Signature Date

Notes:

- (1) Advisory Council's recommendation should be attached, if none please explain.
- (2) The health officer and the local government chief executive officer in the case of political subdivisions or municipal governments must sign all new applications, supplemental budgets, and renewals, where applicable.

UNIFIED FUNDING DOCUMENT FOR PERIOD BEGINNING JULY 1, 2018

CNTY	PROJ CODE	PROG ADMIN	CNTY CODE	CFDA #	GRANT NUMBER	GRANT DESCRIPTION	AUTHORIZED FEDERAL AWARD START DATE	MANDATORY AUTHORIZED FEDERAL AWARD END DATE	BASE AWARD FY2019	GENERAL (11)	FEDERAL (55)	SPECIAL (33)	REIMB (99)
WORCESTER	M272G	BHA	F840N	N/A	AS016SAS	GENERAL SERVICES GRANT	N/A	N/A	559,538.00	559,538.00	0.00	0.00	0.00
WORCESTER	M295G	BHA	F840N	N/A	AS016SAS	GENERAL SERVICES GRANT	N/A	N/A	63,586.00	63,586.00	0.00	0.00	0.00
WORCESTER	M2929	BHA	F515N	93.788	AS024CTG	MARYLAND OPIOID RAPID RESPOND	07/01/18	04/30/19	103,962.00	0.00	103,962.00	0.00	0.00
WORCESTER	M401G	BHA	F511N	N/A	AS024OCC	OPIOID OPERATIONAL COMMAND CENTER	N/A	N/A	89,552.00	0.00	0.00	0.00	0.00
WORCESTER	M272R	BHA	F865N	N/A	AS081TCA	TEMPORARY CASH ASSISTANCE	N/A	N/A	42,361.00	0.00	0.00	0.00	42,361.00
WORCESTER	M290G	BHA	F868N	N/A	AS135STP	SUBSTANCE ABUSE TREATMENT OUTCOMES PARTNERSH	N/A	N/A	217,995.00	0.00	0.00	0.00	0.00
WORCESTER	M276G	BHA	F854N	N/A	AS196DDCT	DRUG COURT SERVICES	N/A	N/A	64,382.00	0.00	0.00	0.00	0.00
WORCESTER	M2738	BHA	F846N	93.959	AS257FED	FEDERAL SERVICES GRANT	07/01/18	06/30/19	205,997.00	0.00	205,997.00	0.00	0.00
WORCESTER	M2739	BHA	F846N	93.959	AS257FED	FEDERAL SERVICES GRANT	10/01/18	06/30/19	617,996.00	0.00	617,996.00	0.00	0.00
WORCESTER	M282G	BHA	F859N	N/A	AS276RSD	RECOVERY SUPPORT SERVICE EXPANSION	N/A	N/A	488,349.00	0.00	0.00	0.00	0.00
WORCESTER	M272G	BHA	F909N	N/A	AS365ADM	ADMINISTRATIVE LAA	N/A	N/A	224,924.00	0.00	0.00	0.00	0.00
WORCESTER	M289G	BHA	F840N	N/A	AS016SAS	GENERAL SERVICES GRANT	N/A	N/A	26,775.00	0.00	0.00	0.00	0.00
WORCESTER	M1728	BHA	F508N	93.136	AS350OPR	OVERDOSE FATALITY REVIEW OUTREACH	07/01/18	08/31/18	15,000.00	0.00	15,000.00	0.00	0.00
WORCESTER	M2858	BHA	F842N	93.243	MU542PPS	PARTNERSHIP FOR SUCCESS	07/01/18	09/30/18	33,813.00	0.00	33,813.00	0.00	0.00
WORCESTER	M2859	BHA	F842N	93.243	MU542PPS	PARTNERSHIP FOR SUCCESS	09/30/18	06/30/19	101,440.00	0.00	101,440.00	0.00	0.00
WORCESTER	M2718	BHA	F841N	93.959	MU534ADP	SUBSTANCE ABUSE PREVENTION	07/01/18	06/30/19	31,171.00	0.00	31,171.00	0.00	0.00
WORCESTER	M208G	BHA	F816N	N/A	MH1028MSP	COMMUNITY MENTAL HEALTH	N/A	N/A	341,037.00	0.00	0.00	0.00	0.00
WORCESTER	M2048	BHA	F823N	93.150	MH1740TH	PATH	07/01/18	08/31/18	5,328.00	0.00	5,328.00	0.00	0.00
WORCESTER	M2049	BHA	F823N	93.150	MH1740TH	PATH	09/01/18	06/30/19	26,639.00	0.00	26,639.00	0.00	0.00
WORCESTER	M2328	BHA	F828N	93.958	MH2530TH	COMMUNITY MENTAL HEALTH BLOCK GRANT	07/01/18	09/30/18	83,835.00	0.00	83,835.00	0.00	0.00
WORCESTER	M2379	BHA	F828N	93.958	MH2530TH	COMMUNITY MENTAL HEALTH BLOCK GRANT	10/01/18	06/30/19	231,503.00	0.00	231,503.00	0.00	0.00
WORCESTER	M2059	BHA	F819N	14.287	MH5920TH	CONTINUUM OF CARE	07/01/18	06/30/19	64,727.00	0.00	64,727.00	0.00	0.00
WORCESTER	M208G	BHA	F821N	N/A	MH4100TH	CSA - ADMINISTRATION	N/A	N/A	143,943.00	0.00	0.00	0.00	0.00
WORCESTER	T3809	OES	F731N	93.778	MA156ACM	PWC ELIGIBILITY	07/01/18	06/30/19	221,607.00	0.00	221,607.00	0.00	0.00
WORCESTER	T380G	OES	F731N	93.767	MA156ACM	PWC ELIGIBILITY	07/01/18	06/30/19	32,388.00	0.00	32,388.00	0.00	0.00
WORCESTER	T380G	OES	F731N	N/A	MA156ACM	PWC ELIGIBILITY	N/A	N/A	87,425.00	0.00	0.00	0.00	0.00
WORCESTER	T3809	OHS	F730N	93.778	MA028EPS	ADMINISTRATIVE CARE COORDINATION	07/01/18	06/30/19	83,355.00	0.00	83,355.00	0.00	0.00
WORCESTER	T380C	OHS	F730N	93.767	MA028EPS	ADMINISTRATIVE CARE COORDINATION	07/01/18	06/30/19	17,726.00	0.00	17,726.00	0.00	0.00
WORCESTER	T380G	OHS	F730N	N/A	MA028EPS	ADMINISTRATIVE CARE COORDINATION	N/A	N/A	85,772.00	0.00	0.00	0.00	0.00
WORCESTER	T4190	OHS	F721N	N/A	MA098DCE	ADULT DAY CARE	N/A	N/A	72,956.00	0.00	0.00	0.00	0.00
WORCESTER	T417G	OHS	F720N	N/A	MA144GES	LHD ASSESSMENT GRANT	N/A	N/A	51,703.00	0.00	0.00	0.00	0.00
WORCESTER	T326G	OHS	F738N	93.778	MA364GTS	GENERAL TRANSPORTATION GRANT	07/01/18	06/30/19	488,364.00	0.00	488,364.00	0.00	0.00
WORCESTER	T4239	OHS	F728N	93.778	MA384RCC	REAL CHOICE CONTINUATION	07/01/18	06/30/19	38,945.00	0.00	38,945.00	0.00	0.00
WORCESTER	T423G	OHS	F728N	N/A	MA388RCC	REAL CHOICE CONTINUATION	N/A	N/A	38,945.00	0.00	0.00	0.00	0.00
WORCESTER	W1029	OP&R	F400N	93.069	CH830HP	PUBLIC HEALTH EMERGENCY PREPAREDNESS	07/01/18	06/30/19	210,543	0.00	0.00	0.00	0.00
WORCESTER	E701G	OPH	FC01N	N/A	CH575CFT	CORE PUBLIC HEALTH SERVICES	N/A	N/A	718,456.00	0.00	0.00	0.00	0.00
WORCESTER	N563S	PHPA-FHA	FC02N	N/A	CH550CPE	CANCER PREV. EDUC. SCRIN. DIAG-NON CLINICAL	N/A	N/A	94,301.00	0.00	0.00	0.00	0.00
WORCESTER	N563S	PHPA-FHA	FC03N	N/A	CH550CPE	CANCER PREV. EDUC. SCRIN. DIAG-ADMIN	N/A	N/A	87,513.00	0.00	0.00	0.00	0.00
WORCESTER	N4178	PHPA-FHA	F419N	93.994	CH575CFT	CORE PUBLIC HEALTH SERVICES	07/01/18	09/30/18	10,301.00	0.00	10,301.00	0.00	0.00
WORCESTER	N4179	PHPA-FHA	F419N	93.991	CH575CFT	CORE PUBLIC HEALTH SERVICES	10/01/18	06/30/19	30,905.00	0.00	30,905.00	0.00	0.00
WORCESTER	N573S	PHPA-FHA	F702N	N/A	CH593TPG	TOBACCO USE PREV COMMUNITY-BASED	N/A	N/A	107,182.00	0.00	0.00	0.00	0.00
WORCESTER	N573S	PHPA-FHA	F706N	N/A	CH593TPG	TOBACCO USE - ADMINISTRATION	N/A	N/A	8,067.00	0.00	0.00	0.00	0.00
WORCESTER	N5817	PHPA-FHA	F663N	93.257	FH007WAI	STATE AND LOCAL PUBLIC HEALTH ACTIONS	07/01/18	09/30/18	20,000.00	0.00	20,000.00	0.00	0.00
WORCESTER	N4058	PHPA-FHA	F691N	93.217	FH102FPF	REPRODUCTIVE HEALTH/FAMILY PLANNING	07/01/18	08/31/18	16,400.00	0.00	16,400.00	0.00	0.00
WORCESTER	N4059	PHPA-FHA	F691N	93.217	FH102FPF	REPRODUCTIVE HEALTH/FAMILY PLANNING	09/01/18	06/30/19	49,200.00	0.00	49,200.00	0.00	0.00
WORCESTER	N405G	PHPA-FHA	F691N	N/A	FH102FPF	REPRODUCTIVE HEALTH/FAMILY PLANNING	N/A	N/A	94,400.00	0.00	0.00	0.00	0.00
WORCESTER	N6019	PHPA-FHA	F676N	93.898	FH446CBC	CDC BREAST & CERVICAL CANCER	07/01/18	06/30/19	77,000.00	0.00	77,000.00	0.00	0.00
WORCESTER	N4408	PHPA-FHA	F675N	93.994	FH561MSS	CHILDREN WITH SPECIAL HEALTH CARE NEEDS	07/01/18	09/30/18	12,500.00	0.00	12,500.00	0.00	0.00

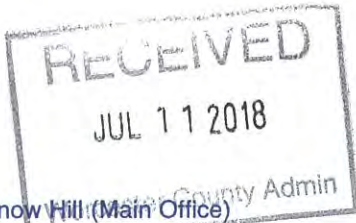
UNIFIED FUNDING DOCUMENT FOR PERIOD BEGINNING JULY 1, 2018

CNTY	PROJ CODE	PROG ADMIN	CNTY CODE	CFDA #	GRANT NUMBER	GRANT DESCRIPTION	AUTHORIZED FEDERAL AWARD START DATE	MANDATORY AUTHORIZED FEDERAL AWARD END DATE	BASE AWARD FY2019	GENERAL (11)	FEDERAL (55)	SPECIAL (33)	REIMB (99)
WORCESTER	N4409	PHPA-FHA	F675N	93.994	FH561MSS	CHILDREN WITH SPECIAL HEALTH CARE NEEDS	10/01/18	06/30/19	37,500.00	0.00	37,500.00	0.00	0.00
WORCESTER	N530G	PHPA-FHA	F543N	N/A	FH873OIP	ORAL DISEASE & INJURY PREVENTION	N/A	N/A	75,000.00	75,000.00	0.00	0.00	0.00
WORCESTER	N510S	PHPA-FHA	F667N	N/A	FHR04CDT	BCC SCREENING & DIAGNOSIS & CASE MGMT	N/A	N/A	43,000.00	0.00	0.00	43,000.00	0.00
WORCESTER	N4698	PHPA-FHA	F602N	93.092	FHB82PRE	PERSONAL RESPONSIBILITY EDUCATION PROGRAM	07/01/18	06/30/19	56,000.00	0.00	56,000.00	0.00	0.00
WORCESTER	N5818	PHPA-FHA	F682N	93.757	FHC32ODH	STATE AND LOCAL PUBLIC HEALTH ACTIONS	07/01/18	09/30/18	59,754.00	0.00	59,754.00	0.00	0.00
WORCESTER	N530G	PHPA-FHA	F636N	N/A	FHD38SEA	ORAL HEALTH SEALANTS	N/A	N/A	2,000.00	2,000.00	0.00	0.00	0.00
WORCESTER	N402G	PHPA-FHA	F696N	N/A	FHD83SQI	SURVEILLANCE AND QUALITY IMPROVEMENT	N/A	N/A	43,638.00	43,638.00	0.00	0.00	0.00
WORCESTER	N543S	PHPA-FHA	F673N	N/A	FHE11TSC	TOBACCO - ENFORCEMENT INITIATIVE SUPPORT SYNAR	N/A	N/A	55,000.00	0.00	55,000.00	0.00	0.00
WORCESTER	N2209	PHPA-IDEHA	F765N	93.940	AD293PRV	HIV PREVENTION SERVICES	01/07/19	06/30/19	11,875.00	0.00	11,875.00	0.00	0.00
WORCESTER	N269S	PHPA-IDEHA	F760N	N/A	AD654CMA	AIDS CASE MANAGEMENT	07/01/18	12/31/18	11,875.00	0.00	11,875.00	0.00	0.00
WORCESTER	N211S	PHPA-IDEHA	F760N	N/A	AD654CMA	AIDS CASE MANAGEMENT	N/A	N/A	4,110.00	0.00	0.00	4,110.00	0.00
WORCESTER	N2100	PHPA-IDEHA	F655N	93.917	AD708FLX	RYAN WHITE B SUPPORT SERVICES	04/01/19	06/30/19	115,794.00	0.00	0.00	115,794.00	0.00
WORCESTER	N210S	PHPA-IDEHA	F741N	N/A	CH0175TD	SEXUALLY TRANSMITTED DISEASE	07/01/18	03/31/19	10,000.00	0.00	10,000.00	0.00	0.00
WORCESTER	N230G	PHPA-IDEHA	F741N	N/A	CH0175TD	SEXUALLY TRANSMITTED DISEASE	N/A	N/A	30,000.00	0.00	30,000.00	0.00	0.00
WORCESTER	N2658	PHPA-IDEHA	F747N	93.268	CH374HMI	IMMUNIZATION-HEP-1A7-HEP-B	N/A	N/A	18,395.00	0.00	0.00	18,395.00	0.00
WORCESTER	N351G	PHPA-IDEHA	F709N	N/A	FHC63LPO	LEAD PAINT POISONING PREV.	07/01/18	06/30/19	22,265.00	12,265.00	0.00	0.00	0.00
WORCESTER Total									7,802,812.00	4,009,565.00	3,204,864.00	546,022.00	42,361.00

Signature: 

Robert R. Neall, Secretary

Maryland Department of Health



Snow Hill (Main Office)
410-632-1100
Fax 410-632-0906



Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249
www.worcesterhealth.org



Rebecca L. Jones, RN, BSN, MSN
Health Officer

MEMORANDUM

To: Kathy Whited

Date: July 11, 2018

From: David M. Beach II *DMBII*

RE: FY19 Core Public Health
Services Funding Agreement

Attached is the FY2019 Core Public Health Services Funding Agreement which needs the signature of the Commissioner's President Diana Purnell.

When completed, please call me at 410-632-1100 Ext 1215 and I will arrange to have it picked up.

Thank you for your help.

REVIEWED *Kathy Whited 7/11/18*
Worcester County Budget Officer

Core Public Health Services Funding Agreement
July 1, 2018 through June 30, 2019

The Department of Health and Mental Hygiene and Worcester County agree as follows:

1. The amounts listed below are State and local funding available for Core Local Health Services. The State share is limited to the expenditures declared eligible for matching in COMAR 10.04.01 Funding for Core Local Health Services.

(a) State Department of Health and Mental Hygiene shall provide funds as follows:	Match %	Amount	TOTALS
Match Percentage (%) STATE	26.7287%		
State Match amount		\$718,456	
Additional State dollars for Core (COLA adjustment)		\$0	
Subtotal - State Share of match			\$718,456
Total STATE funds			\$718,456

(b) Worcester County shall provide funds as follows:

Match Percentage (%) LOCAL	73.2713%		
Required Match (local funds required for match)		\$1,969,501	
100% Local funds eligible for match (beyond match requirement)		\$2,917,187	
Subtotal		\$4,886,688	
100% Local funds (LHD) not eligible for match		\$661,065	
Total LOCAL funds			\$5,547,753
Total Funds			\$6,266,209

2. Political subdivision wishes to purchase biologicals through a master contract, which will be written annually by the State.

Yes
(yes or no)

3. Political subdivision elects to be paying agent for items other than salaries.

No
(yes or no)

4. Person authorized to approve bills before processing by fiscal authorities.

[Signature]
(SIGNATURE)

David M. Beach II
(Print Name)

5. Political subdivision certifies that it will comply with the requirements of COMAR 10.04.01 Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE Subtitle 04 FISCAL Chapter 01 Funding for Core Local Health Services and materials for all actions up to the date of signature of this agreement have been furnished to the State Department of Health and Mental Hygiene or are attached to this document.

6. Political subdivision elects to audit State financial records.

No
(yes or no)

7. Advance plan and budget are acceptable to political subdivision.

Yes
(yes or no)

8. This award is based on anticipated State funding levels (General and Federal funds) and is subject to change. Written notification will be provided to the local health officer if funding levels are modified.

Date: _____ (Secretary, DHMH)

Date: 7/11/18 [Signature]
(Local Health Officer)

Date: _____ (Local Executive Authority)

Expense Budget Worksheet Report

Budget Year 2019

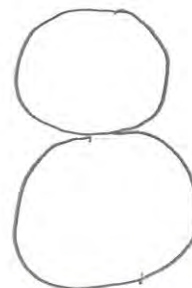
	Account Number	Account Description	2019 Approved
Department: 1301 - Health Department			
	6100.010	Administrative Expense Administrative Expenses	\$ 3,000.00
	6100.165	Administrative Expense Meeting Expense	-
	6550.030	Building Site Expenses Carpet/VCT Cleaning	7,200.00
	6550.040	Building Site Expenses Cleaning Contract	68,270.00
	6550.050	Building Site Expenses Custodial Supplies	350.00
	6550.060	Building Site Expenses Electricity	121,279.00
	6550.070	Building Site Expenses Elevator Testing	2,500.00
	6550.080	Building Site Expenses Fire Alarm Testing	2,350.00
	6550.081	Building Site Expenses Fire Extinguishers	327.00
	6550.085	Building Site Expenses Generator Fuel Oil	1,250.00
	6550.090	Building Site Expenses General Maintenance Repairs	47,137.00
	6550.100	Building Site Expenses Generator Services & Repairs	2,900.00
	6550.110	Building Site Expenses Heating Fuel Oil	13,500.00
	6550.120	Building Site Expenses Heating Propane	80,935.00
	6550.124	Building Site Expenses HVAC Loop Water Treatment	2,250.00
	6550.135	Building Site Expenses Insurance Claim Expenses	-
	6550.180	Building Site Expenses Pest Control/Termite Insp	1,375.00
	6550.220	Building Site Expenses Security Alarm Monitoring	1,095.00
	6550.230	Building Site Expenses Security System Expenses	75.00
	6550.242	Building Site Expenses Sewage Pump Monitoring	500.00
	6550.250	Building Site Expenses Sprinkler Testing	3,300.00
	6550.255	Building Site Expenses Stormwater Utility Fee	200.00
	6550.270	Building Site Expenses Telephone	48,779.00
	6550.280	Building Site Expenses Tipping Fees	1,620.00
	6550.300	Building Site Expenses Trash Removal	4,610.00
	6550.310	Building Site Expenses Water & Sewer	4,200.00
	6550.320	Building Site Expenses Water Treatment	-
	7120.050	Other Non-Matching Expenses Health Dept Ocean City Apartment	15,840.00
	7120.060	Other Non-Matching Expenses Health Dept On Call	26,468.00
	7120.200	Other Non-Matching Expenses Local Management Board	10,000.00
	7120.350	Other Non-Matching Expenses School Safety	189,755.00
	7130.020	Matching Appropriation Health Department State Share	4,886,688.00
	7180	Encumbrance Expense	-
	9010.050	Capital Equipment Building Improvements	-
Department Total: 1301 - Health Department			\$ 5,547,753.00



Worcester County

HEALTH DEPARTMENT

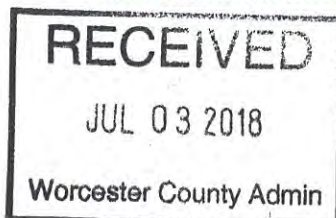
P.O. Box 249 • Snow Hill, Maryland 21863-0249
www.worcesterhealth.org




Rebecca L. Jones, RN, BSN, MSN
Health Officer

Snow Hill (Main Office)
410-632-1100
Fax 410-632-0906

MEMORANDUM



To: Worcester County Commissioners
Harold Higgins, Chief Administrative Officer

From: Rebecca Jones, Health Officer 

CC: Kelly Shannahan, Maureen Howarth, Heather Barton

Date: June 29, 2018

Re: **Proposed MOU with Peninsula Regional Medical Center for Wellness Van**

Attached is a proposed MOU for your review and approval with Peninsula Regional Medical Center for the Wagner Wellness Van to be on site one day per week to offer free preventive services to individuals over the age of 18 and minors accompanied by their parent or guardian.

The proposed MOU has been reviewed and approved by the County Attorney.

I would like to request this be included on the next available agenda for the Commissioners meeting.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) dated July 4, 2018, (the “Effective Date”) sets forth the principal objectives and understanding by and between **PENINSULA REGIONAL MEDICAL CENTER (“PRMC”)**, and the **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND (“County”)** to coordinate access to preventive care to rural communities and underserved populations (the “Program”), each a party and collectively parties to the MOU.

WHEREAS, the parties share a common goal of providing access to healthcare services to individuals who face barriers which prevent them from obtaining basic preventive health care services;

WHEREAS, the parties desire to work together to address community preventive health needs and to identify applicable populations that have barriers to accessing care;

WHEREAS, the parties intend to work together to deliver preventive services to participants through the Program, utilizing a mobile health unit to the members of affected communities selected by the parties based on socioeconomic factors and underserved geographic locations in Worcester County; and

NOW THEREFORE, the parties agree as follows:

1. County Responsibilities:

A. **Property Owner.** The County is the owner of a facility that houses the Worcester County Health Department located at 6040 Public Landing Road, Snow Hill, Maryland 21863; County has offered access to the parking lot to allow the PRMC mobile health unit, PRMC’s Wagner Wellness Van, (hereinafter, the “Van”) for this Program.

B. **Insurance.** County shall maintain at all times the appropriate comprehensive general public liability insurance policy on the Property appropriate for a public governmental entity.

2. PRMC Responsibilities:

A. **Preventive Care Services.** Services through the Program shall be limited to the applicable “Preventive Services” listed in the Guide to Clinical Preventive Services, Recommendations of the U.S. Preventive Services Task Force.¹

B. **Access to Care.** The Program will provide free preventive services to members of the identified communities utilizing a schedule to be mutually agreed upon by the parties. Preventive care sessions will be open to individuals over the age of 18 years and minors accompanied by their parent or guardian, confirmed in accordance with PRMC policy, and are available on a first-come basis. In addition to providing preventive services, PRMC will provide information to participants as indicated regarding primary care providers in the area for continued preventive and follow up medical care. Patients will be provided a list of options in their area rather than being steered or referred to any specific primary care providers, hospital, or other health care providers or suppliers.

¹ <https://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/guide/index.html>.

C. The Wagner Wellness Van. The mobile health unit will arrive at the designated pre-scheduled location to meet the respective providers. All providers will meet the Van at the designated sites. The Van will not transport passengers.

D. Providers. PRMC will provide a Nurse Practitioner (NP), Registered Nurses (RNs), and Medical Assistants MAs, based on need and patient census, to assist with the provision of preventive services based upon mutually agreed scheduled service dates. PRMC will provide qualified Maryland-licensed providers in good standing to provide services who meet PRMC's requirements for individuals who provide care for its patients. This will include but not be limited to assuring that the individuals they are providing for the Program have not been excluded or debarred from Federal healthcare programs, that appropriate background checks have been performed, and that the individuals meet all vaccination and other requirements of PRMC.

E. Insurance. (Certificates attached)

a. Professional liability: PRMC shall maintain throughout the Term of this MOU, professional liability insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence, and Three Million Dollars (\$3,000,000) annual aggregate covering any Hospital employed or contracted provider providing patient care services under this MOU. All insurance shall be an occurrence policy or, if claims made, shall carry tail insurance sufficient to cover liabilities arising under this MOU. Certificates attached.

b. Worker's compensation: PRMC employees shall be covered under workers' compensation insurance maintained by PRMC in compliance with applicable law.

c. PRMC shall obtain and maintain the proper general liability insurance to cover the service provided in this MOU.

F. Indemnification. PRMC will indemnify County and the Worcester County Health Department and save it harmless from all damages, liabilities, losses, injuries or expenses in connection with the Program and any medical care provided on the mobile health unit; except that, and notwithstanding the foregoing, PRMC's indemnification obligation shall not apply to any damages, losses, or injuries caused by County, or its agents, servants, employees, licenses, or contractors. Indemnification shall not apply to damages, liabilities, losses, injuries or expenses which may arise outside the scope of the Program and services provided on the Van.

3. Term and Termination.

The initial term of this MOU shall run from the Effective Date through June 30, 2019. This MOU shall automatically renew each year thereafter, for successive renewal terms of one year (the initial term, together with any renewal terms referred to herein as the "Term"). Any party may choose to terminate this MOU and discontinue its participation by providing at least thirty (30) days' prior written notice to the other parties.

4. Independent Contractor Status.

The parties shall be deemed to be independent contractors with respect to this MOU and any services provided hereunder. Nothing herein shall be construed to establish an employer-employee, joint venture, agency, or partnership relationship, either expressly or by implication

5. No Remuneration or Referrals.

There shall be no remuneration between the parties under this MOU and nothing herein is intended to induce or require any patient referrals. No party shall bill any Participant, government payor, third party payor, or any other individual or entity for the Preventive Services provided during van visits for the Program.

6. The law of Maryland shall govern the interpretation and enforcement of this MOU.
7. The parties shall not assign or otherwise transfer this MOU, or any portion thereof, or lease license, sublease, sublicense or engage in any other form of transfer of the license, rights, or responsibilities, in whole or in part, in any manner. Any attempted assignment or transfer in violation of this section shall be void.
8. Neither party assumes liability for the acts or omissions of the other party or its agents. Nothing in this MOU shall be construed to extend the immunities of one party and its agents to the other party or its agents.
9. This MOU may not be amended or modified in any manner other than by an agreement in writing approved by the parties and duly signed by authorized persons on behalf of the parties.
10. All notices and communications hereunder shall be in writing and shall be deemed given when sent postage prepaid by registered or certified mail, return receipt requested, PRMC, shall be addressed to its attention at, Peninsula Regional Medical Center, Attn. Legal Department 100 East Carroll St Salisbury, MD 21801 and to Worcester County Health Department 6040 Public Landing Road, Snow Hill, Maryland 21863.
11. Email/Fax/Electronic Version. The Parties agree that any electronic version of a fully executed document shall be valid as if an original.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the Effective Date.

PENINSULA REGIONAL MEDICAL CENTER

By _____
Steven Leonard, FACHE
President/CEO Designate

**COUNTY COMMISSIONERS OF WORCESTER
COUNTY MARYLAND**

By _____
Diana Purnell, President

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
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

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

July 11, 2018

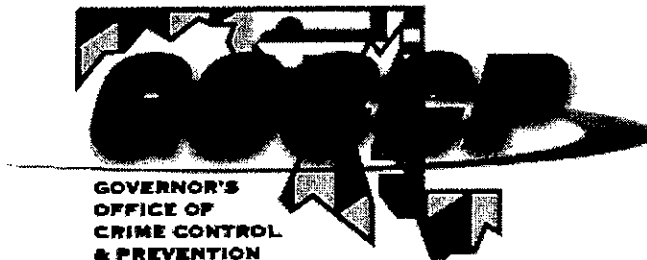
To: Harold Higgins, Chief Administrative Officer
From: Kim Reynolds, Senior Budget Accountant *Kim Reynolds*
Subject: Pretrial Services Program – FY2019 Grant Application

Attached is the FY2019 Grant Application for the Pretrial Services Program Position. The Worcester County Jail is applying grant funding for salary to cover a Program Manager for pretrial services through the Governor's Office of Crime, Control and Prevention in the amount of \$66,914.00. This position is currently in the Jail's budget for fiscal year 2019. This grant will allow the Worcester County Jail to work in conjunction with courts to provide necessary documentation to allow a judge to authorize an inmate to be placed on pretrial supervision in lieu of incarceration.

Pretrial Services Program Grant - 2019 (PSPG)

Applicant: Worcester County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention


Submitted: 7/11/2018

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

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: 2018-PF-0001
	Received By:	Date:



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

Pretrial Services Program Grant - 2019 (PSPG)**Applicant:** Worcester County Board of County Commissioners**Project Title:** Pretrial Services Program**Worcester****Local Government****Start Date:** 07/01/2018**Submitted:** 7/11/2018 9:37:55 AM**DUNS Number:** 101119399**End Date:** 06/30/2019**Funding Year:****SAM Expiration:** 2/2/2019**Applicant:**

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

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

Authorized Official:

Purnell, Diana
 dpurnell@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

President

FAX: (410) 632-3131

Project Director:

Bounds, Donna
 dbounds@co.worcester.md.us
 Worcester County Jail
 P.O. Box 189
 Snow Hill, MD 21863
 (410) 632-1300

Warden

FAX: (410) 632-3002

Fiscal Officer:

Reynolds, Kimberly
 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

Budget Accountant

FAX: (410) 632-3131

Funding Summary	69.4 %	Grant Funds	\$66,914.00	_____	_____
	30.6 %	Cash Match	\$29,442.00	_____	_____
	0.0 %	In-Kind Match	\$0.00	_____	_____
		Total Project Funds	\$96,356.00		

Project Summary

The Worcester County Jail Pretrial Services Program helps reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders throughout Maryland. The program would allow a certified correctional officer the ability to be a program manager, which would work in conjunction with the appropriate court to provide necessary documentation to allow the judge to authorize the inmate to be placed on Pretrial supervision in lieu of incarceration. Program funds would provide one personnel position (program manager) to be funded.

Problem Statement/Needs Justification

The Worcester County Jail located in Snow Hill Maryland maintains custody of Pretrial and sentenced inmates legally confined by the Worcester County Circuit Court and District Court of Maryland from Ocean City and Snow Hill courts. A pre-trial supervision program would provide an alternative to incarceration for offenders while the offenders await their trial date. For the month of May 2018 the Worcester County Jail received a total of 152 offenders in the pretrial status. The average daily population for pretrial inmates for May 2018 was 81. Of the 152 offenders received 84 were released prior to trial. The offenders released either posted bond, were released on personal recognizance or released on an unsecure bond by the courts.

Program Goals and Objectives

The short term goal of the pretrial release supervision program would allow the offender to be in the community and continue employment, obtain drug and or alcohol treatment, mental health counseling and maintain a stable home environment. With a pre-trial release supervision program the Worcester County Jail's objective would be to reduce the number of pretrial offenders incarcerated. Specific objectives of the program would be to maintain a form of supervision for the offender while awaiting trial. Also, to provide assistance to the offender by obtaining services that would assist in preventing future contact with the criminal justice system. The target level of achievement would include compliance with pretrial conditions set forth by the court order release to the pretrial supervision program.

Program Strategy/Program Logic

Program Strategy - The pre-trial supervision program is a structured program that involves personal interviews, verification of current address, directing offenders to drug and alcohol treatment and obtaining mental health treatment as directed by the court. Offenders from the Worcester County area would be directed to report to the Worcester County Health Department to obtain services as ordered by the court. Offenders that live outside of the Worcester County area would be provided with contact information regarding services available in their hometown.

Program Measurement

Program Measurement- The pretrial supervision program will complete monthly, quarterly and annual statistics to capture the number of offenders placed on pre-trial supervision, conditions of pretrial release, compliance with court order conditions such as employment, drug and alcohol treatment, and mental health counseling. Quarterly assessment will be completed to ensure the method of implementation of the program is effective. Changes to the program will be made to correct areas identified as underachieving. The outcome of the program is to provide the offender with an opportunity to correct self destructive behaviors that often leads to criminal behavior.

Timeline

The Worcester County Jail will begin the Pretrial Release program in mid July of 2018. Pretrial offenders will be screened by the Pretrial Release Program Manager prior to bail review. A structured assessment form will be completed. Completed assessment forms will be sent to the appropriate court prior to the bail review. Pretrial offenders will receive a score to indicate the potential for placement in the pretrial release program. Offenders will be placed on pretrial supervision by the Judge and conditions of release such as level of supervision, special conditions such as drug and or alcohol treatment, mental health counseling, employment verification and additional conditions as directed by the court.

Spending Plan

The implementation of the Pretrial supervision program will be placed under the direction of the Classification and Services Supervisor. The Pretrial Supervision Program Manager will be a full time Lieutenant position. The Program Manager would be a certified correctional officer with a Bachelors Degree in Criminal Justice. The Program manager would work in conjunction with the appropriate court to provide necessary documentation to allow the judge to authorize the inmate to be placed on pretrial supervision in lieu of incarceration. Personnel costs would be expended evenly each quarter. Worcester County is seeking a grant for personnel salary costs. Worcester County would pay for the benefits associated with this position as a cash match.

Management Capabilities

Management Capabilities- The Pretrial Supervision program will be under the direction of the newly created position of Lieutenant. To supplement this position as needed, additional personnel will be cross trained by the new Lieutenant. As the program expands additional personnel will be assigned to supplement the Lieutenant.

Sustainability

Sustainability- The Pretrial Release program for the Worcester County Jail is in the beginning stages with the new fiscal budget year of 2019. The manager position is a new position provided by the Worcester County Commissioners. It is anticipated that the program will be successful and will reduce spending on incarceration. It is also anticipated that the funding for the new position will continue going forward.

Person Completing the Project Narrative

Donna Bounds

Worcester County Jail Warden

Worcester County Detention Center

5022 Joyner Rd, Snow Hill, MD 21863

Telephone: 410-632-1300

Fax: 410-632-3002

dbounds@co.worcester.md.us



Control Number:

2018-PF-0001

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$66,914.00	\$29,442.00	\$0.00	\$96,356.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$66,914.00	\$29,442.00	\$0.00	\$96,356.00

Category A - Personnel



Control Number: 2018-PF-0001

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Program Manager	1	Salary	Grant Funds	\$66,914.00
2	Program Manager	2	Fringe	Cash Match	\$29,442.00
					\$96,356.00

1. **The Program Manager would be a certified correctional officer with a Bachelors Degree in Criminal Justice. The Program manager would work in conjunction with the appropriate court to provide necessary documentation to allow the judge to authorize the inmate to be placed on pre-trial supervision in lieu of incarceration.**
2. **Worcester County Government has estimated benefits at 44% of the Program Manager salary. Worcester County Government will be paying for the Program Manager's benefits as a cash match to the grant funded position.**



Control Number:

2018-PF-0001

V. Civil Rights Requirements

- 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: 13

Project Service Sites

Site 1

Service Site	Worcester County
Apt. Suite, No. Street	
City	
State & Zip	MD



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

Purnell, Diana - President

Name and Title

Certification Regarding Lobbying



Control Number:

2018-PF-0001



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;



(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.

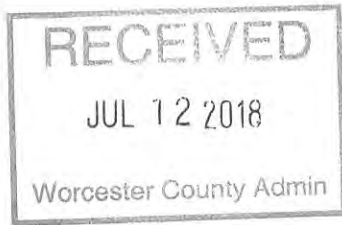
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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

Project Title: Pretrial Services Program
Federal ID Number: 52-6001064

Authorized Representative: Purnell, Diana - President

Signature: _____
Signature of Authorized Official Date



OFFICE OF THE FIRE MARSHAL
Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1302
SNOW HILL, MARYLAND 21863-1249
TEL: 410-632-5666
FAX: 410-632-5664
www.wcfmo.org

10


Jeffrey A. McMahon
Fire Marshal

Matthew W. Owens
Chief Deputy Fire Marshal

MEMORANDUM

DATE: July 12, 2018

TO: Harold L. Higgins, Chief Administrative Officer

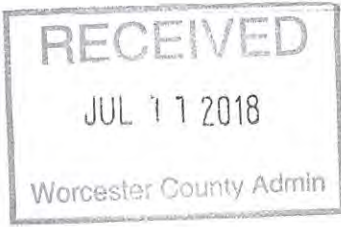
FROM: Jeff McMahon, Fire Marshal 

RE: Out of State Travel

I would like to request out of state travel for Deputy Fire Marshals Chris Vieira and Hunter Mauk for September 10 – September 14, 2018. The out of state travel is for training. They have been accepted for the Radiological/Nuclear WMD Course Incidents Program for Hazard Material Technicians at the Nevada National Security Site. The Nevada National Security Site is a massive, isolated, secure one-of-a-kind outdoor laboratory. To be accepted for this course a sponsored individual must first be designated and approved by the local Training Coordinator for DHS. This process has been completed and both Deputy Vieira and Mauk have been approved to attend.

Successful candidates advance from an operations level to a tactical employment skill set which will be beneficial to Worcester County’s Special Hazards Response Team and additionally if the County’s Team is requested to assist any other federal, state or local response.

There is no cost to the County for Deputies Vieira and Mauk to attend. The entire training, including the course curriculum, meals, travel and lodging is all paid for by the CTOS-Center for Radiological/Nuclear Training through FEMA/Homeland Security funding.




EMERGENCY SERVICES
Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL: 410-632-1311
FAX: 410-632-4686

11

FRED E. WEBSTER, JR.
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Sub-Recipient Agreement

Date: 11 July 2018

Attached is an agreement between Worcester County and the Maryland Emergency Management Agency for the State Homeland Security Grant Program. The money is awarded to the State of Maryland by the U.S. Department of Homeland Security which is why the county is listed as a sub-recipient. The award is in the amount of \$80,400.00 and requires an official signature

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



**2015 Sub-Recipient Agreement
for
Worcester County Emergency Services**

Date of Award
11/7/2017

1. Sub-Recipient Name and Address: Worcester County Emergency Services
 2. Prepared by: Low, Wilson
 3. MEMAGMS Award Number: 15-GA 8861-04

Worcester County Emergency Services	4. Federal Grant Information	
	Federal Grant Title:	State Homeland Security Grant Program
	Federal Grant Award Number/CFDA Number:	EMW-2015-SS-00077 / 97-067
	Federal Granting Agency:	U.S. Department of Homeland Security

5. Award Amount

Total Award Amount \$80,400.00	2015 State Homeland Security Program Performance Period: FROM Sep 1, 2015 – Nov 30, 2017
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6. Statutory Authority for Grant: This project is supported under the Homeland Security Act of 2002 as amended as amended (Public Law 107-296),(6USC603)
 Appropriations Authority for Grant: The Department of Homeland Security Appropriations Act, 2015

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <http://www.epls.gov>.

9. Agency Approval

Approving SAA Official: Russell Strickland, Executive Director Maryland Emergency Management Agency	Signature of SAA Official: Date:
---	---

10. Sub-Recipient Acceptance

I have read and understand the attached Agreement Articles.

Type name and title of Authorized Sub-Recipient official:	Signature of Sub-Recipient Official:
---	--------------------------------------

11. Enter Federal Employer Identification Number (FEIN) and DUNS number:
526001084

12. Date Signed :

13. DUE DATE: 12/22/2017

Signed award must be returned to the SAA on or before the above due date.

AGREEMENT ARTICLES

2015 Homeland Security Grant Program

Grantor: Maryland Emergency Management Agency

Agreement Number: EMW-2015-SS-00077/ EMW-2015-SS-00077UASI

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Article I - Summary Description of Project

The purpose of the FY 2015 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 31 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community.

Article II – Acknowledgement of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

Article III - Authorized Program Expenditures

The Sub-grantee agrees that all allocations, use of funds, and other associated requirements under this grant will be in accordance with the Fiscal Year (FY) 2015 Homeland Security Grant program (HSGP) Notice of Funding Opportunity (NOFO). Specifically, sub-grantees and subsequent sub-recipients of awarded funds will closely review DHS requirements detailed within the NOFO Funding Guidelines. This guidance is posted within the Maryland Emergency Management Agency Grants Management System (MEMAGMS) Forms Menu.

- 1. Law Enforcement Terrorism Prevention:** A minimum of 25% of awarded funds must be dedicated towards law enforcement terrorism prevention-oriented planning, training, exercise, and equipment activities.
- 2. Personnel Cost Cap:** No more than 50% of awarded funds can be used for personnel and personnel-related activities. In general, the use of awarded funds to underwrite staff or contractor regular time or overtime/backfill is considered a personnel cost. Personnel costs included in Management and Administration costs count toward the 50%.

3. **Records Maintenance:** The sub-grantee shall retain all records relating to this grant for a period of three years after grant close-out.
4. **Matching Requirements:** There are no matching requirements with this grant.
5. **Non-Supplanting of Funds:** The sub-grantee must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Sub-grantees may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

Article IV - Maryland Coordination & Analysis Center (MCAC) Staff Support

If sub-grantees opt to and are approved to provide staffing for the MCAC; additional funding may be awarded.

1. In recognition of the Sub-grantee's assignment of staff member(s) for duty at the Maryland Coordination & Analysis Center (MCAC) or one of its regional offices, an incentive (@\$50,000 per position) may be awarded in addition to the initial award.
2. Supplemental funds must be used for the benefit of the law enforcement agency providing staff.
3. Award of these funds is premised upon continued assignment of personnel to the MCAC throughout CY 2016.
4. These funds cannot be applied against salary expenses, but may be used for any other departmental related expense authorized within grant guidance. (E.g., training, equipment, exercises)

Article V - DHS Specific Acknowledgements and Assurances

All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions governing DHS and State access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS or the State.
2. Recipients must give DHS and the State access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to MEMA and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office. The United States has the right to seek judicial enforcement of these obligations.

Article VI - Lobbying Prohibitions

All recipients must comply with 31 U.S.C. part 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt 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 any Federal action concerning the award or renewal.

Article VIII - Copyright

All recipients must affix the applicable copyright notices of 17 USC §401 or 402 and an acknowledgement of U.S. Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the U.S. Government (e.g., classified information or other information subject to national security or export control laws or regulations).

Article IX - Use of DHS Seal, Logo and Flags

All recipients of financial assistance must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article X - Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article XI - Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. S 411Q2) for international air transportation of people and property to the extent that such service is available, in accordance with the international Air Transportation Fair Competitive Practices Act of 1974 and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

Article XII - Drug-Free Workplace Regulations

All recipients of financial assistance must comply with the requirements of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. These regulations are codified at 2 CFR 3001.

Article XIII - Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(9) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22.U. S., C.S.7104). This is implemented in accordance with OMB interim Final Guidance, Federal Register, Volume 72, No.218, November 13, 2007. Full text of the award term is located at 2 CFR5 125.15.

Article XIV – Hotel & Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 USC §2225(a), all sub-grantees must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds comply with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, 15 USC §2225.

Article XV – Federal Debt Status

All sub-grantees are required to be non-delinquent in their payment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and SF 424B, item number 17 for additional information and guidance.

Article XVI – False Claims Act and Program Fraud Civil Remedies

All sub-grantees must comply with the requirements of 31 USC §3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 USC §3801-3812 which details the administrative remedies for false claims and statements made.

Article XVII – Duplication of Benefits

Any cost allocable to a particular Federal award provided for in 2 CFR Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

Article XVIII – Debarment and Suspension

All sub-grantees must comply with Executive orders 12549 and 12689, which provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government.

Article XIX – Best Practices for Collection and Use of Personally Identifiable Information (PII)

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. Award recipients may also find as a useful resource the DHS Privacy impact Assessments: Privacy Guidance and Privacy template respectively.

http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf or

http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_template.pdf

Article XX - National Environmental Policy Act (NEPA) of 1969

All recipients of financial assistance will comply with the requirements of the National Environmental Policy Act (NEPA), as amended, 42 U.S.C. § 4331 et seq., which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for its grant-supported activities, DHS requires the environmental aspects of construction grants (and certain non-construction projects as specified by the Component and awarding office) to be reviewed and evaluated before final action on the application. Failure of the Sub-grantee to meet federal, state, and local EHP requirements and obtain applicable permits may jeopardize federal funding. Sub-grantees may not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Sub-grantees must comply with all conditions placed on the project as the result of EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Sub-grantee must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the Sub-grantee will cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full environmental and historic preservation review will result in a non-compliance finding.

Article XXI - USA Patriot Act of 2001

All recipients of financial assistance must comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

Article XXII - Agreement Amendments/Post Award Changes

This Agreement may be amended only as the Sub-grantee and the awarding Agency mutually agree in writing. In the event MEMA determines that changes are necessary to the award document post award, including changes to period of performance or terms and conditions, sub-grantees will be notified of the change in writing. Once notification has been made, any subsequent request for funds will indicate sub-grantee acceptance of the changes to the award.

Article XXXIII - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from MEMA to make proper disposition of the equipment pursuant to 2 C.F.R. S 200.313.

Article XXXIV -Title VI of the Civil Rights Act of 1964

All recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. implementing regulations for the Act are found at 6 C.F.R.,Part 21 and 44 C.F.R. part 7.

Article XXXV - Incorporation by Reference of Notice of Funding Opportunity and DHS Standard Terms and Conditions

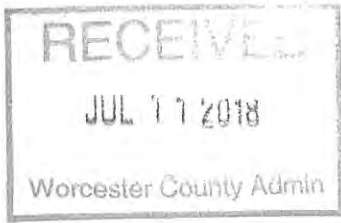
The Notice of Funding Opportunity and the DHS Standard Terms and Conditions for this program are hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in these publications and the DHS Agreement Articles contained herein.

http://www.fema.gov/media-library-data/1429291822887-7f203c9296fde6160b727475532c7796/FY2015HSGP_NOFO_v3.pdf

<http://www.dhs.gov/sites/default/files/publications/FY%2015%20Standard%20TC%20Version%205.1%202015-2-23.pdf>

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FRED E. WEBSTER, JR.
DIRECTOR

EMERGENCY SERVICES
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL: 410-632-1311
FAX: 410-632-4686

See also P25 Radio System Project Status Report on page 20

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Engineering Consultant Proposal

Date: 11 July 2018

The Department of Emergency Services has been working toward a migration of our public safety radio system for a period of approximately four years. A formal RFP was released on April 7, 2015 and an award to Harris Corporation was made in the fall of 2015. While jurisdictions in a similar position commonly contract with a consulting firm for development of an RFP through project acceptance at a cost of several hundred thousand dollars or more, county staff have performed all county responsibilities leading up to and under the contract with no external assistance. This has included project management, site management, field engineering and technician level responsibilities.

The county accepted beneficial use of the new radio system on February 14th, 2018 under a conditional acceptance addendum. Conditional acceptance was required due to a failed coverage acceptance test as well as a delay in the construction of the final transmitter site located in West Ocean City. While working through known remaining contractual items and since discovering interference issues that are heavily impacting the system in several areas, county staff have found several items that require external assistance due to lack of internal resources. Specifically, staff requires access to professional engineering support and technical resources related to radio frequency engineering for interference mitigation that is identified as a county responsibility within our contractual terms with Harris Corporation.

Staff has made contact with several consulting firms that specialize in this area. After evaluation by staff, Federal Engineering of Fairfax, Virginia was highly responsive and was identified as highly qualified in the specific tasks required and provided a proposal that included competitive rates for those services. Due to their qualification, familiarity with local systems that may be impacting our situation and the exigency of the task at hand we respectfully request consideration by the County Commissioners to waive bidding and permit contractual retention of Federal Engineering for the tasks described within the attached proposal as well as an over expenditure in the amount of \$77,265.00 to support this objective.

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



"Unleashing the Power of Technology"

**Federal
Engineering®**

Federal Engineering, Inc.

10600 Arrowhead Drive
Fairfax, VA 22030
703-359-8200

July 10, 2018

Mr. James E. Hamilton, Assistant Director
Department of Emergency Services
Snow Hill, MD 21863
Via email: jhamilton@co.worcester.md.us

Dear Mr. Hamilton:

In response to your request and recent telephone conference with Scott Wiggins and Travis LePage, Federal Engineering, Inc. (*FE*) is pleased to offer this proposal to provide radio consulting to Worcester County, Maryland. We look forward to serving as your trusted advisor in evaluating your current radio system.

Federal Engineering is a Maryland firm. We are currently working on the State of Maryland radio project and has completed multiple projects in the Mid-Atlantic Region and we understand your unique conditions. *FE* specializes in the planning, assessment, needs analysis, conceptual design, specification, and RFP development to upgrade legacy systems to standards-based P25 digital systems in all frequency bands. We have extensive experience in providing services related to vendor evaluation, contract negotiations, system implementation, and testing oversight.

We will engage your first responders and facilitate consensus of current and future needs through a collaborative process. Every project is unique, and we develop customized tools, solutions, and deliverables based on your needs, while drawing upon our experience on thousands of conventional analog radio upgrade projects and over one hundred P25 digital upgrades.

FE will provide an in-house team of consultants with direct, hands-on experience planning, designing, and implementing system upgrades in challenging terrain environments such as Worcester County. They offer a deep understanding of public safety organizations, regulatory guidance, and cultural frameworks.

We encourage you to consider retaining FE. We can proceed with this effort immediately. Having successfully accomplished numerous similar engagements, we firmly believe *FE* is your best choice to support your mission-critical public safety radio initiatives.

FE thanks you for the opportunity of providing public safety radio consulting services, and we stand ready to assist as you proceed. Please feel free to give us a call at any time.

Sincerely,

Ronald F. Bosco
President and Chief Executive Officer
Federal Engineering, Inc.

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FEDERAL ENGINEERING OVERVIEW

Corporate Profile

Our company began nearly 35 years ago and has a rich history of providing system analysis and design for public safety communications technology. Public safety communications consulting is our only business. Our founder, Ronald F. Bosco a former first responder and degreed engineer, continues to lead the firm and has kept his vision steady to improve the functionality and cost-effectiveness of public safety communications. This consistency in ownership translates into consistency in performance as evidenced by the fact that our earliest government clients remain clients today, over a quarter of a century later.

Federal Engineering provides consulting services for the full life cycle of public safety radio system and 9-1-1 system projects, as highlighted below.

<i>Federal Engineering Consulting Services</i>	
◦ LMR technologies and systems	◦ Strategic planning
◦ Total communications network design	◦ Needs assessment and analysis
◦ Trunked, simulcast, and conventional LMR	◦ Coverage and capacity analyses
◦ Spectrum planning and licensing	◦ Broadband/LTE
◦ P25 technology	◦ Interoperability analyses
◦ PSAP design, site planning and selection	◦ RFP development and specifications
◦ PSAP regionalization / efficiency studies	◦ Procurement support
◦ Next Generation 9-1-1 and E9-1-1	◦ Program management
◦ Governance and policy analysis	◦ Implementation management
◦ Data management services	◦ Independent validation/verification
◦ Cyber security	◦ Transition planning
◦ CAD/RMS	◦ FCC license applications

FE has over 50 consultants, specialists, and former first responders located in offices across the country, dedicated to helping you achieve your goals for replacement, modification and expansion of your radio system. We have developed the tools, methodologies, and expertise necessary to deliver practical, affordable solutions. We have a proud history of completing all our projects on time and within budget.

Exhibit 1 shows our corporate organization.



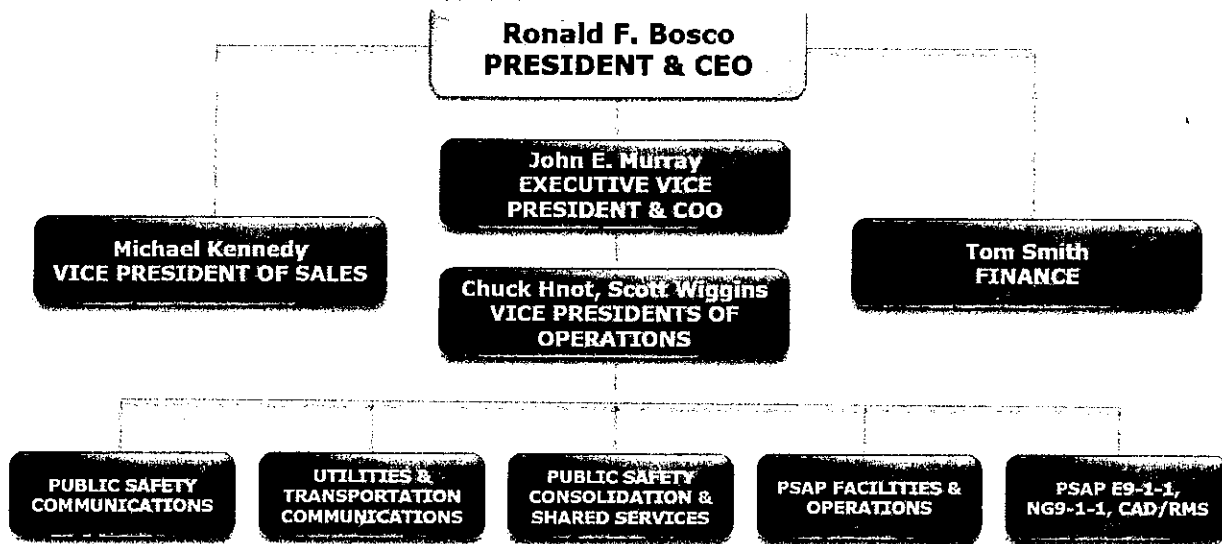


Exhibit 1—Federal Engineering’s Corporate Structure

FE’s corporate capabilities align with public safety voice and broadband radio system planning, design, and deployment.

FE consultants have worked on practically every type of system and in hundreds of project and operational situations. As a result, we are familiar with and understand the complexity that will be involved in assessing Worcester County’s radio system. A sampling of our knowledge includes the following:

Land Mobile Radio Systems

- Trunked
- Simulcast
- Multicast
- Analog
- Digital

Frequency Bands

- Low band
- T-band
- VHF
- UHF
- 700/800 MHz
- 900 MHz
- 2.4, 4.9, 5.8 GHz
- Other licensed and unlicensed bands

Land Mobile Radio Technologies

- APCO TIA P25
- MPT1327
- TETRA
- DMR
- SCADA

Manufacturers’ Systems and Equipment

- Harris (M/A-COM)
- Motorola
- Tait
- Airbus DS (Cassidian)
- EF Johnson
- Raytheon
- DataRadio
- Others

Broadband/Advanced Wireless Technologies

- LTE
- WiMAX
- WiFi
- Integrated voice and data

Backhaul Systems

- Microwave
- T-carrier
- Optical fiber



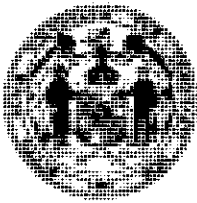


Similar Experience in the United States Mid-Atlantic Region

FE has a long-standing presence in the U.S. Mid-Atlantic Region, including the following clients:

State of Maryland
City of Albany, New York
City of Alexandria, Virginia
City of Arlington, Virginia
Atlantic County, New Jersey
City of Chesapeake, Virginia

State of Delaware
State of New York
New York City Transit
City of Newport News, Virginia
City of Virginia Beach, Virginia



State of Maryland—Delivering services to the State of Maryland since 2008, FE currently provides technical consulting services and project management support for the federal Public Safety Interoperable Communications (PSIC) grant program and since 2010 to assist in the implementation of the statewide public safety communications system, Maryland FiRST, when the State of Maryland awarded a contract to Motorola to develop a statewide 700 MHz communications system.

FE provides project management, oversight, and technical consulting support for \$25M PSIC grant projects. This project has been extended to provide support through 2022. Full-time staffing is provided to the State of Maryland for support services that include the following:

- Project/contract management of vendor and subcontractors on a \$345M contract
- Serve as State liaison between participating state and local agencies
- Risk management
- Monitor vendor contracts for compliance
- Provide subject matter expertise in support of system deployment
- Review and approve project schedule and scope issues
- Provide status reports
- Develop agency scopes of work and project schedules
- Provide contract guidance to state/local participants for use of the system

City of Chesapeake, Virginia—FE was selected to provide consulting services regarding the upgrade of the City’s current radio communications system to an interoperable P25 system leveraging existing 800 MHz and 700 MHz frequencies, sites, and infrastructure. Regional interoperability is an important element. The project is structured into three phases: Conceptual Design, Procurement Support, and Implementation Support. Using FE’s conceptual design, functional requirements were set, and the City released an RFP for system vendors, for which a new vendor was selected by the City for the system infrastructure. FE’s involvement in the proposal evaluation stages provided technical insight facilitating selection and successful negotiations with the vendor.



For the **New York State Office of General Services (OGS)**, FE provided independent verification and validation (IV&V) services associated with the **Statewide Wireless Network (SWN)** for the Chief Information Officer Office for Technology (CIO/OFT). Prior to FE’s involvement, SWN had been experiencing many technical and performance problems, and first





Worcester County, Maryland

Public Safety Radio Consulting

responders had serious doubts about the ability of the system to meet their communications needs. The SWN project management office was unable to determine the root causes of the performance problems and was coming under increasing pressure from state and local agencies to solve the problems before proceeding with further implementation phases.

In order to address these mounting issues, the State of New York contracted with *FE* to conduct an independent verification and validation of the radio system, including an assessment of the radio system vendor's quality program and technical compliance with the contract, risks of the program, and vendor's site construction quality, as well as validate contract deliverables. We were able to deliver, in a short amount of time, detailed and accurate information enabling the Governor's Office could to make an informed decision regarding the SWIN program. *FE's* role in New York State is a testimony to the detail and rigorous quality assurance approach *FE* takes in its implementation and program management engagements, ensuring that the customer/owner's interest are protected.





PROJECT UNDERSTANDING AND SCOPE OF WORK

Project Understanding

FE understands that the County of Worcester, Maryland (County) implemented a six-site, eight-channel Project 25 (P25) radio system to replace their end-of-life Enhanced Digital Access Communication System (EDACS). The County seeks *FE*'s assistance to investigate and make recommendations to correct performance issues with their new radio system in the following areas:

- Radio coverage and interference
- Site infrastructure equipment
- Subscriber equipment programming and configuration

As the County's radio consultant, *FE* will investigate the performance issues and coordinate with the County and their radio system vendor to develop remediation plans.

Why Federal Engineering

During *FE*'s public safety radio consulting history, we have been retained by many clients to provide IV&V services and remedy issues after their initial consultants and system vendors failed to deliver on promises. We have saved our clients millions of dollars while mitigating risks and delivering solutions that meet or exceed their needs. Because *FE* have been involved in billions of dollars in systems procurements, we have developed unmatched skills, methodologies, and databases that consistently yield verifiable results.

Tasks to Be Performed

Task 1—Project Initiation

FE will conduct a project initiation teleconference with the County. This teleconference will establish a common understanding of the project goals, objectives, vision, and specific scope of work, items best understood through a close working relationship between our respective teams. During the teleconference, we will also review the key performance issues and discuss a methodology to proceed with the project. Following the initiation teleconference, *FE* will deliver a request for information (RFI) to the County targeting specific areas discussed during the teleconference that we will further investigate.

Task 2—Review Radio System Information and Vendor Contracts

FE will conduct a review of the radio system documentation provided by the County in response to our RFI. Additionally, we will review the County's contract with their primary radio system vendor. *FE* will document our findings in a requirements traceability matrix (RTM), which will serve as the baseline for assessing the radio system's actual performance in relation to contract requirements. We will review the RTM with the County via teleconference to confirm key requirements and integrate feedback from system users.





Task 3—Assess Radio System Performance Issues

Using the RTM, *FE* will work with the County to prioritize the system performance issues for further investigation. Inclusive of this assessment, we will perform the following tasks.

Task 3.1—Radio System Coverage Issues

- Review radio system vendor guaranteed coverage versus actual coverage from field tests
- Quantify variances between guaranteed radio coverage and actual coverage from field tests
- Develop memorandum outlining findings and review with the County
- Witness radio coverage acceptance testing following the implementation of the additional radio site
- Quantify radio coverage issues following the implementation of the additional radio site
- Coordinate with the County and radio system vendor to develop a remediation plan in the form of a memorandum and actionable tracking spreadsheet

Task 3.2—Radio System Interference Issues

- Perform co- and adjacent- channel software interference analysis using *FEMitigate™* for the channels used by County's equipment at the subject sites. *FEMitigate™*, part of the *FEPerformancePro™* toolset, based upon the ICS Telecom software engine used by the Department of Defense (DoD), FCC, NTIA, and APCO for radio network analysis
- Develop memorandum outlining findings and review with the County
- Coordinate with the County, radio system vendor, and FCC (if necessary) to develop a remediation plan

Task 3.3—Radio System Site Infrastructure Issues

- Assist the County with resolving the uninterruptible power supply (UPS) and emergency backup generator performance issue by assessing test and exception reports and coordinating with the County and the respective vendors via email and telephone

Task 3.4—Radio System Subscriber Equipment Issues

- Assist the County with resolving the subscriber equipment programming and configuration issues by coordinating with County repair/maintenance personnel via email and telephone

Task 4—Provide Contract Negotiations Support

FE will provide the County with assistance negotiating a remediation program with the primary radio system vendor. Possible deliverables for this task include a revised master contract, test and acceptance procedures, and equipment reprogramming/reconfiguration plan

Optional Services

- Radio coverage and interference field testing
- Provide subject matter expert contract litigation support





EXPERIENCE AND REFERENCES

FE has demonstrable knowledge and experience, most involving upgrades from legacy Motorola or Harris systems. The table below highlights just a few of our hundreds of projects in which we provided the services typically involved in a project such as the one being undertaken by Worcester County. We provide references for a few projects at the end of this section. Additional references are available upon request.

Many of our recent clients have been migrating from legacy analog systems from various vendors to standards-based P25 Phase 1 and Phase 2 systems. The table below highlights our extensive P25 expertise; most of these projects are similar to Worcester County, involving the analysis to determine the best path forward from legacy Motorola or Harris systems.

<i>Federal Engineering Project Experience</i>									
Client Name	Existing System Analysis	Needs Assessments/ Requirements	Strategic Planning	Conceptual Design	P25 Design	RFP/ Specification	Procurement	Implementation	P25 Implementation
Arkansas									
City of Hot Springs, Arkansas	✓		✓			✓	✓	✓	
Arizona									
Arizona Public Service Company	✓	✓			✓	✓	✓		✓
State of Arizona	✓	✓			✓	✓	✓		✓
Town of Florence, Arizona	✓	✓			✓				✓
City of Mesa, Arizona	✓	✓		✓		✓	✓		
City of Mesa Utilities	✓	✓				✓	✓	✓	
Pinal County, Arizona	✓	✓			✓				✓
Salt River Pima Maricopa Indian Community, Arizona	✓	✓		✓					
California									
Bay Area Regional Interoperable Communications System (BayRICS)	✓	✓		✓	✓	✓			
Contra Costa County, California	✓	✓							
Los Angeles Department of Water and Power	✓	✓	✓			✓			
Los Angeles Regional Interoperable Communications System (LA-RICS)						✓	✓	✓	
Marin County, California	✓	✓	✓			✓	✓	✓	
City of San Diego, California	✓	✓	✓						
San Diego and Imperial Counties, California	✓	✓			✓	✓	✓		✓
City and County of San Francisco, California	✓	✓			✓	✓	✓		✓
Canada									
Calgary Transit	✓	✓		✓		✓	✓		





Worcester County, Maryland

Public Safety Radio Consulting

<i>Federal Engineering Project Experience</i>									
Client Name	Existing System Analysis	Needs Assessment/ Requirements	Strategic Planning	Conceptual Design	P25 Design	RFP/ Specification	Procurement	Implementation	P25 Implementation
Edmonton, Alberta Fire Rescue	✓	✓	✓						
Edmonton, Alberta Police	✓	✓	✓						
E-Comm, Vancouver, British Columbia				✓			✓		
Colorado									
Routt County, Colorado				✓					
State of Colorado DTR	✓	✓	✓						
State of Colorado Microwave	✓	✓				✓			
Florida									
Collier County, Florida	✓	✓				✓	✓	✓	
Gainesville Regional Utilities, Florida	✓	✓			✓	✓	✓		
City of Lakeland, Florida	✓	✓			✓	✓	✓		✓
Nassau County, Florida							✓	✓	
Georgia									
Camden County, Georgia	✓	✓				✓	✓	✓	
Henry County, Georgia	✓	✓		✓		✓	✓	✓	
LaGrange County, Georgia	✓	✓							
Iowa									
City of Davenport, Iowa	✓	✓					✓		
Iowa State Police	✓	✓			✓	✓	✓		✓
State of Iowa Department of Corrections	✓	✓		✓		✓			
Mills County, Iowa	✓	✓							
Kentucky									
Boone County, Kentucky Microwave	✓	✓			✓				✓
Bowling Green Municipal Utilities, Kentucky	✓	✓			✓	✓	✓		✓
Bowling Green-Warren County, Kentucky	✓	✓			✓	✓	✓		✓
City and County of Henderson, Kentucky	✓	✓				✓	✓	✓	
Maryland									
State of Maryland								✓	
Minnesota									
Mayo Clinic, Minnesota				✓			✓	✓	
State of Minnesota	✓	✓	✓		✓				
Montana									
State of Montana			✓		✓				
Montana 15-90 Interoperable Communications Consortium	✓	✓							
Montana Big Sky Consortium	✓	✓							





Worcester County, Maryland

Public Safety Radio Consulting

<i>Federal Engineering Project Experience</i>									
Client Name	Existing System Analysis	Needs Assessment/ Requirements	Strategic Planning	Conceptual Design	P25 Design	RFP/ Specification	Procurement	Implementation	P25 Implementation
Nebraska									
State of Nebraska	✓	✓				✓			
Metropolitan Utilities District of Omaha, Nebraska	✓	✓	✓						
Nevada									
State of Nevada	✓	✓		✓		✓	✓	✓	
New Hampshire									
Twin State Mutual Aid Fire Association, New Hampshire	✓	✓		✓					
New Mexico									
State of New Mexico	✓	✓	✓						
City of Albuquerque, New Mexico	✓					✓	✓		
New York									
State of New York								✓	
Cortland County, New York	✓	✓			✓	✓	✓		✓
Essex County, New York	✓	✓				✓		✓	
Lewis County, New York	✓	✓		✓					
New York City Transit/ Metropolitan Transportation Authority					✓	✓	✓		
North Carolina									
Buncombe County, North Carolina	✓	✓			✓	✓	✓		✓
New Hanover County, North Carolina	✓	✓			✓	✓	✓		✓
Pitt County, North Carolina					✓	✓			
Yadkin County, North Carolina	✓	✓				✓	✓	✓	
North Dakota									
State of North Dakota	✓	✓	✓	✓		✓	✓		
Oregon									
State of Oregon	✓	✓			✓	✓	✓		✓
City of Portland, Oregon	✓	✓		✓		✓	✓	✓	
Portland General Electric	✓	✓		✓		✓			
Tennessee									
Town of Collierville, Tennessee	✓	✓	✓			✓	✓	✓	
Cumberland County, Tennessee							✓	✓	
City of Nashville, Tennessee	✓	✓							
Texas									
City of El Paso, Texas	✓	✓			✓	✓	✓		✓
El Paso County, Texas	✓	✓			✓	✓			





Worcester County, Maryland

Public Safety Radio Consulting

<i>Federal Engineering Project Experience</i>									
Client Name	Existing System Analysis	Needs Assessment/ Requirements	Strategic Planning	Conceptual Design	P25 Design	RFP/ Specification	Procurement	Implementation	P25 Implementation
Virginia									
Caroline County, Virginia	✓	✓			✓	✓			
City of Chesapeake, Virginia	✓	✓		✓		✓	✓	✓	
Fauquier, Culpeper, and Rappahannock Counties, Virginia	✓	✓		✓			✓	✓	
City of Hampton, Virginia	✓	✓	✓		✓				✓
Hanover County, Virginia	✓	✓		✓		✓		✓	
King and Queen County, Virginia	✓	✓			✓	✓	✓		✓
Middlesex County, Virginia	✓	✓					✓	✓	
New Kent County, Virginia	✓	✓				✓	✓	✓	
City of Newport News, Virginia	✓	✓			✓	✓	✓		✓
Hampton Roads Region, Virginia Overlay Regional InterOperability Network (ORION)	✓	✓			✓	✓	✓		✓
Pittsylvania County, Virginia	✓	✓			✓	✓	✓		✓
City of Portsmouth, Virginia	✓	✓			✓	✓	✓		✓
Rockbridge County, Virginia	✓	✓			✓	✓	✓		✓
Sussex County, Virginia	✓	✓					✓	✓	
City of Virginia Beach, Virginia	✓	✓	✓						
Washington									
Bonneville Power Administration, Washington	✓					✓	✓		
Pierce County, Washington	✓		✓						
City of Redmond, Washington	✓					✓	✓		
City of Seattle, Washington	✓							✓	
State of Washington	✓		✓						
Wisconsin									
Dane County, Wisconsin	✓				✓	✓	✓		✓
Manitowoc County, Wisconsin	✓				✓	✓			✓
State of Wisconsin	✓		✓	✓					
Wyoming									
State of Wyoming	✓								
Campbell County, Wyoming	✓								
City of Gillette, Wyoming	✓								





CITY OF PORTLAND, OREGON Voice Radio System Specifications Development



Project Dates

2011 – 2019

Existing System: Motorola

New System: Motorola

Relevant Technologies

- 700 / 800 MHz
- Motorola SmartX
- P25 Phase 1

Project Contact

Karl Larson, Project Manager
Radio Public Safety Systems
Revitalization Program (PSSRP)
1900 SW 4th Ave., Suite 3600
Portland, OR 97201
503-823-5882
karl.larson@portlandoregon.gov

Project Snapshot

- Prepare validated equipment inventory and analysis documents including the type, location, condition, and age of all existing radio infrastructure equipment.
- Conduct needs analysis and prepare report
- Prepare and submit requirements definition document
- Determine conceptual system design
- Prepare and submit conceptual system design analysis report, including projected coverage maps
- Technical specifications and RFP
- Procurement support
- Implementation management

Project Description

The City of Portland, Oregon was in need of consulting services to assist with inventory analysis, recommendations regarding an upgrade or replacement of the existing aging radio system, and advise and assist with the City's procurement for a radio upgrade or replacement. *FE* conducted a thorough analysis of the city's existing 700/800 MHz Motorola network, including the use of a SmartX upgrade to their master controller. *FE* also validated the city's equipment inventory for the existing radio system infrastructure. We conducted a set of interviews with radio system administrators and users and developed a set of requirements for a new/upgraded network.

FE worked closely with the city to evaluate alternatives and then prepared a conceptual system design that fit within the city's available funding; utilized existing radio sites, antenna towers, and radio frequencies; and that met identified radio system requirements. Once the design was approved by the City, *FE* developed technical specifications, evaluation criteria, and other procurement documents for an infrastructure RFP and a subscriber RFP.

Competitive proposals were received, *FE* evaluated the responses and presented their recommendations to the city. We then assisted with contract negotiations for a P25 Phase 1 system replacement and are contracted to support the city with system design reviews through implementation, cutover, and project closeout.





ESSEX COUNTY, NEW YORK Public Safety Radio Communications Program, Civil Works Procurement, Design and Implementation Management, Independent Verification Services



Project Dates

2009 – 2017

Relevant Technologies

- Motorola
- 700/800 MHz
- VHF
- Digital
- Trunked

Project Contact

Donald Jaquish
Director of Emergency Services
702 Stowersville Rd.
Lewis, NY 12950
518-873-3901
djaquish@co.essex.ny.us

Project Snapshot

- Provide program management services
- Review and develop civil RFP
- Support structural and environmental compliance activities
- Conduct system partner outreach
- Perform site inspections
- Develop site sketches
- Provide procurement support
- Interoperability with DOI and local agencies
- Oversee implementation

Project Description

Essex County, New York had developed a draft request for proposals (RFP) for public safety radio communications system design, civil engineering and site development to upgrade their first responder network. The County was dissatisfied with its current consultant and sought assistance with RFP review, proposal evaluation, and contract negotiations support with the selected civil works contractor.

FE recommended modifications to the tower and structural RFP, assisted with proposal review and contract negotiations and provided QA/QC inspections and oversight of the civil works contractor during site construction.

Essex County further contracted *FE* to provide structural and environmental compliance support and to perform system partner outreach activities, site inspections, and other services during the radio system design, construction, and acceptance phases. We developed preliminary site design specifications and drawings, prepared engineering exhibits, and specified infrastructure retrofitting requirements.

FE also supported the County's cost management and grant application efforts by developing a detailed budgetary cost estimate to assist the County in allocating and managing costs with system partners and preparing regional interoperability consortium GIS maps for the County's federal grant application. *FE* oversaw the installation, testing, and systems acceptance activities of the sites and the radio system, verifying compliance to the defined specifications.





Middlesex County, Virginia Public Safety Radio and Wireless Communications



Project Dates

September 2015 – December 2017

Relevant Technologies

- 700 MHz P25 Phase 2 radio system
- Simulcast VHF Overlay
- Fire Station Alerting and Paging Network
- MPLS Microwave Backhaul Network

Project Contact

Matt Walker
County Administrator
877 General Puller Highway
Saluda, VA 23149
804-758-4330
m.walker@co.middlesex.va.us

Project Snapshot

- Existing documentation review
- Coverage analysis and workshop
- Interviews with regional stakeholders
- Develop user requirements
- Review vendor radio system proposal
- Contract negotiation support
- Review frequency plans and license applications
- Implementation support
- Preliminary and final design reviews

Project Description

The Middlesex County E911 Public Safety Radio System serves all of Middlesex County. The County Sheriff's Office, four volunteer fire departments and two volunteer rescue squads utilize the services of the system. The County recently received proposals, submitted under the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA), from Harris Corporation and Tait Communications and began exploring alternatives for upgrading and/or replacing its current public safety radio communications system, as well as providing new services and coverage to the community. The County previously completed, with assistance from RCC Consultants, the PPEA Conceptual Design Phase of the project and selected Harris Corporation to continue into the next phase, Detailed Design. On August 4, 2015, the County Board voted to terminate the contract with RCC and to retain **FE** to continue the PPEA process with Harris.

FE worked with County stakeholders to develop detailed functional specifications for Harris's Detailed Design Phase response. The Harris proposal was evaluated for overall system design, coverage, capability, and compliance with the functional specifications. **FE** provided technical assistance and contract negotiations support to acquire a cost effective solution which meets the needs of First Responders and the residents they serve. Middlesex County and Harris entered into a contract to implement a new 700MHz P25 Phase 2 radio system, simulcast VHF overlay fire station alerting and paging network, MPLS microwave backhaul network and radio site enhancements. **FE** has been retained to provide Middlesex County system implementation program management support for the transition to new public safety radio communications system.





RESUMES

TRAVIS C. LEPAGE, PMP, PMI-ACP
Director of Consulting



AREAS OF EXPERTISE

- Program and project management
- Public safety and commercial carrier communication systems analysis, design, implementation
- Stakeholder needs analysis
- Public safety interoperable communications plan development
- System integration project management
- Vendor management
- NG9-1-1, CAD, and RMS solution procurement and implementation
- Voice/data network optimization

GENERAL BACKGROUND

Mr. Travis LePage is a highly talented and accomplished director on the **FE** team with a demonstrated track of successfully leading and managing complex multi-million-dollar programs and enterprise/agency-wide projects for state and municipal governments and public and private organizations. Travis has several years of experience delivering project results to meet the unique needs, requirements, and expectations of stakeholders.

Mr. LePage is an expert in program and project management; stakeholder needs analysis; land mobile radio (LMR), microwave radio, LTE, and paging system implementations and operations; radio site development (civil works); public safety communications and interoperability plan development.

RELEVANT PROJECT EXPERIENCE

Maryland Statewide 700 MHz Public Safety Communications System

- Provide technical consulting services and project management support for the federal Public Safety Interoperable Communications grant program
- Support implementation of the statewide public safety communications system

City of Chesapeake, Virginia Communications Needs Assessment, Conceptual Design, and Procurement and Implementation Support

- Review documentation and existing system
- FCC license review
- Stakeholder interviews
- Site surveys
- Develop conceptual design and cost estimate
- Generate functional specifications
- Provide implementation support

Cortland County, New York Radio Systems Consultant Project Manager/ Consulting Engineer

- Analyzed existing system performance
- Inventoried existing system and equipment
- Assessed emergency communications needs
- Provided concept design alternatives/ recommendation
- Frequency research and analysis
- Procurement support
- Implementation support

PROFESSIONAL TRAINING

- Advanced Master's Certificate, Program Management, George Washington University, 2010
- Master of Business Administration, Technology Management, State University of New York, 2006, Senator's Scholar
- Bachelor of Science, Telecommunications Engineering, State University of New York, 2002, with Honors
- The only public safety consultant to hold the Project Management Institute-Agile Certified Practitioner (PMI-ACP) certification





TERRENCE FOREHAND
Senior Consultant



AREAS OF EXPERTISE

- Public safety and private wireless networks
- Needs assessment and solution development
- Voice and data communications network implementation
- Voice and data communications acceptance testing
- Radio system exercise development and execution
- Radio system budgetary analysis
- Mobile command centers

GENERAL BACKGROUND

Mr. Forehand has over 18 years in designing, implementing, managing, and maintaining land mobile communications systems for the United States Army, local government and private enterprises. He is experienced with P25 systems and broadband systems and has developed interoperable programming templates for trunking and conventional radios and networks.

Mr. Forehand has also developed budgetary requirements for communications systems and managed the implementation of complex systems.

RELEVANT PROJECT EXPERIENCE

City of Chesapeake, Virginia Communications Needs Assessment, Conceptual Design, and Procurement and Implementation Support

- Review documentation and existing system
- FCC license review
- Stakeholder interviews
- Site surveys
- Develop conceptual design and cost estimate
- Generate functional specifications
- Provide implementation support

City of Portsmouth, Virginia PSMR Upgrade Support

- Evaluate current radio system and determined user needs for radio system
- Developed Radio System Upgrade Plan

Cortland County, New York PSMR Procurement and Implementation Support

- Evaluate the current VHF radio system, sites and performance characteristics to determine baseline operations and gaps
- Provided support in development of a Request for Proposals document for new radio system

Henry County, Georgia PSMR Upgrade Support

- Evaluate current radio system and determine user needs for communications system
- Developed Needs Assessment Alternative Report
- Developed RFP documentation for procurement of Project 25 radio system

PROFESSIONAL TRAINING

- Radio Repairer Course, U.S. Army
- Satellite Communications Systems Terminal Maintainer Course, U.S. Army
- ASTRO 25 Radio System Management, Motorola
- CENTRACOM Gold Elite Certificate of Achievement, Motorola, 2002
- SmartZone Overview Certificate of Achievement, Motorola, 2002
- ASTRO 25 Integrated V&D Certificate of Completion, Motorola, 2004
- Business Operations Technical Certificate, FCCJ, 2005
- Association of Public Safety Communications Officials (APCO)





ADAM NELSON

RF Coverage Specialist



EDUCATION

- Master's Degree, Geographic Information Systems, The Pennsylvania State University
- Bachelor of Science, Information Technology, University of Phoenix, with honors

AREAS OF EXPERTISE

- RF propagation prediction/analysis
- RF interference assessment and mitigation
- System capacity planning
- Frequency planning
- Frequency coordination and licensing
- GIS coordination, curation, analysis, and modeling

GENERAL BACKGROUND

Mr. Nelson has over 15 years of experience providing consulting services in the fields of public safety, telecommunications, and information technologies. As a member of **FE's** Spectrum Center of Excellence, his specialties include radio frequency prediction and analysis, frequency and capacity planning, interference mitigation, LTE system design and analysis, and spectrum-related efforts pertaining to frequency licensing and coordination.

His background also includes the management and maintenance of various municipal wireless networks, specifically in the realm of public safety communications. He has participated in all phases of communications system lifecycle from needs assessment, system recommendations, RFP development, through implementation.

RELEVANT PROJECT EXPERIENCE

RF Coverage Prediction, Capacity Analysis, Interference Analysis, and/or Channel Planning for the following projects:

- **City of Chesapeake, Virginia Communications Needs Assessment, Conceptual Design, and Procurement and Implementation Support**
- **Overlay Regional Interoperability Network (ORION) Hampton Roads Region of Virginia Technical and Program management, Advisory and Support Services**
- **City of Portsmouth, Virginia PSMR Upgrade Support**
- **City of Hampton, Virginia Public Safety Mobile Radio System Design**
- **City of Newport News, Virginia Needs Assessment**
- **Cortland County, New York Interoperable Emergency Communications System**
- **New York City Metropolitan Transit Authority Police Department (MTAPD) 700 MHz Network**
- **Lewis County, New York System Analysis**

PROFESSIONAL TRAINING

- Simulcast Radio Systems, Motorola Certified Training
- Integrated Voice and Data Systems, Motorola Certified Training
- RAPTR Certified Training
- ATDI Developer Training
- ArcGIS Developer Training
- Certified GEOINT Professional
- Satellite Communications Systems Terminal Maintainer Course, U.S. Army
- ASTRO 25 Radio System Management, Motorola

PROFESSIONAL ORGANIZATIONS

- Association of Public Safety Communications Officials (APCO)





ESTIMATED COST

Estimated Cost

FE will perform the tasks contained within the *Project Understanding and Scope of Work* section of this proposal on a time and materials basis in accordance with the contract hourly rates. This proposal initially authorizes a maximum of \$77,265, which includes labor, travel, and other direct costs.

FE will notify the County should additional funding be required to complete the approved tasks. The authorized funding will be increased by a written modification to this proposal duly executed by both the County and *FE*.

Hourly Rates

GSA Schedule 70

Contract Number: GS-35F-0159Y – Federal Engineering Rates

Effective January 23, 2012 through January 22, 2022

Labor Category	Off-site Price w/ IFF
Director/Chief Consultant	\$207.78
Project Manager	\$159.29
Senior Communication Systems Engineer	\$164.43
Network Design Engineer	\$122.42
Analyst	\$ 84.33
Security Specialist	\$ 95.72
Field Technician	\$ 82.46
Network Technician	\$ 70.28
Administrative/Computer Services	\$ 57.43

TERMS AND CONDITIONS

1. GSA rates do not include state or local taxes.
2. On-site rates apply to staff augmentation projects where the *FE* consultant resides full time in the client's office and uses the client's systems.
3. Travel and meals on a per diem basis, will be invoiced at actual cost.
4. Hours expended for travel in support of any time and materials task orders are billable hours.
5. Invoices will be rendered monthly. All invoices are due and payable 30 days from issuance. Late balances are subject to a finance charge of 1.5 percent per month (or fraction thereof).





Basis of our Proposal

1. *FE* professionals will be directed by the County, Maryland Project Manager or his designee according to the assignments to be performed. The scheduling of *FE* resources will be mutually agreed upon based upon the needs of the County and the availability of the specific *FE* consultants.
2. *FE* will provide draft and final deliverables electronically to the County.
3. This proposal assumes that County's Project Manager will schedule meetings, provide meeting facilities, teleconference and web-based conferencing capabilities, notify attendees, and arrange for onsite visits.
4. Any optional or additional tasking will be authorized by mutual agreement of the County and *FE*. Such tasking will be performed on a time and materials basis in accordance with the rates in GSA Schedule 70 or on a fixed price basis as mutually agreed upon in a task order by the County and *FE*.
5. *FE's* ability to fulfill this task depends, in part, on the willingness and ability of the County, County participants, equipment vendors, service providers, third parties, and others to provide information in a timely manner, and upon the accuracy of the information as supplied. The accuracy of input data, whether provided in electronic or hard copy form, and the recommendations, actions, system designs, system procurements, and license filings resulting therefrom cannot, therefore, be warranted by *FE* nor can the performance, suitability, or reliability of said systems be warranted by *FE*. *FE* accepts no responsibility or liability to any third party in respect to any information or related content delivered by *FE*. This information is subjective in certain respects, and, thus, susceptible to multiple interpretations and may be in need of periodic revisions based on actual experience and subsequent developments.
6. *FE* will provide up to 40 hours of onsite radio system coverage acceptance testing support during a 5-day consecutive period in Task 3.1. If additional hours are required to witness coverage acceptance testing, a mutually agreeable amendment to this SOW will be executed by both parties.
7. *FE* will perform co- and adjacent-channel interference analysis in Task 3.2 for the radio channels used by the County's equipment at up to six radio communications sites. We will also provide up to 16 hours of remote support to coordinate with the County, the radio system vendor, and FCC (if required) to develop a remediation plan. If additional analysis and/or coordination is required, a mutually agreeable amendment to this SOW will be executed by both parties.
8. *FE* will provide up to 16 hours of remote support to assist the County with resolving the site infrastructure and subscriber equipment issues. If additional support is needed, a mutually agreeable amendment to this SOW will be executed by both parties.
9. The level of effort for contract negotiations support in Task 4 can vary greatly. *FE* will provide 24 hours of remote negotiations support to the County. If additional hours are





Worcester County, Maryland

Public Safety Radio Consulting

required, a mutually agreeable amendment to the scope of work will be executed by both parties.

10. This proposal is based upon a start date on or before August 1, 2018 and assumes a 90-day schedule to completion. The schedule will be adjusted after determination of the County's procurement schedule and the vendor's final approved implementation schedule for the additional radio communications site. Delays to the project schedule due to actions or lack of actions on the part of the County, County participants, third parties, and others including, but not limited to vendor protests, protracted contract negotiations, vendor delays that impact the program schedule and/or costs to the County will be brought to the attention of the County's project manager in a timely manner and will be reduced to writing via a mutually agreed upon contract amendment.
11. This proposal assumes a mutually agreeable invoicing schedule for work completed.
12. Federal Engineering reserves the right to assign/reassign work efforts and associated costs across tasks and between our professional staff members in order to meet our contractual obligations to the County.

Proprietary Notice

This proposal, its contents, and appendices are proprietary to Federal Engineering, Inc. and shall not be disclosed to third parties without prior written permission from Federal Engineering, Inc. Should this proprietary notice conflict with any government procurement regulations, policies, or practices, the government procurement regulations shall take precedence.

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Fairfax, Virginia



Status Report on P25 Radio System Project

Reported Problems and Actions to Date

As of July 12, 2018

By James Hamilton, Deputy Director of Emergency Services

The following is an update on reported problems and action items status related to the new P25 Radio System provided by Harris Communications.

PROBLEM 1: SYSTEM PERFORMANCE DEGRADED DUE TO INTERFERENCE

DESCRIPTION: Radio system users have reported system performance issues with call quality and being able to access the system for voice transmissions. Many of these call conditions have been attributed to "co-channel" interference from other jurisdictions.

STATUS: In-Progress

PROGRESS REPORT: Harris has deployed Radio Frequency (RF) capture devices to log interference for analysis. These devices collected data for a period of two weeks and that data was shipped off for analysis this week. County staff have spent nearly one hundred hours over the last month collecting independent data, particularly overnight when interference is greater. County staff using an Anritsu S412E analyzer along with RF receivers and decoding software have identified the most significant sources of interference as the City of Virginia Beach, City of Hampton and New Jersey State Police. As both the coverage of our radio system and the interfering signals impact system performance in much the same way, being able to clearly attribute performance issues to coverage (a Harris contractual responsibility) to interference (a County contractual responsibility) is very difficult and complex. Additionally, methods to overcome interference are highly complex electromagnetic engineering tasks that include: working with the owners of interfering signals, working with the Federal Communications Commission (FCC), determining required RF density to overcome interference or attempting to obtain new frequencies that may be "cleaner".

NEXT STEPS: County staff has recommend the retention of a consulting firm specializing in RF engineering for public safety radio systems. The scope of the consultation focuses primarily on assistance to staff to identify and mitigate interference and supervise coverage testing in the presence of interference.

*

PROBLEM 2: ISSUES WITH RADIO SOFTWARE STABILITY

DESCRIPTION: Several issues have been experienced with bugs that have been discovered in released software.

STATUS: In-Progress

PROGRESS REPORT: Harris has provided staff with R60E01 beta release firmware. This firmware is reported to correct issues reported, primarily by law enforcement users, regarding the unreliable operation of scanning on mobile radios. Collaborative efforts between County staff and Harris fully documented the problem and root cause. County staff, working with Harris field technician, are beginning to deploy this software into a limited number of test radios with users to both determine that the reported issue has been resolved as well as to attempt to identify any new bugs in the software.

NEXT STEPS: Testing by County staff, expected production release of software in 60-90 days. Reprogramming of all radios upon receipt of production release.

PROBLEM 3: CONFIGURATION ISSUE HAS IMPACTED GENERATOR POWER AT NEW SITES

DESCRIPTION: The configuration of the vendor provided Uninterrupted Power Supply (UPS) and Generator at the Pocomoke and Mystic Harbour tower sites causes the generator to fail.

STATUS: Closed

PROGRESS REPORT: Harris, working with UPS and Generator manufacturers, determined that a setting was missing from the UPS at each site as well as interconnect cabling. Harris field technician has applied the recommended setting and cross connect and the problem has not occurred since.

NEXT STEPS: Staff are satisfied with resolution

PROBLEM 4: INDIVIDUAL CALLS NOT ROUTING BETWEEN WORCESTER AND OCEAN CITY USERS AND SITES

DESCRIPTION: Upon implementing full roaming with the Town of Ocean City, it was discovered that individual calls (direct calls between two users) were not able to be completed between Worcester County and Ocean City users nor when a user roamed to the other political subdivision's towers.

STATUS: Awaiting Development

PROGRESS REPORT: Harris has informed County staff that this is a feature that they have never developed. There is no new information available via Harris Program Manager. The Town of Ocean City is also pushing strongly for resolution with their vendor, Eastern Communications. Per Harris Program Manager, Eastern Communications has elevated this issue to senior Harris executives. Both County and Town staff have communicated strongly to respective project managers that this is a critical function for the users.

NEXT STEPS: No path provided at this point. County and Town staff continue to stress the importance of this to the respective vendors.

PROBLEM 5: COVERAGE IN NEWARK IS INFERIOR TO PREVIOUS RADIO SYSTEM

DESCRIPTION: In-Building coverage in Newark is not adequate and certain areas of Patey Woods Road and Langmaid Road have substandard on-street coverage.

STATUS: On-Hold

PROGRESS REPORT: The radio system contract provides for a guarantee of coverage in 95% of the county with signal levels at any given point based on zoning and land-use data. Within the design of the radio system, much of the 5% of uncovered land follows a line through Newark. This was an engineering decision by Harris in order to provide the level of service required in critical buildings within Snow Hill. Harris has identified antennas that may provide a balanced approach to increasing coverage in Newark without taking away too much in-building coverage in Snow Hill. Harris has indicated that they are prepared to move forward with antenna changes once contractual coverage testing has been performed and accepted.

NEXT STEPS: Awaiting final coverage acceptance testing to be able to move forward.

PROBLEM 6: MYSTIC HARBOUR SITE NOT YET ONLINE

DESCRIPTION: Mystic Harbour site not yet on the air, delaying coverage acceptance testing.

STATUS: Waiting on equipment

PROGRESS REPORT: County staff await delivery and installation of equipment by Eastern Communications. Eastern Communications was the sole vendor to answer the County's Request for Proposals (RFP) for this service. Harris has provided assistance in contacting the equipment manufacturer (NOKIA) with a request to have the equipment expedited. The equipment is expected to be shipped by Nokia in the next few weeks and it is anticipated that the link will be online by early August.

NEXT STEPS: Equipment to be installed and configured upon receipt.

PROBLEM 7: OCEAN PINES FIRE DEPARTMENT (FD) USERS REQUEST HIGHER TIER MODEL RADIOS

DESCRIPTION: During a meeting at Ocean Pines FD, it was expressed that they would prefer a "high tier" XL-200p radio over their issued XG-75pe radios.

STATUS: N/A

PROGRESS REPORT: Harris is providing six demo XL-185p and six demo XL-200p portable radios with high-tier accessories for evaluation by fire department users. These demo radios are expected to arrive for distribution within the next two weeks.

NEXT STEPS: FD users will evaluate radios. Should the users request that the County replace their mid-tier radios with high-tier radios, staff will prepare a proposal for evaluation by the Commissioners. These models being loaned for demonstration are approximately 50% more expensive than the models that the County is currently procuring.

PROBLEM 8: USERS MUST SPEAK DIRECTLY INTO SPEAKER MICROPHONE

DESCRIPTION: With digital transmissions, users must speak directly into their microphones.

STATUS: OPEN

PROGRESS REPORT: Harris has provided some direction and guidance to County staff on this issue. Staff have been performing testing and have, with Harris, determined that overcoming this will require that users either speak into the microphone or that County staff would need to build individual programming files for each and every radio on the system, something that staff resources don't currently permit. Additionally, such adjustments that will bring up levels when not spoken into directly will also bring up background noise obscuring transmissions in noisy environments. Harris has additionally offered that their "Fire RSM" may provide slightly better audio when spoken into indirectly however initial reactions indicate that many law enforcement users dislike the size and weight of the microphone and it also costs 400% more than those microphones currently being issued.

NEXT STEPS: Additional study by County staff.

RECEIVED
JUL 10 2018
Worcester County Admin



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

13

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
Development Review and Permitting
DATE: July 9, 2018
RE: Draft Findings and Resolution - Floodplain Management Variance Request -
12242 Greenridge Lane

Attached herewith you will find draft findings of fact and a resolution of approval which I have prepared for the above referenced floodplain management variance request which was heard by the County Commissioners on June 19, 2018. I believe they fairly represent the County Commissioners' position on the request and recommend approval of the two documents.

As always, I will be happy to discuss this matter in further detail with you and the County Commissioners at your convenience. Should you have any questions or require additional information, please do not hesitate to contact me.

EAT/phw

cc: Bill Bradshaw, Building Administrator/County Engineer

IN THE MATTER OF *
THE FLOODPLAIN CONSTRUCTION *
VARIANCE REQUEST OF *
JOHN JARVIS, JR. *
12242 GREENRIDGE LANE *
OCEAN CITY, MARYLAND *

DRAFT

FINDINGS OF FACT

Subsequent to a meeting of the County Commissioners held on June 19, 2018 and after a review of the entire record, the Worcester County Commissioners hereby adopt the following as their entire findings of fact as required by the provisions of the Building Regulations Article, Subtitle III Floodplain Management, Subsection BR 2-307(c) of the Code of Public Local Laws of Worcester County, Maryland, on all evaluations, relevant factors, and requirements as specified in the Subtitle for floodplain variance requests.

Regarding the specifics of the Floodplain Variance Request: The subject application seeks to permit the finished floor of an 800 square foot residential accessory building used for storage of vehicles and personal property to be located approximately 0.7 feet below the Ordinance-required based flood elevation of 5 feet, NAVD '88.

Testimony before the County Commissioners: John Jarvis, Jr., the applicant, was unable to attend the County Commissioners' discussion of the request. The applicant's case was presented by Edward A. Tudor, Director of Worcester County Development Review and Permitting. Mr. Tudor conveyed that the building permit for the subject structure was issued on April 27, 2017. The permit indicated that the proposed building was in the AE flood zone, with a required base flood elevation of 5 feet, NAVD '88. For reasons unbeknownst to the applicant, Diamond State Pole Buildings, the builder of the proposed structure, constructed the pole building and placed the concrete floor of the structure with the finished floor elevation below the base flood elevation. It was not determined until receipt of the elevation certificate that the top of the floor of the structure was indeed below the base flood elevation. Mr. Tudor stated that the new structure was replacing an old smaller accessory building on the site and was located in a place on the lot where the elevation exceeds that of the location of the principal dwelling on the property. He noted that, had the structure been attached to the principal dwelling at the lower elevation, the requested variance would not even be necessary and the property where the improvements are located is very remote and heavily wooded. There are no other dwellings or structures on adjacent properties or public improvements for quite some distance that could be impacted by the subject structure. Additionally, the entire site is constrained by a number of environmental issues. Located in the tidal floodplain of Herring Creek, the development site is in the Atlantic Coastal Bays Critical Area. It is impacted by tidal and nontidal wetlands and their buffers. Potential locations for the accessory structure are limited and the location was chosen to mitigate impacts and reduce the need for fill material.

The County Commissioners' findings regarding the considerations for variances cited in Section BR 2-307(c) of the Building Regulations Article:

(1) The danger that materials may be swept onto other lands to the injury of others: The County Commissioners find that there are no other dwellings or structures on adjacent properties or

public improvements for quite some distance that could be impacted by the subject structure.

(2) The danger to life and property due to flooding or erosion damage: The County Commissioners find that there is minimal possibility of a danger to life and property due to flooding and erosion as the site of the accessory structure is higher in elevation than the principal dwelling. Additionally, the site is heavily wooded and not prone to erosion.

(3) The susceptibility of the proposed development and its contents (if applicable) to flood damage and the effect of such damage on the individual owner: The County Commissioners find that there is very minor susceptibility of the proposed development to flood damage as the accessory structure is provided with flood vents to permit the free flow of any flood waters should such condition ever materialize. Furthermore, any personal property stored in the structure can easily be raised above the base flood elevation.

(4) The importance of the services to the community provided by the proposed development: The County Commissioners find that the subject structure is strictly for personal residential storage and therefore is of no importance to community services.

(5) The availability of alternative locations for the proposed use which are not subject to, or are subject to less, flooding or erosion damage: The County Commissioners find that the site of the accessory structure is higher in elevation than the principal structure, a dwelling, and the site is heavily wooded and not prone to erosion. Additionally, the site is highly constrained by both tidal and nontidal wetlands and their buffers. The elevation and the location of the structure minimize the need for fill material.

(6) The necessity to the facility of a waterfront location, where applicable, or if the facility is a functionally dependent use: The County Commissioners find that the structure is not in a waterfront location nor is it a functionally dependent use.

(7) The compatibility of the proposed use with existing and anticipated development: The County Commissioners find that the structure is intended for personal storage purposes as an accessory to the adjacent single-family dwelling. The County Commissioners conclude that such accessory structures are by their very nature compatible with residential structures. Sited in a remote location, no future development is anticipated on the subject parcel or any other adjacent lands.

(8) The relationship of the proposed use to the Comprehensive Plan and Hazard Mitigation Plan for that area: The County Commissioners find that the subject property is designated as an Existing Developed Area in the County's duly adopted Comprehensive Plan. The Plan states that densities and uses within this category should be consistent with the current development character of the area. The County Commissioners perceive that single-family homes and their accessory structures dominate the area and are properly zoned for such uses and conclude that a new residential accessory structure is completely consistent with the development character of the area. The County Commissioners find that a residential accessory structure is not something specifically discussed in the County's Hazard Mitigation Plan but note that that Plan does not show the property to be located on a road that is subject to flooding or located in an area of greater risk of flooding than any other area located within the floodplain. Additionally, the property is not identified as a repetitive loss property or located in the vicinity of any other such properties.

(9) The safety of access to the property in times of flood for passenger vehicles and emergency vehicles: The County Commissioners find that safe access to the property is provided now and is unaffected by the accessory structure.

(10) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site: The County Commissioners find that floodwaters at the site would only be expected to rise to the base flood elevation of 5 feet NAVD '88. Wave action is not anticipated. The rate of rise and velocity of floodwaters are expected to be very slow. Generally, tidal flooding in areas such as this only occur after prolonged periods of easterly or northeasterly winds along the Atlantic Coast. Such winds tend to push water into the Coastal Bays and hold it there. The subject property is located well upstream of the open bay and would be one of the last areas to see an increase in water elevation. The long, slow rise in tidal water and the corresponding slow drop do not provide for any measurable sediment transport. The duration of elevated tides varies greatly with wind speed and direction. Generally speaking, as the winds along the coast diminish or change direction, the accumulated water in the Coastal Bays and their tributaries begin to drain on the following outgoing tide. The rate of receding of the tidal waters is again a function of wind speed, direction, normal tide cycles and the amount of time the water accumulated in the first place.

(11) The costs of providing government services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges: The County Commissioners find that there will be no cost of providing government services and facilities during and after flood conditions. Neither the residential accessory structure nor the residential structure itself are served by public sewer, water, gas or bridges. A private septic system and well provide wastewater and potable water to the site. Electrical service is already provided to the property and access to the site is provided by a private driveway connecting to an existing public road.

(12) The comments provided by the Maryland Department of the Environment (National Flood Insurance Program State Coordinator): The County Commissioners, in making their decision, have considered the comments dated May 4, 2018 provided by the Maryland Department of the Environment's National Flood Insurance Program State Coordinator. In accordance with those comments, the County Commissioners have determined that the applicant must record a declaration of land restriction/nonconversion agreement and revise the Certification of Engineered Flood Openings to identify the building address.

The County Commissioners' findings regarding the limitations for granting variances cited in Section BR 2-307(d) of the Building Regulations Article:

(1) A showing of good and sufficient cause: The County Commissioners find that there is good and sufficient cause to grant the requested variance due to the particular physical characteristics of the property. It is remote, wooded, encumbered with both tidal and nontidal wetlands and their buffers and is located within the Atlantic Coastal Bays Critical Area. These physical characteristics limit the locations available on the property to place the accessory structure and to further elevate the structure would require significant amounts of fill material which is discouraged in these areas.

(2) A determination that failure to grant the variance would result in exception hardship due to the physical characteristics of the property: The County Commissioners find that a failure to grant the variance would result in an exceptional hardship because of the aforementioned environmental constraints.

(3) A determination that the granting of a variance for development within any designated floodway, or flood hazard area with base flood elevations but no designated floodway, will not result in increased flood heights beyond that which is allowed in these regulations: The County Commissioners find that the subject property is not located in a designated floodway but is located in a flood hazard area with base flood elevations but no designated floodway. The granting of the variance will not result in increased flood heights beyond that which is allowed in the regulations because the structure is provided

with flood vents to allow the free flow of flood waters through the structure.

(4) A determination that the granting of a variance will not result in additional threats to public safety, extraordinary public expense, nuisances, fraud or victimization of the public, or conflict with existing laws: The County Commissioners find that the granting of the variance will not result in any of these situations because a building permit has already been issued for the structure which is located on a remote residential property and the subject structure replaced an existing residential accessory structure.

(5) A determination that the building, structure or other development is protected by methods that minimize flood damage: The County Commissioners find that it has been determined that the engineered flood vents in the structure provide protection for the structure. Additionally, any personal property contained therein can easily be raised above the base flood elevation if necessary.

(6) A determination that the variance is the minimum necessary to afford relief, considering the flood hazard: The County Commissioners find that the variance is the minimum relief necessary considering the minimal risk of a flood hazard due in large part to its location and site characteristics.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that the requested variance is the minimum necessary, considering the flood hazard, and, given the site characteristics, is appropriate and will not have adverse impacts on adjacent properties.

Adopted as of June 19, 2018. Reduced to writing and signed July 17, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

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RESOLUTION NO. 18 - ____

FLOODPLAIN MANAGEMENT VARIANCE RESOLUTION

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND APPROVING A FLOODPLAIN VARIANCE REQUEST FOR AN EIGHT HUNDRED SQUARE FOOT RESIDENTIAL ACCESSORY STRUCTURE WITH A FINISHED FLOOR BELOW THE REQUIRED BASE FLOOD ELEVATION LOCATED AT 12242 GREENRIDGE LANE, OCEAN CITY, MARYLAND, TAX ACCOUNT # 277833

WHEREAS, pursuant to Section § BR 2-307 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland, John F. Jarvis, Jr. filed an application for a floodplain variance request to permit an eight hundred square foot residential accessory structure of pole building construction with a finished flood elevation 0.7 feet below the required base flood elevation on his property located at 12242 Greenridge Lane; and

WHEREAS, the Floodplain Administrator requested comments on the application from the Maryland Department of the Environment (National Flood Insurance Program State Coordinator); and

WHEREAS, the County Commissioners reviewed the National Flood Insurance Program State Coordinator's comments and the report of the Department of Development Review and Permitting at their regularly scheduled meeting on June 19, 2018; and

WHEREAS, after careful review of all pertinent information the County Commissioners have determined that the requested variance is the minimum necessary, considering the flood hazard, and, given the site characteristics, is appropriate and will not have adverse impacts on adjacent properties;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the aforementioned floodplain management variance request is hereby granted subject to the applicant submitting a corrected "Certificate of Engineered Flood Openings" which details the premises' address and the applicant's submittal and recordation of a "Declaration of Land Restriction/Nonconversion Agreement" to prevent the enclosed area of the subject structure which is below the base flood elevation from being converted into something other than for parking of vehicles and limited residential storage.

AND, BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, June 19, 2018.

PASSED AND ADOPTED this _____ day of _____ 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

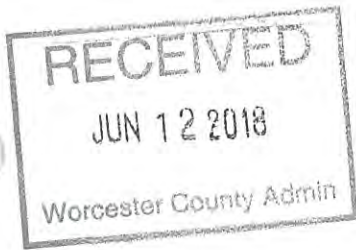
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

MEMORANDUM

APPROVED
Worcester County Commissioners
Date HH 6/19/18

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
Development Review and Permitting
DATE: June 12, 2018
RE: Floodplain Construction Variance Request - 12242 Greenridge Lane

Attached herewith you will find a memorandum from William Bradshaw, Building Administrator/County Engineer, regarding a floodplain variance request submitted by John Jarvis relative to the above referenced property. The specific nature of the request concerns a detached residential garage/storage building totaling 800 square feet in area. Of pole building construction, this structure has a floor elevation 0.7 feet below the base flood elevation. Our Code currently requires that all residential accessory structures greater than 300 square feet in area be elevated above the base flood elevation.

A building permit for this structure was issued on April 27, 2017. The permit indicated that the proposed building was located in an AE flood zone, with a required base flood elevation of 5 feet, NAVD '88. It was not discovered until the receipt of the elevation certificate that the floor of the pole building was below the required base flood elevation. The building is provided with flood vents as required for enclosed areas below the base flood elevation. It was clear from my phone conversation with Mr. Jarvis that he believed the builder was aware and had taken the necessary steps to ensure the floor elevation met the minimum requirements. He also stated that the new pole building was replacing a smaller accessory structure that was closer to the nontidal wetlands buffer.

As required by our Code, the application and supporting documents were provided to the State Coordinating Office of the National Flood Insurance Program for their comment. A copy of the comments from Kevin Wagner, Community Assistance Program Manager, is attached herewith.

I would like to point out two other relevant points. First, if this detached garage was attached to the principle structure, the floor elevation could be below the base flood elevation provided that the area was vented, as this structure is. Secondly, Mr. Wagner refers to a guidance memo from FEMA Region III dated November 7, 2016. This memo provides new guidance that was not in effect in 2015 when we last updated our ordinance. At that time we were told quite specifically that the maximum size for an accessory structure with an enclosed area below the base flood elevation without a variance was 300 square feet. This new memorandum changes the limit to 600 square feet but eliminates the ability to apply for a

variance for a larger structure. While we have not been told that we must make the change at this time, I suspect it will be forthcoming sometime in the future.

The County Commissioners are not required to hold a public hearing for this variance request. I believe sufficient information has been provided for them to take action on this request. Should the County Commissioners see fit to grant the requested variance, I recommend that it be subject to the corrections noted in Mr. Wagner's letter. Additionally, Section § BR 2-307(c) requires that the County Commissioners make specific findings of fact on all evaluations, all relevant factors, requirements specified in other sections of the regulations, and the 12 specific items stated in the section. I will be happy to prepare the required findings and a resolution of approval should the County Commissioners see fit to grant the request.

As always, I will be happy to discuss this matter in further detail with you and the County Commissioners at your convenience. Should you have any questions or require additional information, please do not hesitate to contact me.

EAT/phw

cc: Bill Bradshaw, Building Administrator/County Engineer

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



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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
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SNOW HILL, MARYLAND
21863-1195

July 11, 2018

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Updated Financial Management Rules and Procedures

Please be advised that the Worcester County Financial Management Rules and Procedures were last amended on November 19, 2002 and are now in need of updating. Much has changed since 2002., most significantly as a result of our new accounting software program, New World. As a result, many of the manual processes that we previously utilized have now been automated and need to be reflected in our Financial Management Rules and Procedures. In addition, due to inflation over the past 15 years, we believe that the bidding threshold also needs to be updated. A recent survey of Maryland counties conducted by Calvert County in February 2018 discovered that most counties have established a bidding threshold of \$25,000 or more. In fact, only five counties (Calvert, Dorchester, Garrett, Talbot and Worcester), had a lower threshold. Therefore we are proposing that the bidding threshold in Worcester County be increased to \$25,000. Competitive estimates will still be required for purchases under \$25,000, but we will save the time (minimum one month) and expense (roughly \$200 for advertising) of formal bidding. P.11

A staff committee from County Administration, Finance and Public Works have met on several occasions over the past few months to develop updated rules and procedures. Attached, please find a draft Resolution Revising and Re-Adopting Financial Management Rules and Procedures for County Departments as developed by the committee for your consideration. I have circled the proposed revised language on the draft resolution and also included a copy of the current 2002 version of the Financial Management Rules and Procedures for your reference. P.12

We look forward to presenting the revised Financial Management Rules and Procedures at your next meeting and request that you adopt the draft resolution as proposed. If in the meantime you should have any questions or concerns with regard to this matter, please feel free to contact me.

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RESOLUTION NO. 18 - ____

**RESOLUTION REVISING AND RE-ADOPTING
FINANCIAL MANAGEMENT RULES AND PROCEDURES
FOR COUNTY DEPARTMENTS**

WHEREAS, the County Commissioners of Worcester County, Maryland (hereafter "County Commissioners") are entrusted by the taxpayers and citizens of Worcester County with the responsibility to adequately safeguard the public funds of the County and ensure that such funds are properly spent and accounted for; and

WHEREAS, the County Commissioners passed and adopted a Resolution on February 13, 1990 which was subsequently revised and re-adopted by Resolution No. 02-46 on November 19, 2002 to provide Financial Management Rules and Procedures for County Departments which consolidated all budget procedures, purchasing procedures, and other financial management matters into one document in order to ensure that all County Department Heads were familiar with said rules and procedures; and

WHEREAS, the County Commissioners have determined it to be necessary and advisable to update said Rules and Procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND that the Financial Management Rules and Procedures for County Departments adopted by Resolution No. 02-46 on November 19, 2002 are hereby repealed and re-adopted to read as follows:

**WORCESTER COUNTY
FINANCIAL MANAGEMENT RULES AND PROCEDURES
FOR COUNTY DEPARTMENTS**

I. **Budget Procedures.** The budget procedures described herein are in addition to the requirements set forth in Section CG 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland governing the County Expense Budget. That Section is attached hereto as Appendix "A".

A. **Annual Budget Submission:** Each Department Head shall annually submit a requested budget for the next fiscal year. The requested budget shall be submitted to the Chief Administrative Officer on such date as identified in the Budget Adoption Schedule approved by the County Commissioners for that year. The budget shall be submitted in such manner and in such form as the Chief Administrative Officer may prescribe. The requested budget shall consist of a personnel budget and detailed expense budget which shall include comparative data showing amounts approved for the current year and amounts actually expended for the current year for each line item.

Agencies which maintain their own separate cash fund accounts shall be required to submit, as part of their requested budget, current balance sheets which shall indicate assets, liabilities, and restricted and unrestricted fund balances.

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- B. Budget Approval and Authorization: The County Commissioners shall approve an annual budget for each department and agency. Approval of the budget shall constitute authorization to the Department Head to procure only those items identified in the approved budget which are not subject to any additional rules set forth herein.
- C. Authorization to Over-Expend: No budget account may be over-expended without the approval of the County Commissioners. If a Department Head anticipates that a budget account will become over-expended, they should notify the County Commissioners in writing and identify, if possible, another budget account within their department which may be under-expended. The County Commissioners may then authorize an over-expenditure in one budget account with a corresponding expected under-expenditure in another account. The County Commissioners may also authorize, in their sole discretion, an over-expenditure without a corresponding under-expenditure.
- D. Lapsed Appropriations: All unexpended or unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the County's unappropriated surplus except as may be provided herein. Expenditures in excess of \$2,000 for which contracts have been issued may be considered as accounts payable as of the end of the fiscal year if the actual expenditure occurs within sixty (60) days of the end of the fiscal year. Department Heads may submit a request to the County Commissioners, for authorization to carry forward to the next fiscal year any appropriation which is not expected to be expended prior to June 30. Such requests shall include documentation as to why the appropriation was unable to be expended prior to the end of the fiscal year and information indicating when the expense will be incurred. The County Commissioners may approve these authorizations as encumbrances against the budget year so ending.

II. General Purchasing Procedures. These procedures generally govern all purchasing. Additional specific procedures may apply to certain categories of purchases which are identified in Section III.

- A. Items Requiring Competitive Bidding: With the exception of vehicles, any items, or group of items, purchased under the same contract from the same vendor, estimated to be in excess of \$25,000 shall be purchased in accordance with bidding procedures referenced in Section IV hereof. Unless waived by the County Commissioners, competitive bidding is required for purchase of all vehicles regardless of the estimated price.
- B. Items Not Requiring Bidding: Where formal bidding is not required it shall be the responsibility of the Department Head to solicit comparative prices to perform the work or supply the products in accordance with the specifications from known suppliers of such products in accordance with the following guidelines: for items estimated to cost between \$10,000 and \$24,999, at least three proposals shall be solicited; for items estimated to cost between \$2,000 and \$9,999, at least two proposals shall be solicited; and for items estimated to cost below \$2,000, comparative proposals are preferred but not required, provided that in all cases, the Department Head shall make purchases with consideration to best possible price and value.

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- C. Priority to Worcester County Vendors: Department Heads shall make an affirmative effort to give priority to Worcester County Vendors when purchasing non-bid items. Lowest available price criteria may be waived in favor of business location.
- D. Purchase Receipts: A copy of the signed payable edit listing signed by the Department Head or designee is to be forwarded to the Treasurer's Office with the vendors invoice after the goods have been received.
- E. County Discount and Tax Exemption: The Department Head shall insure that the County receives any applicable governmental discount and that State sales tax is not charged on any order unless required by the State. Under no circumstances may the County's tax exempt status or discount qualification status be used for the benefit of any personal or non-governmental purchase.
- F. Credit Card Purchases: Where a department has been issued and authorized credit cards, it shall be the responsibility of the Department Head to maintain proper control of the access to and use of the credit card and to insure that the credit card is used only for proper and authorized governmental purposes. A credit card may generally be used for certain travel, lodging, and meal expenses. A credit card should not be used to purchase any item which can be acquired under the standard purchasing procedures. A County credit card may not be used for any personal or non-governmental expense. When making credit card purchases the purchaser should secure a copy of the charge slip which clearly identifies the nature of the purchase and the account to which the purchase is to be charged. The charge slips shall be forwarded to the appropriate Department Head or the County Administration Office prior to the next billing date for the credit card. Debit cards may be used in a similar fashion as credit cards with the approval of the County Commissioners.
- G. Purchases from Petty Cash: Departments which maintain petty cash accounts may use the petty cash to make minor (generally less than \$50) purchases, to reimburse employees for minor miscellaneous out-of-pocket expenses (such as tolls), and to make other minor purchases where cash is required immediately. Adequate petty cash records should be maintained which include disbursement forms (which include descriptions and account numbers) and receipts for any items purchased. Requests for replenishment of petty cash accounts shall include a summary of charges and accounts to be charged and a report on the present balance of the petty cash account.
- H. Payment of Invoices: Invoices should first be reviewed by the Department Head to verify that the amounts are correct and that the goods have been received. The Department Head should forward the signed payable edit listing and invoice to the Treasurer's Office for processing and payment. The invoice or signed payable edit listing must indicate which of the Department's budget accounts should be charged. Checks will be prepared and signed and will be available for mailing to vendors each week. Normally all payments will be processed as identified above.
- I. Payment in Advance: State law prohibits the County government from making any payments to any contractor or vendor in advance of the actual receipt of the goods or completion of the work unless a performance bond has been posted by the vendor. This

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responsible for certifying on the invoice that the goods have actually been received or that the work has actually been completed.

- J. Emergency Purchasing: An emergency condition is a situation that creates a threat to public health, welfare, or safety such as may arise from hurricanes, fires, floods, equipment failures, or other such reason as determined by the Chief Administrative Officer, or following an Emergency Declaration by the County Commissioners. The existence of such condition creates an immediate and serious need for supplies, equipment, materials, and services that cannot be met through normal procurement methods and the lack of which would threaten the function of County government or the health and welfare of County residents.

In case of an emergency which requires immediate purchase of supplies, equipment, materials, and services the Department Head with the approval of the Chief Administrative Officer is authorized to secure the items needed to protect the health or general welfare of the citizens of the County. Emergency procedures shall be limited to a quantity of those supplies, equipment, or contractual services necessary to meet the emergency. The Department Head making the emergency purchase shall notify the Finance Officer of any such purchase made no later than the first County working day following the purchase, unless extended by the Chief Administrative Officer. Such notification shall include a report containing a summary of the quotations received, a copy of the delivery record, and a written explanation of the circumstances of the emergency.

III. Procurement Procedures for Specific Items. In addition to the procedures set forth in Section II, the following procedures will apply to the specific categories of purchases identified below.

- A. Building and Property Expenses: Unless authorized otherwise by the County Commissioners, all purchases relating to County building maintenance and supplies (including janitorial supplies) shall be purchased by the County Public Works Department, which is authorized to charge the appropriate departmental building expense accounts for any such purchases.
- B. Vehicle Expenses: Except in emergency conditions or during extended out-of-County travel, all gasoline shall be acquired from the County's gas pumps or any other designated state or county facility in Maryland. Departmental vehicle expense accounts will automatically be charged for gasoline used by that Department. All minor vehicle repairs and routine service shall be performed at the Public Works Department or an authorized vendor approved by the Public Works Department or the County Commissioners. The Public Works Department shall be authorized to charge departmental vehicle expense accounts for work performed. Where the Public Works Department determines that any repair work is beyond the scope of their Department, it shall be the responsibility of the Department Head to secure competitive estimates through the Fleet Management Division of the Public Works Department for the repair work.

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- C. Travel Expenses: Out-of-State travel must be approved in advance by the County Commissioners, except travel to adjoining States where no overnight stay is required or travel which is entirely covered by grant funds at no cost to the County, and provided that such travel is approved by the Department Head and the Chief Administrative Officer. The request for such approval shall identify the location, purpose, and estimated cost of the trip. If a cash advance is authorized, the Department Head shall submit an itemized report of the expenses (including receipts) and return any unused cash after the completion of the trip. Reimbursement for out-of-pocket expenses may be made upon submission of adequate documentation including lodging, meals, parking, tolls, and mileage reimbursement of personal vehicles.
- D. Office Supplies: There is no central purchasing for office supplies. Each department is responsible for purchasing office supplies as needed by that department.
- E. Computer, Telephone and Copy Equipment: Except for minor supplies, all other computer, telephone and copy equipment expenses including acquisition of new equipment, programming, and maintenance contracts, shall be centrally coordinated through the County Administration Office. County Administration may assign this responsibility to another department at their sole discretion or as directed by the County Commissioners.
- F. Insurance: Procurement of insurance shall be accomplished by the County Administration Office with the assistance of the Human Resources Department. Public officials who may be required to submit fidelity bonds are responsible for procuring those bonds directly.
- G. Capital Projects: Capital construction projects shall be procured by competitive bids based on formal specifications prepared by consulting architects and engineers or the County Engineer.
- H. Professional Service Contracts: Department Heads shall be responsible for preparing a draft Request for Proposals for professional services (such as consultants) to be submitted to the County Commissioners for approval in the same manner as normal bidding procedures. The County Commissioners may exempt from competitive bidding requirements the procurement of professional services, such as: accountants, architects, attorneys, auctioneers, construction managers, consultants, engineers, financial advisors, surveyors or any other professional services determined by the County Commissioners.

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IV. Worcester County Bidding Procedures. Unless waived by the County Commissioners, purchase of all vehicles, as well as items or groups of items purchased under the same contract from the same vendor estimated to be in excess of \$25,000, shall be purchased in accordance with the bidding procedures identified below.

A. Applicability

1. Bidding Threshold. Any item, or group of items purchased under the same contract from the same vendor, estimated to be in excess of \$25,000 shall be purchased in accordance with these procedures.
2. Applicability. These procedures shall apply to all County departments (except those agencies which are independent political subdivisions).
3. Exceptions. The County Commissioners may make exception to these procedures in the following cases:
 - (a) The County Commissioners by a 5/7 majority vote may waive bidding requirements for purchases in excess of \$25,000 when they determine that bidding would be impractical or not in the best interest of the County.
 - (b) The County Commissioners may also specifically call for these bidding procedures to be followed for purchases less than \$25,000 when they determine it to be in the best interest of the County.
 - (c) Unless the County Commissioners so determine it to be in the best interest of the County, bidding procedures shall not be applicable to the engaging of an independent auditor or the awarding of contracts for professional services such as: accountants, architects, attorneys, auctioneers, construction managers, consultants, engineers, financial advisors, surveyors or any other professional services determined by the County Commissioners.

B. Solicitation and Advertising of Bids

1. Advertising. Except as identified below, a bid notice shall be advertised at least once in the official local newspaper(s) as approved from time to time by the County Commissioners for placement of legal advertising. If, in the opinion of the Chief Administrative Officer and the Department Head for whom the purchase is being made, there is likely to be insufficient bidders within Worcester County, then a bid notice may also be advertised in other newspapers as necessary.
2. Closed Invitation. The County Commissioners may determine that, considering the need for special service, a product or item may be purchased only from specifically identified suppliers. In that case, a closed invitation to bid will be sent only to those suppliers on a special invitation list approved by the County Commissioners.

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C. Procedures

1. Specifications and Instructions to Bidders When an item is required to be bid, the Department Head for whom the purchase is to be made shall prepare a draft specification for approval by the County Commissioners. The County Administration Office shall be responsible for placing the advertisements. The bid notice shall generally describe the goods or work being bid, shall indicate the date when bids are due and the bid opening, and shall indicate that specifications may be picked up at the County Administration Office, at another designated location, or downloaded from the County website. The bid notice shall also state that bids shall be returned to the County Administration Office to be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer at a time and date specified in the notice.
2. Addendums to Specifications. No significant changes or amendments to the specifications shall be authorized unless approved by the County Administration Office. All addendums must be submitted to the County Administration Office when issued.
3. Review and Award of Bids After bids are opened they shall be forwarded to the Department Head for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In their review and approval of the bids, the County Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.
4. Procedures When No Bids Are Received. If, after the advertisement of the bid notice and bid opening date, no bids are received by the County, the County Commissioners may then direct the Department Head to solicit at least three proposals to perform the work or supply the product in accordance with the specifications from known suppliers of such products or from suppliers suggested by the County Commissioners.
5. Preference for Local Suppliers. Even when bidding is not required under the provisions of this policy, it shall be the duty of every Department Head to make every effort to purchase products from local suppliers when possible (within Worcester County) and to seek the best possible price, and get comparative prices as appropriate, for any goods or services being purchased by the County.

- V. **Other Financial Management Policies.** The following additional financial management rules and procedures shall apply in cases identified below. Any activity not covered herein may be the subject of additional rules and procedures or shall be administered as provided for in Section L hereof.
- A. **Procurement of Items Subject to Inventory:** The purchase of any item of furniture or equipment which is identified by a serial number or which exceeds \$10,000 in value shall be reported to the County Treasurer for inclusion on inventory records. The purchase of any vehicle or other item which is subject to title requirements shall be titled to the "County Commissioners of Worcester County, Maryland".
- B. **Contracts:** Only the "County Commissioners of Worcester County, Maryland" or their designee may enter into contracts on behalf of the County. Such contracts must be approved by the County Commissioners. No Department Head or other employee may execute a contract on behalf of the County unless specifically authorized by the County Commissioners.
- C. **Receipts:** Departments which are responsible for collecting fees or other revenues which are to be credited to the General Fund of the County should remit those receipts to the Treasurer's Office in a timely manner (preferably daily) on forms provided by the Treasurer's Office. The report to the Treasurer should be itemized and identify each individual payor, the purpose of the payment, the amount, and any identifying license or permit number (if applicable). A receipt should be given to the individual making the payment to the County. Receipts of grant revenues must be accompanied by a copy of the check and any supporting documentation when submitted. Receipts for overtime payroll reimbursements from private businesses must be accompanied by a copy of the check as well as the invoice(s) being paid. Receipts from the State of Maryland or the federal government and their departments or agencies must be accompanied by a copy of the check and any supporting documentation when submitted.
- D. **Separate Funds and Cash Accounts:** Separate funds and cash accounts may only be maintained where authorized specifically by law, or by resolution of the County Commissioners, or as approved by the Chief Administrative Officer or Finance Officer. Where such funds exist, a full accounting of transactions and balances shall be maintained on the County's General Ledger. Routine reports may be required. Opening such accounts or failure to report any such separate cash accounts may constitute misappropriation of government funds and the County Commissioners may institute appropriate legal proceedings. All accounts must be in the name of the "County Commissioners of Worcester County, Maryland."
- E. **Interdepartmental Charges:** Where a service or task can normally be accomplished by a County department to meet the needs of another County department, then that service should be made available if it does not over-burden the normal operations of the department. The department providing the service may make a charge to the department receiving the service for actual materials, supplies expended and labor, subject to approval of the Chief Administrative Officer or their designee.

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- F. Grant Administration: Any applications for State or Federal grants must be approved by the County Commissioners and the grant application must be signed by the President of the County Commissioners. Each grant shall be assigned special revenue and expenditure accounts by the Budget Officer. The Department Head shall be responsible for preparing all application and reporting forms and complying with all grant conditions subject, however, to appropriate review and approval by County Administration. All grant expenditures shall be processed in accordance with normal purchasing and procurement rules including any special requirements of the grant.
- G. Payroll: Department Heads are responsible for submitting time sheets to the Treasurer's Office on a timetable and format approved by the Chief Administrative Officer or their designee. Time sheets should include the Employees' Identification Number. All payroll and personnel financial matters shall be governed in accordance with the Personnel Rules and Regulations as amended from time to time.
- H. Returned Checks: Checks received by the County for payment of a fee which are returned by the bank due to insufficient funds will be referred to the department which collected the fee. The department shall be responsible for contacting the payor to secure a good check or cash. The department should void whatever permit or license was granted pending receipt of proper payment, if full payment is not received within one week.
- I. Billing: Departments should prepare bills for services or items provided by or fees due to that department. The bill should indicate that payment should be made directly to the department. Receipts should be handled as described in the "Receipts" section of this policy.
- J. Financial Reports Available to Departments: Each Department Head shall be provided access to the financial reporting software (New World) which provides information and reports indicating the transactions for each of that department's budget accounts. Department Heads should carefully review their transaction reports in New World at least monthly and notify the Budget Officer of any discrepancies or questions.
- K. Solicitations and Donations: No County employee may solicit donations or payments for the County from the public unless specifically authorized by the County Commissioners. Any monetary donations which are made to the County or to any County department or agency must be placed and reported in an authorized fund or submitted as a General Fund receipt. Any donation of equipment must be reported to and approved by the County Commissioners prior to its delivery and, if accepted, included on inventory records. Department Heads may not use County funds for charitable donations or sponsorships.
- L. Administration and Interpretation: No deviations or changes to these Procedures and Rules shall be permitted without the approval of the County Commissioners; provided, however, that the Chief Administrative Officer shall be responsible for the administration and interpretation of the Rules as set forth herein.

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

PASSED AND ADOPTED this _____ day of _____, 2018.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic

Bidding Thresholds in Maryland Counties - February 2018

<u>Dorchester County</u>	\$5,000.00
<u>Talbot County</u>	\$10,000.00
<u>Worcester County</u>	\$10,000.00
<u>Calvert County</u>	\$15,000.00
<u>Garrett County</u>	\$15,000.00
<u>Allegany County</u>	\$25,000.00
<u>Baltimore County</u>	\$25,000.00
<u>Carroll County</u>	\$25,000.00
<u>Cecil County</u>	\$25,000.00
<u>Charles County</u>	\$25,000.00
<u>Harford County</u>	\$25,000.00
<u>Kent County</u>	\$25,000.00
<u>Queen Anne's County</u>	\$25,000.00
<u>St. Mary's County</u>	\$25,000.00
<u>Somerset County</u>	\$25,000.00
<u>Wicomico County</u>	\$25,000.00
<u>Frederick County</u>	\$30,000.00
<u>Caroline County</u>	\$40,000.00
<u>Baltimore City</u>	\$50,000.00
<u>Washington County</u>	\$50,000.00
<u>Montgomery County</u>	\$100,000.00
<u>Anne Arundel County</u>	No Reply
<u>Howard County</u>	No Reply
<u>Prince George's County</u>	No Reply

← Revised to \$30,000

Current Rules and Procedures

**RESOLUTION REVISING AND RE-ADOPTING
FINANCIAL MANAGEMENT RULES AND PROCEDURES
FOR COUNTY DEPARTMENTS**

WHEREAS, the Worcester County Commissioners are entrusted by the taxpayers and citizens of Worcester County with the responsibility to adequately safeguard the public funds of the County and insure that such funds are properly spent and accounted for; and

WHEREAS, the Worcester County Commissioners passed and adopted a Resolution on February 13, 1990 adopting Financial Management Rules and Procedures for County Departments which consolidated all budget procedures, purchasing procedures, and other financial management matters into one document in order to insure that all County Department Heads were familiar with said rules and procedures; and

WHEREAS, the Worcester County Commissioners have determined it to be necessary and advisable to update said Rules and Procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND that the Financial Management Rules and Procedures adopted on February 13, 1990 are hereby repealed and re-adopted to read as follows:

**WORCESTER COUNTY
FINANCIAL MANAGEMENT RULES AND PROCEDURES
FOR COUNTY DEPARTMENTS**

- I. **Budget Procedures.** The budget procedures described herein are in addition to the requirements set forth in Section CG 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland governing the County Expense Budget. That Section is attached hereto as Appendix "A".
 - A. **Annual Budget Submission:** Each Department Head shall annually submit a requested budget for the next fiscal year. The requested budget shall be submitted to the Chief Administrative Officer on such date as identified in the Budget Adoption Schedule approved by the County Commissioners for that year. The budget shall be submitted in such manner and in such form as the Chief Administrative Officer may prescribe. The requested budget shall consist of a personnel budget and detailed expense budget which shall include comparative data showing amounts approved for the current year and amounts actually expended for the current year for each line item.

Agencies which maintain their own separate cash fund accounts shall be required to submit, as part of their requested budget, current balance sheets which shall indicate assets, liabilities, and restricted and unrestricted fund balances.
 - B. **Budget Approval and Authorization:** The County Commissioners shall approve an annual budget for each department and agency. Approval of the budget shall constitute authorization to the Department Head to procure only those items identified, either specifically or by category, in the approved budget which are not subject to any additional rules set forth herein.
 - C. **Authorization to Over-Expend:** No budget account may be over-expended without the approval of the County Commissioners. If a Department Head anticipates that a budget account will

become over-expended, he should notify the County Commissioners in writing and identify, if possible, another budget account within his department which may be under-expended. The County Commissioners may then authorize an over-expenditure in one budget account with a corresponding expected under-expenditure in another account. The County Commissioners may also authorize, in their sole discretion, an over-expenditure without a corresponding under-expenditure.

- D. Lapsed Appropriations: All unexpended or unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the County's unappropriated surplus except as may be provided herein. Expenditures in excess of \$2,000 for which contracts or purchase orders have been issued may be considered as accounts payable as of the end of the fiscal year if the actual expenditure occurs within sixty (60) days of the end of the fiscal year. Department Heads may submit a request to the County Commissioners, for authorization to carry forward to the next fiscal year any appropriation which is not expected to be expended prior to June 30. Such requests shall include documentation as to why the appropriation was unable to be expended prior to the end of the fiscal year and information indicating when the expense will be incurred. The Commissioners may approve these authorizations as encumbrances against the budget year so ending.

II. General Purchasing Procedures. These procedures generally govern all purchasing. Additional specific procedures may apply to certain categories of purchases which are identified in Section III.

- A. Items Requiring Competitive Bidding: Any items, or group of items, purchased under the same contract from the same vendor, estimated to be in excess of \$10,000 shall be purchased in accordance with bidding procedures adopted by the County Commissioners by Resolution dated November 19, 2002, as from time to time amended. This Resolution is included as Appendix "B" to these Rules and Procedures.
- B. Items Not Requiring Bidding: Where formal bidding is not required it shall be the responsibility of the Department Head to solicit comparative prices from various vendors and to make purchases with consideration to best possible price and value.
- C. Priority to Worcester County Vendors: Department Heads shall make an affirmative effort to give priority to Worcester County Vendors when purchasing non-bid items. Lowest available price criteria may be waived in favor of business location.
- D. Purchase Orders: Unless procured pursuant to a contract or written form of order, all purchases should be made with a numbered purchase order form. The purchase order shall identify the vendor, the items purchased, the price, and the budget account to which the purchase will be charged. The purchase order shall be signed by the Department Head. If the County Commissioners determine that such additional controls are necessary, they may require that all purchase orders in excess of \$100 be counter-signed by the Chief Administrative Officer. A copy of the purchase order is to be forwarded to the Treasurer's Office with the vendors invoice after the goods have been received.
- E. County Discount and Tax Exemption: The Department Head shall insure that the County receives any applicable governmental discount and that State sales tax is not charged on any order. Under no circumstances may the County's tax exempt status or discount qualification status be used for the benefit of any personal or non-governmental purchase.
- F. Credit Card Purchases: Where a department has been issued and authorized credit cards, it shall be the responsibility of the Department Head to maintain proper control of the access to and use of the credit card and to insure that the credit card is used only for proper and

authorized governmental purposes. A credit card may generally be used for certain travel, lodging, and meal expenses. A credit card should not be used to purchase any item which can be purchased by purchase order. A County credit card may not be used for any personal or non-governmental expense. When making credit card purchases the purchaser should secure a copy of the charge slip which clearly identifies the nature of the purchase and the account to which the purchase is to be charged. The charge slips shall be forwarded to the County Administration Office prior to the next billing date for the credit card. Debit cards may be used in a similar fashion as credit cards with the approval of the County Commissioners.

- G. Purchases from Petty Cash: Departments which maintain petty cash accounts may use the petty cash to make minor (generally less than \$20) purchases, to reimburse employees for minor miscellaneous out-of-pocket expenses (such as tolls), and to make other minor purchases where cash is required immediately. Adequate petty cash records should be maintained which include disbursement forms (which include descriptions and account numbers) and receipts for any items purchased. Requests for replenishment of petty cash accounts shall include a summary of charges and accounts to be charged and a report on the present balance of the petty cash account.
- H. Payment of Invoices: Invoices should first be reviewed by the Department Head to verify that the amounts are correct and that the goods have been received. The Department Head should forward the purchase order and invoice to the Treasurer's Office for processing and payment. In order for an invoice to be approved for payment, that invoice must be submitted to the Treasurer's Office no later than the deadline established in the schedule approved by the Chief Administrative Officer. The invoice or purchase order must indicate which of the Department's budget accounts should be charged. Checks will be prepared and signed and will be available for mailing to vendors on the Friday morning following the Tuesday Commissioners' meeting. Normally all payments will be processed as identified above. In special emergency situations a check may be authorized and issued prior to the next meeting if, in the determination of the Chief Administrative Officer, there is a compelling reason for such a check to be issued. In such a case, the Department Head requesting early payment shall submit a written justification to the Chief Administrative Officer explaining the need for the early payment. Invoices submitted after the deadline may be considered for payment at the next meeting if accompanied by a written explanation from the Department Head indicating why the invoice was submitted late and documenting the urgency of the payment.
- I. Payment in Advance: State law prohibits the County government from making any payments to any contractor or vendor in advance of the actual receipt of the goods or completion of the work unless a performance bond has been posted by the vendor. This means that no such payments will be made in advance unless a performance bond has been submitted to and accepted by the County Commissioners. The Department Head is responsible for certifying on the invoice that the goods have actually been received or that the work has actually been completed.

III. Procurement Procedures for Specific Items. In addition to the procedures set forth in Section II, the following procedures will apply to the specific categories of purchases identified below.

- A. Building and Property Expenses: Unless authorized otherwise by the County Commissioners, all purchases relating to County building maintenance and supplies (including janitorial supplies) shall be purchased by the County Maintenance Department. The Maintenance Department is authorized to charge the appropriate departmental building expense accounts for any such purchases.
- B. Vehicle Expenses: Except in emergency conditions or during extended out-of-County travel,

all gasoline shall be acquired from the County's gas pumps. Departmental vehicle expense accounts will automatically be charged for gasoline used by that Department. All minor vehicle repairs and routine service shall be performed at the Public Works Department or an authorized vendor approved by the Public Works Department or the County Commissioners. The Public Works Department shall be authorized to charge departmental vehicle expense accounts for work performed. Where the Public Works Department determines that any repair work is beyond the scope of their Department, it shall be the responsibility of the Department Head to secure competitive estimates for the repair work. Departments which have equipment repair facilities authorized by the Commissioners are not required to use the Public Works Department for vehicle repair.

- C. Travel Expenses: Out-of-State travel must be approved in advance by the County Commissioners, except travel to adjoining States where no overnight stay is required which shall be subject to approval by the Department Head and the Chief Administrative Officer. The request for such approval shall identify the location, purpose, and estimated cost of the trip. If a cash advance is authorized, the Department Head shall submit an itemized report of the expenses (including receipts) and return any unused cash after the completion of the trip. Reimbursement for out-of-pocket expenses may be made upon submission of adequate documentation including lodging, meals, parking, tolls, and mileage reimbursement of personal vehicles.
- D. Office Supplies: There is no central purchasing for office supplies. Each department is responsible for purchasing office supplies as needed by that department.
- E. Computer, Telephone and Copy Equipment: Except for minor supplies, all other computer, telephone and copy equipment expenses including acquisition of new equipment, programming, and maintenance contracts, shall be centrally coordinated through the County Administration Office.
- F. Insurance: Procurement of insurance shall be accomplished by the Office of the County Commissioners. Public officials who may be required to submit fidelity bonds are responsible for procuring those bonds directly.
- G. Uniform Allowances: Uniform allowances authorized by the County Commissioners in the annual budget may be paid in a lump sum at the beginning of the fiscal year. The allowances shall be paid directly to the employees upon submission of a list from the Department Head indicating those individuals eligible to receive the allowance.
- H. Capital Projects: Capital construction projects shall be procured by competitive bids based on formal specifications prepared by consulting architects and engineers or the County Engineer.
- I. Professional Service Contracts: Department Heads shall be responsible for preparing a draft Request for Proposals for professional services (such as consultants) to be submitted to the County Commissioners for approval in the same manner as normal bidding procedures. The County Commissioners may exempt from competitive bidding requirements the procurement of professional services, such as: accountants, architects, attorneys, auctioneers, construction managers, consultants, engineers, financial advisors, surveyors or any other professional services determined by the County Commissioners.


- IV. Other Financial Management Policies. The following additional financial management rules and procedures shall apply in cases identified below. Any activity not covered herein may be the subject of additional rules and procedures or shall be administered as provided for in Section IV.K.

- A. Procurement of Items Subject to Inventory: The purchase of any item of furniture or equipment which is identified by a serial number or which exceeds \$10,000 in value shall be reported to the County Treasurer for inclusion on inventory records. All such items shall be identified with an inventory tag. The purchase of any vehicle or other item which is subject to title requirements shall be titled to the "County Commissioners of Worcester County".
- B. Contracts: Only the "County Commissioners of Worcester County" or their designee may enter into formal legal contracts on behalf of the County. Such contracts must be approved by the Board of County Commissioners. No Department Head or other employee may execute a contract on behalf of the County unless specifically authorized by the Board of County Commissioners.
- C. Receipts: Departments which are responsible for collecting fees or other revenues which are to be credited to the General Fund of the County should remit those receipts to the Treasurer's Office on a weekly basis on forms provided by the Treasurer's Office. The report to the Treasurer should be itemized and identify each individual payor, the purpose of the payment, the amount, and any identifying license or permit number (if applicable). A written receipt should be given to the individual making the payment to the County.
- D. Separate Funds and Cash Accounts: Separate funds and cash accounts may only be maintained where authorized specifically by law or by resolution of the County Commissioners. Where such funds exist, a monthly statement of transactions and balances shall be maintained on the County's General Ledger. Monthly reports may be required. Failure to report any such separate cash accounts may constitute misappropriation of government funds and the County Commissioners may institute appropriate legal proceedings.
- E. Interdepartmental Charges: Where a service or task can normally be accomplished by a County department to meet the needs of another County department, then that service should be made available if it does not over-burden the normal operations of the department. The department providing the service may make a charge to the department receiving the service for actual materials, supplies expended and labor, subject to approval of the Chief Administrative Officer.
- F. Grant Administration: Any applications for State or Federal grants must be approved by the Board of County Commissioners and the grant application must be signed by the President of the Commissioners. Each grant shall be assigned special revenue and expenditure accounts by the Budget Officer. The Department Head shall be responsible for preparing all application and reporting forms and complying with all grant conditions subject, however, to appropriate review and approval by the County Commissioners. All grant expenditures shall be processed in accordance with normal purchasing and procurement rules including any special requirements of the grant.
- G. Payroll: Department Heads are responsible for submitting time sheets to the Treasurer's Office on a timetable and format approved by the Chief Administrative Officer. Time sheets should include the Employees' social security number. All payroll and personnel financial matters shall be governed in accordance with the Personnel Rules and Regulations as amended from time to time.
- H. Returned Checks: Checks received by the County for payment of a fee which are returned by the bank due to insufficient funds will be referred to the department which collected the fee. The department shall be responsible for contacting the payor to secure a good check or cash. The department should void whatever permit or license was granted pending receipt of proper payment.

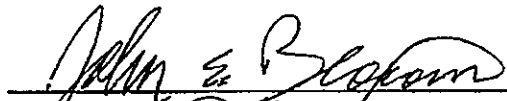
- I. Billing: Departments should prepare bills for services or items provided by or fees due to that department. The bill should indicate that payment should be made directly to the department. Receipts should be handled as described in the "Receipts" section of this policy.
- J. Financial Reports to Departments: Each month the Treasurer's Office will provide each Department head with a report indicating the transactions for each of that department's budget accounts for the prior month. Department Heads should carefully review the transaction report and notify the Budget Officer of any discrepancies or questions.
- K. Solicitations and Donations: No County employees may solicit donations or payments from the public unless specifically authorized by the County Commissioners. Any monetary donations which are made to the County or to any County department or agency must be placed and reported in an authorized fund or submitted as a General Fund receipt. Any donation of equipment must be reported to and approved by the County Commissioners prior to its delivery and, if accepted, included on inventory records.
- L. Administration and Interpretation: No deviations or changes to these Procedures and Rules shall be permitted without the approval of the County Commissioners; provided, however, that the Chief Administrative Officer shall be responsible for the administration and interpretation of the Rules as set forth therein.

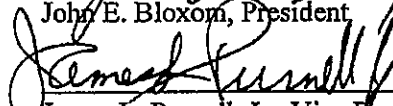
PASSED AND ADOPTED this 19th day of November, 2002.

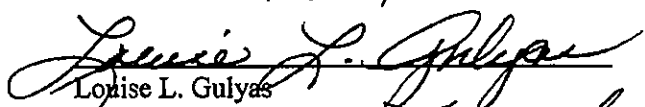
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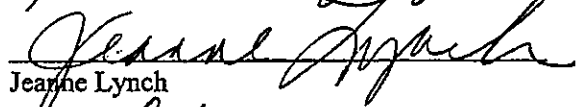

 Gerald T. Mason
 Chief Administrative Officer


WORCESTER COUNTY COMMISSIONERS


 John E. Bloxom, President


 James L. Purnell, Jr., Vice President


 Louise L. Gulyas


 Jeanne Lynch


 Virgil L. Shockley

Director shall also assume the legal responsibilities of the title of Clerk to the County Commissioners.

SUBTITLE II
Financial Administration

§ CG 4-201. Expense budget.

- (a) General provisions. The Board of County Commissioners shall, by resolution, annually adopt an expense budget detailing anticipated revenues, estimated expenditures and disposition of reserve funds. The County Commissioners shall adopt, by resolution, as part of said budget, tax rates sufficient to raise anticipated tax revenues. The estimated expenditures so adopted shall not exceed the anticipated revenues and reserve funds available.
- (b) Procedures. On or before April 15 of each year, the head of each department or agency funded in whole or in part by County funds shall submit to the Administrative Director, in such form as he shall prescribe, an itemized estimate of the revenues and expenditures of the department or agency for current expenses for the next fiscal year. On or before April 30 of each year, the Administrative Director shall consolidate estimates of expenditures, revenues and reserve funds and transmit the requested expense budget to the Board of County Commissioners.
- (c) Hearing, adoption and publication. On or before May 30 of each year, the Board of County Commissioners shall hold a public hearing on the expense budget. Said budget or a fair summary thereof shall be advertised at least once per week for two weeks in a newspaper of general circulation in the County prior to the date of the public hearing, and copies of said budget shall be available for public inspection in the office of the County Commissioners. On or before the first Tuesday in June, the Board of County Commissioners shall adopt the expense budget and tax rates. The adopted budget and tax rates shall be published in a newspaper of general circulation in the county at least once per week for two weeks before September 1 of each year.
- (d) Lapsed appropriations. Except as may be specifically provided by Public General Law, Local Law or resolution of the Board of County Commissioners, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the County's unappropriated surplus.
- (e) Administration and reports. The Administrative Director shall be responsible to the Board of County Commissioners for the proper administration and execution of the expense budget. The Administrative Director shall furnish records and reports relating to the expense budget as requested by the Board of County Commissioners.
- (f) Appropriation control.
 - (1) No office, department, institution, board, commission or other agency of County government shall, during any fiscal year, expend or contract to expend any money or incur any liability or enter into any contract which, by its terms, involves the expenditure of moneys in excess of the amounts appropriated or allotted for that category of expenditure identified in the Commissioner's budget-approving resolution

for such fiscal year without prior approval of the Board of County Commissioners. Any such contract shall be voidable at the option of the County Commissioners.

- (2) The department head or person responsible for the administration of any department, institution, board, commission or agency budget in which there is an expenditure in excess of the amount appropriated or allotted may be held personally liable to the County Commissioners for the amount of any overexpenditure or any portion thereof where the department head knowingly and willfully permitted such overexpenditure without good cause, and the County Commissioners shall have the right of setoff against any amount due from the County Commissioners to such individual, including any salary due, to the extent necessary toward the full amount thereof. Before holding any individual personally liable, the County Commissioners shall provide the individual with a right to a hearing upon fifteen days written notice. [Amended 12-17-1985 by Bill No. 85-6]
- (g) Supplementary appropriations. The Board of County Commissioners, in order to meet emergency and unanticipated requirements, may, by resolution, make supplementary appropriations. The County Commissioners shall designate the source of funds for such supplementary appropriations.
- (h) Source of funds. The Board of County Commissioners may provide that an approved appropriation for a particular service, department or category of expenditure be funded, in whole or in part, from a specific revenue source and that funds collected from that revenue source, only to the extent necessary to satisfy the approved appropriation, be designated for that particular purpose. [Added 3-23-1982 by Bill No. 82-2]

§ CG 4-202. Purchasing and expenditures.

- (a) Competitive bidding. Any single purchase or contract involving an expenditure of more than ten thousand dollars of County funds shall be made from or let by bids or proposals after public notice for such period of time and in such manner as may be prescribed by law or as may be determined by the County Commissioners; provided, however, that where it is determined by a five-sevenths vote of the County Commissioners that bidding would be impractical or not in the best interest of the County government, bidding requirements may be waived. Competitive bidding may include formal sealed bids or proposals, solicitations, invitations, auctions, competitions directly or through agents, or any other method employed to obtain the best results for the County. In awarding such contracts, the Commissioners may consider lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders, local presence of bidders and previous experience of bidders with County contracts. The Commissioners are not required to accept the lowest bid. The Commissioners may require security or bond from the successful bidder for the performance of his contract. The provisions of this section shall not be applicable to the engaging of an independent auditor or the awarding of contracts for professional services. [Amended 8-20-2002 by Bill No. 02-11]
- (b) Centralized purchasing. The County Commissioners may, by resolution, establish a system of centralized purchasing for any or all purchases made with funds entrusted to the County Commissioners.

RESOLUTION NO. 02 - 45

RESOLUTION REPEALING AND REENACTING
COMPETITIVE BIDDING PROCEDURES

WHEREAS, the County Commissioners are the trustees of public funds and are responsible to see that those funds are wisely spent; and

WHEREAS, the Public Local Laws of Worcester County, Maryland require that competitive bids be solicited for certain purchases and provide that the County Commissioners may establish rules and procedures for bidding; and

WHEREAS, the County Commissioners of Worcester County adopted, on September 16, 1986, a Resolution establishing "Worcester County Bidding Procedures" for County departments; and

WHEREAS, the County Commissioners have determined it necessary and advisable to repeal and reenact these procedures to reflect the current provisions of the Public Local Laws of Worcester County, Maryland and to provide for a more orderly and efficient review of bids submitted to the County; and

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the bidding procedures adopted by Resolution dated September 16, 1986 are hereby repealed and the following bidding procedures are hereby adopted:

WORCESTER COUNTY BIDDING PROCEDURES

Applicability

Any item, or group of items purchased under the same contract from the same vendor, estimated to be in excess of \$10,000 shall be purchased in accordance with these procedures.

These procedures shall apply to all County departments (except those agencies which are independent political subdivisions).

The County Commissioners may make exception to these procedures in the following cases:

1. The Commissioners by a 5/7 majority vote may waive bidding requirements for purchases in excess of \$10,000 when they determine that bidding would be impractical or not in the best interest of the County.
2. The Commissioners may also specifically call for these bidding procedures to be followed for purchases less than \$10,000 when they determine it to be in the best interest of the County.
3. Unless the Commissioners so determine it to be in the best interest of the County, bidding procedures shall not be applicable to the engaging of an independent auditor or the awarding of contracts for professional services such as: accountants, architects, attorneys, auctioneers, construction managers, consultants, engineers; financial advisors, surveyors or any other professional services determined by the County

Commissioners.

Solicitation and Advertising of Bids

Except as identified below, a bid notice shall be advertised at least once in the official local newspaper(s) as approved from time to time by the County Commissioners for placement of legal advertising. If, in the opinion of the Chief Administrative Officer and the Department Head for whom the purchase is being made, there is likely to be insufficient bidders within Worcester County, then a bid notice shall also be advertised in other newspapers as necessary.

The county Commissioners may determine that, considering the need for special service, a product or item may be purchased only from specifically identified suppliers. In that case, a closed invitation to bid will be sent only to those suppliers on a special invitation list approved by the County Commissioners.

Procedures

When an item is required to be bid, the Department Head for whom the purchase is to be made shall prepare a draft specification for approval by the Office of the County Commissioners. The County Administration Office shall be responsible for placing the advertisements. The bid notice shall generally describe the goods or work being bid, shall indicate the date when bids are due and the bid opening, and shall indicate that specifications may be picked up at the County Administration Office. The bid notice shall also state that bids shall be returned to the County Administration Office to be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer at a time and date specified in the notice.

No changes or amendments to the specifications shall be authorized unless approved by the County Commissioners.

After bids are opened they shall be forwarded to the Department Head for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In their review and approval of the bids, the County Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

If, after the advertisement of the bid notice and bid opening date, no bids are received by the County, the Commissioners may then direct the Department Head to solicit at least three proposals to perform the work or supply the product in accordance with the specifications from known suppliers of such products or from suppliers suggested by the County Commissioners.


Even when bidding is not required under the provisions of this policy, it shall be the duty of every Department Head to make every effort to purchase products from local suppliers when possible (within Worcester County) and to seek the best possible price, and get comparative prices as appropriate, for any goods or services being purchased by the County.

BE IT FURTHER RESOLVED that this resolution or a fair summary thereof shall be provided to all County Department Heads.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on December 3, 2002.

PASSED AND ADOPTED this 19th day of November, 2002.

ATTEST:

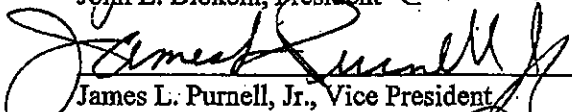


Gerald T. Mason
Chief Administrative Officer

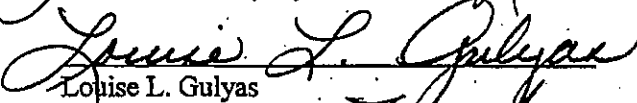
WORCESTER COUNTY COMMISSIONERS



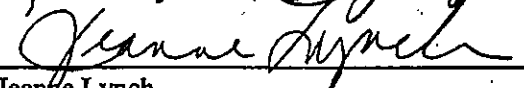
John E. Bloxom, President




James L. Purnell, Jr., Vice President



Louise L. Gulyas



Jeanne Lynch



Virgil L. Shockley



15

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

July 11, 2018

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

Attached, please find copies of the Board Summary sheets for the County Boards or Commissions (10) which have current vacancies (14 total). They are as follows: Agricultural Reconciliation Board (1), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (1), Lower Shore Workforce Investment Board (1), Property Tax Assessment Appeal Board (3, with 3 nominees for each slot - 9 total nominees - to Governor), Social Services Board (3), Solid Waste Advisory Committee (1), Tourism Advisory Committee (1), Water and Sewer Advisory Council - West Ocean City (1), and Commission for Women (1). I have circled the members whose terms have expired on each of these boards.

Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments as soon as possible so I can notify the board members and staff contacts as soon as possible to restore full membership to each of these County Boards and Commissions.

Please also note the following updates since your last review of these vacancies:

- **Property Tax Assessment Appeal Board** - In addition to Robert Rose whose term expired June 1, 2017, the terms of Howard Jenkins and Gary Flater expired on June 1, 2018. I have been advised that all 3 wish to be replaced. Therefore we are to submit a list of 9 nominees for these 3 positions to the Governor. In response to our press release soliciting interested citizens, we received resumes from the following two County citizens for your consideration:

- **Arlene Page** - of Bishopville - (see page 9)
- **Steven W. Rakow** - of Berlin - (see page 11)

Please consider these nominees so we can notify the Governor regarding these appointments.

- **Social Services Board** - (see page 20) - In addition to **Tracey Cottman** (Commissioner Lockfaw's nominee) whose term expired last year, the terms of **Faith Coleman** (Commissioner Elder's nominee) and **Harry Hammond** (Commissioner Bunting's nominee) expired on June 30, 2018. These three members either need to be reappointed or replaced.

- **Solid Waste Advisory Committee** - (see page 22) - Bob Augustine resigned on June 17, 2018 and will need to be replaced. He was Commissioner Church's nominee.

Pending Board Appointments - By Commissioner

- District 1 - Lockfaw**
- p. 5 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year
 - p. 20 - Social Services Board (Tracey Cottman) - 3-year
 - P. 27 - Commission for Women (Alice Jean Ennis - At-Large-Pocomoke) - 3-year

District 2 - Purnell All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

- District 3 - Church**
- p. 22 - Solid Waste Advisory Committee (Bob Augustine) - remainder of 4-year term through 2020
 - p. 25 - Water and Sewer Advisory Council - West Ocean City (Andrew DelCorro) remainder of 4-year term through 2020

District 4 - Elder p. 20 - Social Services Board (Faith Coleman) - 3-year

District 5 - Bertino p. 24 - Tourism Advisory Committee (Teresa Travatello) - 4-year

District 6 - Bunting p. 20 - Social Services Board (Harry Hammond) - 3-year

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

All Commissioners

- p. 3 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year
- p. 4 - (1) Local Management Board (Eloise Henry Gordy) - 3-year
- p. 6 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year
- p. 8 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area; Howard G. Jenkins - Ocean Pines area; and Gary M. Flater - Snow Hill area - alternate) - 5-year; volunteers to date include:
 - Arlene Page - of Bishopville - (see page 9), and
 - Steven W. Rakow - of Berlin - (see page 11)
- p. 25 - (1) Water and Sewer Advisory Council
 - West Ocean City (Andrew DelCorro) - remainder of 4-year term through 2020
- p. 27 - (1) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke) - 3-year

AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents
- Two Members chosen from nominees of Worcester County Farm Bureau
- One Member chosen from nominees of Worcester County Forestry Board
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries

Staff Contact: Dept. of Development Review & Permitting
- Edward A. Tudor, Director (410-632-1200, ext. 100)
County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty McDermott	At-Large	No	Ocean Pines	*09-09-13, 13-17
Tom Babcock	At-Large	No	Whaleyville	14-18
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14, 14-18
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)

WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

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

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

Appointed by: County Commissioners

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

Compensation: \$50 Per Meeting for Private Sector Members

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

Meetings: Monthly

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

Current Members:

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

Prior Members (since 1994):

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

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

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Maureen Howarth, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Vacant (Ron Taylor °)	Dist. 1 - Lockfaw	Resident - Pocomoke	*09-10, 10-14
Cam Bunting °	At-Large	Business - Berlin	*09-10-14, 14-18
James N. Mathias, Jr. °		Maryland Senator	09-10-14, 14-18
Mary Beth Carozza		Maryland Delegate	14-18
Charles Otto		Maryland Delegate	14-18
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Jim Rosenberg °	Dist. 5 - Bertino	Resident - Ocean Pines	09-13-17, 17-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite

Prior Members: Since 2009

J. Lowell Stoltzfus ° (09-10)	Todd Ferrante ° (09-16)
Mark Wittmyer ° (09-11)	Joe Cavilla (12-17)
John Salm ° (09-12)	
Mike Pruitt ° (09-12)	
Norman H. Conway ° (09-14)	
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	
Linda Dearing (11-15)	

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

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

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2nd Wednesday

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

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

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

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

Prior Members: Since

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



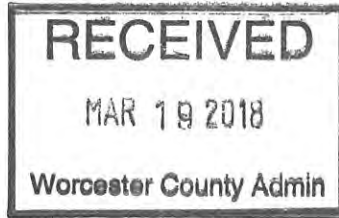
Tri-County Council

for the Lower Eastern Shore of Maryland

INFO ✓

31901 TRI-COUNTY WAY
SUITE 203
SALISBURY, MARYLAND 21804
PHONE: 410-341-8989
FAX: 410-341-8988
WWW.LOWERSHORE.ORG

March 15, 2018



Board Book ✓

Diana Purnell
President
Worcester County Commissioners
1 West Market Street, Room 1103
Snow Hill, MD 21863

Dear Ms. Purnell,

The Lower Shore Workforce Alliance (LSWA) division of the Tri-County Council for the Lower Eastern Shore of Maryland (TCC) is funded through grants from the Maryland Department of Labor, Licensing and Regulation (DLLR). DLLR grant funding requirements are governed by the Federal Workforce Innovation and Opportunity Act (WIOA) regulations which require grant recipients to have a 26 member Workforce Development Board (WDB) with five (5) members from the business community appointed by each participating county.

Currently, Worcester County has a business representative vacancy on the WDB.

I would appreciate your prompt attention to this matter and if you have any questions, please contact me.

Sincerely,

Michael P. Pennington
Executive Director



Serving Somerset, Wicomico and Worcester Counties



PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

Current Members:

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

C) = Chairman

Prior Members: Since 1972

- | | |
|-----------------------------|----------------------------------|
| Wilford Showell | Mary Yenney (98-03) |
| E. Carmel Wilson | Walter F. Powers (01-04) |
| Daniel Trimper, III | Grace C. Purnell (96-04) |
| William Smith | George H. Henderson, Jr. (97-06) |
| William Marshall, Jr. | Joseph A. Calogero (04-09) |
| Richard G. Stone | Joan Vetare (04-12) |
| Milton Laws | |
| W. Earl Timmons | |
| Hugh Cropper | |
| Lloyd Lewis | |
| Ann Granados | |
| John Spurling | |
| Robert N. McIntyre | |
| William H. Mitchell (96-98) | |
| Delores W. Groves (96-99) | |

* = Appointed to fill an unexpired term



ARLENE PAGE
CERTIFIED LAY MINISTER

OBJECTIVE

Apply for the position on the Worcester County Property Tax Assessment Appeal Board.

VITALS

10830 Piney Island Dr.
Bishopville, Maryland 21813

Tele: (H) 410-352-3749
(C) 410-726-3183

Email: acpage1937@gmail.com

May 29, 2018

County Commissioners
One W. Market Street
Room 1103
Snow Hill, Maryland 21863

Dear Sirs:

I saw the article concerning a position on the County Property Tax Appeal Board in the May 25, 2018 edition of the Ocean City Today newspaper and feel I am well qualified to be a member and hope you will favorably consider my attached resume.

If there is any one skill I have more abundant than others, it is an ability to excel at working with people. I feel that skill would be a major plus working on an appeals board.

If you would like a more extensive resume to include education and employment experience at the National Security Agency (NSA), and my position at the American Embassy in London, I would be happy to provide more information.

Sincerely,

Arlene Page



ARLENE PAGE

OBJECTIVE

Apply for the position on the Worcester County Property Tax Assessment Appeal Board

SKILLS & ABILITIES

My primary skill – I excel in working with people

VITALS

10830 Piney Island Dr.
Bishopville, MD 21813

Tele: 410-352-3749

Email: acpage1937@gmail.com

EXPERIENCE

MOORE, WARFIELD & GLICK REALTORS

For a period of 8 years I worked as a realtor. This was 20 years ago.

HABITAT FOR HUMANITY

I was Executive Director in Worcester County. During my tenure as Exec. Dir., we built 4 houses for needy families – two homes in Berlin and two in Snow Hill.

NATIONAL ASSOCIATION OF ACTIVE & RETIRED FEDERAL EMPLOYEES (NARFE)

Served as President of Chapter 2274 for 4 years in the Ocean City/Berlin area.

WORCESTER COUNTY VETERANS MEMORIAL

I was awarded a Governor's Service Award for hours spent teaching local area school children about the American Flag at the Memorial.

COMMUNITY CHURCH AT OCEAN PINES

2010 – present: Shortly after joining the church congregation, I volunteered as teacher for other volunteers taking on positions that involved public speaking at church services. In 2015 I started taking classes that led to my current title as a Certified Lay Minister. I am the 1st and only Certified Lay Minister at the Community Church at Ocean Pines.

MINISTER, WORCESTER COUNTY COMMISSIONERS

2018 - present: Diana Purnell asked if I would offer the opening prayer at the bi-monthly County Commissioners meetings in Snow Hill. I have been doing this for about five months.

LEADERSHIP

My leadership qualifications are well established as Executive Director for our local Habitat for Humanity, President of Chapter 2274, National Association of Active and Retired Federal Employees, and now a Certified Lay Minister at the Community Church at Ocean Pines. I am a professional, a public speaker, and will take on any problem and work to solve it!

Kelly Shannahan

From: Kim Moses
Sent: Friday, June 1, 2018 12:15 PM
To: Kelly Shannahan; Harold Higgins
Subject: FW: Letter of Interest - PTAAB
Attachments: SWR Resume.pdf

From: Steve Rakow [mailto:steve@steverakowlaw.com]
Sent: Friday, June 1, 2018 9:07 AM
To: Kim Moses <kmoses@co.worcester.md.us>
Subject: Letter of Interest - PTAAB

Dear Commissioners:

I understand that there will be openings for appointment to the Property Tax Assessment Appeal Board. I would be very interested in serving on that board and believe my background would be appropriate for such an appointment. I've attached my resume and hope you will consider me for an appointment.

Regards,
Steve Rakow

Steven W. Rakow, Esquire
Law Office of Steven W. Rakow, LLC
Mailing: P.O. Box 1909, Berlin, MD 21811
Office: 5700 Coastal Hwy, Suite 305, Ocean City, MD 21842
Voice: 410-600-3075
Fax: 410-713-4273
Email: steve@steverakowlaw.com
Website: www.steverakowlaw.com

Note: Rakow is pronounced "Ray-koh" or "Ray-coe"

Steven W. Rakow

Office: 5700 Coastal Hwy, Suite 305, Ocean City, Maryland 21842

Mailing: P.O. Box 1909, Berlin, Maryland 21811

410-600-3075

steve@steverakowlaw.com

www.steverakowlaw.com

Education

Undergraduate – US Naval Academy, 1987; BS in History, graduated with merit

Juris Doctor – Northern Kentucky University, Salmon P. Chase College of Law, 1996, cum laude

Legal Experience

Licensed to Practice in Ohio (since 1996 – currently inactive) and Maryland (since 2002).

Dec 2015 – Present – Private Practice – general private practice, including civil litigation, criminal defense, and transactional legal work. Civil litigation includes personal injury, construction defects, breach of contract, landlord/tenant, and family law. Criminal defense work includes juvenile, traffic, and misdemeanor and felony representation throughout the Lower Shore. Transactional work includes corporate entity formation, employment law, estates, and other private matters requiring legal advice, research, and consultation.

Feb 2011 – Dec 2015 – Assistant State’s Attorney for Worcester County, Maryland – responsible for all levels of cases from minor traffic up to and including murder cases. Specialty prosecutor in fraud, theft, embezzlement, elder abuse, gang, burglary, arson, white collar crime, and other serious felonies. State’s Attorney’s representative to the Maryland State’s Attorney’s Legislative Committee and Adult Protective Services. Testified in support of bills before both houses of the General Assembly. Routinely met with and advised law enforcement regarding charging decisions and investigations.

Jun 2002 – Feb 2011 – Private Practice – responsible for representing clients in civil litigation – including trial and appellate matters, corporate filings, advising on matters related to corporate structure and employment law, contract review, construction defects, and permitting. Represented homeowner’s association in transactional matters and litigation. In 2008, assisted with public construction contract litigation involving the local school board and a site contractor for the Ocean City Elementary School, which included trial prep, motions, depositions, mediation, trial, and post-trial matters. Represented a local attorney in an election litigation matter at trial and on appeal.

Sept 2000 – Dec 2010 – President and General Counsel for construction company - responsible for all facets of contracting, compliance with employment law, workers compensation, health insurance, collections, liens, property transfers, regulatory compliance, and corporate filing requirements. Additionally, managed half of the day-to-day construction matters for the company including site management, customer sales and interactions, subcontracting, plan review, and permitting.

Jan 1999 - Aug 2000 – Staff Attorney, First District Court of Appeals - Cincinnati, Ohio –Staff Attorney for appellate court judge on Ohio’s First Appellate District; drafting dozens of opinions during my time with the court.

Aug 1998 – Dec 1998 – Litigation Associate for Benesch, Friedlander, Coplan & Aronoff – Cincinnati, Ohio – Worked on mass tort litigation involving the Fen-Phen drug. Participated in motions, discovery preparation, and depositions. Appeared in both state and federal courts.

Nov 1996 – Jul 1998 – Assistant Prosecuting Attorney, Hamilton County, Ohio - briefed and argued cases in the Ohio Court of Appeals and Ohio Supreme Court involving appeals including death penalty cases, major felonies, misdemeanor, traffic, juvenile, and child support issues. Assisted in misdemeanor and felony trials as co-counsel. Responsible for handling post-conviction hearings in the court of common pleas and on appeal.

May 1994 – Nov 1996 – Law Clerk for prosecutor’s office in Cincinnati, Ohio - responsible for case preparation, discovery, and appellate brief writing. Managed misdemeanor dockets as licensed law clerk under supervision. Argued cases in court of appeals as licensed law clerk under supervision.

Other Business Experience

May 2006 – Aug 2015 – Co-Owner of Kelley Fitness LLC/CrossFit Ocean City – a health, strength, and conditioning facility dedicated to improving the health and fitness of others. Head coach with experience in all facets of fitness, including endurance training, Olympic lifting, and human movement techniques. Responsible for all legal, financial, and business matters related to the company. Often assisted with coaching responsibilities.

Military Experience

May 1992 – Jun 2007 – Reserve Marine Officer – transitioned from artillery to communications/information-systems officer and commanded a Marine reserve communications unit for two years. Command included oversight of over \$10 million in equipment and responsibility for 125 Marines. Served on the inspector general’s staff, the joint forces command staff, and participated in training with the Canadian Forces. Attended the joint staff officer course, command and staff college, and the Naval Warfare College staff planning course aimed at disaster relief planning and coordination. Led Marines at all levels. Top secret clearance. Retired in 2007 as a Lieutenant Colonel.

May 1987 – May 1992 – Active Duty Marine Officer – trained in artillery, including ballistic firing solutions, ammunition handling, and proper storage and maintenance of artillery systems and ammunition. Deployed to the Western Pacific for six months in 1989. Deployed to and participated in ground combat operations during Operation Desert Shield/Desert Storm in 1990-1991 as a platoon commander. In that position, was responsible for 65 men and several million dollar’s worth of equipment and weapons. Served on a battalion staff as a legal officer. Left active duty to pursue law and to serve in the Marine reserve. Over 18 months of deployed time aboard Navy amphibious ships.

Military Awards - Meritorious Service Medal; Joint Service Commendation Medal; Navy-Marine Corps Commendation Medal; Navy-Marine Corps Achievement Medal; Combat Action Ribbon; Sea Service Deployment ribbon w/star; Marine Corps Reserve Medal; and other campaign and service medals along with basic parachutist badge.

Volunteer Work

2017 to Present – Board of Governors, Maryland Bar Association – Board Member

2011 to 2016 – Worcester County Bar Association – Treasurer (2013); Secretary (2014); Vice President (2015); and President (2016)

2014 to Present – Attorney Grievance Commission’s Peer Review Committee – Volunteer to hear and advise on ethics matters pertaining to members of the bar

2016 to Present – Congressional Service Academy Nominating Committee for Congressman Andy Harris

2012 – 2015 - Worcester Youth and Family Counseling Services – Board Member

2011 – 2015 – CrossFit Risk Retention Group – Board Member

2007 – Present – Various Charitable - Led and supported multiple fundraisers for local and national charities, including Prostate Cancer, 3 Day, Toys for Tots, and Wounded Warriors. Support, participate, and volunteer at church.

2011 – Present – Blue & Gold Officer - assist the U.S. Naval Academy Admissions Office by advising and interviewing candidates for appointment, presenting at service academy information nights, and providing insight and guidance to high school students interested in attending the Naval Academy.

2017 – Present – Field Admissions Rep – assist the U.S. Merchant Marine Academy Admissions Office by advising and interviewing candidates for appointment, presenting at service academy information nights, and providing insight and guidance to high school students interested in attending the Merchant Marine Academy.

2002 – 2005 – Eastern Shore Builders Association – Board member and vice president. Member of the legislative committee. Assisted with and presented arguments related to the critical area legislation when first presented and passed by Worcester County in 2003. Worked with Coastal Bays and representative members of the county government to achieve consensus on ways to draft the bill to accommodate environmental protections and mitigate the economic effects of the legislation.

2010 – Keynote Speaker at Worcester County Veteran’s Memorial Annual Remembrance

2010 – Presenter - MSBA Annual Conference

2011 – Presenter - MSBA Bar Presidents’ Conference



PRESS RELEASE

Worcester County Government ♦ Phone (410) 632-1194 ♦ Fax (410) 632-3131

TO: Local Media
FROM: Worcester County Commissioners
DATE: May 21, 2018
FOR RELEASE: Immediately
TOPIC: Opportunities available to serve on Worcester County Property Tax Assessment Appeal Board
CONTACT: Kim Moses, public information officer, at (410) 632-1194

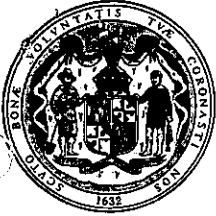
Opportunities available to serve on Worcester County Property Tax Assessment Appeal Board

The County Commissioners are seeking residents to fill current and upcoming openings on the Worcester County Property Tax Assessment Appeal Board (PTAAB).

PTAAB members decide on appeals concerning real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by state law, value of agricultural easements, and rejection of applications for property tax exemptions. Each member is compensated at a rate of \$15 per hour, for a maximum reimbursement of \$90 per day, plus travel expenses.

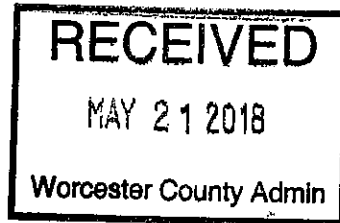
PTAAB members are nominated by the County Commissioners and appointed by Governor Larry Hogan to serve five-year terms. Those involved in real estate sales or appraisals are not eligible to serve on the PTAAB.

To apply, please contact the County Commissioners at admin@co.worcester.md.us to submit a letter of interest, along with a resume outlining any pertinent experience, and to fill out an appointment form. Inquiries may also be sent to the County Commissioners at One W. Market Street, Room 1103, Snow Hill, Maryland 21863.



STATE OF MARYLAND
Property Tax Assessment Appeals Board for Worcester County

May 16, 2018



Office of the Commissioners
Worcester County Maryland
Attn: Ms. Diana Purnell, President
Government Center
One West Market Street, Room 1103
Snow Hill, Maryland 21863

Reference: Worcester County Property Tax Assessment Appeals Board (PTAAB) Member,
Gary M. Flater

Dear President Purnell,

This letter is in reference to a telephone conversation I had with Mr. Flater on May 15, 2018. Mr. Flater contacted me to properly inform me of his desire to end his service with the PTAAB at the completion of his appointed term.

During our telephone conversation I reviewed the attached document (photocopy of letter dated June 3, 2014) which indicates his appointment to be "for the remainder of a term of five years from June 2, 2013." For this reason, Mr. Flater is looking forward to the end of his term on June 2, 2018.

Consequently, as of June 2, 2018 the Worcester County PTAAB will no longer have an alternate member. Therefore, I thank you in advance for your prompt attention to this matter.

Sincerely,


Lori Ann Bounds,
Clerk to the Board

Attachment

Md. TAX-PROPERTY Code Ann. § 3-103

Annotated Code of Maryland
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***: Current through JR 2 and Ch. 2 of the 2012 General Assembly ***

TAX - PROPERTY

TITLE 3. PROPERTY TAX ASSESSMENT APPEAL BOARDS AND THE ADMINISTRATOR OF PROPERTY TAX ASSESSMENT APPEAL BOARDS

Md. TAX-PROPERTY Code Ann. § 3-103 (2012)

§ 3-103. Membership

(a) Composition; appointment of members. --

(1) (i) Except as provided in subparagraph (ii) of this paragraph, each board consists of 3 regular members and 1 alternate member.

(ii) In Anne Arundel County, Baltimore City, Baltimore County, Montgomery County, and Prince George's County, each board consists of 3 regular members and 3 alternate members.

(2) The Governor shall appoint the members from a list of names submitted as follows:

(i) for Baltimore City, by the Mayor of Baltimore City; or

(ii) for a county other than Baltimore City, by:

1. the county commissioners or the county council of the county; or

2. if the county charter provides for a county executive, by the county executive with the approval of the county council.

(3) The number of names on each list shall be 3 times the number of vacancies.

(4) Each list shall be submitted at least 3 months before the end of a term.

(b) Oath. -- Before taking office, each appointee to the board shall take the oath required by Article I, § 9 of the Maryland Constitution.

(c) Tenure; vacancies. --

(1) The term of a member is 5 years. The term ends on June 1 of the appropriate year.

(2) The terms of members are staggered as required by the terms provided for members of the board on July 1, 1985.

(3) At the end of a term, a 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.

(5) An alternate member fills a vacancy of a regular member until the vacancy is permanently filled. However, if an alternate member is appointed by the Governor as the regular member, the Governor shall appoint a new alternate member.

(6) The board chairman or the Administrator may ask an alternate member to serve on the board during the temporary absence of a regular member. However, an alternate may not serve on the board when the 3 regular members are present.

(d) Removal. --

(1) The Governor may remove a member only for incompetence, malfeasance, conduct unbecoming a board member, or inability or failure to perform the duties of the office on a regular basis.

(2) After giving a member notice and an opportunity for a hearing, the Mayor of Baltimore City, the county commissioners or the county council of the county, or if the county charter provides for a county executive, the county executive with the approval of the county council, may recommend the removal of the member by the Governor for the grounds listed in paragraph (1) of this subsection.

HISTORY: An. Code 1957, art. 81, § 248; 1985, ch. 8, § 2; 2011, ch. 10.

OFFICE OF THE GOVERNOR
REQUEST FOR APPOINTMENT CONSIDERATION
BIOGRAPHICAL INFORMATION FORM

PROPERTY TAX ASSESSMENT APPEAL BOARD FOR _____ COUNTY										
Application for:		<input type="checkbox"/> New Appointment			<input type="checkbox"/> Reappointment					
Name:										
Date of Birth:					<input type="checkbox"/> US Citizen		<input type="checkbox"/> Registered Voter		MD resident since _____	
Race:		Gender:		(Ethnic/gender data is solely to assure diversity in representation)						
Home Address:										
City:					State:				Zip:	
Resident County:										
MD Legislative District:			MD Congressional District:			Council or Commission District:				
Occupation:										
Employer:										
Work Address:										
City:					State:				Zip:	
Phones:		(Office):			(Home):					
		(Cell):			(Fax):					
Email Address:										
Sponsoring Organization (If Any):										
Have you ever been a party (plaintiff or petitioner/defendant or respondent) to any civil, criminal, juvenile or administrative proceeding?										
<input type="checkbox"/> No		<input type="checkbox"/> Yes (Specify):								
Are you currently employed in the real estate sales or appraisal industry?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you currently employed by State or local government:							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please specify position:										
Do you hold a Maryland license to practice a profession or trade?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, specify License:										
Have you ever had a license to practice a profession or trade, whether held in Maryland or another state, revoked or suspended?										
<input type="checkbox"/> No		<input type="checkbox"/> Yes (Specify):								
Are you a member, officer or director of any organization?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Specify Organization or Activity:										

If so, are you engaged in any lobbying activities for that organization?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you a paid lobbyist for any organization?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If so, please specify the organization:

--

Do you hold, or have you held in the past, an elected or appointed office within Federal, State or local government, or a political party?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	--------------------------	-----	--------------------------	----

Specify Office:	
-----------------	--

Specify Dates:	
----------------	--

Have you filed all Federal and State tax returns that are now due or overdue and are all payments thereupon up to date?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain):	
------------------------------	--	--

Have Federal, State or local authorities ever instituted a lien or other collection procedures against you?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (Explain):	
-----------------------------	---	--

List the names, business addresses, and business telephone numbers of at least 2 individuals who are familiar with your professional qualifications and who have known you for more than the last five years:

1.	
2.	

Please attach a resume that includes information concerning your academic background, work experience and professional, political and civic organization affiliations.

ORGANIZATIONAL AFFILIATIONS:

--

I certify that, to the best of my knowledge and belief, all the information contained in and attached to this questionnaire is true, correct and complete. I understand and agree that I am required to notify the Office of the Governor in writing if any of the information contained in or attached to this questionnaire changes.

Signature of applicant: _____ Date: _____

Completed forms may be returned to:
 Governor's Appointments Office, State House, Annapolis, Maryland 21401-1991
 Phone: (410) 974-2611 Fax: (410) 974-2456 Email: appointments@gov.state.md.us

internal Use Only

CR:	GS:	TQ:
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SOCIAL SERVICES BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

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

Terms expired on 6/30/18

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD
(Continued)

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

Updated: January 16, 2018
Printed: January 17, 2018

SOLID WASTE ADVISORY COMMITTEE

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

Appointed by: County Commissioners

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

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

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

Meetings: At least quarterly

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Linvill	D-1, Lockfaw	Pocomoke	14-18
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20 Resigned/Replace
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21
Jamey Latchum	Town of Berlin		*17, 17-21
Steve Brown	Town of Ocean City		*10-13-17, 17-21

Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

* = Appointed to fill an unexpired term

Kelly Shannahan

Subject: FW: Solid Waste Advisory Board Meeting
Attachments: image001.jpg

From: John Tustin
Sent: Tuesday, June 19, 2018 2:32 PM
To: Kelly Shannahan <kellys@co.worcester.md.us>
Cc: Tami Stambaugh <tstambaugh@co.worcester.md.us>
Subject: FW: Solid Waste Advisory Board Meeting

Kelly an FYI and for further action

John H.Tustin P.E.
Director, Worcester County DPW
6113 Timmons Road
Snow Hill, Md 21863
Office 410-632-5623
Fax 410-632-1753

From: Tami Stambaugh
Sent: Tuesday, June 19, 2018 2:29 PM
To: John Tustin
Cc: Mike Mitchell
Subject: FW: Solid Waste Advisory Board Meeting

From: Bob Augustine [mailto:rjja213@gmail.com]
Sent: Sunday, June 17, 2018 10:30 AM
To: Tami Stambaugh <tstambaugh@co.worcester.md.us>
Subject: Re: Solid Waste Advisory Board Meeting

Tami: I had sent an email to Bud Church a week or so ago informing that I was resigning my position with SWAB effective immediately. I've missed the past couple of meeting due to travel and will miss the next three for the same reason. I know he would want to appoint someone from his district who is able to attend these meetings.

On Fri, Jun 15, 2018, 11:44 AM Tami Stambaugh <tstambaugh@co.worcester.md.us> wrote:
The Solid Waste Advisory Board Meeting will be held on Wednesday June 20, 2018 @ 9:00 AM at the Solid Waste Division.

*Tami Stambaugh
Office Assistant IV
Solid Waste Division
7091 Central Site Lane
Newark, MD 21841*

TOURISM ADVISORY COMMITTEE

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

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

Current Members:

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

Resigned / Replace

Prior Members: Since 1972

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

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

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Deborah Maphis	West Ocean City	95-99-03-07-11-15, 15-19
Gail Fowler	West Ocean City	99-03-07-11-15, 15-19
Andrew Delcorro	West Ocean City	*14-16, 16-20 - Moved/Replace
Todd Ferrante	West Ocean City	13-17, 17-21
Keith Swanton	West Ocean City	13-17, 17-21

Prior Members: (Since 1993)

Eleanor Kelly^c (93-96)
 John Mick^c (93-95)
 Frank Gunion^c (93-96)
 Carolyn Cummins (95-99)
 Roger Horth (96-04)
 Whaley Brittingham^c (93-13)
 Ralph Giove^c (93-14)
 Chris Smack (04-14)

* = Appointed to fill an unexpired term
^c = Charter member

Kelly Shannahan

From: John Tustin
Sent: Wednesday, May 23, 2018 3:14 PM
To: Kelly Shannahan
Subject: FW: West Ocean City Advisory Board Meeting

John H. Tustin P.E.
Director, Worcester County DPW
6113 Timmons Road
Snow Hill, Md 21863
Office 410-632-5623
Fax 410-632-1753

From: John Ross
Sent: Wednesday, May 23, 2018 3:13 PM
To: John Tustin
Subject: FW: West Ocean City Advisory Board Meeting

I guess this is a vacancy on the West OC board.

John S. Ross, P.E. Deputy Director of Public Works
1000 Shore Lane
Ocean Pines, MD 21811
(410)641-5251 X-2412
(410)641-5185 (fax)
(443-783-0032 (cell)

From: Peggy L. Ellerman
Sent: Wednesday, May 23, 2018 3:02 PM
To: John Ross
Subject: FW: West Ocean City Advisory Board Meeting

From: Andrew Del Corro [mailto:andrewdelcorro@yahoo.com]
Sent: Wednesday, May 23, 2018 2:56 PM
To: Peggy L. Ellerman <pellerman@co.worcester.md.us>
Subject: Re: West Ocean City Advisory Board Meeting

Peggy,

I don't think I'm eligible to be on the board. I sold my primary residence in West OC. The settlement was finalized yesterday.

Thanks
Andrew

Sent from my iPhone

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 1 1/3-year terms; Terms Expire December 31

Compensation: None

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Alice Jean Ennis	At-Large	Pocomoke	14-17
Teola Brittingham	D-2, Purnell	Berlin	*16-18
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Bess Cropper	D-6, Bunting	Berlin	15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Lauren Mathias Williams	At-Large	Berlin	*16-18
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Terri Shockley	At-Large	Snow Hill	17-20
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

Prior Members: Since 1995

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

* = Appointed to fill an unexpired term
 c = Charter member

Prior Members: Since 1995 (continued)

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