

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

October 1, 2019

Item

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding hiring a Document Imager II for the Treasurer's
Office; a Grounds Worker II and a Building Maintenance Mechanic I for the Maintenance
Division, a Vehicle and Equipment Mechanic III for the Water and Wastewater Division
and a Transfer Station Attendant for the Solid Waste Division of Public Works; receiving
legal advice from Counsel; and performing administrative functions A-P
- 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 Proclamation for Fire Prevention Week/Month 1
Presentation of Commendations Recognizing National Skills USA Medal Winners 2
- 10:10 - Public Hearing - Proposed Lease of West Ocean City Harbor Joint Venture Area for Alyosha 3
- 10:20 - Chief Administrative Officer: Administrative Matters 4-13
(Pending Board Appointments; Proposed Litter Clean-Up Campaign on Holly Grove Road; Request for FY19
Authorized Over-Expenditure by Sheriff's Office; FY19 Year End Budget Transfers; FY19 Year End Reserve for
Assigned Encumbrances; Sale of "Along the Seaboard Side: The Architectural History of Worcester County,
Maryland"; Approval of Findings of Fact and Resolutions - Evergreen Village Residential Planned Community,
and Rezoning No. 418 - Moore Boat, LLC; Award of Bids for FY20 Vehicles; Revised Resolution Establishing
Standard Sewer Flow Calculations; 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; County Commissioner's Remarks
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)
- 1:10 -
- 1:20 -
- 1:30 -

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!

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

September 17, 2019

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

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bunting, with Commissioner Mitrecic absent, 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 (14) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, Human Resources Director Stacey Norton; and Commercial Real Estate Advisor John McCleelan. Topics discussed and actions taken included: hiring Lachelle Scarlato as Deputy Director of Economic Development, Allen Swiger as a Recreation Program Manager III for Recreation and Parks, and Sean Stacey as a Plant Operator Trainee for the Water and Wastewater Division; promoting Mosquito Control Foreman Trainee Steven Merchant due to his recent Pesticide Applicator's certification; discussing offers to purchase the former Liquor Control warehouse in Snow Hill; reviewing personnel changes within the County Jail and the Maintenance Division of Public Works; acknowledging the hiring of Brandiase Van Emmerrik from a State position within the Circuit Court to the County position of Judicial Assistant in Family Services within the Circuit Court; receiving legal advice from counsel; and performing administrative functions, including: an invitation to attend the United Way campaign kickoff.

Commissioner Mitrecic was absent from the meeting.

Following a motion by Commissioner Bunting, seconded by Commissioner Church, the Commissioners unanimously voted to adjourn their closed session at 9:25 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order, and following a morning prayer by Arlene Page and pledge of allegiance, announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the September 3, 2019 open and closed session meeting minutes as presented.

DRAFT

Pursuant to the recommendation of Finance Officer Phil Thompson at the request of David Lockwood, Jr., Chair of the Berlin Community Improvement Association (BCIA), and upon a motion by Commissioner Church, the Commissioners unanimously adopted Resolution No. 19-29, authorizing a 100% Tax Credit in the amount of \$3,500.84 for Real and Tangible Personal Property owned by the BCIA for such property which was exclusively for non-profit activities of that association for the July 1, 2019 tax year.

Pursuant to the request of Tourism Director Lisa Challenger and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Purnell to sign a Maryland Department of Natural Resources (DNR) Technical Assistance Grant Application for technical assistance and funding of up to \$10,000 to develop a comprehensive water trail on the Pocomoke River. Ms. Challenger stated that Tourism is working with other County departments, with the towns, and with Somerset County to develop a trail that would start north of Snow Hill and run to the mouth of the Chesapeake Bay. She stated that Tourism will assist in printing waterproof water trail guides at a cost of roughly \$2,500 to be funded in a future budget, which will be free to the public and available at the Pocomoke River State Park, Pocomoke River Canoe Company, and other public buildings in the County.

Upon a motion by Commissioner Church, the Commissioners unanimously authorized a one-time grant of \$2,000 to help cover travel expenses associated with the Berlin Little League's participation in the Junior Little League World Championship in Taylor, Michigan in August 2019.

Pursuant to the recommendation of Assistant Chief Administrative Officer Kelly Shannahan and Recreation and Parks Director Tom Perlozzo and upon a motion by Commissioner Bunting, the Commissioners unanimously denied a request from the Maryland Department of the Environment (MDE) to install an air quality monitoring station for CAFO's (Concentrated Animal Feeding Operations) at Newtown Park in Pocomoke. Mr. Perlozzo stated that, while the County would like to be team players with the State, he was concerned that the installation of an air quality monitoring station at Newtown Park would detract from the appearance of the park and may hinder future operations and use of the park.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved bid specifications for the purchase of a hydraulic crawler excavator for the Solid Waste Division of Public Works, with funds available within the FY20 budget for this expense.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded the bid for the provision of six 20-cubic-yard recycling containers for the Solid Waste Division of Public Works to Wastequip Manufacturing Company, LLC of Statesville, North Carolina at an individual unit cost of \$7,698.00 for a total cost of \$46,188. Mr. Tustin stated that the price exceeds budgeted funds of \$44,000 by \$2,188, but that County staff could identify funds within the FY20 budget to cover this overage.

DRAFT

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded the bid for one 2020 Ram Model 5500 service truck with hydraulic crane/hoist for use within the Roads Division of Public Works to I.G. Burton and Company, Inc. of Milford, Delaware at a total cost of \$115,329.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously awarded the best bid for two 2020/2021 Western Star Model 4700SB dump trucks for use within the Roads Division of Public Works to Western Star Trucks of Delmarva, LLC of Mardela Springs, Maryland at a cost of \$132,737 each for a total cost of \$265,274. Mr. Tustin explained that the low bid from Baylor, Inc. was for International Model HV507 trucks, which can only accommodate one passenger, and the transmission is 200 lb ft torque less than the required specifications and was, therefore, not recommended.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to piggyback on the State bid contract with Alpha Space Control of Chambersburg, Pennsylvania for roadway line striping for 302,154 feet of County roadways in the FY19 striping schedule at a cost of \$0.072 per foot for a total cost of \$21,755.08 and 350,528 feet of County roadways in the FY20 striping schedule at a cost of \$0.072 per foot for a total cost of \$25,238.02. Mr. Tustin stated that the State Highway Administration (SHA) has previously provided this service to the County at a cost of \$0.06 per foot, but their truck had been out of service, and they could not guarantee when or if they could provide striping services to the County. He further advised that funding is available within the FY19 and FY20 budgets for this purpose.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to waive the standard bid process and approved the proposal from Sherwood-Logan & Associates of Annapolis, Maryland for the provision of two replacement Flygt NP3127.060-SH Submersible Pumps to be installed by the County at Pump Station V in Ocean Pines at a total delivered cost of \$27,407.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Church, the Commissioners unanimously agreed to waive the standard bid process and accept the proposal from Hartwell Engineering, Inc. of Stevensville, Maryland for supplying four electrical panels to be integrated into the supervisory control and data acquisition (SCADA) monitoring systems for continuous monitoring of the four pump stations in the West Ocean City (WOC) Sanitary Service Area (SSA) at a cost of \$32,700 per station for a total cost of \$130,800. Mr. Tustin stated that the County has developed a standard SCADA electrical panel supplied by Hartwell that has been used for several years in the Ocean Pines SSA as well as pump stations at Showell Elementary School, Riddle Farm SSA, and Frontier Town. Mr. Tustin stated that County staff will develop bid specifications to install the panels and make general improvements to these stations once the panels have been fabricated.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously approved Change Order No. 3 for the Mystic Harbour Wastewater

Treatment Plant (WWTP) Effluent Disposal Project, which reflects a net reduction of \$32,032.99 in project costs due to actual quantities as constructed for a final contract amount of \$673,546.43. Mr. Tustin stated that the project is now complete. In response to a question by Commissioner Church, Mr. Tustin stated that the savings will be credited back to the Mystic Harbour SSA.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the First Amendment to Antenna Mounting Space Lease Agreement between the County Commissioners (Lessor) and Cellco Partnership doing business as Verizon Wireless (Lessee) for mounting antennas to the Newark water tower structure to modify the method of attaching antennas to the tower support structure rather than the tank bowl to avoid damaging the tank. In response to a question by Commissioner Elder, Mr. Tustin stated that this work would not cause any disruption to water services in the Newark SSA.

The Commissioners met with Development Review and Permitting Director Ed Tudor to discuss the proposed annexation of Barrett Road to the Town of Berlin. On August 6, 2019, the Commissioners reviewed the proposed annexation of the I.G. Burton auto dealership, which is located on the northerly side of Maryland Rt. 346 and more specifically identified on Tax Map 25, Parcels 395 and 86, Lots 3-13, and expressed concern about how Barrett Road, which bisects the subject properties, would be handled, and agreed to concur with the proposed rezoning upon the annexation contingent upon the annexation and future maintenance of Barrett Road by the town. Mr. Tudor advised that County staff met with town officials on August 29, and though the town did not want to take ownership of a road that is essentially on private property and used by customers visiting that private business, I.G. Burton representatives agreed to take ownership of the portion of Barrett Road on their property and to create a turnaround at the terminus of the County road serving other properties as part of the annexation process. However, Mr. Tudor suggested that the County not quit claim Barrett Road to IG. Burton until the annexation agreement is approved, signed, and passes Berlin's 45-day referendum period.

In response to a question by Commissioner Elder, Mr. Tudor stated that the I.G. Burton property borders the easterly half of the loop, and he explained that the private properties that border the westerly side of the loop will continue to access their properties by the County road.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved the proposal by I.G. Burton and agreed to schedule a public hearing to amend the Inventory of County Roads to reflect this change after Berlin's 45-day referendum period closes.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Nordstrom, the Commissioners unanimously accepted the best bid from Beauchamp Construction in Pocomoke, Maryland for the demolition and disposal of the structures at 5492 and 5496 Stockton Road in Stockton, Maryland, as part of Nuisance Abatement Order 18-3, at a lump sum cost of \$31,890.00. Mr. Tudor explained that the low bid from Harry White House Movers of Pocomoke City, Maryland at a cost of \$26,500 did not include the name, license number and contact information for a Maryland Licensed Material Inspection Contractor as required.

In a related matter and in response to a question by Commissioner Bunting, Mr. Tudor advised that the owner of the property that is subject to a nuisance abatement in Bishopville will

remove the deck and expand the other structure on the property.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously agreed to schedule a public hearing to receive public comment on a proposal to file a Community Development Block Grant (CDBG) application for supplemental funding of \$300,000 for the Newark spray irrigation project.

The Commissioners recessed until 10:30 a.m.

The Commissioners conducted a public hearing on Rezoning Case No. 418 for an application submitted by Attorney Hugh Cropper, IV on behalf of Moore Boat, LLC, property owner, which seeks to rezone approximately 9.4 acres of land located at the southerly terminus of North Piney Point Road, south of St. Martins Neck Road, and more specifically identified on Tax Map 10 as Parcels 4, 171, and 304, from E-1 Estate District to I-1 Light Industrial District. Staff members present at the hearing were Development Review and Permitting Director (DRP) Ed Tudor, DRP Deputy Director Phyllis Wimbrow, and DRP Zoning Administrator Jennifer Keener. County Attorney Maureen Howarth swore in those individuals who planned to give testimony during the hearing. Mr. Tudor reviewed the application, which received a favorable recommendation from the County Planning Commission. Ms. Wimbrow stated that according to the application for rezoning, the applicants' claim as the basis for their rezoning request was that there was a mistake in the existing zoning rather than a change in the character of the neighborhood. She then entered the Planning Commission's Findings of Fact into the record and stated that the property is located within an Existing Developed Areas land use category, is consistent with uses outlined in the Comprehensive Plan, and the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area and will not have any adverse environmental impacts, but would actually improve environmental conditions due to the installation of Critical Areas buffers, stormwater management systems, and a nitrogen removal wastewater system. Furthermore, the Planning Commission concluded that there was a mistake in the existing zoning of the petitioned area, as this is the site of a long-established boat repair and fabrication operation, and though the intensity of this operation has waned through the years, it has never ceased being utilized as such.

Commissioner Purnell opened the floor to receive public comment.

Mr. Cropper concurred with staff's findings and asked the Commissioners to accept these findings as his testimony as well. He reviewed the history of boat repair and fabrication operations on the property, noting that the State Critical Area Commission had approved a Growth Allocation for the property. He further stated that the I-1 zoning will provide important access to the water and associated economic benefits.

Environmental Consultant Chris McCabe testified that the Atlantic Coastal Bays Critical Area Commission designated a portion of the property as Limited Development Area (LDA), while the remainder of the property was designated as Resource Conservation Area (RCA), and he advised that the Critical Area Commission recently approved a growth allocation request and reclassification of the RCA portion to LDA based upon a mistake in mapping in that the entire site had long been used for the boat construction and repair business. He then outlined environmental enhancements to be made to the property.

Land Planner Bob Hand concurred that the E-1 zoning classification on the petitioned area is a mistake, as the petitioned area does not display the typical E-1 District uses, such as residential development, and that the long-established use of boat building and repair on the site are industrial uses that should have been given an industrial zoning classification. Therefore, he agreed with the Planning Commission's findings.

Land Surveyor Frank Lynch, Jr. agreed that the E-1 zoning is a mistake, as developing residential units on two-acre lots represents sprawl, not smart growth. He advised that the rezoning of the property to I-1 would bring the existing uses back into compliance.

Todd LeKites of North Piney Point Road stated that he is not opposed to the rezoning, but requested assurance that the change would not result in the proliferation of tractor trailers on this road, which would endanger his grandchildren and impact the quality of life in this community.

Leighton Moore of Moore Boat, LLC confirmed that the boat fabrication business proposed for this property would generate no tractor-trailer traffic and in fact would not generate much additional traffic at all. He stated that he planned to use the facility primarily for storage.

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

Upon a motion by Commissioner Church, the Commissioners conceptually adopted the Planning Commission's Findings of Fact as their own and approved the rezoning from E-1 to I-1, based on a mistake in the existing zoning.

The Commissioners met in legislative session.

The Commissioners met with Mr. Tudor to consider proposed revisions to Bill 19-3 (Zoning - Boarding and Lodging Rentals) in follow-up to the August 20, 2019 request of the Commissioners following a public hearing on the matter to massage the language to address their concerns regarding the additional parking space required for rental properties, the limitation of two persons per bedroom rather than by size of the bedroom, and the restriction on the number of unrelated persons occupying a rental home for their consideration and the scheduling of an additional public hearing if the changes are significant. Mr. Tudor stated that, while these changes are rather simple, they did require a number of changes to the section numbers of the original bill along with changes to various sections of what will be the new zoning regulations. He then reviewed the proposed revisions as follows. First, the new ZS 1-351(b)(5) would require that one additional parking space be required beyond that currently required for a dwelling unit only for all short term rental structures for which a building permit application is received after the effective date of this bill. Second, staff revised several different parts of the bill, creating a definition of the term "bedroom," which created a new Section 1 of the bill and then renumbered all subsequent sections, and revised the new ZS 1-351(b)(3) A through C so that occupancy of a bedroom is based on the ratio of one occupant per 50 square feet of floor area unobstructed by other than furniture rather than simply two persons per bedroom as originally proposed. Third, to address the concerns over the number of unrelated persons occupying a short-term rental, staff revised the new ZS 1-351(b)(3)A to say that the definition of "family or housekeeping unit" shall not apply in determining the occupancy limitations of short term rentals holding a valid rental license, but rather the square footage limitations with regard to bedroom size and the total number of bedrooms would govern occupancy limitations. Mr. Tudor concluded that he did not consider these changes to be significant in nature. However, Chief Administrative Officer Harold Higgins recommended scheduling a public hearing to give the public an opportunity to comment

on these changes.

Upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to schedule a public hearing to receive public comment only on the proposed revisions to Bill 19-3 on October 15, 2019.

The Commissioners met with Mr. Tudor to review a proposed text amendment application submitted by Attorney Hugh Cropper, IV on behalf of Sally Connolly and Susan Naplachowski, property owners in the White Horse Park campground subdivision, seeking to add a new subsection ZS 1-318(d)(1)K after subsection 1-318(d)(1)J of the Zoning and Subdivision Control Article, which currently requires that units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile, and further stipulates that between September 30 of each year and April 1 of the succeeding year units or sites shall not be occupied for more than 30 consecutive days or an aggregate of 60 days. Mr. Tudor explained that Mr. Cropper's original application sought to renumber Subsection ZS 1-318(d)(1)K through (d)(1)Q and to add a new subsection (d)(1)K, which would allow the Board of Zoning Appeals to authorize, by special exception, year round occupancy of individual units or sites in a campground subdivision as a retirement residence where the youngest occupant is at least 55 years of age and provided such permitted units do not exceed twenty-five percent of the total. He stated that after many delays this proposed amendment was reviewed by the Planning Commission on May 2, 2019, at which time no action was taken, after which Mr. Cropper revised his application to replace previous language for a new Subsection (d)(1)K to affect White Horse Park residents only. Mr. Cropper's currently proposed language would allow property owners in White Horse Park who have resided there full time (continuously) since June 2018 to be permitted to continue their full time occupancy until the earlier to occur: (1) the property owners discontinue their full time residency; (2) the property owners pass away or (3) the unit is sold. Mr. Tudor explained that staff was opposed to the proposed text amendment and the Planning Commission gave the revised language a unanimous unfavorable recommendation on September 5, 2019. Mr. Tudor further advised that staff cannot stress strongly enough that they are in complete and total opposition to the language as proposed for a litany of reasons, all of which are spelled out in the staff memos to the Planning Commission and include but are not limited to the following: the terms full time and continuously are not defined in the amendment nor are they established definitions in ZS 1-103(b) of the Zoning Code; the term grandfathered is defined by the Zoning Code and only applies to plan approvals per ZS 1-126, thus occupancy is not a provision that can be grandfathered; year-round occupancy of units in White Horse Park was illegal all along and never constituted an approval of any sort, thus the current permanent occupancy of these units is unlawful and was unlawful at the time they were occupied on a permanent basis, and, therefore, cannot be considered a legally existing nonconformity; the three qualifying conditions are undefined and difficult to track, as is death of the property owners; not all year-round residents are necessarily property owners; any phase-out provision for the full-time residents should only be considered through a formal consent by the Commissioners and not as part of the Zoning Code, where it could set a dangerous precedent for other similar uses; approved equivalent dwelling unit (EDU) flows are based on the seasonal nature of the community, and year-round occupancy would necessitate acquisition of additional sanitary capacity by the White Horse Park

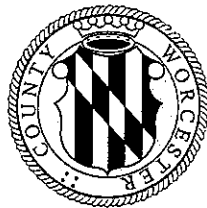
community or the applicants; acquisition of approximately 54 additional EDUs from the Ocean Pines Sanitary Service Area (SSA) would have to be purchased at a cost of \$15,218 per EDU for a total cost of \$821,772, a cost that would be born solely by the property owners in the White Horse Park community; additional capacity is not available and would need to be reassigned from other properties in the planning area, as the Ocean Pines SSA does not have the sanitary capacity to serve an application of this magnitude at this time; and additional meters would need to be installed in White Horse Park, along with a method for monitoring.

Commissioner Nordstrom introduced the text amendment as Bill 19-7 (Zoning - Campground Subdivisions). Immediately thereafter, Commissioner Bunting made a motion that passed 5-1, with Commissioner Nordstrom voting in opposition, to reject Bill 19-7. Commissioner Bunting noted that, in accordance with State law, a bill may be rejected after its introduction without a hearing by a vote of at least two-thirds of the total membership of the County Commissioners. He stated that the County staff and Planning Commission are opposed to the text amendment as well as several owners of units in White Horse Park. As a result, he and a super-majority of the County Commissioners are not in favor of the proposed text amendment, so there is no need to consider the bill.

Commission President Purnell closed the legislative session.

Upon a motion by Commissioner Elder, the Commissioners unanimously agreed to send a letter to the Federal Communications Commission (FCC) expressing their strong support for the FCC's proposed establishment of the Rural Digital Opportunity Fund, which would direct critically-needed funding to rural communities to extend broadband to unserved areas.

The Commissioners answered questions from the press, after which they adjourned to meet again on October 1, 2019.



OFFICE OF THE
COUNTY COMMISSIONERS

1
HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

PROCLAMATION

WHEREAS, the Worcester County Commissioners join with the Worcester County Fire Marshal's Office and area fire agencies to recognize National Fire Prevention Week, October 6-12, 2019, and to support this year's theme *Not Every Hero Wears a Cape: Plan and Practice Your Escape*; and

WHEREAS, after the smoke alarm sounds during a typical house fire, occupants may have as little as one to two minutes to escape safely. The National Fire Protection Association's 2019 campaign urges all to make an escape plan and practice today. Doing so will help to assure that home occupants are prepared to make the best use of their time and to escape safely in the event a fire occurs.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim October 6-12, 2019 as **Worcester County Fire Prevention Week** and recognize October as **National Fire Prevention Month**. Learn how to develop an escape plan at www.firepreventionweek.org.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of October, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

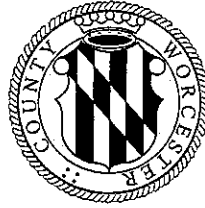
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Citizens and Government Working Together



2

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

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SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, we commend Worcester Technical High School (WTHS) students for excellence at the 55th annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky from June 24-28, 2019; and

WHEREAS, Piper Gooding took 2nd place in the Middle School Pin Design Contest; Michael Brittingham, Trevor Hudson, and Kaleb Steele took 6th place in Occupational Health and Safety; Brandon Anderson, Ethan Gell, and Justin Hurney took 6th place in Team Engineering Challenge- Middle School; and Candy Anderson and Joy Anderson took 9th place in Community Action Project. These young people are ranked as top performing career and educational students nationally.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend these **Worcester Technical High School** students for achieving excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of October, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

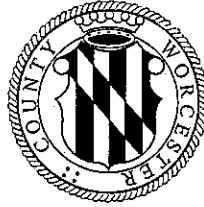
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SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, we commend the Worcester Technical High School (WTHS) instructors and students for representing Worcester County across the State of Maryland and the nation with such excellence that WTHS was honored with a gold award during the 55th annual SkillsUSA National Leadership and Skills Conference, which took place in Louisville, Kentucky from June 24-28, 2019; and

WHEREAS, WTHS was awarded the National Gold Level as a Chapter of Excellence at the 2019 SkillsUSA Conference.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Worcester Technical High School instructors and students** for their outstanding representation of Worcester County at the state and national level.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of October, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

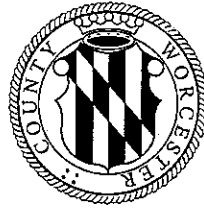
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21863-1195

COMMENDATION

WHEREAS, Piper Gooding, a Worcester Technical High School freshman, won the silver medal in the Middle School Pin Design category at the 55th annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky June 24-28, 2019; and

WHEREAS, Miss Gooding's achievement ranks her among the top performing career and educational students in all 50 states, Puerto Rico, Guam and the Virgin Islands for her creativity, innovation, team work, critical thinking, and decision-making skills to solve a problem.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Piper Gooding** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of October, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

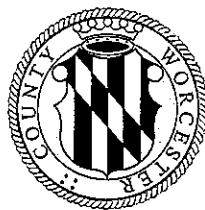
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom



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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, Richard Stephens, an instructor at Worcester Technical High School, earned the 2019 SkillsUSA Outstanding Educator Award during the 55th annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky June 24-28, 2019; and

WHEREAS, Mr. Stephens is a top educator, and his commitment to student success has helped countless Worcester County students develop into well-rounded, well-trained, well-educated individuals who are prepared for careers in an increasing global society.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **WTHS Instructor Richard Stephens** for his investment in the lives of young people as a WTHS instructor and a SkillsUSA Advisor.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of October, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

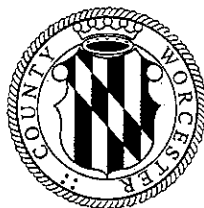
Anthony W. Bertino, Jr.

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, Crystal Bunting, an instructor at Worcester Technical High School, earned the 2019 SkillsUSA Maryland Region 1 Advisor of the Year Award; and

WHEREAS, Ms. Bunting is a top educator, and her commitment to student success has helped countless Worcester County students develop into well-rounded, well-trained, well-educated individuals who are prepared for careers in an increasing global society.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **WTHS Instructor Crystal Bunting** for her investment in the lives of young people as a WTHS instructor and a SkillsUSA Advisor.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of October, in the Year of Our Lord Two Thousand and Nineteen.



Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

NOTICE

Lease of West Ocean City Harbor Joint Venture Area in Worcester County, Maryland

In accordance with the provisions of Section 10-312 of the Local Government Article of the Annotated Code of Maryland, the County Commissioners of Worcester County, Maryland propose to lease the following described County property to Thrive Engineering, LLC for the use and occupancy of the designated dock space at the West Ocean City Harbor for the vessel known as Alyosha through a Joint Venture with the County Commissioners of Worcester County, Maryland.

WEST OCEAN CITY HARBOR COUNTY JOINT VENTURE AREA - includes the space which is approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock on the north side of the Harbor as established by Resolution No. 19-28 on September 3, 2019 and which is reserved for use by the County or County joint ventures as may be from time to time determined by the County Commissioners.

PROPOSED LEASE OF WEST OCEAN CITY HARBOR COUNTY JOINT VENTURE AREA - The County Commissioners propose to lease the County Joint Venture Area of the West Ocean City Harbor to Thrive Engineering, LLC for the use and occupancy of the area for docking of the vessel known as Alyosha.

TERMS OF LEASE - The County Commissioners propose to lease the above referenced space for a period of five years beginning on October 1, 2019 and ending on September 30, 2024 for an annual fee of \$8,500.00 (eight thousand five hundred and 00/100 dollars), plus one-half of the revenues derived from advertising and corporate sponsorships displayed on the various sails and flags on the Alyosha which operates sailing cruises in the Atlantic Ocean along the coast of Ocean City, Maryland from the Ocean City Inlet north to approximately 120th Street during summer months from Memorial Day weekend through Labor Day weekend.

OPPORTUNITY FOR OBJECTIONS - Anyone objecting to the proposed lease of the above County property shall do so in writing submitted to the address below prior to 4:30 p.m. on Wednesday, September 25, 2019, or in person at the regularly scheduled meeting of the County Commissioners at 10:10 a.m. on October 1, 2019 in the County Commissioners Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland 21863.

WORCESTER COUNTY COMMISSIONERS

* See public comments beginning on page 12



Worcester County
Department of Recreation & Parks

Tom Perlozzo, Director

6030 Public Landing Road, Snow Hill, Maryland 21863
410.632.2144 • Fax: 410.632.1585



By _____
TO: Harold L. Higgins, Chief Administrative Officer
FROM: Tom Perlozzo, Director of Recreation and Parks
DATE: August 27, 2019
SUBJECT: Lease Agreement- Alyosha

opportunity for
objection on October 1, 2019

The Recreation and Parks Department is requesting permission for Thrive Engineering, LLC. (wholly owned by Mr. Stephen Butz) to enter into a License Agreement to lease space to dock the catamaran "Alyosha" at the West Ocean City Harbor. We do have space at the Harbor to the west of the Governor's Dock, between said Dock and the recreational boat ramp. This space is directly in front of the public restrooms. (See attached picture.) Also, please find attached the proposed License Agreement for the Alyosha Catamaran at the West Ocean City Commercial Harbor. The proposed Agreement was reviewed and prepared by County Attorney, Maureen Howarth. Some elements of the Agreement I would like to highlight are as follows:

1. Five (5) year term cancellable upon ninety days' (90) notice by the County. Lease begins October 1, 2019 thru September 30, 2024.
2. Minimum annual rental fee of \$8,500.00, plus advertising fees to be determined.
3. Includes provisions for area use and clean up.
4. Only the vessel indicated within the document may be docked at the slip.
5. All insurance must be up to date with provided provisions specified by the County.
6. Exclusive rights for the County to sell advertising on the indicated sails.
7. Non-Compete clause for any termination or early termination as it relates to sponsor revenues.

Recall this is a new business in our area and the owner would like to expand their business. This Agreement needs to be advertise for 3 successive weeks in at least one newspaper of general circulation in the County and include the terms and the compensation to be received and give opportunity for objection. Per Mr. Shannahan, the hearing could be scheduled for October 1, 2019. At this time I am asking that the Agreement be advertised and scheduled for a hearing on October 1st.

Please let me know if you have any questions. Thank you.

Attachments

APPROVED

Worcester County Commissioners

Date 44 9/3/19

cess its Board of Appeals was an exercise of its Home Rule; a group that was not a party to the original proceeding was not improperly denied

standing before the Board. *Chesapeake Bay Found., Inc. v. DCW Dutchship Island, LLC*, 439 Md. 588, 97 A.3d 135 (2014).

§ 10-312. County property; housing projects; franchise; required notice.

(a) *County property — Protection.* — A county may provide for the protection of county property.

(b) *County property — Acquisition and disposal.* — A county may provide for:

(1) the acquisition by purchase, lease, condemnation, or otherwise of property required for public purposes in the county; and

(2) the disposal of any real or leasehold county property, if the county property is no longer needed for public use.

(c) *County property — Leasing.* — A county may lease as lessor any county property to further the public purposes of the county, on any terms and compensation that the county considers proper.

(d) *Housing projects.* — A county may provide for the financing of any housing or housing project wholly or partly, including the placement of a deed of trust, mortgage, or other debt instrument on the property to ensure repayment of funds used to purchase, construct, rehabilitate, or otherwise develop the housing project.

(e) *Franchises.* — (1) A county may grant any franchise or right to use a franchise, including any right or franchise in relation to any highway, street, road, lane, alley, or bridge.

(2) A county may grant a franchise for a cable television system as provided in § 1-708 of this article.

(3) For any franchise granted under this subsection, a county may:

(i) impose franchise fees; and

(ii) establish rates, rules, and regulations.

(f) *Required notice.* — (1) Except as provided in paragraph (2) of this subsection, before the county makes any disposition, grant, or lease of county property, the county shall publish notice of the disposition, grant, or lease once a week for 3 successive weeks in at least one newspaper of general circulation in the county and shall include the terms and the compensation to be received and give opportunity for objections.

(2) A county may grant an easement for a public utility without giving notice under this subsection. (An. Code 1957, art. 25A, § 5(B); 2013, ch. 119, § 2; 2015, ch. 22.)

Effect of amendments. — Chapter 22, Acts from date of enactment, substituted “§ 1-708” 2015, approved April 14, 2015, and effective for “§ 1-707” in (e)(2).

§ 10-317. Road, waste disposal, soil erosion, and building

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LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made this ____ day of October, in the year two thousand and nineteen by and between COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, a body corporate and politic of the State of Maryland, hereinafter referred to as the "County" and Thrive Engineering, LLC, respectfully hereinafter referred to as "Licensee", witnesseth:

IN CONSIDERATION of the mutual covenants contained herein and the license fee reserved hereunder, the parties hereto do hereby covenant and agree as follows:

1. The County does hereby grant a License unto Licensee for the use and occupancy of the dock space shown in the attached Exhibit A, said space being approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock for five (5) years beginning on October 1, 2019, and ending on September 30, 2024, upon terms and conditions more particularly described. The License Agreement (hereinafter "Agreement") may be renewed for one year with mutual consent of Licensee and the County.
2. The license fee reserved hereunder and payable by Licensee shall be \$8,500 a year and due on the first day of the license period for each year, unless covered by the advertisement revenue in Section 19.
3. This Agreement shall be cancelable for any reason upon ninety (90) days' notice by County to Licensee and upon ninety (90) days' notice by Licensee to the County. In the event of cancellation by the County, the license fee paid hereunder shall be rebated to Licensee on a per diem basis for the unused term of said License Agreement. If the event of cancellation by Licensee, Licensee shall pay the licensee fee for two additional years.
4. The County shall have the right to cancel this Agreement at any time during the term hereof because of illegality of performance, orders of court, injunctions or other litigation or related reasons including settlement of pending or threatened litigation. In such cases a rebate, pursuant to Paragraph 3, shall be applicable.
5. Licensee shall not be permitted to tie boats abreast within this dock space, this will be strictly enforced and may include immediate termination of this Agreement.
6. Licensee shall maintain his dock space and bulkhead adjacent thereto in a clean, neat, and orderly manner.
7. Licensee shall not be permitted to store any materials, supplies, gasoline, paraphernalia, equipment or any other items on the bulkhead, catwalks or parking lot nor shall permit any such storage by any persons claiming under him/her. The dock space shall be used for the docking of the catamaran Alyosha and for no other purpose. Licensee will in no way interfere with the use of any other dock or with the lawful use of the County boat ramp. Licensee shall not pick up or drop off customers at this dock space

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8. Vessel name and USCG DOC# to be docked at this space is as follows: **Alyosha**, #USCG Documentation # 1294434, State of Maryland Registration/Title # MD 9020 CR.

9. Licensee shall comply with all County, State and Federal laws and regulations in the use of the dock space.

10. Licensee shall not, nor allow third parties or persons under his/her control, to throw, discharge, dump or place any material, lubricants, sewage, trash, garbage, waste water, solid waste or any other objects or substances into the West Ocean City Harbor or the County public use small dumpster in the parking lot. **This small dumpster is for the use of the recreational boaters only.**

11. Licensee shall comply with all rules of use of the West Ocean City Harbor as are currently promulgated by the County and as may be promulgated in the future by the County .

12. Licensee hereby indemnifies and holds harmless the County against any and all liabilities, claims, suits, damages and other expenses including reasonable attorney's fees and court costs which may be imposed upon, incurred by or asserted against the County in connection herewith during the term of this Agreement by reason of any of the following:

- (a) Any use or condition of the dock space or any activities carried thereon or adjacent thereof or along the bulkhead.
- (b) Any negligence on the part of the Licensee, his/her agents, contractors, licensees, employees or invitees.
- (c) Any personal injury, death or property damage occurring on or about the dock space or the adjacent bulkhead, as well as any personal injury, death or property damage occurring while onboard the Alyosha.
- (d) Any failure on the part of the Licensee to perform or comply with any covenant required hereunder.
- (e) This indemnification includes injuries, death and damage to the Licensee, his/her property, agents, contractors, licensees, employees and invitees.

13. Nothing herein or any related agreement or any amendment hereto shall under any circumstances constitute or be construed as a waiver of immunities or limitations of liability that the County Commissioners, their officers, employees, agents, or servants, may have in by virtue of and in accordance with any law, including sovereign, statutory, qualified, official, common law, public general law or public local law immunity. County Commissioners, as a body politic, has become a party hereto only in the capacity stated herein. No individual elected County Commissioner, contractor, employee, agent, or servant of County shall have any personal liability hereunder. Any indemnity herein or arising out of this Agreement, on the part of the County Commissioners, shall be only to the extent permitted by law and shall be subject to the non-waiver of immunity, limitations of liability and all other provisions of this Agreement. County's liability under or arising out of this Agreement shall be subject to annual budget appropriation and strictly conditioned thereon. The non-waiver and the limitation of liability to County Commissioners hereunder shall be contractual and it is agreed that such limitation is fair and equitable under the totality of the circumstances hereof. It is further agreed and understood that this provision is of the essence.

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14. It shall be the responsibility of Licensee to maintain his exclusive use of the dock space and the County incur no affirmative duty to see to the exclusive nature of this License to the extent that the County will only be responsible for the policing of the West Ocean City Harbor area in a governmental capacity as they are responsible in any other area of the County and will make no special efforts with regard to the enforcement of the exclusiveness of this License and it shall be the responsibility of the Licensee to seek whatever legal redress may be necessary to enforce his/her rights hereunder as against third parties.

15. If the space becomes unusable by Act of God for more than ninety (90) consecutive days, a per diem rebate shall be applicable for all days the space is unusable due to the Act of God.

16. Any notice under this Agreement must be in writing and must be served as follows:

- (a) Notice to the County shall be delivered to the Office of the County Commissioners, Government Center-Room 1103, One West Market Street, Snow Hill, MD 21863.
- (b) Notices to Licensee shall be either: (1) Mailed to the Licensee at the following address: 6222 Mossway Baltimore, Maryland 21212 or 9101 Rusty Anchor Way, Unit #5 Ocean City, Maryland 21842, or (2) By the posting of such notice upon the bulkhead adjacent to the dock space.
- (c) Licensee shall provide to the County an emergency telephone number and email address so that he/she can be contacted immediately in case of an emergency. Licensee shall promptly notify the County of any change in the telephone number or email address.
- (d) When Licensee is contacted by the County, he/she shall respond within 24 hours, otherwise, the County will take whatever action they deem necessary to correct any delinquencies or emergencies that have arisen.

17. This License is for dock space and access thereto only and not for any portion of the land adjacent to the dock space. Any property of any type other than a licensed motor vehicle or such other property as may be permitted by the County may be removed by the County without notice to Licensee and Licensee hereby consents to hold harmless the County on account of such removal and shall pay to the County the reasonable costs incurred to remove and store or dispose of such property.

18. The Licensee shall maintain comprehensive liability insurance in the minimum amount of One Million Dollars (\$1,000,000.00) and with such companies as County may approve and including pollution abatement insurance in the minimum amount of Eight Hundred Thousand Dollars (\$800,000.00), covering petroleum spills, pollution and cleanup for the period of the License Agreement and provide proof of such insurance to the County. The County shall be named as an additional insured.

19. The County have the exclusive right to sell advertising and corporate sponsorships on the Alyosha. Licensee agrees the County can sell advertising on the following components of the Alyosha:

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- (a) Sail Cover
- (b) Gennaker
- (c) Jib
- (d) Spinnaker
- (e) Storm Jib
- (f) Flags- up to 10 feet by 15 feet. 3 maximum.
- (g) Main Sail

Licensee has approval authority over the designs and placement of these advertisements. Such approval shall not be unreasonably withheld. Any revenue generated from said advertisements or sponsorships shall be first applied to pay the County the \$8,500 annual license fee, then any remaining revenue shall be shared equally between County and Licensee. This revenue sharing shall continue for the full five year term of this Agreement regardless of whether the Agreement is cancelled under Section 3 or terminated under Section 22.

Licensee has the authority to fly flags advertising his business and the location of where the Alyosha customers are picked up.

The County has the right to sell to potential advertisers and sponsors souvenirs for the sailing charters. The design of said souvenirs shall be approved by Licensee.

The County has the exclusive right to sell to potential advertisers and sponsors a space on the electronic sailing charter booking confirmation page. Licensee shall allow said space to the advertiser or sponsor.

20. Licensee shall operate the Alyosha for sailing cruises from the Friday before Memorial Day weekend to the Monday of Labor Day weekend and on Saturday and Sunday in September (hereinafter the "Season"). Weather permitting, Licensee shall operate a minimum of one 3 hour charter and one two hour charter a day, six days a week. The components sold for advertising and sponsorship, are required to be used on said cruises. If Licensee operates other charters on a given day (Sunset Cruises, Moonlight Cruises, Weddings, Ice Cream Sails), then the components sold for advertising and sponsorship, are required to be used on these additional cruises as appropriate for the trip taking place. Licensee guarantees 160 cruises per Season as a minimum.

21. Licensee agrees that upon cancellation under Section 3 or termination under Section 22 of the Agreement, Licensee shall not enter into a similar partnership with another governmental entity or corporate entity on the Alyosha for two years from the date of cancellation or termination. Licensee agrees that upon cancellation under Section 3 or termination under Section 22 of the Agreement and for two years thereafter, Licensee shall not enter into an advertising or sponsorship agreement with an entity that Licensee and/or the County was receiving revenue from during the terms of this Agreement.

22. This Agreement may be terminated in writing by the County, upon 15 days' notice to Licensee, for breach hereof by Licensee. Licensee has the 15 days' to cure the breach. If the breach is not cured to the satisfaction of the County in the 15 days' the termination is in effect. In the event of termination by the County, any unpaid licensee fee for the term of the Agreement

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is due and payable immediately by Licensee. Licensee will not be reimbursed for any anticipatory revenue.

23. Licensee shall comply with the political contribution reporting requirements under Title 14 of the Election Law Article, Maryland Annotated Code, to which the Licensee may be subject.

24. This Agreement must be construed in accordance with the laws and regulations of Maryland and Worcester County. For purposes of litigation involving this Agreement, exclusive venue and jurisdiction must be in the Circuit Court for Worcester County, Maryland or in the District Court of Maryland for Worcester County.

25. During the performance of this Agreement, Licensee shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of race, color, sex, religion, national origin, creed, age, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, political affiliation, or the presence of any sensory, mental or physical handicap, and any other classification protected under federal, state, or local law.

26. Neither party shall assign or otherwise transfer any of its rights, liabilities, obligations nor entitlements under this Agreement without obtaining the prior written consent of the other which consent may be withheld by the County in its sole and absolute discretion. Any attempted assignment made in violation of this section shall be void and of no force or effect.

27. No exercise or waiver of any right or remedy provided for herein shall operate as a waiver of any right or remedy, except as otherwise provided in this Agreement. No delay, forbearance, or neglect on the part of a party in the exercise of a right or remedy shall operate as a waiver thereof.

28. If any provision of this Agreement shall be held invalid or unenforceable by any court, governmental agency or arbitrator of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid or unenforceable provision were never contained herein.

29. This Agreement constitutes the entire understanding between the parties with respect to the subject matter and supersedes any prior negotiations, representations, agreements, and understandings.

30. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

AS WITNESS the hands and seals and/or corporate name of the parties hereto, the day and year first above written.

DRAFT

WITNESS:

THRIVE ENGINEERING, LLC

Licensee

ATTEST:

COUNTY COMMISSIONERS OF WORCESTER
COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

By: _____
Diana Purnell
President

RESOLUTION NO. 19 - 28

**RESOLUTION DESIGNATING A PORTION OF THE WEST OCEAN CITY HARBOR
FOR COUNTY USE OR COUNTY JOINT VENTURES**

WHEREAS, the West Ocean City Harbor (hereinafter "Harbor") is governed by the Code of Public Local Laws of Worcester County, Maryland, County Government Article, § 4-405; and

WHEREAS, CG §4-405 designates commercial and recreational sections of the Harbor; and

WHEREAS, the County has identified a space at the Harbor, said space being approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock that has never been identified for a specific use (See Attached Exhibit A incorporated hereto); and

WHEREAS, said space also does not fit the definitions in CG § 4-405 for "recreational section" or "commercial section"; and

WHEREAS, CG § 4-405 allows the County Commissioners by resolution, to provide for other recreational, educational and public service type uses, including the leasing of space, in the recreational section and may reserve portions thereof of the commercial section for other public purposes as may be from time to time determined by the Commissioners; and

WHEREAS, said space is neither commercial nor recreational but if said space was either, the County Commissioners have the authority to designate said space for other purposes; and

WHEREAS, the County Commissioners of Worcester County, Maryland, desire to designate said space for County use or County joint ventures and believe this will maximize the use of said space;

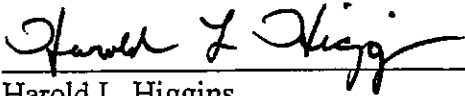
NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. In accordance with the Code of Public Local Laws of Worcester County, Maryland, County Government Article, § 4-405, the space which is approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock on the north side of the Harbor as shown on the attached Exhibit A shall be reserved for use by the County or County joint ventures as may be from time to time determined by the County Commissioners.

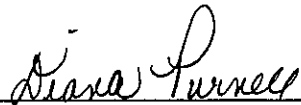
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

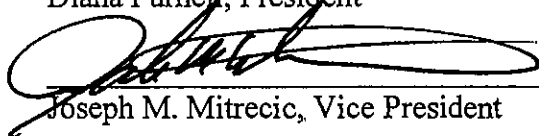
PASSED AND ADOPTED this 3rd day of September, 2019.

ATTEST:


Harold L. Higgins
Chief Administrative Officer

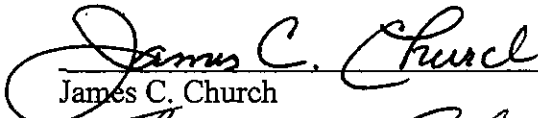
COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

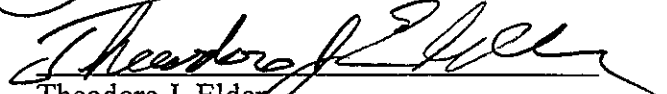

Diana Purnell, President

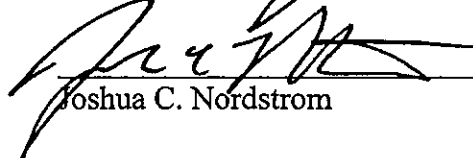

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

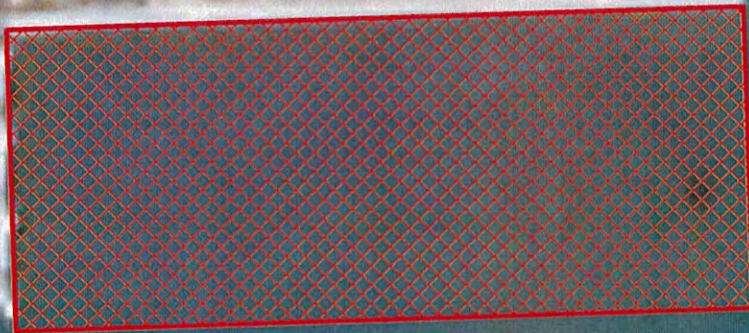
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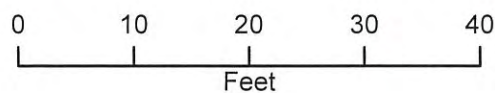

Joshua C. Nordstrom

West Ocean City Harbor - 12826 Sunset Avenue
Area for County Use or County Joint Venture



County Use / County Joint Venture: 26 feet x 64 feet

DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING
Technical Services Division - August 2019



Source: 2016 Aerial Imagery

Exhibit A

Kelly Shannahan

From: Stephen Pulley <docpulley@verizon.net>
Sent: Monday, September 9, 2019 2:51 PM
To: commissioners
Subject: Proposed lease West Ocean City Harbor

Public Comments

Dear Commissioners,

This letter is to voice my opposition to the proposed lease of dock space in the Commercial Harbor of West Ocean City. A newspaper article discussed the proposal and initial approval of a request to lease the space between Governor's Dock and the boat ramps. My key concern has to do with access to the outside of the eastern most boat ramp pier. This is in the space involved in the proposed lease. This location is a key temporary tie up for someone who single-handedly has to move their towing rig to the ramp to retrieve their boat. When the ramps are slow, it is not an issue tying up in the ramp while walking to get the trailer and then moving it to the ramp. However, when busy, it is inconsiderate to block a ramp. Google Satellite view shows the area in question with a boat in the space mentioned.

<https://www.google.com/maps/place/Ocean+City,+MD/@38.3274963,-75.1070138,50m/data=!3m1!1e3!4m5!3m4!1s0x89b8d671ac93de8b:0xb4bc715a3af31672!8m2!3d38.3365032!4d-75.0849058>

The large slips west of the Department of Natural Resources station would appear ideal for the Alyosha.

<https://www.google.com/maps/place/Ocean+City,+MD/@38.3268591,-75.1039212,99m/data=!3m1!1e3!4m5!3m4!1s0x89b8d671ac93de8b:0xb4bc715a3af31672!8m2!3d38.3365032!4d-75.0849058>

Or, the plenty of open pier space east of Martin's Fish Company appears to be more appropriate.

Thank you for taking the time to consider my input.

Sincerely yours,

Dr. Stephen Pulley
1907 Marlin Drive
Ocean City

Google Maps Ocean City



Imagery ©2019 Google, Map data ©2019, Map data ©2019 20 ft



Ocean City

Maryland

Google Maps Ocean City



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Ocean City

Maryland



County Commissioners
Worcester County

Tom Perlozzo
Director of Parks and Recreation
Worcester County

Dear Sirs,

Enclosed with this correspondence is a check for \$1,239 to fulfill my obligation for the lease agreement signed on August 6th.

I would like to personally thank you for the opportunity to continue to do business in West Ocean City Harbor on my sailing catamaran, Alyosha, this past summer. I believe that Alyosha was an important new amenity in the harbor, and because we were able to creatively find space for me to operate the vessel, some important benefits were realized. 184 people came to the harbor and boarded Alyosha. A vast majority of these people were exposed to the harbor for the first time, and interest was generated in returning to try the bars and restaurants that are a part of the harbor.



Additionally, 3 weddings took place on Alyosha since our lease was signed, with a particular favorite being a family from Salisbury who came to celebrate their special day specifically to take advantage of the platform Alyosha provides for taking in the magnificent sights and natural beauty of Worcester County! I am attaching a few of my favorite pictures from this event which simply would not have happened if you all had not given your go ahead!



Finally, I wanted to share some of the feedback I received from customers, and I am restricting this view only to those served since our relationship began. I think you will find that I have tried to be a good business partner and have worked hard to build West OC Harbor into a bigger tourist destination.

(And at the bottom, after the reviews, I could not resist sharing yet another special moment that happened in August, when a marriage proposal was made, and accepted!, onboard Alyosha and this newly engaged couple was cheered on loudly from all of the harborside restaurants...)

Again, thank you so much for the opportunity,

Stephen Butz, President of Thrive Engineering

Customer Feedback:

"The whole experience was great, it was our first time on a sail boat. We loved the experience, cant wait to come back and hope to sail again. Thanks for making my birthday weekend great!!"

"Steve and Ryan were extremely helpful and made the experience a great one. Steve had so much to share in terms of his sailing experiences and it was wonderful to listen to his many stories. They both were continually checking on all passengers aboard to ensure they were having the best possible experience. Every step of the way, Steve explained what to expect in terms of the water conditions. It made for a very smooth sail."

"Great sailing, and nice to get some speed up away from shore. We especially loved seeing all the dolphins...probably more likely to follow a motor-less boat! And thanks for the Bayhopper and restaurant tip, the water taxi was fun, too."

"It'll exceed any of your expectations of what catamaran sailing could be like. Steve explains the experience through the entire trip, and makes you feel like you personally "matter". It's really something you CAN'T miss."





"Great captain & crew, good conversation, gorgeous vessel, incredible sunset, fun sailing, relaxed atmosphere and yummy ice cream. Ready to go again!"

"Thank you Captain Steve for taking good care of moi. You and your deck hand Kevin made our trip personable. You handled everything that I was feeling with care. I have not stopped talking about our experience on Alyosha. It's all positive even though I was nauseous and seasick".

"Steve bent over backwards to make our trip happen and to make it the best one possible. He's a great captain, an extremely pleasant tour guide, and all round great guy. We can't wait to sail with him again. Our only complaint is the steep cost, but that's not based on a knowledgeable understanding of what a reasonable price should be, so take it with a grain of salt."

"We had so much fun!! Thank you Steve for taking such good care of us!"

"Steve (Capt) and Sarah (first mate) were so inviting and friendly. This is the best excursion of OC! We will definitely be looking forward to seeing them for next summer."

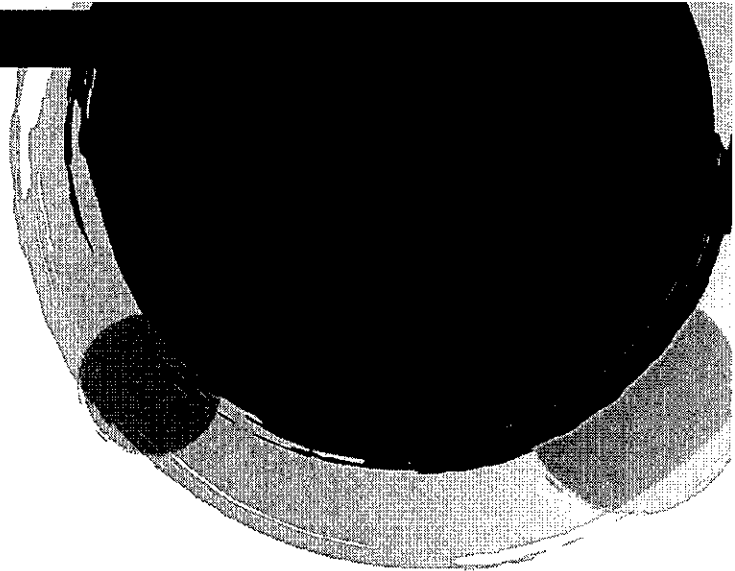
"Sailing on the Alyosha is a great addition to Ocean Cit's myriad of fun things to do while on vacation. In fact, its a do not miss! I took a group out and it by far exceeded their expectations and mine as well. I would highly recommend this experience to anyone who wants to convene with nature, feel the wind, sun and salt air on your back and come back refreshed and relaxed and ready to take on the world!"

"We had a wonderful time! Captain Steve, and his daughter, Sarah, were gracious, friendly hosts. We learned a lot, and just really enjoyed their company. I can not rate them highly enough! My husband and I loved everything about our sail! Thank you for a wonderful afternoon. :)"

"Boat Captain Steve Butz and First Mate Lisa made me , my wife, daughter and Sam feel like Family. We found the past history of the Alyosha as to where it was built and the world tour the Boat and Crew had made very interesting. Alyosha and Crew are truly a "Class Act" and I strongly recommend the sailing experience. "



Barefoot Beach Bride
11805 Coastal Highway, Suite O
Ocean City, MD 21842
443-614-8542
barefootbridejodie@gmail.com
BarefootBridesOC.com

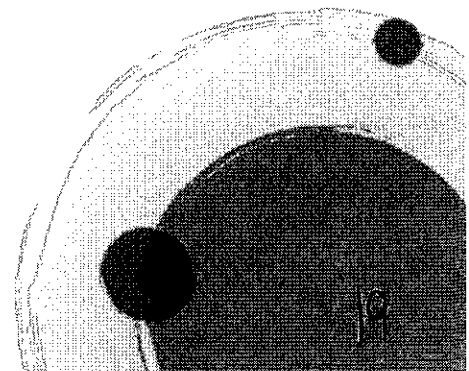


Dear Tom,

I am writing in support of Steve Butz and his Catamaran. Alyosha has been the best addition to Ocean City this season. Ocean City is a great location for destination weddings, whether it's a couple's favorite getaway place or has a special spot in their heart from childhood memories here. Adding Alyosha to our package list changed the game. Instead of people only coming down to get married with their feet in the sand, now they get the experience of a lifetime saying their I-Do's on the front of a beautiful catamaran. It has been the top conversation topic; we're constantly hearing about how amazing and fun the ceremonies look. Alyosha would not be what it is without Steve. Steve's welcoming personality is what makes everyone's experience on Alyosha so unforgettable. He's very passionate about his job, always going above and beyond to make sure everyone's happy. Whether they've seen the boat from the beach with its notorious sail up or on our social media, the buzz about Alyosha is never ending. It's giving couples as well as families another reason to tour and enjoy the island. This is resulting in more hotel rooms booked and added business for our restaurants and shops. This past season Steve was only able to take up to 6 guests because of his license and starting in January he'll be able to take double, giving an opportunity for even more people to hop aboard Alyosha. Steve would also be another source for advertising on the ocean for other businesses using his sail. Overall, we could not be more thankful for Steve and Alyosha coming to Ocean City this year.

Warm regards,

Barefoot Beach Bride



Kelly Shannahan

Subject: FW: Alyosha

From: Cole Taustin <cole@embers.com>
Sent: Tuesday, September 17, 2019 1:38 PM
To: Tom Perlozzo <tperlozzo@co.worcester.md.us>
Cc: Steve Butz <steve@bluebimini.com>
Subject: Alyosha

Tom,

As you know, I have been an advocate for Alyosha since it's arrival in Ocean City. It has been a great partner for Mad Fish and I hope for it to continue to be once we've rebuilt. So many guests came in after their trip with Steve and raved about how unique of an experience it was. It is truly something special for Ocean City and West Ocean City. It brings something new and exciting to the Harbor that it hasn't had before! In addition to its appeal for the Harbor, it creates great visuals from the beach in Ocean City. I fully encourage the county to allow for the lease in the harbor! I hope that Steve will continue to use Mad Fish for his pick ups and drop offs, it has truly been a win-win relationship so far!

Thank you!

--

Cole Taustin

The Embers Restaurant Inc.
Blu Crabhouse and Raw Bar
Mad Fish Bar and Grill
Embers Island LLC
2305 Philadelphia Avenue
Ocean City, Maryland 21842

www.embers.com
Office: 410-289-3322
Fax: 410-289-0609

Kelly Shannahan

Subject: FW: Aloysha Sail Boat

From: Sisters Sundries <sisterssundrieswestoc@gmail.com>
Sent: Tuesday, September 17, 2019 12:35 PM
To: Tom Perlozzo <tperlozzo@co.worcester.md.us>
Subject: Aloysha Sail Boat

Hi there Tom,

I am a proprietor in West OC across the marina from this lovely Sailboat.

I have to say it is such a privilege to see this beautiful boat go in and out of the marina, taking tourists out to see our special seashore.

It is refreshing to see the happiness this brings to the tourism community! It is normal to see the boardwalk, the bars and restaurants do good business, but even better to have something so different and exciting for people that don't have boats to be able to go out on this magnificent vessel.

My neighbors who live in Annapolis said they had such an amazing time with their family and couldn't believe it's right there for the whole family to enjoy!

I hope this will be a permanent fixture in the West OC community as it adds a little bit more to our lives. We need to have Sailboats in Ocean City as it seems overstocked with power boats and jet skis/watercraft and it would be a good balance to have the sailboat community to be able to come and enjoy this amazing area as well.

I appreciate you considering my opinion on keeping this boat and service alive for the community and tourism.

Best,

Thank you
Kim Dixon, Proprietor
SISTERS SUNDRIES, Harbor Market
12814 HARBOR ROAD, WOCMD 21842
443.373.1328
www.sisterssundries.com

--

Thank you for shopping with Sisters Sundries!
12814 Harbor Road, West OCMD 21842

Kelly Shannahan

Subject: FW: Alyosha

From: Ruth Waters <rwatershg@gmail.com>
Sent: Tuesday, September 17, 2019 11:33 AM
To: Tom Perlozzo <tperlozzo@co.worcester.md.us>
Subject: Alyosha

Hello Tom,

I am writing to vouch for the Alyosha and its positive impact on the tourism community. Many of our hotel guests enjoyed their time aboard this summer and raved about the courtesy and professionalism of the captain. As a new, one of a kind, boat in Ocean City it is a welcomed addition to the amenities our resort can provide. I personally sailed on it twice and found it to be enjoyable, safe and a great family activity. I would certainly like to see the Alyosha have a permanent home on the docks in West Ocean City. Please don't hesitate to reach out if you have any questions or need more information.

Sincerely,
Ruth Waters

--

Ruth Waters, CHSP

Director of Sales
Harrison Group Resort Hotels & Restaurants

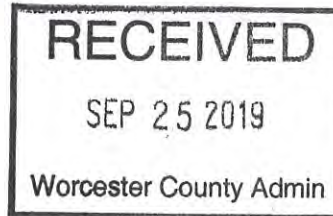
Ocean City, Md 21842
800-399-6820

www.HarrisonGroupSales.com





THE MARYLAND HOUSE OF DELEGATES
ANNAPOLIS, MARYLAND 21401



Worcester County Commissioners
1 W. Market Street, Room 1103
Snow Hill, MD 21863

September 16, 2019

RE: Support for a lease agreement with Captain Steve Butz and The Sail Alyosha for a portion of West Ocean City Harbor.

Dear Commissioners,

Please accept this letter of support for a five year lease to provide a portion of West Ocean City Harbor for the Sail Alyosha catamaran.

Sail Alyosha will provide Worcester County a new recreational amenity for residents and visitors and has already demonstrated, in partnership with Mad Fish Bar and Restaurant the ability to draw new people to West Ocean City Harbor. The Sail Alyosha is also an excellent ambassador for our region as this beautiful catamaran glides along Ocean City's coastline displaying its signature Maryland Flag spinnaker.

I personally sailed with my family this summer and it was a wonderful time for everyone who was sailing with us. I saw firsthand the benefits of keeping The Sail Alyosha in our area continuing to promote Worcester County, our businesses, and our state. I strongly believe we should do all we can to find a home for The Alyosha. The West Ocean Harbor would be the perfect fit for Capt. Butz, the Sail Alyosha, and Worcester County.

I appreciate your time and attention to this recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Wayne A. Hartman".

Delegate Wayne Hartman
Proudly representing
Worcester and Wicomico Counties

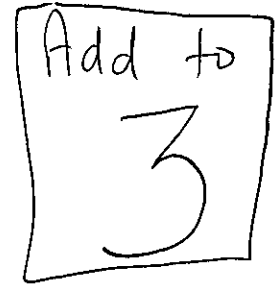
Photograph Attached

BCC:



Kelly Shannahan

From: Tom Perlozzo
Sent: Sunday, September 29, 2019 12:21 PM
To: Kelly Shannahan; Harold Higgins; Maureen L. Howarth
Subject: Fwd: Alyosha dockage



Tom Perlozzo
Director of Recreation & Parks
Worcester County
443.944.4022

Begin forwarded message:

From: info <info@ocfoodietour.com>
Date: September 29, 2019 at 11:55:59 AM EDT
To: <tperlozzo@co.worcester.md.us>
Subject: Alyosha dockage
Reply-To: <info@ocfoodietour.com>

Tom...

Worcester County will soon be voting on whether or not the Alyosha sailboat will be able to lease space from the county for boat dockage for the 2020 season. We believe that the sailboat trips offered to guests of Ocean City are a wonderful and valuable addition to our community and will help generate tax revenue for Ocean City. The sailing trips offered by this company are the only sailing trips like it currently offered in OC.

I would request they can lease space to dock Alyosha and continue serving our guests with this wonderful experience.

Thank you for your consideration.

Sandy Gillis

Palmer Gillis

Sandy Gillis



OCFoodieTour.com
443-497-0458

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

September 23, 2019

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

TO: Worcester County Commissioners
FROM: Karen Hammer, Office Assistant IV
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2019

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (6) which have current or upcoming vacancies (9 total). They are as follows: Housing Review Board (1), Local Development Council For The Ocean Downs Casino (1), Property Tax Assessment Appeal Board (1), (3 nominees due to Governor), Social Services Advisory Board (1), Solid Waste Advisory Committee (3), and Water and Sewer Advisory Council for the West Ocean City Service Area (1). I have circled the members whose terms have expired on each of these boards.

Please note that the Worcester County Property Tax Assessment Appeal Board still requires one nomination for the alternate position as Mr. Flater has resigned. Mr. John Glorioso has resigned from the Housing Review Board (Church). The Solid Waste Advisory Committee has four positions available for nominations, Bob Augustine (Church) and Jamey Latchum (Town of Berlin), have both resigned and James Rosenberg's (Bertino) position is open, the Town of Pocomoke City has nominated Michelle Beckett-El Soloh to replace George Tasker. James Rosenberg also served on the Local Development Council For The Ocean Downs Casino (Bertino) as a resident member from Ocean Pines. The Social Services Advisory Board has one position available due to the resignation of Maria Campione-Lawrence (Mitrecic). Mr. Andrew Del Corro no longer lives in West Ocean City and has therefore resigned from the Water and Sewer Advisory Council for the West Ocean City Service Area (Church).

Most of these Boards and Commissions specify that current members' terms expired on December 31st. 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 during October.

Pending Board Appointments - By Commissioner

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

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

District 3 - Church

- p. 3 - Housing Review Board (John Glorioso) - 3-year
- p. 8 - Solid Waste Advisory Board - (Bob Augustine)- 4yr.
- p.10 - Water and Sewer Advisory Council for the West Ocean City Service Area (Andrew Del Corro) - 4-year

District 4 - Elder All District Appointments Received. Thank you!

District 5 - Bertino

- p. 4 - Local Development Council For The Ocean Downs Casino (James Rosenberg) - 4-year
- p. 8 - Solid Waste Advisory Committee (James Rosenberg) -4-year

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

District 7 - Mitrecic p. 6 - Social Services Advisory Board - (Maria Campione-Lawrence)- 3yr.

All Commissioners

- p. 5
 - (1) Property Tax Assessment Appeal Board (Gary M. Flater - alternate-Snow Hill has resigned)
 - Must submit 3 nominees to the Governor for his consideration in making the appointment - 5-year
 - Currently waiting for the Governor's approval for the nomination of Ms. Martha Bennett.
- p. 8
 - Solid Waste Advisory Board - Jamey Latchum (Town of Berlin), nomination for Michelle Beckett-El Soloh to replace George Tasker (Town of Pocomoke City)- 4yr.

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (policy)

Meetings: As Needed

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
John Glorioso	D-3, Church	Ocean Pines	*06-11-14-17, 17-20
Scott Tingle	D-4, Elder	Snow Hill	14-17, 17-20
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17, 17-20
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15-18, 18-21
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	
Larry Duffy (90-00)	
Patricia McMullen (00-02)	
William Merrill (90-01)	
Debbie Rogers (92-02)	
Wardie Jarvis, Jr. (96-03)	

* = Appointed to fill an unexpired term

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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>
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
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
Vacant (J. 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
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22

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)	James N. Mathias, Jr. ° (09-18)
Mike Pruitt ° (09-12)	Ron Taylor ° (09-14)
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

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- Janet Rogers (410-632-1196)
Ext: 112

Current Members:

Gary M. Flater (Alternate)	Snow Hill	13-18	Resigned
Arlene C. Page	Bishopville	18-23	
Steven W. Rakow	Ocean Pines	*19-23	
Martha Bennett	Berlin	19-23	

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Delores W. Groves (96-99)
E. Carmel Wilson	Mary Yenney (98-03)
Daniel Trimper, III	Walter F. Powers (01-04)
William Smith	Grace C. Purnell (96-04)
William Marshall, Jr.	George H. Henderson, Jr. (97-06)
Richard G. Stone	Joseph A. Calogero (04-09)
Milton Laws	Joan Vetare (04-12)
W. Earl Timmons	Howard G. Jenkins (03-18)
Hugh Cropper	Robert D. Rose (*06-17)
Lloyd Lewis	Larry Fry (*10-14 alt)(14-18)
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	

* = Appointed to fill an unexpired term

Updated: May 21, 2019
Printed: September 23, 2019

SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

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

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 Smeerman (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 Yenny (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	Tracey Cottman (15-17)
Theo Hauck	Ronnie White (18-19)
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: August 6, 2019
Printed: September 23, 2019

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>
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 <i>resigned</i>
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Rodney Bailey	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21 <i>resigned</i>
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22

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)	Wendell Purnell (97-18)

* = Appointed to fill an unexpired term

POCOMOKE CITY, MARYLAND

MAYOR

Bruce Morrison

mayormorrison@pocomokemd.gov



R. Scott Holland

Diane Downing

R. Dale Trotter

Todd J. Nock

Esther L. Troast

September 19, 2019

This letter is to inform you that on Monday, August 19, 2019 at a Pocomoke City Council meeting, the City Clerk, Michelle Beckett-El Soloh, was nominated unanimously by a motion to serve on the Worcester County Solid Waste Advisory Board. She has been serving as the City Clerk in Pocomoke City for over a year with perfect attendance and brings a wide range of problem-solving abilities to the table. Please do not hesitate to call me, Esther Troast, District 5, 443-735-6243. Thank you.

A handwritten signature in cursive script that reads "Esther Troast". The signature is written in dark ink and is positioned above a horizontal line.

Councilmember Esther Troast

9

**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:

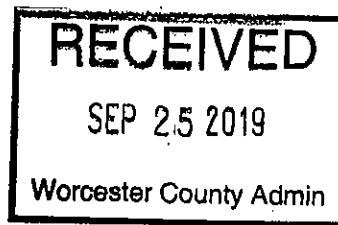
<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Deborah Maphis	West Ocean City	95-99-03-07-11-15, 15-19
Gail Fowler	West Ocean City	99-03-07-11-15, 15-19
Andrew Delcorro	West Ocean City	*14-16, 16-20
Todd Ferrante	West Ocean City	13-17, 17-21
Keith Swanton	West Ocean City	13-17, 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

The Delmarva Free School
The Wellness Center
11944 Ocean Gateway
Ocean City, MD 21842



5

thedelmarvafreeschool@gmail.com
443-493-3985

See Sheriff's approval
on page 3

September 25, 2019

Dear Worcester County Commissioners:

I am writing on behalf of my mental health and substance abuse recovery and wellness non-profit The Delmarva Free School (DFS), in collaboration with Billy Weiland of Assateague Coastal Trust's (ACT) program Trash Free Assateague. This summer, Billy and I have hosted a series of gatherings on Assateague Island for the general public to educate people on getting back to nature for good mental and physical health.

We are hoping to culminate our series with a litter clean-up on portions of Holly Grove Road behind the Walmart in the Berlin/West OC area on Saturday, November 2, 2019, from 9:30-11:30am. This is a swampland watershed that impacts the health of our local back bays and ocean due to a large amount of garbage.

We have been in communication with the county and are grateful to John Tustin, the Director of Worcester County Department of Public Works for his graciousness in brainstorming the best way to maneuver this vision.

We would like to request the presence of two county deputies during the time of our clean-up to provide protection for our clean-up volunteers (roughly 20) as we do a portion of one side of the road at a time. We envision a patrol car to lead and to follow, containing the clean-up in that manner.

It is our plan to have the volunteers meet at the Walmart parking lot to organize at 9am. ACT will provide driver volunteers that will drive and drop off the clean-up volunteers from Walmart to the site. We envision having the deputy and John meet us there and our drivers will follow them. Drivers will return at 11:30 to shuttle clean-up volunteers back to Walmart. ACT will provide the supplies needed. DFS will provide the majority of clean-up volunteers.

It is our hope to promote this to the press as a united effort between the county and local non-profits in making an impact on our local environment.

I can be reached at thedelmarvafreeschool@gmail.com or 443-493-3985. Billy can be reached at Billy@ActforBays.org or 443-366-4866.

Thank you for your time and consideration.

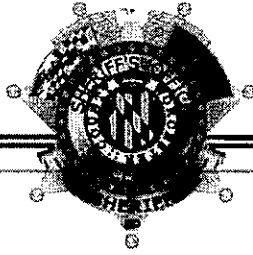
Best,

Kelly McMullen, MA, LGPC, Clinical Director, The Delmarva Free School

CC: Billy Weiland, Communications Director, Assateague Coastal Trust
John Tustin, Director, Worcester County Dept of Public Works

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Mark C. Titanski
Chief Deputy

Date: September 25, 2019
To: Worcester County Commissioners
From: Sheriff Matthew Crisafulli
Re: DFS/ACT Request

A handwritten signature in black ink, appearing to read "M. Crisafulli", is placed to the right of the letterhead information.

My office has received the request for two deputies in marked vehicles to assist with traffic control for the November 2, 2019 litter collection from 0930-1130, to be conducted by the Delmarva Free School and the Assateague Coastal Trust.

My office will provide the requested resources for this event. I also want to personally thank DFS, ACT and all those involved for their efforts in making Worcester County a better place to live.

"Proud to Protect, Ready to Serve"

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

Worcester County Sheriff's Office

6

Matthew Crisafulli
Sheriff



Mark C. Titanski
Chief Deputy

September 17, 2019

TO: Harold Higgins, County Administrative Officer
From: Matthew Crisafulli, Sheriff of Worcester County
Subject: Request for Over Expenditure Roll-up

mc

In development for FY19 budget, it was planned to re-purpose vehicle equipment from vehicles being retired and use them on the replacement vehicles. Cost of the purchase of equipment was based on prevailing prices at the time of the budget development.

Since the budget was approved, two vehicles were totaled in collisions. This eliminated the ability to re-purpose that equipment and required the purchase of new items for the two replacement vehicles. During the ordering and installation of vehicle equipment it was found prices had increased and the older equipment was not functioning in the replacement vehicles. See attachment A for break down of costs per vehicle. The Office was required to replace all the equipment for 11 replacement vehicles. This unanticipated event rendered and caused \$114,367.00 unfavorable expenditure variance.

My staff was able to reallocate some funds to cover these overages, however, not enough. Therefore, I am requesting an over expenditure roll-up of \$80,097.65.

To avoid this from re-occurring, I have instructed my staff that during the development of FY21 budget, to plan on purchasing all new equipment and not re-purposing old for replacement vehicles.

"Proud to Protect, Ready to Serve"

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

Attachment A - Request for Over Expenditure

Cost of vehicle equipment per vehicle

ITEM	Price Each	Quantity	Total
Grill Light SNM E66	\$249.99	1	\$249.99
Siren Speaker & Bracket	\$200.00	1	\$200.00
Bumper Lights	\$89.99	2	\$179.98
Wig Wag	\$78.00	1	\$78.00
Push Bumper	\$329.99	1	\$329.99
Mirror Lights	\$89.99	2	\$179.98
DVM500 Camera System	\$3,500.00	1	\$3,500.00
Windshield Lights	\$99.99	2	\$199.98
Tunnel Plate and Console	\$400.00	1	\$400.00
Radio Belongs to WCES		1	
Computer Panasonic CF31 (I.T.)		1	
PMT Computer Dock	\$1,000.00	1	\$1,000.00
Light & Siren Controller Tomar 940L	\$400.00	1	\$400.00
Ltron Scanner	\$350.00	1	\$350.00
Panasonic Printer	\$600.00	1	\$600.00
Rifle Rack	\$300.00	1	\$300.00
Side Window Lights	\$99.99	2	\$199.98
Rear Window Light SNM E66	\$249.99	1	\$249.99
Reverse Lights	\$89.99	2	\$179.98
Truck Vault	\$1,800.00	1	\$1,800.00
			\$10,397.87

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



7

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 24, 2019

TO: Harold Higgins, Chief Administrative Officer
FROM: Kathy Whited, Budget Officer *Kathy*
RE: Fiscal Year 2019 Year End Budget Transfers

The budget transfer request is a component of the General Fund annual audit. We ask the Department and agency heads to wait until the end of the fiscal year to request budget transfers in order to keep the accounting down to one journal entry. The Department heads and Agencies must keep track during the fiscal year of budget accounts that may be over due to unforeseen reasons and then submit their requests for budget transfers to cover these expenditures in their budgets. There is still savings for the County after these transfers have been completed.

I have evaluated the requests and made some adjustments where needed and I concur with the need for all transfers submitted in the attached summary.

I would ask for your review and the County Commissioners approval of the FY2019 Budget Transfer Request worksheets provided which totals \$294,726. Included in this transfer request is \$42,458 (mainly in Emergency Services to cover remaining funds due to Federal Engineering) which will be included in the encumbrance request.

Thank you for your consideration and I am available for any questions you may have.

Attachment: FY2019 Budget Transfer Request

Kjw:h\FY19audit\transfers\FY19 transfer request to commissioners.doc

Citizens and Government Working Together

la

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
County Administration					
1	Copier Lease	100.1001.6130.010	207		cover cost of color printing expenses for FY19
2	Administrative Expense	100.1001.6100.010		(207)	savings to cover copier lease expenses
3	Temporary Clerical Staff	100.1001.6530.150	576		budget needed to cover the cost of temporary help for administrative work
4	Travel, Training Exp. Meetings/Conferences	100.1001.7000.100		(576)	travel savings to cover cost of administrative clerical assistance.
Circuit Court					
1	Software Maintenance Agreements	100.1002.6130.070	2,470		preventative maintenance agreement for detection
2	Travel, Training and Expense Mileage	100.1002.7000.115		(2,470)	travel saved by cancellation training events
Orphans Court					
1	Books & Publications	100.1003.6100.060	1,096		purchase new code books for elected officials
2	Travel, Training Exp. Meetings/Conferences	100.1003.7000.100		(1,096)	travel and meeting savings during fiscal year to cover cost of new code books

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
States Attorney					
1	Copier Lease	100.1004.6130.010	1,339		funds to cover copier lease, MILES user fees and software maintenance increases
2	Personnel Advertisements	100.1004.6900.040	570		funds to cover additional job posting
3	Telephone Expense	100.1004.6550.270		(1,339)	budget funds to cover Equipment Maintenance
4	Mobile Phones	100.1004.6110.245		(570)	budget funds to cover Advertising Personnel Advertisements
Treasurer's Office					
1	Other Legal Expenses	100.1005.6510.085	5,427		additional County attorney time spent on excess proceeds cases.
2	Telephone Expense	100.1005.6550.270		(1,809)	savings in telephone budget account to cover County attorney expense
3	Tax Bills & Envelopes	100.1005.6100.260		(3,618)	savings in tax bills and envelope budget account to cover County attorney expense
Elections Office					
1	Temporary Clerical Staff	100.1006.6530.150		(2,808)	Funds needed to cover voting machine and poll expenses
2	Maintenance & Repairs	100.1006.6110.125	2,808		consulting services savings to cover voting equipment maintenance & repair

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Human Resources					
1	Safety Program Equipment	100.1007.6110.340	167		funds needed to cover supplies and equipment for new Safety Coordinator
2	County Attorney Expenses	100.1007.6510.020	284		funds needed to cover legal services county attorney expenses
3	Physicals, Shots & Drug Testing	100.1007.6530.080	1,065		FY18 bills for physicals and drug tests billed to the county in 6/19
4	Fuel - WC Fleet	100.1007.6540.020		(1,516)	vehicle operating expenses fuel savings to cover supplies and equipment safety program, county attorney expenses & physicals & drug tests
5	Other Office Equipment	100.1007.095.6110.290	650		funds needed to cover new projector for training and meetings
6	Educational Training	100.1007.095.7000.060		(650)	educational training savings to cover new projector for training and meetings
Information Technology					
1	County Attorney Expenses	100.1011.6510.020	329		county legal expenses
2	Dues and Subscriptions	100.1011.6100.100		(329)	administrative expenses to cover legal attorney expenses
3	Travel, Training Exp. Meetings/Conferences	100.1011.7000.100	190		additional budget needed to cover MACO expense
4	Mobile Phones	100.1011.6110.245		(190)	telephone expense budget needed to cover MACO conference cost

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Other General Government					
1	Scanner Equipment	100.1090.025.6110.350		(7,000)	budget savings to transfer to software upgrade
2	Educational Training	100.1090.025.7000.060		(3,000)	budget savings to transfer to software upgrade
3	Software Upgrades	100.1090.025.6130.075	10,000		estimated cost to upgrade software to track and collect fees and migrate over room tax collections with short term rentals. Request to encumber to FY20.
Sheriff's Office - Admin					
1	Uniforms	100.1101.030.6150.050	19,100		amount needed to cover uniforms
2	Computers and Printers	100.1101.030.6110.090		(19,100)	amount needed to cover uniforms
3	Crisis/Fitness for Duty	100.1101.030.6530.050	4,900		amount needed to cover fit for duty
4	Other Legal Expenses	100.1101.030.6510.085		(4,900)	amount needed to cover fit for duty
5	Telephone Expense	100.1101.030.6550.270		(3,400)	amount needed to cover general maintenance & vehicle equipment
6	Vehicle Equipment	100.1101.030.6540.060	49,700		amount needed to cover vehicle equipment
7	Educational Training	100.1101.030.7000.060		(4,700)	amount needed to cover vehicle equipment

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Sheriff's Office -Animal Control					
1	Office Supplies	100.1101.040.6100.190		(1,300)	amount needed to cover vehicle equipment
2	Spay & Neuter Supplies	100.1101.040.6110.395		(6,500)	amount needed to cover vehicle equipment
3	Vet Services Spay & Neuter	100.1101.040.6530.165		(7,000)	amount needed to cover vehicle equipment
4	Fuel - WC Fleet	100.1101.040.6540.020		(3,400)	amount needed to cover vehicle equipment
5	Vehicle Maintenance	100.1101.040.6540.030		(5,900)	amount needed to cover vehicle equipment
6	Building and Grounds Maintenance	100.1101.040.6550.020		(1,700)	amount needed to cover vehicle equipment
7	Electricity	100.1101.040.6550.060		(3,400)	amount needed to cover vehicle equipment
8	General Maintenance & Repairs	100.1101.040.6550.090		(3,700)	amount needed to cover vehicle equipment
9	Heating Propane	100.1101.040.6550.120		(1,500)	amount needed to cover vehicle equipment
10	Incinerator Propane	100.1101.040.6550.130		(1,000)	amount needed to cover vehicle equipment
11	Telephone Expense	100.1101.040.6550.270		(1,300)	amount needed to cover vehicle equipment
12	Educational Training	100.1101.040.7000.060		(5,300)	amount needed to cover vehicle equipment

5

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Sheriff's Office - Firearm Training Center					
1	General Maintenance & Repairs	100.1101.035.6550.090	400		amount needed to cover general maintenance & repairs
Sheriff's Office - School Safety					
1	Bullet Proof Vests	100.1101.700.6150.010	3,400		amount needed to cover bullet proof vests
2	Law Enforcement Equipment	100.1101.700.6110.190		(3,400)	amount needed to cover bullet proof vests
Emergency Services					
1	Consulting Services	100.1102.044.6530.040	77,265		Federal Engineering contract approved 8/7/18 with funds from the radio supplies account and \$16,300 to be encumbered to FY20 for project completion.
2	Radio Supplies	100.1102.044.6110.320		(77,265)	Federal Engineering contract paid to consulting account for FY18
3	Personnel Advertisements	100.1102.6900.040	600		personnel advertising
4	Books & Publications	100.1102.044.6100.060		(600)	publications savings to cover cost of personnel advertising
5	Telephone Expense	100.1102.044.6550.270		(1,750)	savings in 911 telephone expense to cover county attorney and vehicle maintenance overages
6	County Attorney expenses	100.1102.044.6510.020	1,085		county attorney review of contracts
7	Vehicle Maintenance	100.1102.044.6540.030	665		to cover budget shortfall of vehicle maintenance

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Jail					
1	Law Enforcement Equipment	100.1103.6110.190	5,025		cover cost of 6 new hires during fiscal year
2	Software Maintenance Agreements	100.1103.6130.070	2,476		equipment maintenance annual increase was not included in FY19 budget
3	County Attorney Expenses	100.1103.6510.020	512		county attorney review of MOU and POI's during fiscal year
4	Psychological Services	100.1103.6530.115	3,465		additional expenses to cover new hires psychological testing
5	Prison Labor	100.1103.6700.700	1,883		Increased use of prison labor and county programs
6	Firearms Training	100.1103.7000.090	128		budget needed to cover cost of training for new hires
7	Food Services	100.1103.6190.010		(13,489)	savings in food services due to average daily population to cover increased costs in various
Fire Marshal					
1	Dues & Subscriptions	100.1104.6100.100		(1,123)	program savings to cover accident drug testing, fire investigation supplies and computer expense
2	Physicals, Shots & Drug Testing	100.1104.6530.080	45		unexpected required test
3	Computers & Printers	100.1104.6110.090	147		coverage computer expense
4	Investigation Supplies	100.1104.6110.160	653		cover fire investigation supplies
5	Law Enforcement Equipment	100.1104.6110.190	278		cover law enforcement equipment

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
6	Bio Terrorism/Hazmat Team Training	100.1104.7000.010		(9,216)	program savings to cover various unexpected expenses for vehicle repairs, fuel and damaged fire investigator gear and uniform maintenance
7	Uniforms	100.1104.6150.050	1,599		class "A" uniform maintenance
8	Uniforms & PPE, Fire Investigator Gear	100.1104.6150.020	482		damaged fire investigator gear
9	Fuel - WC Fleet	100.1104.6540.020	1,765		unexpected fuel expense
10	Vehicle Maintenance	100.1104.6540.030	4,994		unexpected vehicle repair expense
11	Equipment/Vehicle Rental	100.1104.6540.010	276		unexpected vehicle repair expense
12	Vehicle Registration	100.1104.6540.040	100		vehicle registration not in FY19 budget
Maintenance					
1	Office Supplies	100.1201.6100.190		(183)	office supplies savings to be used for security system repairs
2	Computers & Printers	100.1201.6110.090	3,092		funds needed to upgrade obsolete tablets & printer
3	Radio Supplies	100.1201.6110.320		(2,000)	radio supply savings to be used for extra training expenses
4	Uniforms	100.1201.6150.050		(1,317)	uniform savings to be used for security system repairs
5	Fuel - WC Fleet	100.1201.6540.020		(7,227)	fuel savings to be used for training expenses, replacement of tablet & printer upgrades
6	General Maintenance & Repairs	100.1201.6550.090	2,000		funds needed for replacement of obsolete security contacts & addition of panic alarms

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
7	Bid Advertising	100.1201.6900.005		(500)	advertising savings to be used for security system repairs
8	Educational Training	100.1201.7000.060	6,135		funds needed for unanticipated CDL licenses, increased fees for Havtech training, fees for fall protection classes
Roads					
1	Materials - Pipe	100.1202.6140.040	2,316		funds needed to cover costs associated with pipe replacement of Bromley Road
2	County Attorney Fees	100.1202.6510.020	120		account for County attorney expenses
3	Street Lighting	100.1202.6600.040	5,728		funds needed for increase in street lighting costs
4	New Vehicles	100.1202.9010.010		(8,164)	savings from FY19 vehicle purchases
Public Works Fuel and Fleet Division					
1	General Maintenance & Repairs	100.1203.210.6550.090	7,107		funds needed to cover fuel facility site repairs.
2	Tools and Supplies	100.1203.220.6110.420		(342)	supplies and equipment tool savings to cover fuel facility site repairs
3	Annual Maintenance Contract	100.1203.220.6130.020		(618)	equipment annual maintenance contract savings to cover building site expenses trash removal
4	Trash Removal	100.1203.220.6550.300	618		funds needed to cover building site expenses trash removal
5	Heavy Equipment	100.1203.220.9010.070		(6,765)	capital equipment savings to cover fuel facility site repairs

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Mosquito Control					
1	Mobile Phones	100.1302.6110.245		(21)	mobile phone savings to cover extra copier printing expense
2	Safety Program Equipment	100.1302.6110.340		(210)	uniform savings to cover mid year new hire uniform purchases
3	Tools & Supplies	100.1302.6110.420		(150)	tool savings to be used for pesticide training class expense
4	Copier Lease	100.1302.6130.010	21		funds needed for extra copies made on a per copy basis
5	Uniforms	100.1302.6150.050	210		funds needed for uniforms purchased mid year for new hire
6	Vehicle Maintenance	100.1302.6540.030	5,061		funds needed to cover vehicle body repairs from accidents
7	General Maintenance & Repairs	100.1302.6550.090		(1,420)	building repair savings to cover vehicle body repairs
8	Continuing Education/Certification	100.1302.7000.040	150		funds needed to cover costs of classes for mid year new hire
9	New Vehicles	100.1302.9010.010		(3,641)	new vehicles savings to cover vehicle body repairs

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Recreation:					
1	Concession Stand	100.1601.400.6110.100	10,115		funds needed for concession stand equipment, freezer, food/soup warmer, water filtration system
2	Electricity	100.1601.400.6550.060		(10,115)	electricity savings to cover concession stand
3	Equipment Upgrades & Replacement	100.1601.400.6130.025	7,167		funds needed for antennae installation & ice machines for two concession stands
4	Heating Propane	100.1601.400.6550.120		(7,167)	heating propane savings to cover antennae & ice machines
5	Uniforms	100.1601.400.6150.050	671		funds needed for additional staff uniform shirts
6	Background Checks	100.1601.400.6100.050		(1,463)	background check savings to cover additional uniform expenses and county attorney expense
7	County Attorney Expenses	100.1601.400.6510.020	792		funds were not allocated for county attorney fees

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Parks					
1	Legal Services	100.1602.500.6510.020	508		budget funds were not allocated to this account
2	Supplies & Equipment	100.1602.500.6110.200		(508)	savings in supplies & equipment to cover legal services
3	Other Maint. & Services	100.1602.500.6700.640	174		funds needed for Tree of Life Program
4	Supplies & Equipment	100.1602.500.6110.200		(174)	savings in supplies & equipment to cover Tree of Life Program
5	Travel & Training	100.1602.500.7000.040	91		funds needed to cover an additional staff training
6	Supplies & Equipment	100.1602.500.6110.200		(91)	savings in safety equipment to cover an additional staff training
Library					
1	County Attorney Expenses	100.1603.200.6510.020	374		library obtained outside legal counsel for policy review
2	Vehicle Repairs Outside	100.1603.200.6540.045	1,105		vehicle was obtained from Liquor Control Board, routine repairs for a 2007 model, including AC work
3	Travel, Training Exp. Meetings/Conferences	100.1603.200.7000.100		(1,479)	received a grant through the Maryland State Library which helped offset county funds
4	Branch Furniture & Fixtures	100.1603.335.9010.100	19,248		3/19/19 Commissioner approval for replacement shelves in Ocean City Branch
5	Database/Shared Computer Costs	100.1603.200.6100.090		(9,948)	3/19/19 Commissioner approval - budget transfer to cover cost of Ocean City Shelves
6	Library Shared Computer System	100.1603.200.6130.030		(9,300)	3/19/19 Commissioner approval - budget transfer to cover cost of Ocean City Shelves

FY2019 GENERAL FUND BUDGET TRANSFER REQUEST					
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Economic Development					
1	Legal Services	100.1801.6510.020	30		funds needed to cover legal services
2	Consulting Services	100.1801.6530.040		(1,530)	consulting savings to cover legal services and internet expense
3	Internet Access	100.1801.6550.140	1,500		funds needed to cover internet expense
Tourism					
1	Consulting Services	100.1803.200.6530.040	4,761		3/19/19 approved budget transfer for Social Media consultant from personnel salary
2	Personnel Salaries	100.1803.200.6000.100		(4,761)	3/19/19 approved budget transfer for Social Media consultant
3	Administrative Expenses	100.1803.200.6100.190		(233)	savings to cover vehicle operating expense
4	Vehicle Operating Expenses	100.1803.200.6540.020	233		funds needed to cover vehicle operating expenses
5	Promotional Materials	100.1803.200.6110.310		(3,714)	savings to cover grant programs tourism grant projects
6	Tourism Grant	100.1803.200.6160.150	3,714		funds needed to cover Tourism grant projects
7	General Maintenance & Repairs	100.1803.420.6550.050	4,367		Pocomoke Welcome Center new signage on Route 13
8	General Maintenance & Repairs	100.1090.050.6550.050		(4,367)	transfer of budget savings from the Courthouse to cover new signage on Route 13
TOTAL TRANSFER REQUEST			294,746	(294,746)	



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

OFFICE OF THE
COUNTY COMMISSIONERS

COMMISSIONERS

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Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

September 25, 2019

TO: Harold Higgins, Chief Administrative Officer
FROM: Kathy Whited, Budget Officer *Kathy*
SUBJECT: Fiscal Year End Reserve for Assigned Encumbrances

The Reserve for Encumbrances is required as part of the General Fund annual audit, which would set aside or commit funds for contracts and purchase orders that will be fulfilled in a subsequent fiscal period. I have reviewed the requests from each of the Department and Agency heads for assigned encumbrances and made adjustments where needed.

Attached for your review and the County Commissioners approval is the FY2019 encumbrance request detail. Should you have any questions, do not hesitate to contact me.

The total encumbrance requested is \$1,841,755.

Attachments

H:\19 Audite\encumbrance\FY19 yrendrequest encum to commissioners.doc

FY2019 BUDGET ENCUMBRANCE REQUEST

As of September 25, 2019

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/19):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/19	Meeting Date Approved by Commissioners
1	Economic Development	100.1801.6110.090	scanner for department ordered at end of FY	2,859	6/5/2018
2	Emergency Services	100.1102.044.6530.040	Federal Engineering remaining project expense	16,300	8/7/2018
3	Emergency Services	100.1102.045.6550.100	Kleg Grange generator work Fidelity Power	3,574	6/30/2019
4	Emergency Services	100.1102.044.6150.050	Uniform for department -final FY19 invoices	1,306	6/5/2018
5	Emergency Services	100.1102.044.6130.070	RedMNX system maintenance FY19 invoice	1,000	6/5/2018
6	Roads	100.1202.6110.400	Road striping paint - remaining balance in encumbrance acct from FY18 budget	10,817	10/2/2018
7	Mosquito Control	100.1302.9010.010	Capital Equipment Building Improvements - Replacement Office Trailer from FY18 budget	27,783	10/2/2018
8	Environmental Programs	100.1702.7180	Natural Resources Code Update - Peter Johnston	6,375	8/21/2018
9	Environmental Programs	100.1702.7180	Water Sewer Plan Update- Davis Bowen & Friedel	103,713	12/18/2019
10	Natural Resources	100.1702.7180	MALPF additional matching funds	50,000	1/15/2019
11	Natural Resources	100.1702.7180	MALPF prior year matching funds	845	1/15/2019
12	Natural Resources	100.1702.7180	MALPF matching funds -Powell	4,986	
Sub-Total Part A:				229,558	

General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/19	Agency
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B ENCUMBRANCE REQUEST- GRANT FUNDS APPROPRIATED BUT UNOBLIGATED:

1	Boat Landings	100.1204.265.6160.181	Public Landing	1,040	DNR-Waterway Improvement
2	Boat Landings	100.1204.265.6160.181	Public Landing - Engineering	23,583	DNR-Waterway Improvement
3	Boat Landings	100.1204.280.6160.181	West Ocean City	11,084	DNR-Waterway Improvement
4	Parks	100.1602.500.6160.225	Grant Programs POS - Future Park Land Acquisition	616,945	Program Open Space
5	Parks	100.1602.510.6160.256	Grant Program Sport Field Improvement	184	Program Open Space
6	Parks	100.1602.590.6160.241	Grant Program New Park Development	10,000	Program Open Space
7	Parks	100.1602.590.6160.252	Grant Program POS - Playground Equip/Improve	37,448	Program Open Space
8	Roads	100.1202.6160.145	SHA FY19 Transportation Grant - to be used for Bayside Bridge Replacement expenses	559,563	State Highway Administration
Sub-Total Part B:				1,259,847	

C ENCUMBRANCE REQUEST- OTHER (REQUEST FOR ENCUMBRANCE DOES NOT FIT CATEGORY I OR II ABOVE)

	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/19	Detailed Description	
1	States Attorney	100.1004.6110.090	replacement of 5 older model desktop computers with laptops that can be used in court	7,000	replace old desktop computers with laptops that can be used in court to display evidence and are compatible with the court's new technology
2	Environmental Programs	100.1010.7000.040	Travel, Training & Expense Education Training	2,231	FY18 unspent funds for MOWPA conference, soil and wetland training course
3	Other General Government - MIS	100.1090.025.6130.075	Rental licensing and room tax software	10,000	8/20/19 approved for new rental licensing program. Software will be needed to track and collect fees and migrate over room tax collections associated with the short term rentals
4	Other General Government - States Attorney Building	100.1090.080.6550.090	Replace lobby flooring of States Attorney Building	3,500	replace worn lobby flooring to be consistent with adjacent law library
5	Emergency Services	100.1102.044.6110.320	Snow Hill antenna project	47,000	radio antenna upgrade/change
6	Jail	100.1103.6550.010	Security for Administrative office	8,950	upgrade security key scan swipe in the administrative area of the Jail
7	Fire Training Center	100.1105.197.6550.010	Building Site/Property Improvements	8,800	request to use funds for fire prevention project
8	Maintenance	100.1201.7000.060	Havtech HVAC Training Classes & Employee Fall Protection Classes	5,158	FY19 fund savings to be used for training classes
9	Maintenance	100.1201.6110.090	Replacement of obsolete tablets & printer	2,000	replace obsolete tablets & printer that don't meet the needs of the Maintenance Division
10	Maintenance	100.1201.6550.090	Security System Repairs	2,000	Public Works security system has obsolete components that need to be replaced
11	Roads	100.1202.6110.400	Road striping paint and supplies	35,000	FY19 striping to be completed
12	Mosquito Control	100.1302.9010.010	Capital Equipment Building Improvements - Replacement Office Trailer	25,000	unused FY19 funds approved for a replacement office trailer
13	Library	100.1603.200.6110.090	Supplies & Equipment Computers & Printers	45,000	replacing or updating staff and public Windows7 computers due to the upgrade (total of 100 computers)

C ENCUMBRANCE REQUEST- OTHER (REQUEST FOR ENCUMBRANCE DOES NOT FIT CATEGORY I OR II ABOVE) - Continued

Continued					
	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/19	Detailed Description	
14	Natural Resources	100.1702.7180	Environmental Conservation Services	85,780	Remaining matching funds rural legacy
15	Natural Resources	100.1702.7180	MALPF Match	63,931	Remaining matching funds rural legacy
16	Natural Resources	100.1702.7130.040	MALPF matching appropriation FY19	1,000	FY19 budget matching unspent
			Sub-Total Part C:	352,350	
			Total All Parts A-C:	1,841,755	



9

COMMISSIONERS
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ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 24, 2019

TO: Harold L. Higgins, CPA, Chief Administrative Officer
FROM: Kathy Whited, Budget Officer *Kathy*
SUBJECT: Along the Seaboard Side by Paul Touart

It was brought to our attention that two pallets of Paul Touarts's book, "Along the Seaboard Side", reside in the basement. There are boxes of hardcover and paperback's on these two pallets. We would like to lower the cost to \$35/hardcover, (original price \$47.70) and \$25/paperback, (original price \$37.70).

Thoughts have been generated to promote potential customer awareness:

- Promote on the County Website
- Promote in the County Seat newsletter
- Place on the County Facebook - Marketplace
- Advertise in the front lobby of the Commissioner's Office
- Have Commissioners sign a select number of copies to donate for auction
- Have Tourism Department promote the book at Welcome Centers and functions

Jennifer Ranck has informed us the Library already has boxes of these books on hand to sell. We appreciate your feedback and any additional ideas you may have in regards to publicizing this book.

S:\Commissioners\Karen\Memo - County Commissioners- Along the Seaboard Side by Paul Touart.wpd

Along the Seaboard Side



The Architectural History of
Worcester County, Maryland

PAUL BAKER TOUART

Foreword

THIS long-anticipated book chronicles in rich detail the architectural history of Worcester County and explores the themes that have shaped Lower Eastern Shore life for more than three centuries. As this book so aptly illustrates, Worcester County differs geographically from any other place in Maryland; it vividly shows, as well, how the Eastern Shore has been affected by events and movements common to the state and nation.

Worcester Countians are proud of a heritage that stretches back well before colonial settlement. The artifacts, archeological sites, and standing structures represented in this inventory are the most tangible links the present day population has with the past. It is these buildings and sites that make Worcester County a place unique. This inventory illustrates more than 400 sites and includes a seven-chapter architectural history highlighting social and economic themes; it can and will stand as the foremost primary resource on local history and architecture. Our appreciation, and that of the citizens of Worcester County, is

extended to Paul Touart. Without his talent and perseverance, the dream of this book could not have become a reality.

Invariably and unfortunately, time takes from us most of our historic structures and sites; therefore, we recognize and gladly assume our responsibility to support this effort to inventory and chronicle the history of our county. In this way, we are able to preserve, for future generations, the richness and diversity of the county's architectural past.

Worcester County Commissioners

Jeanne R. Lynch

Floyd F. Bassett, Jr.

John E. Bloxom

Reginald T. Hancock

George M. Hurley

SNOW HILL, MARYLAND

DECEMBER 1993



Historic Sites Inventory Index

WO-1	Chanceford, Snow Hill	WO-58	Benjamin Aydelotte House	WO-104	Worcester County Courthouse, Snow Hill
WO-2	Beverly	WO-59	Aydelotte House	WO-105	Dr. John S. Aydelotte House, Snow Hill
WO-3	Genesar	WO-60	Peace and Plenty Farm	WO-106	John Purnell Robins House, Snow Hill
WO-4	Burley Manor, Berlin	WO-61	Schoolfield Farm	WO-107	George Washington Purnell House, Snow Hill
WO-5	Old Almshouse (site)	WO-62	McKay House	WO-108	John Blair House, Snow Hill
WO-6	Caleb's Discovery	WO-63	George Tull House	WO-109	Old Commercial National Bank, Snow Hill
WO-7	Cellar House	WO-64	Winter Quarter	WO-110	Samuel Richardson House, Snow Hill
WO-8	Henry's Grove	WO-65	Shore Acres	WO-111	Salem, Snow Hill
WO-9	All Hallows Church, Snow Hill	WO-66	Corbin Farm	WO-112	James Martin House, Snow Hill
WO-10	Nassawango Iron Furnace	WO-67	Warren Mansion	WO-113	John M. Purnell House, Snow Hill
WO-11	Dirickson Farm	WO-68	Spencer House	WO-114	Sturgis Building, Snow Hill
WO-12	Williams Grove	WO-69	Caerlaverock Farm	WO-115	First National Bank, Snow Hill
WO-13	Fassitt House	WO-70	Douglas Carmean House Ruin	WO-116	Mt. Zion Schoolhouse, Snow Hill
WO-14	Golden Quarter	WO-71	Timmons Mansion, Snow Hill	WO-117	Fenwick Island Lighthouse, Fenwick Island
WO-16	Newport Farm	WO-72	Uriah Hitch Farm	WO-118	Mason-Dixon Line Marker, Fenwick Island
WO-17	Zadok Purnell House	WO-73	William Jones House	WO-119	Beaver Dam Presbyterian Church
WO-18	Old Lime Kiln	WO-74	William Nelson House, Berlin	WO-120	Thoroughfare Farm
WO-19	Merry Sherwood	WO-75	Calvin B. Taylor House, Berlin	WO-121	Lucky Find
WO-20	Buckingham	WO-76	Atlantic Hotel, Berlin	WO-122	Riddle Farm
WO-21	Charlotte Purnell House	WO-77	Kenwood, Berlin	WO-123	Buckingham Presbyterian Church
WO-22	Charles Timmons Farm	WO-78	Burley Cottage, Berlin	WO-124	Watermelon Point Farm
WO-23	St. Martin's Episcopal Church	WO-79	Powell House, Berlin	WO-125	Mayfields Farm
WO-24	Lizzie Bishop House	WO-80	Elizabeth White House, Berlin	WO-127	Governor John Walter Smith House, Snow Hill
WO-25	Evans House	WO-81	Waverly, Berlin	WO-128	Crockett House, Pocomoke City
WO-26	Gilliss House	WO-82	Peter Brittingham House, Berlin	WO-129	St. Mary the Virgin P.E. Church, Pocomoke City
WO-27	Gilliss Store	WO-83	Whaley House, Berlin	WO-130	St. Mary the Virgin Vestry House, Furnace Town
WO-28	Engleside	WO-84	Peninsula Bank, Berlin	WO-132	Isaac T. Costen House, Pocomoke City
WO-29	Peter Whaley, Sr. Homestead	WO-85	Old Paran Lodge, I.O.O.F., Berlin	WO-134	John A. Purnell House, Berlin
WO-30	James Whaley House	WO-86	Calvin B. Taylor Bank, Berlin	WO-135	Robert Pitts House, Berlin
WO-31	John S. Timmons House	WO-87	St. Paul's Episcopal Church, Berlin	WO-136	House, Bay Street, Berlin
WO-32	Conner-Collins House	WO-88	Stephen Decatur Birthplace, Berlin	WO-137	Dollar General Store, Berlin
WO-33	Peter Whaley, Jr., House	WO-89	All Hallows Episcopal Church Rectory, Snow Hill	WO-138	Dollar General Store, Berlin
WO-34	Peters Farm	WO-90	Theodore W. Williams House, Snow Hill	WO-139	Dollar General Store, Berlin
WO-35	Fairfield	WO-91	Whatcoat Methodist Episcopal Church, Snow Hill	WO-140	Evergreen Lodge, Berlin
WO-36	Mansion House	WO-92	Cherrystone, Snow Hill	WO-141	Berlin Variety, Berlin
WO-37	Mt. Ephraim	WO-93	William S. Wilson House, Snow Hill	WO-142	Berlin Furniture Store, Berlin
WO-38	Otho Aydelotte Farm	WO-94	William H. Farrow House, Snow Hill	WO-143	Davis Ice & Coal Company, Berlin
WO-39	Zadok G. W. Purnell House	WO-95	George S. Payne House, Snow Hill	WO-144	Mary's Restaurant, Berlin
WO-40	Dover	WO-96	John J. Collins House, Snow Hill	WO-145	9 Williams Street, Berlin
WO-41	Whaleyville Store	WO-97	Charles P. Collins House, Snow Hill	WO-146	Building, Williams Street, Berlin
WO-42	Cherrix Farm	WO-98	Hartmann-Shockley House, Snow Hill	WO-147	Farlow's Pharmacy, Berlin
WO-43	Nunn's Green	WO-99	Julia A. Purnell Museum, Snow Hill		
WO-44	Barnes Farmhouse	WO-100	Samuel Gunn House, Snow Hill		
WO-46	Cemetery Farm	WO-101	Captain George W. Truitt House, Snow Hill		
WO-47	John Allen House	WO-102	McKimmey Porter House, Snow Hill		
WO-48	Merry Sherwood Tenant House	WO-103	Makemie Memorial Presbyterian Church, Snow Hill		
WO-49	Stockton Bank				
WO-50	Scarborough Farm				
WO-51	Snow Hill Farm				
WO-52	Parramore's Purchase				
WO-54	St. Luke's P. E. Church				
WO-55	Chapel of the Holy Cross				
WO-57	Trader House				

WO-148	Powell Building, Berlin	WO-214	Harvey P. Pruitt House, Berlin	WO-270	George W. Covington House, Snow Hill
WO-150	Barber Shop, Berlin	WO-215	Bethards House, Berlin	WO-271	Benson-Morris House, Snow Hill
WO-151	21 North Main Street, Berlin	WO-216	W. S. Purnell House, Berlin	WO-272	Peter Whaley, Jr. Farm
WO-152	25 North Main Street, Berlin	WO-217	Adams House, Berlin	WO-273	Bowen House
WO-153	Berlin Florist, Berlin	WO-218	William Edward Fisher House, Berlin	WO-274	High Winds
WO-155	Mayor and Council Office, Berlin	WO-219	List House, Berlin	WO-275	Ironshire Railroad Station
WO-156	3 Bay Street, Berlin	WO-220	Ridings-Murphy House, Berlin	WO-276	Queponco Railroad Station
WO-157	7 South Main Street, Berlin	WO-221	Dr. Holland House, Berlin	WO-277	Old N. Y. P. and N. Railroad Station, Pocomoke City
WO-158	Ayres Building, Berlin	WO-222	Walker House, Berlin	WO-278	Harrison's Nursery, Berlin
WO-159	Donaway Furniture, Berlin	WO-223	Williams-Stevenson House, Berlin	WO-279	James Dirickson House, Berlin
WO-160	14 Broad Street, Berlin	WO-224	Warhus House, Berlin	WO-280	Stevenson House, Berlin
WO-161	Globe Theater, Berlin	WO-225	6 Vine Street, Berlin	WO-281	Old Eden Presbyterian Church
WO-162	Coates, Coates, and Coates Law Office, Berlin	WO-227	Old Friendship Methodist Church	WO-282	Eden Presbyterian Parsonage
WO-163	Burbage, Powell & Company, Berlin	WO-228	Slaughter Ridge Farm	WO-283	Edward Mariner Farm
WO-164	Treasure Chest, Berlin	WO-229	Old Swamp Schoolhouse	WO-284	Lemuel Showell House
WO-165	18 North Main Street, Berlin	WO-230	Old Rehoboth Church	WO-285	Showell United Methodist Church
WO-166	14 North Main Street, Berlin	WO-231	Horace Littleton House	WO-286	Showell Survey District
WO-167	Rayne's Reef, Berlin	WO-232	Pullett's United Methodist Church	WO-287	Old Mitchell Farm
WO-168	Ned's Bargain Fair, Berlin	WO-233	Old Ebenezer Church	WO-288	Bunting Nursery House
WO-169	Joe's Shoe Store, Berlin	WO-234	Nazareth M. P. Church	WO-289	Showell Store
WO-170	Berlin Hardware, Berlin	WO-235	Bates Memorial Church, Snow Hill	WO-290	Taylorville United Methodist Church
WO-171	Berlin Hardware, Berlin	WO-236	Old Collins Farm	WO-291	Baker Farm
WO-172	Food Rite, Berlin	WO-237	George C. Townsend House, Snow Hill	WO-292	Bishopville Survey District
WO-173	Food Rite, Berlin	WO-238	Davidson Farm	WO-293	Whaleyville Survey District
WO-174	Nellie's Beauty Salon, Berlin	WO-239	Zion United Methodist Church	WO-294	P. D. Cottingham House, Snow Hill
WO-175	Stevenson Methodist Church, Berlin	WO-240	School No. 3	WO-295	Payne Farm
WO-177	Pocomoke City Bridge, Pocomoke City	WO-242	Levin W. Collins House	WO-296	Littleton T. Clarke House, Pocomoke City
WO-178	Snow Hill Bridge, Snow Hill	WO-243	Langmaid Farm	WO-297	Armenia
WO-179	Mt. Zion Baptist Church, Snow Hill	WO-244	Homewood, Berlin	WO-298	Captain Jones House, Snow Hill
WO-180	Ebenezer M. E. Church, Snow Hill	WO-245	Old Messenger Building, Snow Hill	WO-299	Mary Lee Truitt House, Snow Hill
WO-181	New Bethel M. E. Church, Snow Hill	WO-246	Snow Hill Municipal Building, Snow Hill	WO-300	Henry White House, Snow Hill
WO-182	St. Paul's M. E. Church, Berlin	WO-247	Old Corddry Company Warehouse, Snow Hill	WO-301	Thomas P. Selby House, Snow Hill
WO-184	Berlin Historic District	WO-248	Snow Hill Jaycees Hall, Snow Hill	WO-302	Walter P. Snow House, Snow Hill
WO-186	Snow Hill Historic District	WO-249	Snow Hill Masonic Lodge, Snow Hill	WO-303	Bratten-Jones House, Snow Hill
WO-187	Pocomoke City Historic District	WO-250	Old Cherrix's Hardware Store, Snow Hill	WO-304	Nancy Latchum House, Snow Hill
WO-188	Barrett House, Berlin	WO-251	Staton, Whaley, and Price Law Office, Snow Hill	WO-305	Johnson House, Snow Hill
WO-189	Duke House, Berlin	WO-252	Goodman's Clothing Store, Snow Hill	WO-306	Old School Baptist Church, Snow Hill
WO-190	Holland House, Berlin	WO-253	Sno-Mar Gift Shop, Snow Hill	WO-307	Captain Richard Heward House, Snow Hill
WO-191	Ernest Holland House, Berlin	WO-254	Western Auto, Snow Hill	WO-308	Alfred Pinchin House, Snow Hill
WO-192	Episcopal Rectory, Berlin	WO-255	Snow Hill American Legion, Snow Hill	WO-309	Ephraim King Wilson House, Snow Hill
WO-193	William L. Holloway House, Berlin	WO-256	Old Snow Hill Potato House, Snow Hill	WO-310	Coates House, Snow Hill
WO-194	John T. Keas House, Berlin	WO-257	Charles Corddry House, Snow Hill	WO-311	Mary B. Vincent House, Snow Hill
WO-195	Cantwell House, Berlin	WO-258	Looking Good Hair Salon, Snow Hill	WO-312	Purnell-Shockley House, Snow Hill
WO-196	David Truitt House, Berlin	WO-259	Old Home Bank Office, Snow Hill	WO-313	William R. Spurrier House, Snow Hill
WO-197	Littleworth, Berlin	WO-260	Old Mason's Opera House, Snow Hill	WO-314	Davis House, Snow Hill
WO-198	Mumford House, Berlin	WO-261	Old Higgin's Drugstore, Snow Hill	WO-315	Collins-Vincent House, Snow Hill
WO-199	Davis House, Berlin	WO-262	Juvenile Services Building, Snow Hill	WO-316	Erastus S. Dashiell House, Snow Hill
WO-200	Stevenson Methodist Church Parsonage, Berlin	WO-263	Oscar M. Purnell House, Snow Hill	WO-317	Rochester Farm
WO-201	Buckingham Presbyterian Church, Berlin	WO-264	Purnell Hotel, Snow Hill	WO-318	Girdletree Freight Station
WO-202	Horace Davis House, Berlin	WO-265	First National Bank, Berlin	WO-319	Girdletree Passenger Station
WO-203	Miss Nancy Purnell House, Berlin	WO-266	Edward J. Gilliss House, St. Martins	WO-320	Girdletree Bank
WO-204	Pitts House, Berlin	WO-267	George Wilson Bishop House, Snow Hill	WO-321	Girdletree Survey District
WO-205	Burley Hill, Berlin	WO-268	Clayton J. Purnell House, Snow Hill	WO-322	Church of God of Prophecy
WO-206	Deeley House, Berlin	WO-269	Hargis-Shockley House, Snow Hill	WO-323	U. S. Lifesaving Station Museum, Ocean City
WO-207	Academy Property, Berlin			WO-324	Henry's Hotel, Ocean City
WO-208	Lutz House, Berlin			WO-325	St. Mary's Star-of-the-Sea Catholic Church, Ocean City
WO-209	Conley House, Berlin				
WO-210	Holland House, Berlin				
WO-211	William Whaley House, Berlin				
WO-212	Beauchamp House, Berlin				
WO-213	Cathell House, Berlin				

WO-326	St. Paul's By-the-Sea Episcopal Church, Ocean City	WO-372	Waterfield Farm	WO-410	Pocomoke City Hall, Pocomoke City
WO-327	Pier Building, Ocean City	WO-373	Fooks House	WO-411	Townsend Farm
WO-328	Mount Vernon Hotel, Ocean City	WO-374	Fooks Chapel	WO-412	Ocean City Survey District
WO-329	Mount Vernon Hotel Annex, Ocean City	WO-375	Tarr's Grocery	WO-413	Ironshire Survey District
WO-330	Samuel Ludlam House, Ocean City	WO-376	Dr. John T. Parker House	WO-414	Newark Survey District
WO-331	Taylor House, Ocean City	WO-377	W. O. Payne House	WO-415	Devereaux Farm
WO-332	John Dale Showell House, Ocean City	WO-378	W. H. Sturgis House	WO-416	Thomas R. Rounds Farm
WO-333	Tarry-A-While Guest House, Ocean City	WO-379	Wesley M. E. Church	WO-417	Curtis J. Birch Farm
WO-334	Lambert Ayres House, Ocean City	WO-380	Burbage Building	WO-418	Esley Wise House, Snow Hill
WO-335	Lyle R. Cropper House, Ocean City	WO-381	Fleming's IGA	WO-419	Snow Hill Christian Church, Snow Hill
WO-336	Edwin L. Purnell Store, Ocean City	WO-382	A. C. Hancock Building	WO-420	John R. P. Moore House, Snow Hill
WO-337	Town Market, Ocean City	WO-383	Stockton Survey District	WO-421	Red Landing Farm
WO-338	Ocean City Baptist Church, Ocean City	WO-384	Riley Farm	WO-422	Simpson's Grove Farm
WO-339	Atlantic Hotel, Ocean City	WO-385	Citizens National Bank, Pocomoke City	WO-423	Bellfield
WO-340	Lankford Hotel, Ocean City	WO-386	Presbyterian Church Parsonage, Pocomoke City	WO-424	Evans Farm
WO-341	City Hall, Ocean City	WO-387	Lusby's Custom Auto, Pocomoke City	WO-425	Solomon Carey House, Berlin
WO-342	Walker House, Ocean City	WO-388	Young-Sartorius House, Pocomoke City	WO-426	William J. Fowler House, Snow Hill
WO-343	Joseph Edward Collins House, Ocean City	WO-389	First Baptist Church, Pocomoke City	WO-427	Mount Olive M. P. Church
WO-344	Trimper's Carousel, Ocean City	WO-390	Calvin B. Taylor Bank, Pocomoke City	WO-428	George A. Harrison House, Berlin
WO-345	Charles Ludlam House, Ocean City	WO-391	Old National Guard Armory, Pocomoke City	WO-429	Adial P. Barnes House, Snow Hill
WO-346	Marvel House, Ocean City	WO-392	Atkinson-Young House, Pocomoke City	WO-430	Benson-Taylor Farm
WO-347	United States Coast Guard Tower, Ocean City	WO-393	Ross-Clarke House, Pocomoke City	WO-431	Cedar Hall
WO-348	Snow Hill Passenger Station, Snow Hill	WO-394	James K. Riggins House, Pocomoke City	WO-432	Harris Corddry House
WO-349	Hutt's Chapel	WO-395	Harry Mears House, Pocomoke City	WO-433	Commander Hotel, Ocean City
WO-350	Merrill Farm	WO-396	John E. Powell House, Pocomoke City	WO-434	Bunting's English Diner, Ocean City
WO-351	Dr. James T. Nock House, Pocomoke City	WO-397	Daniel Jesse Crockett House, Pocomoke City	WO-435	Santa Maria, Ocean City
WO-352	Dr. Nock's Office, Pocomoke City	WO-398	Joseph J. Richards House, Pocomoke City	WO-436	Coolspring United Methodist Church
WO-353	Esau Boston Farm	WO-400	Edgar Fontaine House, Pocomoke City	WO-437	Curtis Chapel
WO-354	Francis B. Merrill Farm	WO-401	Salem United Methodist Church, Pocomoke City	WO-438	St. John's A. M. E. Church
WO-355	Pitts Creek Baptist Church	WO-402	Henry J. Handy House, Pocomoke City	WO-439	Tyree A. M. E. Church
WO-356	Isle of Wight Lifesaving Station, Ocean City	WO-403	Dr. Sartorius's Office, Pocomoke City	WO-440	Comfort Powell House
WO-357	North Beach Lifesaving Station	WO-404	Bloxom & Bloxom Law Office, Pocomoke City	WO-441	Mary J. Darnes House, Snow Hill
WO-358	Green Run Lifesaving Station	WO-405	Democratic Messenger Office, Pocomoke City	WO-442	Naomi Moore House, Snow Hill
WO-359	Holly Grove Farm	WO-406	J. H. Vincent Store Building, Pocomoke City	WO-443	St. James M. E. Church
WO-360	Cassatt Tower and Railroad Bridge, Pocomoke City	WO-407	St. John's A. M. E. Church, Pocomoke City	WO-444	Trinity M. E. Church
WO-361	Duncan Brothers' Garage, Pocomoke City	WO-408	Spide's Seafood Market, Pocomoke City	WO-445	Stephen H. Long House, Pocomoke City
WO-362	Atlantic Red Star Gas Station, Pocomoke City	WO-409	True Value Hardware Store Annex, Pocomoke City	WO-446	Pullett Downs
WO-363	Mar-Va Theater, Pocomoke City			WO-447	Charlie Ardis House
WO-365	True Value Hardware Store, Pocomoke City			WO-448	Matthias N. Lindsey House
WO-366	Bethlehem Church			WO-449	Mary Truitt House
WO-367	St. Luke's Methodist Church			WO-450	Gunby Presbyterian Church
WO-368	Bethany United Methodist Church, Pocomoke City			WO-451	Anne E. White House, Pocomoke City
WO-369	Market Street, Pocomoke City			WO-452	Taylor's Landing
WO-370	Jane Jones House, Pocomoke City			WO-453	Scott House, Pocomoke City
WO-371	Pitts Creek Presbyterian Church, Pocomoke City			WO-454	Matthews House, Pocomoke City
				WO-455	William F. King House, Pocomoke City
				WO-456	Bradshaw House, Pocomoke City
				WO-457	Edna Miles House, Pocomoke City
				WO-458	Richards House, Pocomoke City
				WO-459	Pocomoke Fair Grounds, Pocomoke City
				WO-460	C. W. Outten's Colored Theater, Snow Hill



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

10

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director, Development Review and Permitting 
DATE: September 24, 2019
RE: Evergreen Village RPC – Evergreen Village, LLC

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Attached please find the County Commissioners' Finding of Fact and Resolution drafted by Jennifer K. Keener, Zoning Administrator, for the above referenced Step I residential planned community application which was heard by the County Commissioners on September 3, 2019. I have reviewed the documents and find that they are satisfactory and would therefore recommend that the County Commissioners adopt and execute these findings and resolution.

I would like to note to the County Commissioners that §ZS 1-315(k)(2)A.4. of the *Zoning and Subdivision Control Article* states that “[a]ny residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing by the applicant requesting such use within ninety days after approval by the County Commissioners.” The regulations further state that “[f]ailure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever.” Thus, the applicants will need to sign some form of documentation accepting the approval and the conditions imposed by the County Commissioners. Mrs. Keener has taken the liberty of preparing an addendum to the resolution for signature by the applicant accepting the approval.

If you have any questions, or need any further clarification, please do not hesitate to contact me.

EAT: jkk
Attachments

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IN THE MATTER OF THE REQUEST

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DRAFT

FOR ESTABLISHMENT OF A

*

RESIDENTIAL PLANNED COMMUNITY

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EVERGREEN VILLAGE

FLOATING ZONE

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EVERGREEN VILLAGE, LLC

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BERLIN, MARYLAND

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FINDINGS OF FACT

Subsequent to a public hearing held on September 3, 2019 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby make the following findings as the County Commissioners' findings of fact pursuant to the provisions of §ZS 1-315(k)(2)A.4 of the Worcester County Zoning Ordinance. These findings are made relative to the request submitted by Evergreen Village, LLC for the establishment of a residential planned community (RPC) floating zone for the proposed RPC project known as Evergreen Village. Furthermore, these findings are made relative to the Step I plan as submitted as part of the original application.

Regarding the relationship of the RPC with the Comprehensive Plan, zoning regulations and other established policy guidelines: The County Commissioners find that the subject property is currently comprised of two separate parcels. Parcel 127 abuts the River Run residential subdivision and is within the "Existing Developed Areas" (EDA) land use category of the Comprehensive Plan. Parcel 259 is located within the "Agricultural" land use category of the Comprehensive Plan. The EDA category recognizes the importance of maintaining the neighborhood character, and provides for orderly infill development in unincorporated areas. The Ocean Pines area is specifically mentioned for infill development. The Comprehensive Plan further states that "[a]ppropriate zoning providing for densities and uses consistent with this character should be instituted" (Chapter 2). Therefore, in 2018 the Worcester County Commissioners rezoned a portion of this property from E-1 Estate District to R-1 Rural Residential District.

While a portion of this development is within the Agricultural land use category, this property has been utilized as a commercial golf course for many years before its closure in 2010. Overall, the conversion of the golf course into a residential subdivision will not result in the loss of agricultural production, nor would it be incompatible with the surrounding neighborhood. As justification for their decision to rezone the property to R-1 Rural Residential District, the

Planning Commission and County Commissioners found that Windmill Creek would have been a more accurate boundary between the Existing Developed Area and the Agricultural land use categories.

Relative to consistency with the zoning regulations, the County Commissioners find that the project site is zoned R-1 Rural Residential and RP Resource Protection District, the R-1 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the County Commissioners find that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1.

Regarding the general location of the site and its relationship to existing land uses in the immediate vicinity: The County Commissioners find that the subject property is located on the northwest side of Beauchamp Road, north of MD Route 589 (Racetrack Road). The area can best be characterized as a mix of residential, religious and institutional (educational) land uses. The neighboring developments of Ocean Pines, River Run, St. Martins by the Bay and Dawn Circle all consist of primarily single-family dwellings, similar to the proposed project. The proposed development is consistent with the purpose and intent of the R-1 Rural Residential District which states that “[t]his district is intended to protect and preserve the low-density rural residential areas of the County which are not generally planned for substantial population growth”. Population growth has been limited over the recent years as stated in the Planning Commission’s Findings of Fact from the rezoning case in 2018. The development is proposed to be clustered in order to preserve the open space and protect the natural environment, as intended by these district regulations. In summary, the County Commissioners find that the proposed use as a single-family residential development is consistent with existing land uses in the vicinity.

Regarding the availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services: The County Commissioners find that that the properties proposed to be developed into the Evergreen Village RPC are presently zoned R-1 Rural Residential and RP Resource Protection Districts. Residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of one (1) dwelling unit per acre was anticipated for this immediate vicinity. The surrounding lands are similarly zoned for residential uses and commercial zoning is located at the corner of Beauchamp Road and Racetrack Road (MD Route 589), with additional commercial amenities within a five-minute drive from the subject properties that will adequately serve the needs of the residents of this development. Fee simple lots are proposed for the development. All public roads within the development shall be constructed to one of the RPC

road standards and will be reviewed and approved by the County Roads Division of the Department of Public Works.

Relative to certain public facilities, the developer has obtained a Water and Sewerage Plan Amendment to connect the project to public water from the Ocean Pines Sanitary Service Area and sewer will be provided from the River Run Sanitary Service Area. The existing abandoned golf course is currently served by a private, on-site septic system and wells that will need to be properly abandoned as part of this approval, and prior to the demolition permit being issued for the existing structures. Relative to the potential impact to the projected school enrollments as a result of this development, Mr. Joe Price, Facilities Planner with the Worcester County Board of Education states in his May 3, 2019 letter that there is the possibility of an impact (increase) to the four northern county schools as a result of this development. The replacement of Showell Elementary School, located within the immediate vicinity of this project, is currently under construction. Mr. Price has indicated that the school is anticipated to open in September 2020, which is the projected starting date for development of this subdivision. In consideration of their review, the County Commissioners find that there will be no significant negative impacts to public facilities and services resulting from the proposed RPC. Therefore, the County Commissioners conclude that the proposed Evergreen Village RPC will not have an adverse long-term implication on development patterns in the area.

Regarding the consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5): The County Commissioners find that the development is located on Windmill Branch, which has significant wetlands and steep slopes. They also acknowledge that the majority of this area is located within the RP Resource Protection District and is proposed to be placed in a Forest Conservation Easement, thus being protected from disturbance. Additionally, the applicant testified that there was a private deed restriction that limited impacts to this area except for the allowance of stormwater management discharges. There is a portion of the non-tidal wetlands and associated buffer that are proposed to be impacted in order to construct two to four of the proposed lots and potentially a portion of the roadway. Additionally, except for a small pond that is a regulated wetland, the remaining ponds will be enlarged and enhanced as part of this project.

The open space provided is twice as much land as the minimum required under the RPC regulations. This project is also subject to the Worcester County Forest Conservation Law, and a Forest Stand Delineation was submitted for review, with approval occurring during the Step II review process. A landscape screen would be planted to enhance the existing vegetation along the property line shared with St. John Neumann Catholic Church based upon a verbal agreement between the church and the developer.

Relative to the general layout and clustering of the development, the County Commissioners find that the proposed RPC consists of single-family residential lots, minimizing

land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces within the rear, center and front of the parcels. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one entrance that will be designed to meet the County Roads standards. All roads will be either approved private roads or a public road, either of which shall be built to one of the County Roads RPC road standards. To promote a truly pedestrian scale development, the Zoning Division recommended that a sidewalk be provided along the Beauchamp Road frontage. Submitted to the Planning Commission as Applicant's Exhibit No. 1 was a sidewalk exhibit, illustrating that sidewalks will be proposed along a portion of the Beauchamp Road frontage, from the proposed entrance to the south towards the St. John Neumann Catholic Church property. No sidewalk was proposed north towards the River Run development. Overall, the County Commissioners find that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5), on the condition that a sidewalk be provided along Beauchamp Road as shown on Applicant's Exhibit No. 1, with consideration given to the extension of the sidewalk along the remainder of the parcel frontage of Beauchamp Road.

Regarding the relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project: The County Commissioners find that based upon the applicant's testimony, all water, sewer and road infrastructure for the development will be constructed within the first phase (approximately fall of 2020 per the applicant's narrative). Construction of the residential portion of the development will occur based on market demand. The recreational open space will be prorated based on the number of units constructed within the phases. Overall, the County Commissioners find that the RPC has demonstrated that reasonable consideration has been given to the provision for and construction of the public facilities, services and utilities necessary to serve the project within their construction schedule.

Regarding the capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses: The County Commissioners find that connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single entrance onto Beauchamp Road. The written narrative notes that a traffic study was conducted in 2016, and a Trip Generation Summary sheet updating that information was prepared by Carpenter Engineering and is attached to the narrative. Mr. Carpenter's testimony confirmed that Beauchamp Road, as well as the intersection of Beauchamp Road and MD Route 589 (Racetrack Road) will perform at a Level of Service (LOS) A before and after the addition of this proposed subdivision. Therefore the County Commissioners find the transportation network to be suitable for this development, again on the condition that a sidewalk be provided along Beauchamp Road as shown on Applicant's Exhibit

No. 1, with consideration given to the extension of the sidewalk along the remainder of the parcel frontage of Beauchamp Road.

Regarding the relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines: The County Commissioners find that this development has obtained approval for a Water and Sewer Plan Amendment and Sanitary Service Area Amendment in order to obtain sewer from the existing River Run service area, with water being provided by the Ocean Pines service area. An EDU Chart has been provided on the C-1 Concept Plan sheet. The County Commissioners find that, based on the recommendation and approvals granted to the developer thus far for public water and sewer, provisions for public facilities have been made to serve this development in the River Run (sewer) and Ocean Pines (water) Sanitary Service Areas.

Based upon their review, the County Commissioners hereby approve the request for the establishment of the residential planned community floating zone for the Evergreen Village RPC.

Adopted as of this 3rd day of September, 2019. Reduced to writing and signed this _____ day of _____, 2019.

ATTEST:

Harold L. Higgins
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

RESOLUTION NO. 19 - ____

EVERGREEN VILLAGE RESIDENTIAL PLANNED COMMUNITY

**A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY,
MARYLAND, PURSUANT TO SECTION ZS 1-315 OF THE ZONING AND
SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF
WORCESTER COUNTY, MARYLAND, ESTABLISHING A RESIDENTIAL PLANNED
COMMUNITY FLOATING ZONE ON A CERTAIN PARCEL OF LAND SHOWN ON
TAX MAP 15 AS PARCELS 127 AND 259**

WHEREAS, pursuant to Section ZS 1-315 of the Zoning and Subdivision Control Article of the Public Local Laws of Worcester County, Maryland, Evergreen Village, LLC, owner, have filed an application for the establishment of a Residential Planned Community (RPC) Floating Zone on approximately 40 acres of land shown on Tax Map 15 as Parcels 127 and 259, located on the northwest side of Beauchamp Road, north of MD Route 589 (Racetrack Road), in the Third Tax District of Worcester County, said residential planned community designated as Evergreen Village RPC; and

WHEREAS, the said application was referred to the Worcester County Planning Commission which gave the application a favorable recommendation during its review on July 3, 2019; and

WHEREAS, subsequent to a public hearing held on September 3, 2019, following due notice and all procedures as required by Sections ZS 1-315 and ZS 1-114 of the Zoning and Subdivision Control Article of the Public Local Laws of Worcester County, Maryland, the County Commissioners made the finding that the establishment of a Residential Planned Community Floating Zone on the subject property would be compatible with the Worcester County Comprehensive Plan and the Worcester County Zoning and Subdivision Control Article.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, that the land petitioned by Evergreen Village, LLC, shown on Tax Map 15 as Parcels 127 and 259 and consisting of approximately 94.7 acres of land, is hereby approved and established as a Residential Planned Community Floating Zone in accordance with the provisions of §ZS 1-315 of the Worcester County Zoning and Subdivision Control Article.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, September 3, 2019.

DRAFT

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

APPLICANT'S UNCONDITIONAL ACCEPTANCE OF APPROVAL

I, _____, managing member, on behalf of Evergreen Village, LLC, applicant, hereby accept the Worcester County Commissioners' approval with respect to my application for establishment of the Residential Planned Community Floating Zone for Evergreen Village RPC, including any and all conditions of approval set forth in Residential Planned Community Resolution No. 19-__ dated September, 2019.

_____, managing partner, on
behalf of Evergreen Village, LLC

Witness



11

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: September 23, 2019
RE: Rezoning Case No. 418 - Moore Boat, LLC, Applicant/
Hugh Cropper, IV, Attorney

Attached please find the County Commissioners' Findings of Fact and Resolution the staff drafted relative to the above referenced rezoning case. As you are aware, the public hearing was held by the County Commissioners on September 17, 2019. Once the County Commissioners adopt and execute these Findings of Fact and Resolution please forward signed copies to me so that I may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

phw
Attachments

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DRAFT

IN THE MATTER OF

*

THE REZONING APPLICATION OF

*

REZONING CASE NO. 418

MOORE BOAT, LLC

*

FINDINGS OF FACT

Subsequent to a public hearing held on September 17, 2019 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 418: This case seeks to rezone approximately 9.4 acres of land (hereinafter referred to as the petitioned area) located at the southerly terminus of North Piney Point Road, south of St. Martins Neck Road and on the northerly side of the St. Martins River, from E-1 Estate District to I-1 Light Industrial District. The petitioned area is shown as Parcels 4, 171 and 304 on Tax Map 10. The site is presently used for boat fabrication, repair, maintenance and/or storage.

Applicant's testimony before the County Commissioners: Hugh Cropper, IV, attorney representing the applicant, began his presentation by stating that the Planning Commission gave the rezoning request a favorable recommendation and that the State Critical Area Commission had granted growth allocation to the site after that request had been favorably reviewed by the County Commissioners. This growth allocation award permitted the reclassification of those portions of the petitioned area that were classified as being Resource Conservation Area to be placed in the Limited Developed Area, the same as the developed portion of the site, under the County's Atlantic Coastal Bays Critical Area program. Mr. Cropper stated that he wished to adopt the Planning Commission's findings of fact and recommendation on the case into his presentation and asked that the Planning Commission's file on the case be accepted as Applicant's Exhibit No. 1. He stated that in this case he is contending that there is a mistake in the existing zoning of the petitioned area because the Hudson family bought the property in 1894 and, in addition to acting as boat captains, built and repaired boats on the site for many decades. This included heavy fabrication and extensive repair work of an industrial nature. Mr. Cropper noted that the site had a marine railway to move boats into and out of the water and thus was able to service large boats. He contended that there is a mistake in the existing zoning of the petitioned area, albeit one made in good faith, because the E-1 Estate District zoning is not consistent with the existing or past uses on the site. He asserted that the County Commissioners already found that there was a mistake on the site when they concluded that it should not be within the Critical Area's Resource Conservation Area and should be awarded growth allocation to enable it to be reclassified as Limited Development Area.

He stated that the requested I-1 Light Industrial District zoning on the petitioned area would be more desirable in terms of the Comprehensive Plan.

Chris McCabe, environmental consultant, was called as the first witness. Upon questioning by Mr. Cropper, Mr. McCabe explained that when the subject property was placed within the Atlantic Coastal Bays Critical Area (ACBCA), a portion of the property was designated as Limited Development Area (LDA) while the remainder was designated as Resource Conservation Area (RDA). He stated that the State's Critical Area Commission approved a growth allocation request and reclassification of the RCA portion to LDA based upon a mistake in mapping in that the entire site had long been used for the boat construction and repair business. Mr. Cropper introduced as Applicant's Exhibit No. 2 a letter dated May 3, 2019 to David Bradford, Deputy Director of the Worcester County Department of Environmental Programs, from Charles C. Deegan, Chairman of the State Critical Area Commission, conveying its approval of the growth allocation, with an attached copy of County Commissioners' Resolution No. 19-10 dated April 2, 2019 approving the award of growth allocation. Mr. McCabe outlined the environmental enhancements that are to be made to the site, including the eradication of a dense stand of bamboo and phragmites and their replacement with native plant material in a new 100 foot buffer, the upgrading of all existing septic systems with Best Available Technology (BAT) systems for nitrogen removal, and the upgrading of stormwater management features for the existing development and any future construction or expansion on the property. When questioned by Mr. Cropper, Mr. McCabe concurred that the E-1 Estate District classification is a mistake and the I-1 Light Industrial District zoning classification is more in keeping with the Comprehensive Plan and the existing and long time use of the property.

R. D. Hand, land planner, was called as the next witness. Upon questioning by Mr. Cropper, Mr. Hand concurred that the E-1 Estate District zoning classification on the petitioned area is a mistake. He asserted that the petitioned area does not display the typical E-1 Estate District type uses such as residential development and that the long established uses of boat building and repair on the site are an industrial type use that should have been given an industrial zoning classification. He stated that the I-1 Light Industrial District zoning would be better because it would make the currently non-conforming uses on the site conforming. Mr. Hand stated that the E-1 Estate District is now considered to result in undesirable sprawl development and that the Comprehensive Plan calls for it to be abolished. Mr. Cropper submitted an undated aerial photograph of the petitioned area as Applicant's Exhibit No. 3 which had been provided by Mr. Hudson, the previous owner and operator of the ship construction and repair business. It showed the boat repair building, travel lift and boat storage area as well as much more intrusion into the Critical Area buffer than what is currently utilized by Mr. Moore's operation. Exhibit No. 4 was an aerial photo taken in 1998 which showed that the uses at that time were similar to those shown on the previous exhibit. Submitted as Applicant's Exhibit No. 5 was a Google Earth image from 2005 that showed the continued boat fabrication and repair facilities. Mr. Cropper asserted that the uses shown in this photo are what should have been considered during the 2009 comprehensive rezoning when determining what zoning category to place upon the site. Mr. Hand concurred with Mr. Cropper that the E-1 Estate District zoning is intended to be phased out and he stated that he agreed with the Planning Commission's findings of fact and recommendation.

Frank G. Lynch, Jr., professional land surveyor, was called as the next witness. He testified that he has surveyed many waterfront properties throughout his career. Upon questioning by Mr. Cropper, he agreed that the existing E-1 Estate District zoning on the petitioned area is a mistake, that the parcels are not suitable for residential uses and that the Comprehensive Plan calls for the abolishment of the E-1 Estate District zoning category. He stated that the I-1 Light Industrial District zoning classification would be more appropriate given that boat fabrication, repair and building has occurred on the site for more than 50 years. He stated that he had been very familiar with the property throughout his life and had completed all of the survey work and stormwater management design for the site.

Relative to the definition of the neighborhood, Mr. Cropper stated that his argument for rezoning is based solely on a mistake in existing zoning and therefore such a definition is not necessary. He asserted that because the request was based upon a claim of mistake, its approval would not set any precedent that could be cited in future rezoning requests. Mr. Cropper asserted that a mistake was made in the comprehensive rezoning adopted on November 3, 2009 relative to the petitioned area, as there was long established boat fabrication and repair occurring on the property at that time and the use became non-conforming when the site was placed in the E-1 Estate District zoning classification. The I-1 Light Industrial District allows boat repair and fabrication as a permitted use and approval of the rezoning would bring the zoning into consistency with that use. He maintained that the change in zoning would be more desirable.

Interested parties' testimony before the County Commissioners: Todd LeKites testified that he owns a neighboring property and that the applicant has been a good neighbor. He expressed concern, however, about the quantity of traffic, particularly trucks, that may travel to and from the petitioned area if it were to be rezoned to I-1 Light Industrial District.

Mr. Cropper called Leighton Moore, managing member of Moore Boat LLC, to respond. Mr. Moore testified that if the petitioned area is rezoned he intends to use the site for storage and also to continue his boat building and fabrication operations.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Cropper was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: The County Commissioners concur with the Planning Commission's finding that there has been no significant change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, Robert J. Mitchell, Director of the Department of Environmental Programs, indicated in his response memo (copy attached to the Planning Commission's findings of fact and recommendation) that the subject property has designations of Water and Sewer

Service Category W-6 and S-6 (No Planned Service) in the Master Water and Sewerage Plan. He stated that his department's well and septic records show the properties improved with existing individual well and septic for Parcels 304 and 171 and that Parcel 4 has an approved sewage reserve area. His response memo dated May 14, 2019 confirms these statements. John H. Tustin, P. E., Director of Public Works, stated in his memo (copy attached to the Planning Commission's findings of fact and recommendation) that he had no comments. According to the Worcester County Soil Survey the primary soil types on the petitioned area have severe limitations to on-site wastewater disposal. Fire and ambulance service will be available from the Bishopville Volunteer Fire Company's main facility on Bishopville Road or the substation on St. Martins Neck Road, located a short distance to the west of the petitioned area. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or the Worcester County Sheriff's Department. The petitioned area is within the area served by the following schools: Showell Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on and currently has access to North Piney Point Road, a County-owned and maintained roadway. It dead-ends at the St. Martins River. North Piney Point Road connects to St. Martins Neck Road, a State-owned and -maintained roadway. The Comprehensive Plan classifies St. Martins Neck Road as a two-lane County road/minor collector highway and states that this roadway links MD Route 90 at its south end to MD Route 367 (Bishopville Road) and provides a secondary link from Ocean City to US Route 113, northeastern Worcester County, and the Delaware beaches. The Comprehensive Plan further states that this roadway's current configuration should be adequate for the planning period. No comments were received from the State Highway Administration relative to this application. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo (copy attached to the Planning Commission's findings of fact and recommendation) that he had no comment at this time. Based upon their review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area has been utilized for boat repair and fabrication for many, many years and has coexisted with the residences and other land uses in the area. The County Commissioners find that the proposed rezoning will not have any adverse impacts on environmental concerns. The petitioned area is within the Atlantic Coastal Bays Critical Area and has been granted the necessary growth allocation by the State Critical Area Commission to allow potential development. Based upon the Planning

Commission's findings, the County Commissioners conclude that environmental conditions will actually improve due to the installation of Critical Area buffers, stormwater management systems, and a nitrogen removal wastewater system. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to I-1 Light Industrial District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Existing Developed Area and Agriculture Land Use Categories. With regard to the Existing Developed Area category the Comprehensive Plan states that it identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained, that recognizing existing development and neighborhood character is the purpose of this designation, and that appropriate zoning providing for densities and uses consistent with this character should be instituted. The Plan furthermore states that the EDAs are anticipated to remain as mapped at least until the next plan review period and that this will provide for orderly infill development within EDAs and new community-scale growth in the growth areas. The Plan also states that, not designated as growth areas, these areas should be limited to infill development and that density, height, bulk and site design standards should also be consistent with the EDA's existing character. With regard to the Agriculture Land Use category the Comprehensive Plan states that the importance of agriculture to the County cannot be overstated. Its significance is economic, cultural, environmental, and aesthetic. Agriculture is simply the bedrock of the County's way of life. The County must do all it can do to preserve farming as a viable industry. This category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted. Large contiguous areas of productive farms and forest shall be maintained for agricultural uses and residential and other conflicting land uses, although permitted, are discouraged. Based upon the testimony of the applicant's representatives and the Planning Commission's findings of fact, the County Commissioners find that the petitioned area has been long established as a boat repair and fabrication facility, even having a marine railway for many years. Thus, even if rezoned to another classification, land is not being taken out of agricultural production. Based upon their review the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to I-1 Light Industrial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to I-1 Light Industrial District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

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 there is a mistake in the existing zoning of the petitioned

area. The County Commissioners find that the petitioned area is the site of a long established boat repair and fabrication operation and that, although the intensity of this operation has waxed and waned through the years, it has never ceased being utilized as such. The County Commissioners agree with the Planning Commission's conclusion that there has not been a change in the character of the neighborhood but that there is an issue with the consistency of the petitioned area's zoning classification with its long time use. The County Commissioners find that the applicant and his representatives have sufficiently proven their case. Based upon their review and in consideration of their findings, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 418 and thus rezone the petitioned area, shown on Tax Map 10 as Parcels 4, 171 and 304, from E-1 Estate District to I-1 Light Industrial District.

Adopted as of September 17, 2019. Reduced to writing and signed October 1, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

ZONING RECLASSIFICATION RESOLUTION NO. 19-01

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF CERTAIN PARCELS OF LAND SHOWN ON TAX MAP 10 AS PARCELS 4, 171 AND 304 FROM E-1 ESTATE DISTRICT TO I-1 LIGHT INDUSTRIAL DISTRICT.

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Moore Boat, LLC, applicant, and Hugh Cropper, IV, applicant's attorney, filed a petition for the rezoning of approximately 9.4 acres of land shown on Tax Map 10 as Parcels 4, 171 and 304, located at the southerly terminus of North Piney Point Road, to the south of St. Martins Neck Road and on the northerly side of the St. Martins River, requesting a change in zoning classification thereof from E-1 Estate District to I-1 Light Industrial District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on June 6, 2019; and

WHEREAS, subsequent to a public hearing held on September 17, 2019, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a mistake in the existing zoning of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Moore Boat, LLC, applicant, and Hugh Cropper, IV, applicant's attorney, and shown on Tax Map 10 as Parcels 4, 171 and 304 is hereby reclassified from E-1 Estate District to I-1 Light Industrial District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, September 17, 2019.

EXECUTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

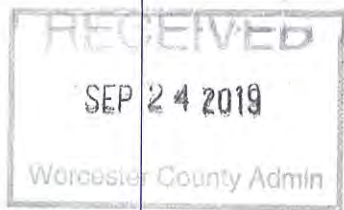
Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

DRAFT



12

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

Bidder	Page
Lindsay	6
Criswell	16
Hertrich	40
Bid Specs	58

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: September 24, 2019
SUBJECT: 2020 Vehicle Bid Recommendation

Monday, September 23, 2019, bids were received and opened for new 2020 vehicles requested by several departments within Worcester County. Attached for your review are copies of the bids received and Specification Sheets. Listed below is a summary of the bids submitted along with their pricing per unit:

DIVISIONS

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

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

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

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

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

#1 Vehicle Type: (1) – Standard Sedan (DRP)

<i>Hertrich Fleet Milford, DE</i>	2020 Ford Fusion	\$17,733.00
<i>Criswell Fleet Gaithersburg, MD</i>	2020 Chevy Malibu	\$18,190.00
<i>Lindsay Ford Wheaton, MD</i>	N/A	No bid

#2 Vehicle Type: (1) – Compact 4x2 Cargo Van (IT)

<i>Criswell Fleet Gaithersburg, MD</i>	2020 Ram Promaster City 2WD	\$22,861.00 ea.
<i>Lindsay Ford Wheaton, MD</i>	2020 Ford Transit Connect 2WD	\$27,300.00 ea.
<i>Hertrich Fleet Milford, DE</i>	2020 Ford Transit Connect 2WD	\$27,311.00 ea.

#3 Vehicle Type: (2) – SUV Full Size 4x4 with PPV Police Package (Sheriff)

<i>Hertrich Fleet Milford, DE</i>	2020 Chevy Tahoe PPV 4x4	\$36,195.00 ea.
<i>Criswell Fleet Gaithersburg, MD</i>	2020 Chevy Tahoe PPV 4x4	\$37,191.00 ea.
<i>Lindsay Ford Wheaton, MD</i>	N/A	No bid

#4 Vehicle Type: (3) – SUV Full Size 4x2 with PPV Police Package (Sheriff)

<i>Hertrich Fleet Milford, DE</i>	2020 Chevy Tahoe PPV 2WD	\$33,371.00 ea.
<i>Criswell Fleet Gaithersburg, MD</i>	N/A	No bid
<i>Lindsay Ford Wheaton, MD</i>	N/A	No bid

#5 Vehicle Type: (1) – One Ton 4x2 Full Size Cargo Van (Jail)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2020 Chevy 3500 Express Van 2WD	\$25,923.00
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2020 Chevy 3500 Express Van 2WD	\$26,125.00
<i>Lindsay Ford <u>Wheaton, MD</u></i>	N/A	No bid

#6 Vehicle Type: (1) – 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2020 Ram 2500 Crew Cab 4WD	\$30,753.00 ea.
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2020 Ram 2500 Crew Cab 4WD	\$30,984.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2020 Ford F250 Crew Cab 4WD	\$33,000.00 ea.

#7 Vehicle Type: (1) – 3/4 Ton 4x4 Full Size Pickup Truck with Snow Plow (DPW/Maintenance)

<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2020 Ram 2500 Reg Cab 4WD	\$32,989.00 ea.
<i>Hertrich Fleet <u>Milford, DE</u></i>	2020 Ram 2500 Reg Cab 4WD	\$33,630.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2020 Ford F250 Reg Cab 4WD	\$35,500.00 ea.

#8 Vehicle Type: (1) – 1 1/2 Ton 4x4 Crew Cab Truck Chassis with Dump Body and Snow Plow (Roads)

<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2020 Ram 5500 Crew Cab 4WD	\$56,889.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2020 Ford F550 Crew Cab 4WD	\$57,000.00 ea.
<i>Hertrich Fleet <u>Milford, DE</u></i>	2020 Ford F550 Crew Cab 4WD	\$58,492.00 ea.

#9 Vehicle Type: (1) – 1 1/2 Ton 4x2 Crew Cab Truck Chassis with Dump Body (DPW/WWW)

<i>Lindsay Ford <u>Wheaton, MD</u></i>	2020 Ford F450 Crew Cab 2WD	\$47,200.00 ea.
<i>Hertrich Fleet <u>Milford, DE</u></i>	2020 Ford F450 Crew Cab 2WD	\$48,973.00 ea.
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2020 Ram 4500 Crew Cab 2WD	\$49,790.00 ea.

#10 Vehicle Type: (3) – 3/4 Ton 4x4 Full Size Pickup Truck (DPW/WWW)

<i>Hertrich Fleet <u>Milford, DE</u></i>	2020 Ram 2500 Reg Cab 4x4	\$27,897.00 ea.
<i>Criswell Fleet <u>Gaithersburg, MD</u></i>	2020 Ram 2500 Reg Cab 4x4	\$27,899.00 ea.
<i>Lindsay Ford <u>Wheaton, MD</u></i>	2020 Ford F250 Reg Cab 4x4	\$29,700.00 ea.

#11 Vehicle Type: (2) - 1/2 Ton 4x2 Full Size Pickup Truck (DPW/WWW)

<i>Hertrich Fleet</i> <u>Milford, DE</u>	2020 Ram 1500 Reg Cab 2WD	\$18,878.00 ea.
<i>Criswell Fleet</i> <u>Gaithersburg, MD</u>	2020 Ram 1500 Reg Cab 2WD	\$19,219.00 ea.
<i>Lindsay Ford</i> <u>Wheaton, MD</u>	2020 Ford F150 Reg Cab 2WD	\$24,200.00 ea.

Some bids did not meet the vehicle specifications listed in the bid packet.

The lowest bid for vehicle #2 didn't meet the specifications for a 2.5L engine and keyless entry pad. The vehicle comes equipped with a 2.4L engine and a keyless entry remote. These exceptions would be acceptable. p. 20

The lowest bids for Vehicle #6 from Hertrich Fleet and Criswell Fleet didn't meet the specifications for a dual battery set up and extra heavy duty alternator. This option is not available on the Dodge Ram. This vehicle will be equipped and running multiple different types of emergency equipment to include radios, scene lighting, vehicle lighting and power inverters. Therefore, it is recommended to accept the bid from Lindsay Ford as the Ford F250 does have dual batteries and extra heavy duty alternator. The bid from Lindsay Ford is under the approved budget and will be sufficient for the needs of the Fire Marshal. p. 11 After review of all of the submitted bids, we recommend the following vehicles be approved:

Requested	Lowest Bidder Meeting Specifications	Budget Approval	Bid
1. (1) – Standard Sedan	Hertrich Fleet Milford, DE	\$18,000.00	\$17,733.00
2. (1) – Compact 4x2 Cargo Van	Criswell Fleet, Gaithersburg, MD	\$24,500.00	\$22,861.00
3. (2) - SUV Full Size 4x4 with PPV Police Package	Hertrich Fleet Milford, DE	\$39,000.00 ea.	\$36,195.00 ea.
4. (3) – SUV Full Size 4x2 with PPV Police Package	Hertrich Fleet Milford, DE	\$34,000.00	\$33,371.00
5. (1) – One Ton 4x2 Full Size Cargo Van	Hertrich Fleet Milford, DE	\$27,000.00	\$25,923.00
6. (1) – 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck	Lindsay Ford Wheaton, MD	\$36,000.00 ea.	\$33,000.00 ea.
7. (1) – 3/4 Ton 4x4 Full Size Pickup Truck with Snow Plow	Criswell Fleet, Gaithersburg, MD	\$38,000.00 ea.	\$32,989.00 ea.
8. (1) – 1 1/2 Ton 4x4 Crew Cab Truck Chassis with Dump Body and Snow Plow	Criswell Fleet, Gaithersburg, MD	\$64,000.00	\$56,889.00
9. (1) – 1 1/2 Ton 4x2 Crew Cab Truck Chassis with Dump Body	Lindsay Ford Wheaton, MD	\$55,000.00 ea.	\$47,200.00 ea.
10. (3) – 3/4 Ton 4x4 Full Size Pickup Truck	Hertrich Fleet Milford, DE	\$30,000.00 ea.	\$27,897.00 ea.
11. (2) – 1/2 Ton 4x2 Full Size Pickup Truck	Hertrich Fleet Milford, DE	\$22,000.00 ea.	\$18,878.00 ea.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Derrick Babcock

Competitive Bid Worksheet - Purchase of Vehicles

Bid Deadline/Opening Date: 1:00 P.M., Monday, September 23, 2019

Bids Received by deadline = 3

Vendor's Submitting Bids

Vehicles Bid

Lindsay Ford 11250 Veirs Mill Rd Wheaton, MD 20902	Criswell Fleet 503 Quince Orchard Rd Gaithersburg, MD 20878	Hertrich Fleet 1427 Bay Road Milford, DE 19963
--	---	--

① (1) Standard Sedan - DRP	n/a	*18,190	*17,933
② (1) Compact 4x2 Cargo Van - Information Technology	*27,300	*22,801	*27,311
③ (2) Full Size 4x4 SUV's - Police Pkg - Sheriff	n/a	*37,191	*36,195
④ (3) Full Size 4x2 SUV's - Police Pkg - Sheriff	n/a	n/a	*33,371
⑤ (1) 1-Ton Full Size 4x2 Cargo Van - Jail	n/a	*26,125	*25,923
⑥ (1) 3/4 Ton Crew Cab 4x4 Pickup - Fire Marshal	*33,000	*30,984	*30,753
⑦ (1) 3/4 Ton Full Size 4x4 Pickup - W/ Snow Plow- DPW-Maintenance	*35,500	*32,989	*33,630
⑧ (1) 1.5 Ton Crew Cab Truck w/ Dump and Snow Plow- DPW-Roads	*57,000	*56,889	*58,492
⑨ (1) 1.5 Ton 4x2 Crew Cab Truck w/ Dump Body - DPW- W&W W&W	*47,200	*49,790	*48,923
⑩ (3) 3/4 Ton Full Size 4x4 Pickup - DPW - Water & Wastewater	*29,700	*27,899	*27,897
⑪ (2) 1/2 Ton 4x2 Pickup Trucks - DPW - Water & Wastewater	*24,200	*19,219	*18,878

Lindsay

WORCESTER COUNTY COMMISSIONERS
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) – Standard Sedan (DRP)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

NO BID

2. One (1) – Compact 4x2 Cargo Van (Information Technology)

Year 2020 Make Ford Model TRANSIT CONNECT XLT

Bid (per unit) \$ 27,300

Total Bid \$ 27,300

Delivery Time 26-30 WEEKS

3. Two (2) – SUV Full Size 4x4 with PPV Police Package (Sheriff)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

NO BID

4. Three (3) – SUV Full Size 4x2 with PPV Police Package (Sheriff)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

NO BID

5. One (1) – One Ton 4x2 Full Size Cargo Van (Jail)

Year _____ Make _____ Model _____
Bid (per unit) \$ _____
Total Bid \$ _____
Delivery Time _____

NO BID

6. One (1) – ¾ Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

Year 2020 Make FORD Model F250 4x4 CREW CAB
Bid (per unit) \$ 33,000
Total Bid \$ 33,000
Delivery Time 14-16 WEEKS

7. One (1) – ¾ Ton 4x4 Full Size Pickup Truck with Snow Plow (DPW/Maintenance)

Year 2020 Make FORD Model F250 4x4 REGULAR CAB
Bid (per unit) \$ 35,500
Total Bid \$ 35,500
Delivery Time 18-20 WEEKS

8. One (1) – 1 ½ Ton 4x4 Crew Cab Truck with Dump Body and Snow Plow (DPW/Roads)

Year 2020 Make FORD Model F550 4x4 CREW CAB
Bid (per unit) \$ 57,000
Total Bid \$ 57,000
Delivery Time 22-26 WEEKS

9. One (1) - 1 ½ Ton 4x2 Crew Cab Truck with Dump Body (DPW/WWW)

Year 2020 Make Ford Model F450 4x2 CREW CAB

Bid (per unit) \$ 47,200

Total Bid \$ 47,200

Delivery Time 22-26 weeks

10. Three (3) - ¾ Ton 4x4 Full Size Pickup Truck (DPW/WWW)

Year 2020 Make Ford Model F250 4x4 REGULAR CAB

Bid (per unit) \$ 29,700

Total Bid \$ 89,100

Delivery Time 16-18 weeks

11. Two (2) - ½ Ton 4x2 Full Size Pickup Truck (DPW/WWW)

Year 2020 Make Ford Model F150 4x2 REGULAR CAB

Bid (per unit) \$ 24,200

Total Bid \$ 48,400

Delivery Time 18.20 weeks

**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date: 9.2.19
Signature: [Signature]
Typed Name: DAN PADEROWSKY, FLEET MANAGER
Firm: LINDSAY FORD LLC
Address: 11250 Veirs Mill
WHEATON, MD 20902
Telephone: 240 283 3733
Fax: 301 946 9410
E-Mail Address: dpaderofsky@lindsayford.com

* EXCEPTION SHEET ENCLOSED



LINDSAY

// Customer Driven

DAN PADEROWSKY
Fleet Manager

11250 Veirs Mill Road
Wheaton MD 20902
Main: (877) 79-FLEET
Direct: 240.283.3733
Fax: 301.946.9410
LindsayFord.com
dpaderofsky@lindsay.com

LINDSAY

AUTOMOTIVE GROUP



EXCEPTIONS AND/OR CLARIFICATIONS TO THE SPECIFICATIONS

ITEM #2: VINYL SEATS NOT AVAILABLE ON XLT, KEYPAD NOT AVAILABLE,
STANDARD MIRRORS INCLUDED, ENGINE IS 2.0 L.
FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

ITEM #6: CENTER CONSOLE DELETE NOT AVAILABLE
FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

ITEM #7: FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

ITEM #8: FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

ITEM #9: FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

ITEM #10: FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

ITEM #11: FLEET FREE MAINTENANCE CREDIT NOT AVAILABLE

3.6 L ENGINE NOT AVAILABLE, OFFERING STANDARD 3.3 L V6

CNGP530

VEHICLE ORDER CONFIRMATION

09/04/19 15:53:3

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Dealer: F2701

2020 F-SERIES SD

Page: 1 of

Order No: 5000 Priority: L3 Ord FIN: QS133 Order Type: 5B Price Level: 01

Ord PEP: 600A Cust/Flt Name: WORCESTER

PO Number:

RETAIL

RETAIL

W2B F250 4X4 CREW/C \$40095

TRAILER TOW PKG

160" WHEELBASE

10000# GVWR PKG

Z1 OXFORD WHITE

425

50 STATE EMISS

NC

L 40/CNSL/40 VNYL 355

43C

110V/400W OUTLT

175

S MEDIUM EARTH GR

512

SPARE TIRE/WHL2

NC

600A PREF EQUIP PKG

52B

BRAKE CONTRLLR

270

.XL TRIM

TELE TT MIR-PWR

572 .AIR CONDITIONER NC

JACK

.AMFM/MP3/CLK

996 .6.2L EFI V8 ENG NC

TOTAL BASE AND OPTIONS 44685

44S 6-SPD AUTOMATIC NC

TOTAL

44685

TD8 .LT245 BSW AS 17

THIS IS NOT AN INVOICE

X3E 3.73 ELOCKING 390

90L PWR EQUIP GROUP 1125

* MORE ORDER INFO NEXT PAGE *

JOB #1 BUILD

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

IMS2 screen capture

Page 1 of

CNGP530

VEHICLE ORDER CONFIRMATION

09/04/19 15:53:4

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Dealer: F2701

2020 F-SERIES SD

Page: 2 of

Order No: 5000 Priority: L3 Ord FIN: QS133 Order Type: 5B Price Level: 01

Ord PEP: 600A Cust/Flt Name: WORCESTER

PO Number:

RETAIL

RETAIL

67E 240 AMP ALTRNTR \$85

85S TOUGH BED 595

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV. 1595

TOTAL BASE AND OPTIONS 44685

TOTAL 44685

THIS IS NOT AN INVOICE

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC057101

ITEM # 6

11

CNGP530

VEHICLE ORDER CONFIRMATION

09/04/19 16:05:3

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Dealer: F2701

2020 F-SERIES SD

Page: 1 of

Order No: 5000 Priority: L3 Ord FIN: QS133 Order Type: 5B Price Level: 01.
Ord PEP: 650A Cust/Flt Name: WORCESTER PO Number:

RETAIL

RETAIL

W4G	F450 4X2 CRW CC	\$42415	205	16500# GVWR PKG	NC
	179" WHEELBASE		425	50 STATE EMISS	NC
Z1	OXFORD WHITE			JOB #1 BUILD	
A	VNYL 40/20/40		512	SPARE TIRE/WHL2	350
S	MEDIUM EARTH GR		52B	BRAKE CONTRLLR	270
650A	PREF EQUIP PKG		61J	JACK	NC
	.XL TRIM		942	DAY RUNNING LTS	45
572	.AIR CONDITIONER	NC		SP DLR ACCT ADJ	
	.AMFM/MP3/CLK			SP FLT ACCT CR	
99N	7.3L DEC V8 ENG	NC		FUEL CHARGE	
44G	10-SPD AUTOMATC	NC	B4A	NET INV FLT OPT	NC
TGJ	225 BSW AP 19.5			DEST AND DELIV	1595
X48	4.88 REG AXLE	NC	TOTAL	BASE AND OPTIONS	45120
18B	PLAT RUNNING BD	445	TOTAL		45120
	LESS TPMS				

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC057101

ITEM # 9

DEJANA

Truck and Utility Equipment

QUOTE



New York, New England, Mid Atlantic
& Greater Philadelphia
490 Pulaski Rd Kings Park, NY 11754
Phone(631)544-9000 Fax(631)544-3501
WWW.DEJANA.COM

QUOTE #	FDE001456
DATE	9/19/2019

BILL TO: LINDSAY FORD OF WHEATON
Dan Paderofsky
11250 Veirs Mill Road
Wheaton MD 20915

SHIP TO: LINDSAY FORD OF WHEATON
Dan Paderofsky
11250 Veirs Mill Road
Wheaton MD 20915

Phone: 301 949-4060
Fax: 301 949-8361
Email: dpaderofsky@lindsayford.com

Phone: 301 949-4060
Fax: 301 949-8361

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
DAVE SCHOENNAGEL	WORCESTER COUNTY MD	YES	10/19/2019

MAKE:	FORD	MODEL:	F-450	YEAR:	2020	SRW/DRW:	DRW
CAB TO AXLE:	60.0	WHEELBASE:	145.0	VIN:			
STOCK/ORDER NUMBER:	TT			TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 2537.47			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	VEHICLE SPEC #9		
1	RUGBY 9' 3-4 YARD ELIMINATOR LP DUMP BODY, 94" O.D. WIDTH: *DOUBLE WALLED SIDES: 10 GA. INNER WALL AND 12 GA GRADE 50 OUTER WALL *17" HIGH SIDES *23" TAILGATE HEIGHT *FULLY BOXED TOP RAIL *FULLY BOXED PERIMETER TAILGATE WITH TWO VERTICAL BRACES *LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY IN REAR POSTS *LED MARKER LIGHTS *EASY LATCH (PATENTED) TAILGATE ACCESS *5" STRUCTURAL LONG SILL *3" I-BEAM CROSSMEMBERS ON 16" CENTERS *INSTALLED AND PAINTED BLACK Price Reflects Single-Stage Paint only. An incremental up-charge will be assessed for solid colors that can be painted single stage and an additional charge will be added on all Base Coat / Clear Coat applications INCLUDED:		

Accepted by:		Date:		PO#:	
Please Fill In All Truck Information					
Dejana Pool Chassis	☐	Dealer Chassis	☐	Dealer Drop Ship Chassis	☐
Make	_____		Model	_____	
Color	_____				
Stock #	_____		Factory Order #	_____	
VIN	_____				
Year	_____		Ready for Pickup (if dealer chassis)	Yes	☐
			No	☐	

IF DEALER CHASSIS, PLEASE ATTACH DORA/SPEC SHEET OR FACTORY INVOICE.

FORD CHASSIS WITH A DIESEL ENGINE AND A 26.5 GALLON MIDSHIP TANK MAY REQUIRE BODY MODIFICATIONS AT ADDITIONAL COST

- ◆ PLEASE SIGN AND INCLUDE PO IF REQUIRED AND FAX BACK TO 631-544-3501
- ◆ Labor and installation are included in all pricing.
- ◆ Quoted price does not include any applicable taxes.
- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis

Due to unforeseen increases in lead times by all suppliers on custom bodies and equipment, dealers should calculate 180 days of floor plan expense (from receipt of chassis) into their cost calculations.

Also, this quote may be subject to supplier surcharges caused by tariffs and other increased cost of doing business.

Notes:

WORCESTER COUNTY COMMISSIONERS
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) – Standard Sedan (DRP)Year 2020 Make CHEVROLET Model MALIBU 1ZC69Bid (per unit) \$ 18190⁰⁰Total Bid \$ 18190⁰⁰Delivery Time 60 DAYS2. One (1) – Compact 4x2 Cargo Van (Information Technology)Year 2020 Make RAM Model PROMASTER City VMDL51Bid (per unit) \$ 22861⁰⁰Total Bid \$ 22,861⁰⁰Delivery Time 120 DAYS3. Two (2) – SUV Full Size 4x4 with PPV Police Package (Sheriff)Year 2020 Make CHEVROLET Model TAHOE PPV CK15706Bid (per unit) \$ 37,191⁰⁰Total Bid \$ 74382⁰⁰Delivery Time 120 DAYS4. Three (3) – SUV Full Size 4x2 with PPV Police Package (Sheriff)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ NO BID

Delivery Time _____

THIS ITEM

5. One (1) - One Ton 4x2 Full Size Cargo Van (Jail)

Year CHEVROLET Make EXPRESS Model 3500 CG33405

Bid (per unit) \$ 26,125⁰⁰

Total Bid \$ 26,125⁰⁰

Delivery Time 90 DAYS

6. One (1) - ¾ Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)

Year 2020 Make RAM Model 2500 D57L91

Bid (per unit) \$ 30,984⁰⁰

Total Bid \$ 30,984⁰⁰

Delivery Time 90 DAYS if ordered by 9/29/19
120-180 After

7. One (1) - ¾ Ton 4x4 Full Size Pickup Truck with Snow Plow (DPW/Maintenance)

Year 2020 Make RAM Model 2500 D57L62

Bid (per unit) \$ 32,989⁰⁰

Total Bid \$ 32,989⁰⁰

Delivery Time 120 DAYS

8. One (1) - 1 ½ Ton 4x4 Crew Cab Truck with Dump Body and Snow Plow (DPW/Roads)

Year 2020 Make RAM Model 5500 DP0L93

Bid (per unit) \$ 56,889⁰⁰

Total Bid \$ 56,889⁰⁰

Delivery Time 180 DAYS

9. One (1) - 1 1/2 Ton 4x2 Crew Cab Truck with Dump Body (DPW/WWW)

Year 2020 Make RAM Model 4500 DP9L93

Bid (per unit) \$ 49,790⁰⁰

Total Bid \$ 49,790⁰⁰

Delivery Time 180 DAYS

10. Three (3) - 3/4 Ton 4x4 Full Size Pickup Truck (DPW/WWW)

Year 2020 Make RAM Model 2500 DS7L62

Bid (per unit) \$ 27,899

Total Bid \$ 83,697⁰⁰

Delivery Time 60 DAYS IF ORDER RECEIVED BY 9/29/19 (2019 MODEL)
90-120 DAYS IF AFTER (2020 MODEL)

11. Two (2) - 1/2 Ton 4x2 Full Size Pickup Truck (DPW/WWW)

Year 2020 Make RAM Model 1500 DS1L62

Bid (per unit) \$ 19,219⁰⁰

Total Bid \$ 38,438⁰⁰

Delivery Time 60 DAYS IF ORDERED BY 9/29/19 (2019 MODEL)
90-120 DAYS IF AFTER (2020 MODEL)

**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date:

9/20/2019

Signature:

[Signature]

Typed Name:

Scott Silverman

Firm:

CRISWELL CHEVROLET AND CRISWELL CHRYSLER JEEP DODGE

Address:

503 QUINCE ORCHARD Rd
GAITHERSBURG MD 20878

Telephone:

301-948-5460

Fax:

301-948-1381

E-Mail Address:

FLEET-man@msn.com
CSCHALK@CRISWELLALPHA.COM

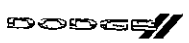
CRISWELL
AUTO.COM

Scott Silverman
Fleet Sales Manager
fleet-man@msn.com
503 Quince Orchard Road
Gaithersburg, MD 20878
Direct: 301.948.5460
Main: 301.948.0880
Cell: 240.876.8233
Fax: 301.948.1381

 **CHEVROLET**

 **HONDA**  **NISSAN**  **FIAT**

 **CHRYSLER** **Jeep**

 **DODGE**  **RAM**

 **ISUZU**  **BUSINESS CENTER**  **GEM**



503 QUINCE ORCHARD ROAD, GAITHERSBURG, MD 20878
Scott Silverman • Fleet Sales Manager • fleet-man@msn.com • Direct: 301-948-5460 • Cell: 240-876-8233 • Fax: 301-948-1381

September 20, 2019

Worcester County Commissioners
Worcester County Government Center
Snow Hill, MD 21863

**Vehicle Bid
Clarifications / Exceptions**

Item #2

Engine is 2.4 Liter 4 Cylinder
No Keyless Entry Keypad (Keyless Entry Remotes)

Item #5

No Insulation in rear cargo area walls and ceiling

Item #6

Single Battery System

Items #7, #8, #9 and #10

No Daytime Running Lights available from Factory

Submitted By,

A handwritten signature in black ink, appearing to be 'Scott Silverman', is written over the 'Submitted By,' text.

Scott Silverman
Fleet Sales Manager

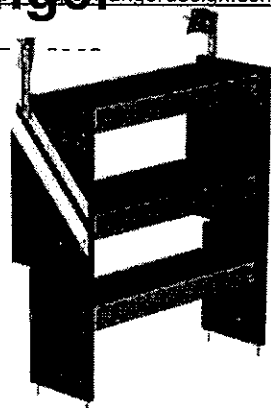
Commercial

Van Outfit

Manufacturer <https://rangerdesign.com/blog/>

For Mobile

Professionals

Ranger

(<https://rangerdesign.com/wp-content/uploads/2018/08/P4-Series-Cargo-Van-Shelving-36in-Wide-3-Trays-P4-RS36-3.jpg>)

#2

QuickShip (<https://rangerdesign.com/distributors/quickship-products/>)

P4 Series Cargo Van Shelving, 36" Wide, 3 Trays

Steel Shelving Unit for ProMaster City, 14" x 42" x 36". Model: P4-RS36-3

- QuickShip: Yes
- Shelves & Usable Depth: 3 Shelves (12", 14", 10")
- Weight Capacity: 250
- Composition: Steel
- Application: Interior
- Install Time (hrs): 1.00
- Weight: 45.25 lbs
- Dimensions: 15.75D x 36W x 42H in

📍 Locate a distributor (/find-distributor/)

SKU: P4-RS36-3

Categories: [Shelving](#)

(<https://rangerdesign.com/product-category/van-shelving-gallery/shelving/>), [Van Shelving](#)

(<https://rangerdesign.com/product-category/van-shelving-gallery/>), [QuickShip](#)

(<https://rangerdesign.com/product-category/quickship/>) Tags: [Van Shelving Systems](#)

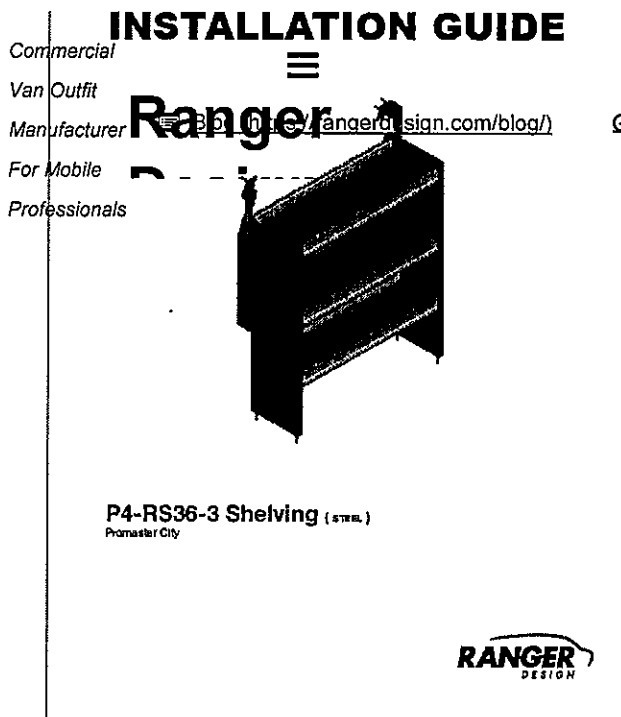
(<https://rangerdesign.com/product-tag/van-shelving-systems/>), [New Shelving](#)

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21



</wp-content/uploads/installation-guides/P4-RS36-3.pdf>

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exactly the right upfit

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Van Outfit

Manufacturer [Ranger Design Inc. \(/rangerdesign.com/blog/\)](#)

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facebook.com/RangerDesignInc/ 
[/youtube.com/user/RangerDesignInc\)](https://youtube.com/user/RangerDesignInc/)



#7

Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
DJ7L62	2019 Ram 2500 Tradesman 4x4 Reg Cab 8' Box	\$36,545.00

COLORS

CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
2ZA	Quick Order Package 2ZA Tradesman -inc: Engine: 6.4L Heavy Duty V8 HEMI w/MDS, Transmission: 8-Speed Auto (8HP75-LCV)	\$0.00
AHD	Heavy Duty Snow Plow Prep Group -inc: 220 Amp Alternator	\$195.00
BAJ	220 Amp Alternator	Inc.
DFX	Transmission: 8-Speed Auto (8HP75-LCV) (STD)	\$0.00
DME	3.73 Axle Ratio (STD)	\$0.00
DSA	Anti-Spin Differential Rear Axle	\$445.00
ESA	Engine: 6.4L Heavy Duty V8 HEMI w/MDS (STD)	\$0.00
PW7	Bright White Clearcoat	\$0.00
TWD	Tires: LT245/70R17E BSW All-Season (STD)	\$0.00
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	\$0.00
WDA	Wheels: 17" x 7.5" Steel Styled (STD)	\$0.00
XHC	Trailer Brake Control	\$295.00
Options Total		\$935.00

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Data Version: 9315. Data Updated: Sep 22, 2019 9:46:00 PM PDT.

24



Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✔ Complete)

Standard Equipment

Mechanical

Engine: 6.4L Heavy Duty V8 HEMI w/MDS (STD)
Transmission: 8-Speed Auto (8HP75-LCV) (STD)
3.73 Axle Ratio (STD)
GVWR: 10,000 lbs
50 State Emissions
Transmission w/Driver Selectable Mode and Sequential Shift Control
Manual Transfer Case
Part-Time Four-Wheel Drive
730CCA Maintenance-Free Battery w/Run Down Protection
180 Amp Alternator
Electronically Controlled Throttle
Tip Start
Class V Towing Equipment -inc: Hitch and Trailer Sway Control
Trailer Wiring Harness
3680lbs. Maximum Payload
HD Shock Absorbers
Front And Rear Anti-Roll Bars
HD Suspension
Hydraulic Power-Assist Steering
32 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Multi-Link Front Suspension w/Coil Springs
Multi-Link Rear Suspension w/Coil Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

Exterior

Wheels: 17" x 7.5" Steel Styled (STD)
Tires: LT245/70R17E BSW All-Season (STD)
Regular Box Style

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Data Version: 9315. Data Updated: Sep 22, 2019 9:46:00 PM PDT.



Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✔ Complete)

Exterior

Wheels w/Silver Accents w/Hub Covers
Center Hub
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Black Grille
Front License Plate Bracket
Tailgate Rear Cargo Access
Manual Tailgate/Rear Door Lock
Fully Automatic Aero-Composite Halogen Daytime Running Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light

Entertainment

Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Voice Activation, Radio Data System and External Memory Control
Radio: Uconnect 3 w/5" Display
4 Speakers
Streaming Audio
Integrated Roof Antenna
1 LCD Monitor In The Front

Interior

Driver Seat

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Data Version: 9315. Data Updated: Sep 22, 2019 9:46:00 PM PDT.

26



Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✔ Complete)

Interior

Manual Adjust 4-Way Driver Seat

Passenger Seat

Manual Adjust 4-Way Front Passenger Seat

Manual Tilt Steering Column

Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer

Compass

Proximity Key For Push Button Start Only

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

Glove Box

Interior Trim -inc: Metal-Look Instrument Panel Insert and Chrome/Metal-Look Interior Accents

Full Cloth Headliner

Urethane Gear Shift Knob

Heavy Duty Vinyl 40/20/40 Split Bench Seat

Day-Night Rearview Mirror

Passenger Visor Vanity Mirror

2 12V DC Power Outlets

Partial Floor Console w/Storage and 2 12V DC Power Outlets

Front Map Lights

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Pickup Cargo Box Lights

Instrument Panel Bin, Dashboard Storage, Driver And Passenger Door Bins

Manual 1st Row Windows

Delayed Accessory Power

Systems Monitor

Outside Temp Gauge

Analog Display

Seats w/Vinyl Back Material

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Data Version: 9315. Data Updated: Sep 22, 2019 9:46:00 PM PDT.

27



Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✔ Complete)

Interior

Manual Adjustable Front Head Restraints
Armrests w/Storage
40/20/40 Split Bench Seat
Front Armrest w/Cupholders
Engine Immobilizer

Safety-Mechanical

Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Curtain 1st Row Airbags
Airbag Occupancy Sensor
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners
ParkView Back-Up Camera

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Corrosion Years: 5
Corrosion Miles/km: 100,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 100,000

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28



Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✓ Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$36,545.00
Total Options	\$935.00
Vehicle Subtotal	\$37,480.00
Destination Charge	\$1,695.00
Grand Total	\$39,175.00

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29

Spec 7

DEJANA

Truck and Utility Equipment

QUOTE

EST. 1957
50 YEARS

New York, New England, Mid Atlantic
& Greater Philadelphia
490 Pulaski Rd Kings Park, NY 11754
Phone(631)544-9000 Fax(631)544-3501
WWW.DEJANA.COM

QUOTE # FDE001451
DATE 9/19/2019

BILL TO: CRISWELL CHEVROLET
SCOTT SILVERMAN
503 QUINCE ORCHARD RD
GAITHERSBURG MD 20878

Phone: 3019480880
Fax: (301) 948-1381
Email: FLEET-MAN@MSN.COM

SHIP TO: CRISWELL CHEVROLET
SCOTT SILVERMAN
503 QUINCE ORCHARD RD
GAITHERSBURG MD 20878

Phone: (301) 948-0880
Fax: (301) 948-1381

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
DAVE SCHOENNAGEL	WORCESTER COUNTY MD	Yes	10/19/2019

MAKE: CHEVROLET	MODEL: SILVERADO 2500	YEAR: 2019	SRW/DRW: SRW
CAB TO AXLE: 56.0	WHEELBASE: 134.0	VIN:	
STOCK/ORDER NUMBER: TT	TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 775.66		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	VEHICLE SPEC #7		
1	BUYERS LED STROBE LIGHT MOUNTED ON THE CENTER OF THE CAB ROOF (MOUNT ON LEVELING BRACKET FOR DUMP BODIES) (UNLESS OTHERWISE SPECIFIED)		
1	BACK RACK CAB PROTECTOR FOR FORD F250/350 PICKUP		
1	BRACKETS- BACK RACK -FORD WITH 21" TOOLBOX		
1	BACKRACK UTILITY LIGHT BRACKET, CENTER MOUNT, 10.5" BASE		
1	DELIVERY TO DEALERSHIP		
1	SUPPLY AND INSTALL A MEYER 7.5' LOT PRO SERIES SNOWPLOW WITH E-Z PLUS MOUNTING SYSTEM		
1	MEYER PISTOL GRIP WIRED CONTROLLER (STANDARD)		
1	MEYER 7.5' POLY SNOW DEFLECTOR		

SUBTOTAL	\$6,065.00
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$6,065.00

Suggested Items:

1	SUPPLY AND INSTALL A DEJANA SPRAY IN BEDLINER (BLACK)	\$600.00	\$600.00	Yes / No
---	---	----------	----------	----------

- ♦ Surcharges may apply at time of order

Customer must fill out the information below before the order can be processed...

Quote #FDE001451

Accepted by:	Date:	PO#:
Please Fill In All Truck Information		
Dejana Pool Chassis ☐	Dealer Chassis ☐	Dealer Drop Ship Chassis ☐
Make _____	Model _____	Color _____
Stock # _____	Factory Order # _____	VIN _____
Year _____	Ready for Pickup (if dealer chassis)	Yes ☐ No ☐

IF DEALER CHASSIS, PLEASE ATTACH DORA/SPEC SHEET OR FACTORY INVOICE.

FORD CHASSIS WITH A DIESEL ENGINE AND A 26.5 GALLON MIDSHIP TANK MAY REQUIRE BODY MODIFICATIONS AT ADDITIONAL COST

- ♦ PLEASE SIGN AND INCLUDE PO IF REQUIRED AND FAX BACK TO 631-544-3501
- ♦ Labor and installation are included in all pricing.
- ♦ Quoted price does not include any applicable taxes.
- ♦ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ♦ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis

Due to unforeseen increases in lead times by all suppliers on custom bodies and equipment, dealers should calculate 180 days of floor plan expense (from receipt of chassis) into their cost calculations.

Also, this quote may be subject to supplier surcharges caused by tariffs and other increased cost of doing business.



~~118~~ 118

Vehicle: [Fleet] 2019 Ram 5500 Chassis Cab (DP0L93) Tradesman 4x4 Crew Cab 60" CA 173.4" WB (Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
DP0L93	2019 Ram 5500 Chassis Cab Tradesman 4x4 Crew Cab 60" CA 173.4" WB	\$46,695.00

COLORS

CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
27A	Quick Order Package 27A Tradesman -inc: Engine: 6.4L V8 Heavy Duty HEMI, Transmission: 6-Speed Auto Aisin AS66RC HD, Door Sill Scuff Pads, Exterior Mirrors w/Supplemental Signals, Map/Courtesy Lamp, Exterior Mirrors Courtesy Lamps, Trailer Tow Mirrors, Exterior Mirrors w/Heating Element, Matte Black Grille Surround, Mirror Running Lights, Black Exterior Mirrors, Black Wheel Flares, Overhead Console, Overhead Cupholder Lamp, Power Black Trailer Tow Mirrors	\$0.00
ADH	Electrical Accessory Group -inc: Voltage Monitoring Auto Idle Up System, Trailer Brake Control, 220 Amp Alternator	\$545.00
BAJ	220 Amp Alternator	Inc.
DF3	Transmission: 6-Speed Auto Aisin AS66RC HD (STD)	\$0.00
DMK	4.44 Axle Ratio (STD)	\$0.00
ESB	Engine: 6.4L V8 Heavy Duty HEMI (STD)	\$0.00
MRU	Black Tubular Side Steps	\$495.00
PW7	Bright White Clearcoat	\$0.00
TBB	Full Size Spare Tire -inc: 19.5" Steel Spare Wheel	\$395.00
TUY	Tires: 225/70R19.5G FT All Position, RR Traction (STD)	\$0.00
TXX8	Diesel Gray/Black, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
WP3	Wheels: 19.5" x 6.0" Steel (STD)	\$0.00
XF6	Voltage Monitoring Auto Idle Up System	Inc.
XHC	Trailer Brake Control	Inc.
Z0D	GVWR: 18,000 lbs (STD)	\$0.00
Options Total		\$1,435.00

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Data Version: 9315. Data Updated: Sep 22, 2019 9:46:00 PM PDT.

32



Vehicle: [Fleet] 2019 Ram 5500 Chassis Cab (DP0L93) Tradesman 4x4 Crew Cab 60" CA 173.4" WB (Complete)

Standard Equipment

Mechanical

Engine: 6.4L V8 Heavy Duty HEMI (STD)
Transmission: 6-Speed Auto Aisin AS66RC HD (STD)
4.44 Axle Ratio (STD)
GVWR: 18,000 lbs (STD)
50 State Emissions
Transmission w/Driver Selectable Mode, Sequential Shift Control and Oil Cooler
Manual Transfer Case
Part-Time Four-Wheel Drive
Engine Oil Cooler
730CCA Maintenance-Free Battery w/Run Down Protection
180 Amp Alternator
87 mph Maximum Speed
Towing Equipment -inc: Trailer Sway Control
Trailer Wiring Harness
10250lbs. Maximum Payload
HD Shock Absorbers
Front Anti-Roll Bar and Rear HD Anti-Roll Bar
Hydraulic Power-Assist Steering
52 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Leading Link Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs
Upfitter Switches
Mechanical Limited Slip Differential

Exterior

Wheels: 19.5" x 6.0" Steel (STD)

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Vehicle: [Fleet] 2019 Ram 5500 Chassis Cab (DP0L93) Tradesman 4x4 Crew Cab 60" CA 173.4" WB (Complete)

Exterior

Tires: 225/70R19.5G FT All Position, RR Traction (STD)
Black Front Bumper w/2 Tow Hooks
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Front License Plate Bracket
Cab Clearance Lights
Fully Automatic Aero-Composite Halogen Daytime Running Headlamps w/Delay-Off

Entertainment

Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Radio Data System and External Memory Control
Radio: Uconnect 3.0
Integrated Roof Antenna
Streaming Audio
6 Speakers

Interior

40-20-40 Bench Folding Driver Seat w/4 Way Direction Control -inc: Manual Fore/Aft and Adjustable Headrest
Driver Seat
Manual Adjust 4-Way Driver Seat
40-20-40 Bench Folding Passenger Seat w/4 Way Direction Control -inc: Manual Fore/Aft and Adjustable Headrest
Passenger Seat
Manual Adjust 4-Way Front Passenger Seat
Vinyl Rear Seat
Manual Tilt Steering Column
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer
Power Rear Windows

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Vehicle: [Fleet] 2019 Ram 5500 Chassis Cab (DP0L93) Tradesman 4x4 Crew Cab 60" CA 173.4" WB (
 ✓ Complete)

Interior

Rear Folding Seat
Rear Cupholder
Proximity Key For Push Button Start Only
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Glove Box
Interior Trim -inc: Deluxe Sound Insulation, Metal-Look Instrument Panel Insert and Chrome/Metal-Look Interior Accents
Full Cloth Headliner
Urethane Gear Shift Knob
HD Vinyl 40/20/40 Split Bench Seat
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
2 12V DC Power Outlets
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Storage Tray
USB Host Flip
Integrated Voice Command w/Bluetooth
Electronically Controlled Throttle
Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins and 2nd Row Underseat Storage
Delayed Accessory Power
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Power Door Locks w/Autolock Feature
Systems Monitor
Redundant Digital Speedometer
Analog Display
Manual Adjustable Front Head Restraints

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Data Version: 9315. Data Updated: Sep 22, 2019 9:46:00 PM PDT.



Vehicle: [Fleet] 2019 Ram 5500 Chassis Cab (DP0L93) Tradesman 4x4 Crew Cab 60" CA 173.4" WB (Complete)

Interior

Seats w/Vinyl Back Material

40/20/40 Split Bench Seat

Front Armrest w/Cupholders

2 Way Rear Headrest Seat

Sentry Key Engine Immobilizer

Safety-Mechanical

Electronic Stability Control (ESC)

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Front Airbags

Airbag Occupancy Sensor

Rear Child Safety Locks

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: 100,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 100,000

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Vehicle: [Fleet] 2019 Ram 5500 Chassis Cab (DP0L93) Tradesman 4x4 Crew Cab 60" CA 173.4" WB (Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$46,695.00
Total Options	\$1,435.00
Vehicle Subtotal	\$48,130.00
Destination Charge	\$1,695.00
Grand Total	\$49,825.00

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DEJANA

Truck and Utility Equipment

Spec 8

QUOTE

EST. 1957
50 YEARS OF SERVICE

New York, New England, Mid Atlantic
& Greater Philadelphia
490 Pulaski Rd Kings Park, NY 11754
Phone(631)544-9000 Fax(631)544-3501
WWW.DEJANA.COM

QUOTE # FDE001455
DATE 9/19/2019

BILL TO: CRISWELL CHEVROLET
SCOTT SILVERMAN
503 QUINCE ORCHARD RD
GAITHERSBURG MD 20878

Phone: 3019480880
Fax: (301) 948-1381
Email: FLEET-MAN@MSN.COM

SHIP TO: CRISWELL CHEVROLET
SCOTT SILVERMAN
503 QUINCE ORCHARD RD
GAITHERSBURG MD 20878

Phone: (301) 948-0880
Fax: (301) 948-1381

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
DAVE SCHOENNAGEL	WORCESTER COUNTY MD	Yes	10/19/2019
MAKE: CHEVROLET	MODEL: 5500 CHASSIS CAB	YEAR: 2019	SRW/DRW: DRW
CAB TO AXLE: 60.0	WHEELBASE: 141.0	VIN:	
STOCK/ORDER NUMBER: TT	TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 3372.47		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	VEHICLE SPEC #8		
1	RUGBY 9' 3-4 YARD ELIMINATOR LP DUMP BODY, 94" O.D. WIDTH: *DOUBLE WALLED SIDES: 10 GA. INNER WALL AND 12 GA GRADE 50 OUTER WALL *17" HIGH SIDES *23" TAILGATE HEIGHT *FULLY BOXED TOP RAIL *FULLY BOXED PERIMETER TAILGATE WITH TWO VERTICAL BRACES *LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY IN REAR POSTS *LED MARKER LIGHTS *EASY LATCH (PATENTED) TAILGATE ACCESS *5" STRUCTURAL LONG SILL *3" I-BEAM CROSSMEMBERS ON 16" CENTERS *INSTALLED AND PAINTED BLACK Price Reflects Single-Stage Paint only. An incremental up-charge will be assessed for solid colors that can be painted single stage and an additional charge will be added on all Base Coat / Clear Coat applications INCLUDED:		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1/4 CABSHIELD FOR 2/3 & 3/4 YARD RUGBY DUMP BODY 15" D		
1	PAINT BODY UPGRADE TO SINGLE STAGE NON-STANDARD COLOR This commercial grade single stage paint may vary in color match due to body angles and gauge of material used in the upfit. COLOR _____ PAINT CODE _____		
1	RUGBY MODEL SR-4016ED DOUBLE ACTING ELECTRIC/HYDRAULIC HOIST CONTROLLER WILL BE LOOSE IN CAB WITH 2' LEAD CLASS 40 HOIST, 5.5" BORE, 16" STROKE, 2" DIAMETER ROD 10.6T CAPACITY 9' BODY		
1	DONOVAN 5000GLU SEMI AUTOMATIC TARP SYSTEM *GROUND LEVEL CRANK *CHAIN GUARD *UNDER BODY SPRING DESIGN *14' TARP		
1	FULL PLATE WITH CLASS V 2 1/2" RECEIVER TUBE AND ICC BUMPER		
1	COMBO HITCH WITH 2 5/16" BALL MOUNTED ON A SLIDE MOUNT		
1	BACK UP ALARM 97DB		
1	PLUG, 7 PRONG FLAT TRAILER AND 4 PRONG FLAT COMBO		
1	BUYERS LED STROBE LIGHT MOUNTED ON THE CENTER OF THE CAB ROOF (MOUNT ON LEVELING BRACKET FOR DUMP BODIES) (UNLESS OTHERWISE SPECIFIED)		
1	SELF LEVELING BRACKET FOR DUMP, RELOCATES STROBE TO CENTER OF CABSHIELD		
1	SUPPLY AND INSTALL A MEYER 8.5' LOT PRO SERIES SNOWPLOW WITH E-Z PLUS MOUNTING SYSTEM		
1	MEYER PISTOL GRIP WIRED CONTROLLER (STANDARD)		
1	8.5 MEYER SNOW DEFLECTOR		
1	DELIVERY TO DEALERSHIP		

SUBTOTAL	\$15,640.00
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$15,640.00

Suggested Items:

Yes / No

WORCESTER COUNTY COMMISSIONERS
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) – Standard Sedan (DRP)

Year 2020 Make FORD Model FUSION

Bid (per unit) \$ 17,733

Total Bid \$ 17,733

Delivery Time 90 DAYS

2. One (1) – Compact 4x2 Cargo Van (Information Technology)

Year 2020 Make FORD Model TRANSIT CONNECT

Bid (per unit) \$ 27,311

* ENGINE IS 2.0L 4CYL
SEATS ARE CLOTH

Total Bid \$ 27,311

Delivery Time 150 DAYS

3. Two (2) – SUV Full Size 4x4 with PPV Police Package (Sheriff)

Year 2020 Make Chevrolet Model Tahoe PPV 4x4

Bid (per unit) \$ 36,195⁰⁰

Total Bid \$ 72,390⁰⁰

Delivery Time 120 days

4. Three (3) – SUV Full Size 4x2 with PPV Police Package (Sheriff)

Year 2020 Make Chevrolet Model Tahoe PPV

Bid (per unit) \$ 33,371⁰⁰

Total Bid \$ 100,113⁰⁰

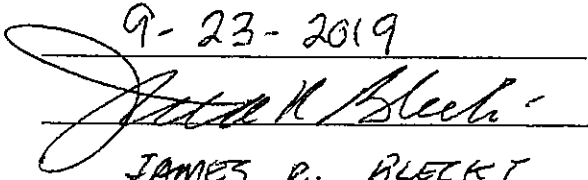
Delivery Time 120 days

5. One (1) - One Ton 4x2 Full Size Cargo Van (Jail)Year 2020 Make Chevrolet Model 3500 Express Cargo VanBid (per unit) \$ 25,923⁰⁰Total Bid \$ 25,923⁰⁰Delivery Time 75-120 days6. One (1) - ¾ Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)Year 2020 Make RAM Model 2500 Crew Cab 4x4Bid (per unit) \$ 30,753⁰⁰ * See notes on specTotal Bid \$ 30,753⁰⁰Delivery Time 90-120 days7. One (1) - ¾ Ton 4x4 Full Size Pickup Truck with Snow Plow (DPW/Maintenance)Year 2020 Make RAM Model 2500 Reg Cab 4x4Bid (per unit) \$ 33,630⁰⁰Total Bid \$ 33,630⁰⁰Delivery Time 90-150 days8. One (1) - 1 ½ Ton 4x4 Crew Cab Truck with Dump Body and Snow Plow (DPW/Roads)Year 2020 Make FORD Model F550Bid (per unit) \$ 58,492Total Bid \$ 58,492Delivery Time APPROXIMATELY 180 DAYS

9. One (1) - 1 ½ Ton 4x2 Crew Cab Truck with Dump Body (DPW/WWW)Year 2020 Make FORD Model F450Bid (per unit) \$ 48,973Total Bid \$ 48,973Delivery Time Approx 180 DAYS10. Three (3) - ¾ Ton 4x4 Full Size Pickup Truck (DPW/WWW)Year 2020 Make Ram Model 2500 Reg Cab 4x4Bid (per unit) \$ 27,897⁰⁰Total Bid \$ 83,691⁰⁰Delivery Time 90-120 days11. Two (2) - ½ Ton 4x2 Full Size Pickup Truck (DPW/WWW)Year 2020 Make Ram Model 1500 Classic Reg Cab 2WDBid (per unit) \$ 18,878⁰⁰Total Bid \$ 37,756⁰⁰Delivery Time 90-120 days

**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date: 9-23-2019
Signature: 
Typed Name: JAMES R. BLECKI
Firm: HERTRICH FLEET SERVICES
Address: 1427 BAY RD
MILFORD, DE. 19968
Telephone: 302-422-3300 - 800-698-9825
Fax: 302-839-0555
E-Mail Address: jblecki@hertrichfleet.com

CNGP530

VEHICLE ORDER CONFIRMATION

09/12/19 12:45:4

==>

Dealer: F2765

2020 FUSION

Page: 1 of

Order No: J123 Priority: M1 Ord FIN: QS133 Order Type: 5B Price Level: 01

Ord Code: 100A Cust/Flt Name: WORC #1 PO Number: WORC #1

RETAIL

RETAIL

P0G FUSION S \$23170

DEST AND DELIV \$995

YZ OXFORD WHITE

TOTAL BASE AND OPTIONS 24165

D ECO CLOTH

TOTAL 24165

E EBONY MED LT ST

THIS IS NOT AN INVOICE

100A EQUIP GRP

997 .2.5L I4 IVCT NC

44W .6-SPD AUTO TRAN NC

425 50 STATE EMISS NC

LANE KEEPNG SYS

BLIND SPOT DET

153 FRT LICENSE BKT NC

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD028181

44



3 Tahoe PPV 4x4 - HERTRICH
FLEET
Pg 1 of 3

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
CK15706	2020 Chevrolet Tahoe 4WD 4dr Commercial	\$49,800.00

COLORS

CODE	DESCRIPTION	MSRP
G1M	Blue Velvet Metallic	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
—	Safety belts, 3-point, driver and front passenger in all seating positions	Inc.
—	Capless fuel fill	Inc.
—	Door handles, body-color	Inc.
—	Instrumentation, analog	Inc.
—	Key, 2-sided	Inc.
—	Luggage rack, delete	Inc.
—	Exterior ornamentation delete	Inc.
—	Power outlets, 4 auxiliary, 12-volt	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.
1FL	Commercial Preferred Equipment Group	\$0.00
5HP	Key, 6 additional keys	\$41.00
5T5	Seats, 2nd and 3rd row vinyl with front cloth seats	\$0.00
6J3	Wiring, grille lamps and siren speakers	\$92.00
6J4	Wiring, horn and siren circuit	\$41.00
6J7	Flasher system, headlamp and taillamp, DRL compatible	\$495.00
7X6	Spotlamp, left-hand	\$490.00
9C1	Identifier for PPV	(\$3,700.00)

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43

HERTRICH DEET

Pg 2 of 3

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (✓ Complete)

OPTIONS

CODE	DESCRIPTION	MSRP
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete	\$50.00
9U3	Seats, Driver and passenger front individual seats in cloth trim	\$0.00
AMF	Remote Keyless Entry Package	\$75.00
ATD	Seat delete, third row passenger	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00
C5Y	GVWR, 7100 lbs. (3221 kg)	Inc.
G1M	Blue Velvet Metallic	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H0U	Jet Black, Premium Cloth seat trim	\$0.00
IO5	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment	\$0.00
K4B	Battery, auxiliary, isolated, 730 CCA	Inc.
KW7	Alternator, 170 amps	Inc.
L83	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00
NQH	Transfer case, active, 2-speed electronic Autotrac	Inc.
NZZ	Skid Plate Package	Inc.
QAR	Tires, P265/60R17 all-season, police, V-rated	Inc.
R9Y	Fleet Free Maintenance Credit.	(\$33.75)
RAP	Wheels, 17" x 8" (43.2 cm x 20.3 cm) steel, police, Black	Inc.
RM7	Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare	Inc.
SAB	Auxiliary Battery Relay	Inc.
V76	Recovery hooks, 2 front, frame-mounted, Black	\$50.00
VK3	License plate front mounting package	\$0.00
VPV	Ship Thru, Produced in Arlington Assembly	Inc.
Z56	Suspension Package, heavy-duty, police-rated	Inc.
ZAK	Tire, spare, P265/60R17 all-season, police, V-rated	Inc.

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Data Version: 9276. Data Updated: Sep 17, 2019 10:35:00 PM PDT.



3

HERTERA FLEET

Pg 3 of 3

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (✓ Complete)

OPTIONS

CODE	DESCRIPTION	MSRP
ZY1	Paint scheme, solid application	\$0.00
Options Total		(\$2,399.75)

Price Summary**PRICE SUMMARY**

	MSRP
Base Price	\$49,800.00
Total Options	(\$2,399.75)
Vehicle Subtotal	\$47,400.25
Destination Charge	\$1,295.00
Grand Total	\$48,695.25

+ KSPEAR ✓
from Kerr

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Data Version: 9276. Data Updated: Sep 17, 2019 10:35:00 PM PDT.



#4 2020 Tahoe PPV 2WD - HERTZ FLEET

Pg 1 of 3

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CC15706) 2WD 4dr Commercial (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
CC15706	2020 Chevrolet Tahoe 2WD 4dr Commercial	\$46,800.00

COLORS

CODE	DESCRIPTION	MSRP
G1M	Blue Velvet Metallic	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
—	Safety belts, 3-point, driver and front passenger in all seating positions	Inc.
—	Capless fuel fill	Inc.
—	Door handles, body-color	Inc.
—	Instrumentation, analog	Inc.
—	Key, 2-sided	Inc.
—	Luggage rack, delete	Inc.
—	Exterior ornamentation delete	Inc.
—	Power outlets, 4 auxiliary, 12-volt	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.
1FL	Commercial Preferred Equipment Group	\$0.00
5HP	Key, 6 additional keys	\$41.00
5T5	Seats, 2nd and 3rd row vinyl with front cloth seats	\$0.00
6J3	Wiring, grille lamps and siren speakers	\$92.00
6J4	Wiring, horn and siren circuit	\$41.00
6J7	Flasher system, headlamp and taillamp, DRL compatible	\$495.00
7X6	Spotlamp, left-hand	\$490.00
9C1	Identifier for PPV	(\$3,800.00)

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Data Version: 9276. Data Updated: Sep 17, 2019 10:35:00 PM PDT.



#4

HERTRICH FLEET

Pg 2 of 3

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CC15706) 2WD 4dr Commercial (✓ Complete)

OPTIONS

CODE	DESCRIPTION	MSRP
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete	\$50.00
9U3	Seats, Driver and passenger front individual seats in cloth trim	\$0.00
AMF	Remote Keyless Entry Package	\$75.00
ATD	Seat delete, third row passenger	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00
C5U	GVWR, 6800 lbs. (3084 kg)	Inc.
G1M	Blue Velvet Metallic	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H0U	Jet Black, Premium Cloth seat trim	\$0.00
IO5	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment	\$0.00
K4B	Battery, auxiliary, isolated, 730 CCA	Inc.
KW7	Alternator, 170 amps	Inc.
L83	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00
NZZ	Skid Plate Package	Inc.
QAR	Tires, P265/60R17 all-season, police, V-rated	Inc.
R9Y	Fleet Free Maintenance Credit.	(\$33.75)
RAP	Wheels, 17" x 8" (43.2 cm x 20.3 cm) steel, police, Black	Inc.
RM7	Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare	Inc.
SAB	Auxiliary Battery Relay	Inc.
V76	Recovery hooks, 2 front, frame-mounted, Black	\$50.00
VK3	License plate front mounting package	\$0.00
VPV	Ship Thru, Produced in Arlington Assembly	Inc.
Z56	Suspension Package, heavy-duty, police-rated	Inc.
ZAK	Tire, spare, P265/60R17 all-season, police, V-rated	Inc.
ZY1	Paint scheme, solid application	\$0.00

Ⓢ At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 9276. Data Updated: Sep 17, 2019 10:35:00 PM PDT.



4- HERTZ FLEET -

Pg 3 of 3

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CC15706) 2WD 4dr Commercial (✓ Complete)

OPTIONS

CODE

DESCRIPTION

MSRP

Options Total

(\$2,499.75)

Price Summary

PRICE SUMMARY

MSRP

Base Price

\$46,800.00

Total Options

(\$2,499.75)

Vehicle Subtotal

\$44,300.25

Destination Charge

\$1,295.00

Grand Total

\$45,595.25

+ K SPEAK
from Kerr Ind.

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Vehicle #5

HARRICH FEET

Pg 1 of 2

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG33405) RWD 3500 135" (✓ Complete)

Selected Model and Options**MODEL**

CODE	MODEL	MSRP
CG33405	2020 Chevrolet Express Cargo Van RWD 3500 135"	\$35,100.00

COLORS

CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
1WT	3500 Van Preferred Equipment Group	\$0.00
5H1	Key equipment, two additional keys for single key system	\$45.00
93W	Medium Pewter, Vinyl Seat Trim	\$0.00
AR7	Seats, front bucket with vinyl trim	\$0.00
C36	Heater, rear auxiliary	Inc.
C60	Air conditioning, single-zone manual	\$0.00
C69	Air conditioning, rear	\$785.00
DAA	Visors, driver and front passenger	\$0.00
E24	Door, swing-out passenger-side, 60/40 split	\$0.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
K34	Cruise control	\$0.00
KG4	Alternator, 150 amps	\$75.00
LV1	Engine, 4.3L V6	\$0.00
M5U	Transmission, 8-speed automatic, electronically controlled	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00
R9Y	Fleet Free Maintenance Credit.	(\$33.75)
TR9	Lighting, auxiliary	\$85.00
U0F	Audio system, AM/FM stereo with MP3 player	\$0.00
U80	Compass, 8-point digital located in the Driver Information Center	Inc.

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Data Version: 9276. Data Updated: Sep 17, 2019 10:35:00 PM PDT.



5- HERTRICH FLEET
Pg 2 of 2

Vehicle: [Fleet] 2020 Chevrolet Express Cargo Van (CG33405) RWD 3500 135" (✓ Complete)

OPTIONS

CODE	DESCRIPTION	MSRP
VXW	LPO, Molded assist steps	\$590.00
ZLP	Tire, spare LT245/75R16E all-season, blackwall	\$0.00
ZQ3	Driver Convenience Package	\$395.00
ZW9	Body, standard	\$0.00
ZX2	Seating arrangement, driver and front passenger high-back buckets,	\$0.00
ZY1	Paint, solid	\$0.00
Options Total		\$1,941.25

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$35,100.00
Total Options	\$1,941.25
Vehicle Subtotal	\$37,041.25
Destination Charge	\$1,295.00
Grand Total	\$38,336.25

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 9276. Data Updated: Sep 17, 2019 10:35:00 PM PDT.



HERTRICH FLEET

Pg 1 of 2

Vehicle #6

2020 - Not yet published

Vehicle: [Fleet] 2019 Ram 2500 (DJ7L91) Tradesman 4x4 Crew Cab 6'4" Box (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
DJ7L91	2019 Ram 2500 Tradesman 4x4 Crew Cab 6'4" Box	\$40,100.00

COLORS

CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

NOTES: wheel base is 149"
No dual batteries
Dealer will remove center
section of seat.

OPTIONS

CODE	DESCRIPTION	MSRP
2ZA	Quick Order Package 2ZA Tradesman	\$0.00
A61	Tradesman Level 1 Equipment Group	\$295.00
ADB	Protection Group	\$145.00
BAJ	220 Amp Alternator	\$100.00
DFX	Transmission: 8-Speed Auto (8HP75-LCV)	\$0.00
DK3	Electric Shift-On-The-Fly Transfer Case	\$295.00
DME	3.73 Axle Ratio	\$0.00
DSA	Anti-Spin Differential Rear Axle	\$445.00
ESA	Engine: 6.4L Heavy Duty V8 HEMI w/MDS	\$0.00
PW7	Bright White Clearcoat	\$0.00
TWD	Tires: LT245/70R17E BSW AS	\$0.00
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	\$0.00
WDA	Wheels: 17" x 7.5" Steel Styled	\$0.00
XHC	Trailer Brake Control	\$295.00
XMf	Spray In Bedliner	\$565.00
Z7F	GVWR: 10,000 lbs	\$0.00

Options Total

\$2,140.00

Price Summary

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#6 - HERTRICH FLEET - Pg 2 of 2

Vehicle: [Fleet] 2019 Ram 2500 (DJ7L91) Tradesman 4x4 Crew Cab 6'4" Box (✓ Complete)

PRICE SUMMARY

	MSRP
Base Price	\$40,100.00
Total Options	\$2,140.00
Vehicle Subtotal	\$42,240.00
Destination Charge	\$1,695.00
Grand Total	\$43,935.00

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#10 -

HERTRICH FLEET

Pg 1 of 2

2020 - not yet published

Vehicle: [Fleet]-2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✓ Complete)

Selected Model and Options**MODEL:**

CODE	MODEL	MSRP
DJ7L62	2019 Ram 2500 Tradesman 4x4 Reg Cab 8' Box	\$36,545.00

COLORS

CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
2ZA	Quick Order Package 2ZA Tradesman	\$0.00
ADB	Protection Group	\$145.00
DFX	Transmission: 8-Speed Auto (8HP75-LCV)	\$0.00
DME	3.73 Axle Ratio	\$0.00
DSA	Anti-Spin Differential Rear Axle	\$445.00
ESA	Engine: 6.4L Heavy Duty V8 HEMI w/MDS	\$0.00
MRU	Black Tubular Side Steps	\$395.00
PW7	Bright White Clearcoat	\$0.00
TWD	Tires: LT245/70R17E BSW All-Season	\$0.00
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	\$0.00
WDA	Wheels: 17" x 7.5" Steel Styled	\$0.00
XHC	Trailer Brake Control	\$295.00
XMf	Spray In Bedliner	\$565.00

Options Total	\$1,845.00
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Price Summary**PRICE SUMMARY**

	MSRP
Base Price	\$36,545.00
Total Options	\$1,845.00
Vehicle Subtotal	\$38,390.00

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Data Version: 9291. Data Updated: Sep 19, 2019 9:57:00 PM PDT.



HENTRICH FLEET - # 10 Pg 2 of 2

Vehicle: [Fleet] 2019 Ram 2500 (DJ7L62) Tradesman 4x4 Reg Cab 8' Box (✓ Complete)

PRICE SUMMARY

	MSRP
Destination Charge	\$1,695.00
Grand Total	\$40,085.00

Includes Back Rack w/ tool box mounts
LED Strobe

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#11

- HENRICH FLEET

2020 - not yet published

Vehicle: [Fleet] 2019 Ram 1500 Classic (DS1L62) Tradesman 4x2 Reg Cab 8' Box (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
DS1L62	2019 Ram 1500 Classic Tradesman 4x2 Reg Cab 8' Box	\$27,645.00

COLORS

CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

OPTIONS

CODE	DESCRIPTION	MSRP
22B	Quick Order Package 22B Tradesman	\$0.00
DFL	Transmission: 8-Speed Automatic (845RE)	\$0.00
DMC	3.21 Rear Axle Ratio	\$0.00
ERB	Engine: 3.6L V6 24V VVT	\$0.00
LM1	Low Beam Daytime Running Headlamps	\$40.00
PW7	Bright White Clearcoat	\$0.00
TTM	Tires: P265/70R17 BSW AS	\$0.00
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	\$0.00
WFP	Wheels: 17" x 7" Steel	\$0.00
Options Total		\$40.00

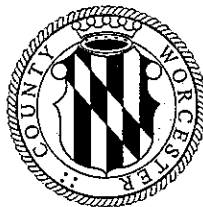
Price Summary

PRICE SUMMARY

		MSRP
Base Price	Includes Standard	\$27,645.00
Total Options	Tow Pkg	\$40.00
Vehicle Subtotal	Sprayed In Bedliner	\$27,685.00
Destination Charge		\$1,695.00
Grand Total	Back Rack LED Strobe	\$29,380.00

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Data Version: 9291. Data Updated: Sep 19, 2019 9:57:00 PM PDT.



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CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 4, 2019

 **FAXED**
9/4/19 @ 12:44 PM

TO: *The Daily Times Group and Ocean City Today Group*
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on September 12, 2019. Thank you.

NOTICE TO BIDDERS

Purchase of New Vehicles Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for the purchase of new vehicles for use by various County Departments. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, or may be obtained online obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, September 23, 2019** 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 "**Vehicle Bid**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Mr. Derrick Babcock, Fleet Management Superintendent, at 410-632-9300, ext. 2320 or 410-632-5675.

INSTRUCTIONS TO BIDDERS

1. BIDS

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "Vehicle Bid".

2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before Monday, September 23, 2019 by 1:00 p.m. Bids received after the appointed time will not be considered.

3. TAXES

The County is exempt from all Federal and State taxes. Your prices should reflect same.

4. SPECIFICATIONS

Specifications for the following vehicles are attached:

1. 1 - Standard Sedan (DRP)
2. 1 - Compact 4x2 Cargo Van (Information Technology)
3. 2 - SUV Full Size 4x4 with PPV Police Package (Sheriff)
4. 3 - SUV Full Size 4x2 with PPV Police Package (Sheriff)
5. 1 - One Ton 4x2 Full Size Cargo Van (Jail)
6. 1 - ¾ Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)
7. 1 - ¾ Ton 4x4 Full Size Pickup Truck with Snow Plow (DPW/Maintenance)
8. 1 - 1 ½ Ton 4x4 Crew Cab Truck Chassis with Dump Body and Snow Plow (DPW/Roads)
9. 1 - 1 ½ Ton 4x2 Crew Cab Truck Chassis with Dump Body (DPW/WWW)
10. 3 - ¾ Ton 4x4 Full Size Pickup Truck (DPW/WWW)
11. 2 - ½ Ton 4x2 Full Size Pickup Truck (DPW/WWW)

5. OTHER SPECIFICATIONS

The Worcester County Commissioners will accept bids for new prior year models that meet all specifications in addition to current production year models.

Vendors are responsible for delivery of awarded vehicle to the DPW, Maintenance Building located at 6113 Timmons Road, Snow Hill, Maryland. All paperwork will accompany vehicles, as the County will be responsible for acquiring their tags and titles. Payment will be made within 15 days of delivery.

6. AWARD OF CONTRACT

Bids will be opened in the County Commissioners office at 1:00 p. m. on Monday, September 23, 2019 to be awarded at a future date. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities, and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

WORCESTER COUNTY

1 - VEHICLE SPECIFICATIONS – STANDARD SEDAN – (DRP)

One (1) New Standard Sedan to be equipped as follows:

Four Door Standard Sedan
Engine - Four Cylinder Engine, 1.3L minimum, Fuel Injected
Transmission - Automatic
Radial Tires - All season tires, Spare Tire with jack
Wheelbase - 104" minimum
Power Brakes - ABS
Power Steering
Factory Air Conditioning
Windshield Wipers - Washer with Intermittent Action
Air bags - Driver, Passenger and Side
Interior - Carpet Floor and Cloth Seats
Exterior - White
Daytime Running Lights
Front Floor Mats
AM-FM Radio
Driver Controlled Electric Door Locks
Tinted Glass
Tilt Steering Wheel
Power Point
Padded Dashboard
Left and Right Outside Mirrors
Fresh Air type Heater and Defroster
Directional Signals
Back up Lights
Light in Cargo Area
Front license Plate Bracket
Fleet Free Maintenance Credit (If applicable)

Acceptable Models: Chevrolet Cruze, Dodge Caliber, or comparable model.

WORCESTER COUNTY

#2 - VEHICLE SPECIFICATIONS – COMPACT 4X2 CARGO VAN (Information Technology)

One (1) New Compact 4x2 Low Roof Cargo Van to be equipped as follows:

Engine:	2.5 Liter 4 cylinder minimum, Fuel Injected
Transmission:	Automatic
Power Brakes:	ABS
Electric Power assisted steering	
Radial Tires:	All Weather Tread
Spare Wheel and Tire with Jack	
Air bag Supplemental Restraint System for Driver and Front Seat Passenger	
Alternator:	150 amps
Battery:	600 cold cranking amps
Wheelbase:	120"
Factory Air Conditioning	
Power Windows and Door locks	
Dual sliding side doors	
Tire Pressure Monitoring System	
Windshield Wiper/Washer:	Multi-Speed Electric with Intermittent Action
AM/FM Radio	
Exterior:	White
Interior:	Vinyl Upholstery in Charcoal black
Floor Covering:	Black Rubberized Vinyl
Tinted glass	
Large Mirrors:	Dual Factory Outside Manual Fold - Black
Daytime Running Lights	
Power Outlets	
Rear 180degree swing out cargo doors	
Front tag bracket	
Rear cargo light	
Rear view camera	
Standard contractor shelving on both sides of rear cargo area with safety partition	
Keyless entry keypad	
Two (2) keys and Two (2) key fobs to be supplied with this vehicle	
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Ford Transit Connect XLT or comparable model.

WORCESTER COUNTY

#3 - VEHICLE SPECIFICATIONS – SUV FULL SIZE 4X4 WITH PPV POLICE PACKAGE (Sheriff)

Two (2) New Full Size SUV 4x4 PPV Police Package rated to be equipped as follows:

Payload:	1,500 lbs. minimum
GVWR:	6,700 lbs. minimum
Wheelbase:	112" minimum
Engine:	5.3L minimum displacement,
Transmission:	6 Speed Automatic with Overdrive
Drive type:	4 wheel drive
Battery:	660 CCA with rundown protection
Auxiliary battery:	730 CCA with computer controlled isolator
Alternator:	160 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	V Rated Manufacturer's radial to meet Payload with conventional spare Wheel and tire
Brakes:	Power with 4 wheel ABS
Steering:	Power with tilt wheel and Column mounted Gear Shift Lever
Fuel tank:	26 gallon minimum
Mirrors:	Dual – factory installed – low mount 5" x 7" Minimum, remote control, electric-heated
Bumpers:	Front and rear
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass
Rear intermittent Wiper/ Wash	
Cloth 40/20/40 seats in front, 2 nd row vinyl 60/40 split folding bench seats	
Delete Center Front Seat (9U3)	
Six way power driver's seat	
Factory air conditioning	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Heater/defroster – fresh air type	
Directional signals	
Windshield wipers – multi-speed electric with intermittent action feature	
No floor console	
Rear A/C and heat	
Rear window defroster	
Power point	
AM/FM stereo radio w/ C/D	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Blue Velvet Metallic
Interior Color:	Black or Ebony
Front license plate bracket	
Front recovery hooks (V76)	
Factory undercoating	
Cruise control	
Oil Coolers:	Engine, Transmission,

Floor covering: Full heavy duty vinyl
Speedometer: 150 MPH Certified- 1MPH Increments with Digital Trip Odometer
Dash Cluster: Oil Pressure, Volt Meter, Tachometer, Engine Temperature Gauge, Hour Meter and Driver Information Center
Delete daytime running lights (9G8)
Spot lamp-Left hand, separately fused (7X6)
Differential Locking Rear
100 Watt Siren Speaker - Includes Modification to Grill for better DB Output (KSPEAK)
Pre wiring grille lamps & speakers (6J3)
Pre wiring horn & siren circuit (6J4)
Flasher System Headlamps and Tail lamps (6J7)
Fleet Free Maintenance Credit (R9Y)
On Star

Six (6) keys and six key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

WORCESTER COUNTY

#4 - VEHICLE SPECIFICATIONS – SUV FULL SIZE 4X2 WITH PPV POLICE PACKAGE (Sheriff)

Three (3) New SUV Full Size 4x2 PPV Police Package rated to be equipped as follows:

Payload:	1,500 lbs. minimum
GVWR:	6,700 lbs. minimum
Wheelbase:	112" minimum
Engine:	5.3L minimum displacement,
Transmission:	6-Speed Automatic with Overdrive
Battery:	660 CCA with rundown protection
Auxiliary battery:	730 CCA with computer controlled isolator
Alternator:	160 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	V Rated Manufacturer's radial to meet Payload with conventional spare Wheel and tire
Brakes:	Power with 4 wheel ABS
Steering:	Power with tilt wheel and Column mounted Gear Shift Lever
Fuel tank:	26 gallon minimum
Mirrors:	Dual – factory installed – low mount 5" x 7" Minimum, remote control, electric-heated
Bumpers:	Front and rear
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass
Rear intermittent Wiper/ Wash	
Cloth 40/20/40 seats in front, 2 nd row vinyl 60/40 split folding bench seats	
Delete Center Front Seat (9U3)	
Six way power driver's seat	
Factory air conditioning	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Heater/defroster – fresh air type	
Directional signals	
Windshield wipers – multi-speed electric with intermittent action feature	
No floor console	
Rear A/C and heat	
Rear window defroster	
Power point	
AM/FM stereo radio w/ C/D	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Blue Velvet Metallic
Interior Color:	Black or Ebony
Front license plate bracket	
Front recovery hooks (V76)	
Factory undercoating	
Cruise control	
Oil Coolers:	Engine, Transmission,
Floor covering:	Full heavy duty vinyl

Speedometer: 150 MPH Certified- 1MPH Increments with Digital Trip Odometer
Dash Cluster: Oil Pressure, Volt Meter, Tachometer, Engine Temperature Gauge, Hour Meter and Driver Information Center
Delete daytime running lights (9G8)
Spot lamp-Left hand, separately fused (7X6)
Differential Locking Rear
Pre wiring grille lamps & speakers (6J3)
100 Watt Siren Speaker - Includes Modification to Grill for better DB Output (KSPEAK)
Pre wiring horn & siren circuit (6J4)
Flasher System Headlamps and Tail lamps (6J7)
Fleet Free Maintenance Credit (R9Y)
On Star

Six (6) keys and six key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

WORCESTER COUNTY

#5 - VEHICLE SPECIFICATIONS – ONE TON 4X2 FULL SIZE CARGO VAN – (Jail)

One (1) New One Ton 4x2 Full Size Cargo Van to be equipped as follows:

Engine:	4.3 Liter V6 minimum gasoline, Fuel Injected
Transmission:	Automatic
Power Brakes:	ABS
Power Steering	
Radial Tires:	All Weather Tread
Spare Wheel and Tire with Jack	
Air bag Supplemental Restraint System for Driver and Front Seat Passenger	
Alternator:	145 amps
Battery:	600 cold cranking amps
Cruise Control	
Factory Air Conditioning	
Rear Air Conditioning	
Rear Heater	
Power Windows and Door locks	
Swing-out 60/40 passenger side doors	
Tire Pressure Monitoring System	
Windshield Wiper/Washer:	Multi-Speed Electric with Intermittent Action
AM/FM Radio	
Exterior:	White
Interior:	Vinyl Upholstery in Medium Pewter
Floor Covering:	Black Rubberized Vinyl
Tinted glass	
Bumpers:	Front and Rear Painted Black
Mirrors:	Dual Factory Outside Manual Black
Daytime Running Lights	
Full Insulation Package	
Molded Assist Steps	
Power Outlets	
Tilt Steering wheel	
Rear vision camera display	
Four (4) keys to be supplied with this vehicle	
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Chevrolet Express 3500 or comparable model.

WORCESTER COUNTY

#6 - VEHICLE SPECIFICATIONS – ¾ TON 4X4 FULL SIZE CREW CAB PICKUP TRUCK (Fire Marshal)

One (1) New ¾ Ton 4x4 Full Size Crew Cab Pickup Truck to be equipped as follows:

4 Door Crew Cab

Bed Size:

Short bed with wheel well inside body

Drive Type:

4 wheel drive, electronically controlled from dash (No floor shifter)

Wheelbase:

150" Minimum

Engine:

Eight cylinder, gasoline, fuel injected 6.0 liter or equivalent

Towing package:

Class IV trailer hitch receiver with reducers, 7 spade + 4 pin

Heavy duty battery and electric brake controller installed

Transmission:

Automatic with overdrive and auxiliary transmission oil cooler

Alternator:

Extra heavy duty alternator

Dual Batteries

Air Bags:

Driver and passenger

Shock Absorbers:

Front and Rear

Wheels:

16" Steel minimum

Tires:

All season radial to meet payload with conventional spare wheel and tire

Brakes:

Power with anti-lock system

Steering:

Power

Fuel Tank:

Standard

Mirrors:

Dual 6" x 9" side view mirrors

Bumpers:

Matching painted front bumper and rear step bumper

Interior:

Vinyl front bucket seats with deleted center console, and Rear vinyl bench seat. Interior color (Black or Ebony)

Power Group:

Power windows, door locks, mirrors, and keyless entry

Air Conditioning:

Factory installed

Windshield Wipers:

Washer with intermittent action

Locking Rear Differential

Front Tow Hooks

Halogen Headlights

Tinted Glass with dual sun visors

Fresh air type heater and defroster

Directional signals

Power Point or Power Outlet

AM-FM Radio equipped with Bluetooth for cell-phone linking

Exterior Color:

White

Spray in bed liner

Integrated Trailer Brake Controller

Front tag bracket

110 Volt Power Outlet

Vinyl/Rubber flooring

Fleet Free Maintenance Credit (If applicable)

Three (3) Keys and Three (3) key fobs to be supplied with this vehicle

Acceptable Models: Chevrolet 2500, Ford F-250, or comparable model.

WORCESTER COUNTY

#7 - VEHICLE SPECIFICATIONS – ¾ TON 4X4 FULL SIZE PICKUP TRUCK with SNOW PLOW (DPW/Maintenance)

One (1) New ¾ Ton 4x4 Full Size Pickup Truck and Snow Plow to be equipped as follows:

Standard regular cab	
Bed Size:	8' with wheel well inside body
Drive Type:	4 wheel drive
Wheelbase:	127" Minimum
Engine:	Eight cylinder, gasoline, fuel injected 6.0 liter or equivalent
Towing package:	Class IV trailer hitch receiver with reducers, 7 spade + 4 pin plug duty battery and electric brake controller installed
Transmission:	Automatic with overdrive and auxiliary transmission oil cooler
Alternator:	90 Amp minimum
Air Bags:	Driver and passenger
Shock Absorbers:	Front and Rear
Wheels:	16" Steel minimum
Tires:	All season radial to meet payload with conventional spare wheel and tire
Brakes:	Power with anti-lock system
Steering:	Power
Fuel Tank:	Standard
Mirrors:	Dual 6" x 9" side view mirrors
Bumpers:	Matching painted front bumper and rear step bumper
Interior:	Vinyl splint bench seat
Air Conditioning:	Factory installed
Windshield Wipers:	Washer with intermittent action
Locking Rear Differential	
Front Tow Hooks	
Halogen Headlights	
Tinted Glass with dual sun visors	
Fresh air type heater and defroster	
Directional signals	
Power Point or Power Outlet	
AM-FM Radio equipped with Bluetooth for cell-phone linking	
Exterior Color:	White
Daytime Running Lights	
Spray in bed liner	
Back rack for beacon light-tool box mounts	
LED strobe light installed on back rack	
Integrated Trailer Brake Controller	
Front tag bracket	
Vinyl/Rubber flooring	
Driver and Passenger assist steps	
Snow Plow Prep Package	
Fleet Free Maintenance Credit (If applicable)	
Heavy Duty Tow Package	
Four (4) programmed keys to be supplied with this vehicle	

ADDITIONAL SNOW PLOW SPECIFICATIONS

Steel 7.5 foot wide
Minimum 27" height
Plow Shoes
Plow corner sight rods or guides
Plow lights
Heavy duty push frame
Right and left angle hydraulic controlled
Hand held controls
Removable Jack Stand
Full mold board trip design
Quick attach plow frame
Plow Deflector
Any part not mentioned needed to provide a complete and operational unit

Acceptable Models: Chevrolet 2500, Ford F-250, Dodge Ram 2500 or comparable model

WORCESTER COUNTY

#8 - VEHICLE SPECIFICATIONS – 1 ½ TON 4X4 CREW CAB TRUCK CHASSIS WITH DUMP BODY and SNOW PLOW – (DPW/Roads)

One (1) New 1 ½ Ton 4x4 Crew Cab Truck with Dump Body and Snow Plow to be equipped as follows:

One and one half ton crew cab four door truck chassis

Dual rear wheels

Payload: 9,500 lbs. minimum

GVWR: 18,000 lbs. minimum

Wheelbase: 176" minimum

Engine: Eight cylinder, 6.4L gasoline minimum

Transmission: Automatic with overdrive and auxiliary transmission oil cooler

Battery: Single heavy duty 750 CCA minimum

Alternator: 175 AMP minimum

Axle and springs: To meet payload

Air Bags: Driver and passenger

Shock absorbers: Front and rear

Tires: Manufacturer's standard to meet Payload with conventional
spare wheel and tire – black wall

Brakes: Power with four (4) wheel ABS

Steering: Power

Fuel tank: 40 gallon minimum

Mirrors: Manual telescoping or camper style
retractable mirror

Bumpers: Front only

Interior: Vinyl

Towing Package: Class V trailer hitch receiver, 7 spade RV and four pin Plug

Factory air conditioning

Integrated trailer brake controller

Fresh air type heater and defroster

Directional signals

Windshield washer/wipers with intermittent action feature

Dual sun visors

Power point or power outlets

AM/FM radio

Front tow hooks

White exterior color

Daytime running lights

Front tag bracket

Rubber flooring

Snow Plow Prep Package

Cab Running boards or steps

Fleet Free Maintenance Credit (If applicable)

ADDITIONAL DUMP BODY SPECIFICATIONS

Nine feet long dump body with 16" sides

¼ Cab Shield

Backup Alarm

Body Prop
Dirt shedding top rail
Forward Tailgate release
Full-width rear apron
Dual wall tailgate with chain slips
Single lever drop down tailgate release
Full-depth rear corner posts with chain holders
Full-height front radii corner posts
Heavy duty tailgate hardware with grease fittings
10 gauge high strength steel floor
Recessed shock mounted LED lights
7 gauge interlaced high strength steel understructure with 3" structural steel cross sills
Double acting electrical hydraulic scissor hoist
Single stage cylinder
Electric/Hydraulic power unit assembly
Self contained hydraulic reservoir
In cab tethered hand held control to raise and lower dump body
Ground crank arm style mesh tarp system mounted on cab shield
Ground crank to be mounted on side of body behind driver's side rear door
Trailer towing package mounted on rear of truck
Structure shall be structural steel and electrically welded in place
One combination pintle hook with 2 5/16" ball
7 prong light socket
Powder coat body to match factory exterior color of vehicle.
LED strobe light mounted with self leveling bracket on cab shield

ADDITIONAL SNOW PLOW SPECIFICATIONS

Steel 8.5 foot wide
Minimum 27" height
Plow Shoes
Plow corner sight rods or guides
Plow lights
Heavy duty push frame
Right and left angle hydraulic controlled
Hand held controls
Removable Jack Stand
Full mold board trip design
Quick attach plow frame
Plow Deflector
Any part not mentioned needed to provide a complete and operational unit

Acceptable Models: Ford F-550, Dodge Ram 5500, or comparable model

WORCESTER COUNTY

#9 - VEHICLE SPECIFICATIONS – 1 ½ TON 4X2 CREW CAB TRUCK CHASSIS WITH DUMP BODY – (DPW/WWW)

One (1) New 1 ½ Ton Crew Cab Truck with Dump Body to be equipped as follows:

One and one half ton crew cab four door truck chassis

Dual rear wheels

Payload: 6,000 lbs. minimum

GVWR: 16,000 lbs. minimum

Wheelbase: 176" minimum

Engine: Eight cylinder, 6.4L gasoline minimum

Transmission: Automatic with overdrive and auxiliary transmission oil cooler

Battery: Single heavy duty 750 CCA minimum

Alternator: 175 AMP minimum

Axle and springs: To meet payload

Air Bags: Driver and passenger

Shock absorbers: Front and rear

Tires: Manufacturer's standard to meet Payload with conventional spare wheel
and tire – black wall

Brakes: Power with four (4) wheel ABS

Steering: Power

Fuel tank: 40 gallon minimum

Mirrors: Manual telescoping or camper style retractable mirror

Bumpers: Front only

Interior: Vinyl

Towing Package: Class V trailer hitch receiver, 7 spade RV and four pin Plug

Factory air conditioning

Integrated trailer brake controller

Fresh air type heater and defroster

Directional signals

Windshield washer/wipers with intermittent action feature

Dual sun visors

Power point or power outlets

AM/FM radio

Front tow hooks

White exterior color

Daytime running lights

Front tag bracket

Rubber flooring

Cab Running boards or steps

Fleet Free Maintenance Credit (If applicable)

ADDITIONAL DUMP BODY SPECIFICATIONS

Nine feet long dump body with 16" sides

¼ Cab Shield

Backup Alarm

Body Prop

Dirt shedding top rail

Forward Tailgate release
Full-width rear apron
Dual wall tailgate with chain slips
Single lever drop down tailgate release
Full-depth rear corner posts with chain holders
Full-height front radii corner posts
Heavy duty tailgate hardware with grease fittings
10 gauge high strength steel floor
Recessed shock mounted LED lights
7 gauge interlaced high strength steel understructure with 3" structural steel cross sills
Double acting electrical hydraulic scissor hoist
Single stage cylinder
Electric/Hydraulic power unit assembly
Self contained hydraulic reservoir
In cab tethered hand held control to raise and lower dump body
Ground crank arm style mesh tarp system mounted on cab shield
Ground crank to be mounted on side of body behind driver's side rear door
Trailer towing package mounted on rear of truck
Structure shall be structural steel and electrically welded in place
One combination pintle hook with 2 5/16" ball
7 prong light socket
Powder coat body to match factory exterior color of vehicle.
LED strobe light mounted with self leveling bracket on cab shield

Acceptable Models: Ford F-450 or comparable model.

WORCESTER COUNTY

#10 - VEHICLE SPECIFICATIONS – ¾ TON 4X4 FULL SIZE PICKUP TRUCK (DPW/WWW)

Three (3) New ¾ Ton 4x4 Full Size Pickup Trucks to be equipped as follows:

Standard regular cab	
Bed Size:	8' with wheel well inside body
Drive Type:	4 wheel drive
Wheelbase:	127" Minimum
Engine:	Eight cylinder, gasoline, fuel injected 6.0 liter or equivalent
Towing package:	Class IV trailer hitch receiver with reducers, 7 spade + 4 pin, heavy duty battery and electric brake controller installed
Transmission:	Automatic with overdrive and auxiliary transmission oil cooler
Alternator:	90 Amp minimum
Air Bags:	Driver and passenger
Shock Absorbers:	Front and Rear
Wheels:	16" Steel minimum
Tires:	All season radial to meet payload with conventional spare wheel and tire
Brakes:	Power with anti-lock system
Steering:	Power
Fuel Tank:	Standard
Mirrors:	Dual 6" x 9" side view mirrors
Bumpers:	Matching painted front bumper and rear step bumper
Interior:	Vinyl splint bench seat
Air Conditioning:	Factory installed
Windshield Wipers:	Washer with intermittent action
Locking Rear Differential	
Front Tow Hooks	
Halogen Headlights	
Tinted Glass with dual sun visors	
Fresh air type heater and defroster	
Directional signals	
Power Point or Power Outlet	
AM-FM Radio	
Exterior Color:	White
Daytime Running Lights	
Spray in bed liner	
Back rack for beacon light-tool box mounts	
LED strobe light installed on back rack	
Integrated Trailer Brake Controller	
Front tag bracket	
Vinyl/Rubber flooring	
Driver and Passenger assist steps	
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Chevrolet 2500, Ford F-250, Dodge Ram 2500 or comparable model.

WORCESTER COUNTY

#11 - VEHICLE SPECIFICATIONS – ½ TON 4X2 FULL SIZE PICKUP TRUCK (DPW/WWW)

Two (2) New ½ Ton 4x2 Full Size Pickup Trucks to be equipped as follows:

Standard regular cab

Bed size:	8' with wheel well inside body
Drive type:	2 wheel rear drive
Payload:	1,900 lb. minimum
GVWR:	6,000 lb. minimum
Wheelbase:	128" minimum
Engine:	Six cylinder, 3.6L minimum, gasoline, Fuel injected <u>OR</u> ethanol (E85)
Transmission:	Automatic with overdrive
Battery:	600 CCA minimum
Alternator:	95 amp minimum
Suspension:	To meet payload
Air bags:	Driver and passenger
Shock absorbers:	Front and rear
Wheels:	16" steel minimum
Tires:	All season radial to meet payload with conventional spare wheel and tire
Brakes:	Power with anti-lock system
Steering:	Power
Fuel tank:	Standard
Mirrors:	Dual 6"x9" side view mirrors
Bumpers:	Matching painted front and rear
Interior:	Vinyl split bench seat
Air conditioning:	Factory installed
Windshield wipers:	Washer with intermittent action
Tinted glass with dual sun visors	
Fresh air type heater and defroster	
Directional signals	
Power point or power outlet	
AM-FM radio	
Vinyl/Rubber Flooring	
White exterior color	
Daytime running lights	
Front license plate bracket	
Spray on Bed-liner	
Back rack for strobe light – no toolbox mount	
LED strobe light installed on back rack	
Towing Package:	Receiver hitch, class IV with 7 spade RV and four pin plug
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Chevrolet C1500, Ford F150, Dodge 1500 or comparable model.

✓⁺ KH
9-4-19

NEW VEHICLE DEALERSHIP VENDORS

Hertrich Chevrolet, Inc.
Billy Taylor, Terry Degroat
1337 Ocean Highway
Pocomoke, Maryland 21851
410-957-2222 Fax: 410-957-4589
tdegroat@hertrichs.com

Hertrich Ford Chrysler Jeep Ram
Dana Smith
1618 Ocean Highway
Post Office Box 119
Pocomoke, Maryland 21851
410-957-3333 Fax: 410-957-4362
dsmith@hertrichs.com

Hertrich Buick GMC of Salisbury
2016 N. Salisbury Blvd.
Salisbury, Maryland 21804
410-742-1106
Fax: 410-742-4722

Hertrich Fleet Services Inc.
Chris Wilder or Susan Hickey
1427 Bay Road
Milford, DE 19963
800-698-9825 Fax: 302-839-0555
cwilder@hertrichfleet.com
shickey@hertrichfleet.com

Safford Ford, Lincoln, Mercury
Lowell Hoffe
1902 N. Salisbury Blvd.
Salisbury, Maryland 21801
410-548-4600 ext. 1513
Fax: 410-548-4610

Lindsay Ford
Dan Paderofsky
11250 Veirs Mill Road
Wheaton, MD 20902
240-283-3733
Fax: 301-946-9410
dpaderofsky@lindsayford.com

IG Burton Berlin Chevrolet
10419 Old Ocean City Blvd.
Attn. Sales Manager
Berlin, MD 21811
410-641-0444
Fax: 410-641-9837

IG Burton
Shayne Fannin
793 Bay Road
Milford, DE 19963
302-265-1318 or 757-618-5678 (cell)
Fax: 302-265-1490
sfannin@igburton.com

Pittsville Ford (Preston)
Troy Snyder
7155 Friendship Road
Pittsville, MD 21850
410-835-8338 Fax: 410-835-8877
TSnyder@prestonmotor.com

Preston Millsboro Chrysler Dodge Jeep Ram
Attn. Sales Manager
8380 Dupont Blvd
Millsboro, DE 19966
302-934-8282

Apple Ford Inc.
Justin Skipper
8800 Stanford Blvd.
Columbia, Maryland 21045
410-290-1100
Fax: 410-290-1540
jskipper@appleford.com

Bayshore Ford
Ava Halpin & Rob VanDeBoe
4003 N. Dupont Hwy
New Castle, DE 19720
302-656-3160
Fax: 302-656-5089
ahalpin@bayshoreford.com
rvandeboe@bayshoreford.com

Criswell Chevrolet, Inc
Mark A. White
503 Quince Orchard Road
Gaithersburg, Maryland 20878
301-948-0880 or 571-335-2469 (cell)
Fax: 301-948-1381
mwhite@criswellauto.com

Norris Ford Inc.
Stu Curtin
901 Merritt Boulevard
Dundalk, Maryland 21222
443-549-3452 Fax: 410-285-0872
Scurtin@NorrisAutoGroup.com

Frederick Ford
Mark Malone
PO Box 1420
26905 Sussex HWY
Seaford DE 19973
302-629-4553 ext. 1283
Fax: 302-629-9110
mmalone@frederickford.com



13

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 19, 2019

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *K.S.*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Proposed Revised Resolution Establishing Standard Sewer Flow Calculations

Following your August 20, 2019 public hearing on the proposed resolution establishing standard sewer flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland, the Sewer Committee met regarding a possible reconsideration process to be added to the policy as requested following your public hearing. Although the Sewer Committee cautions against the adoption of a reconsideration process for several reasons as more specifically outlined in this memo, we have included possible language in Section 1F and 1G of the attached draft resolution. p. 3 p. 11

Please note that Worcester County has been calculating projected sewage flow for the past 40-years based upon industry-standard design manuals, including: Metcalf & Eddy's Wastewater Engineering Textbook - latest edition published 2013; 10-States Standards - Recommended Standards for Wastewater Facilities - latest edition published 2014, and Design Guidelines for Wastewater Facilities - Maryland Department of the Environment (MDE) Engineering and Capital Projects Program, latest edition published 2016; with local modifications provided by the Maryland Department of Health and Mental Hygiene (DHMH), and actual observed flows recorded by the Worcester County Department of Public Works (formerly the Worcester County Sanitary Commission) and the Worcester County Environmental Programs Department. One of the primary goals of this resolution is to incorporate this extensive data into an easy-to-use format for both applicants and staff to reference in calculating projected sewer flow for new development in Worcester County. The Sewer Committee believes that a Reconsideration Process re-introduces uncertainty to the process for which we are attempting to establish standards upon which developers, residents, business-owners and staff can rely upon to ensure that adequate wastewater treatment capacity is available now and in the future to serve all customers in the service area. Therefore **the Sewer Committee unanimously recommends against the inclusion of a Reconsideration Process in the resolution.** *

While not an exhaustive list, the following outlines a few of the Committee's concerns with regard to a Reconsideration Process:

1. Annual budgets are established based upon the total EDUs to be served. Since the operating cost within the service area is generally fixed, if the total number of EDUs served is diminished, the total cost per EDU will increase.
2. It will necessitate an increase in service area reserves in order to set aside funds for potential rebates. If funds are not set aside, rebates of EDUs will be balanced on the back of the other service area customers.
3. Payment plan requests will further burden the financial viability of the service areas.
4. Potential for significant financial burden on business-owners if they are required to purchase additional EDUs as a result of the Reconsideration Process.
5. Concern that flow may be manipulated in the early stages of a new development.
6. Possibility of artificially low flow pending full occupancy and use of the new development.
7. How to handle increased flow by future users who may not practice the same sewer conservation techniques as previous tenants with the same use after a reconsideration has lowered the allocation.
8. What happens if the actual flow exceeds the projected estimates and we no longer have additional capacity available to sell?
9. Average flows can be skewed by days and hours of operations less than 24/7. For example, flow from medical complexes should not be based upon a weekly average given that they do not operate on at least 2 or more days each week.
10. How do we confirm the accuracy of data submitted by applicants?
11. Whose meter readings will be used? What type of meter readings will be accepted?
12. How do we ensure that subsequent owners are aware of and abide by any prior agreements developed as a result of the Reconsideration Process? If flow increases by a new owner, how will we detect that and will the new owner be aware of the potential that they may need to buy more EDUS?
13. Insufficient staff to process and investigate reconsideration applications.
14. In other jurisdictions across the country, capacity is assigned in the permitting phase and not reconsidered in the future. Worcester County should continue to do likewise.
15. Wastewater facilities are designed and EDUs are assigned based upon a flow in gallons per day. Using average flow data over multiple days, weeks or months does not account for daily peak flow which could overwhelm the sewer infrastructure (pipes, pump stations, treatment plant and effluent disposal sites) and create environmental hazards.

In conclusion, due to the concerns listed above and since the proposed resolution presented at your public hearing on August 20 simply formalizes the calculation of projected sewage flow which your staff has been implementing for the past 40-years based upon well-established and regularly updated industry-standard design manuals, the Sewer Committee encourages you to adopt the August 20 version of the resolution rather than the modified version attached hereto which includes the Reconsideration Process.

P. 3

We look forward to discussing this matter further at your meeting on September 17, 2019. Please feel free to contact me in the meantime if you should have any questions or concerns.

cc: Sewer Committee

Staff Recommended
Draft

**RESOLUTION ESTABLISHING STANDARD SEWER FLOW CALCULATIONS FOR
DETERMINING REQUIRED CAPACITY TO SERVE RESIDENTIAL AND NON-
RESIDENTIAL LAND USES TO BE SERVED BY PUBLIC SEWER SYSTEMS IN
WORCESTER COUNTY, MARYLAND**

WHEREAS, the County Commissioners of Worcester County, Maryland (the "Commissioners") have determined that it is desirable to provide for adequate water and sewage capacity for the residents of the County and to allocate water and sewage capacity among current and future developments in a fair and equitable manner in its effort to maintain water and sewerage allocation availability to the community; and

WHEREAS, Title 9, Subtitle 5, of the Environment Article of the Annotated Code of Maryland, enables County comprehensive water and sewerage plans to provide for the orderly expansion of community and multi-use water supply and sewerage system in a manner consistent with applicable County and local comprehensive plans, and the statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations (COMAR) 26.03.03, as from time to time amended, provides the basis for the establishment of allocation policies for water supply and sewerage services; and

WHEREAS, the Commissioners have determined the treatment capacity necessary to serve a single-family residential dwelling unit in each Sanitary Service Area on an Equivalent Dwelling Unit (EDU) basis as established by the Commissioners for each individual Sanitary Service Area; and

WHEREAS, standard sewer flow calculations for proposed residential and non-residential developments assist the County in determining the number of EDUs required to serve the proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving the proposed development; and

WHEREAS, the Commissioners, as the governing body of the Sanitary Service Areas of Worcester County, have determined that the flows for certain specific uses as reflected in Tables I-IV of the Design Guidelines for Wastewater Facilities document authored by the Maryland Department of the Environment (MDE), closely resemble the discharge produced by specific land uses in Worcester County, subject to local amendments; and

WHEREAS, the Commissioners have determined it necessary and appropriate to amend these flow tables to reflect local conditions including referencing established design flows for various land uses in other Maryland jurisdictions, and local experience of actual flows generated by similar existing land uses in Worcester County in order to establish the Standard Sewer Flow Calculations in Worcester County, Maryland;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Policy which includes the attached Standard Sewer Flow Calculations in Worcester County, Maryland is hereby adopted by the Commissioners and shall guide the sale and allocation of EDUs so as not to exceed the rated capacity of the wastewater treatment plant serving the proposed development.

See also strike and
Replace version on p. 24

1. **CALCULATION OF REQUIRED EDUs**

- A. The water and sewer allocation for a single family residential unit shall require one EDU.
- B. For non-residential units, the number of EDU's required for a project shall be based on the specific use and scope as determined and approved by County staff, in accordance with the provisions of this Resolution.
- C. Unless otherwise provided in this Resolution, the calculation of the number of EDUs required for a project shall be based on the Standard Sewer Flow Calculations in Worcester County, Maryland (Flow Table) attached hereto as Attachment A.
- D. The calculation of the required EDU's shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number.
- E. If a project or use is not adequately addressed in the Flow Table, County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use and estimate the capacity required based on available data from MDE, neighboring jurisdictions, local experience, or other similar sources which staff determines to be reputable and acceptable. For any project that has a use that must follow this procedure, the property owner shall be required to enter into an allocation agreement with the County that will monitor the EDU usage for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations. The allocation agreement shall have other terms and conditions deemed necessary by the County.

2. **PROCEDURE**

The initial determination of required EDUs will be made by the Department of Environmental Programs in their review of either a permit for construction of improvements or in conjunction with site plan review. Requirements will be determined utilizing the attached Flow Table and recorded by the department on a Flow Calculation Worksheet to be distributed to the Worcester County Sewer Committee and placed in the property/project file. No County building permit shall be issued for the project until the required EDUs have been purchased as confirmed by the County Treasurer's Office.

3. **RECORD-KEEPING AND DOCUMENTATION**

The Department of Environmental Programs shall maintain Flow Calculation Worksheet showing the calculations and project title which shall be maintained in the property/project file. These records shall also include any special determinations and decisions reached for flows not specifically listed in the attached Flow Table.

4. **AMENDMENTS TO THE FLOW TABLE**

The Commissioners reserve the right to periodically review the Flow Table to determine if additions or modifications are necessary. Such additions or modifications shall be adopted by resolution of the Commissioners following a public hearing and shall be in effect for future developments thereafter, but shall not apply to any allocations for existing development.

5. **NATURE OF ALLOCATION**

Nothing herein or action taken hereunder shall constitute a commitment for sewer service by the County which shall at all times be subject to the available capacity and conditions at the time of application for service.

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

Table A	
Flow Projection Based Upon Gallons Per Day (gpd) Per Person	
Type of Establishment	Gallons Per Day (gpd) Per Person
	(Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Boarding houses (per room)	100
Camps: Campground with central comfort stations (per campsite)	70
Camps: Luxury camps with water/sewer hook-ups (per campsite)	100
Country clubs (based on rated capacity)	50
Church (per seat) + additional flow for accessory uses	3
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar (per course)	3,500
Golf Course - 9 holes with limited service snack bar (per course)	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	1 EDU
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
Footnote: Number of persons is calculated by the occupant load as determined by the County Building Code.	

Table B	
Flow Projections for Commercial Establishments	
Public Service Buildings or Other Uses	
Type of Establishment	Projected Flow by Area
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with food service	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food service)	Gross Sq. Ft. x 0.13 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations - full service garage	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

Table C		
Flow Projection for Country Clubs		
<u>Type of Fixture</u>	<u>Gallons Per Day</u>	<u>Per Fixture</u>
Baths		300
Showers		500
Sinks		50
Toilets		150
Urinals		100

Table D		
Flow Projection for Public Parks		
(During hours when park is open)		
<u>Type of Fixture</u>	<u>Gallons Per Day (gpd)</u>	<u>Per Fixture</u>
Faucets		15
Flush toilets		35
Showers		100
Urinals		10

Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.

EDU Allocation Worksheet



Project:

Tax Map:

Parcel:

Lot:

Tax ID:

Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
Common uses:				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
Total EDU Projection				0

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____

**RESOLUTION ESTABLISHING STANDARD SEWER FLOW CALCULATIONS FOR
DETERMINING REQUIRED CAPACITY TO SERVE RESIDENTIAL AND NON-
RESIDENTIAL LAND USES TO BE SERVED BY PUBLIC SEWER SYSTEMS IN
WORCESTER COUNTY, MARYLAND**

WHEREAS, the County Commissioners of Worcester County, Maryland (the "Commissioners") have determined that it is desirable to provide for adequate water and sewage capacity for the residents of the County and to allocate water and sewage capacity among current and future developments in a fair and equitable manner in its effort to maintain water and sewerage allocation availability to the community; and

WHEREAS, Title 9, Subtitle 5, of the Environment Article of the Annotated Code of Maryland, enables County comprehensive water and sewerage plans to provide for the orderly expansion of community and multi-use water supply and sewerage system in a manner consistent with applicable County and local comprehensive plans, and the statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations (COMAR) 26.03.03, as from time to time amended, provides the basis for the establishment of allocation policies for water supply and sewerage services; and

WHEREAS, the Commissioners have determined the treatment capacity necessary to serve a single-family residential dwelling unit in each Sanitary Service Area on an Equivalent Dwelling Unit (EDU) basis as established by the Commissioners for each individual Sanitary Service Area; and

WHEREAS, standard sewer flow calculations for proposed residential and non-residential developments assist the County in determining the number of EDUs required to serve the proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving the proposed development; and

WHEREAS, the Commissioners, as the governing body of the Sanitary Service Areas of Worcester County, have determined that the flows for certain specific uses as reflected in Tables I-IV of the Design Guidelines for Wastewater Facilities document authored by the Maryland Department of the Environment (MDE), closely resemble the discharge produced by specific land uses in Worcester County, subject to local amendments; and

WHEREAS, the Commissioners have determined it necessary and appropriate to amend these flow tables to reflect local conditions including referencing established design flows for various land uses in other Maryland jurisdictions, and local experience of actual flows generated by similar existing land uses in Worcester County in order to establish the Standard Sewer Flow Calculations in Worcester County, Maryland;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Policy which includes the attached Standard Sewer Flow Calculations in Worcester County, Maryland is hereby adopted by the Commissioners and shall guide the sale and allocation of EDUs so as not to exceed the rated capacity of the wastewater treatment plant serving the proposed development.

1. **CALCULATION OF REQUIRED EDUs**

- A. The water and sewer allocation for a single family residential unit shall require one EDU.
- B. For non-residential units, the number of EDU's required for a project shall be based on the specific use and scope as determined and approved by County staff, in accordance with the provisions of this Resolution.
- C. Unless otherwise provided in this Resolution, the calculation of the number of EDUs required for a project shall be based on the Standard Sewer Flow Calculations in Worcester County, Maryland (Flow Table) attached hereto as Attachment A.
- D. The calculation of the required EDU's shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number.
- E. If a project or use is not adequately addressed in the Flow Table, County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use and estimate the capacity required based on available data from MDE, neighboring jurisdictions, local experience, or other similar sources which staff determines to be reputable and acceptable. For any project that has a use that must follow this procedure, the property owner shall be required to enter into an allocation agreement with the County that will monitor the EDU usage for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations. The allocation agreement shall have other terms and conditions deemed necessary by the County.

F. RECONSIDERATION PROCESS - AS OF THE DATE OF ADOPTION OF THIS RESOLUTION, ALL NEW NON-RESIDENTIAL WATER AND SEWER CUSTOMERS MAY REQUEST AN AUDIT OF THEIR EDU ALLOCATIONS WITHIN A PERIOD OF UP TO THREE YEARS AS MEASURED FROM THE DATE OF ISSUANCE OF THE FIRST CERTIFICATE OF OCCUPANCY FOR THE SUBJECT USE. APPLICATIONS FOR EDU ASSIGNMENT AUDITS WILL ONLY BE ACCEPTED FOR CLAIMS OF OVER-ASSIGNMENT BY AT LEAST 20% OF THE TOTAL INITIAL ALLOCATION AND NO LESS THAN TWO EDUS. ALL REQUESTS SHALL BE FOR WHOLE NUMBERS OF EDUS ONLY; NO PARTIAL EDU AUDIT REQUESTS WILL BE ACCEPTED. ALL EDUS ARE ASSIGNED ON THE BASIS OF GALLONS PER DAY AND ARE NOT TO REFLECT AN AVERAGE FLOW PER DAY OVER ANY GIVEN TIME PERIOD.

- (1) REQUESTS FOR AN AUDIT SHALL BE ON FORMS AS PROVIDED BY THE COUNTY AND MAY CONTAIN ALL INFORMATION THE APPLICANT WISHES TO SUBMIT IN FURTHERANCE OF THEIR REQUEST FOR A REDUCTION IN REQUIRED EDUS BUT MUST CONTAIN AT A MINIMUM THE FOLLOWING INFORMATION:
 - (a) THE ACCOUNT NUMBER FOR THE PROPERTY WHICH IS THE SUBJECT OF THE REQUEST.
 - (b) THE NAME, MAILING ADDRESS, PHONE NUMBER AND EMAIL ADDRESS OF THE APPLICANT AND OWNER, IF DIFFERENT, OF THE SUBJECT PROPERTY.

- (c) DOCUMENTATION THAT THE PROJECT FOR WHICH THE EDU ASSIGNMENT AUDIT IS BEING REQUESTED IS OPERATING AT NO LESS THAN 95% OF ITS PERMITTED OCCUPANCY LIMITATIONS.
 - (d) DAILY SEWERAGE FLOW INFORMATION FOR A PERIOD OF NOT LESS THAN ONE HUNDRED EIGHTY CONSECUTIVE DAYS WHICH MUST INCLUDE ALL OF THE TIME PERIOD BETWEEN MAY 15TH TO SEPTEMBER 15TH AND WHICH SHALL BE REFERRED TO AS THE "STUDY PERIOD".
 - (e) THE APPLICATION SHALL BE ACCOMPANIED BY A NON-REFUNDABLE FEE IN THE AMOUNT OF FIVE HUNDRED DOLLARS.
- (2) COUNTY STAFF FROM THE DEPARTMENTS OF ENVIRONMENTAL PROGRAMS, PUBLIC WORKS AND THE TREASURER'S OFFICE SHALL PERFORM AN INITIAL REVIEW OF THE APPLICATION AND THE MATERIAL SUPPLIED WITHIN THIRTY DAYS OF SUBMITTAL OF THE APPLICATION. IN ORDER TO RENDER A DECISION, COUNTY STAFF MAY REQUEST ADDITIONAL INFORMATION OR STUDIES, ALL OF WHICH SHALL BE AT THE EXPENSE OF THE APPLICANT.
- (3) IN ORDER FOR AN EDU ALLOCATION REDUCTION TO BE GRANTED COUNTY STAFF MUST FIND AFFIRMATIVELY THAT:
- (a) AT NO POINT IN THE STUDY PERIOD DID THE DAILY SEWER FLOW EXCEED THE REQUESTED REVISED SEWERAGE FLOW ON MORE THAN TEN DAYS, AND;
 - (b) AT NO POINT IN THE STUDY PERIOD DID THE DAILY SEWER FLOW OVER A PERIOD OF ANY THREE CONSECUTIVE DAYS EXCEED THE REQUESTED REVISED SEWERAGE FLOW.
- (4) AFTER A CAREFUL REVIEW OF ALL THE INFORMATION SUBMITTED BY THE APPLICANT AND COUNTY INFORMATION, SHOULD COUNTY STAFF DETERMINE THAT THE APPLICANT HAS UTILIZED LESS THAN THE ALLOCATED FLOWS MEASURED IN GALLONS PER DAY AS ROUNDED UP TO A WHOLE NUMBER OF EDUS, THE PROPERTY OWNER SHALL BE ENTITLED TO A REDUCTION OF ITS EDU ALLOCATION AND A REFUND OF THE INITIAL PURCHASE PRICE OF THE ADDITIONAL EDUS. ALL REFUND PAYMENTS SHALL BE MADE TO THE PROPERTY OWNER LISTED ON THE APPLICATION FOR AUDIT. THE COUNTY WILL NOT BE A PARTY TO ANY PRIVATE AGREEMENTS BETWEEN CURRENT AND PRIOR PROPERTY OWNERS, LESSEES, DEVELOPERS, BUILDERS OR ANY OTHER INDIVIDUAL OR BUSINESS ENTITY HAVING AN INTEREST IN THE EDU ALLOCATIONS. NO OTHER COSTS OR FEES ASSOCIATED WITH THE EDUS SHALL BE REFUNDED. ANY EDUS DETERMINED TO BE IN SURPLUS TO THE PROPERTY OWNER ARE NOT TRANSFERRABLE TO ANY PARTY OTHER THAN THE COUNTY. IF A REDUCTION IN EDU ALLOCATIONS IS APPROVED, THE PROPERTY OWNERS MAY ELECT TO RETAIN THEIR EDU ALLOCATIONS BY CONTINUING TO PAY ALL ASSOCIATED COSTS FOR THE EDUS. ANY FUTURE REQUESTS FOR

AN AUDIT SHALL ONLY BE FOR THE PERIOD SINCE THE CONCLUSION OF THE LAST AUDIT AND MUST REFLECT THE USES OVER THE MOST RECENT STUDY PERIOD.

- (5) SHOULD THE AUDIT SHOW THAT THE PROPERTY HAS USED GREATER THAN THE ALLOCATED FLOW IN GALLONS PER DAY ON MORE THAN TEN DAYS OR USED AN AVERAGE DAILY FLOW OVER ANY FOUR CONSECUTIVE DAYS WHICH IS GREATER THAN THE ALLOCATED FLOW DURING THE STUDY PERIOD, THE APPLICANT/ OWNER SHALL BE REQUIRED TO IMMEDIATELY PURCHASE ANY ADDITIONAL EDUS (IF AVAILABLE) REQUIRED AS DETERMINED BY THE AUDIT AND PAY ANY USAGE CHARGES THEY MAY HAVE ESCAPED SINCE THE ACCOUNT WAS PLACED IN SERVICE. SHOULD ADDITIONAL EDUS NOT BE AVAILABLE, AS DETERMINED BY THE COUNTY, THE PROPERTY OWNER SHALL IMMEDIATELY TAKE ALL NECESSARY STEPS TO REDUCE THEIR FLOWS BELOW THE ALLOCATED LIMITS. SUCH MEASURES MAY INCLUDE BUT ARE NOT LIMITED TO WATER CONSERVATION MEASURES, A REDUCTION IN BUSINESS HOURS, A REDUCTION IN CUSTOMER SERVICE AND FLOOR AREAS OR A CURTAILING OF CERTAIN BUSINESS OPERATIONS. ALL FLOWS MUST BE REDUCED TO THE ALLOCATED FLOWS WITHIN NINETY DAYS OF NOTICE OF AUDIT RESULTS BY THE COUNTY.

- G. THE COUNTY RESERVES THE RIGHT TO MONITOR DAILY FLOW DATA AND AUDIT ANY NON-RESIDENTIAL WATER OR SEWER CUSTOMER AT ANY TIME OVER ANY STUDY PERIOD AS DESCRIBED IN THE RECONSIDERATION PROCESS IN SUBSECTION F ABOVE TO DETERMINE DAILY FLOW RATES. ANY CUSTOMER FOUND TO BE EXCEEDING THEIR DAILY EDU ALLOCATION ON MORE THAN TEN DAYS OR HAVING USED AN AVERAGE DAILY FLOW OVER ANY THREE CONSECUTIVE DAYS WHICH IS GREATER THAN THE ALLOCATED FLOW SHALL BE REQUIRED TO TAKE THE SAME MEASURES TO REDUCE FLOWS OR ACQUIRE ADDITIONAL CAPACITY, IF AVAILABLE, AS IF IT HAD BEEN DISCOVERED THROUGH AN AUDIT APPLICATION AS DESCRIBED IN SUBSECTION F(5) ABOVE.

2. PROCEDURE

The initial determination of required EDUs will be made by the Department of Environmental Programs in their review of either a permit for construction of improvements or in conjunction with site plan review. Requirements will be determined utilizing the attached Flow Table and recorded by the department on a Flow Calculation Worksheet to be distributed to the Worcester County Sewer Committee and placed in the property/project file. No County building permit shall be issued for the project until the required EDUs have been purchased as confirmed by the County Treasurer's Office.

3. RECORD-KEEPING AND DOCUMENTATION

The Department of Environmental Programs shall maintain Flow Calculation Worksheet showing the calculations and project title which shall be maintained in the property/project file. These records shall also include any special determinations and decisions reached for flows not specifically listed in the attached Flow Table.

4. **AMENDMENTS TO THE FLOW TABLE**

The Commissioners reserve the right to periodically review the Flow Table to determine if additions or modifications are necessary. Such additions or modifications shall be adopted by resolution of the Commissioners following a public hearing and shall be in effect for future developments thereafter, but shall not apply to any allocations for existing development.

5. **NATURE OF ALLOCATION**

Nothing herein or action taken hereunder shall constitute a commitment for sewer service by the County which shall at all times be subject to the available capacity and conditions at the time of application for service.

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

Table A	
Flow Projection Based Upon Gallons Per Day (gpd) Per Person	
Type of Establishment	Gallons Per Day (gpd) Per Person
	(Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Boarding houses (per room)	100
Camps: Campground with central comfort stations (per campsite)	70
Camps: Luxury camps with water/sewer hook-ups (per campsite)	100
Country clubs (based on rated capacity)	50
Church (per seat) + additional flow for accessory uses	3
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar (per course)	3,500
Golf Course - 9 holes with limited service snack bar (per course)	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	1 EDU
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
Footnote: Number of persons is calculated by the occupant load as determined by the County Building Code.	

**Standard Sewer Flow Calculations
in Worcester County, Maryland**

Attachment A

Table B	
Flow Projections for Commercial Establishments	
Public Service Buildings or Other Uses	
Type of Establishment	Projected Flow by Area
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with food service	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food service)	Gross Sq. Ft. x 0.13 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations - full service garage	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

<u>Table C</u>		
Flow Projection for Country Clubs		
<u>Type of Fixture</u>	<u>Gallons Per Day</u>	<u>Per Fixture</u>
Baths		300
Showers		500
Sinks		50
Toilets		150
Urinals		100

<u>Table D</u>		
Flow Projection for Public Parks		
(During hours when park is open)		
<u>Type of Fixture</u>	<u>Gallons Per Day (gpd) Per Fixture</u>	
Faucets		15
Flush toilets		35
Showers		100
Urinals		10

Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.

EDU Allocation Worksheet



Project:

Tax Map:

Parcel:

Lot:

Tax ID:

Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
Common uses:				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
Total EDU Projection				0

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____

Commissioner Bunting, Mr. Tudor confirmed that the owner, not the renter of a site in a mobile or manufactured home park, would be required to pay the rental license fees for each unit that they own in the park.

Commissioner Purnell opened the floor to receive public comment.

There being no public comments, Commissioner Purnell closed the public hearing.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Bill 19-6 as presented.

Commissioner Purnell closed the legislative session.

The Commissioners conducted a public hearing to receive public comment on a proposed resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in the County to definitively determine the number of equivalent dwelling units (EDUs) required to serve proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of each wastewater treatment plant (WWTP). Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan recognized fellow Sewer Committee members, which include Chief Administrative Officer Harold Higgins, County Attorney Maureen Howarth, Public Works Director John Tustin, Public Works Deputy Director John Ross, Development Review and Permitting Director Ed Tudor, Environmental Programs Director Bob Mitchell, Environmental Programs Deputy Director David Bradford, Finance Officer Phil Thompson, and Enterprise Fund Controller Jessica Wilson. Mr. Mitchell reviewed the resolution establishing standard sewer flow calculations, as conceptually approved by the Commissioners on July 16, 2019 and which included revisions to the original recommended resolution reviewed at the Commissioners' work session on July 2, 2019 as follows: replacing the reference to one EDU equaling 300 gallons per day (gpd) with a reference that the rate shall be as determined by the County Commissioners for each Sanitary Service Area (SSA), since not all SSAs currently use 300 gpd/EDU; Section 1.E. was revised regarding uses not addressed in the tables which have flow determined by staff, to provide that the property owner shall enter into an allocation agreement during which actual usage will be monitored for 24 months in addition to other terms and conditions; Section 2 adds a provision that the Treasurer's Office must confirm the purchase of required EDUs before a building permit is issued; and Section 4 adds a required public hearing prior to any proposed amendments to the flow tables. He stated that revisions to Table A, flow projections based on occupancy, include deleting several redundant or uncommon uses, including bathhouses and swimming pools, swimming pool club house/bath house, motels, picnic parks, drive in theaters, and travel trailer parks; consolidating camps into two categories (campgrounds with central comfort stations and luxury camps with water or sewer hookups); revising the flow estimates on a per site basis rather than a per person basis; and revising flow projections based on actual flows observed over the 2019 4th of July week for luxury camps (150 gpd/site); and revisions to Table B, flow projections based on building size, which include removing car washes and laundromats from the list, as these uses would be reviewed on a case-by-case basis under the provisions of Section 1.E. of the resolution based upon the type of facilities proposed and use of re-circulated water; removing redundant or uncommon uses including: dry goods stores and shopping centers; clarifying other uses including: department store with food service, and Service Stations with full service garage; and consolidating the projected flow for churches

based on three gallons per seat plus additional flow for accessory uses. He then reviewed one additional correction included in the revised resolution to reflect the originally estimated flow of 100 gpd per luxury campsite (with water and sewer hookups) rather than the peak flow of 150 gpd per campsite, which was skewed based on flow from the water park at Frontier Town. He stated that this correction is based on findings from staff's continued monitoring of flow from the Frontier Town Campground.

Commissioner Purnell opened the public hearing to receive public comment.

Attorney Mark Cropper of Ocean City and representing various property owners and developers, thanked Mr. Shannahan for providing him with clarification about this resolution, noting that prior to their discussion he was not aware that the resolution bases the assignment of EDUs on peak flow numbers instead of averages. He stated that the resolution should be amended to base flows on average usage, as no Sanitary Service Area (SSA) operates at peak capacity every day, and to provide a provision that allows a property owner to have a voice in determining the number of EDUs to be assigned to his or her property and/or provides a procedure for an adjustment to the required EDUs. He noted, for example, that if someone owning a chain of chicken restaurants in other areas decides to open a new location in the County, he currently has no recourse if the County requires him to purchase 10 EDUs, even if the owner can provide evidence of standard sewerage usage rates at his other locations, which indicate only five EDUs are needed. He stated that, if a developer/restaurant owner is not allowed to provide evidence up front that the County's numbers are wrong, the restaurant owner is unfairly charged up front for unnecessary EDUs; and from the date of purchasing the EDUs, the owner must pay costs associated with maintenance, repair, and upgrading from that sewer system, based on a potentially incorrect allocation, meaning the restaurant owner will forever be charged more for these services than he should be charged based on a surplus of EDUs he does not need. Mr. Shannahan stated that there is a provision that allows the property owner to give unneeded EDUs back to the County to avoid future operation and maintenance costs for those excess EDUs.

Palmer Gillis, an area developer, stated that EDU usage in the medical offices he has developed is less than half of County estimates, and a better mechanism is needed to reconsider EDU allocations based on actual usage. Therefore, he urged the Commissioners to amend the resolution to include a process for the fair and equitableness of assessing EDUs and fees that include incentives to save on water usage.

Attorney Hugh Cropper thanked the Commissioners and staff for reducing the flow projection for luxury campsites from 150 gpd to 100 gpd. However, he urged the Commissioners to amend the requirement that no building permits may be issued until all EDUs assigned to said site have been paid up front, as this requirement does not make sense and places significant time and financial burdens upon developers.

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

In response to questions by Commissioner Bunting, Mr. Shannahan confirmed that the resolution had been amended to allow someone to apply to purchase only one EDU for a shell building permit based on standard rental flow and the size of the shell building. He further stated that the flow tables would be reviewed on a regular basis and adjusted to reflect actual flow data to avoid under-allocation or over-allocation of EDUs. Commissioner Bunting also expressed concern that restaurant flow would now be determined based on the size of the restaurant rather

than the number of seats. Mr. Mitchell explained that the data supports that the calculation per square foot is equivalent to the old method of gallons per seat.

Commissioner Bertino asked why the assignment of EDUs is based on peak flow rather than average flow data. Furthermore, he stated that the County should offer a rebate process to reimburse someone who is required to purchase more EDUs up front than necessary. Mr. Ross and Mr. Mitchell explained that the flow per EDU must be based on peak periods, so as not to overwhelm the treatment plant and sewer infrastructure. Enterprise Fund Controller Jessica Wilson expressed concern regarding a rebate program given that annual rates are established based on the assurance of revenues derived from each EDU and would create a shortfall if the SSA was required to buy back EDUs.

Following much discussion and upon a motion by Commissioner Bertino, the Commissioners voted unanimously to not approve the resolution until a reconsideration or appeal process is part of the policy, and they directed staff to propose such revised language for their future consideration.

The Commissioners answered questions from the press, after which they adjourned to meet again on September 3, 2019.



OFFICE OF THE
COUNTY COMMISSIONERS

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

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

August 1, 2019



FAXED
8/1/19@9:05am

TO: *The Daily Times Group and The Ocean City Today Group*
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*

Please print the attached Notice in *The Daily Times/ Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on August 8, 2019. Thanks.

NOTICE OF RESCHEDULED PUBLIC HEARING
STANDARD SEWER FLOW CALCULATIONS FOR PUBLIC SEWER SYSTEMS
WORCESTER COUNTY, MARYLAND

The Worcester County Commissioners propose to adopt a resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland. Standard flow calculations for proposed developments will assist the County in definitively determining the number of Equivalent Dwelling Units (EDUs) required to serve proposed development and ensures that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving each community. The resolution includes a formal policy as well as a Table of Standard Sewer Flow Calculations in Worcester County, Maryland which are primarily based on State guidelines but also reflect local experience of actual flows generated by similar existing land uses in Worcester County and other nearby jurisdictions. A rescheduled public hearing on the proposed resolution will be held on

TUESDAY, AUGUST 20, 2019 at 11:30 A.M.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

Copies of the draft resolution and report of the Worcester County Sewer Committee are available on the County website at www.co.worcester.md.us and are also available for inspection in the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm. Questions may be directed to Bob Mitchell, Director of Environmental Programs, by calling (410) 632-1220, extension 1601 or email at bmitchell@co.worcester.md.us

THE WORCESTER COUNTY COMMISSIONERS

Citizens and Government Working Together

22



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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

July 10, 2019

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

Rescheduled Public Hearing
on August 20, 2019

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Proposed Revised Resolution Establishing Standard Sewer Flow Calculations

Following your Work Session on July 2, 2019, the Worcester County Sewer Committee met with Commissioners Bunting, Church and Mitrecic on July 9, 2019 to review and revise the draft resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland. Attached please find a ~~Strike~~ and REPLACE version of the revised resolution and attachments for your consideration.

We look forward to reviewing this revised draft resolution at your meeting on July 16, 2019. With your approval, we will schedule a public hearing on the revised draft for your meeting of August 6, 2019. Please feel free to contact me if you should have any questions or concerns.

cc: Sewer Committee

Strike and
Replace Version

**RESOLUTION ESTABLISHING STANDARD SEWER FLOW CALCULATIONS FOR
DETERMINING REQUIRED CAPACITY TO SERVE RESIDENTIAL AND NON-
RESIDENTIAL LAND USES TO BE SERVED BY PUBLIC SEWER SYSTEMS IN
WORCESTER COUNTY, MARYLAND**

WHEREAS, the County Commissioners of Worcester County, Maryland (the Commissioners) have determined that it is desirable to provide for adequate water and sewage capacity for the residents of the County and to allocate water and sewage capacity among current and future developments in a fair and equitable manner in its effort to maintain water and sewerage allocation availability to the community; and

WHEREAS, Title 9, Subtitle 5, of the Environment Article of the Annotated Code of Maryland, enables County comprehensive water and sewerage plans to provide for the orderly expansion of community and multi-use water supply and sewerage system in a manner consistent with applicable County and local comprehensive plans, and the statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations (COMAR) 26.03.03, as from time to time amended, provides the basis for the establishment of allocation policies for water supply and sewerage services; and

WHEREAS, the Commissioners have determined the treatment capacity necessary to serve a single-family residential dwelling unit in each Sanitary Service Area on an Equivalent Dwelling Unit (EDU) basis AS ESTABLISHED BY THE COMMISSIONERS FOR EACH INDIVIDUAL SANITARY SERVICE AREA ~~whereby each EDU is currently projected to generate a flow of 300 (three hundred) gallons per day (gpd) per EDU~~; and

WHEREAS, standard sewer flow calculations for proposed residential and non-residential developments assist the County in determining the number of EDUs required to serve the proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving the proposed development; and

WHEREAS, the Commissioners, as the governing body of the Sanitary Service Areas of Worcester County, have determined that the flows for certain specific uses as reflected in Tables I-IV of the Design Guidelines for Wastewater Facilities document authored by the Maryland Department of the Environment (MDE), closely resemble the discharge produced by specific land uses in Worcester County, subject to local amendments; and

WHEREAS, the Commissioners have determined it necessary and appropriate to amend these flow tables to reflect local conditions including referencing established design flows for various land uses in other Maryland jurisdictions, and local experience of actual flows generated by similar existing land uses in Worcester County in order to establish the Standard Sewer Flow Calculations in Worcester County, Maryland;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Policy which includes the attached Standard Sewer Flow Calculations in Worcester County, Maryland is hereby adopted by the Commissioners and shall guide the sale and allocation of EDUs so as not to exceed the rated capacity of the wastewater treatment plant serving the proposed development.

1. **CALCULATION OF REQUIRED EDUs**

- A. The water and sewer allocation for a single family residential unit shall require one EDU.
- B. For non-residential units, the number of EDU's required for a project shall be based on the specific use and scope as determined and approved by County staff, in accordance with the provisions of this Resolution.
- C. Unless otherwise provided in this Resolution, the calculation of the number of EDUs required for a project shall be based on the Standard Sewer Flow Calculations in Worcester County, Maryland (Flow Table) attached hereto as Attachment A.
- D. The calculation of the required EDU's shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number.
- E. If a project or use is not adequately addressed in the Flow Table, County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use and estimate the capacity required based on available data from MDE, neighboring jurisdictions, local experience, or other similar sources which staff determines to be reputable and acceptable. FOR ANY PROJECT THAT HAS A USE THAT MUST FOLLOW THIS PROCEDURE, THE PROPERTY OWNER SHALL BE REQUIRED TO ENTER INTO AN ALLOCATION AGREEMENT WITH THE COUNTY THAT WILL MONITOR THE EDU USAGE FOR A PERIOD OF TWENTY-FOUR MONTHS FOLLOWING COMPLETION OF THE PROJECT, CONNECTION TO COUNTY SANITARY SERVICES, AND COMMENCEMENT OF OPERATIONS. THE ALLOCATION AGREEMENT SHALL HAVE OTHER TERMS AND CONDITIONS DEEMED NECESSARY BY THE COUNTY.
 - i. ~~Following the EDU calculation by staff, the County shall monitor water consumption as an indication of actual sewer flow for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations. If the observed peak flow exceeds the established EDUs allocated to the property, the property owner shall be required to purchase additional sanitary capacity to reflect the actual peak flow in excess of the previously allocated number of EDUs. There shall be no lowering of the initial EDU calculation.~~

2. **PROCEDURE**

The initial determination of required EDUs will be made by the Department of Environmental Programs in their review of either a permit for construction of improvements or in conjunction with site plan review. Requirements will be determined utilizing the attached Flow Table and recorded by the department on a Flow Calculation Worksheet to be distributed to the Worcester County Sewer Committee and placed in the property/project file. No County building permit shall be issued for the project until the required EDUs have been purchased AS CONFIRMED BY THE COUNTY TREASURER'S OFFICE.

3. **RECORD-KEEPING AND DOCUMENTATION**

The Department of Environmental Programs shall maintain Flow Calculation Worksheet showing the calculations and project title which shall be maintained in the property/project file. These records shall also include any special determinations and decisions reached for flows not specifically listed in the attached Flow Table.

4. **AMENDMENTS TO THE FLOW TABLE**

The Commissioners reserve the right to periodically review the Flow Table to determine if additions or modifications are necessary. Such additions or modifications shall be adopted by resolution of the Commissioners FOLLOWING A PUBLIC HEARING and shall be in effect for future developments thereafter, but shall not apply to any allocations for existing development.

5. **NATURE OF ALLOCATION**

Nothing herein or action taken hereunder shall constitute a commitment for sewer service by the County which shall at all times be subject to the available capacity and conditions at the time of application for service.

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

**Standard Sewer Flow Calculations
in Worcester County, Maryland**

Attachment A

Table A	
Flow Projection Based Upon Gallons Per Day (gpd) Per Person	
Type of Establishment	Gallons Per Day (gpd) Per Person
	(Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Bathhouses and swimming pools	15
Boarding houses (per room)	100
Camps: Campground with central comfort stations (PER SITE)	35 70
Camps: With flush toilets, no showers	25
Camps: Day camps (no meals served)	15
Camps: Resort camps (night and day) with limited plumbing	50
Camps: Luxury camps WITH WATER/SEWER HOOK-UPS (PER CAMPSITE)	Final: 100 100 150
Country clubs (based on rated capacity)	50
Church (per seat) + ADDITIONAL FLOW FOR ACCESSORY USES	3
— Church with private kitchen (per seat)	5
— Church with commercial kitchen (per seat)	15
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar (PER COURSE)	3,500
Golf Course - 9 holes with limited service snack bar (PER COURSE)	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	300 VARIES
Motels (per room)	125
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets (per picnicker)	10
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Swimming pool Club House/Bath House	20
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
Theaters: Drive-in (per car space)	5
Travel Trailer Parks (transient or seasonal) - no sewer hook-ups (per space)	85
Travel Trailer Parks (transient or seasonal) - with sewer hook-ups (per space)	100
Footnote: Number of persons is calculated by the occupant load as determined by the County Building Code.	

see p. 48

see p. 45

**Standard Sewer Flow Calculations
in Worcester County, Maryland**

Attachment A

Table B	
Flow Projections for Commercial Establishments	
Public Service Buildings or Other Uses	
Type of Establishment	Projected Flow by Area
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Car Wash with Wastewater Recirculation Equipment	Gross Sq. Ft. x 0.55 = gpd
Car Wash without Wastewater Recirculation Equipment	Gross Sq. Ft. x 4.90 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with FOOD SERVICE Lunch Counter	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food served)	Gross Sq. Ft. x 0.13 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats	Gross Sq. Ft. x 3.68 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations - FULL SERVICE GARAGE	Gross Sq. Ft. x 0.18 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

See p. 43

**Standard Sewer Flow Calculations
in Worcester County, Maryland**

Attachment A

Table C		
Flow Projection for Country Clubs		
Type of Fixture	Gallons Per Day	Per Fixture
Baths		300
Showers		500
Sinks		50
Toilets		150
Urinals		100

Table D		
Flow Projection for Public Parks		
(During hours when park is open)		
Type of Fixture	Gallons Per Day (gpd)	Per Fixture
Faucets		15
Flush toilets		35
Showers		100
Urinals		10

Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.

EDU Allocation Worksheet

Project:

Tax Map:

Parcel:

Lot:

Tax ID:



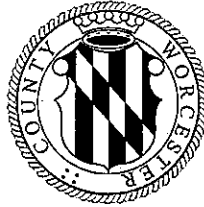
Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
<u>Common uses:</u>				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
Total EDU Projection				0

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____



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

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

June 6, 2019

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Proposed Resolution Establishing Standard Sewer Flow Calculations

At the Worcester County Sewer Committee meeting earlier today, the Committee reviewed and recommended adoption of the attached draft resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland. As stated in the draft resolution, standard flow calculations for proposed developments will assist the County in definitively determining the number of Equivalent Dwelling Units (EDUs) required to serve proposed development and ensures that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving each community. As you will see, the resolution includes a formal policy as well as a Table of Standard Sewer Flow Calculations in Worcester County, Maryland. This resolution will provide staff with approved flow calculations which are primarily based on State guidelines but also reflect local experience of actual flows generated by similar existing land uses in Worcester County and other nearby jurisdictions. As new data is collected on actual flows, we anticipate that these Standard Sewer Flow Calculations in Worcester County, Maryland can be periodically updated by the County Commissioners to more accurately reflect the projected sewer capacity required to serve all types of development.

The Sewer Committee requests your review and approval of this resolution at your next meeting. In the meantime, if you should have any questions or concerns, please feel free to contact me.

cc: Sewer Committee

Postponed
APPROVED *Work Session*
Worcester County Commissioners
Date *6/18/19*

Background Information on Standard Sewer Flow Calculations

EDU Charges - An equivalent dwelling unit (EDU) charge is collected in the County service areas for the purpose of paying any debt related to the acquisition or construction of sanitary facilities. One EDU represents the equivalent flow of an average single family home, which is typically 300 gallons per day (gpd). So for example, if a wastewater treatment plant was expanded to treat an additional 100,000 gpd of sewage, that expansion could serve an additional 333 single family homes, or 333 EDU's, as follows: $100,000 \text{ gpd} \div 300 \text{ gpd/EDU} = 333 \text{ EDU's}$. If the cost of that expansion was \$2 million, we would need to collect a total of roughly \$6,000 per EDU to cover the cost of expansion ($\$6,000/\text{EDU} \times 333 \text{ EDUs} = \2 million). Further, we are counting on eventually selling all 333 EDUs in order to fully recoup the cost of the expansion by the new customers served by that expanded capacity rather than the existing customers.

Determining EDUs for New Development - Determining the number of EDUs required to serve a new single-family residential subdivision is quite simple and only requires multiplying the number of homes by 1 EDU per home. However, in order to determine the number of EDUs needed to serve commercial and other developments requires us to project the sewer flow based upon the proposed development. Guidance is provided by the Maryland Department of Environment (MDE) as well as local experience of actual flows generated by similar existing land uses. Our goal is to combine these guidance documents and experience in order to establish local standards which can be applied consistently to all new development in the County which will eliminate subjectivity (which often results in disagreements between staff and developers regarding projected flow), streamline the EDU calculation process, lessen the existing workload on staff, and ultimately be more business-friendly by defining a standard that all new development can rely upon when planning their projects.

The Problem with Subjective Flow Calculations - As an example, we recently received an application for two new 3,500 square foot (sf) shopping center buildings. One 3,500 sf building was to be used as a dental office and the second 3,500 sf building was to be used for a restaurant (1,500 sf) and a retail store (2,000 sf). The applicant calculated that he needed a total of 3 EDUs to serve his proposed development, as follows: 1 EDU for the 3,500 sf dental office and 2 EDUs for the restaurant (1 EDU) and retail building (1 EDU). Based upon current guidance documents, staff initially calculated the required EDUs as follows: 2 EDUs for the dental office ($3,500 \text{ sf} \times 0.1 \text{ gallons/sf/day} = 350 \text{ gpd} = 2 \text{ EDUs rounded up}$); and 1 EDU for the 3,500 "shell building" ($3,500 \text{ sf} \times 0.05 \text{ gallons/sf/day} = 175 \text{ gpd} = 1 \text{ EDU}$). However, knowing that the shell building was to be divided into a 1,500 sf restaurant and a 2,000 sf retail store, it was determined that the restaurant space must be calculated based upon the number of seats proposed as has been our past practice. When the applicant was advised of this requirement, they submitted plans showing only 6 seats in the restaurant. As a result, the estimate was recalculated based upon 6 seats (at 25 gallons per seat $\times 6 \text{ seats} = 150 \text{ gpd}$) and the bulk of the space as a carry-out restaurant (at $1,479 \text{ sf} \times 0.5 \text{ gallons/sf/day} = 740 \text{ gpd}$) for a total estimated flow of 890 gpd which would require 3 EDUs for the restaurant and 1 EDU for the retail store ($2,000 \text{ sf} \times 0.05 \text{ gallons/sf/day} = 100 \text{ gpd}$). So the applicant was required to purchase a total of 6 EDUs for their 7,000 sf shopping center (2 EDUs for the Dental Office and 4 EDUs for the restaurant and retail store).

But based upon our current subjective standards, that may not be the end of it. Given that the current calculation for the restaurant is based upon a total of 6 seats, if the eventual restaurant

operator decides that they prefer a sit-down operation over carry-out, that will require more seats which will generate significantly greater sewage flow. Based upon our records, we know that a typical 1,500 sf sit down restaurant has approximately 60 seats. At the rate of 25 gallons per seat that would generate flow of 1,500 gpd (at 25 gallons per seat x 60 seats = 1,500 gpd) and would require a total of 5 EDUs ($1,500 \text{ gpd} \div 300 \text{ gpd/EDU} = 5 \text{ EDUs}$). History has shown that catching these changes at a later date may be difficult. So in the end, the restaurant may be using 5 EDUs worth of flow only having paid for 3 EDUs leaving the remaining service area customers to absorb the cost of those additional 2 EDUs. Even worse, had we allowed the applicant's calculation of 1 EDU needed for the 3,500 sf "shell building" the remaining service area customers would have subsidized 4 additional EDUs needed to serve the restaurant.

Standard Sewer Flow Calculations - The above incident lead to discussions by the Worcester County Sewer Committee members regarding the need for standard sewer flow calculations based wherever possible on the square footage of the proposed development rather than subjective standards based on the number of people estimated to be served. For example, since we know that the a 1,500 sf sit down restaurant typically comprises 60 seats for which we calculate 25 gallons per seat or 1,500 gpd ($1,500 \text{ gpd} \div 300 \text{ gpd/EDU} = 5 \text{ EDUs}$), we reasoned that sit down restaurants typically requires 1.0 gallon/sf/day which could be applied to the square footage of the proposed building to determine the estimated flow and therefore the number of EDUs required. So in this case we could calculate the flow from a 1,500 sf restaurant as $1,500 \text{ sf} \times 1.0 \text{ gallons/sf/day} = 1,500 \text{ gpd}$ which is the same as the prior method of calculation based on the number of seats for a 60-seat restaurant. Furthermore, the new method is completely objective based upon the size of the restaurant rather than a declared number of seats by the applicant. Using this same methodology, we were able to convert several other uses to a more objective square footage basis rather than a subjective basis of how many people are estimated by the applicant to be served.

MDE Calculations Converted to Local Calculations - I have attached copies of the original MDE Guidance Documents which include: Table I - Flow Projections Based Upon Gallons Per Person Per Day; Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units; Table III - Flow Projection for Country Clubs; and Table IV - Flow Projection for Public Parks. I have also attached flow calculation estimates used by County staff which have been developed over the years to determine flow for land uses not listed in the MDE Guidance Document. These calculations were incorporated into our local Standard Sewer Flow Calculations. Finally, I have attached our proposed Worcester County Standard Sewer Flow Calculations, which includes: Table A - Flow Projections Based Upon Gallons Per Day (gpd) Per Person; Table B - Flow Projections for Commercial Establishments, Public Service Buildings or Other Uses; Table C - Flow Projection for Country Clubs; and Table D - Flow Projection for Public Parks. The primary difference between our local standards and the MDE standards is that we have incorporated local flow calculations for land uses not listed in the MDE Guidance Document, and wherever possible, converted flow projections previously based upon gpd per person (Table A) to flow projections based upon the square footage of the facility being served and the type of establishment (Table B). We also added a footnote to Table A to provide that the number of persons to be served is calculated by the occupant load of the establishment as determined by the County Building Code which results in a definitive number rather than a declaration of the applicant which is often under-estimated to reduce the number of EDUs required for purchase which therefore deprives the service area of revenues we counted on to retire the debt service on improvements.

Original MDE Guidance

1

Table I - Flow Projection Based Upon Gallons Per Person Per Day

Airports (per passenger)	5
Apartments-multiple family (per resident)	60
Bathhouses and swimming pools.....	10
Camps:	
Campground with central comfort stations.....	35
With flush toilets, no showers	25
Day camps (no meals served)	15
Resort camps (night and day) with limited plumbing	50
Luxury camps	100
Cottages and small dwellings with seasonal occupancy.....	50
Country clubs (per resident member).....	100
Country clubs (per non-resident member present).....	25
Dwellings:	
Boarding houses.....	50
additional for non-resident boarders.....	10
Luxury residences and estates	150
Multiple family dwellings (apartments).....	60
Rooming houses.....	40
Single family dwellings.....	75-100
Factories (gallons per person, per shift, exclusive of industrial wastes)	35
Hospitals (per bed space)	350
Hotels with private baths (2 persons per room).....	60
Hotels without private baths.....	50
Institutions other than hospitals (per bed space).....	125
Laundries, self-service (gallons per wash, i.e., per customer)	50
Mobile home parks (per space).....	250
Motels with bath, toilet and kitchen wastes (per bed space)	50
Motels (per bed space)	40
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets	10
Restaurants (per seat)	25
Restaurants (toilet and kitchen wastes per patron)	10
Restaurants (kitchen wastes per meal served)	3
Restaurants, additional for bars and cocktail lounges.....	2
Schools:	
Boarding	100
Day, without gyms, cafeterias or showers	15
Day, with gyms, cafeterias and showers.....	25
Day, with cafeterias, but without gyms or showers	20
Service Stations (per vehicle served).....	10

Swimming pools and bathhouses	10
Theaters:	
Movie (per auditorium seat)	1
Drive-in (per car space)	5
Travel Trailer Parks without individual water and sewer hook-ups (per space)	50
Travel Trailer Parks with individual water and sewer hook-ups (per space)	100
Workers:	
Construction (at semi-permanent camps).....	50
Day, at schools and offices (per shift).....	15

An alternative method used to project average daily flows generated from commercial establishments, public service buildings, or dwelling units can be figured on the basis of total floor area, number of building units, or service seats multiplied by a statistical factor. Guiding factors are given in Table II.

Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units

Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Medical Office Buildings.....	Gross Sq. Ft. x 0.62 = gpd
Warehouses.....	Gross Sq. Ft. x 0.03 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Supermarkets.....	Gross Sq. Ft. x 0.20 = gpd
Drug Stores.....	Gross Sq. Ft. x 0.13 = gpd
Beauty Salons.....	Gross Sq. Ft. x 0.35 = gpd
Barber Shops.....	Gross Sq. Ft. x 0.20 = gpd
Department Store with Lunch Counter.....	Gross Sq. Ft. x 0.08 = gpd
Department Store without Lunch Counter.....	Gross Sq. Ft. x 0.04 = gpd
Banks.....	Gross Sq. Ft. x 0.04 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats.....	Gross Sq. Ft. x 3.68 = gpd
Car Wash without Wastewater Recirculation Equipment.	Gross Sq. Ft. x 4.90 = gpd
Hotels.....	Gross Sq. Ft. x 0.25 = gpd
Motels	Gross Sq. Ft. x 0.23 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd

Flow projection for country clubs or public parks may be made on the basis of plumbing fixtures. The related statistical flow figures per unit of plumbing fixture are shown in Table III and Table IV.

Table III - Flow Projection for Country Clubs

	Gallons Per Day Per Fixture
Showers.....	500
Baths.....	300
Lavatories	100
Toilets	150
Urinals.....	100
Sinks	50

Table IV - Flow Projection for Public Parks
(During hours when park is open)

	Gallons Per Day Per Fixture
Flush toilets	35
Urinals	10
Showers	100
Faucets	15

Design Flow Estimation Table

Flow Projection Based Upon Gallons
Per Person, per Day

2
Environmental
Programs
Guidance

Type of Establishment	Gallons per Person per Day (Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Animal Shelter /Kennels (per employee)	15
Animal Shelter /Kennels (per run)	25
Auditorium or Assembly Hall (per seat)	3
Auto Dealerships	0.078 gal/sf
Bathhouses and swimming pools	15
Bowling Alley	
per employee	15
per lane, no bar/food	75
per lane, bar only	125
per lane, bar and food	200
Camps:	
Campground with central comfort stations, per campsite	100
Conference/Meeting Room (gross sf/15 = occupants)	5
Cottages and Seasonal Dwellings with Seasonal Occupancy(limit 2 bedrooms)	0.25 gal/sf
Cottages and Seasonal Dwellings with Seasonal Occupancy(3 bedrooms)	1 EDU
Country clubs (based on rated capacity)	50
Daycare (students and teachers)	15
Dwellings:	
Boarding houses (per room)	120
Multiple family dwellings (per apartment)	1 EDU
Single family dwellings (per address)	1 EDU
Factories (gallons per person, per shift, exclusive of industrial wastes)	35
Fairgrounds (per person)	5
Fraternal Service Organizations	0.14 gal/sf
Funeral Homes w/embalment	0.31 gal/sf
Funeral Homes w/o embalment	0.05 gal/sf
Golf Course (w/snackbar, limited food service) 18 holes	3,500
Golf Course (w/snackbar, limited food service) 9 holes	1,500
Hospitals (per bed space)	350
Hotels	0.25 gal/sf
Institutions other than hospitals (per bed space)	120
Laundries, self-service (per washing machine)	125
Mobile home parks (per space)	1 EDU
Motels (rooms entered from outside)	0.23 gal/sf
Nursing Homes (per bed space)	130
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets	10

Restaurants, bars, lounges (per seat, food served)	25
Schools:	
Boarding	100
Day, without gyms, cafeterias or showers	15
Day, with gyms, cafeterias and showers	30
Day, with cafeterias, but without gyms or showers	20
Service Stations (per vehicle served)	25
Swimming pools and bathhouses, per employee	15
Per swimmer, over 6ft in depth- depth determines # of swimmers only	10
Per swimmer, under 6ft in depth – depth determines # of swimmers only	10
Tasting Room for Winery/Brewery w/Public Restrooms (no food served)	400 min.
Theaters:	
Indoor (per auditorium seat)	3
Drive-in (per car space)	5
Travel (transient or seasonal) Trailer Parks with individual water and Sewer hook-ups (per space)	100

Guiding Factors For Flow Projection Related With Commercial
Establishments, Public Service Buildings or Dwelling Units

Type of Establishment

Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Medical Office Buildings	Gross Sq. Ft. x 0.10 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Supermarkets (without food preparation)	Gross Sq. Ft. x 0.20 = gpd
Drug Stores(w/pharmacy, no food served)	Gross Sq. Ft. x 0.13 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Department Store with Lunch Counter	Gross Sq. Ft. x 0.08 = gpd
Department Store without Lunch Counter	Gross Sq. Ft. x 0.05 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats (w/o low flow fixtures/recirculation equip.)	Gross Sq. Ft. x 3.68 = gpd
Car Wash without Wastewater Recirculation Equipment	Gross Sq. Ft. x 4.90 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd
Dry Cleaners (retail only-clothing sent out for cleaning)	Gross Sq. Ft. x 0.05 = gpd

Flow Projection for Country Clubs and Public Parks

Type of Fixture Gallons Per Day	Per Fixture
Showers	500
Baths	300
Toilets	150
Urinals	100
Sinks	50

Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments. Also utilized: "MDE Guidelines for Estimating Water and/or Wastewater Flow," Maryland Department of the Environment, July 2005, and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.

Flow Calculation Estimates Used by County Staff to Determine Flow for Land Uses Not Listed in the MDE Guidance Document

- Acupuncture/massage** - use 0.10 g/SF/day
- Amusement Park** - SF of site x .008 g/SF/day
- Arcades** - sq. ft./50 = # of people x 5 gpp
- Carwash w/recycling** - is 70% of max flow or about 6000 gpd on septic
and 4,154 on sewer based on Jiffy Lube in WOC
- Commercial Kitchen** - use 0.2 gallons/SF/day
- Commercial Riding Stables**(Boarding/Lessons/Shows) - 7.5 gallons/horse
- Conference Room /Meeting Room** - use sq. ft./15 = # people x 5 gpd.
If standing room, use sq. ft./7 = #people x 5gpd
- Contractor Shop** - use .04 for gross sq. ft. or figure office space in it at .09
and the rest at .03g/sq ft/day
- Convenience Store** - use SF x .05 for retail, .03 for storage, and 25 gallons per seat
- Day Care** - (# of students + teachers) x 15 gpd
- Day Spa** - ranges from 0.065 g/SF/day to 0.17 g/SF/day on sewer, for septic use 0.35 g/SF/d
- Dialysis** - (based on Town of Berlin) -1 gallon/SF
- Dog Grooming/Barber Shop** - was 0.2 gallons/SF/day, Beauty Salon = 0.35 gallons/SF/day
or 200 gallons/chair
- Funeral Homes** - (sq. ft. of public area/7 per Fire Marshal x 3 gallons per person)
+ 15 gallons per employee
- Gym** - Sq. ft. /50 = # of people x 10 gpp with showers or 5 gpp w/o showers
- Marina pump out** - 35 gallons/slip/day
- Medical facility** - use 0.62 g/SF/day when has lab/imaging, use 0.1 g/SF/day without
- Nail Salon only** - use retail flow of 0.05 g/SF/day
- Restaurants** - sq. ft. of public area/15 = # of seats x 25 gpd
- Restaurant - Carry-out only** - use 0.50 gallons per gross SF
- Swimming pools** - (3'-5'deep) use SF/12 SF/person = # people x 10 gpd,
- (for deeper or diving area) use 300 SF/person or
- if no deep end use 15 SF/person (These figures came from DHMH)

Restaurant Study					
2005					
Sit Down Restaurants					
Name	Service area	Actual seats per count	Flow at 25 gpd per seat	Gross sq ft	Flow per Gross sq. ft.
The Wedge	WOC	108	2,700	2,400	1.13
Papa Vito's/Paolis	WOC	60	1,500	1,200	1.25
Harborside	WOC	239	5,975	5,573	1.07
Green Turtle	MYH	218	5,450	5,420	1.01
Bull on the Beach	WOC	208	5,200	6,455	0.81
Hoopers	WOC	532	13,300	11,725	1.13
Captain's Galley	WOC	517	12,925	11,874	1.09
Applebee's	WOC	224	5,600	8,032	0.70
Mione's	WOC	83	2,075	2,142	0.97
Salvatore's/Trader Lee's	WOC	276	6,900	7,680	0.90
Sunset Grill	MYH	227	5,675	7,060	0.80
TC Diner	WOC	80	2,000	2,158	0.93
Average Flow per Gross sq. ft.-					0.98

Local Amended Design Flow Estimation Table

Flow Projection Based Upon Gallons
Per Day

Type of Establishment	Flow Rate
Medical and Dental Office Buildings (note 1)	0.1 gal/sf

Note 1: Outpatient and investigative procedures only with no intensification of services permitted without acquisition of additional capacity.



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

Additional Flow Information

Medical Offices

From Salisbury Public Works we have the following for more intensive uses:

Deer Pointe Surgical Center 6505 Deer Pointe Drive
4,800 gpd average, SDAT sf = 9,880, 0.48 gpd/sf

A multispecialty outpatient surgery center located in Salisbury, Maryland just 30 minutes from the beaches of Ocean City. Our center performs a wide variety of orthopaedic surgical procedures and pain management procedures.

Delmarva Surgical Center, 641 S. Salisbury Blvd
10,400 gpd average, SDAT sf = 15,305 , 0.68 gpd/sf

An intensive surgical center that performs ENT surgery, General surgery, Gynecologic surgery, Oral (OMS) surgery, Orthopedic surgery, pain management, Plastic surgery, and podiatric surgery.

Barretts Medical Center, Berlin
32,549 sf @0.1 gal/sf, that's 13 EDUs (That is what Berlin Allocated).

Various medical specialty doctor's offices as tenant leaseholders. Outpatient investigative procedures for gastrointestinal and ENT. No additional EDUs required by Berlin. They have stayed within this flow footprint per Berlin Water/Wastewater

Determine on a
case-by-case basis

Car Washes

Berlin has 2 carwashes - 1 is automated and the other is self-serve.

Berlin Auto Wash, Automated, 1 bay, allocated 12 EDUs
2 year average flow is 84,920 gallons/month or 2,831 gpd or 11.32 EDUs (12 allocated).

Book flow for car washes is 4.9 gal/sf without any consideration for self serve/automated or recycling systems.

This location is 6,482 sf and the multiplied allocation on book flow would be 134 EDUs.

Union Station, Self Serve - 4 Bays, allocated 1 EDU
2 year average flow is 6,800 gallons/month or 227 gal/day

Book flow for car washes is 4.9 gal/sf without any consideration for self serve/automated or recycling systems.

This location is 2,432 sf and the multiplied allocation on book flow would be 48 EDUs.

Kelly Shannahan

From: Robert Mitchell
Sent: Wednesday, July 10, 2019 4:39 PM
To: Kelly Shannahan; John Ross
Cc: Commissioner Madison J. Bunting; David M. Bradford; Ed Tudor; Harold Higgins; Jennifer Swanton; Jessica Wilson; John Tustin; Maureen L. Howarth
Subject: RE: Flow Projections for Campgrounds and Churches

Kelly-

Looking at prior guidance documents and other counties:

State:

1987 DHMH (MDE) - Not in there

MDE Capacity Management Documents (2006) – Not in there

MDE 1990 Flow Guidance with Large Septic Flow Design – 3 gal/seat, add for food service

MDE 2011 Flow Guidance for Large Septic Flow Design (Current) – 3 gal seat/5 gal seat with private kitchen

Counties:

St Mary	1 EDU w/additional for accessory uses (County had flow study averaging 269 GPD but did not include # of seats for the churches included)
Calvert	1 EDU (250 gal) for worship hall, add for additional uses
Howard	3 gal/seat, add for food service
AA Co.	4 gal/seat
Garrett	3 gal/seat
WSSC	4 gal/seat

Other:

International Private Sewage Disposal Code	3 gal per person no kitchen 7.5 gal/per person, kitchen
--	--

We have been using what was in the proposed table with the draft resolution:

Per sanctuary seat:	3 gallons	
With private kitchen (members only):	5 gal/seat	(have not really encountered this – could be a kitchen for a rectory for the priests/pastors or just for staff or a very small congregation)
With comm. Kitchen (open to general public):	15 gal/seat	(this is in conjunction with food service permit from health dept)

For our table in Worcester:

Churches	3 gal/seat w/additional flow for accessory uses
----------	---

The above simplifies the discussion. Restaurant (Kitchen), catering halls, daycare, schools, all would be assessed separately and given additional flow. We would not need to include a commercial or private kitchen flow on the table. Flow for accessory uses can be assigned by the use and we have food, school, staff, office and daycare flow numbers on the draft chart.

An alternate could be:

Churches	1 EDU minimum w/additional for accessory uses and size of worship hall
----------	--

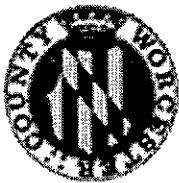
This gets too messy and confusing with respect to the minimum hall size as we don't have data to support that. St. Johns was 300 seats as they didn't build their larger addition and they have offices that may or may not be used during

week. They are within the 3 edu flow. Community church is within their assigned flow, but were assessed and required to buy more edus due to daycare. That plays into the requirement for additional flow for accessory uses.

I would submit that we have a cleaner path with the 3 gal/seat (Fire occupancy I believe is 18 inches per "seat" in pews) and to allocate additional flow for additional uses. They are required to submit this information with permit, TRC site plan, ect. They would also be required to identify information if they were adding accessory uses as well.

Bob

Robert J. Mitchell, LEHS, REHS
Director
Worcester County
Department of Environmental Programs
1 West Market Street, Room 1306
Snow Hill, MD 21863
Phone (410) 632-1220 x 1601
Fax (410) 632-2012



From: Kelly Shannahan <kellys@co.worcester.md.us>
Sent: Wednesday, July 10, 2019 9:50 AM
To: John Ross <jross@co.worcester.md.us>; Robert Mitchell <bmittchell@co.worcester.md.us>
Cc: Commissioner Madison J. Bunting <j.bunting12345@gmail.com>; David M. Bradford <dbradford@co.worcester.md.us>; Ed Tudor <etudor@co.worcester.md.us>; Harold Higgins <hhiggins@co.worcester.md.us>; Jennifer Swanton <jswanton@co.worcester.md.us>; Jessica Wilson <jwilson@co.worcester.md.us>; John Tustin <jtustin@co.worcester.md.us>; Kelly Shannahan <kellys@co.worcester.md.us>; Maureen L. Howarth <mhowarth@co.worcester.md.us>
Subject: Flow Projections for Campgrounds and Churches
Importance: High

John and Bob:

Following up from our Sewer Committee meeting yesterday, I am revising the flow tables as we discussed. I am currently awaiting information from each of you as follows:

John – Please provide the flow per site for Luxury Campgrounds with water/sewer hook-ups based on actual peak flows over the past 4th of July weekend. We discussed 150 gallons per site, but you agreed to verify that number. It would also be helpful to show the Commissioners the actual flows as an attachment in their meeting package if you have time to put that together.

Bob – Please provide a revised flow calculation for churches to reflect the limited usage once a week. My notes indicated to provide 1 EDU + add for accessory uses. But we should be more specific based upon your research and

hopefully come up with a more specific flow figure either based on the number of seats or square footage. As you are aware, our previous proposal was:

Church (per seat) - 3

- Church with private kitchen (per seat) - 5
- Church with commercial kitchen (per seat) - 15

I am hoping to get this revised draft completed today.

Thanks for your help.

Kelly Shannahan

Assistant Chief Administrative Officer

Worcester County Administration

Room 1103 Government Center

One West Market Street

Snow Hill, MD 21863-1195

410-632-1194

410-632-3131 (fax)

Luxury Campground Usage

	= Peak Usage

Frontier Town

Campsites- 585

Capacity Purchased- 49,800 gpd - (166 EDUs based on 585 sites @ 85 gpd/site)

Day	Date	gpd	Commercial	Campsites	EDU Equiv	gpd/Site
1	7/3/2019	57,900	6,677	51,223	171	88
2	7/4/2019	89,300	6,677	82,623	275	141
3	7/5/2019	94,700	6,677	88,023	293	150
4	7/6/2019	74,100	6,677	67,423	225	115
5	7/7/2019	59,800	6,677	53,123	177	91
6	7/8/2019	50,700	6,677	44,023	147	75
7	7/9/2019	54,500	6,677	47,823	159	82
8	7/10/2019	61,300	6,677	54,623	182	93
8 Day Avg		67,788	6,677	61,111	204	104

Castaways

Campsites- 394

Capacity Purchased- 26,400 gpd - (88 EDUs based on 394 sites @ 65 gpd/site)

# of Days	Date	Total Flow	gpd	EDU Equiv	gpd/Site
3 Day Avg	7/5-7/8, 2019	107,071	35,690	119	91
10 Day Avg	6/28-7/8, 2019	338,840	33,884	113	86

* Peak Flow = 150 gpd/site

Public Comments

Submitted by
Palmer Gillis

July 2, 2019

Water and sewer usage:

1. City of Salisbury. Considers lower flow usage on medical offices. We are experiencing a .03 to .05 G/SF/D on average at over 105,000 gsf of various medical offices. Salisbury allows a recapture of fee after 24 months of experience in the event is determined an overcharge. The City has 60 months to recalculate the fee in the event the usage exceeds the calculated amount. No assessment for shell until usage/fit-out is finalized. We typically experience a flow rate of .03 to .05 gallons per square foot per day
2. Georgetown. After providing evidence that 18,000 GSF medical offices (2- 9,000 gross square footage of medical offices) only consumed about 3 EDU's in grand total the town waived fees on the final fit out.
We are experiencing a flow rate of approximately .02 to .015 G/SF/D.
3. Berlin. The Town reduced their EDU calculation on the latest 2 buildings after the usage at Berlin Main Place showed a significant lesser flow than .1 G/SF/D . They only access 1 (or a token 1-EDU) upon building shell permit until such time as the interior fit out is applied for. We are experiencing a flow usage rate of approximately .03 to .05 G/SF/D. Of the 3 buildings on site (excluding dialysis facility) we are experiencing a .01 to a .02 gallons per square foot per day usage.
4. Millsboro. Reduced their initial EDU calculation by half upon our presentation to them of flows for comparable medical offices. They monitored to confirm. On a 50,000-sf medical office facility the flow rate is validated at .028 G/SF/D with over 3 years' experience.
5. Easton. Our experience over 36 months on 2 existing medical offices are showing a consistent .026 G/SF/D usage. The Town is allowing on a new project for the purposes of a shell permit the lower usage classification to accommodate the unknown user application.
6. Worcester County, Ocean Pines building #1, 20,000 sf averages 3 EDUs over 14 quarters. The County calculation would be 8 EDUS. We have not deducted irrigation from this calculation.
7. Core factor, which on a larger building can be as much as 15% to 20% of the total square footage is not allowed as a deduct in the determination of square footage in Worcester County. Core factor consists of, stair towers, elevators, elevator equipment rooms, mechanical rooms (meter rooms), etc. These areas do not consume water usage and should be an allowable deduction of square footage calculation. Square footage calculations also include the exterior walls which can add about 10 % to the overall square footage calculation.

NOTE:

1. In all cases, landscaping irrigation has been included in the EDU representation. When reduction is considered, these EDU calculations would result in a lower conclusion
2. G/SF/D = gallons per square foot per day.

Palmer Gillis, pgillis@ggibuilds.com 410-749-4821

GEORGETOWN MEDICAL FACILITY

June 5, 2019

I. 501 & 503 West Market Street (501 does not exist during this period)

<u>Period</u>	<u>Usage per Day</u>	<u>Approx. # Days</u>	<u>Daily Usage</u>
12/08/16 - 03/17/17	15,552	101	153/GPD
03/17/17 - 06/15/17	14,621	88	166/GPD
06/15/17 - 09/19/19	15,659	94	167/GPD

II. 503 West Market Street

<u>Period</u>	<u>Usage per Day</u>	<u>Approx. # Days</u>	<u>Daily Usage</u>
09/19/17 - 12/12/17	13,597	83	164/GPD
12/12/17 - 03/13/18	14,072	91	155/GPD
03/13/18 - 06/22/18	19,646	99	198/GPD
06/22/18 - 09/13/18	12,987	81	160/GPD
09/13/18 - 12/12/18	17,398	89	195/GPD
12/12/18 - 03/26/19	18,994	103	185/GPD

III. 501 West Market Street

<u>Period</u>	<u>Usage per Day</u>	<u>Approx. # Days</u>	<u>Daily Usage</u>
02/19/18 - 03/07/18	100	18	6/GPD
03/07/18 - 06/12/18	3,600	95	38/GPD
06/12/18 - 09/10/18	1,800	88	20/GPD
09/10/18 - 12/06/18	6,000	86	70/GPD
12/06/18 - 03/07/19	7,900	91	87/GPD

NOTES:**503 West Market St.**

Fully occupied 9,800 GSF medical office

Average 172 gallons per day

0.018 gallons per square foot per day

501 West Market St.

Partially occupied (assume 50%) 9,700 GSF medical office

Average 54 gallons per day

Assume 4,700 occupied space

0.011 gallons per square foot per day

From: LuAnne Timmons <ltimmons@GGIBuilds.com>

Sent: Monday, July 1, 2019 2:12 PM

To: Melissa Coffey <mcoffey@berlinmd.gov>

Cc: Palmer Gillis <pgillis@GGIBuilds.com>

Subject: water usage

BERLIN MAIN PLACE

Melissa, Palmer Gillis is only needing the WATER USAGE for the following three buildings.

Building 1	9956 N. Main St	Uses an average of 2000 -4000 gallons per month but is charged 5 minimum bills (5 active units leased) each tenant = \$ 82.34	$10,000 \text{ SF} \cdot 4000 \text{ GALLONS} \div 30 = 133 \text{ GPD} \div 10,000 \text{ SF} = .013 \text{ G/5F/DAY}$
Building 2	9954 N. Main St	Uses an average of 2000 gallons per month but is charged 3 minimum bills (3 active units leased) each tenant = \$ 79.94	$7700 \text{ SF} \cdot 2000 \text{ GALLONS} \div 30 = 66 \text{ GPD} \div 7700 \text{ SF} = .0086 \text{ G/5F/DAY}$
Building 6	9948 N. Main St	Uses an average of 2000 gallons per month. (Anne Arundel Dermatology)	$6060 \text{ SF} \cdot 2000 \text{ GALLONS} \div 30 = 67 \text{ GALLONS PER DAY} \div 6060 = .011 \text{ G/5F/DAY}$

= \$77.85 per month.

Difference in minimum bills is due to the stormwater charges. I included average of what each tenant should be paying. Usage looks to be very minimal.

This should be only one number for each building, a large detail report is not necessary. He has a meeting early Tuesday morning and needs this information.

Sorry to be such a problem, your help is appreciated.

Thank you,
LuAnne S. Timmons
Bookkeeper

P.O. Box 4322
150 West Market Street, Suite 200
Salisbury, MD 21803
410-749-4821
ltimmons@gillisgilkerson.com
www.gillisgilkerson.com

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 Please consider the environment before printing this email or any attachments.

April 25, 2019

30265 COMMERCE DRIVE, DELMARVA HEALTH PAVILION, MILLSBORO, DE

50,000 Gross Square Foot Medical Office Building 90% Occupied

Water Meter Usage

<u>Bill Date</u>	<u># Gallons</u>	<u># Days</u>	<u>Peak Usage</u>
4/1/2016	23,000 gallons	69	333/day
7/1/2016	43,000 gallons	92	467/day
10/1/2016	36,000 gallons	93	387/day
1/1/2017	85,000 gallons	102	833/day
4/1/2017	33,000 gallons	85	388/day
7/1/2017	88,000 gallons	91	967/day
10/1/2017	54,000 gallons	90	600/day
1/1/2018	124,000 gallons	88	1,410/day
4/1/2018	56,000 gallons	94	595/day
7/1/2018	77,000 gallons	87	885/day
10/1/2019	80,000 gallons	89	898/day
1/1/2019	40,000 gallons	101	396/day
4/1/2019	39,000 gallons	84	464/day
778,000 gallons		1,165 days	

Average: 680 gallons per day or 2.61 EDU's

Average: 680 gallons ÷ 50,000 gross square feet = .0136 gallons per foot per day

Peak: 1,400 gallons ÷ 50,000 SF = .028 gallons per square foot per day

April 24, 2019

Purdy Street Medical Center

I. Building One: 10,667 Net Square Footage

<u>Bill Date</u>	<u># Gallons</u>	<u># Days</u>	<u>Usage per Day</u>
1/9/2018	10,400	30	347/day
2/12/2018	11,300	30	377/day
3/12/2018	10,100	30	367/day
4/9/2019	11,300	30	377/day
5/9/2018	12,000	30	400/day
6/11/2018	12,100	30	403/day
7/10/2018	11,800	30	393/day
8/9/2018	11,900	30	397/day
9/11/2018	12,900	30	430/day
10/9/2018	10,800	30	360/day
11/3/2018	14,000	30	467/day
12/10/2018	21,500	30	717/day
1/10/2019	9,800	30	327/day
2/11/2019	13,600	30	453/day
3/11/2019	11,200	30	373/day
4/9/2019	11,400	30	380/day

Average Usage: 411 Gallons per Day

Average PSF: 411 Gallons ÷ 10,667 NSF = .0385 Gallons per Square Foot per Day

II. Building Two: 10,590 Net Square Footage

<u>Bill Date</u>	<u># Gallons</u>	<u># Days</u>	<u>Usage per Day</u>
1/9/2018	4,300	30	143/day
2/12/2018	4,300	30	143/day
3/12/2018	4,100	30	137/day
4/9/2019	4,800	30	160/day
5/9/2018	4,500	30	150/day
6/11/2018	4,400	30	147/day
7/10/2018	4,100	30	137/day
8/9/2018	4,600	30	153/day
9/11/2018	5,600	30	187/day
10/9/2018	4,100	30	137/day
11/3/2018	5,000	30	167/day
12/10/2018	4,200	30	140/day
1/10/2019	3,900	30	130/day
2/11/2019	5,100	30	170/day
3/11/2019	4,200	30	140/day
4/9/2019	4,900	30	163/day

Average Usage: 150 Gallons per Day

Average PSF: 150 Gallons ÷ 10,590 NSF = .0142 Gallons per Square Foot per Day

Water Usage Summary April 4, 2019

11105 Cathage Road, Ocean Pines, 20,000 S.F. Medical Office Building

<u>Period</u>	<u>Total Usage</u>	<u># of Days</u>	<u>Per Day</u>	<u>EDU</u>
10/01/17 - 12/31/17	207,900	15	13,860/day	55 EDU's
01/01/18 - 03/31/18	124,700	57	2,188/day	8.75 EDU's
04/01/18 - 06/30/18	29,300	120	244/day	1 EDU
07/01/18 - 09/30/18	148,300	60	2,472/day	9.89 EDU's
10/01/18 - 12/31/18	56,800	101	562/day	2.24 EDU's
01/01/19 - 03/31/19	77,800	82	948/day	3.8 EDU's

NOTE: Irrigation system usage has not been deducted.

Water Usage Summary April 4, 2019**11101 Cathage Road, Ocean Pines, 20,000 S.F. Medical Office Building**

<u>Period</u>	<u>Total Usage</u>	<u># of Days</u>	<u>Per Day</u>	<u>EDU</u>
10/01/15 - 12/31/15	90,108		1,001/day	4 EDU's
01/01/16 - 03/31/16	33,700		374/day	1.6 EDU's
04/01/16 - 06/30/16	33,900		376/day	1.6 EDU's
07/01/16 - 09/30/16	61,500		683/day	2.7 EDU's
10/01/16 - 12/31/16	61,400		682/day	2.7 EDU's
01/01/17 - 03/31/17	34,900		387/day	1.6 EDU's
* 04/01/17 - 06/30/17	213,000		2,367/day	9.4 EDU's
07/01/17 - 09/30/17	51,300		520/day	2.28 EDU's
10/01/17 - 12/31/17	43,400	93 days	467/day	1.9 EDU's
01/01/18 - 03/31/18	32,500	91 days	357/day	1.43 EDU's
04/01/18 - 06/30/18	40,000	120 days	334/day	1.34 EDU's
7/1/2018 - 09/30/18	63,600	60 days	1,060/day	4.24 EDU's
10/01/18 - 12/31/18	123,400	98 days	1,260/day	5.04 EDU's
01/01/19 - 03/31/19	37,600	85 days	422/day	1.8 EDU's

* NOTE #1: Service was used for linear accelerator start up and testing during this period.

NOTE #2: Irrigation system usage has not been deducted.



14

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 30, 2019

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer **HH**
SUBJECT: White Horse Park - Proposed Off-Season Occupancy Enforcement Plan

Following your meeting on September 17, 2019, I have met with the White Horse Park Board of Directors as well as County staff and our State partners with the Worcester County Health Department, Social Services and Commission on Aging to develop a plan to enforce the off-season occupancy restrictions in the White Horse Park campground subdivision. As you are aware, in accordance with County law "units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. Between September 30 of each year and April 1 of the succeeding year, units or sites shall not be occupied for more than thirty consecutive days or an aggregate of sixty days." Therefore, for example, owners or tenants may occupy their unit from October 1 through October 30 without violation, but must vacate their unit thereafter and may only return for a total of 30 days over the next five months between October 31 and March 31.

We have drafted a series of letters for your review and approval. The first letter is proposed to be mailed to all owners (based on State Department of Assessment and Taxation records) to put them on notice that the off-season occupancy restrictions will be enforced beginning October 1, 2019 through March 31, 2020. The second letter is proposed for distribution to the owners who may have previously violated the seasonal occupancy restrictions. This letter defines the enforcement actions to be taken by way of civil citations and also offers consultation with our State partners through the Maryland Access Point (MAP) for guidance and assistance in locating alternate housing in the area between October and March. The third letter is proposed for distribution to the renters/tenants who must also comply with the off-season occupancy restrictions and who will likely need to contact their landlord/unit owner regarding their lease agreements.

I look forward to discussing this matter with you at your October 1 meeting.

DRAFT

October 1, 2019

IMPORTANT NOTICE

To All White Horse Park Owners:

At our meeting on Tuesday, September 17, 2019, the Worcester County Commissioners rejected the introduction of a proposed text amendment application submitted by two property owners in the White Horse Park Campground Subdivision which sought to relax certain prohibitions on year round or permanent occupancy in the campground. In accordance with Section ZS 1-318(d)(1)(J) of the Worcester County Zoning Ordinance, "units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. Between September 30 of each year and April 1 of the succeeding year, units or sites shall not be occupied for more than thirty consecutive days or an aggregate of sixty days." Therefore, for example, you may occupy your unit from October 1 through October 30 without violation, but must vacate your unit thereafter and may only return for a total of 30 days over the next five months between October 31 and March 31.

The County Commissioners have been working cooperatively with the White Horse Park Board of Directors for nearly three years since January 2017 in an attempt to encourage the community to achieve compliance with the longstanding provisions of the County law which allows only seasonal occupancy in Campground Subdivisions. While we are still hopeful that all owners and occupants will voluntarily comply with the County law, you are hereby notified that occupancy will be monitored beginning today, October 1, 2019, and will continue to be monitored through March 31, 2020. Any violators who continue to occupy their seasonal units beyond thirty consecutive days or an aggregate of sixty days will be prosecuted in accordance with County and State law.

In the event that enforcement becomes necessary, the owner and tenant of any illegally occupied unit in White Horse Park shall be guilty of a civil infraction and may be issued a civil citation each day the violation continues. The fine for the first civil infraction shall be \$100. Thereafter, fines will escalate each day with a fine of \$250 for a second offense, \$500 for a third offense and \$1,000 each day for a fourth and each subsequent offense. We sincerely hope that each of you will take the necessary steps to ensure compliance with the County law and that it

will not become necessary to issue citations. However, compliance is mandatory and the County law will be enforced.

Finally, we understand that some of you may need guidance and assistance in locating alternate housing in the area between October and March. As a result, our State partners with the Department of Social Services, Health Department and Commission on Aging have agreed to meet with you at the Ocean Pines Library on Wednesday, October 9, 2019 to provide consultation on the various programs they offer to assist those who may qualify for assistance. Appointments are available in the morning between 9:00 am and 12:00 noon or in the afternoon between 1:00 and 4:00 pm. You will need to bring proof of income, assets and social security information for assessment. Please call the Maryland Access Point of Worcester County at 410-632-9915 to schedule an appointment.

Thank you for your immediate attention to this important matter and for taking steps this month to comply with the longstanding provisions of the County law which allows only seasonal occupancy in the White Horse Park campground subdivision.

Sincerely,

Diana Purnell
President

DRAFT

October 1, 2019

IMPORTANT NOTICE

To All White Horse Park Owners Who May Have
Previously Violated the Seasonal Occupancy Restrictions:

As you are aware, the attached letter was sent to all property owners in White Horse Park to reiterate the provisions of the Worcester County Zoning Ordinance which states that “units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. Between September 30 of each year and April 1 of the succeeding year, units or sites shall not be occupied for more than thirty consecutive days or an aggregate of sixty days. Any condominium declaration or declaration of restrictions of a homeowners’ association shall include language providing for such limited occupancy.” As explained in the letter to all owners, the limitation on off-season occupancy provides for example, that you may occupy your unit from October 1 through October 30 without violation, but you must vacate your unit thereafter and may only return for a total of 30 days over the next five months between October 31 and March 31.

We understand that you have previously indicated noncompliance with the seasonal occupancy restrictions of the White Horse Park campground subdivision. As stated in the aforementioned letter to all owners, while we are hopeful that you will voluntarily comply with the County law, occupancy will be monitored beginning October 1, 2019, and will continue to be monitored through March 31, 2020. If you continue to occupy your seasonal unit beyond thirty consecutive days or an aggregate of sixty days, you will be prosecuted in accordance with County and State law.

In the event that enforcement becomes necessary, you will be guilty of a civil infraction and may be issued a civil citation each day the violation continues. The fine for the first civil infraction shall be \$100. Thereafter, fines will escalate each day with a fine of \$250 for a second offense, \$500 for a third offense and \$1,000 each day for a fourth and each subsequent offense. We sincerely hope that you will take the necessary steps to ensure compliance with the County law and that it will not become necessary to issue citations. However, compliance is mandatory and the County law will be enforced.

White Horse Park Owners Who May Have
Previously Violated Seasonal Occupancy Restrictions
October 1, 2019
Page 2

We understand that you may need guidance and assistance in locating alternate housing in the area between October and March. As a result, our State partners with the Department of Social Services, Health Department and Commission on Aging have agreed to meet with you at the Ocean Pines Library on Wednesday, October 9, 2019 to provide consultation on the various programs they offer to assist those who may qualify for assistance. Appointments are available in the morning between 9:00 am and 12:00 noon or in the afternoon between 1:00 and 4:00 pm. You will need to bring proof of income, assets and social security information for assessment. Please call the Maryland Access Point of Worcester County at 410-632-9915 to schedule an appointment.

Thank you for your immediate attention to this important matter and for taking steps this month to comply with the longstanding provisions of the County law which allows only seasonal occupancy in the White Horse Park campground subdivision.

Sincerely,

Diana Purnell
President

DRAFT

October 1, 2019

IMPORTANT NOTICE

To All Renters/Tenants in White Horse Park:

Please be advised that the attached letter was sent to all property owners in White Horse Park to reiterate the provisions of the Worcester County Zoning Ordinance which states that “units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. Between September 30 of each year and April 1 of the succeeding year, units or sites shall not be occupied for more than thirty consecutive days or an aggregate of sixty days.” As explained in the letter to all owners, the limitation on off-season occupancy provides for example, that owners or tenants may occupy their unit from October 1 through October 30 without violation, but they must vacate their unit thereafter and may only return for a total of 30 days over the next five months between October 31 and March 31.

We understand that you may have a lease which violates the seasonal occupancy restrictions of the White Horse Park campground subdivision. If so, we suggest that you reach out to your landlord (the property owner) to arrange for alternate housing between October and March in order to comply with the County law. As stated in the letter to all owners, occupancy will be monitored beginning October 1, 2019, and will continue to be monitored through March 31, 2020. If you continue to occupy your unit in White Horse Park beyond thirty consecutive days or an aggregate of sixty days, both you and the owner will be prosecuted in accordance with County and State law.

In the event that enforcement becomes necessary, both you and the owner of your unit will be guilty of a civil infraction and may be issued a civil citation each day the violation continues. The fine for the first civil infraction shall be \$100. Thereafter, fines will escalate each day with a fine of \$250 for a second offense, \$500 for a third offense and \$1,000 each day for a fourth and each subsequent offense. We sincerely hope that you will take the necessary steps to ensure compliance with the County law and that it will not become necessary to issue citations. However, compliance is mandatory and the County law will be enforced.

White Horse Park Renters/Tenants
October 1, 2019
Page 2

We understand that you may need guidance and assistance in locating alternate housing in the area between October and March. As a result, our State partners with the Department of Social Services, Health Department and Commission on Aging have agreed to meet with you at the Ocean Pines Library on Wednesday, October 9, 2019 to provide consultation on the various programs they offer to assist those who may qualify for assistance. Appointments are available in the morning between 9:00 am and 12:00 noon or in the afternoon between 1:00 and 4:00 pm. You will need to bring proof of income, assets and social security information for assessment. Please call the Maryland Access Point of Worcester County at 410-632-9915 to schedule an appointment.

Thank you for your immediate attention to this important matter and for taking steps this month to comply with the longstanding provisions of the County law which allows only seasonal occupancy in the White Horse Park campground subdivision.

Sincerely,

Diana Purnell
President

- (3) Buildings within the industrial park shall be set back no less than thirty-five feet from all adjacent roadways.
 - (4) Parking shall be concentrated along the rear and sides of the buildings and shall be kept to a minimum in front of the buildings in accordance with the standards set forth in the "Design Guidelines and Standards for Commercial Uses."
 - (5) Loading docks and rail sidings shall generally be located on the rear or sides of buildings.
 - (6) In addition to compliance with the provisions of Subsection (a)(1) hereof, the developer of the industrial park shall impose reasonable controls on the architecture and construction of facilities within the development.
 - (7) Stormwater management, drainage facilities and other facilities serving the development shall be designed to serve the build-out conditions of the industrial park.
- (c) Additional powers of the Planning Commission. In addition to the standards and provisions contained elsewhere in this Title, the Planning Commission shall have the following powers and responsibilities:
- (1) The development standards specified in Subsections (a) and (b) hereof may be modified or waived by the Planning Commission where it is deemed that strict compliance would cause undue hardship on the applicant.
 - (2) In granting site plan approval under § ZS 1-325 hereof, the Planning Commission may attach such additional conditions or make such modification to the project as it deems necessary to ensure full compliance with the provisions and intent of this Title.
 - (3) If the project is to involve subdivision, no building permit shall be issued nor construction begun until the project has fully complied with the provisions of Title 2, Subdivision Regulations. The Planning Commission may accept the submission required under § ZS 1-325 hereof in lieu of the sketch plan submission provided for in Title 2, Subdivision Regulations.

§ ZS 1-318. Campgrounds.

- (a) Definitions. For the purposes of this section, the following definitions shall strictly apply:

CABIN — A structure built on a permanent foundation or attached to a permanent chassis and which meets all of the following criteria:

- (1) Is designed to provide seasonal or temporary living quarters for camping and which may be connected to utilities.
- (2) Does not exceed a total of four hundred square feet in gross floor area, including all additions, when set up for occupancy.
- (3) Plumbing fixtures and kitchen facilities may be provided.

CAMPGROUND SUBDIVISION — A group of campsite lots, parcels or units which have been subdivided in accordance with the provisions of this section and Title 2, Subdivision Regulations, and which are intended and designed to be occupied by recreational vehicles, park trailers or manufactured homes, as defined in this section.

CAMPSITE — A space within a campground used exclusively for camping purposes. Campsites shall be occupied on a temporary or seasonal basis only.

COOPERATIVE CAMPGROUND — A campground wherein the property in its entirety is under collective ownership by a corporation whose shareholders participate in the benefits of said collective ownership and shares of the corporation are owned, entitling an owner or owners to occupancy of a portion of real estate owned by the corporation. Cooperative campgrounds are intended and designed to be occupied by recreational vehicles, recreational park trailers or cabins, as defined in this section. A cooperative campground shall furthermore mean one established pursuant to Subtitle 6B of Title 5 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended from time to time and which is known as the "Maryland Cooperative Housing Corporation Act."

LICENSED VEHICLE — A vehicle having a current registration and displaying current license plates pursuant to the Transportation Article of the Annotated Code of Maryland.

MANUFACTURED HOME — A factory-built structure which is manufactured or constructed after June 15, 1976, under authority of 42 U.S.C. § 5403, Federal Manufactured Home Construction and Safety Standards Act of 1974, as may be amended from time to time, and designed to be used as a single-family residential dwelling with or without a permanent foundation and which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent location and which does not have any wheels or axles permanently attached to its body or frame. The placing of a manufactured home on a permanent foundation or the construction of additions, porches and the like shall not change the classification of such manufactured home. Recreational trailers and vehicles and modular homes are not considered as manufactured homes. For the purposes of this section, a manufactured home cannot exceed seven hundred fifty square feet in gross floor area, including any additions thereto.

MEMBERSHIP CAMPGROUND — A parcel of land improved or intended to be improved with campsites, and may also include bathrooms, showers, swimming pools, tennis courts, recreational buildings, camp stores and other amenities for the use only of the members of a nonstock corporation whose bylaws, rules and regulations give those members and the members of other membership campgrounds that are participants in a reciprocal-use program a nonexclusive right or license to use but do not assign a specific and fixed number of days or weeks when the members may use the campsites and related facilities. Such campgrounds shall be for transient use only, and no campsite shall be occupied as a place of primary residence or domicile. In addition, no campsite shall be permanently assigned to any member or user.

MOBILE HOME — A detached residential or business unit manufactured prior to June 15, 1976, and not required to be constructed in accordance with the Federal

Manufactured Home Construction and Safety Standards Act of 1974 and which contains not less than five hundred square feet of gross floor area in the original manufactured unit and was designed and intended for repeated or periodic transportation in one or more sections on the highway on a chassis which is permanent or designed to be permanent and arriving at the site where it is to be occupied complete and ready for occupancy except for minor and incidental unpacking and assembly of sections, location on jacks or other foundations, connection to utilities and the like. The placing of a mobile home on a permanent foundation or the construction of additions, porches and the like shall not change the classification of such mobile home. Recreational trailers and vehicles and modular homes are not considered as mobile homes.

RECREATIONAL PARK TRAILER — A vehicular unit capable of obtaining a state motor vehicle license and which meets all of the following criteria:

- (1) Is built on a single chassis permanently mounted on wheels.
- (2) Is designed to provide seasonal or temporary living quarters which may be connected to utilities necessary for installed fixtures and appliances.
- (3) Does not exceed a total of four hundred square feet in gross floor area when set up for occupancy.

RECREATIONAL VEHICLE — A vehicle initially designed as temporary living quarters for recreational camping or travel use which either has its own mode of power or is mounted on or drawn by another vehicle. "Recreational vehicles" include:

- (1) **TRAVEL TRAILER** — A licensed vehicle, mounted on wheels, of such size or weight as not to require special highway movement permits when drawn by a motorized vehicle, initially designed and constructed to provide temporary living quarters for recreational, camping or travel use. This definition does not preclude telescoping additions, as long as a unit meets roadway requirements.
- (2) **TRUCK CAMPER** — A portable enclosure, designed to be loaded onto or affixed to the bed or chassis of a truck which is a licensed vehicle, initially designed and constructed to provide temporary living quarters for recreational, camping or travel use.
- (3) **CAMPER TRAILER** — A licensed vehicle mounted on wheels, constructed with collapsible partial side walls which fold for towing by another vehicle and unfold at the campsite and initially designed and constructed to provide temporary living quarters for recreational camping or travel use.
- (4) **MOTOR HOME** — A licensed vehicle which has its own mode of power and which is designed and constructed as temporary living quarters for recreational, camping or travel use.

RENTAL CAMPGROUND — A lot used or intended to be used for six or more occupied tents or recreational vehicles on campsites, in which campsites are not subdivided, sold or offered for dedication. The definition of "rental campground" shall not include sales lots for unoccupied recreational vehicles.

TENT — A temporary shelter composed primarily of natural or synthetic fabric or film.

- (b) Limitations. No recreational vehicle shall be parked overnight on any public road, public park, public boat landing or other public place, except in an emergency or in areas specified for such use.
- (c) Rental campgrounds and membership campgrounds.
 - (1) All rental and membership campgrounds shall conform to the following provisions:
 - A. Every special exception application for a rental campground or membership campground shall be accompanied by a conceptual site plan as required in § ZS 1-116 hereof. The Board of Zoning Appeals shall review the application for special exception in regard to the proposed use and general layout only. Once the special exception and use has been approved by the Board of Zoning Appeals, the application shall be subject to site plan review and approval by the Planning Commission in accordance with the provisions of § ZS 1-325 hereof. The site plan submitted for review by the Planning Commission must be in conformance with the special exception approval granted by the Board of Zoning Appeals and the general layout considered by that Board and also address any conditions imposed by the Board.
 - B. Minimum lot requirements for rental campgrounds and membership campgrounds shall be: lot area, twenty-five acres; lot width, four hundred feet; front yard setback, two hundred feet; and each side yard setback and rear yard setback, one hundred feet. Perimeter property lines shall be permanently marked in the field to indicate the limit of the campground area. Screening along perimeter property lines shall be provided in accordance with an approved site plan. No campsite shall be located in any required yard, less than two hundred feet from any existing dwelling or public road or less than one thousand feet from the district line of any R District. With the approval of the Board of Zoning Appeals as a variance, the one-thousand-foot setback may be reduced to not less than five hundred feet, provided that the setback area contains screening in accordance with the provisions of § ZS 1-322 hereof. Where possible, those areas contained in the one-hundred-year floodplain should not be utilized for permanent structures but can be utilized for campsites, open space or recreational areas.
 - C. Required yards referred to in Subsection (c)(1)B hereof shall be screened as approved by the Planning Commission and in accordance with the provisions of § ZS 1-322 hereof.
 - D. There shall be at least two but not greater than two and one-half off-street parking spaces for each campsite, two of which must be located on the campsite. Required parking spaces shall not be used for tenting areas or the placement of a recreational vehicle. If not provided on the campsite, any additional required parking shall be provided in common parking areas located within six hundred feet of the campsite. At least one bicycle rack shall be provided at each amenity area, bathhouse, store or other facility which is commercial in nature.

- (6) Up to twenty-five percent of the campsites in either a rental or membership campground may be occupied by recreational park trailers or cabins. Such units must be owned by the campground owner. Ownership of recreational park trailers or cabins by an individual tenant is prohibited and such units may only be occupied on a temporary basis and not as a place of primary residence or domicile.
- (7) No recreational vehicle, recreational park trailer or cabin shall exceed one story nor shall it exceed seventeen feet in height. The Board of Zoning Appeals shall have no power to grant variances to the maximum height or number of stories. Furthermore, no such structure shall contain any living space below or any attic space or loft above the first-floor elevation.
- (8) Additions to recreational vehicles, recreational park trailers and cabins are prohibited in rental or membership campgrounds.
- (9) No accessory buildings are permitted on individual campsites in rental or membership campgrounds.
- (10) Structures or buildings which serve as an amenity or are incidental and accessory to the operation of the campground in general may not exceed two stories or forty-five feet in height.
- (11) The temporary location or placement of a tent or recreational vehicle on a campsite in a rental or membership campground shall not require the issuance of a building permit or zoning certificate. The location of a recreational park trailer or cabin on a campsite in a rental or membership campground or the elevation of a recreational vehicle on a permanent foundation shall require the issuance of a building permit and zoning certificate.

(d) Campground subdivisions.

- (1) New campground subdivisions are prohibited. The following provisions shall apply to campground subdivisions in existence prior to the adoption date of this Title.
 - A. Minimum lot requirements shall be: lot area, twenty-five acres minimum and one hundred acres maximum; maximum density, ten campsites per gross acre; lot width, eight hundred feet; and front yard setback, each side yard setback and rear yard setback, one hundred feet; provided that no campsite shall be located in any required setback, less than two hundred feet from any existing dwelling or public road or less than one thousand feet from the district line of any R District. With the approval of the Board of Zoning Appeals, the one-thousand-foot setback may be reduced to not less than two hundred fifty feet, provided that the setback area is screened in accordance with § ZS 1-322 hereof. The one-thousand-foot setback shall not apply to any campground adjacent to an R District for which all permits have been issued and construction has commenced at the time of the zoning of the area to an R

District, provided that, in such case, the two-hundred-fifty-foot minimum setback referred to above shall apply.

- B. Each campsite shall be so designed that a rectangle of fifty feet in width and sixty feet in depth can be located within the campsite boundary lines. Each campsite shall have a minimum of twenty-five feet of frontage on a roadway. Minimum setbacks for each campsite shall be: front yard, ten feet; left side yard, seven feet; right side yard, three feet; and rear yard, five feet; provided, however, that the provisions of this subsection requiring a fifty-by-sixty-foot rectangle shall not apply to any campground subdivision which has received preliminary plat approval from the Planning Commission prior to April 25, 1989.
- C. Campsites shall be occupied only by recreational vehicles, recreational park trailers, manufactured homes, or modular homes meeting the requirements and definitions of the Maryland Industrialized Buildings and Mobile Homes Act, as amended from time to time, and permanently attached to a metal chassis, any of which must be capable of connection to individual campsite sewer, water and electrical hookups. No more than one recreational vehicle, recreational park trailer, manufactured home or modular home as provided for herein shall occupy any one campsite at any one time. Tents are not permitted in campground subdivisions. [Amended 1-20-2010 by Bill No. 10-7]
- D. No recreational vehicle, recreational park trailer or cabin shall exceed one story nor shall it exceed seventeen feet in height. Furthermore, no such structure shall contain any living space below or any attic space or loft above the first-floor elevation.
- E. One detached accessory building, not to exceed eight feet by ten feet in size, may be located on each campsite in a campground subdivision. Accessory buildings may not be located in the front yard setback but are not subject to other setback requirements but shall be separated by not less than six feet from any other recreational vehicle, recreational park trailer, cabin or other structure on the same lot or any other lot. No accessory building may be used for human habitation or sleeping quarters. No accessory building may contain plumbing or plumbing fixtures.
- F. Required yards referred to in Subsection (d)(1)A hereof shall be wooded, densely landscaped, screened by earth or any combination thereof approved by the Planning Commission.
- G. There shall be at least two off-street parking spaces but no more than two and one-half parking spaces for each campsite. At least two of the parking spaces must be provided on the campsite. Any additional parking may be provided in common parking areas located within six hundred feet of the campsite.

- H. No retail business or merchandising, other than amenities which are purely incidental and subordinate to the operation of the campground and intended only for its occupants, shall be permitted.
- I. Structures or buildings which serve as an amenity or are incidental and accessory to the operation of the campground in general may not exceed two stories or forty-five feet in height.
- J. Units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. Between September 30 of each year and April 1 of the succeeding year, units or sites shall not be occupied for more than thirty consecutive days or an aggregate of sixty days. Any condominium declaration or declaration of restrictions of a homeowners' association shall include language providing for such limited occupancy.
- K. All campground subdivisions shall be subject to subdivision review and approval as required by Title 2, Subdivision Regulations.
- L. Each campground subdivision shall comply with all pertinent regulations of the Maryland Department of the Environment and Environmental Programs Division as well as other state and County requirements prescribed by law or regulations for such use and shall be required to provide water and sewer utility hookups to each individual campsite.
- M. Campground subdivisions shall provide the following facilities:
1. An adequate potable water supply to each campsite, as approved by the Environmental Programs Division.
 2. An adequate sewer connection to each campsite, as approved by the Environmental Programs Division.
 3. Adequate and safe electrical services to each campsite in accordance with the requirements of the National Electric Code, current edition, and the Worcester County Floodplain Management Law,² as determined by the Department.
 4. A refuse collection, management and disposal system.
 5. The sewer system shall be connected to a public system and a public treatment plant or to a privately owned public utility system which complies with the requirements of the Worcester County Shared Facilities Law.³

2. Editor's Note: See § BR 2-301 et seq. of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland.

3. Editor's Note: See § PW 5-101 et seq. of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland.

- N. All roads and incidental drainage shall comply and be constructed in accordance with County road specifications for private campground subdivisions, as adopted by the County Commissioners. Collector roads and minor roads shall be determined by the Planning Commission. Drainage shall be provided in accordance with the provisions of the County road specifications for private campground subdivisions. Adequate easements or rights-of-way for utilities shall be provided. All roads in campground subdivisions shall be private and shall not be accepted by the County Commissioners for maintenance.
- O. Every campground subdivision shall have not less than twenty-five percent of its total area devoted to open space and/or recreation as a common area.
- P. All campground subdivisions shall establish a system of management and maintenance for the common areas and commonly owned improvements as may be required in conjunction with subdivision approval by the Planning Commission.
- Q. Placement of a recreational park trailer, cabin or accessory structure on a campsite in a campground subdivision shall require the issuance of a building permit and zoning certificate. The temporary placement on a campsite of a recreational vehicle bearing current valid registration or license plates shall not require the issuance of a building permit or zoning certificate. Placement of a recreational vehicle on a campsite in such a manner that its placement is not intended to be temporary or transient shall require the issuance of a building permit and zoning certificate.
- (2) Prior to the occupancy or use of any lot or unit in a campground subdivision, a zoning certificate certifying that all of the requirements of Subsection (d)(1) hereof have been fully and completely complied with must be obtained from the Department. Any such zoning certificate shall be for the entire subdivision, including all lots or units within the subdivision, and may be revocable at any time as to any lot or unit in the subdivision or as to the entire subdivision upon not less than ten days' written notice, providing an opportunity to be heard, given, in the case of an individual lot or unit, to the owner or, in the case of an entire subdivision, to the authority responsible for the subdivision. Upon revocation of the zoning certificate, the lot or unit or, in the case of an entire subdivision, the subdivision may no longer be used as a campground subdivision until it is in full compliance and a new zoning certificate is issued.
- (3) The County Commissioners may, by resolution, adopt a procedure for the annual inspection of campground subdivisions to determine compliance with the provisions hereof, particularly the provisions of Subsection (d)(1)J hereof. Such systems may include licensure and fees for such inspections.

Do you know someone who...

- | may need assistance to remain in their own home (Shopping, Chores and/or Personal Care)?
- | has trouble with forgetting things?
- | may need transportation or a nutritious meal delivered to them?
- | would benefit from socializing activities such as a day program?
- | may be struggling with depression, mental illness, or substance abuse issues?
- | may need to be linked to other community services?
- | may need protective services against neglect, abuse, self-neglect, or exploitation?

Maryland Access Point OF WORCESTER COUNTY

A Collaborative Effort of:
 Worcester County Health Department,
 Worcester County Commission on Aging,
 Worcester County Department of
 Social Services

MAP of Worcester County
 PO Box 159: 4767 Snow Hill Road
 Snow Hill, MD 21863
 Phone: 410-632-9915
 Fax: 410-632-9902

WWW.MARYLANDACCESSPOINT.INFO



Worcester County

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 YOUR LINK TO HEALTH & SUPPORT SERVICES



Worcester County

MARYLAND ACCESS POINT
 YOUR LINK TO HEALTH & SUPPORT SERVICES

Information and Assistance
 for
 Aging Adults
 and
 Individuals with Disabilities
410-632-9915

WWW.MARYLANDACCESSPOINT.INFO

Who do I call

for information

and/or

services?

Maryland Access Point (MAP) of Worcester County is "one-stop shopping" for aging adults and individuals with disabilities, of all income levels, who need information and assistance about long-term care services or want to plan for future needs. Family members and caregivers trying to support a parent, spouse or adult child can also receive information and assistance through this program.

MAP is committed to encourage safety, health, independence and personal choice for the adults they serve and those caring for them.

The MAP office is located in the Charles & Martha Fulton Senior Center in Snow Hill Maryland. Staff from the Worcester County Health Department, Worcester County Commission on Aging, and Worcester County Department of Social Services work together in this office. Services can be accessed by calling or visiting our office.

Contact

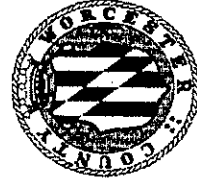
MAP

OF

WORCESTER COUNTY

PO Box 159: 4767 Snow Hill Road
Snow Hill, MD 21863
Phone: 410-632-9915
Fax: 410-632-9902

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MAP

OF
WORCESTER COUNTY

VISION

We envision a Worcester County in which elderly, vulnerable and disabled adults receive consolidated, quality care that is efficient and effective in supporting full quality of life.

MISSION

With respect for the dignity of each elderly, vulnerable and disabled adult, we will promote self-determination in each client's effort to attain optimum quality of life in a safe and least restrictive environment by:

- Assessing needs
- Coordinating resources
- Providing supportive services

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October 1, 2019

White Horse Park Community Association Board
11647 Beauchamp Road #1
Berlin, MD 21811

RE: Enforcement of Seasonal Occupancy Restrictions at White Horse Park

Dear Board Members:

As you are aware, the attached letter was sent to all property owners in White Horse Park (WHP) to reiterate the provisions of the Worcester County Zoning Ordinance which states that “units or sites in a campground subdivision shall be occupied only on a seasonal basis and shall not be occupied as a place of primary residence or domicile. Between September 30 of each year and April 1 of the succeeding year, units or sites shall not be occupied for more than thirty consecutive days or an aggregate of sixty days. Any condominium declaration or declaration of restrictions of a homeowners’ association shall include language providing for such limited occupancy.” As explained in the letter to all owners, the limitation on off-season occupancy provides for example, that owners may occupy their unit from October 1 through October 30 without violation, but they must vacate their unit thereafter and may only return for a total of 30 days over the next five months between October 31 and March 31. I have also included a copy of similar letters that were sent to all owners who may have previously violated the seasonal occupancy restrictions, and to all known renters for your records.

We have advised all owners that occupancy will be monitored beginning October 1, 2019, and will continue to be monitored through March 31, 2020. We are relying upon you to take appropriate steps to monitor occupancy. In the event that enforcement actions are decided in Court, it will be critical that you are able to provide proof of occupancy which violates either the 30 consecutive day provision and/or the aggregate of sixty days occupancy between October 1 and March 31. As a result of your meeting with Chief Administrative Officer Harold Higgins and Commissioners Bunting, Bertino and Purnell on Friday, September 20, 2019, we understand that you are looking into the following: installing new gate management software to monitor incoming and outgoing traffic at WHP; hiring a security company to conduct routine inspections

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of occupancy (similar to procedures in place at Assateague Pointe campground subdivision); and revising your HOA covenants to enable the WHP Board to issue fines to owners who violate the covenants. Please advise the status of these actions as soon as possible. In addition, we suggest that you develop a Declaration of Off-Season Occupancy to be completed by each owner in WHP declaring the days between October 1 and March 31 which they intend to occupy their unit which demonstrates a maximum of no more than 60 days in the off-season. This declaration will provide a record of compliance and will assist your security agent in targeting their enforcement efforts.

In addition, please ensure that you are monitoring occupancy and recording your findings on a daily basis as of October 1, 2019 and that you will continue to monitor daily occupancy through March 31, 2019. Please notify us immediately upon the discovery of any violations and provide us with appropriate records so that we may issue civil citations as necessary.

Thank you for your cooperation and assistance in bringing White Horse Park campground subdivision into compliance with the longstanding provisions of the County law which allows only seasonal occupancy.

Sincerely,

Diana Purnell
President