

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>  
Meeting Attendees are required to wear face coverings and practice social distancing.

**November 4, 2020**

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room - Room 1101  
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding certain personnel matters; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Pastor Dale Brown), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes of October 20, 2020 Meeting
- 10:05 - Commendations for Retirement of James "Poncho" Waters, Actions Taken by Kelly Jenkins, and the Richardson Family for the Agricultural Hall of Fame 1-3
- 10:10 - Chief Administrative Officer: Consent Agenda  
(Multiple Emergency Number Systems Board Project Approvals, Proposed Road Naming, FY21 MOU with Jail and Health Department for Mental Health Care, Cedartown Road Speed Study, BOE/Sheriff's Office MOU on School Deputies) 4-13
- 10:20 - Chief Administrative Officer: Administrative Matters  
(BOE CIP, County CIP and Public Hearing Request, CY21 Commissioners' Meeting and FY22 Budget Schedule, Assignment of FY20 Fund Balance, Pending Board Appointments, Tri-County Council Executive Board Nominations, MACo Legislative Committee Nominations, COA Budget Overrun, Emergency Services Bid Waiver Request, Pocomoke Truck Route Changes, Bid Request for WOC Pump Stations 2-5, Bid Request for OP Wastewater Treatment Plant Operations Building, Franklin Street Parking Lot Proposal, Rezoning Case No. 425 FoF and Resolution, Water and Sewer Plan Amendment Public Hearing Request) 14-28
- 10:30 - Public Hearing: Mystic Harbour SSA Amendment and Expansion for 10208 Thoroughfare Farms Road 29
- 10:40 -
- 10:45 - Public Hearing: Office Recycling Amendment to Comprehensive Solid Waste Management Plan 30
- 10:50 -
- 11:00 - Public Hearings: Rezoning Case No. 426 - Westerly Side of Stephen Decatur Highway, South of Snug Harbor Road, and Rezoning Case No. 428 - Southerly Side of St. Martin's Neck Road, East of Aramis Lane 31-32
- 11:10 - Chief Administrative Officer: Administrative Matters 14-28
- 11:30 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) 14-28

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

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

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

October 20, 2020

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

Following a motion by Commissioner Nordstrom, seconded by Commissioner Elder, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, State's Attorney Kris Heiser, Sheriff Matt Crisafulli, Fire Marshal Jeff McMahon, Emergency Services Director Billy Birch, and Recreation, Parks, Tourism, and Economic Development Director Tom Perlozzo. Topics discussed and actions taken included hiring Cody Johnston as an Analyst/Technician within Information Technology and other personnel matters; receiving legal advice from counsel; and performing administrative functions, including reorganizing Economic Development and Tourism and reconfiguring parking assignments in the Franklin Street parking lot.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Purnell, the Commissioners unanimously voted to adjourn their closed session at 9:33 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Pastor Dale Brown of the Community Church at Ocean Pines and pledge of allegiance, announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the open and closed session minutes of their October 6, 2020 meeting as presented.

The Commissioners presented a proclamation recognizing October 19-23 as Economic Development Week to Greater Ocean City Chamber of Commerce Publications Manager Nancy Schwendeman, Worcester County Economic Development Director Lachelle Scarlato, Snow Hill Chamber of Commerce Board of Directors member Lee Chisholm, and Pocomoke Chamber of Commerce Executive Director Lisa Taylor. The Commissioners highlighted the County's partnerships with the area chambers of commerce, which enhance the economic growth of the region by providing leadership, inspiration, education, and development opportunities that



# DRAFT

support and promote all segments of the business community.

Pursuant to the recommendation of Public Works Director John Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Mitrecic to sign the Right of Way Easement, granting Choptank Electric Cooperative, Inc. a 10-foot wide easement around the electrical service line serving the new spray irrigation equipment at the Newark spray irrigation site.

The Commissioners met with Environmental Programs Director Bob Mitchell to review a request from Hugh Cropper, attorney for Salt Grass Point Farms, LLC for allocation of one equivalent dwelling unit (EDU) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve a proposed 900-square-foot office building, as part of a proposed 75,919-square-foot mini storage facility to be constructed on a 5.5-acre parcel located on the easterly side of Stephen Decatur Highway (MD Rt. 611) and more specifically identified on Tax Map 33 as Parcel 136. Mr. Mitchell advised that the property is currently zoned C-2 General Commercial District and is designated S-1 (sewer services within two years) in the County Water and Sewerage Plan, though this does not guarantee any service or obligate the provision of services in that time frame. He stated that currently this property has no water or sewer EDU allocations. Therefore, if the Commissioners approve the request for the sewer EDU allocation, the applicant will also be required to purchase water service from the Mystic Harbour water system.

Mr. Mitchell advised that 31 EDUs are available in Area 2 (south of the airport) as follows: Vacant or Multi-Lot properties (one EDU), Assateague Greens Golf Course (six EDUs), Church (five EDUs), and Single Family Dwellings (19 EDUs). In response to a question by Commissioner Mitrecic, Mr. Mitchell clarified that EDUs are not allocated for use with public storage units, so this sewer EDU would only be available to serve the office space, which is to be handicap accessible and available for use by customers.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved Option 1, allocating one EDU to the property from the Vacant or Multi-Lot category in Area 2.

The Commissioners met with Chief Administrative Officer Harold Higgins and Recreation, Parks, Tourism, and Economic Development Director Tom Perlozzo to discuss a written request from Recreation and Parks Director Kelly Rados for funding to purchase equipment for the concession stand at Showell Park. Mr. Higgins stated that it would cost approximately \$20,000 to fully equip the concession stand; however, capital expenditure requests were cut significantly for FY21. He stated that at a minimum the department can absorb costs of \$5,700; however, \$314,000 is available within the Other General Government budget as a contingency fund, and the department could request funds from this category to purchase the equipment or request this equipment in FY22. Mr. Perlozzo recommended purchasing only the equipment needed to pass inspection by the Health Department in FY21 and revisiting the request for the remainder of the equipment in FY22. These items include the grill, hand sink area, three-compartment sink, mop sink area and faucet, stainless steel table to support the grill, and ice machine for approximately \$5,700, which would be reimbursed at a rate of 90 percent through the Maryland Department of Natural Resources Program Open Space.



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Upon a motion by Commissioner Purnell, the Commissioners unanimously approved the request as outlined by Mr. Perlozzo to use approximately \$5,700 to purchase the equipment needed to pass inspection.

Pursuant to the request of Information Technology Director Brian Jones and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved the request for proposals (RFP) for a private entity to partner with the County to address the lack of broadband infrastructure in the County by expanding high-speed broadband to unserved areas of the County. Mr. Jones advised that the State will soon be accepting applications for the Broadband Expansion Grant Program, and the County partner could apply for the grant funds on behalf of the County to bring broadband to the rural areas. He stated that there is no cost associated with the RFP.

In response to a question by Commissioner Bertino, Mr. Jones confirmed that the County would not be obligated to use any company. He advised that it would likely take 30 days to identify a suitable vendor and, hopefully, project construction would begin by spring 2021. He stated that the vendor would bear any infrastructure costs for the project.

Sheriff Matt Crisafulli met with the Commissioners to provide information requested at their October 6, 2020 meeting regarding the FY20 End of Year Transfer Request of \$81,123 for uniforms in the Sheriff's Office. Sheriff Crisafulli advised that the increase in this line item occurred because the vendor used by the department for dress uniforms went out of business. He stated that the original plan was to phase in the purchase of new dress uniforms over the next three years; however, due to the COVID-19 pandemic, his office identified a vendor selling washable dress uniforms and decided to purchase 460 sets now to limit staff's possible exposure to COVID-19 by eliminating the need for dry cleaning.

In response to questions by Commissioner Bertino, Colonel Doug Dods advised that staff has developed a plan to phase in the remainder of the needed dress uniforms over the next three years, which should reduce the amount of funding requested for this expenditure in future budgets.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the requested FY20 Year End Budget Transfer of \$81,123 for uniforms as requested.

The Commissioners met with Development Review and Permitting Director Ed Tudor and Deputy Director Jennifer Keener to review a request from Marvin Steen, president of Steen Associates, Inc., owner of the property being developed as Triple Crown Estates Residential Planned Community (RPC), to reduce the density of this project by fifty percent, by proposing 30 single-family dwelling lots rather than sixty duplex units on thirty lots. Mr. Tudor advised that this change will not impact the proposed lot sizes, setbacks, road design, or other features shown on the plans to date. Furthermore, staff believes that because the Code contemplated an increase in density, not a decrease in density, this request does not constitute a substantial change and does not require a public hearing.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved the requested modification of the Triple Crown Estates RPC.



In follow up to their October 6, 2020 request for additional information from the second lowest bidder, Harold Scrimgeour, for Nuisance Abatement Order No. 20-1 for a property located at 2816 Snow Hill Road, Mr. Tudor stated that Mr. Scrimgeour provided the requested certificates of insurance and references. In response to a question by Commissioner Nordstrom, Mr. Tudor stated that he has had to remind Mr. Scrimgeour of bid requirements on past projects, but that he did receive good referrals regarding the quality of his work.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, to award the best bid for Nuisance Abatement Order No. 20-1 for a property located at 2816 Snow Hill Road to Scrimgeour's Farm ALL, LLC at a total cost of \$24,900.

The Commissioners recessed until 10:30 a.m.

The Commissioners met in legislative session.

The Commissioners met with Mr. Tudor to review a text amendment application submitted by Hugh Cropper, IV, on behalf of Kathleen Clark, which seeks to amend ZS 1-338 Accessory apartments by eliminating the requirement that either the main dwelling or the accessory apartment be owner occupied.

Following some discussion, Commissioners Church, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 20-8 (Zoning – Accessory apartments) and agreed to schedule a public hearing on the bill.

The Commissioners conducted a public hearing to receive comments on Bill 20-7 (Zoning – Casino Entertainment District), which was introduced on August 18, 2020 by Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell. Mr. Tudor reviewed the bill, which would add a Casino Entertainment District as an overlay district in the Zoning and Subdivision Control Article and establish such a use as a permitted use in the A-2 Agricultural District. He advised that the draft bill received a favorable recommendation from the Planning Commission.

Commissioner Bunting reviewed a list of general exceptions that would be allowed in the casino overlay district and asked if the change being requested today would affect the expiration of special exceptions after a certain period of time under the current Code. Mr. Tudor stated that staff does not believe that there is an expiration date for the existing uses permitted by special exception on the casino property. Other uses that are not currently in use on the property, such as churches, temples, mosques, contractor shops and boat storage yards, could be permitted in the C-2 district, A-2 district, A-2 district with the Ocean Downs, and the casino overlay district by special exception.

In response to a question by Commissioner Bertino, Mr. Tudor stated that the Board of Zoning Appeals (BZA) considers applications for special exceptions, subject to certain conditions. He noted that in 1997, Ocean Downs owners asked the BZA to grant a fairgrounds provision that included 21 special exception uses, many of which are in use on the property and there for are not subject to expiration while in use. Others, which have never been applied for cannot expire because they have never been approved. However, if they applied for and were granted special exceptions for the other activities, the uses would have to be implemented within one year and used consistently throughout the years or be subject to expiration.



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Commissioner Mitrecic opened the floor to receive public comment.

Attorney Joe Moore reviewed the history of the racetrack and casino, noting that each year since 2012 the casino has requested a series of special exceptions permits, and none of those permits have expired because they have consistently utilized their right to those exceptions; however, they have agreed to aggregate those uses if the creation of the overlay district is approved. He advised that the casino, which is on land zoned A-2 Agricultural District, is an accessory use to the racetrack because it is a fairground; though, listing the casino as an accessory use is inappropriate because it has become the principal use on the site. He stated that the property owners chose to apply for the overlay district, which has 12 uses, three of which are already in use (casino, racetrack, and boarding stables), rather than apply to rezone this section of the property from A-2 to C-2 Commercial, like much of the surrounding area and which would allow 42 uses by either permitted uses or by special exceptions. He stated that the additional nine uses would be required to go through a two-step approval process from the Planning Commission, including traffic studies and architectural designs. He advised, however, that the purpose of discussions today is only to consider the text change, and any actions taken would not grant an approval for the additional uses. It simply gives the property owner the right to apply for those uses. He addressed concerns raised during the Commissioners' work shop on October 6, 2020 regarding hosting concerts on the property, noting that concerts are already permitted by special exception, and the casino has consistently asked for and received special exceptions to host these events. He stated that the primary issue with this bill for many here today is the provision allowing a hotel on the property. He stated that the casino and any person with a legal or financial interest in the casino are prohibited from locating a hotel on or within 10 miles of the site. However, this provision does not preclude a private owner from operating a hotel on or near the casino property. He committed both to hotel owners and the Commissioners that if the overlay zone is approved, the casino will request the overlay zone bill be amended to limit the number of privately owned and operated hotels to one hotel with 150 rooms. He stated that casino owners do not want to compete with Ocean City. Rather if the State law changes, they would like to attract an hotelier, perhaps someone already operating in Ocean City, to develop a hotel on the casino property to attract gamblers, which would result in an increase in casino revenues and the Local Impact Grant (LIG) funds paid to Worcester County, Ocean City, Ocean Pines, and Berlin.

In response to a question by Commissioner Mitrecic, Mr. Moore confirmed that, if the Commissioners approve the overlay district and if State law changes, they would like to place one hotel on the property. He stated that current law permits a hotel on the edge of the property in the C-2 zone or on property zoned C-2 across the street from the casino.

In response to a question by Commissioner Elder, Mr. Moore stated that the business plan to add a hotel would benefit the casino and the local jurisdictions, but it would not compete with Ocean City for visitors, as the hotel would be used to attract gamblers, not those who come to the area for the beach.

Ocean Downs General Manager Bobbi Sample presented a PowerPoint outlining the history of the casino as a responsible community partner that has helped to grow the shoulder season, provided 331 full-time and 34 part-time jobs pre COVID-19 and 255 full-time and 28 part-time jobs post COVID-19 to area residents, and LIG funds to area jurisdictions to fund capital projects, including road paving in Ocean Pines and Ocean City, the new Berlin Police Department building, and debt service for the Worcester Technical High School (WTHS), as



well as the purchase of new public safety vehicles and 911 radio upgrades. She stated that the purpose behind creating the overlay district, which County staff suggested in place of rezoning the property to C-2, is to clean-up the current legislation, so that the casino is not operating as a special exception but as a primary use. She stated that this bill does not grant casino officials carte blanche to institute additional uses included in the overlay district because they would still be required to seek approval for each use through planning and zoning. She pointed out that the Planning Commission unanimously supports Bill 20-7, which would allow additional amenities on the property that would result in the creation of new jobs and increased taxes. She confirmed that such an overlay district could not be permitted anywhere else in Worcester County because a second casino could not be added in the County without a referendum, and if and when such an application was presented casino owners would vehemently oppose the application. She then addressed traffic concerns, noting that casino representatives have committed to the OPA to commission a traffic study on the entirety of MD Rt. 589, even if not required to do so by the County when applying for special exception uses on casino property in the future. She stressed that the casino is part of the hospitality industry, so it is in their best interest to minimize traffic congestion, which could negatively impact the experience of casino customers. With regard to increased amenities, she confirmed that they would not endanger families or the casino's gaming license by adding family-activities that could attract minors to the casino. Instead, they plan to introduce additional services to attract new and returning customers who might otherwise bypass the Casino at Ocean Downs for Virginia gaming facilities if the state passes two referendum questions that would allow gaming and sports betting. She stated that Maryland law does not allow casinos to own hotels directly. However, they could lease or sell casino property to a private entity to develop a hotel, and casino officials would be permitted to offer complementary hotel rooms to casino guests. She concluded that gaming in Maryland is about partnerships between the casinos, the State, and local jurisdictions, and all of these entities benefit when the casinos thrive.

Hunt Taylor of McAllister Road opposed Bill 20-7, stating that approving this request would stop property owners on the westerly side of MD Rt. 589 adjacent to the casino from securing public sewer service to develop their properties for commercial use. He pointed out that Churchill Downs, owners of the Casino at Ocean Downs, vehemently opposed rezoning these properties by claiming that doing so would increase traffic; yet, this request does the same basic thing and allows casino owners to take advantage of a loophole in the law that prohibits them from having a hotel on the property.

Susan Jones, Executive Director of the Ocean City Hotel-Motel-Restaurant Association (HMRA), stated that Bill 20-7 as written is far too broad and asked the Commissioners not to move too swiftly on this request, but rather to consider its potential impacts, like a hotel with convention center space diverting business from the Roland E. Powell Convention Center, which is currently being expanded. She further asked that the bill be amended to limit any potential hotels on the property to one hotel with a maximum of 150 rooms. Mr. Moore confirmed that they would request the bill be amended to limit accommodations on or near the casino property to one hotel with 150 rooms.

Ocean Pines Association (OPA) President Larry Perrone the OPA originally had concerns about the impact of Bill 20-7 on Ocean Pines with regard to increased sewage to the Ocean Pines Wastewater Treatment Plant (WWTP) and increased traffic congestion on MD Rt. 589, but that Mr. Moore and Ms. Sample had met with and addressed each of these concerns.



Specifically, he confirmed that Ms. Sample had agreed to commission a traffic study of the entire MD Rt. 589 corridor regardless of whether required to do so by the Commissioners. He further noted that any expansion of the casino would result in increased Local Impact Grant (LIG) funds to the towns and the OPA, which could be used to augment decreased State funding for road projects. Therefore, the OPA unanimously supports Bill 20-7. In response to a question by Commissioner Bunting, Mr. Perrone stated that all seven OPA board members support the bill, and they have received no negative comments about the bill from Ocean Pines residents. Furthermore, he did not believe any future hotel with banquet facilities would negatively impact special events at the yacht club.

Commissioner Bertino thanked Mr. Perrone for attending the meeting and confirmed that he has also received a lot of positive comments and questions from Ocean Pines residents about Bill 20-7.

Hale Harrison of the Harrison Group strongly opposed the creation of the proposed overlay district, noting that many area hoteliers worked with the State originally to develop legislation that would not allow a hotel on or near casino property. He further stated that former casino owner Bill Rickman had assured area hotel owners that he did not want to be in the hotel business. He stated that the casino is not honoring its deal, and he asked the Commissioners not to take any action on Bill 20-7 at this time, but to instead take a wait and see approach to legislation that is expected to be introduced by the State.

Bill Rickman, former owner of the Casino at Ocean Downs, confirmed that when he owned the casino he did not want a hotel, but that the possibility of adding this use has been there since the beginning, as the law allows a third party to operate up to a 500-room hotel on property zoned C-2 in the vicinity of the casino property. Therefore, any decision made today would not impact that ability. He stated that casino operations are a partnership between casino operators, area businesses, and local government, and the proposal before them today is part of responsible growth. Therefore, he asked the Commissioners to support Bill 20-7.

Ocean City Mayor Rick Meehan opposed the overlay district. He confirmed that the casino has been a much better fit than many town officials and business owners originally imagined, and many of the hotels work with the casino to offer travel packages; however, the legislation crafted with their help was designed to ensure that no hotel could be developed on or near the casino property, yet Bill 20-7 would eliminate that restriction. He stated that town officials support the casino, but not the provision for a hotel. Therefore, he asked the Commissioners to abide by the original casino agreement.

Steve Mason of McAllister Road likened the overlay district to the creation of a special economic zone, which if passed would harm neighbors on the westerly side of MD Rt. 589 whose properties were recently rezoned for commercial use but were not granted access to public sewer service to develop their properties.

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

Commissioner Bertino stated that, while some have argued granting of an overlay district would give the casino an unfair advantage over other commercial operations, no business apart from the casino is saddled with a tax rate of 46% of gross receipts, and the local jurisdictions have benefitted tremendously from casino revenues over the last 10 years. He stated that the casino has been a really good neighbor since opening its doors, and casino officials have



adequately addressed his concerns about traffic on MD Rt. 589; therefore, he plans to support Bill 20-7.

Commissioner Purnell stated that she was not always in favor of gambling, as she has relatives who have been negatively impacted by casinos in Atlantic City that brought in their own staff instead of creating local jobs and attracted higher crime rates. However, she no longer feels that way, as the Casino at Ocean Downs has operated as a good neighbor by providing local jobs, supporting area nonprofits, and distributing LIG funds for use in capital projects, with no increase in crime. She stated that the casino has generated millions of dollars in LIG funds to the surrounding communities. These funds are being used to pay the WTHS debt service, to fund the Berlin Police Station, to pay for road paving projects, and to purchase public safety vehicles and equipment, so that the money did not have to come from the pockets of tax payers. Therefore, she appreciates the partnership of the casino and will be voting for Bill 20-7.

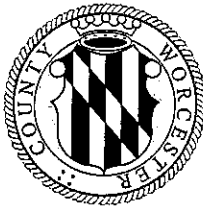
Commissioner Church stated that he met with Mr. Rickman prior to the passage of State legislation to allow the development of a casino in Worcester County, at which time he told him that he was dead set against gambling and would not support the legislation. However, to date he has not seen any negative aspects resulting from the operation of the Casino at Ocean Downs, which has turned out to be a good neighbor and taken extreme cautions for their gambling community. Therefore, he will be voting for Bill 20-7.

Commissioner Mitrecic also agreed that the casino has been a great neighbor and wants to keep it that way. He stated that the proposed overlay district flies in the face of all the restrictions that resort and government officials fought at the State level to put in place for casino operations. Furthermore, he has never seen traffic study findings that did not support the uses being proposed by those commissioning the studies. He expressed concern that the casino could eliminate racing entirely, and the areas between Worcester County and Virginia Beach are some of the most economically depressed areas he has ever seen. Therefore, he is in favor of upholding the current legislation.

Following much discussion and upon a motion by Commissioner Bertino, the Commissioners voted 5-2, with Commissioners Bunting and Mitrecic voting in opposition, to conceptually adopt the Planning Commission's Findings of Fact as their own and approved the creation of a Casino Entertainment District.

Commissioner Bertino stated that Governor Larry Hogan announced plans to reduce the State budget by 15% for FY22. Because it is unknown how those cuts will filter down to the counties, he made a motion for department heads to reduce their FY22 budget requests between 5-7 ½%. That motion failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor of the motion and Commissioners Church, Mitrecic, Nordstrom, and Mitrecic voting in opposition.

The Commissioners answered questions from the press, after which they adjourned to meet again on November 4, 2020 at 12:29 p.m.



ITEM  
1

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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

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

### COMMENDATION

**WHEREAS**, James "Poncho" Waters has contributed 22 years of dedicated service to Worcester County Government where he began his career on July 20, 1998; and

**WHEREAS**, Mr. Waters played an integral role as a Maintenance Worker I within the Water and Wastewater Division of Public Works, where his expertise and experience have been an integral part of the overall management of the Water and Wastewater Division.

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

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of November, in the Year of Our Lord Two Thousand and Twenty.



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Joseph M. Mitrecic, President

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Theodore J. Elder, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

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James C. Church

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

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Diana Purnell



ITEM  
2

COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
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## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

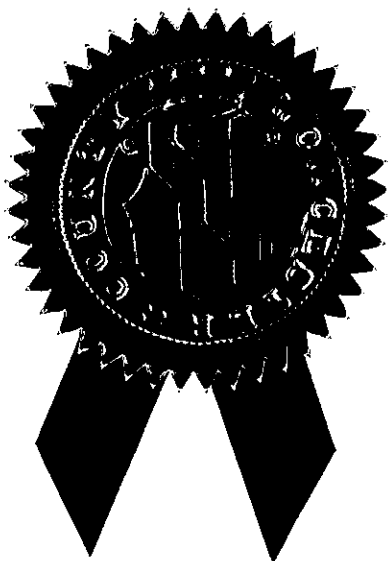
### COMMENDATION

**WHEREAS**, while participating in the Meals on Wheels program recently, Kelly Jenkins of the Commission on Aging (COA) assisted an area resident who had fallen and been lying on the floor for two days. When Ms. Jenkins arrived to deliver a meal, she heard the client call for help and entered the home, called 911, and remained with the client until emergency personnel arrived; and

**WHEREAS**, the Commissioners join with COA Executive Director John Dorrough to recognize Ms. Jenkins, whose actions highlight the importance of programs, like Meals on Wheels, to the health and welfare of the County's aging population, often allowing them to age more safely in place.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kelly Jenkins** for intervening quickly and compassionately to save a life.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of November, in the Year of Our Lord Two Thousand and Twenty.



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

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Theodore J. Elder, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

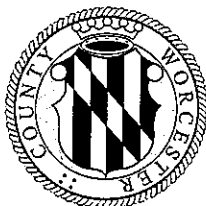
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James C. Church

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Joshua C. Nordstrom

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Diana Purnell

*Citizens and Government Working Together*





ITEM  
3

COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
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SNOW HILL, MARYLAND  
21863-1195

### COMMENDATION

**WHEREAS**, we congratulate Roger and Fay Richardson, who are recognized as models statewide for instituting best practices in farming. For their contributions, Governor Larry Hogan inducted the Richardsons into the Governor's Agricultural Hall of Fame in February 2020; and

**WHEREAS**, the Richardsons, who have owned and operated a family farm in Worcester County since 1959, were recognized by Governor Hogan for their high standards of achievement and commitment to the agricultural industry by implementing conservation practices while maintaining successful farm operations.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Roger and Fay Richardson** for their commitment to preserving, protecting, and furthering family farming operations in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of November, in the Year of Our Lord Two Thousand and Twenty.



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

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

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

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

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

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

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


*Citizens and Government Working Together*

ITEM  
4



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: Emergency Number Systems Board (ENSB) project approval #21-077  
Date: 27 October 2020

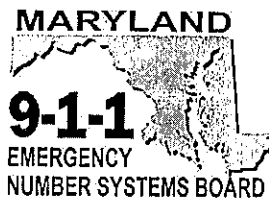
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The Department of Emergency Services is seeking authorization and permission to proceed with ENSB Project #21-077 in the amount not to exceed \$2050.00 to be reimbursed to the County for fees associated with the recertification in the multi-disciplines of the Priority Dispatch protocol software and card sets. These are the 911 call taking protocols that our employees utilize to provide standards-based processing of 911 calls.

I am available to answer any questions at your convenience.

Attachments (1)





## Department of Public Safety and Correctional Services

### Emergency Number Systems Board

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

STATE OF MARYLAND

LAWRENCE J. HOGAN, JR.  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

September 9, 2020

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

RE: ENSB Project # 21-077 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your IAED Multi Discipline training request in an amount currently not to exceed \$2,050.00, per your County's request. Please close the registration for this protocol-training program one week prior to the start of the first class. If the number of students enrolled differs from your original request, please notify me in writing of the final student enrollment for each protocol class and the subsequent total cost. This funding is contingent upon the availability of funds in the Trust Fund.

The Board has established certain time limits concerning funding. Per these time limits you must award a contract for this project within six months from the date of this letter and the project must be completed within one year of the date of this letter. If these deadlines are not met you must appear before the Board to justify their continued funding of this project.

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

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-339-6305.

Sincerely,

Scott Roper, Executive Director  
Emergency Number Systems Board

2

ITEM  
5



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services *B.B.*  
Re: Emergency Number Systems Board (ENSB) project approval #21-078  
Date: 27 October 2020

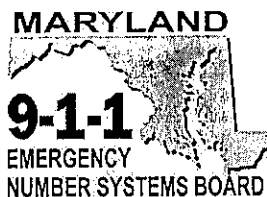
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The Department of Emergency Services is seeking authorization and permission to proceed with ENSB Project #21-078 in the amount of \$110.00 to be reimbursed to the County for fees associated with the recertification of one employee in the multi-disciplines of the Priority Dispatch protocol software and card sets. These are the 911 call taking protocols that our employees utilize to provide standards-based processing of 911 calls.

I am available to answer any questions at your convenience.

Attachments (1)





## Department of Public Safety and Correctional Services

### Emergency Number Systems Board

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

STATE OF MARYLAND  
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ROBERT L. GREEN  
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DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

September 9, 2020

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

RE: ENSB Project # 21-078 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your request for emergency dispatch protocol recertification for your county's 9-1-1 Specialists in an amount not to exceed \$110,000, per your County's request. This funding is contingent upon the availability of funds in the Trust Fund.

The Board has established certain time limits concerning funding. Per these time limits you must award a contract for this project within six months from the date of this letter and the project must be completed within one year of the date of this letter. If these deadlines are not met you must appear before the Board to justify their continued funding of this project.

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

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-339-6305.

Sincerely,

Scott Roper, Executive Director  
Emergency Number Systems Board

ITEM  
6



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services *B.B.*  
Re: Emergency Number Systems Board (ENSB) project approval #21-085  
Date: 27 October 2020

---

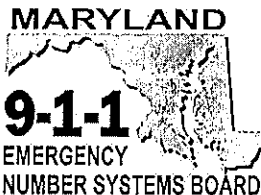
The Department of Emergency Services is seeking authorization and permission to proceed with ENSB Project #21-085 in the amount up to \$875.00 to be reimbursed to the County for fees associated with the use of Voiance Language Services. We use these services to process 911 calls from callers who do not speak English or do not speak enough to expediently process their calls.

These fees are currently paid for by the County and are included in the approved budget. Approval will allow the County to save these funds.

I am available to answer any questions at your convenience.

Attachments (1)





## Department of Public Safety and Correctional Services

### Emergency Number Systems Board

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

LAWRENCE J. HOGAN, JR.  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

September 24, 2020

Mr. Timothy Coale  
Worcester Co. Dept. of Emerg. Serv.  
1 West Market Street  
Courthouse Room 1002  
Snow Hill, MD 21863

RE: ENSB Project # 21-085 Worcester County

Dear Mr. Coale:

This will confirm the Board's decision during its September 24, 2020 meeting, to fund up to \$875.00 for Language Translation Services for 9-1-1 Callers (Project # 21-085), per your request. This funding is contingent upon the availability of funds in the Trust Fund.

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

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

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-339-6305.

Sincerely,

*Scott G. Roper*


Scott Roper, Executive Director  
Emergency Number Systems Board

ITEM  
7



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: Emergency Number Systems Board (ENSB) project approval #21-099  
Date: 27 October 2020

---

The Department of Emergency Services is seeking authorization and permission to proceed with ENSB Project #21-099 in the amount not to exceed \$9,210.00 to be reimbursed to the County for fees associated with obtain initial certification of Ocean City Dispatch employees in the use of law enforcement (EPD) and fire (EFD) National Academies of Emergency Dispatch protocols and the recertification of five of their employees in the medical (EMD) protocols.

The Maryland 911 Board (formerly the Emergency Numbers Systems Board) is requiring the use of standards-based protocols for every 911 call. As such, every secondary public safety answering point will be required to process any calls transferred to them with protocols. Currently, Ocean City only uses medical protocols and in order for the state to fund the training and licenses needed, the County must sponsor the project.

This project is part of a larger project that will ensure the standard processing of every 911 call using a thoroughly vetted process in addition to adding levels of redundancy into the County's 911 system.

I am available to answer any questions at your convenience.

Attachments (1)





Department of Public Safety and Correctional Services

Maryland 9-1-1 Board

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

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

September 9, 2020

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER  
McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

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

RE: ENSB Project # 21-099 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your IAED Multi Discipline training and recertification request in an amount currently not to exceed \$9,210.00, per your County's request. Please close the registration for this protocol-training program one week prior to the start of the first class. If the number of students enrolled differs from your original request, please notify me in writing of the final student enrollment for each protocol class and the subsequent total cost. This funding is contingent upon the availability of funds in the Trust Fund.

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

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

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

Sincerely,

*Scott G. Roper*


Scott Roper  
Executive Director

ITEM  
8



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: Emergency Number Systems Board (ENSB) project approval #21-121  
Date: 26 October 2020

---

The Department of Emergency Services is seeking authorization and permission to proceed with MD 911 Board Project #21-121 in the amount of \$2,200.00 to be reimbursed to the County for tuition costs associated with obtaining initial certification of National Emergency Numbers Association (NENA) 911 Center Supervisor Certification. The class is to be held in January in Coatesville, PA, thus requiring your approval of out-of-state travel and travel costs for three days/nights. We currently have the funds in our training budget as approved to cover these costs not covered by the 911 Board.

This training is a requirement for our Emergency Communications Supervisors. Our current supervisors received this training in 2019. It is our intent to send four (1 per shift) of our Emergency Communications Specialist II's in order to prepare them for advancement in the future and to give them the knowledge to step up to fill in for the supervisors when they are on leave.

I am available to answer any questions at your convenience.

Attachments (1)



## Department of Public Safety and Correctional Services

### Maryland 9-1-1 Board

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

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

October 26, 2020

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER  
McCULLY  
DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

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

RE: ENSB Project # 21-121 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your NENA 911 Center Supervisor Course training request in an amount currently not to exceed \$2,200.00, per your County's request. This funding is contingent upon the availability of funds in the Trust Fund.

The Board has established certain time limits concerning funding. Per these time limits you must award a contract for this project within six months from the date of this letter and the project must be completed within one year of the date of this letter. If these deadlines are not met, you must appear before the Board to justify their continued funding of this project.

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

Thank you for your patience in this matter. Should you have any additional questions, please feel free to contact me at 410-339-6305.

Sincerely,

*Scott G. Roper*

Scott Roper  
Executive Director



ITEM  
9



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services (B.B.)  
Re: Emergency Number Systems Board (ENSB) project approval #21-122  
Date: 27 October 2020

---

The Department of Emergency Services is seeking authorization and permission to proceed with ENSB Project #21-122 in the amount of \$2,100.00 to be reimbursed to the County for fees associated with obtain initial certification of National Academies of Emergency Dispatch Emergency Telecommunicator Course (ETC) Instructor for four of our employees.

Once certified, our employees will be able to teach the initial course that covers basic 911 specialist skills needed for the processing of 911 calls. ETC will be required, in addition to emergency police dispatch, for personnel from MSP - Berlin, Berlin PD and Ocean Pines PD. In addition, new hires for our department will greatly benefit from this class as well.

This project is part of a larger project that will ensure the standard processing of every 911 call using a thoroughly vetted process in addition to adding levels of redundancy into the County's 911 system.

I am available to answer any questions at your convenience.

Attachments (1)



Department of Public Safety and Correctional Services

Maryland 9-1-1 Board

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

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

October 26, 2020

BOYD K. RUTHERFORD  
LT. GOVERNOR

ROBERT L. GREEN  
SECRETARY

CHRISTOPHER  
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DEPUTY SECRETARY  
ADMINISTRATION

ANTHONY MYERS  
CHAIRMAN

SCOTT ROPER  
EXECUTIVE DIRECTOR

JUMARY WEST  
FISCAL COORDINATOR

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

RE: ENSB Project # 21-122 Worcester County

Dear Mr. Coale:

Under authority granted by the Board, The Office of the Executive Director has approved your Emergency Telecommunicator Instructor training request in an amount currently not to exceed \$2,100.00, per your County's request. This funding is contingent upon the availability of funds in the Trust Fund.

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

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

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

Sincerely,

*Scott G. Roper*

Scott Roper  
Executive Director

ITEM  
10



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Proposed road naming – Buttercup Lane

Date: 27 October 2020

---

The Department of Emergency Services is seeking authorization and permission to proceed with a proposed road naming – Buttercup Lane. This proposed name has been forwarded to me from Kelly Henry, Technical Services Division Manager. The developer Kathy Clark has requested the name and it does not conflict with any of the county's road inventory.

I am available to answer any questions at your convenience.

Attachments (1)





DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

TO: John W. Birch, Director  
FROM: Kelly L. Henry, Technical Services Division Manager  
DATE: September 1, 2020  
SUBJECT: Naming of Private Driveway – Shadyside Village – Residential Planned Community

\*\*\*\*\*

Shadyside Village – Residential Planned Community is a 37 townhouse unit development proposed to be located on the southerly side of Old Bridge Road / MD Route 707. The 7 townhouse buildings will be located on a private loop road. In accordance with Public Safety Article 6-101(e), “all private lanes which have 3 or more inhabitable structures will be named by the County Commissioners.” Private lanes use the road suffix of “lane”. The developer Kathy Clark has requested the name of “Buttercup Lane”. I have reviewed the County Road Inventory and the GIS road centerline data base. The following table outlines the findings:

Shadyside Village - RPC	
"Buttercup Lane" - West Ocean City	
Existing Road Name	General Location
Buttercup Court	Town of Berlin

The requested name of “Buttercup Lane” is not in conflict with an existing road name in the county. Therefore, I recommend the name of “Buttercup Lane” for the loop driveway serving 37 townhouse units within the Shadyside Village – RPC in West Ocean City.

I am available to assist you with this request before the Commissioners if warranted. As always, I appreciate your time and consideration and support. Please do not hesitate to contact me with any questions you may have regarding this request.

Cc:

Edward A. Tudor, DRP Director  
Jennifer Keener, DRP Deputy Director  
Jessica Edwards, DRP Specialist



# WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

*Working together for healthier communities!*

ITEM  
11

October 27, 2020

**TO:** Harold Higgins, Chief Administrative Officer  
**FROM:** Jessica Sexauer, Director  
Local Behavioral Health Authority  
**SUBJECT:** Fiscal Year 2021 Maryland Community Criminal Justice Treatment Program

Please accept this document as a request to move forward with a memorandum of understanding between the Worcester County Health Department's Local Behavioral Health Authority and the Worcester County Jail. This MOU supports a portion of mental health services offered to inmates in need.

The amount of funds available in FY2021 to support mental health care needs in the jail is \$20,000. There have been no changes to this MOU from previous fiscal years. There are three copies for signature. One copy for the County, one copy for the Worcester County Jail, and one copy to be returned to the Worcester County Local Behavioral Health Authority.

Thank you for your time and consideration.

cc: Weston Young

# **Worcester County Local Behavioral Health Authority Agreement For Maryland Community Criminal Justice Treatment Program Services**

THIS AGREEMENT is made this sixth day of June, 2020 by and between Worcester County Local Behavioral Health Authority, a public authority of the State of Maryland, hereinafter called the LBHA, and County Commissioners of Worcester County, Maryland on behalf of Worcester County Jail, hereinafter called the Grantee, located at 5022 Joyner Road, Snow Hill, MD 21863, for the purpose of providing services under the Maryland Community Criminal Justice Treatment Program.

## **1 GENERAL CONDITIONS**

The State of Maryland and/or Worcester County have imposed various general conditions upon this Agreement. These conditions are:

### **1.1 Reporting and Evaluation**

The Grantee will maintain program statistical records and submit status reports as are required by the LBHA according to a schedule prescribed by and using the forms or formats provided by the LBHA and the State of Maryland.

The Grantee shall maintain program records and all pertinent information required by the LBHA and agrees that a program and facilities review, including meetings with consumers, review of service records, review of service policy and procedural issuances, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services, may be conducted upon reasonable notice, or site at any reasonable time by State of Maryland personnel whose official duties require such review or meetings and such other persons as authorized by the LBHA.

### **1.2 Inspection of Premises**

The Grantee agrees to permit authorized officials of the State of Maryland/LBHA to monitor/inspect, at reasonable times, its program and place of business, job site, or any other location, that is related to the performance of this Agreement.

### **1.3 Confidentiality**

Neither Party shall use or disclose any confidential information which would identify a client of the services provided under this Agreement for any purpose not directly connected with administration of such services, except upon written consent of the other Party and the client or, if he be a minor, his responsible parent or guardian, unless the disclosure is required by court order, or for program monitoring by authorized State of Maryland or Worcester County agency.

A Business Associate Agreement governing the exchange of Protected Health Information, as defined by the Health Insurance Portability and Accountability Act of



1996, is attached hereto and made a part hereof.

**1.4 Laws to be Observed**

The Grantee shall keep fully informed of and comply with all Federal, State, and County laws, ordinances, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed to carry out this Agreement, or which in any way otherwise affect or are applicable to the service or performance of this Grant for Services Agreement.

**1.5 Licensure Requirements**

The Grantee shall acquire and maintain as current all licenses and certifications appropriate to and necessary for the provision of services under this Agreement for Services. Failure or inability to acquire and maintain current licenses and certifications shall render this Agreement for Services null and void.

Where licensure/certification are required for the provision of services, the Grantee will, in performing the services include documentation for this Agreement of all necessary licenses/certifications.

**1.6 Civil Rights, Americans with Disabilities Act, and Affirmative Action**

The Grantee certifies that it will comply with the Civil Rights Act of 1964, Americans with Disabilities Act, section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, and Section 13-219 of the State Finance and Procurement article, Annotated Code of Maryland.

No individual shall on the ground of race, color, national origin, creed, sex, age, marital status, religion, ancestry, physical and/or mental disability shall be excluded from participation in, or denied the benefits of, or be otherwise subjected to discrimination as part of the service or activities of the project provided by the Grantee. Nor shall such discrimination be practiced in the employment of personnel involved in such projects and/or services of the Grantee. The Grantee and all subcontractors shall post in conspicuous places, available to employees and applicants for employment or services, notices setting forth the provisions of this non-discrimination clause. The LBHA has established and will maintain "methods of administration" to assure that each program or activity for which it provides local financial assistance will be operated in accordance with the compliances. The Grantee agrees to cooperate fully with any efforts being made or monitored by the State of Maryland.

**1.7 Prohibition of Sexual Harassment**

The Grantee shall operate under this Agreement so that no employee or client is subjected to sexual harassment in the work place or in locations and situations otherwise associated with the performance of duties per the terms of this Agreement. Further, the Grantee shall include this clause, or a similar clause approved by the LBHA, in all subcontracts.

The Grantee has primary responsibility for enforcement of these provisions and for securing and maintaining the subcontractor's full compliance with both the letter and spirit of this clause.

**1.8 Drug Free Work Place**

The Grantee certifies that it will provide a drug free workplace by implementing the provisions at 29 CFR 98.630. The Grantee also agrees to maintain a list of places where the performance of work in connection with this Grant will take place. This list shall be available for review by the LBHA.

**1.9 Non-Hiring of State or County Employees**

For the purposes of this Grant, the Grantee shall not engage, on a paid full time or part time or other basis, during the period of the contract, any professional or technical personnel who are or have been at any time during the period of the Agreement in the employment of Worcester County or the State of Maryland, except regularly retired employees, without the written consent of the public employer of such person.

**1.10 Payment/Request for Funds**

The Grantee will be paid pursuant to the terms and conditions outlined in Attachment II allowable costs and services rendered under this Agreement. The Grantee must submit a completed request for payment form to the LBHA in the format and according to the schedule specified by the LBHA.

In the event the contract is awarded after the start of a quarter, the request for payment shall be based on the prorated remaining time of the quarter.

**1.11 Documents and Records**

**1.11.1 Maintenance of Fiscal Records and Audits**

The Grantee shall maintain all fiscal records, audits, reports requested by the LBHA and all other documents relative to the performance of services under this contract. Separate accounting systems for Agreement funds will be established and maintained including disbursements, expenditures, and time sheets.

The Grantee shall adopt general accepted accounting procedures and practices and maintained books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs of any nature, expended in the performance of this Agreement. The Grantee and its subcontractors will make available such book, records, documents, and other evidence records for inspections, reviews or audits by the LBHA and/or State of Maryland at any reasonable time.

The Grantee shall collect statistical data of a fiscal nature on a regular basis and make fiscal, statistical reports and statements according to times prescribed by, and on forms furnished by the LBHA and/or State of Maryland. Failure to submit any report when due may result in suspension of funding until the report is received.

**1.11.2 Maintenance of Services Records**

The Grantee shall maintain all records and documents pertaining to its services under this Agreement for a period of five years from the date of final payment by the LBHA. In the event that any litigation, claim, negotiation, audit, or other action involving the records and documents is started before the expiration of the five-year period, the records and documents shall be maintained by the Grantee until completion

of action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.

The LBHA may substitute copies made by microfilming, photocopying, or similar methods for the original records upon prior notification and approval.

#### **1.11.3 Maintenance of records for non-expendable property**

The Grantee shall maintain records for non-expendable property, purchased with Grant funds for a period of three years subsequent to the final disposition of this property. Similar terms with regard to maintenance of such records in the event of litigation, claim, negotiation, audit, or other action involving these records at the expiration of the three-year period as set forth in the above section shall be applicable to these records.

#### **1.11.4 Access to records**

The Grantee shall permit duly authorized representatives of the State of Maryland and the LBHA, at any reasonable time, the right of access to any records or documents of the Grantee, its subcontractors, or assignees which are pertinent to the services to be provided by the Grantee under this Agreement in order to make audit, examination, excerpts, and transcripts. The rights of access under this section shall not be limited to the required maintenance of records period set forth in the above section but shall last as long as the records and documents are maintained by the Grantee, its subcontractors, or assignees.

#### **1.11.5 Rights in data**

The LBHA may duplicate, use and disclose in any manner and for any purpose whatsoever, and have others so do, all data delivered under this Agreement except where such use may contravene Federal, State, or County guidelines on client confidentiality. The Grantee shall not affix any restrictive markings upon any data and if such markings are affixed, the LBHA shall have the right at any time to modify, remove, obliterate, or ignore such markings.

The Grantee hereby grants to the LBHA a royalty-free, nonexclusive, and irrevocable license to publish, translate, reduce, deliver, perform, dispose of and to authorize others so to do all data and materials now or hereafter covered by copyright; provided that with respect to data originated in the performance of this Agreement, such license shall be only to the extent that the Grantee has the right to grant such license without becoming liable to pay compensation to others because of such grant.

The Grantee shall exert all reasonable effort to advise the LBHA, at the time of delivery of data furnished under this Agreement, of all invasions of the right of privacy contained therein and of all portions of such data compiled from work not composed or produced in the performance of this Agreement and not licensed under this clause.

The Grantee shall report to the LBHA, promptly and in written detail, each notice or claim of copyright infringement received by the Grantee with respect to all data delivered under this Agreement.

#### **1.11.6 Publications**

All published materials (written, visual, or audio) prepared in connection with this



Agreement shall carry a footnote acknowledging assistance received under this grant, and that the claimed findings and conclusions do not necessarily reflect the views of the State of Maryland and/or the LBHA. In addition, a copy of all publications must be furnished to the State of Maryland and the LBHA.

**1.11.7 Audit or Examination Discoveries**

If any unauthorized expenditures, unallowable expenditures, or irregularities are discovered upon examination or audit of records and documents pertinent to the performance of services under this Agreement, the Grantee is responsible for such expenditures and for making any necessary reparations to the LBHA.

**1.12 Unexpended Funds**

Any request for carryover of unexpended funds should be submitted to the LBHA at least 30 days in advance of the termination date of the Agreement to allow for LBHA/State of Maryland approval and processing. The approval or disapproval of any carry over will be stated by the LBHA and/or State (where applicable) in writing.

Unexpended funds may be reallocated to another Grantee or deducted from the next fiscal year's award to the original Grantee.

**1.13 Insurance**

The Grantee will perform services with the degree of skill and judgment, which is normally exercised by, recognized professionals with respect to services of a similar nature.

It is agreed that the Grantee shall be responsible for any loss, personal injury, deaths, and/or damages that may be done or suffered by any persons solely by reasons of the Grantee's service performance, negligence, or failure to perform any of the obligations which obligates him/her to perform. The Grantee hereby agrees to indemnify and save the State of Maryland harmless to the extent permitted by law from any loss, cost, damages and other expenses suffered or incurred by the State of Maryland solely by reason of the Grantee's negligence or failure to perform any of the said obligations. The Grantee shall take proper safety and health precautions to protect his work, his employees, the public and the property of others from any damages or injury resulting solely from the performance of his work described herein.

The State of Maryland shall not be liable for any injuries to the employees, agents or assignees of the Grantee arising out of or during the course of employment relating to this Grant.

The Grantee has in force or shall obtain, and will maintain insurance in not less than the following amounts during the performance of the services called for in this Agreement:

Workmen's Compensation Insurance - covering the Grantee's employees as required by Maryland law.

Comprehensive Bodily Injury and Property Damage Liability Insurance –

excluding automobiles owned or hired by the Grantee or loaned to the Grantee by the State of Maryland, with limits as follows:

Bodily Injury or Death:	\$250,000 each person \$500,000 each occurrence
Property Damage:	\$200,000 each person \$500,000 each occurrence
Professional Liability:	\$200,000 per claim/person \$500,000 each occurrence

The Grantee will furnish the State of Maryland/LBHA, Office of Risk Management, Certificates of Insurance which shall identify the State of Maryland/LBHA as the certificate holder and provide that the State of Maryland will be notified by the insurer at least (10) days prior to cancellation or material change of any such coverage.

#### **1.14 Contract/Grant Modifications**

The LBHA must approve, in writing, requested changes by the Grantee in project content, including fiscal and program changes. The following Agreement modifications will require the approval of the LBHA and be documented as an Agreement Amendment:

- (1) An increase in the total amount of Grant Funds.
- (2) An increase in any single approved budget line item (if any) as set forth in Attachment – II, Compensation.
- (3) A change in the cost sharing ratio.
- (4) A change in the project period and project year dates.
- (5) A change in Grantee's project.
- (6) A major change in Scope of Services or service delivery.

#### **1.15 Grant Renewal**

This Agreement shall be effective for the time period commencing on July 1, 2020 and ending on June 30, 2021 of the same fiscal year, unless otherwise agreed upon in writing. If funds are not appropriated or otherwise not made available to support continuation in any fiscal or calendar year the State of Maryland shall have the right to terminate this Grant and the Grantee is not entitled to recover any cost not incurred prior to termination.

#### **1.16 Equipment**

All expenditures from these grant funds shall be allowable under and in accordance with the DHMH/MDH Human Services Agreement Manual. When the contractor discontinues providing services described in the Attachment – I, Scope of Services, all equipment purchased through this contract will be returned to the Worcester County Health Department Local Behavioral Health Authority.

#### **1.17 Termination of Grant**

If the State of Maryland terminates this Grant for any of the aforementioned reasons, the State of Maryland will perform a final monitoring of the contract. Any money obligated under the Agreement (even if drawn down) but not needed to meet obligations incurred to the date of termination and in accordance with the approved budget, will be returned to the LBHA.

**1.18 Submission of Program Reports**

The Grantee shall submit to the LBHA quarterly expenditure and programmatic reports and an accumulative program report for the twelve (12) month period (July 1, 2020 through June 30, 2021). Reports submitted by the Grantee to the LBHA shall be conducted in compliance with a generally accepted reporting standard and as described in Attachment I of this Agreement. Failure to comply with this requirement could result in non-payment, which could lead to the termination of the Grant or consideration of renewal.

**1.19 Submission of the Audit Report**

The Grantee shall submit to the LBHA a completed report for Fiscal Year 2021 by January 31, 2021. The Grantee shall provide an annual certified financial audit report conducted by an independent accounting firm. Additionally, if the Grantee receives Federal Grant Funds, the Grantee must submit a compliance audit in accordance with the Single Audit Act of 1984, which is incorporated into this Agreement by reference. Failure to comply with these requirements shall result in termination of the Agreement.

**1.20 Sub-Letting of Agreement**

It is mutually understood and agreed that Grantee shall not assign, transfer, convey, sublet or otherwise dispose of his Agreement or his right, title or interest therein, or his power to execute such Agreement, to any other person, firm, or corporation, without the previous written consent of the LBHA, but in no case shall such consent relieve the Grantee from his obligations, or change the terms of the Agreement.

**2 SCOPE OF SERVICES**

The Grantee agrees to perform the services outlined in Attachment - I, Scope of Services, which is attached hereto and made a part hereof. The Scope of Services may be amended by mutual agreement or to meet the Conditions of Award as established by the Behavioral Health Administration.

**3 COMPENSATION**

The value of this grant is defined in Attachment – II, Compensation, which is attached hereto and made a part hereof. Payment is contingent upon availability of funding.

**4 TERM**

The initial term of this Agreement shall be the time period beginning on July 1,

2020 and ending on June 30, 2021.

## **5 TERMINATION**

This Agreement shall not be terminated during its term without the mutual consent of the parties except that:

### **5.1 Termination for Insufficient Funds**

If the present source of funding should be reduced or terminated, this grant shall automatically terminate at the option of the State of Maryland with verbal and written notice. If the State of Maryland/LBHA terminates this grant, the Grantee is not entitled to recover any costs not incurred prior to termination.

### **5.2 Termination for Default**

If the Grantee fails to fulfill his/her obligations under this Agreement properly and on time, or otherwise violates any provision of the Agreement, the State of Maryland/LBHA may terminate the Agreement by written notice to the Grantee. The notice shall specify the acts of omission relied on as cause for termination. The State of Maryland shall pay the Grantee fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the Agreement of damages caused by Grantee's breach. If the damages are more than the compensation payable to the Grantee, the Grantee will remain liable after termination and the State of Maryland can affirmatively collect damages.

### **5.3 Termination for Convenience**

The performance of work under this Agreement may be terminated by the State of Maryland with sixty (60) days written notice in accordance with this clause in whole, or from time-to-time in part, whenever the LBHA shall determine that such termination is in the best interest of the State of Maryland.

The State of Maryland will pay all reasonable costs associated with this Agreement that the Grantee has incurred up to the date of the termination and all reasonable costs associated with termination of the Agreement. However, the Grantee shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.

### **5.4 Breach**

In the event that either party breached this Agreement resulting in damages to the other party, the principal remedy shall be the immediate termination of the Agreement, together with all other remedies set forth herein.

The waiver of either party of any breach of any provision of this Agreement of warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver or such right. All rights and remedies provided for herein are cumulative.



## **6 INDEMNIFICATION**

To the extent permitted by law, the Grantee, shall indemnify and hold harmless the State of Maryland, its agent, officials, and employees, from any liability, damage, expense, cause of action, suits, claims, or judgments up to the amount of the Grantee's statutory limits of liability, as provided by law, arising from injury to persons, including death or personal injury or otherwise, which arises out of the acts, failures to act, to negligence of the Grantee, its agents and employees, in connection with or arising there from or incurred in connection therewith as it pertains to this Agreement, and if any judgment shall be rendered against the State of Maryland/LBHA in any such action, the Grantee shall at its own expense, satisfy and discharge same, up to the amount of the Grantee's statutory limits of liability, as provided by law.

## **7 INCLUSION OF ENTIRE AGREEMENT**

This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to obligations and responsibilities to one another and contains all of the covenants and agreements between the parties.

The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding on the parties.

## **8 NOTICES**

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid, to the LBHA and to Grantee at their respective places of business as designated from time to time by the parties.

## **9 LAW GOVERNING AGREEMENT**

The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

This contract is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreements Manual.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the day and year first above written.

FOR WORCESTER COUNTY HEALTH DEPARTMENT

WITNESS: Kelly O'Keane BY: Rebecca L. Jones 6/23/2020  
(Signature) (Date)

Rebecca L. Jones, R.N., B.S.N., M.S.N.  
(Type Name)

Health Officer  
(Title)

FOR WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

WITNESS: [Signature] BY: Jessica Sexauer 6/25/2020  
(Signature) (Date)

Jessica Sexauer, L.M.S.W.  
(Type Name)

Director  
(Title)

FOR COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

WITNESS: \_\_\_\_\_ BY: \_\_\_\_\_  
(Signature) (Date)

Joseph M. Mitrecic  
(Type Name)

President  
(Title)

FOR WORCESTER COUNTY JAIL

WITNESS: \_\_\_\_\_ BY: \_\_\_\_\_  
(Signature) (Date)

Donna Bounds  
(Type Name)

Warden  
(Title)

**WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY  
ATTACHMENT – I  
SCOPE OF SERVICES**

Report Date: \_\_\_\_\_

Provider: Worcester County Jail

Monitor: Worcester County Local Behavioral Health Authority

Contract Purpose: Maryland Community Criminal Justice Treatment Program

Contracting Period: FY 2021

(5/18/20)

REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
1. The WORCESTER COUNTY JAIL shall identify individuals in the Jail who have serious mental illness.	Review monthly statistics Review client records Semi-annual Jail Mental Health Advisory Committee meeting	Monthly  Annually, not later than June 30, 2021		
2. The WORCESTER COUNTY JAIL shall provide appropriate mental health services to a minimum of 80 inmates.	Review monthly statistics Review client records	Monthly Annually, not later than June 30, 2021		
3. The WORCESTER COUNTY JAIL shall provide psychiatric screening/ evaluation; medication therapy; short-term crisis intervention; and advocacy	Review monthly statistics Review client records Review staffing complement	Monthly  Annually, not later than June 30, 2021		
4. The WORCESTER COUNTY JAIL shall submit to the Worcester County Health Department Re-entry Coordinator, by the fifth (5 <sup>th</sup> ) of each month, data including number of persons screened, assessed, treated, received crisis intervention services, released and number of referrals to community mental health providers. Additionally, the WORCESTER COUNTY JAIL will submit quarterly reports to the LBHA, which will in turn submit to the Division of Special Populations, required by BHA.	Review monthly statistics	Monthly		

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REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
5. The WORCESTER COUNTY JAIL shall ensure the education of Jail staff members, community mental health providers, and involved agencies to the needs of this population to include training in effective methods for working with identified individuals.	Review training curriculum Review attendee lists Review training evaluation forms	Annually, not later than June 30, 2021		
6. The WORCESTER COUNTY JAIL shall employ a Maryland licensed psychiatrist and/or Maryland licensed Certified Registered Nurse Practitioner – Psychiatric Mental Health (CRNP-PMH) who shall determine the appropriateness of tele-psychiatric care.	Review monthly statistics Review client records	Monthly  Annually, not later than June 30, 2021		
7. The WORCESTER COUNTY JAIL shall submit to the Behavioral Health Administration's Director of the Maryland Community Criminal Justice Treatment Program (MCCJTP) the evaluation tool used to determine the appropriateness for tele-psychiatry as a viable treatment method.	Review correspondence with BHA	Annually, not later than August 31, 2021		
8. When tele-psychiatry is not appropriate or prevented due to technical failure, the WORCESTER COUNTY JAIL shall provide face-to-face psychiatric treatment by a Maryland licensed psychiatrist and/or Maryland licensed Certified Registered Nurse Practitioner –Psychiatric Mental Health (CRNP-PMH) as not to disrupt the treatment plan.	Review monthly statistics Review client records	Monthly  Annually, not later than June 30, 2021		



REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
<p>9. The WORCESTER COUNTY JAIL shall assure that each inmate/patient's chart includes documentation that</p> <ul style="list-style-type: none"> <li>a. The inmate was made aware of the tele-psychiatric services he/she was to receive and consent was obtained;</li> <li>b. Tele-psychiatry was appropriate clinical treatment for the individual inmate;</li> <li>c. Electronic transmission of the individual's session including any information that the individual fully complies with HIPAA regulations;</li> <li>d. That the session was absent of equipment, connectivity, and transmission failures;</li> <li>e. Inmate's response with tele-psychiatry <ul style="list-style-type: none"> <li>1) Negative responses to be explained in chart</li> </ul> </li> </ul>	<p>Review monthly statistics</p> <p>Review client records</p>	<p>Monthly</p> <p>Annually, not later than June 30, 2021</p>		
<p>10. The WORCESTER COUNTY JAIL shall employ a Maryland licensed psychiatrist and/or Maryland licensed Certified Registered Nurse Practitioner – Psychiatric Mental Health (CRNP-PMH) for a minimum of 2-4 hours a week to provide psychiatric treatment including:</p> <ul style="list-style-type: none"> <li>a. Psychiatric assessment and treatment plan</li> <li>b. Medication management excluding the purchase of medication shall be provided per treatment plan</li> <li>c. Provide 24 hour on-call psychiatric consultation for 52 weeks as needed during emergencies as determined by the Jail.</li> </ul>	<p>Review monthly statistics</p> <p>Review client records</p>	<p>Monthly</p> <p>Annually, not later than June 30, 2021</p>		
<p>11. The WORCESTER COUNTY JAIL shall employ a licensed mental health professional for a minimum of 10 hours per week to provide mental health screening, mental health assessment, individual and/or group therapy and short term crisis intervention.</p>	<p>Review monthly statistics</p> <p>Review client records</p>	<p>Monthly</p> <p>Annually, not later than June 30, 2021</p>		

REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
12. A representative from the WORCESTER COUNTY JAIL shall be an active participant on the local mental health advisory committee, which will meet a minimum of four times per year	Review the local mental health advisory committee meeting sign-in sheets and/or minutes. [The Local Behavioral Health Authority will maintain copies of the sign-in sheets and minutes.]	Annually, not later than June 30, 2021		
13. The WORCESTER COUNTY JAIL shall have a protocol for complaints filed by or on behalf of a consumer, in accordance with COMAR 10.21.17.16. The WORCESTER COUNTY JAIL is required to report to the LBHA any complaints received and their resolution on a periodic basis.	Review of Policies and Procedures. Examination of prominent display in accessible centralized location of the written description of the grievance procedure.  Review of grievance reports filed with LBHA.	Annually, not later than June 30, 2021		
14. The WORCESTER COUNTY JAIL shall submit an annual report, by July 15, 2021.	Review annual report	July 15, 2021		

Agency Representative(s)

Date

LBHA Program Monitor

Date

LBHA Director

Date

## **Attachment – II** **COMPENSATION**

**Amount of Grant.** The value of this grant is not to exceed \$20,000 in total direct costs for the fiscal year, commencing July 1, 2020 and ending June 30, 2021.

**Payment Terms.**

The grantee shall submit a request for reimbursement in the form of an invoice, accompanied by a DHMH/MDH 437 and a statement of budgeted and actual expenditures (DHMH/MDH 438), for each quarter of the fiscal year. The invoice shall be for actual allowable costs for goods or services rendered under the grant as defined in Attachment I – Scope of Services. The amount of the invoice may not exceed the actual costs to the grantee for the period covered by the invoice.

This invoice shall conform to State Standards and at minimum:

Every invoice should clearly show the name and address of the agency or agency being billed. The invoice must sufficiently describe the goods or services provided and for which reimbursement is sought, including the date that the goods or services were rendered and the date of invoice. Each invoice must contain the name, remittance address, and federal taxpayer identification number of the grantee or vendor providing the service.

With the statement of budgeted and actual expenditures submitted with each invoice, the grantee shall demonstrate expenditures in accordance with the submitted budget. The grantee shall demonstrate that all Maryland Community Criminal Justice Treatment Program grant monies are spent within the specified grant period.

Invoices for the first, second, and third quarters of the fiscal year may not be submitted until after the end of the quarter. An invoice for the fourth quarter must be submitted before the end of the fourth quarter. At the end of the fiscal year, the sum of the quarterly invoices may not exceed the value of the grant. In any quarter, if the actual costs exceed one-fourth of the total amount of the grant, the grantee may, but is not required to, submit an invoice for only one-fourth of the annual total.

If the initial monitoring visit requires the submission of a program improvement plan, payment will be withheld until the Local Behavioral Health Authority determines that the program improvement plan has been successfully completed.

**Reduction or Withholding of Payment Due to Noncompliance or Failure to Provide Contracted Services:**

The Local Behavioral Health Authority reserves the right to reduce and/or withhold payment of an invoice if the grantee has failed to comply in any material respect with Attachment I - Scope of Services. Compliance will be determined by the program monitor and will be documented in the program monitoring report. The provider will be notified in writing, within ten days of

receipt of the invoice, of the total amount withheld and the reason for the reduction and/or withholding of payment. If the provider is required to submit a program improvement plan (PIP), payment may be withheld until the LBHA has determined that the PIP has been successfully completed.

Payment is contingent upon availability of funding.

Initials        KJG    
                    JS    
                  \_\_\_\_\_  
                  \_\_\_\_\_



## BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (the "Agreement") is made by and between the Worcester County Health Department, a unit of the Maryland Department of Health (MDH) (herein referred to as "Covered Entity") and Worcester County Detention Center (hereinafter known as "Business Associate"). Covered Entity and Business Associate shall collectively be known herein as the "Parties."

WHEREAS, Covered Entity has a business relationship with Business Associate that is memorialized in a separate agreement (the "Underlying Agreement") pursuant to which Business Associate may be considered a "business associate" of Covered Entity as defined in the Health Insurance Portability and Accountability Act of 1996 including all pertinent privacy regulations (45 C.F.R. Parts 160 and 164) and security regulations (45 C.F.R. Parts 160, 162, and 164), as amended from time to time, issued by the U.S. Department of Health and Human Services as either have been amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act"), as Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5), and the HIPAA Omnibus Final Rule of 2013 (collectively, "HIPAA"); and

WHEREAS, the nature of the contractual relationship between Covered Entity and Business Associate may involve the exchange of Protected Health Information ("PHI") as that term is defined under HIPAA; and

WHEREAS, for good and lawful consideration as set forth in the Underlying Agreement, Covered Entity and Business Associate enter into this Agreement for the purpose of ensuring compliance with the requirements of HIPAA and the Maryland Confidentiality of Medical Records Act (Md. Ann. Code, Health-General §§4-301 *et seq.*) ("MCMRA"); and

WHEREAS, this Agreement supersedes and replaces any and all Business Associate Agreements the Covered Entity and Business Associate may have entered into prior to the date hereof;

NOWHEREFORE, the premises having been considered and with acknowledgment of the mutual promises and of other good and valuable consideration herein contained, the Parties, intending to be legally bound, hereby agree as follows:

### I. DEFINITIONS

- A. Catch-all definition. The following terms used in this Agreement, whether capitalized or not, shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.
- B. Specific definitions:
  - 1. Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 C.F.R. § 160.103, and in reference to the party to this Agreement, shall mean Worcester County Detention Center
  - 2. Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 C.F.R. § 160.103, and in reference to the party to this Agreement shall mean the Worcester County Health Department.

3. HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. Parts 160 and Part 164.
4. Protected Health Information ("PHI"). Protected Health Information or "PHI" shall generally have the same meaning as the term "protected health information" at 45 C.F.R. § 160.103.

## **II. PERMITTED USES AND DISCLOSURES OF PHI BY BUSINESS ASSOCIATE**

- A. Business Associate may only use or disclose PHI as necessary to perform the services set forth in the Underlying Agreement or as required by law.
- B. Business Associate agrees to make uses and disclosures and requests for PHI consistent with Covered Entity's policies and procedures regarding minimum necessary use of PHI.
- C. Business Associate may not use or disclose PHI in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by Covered Entity.
- D. Business Associate may, if directed to do so in writing by Covered Entity, create a limited data set as defined at 45 C.F.R. § 164.514(e)(2), for use in public health, research, or health care operations. Any such limited data sets shall omit any of the identifying information listed in 45 C.F.R. § 164.514(e)(2). Business Associate will enter into a valid, HIPAA-compliant Data Use Agreement as described in 45 C.F.R. § 164.514(e)(4), with the limited data set recipient. Business Associate will report any material breach or violation of the data use agreement to Covered Entity immediately after it becomes aware of any such material breach or violation.
- E. Except as otherwise limited in this Agreement, Business Associate may disclose PHI for the proper management and administration or legal responsibilities of the Business Associate, provided that disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- F. The Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI of an individual pursuant to §§ 13405(d)(1) and (2) of the HITECH Act. This prohibition does not apply to the State's payment of Business Associate for its performance pursuant to the Underlying Agreement.
- G. The Business Associate shall comply with the limitations on marketing and fundraising communications provided in § 13406 of the HITECH Act in connection with any PHI of individuals.

## **III. DUTIES OF BUSINESS ASSOCIATE RELATIVE TO PHI**

- A. Business Associate agrees that it will not use or disclose PHI other than as permitted or required by the Agreement, the Underlying Agreement, the MCMRA, as Required by Law, or as authorized by Covered Entity, so long as the authorized use or disclosure is permitted by law.
- B. Business Associate agrees to use appropriate administrative, technical and physical safeguards to protect the privacy of PHI.
- C. Business Associate agrees to use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for by the Agreement;
- D.
  - 1. Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by the Agreement of which it becomes aware, including Breaches of unsecured PHI as required by 45 C.F.R. § 164.410, and any Security Incident of which it becomes aware without unreasonable delay and in no case later than fifteen (15) calendar days after the use or disclosure.
  - 2. If the use or disclosure amounts to a breach of unsecured PHI, the Business Associate shall ensure its report:
    - a. Is made to Covered Entity without unreasonable delay and in no case later than fifteen (15) calendar days after the incident constituting the Breach is first known, except where a law enforcement official determines that a notification would impede a criminal investigation or cause damage to national security. For purposes of clarity for this Section III.D.1, Business Associate must notify Covered Entity of an incident involving the acquisition, access, use or disclosure of PHI in a manner not permitted under 45 C.F.R. Part E within fifteen (15) calendar days after an incident even if Business Associate has not conclusively determined within that time that the incident constitutes a Breach as defined by HIPAA;
    - b. Includes the names of the Individuals whose Unsecured PHI has been, or is reasonably believed to have been, the subject of a Breach;
    - c. Is in substantially the same form as Exhibit A hereto.
- E. In addition to its obligations in Sections III. A-D, within 30 calendar days after the incident constituting the Breach is first known, Business Associate shall provide to Covered Entity a draft letter for the Covered Entity to review and approve for use in notifying the Individuals that their Unsecured PHI has been, or is reasonably believed to have been, the subject of a Breach that includes , to the extent possible:
  - 1. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
  - 2. A description of the types of Unsecured PHI that were involved in the Breach (such as full name, Social Security number, date of birth, home address, account number, disability code, or other types of information that were involved);

3. Any steps the affected Individuals should take to protect themselves from potential harm resulting from the Breach;
  4. A brief description of what the Business Associate is doing to investigate the Breach, to mitigate losses, and to protect against any further Breaches; and
  5. Contact procedures for the affected Individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, website, or postal address.
- F. In the event the event the Breach occurs through the fault of Business Associate, Business Associate shall be responsible for notifying Individuals by sending via First Class U.S. Mail the approved letter described in Section III(E) no later than 60 calendar days after discovery of the Breach.
- G. In the event the Breach occurs through the fault of Covered Entity, Covered Entity shall be responsible for notifying Individuals no later than 60 calendar days after Covered Entity receives notice of the Breach from the Business Associate.
- H. To the extent permitted by the Underlying Agreement, Business Associate may use agents and subcontractors. In accordance with 45 C.F.R. §§ 164.502(e)(1)(ii) and 164.308(b)(2) shall ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information, Business Associate must enter into Business Associate Agreements with subcontractors as required by HIPAA;
- I. Business Associate agrees it will make available PHI in a designated record set to the Covered Entity, or, as directed by the Covered Entity, to an individual, as necessary to satisfy Covered Entity's obligations under 45 C.F.R. § 164.524, including, if requested, a copy in electronic format;
- J. Business Associate agrees it will make any amendment(s) to PHI in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 C.F.R. § 164.526, or take other measures as necessary to satisfy Covered Entity's obligations under 45 C.F.R. § 164.526;
- K. Business Associate agrees to maintain and make available the information required to provide an accounting of disclosures to the Covered Entity or, as directed by the Covered Entity, to an individual, as necessary to satisfy Covered Entity's obligations under 45 C.F.R. § 164.528;
- L. To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 C.F.R. Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s);
- M. Business Associate agrees to make its internal practices, books, and records, including PHI, available to the Covered Entity and/or the Secretary of HHS for purposes of determining compliance with the HIPAA Rules.



- N. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.

#### IV. TERM AND TERMINATION

- A. Term. The Term of this Agreement shall be effective as of the effective date of the Contract entered into following the solicitation for Maryland Community Criminal Justice Treatment Program, and shall terminate when all of the PHI provided by Covered Entity to Business Associate, or the PHI created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, in accordance with the termination provisions in this Section IV, or on the date the Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner. If it is impossible to return or destroy all of the PHI provided by Covered Entity to Business Associate, or the PHI created or received by Business Associate on behalf of Covered Entity, Business Associate's obligations under this contract shall be ongoing with respect to that information, unless and until a separate written agreement regarding that information is entered into with Covered Entity.
- B. Termination for Cause. Upon Covered Entity's knowledge of a material breach of this Agreement by Business Associate, Covered Entity shall:
1. Provide an opportunity for Business Associate to cure the breach or end the violation and, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity, terminate this Agreement; or
  2. Immediately terminate this Agreement if Business Associate has breached a material term of this Agreement and Covered Entity determines or reasonably believes that cure is not possible.
- C. Effect of Termination.
1. Upon termination of this Agreement, for any reason, Business Associate shall return or, if agreed to by Covered Entity, destroy all PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, that the Business Associate still maintains in any form. Business Associate shall retain no copies of the PHI. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate.
  2. Should Business Associate make an intentional or grossly negligent Breach of PHI in violation of this Agreement or HIPAA or an intentional or grossly negligent disclosure of information protected by the MCMRA, Covered Entity shall have the right to immediately terminate any contract, other than this Agreement, then in force between the Parties, including the Underlying Agreement.
- D. Survival. The obligations of Business Associate under this Section shall survive the termination of this agreement.

## **V. CONSIDERATION**

Business Associate recognizes that the promises it has made in this Agreement shall, henceforth, be detrimentally relied upon by Covered Entity in choosing to continue or commence a business relationship with Business Associate.

## **VI. REMEDIES IN EVENT OF BREACH OF AGREEMENT**

Business Associate hereby recognizes that irreparable harm will result to Covered Entity, and to the business of Covered Entity, in the event of breach by Business Associate of any of the covenants and assurances contained in this Agreement. As such, in the event of breach of any of the covenants and assurances contained in Sections II or III above, Covered Entity shall be entitled to enjoin and restrain Business Associate from any continued violation of Sections II or III. Furthermore, in the event of breach of Sections II or III by Business Associate, Covered Entity is entitled to reimbursement and indemnification from Business Associate for Covered Entity's reasonable attorneys' fees and expenses and costs that were reasonably incurred as a proximate result of Business Associate's breach. The remedies contained in this Section VI shall be in addition to, not in lieu of, any action for damages and/or any other remedy Covered Entity may have for breach of any part of this Agreement or the Underlying Agreement or which may be available to Covered Entity at law or in equity.

## **VII. MODIFICATION; AMENDMENT**

This Agreement may only be modified or amended through a writing signed by the Parties and, thus, no oral modification or amendment hereof shall be permitted. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the HIPAA rules and any other applicable law.

## **VIII. INTERPRETATION OF THIS AGREEMENT IN RELATION TO OTHER AGREEMENTS BETWEEN THE PARTIES**

Should there be any conflict between the language of this Agreement and any other contract entered into between the Parties (either previous or subsequent to the date of this Agreement), the language and provisions of this Agreement shall control and prevail unless the parties specifically refer in a subsequent written agreement to this Agreement by its title and date and specifically state that the provisions of the later written agreement shall control over this Agreement.

## **IX. COMPLIANCE WITH STATE LAW**

The Business Associate acknowledges that by accepting the PHI from Covered Entity, it becomes a holder of medical information under the MCMRA and is subject to the provisions of that law. If the HIPAA Privacy or Security Rules and the MCMRA conflict regarding the degree of protection provided for PHI, Business Associate shall comply with the more restrictive protection requirement.

## **X. MISCELLANEOUS**

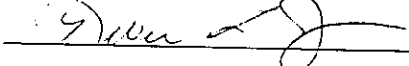
- A. Ambiguity. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy and Security Rules.

- B. Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.
- C. Agency. The Business Associate or Subcontractor is acting as an independent contractor and not as the agent of the Covered Entity or Business Associate. This Agreement does not give the Covered Entity or Business Associate such control over operational activities so as to make the Business Associate the agent of the Covered Entity, or the Subcontractor the agent of the Business Associate.
- D. No Private Cause of Action. This Agreement is not intended to and does not create a private cause of action by any individual, other than the parties to this Agreement, as a result of any claim arising out of the Breach of this Agreement, the HIPAA Standards, or other state or federal law or regulation relating to privacy or confidentiality.
- E. Notice to Covered Entity. Any notice required under this Agreement to be given to Covered Entity shall be made in writing to:
- Ramiek James, Esq.  
Privacy Officer and Compliance Analyst  
Maryland Department of Health  
Office of the Inspector General  
201 W. Preston Street, Floor 5  
Baltimore, MD 21201-2301  
Phone: (410) 767-5411
- F. Notice to Business Associate. Any notice required under this Agreement to be given Business Associate shall be made in writing to:
- Address: Worcester County Jail, 5022 Joyner Road  
Snow Hill, MD 21863
- Attention: Donna Bounds, Warden
- Phone: 410-632-1300
- G. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this contract shall survive termination or expiration of this Agreement and continue in full force and effect.
- H. Severability. If any term contained in this Agreement is held or finally determined to be invalid, illegal, or unenforceable in any respect, in whole or in part, such term shall be severed from this Agreement, and the remaining terms contained herein shall continue in full force and effect, and shall in no way be affected, prejudiced, or disturbed thereby.
- I. Terms. All of the terms of this Agreement are contractual and not merely recitals and none may be amended or modified except by a writing executed by all parties hereto.

- J. Priority. This Agreement supersedes and renders null and void any and all prior written or oral undertakings or agreements between the parties regarding the subject matter hereof.

IN WITNESS WHEREOF and acknowledging acceptance and agreement of the foregoing, the Parties affix their signatures hereto.

**COVERED ENTITY:**

By: 

Name: Rebecca Jones, RN, BSN, MSN

Title: Worcester County Health Officer

Date: 6/23/2020

**BUSINESS ASSOCIATE:**

By: \_\_\_\_\_

Name: Joseph M. Mitrecic

Title: President, Worcester County Commissioners

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Donna Bounds

Title: Warden, Worcester County Jail

Date: \_\_\_\_\_

**EXHIBIT A**

**FORM OF NOTIFICATION TO COVERED ENTITY OF  
BREACH OF UNSECURED PHI**

This notification is made pursuant to Section III.2.D(3) of the Business Associate Agreement between (Worcester County Health Department), a unit of the Maryland Department of Health (MDH),  
and \_\_\_\_\_ (Business Associate).

Business Associate hereby notifies MDH that there has been a breach of unsecured (unencrypted) protected health information (PHI) that Business Associate has used or has had access to under the terms of the Business Associate Agreement.

Description of the breach: \_\_\_\_\_  
\_\_\_\_\_

Date of the breach: \_\_\_\_\_ Date of discovery of the breach: \_\_\_\_\_

Does the breach involve 500 or more individuals? Yes/No      If yes, do the people live in multiple states? Yes/No

Number of individuals affected by the breach: \_\_\_\_\_

Names of individuals affected by the breach: (attach list)

The types of unsecured PHI that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code): \_\_\_\_\_  
\_\_\_\_\_

Description of what Business Associate is doing to investigate the breach, to mitigate losses, and to protect against any further breaches: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information to ask questions or learn additional information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_





ITEM  
12

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

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director  
**DATE:** October 26, 2020  
**SUBJECT:** Cedartown Road – Speed Study

**DIVISIONS**

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

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

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

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

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

.....

The Department conducted a speed study on Cedartown Road from Wednesday, October 7, 2020 thru Wednesday, October 14, 2020 at the request of Kathy Bassett, an area resident, to address speeding vehicles. A copy of the study is attached.

The results of the study are as follows:

- Number of Vehicles: 2,160
- Average Speed: 44 mph
- 85<sup>th</sup> Percentile: 59 mph
- Vehicles 51 mph and greater: 988 or 45.7%
- Vehicles >1 mph to 50 mph: 1,172 or 54.3%

Currently Cedartown Road is not posted; therefore, a speed limit of 50 mph governs. Based on the study, 54.3% of all traffic traveled less than 51 mph and 45.7% of all traffic traveled more than 50 mph. This is a fairly straight road measuring 22' in width which provides a traveling environment conducive to a 50 mph roadway; therefore, it is recommended that Cedartown Road be posted at 50 mph. This posting would allow the Sheriff's Department to provide enforcement of the speed limit signs in order to control any speeding related issues.

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

Attachments

cc: Frank Adkins

WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ROADS DIVISION  
WORK ORDER REQUEST

WORK ORDER #

10491

Date of Request: 10-6-20

Phone #

Person Making Request: Kathy Bassett

Cell#

Location/Address Where Work Is Needed: Contact Person:

Cedartown Rd

The following work is requested at the above location:

Wants pedestrian / Slow down Signs  
Speed limit issue

Assigned to:

Comments:

Completion Date:

Sign Off:

ID# 67061	800-441-8355	MISS UTILITY LOCATE	TICKET#
Name of Road:	Date:		
Type of Work:			
Closest Intersection:			
ADC Map #	ADC Grid #		
Directions:			

Mark Which Side of Road \_\_\_\_\_ Road Marked With \_\_\_\_\_

<input type="checkbox"/> Choptank	<input type="checkbox"/> Verizon	Date To Be Located: _____
<input type="checkbox"/> Delmarva Power	<input type="checkbox"/> Eastern Shore Gas	
<input type="checkbox"/> Comcast	<input type="checkbox"/> Medcom	Ticket Expires: _____
<input type="checkbox"/> Del Electric	<input type="checkbox"/> MD Broadband	
<input type="checkbox"/> WC Public Works	<input type="checkbox"/> Chesapeake Utilities	

# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863

**410-632-2244**

Page 1

Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West

Start Time	15	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th Percent	95th Percent
	15	20	25	30	35	40	45	50	55	60	65	70	75	999			
10/07/20	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	0	0	0	0	0	0	4	3	3	4	5	0	0	0	19	62	64
06:00	0	0	0	0	0	0	1	1	4	4	0	0	0	0	10	58	59
07:00	0	0	0	0	0	1	1	1	4	5	0	0	0	0	12	58	59
08:00	0	1	0	0	2	4	1	3	2	2	3	2	0	0	20	63	67
09:00	0	0	0	1	0	1	2	3	1	3	5	0	0	0	16	62	64
10:00	0	0	0	0	1	0	1	2	5	2	3	0	1	0	15	62	71
11:00	0	0	0	0	1	0	1	6	4	1	2	0	0	0	15	58	63
12 PM	0	0	0	0	0	1	2	3	6	4	2	2	0	1	21	62	67
13:00	0	0	0	0	1	0	2	2	5	9	4	2	1	0	26	63	69
14:00	1	1	0	0	1	2	2	1	5	5	2	1	0	0	21	59	64
15:00	0	1	0	0	0	1	1	2	1	4	2	3	0	0	15	66	68
16:00	0	0	1	0	1	0	1	4	2	2	1	1	0	0	13	60	66
17:00	0	0	0	1	0	0	1	0	2	3	0	0	0	0	7	58	59
18:00	0	0	0	1	0	0	1	0	1	3	0	0	0	0	6	58	59
19:00	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2	58	59
20:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
22:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49	49
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	1	3	1	3	8	10	21	33	45	52	29	11	2	1	220		
Percent	0.5%	1.4%	0.5%	1.4%	3.6%	4.5%	9.5%	15.0%	20.5%	23.6%	13.2%	5.0%	0.9%	0.5%			
AM Peak	08:00			09:00	08:00	08:00	05:00	11:00	10:00	07:00	05:00	08:00	10:00		08:00		
Vol.	1			1	2	4	4	6	5	5	5	2	1		20		
PM Peak	14:00	14:00	16:00	17:00	13:00	14:00	12:00	16:00	12:00	13:00	13:00	15:00	13:00	12:00	13:00		
Vol.	1	1	1	1	1	2	2	4	6	9	4	3	1	1	26		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863

**410-632-2244**

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Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West																
Start	1	16	21	26	31	36	41	46	51	56	61	66	71	76		
Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	85th Percent
10/08/20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
03:00	0	0	0	0	0	0	1	0	0	3	0	0	0	0	4	59
04:00	0	0	0	0	0	0	3	5	0	4	0	0	0	0	12	57
05:00	0	0	2	0	3	3	3	6	2	8	8	1	1	1	38	62
06:00	0	0	3	4	2	1	2	3	0	6	2	1	0	0	24	59
07:00	0	0	0	0	1	0	3	1	5	1	4	1	1	0	17	64
08:00	0	0	0	0	0	0	2	2	2	3	0	0	0	0	9	57
09:00	0	0	0	0	0	1	3	4	5	4	1	1	0	0	19	58
10:00	0	0	0	0	1	1	1	1	1	3	2	1	0	0	11	63
11:00	0	0	0	1	1	2	2	4	4	5	2	0	0	0	21	58
12 PM	1	0	0	1	3	2	7	3	5	2	3	0	0	0	27	57
13:00	0	0	1	0	0	2	2	4	4	7	1	2	0	0	23	59
14:00	0	0	0	0	1	1	5	6	8	5	1	0	0	0	27	56
15:00	0	2	0	0	1	1	2	2	8	6	4	1	0	0	27	61
16:00	0	0	0	0	0	2	4	3	2	1	2	0	0	0	14	59
17:00	0	0	0	0	0	0	1	1	4	4	1	0	0	0	11	59
18:00	0	0	0	0	0	0	0	2	3	1	0	0	0	0	6	55
19:00	0	0	0	0	2	0	0	1	1	3	0	0	0	0	7	58
20:00	0	0	0	0	1	2	1	1	2	1	0	0	0	0	8	54
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
Total	1	2	6	6	16	18	42	49	56	67	31	8	2	1	305	
Percent	0.3%	0.7%	2.0%	2.0%	5.2%	5.9%	13.8%	16.1%	18.4%	22.0%	10.2%	2.6%	0.7%	0.3%		
AM Peak			06:00	06:00	05:00	05:00	04:00	05:00	07:00	05:00	05:00	05:00	05:00	05:00	05:00	
Vol.			3	4	3	3	3	6	5	8	8	1	1	1	38	
PM Peak	12:00	15:00	13:00	12:00	12:00	12:00	12:00	14:00	14:00	13:00	15:00	13:00			12:00	
Vol.	1	2	1	1	3	2	7	6	8	7	4	2			27	

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863

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Page 3

Cedartown Road  
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East, West																	
Start	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th	95th
Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999		Percent	Percent
10/09/20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	1	0	0	0	2	1	0	0	0	4	62	64
04:00	0	0	0	0	0	0	2	2	3	1	2	1	0	0	11	63	67
05:00	0	0	0	1	2	1	5	2	7	2	3	3	0	0	26	63	67
06:00	0	0	0	1	0	1	0	6	2	7	4	2	1	0	24	64	69
07:00	0	0	0	0	1	1	3	6	4	3	2	0	0	1	21	58	62
08:00	1	0	0	1	0	1	1	3	1	3	3	1	0	0	15	62	66
09:00	0	0	1	0	0	3	1	2	5	4	1	0	0	0	17	58	60
10:00	1	0	0	0	1	3	3	6	2	4	3	2	0	0	25	62	66
11:00	0	0	0	0	1	2	2	0	2	4	2	1	1	0	15	64	71
12 PM	0	0	1	0	0	1	2	1	3	5	3	1	0	0	17	62	65
13:00	1	0	0	0	0	3	3	4	2	3	2	1	1	0	20	62	70
14:00	0	1	0	2	2	2	3	2	6	4	6	0	1	0	29	62	64
15:00	0	0	0	0	1	7	6	6	1	6	6	0	0	0	33	60	63
16:00	2	1	0	1	2	2	3	1	3	8	3	1	1	1	29	61	68
17:00	0	0	0	0	0	2	2	1	1	4	2	0	0	0	12	60	63
18:00	0	0	0	0	0	0	0	1	2	1	1	0	1	0	6	70	73
19:00	0	0	0	1	0	0	1	0	0	2	0	0	0	0	4	58	59
20:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	44	44
21:00	0	0	0	0	0	0	1	1	0	0	1	0	0	0	3	62	64
22:00	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	53	54
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	5	2	2	7	10	31	39	44	45	63	45	13	6	2	314		
Percent	1.6%	0.6%	0.6%	2.2%	3.2%	9.9%	12.4%	14.0%	14.3%	20.1%	14.3%	4.1%	1.9%	0.6%			
AM Peak	08:00		09:00	05:00	05:00	09:00	05:00	06:00	05:00	06:00	06:00	05:00	06:00	07:00	05:00		
Vol.	1		1	1	2	3	5	6	7	7	4	3	1	1	26		
PM Peak	16:00	14:00	12:00	14:00	14:00	15:00	15:00	15:00	14:00	16:00	14:00	12:00	13:00	16:00	15:00		
Vol.	2	1	1	2	2	7	6	6	6	8	6	1	1	1	33		

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863

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Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West																		
Start	1	16	21	26	31	36	41	46	51	56	61	66	71	76	Total	85th		95th
Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999		Percent	Percent	
10/10/20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	*
01:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49	49	49
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	*
03:00	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2	68	69	69
04:00	0	0	0	0	1	0	1	2	0	0	2	0	0	0	6	62	64	64
05:00	0	0	0	1	0	0	0	4	0	1	1	1	0	0	8	64	68	68
06:00	0	0	0	0	1	2	2	0	2	0	1	0	0	0	8	54	62	62
07:00	0	0	0	0	1	1	0	2	6	1	1	1	0	0	13	60	66	66
08:00	0	0	0	0	0	0	1	6	4	4	4	2	0	0	21	63	67	67
09:00	1	0	0	1	1	4	3	2	5	2	0	1	1	0	21	57	69	69
10:00	0	0	0	0	1	2	2	3	4	5	3	0	0	0	20	60	63	63
11:00	0	1	0	0	0	0	2	7	6	3	1	0	1	1	22	58	64	64
12 PM	0	0	0	1	1	2	2	6	9	4	0	1	0	0	26	56	59	59
13:00	0	0	1	1	0	5	3	4	4	2	0	1	0	0	21	54	59	59
14:00	0	0	0	0	1	2	2	1	1	2	1	0	0	0	10	58	62	62
15:00	0	0	0	0	0	2	1	4	5	5	1	1	0	0	19	59	65	65
16:00	1	1	0	0	1	2	1	1	4	3	1	0	0	1	16	57	61	61
17:00	0	0	0	0	0	1	2	2	3	2	0	2	0	0	12	65	68	68
18:00	0	0	0	0	1	1	1	2	2	1	0	0	0	0	8	54	57	57
19:00	0	0	0	0	0	0	1	2	3	1	0	0	0	0	7	54	58	58
20:00	0	0	0	0	0	0	0	0	1	2	0	0	0	0	3	58	59	59
21:00	0	0	0	0	0	1	0	1	1	0	0	0	0	0	3	52	54	54
22:00	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2	58	59	59
23:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34	34
Total	2	2	1	4	10	25	24	50	62	39	16	11	2	2	250			
Percent	0.8%	0.8%	0.4%	1.6%	4.0%	10.0%	9.6%	20.0%	24.8%	15.6%	6.4%	4.4%	0.8%	0.8%				
AM Peak	09:00	11:00		05:00	04:00	09:00	09:00	11:00	07:00	10:00	08:00	08:00	09:00	11:00	11:00			
Vol.	1	1		1	1	4	3	7	6	5	4	2	1	1	22			
PM Peak	16:00	16:00	13:00	12:00	12:00	13:00	13:00	12:00	12:00	15:00	14:00	17:00		16:00	12:00			
Vol.	1	1	1	1	1	5	3	6	9	5	1	2		1	26			

# Worcester County DPW - Roads Division

5764 Worcester Highway  
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Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West

Start Time	15	16	21	26	31	36	41	46	51	56	61	66	71	76	999	Total	85th Percent	95th Percent
10/11/20	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	44	44
01:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	54	54
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	69	69
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	2	68	69
07:00	0	0	0	0	1	0	1	1	2	0	0	0	0	0	0	5	53	54
08:00	1	0	0	0	1	1	1	0	2	1	2	0	0	0	0	9	61	63
09:00	0	0	0	0	3	3	3	5	4	6	0	0	0	0	0	24	57	59
10:00	0	0	0	0	0	2	2	1	5	3	3	0	0	0	0	16	61	63
11:00	0	0	0	1	0	1	3	3	4	3	0	1	0	0	0	16	57	65
12 PM	2	0	0	0	0	1	2	3	5	1	2	2	1	0	0	19	65	70
13:00	0	0	0	0	1	2	2	2	3	2	2	0	0	0	0	14	59	63
14:00	0	0	1	0	0	1	1	3	1	1	0	2	0	0	0	10	66	68
15:00	0	0	0	0	0	1	0	4	6	3	1	2	0	0	0	17	62	67
16:00	0	0	0	0	0	0	1	4	2	1	3	2	0	0	0	13	65	68
17:00	0	0	0	1	1	0	1	3	4	1	4	0	0	0	0	15	62	64
18:00	0	0	0	0	1	1	0	2	1	3	1	1	0	0	0	10	62	67
19:00	0	0	0	0	1	0	0	3	1	2	1	0	0	0	0	8	59	62
20:00	0	0	0	0	0	0	0	2	2	4	0	0	0	0	0	8	58	59
21:00	1	0	0	0	0	0	1	2	0	0	0	0	0	0	0	4	48	49
22:00	88	4	0	0	1	0	0	1	0	0	0	0	0	0	0	94	13	16
23:00	10	2	0	0	0	0	1	0	0	0	0	0	0	0	0	13	17	41
Total	102	6	1	2	10	13	20	40	43	31	19	12	1	0	0	300		
Percent	34.0%	2.0%	0.3%	0.7%	3.3%	4.3%	6.7%	13.3%	14.3%	10.3%	6.3%	4.0%	0.3%	0.0%				
AM Peak	08:00			11:00	09:00	09:00	09:00	09:00	10:00	09:00	10:00	04:00				09:00		
Vol.	1			1	3	3	3	5	5	6	3	1				24		
PM Peak	22:00	22:00	14:00	17:00	13:00	13:00	12:00	15:00	15:00	20:00	17:00	12:00	12:00			22:00		
Vol.	88	4	1	1	1	2	2	4	6	4	4	2	1			94		

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# Worcester County DPW - Roads Division

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Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West																
Start	1	16	21	26	31	36	41	46	51	56	61	66	71	76		
Time	15	20	25	30	35	40	45	50	55	60	65	70	75	999	Total	85th Percent
10/12/20	12	1	0	0	0	0	0	0	0	0	0	0	0	0	13	13
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
02:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49
03:00	9	0	0	0	0	0	0	0	0	0	0	0	0	0	9	12
04:00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
06:00	20	0	0	0	0	0	0	0	0	1	1	0	0	0	22	14
07:00	31	2	0	0	0	2	1	2	2	1	1	0	0	0	42	43
08:00	42	3	1	2	1	3	3	5	1	5	1	0	1	0	68	47
09:00	56	6	0	0	1	0	6	4	3	3	3	3	0	0	85	49
10:00	62	2	0	0	1	1	1	5	2	1	1	0	0	0	76	32
11:00	2	0	0	0	0	0	0	4	2	1	2	0	0	0	11	60
12 PM	1	1	0	0	1	1	1	2	1	2	0	2	0	1	13	65
13:00	0	0	0	0	0	0	3	1	0	2	1	1	0	0	8	63
14:00	0	0	0	0	0	0	1	3	4	0	0	2	0	0	10	66
15:00	0	0	0	0	1	0	0	0	3	4	0	0	0	0	8	58
16:00	0	0	0	0	0	0	3	4	3	2	4	0	1	0	17	63
17:00	2	0	0	0	3	0	1	5	2	5	2	1	0	0	21	59
18:00	0	0	0	0	0	1	4	4	2	5	2	1	0	0	19	60
19:00	1	0	0	0	1	2	3	5	3	4	1	1	0	0	21	58
20:00	0	0	0	0	0	0	6	7	4	0	0	0	0	0	17	51
21:00	0	0	0	0	0	1	0	0	2	1	0	0	0	0	4	57
22:00	0	0	0	0	0	0	0	1	2	0	0	0	0	0	3	53
23:00	0	0	0	0	0	0	2	0	0	1	0	0	0	0	3	57
Total	240	15	1	2	9	11	35	53	36	38	19	11	2	1	473	
Percent	50.7%	3.2%	0.2%	0.4%	1.9%	2.3%	7.4%	11.2%	7.6%	8.0%	4.0%	2.3%	0.4%	0.2%		
AM Peak	10:00	09:00	08:00	08:00	08:00	08:00	09:00	08:00	09:00	08:00	09:00	09:00	08:00		09:00	
Vol.	62	6	1	2	1	3	6	5	3	5	3	3	1		85	
PM Peak	17:00	12:00			17:00	19:00	20:00	20:00	14:00	17:00	16:00	12:00	16:00	12:00	17:00	
Vol.	2	1			3	2	6	7	4	5	4	2	1	1	21	

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# Worcester County DPW - Roads Division

5764 Worcester Highway  
Snow Hill, MD 21863

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Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	85th Percent	95th Percent
10/13/20	0	0	0	0	1	2	0	0	2	0	0	0	0	0	5	53	54
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	44	44
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
07:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
08:00	0	0	0	0	0	0	2	1	1	2	0	0	0	0	6	57	59
09:00	0	0	0	1	1	2	2	3	1	3	0	2	0	0	15	59	68
10:00	0	0	0	1	1	2	1	4	5	2	5	4	0	0	25	65	68
11:00	0	0	0	0	3	2	1	2	1	5	2	2	0	0	18	63	67
12 PM	0	0	0	0	0	0	4	7	2	1	2	1	0	0	17	61	65
13:00	0	1	0	0	0	2	1	6	6	3	3	2	1	0	25	63	69
14:00	0	1	0	0	0	0	2	0	0	4	1	1	0	0	9	63	67
15:00	0	0	0	0	0	0	2	2	3	4	4	0	0	0	15	62	64
16:00	1	0	0	1	0	0	1	4	5	1	1	0	0	0	14	54	61
17:00	0	0	0	0	0	1	0	5	7	2	0	2	0	0	17	58	67
18:00	0	0	0	1	2	1	4	2	2	5	2	0	0	0	19	59	62
19:00	0	0	0	0	2	3	2	7	5	4	1	0	0	0	24	56	59
20:00	0	0	0	1	0	1	6	2	4	10	2	1	1	0	28	59	68
21:00	0	0	0	1	0	1	1	2	3	4	4	0	1	0	17	63	70
22:00	0	0	0	0	0	1	0	4	3	2	3	0	0	0	13	61	63
23:00	0	0	0	0	0	1	3	1	1	1	0	0	0	0	7	54	58
Total	1	2	0	6	10	19	33	52	51	53	30	15	3	0	275		
Percent	0.4%	0.7%	0.0%	2.2%	3.6%	6.9%	12.0%	18.9%	18.5%	19.3%	10.9%	5.5%	1.1%	0.0%			
AM Peak				09:00	11:00	00:00	08:00	10:00	10:00	11:00	10:00	10:00			10:00		
Vol.				1	3	2	2	4	5	5	5	4			25		
PM Peak	16:00	13:00		16:00	18:00	19:00	20:00	12:00	17:00	20:00	15:00	13:00	13:00		20:00		
Vol.	1	1		1	2	3	6	7	7	10	4	2	1		28		

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# Worcester County DPW - Roads Division

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Cedartown Road  
Date Start: 07-Oct-20  
Date End: 14-Oct-20

East, West

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total	85th Percent	95th Percent
10/14/20	0	0	0	1	0	0	1	0	0	2	2	0	0	0	6	62	64
01:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	59	59
02:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	59	59
03:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
07:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49	49
08:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
09:00	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2	58	59
10:00	0	0	0	0	0	0	4	2	1	2	2	0	0	0	11	60	63
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	0	0	1	1	0	6	3	1	7	4	0	0	0	23		
Percent	0.0%	0.0%	0.0%	4.3%	4.3%	0.0%	26.1%	13.0%	4.3%	30.4%	17.4%	0.0%	0.0%	0.0%			
AM Peak				00:00	03:00		10:00	10:00	10:00	00:00	00:00				10:00		
Vol.				1	1		4	2	1	2	2				11		
PM Peak																	
Vol.																	
Total	352	32	12	31	74	127	220	324	339	350	193	81	18	7	2160		
Percent	16.3%	1.5%	0.6%	1.4%	3.4%	5.9%	10.2%	15.0%	15.7%	16.2%	8.9%	3.8%	0.8%	0.3%			
			15th Percentile :		13 MPH												
			50th Percentile :		48 MPH												
			85th Percentile :		59 MPH												
			95th Percentile :		64 MPH												

Stats

10 MPH Pace Speed : 51-60 MPH  
Number in Pace : 689  
Percent in Pace : 31.9%  
Number of Vehicles > 50 MPH : 988  
Percent of Vehicles > 50 MPH : 45.7%  
Mean Speed(Average) : 44 MPH

10

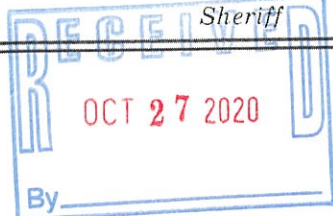


# Worcester County Sheriff's Office

ITEM  
13

Matthew Crisafulli  
Sheriff

Mark C. Titanski  
Chief Deputy



To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

Date: October 27, 2020

Re: WCSO/WCPS MOU

Please find attached a proposed Memorandum of Understanding (MOU) between the Worcester County Sheriff's Office, Worcester County Public Schools and the County Commissioners of Worcester County in regard the School Deputies assigned to the various public schools within Worcester County.

Thank you for your time and consideration in this matter.

**“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](http://www.WorcesterSheriff.com)

**MEMORANDUM OF UNDERSTANDING  
FOR  
SCHOOL DEPUTIES**

This Memorandum of Understanding is entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 between the Worcester County Sheriff's Office (hereinafter referred to as "WCSO"), County Commissioners of Worcester County, Maryland, and the Worcester County Public Schools (hereinafter referred to as the "WCPS").

**Recitals**

The WCSO, WCPS and Worcester County Commissioners have cooperated to establish the partnership of having a WCSO School Deputy in each of the public schools within Worcester County, Maryland. The parties agree that the partnership will provide substantial benefits to the citizens of the county and particularly to the students of the WCPS.

The benefits include the protection of the students and staff from negative influences, assistance in the maintenance of order in the schools, presentation of a positive role-model to students and the fostering of a better understanding between the law enforcement community and the public-school community.

Therefore, the parties have determined that it is in the best interest for the public school system and the citizens of Worcester County that this partnership be memorialized in this Memorandum of Understanding.

Now, therefore, the parties mutually agree to the following:

- I. Number of Deputies
  - a. The WCSO shall make good faith efforts to provide 13 (thirteen) sworn law enforcement officers to serve as School Deputies in WCPS. The 2020-2021 school year shall be supervised by one Sergeant and one Corporal.
  - b. The WCSO shall make every attempt to schedule required training of School Deputies on the days that schools are not in session.

- c. If an assigned School Deputy is not available on any given day (due to illness, Court, training, vacation, etc.) the WCSO shall make good faith efforts to cover such vacancies when they occur. In the event a replacement cannot be found, the WCSO shall attempt to have periodic premise checks conducted by the Patrol Division (contingent on their availability).

## 2 Location of Deputies

- a. School Deputies are designated to be assigned physically to each public school in Worcester County at the discretion of the Sheriff of Worcester County.

## 3 Goals and Objectives

- a. To prevent crime and violence in our schools and on our school grounds.
- b. To help prevent students from getting involved in disruptive or violent behaviors.
- c. To improve relationships with law enforcement officers, students, and parents by making students, staff, and parents feel safer in their schools.
- d. To promote close working relationships between our law enforcement officers, students and the faculty of the schools.
- e. To improve communications between our school population and law enforcement and to promote mutual respect for all parties involved.
- f. To act as an advisor to the school staff in matters of safety, violence reduction strategies, legal aspects of student activities and physical security issues.
- g. To provide other services as directed by the Sheriff of Worcester County, in coordination with the needs of both parties as necessary, to better provide for the safety and protection of students and the staff of our schools.

## 4 Employment

- a. The School Deputies shall be employees of the WCSO and shall be subject to the administration, supervision and control of the WCSO. The WCSO, in its sole discretion, shall have the power and authority to hire, transfer, discharge and discipline School Deputies.
- b. The WCSO, to the extent permitted by law, shall hold WCPS free, harmless and indemnified from and against any and all claims, suits, or causes of action arising out of the acts or omissions of the School Deputies under this Memorandum of Understanding.

5 Basic Qualifications of School Deputies

- a. Shall be a sworn law enforcement officer.
- b. Shall possess a sufficient knowledge of state laws, WCPS policies and regulations.
- c. Shall possess an even temperament and set a good example for students.
- d. Shall possess communication skills which would enable the deputy to function effectively within the school environment.

6 Duties of School Deputies

- a. To protect the lives and property of the citizens, including the public school students of Worcester County.
- b. To enforce criminal laws and to assist school officials when requested by school administration.
- c. To maintain high visibility by patrolling the school campus and to deter misbehavior in the school environment.
- d. To assist school administrators in diagnosing law enforcement related problems that occur in the school and on school grounds by providing referrals and interventions as needed.
- e. To conduct initial investigations into incidents that occur on school property; during regular school hours, excluding extended activities and after school hour events. This is ONLY in effect during days approved by WCPS annual school calendar.  
  
(Motor vehicle crashes that occur on the property of a WCPS within a municipality, shall be handled by the local law enforcement agency in said municipality).
- f. To conduct regular security inspections of buildings and grounds.
- g. To maintain contact and positive relationships with WCSO Divisions and allied agencies.
- h. To do other duties as assigned by the School Division supervisor(s).
- i. To assist other law enforcement agencies with outside investigations concerning students attending the public schools and related areas to which school deputies and WCSO deputies (other inter-agency divisions) are assigned, within the guidelines of COMAR (Code of Maryland Regulations) and in accordance with the policies and procedures established by the WCSO through laws in the State of Maryland.

7      Hours of Duty

- a.      School Deputies shall be assigned during school hours on those days and during the hours that their assigned school is in session. School Deputies may be temporarily reassigned by the WCSO during school closings, holidays and vacations, or during a period of emergency.
- b.      This Memorandum of Understanding shall be renewed annually for additional and successive one (1) year terms unless notice of non-renewal is given by either party, in writing, prior to 60 days of the end of the initial or any succeeding term.

President, County Commissioners:

\_\_\_\_\_  
Joseph M. Mitrecic

Sheriff:

\_\_\_\_\_  
Matthew Crisafulli

Superintendent of Schools:

\_\_\_\_\_  
Louis H. Taylor

Date: \_\_\_\_\_



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

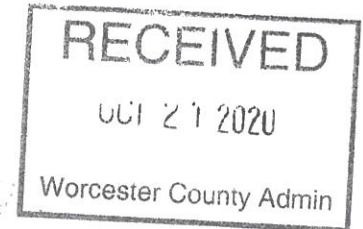


**The Board of Education of Worcester County**  
6270 Worcester Highway | Newark, Maryland 21841  
Telephone: (410) 632-5000 | Fax: (410) 632-0364  
[www.worcesterk12.org](http://www.worcesterk12.org)

ITEM  
24

Board Members  
ERIC W. CROPPER, SR.  
President  
SARA D. THOMPSON  
Vice-President  
BARRY Q. BRITTINGHAM, SR.  
WILLIAM E. BUCHANAN  
TODD A. FERRANTE  
WILLIAM L. GORDY  
ELENA J. MCCOMAS

November 4, 2020



Mr. Joseph M. Mitrecic, President  
Worcester County Commissioners  
Worcester County Government Center  
One W. Market Street, Room 1103  
Snow Hill, Maryland 21863

Dear President Metrecic:

Each year in November we review our Capital Improvement Program (CIP) with the Commissioners. We will be reviewing the proposed FY 2022 CIP with you on November 4<sup>th</sup>. The FY 2022 CIP has been developed in accordance with the County Capital Improvement Plan and is in compliance with the Maryland Interagency Commission for School Construction (IAC) regulations.

We will be requesting the Commissioners' approval of the enclosed CIP as a planning document. Verification to the IAC that the County Commissioners have approved the proposed plan is required no later than November 30<sup>th</sup>. The 2020-2021 Educational Facilities Master Plan provides additional information on our current and future facility needs and is available for your viewing or downloading from our school system website at:

<https://tinyurl.com/WCPSFacilities>

The proposed FY 2022 CIP is consistent with the Worcester County Ten Year Capital Improvement Plan and incorporates all prior recommendations of the County Commissioners regarding our future school construction needs as follows:

- **Stephen Decatur Middle School Addition**

The Interagency Commission on School Construction and the Maryland Board of Public Works provided planning approval for the Stephen Decatur Middle School Addition project in last year's CIP. We are requesting State funding approval for this project in the FY 2022 CIP. Once again, thanks to your approval of our design funding request in the Board of Education FY 2020 and FY 2021 Operating Budgets, we have completed the Educational Specifications, Schematic Design and Design Development documents for the project. Construction Documents are currently in progress. The Stephen Decatur Middle School Addition project will provide additional classrooms to eliminate the nine portable classrooms currently being utilized as instructional space and to maintain small class sizes at Stephen Decatur Middle School.

1a

- **Future Projects**

The FY 2022 CIP also includes future roof replacement projects at Snow Hill Middle School and Cedar Chapel Special School, Stephen Decatur Middle School and at Pocomoke Elementary School. Our long-range planning also includes a proposed renovation/addition or replacement school project for Buckingham Elementary School.

On September 16, 2020, we participated in a CIP meeting with Mr. Robert Gorrell, Executive Director of the Interagency Commission on School Construction and representatives from the Public School Construction Program and the Maryland Department of Planning. This meeting provided us the opportunity to review our FY 2022 CIP requests and to discuss the need for the Stephen Decatur Middle School Addition project.

It is our belief that we have been successful in addressing our school construction needs because of the combined efforts of our Board of Education, County Commissioners, state legislators and community members. That belief was strongly reinforced by the recent opening of the beautiful new Showell Elementary School. The new Showell Elementary School not only provides our Showell students with a state-of-the-art educational facility but is also a testament to the results of communication and cooperation between the County Commissioners and the Board of Education. It is our hope that with the ongoing support of the County Commissioners, we will continue to provide all Worcester County children with excellent educational facilities.

The Board of Education and I want to thank and commend you for your continued support of our school system. I look forward to meeting with you on November 4<sup>th</sup> to discuss the FY 2022 Capital Improvement Program.

Sincerely,



Louis H. Taylor  
Superintendent of Schools

LT:jjp

cc: Board of Education Members  
Mr. Harold Higgins

**FY 2022 CAPITAL IMPROVEMENT PROGRAM  
WORCESTER COUNTY PUBLIC SCHOOLS  
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3		<b><u>Future Project Requests</u></b>
	7	Snow Hill Middle School/CCSS – Systemic: Roof Replacement
	8	Stephen Decatur Middle School – Systemic: Roof Replacement
	9	Buckingham Elementary School – Replacement School
	10	Pocomoke Elementary School – Systemic: Roof Replacement
4		<b><u>IAC Forms</u></b>
	11	102.4 - Summary of Current and Future Project Requests
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	14	102.6 - Status of State Owned Relocatables
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	17	Worcester County School Location Map
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	19	Summary of Kindergarten Enrollment – 9/30/20
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## **Worcester County FY 2022 Capital Improvement Program Summary**

### **1. Funding Request: Stephen Decatur Middle School - Addition**

- The Worcester County Public Schools FY2022 CIP includes a Funding Request for the Stephen Decatur Middle School Addition project.
  - The project includes a 24,820 square foot addition to the existing 79,500 square foot school.
  - The addition space includes 12 general education classrooms, 4 Science Labs, a Stage storage room, 2 meeting rooms, 1 conference room and student and staff restrooms.
  - The IAC approved planning for the project in the FY21 CIP.
  - Educational Specifications for the project were submitted to and approved by the State in January 2020.
  - Schematic Design documents were submitted to the State in June 2020.
  - Design Development documents will be submitted to the State in September 2020.
  - A Proposed Design/Construction Schedule for the project is included on page 5.

### **2. Future Project Requests**

- Future project requests, beginning on page 7 include:
  - A roof replacement project at Snow Hill Middle School/Cedar Chapel Special School.
  - A roof replacement project at Stephen Decatur Middle School.
  - A replacement school (or renovation/addition) at Buckingham Elementary School.
  - A roof replacement project at Pocomoke Elementary School.

**REQUEST FOR APPROVAL OF PLANNING/FUNDING**

LEA: Worcester County  
 SCHOOL NAME: Stephen Decatur Middle School  
 ADDRESS: 9815 Seahawk Road, Berlin, MD. 21811

REQUEST TYPE: PLANNING \_\_\_\_\_ FUNDING X  
 FY: 2022 Date Submitted 9/25/20  
 PRIORITY 1 Revised Date \_\_\_\_\_

PROJECT TYPE: NEW \_\_\_\_\_ ADDITION X REPLACEMENT \_\_\_\_\_ RENOVATION \_\_\_\_\_ LIMITED RENOVATION \_\_\_\_\_  
 SYSTEMIC RENOVATIONS \_\_\_\_\_ STATE-OWNED RELOCATABLES \_\_\_\_\_  
 COOPERATIVE USE \_\_\_\_\_ PROTOTYPE DESIGN \_\_\_\_\_ COST SHARE % STATE 50% LOCAL 50%  
 HIGH PERFORMANCE \_\_\_\_\_ ELECTRICAL UPGRADE/REPLACEMENT \_\_\_\_\_  
 SCHOOL NUMBER 23.0308 GRADES 7 - 8 SRC 799 PSC NO 23.014

REQUEST FOR CURRENT FY: \$4,814,000  
 TOTAL PRIOR STATE FUNDS: \$0  
 DATE PLANNING APPROVED: 5/14/2020

EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
FY 22	\$4,814,000	FY 23	\$0	FY 24	\$0	FY 25	\$0	FY 26	\$0	\$4,814,000

1. SITE: Acreage 25.0 Date IAC Approved \_\_\_\_\_ MHT Category # \_\_\_\_\_ Date of MHT Review \_\_\_\_\_ In PFA X Water X Sewer X

**2. EXISTING FACILITY:**

	RENOVATED		DEMOLISHED		TOTAL	
	Gross SF	Date	Gross SF	Date	Gross SF	
ORIGINAL	79,500	9/1/1997			79,500	
ADDITION					-	
ADDITION					-	
ADDITION					-	
TOTAL	79,500		-		79,500	

**LEA Proposed Scope for Renovation/Demolition**

GSF to be Renovated	GSF to be Demolished	Cooperative-Use Space

**3. PROPOSED SCOPE:**

a. State Scope Previously Approved: FY 2021 Approved Enrollment 680  
 Gross Square Footage: New \_\_\_\_\_ Addition 16,300 Renovation \_\_\_\_\_ Demolition \_\_\_\_\_  
 Cooperative-Use Space GSF: New \_\_\_\_\_ CUS Addition \_\_\_\_\_ CUS Renovation \_\_\_\_\_  
 WITHIN above GSF \_\_\_\_\_

b. State Scope Currently Proposed: Proposed Enrollment 730  
 Gross Square Footage: New \_\_\_\_\_ Addition 23,722 Renovation \_\_\_\_\_ Demolition \_\_\_\_\_  
 Cooperative-Use Space GSF: New \_\_\_\_\_ CUS Addition \_\_\_\_\_ CUS Renovation \_\_\_\_\_  
 WITHIN above GSF \_\_\_\_\_

c. LEA Scope: Proposed Capacity 825  
 Gross Square Footage: New \_\_\_\_\_ Addition 24,820 Renovation \_\_\_\_\_ Demolition \_\_\_\_\_  
 Cooperative-Use Space GSF: New \_\_\_\_\_ CUS Addition \_\_\_\_\_ CUS Renovation \_\_\_\_\_  
 WITHIN above GSF \_\_\_\_\_

**4. DESCRIPTION & JUSTIFICATION:**

Stephen Decatur Middle School opened in 1997 to serve Grades 7-8 in the north end of Worcester County. The September 2019 enrollment of 686 is expected to grow to 730 students by 2027. Continuing growth, combined with ongoing efforts to maintain small class sizes and expand programs, has resulted in a need for additional classroom space. To accommodate the continued enrollment growth at Stephen Decatur Middle School, five portable classrooms were added in 2002 (five years after the new school opened) and four additional portable classrooms were added in 2003. Recognizing that additional classrooms would eventually be needed, Stephen Decatur Middle School was designed to accept a future addition. Educational Specifications for the Addition project were submitted to and approved by the IAC in January 2020. Project Planning was approved by the State in the FY2021 CIP. Schematic Design documents were submitted to the IAC in June 2020. The Schematic Design defines a 24,820 square foot addition which includes four new Science labs, twelve general education classrooms, storage, meeting and conference rooms, student and staff restrooms and a storage room adjacent to the existing Stage and Band Classroom.

**REQUEST FOR APPROVAL OF PLANNING/FUNDING**

LEA: Worcester County  
 SCHOOL NAME Stephen Decatur Middle School  
 ADDRESS 9815 Seahawk Road, Berlin, MD. 21811

REQUEST TYPE: PLANNING          FUNDING X  
 FY: 2022 Date Submitted 9/25/20  
 PRIORITY 1 Revised Date         

5. ENROLLMENT PROJECTIONS (Requested and Adjacent Schools)	Year→	2020	2021	2022	2023	2024	2025	2026	2027	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School:	799	715	683	709	728	735	706	705	730	69
Stephen Decatur High	Stephen Decatur High School is not used as an adjacent school due to grade structure: SDHS = 9-12, SDMS = 7-8.									0
										0
										0
										0
										0
TOTAL:	799	715	683	709	728	735	706	705	730	69

Proposed Enrollment based on SRC and 7-year FTE.

Note: To determine the proposed enrollment for a new school, enter the SRC, current enrollment and projected enrollments for the Adjacent School(s).

730

**6. Total Cost of Ownership (please provide brief summary, if applicable):**

The TCO Comparison Tool does not apply to the Addition project.

**7. EMERGENCY ELECTRICAL POWER:**

Note: Stephen Decatur Middle School is a Worcester County Emergency Shelter. WCPS assessment, in consultation with IAC staff, is that the proposed classroom addition will not impact the school's shelter status.

**8. BUDGET:**

	Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Construction	\$ 8,942,000	\$ 4,897,000	\$ 4,045,000
Site Development 19%	\$ 1,561,000	\$ 792,000	\$ 769,000
<b>Construction Cost</b>	<b>\$ 10,503,000</b>	<b>\$ 5,689,000</b>	<b>\$ 4,814,000</b>
Contingency 5.0%	\$ 525,000	\$ 525,000	\$ N/A
High Performance Costs (Administrative only)	\$ -	\$ -	\$ N/A
Other	\$ 2,506,000	\$ 2,506,000	\$ N/A
<b>Total</b>	<b>\$ 13,534,000</b>	<b>\$ 8,720,000</b>	<b>\$ 4,814,000</b>

**ANTICIPATED:** Construction Funding Request(s) FY(s) 2022 Bid Date: 8/18/21 Occupancy Date: 12/31/22



## COMPUTATION SUPPLEMENT WORKSHEET - FOR ESTIMATING THE STATE ALLOCATION FOR FY 2022

Amounts rounded to the nearest 1,000

Worcester County - PSC NO. 23.014

Project Priority # &amp; Type 1 F

## Stephen Decatur Middle School - Addition

GROSS AREA BASELINE in GSF	Educ. Type	Estimated Approved Projected Enrollment*	GSF per student**	Total GSF	Construction Cost	State Share 50%
Enter the TOTAL proj. enrollment for each education type and, in addition, enter any special-ed or CTE enrollments.	Elementary	x	0	=	0	
	Middle	730 x	141.40	=	103,222	
	High	x	0	=	0	
	Special ED Elem	x	0	=	0	
	Special ED Middle	x	0	=	0	
	Special ED High	x	0	=	0	
	CTE	x	0	=	0	
				103,222		

\*Enrollment numbers are verified by MSDE and IAC staff

\*\*If GSF per student is unexpected, unprotect sheet and type value over formula.

Existing Facility GSF	79,500
Demolition of Existing GSF	-
Revised Existing Facility GSF	79,500
Eligible New GSF	23,722

ADDITION					
New GSF	23,722 x	341.00		8,089,000	4,045,000
Cooperative-Use Space (GSF)	0 x	341.00		0	0
Site Development	x	19%		1,537,000	769,000
				9,626,000	4,814,000

RENOVATION	Age of Structure	Construction Year	GSF to be Renovated	Cost per GSF	Percentage to be Covered	Cost		
	40 & older		0 x	341.00 x	100%	=	0	
	31-39		0 x	341.00 x	85%	=	0	
	26-30		0 x	341.00 x	75%	=	0	
	21-25		0 x	341.00 x	65%	=	0	
	16-20		0 x	341.00 x	50%	=	0	
	0-15		0 x	341.00 x	0%	=	0	
			0				0	0
	Cooperative-Use Space (GSF)		0 x	341.00			0	0
	Site Development			5%			0	0
							0	0

TOTAL COST		
	9,626,000	4,814,000
Less Prior State Funds for Related Projects		

NET STATE FUNDING	
	4,814,000
Less CIP Allocations for the Project. NOTE: No SDMS projects funded by the State within the past 15 years overlap with currently proposed work.	

BALANCE	
	4,814,000

## Additional Notes:

The "Net State Funding" on this worksheet is an estimate of the maximum State allocation for this project, but may be reduced based on the costs of the approved contract(s), ineligible items, and change orders.

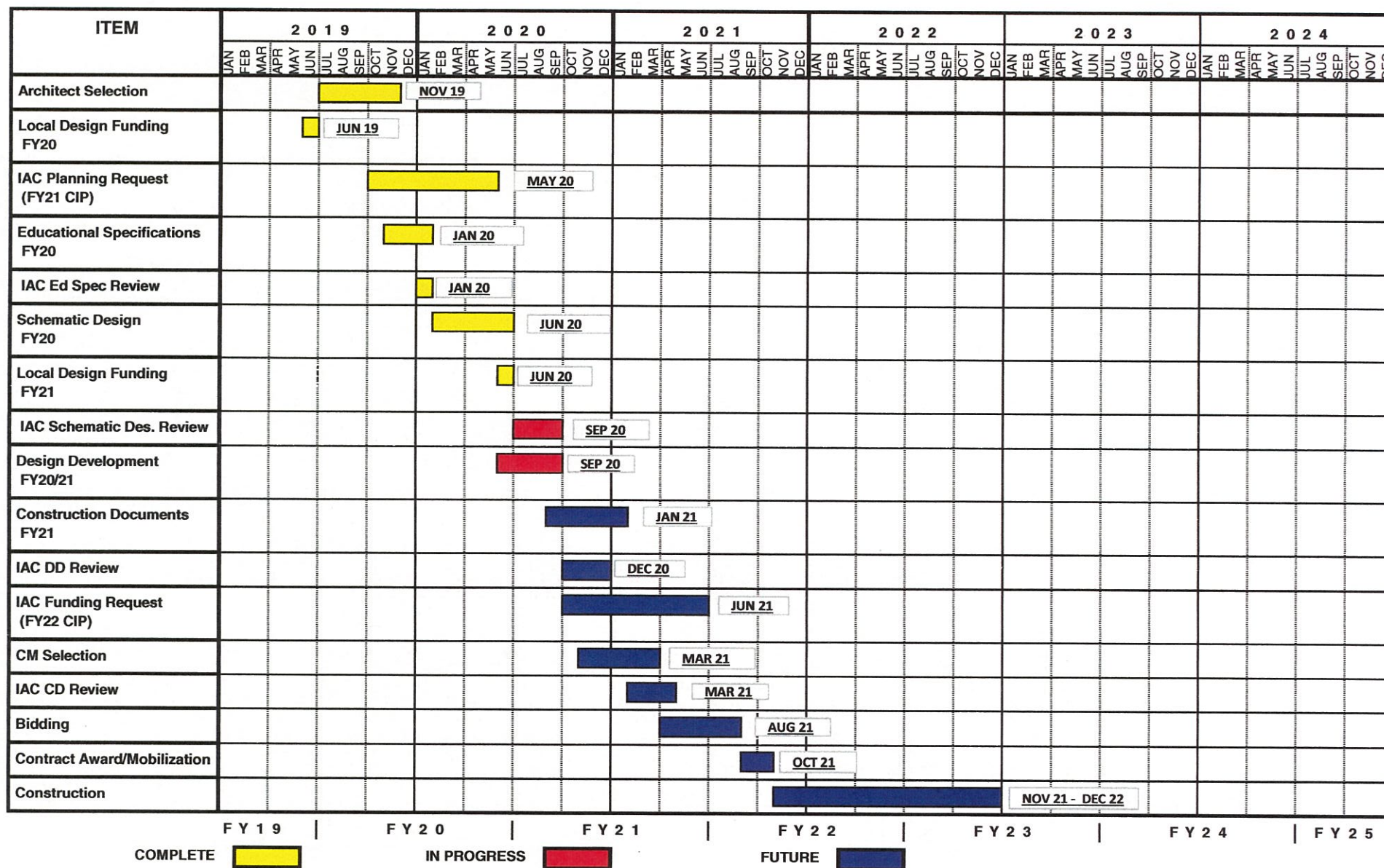
Date Planning Approved:

Date Revised:

Date of State Approval:

5/14/20

## ५





**PROJECTED CONSTRUCTION DRAW SCHEDULE**  
**Addition to Stephen Decatur Middle School**

Requisition	Month	Percentage	Amount	State	Balance	Local	Balance
<b>FY22</b>					\$4,814,000.00		\$6,213,973.00
1	Nov 21	4.00%	(\$441,120.00)	(\$441,120.00)	\$4,372,880.00	\$0.00	\$6,213,973.00
2	Dec 21	5.00%	(\$551,400.00)	(\$551,400.00)	\$3,821,480.00	\$0.00	\$6,213,973.00
3	Jan 22	6.00%	(\$661,680.00)	(\$661,680.00)	\$3,159,800.00	\$0.00	\$6,213,973.00
4	Feb 22	7.00%	(\$771,960.00)	(\$771,960.00)	\$2,387,840.00	\$0.00	\$6,213,973.00
5	Mar 22	7.00%	(\$771,960.00)	(\$771,960.00)	\$1,615,880.00	\$0.00	\$6,213,973.00
6	Apr 22	7.00%	(\$771,960.00)	(\$771,960.00)	\$843,920.00	\$0.00	\$6,213,973.00
7	May 22	9.50%	(\$1,047,660.00)	(\$843,920.00)	\$0.00	(\$203,740.00)	\$6,010,233.00
8	Jun 22	9.50%	(\$1,047,660.00)	\$0.00	\$0.00	(\$1,047,660.00)	\$4,962,573.00
<b>FY22 TOTAL</b>				(\$4,814,000.00)		(\$1,251,400.00)	
<b>FY 23</b>					\$0.00		\$4,962,573.00
9	Jul 22	6.00%	(\$661,680.00)	\$0.00	\$0.00	(\$661,680.00)	\$4,300,893.00
10	Aug 22	8.00%	(\$882,240.00)	\$0.00	\$0.00	(\$882,240.00)	\$3,418,653.00
11	Sep 22	7.00%	(\$771,960.00)	\$0.00	\$0.00	(\$771,960.00)	\$2,646,693.00
12	Oct 22	6.00%	(\$661,680.00)	\$0.00	\$0.00	(\$661,680.00)	\$1,985,013.00
13	Nov 22	6.00%	(\$661,680.00)	\$0.00	\$0.00	(\$661,680.00)	\$1,323,333.00
14	Dec 22	5.00%	(\$551,400.00)	\$0.00	\$0.00	(\$551,400.00)	\$771,933.00
15	Jan 23	2.00%	(\$220,560.00)	\$0.00	\$0.00	(\$220,560.00)	\$551,373.00
16	Feb 23	1.00%	(\$110,280.00)	\$0.00	\$0.00	(\$110,280.00)	\$441,093.00
17	Mar 23	1.00%	(\$110,280.00)	\$0.00	\$0.00	(\$110,280.00)	\$330,813.00
18	Apr 23	1.00%	(\$110,280.00)	\$0.00	\$0.00	(\$110,280.00)	\$220,533.00
19	May 23	1.00%	(\$110,280.00)	\$0.00	\$0.00	(\$110,280.00)	\$110,253.00
20	Jun 23	1.00%	(\$110,253.00)	\$0.00	\$0.00	(\$110,253.00)	\$0.00
<b>FY23 TOTAL</b>				\$0.00		(\$4,962,573.00)	
<b>TOTAL FUNDING</b>		100.00%	(\$11,027,973)	(\$4,814,000)		(\$6,213,973)	(\$11,027,973)

## FUTURE PROJECT REQUEST - (Optional Form)

LEA: Worcester County  
 DATE: 9/25/2020

FISCAL YEAR: 2022

PROJECT TYPE: NEW ☐ ADDITION ☐ RENOVATION ☐ REPLACEMENT ☐  
 SYSTEMIC RENOVATIONS: ☒ STATE-OWNED RELOCATABLES: ☐  
 SCHOOL NAME: Snow Hill Middle School / Cedar Chapel Special School  
 SCHOOL ADDRESS: 522 / 510 Coulbourne Lane, Snow Hill, MD. 218623

**DESCRIPTION:**

Replacement of 107,175 s.f. roof @ \$31.48/s.f.	\$ 3,374,000
Contingency (5.0%)	\$ 169,000
A/E Design	\$ 236,000
<b>Total</b>	<b>\$ 3,779,000</b>

PROPOSED RATED CAPACITY:	784 / 90	GRADES:	4-8 (SHMS) / Ung. (CCSS)
REQUEST APPROVAL FOR PLANNING: FY		FUNDING:	FY 2023
ESTIMATED COST TO STATE:	\$ 1,687,000	LOCAL COST:	\$2,092,000

**PROJECT JUSTIFICATION:**

Snow Hill Middle School was constructed in 1970. The original roof was replaced in 1994. A 2018 roof inspection conducted by an independent roofing consultant identified blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Snow Hill Middle School roof has also been identified by State Maintenance Inspectors. Cedar Chapel Special School was constructed in 1986 as an addition to Snow Hill Middle School. The 34-year-old original CCSS roof has not been replaced and exhibits roof issues similar to the SHMS roof.

**ENROLLMENT PROJECTIONS**

	SEPT. 2020*	2021	2022	2023	2024	2025	2026	2027	2028	2029
SHMS	437	430	432	431	435	427	443	432	428	425
CCSS	55	55	55	55	55	55	55	55	55	55

\* Preliminary September 2020 enrollment estimate. Final enrollment will be provided as soon as possible.

## FUTURE PROJECT REQUEST - (Optional Form)

LEA: Worcester County

DATE: 9/25/2020

FISCAL YEAR: 2022

PROJECT TYPE: NEW ☐ ADDITION ☐ RENOVATION ☐ REPLACEMENT ☐  
 SYSTEMIC RENOVATIONS: ☒ STATE-OWNED RELOCATABLES: ☐

SCHOOL NAME: Stephen Decatur Middle School

SCHOOL ADDRESS: 9815 Seahawk Road, Berlin, MD. 21811

**DESCRIPTION:**

Replacement of 79,500 s.f. roof @ \$32.74/s.f.	\$ 2,603,000
Contingency (5.0%)	\$ 130,000
A/E Design	\$ 182,000
 Total	 \$ 2,915,000

PROPOSED RATED CAPACITY:	799	GRADES:	7 - 8
REQUEST APPROVAL FOR PLANNING: FY		FUNDING:	FY 2024
ESTIMATED COST TO STATE:	\$ 1,302,000	LOCAL COST:	\$1,613,000

**PROJECT JUSTIFICATION:**

Stephen Decatur Middle School was constructed in 1997. The Architect's original design intent for the Stephen Decatur Middle School roof was a metal roof system over the 59,000 s.f. classroom section of the building. The metal roof was modified, for cost savings, to a shingle roof and the built-up roof over the north section of the building remained per initial design. Due to Stephen Decatur Middle School's proximity to ocean winds and a lack of wind buffers on the site, the existing shingle roof has been a constant and expensive maintenance issue. Preliminary plan is to replace the existing shingle roof with a metal roof system and replace the existing built-up roof sections. An independent roofing consultant gave the roof an overall rating of "Fair/Poor". The condition of the Stephen Decatur Middle School roof has also been identified by State Maintenance inspectors.

**ENROLLMENT PROJECTIONS**

	SEPT. 2020*	2021	2022	2023	2024	2025	2026	2027	2028	2029
SDMS	715	683	709	728	735	706	705	730	708	693

\* Preliminary September 2020 enrollment estimate. Final enrollment will be provided as soon as possible.

## FUTURE PROJECT REQUEST - (Optional Form)

LEA: Worcester County  
 DATE: 9/25/2020

FISCAL YEAR: 2022

PROJECT TYPE: NEW ☐ ADDITION ☐ RENOVATION ☐ REPLACEMENT ☒  
 SYSTEMIC RENOVATIONS: ☐ STATE-OWNED RELOCATABLES: ☐  
 SCHOOL NAME: Buckingham Elementary School  
 SCHOOL ADDRESS: 100 Buckingham Road, Berlin, MD. 21811

**DESCRIPTION:**

New (Replacement) Space: 83,472 sf @ \$469.19/sf	\$ 39,164,000
Site Development (19.00%)	\$ 7,441,000
Demolition	\$ 634,000
LEED & Building Commissioning	\$ 472,000
Contingency (3.0%)	\$ 1,417,000
Moveable Equipment (4.0%)	\$ 1,371,000
Technology (2.5%)	\$ 783,000
A/E Fee and CM Fee	\$ 8,031,000
Miscellaneous (1.5%)	\$ 709,000
Playground Equipment	\$ 300,000
<b>Total</b>	<b>\$ 60,322,000</b>

PROPOSED RATED CAPACITY:	551	GRADES:	Pre K - 4
REQUEST APPROVAL FOR PLANNING: FY	2024	FUNDING:	FY 2026/27
ESTIMATED COST TO STATE:	\$ 10,616,000	LOCAL COST:	\$49,706,000

**PROJECT JUSTIFICATION:**

Buckingham Elementary School was originally constructed in 1978. There have been no additions or major renovations executed at the school over the 42-year life of BES. During the 2019-20 school year, Buckingham Elementary School operated at 136% of Local Rated Capacity and 102% of State-Rated Capacity. Buckingham Elementary will utilize five portable classrooms in 2020-2021 to accommodate existing programs, including pre-Kindergarten and all-day Kindergarten. Additional space is required to adequately accommodate all programs. Cafeteria, Media Center and support spaces are also inadequate to serve existing needs.

### ENROLLMENT PROJECTIONS

SEPT. 2020*	2021	2022	2023	2024	2025	2026	2027	2028	2029
519	514	515	504	509	506	508	510	515	519

\* Preliminary September 2020 enrollment estimate. Final enrollment will be provided as soon as possible.



## FUTURE PROJECT REQUEST - (Optional Form)

LEA: Worcester County  
 DATE: 9/25/2020

FISCAL YEAR: 2022

PROJECT TYPE: NEW ☐ ADDITION ☐ RENOVATION ☐ REPLACEMENT ☐  
 SYSTEMIC RENOVATIONS: ☒ STATE-OWNED RELOCATABLES: ☐

SCHOOL NAME: Pocomoke Elementary School

SCHOOL ADDRESS: 2119 Pocomoke Beltway, Pocomoke, MD. 21851

**DESCRIPTION:**

Replacement of 52,512 s.f. roof @ \$34.05/s.f.	\$ 1,788,000
Contingency (5.0%)	\$ 89,000
A/E Design	\$ 125,000
<b>Total</b>	<b>\$ 2,002,000</b>

PROPOSED RATED CAPACITY: <b>506</b>	GRADES: <b>Pre K - 3</b>
REQUEST APPROVAL FOR PLANNING: FY	FUNDING: FY <b>2025</b>
ESTIMATED COST TO STATE: \$ <b>894,000</b>	LOCAL COST: <b>\$1,108,000</b>

**PROJECT JUSTIFICATION:**

Pocomoke Elementary School was constructed in 1976. The original roof was replaced in 1993. A 2018 roof inspection conducted by an independent roofing consultant identified blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Pocomoke Elementary School roof has also been identified by State Maintenance inspectors.

### ENROLLMENT PROJECTIONS

SEPT. 2020*	2021	2021	2023	2024	2025	2026	2027	2028	2029
425	422	413	408	407	409	410	414	417	418

\* Preliminary September 2020 enrollment estimate. Final enrollment will be provided as soon as possible.

## SUMMARY OF CURRENT PLANNING AND FUNDING REQUESTS

LEA: Worcester County

FISCAL YEAR: 2022

DATE: 9/25/2020

PRIORIT Y #	PROJECT TITLE	TOTAL EST. COST	NON- PSCP/IAC FUNDS	TOTAL STATE FUNDS	PRIOR PSCP/IAC FUNDS	CURRENT REQUESTS (\$ OR LP)		Expected Project Requests (enter fiscal year below)									
						FY	22	FY	23	FY	24	FY	25	FY	26	FY	27
1	Stephen Decatur Middle School Addition	13,534	8,720	4,814			4,814										
2	Snow Hill Middle School/CCSS Roof Replacement	3,779	2,092	1,687					1,687								
3	Stephen Decatur Middle School Roof Replacement	2,915	1,613	1,302							1,302						
4	Buckingham Elementary School Replacement School	60,322	49,706	10,616							LP				5,308		5,308
5	Pocomoke Elementary School Roof Replacement	2,002	1,108	894									894				
TOTAL (Last page only)		82,552	63,239	19,313	-		4,814		1,687		1,302		894				5,308

## STATUS OF PREVIOUSLY APPROVED PROJECTS

LEA: Worcester County FISCAL YEAR: 2022  
 DATE: 9/25/20

PROJECT TITLE and PSC NO. <sup>1</sup> (Chronological Order by Fiscal Year)	MONTH AND YEAR (00/00) OF <u>STATE</u> APPROVAL					Percent Construction Completed	Date Occupied
	IAC	SD	DD	CD	CONTRACT AWARD		
Showell Elementary Replacement School 23.001.019 LPC	1/17	4/17	12/17	3/18	8/18	99%	9/8/20
Pocomoke Middle School Roof Replacement 23.011.21 SR	12/20					0%	
Stephen Decatur Middle Addition 23.014.21 LP	6/20					0%	
Berlin Intermediate Cameras 23.012.19 SSGP - R2	10/19				10/19**	99%	
Buckingham Elementary Cameras 23.007.19 SSGP - R2	10/19				10/19**	99%	
Cedar Chapel Special Cameras 23.013.19 SSGP - R2	10/19				10/19**	99%	
Ocean City Elementary Cameras 23.006.19 SSGP - R2	10/19				10/19**	99%	
Pocomoke Elementary Cameras 23.002.19 SSGP - R2	10/19				10/19**	99%	

<sup>1</sup> ALL PROJECTS INCLUDING SYSTEMIC RENOVATION, AGING SCHOOL, SCHOOL SAFETY, HEALTHY SCHOOLS FACILITY FUND AND QZAB.

\* Indicates Board of Education Award Date. Project less than \$100,000.

\*\* Projects less than \$50,000. No formal Contract Award Date.

## STATUS OF PREVIOUSLY APPROVED PROJECTS

LEA: Worcester County FISCAL YEAR: 2022  
 DATE: 9/25/20

PROJECT TITLE and PSC NO. <sup>1</sup> (Chronological Order by Fiscal Year)	MONTH AND YEAR (00/00) OF <u>STATE</u> APPROVAL					Percent Construction Completed	Date Occupied
	IAC	SD	DD	CD	CONTRACT AWARD		
Pocomoke High Cameras 23.003.19 SSGP - R2	10/19				10/19**	99%	
Pocomoke Middle Cameras & Amplifiers 23.011.19 SSGP - R2	10/19				10/19**	99%	
Snow Hill Elementary Cameras 23.008.19 SSGP - R2	10/19				10/19**	99%	
Snow Hill High Cameras 23.005.19 SSGP - R2	10/19				10/19**	99%	
Snow Hill Middle Cameras & Amplifiers 23.009.19 SSGP - R2	10/19				10/19**	99%	
Stephen Decatur High Cameras 23.004.19 SSGP - R2	10/19				10/19**	99%	
Stephen Decatur Middle Cameras 23.014.19 SSGP - R2	10/19				10/19**	99%	
Worcester Tech High Cameras 23.015.19 SSGP - R2	10/19				10/19**	99%	

<sup>1</sup> ALL PROJECTS INCLUDING SYSTEMIC RENOVATION, AGING SCHOOL, SCHOOL SAFETY, HEALTHY SCHOOLS FACILITY FUND AND QZAB.

\* Indicates Board of Education Award Date. Project less than \$100,000.

\*\* Projects less than \$50,000. No formal Contract Award Date.

# STATUS OF STATE-OWNED RELOCATABLES

LEA: Worcester County

FISCAL YEAR: 2022

DATE: 9/25/20

SCHOOL	BUILDING NUMBER	MFR/ NO. CLRM(S)	CURRENT USE	DATE SITED	ACTION REQUESTED	JUSTIFICATION
<p><b>NONE</b></p> <p>(Note: 26 locally owned portable temporary classrooms are used to accommodate all existing programs.)</p>						

<sup>1</sup> The following actions may be requested: Retain in the same location, Move within school system, Revert to State (indicate date available).  
The completed form should be included with the Capital Improvement Program submittal.

**WORCESTER COUNTY**  
**SUMMARY OF PORTABLE CLASSROOMS**

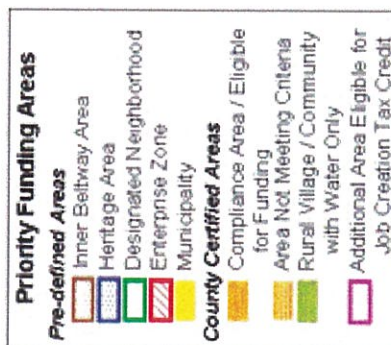
**2020 - 2021**

<b>SCHOOL</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>SQ. FT.</b>
Buckingham Elementary	5	5	5	5	5	5	5	3,840
Ocean City Elementary	0	0	0	0	0	0	0	0
Pocomoke Elementary	0	0	0	0	0	0	0	0
Showell Elementary	9	9	9	9	9	7 (Note 4)	0 (Note 4)	0
Snow Hill Elementary	5	5	5	5	5	5	5	3,840
Berlin Intermediate	6	6	6	6	6	6	6	4,608
Pocomoke Middle	0	0	0	0	0	0	0	0
Snow Hill Middle	1	1	1	1	1	1	1	768
Cedar Chapel Special	0	0	0	0	0	0	0	0
Stephen Decatur Middle	9	9	9	9	9	9	9	6,912
Pocomoke High	0	0	0	0	0	0	0	0
Snow Hill High	17	17 (Note 1)	4 (Note 2)	0 (Note 3)	0	0	0	0
Stephen Decatur High	0	0	0	0	0	0	0	0
Worcester Tech	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>52</b>	<b>52</b>	<b>39</b>	<b>35</b>	<b>35</b>	<b>33</b>	<b>26</b>	<b>19,968</b>

- (1) Four temporary structures and thirteen locally owned portables utilized at Snow Hill High School (13,056 s.f.). Eleven portable classrooms relocated from Pocomoke High School in 2011 to support renovation/addition project.
- (2) Four temporary structures at Snow Hill High School demolished and nine locally owned portable classrooms relocated to Central Office in summer 2016.
- (3) Two locally owned portable classrooms demolished and two locally owned portable classrooms at Snow Hill High School relocated to Central Office in January 2017. No portable classrooms at Snow Hill High School.
- (4) Two locally owned portable classrooms at Showell Elementary School demolished in summer 2019 to accommodate construction of the Showell Replacement School.  
The remaining seven locally owned portable classrooms were demolished in summer 2020.



# WORCESTER COUNTY Priority Funding Areas

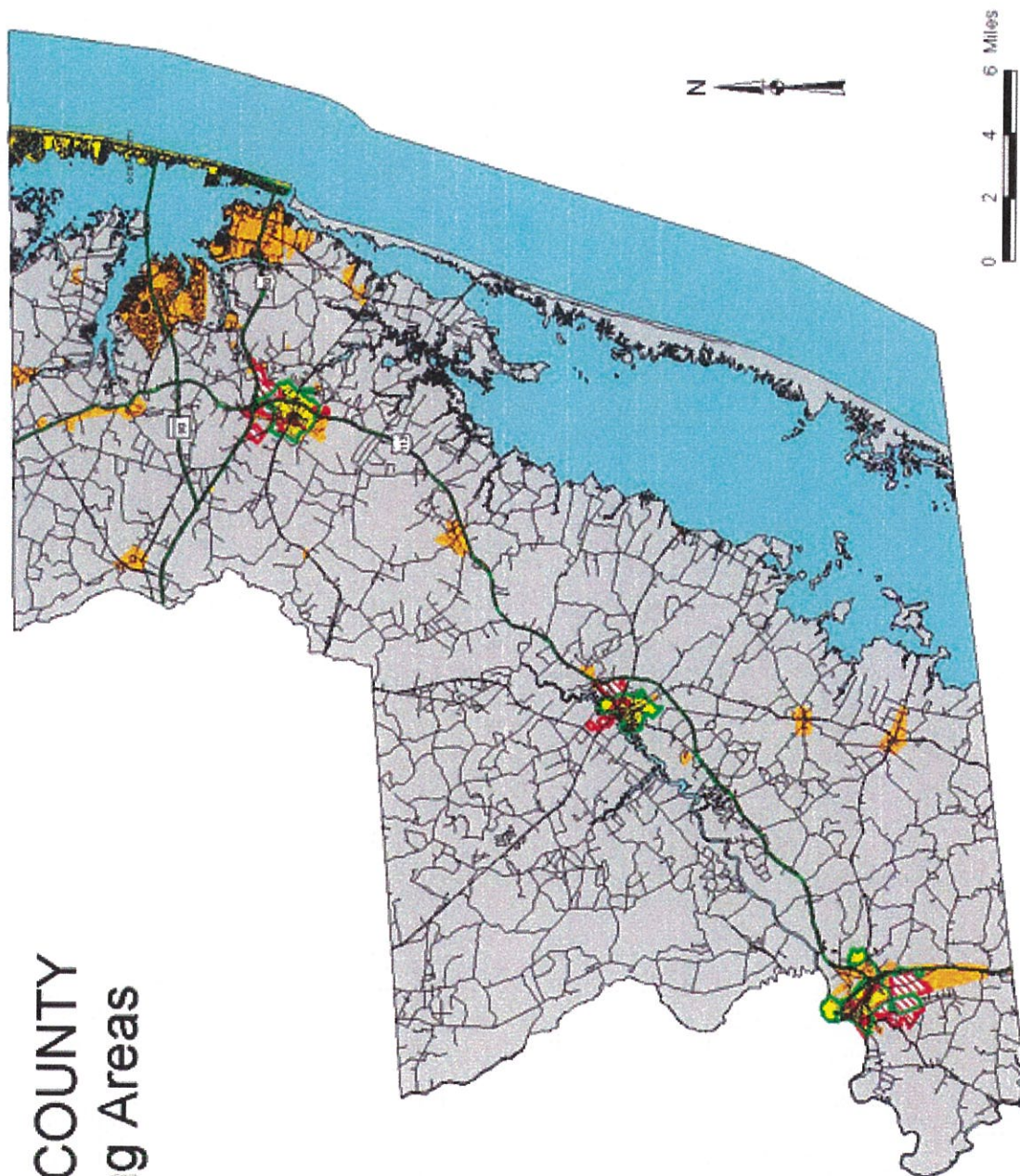


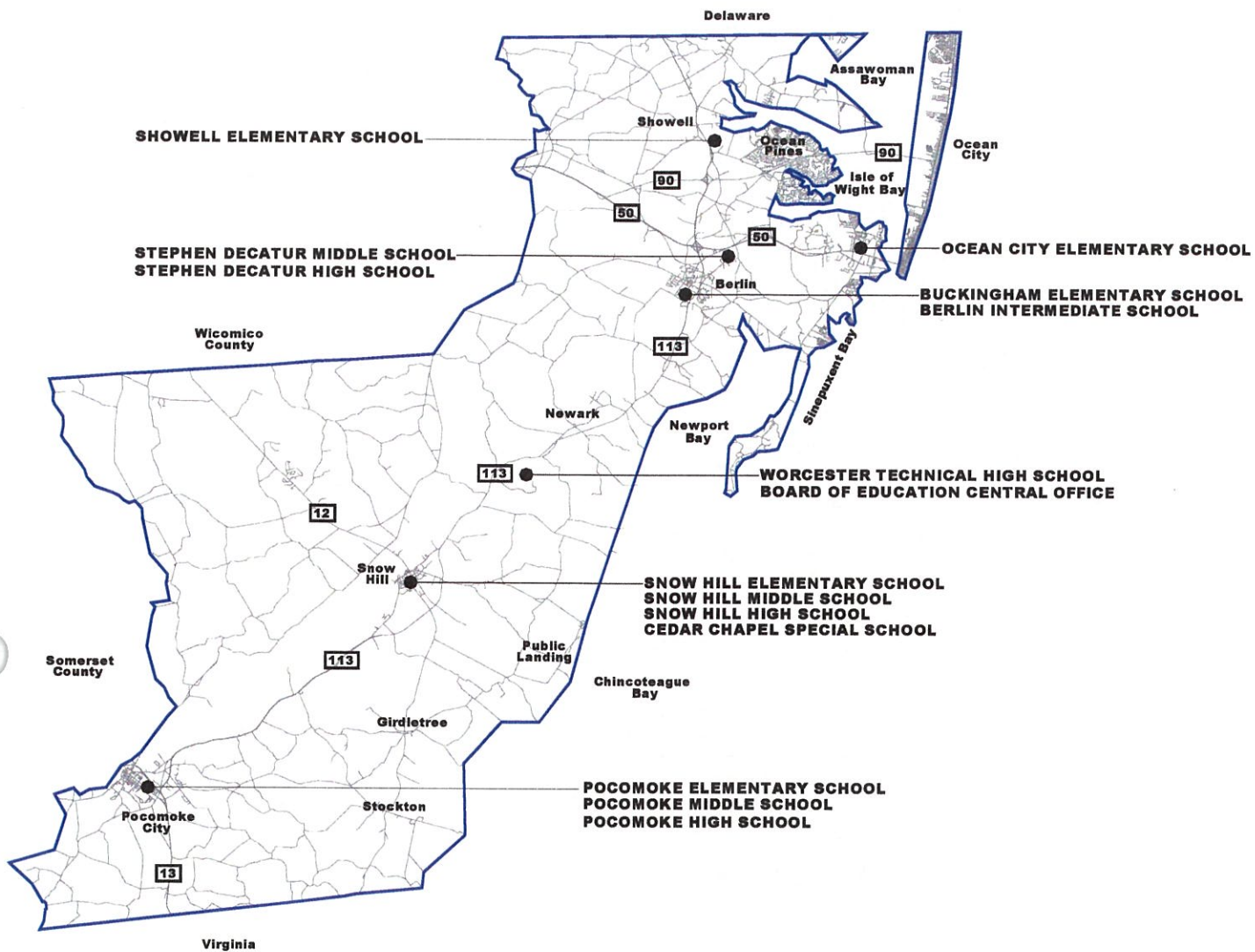
Sources: Designated Neighborhoods (1997); Maryland Office of Planning and the Department of Housing and Community Development; Enterprise Zones (1997); Maryland Office of Planning and the Department of Business and Economic Development; Municipalities (1997); Maryland Office of Planning; Heritage Areas (1998); Maryland Office of Planning.

Any proposal for projects in the area labeled as "Area not meeting criteria" will be referred to the Smart Growth and Neighborhood Conservation Coordinating Subcommittee for review.



Maryland Office of Planning  
Planning Coordination & Resource Management





## **SCHOOL LOCATION MAP** **WORCESTER COUNTY, MARYLAND**

WORCESTER COUNTY BOARD OF EDUCATION  
6270 Worcester Highway  
Newark, Maryland 21841

Summary of Pre-Kindergarten Enrollment  
September 30, 2020\*

Showell Elementary School (All day Pre-K)

21  
21  
21  
20  
4 – Spec. Ed.  
87 TOTAL  
87 – FTE

Ocean City Elementary School

22 – AM  
21 – AM  
21 – PM  
21 – PM  
1 – Spec. Ed.  
86 TOTAL  
43 – FTE

Buckingham Elementary School

22 – AM  
21 – AM  
21 – PM  
20 – PM  
2 – Spec. Ed.  
86 TOTAL  
43 – FTE

Snow Hill Elementary School

19 – AM  
18 – AM  
18 – PM  
18 – PM  
1 – Spec. Ed.  
74 TOTAL  
37 – FTE

Pocomoke Elementary School (All day Pre-K)

21  
21  
21  
21  
2 – Spec. Ed.  
86 TOTAL  
86 – FTE

WORCESTER COUNTY BOARD OF EDUCATION  
6270 Worcester Highway  
Newark, Maryland 21841

Summary of Kindergarten Enrollment  
September 30, 2020\*

Showell Elementary School

19  
19  
19  
18  
18  
18  
111 TOTAL  
111 – FTE

Ocean City Elementary School

17  
16  
16  
16  
16  
16  
97 TOTAL  
97 – FTE

Buckingham Elementary School

19  
19  
19  
18  
18  
93 TOTAL  
93 – FTE

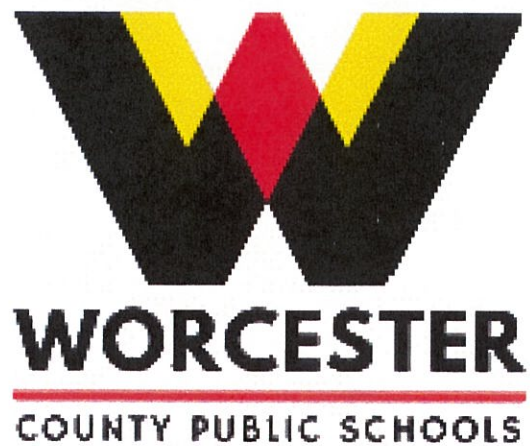
Snow Hill Elementary School

19  
19  
18  
18  
74 TOTAL  
74 – FTE

Pocomoke Elementary School

17  
16  
16  
16  
16  
81 TOTAL  
81 – FTE





**WORCESTER COUNTY PUBLIC SCHOOLS**  
**TEN-YEAR ENROLLMENT PROJECTIONS**  
**FULL TIME EQUIVALENT**  
**SEPTEMBER 30, 2019 - 2029**

WORCESTER COUNTY PUBLIC SCHOOLS  
TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-K	216	296	296	282	296	310	316	316	316	316	316
KINDERGARTEN	470	456	438	439	423	429	438	447	447	447	447
ELEMENTARY SPEC.	25	25	25	25	25	25	25	25	25	25	25
1	451	482	468	450	451	435	438	450	459	459	459
2	471	461	492	478	460	461	445	451	460	469	469
3	503	481	471	502	488	470	466	453	459	469	479
4	499	518	496	486	517	503	485	481	470	476	485
5	508	516	535	513	503	534	520	503	499	487	493
6	504	518	526	545	523	513	544	530	513	509	497
7	523	511	525	533	552	530	520	551	537	520	516
8	471	534	522	536	544	563	541	531	562	548	531
9	543	502	565	553	567	575	594	572	562	593	579
10	493	547	506	569	557	571	579	598	576	566	597
11	505	498	552	511	574	562	576	584	603	581	571
12	455	513	506	560	519	582	570	584	592	611	589
SECONDARY SPEC.	30	30	30	30	30	30	30	30	30	30	30
TOTAL ENROLLMENT	6,667	6,888	6,953	7,012	7,029	7,093	7,087	7,106	7,110	7,106	7,083
K-12 ENROLLMENT	6,451	6,592	6,657	6,730	6,733	6,783	6,771	6,790	6,794	6,790	6,767



WORCESTER COUNTY PUBLIC SCHOOLS  
BUCKINGHAM ELEMENTARY  
TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-KINDERGARTEN	44	43	43	41	43	45	46	46	46	46	46
KINDERGARTEN	84	93	89	89	86	87	89	91	91	91	91
1	100	85	94	90	90	87	88	90	92	92	92
2	92	105	90	99	95	95	92	93	95	97	97
3	100	92	105	90	99	95	95	92	93	95	97
4	96	101	93	106	91	100	96	96	93	94	96
TOTAL ENROLLMENT	516	519	514	515	504	509	506	508	510	515	519

WORCESTER COUNTY PUBLIC SCHOOLS

OCEAN CITY ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-KINDERGARTEN	44	43	43	41	43	45	46	46	46	46	46
KINDERGARTEN	107	97	93	93	90	91	93	95	95	95	95
1	88	110	100	96	96	93	94	96	98	98	98
2	102	90	112	102	98	98	95	96	98	100	100
3	105	105	93	115	105	101	101	98	99	101	103
4	102	106	106	94	116	106	102	102	99	100	102
TOTAL ENROLLMENT	548	551	547	541	548	534	531	533	535	540	544

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-KINDERGARTEN	45	86	86	82	86	90	92	92	92	92	92
KINDERGARTEN	84	81	78	78	75	76	78	79	79	79	79
1	85	86	83	80	80	77	78	80	81	81	81
2	84	86	87	84	81	81	78	79	81	82	82
3	92	86	88	89	86	83	83	80	81	83	84
TOTAL ENROLLMENT	390	425	422	413	408	407	409	410	414	417	418



WORCESTER COUNTY PUBLIC SCHOOLS

SHOWELL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-KINDERGARTEN	45	87	87	83	87	91	93	93	93	93	93
KINDERGARTEN	121	111	107	108	103	105	107	109	109	109	109
1	94	123	113	109	110	105	107	109	111	111	111
2	132	94	123	113	109	110	105	107	109	111	111
3	118	134	96	125	115	111	107	107	109	111	113
4	0	128	144	106	135	125	121	117	117	119	121
TOTAL ENROLLMENT	510	677	670	644	659	647	640	642	648	654	658

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-KINDERGARTEN	38	37	37	35	37	39	39	39	39	39	39
KINDERGARTEN	74	74	71	71	69	70	71	73	73	73	73
1	84	78	78	75	75	73	74	75	77	77	77
2	61	86	80	80	77	77	75	76	77	79	79
3	88	64	89	83	83	80	80	78	79	80	82
TOTAL ENROLLMENT	345	339	355	344	341	339	339	341	345	348	350

WORCESTER COUNTY PUBLIC SCHOOLS  
CEDAR CHAPEL SPECIAL SCHOOL  
TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PRE-KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
ELEMENTARY SPEC.	25	25	25	25	25	25	25	25	25	25	25
SECONDARY SPEC.	30	30	30	30	30	30	30	30	30	30	30
<b>TOTAL ENROLLMENT</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>



WORCESTER COUNTY PUBLIC SCHOOLS  
 BERLIN INTERMEDIATE SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
4	138	0	0	0	0	0	0	0	0	0	0
5	331	351	350	358	321	357	346	335	331	324	328
6	330	336	356	355	363	326	362	351	340	336	329
TOTAL ENROLLMENT	799	687	706	713	684	683	708	686	671	660	657

WORCESTER COUNTY PUBLIC SCHOOLS  
POCOMOKE MIDDLE SCHOOL  
TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
4	83	94	88	90	91	88	85	85	82	83	85
5	91	84	95	89	91	92	89	86	86	83	84
6	80	91	84	95	89	91	92	89	86	86	83
7	71	81	92	85	96	90	92	93	90	87	87
8	77	73	83	94	87	98	92	94	95	92	89
TOTAL ENROLLMENT	402	423	442	453	454	459	450	447	439	431	428

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
4	80	89	65	90	84	84	81	81	79	80	81
5	86	81	90	66	91	85	85	82	82	80	81
6	94	91	86	95	71	96	90	90	87	87	85
7	79	95	92	87	96	72	97	91	91	88	88
8	81	81	97	94	89	98	74	99	93	93	90
TOTAL ENROLLMENT	420	437	430	432	431	435	427	443	432	428	425

WORCESTER COUNTY PUBLIC SCHOOLS  
STEPHEN DECATUR MIDDLE SCHOOL  
TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
7	373	335	341	361	360	368	331	367	356	345	341
8	313	380	342	348	368	367	375	338	374	363	352
<b>TOTAL ENROLLMENT</b>	686	715	683	709	728	735	706	705	730	708	693



WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
9	90	78	74	84	95	88	99	93	95	96	93
10	80	91	79	75	85	96	89	100	94	96	97
11	91	83	94	82	78	88	99	92	103	97	99
12	92	96	88	99	87	83	93	104	97	108	102
TOTAL ENROLLMENT	353	348	335	340	345	355	380	389	389	397	391

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS

SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
9	86	87	87	103	100	95	104	80	105	99	99
10	81	88	89	89	105	102	97	106	82	107	101
11	81	82	89	90	90	106	103	98	107	83	108
12	67	83	84	91	92	92	108	105	100	109	85
TOTAL ENROLLMENT	315	340	349	373	387	395	412	389	394	398	393



WORCESTER COUNTY PUBLIC SCHOOLS  
STEPHEN DECATUR HIGH SCHOOL  
TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
9	367	337	404	366	372	392	391	399	362	398	387
10	332	368	338	405	367	373	393	392	400	363	399
11	333	333	369	339	406	368	374	394	393	401	364
12	296	334	334	370	340	407	369	375	395	394	402
TOTAL ENROLLMENT	1328	1372	1445	1480	1485	1540	1527	1560	1550	1555	1552

WORCESTER COUNTY PUBLIC SCHOOLS  
 WORCESTER TECHNICAL HIGH SCHOOL  
 TEN YEAR ENROLLMENT PROJECTIONS - FTE BASIS  
 SEPTEMBER 30, 2019 - 2029

GRADE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
ALL	603	647	649	681	685	712	716	733	735	730	729
<b>TOTAL ENROLLMENT</b>	603	647	649	681	685	712	716	733	735	730	729



ITEM  
15

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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 28, 2020

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

**FROM:** Kim Reynolds, Senior Budget Accountant 

**RE:** "REQUESTED" Capital Improvement Plan FY2022 through FY2026

Please find attached, the Requested Fiscal Year 2022 through Fiscal Year 2026 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$74,157,732 are requested over the five-year period. Of these projects, \$12,023,098 or 16.2% is proposed to come from the General Fund and \$34,538,328 or 46.5% from general bond funds. The remaining portion would come from grant funds, state match funds, user fees, assigned funds and enterprise bonds. Public School projects have been included in the Capital Improvement Plan.

We would ask you to assess the requests for FY2022 to see if there are items in the plan that the County should review. The FY2022 General Fund request is \$1,836,000 or 6.5% of the capital outlay and General Bonds total \$16,066,624 or 56.6% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

Administration would like to propose a public hearing be held on the requested capital improvement plan on December 1, 2020. Should you have any questions please do not hesitate to contact me.

# Worcester County

Requested

## 5 Year Capital Improvement Plan FY 2022 to FY 2026



**NOTE:** The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

November 4, 2020

# REQUESTED PLAN SUMMARY BY CATEGORY

10/26/2020

## WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN FY 2022 TO FY 2026 PROJECT SUMMARY

Project Category	2022	2023	2024	2025	2026	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	4,280,000	3,603,612	0	0	0	7,883,612	10.63%	485,000	0	8,368,612
Public Safety	8,680,362	3,902,500	0	0	0	12,582,862	16.97%	615,500	0	13,198,362
Public Works	2,100,000	5,000,000	6,450,000	4,000,000	2,000,000	19,550,000	26.36%	1,700,000	0	21,250,000
Recreation & Parks	1,100,000	0	0	0	0	1,100,000	1.48%	25,000	0	1,125,000
Public Schools	10,007,574	8,238,966	4,414,418	3,720,899	1,507,808	27,889,665	37.61%	531,055	56,925,971	85,346,691
Community College	2,196,188	225,105	150,885	2,471,640	107,775	5,151,593	6.95%	145,784	0	5,297,377
<b>TOTAL</b>	<b>28,364,124</b>	<b>20,970,183</b>	<b>11,015,303</b>	<b>10,192,539</b>	<b>3,615,583</b>	<b>74,157,732</b>	<b>100.00%</b>	<b>3,502,339</b>	<b>56,925,971</b>	<b>134,586,042</b>

Source of Funds	2022	2023	2024	2025	2026	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,836,000	2,359,088	2,907,303	2,895,899	2,024,808	12,023,098	16.21%	1,287,784	0	13,310,882
User Fees	400,000	400,000	0	0	0	800,000	1.08%	0	0	800,000
Grant Funds	95,000	1,275,000	2,010,000	735,000	50,000	4,165,000	5.62%	0	0	4,165,000
State Match	7,989,000	3,488,806	1,302,000	894,000	0	13,673,806	18.44%	0	10,616,000	24,289,806
State Loan	0	0	0	0	0	0	0.00%	0	0	0
Assigned Funds	1,872,500	0	0	0	0	1,872,500	2.53%	1,414,555	0	3,287,055
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	105,000	1,825,000	2,940,000	1,765,000	450,000	7,085,000	9.55%	700,000	0	7,785,000
General Bonds	16,066,624	11,622,289	1,856,000	3,902,640	1,090,775	34,538,328	46.57%	0	46,309,971	80,848,299
<b>TOTAL</b>	<b>28,364,124</b>	<b>20,970,183</b>	<b>11,015,303</b>	<b>10,192,539</b>	<b>3,615,583</b>	<b>74,157,732</b>	<b>100.00%</b>	<b>3,402,339</b>	<b>56,925,971</b>	<b>134,486,042</b>

\* Balance to Complete - Years FY2027 and future

**FY 2022 TO FY 2026 SUMMARY BY PROJECT  
REQUESTED**

10/26/2020

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

		FY2022	FY2023	FY2024	FY2025	FY2026	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>									
	Pocomoke Library Building Improvements	4,280,000	2,938,112				485,000		7,703,112
	Snow Hill Library Building Improvements		665,500						665,500
	<b>Total General Government Facilities</b>	<b>4,280,000</b>	<b>3,603,612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>485,000</b>	<b>0</b>	<b>8,368,612</b>
<b>Public Safety</b>									
	Worcester County Jail Improvement Project	8,480,362	1,102,500				615,500		10,198,362
	Public Safety Logistical Storage Facility	200,000	2,800,000		0	0			3,000,000
	<b>Total Public Safety</b>	<b>8,680,362</b>	<b>3,902,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>615,500</b>	<b>0</b>	<b>13,198,362</b>
<b>Public Works</b>									
	Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
<b>Water Wastewater</b>									
	Mystic Harbour Wastewater Plant Expansion	100,000	1,200,000	2,400,000	1,200,000	100,000			5,000,000
	Lewis Road Sewer Extension	50,000	750,000	900,000	150,000				1,850,000
	Ocean Pines Service Area Upgrades	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000		5,100,000
<b>Solid Waste</b>									
	Administration Scale House Renovations & Addition	400,000	400,000						
	<b>Total Public Works</b>	<b>2,100,000</b>	<b>5,000,000</b>	<b>6,450,000</b>	<b>4,000,000</b>	<b>2,000,000</b>	<b>1,700,000</b>	<b>0</b>	<b>21,250,000</b>
<b>Recreation &amp; Parks</b>									
	West Ocean City Commercial Harbor	1,100,000					25,000		1,125,000
	<b>Total Recreation &amp; Parks</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>1,125,000</b>



**FY 2022 TO FY 2026 SUMMARY BY PROJECT  
REQUESTED**

10/26/2020

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2022	FY2023	FY2024	FY2025	FY2026	Prior Allocation	Balance To Complete	TOTAL
<b>Public Schools</b>								
Pocomoke Middle School - Roof Replacement	2,677,500					117,000		2,794,500
Snow Hill Middle/Cedar Chapel School - Roof Replace	236,000	1,687,000	1,856,000					3,779,000
Stephen Decatur Middle School Addition	7,094,074	6,025,628				414,055		13,533,757
Stephen Decatur Middle School - Roof Replacement		182,000	1,302,000	1,431,000				2,915,000
Buckingham Elementary Replacement School		344,338	1,131,418	1,395,899	524,808		56,925,971	60,322,434
Pocomoke Elementary School - Roof Replacement			125,000	894,000	983,000			2,002,000
<b>Total Public Schools</b>	<b>10,007,574</b>	<b>8,238,966</b>	<b>4,414,418</b>	<b>3,720,899</b>	<b>1,507,808</b>	<b>531,055</b>	<b>56,925,971</b>	<b>85,346,691</b>
<b>Wor-Wic Community College</b>								
Wor-Wic Applied Technology Building	2,196,188	225,105				145,784		2,567,077
Wor-Wic Learning Commons Building			150,885	2,471,640	107,775			2,730,300
<b>Total Wor-Wic</b>	<b>2,196,188</b>	<b>225,105</b>	<b>150,885</b>	<b>2,471,640</b>	<b>107,775</b>	<b>145,784</b>	<b>0</b>	<b>5,297,377</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
Source of Funds	FY2022	FY2023	FY2024	FY2025	FY2026	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,836,000	2,359,088	2,907,303	2,895,899	2,024,808	1,287,784		13,310,882
User Fees	400,000	400,000						800,000
Grant Funds	95,000	1,275,000	2,010,000	735,000	50,000			4,165,000
State Match	7,989,000	3,488,806	1,302,000	894,000			10,616,000	24,289,806
State Loan								0
Assigned Funds	1,872,500					1,414,555		3,287,055
Private Donation								0
Enterprise Bonds	105,000	1,825,000	2,940,000	1,765,000	450,000	700,000		7,785,000
General Bonds	16,066,624	11,622,289	1,856,000	3,902,640	1,090,775		46,309,971	80,848,299
<b>TOTAL</b>	<b>28,364,124</b>	<b>20,970,183</b>	<b>11,015,303</b>	<b>10,192,539</b>	<b>3,615,583</b>	<b>3,402,339</b>	<b>56,925,971</b>	<b>134,486,042</b>

# Project: Pocomoke Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Pocomoke Library Building Improvements

**Purpose:** Replace roof, HVAC, and flooring; make energy improvements to plumbing and lighting systems; reallocate space to improve building functionality and staff visibility; construct 4,000 SF addition.

**Location:** Pocomoke Library, 301 Market Street, Pocomoke, Maryland

**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	95,000					485,000		580,000
Land Acquisition								0
Site Work								0
Construction	4,185,000	2,538,112						6,723,112
Equipment/Furnishings		400,000						400,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>4,280,000</b>	<b>2,938,112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>485,000</b>	<b>0</b>	<b>7,703,112</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	1,900,000	1,469,056						3,369,056
State Loan								0
Assigned Funds	370,000					485,000		855,000
Private Donation								0
Enterprise Bonds								0
General Bonds	2,010,000	1,469,056						3,479,056
								0
								0

<b>TOTAL</b>	<b>4,280,000</b>	<b>2,938,112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>485,000</b>	<b>0</b>	<b>7,703,112</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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# Project: Pocomoke Library Building Improvements

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Complete the following questions.

## Project scope.

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues.

## County benefit.

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?** The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and replacement equipment will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A renovated and larger building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space, if renovated and expanded, will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

## Cost estimate.

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?** Preliminary estimates were calculated in May 2018 by The Design Group. Engineering/Design fees (\$250,000); Construction costs (\$2,500,000); new furnishings and equipment (\$200,000). Those estimates were used to complete last year's CIP request. In FY 19, the Library completed pre-design work to assess programming needs and site options for the Pocomoke Library. Two building schemes were developed, one with an addition of 2,500 SF, the other with an addition of 4,000 SF. Both schemes included mechanical system improvements, including code required ventilation, and additional meeting room space, enhanced children's and young adult space, vestibules at each entrance, new restrooms, and overall better space functionality. Other significant needs included in the schemes are office and work area improvements, small meeting/tutoring rooms, and technology and power upgrades. The larger addition scheme with a new community room and the existing room to be converted to a children's area is the preferred option. Updated cost estimates were completed in May 2019 by the Whiting Turner Contracting Company. In the Fall of 2019, another site was considered including some pre-design. That site was not viable.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?** This project was first requested in FY 2019 and has been expanded to include a 4,000 SF addition. The library completed pre-design in FY 19. An alternative site was considered but upon further evaluation the location was not viable. In the Spring of 2020, the library applied for construction funding through the Public Library Capital Grant program in FY 22. It is unknown whether that grant will be funded.

## Urgency.

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** This project is necessary but not time critical, although some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.

## Project: Snow Hill Library Building Improvements

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Snow Hill Library Building Improvements

Purpose: Replace HVAC system and make energy improvements to plumbing and lighting systems.

Location: Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel; operating and maintenance costs should decrease with more efficient equipment.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		60,500						60,500
Land Acquisition								0
Site Work								0
Construction		605,000						605,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	665,500		0	0	0	0	665,500
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<b>SOURCES OF FUNDS</b>								
General Fund		332,750						332,750
User Fees								0
Grant Funds								0
State Match		332,750						332,750
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	0	665,500	0	0	0	0	0	665,500
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<b>PROJECTED OPERATING IMPACTS</b>	0	0		0	0			0
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## **Project: Snow Hill Library Building Improvements**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper will help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$55,000); HVAC replacement (including air handling units, circulating pumps, and controls (\$300,000); plumbing and lighting improvements (\$250,000). Increased the overall estimate by 10% from the FY 21 CIP to account for escalation.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was first submitted in FY 2019, and has been requested for approval in the FY 2023 budget. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library. Anticipated grant application deadline for FY23 grant is May 2021. It should be notes that the timing of the Pocomoke Library project may impact this schedule.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is necessary but not time critical. Building improvements should lower ongoing operating costs.

## Project: Worcester County Jail Improvements (Split Phase #2)

Dept Head, Title & Phone #:

Donna Bounds, Warden, 410-632-1300

**Project Summary:** This project is being implemented in multiple phases. Phase 1 includes the replacement of high priority aging infrastructure equipment including electrical switchgear, generator, kitchen HVAC, corridor HVAC, gymnasium HVAC, laundry ventilation, services rooms HVAC, duct work, piping, pumps, and controls with the modern and more efficient equipment that will utilize the existing hot water boilers for the heating and cooling systems for select locations. Phase 1 work was completed during the spring/summer 2019. Phase 2 includes equipment for the original and work release housing facilities primarily for HVAC, roofing replacement and coatings, interior kitchen doors and coating if exterior structural detention equipment, and building safety systems. Also included in the phase 2 design is the addition of air conditioning in the 2008 addition multipurpose room to match phase 1 work scope completed in 2019.

**Purpose:** This project is intended to replace infrastructure equipment based on priorities of need and intended to mitigate future operational outages and disruptions.

**Location:** The project is located just off Route 113 at the intersection of Bay Street and Joyner Road - Worcester County, Snow Hill, Maryland. Worcester County Jail, 5022 Joyner Road, Snow Hill, MD 21863.

**Impacts on General Fund Operating, Personnel or Maintenance:** This project does not increase the number of employees required at the Worcester County Jail. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 year old system components. Additionally, the project will increase energy costs to air condition parts of the building and decrease energy costs in areas where equipment is replaced for heating and ventilating. This project will incur as a one-time cost of the labor and equipment replacement during each phase. Included in phase 2 are infrastructure items required to continue the operation of the facility including sectional roof replacement, coating of structural steel and select interior door replacement.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	125,000	100,000				615,500		840,500
Land Acquisition								0
Site Work								0
Construction	8,352,862	1,000,000						9,352,862
Equipment/Furnishings								0
Other	2,500	2,500						5,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>8,480,362</b>	<b>1,102,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>615,500</b>	<b>0</b>	<b>10,198,362</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						615,500		615,500
Private Donation								0
Enterprise Bonds								0
General Bonds	8,480,362	1,102,500						9,582,862
								0
								0

<b>TOTAL</b>	<b>8,480,362</b>	<b>1,102,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>615,500</b>	<b>0</b>	<b>10,198,362</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Worcester County Jail Improvements (Split Phase #2)**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 have escalated the need for replacement of equipment based on operational priority separated as phase 1 and included in the prior allocation funding estimate above. Therefore the project has been split to multiple years beginning FY 18.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The County improves reliability by replacing 30 year old systems with a newer, more efficient system components. Original equipment is 35 years old, failing and inefficient by current standards. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs and fund emergency repairs.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate was developed by Gipe Associates engineering study. The current funding request was developed by priority determination of systems which upon failure disrupt facility operations. An inflationary adjustment of 3% was applied to the 2014 study estimates. . These estimates were developed based on the condition assessment associated with the original facility ( original construction beginning 1980).

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The original request based on engineering assessment of the entire facility is planned to be funded in 2 phases. Phase 1 work has been completed during 2019 budgeted at \$3.5 million (\$3.4 million spent as of 9/15/20). Phase 1 work has revealed additional priority items including interior kitchen doors and exterior structures which are recommended to be included in phase 2. Phase 2 estimates include the escalated balance from the original 2014 engineering study minus phase 1 and do not include funds for the newer facilities.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis. Phase 1 work was prioritized to address critical building infrastructure.

## Project: Public Safety Logistical Storage Facility

Dept Head, Title & Phone #: Jeff McMahon, Fire Marshal, 410-632-5666

Combined submission on behalf of Public Safety for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office

**Project Summary:** A new building to house vehicle and storage for the Departments of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. This building will hold the current 18 vehicles used by the three departments. Plus store all the Logistic Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous materials responses (CBRNE) and a secure impound facility for the Sheriff's Office.

**Purpose:** Currently there is a need due to no covered storage for vehicles containing expensive equipment with the need to respond quickly, lack of room for the LSA inventory, and lack of a secure facility.

**Location:** (Purposed) Fire Training Center grounds owned by the County (12 acres of cleared land).

**Impacts on General Fund Operating, Personnel or Maintenance:** The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a Personnel standpoint, no immediate additional personnel is projected for this project. Obviously there would be an increase in maintenance cost due to the larger size building.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000							100,000
Land Acquisition	0							0
Site Work	100,000	50,000						150,000
Construction		2,500,000						2,500,000
Equipment/Furnishings		50,000						50,000
Other		200,000						200,000
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>200,000</b>	<b>2,800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	100,000							100,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	100,000							100,000
Private Donation								0
Enterprise Bonds								0
General Bonds		2,800,000						2,800,000
								0
								0

<b>TOTAL</b>	<b>200,000</b>	<b>2,800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>14,800</b>	<b>62,300</b>	<b>67,300</b>	<b>72,300</b>			<b>216,700</b>
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## **Project: Public Safety Logistical Storage Facility**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project was discussed between the 3 public safety departments of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. A larger "warehouse - clear span" style building is needed for several purposes. To include current vehicles inside (out of the weather) storage of critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) type incidents.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the County's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was difficult to determine due to the current environment of supplies and materials. At this time building product cost vary day-to-day. There was no scope study performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets. A square foot estimate was not used because it is based on a "clear-span" type building. Similar projects were researched that have recently been constructed in Maryland by other county, state of federal agencies. The cost is a "best guess". A concern of material cost exist due to the current building industry material and labor problems.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

There is no CIP Timing. This project was driven by the pandemic, the need for a LSA and to reduce damage to current emergency equipment and vehicles stored outside.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

We consider this project critical. The need for the space for the LSA is immediate. Protecting current assets is crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.

## Project: Asphalt Overlay/Pavement Preservation of County Roads

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

**Project Summary:** Asphalt overlay and pavement preservation of County Roads.

**Purpose:** To preserve and maintain the condition of roads within Worcester County.

**Location:** Various roads throughout Worcester County .

**Impacts on General Fund Operating, Personnel or Maintenance:** In FY10 the Highway User Revenue was cut significantly; therefore, the General Fund has been funding the costs of our paving projects. The Highway User Revenue has not been restored to previous allocations which means the General Fund will have to continue to fund our paving projects. This does put a strain on the County's General Fund Budget.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
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<b>SOURCES OF FUNDS</b>								
General Fund	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Asphalt Overlay/Pavement Preservation of County Roads**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

To preserve and maintain the roads within Worcester County to allow for safe travel. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This would benefit the County in general since the project covers all roads maintained by the County. Delay or discontinued funding will enhance deterioration of roads leading to unsafe vehicular travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the roads.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance. The additional funding would result in a regular schedule of surface treatment and overlays which would provide safer transportation for vehicular traffic.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues now, it will avoid costly repairs in the future. If not continued it can lead to a more significant impact not only financially, but as a safety issue for the traveling public.

# Project: Mystic Harbour Wastewater Treatment Plant Expansion, Solids Handling and Effluent Disposal

Dept Head, Title & Phone #: John H. Tustin, P.E. Director - 410-632-5623

**Project Summary:** Mystic Harbour Solids Dewatering and Wastewater Treatment Plant Expansion including effluent disposal at a new spray irrigation site.

**Purpose:** Resolving the solids dewatering problems at the Mystic Harbour Wastewater Treatment Plant and increasing the rated plant capacity.

**Location:** Mystic Harbour/West Ocean City

**Impacts on General Fund Operating, Personnel or Maintenance:** Project will be constructed and operated using Enterprise Funds.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	200,000	200,000	200,000	100,000			800,000
Land Acquisition		1,000,000						1,000,000
Site Work								0
Construction			2,200,000	1,000,000				3,200,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	100,000	1,200,000	2,400,000	1,200,000	100,000	0	0	5,000,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	50,000	600,000	1,200,000	600,000	50,000			2,500,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds	50,000	600,000	1,200,000	600,000	50,000			2,500,000
General Bonds								0
								0
								0

<b>TOTAL</b>	100,000	1,200,000	2,400,000	1,200,000	100,000	0	0	5,000,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Mystic Harbour Wastewater Treatment Plant Expansion, Solids Handling**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

This project includes expansion of the Mystic Harbour Wastewater Treatment Plan and construction of needed improvements to the sludge handling facilities. In addition, the scope of work includes work needed to provide the needed effluent disposal systems for the increased treatment plant capacity.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The purpose of this project is to allow continued controlled growth in the West Ocean City area of the County. Without this project, growth in this area cannot continue and the only available wastewater disposal available would be on-site septic systems. Controlled growth is needed to ensure the economic viability of the area.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The cost estimate for the treatment plant expansion and sludge handling systems was taken from recently completed studies. The cost estimate for effluent disposal was a historical "best guess" based on recent experience with disposal of effluent. The final cost will be greatly impacted by the disposal site which has not been identified at this time.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project is being added based on the request of the County Commissioners. The project is being added now based on the expected timing for when all of the existing plant capacity will be distributed to potential users.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, this expansion is needed.

## Project: Lewis Road Sewer Extension

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works 410-632-5623

**Project Summary:** Extension of sanitary sewer lines along Lewis Road to serve approximately 50 homes.

**Purpose:** The project is proposed to eliminate approximately 50 septic systems in an area of high groundwater.

**Location:** Lewis Road behind the Landings Wastewater Treatment Plant.

**Impacts on General Fund Operating, Personnel or Maintenance:** The project have no impact on the general fund Operating, Personnel or Maintenance expenses. Operating expenses will be paid from user fees.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000	150,000	200,000	50,000				450,000
Land Acquisition								0
Site Work								0
Construction		600,000	700,000	100,000				1,400,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	50,000	750,000	900,000	150,000	0	0	0	1,850,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	45,000	675,000	810,000	135,000				1,665,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	5,000	75,000	90,000	15,000				185,000
General Bonds								0
								0
								0

<b>TOTAL</b>	50,000	750,000	900,000	150,000	0	0	0	1,850,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0	0	0	0
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## **Project: Lewis Road Sewer Extension**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The project involves constructing a pipeline along Lewis Road and connecting the homes and businesses in that area to the Landings Wastewater Treatment Plant. Although the project is not currently under a mandate to be constructed, it is consistent with the goal of reducing nutrients to the Coastal Bays.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project is the reduction in nutrient discharges to the Coastal Bays Watershed. If this project is not completed, there is no potential for future growth along Lewis Road. It is expected that the project will be funded for outside sources. If no federal/state funding is awarded, the project will not be affordable.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate was completed as a part of the currently ongoing preliminary Engineering Report. That report developed the scope of the project, cost estimates and potential funding sources.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was identified as the top priority project for 2017/18 by the County Commissioners. Timing of the project will depend on available funding.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project was identified as the top priority project for 2017/18 by the County Commissioners.

## Project: Ocean Pines Service Area Upgrades

Dept Head, Title & Phone : John H. Tustin, P.E., Director of Public Works 410-632-5623

**Project Summary:** Improvements in the Ocean Pines Service Area Includes:

Replacing the Belt Filter Press  
Spraying effluent on the Ocean Pines Golf Course

**Purpose:** The project is proposed to replacing an aging pieces of equipment and reduce nutrients to the Saint Martins River while redicing the need for groundwater to irrigate the Golf Course.

**Location:** Ocean Pines Service Area

**Impacts on General Fund Operating, Personnel or Maintenance:** The project have no impact on the general fund Operating, Personnel or Maintenance expenses .

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000	100,000	150,000	50,000	150,000	100,000		600,000
Land Acquisition								0
Site Work								0
Construction		800,000	900,000	1,100,000	250,000	600,000		3,650,000
Equipment/Furnishings		250,000	600,000					850,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000	0	5,100,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000		5,100,000
General Bonds								0
								0
								0

<b>TOTAL</b>	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000	0	5,100,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0				0
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## **Project: Ocean Pines Service Area Upgrades**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The existing belt press at the Ocean Pines Wastewater Treatment Plant was installed in 1996. Since that time, it has undergone major repairs but is no longer reliable. We are looking at the use of newer technologies now available to be installed at the treatment plant.

In an effort to reduce nutrient discharges to the Coastal bays and reduce the use of the groundwater to irrigate the Ocean Pines Golf Course, we are proposing to redirect treatment plant treated effluent to the golf course to use for irrigation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

The primary benefit of this project increase efficiency of the Ocean Pines Wastewater Treatment Plant solids handling activities and to reuse the plant effluent for golf course irrigation.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Estimate was completed internally.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The ongoing project is a part of long term system upgrades for the entire Ocean Pines Water and Wastewater Systems.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project needs to be completed as a part of ongoing long term upgrades to the 50-year old Ocean Pines Water and Wastewater systems.

## Project: Solid Waste Administration Scale House Renovation & Addition

Dept Head, Title & Phone #: Mike Mitchell, Solid Waste Superintendent, 410-632-3177

Project Summary: Administration Scale House Renovation and Addition

Purpose: Renovate and add on to the Landfill Administration Office to increase and modernize space to become ADA compliant

Location: Central Landfill

Impacts on General Fund Operating, Personnel or Maintenance: None

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work								0
Construction	350,000	350,000						700,000
Equipment/Furnishings		50,000						50,000
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	400,000	400,000	0	0	0	0	0	800,000
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees	400,000	400,000						800,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	400,000	400,000	0	0	0	0	0	800,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Solid Waste Administration Scale House Renovation & Addition**

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Complete the following questions.

### **Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Renovate and construct an addition to the existing scale house/administration office at the landfill.

### **County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

This project will benefit the landfill administrative employees. The building has not been renovated in over 20 years. They need updates and additions plus a separation from between landfill employees and administrative employees as well as updating the facilities for ADA compliance.

### **Cost estimate.**

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate based on proposed scope of work and previous building costs.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project that was added for FY22 , and FY23.

### **Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is not critical , but it is something that would be good to do if resources are available.

## Project: West Ocean City Commercial Harbor

Dept Head, Title & Phone #: Tom Perlozzo, Director Recreation, Parks, Tourism & Economic Development

Project Summary: West Ocean City Commercial Harbor Bulkhead

Purpose: Repair and replace bulkhead.

Location: West Ocean City Commercial Harbor

Impacts on General Fund Operating, Personnel or Maintenance: Current commercial fishing leases are tied to the site. The failing bulkhead will impact the general fund, operating revenue and maintenance.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						25,000		25,000
Land Acquisition	0							0
Site Work	50,000							50,000
Construction	1,000,000							1,000,000
Equipment/Furnishings								0
Other	50,000							50,000
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>1,125,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund						25,000		25,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	1,100,000							1,100,000
								0
								0
<b>TOTAL</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>1,125,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: West Ocean City Commercial Harbor**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

There is 900' of deteriorated steel bulkhead at the West Ocean City Commercial Harbor. Steel sheeting, tie backs, etc. are in desperate need of replacement.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

This project will help maintain the future of the commercial harbor and fishing industry. It insures continuation of revenues from leased spaces.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

There was \$25,000 of engineering completed in FY2020-2021 general fund budget, completed by Stacey Hart & Associates.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Project should be completed as soon as possible.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

"URGENT" - Pending failure with any future storms possible. There is no grant funding available for "Commercial" operations.

## Project: Pocomoke Middle School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

**Project Summary:** Replace Roof - Pocomoke Middle School

**Purpose:** Demolish existing and install 87,600 square feet of new roof.

**Location:** 800 Eighth Street, Pocomoke, MD, 21851

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						117,000		117,000
Land Acquisition								0
Site Work								0
Construction	2,677,500							2,677,500
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	2,677,500	0	0	0	0	117,000	0	2,794,500
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<b>SOURCES OF FUNDS</b>								
General Fund						117,000		117,000
User Fees								0
Grant Funds								0
State Match	1,275,000							1,275,000
State Loan								0
Assigned Funds	1,402,500							1,402,500
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

<b>TOTAL</b>	2,677,500	0	0	0	0	117,000	0	2,794,500
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Pocomoke Middle School - Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Middle School roof. The deteriorating condition of the Pocomoke Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate. The project is scheduled to bid in November 2020 with work commencing in the summer of 2021.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Funding approval for the Pocomoke Middle School project will determine the start of the following major construction project, the addition to Stephen Decatur Middle School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Middle School roof continues to deteriorate over time. The project is the Board of Education's number one roof replacement priority as deficiencies with the roof system must be addressed in the near term. The State Interagency Commission on School Construction (IAC) approved funding for the project in the FY21 CIP.

## Project: Snow Hill Middle/Cedar Chapel School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

**Project Summary:** Replace Roof - Snow Hill Middle School / Cedar Chapel Special School

**Purpose:** Demolish existing and install 107,175 square feet of new roof.

**Location:** 522/510 Coulbourne Lane, Snow Hill, MD. 21863

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	236,000							236,000
Land Acquisition								0
Site Work								0
Construction		1,687,000	1,856,000					3,543,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>236,000</b>	<b>1,687,000</b>	<b>1,856,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,779,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund	236,000							236,000
User Fees								0
Grant Funds								0
State Match		1,687,000						1,687,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds			1,856,000					1,856,000
								0
								0

<b>TOTAL</b>	<b>236,000</b>	<b>1,687,000</b>	<b>1,856,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,779,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Snow Hill Middle/Cedar Chapel School - Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School and Cedar Chapel Special School roofs. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Stephen Decatur Middle School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of four major roof replacement projects (PMS, SHMS/CCSS, SDMS and PES).

## Project: Stephen Decatur Middle School Addition

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

Project Summary: Addition to Stephen Decatur Middle School

Purpose: Provide additional classrooms to alleviate overcrowding and eliminate nine portable classrooms.

Location: 9815 Seahawk Road, Berlin, MD, 21811

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	115,324	40,621				414,055		570,000
Land Acquisition								0
Site Work	889,738	671,206						1,560,944
Construction	5,396,207	4,070,823						9,467,030
Equipment/Furnishings		780,472						780,472
Other	692,805	462,506						1,155,311
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>7,094,074</b>	<b>6,025,628</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>414,055</b>	<b>0</b>	<b>13,533,757</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	4,814,000							4,814,000
State Loan								0
Assigned Funds						414,055		414,055
Private Donation								0
Enterprise Bonds								0
General Bonds	2,280,074	6,025,628						8,305,702
								0
								0

<b>TOTAL</b>	<b>7,094,074</b>	<b>6,025,628</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>414,055</b>	<b>0</b>	<b>13,533,757</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **Project: Stephen Decatur Middle School Addition**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth to 730 students. The Schematic Design process has developed a 24,820 square foot addition.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The Schematic Design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through five major school construction projects over the past twenty years, with special emphasis placed on actual construction and project costs realized on the Showell Elementary Replacement School project. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The approval of funding for the Stephen Decatur Middle School Addition project determines the start of the Snow Hill Middle/Cedar Chapel Special School roof replacement project. Local funding has been provided for the design of the addition. The project is on schedule to complete the design phase and proceed to bidding, pending local approval, in summer 2021. The Board of Education is requesting State funding for the project in the FY22 Capital Improvement Program (CIP) in fall 2020.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Enrollment projections through 2028 indicate that the SDMS student population will grow from a total of enrollment of 686 students to 730 students in 2027. These students will be enrolled in a school with a local-rated capacity of 638 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

## Project: Stephen Decatur Middle School -Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

**Project Summary:** Replace Roof - Stephen Decatur Middle School

**Purpose:** Demolish 59,000 square feet of existing shingle roof and install new metal roof system. Replace 20,500 square feet of the original 1997 existing built-up roof system.

**Location:** 9815 Seahawk Road, Berlin, Maryland 21811

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing shingle roof continues to deteriorate and the Maintenance Department must address high-wind damage, alligatoring, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		182,000						182,000
Land Acquisition								0
Site Work								0
Construction			1,302,000	1,431,000				2,733,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	182,000	1,302,000	1,431,000	0	0	0	2,915,000
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<b>SOURCES OF FUNDS</b>								
General Fund		182,000						182,000
User Fees								0
Grant Funds								0
State Match			1,302,000					1,302,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				1,431,000				1,431,000
								0
								0

<b>TOTAL</b>	0	182,000	1,302,000	1,431,000	0	0	0	2,915,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Stephen Decatur Middle School -Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor and consistent replacement and repair of wind-damaged shingle roof sections have resulted in prioritization of the replacement of the Stephen Decatur Middle School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Stephen Decatur Middle School roof replacement project request is a new CIP project required to address the ongoing costs to repair the shingle portion of the roof. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Stephen Decatur Middle School roof, especially the shingle portion of the roof, continues to deteriorate over time and with high wind conditions. The project is the third in a series of four major roof replacement projects (PMS, SHMS/CCSS, SDMS and PES).

# Project: Buckingham Elementary Replacement School

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063

**Project Summary:** Buckingham Elementary Replacement School

**Purpose:** Demolish existing school and construct replacement school.

**Location:** 100 Buckingham Road, Berlin, Md. 21811

**Impacts on General Fund Operating, Personnel or Maintenance:** The Buckingham Elementary Replacement School will provide more square footage than the existing 49,000 square foot school. However, with energy efficiency elements included in the future design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
							(FY27-29)	
Engineering/Design		344,338	1,131,418	1,395,899	132,719		538,589	3,542,963
Land Acquisition								0
Site Work							8,072,583	8,072,583
Construction							40,584,113	40,584,113
Equipment/Furnishings							2,454,033	2,454,033
Other					392,089		5,276,653	5,668,742
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	344,338	1,131,418	1,395,899	524,808	0	56,925,971	60,322,434
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<b>SOURCES OF FUNDS</b>								
General Fund		344,338	1,131,418	1,395,899	524,808			3,396,463
User Fees								0
Grant Funds								0
State Match							10,616,000	10,616,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds							46,309,971	46,309,971
								0
								0

<b>TOTAL</b>	0	344,338	1,131,418	1,395,899	524,808	0	56,925,971	60,322,434
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Buckingham Elementary Replacement School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

The Buckingham Elementary School project will begin with a Feasibility Study, tentatively scheduled for summer 2022. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the construction project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 42-year-old facility.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Howell Elementary Replacement School project, over the past nineteen years. There are no concerns with the conceptual estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Buckingham Elementary is a 42-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms are utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

## Project: Pocomoke Elementary School - Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063

**Project Summary:** Replace Roof - Pocomoke Elementary School

**Purpose:** Demolish existing and install 52,512 square feet of new roof.

**Location:** 2119 Pocomoke Beltway, Pocomoke, MD. 21851

**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			125,000					125,000
Land Acquisition								0
Site Work								0
Construction				894,000	983,000			1,877,000
Equipment/Furnishings								0
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	125,000	894,000	983,000	0	0	2,002,000
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<b>SOURCES OF FUNDS</b>								
General Fund			125,000					125,000
User Fees								0
Grant Funds								0
State Match				894,000				894,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds					983,000			983,000
								0
								0

<b>TOTAL</b>	0	0	125,000	894,000	983,000	0	0	2,002,000
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project: Pocomoke Elementary School - Roof Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a renovation or replacement school at Buckingham Elementary.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the fourth in a series of four major roof replacement projects (PMS, SHMS/CCSS, SDMS and PES).

**Project: WOR-WIC APPLIED TECHNOLOGY BUILDING****Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

New academic building

**Purpose:**

Wor-Wic is proposing to build a new 40,000 S.F. building, reconfigure internal circulatory roads and the campus' main entrance, expand the campus' existing utility services, and expand the existing Brunkhorst Hall parking lot.

The purpose of this building is to assist the college with meeting its strategic goals to strengthen the alignment of programs and courses with local employer needs and expand facilities to address student and institutional needs. The roadway and parking lot enhancements are necessary to improve the flow of traffic and improve pedestrian safety.

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

NA

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						145,784		145,784
Land Acquisition								0
Site Work								0
Construction	2,196,188							2,196,188
Equipment/Furnishings		225,105						225,105
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	<b>2,196,188</b>	<b>225,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145,784</b>	<b>0</b>	<b>2,567,077</b>
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<b>SOURCES OF FUNDS</b>								
General Fund						145,784		145,784
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	2,196,188	225,105						2,421,293
								0
								0

<b>TOTAL</b>	<b>2,196,188</b>	<b>225,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145,784</b>	<b>0</b>	<b>2,567,077</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project:                    WOR-WIC APPLIED TECHNOLOGY BUILDING**

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**Complete the following questions.**

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?**

Wor-Wic is committed to continuing its role as an economic driver for the Lower Eastern Shore. In order to retain and attract new industries and keep the local workforce competitive, the college must provide its constituents with state-of-the-art technical training facilities. According to the Georgetown Center on Education and the Workforce, by 2020, the US is expected to face a shortage of 5 million workers equipped with technical certificates and credentials.

In order to respond to the workforce needs of the community, Wor-Wic is planning to add associate degrees in industrial technology, supply chain management and alternative energy with career or industry certificates in the areas of electrical, heating, ventilation and air conditioning (HVAC), welding, plumbing, logistics, wind and solar within the next 5 years. Over the past few years, the college has increased its nursing, radiologic technology and emergency services programs, and expanded its program offerings to include occupational therapist assistant and physical therapy assistant programs. Allied health programs expanded again in FY 2020 with the approval of the computed tomography (CT) certificate. The college also plans to add magnetic resonance imaging (MRI) and medical coder certificates, and an associate degree in sleep technology by 2029.

The IT department moved into Shockley Hall in 2011. There were 11 employees housed within the IT department when they moved into the new building, and the suite was already too small to accommodate them. There are currently 16 employees housed within the suite. At present, the IT suite does not include a storage area to store or receive new equipment, and there is not any space to triage or troubleshoot computers and AV equipment, or stage new equipment.

The allied health department has outgrown its space on the third floor of Shockley Hall. There are faculty and staff doubling-up in offices and receptionist areas that have been converted into desk space for associates. In order to offer additional allied health programs and maintain the proper delivery of current academic offerings in allied health, we will need additional staffing and additional space for allied health offices.

The inadequacy of space will prevent the college from offering any new credit applied technology programs, and will prevent the current allied health programs from growing. The lack of facilities will also prohibit the college from expanding its non-credit courses in the skilled trades areas.

The growth of the campus has impacted/exaggerated our pedestrian and vehicular circulation issues. Prior to building Fulton-Owen Hall and Shockley Hall, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot was outside the academic core. At one point, the road was one-way to the north to allow vehicular traffic to exit under Brunkhorst Hall and Maner Technology Center to Walston Switch Road. However, the road was converted to two-way traffic to reduce the bottleneck of vehicles at peak times during the day by educating campus visitors to use the Shortbridge and Longridge Road exits. While converting the road to two-way traffic resolved a vehicular circulation issue, it created a pedestrian safety concern for individuals that have to cross the street to get to Fulton-Owen Hall and Shockley Hall, and it did not improve the safety of pedestrians crossing the street between Brunkhorst Hall and the Maner Technology Center. After the entrance road improvements are complete, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot will be replaced by a fire lane/pedestrian way, improving pedestrian safety while allowing access to service and emergency vehicles. Similarly, the exit road between Brunkhorst Hall and Maner Technology Center will be eliminated, also improving pedestrian safety and allowing traffic to exit the campus more directly to Walston Switch Road. These vehicular circulation improvements, which are included in the master plan, are the solutions for long-term improvement to campus pedestrian safety and traffic circulation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Citizens attend courses at Wor-Wic Community College.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

**Project:                    WOR-WIC APPLIED TECHNOLOGY BUILDING**

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The estimate for the building was provided by a construction management company in April 2019. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

NA

**Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

**Project: WOR-WIC LEARNING COMMONS BUILDING****Dept Head, Title & Phone #:**

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

**Project Summary:**

New building

**Purpose:**

Wor-Wic is proposing to build a new 40,000 S.F. building or add 40,000 S.F. to the existing Hazel Center. Additional parking will need to be considered, as well.

The purpose of this building is to assist the college with meeting its strategic goals to expand facilities to address student and institutional needs.

**Location:**

Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Impacts on General Fund Operating, Personnel or Maintenance:**

NA

	FY 22	FY 23	FY 24	FY 25	FY 26	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			150,885					150,885
Land Acquisition								0
Site Work								0
Construction				2,471,640				2,471,640
Equipment/Furnishings					107,775			107,775
Other								0
<b>EXPENDITURES</b>								

<b>TOTAL</b>	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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<b>SOURCES OF FUNDS</b>								
General Fund			150,885					150,885
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				2,471,640	107,775			2,579,415
								0
								0

<b>TOTAL</b>	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **Project:                    WOR-WIC LEARNING COMMONS BUILDING**

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**Complete the following questions.**

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?**

A Learning Commons Building is being proposed for design in FY 2024 and completion in FY 2026. The building will serve as a true learning center, supplementing the classroom and laboratory learning experience. Examples of some of the support services that we are proposing to relocate to this building include a large resource center, tutoring services, TRIO student support services, Veterans services, the testing center, the mathematics laboratory, the reading and writing center, and office space for several student services employees. By centralizing these services into one building, we are encouraging group study and increased student collaboration across majors. In addition, moving these services from Brunkhorst Hall will allow the college to convert some of those spaces to classrooms, laboratories and office spaces.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?**

Citizens attend Wor-Wic Community College.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?**

The estimate for the building is based on the estimate provided by a construction management company in April 2019. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

**CIP Timing.** If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

NA

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

According to the state space allocation guidelines, which is based on enrollment and projected future enrollment, the college currently qualifies for approximately 120,000 gross square feet in new construction or building additions, which is equivalent to three buildings the size of our existing Guerrieri Hall.



ITEM  
16

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

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COUNTY COMMISSIONERS

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 28, 2020

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Weston S. Young, Assistant Chief Administrative Officer *WSY*  
SUBJECT: Commissioners' Meeting Schedule and Budget Schedule for 2021

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Attached, please find a proposed schedule of the County Commissioners' meeting dates for calendar year 2021 and a proposed Budget Schedule for fiscal year 2022. For informational purposes, I have also attached a copy of the schedule of holidays for 2021 in accordance with the Personnel Rules and Regulations (Section 6.11.A). County Commissioners' meetings are generally held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event.

Regarding Legislative Sessions, the Code of Public Local Laws of Worcester County, Maryland (Section CG 2-203) provides that the County Commissioners may hold regular Legislative Sessions on the 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday of each month. Since the Commissioners regularly meet on the 3<sup>rd</sup> Tuesday of each month, I have scheduled each 3<sup>rd</sup> Tuesday for a regular Legislative Session.

Please review the proposed Schedule of Meeting Dates and Budget Schedule with the County Commissioners for their approval. If you or the Commissioners should have any questions or concerns with regard to this matter, please feel free to contact me.

DRAFT

2021

## WORCESTER COUNTY COMMISSIONERS' MEETING DATES

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The Worcester County Commissioners have established the following meeting dates for 2021. Regular meetings are generally held on the first and third Tuesday of each month, except where such dates fall on a legal holiday or other scheduling conflict. All meetings will be held in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland with the open session to commence at 10:00 a.m. unless otherwise noted.

January 5, 2021	Regular Meeting
January 19, 2021	Regular Meeting - (Legislative Session)
February 2, 2021	Regular Meeting
February 16, 2021	Regular Meeting - (Legislative Session)
March 2, 2021	Regular Meeting
March 16, 2021	Regular Meeting - (Legislative Session)
March 23, 2021	Work Session - 9am-4pm Budget Review w/ Departments
April 6, 2021	Regular Meeting
April 13, 2021	Work Session - Budget Review in the afternoon with Board of Education & Departments/Agencies
April 20, 2021	Regular Meeting - (Legislative Session)
May 4, 2021	Regular Meeting - Budget Hearing
May 11, 2021	Budget Work Session - 9am-4pm - Discussion w/ Departments and Personnel Matters
May 18, 2021	Regular Meeting - (Legislative Session) and Budget Work Session in the afternoon
May 25, 2021	Budget Work Session (9am-4pm - if needed)
June 1, 2021	Regular Meeting - Budget Adoption
June 15, 2021	Regular Meeting - (Legislative Session)
July 6, 2021	Regular Meeting
July 20, 2021	Regular Meeting - (Legislative Session)
August 3, 2021	Regular Meeting
August 17, 2021	Regular Meeting - (Legislative Session)
September 7, 2021	Regular Meeting
September 21, 2021	Regular Meeting - (Legislative Session)
October 5, 2021	Regular Meeting
October 19, 2021	Regular Meeting - (Legislative Session)
November 2, 2021	Regular Meeting
November 16, 2021	Regular Meeting - (Legislative Session)
December 7, 2021	Regular Meeting
December 21, 2021	Regular Meeting - (Legislative Session)





OFFICE OF THE  
 COUNTY COMMISSIONERS

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

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**Worcester County**

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 21863-1195

**DRAFT**

**WORCESTER COUNTY  
 FY 2022 Budget Schedule**

As of November 4, 2020

Thursday, December 10, 2020	FY2022 Operating Budget Information Distributed
Thursday, January 28, 2021	Department & Agency Operating Budget finalized in New World Systems
February 10, 11, 12, 2021	Departments meet with County Administrator and Budget Officer
Wednesday, February 17, 2021	Operating Budgets Submitted to County Administrator from Municipals and Ocean Pines Association Board of Education submit to County Administrator MOE for FY22 Board of Education submit to County Administrator Non-Recurring FY22
Tuesday, March 2, 2021	County Commissioners review requests of Municipalities & Ocean Pines Association
Tuesday, March 2, 2021	Operating Budget from Board of Education submitted to County Administrator
Tuesday, March 16, 2021	Requested FY2022 Consolidated Operating Budget to Commissioners Non-Recurring MOE Discussion–Deadline to file March 31 Maintenance of Effort Discussion - Deadline to file MOE Waiver is April 1
Tuesday, March 23, 2021	Budget work session/Discussion with Board of Education (9-4) Commissioner Operating Budget Review with Selected Departments/Agencies
Tuesday, April 13, 2021	Commissioner Operating Budget Review with Selected Departments/Agencies (9-4)
Tuesday, May 4, 2021	Requested FY2022 Operating Budget Public Hearing
Tuesday, May 11, 2021	Budget Work Session Discussion with Departments personnel matters
Tuesday, May 18, 2021	Budget Work Session (start 1:00 pm)
Tuesday, May 25, 2021	Budget Work Session (if needed)
Tuesday, June 1, 2021	FY2022 Consolidated General Fund Operating Budget Adopted Proposed FY2022 Enterprise Funds Public Hearing at Government Center
Tuesday, June 15, 2021	FY2022 Water & Wastewater Services Enterprise Fund Budget Adopted FY2022 Solid Waste Enterprise Fund Budgets Adopted



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21863-1195

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

## **Worcester County Government Holiday Schedule Calendar Year 2021**

<b>New Year's Day</b>	Friday, January 1, 2021
<b>Dr. Martin Luther King Jr.'s Birthday</b>	Monday, January 18, 2021
<b>Presidents' Day</b>	Monday, February 15, 2021
<b>Good Friday</b>	Friday, April 2, 2021
<b>Memorial Day</b>	Monday, May 31, 2021
<b>Independence Day</b>	Monday, July 5, 2021
<b>Labor Day</b>	Monday, September 6, 2021
<b>Columbus Day</b>	Monday, October 11, 2021
<b>Veterans' Day</b>	Thursday, November 11, 2021
<b>Thanksgiving Day</b>	Thursday, November 25, 2021
<b>Day After Thanksgiving</b>	Friday, November 26, 2021
<b>Christmas Day</b>	Observed on Friday, December 24, 2021

Adopted in accordance with Section 6.11.A of the Worcester County Government Personnel Rules & Regulations.



ITEM  
17

COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
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## Worcester County

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

October 26, 2020

TO: Worcester County Commissioners

FROM: Harold L. Higgins, Chief Administrative Officer  
Kathy Whited, Budget Officer *Kathy*

RE: Assignment of FY2020 Fund Balance

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The annual audit performed by TGM Group LLC is currently underway. In order to finalize the financial statements, the use and assignment of fund balance must be determined, although minor adjustments could still be made. Our proposed designations are outlined on page 2 & 3 for review and approval. The definition of assigned fund balance are amounts that are designated by the Commissioners with *intent* to be used for a specific purpose, but are neither restricted nor committed by ordinance or resolution.

Included in the assignment is \$547,617 of capital equipment that was not funded in the FY21 general fund operating budget and is marked with an \*, these items are detailed for your review on pages 4-7.

We will be available for any questions you may have.

:k\jw\H\20 Audit\Fund Balance\FY20 memo for assigned fund balance.doc  
Attachments

<b><u>Assigned Fund Balance:</u></b>	<b><u>Proposed 6/30/2020</u></b>
Animal Control Building (new roof)	50,000
Bayside Road Bridge replacement (FY21)	1,362,805
Belt Street building improvement	58,168
Berlin Health Dept Storage and Parking	220,000
Berlin library project (A&E start FY15-FY19)	12,000
Bishopville homeowner convenience center	300,000
Board of Education admin building (carpet/furniture FY21)	150,000
Board of Education PMS evening Program	50,000
Board of Education PMS roof replacement design/replacement	1,413,359
Board of Education Building automation upgrades (PMS, SDMS)	16,400
Board of Education HVAC replacements (PMS, SHMS, CCSS)	430,757
* Board of Education SDMS design fees (FY21)	283,000
Board of Education school security (FY20)	8,716
Board of Education underground storage unit (FY21)	82,000
Board of Education Pocomoke Middle fire alarm (FY22)	139,800
Board of Education Snow Hill Middle fire alarm (FY22)	156,000
Broadband Project	200,000
Building HVAC automation system controls (various buildings)	200,000
County building repairs and improvements	425,000
Courthouse (Carpet/Flooring)	99,943
Emergency services tower shelter a/c units + UPS Units (FY19)	120,000
Encumbrances (FY20 unspent funds to be spent FY21)	3,042,998
Financial Tax software/Docuware/Servers	66,089
Fire Tower Building (FY20)	50,000
Fire Training Center improvements	100,000
Food Assistance Program - BOE/non-profits (FY21)	100,000
Government Center (ventilation & building repairs)	500,000
Government Center/911 Center (HVAC upgrade/backup system)	352,117
Harris Radio Project	366,940
Isle of Wight building (HVAC improvements)	200,000
Jail building improvements and repairs (cip)	1,000,000
* Jail UPS and kitchen oven/cooktop (FY21)	44,000
* Library security camera upgrade (OC, Poc FY21)	15,000
Nextgen 911 (FY20)	200,000
North End Public Works building	100,000
Ocean city Inlet dredging project (FY19-FY20)	500,000
Ocean Pines Library (FY21 heating controls repair)	50,000
Outdoor Sports Field Complex (study)	400,000
Parking lot improvements	339,634
Parking lot upgrades/resurfacing (annually to complete)	200,000
* Parks & Recreation mower/utility cart/aerifier/turbine blower (FY21)	37,050
Pearl Street building repairs	240,500
Pocomoke Health Dept Building upgrades	500,000
Pocomoke Library building improvements	500,000
Public Landing marina (boat slip construction with amenities)	190,000
* Public Safety CAD system server (FY21)	235,000
Public Works building expansion	50,000
* Public Works parking lot paving/storage/flooring (FY21)	44,412



*	Public Works Snow Hill convenience center bulkhead (FY21)	20,000
	Recreation Center building (HVAC improvement)	300,000
	Reserve Fund transfer FY21 (July 2020 completed)	1,000,000
*	Roads Department Mobile vehicle lift/shop doors (FY21)	152,155
	Route 50 Service Road (future road design)	277,000
	Snow Hill Senior Center (HVAC + Roof)	300,000
	Snow Hill transmitter building (replacement)	400,000
	Snow Hill warehouse	250,000
	Strategic Plan - building infrastructure	100,000
	States Attorney Building improvements	15,000
	Tropospheric Ducting Engineering project	100,000
	Maryland DHCD - Community Legacy Program grant match	10,000
	West Ocean City commercial harbor bulkhead (FY22)	1,100,000
	Wor-Wic Community College operating (FY21)	112,120
	Wor-Wic Applied Technology Building (cip)	145,784
	<b>TOTAL</b>	<b><u>\$19,483,747</u></b>

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

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

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FY2021 Capital by Department									6/2/2020
Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Approved	Model Yr to Replace	Estimated Miles 6/30/20	Comments
29	Public Works - Roads Division								
	44)	1202.6140.010	Blacktop	R	\$ 1,500,000	\$ 1,000,000			blacktop overlay
	45)	1202.9010.010	Tandem Axle Tractor/Truck 4700	R	\$ 135,000	\$ -	1991	107,000	Used to haul heavy equipment, MVA recommend discontinue use as DOT training. DOT inspections difficult due to age
	46)	1202.9010.050	Upgrade Mechanic Shop doors	R	\$ 17,880	\$ -			replace 4- 33 year old shop doors to accommodate vehicle lifts. Doors to low and rusty
	47)	1202.9010.070	Mechanic Shop Mobile Vehicle lifts	R	\$ 134,275	\$ -	1970's		Installed in '70's the vehicle lift is no longer functional & does not meet current safety requirements per Safety Coordinator
	48)	1202.9010.070	Front End Loader 621G	R	\$ 154,000	\$ -	1973		replace a 1973 Allis Chalmers loader due to obsolete parts, not dependable and safety concerns due to constant mechanical
31	Public Works - Admin/Maintenance								
	49)	1203.200.9010.010	Mid-size SUV	R/N	\$ 32,000	\$ -	2014	121,000	Public Works Director Explorer has high mileage and extensive daily use in the County. Will be used as pool vehicle to replace Malibu pool car with reliability issues
	50)	1203.9010.010	4x4 truck	N	\$ 22,000	\$ -			new truck for Senior Project Manager
x	Boat Landings								
	51)	1204.6550.010	bulkhead replacement	R	\$ 175,000	\$ -			replace bulkhead at South Point Boat Ramp
x	Public Works - Homeowner Convenience Center								
	52)	1205.9010.060	rebuild bulkhead	R	\$ 20,000	\$ -			Snow Hill HCC bulkhead is 35 years old and has rotting wood.
	53)	1205.9010.060	3 compactors	R	\$ 90,000	\$ -			replace 20 year old compactors at end of useful life
34	Public Works - Recycling Division								
	54)	1206.9010.060	Forklift	N	\$ 46,800	\$ -			to load outgoing materials
	55)	1206.9010.060	40 yard recycling containers	R	\$ 51,000	\$ -			4-containers for cardboard, old containers are rusting and unrepairable
	56)	1206.9010.060	20 yard recycling containers	R	\$ 34,800	\$ -			6 containers for all other recyclable products, old containers are rusting & unrepairable
x	Mosquito Control								
	57)	1302.9010.010	1/2T full-size 4x4 pickup truck	R	\$ 34,425	\$ -	2005	171,526	replace State truck used by Foreman for supervision and nighttime response for emergency issues for State drivers
40	Board of Education								
	58)	Capital	Additional HVAC Units	R	\$ 200,000	\$ 200,000	} 633,000		FY19 fund balance various schools
	59)	Capital	Central Office Improvements	R	\$ 150,000	\$ 150,000			FY19 fund balance
	60)	Capital	SDMS Schematic Design Fees	N	\$ 283,000	\$ 283,000			FY20 fund balance
	61)	Capital	Minor Construction Projects	R	\$ 267,000	\$ -			SHMS intercom, PHS gym floor, SHES fence, WTHS electric capacity
x	Recreation Department								
	62)	1601.9010.010	Mid-size SUV	N	\$ 32,000	\$ -			new vehicle for Director position due to restructure of departments mid-year FY20
	63)	1601.9010.010	Enclosed Cargo Trailer	N	\$ 7,500	\$ -			enclosed cargo trailer to store, transport for operation of the ice skating rink
	64)	1601.9010.060	Batting cage	N	\$ 21,050	\$ -			retractable batting cage for the Recreation Center

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

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7



ITEM  
18

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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 26, 2020

TO: Worcester County Commissioners  
FROM: Karen Hammer, Office Assistant IV  
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2020

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Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (6) which have current or upcoming vacancies (14 total). They are as follows: Commission on Aging Board (3), Local Development Council for the Ocean Downs Casino (1), Planning Commission (2), Social Services Board Advisory (3), Solid Waste Advisory Committee (4), and the Commission For Women (1). I have circled the members whose terms have expired or will expire on each of these boards.

Please note, the Planning Commission has been included, Jay Knerr has been elected to the Berlin Town Council (**page 7**) and Mike Diffendal (**page 8**) will be retiring at the end of his term in December.

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. 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**

p. 9 - Social Services Advisory Board (Nancy Howard) - 3 year

### **District 3 – Church**

p. 6 – Planning Commission (Mike Diffendal) – 5 year  
p.11 - Solid Waste Advisory Committee (Bob Augustine)- 4-year

### **District 4 - Elder**

All District Appointments Received. Thank you!

### **District 5 - Bertino**

p. 9 - Social Services Advisory Board (Cathy Gallagher) - 3 year  
p.11 - Solid Waste Advisory Committee (James Rodenberg)- 4 yr.

### **District 6 - Bunting**

p. 12 - Commission for Women (Bess Cropper) - 4 year

### **District 7 – Mitrecic**

p. 6 - Planning Commission (Jay Knerr) – 5 year  
p. 9 – Social Services Advisory Board (Maria Campione-Lawrence) - 3 year

### **All Commissioners**

p. 5 - (1) Local Development Council for Ocean Downs Casino (Mark Wittmyer - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year

### **All Commissioners (Awaiting Nominations)**

p. 3 - (3) Commission on Aging Board – (Cynthia Malament – Berlin, Lloyd Parks – Girdletree and Clifford Gannett – Pocomoke), The Board of Directors are seeking to fill these positions with possible candidates from District 3 & 6.  
- self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year

p. 11 - (2) Solid Waste Advisory Committee (Michael Pruitt - Town of Snow Hill and Jamey Latchum - Town of Berlin) 4 yr.



## COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging  
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed  
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill  
John Dorrough, Executive Director or Rob Hart, Acting Deputy Director  
(410-632-1277)

### Current Members:

Member's Name	Resides/Represents	Years of Term(s)
Cynthia Malament	Berlin	07-19 - <i>resigned</i>
Lloyd Parks	Girdletree	08-11-14-17, 17-20
Clifford Gannett	Pocomoke City	*12-14-17, 17-20 <i>passed</i>
Tommy Tucker	Snow Hill	09-12-15-18, 18-21
Tommy Mason	Pocomoke	15-18, 18-21
Helen Whaley	Berlin	*16-18, 18-21
Rebecca Cathell	Agency - Maryland Job Service	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	
Fred Grant	Snow Hill	*15-16, 16-19, 19-22
Joyce Cottman	Berlin	*16, 16-19, 19-22
James Covington	Pocomoke City	*18-20, 20-23
Bonita Ann Gisriel	Ocean City	*18-20, 20-23
Carolyn Dryzga	Ocean Pines	*18-20, 20-23

\* = Appointed to fill an unexpired term

## Prior Members:

## Since 1972

Virginia Harmon  
Maude Love  
Dr. Donald Harting  
John C. Quillen  
Violet Chesser  
William Briddell  
Harrison Matthews  
John McDowell  
Mildred Brittingham  
Maurice Peacock  
Father S. Connell  
Rev. Dr. T. McKelvey  
Samuel Henry  
Rev. Richard Hughes  
Dorothy Hall  
Charlotte Pilchard  
Edgar Davis  
Margaret Quillen  
Lenore Robbins  
Mary L. Krabill  
Leon Robbins  
Claire Waters  
Thelma Linz  
Oliver Williams  
Michael Delano  
Father Gardiner  
Iva Baker  
Minnie Blank  
Thomas Groton III  
Jere Hilbourne  
Sandy Facinoli  
Leon McClafin  
Mabel Scott  
Wilford Showell  
Rev. T. Wall  
Jeaninne Aydelotte  
Richard Kasabian  
Dr. Fred Bruner  
Edward Phillips  
Dorothy Elliott  
John Sauer  
Margaret Kerbin  
Carolyn Dorman  
Marion Marshall  
Dr. Francis Ruffo  
Dr. Douglas Moore  
Hibernia Carey  
Charlotte Gladding  
Josephine Anderson  
Rev. R. Howe  
Rev. John Zellman  
Jessee Fassett  
Delores Waters  
Dr. Terrance A. Greenwood  
Baine Yates  
Wallace T. Garrett  
William Kuhn (86-93)  
Mary Ellen Elwell (90-93)  
Faye Thornes  
Mary Leister (89-95)

William Talton (89-95)  
Sunder Henry (89-95)  
Josephine Anderson  
Saunders Marshall (90-96)  
Louise Jackson (93-96)  
Carolyn Dorman (93-98)  
Constance Sturgis (95-98)  
Connie Morris (95-99)  
Jerry Wells (93-99)  
Robert Robertson (93-99)  
Margaret Davis (93-99)  
Dr. Robert Jackson (93-99)  
Patricia Dennis (95-00)  
Rev. C. Richard Edmund (96-00)  
Viola Rodgers (99-00)  
Baine Yates (97-00)  
James Shreeve (99-00)  
Tad Pruitt (95-01)  
Rev. Walter Reuschling (01-02)  
Armond Merrill, Sr. (96-03)  
Gene Theroux  
Blake Fohl (98-05)  
Constance Harmon (98-05)  
Catherine Whaley (98-05)  
Wayne Moulder (01-05)  
Barbara Henderson (99-05)  
Gus Payne (99-05)  
James Moeller (01-05)  
Rev Stephen Laffey (03-05)  
Anne Taylor (01-07)  
Jane Carmean (01-07)  
Alex Bell (05-07)  
Inez Somers (03-08)  
Joanne Williams (05-08)  
Ann Horth (05-08)  
Helen Richards (05-08)  
Peter Karras (00-09)  
Vivian Pruitt (06-09)  
Doris Hart (08-11)  
Helen Heneghan (08-10)  
Jack Uram (07-10)  
Robert Hawkins (05-11)  
Dr. Jon Andes  
Lloyd Pullen (11-13)  
John T. Payne (08-15)  
Sylvia Sturgis (07-15)  
Gloria Blake (05-15)  
Dr. Jerry Wilson (Bd. of Ed.)  
Peter Buesgens (Social Services)  
Deborah Goeller (Health Dept.)  
George "Tad" Pruitt (05-17)  
Bonnie C. Caudell (09-17)  
Larry Walton (13-18)

\* = 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  
Roscoe Leslie, County Attorney, 410-632-1194

## **Current Members:**

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

## **Prior Members:**

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

## **Since 2009**

Linda Dearing (11-15)  
Todd Ferrante ° (09-16)  
Joe Cavilla (12-17)  
James N. Mathias, Jr. ° (09-18)  
Ron Taylor ° (09-14)  
James Rosenberg (09-19)  
Rod Murray ° (\*09-19)

Charlie Dorman (12-19)

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

## PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plats.

Number/Term: 7/5 years; Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting  
Edward A. Tudor, Director (410-632-1200, ext. 1100)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Jerry Barbierri	D-1, Lockfaw	Pocomoke	*12-15, 15-20
Mike Diffendal	D-3, Church	Berlin	10-15, 15-20
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21
Brooks Clayville	D-4, Elder	Snow Hill	02-07-12-17, 17-22
Marlene Ott	D-5, Boggs	Ocean Pines	08-13-18, 18-23
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14-19, 19-24
Jay Knerr	D-7, Mitrecic	Berlin	14-19, 19-24

Retiring

Resigning

### Prior Members:

### Since 1972

David L. Johnson  
N. Paul Joyner  
Daniel Trimper, IV  
Hugh F. Wilde  
Warren Frame  
Roland E. Powell  
Harry Cherrix  
W. David Stevens  
Granville Trimper  
J. Brad Aaron  
Lester Atkinson  
Paul L. Cutler  
Edward R. Bounds  
Edward Phillips

Vernon McCabe  
R. Blaine Smith  
Edward A. Tudor  
Terry Bayshore  
Larry Widgeon  
Charles D. "CD" Hall  
Ernest "Sandy" Coymen  
Rev. Donald Hamilton  
Dale Stevens  
Marion L. Butler, Sr.  
Ron Cascio (96-97)  
Louie Paglierani (90-99)  
Robert Hawkins (96-99)  
Ilia Fehrer (94-99)  
Rob Clarke (99-00)  
W. Kenny Baker (97-02)  
James Jarman (99-03)

Harry Cullen (00-03)  
Ed Ellis (96-04)  
Troy Purnell (95-05)  
Larry Devlin (04-06)  
Tony Devereaux (03-07)  
Wilbert "Tom" Pitts (99-07)  
Doug Slingerland (07-08)  
Carolyn Cummins (90-94, 99-09)  
Madison "Jimmy" Bunting (05-10)  
Jeanne Lynch (06-11)  
H. Coston Gladding (96-12)  
Wayne A. Hartman (09-14)

\* = Appointed to fill an unexpired term

Jay Knerr  
102 Kenwood Ct.  
Berlin, MD 21811

October 8, 2020

Ed Tudor  
Jennifer Keener

Due to my recent election to the Berlin Town Council, I must officially resign from the Worcester County Planning Commission. November 5<sup>th</sup> will be my last official meeting. Unfortunately, Maryland Law states, one cannot hold two offices of profit.

I would like to thank all the County Planning Staff and the Commission Members for a truly memorable experience serving on the Planning Commission. The knowledge I learned from my time on the Planning Commission will serve me well in Berlin.

Sincerely,

Jay Knerr

1/5/20

-----Original Message-----

From: Mike Diffendal <[mthomasdiffendal@comcast.net](mailto:mthomasdiffendal@comcast.net)>

To: Bud Church <[bchurch565@aol.com](mailto:bchurch565@aol.com)>

Sent: Tue, Dec 3, 2019 12:50 pm

Subject: Planning Commission

Bud: Next December (12-31-2020) is the end of my term on the Planning Commission. My time as Chairman will be up August 1, 2020 I really appreciate your confidence in me over the last 11 years for a total of 12 years as the end of next year on both the Planning Commission and the Board of Appeals.

I think that it will be time to me to step aside at the end of my term. Thanks again for your support over the years. I greatly appreciated the opportunity to serve the Citizens of Worcester County. Mike Diffendal

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## 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>
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
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19, 19-22

Term Ended  
June 30th

resigned



# SOCIAL SERVICES BOARD

(Continued)

## Prior Members: (Since 1972)

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

\* = Appointed to fill an unexpired term

Updated: July 21, 2020  
Printed: October 6, 2020

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# 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: 1 1/4-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>
Michael Pruitt	Town of Snow Hill		*15, 15-19 <i>resigned</i>
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20
Vaughn White	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21 <i>resigned</i>
Hal Adkins	Town of Ocean City		*20-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22 <i>passed</i>
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
Mike Poole	D-6, Bunting	Bishopville	11-15-19, 19-23

## 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)
		George Tasker (*15-20)
		Rodney Bailey *19
		Steve Brown *10-19

\* = Appointed to fill an unexpired term

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

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

### Current Members:

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

Bess  
Capper Assigned

### Prior Members: Since 1995

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

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\* = Appointed to fill an unexpired term

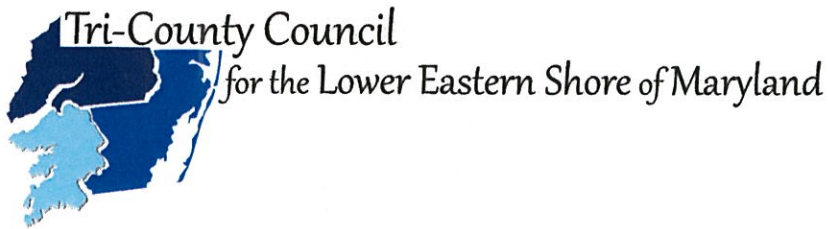
<sup>c</sup> = Charter member

Prior Members: Since 1995 (continued)

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

\* = Appointed to fill an unexpired term

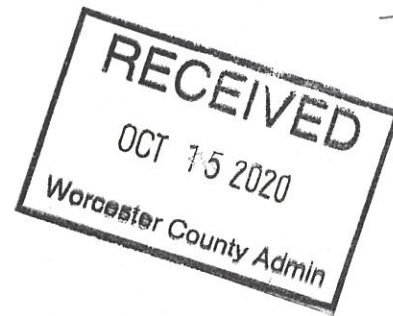
c = Charter member



Tri-County Council

for the Lower Eastern Shore of Maryland

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



ITEM  
19

October 5, 2020

Harold Higgins  
Chief Administrative Officer  
Worcester County  
One West Market Street, Room 1103  
Snow Hill, MD 21863

Dear Mr. Higgins,

With the final quarter of 2020 upon us, I want to thank the Worcester County Commissioners for their service to the Tri-County Council throughout the past year. As we look forward to 2021, it is time to solicit nominations for next year. Worcester County has five voting members serving on the Tri-County Council. In addition, we are in the process of preparing the slate of nominees to the Executive Board. In 2020 Worcester County will hold the position of 2<sup>nd</sup> Vice Chair, Treasurer, and Mr. Mitrecic will hold the non-voting position as Immediate Past Chair. He will continue to be a voting member on the Full Tri-County Council, however.

I would appreciate it if the Worcester County Commissioners would determine their voting members and nominees for the Executive Board positions. Please contact me with their nominations by Friday, November 20th.

Thank you again for the commitment and partnership from Worcester County in the past year, and we look forward to working together again in 2021.

Sincerely,

Gregory E. Padgham  
Executive Director

Attachment:

2020 TCCLES Executive Board with 2021 Nomination Template



Serving Somerset, Wicomico and Worcester Counties



**Tri-County Council for the Lower Eastern Shore**

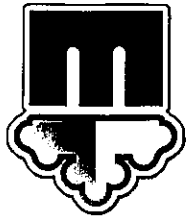
**2020 Executive Board**

Joe Mitrecic	Chair, Worcester County
Rex Simpkins	1 <sup>st</sup> Vice Chair, Somerset County
John Cannon	2 <sup>nd</sup> Vice Chair, Wicomico County
Ted Elder	3 <sup>rd</sup> Vice Chair Worcester County
Eldon Willing	Secretary, Somerset County
Josh Hastings	Treasurer, Wicomico County
Senator Mary Beth Carozza	At-Large
Larry Dodd	Immediate Past Chair, (Non-Voting)

**2021 Executive Board**

**Positions for Nomination**

_____	Chair, Somerset County
_____	1 <sup>st</sup> Vice Chair, Wicomico County
_____	2 <sup>nd</sup> Vice Chair, Worcester County ←
_____	3 <sup>rd</sup> Vice Chair, Somerset County
_____	Secretary, Wicomico County
_____	Treasurer, Worcester County ←
Senator Mary Beth Carozza	At-Large
Joseph Mitrecic	Immediate Past Chair (non-voting)



**MARYLAND**  
*Association of*  
**COUNTIES**

ITEM  
20

TO: Chief Elected Officials

FROM: Michael Sanderson, Executive Director, MACo

DATE: October 20, 2020

SUBJECT: 2021 Legislative Committee Nominations – Member and Alternate

The work of the Maryland Association of Counties (MACo) Legislative Committee is regarded as one of the organization's most important and challenging functions. Local elected officials serve as members on this body to set legislative direction, advocate, and communicate on behalf of MACo before the Administration and the General Assembly.

MACo's Legislative Committee meets weekly during the General Assembly Session to determine the Association's positions on policy matters. Committee members are also responsible for contacting state legislators at critical points during Session to encourage their local elected colleagues to support county priorities in pending legislation.

As we are nearing January and the start of the 2021 General Assembly Session, we would request that you recommend a nominee and alternate to serve on the Legislative Committee. Again, involvement on the Legislative Committee is critical as MACo strives to protect county resources and further a positive Annapolis presence.

Except in special circumstances arising in charter counties with a separate executive branch, MACo's Legislative Committee is composed of one member from each member subdivision. MACo's By-Laws require each subdivision (the 23 counties and Baltimore City) to nominate an elected official for Committee membership. These nominees are officially "elected" during the Association's Annual Business Meeting, which will be held virtually this year on **Friday, December 18<sup>th</sup>**.

To promote full Legislative Committee representation, the By-Laws also provide for the appointment of an alternative member who may cast the subdivision's vote if the subdivision's regular member is absent. Alternate members may participate in Committee deliberations and are urged to attend meetings. Alternate members need not be elected officials.



A charter county with a separate executive branch may have two members and alternates if the Executive and Council each choose to send their own representative. However, the subdivision still has only one vote with both representatives putting forth one-half of a vote.

The Legislative Committee generally meets weekly beginning approximately the third week of January until the first or second week of March during the regular General Assembly Session to determine MACo positions on pending county-relevant legislation. During the interim, the Committee meets twice to formulate Association legislative initiatives and to remain current on pending issues.

Given the ongoing COVID-19 pandemic, details regarding the General Assembly Session and the Legislative Committee meetings are still being finalized. MACo's top priority is the safety of our members. We are considering all factors as we evaluate holding these meetings virtually or in-person and deeply appreciate your patience as we finalize those details. All meetings of the Committee will be announced in advance. Members and alternates will receive reminders and updates by email accordingly. Allison Valliant will provide a full schedule of meetings as it gets closer to the opening of the 2021 General Assembly Session.

To submit your committee member and alternate, please complete the attached nomination form and return it to Allison at [avalliant@mdcounties.org](mailto:avalliant@mdcounties.org) by **Friday, November 20, 2020**. The form lists your jurisdiction's 2020 Legislative Committee Member and Alternate for informational purposes. There is no requirement to change your member and alternate each year – you can choose to keep the same individuals as your representatives but must note that on the form.

Please contact Michael Sanderson, Executive Director, at 410.269.0043 should you have any questions regarding this process.

Thank you for your cooperation.

CC: County Administrators  
County Legislative Staffers  
Assistants to Chief Elected Officials

RULES AND PROCEDURES  
OF THE  
LEGISLATIVE COMMITTEE  
OF THE  
MARYLAND ASSOCIATION OF COUNTIES

A. Proceedings - General

1. Unless otherwise announced all meetings of the Legislative Committee shall begin at 10:30 a.m..
2. The Legislative Committee shall meet monthly and at such other times and with such frequency as may be determined by the Chairperson.
3. Proceedings shall be governed by Roberts Rules of Order.
4. Action by the Legislative Committee will require a quorum which shall be the presence of voting members from at least 13 member jurisdictions.
5. Except as provided elsewhere, action requires an affirmative vote of a majority present at the meeting.
6. A reconsideration of an action taken at a prior meeting requires the affirmative vote of at least three-quarters of the votes present at the meeting.
7. Except upon the specific approval of the Chairperson, no other agenda item shall be considered until the Legislative Committee has completed consideration of all bills on the days agenda.
8. Only members of the Legislative Committee and alternates shall be seated at the table.

B. Proceedings - Voting (See MACo Constitution, Article VII)

1. Each member subdivision shall have one voting member.
2. For a subdivision which has an executive-council form of government and which cannot agree on a single voting member, the executive and council may each designate a voting member. In such circumstances, the designated voting members shall each have a half vote.
3. A designated alternate member may vote only when the regular member from the jurisdiction is not present.
4. A roll call vote shall be taken at the request of three legislative committee members or alternates or at the discretion of the chairperson.
5. Upon a motion that is seconded by at least two other counties, the vote necessary for the Legislative Committee to take a position on a matter, other than a matter of procedure and other than a motion to take no position on an issue, shall be the affirmative vote of 3/5 of the counties present. The motion shall be made before the vote on the matter.
6. It is the policy of the association that persons shall be advised only of the position of the legislative committee on a specific issue and not of the vote on that issue.

RULES AND PROCEDURES OF THE MACo LEGISLATIVE COMMITTEE  
as of August 21, 1993  
Page Two of Four Pages

C. Procedures - Identification of Bills for Consideration

1. MACo staff will review all introduced bills to identify bills that, if adopted, would have an impact on the membership (impact bills).
2. Impact bills will be listed in the Courthouse News that is issued immediately before the Legislative Committee meeting at which the bills may be considered.
3. Impact bills will be reviewed to determine which have a good or reasonable chance of passage (action bills).
4. Action Bills will be thoroughly analyzed by staff and will be listed in the Legislative Committee agenda distributed immediately before the Legislative Committee meeting at which the bills will be considered.

D. Proceedings - Bill Consideration

1. Staff will make presentations on action bills to the Legislative Committee or, as appropriate, to a standing subcommittee of the Legislative Committee.
2. Any member of the Legislative Committee may move that a bill other than an action bill be considered. The bill will be placed on the legislative committee agenda for consideration upon an affirmative vote of a majority of those members present.
3. A member may move to oppose, support, support with amendments, or take no position on a specific bill subject to consideration.
4. Action bills reviewed by a standing subcommittee which fall within existing policy guidelines or which have been the subject of prior Legislative Committee consideration may be presented to the Legislative Committee as an aggregate for action by consent. Bills proposed for action by consent shall be briefly described to the Legislative Committee by staff or a member of the subcommittee. A member may move that a bill proposed for action by consent be considered individually.
5. Should action be required on a bill or proposed amendment to a bill before consideration by the Legislative Committee is feasible, appropriate action will be determined by the MACo President and Legislative Committee Chairperson, or, if that is not possible, by the Legislative Committee Chairperson or, if that is not possible, by the Executive Director. The determination of appropriate action shall be based upon an assessment of what the legislative committee action on the issue would be. The action shall be reported to the Legislative Committee at its next meeting and shall be considered as having been taken by the legislative committee at that meeting.

RULES AND PROCEDURES OF THE MACo LEGISLATIVE COMMITTEE  
as of August 21, 1993  
Page Three of Four Pages

E. Staff Responsibilities/Guidance

1. In the absence of specific direction from the Legislative Committee Chairperson, the Executive Director will determine whether there will be written or oral testimony, or both, on a bill and whether to request testimony from elected officials.
2. The rationale for the position to be presented by staff shall be determined by referring to the debate before the Legislative Committee. When necessary, further direction may be obtained from the Legislative Committee Chairperson

F. Procedures - Determination of Policy

1. The legislative policy of the Legislative Committee shall be considered and enacted during the interim.
2. There shall be two types of legislative policy, position policy and consideration policy.
3. Position policy shall provide guidance for Legislative Committee or subcommittee action on recurring issues.
4. Consideration policy shall provide guidance for identifying issues or bills which should, or should not be, subject to Legislative Committee consideration.
5. The Legislative Committee Chairperson may appoint a subcommittee to make recommendations regarding proposed policy to the Legislative Committee.

G. Procedures - Establishment of Legislative Initiatives

1. At the first meeting of the Legislative Committee after the conclusion of the regular General Assembly session, the process for establishing the legislative initiatives for the next regular session shall be initiated.
2. The Executive Director and each member jurisdiction, affiliate, and standing subcommittee shall be requested to provide suggestions for proposed legislative initiatives.
3. Legislative initiatives shall be adopted at or before the October meeting of the Legislative Committee except that during the year of a Gubernatorial election, and at the discretion of the president or Chairperson, the adoption of Legislative initiatives may be deferred until after the October meeting.
4. The Legislative Committee Chairperson may appoint a subcommittee to make recommendations regarding proposed legislative initiatives to the Legislative Committee.
5. Except with the specific approval of the officers of the Association, the Legislative Committee shall adopt no more than 4 proposed legislative initiatives.

H. Subcommittees

1. The Legislative Committee shall have two standing subcommittees which shall be the Tax Subcommittee and the Education Subcommittee.
2. The Tax Subcommittee's jurisdiction shall be limited to issues relating to taxes and revenues.
3. The Education Subcommittee's jurisdiction shall be limited to issues relating to education policy.
4. The MACo President, in consultation with the Chairperson of the Legislative Committee, shall appoint the subcommittee chairperson, vice chairperson, and members. No subcommittee shall have more than 15 voting members.
5. The standing subcommittees shall meet at such times as are deemed appropriate and necessary by their chairperson.
6. A subcommittee may review bills within its jurisdiction and make recommendations regarding action bills to the Legislative Committee.
7. The Legislative Committee Chairperson may appoint an ad hoc subcommittee to consider specific issues or any other proposal.
8. During the interim the standing subcommittees shall be requested and given the opportunity to make presentations regarding issues and policy considerations within their jurisdiction.

I. Affiliates

1. The Legislative Committee Chairperson or the Executive Director may request that an affiliate provide comment on action bills within the affiliate's area of expertise.
2. During the interim each affiliate shall be requested and given the opportunity to make presentations on issues and policy considerations within their areas of expertise.
3. When deemed appropriate, the Legislative Committee Chairperson or Executive Director may request that an affiliate present testimony before the General Assembly on an issue within the affiliate's area of expertise.

Approved 12/3/92

Amended 3/24/93 (Add Section B5; Change Section B5 to Section B6)

Amended 8/21/93 (Change Section B5)

Amended 11/4/93 (Change Section G.3.)



**MARYLAND**  
Association of  
**COUNTIES**

169 Conduit Street  
Annapolis, MD 21401  
(410) 269-0043 (Baltimore Metro)  
(301) 261-1140 (Washington Metro)  
(410) 268-1775 (FAX)  
[www.mdcounties.org](http://www.mdcounties.org)

Person Completing Form: \_\_\_\_\_  
County: \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO THE  
ASSOCIATION BY Friday, November 20, 2020**  
**Email at [avalliant@mdcounties.org](mailto:avalliant@mdcounties.org)**

SUBDIVISION	LEGISLATIVE COMMITTEE MEMBER - 2020	LEGISLATIVE COMMITTEE ALTERNATE - 2020	PROPOSED 2021 MEMBER	PROPOSED 2021 ALTERNATE MEMBER
ALLEGANY	Jake Shade	David Caporale		
ANNE ARUNDEL	Steuart Pittman Allison Pickard	Pete Baron Amanda Fiedler		
BALTIMORE CITY	Bernard Young John Bullock	Nick Blendy Dominic McAlily		
BALTIMORE COUNTY	John Olszewski Izzy Patoka	Chuck Conner Julian Jones		
CALVERT	Earl Hance	Thomas Hutchins		
CAROLINE	Wilbur Levensgood	Sara Visintainer		
CARROLL	Steve Wantz	Edward Rothstein		
CECIL	Alan McCarthy Jackie Gregory	Rebekah Corle Bill Coutz		
CHARLES	Reuben Collins	Amanda Stewart		
DORCHESTER	Lenny Pfeffer	William Nichols		
FREDERICK	Jan Gardner M.C. Keegan-Ayer	Joy Schaefer Ragen Cherney		
GARRETT	James Hinebaugh	Paul Edwards		
HARFORD	Barry Glassman Joe Woods	Larry Richardson Jessica Blake		
HOWARD	Calvin Ball Christiana Rigby	Maureen Evans Arthurs Deb Jung		
KENT	Robert Jacob	Shelley Heller		
MONTGOMERY	Craig Rice	Andrew Friedson		
PRINCE GEORGE'S	Angela Alsobrooks Todd Turner	Rhea Harris Mel Franklin		
QUEEN ANNE'S	Jack Wilson	Jim Moran		
ST. MARY'S	James Guy	Todd Morgan		
SOMERSET	Charles Laird	Craig Mathies		
TALBOT	Laura Price	Corey Pack		
WASHINGTON	Cort Meinelschmidt	Jeffrey Cline		
WICOMICO	Bob Culver Larry Dodd	John Psota John Cannon		
WORCESTER	Chip Bertino	Jim Bunting		



ITEM  
21

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

Harold Higgins  
Worcester County Administrator  
One West Market Street  
Snow Hill, MD 21863

October 21, 2020

Harold,

Attached is a quote in the amount of \$11,420.00 for the repair of the generator for the facility at 4767 Snow Hill Road, which I received from the Maintenance Department. Since this unexpected repair was not part of our budget submission, we are requesting authorization for this over expenditure.

With regards,

John Dorrough, Executive Director

### Worcester Commission on Aging

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

4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863  
410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org





October 06, 2020

WORCESTER COUNTY WC FULTON SENIOR CENTER

Quote No.200924-0054

4767 SNOW HILL RD SN: 307236-1-1-0309

SNOW HILL, MD,21863

Attention: KEN WHITED

We are pleased to quote the following on the MTU model DS00100D6PAK0574, noted during our last visit.

**Provide parts and labor to:**

- ❖ Day 1:
- ❖ Remove the head from the engine and take it to a machine shop. The Machine shop will Magnflux, pressure test, resurface and clean the head. \*\* The machine shop has an estimated lead time of 2-3 business days. The unit is currently losing coolant and there are no indicators that coolant is present in the oil. There are also no noticeable external leaks of the coolant system. The smoke that the unit produced during the load bank test indicated that the unit was burning coolant. \*\* The machine shop is unable to determine if the head will need any more in-depth repairs (injector sleeves, sleeve kits) until they are able to physically put eyes on the head and test it. IF the head requires any of these additional repairs, we will reach out to you at that time with a quote.
- ❖ After the head has been removed from the engine, we will check the liner heights to make sure they are within proper spec.
- ❖ Day 2:
- ❖ Pick up the head from the machine shop and bring it to the site.
- ❖ Install the head back onto the engine and re-install all the parts that were removed to remove the head.
- ❖ Run the unit and perform a building load transfer test it to ensure it is running properly.
  - Please Note: The generator will be offline for the duration of these repairs and unable to provide power back-up in the event of an emergency outage. If you would like a quote for a rental generator please reach out to our rental manager, Steve Jackson at [sjackson@fidelity-ps.com](mailto:sjackson@fidelity-ps.com) or 443-813-0608

Parts: \$ 1,545.00

Sub Total: \$ 11,420.00

Subcontractor: \$ 2,030.00

Labor: \$ 7,590.00

Tax: EXEMPT

Freight/Trip: \$ 255.00

**Total: \$ 11,420.00**

NOTE: The item(s) above constitute the only item(s) offered. No other items or accessories are included or implied. Work is to be completed during regular working hours, unless otherwise indicated. All parts have a 90-day warranty per the manufacturer unless otherwise noted in this contract.

Should you have any questions, please contact me at 1-800-787- 6000 ext. 2588. Should you wish to proceed with the work, please sign where indicated and email to sboyd@fidelityengineering.com, or fax to (410) 771-9412. If faxing, please call to make sure we have received your response. Thank you.

Accepted By:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Sincerely,

*Samantha Boyd*

Samantha Boyd

Service Sales

Upon approval of quotes totaling \$10,000.00 or more a 50% deposit is required so that parts can be ordered (unless otherwise noted by Fidelity's accounts receivable department or the Service Manager). The remaining balance will be due within (30) days of the work being completed. A late fee of 1.5% interest will be added monthly for any unpaid balance, APR 18%.

INITIAL \_\_\_\_\_

NOTE: This quote expires in sixty- (60) days unless extended by Fidelity Power Systems. The customer is to provide parking for all service vehicles at the site location. All work will be done during regular work hours, unless otherwise noted. All major jobs require a 24hr. cancellation notice once the job is scheduled, or you may be charged a loading and unloading fee. Credit Card payments are subject to a convenience fee equal to 3% of the total price.

Notwithstanding any provision in the bid documents to the contrary, if as a result of the COVID-19 epidemic, Fidelity Power System work is delayed, disrupted, suspended, or otherwise impacted, or if, subsequent to the date of the Proposal, any COVID-19 guidelines and/or regulations are enacted by the Centers for Disease Control, U.S. Department of Labor, U.S. Department of Health and Human Services, and/or any comparable state or local agencies having jurisdiction over Fidelity Power System home office and/or the location of the Project, then Fidelity Power System shall be entitled to an equitable adjustment to the Project schedule and to the contract price. This provision is an essential term of this Proposal and shall be incorporated by reference into the contract.



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

Harold Higgins  
Worcester County Administrator  
One West Market Street  
Snow Hill, MD 21863

November 2, 2020

Harold,

The County Maintenance Department has submitted an additional cost of \$3,015 to the repair of the generator at 4767 Snow Hill Road. This will make the over expenditure a total of \$14,435.00.

With regards,

John Dorrough, Executive Director

## Worcester Commission on Aging

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

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

410.632.1277 • FAX 855.230.5496 • [info@worcoa.org](mailto:info@worcoa.org) • [www.worcoa.org](http://www.worcoa.org)



October 29, 2020

WORCESTER COUNTY **WC FULTON SENIOR CENTER**  
4767 SNOW HILL RD **SN: 307236-1-1-0309**  
SNOW HILL, MD, 21863

Quote No. 201029-0029

Attention: KEN WHITED

This quote is for the additional repairs that have been determined to be needed by the machine shop who has the head. The additional items/ findings are as follows:

**Provide parts and labor to:**

- ❖ Replace the number 6 injector. When the injectors were tested the No. 6 injector failed.
- ❖ Replace the hold down bolts, high pressure lines and fittings.
- ❖ Machine the seats while the head is apart. The machine shop noted that they disassembled the head to clean it because the ports were dirty due to EGR system. When doing this they noticed the intake seats did not look good and strongly recommended that they be machined while the head is apart.

**Total: \$ 3,015.00**

NOTE: The item(s) above constitute the only item(s) offered. No other items or accessories are included or implied. Work is to be completed during regular working hours, unless otherwise indicated. All parts have a 90-day warranty per the manufacturer unless otherwise noted in this contract.

Should you have any questions, please contact me at 1-800-787- 6000 ext. 2588. Should you wish to proceed with the work, please sign where indicated and email to [sboyd@fidelityengineering.com](mailto:sboyd@fidelityengineering.com), or fax to (410) 771-9412. If faxing, please call to make sure we have received your response. Thank you.

**Accepted By:**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date Accepted:** \_\_\_\_\_

Sincerely,

*Samantha Boyd*

Samantha Boyd

Service Sales

Upon approval of quotes totaling \$10,000.00 or more a 50% deposit is required so that parts can be ordered (unless otherwise noted by Fidelity's accounts receivable department or the Service Manager). The remaining balance will be due within (30) days of the work being completed. A late fee of 1.5% interest will be added monthly for any unpaid balance, APR 18%.

INITIAL \_\_\_\_\_

NOTE: This quote expires in sixty- (60) days unless extended by Fidelity Power Systems. The customer is to provide parking for all service vehicles at the site location. All work will be done during regular work hours, unless otherwise noted. All major jobs require a 24hr. cancellation notice once the job is scheduled, or you may be charged a loading and unloading fee. Credit Card payments are subject to a convenience fee equal to 3% of the total price.


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ITEM  
22



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

BILLY BIRCH  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer  
From: Billy Birch, Director of Emergency Services   
Re: Bid wavier and Purchase approval for DATAMARK GIS services  
Date: 27 October 2020

---

The Department of Emergency Services is requesting approval by the County Commissioners to waive bidding under professional services for a proposed ENSB project to use DATAMARK GIS services in the amount of \$143,600.00. This request under professional services is for two reasons – one due to the fact DATAMARK has been used by the ENSB in 10 of our sister counties and understands the required detail needed, and two due to the fact this company will be assisting us in the GIS updates needed to proceed with the Next 911. Due to time constraints we need to move forward with this action now and this company has previously at the ENSB request reviewed our current data and can move forward quicker.

I am available to answer any questions at your convenience.

Attachment (2)

August 31, 2020

Billy Birch, Director of Emergency Services  
Worcester County Government Center  
One West Market Street Room #1002  
Snow Hill MD, 21863

**RE: JUSTIFICATION FOR NG9-1-1 GIS DATA PREPARATION / MIGRATION PROJECT**

Dear Mr. Birch,

The DATAMARK team of Michael Baker International is actively working with 10 of 24 counties in Maryland on NextGen9-1-1 GIS Data Preparation and Migration projects. Our current customers are all utilizing VEP and have seen 3 (Caroline, Allegany, Calvert) come back for renewals and several others that are imminently coming back for multiyear subscriptions. DATAMARK has extensive experience with the ENSB process and has been in front of the board 11 times since 2018. We have members on our team that actively participate in the development of the NENA standards and actively review the standards to ensure our deliverables exceed all standards set forth.

**Current Clients:**

- Caroline County
- Calvert County
- Allegany County
- Baltimore City
- Garrett County
- Kent County
- Queen Anne's County
- Somerset County
- Talbot County
- Wicomico County – ENSB approved / contract negotiations

**DATAMARK VEP – Validate, Edit, and Provision GIS Data for Public Safety**

VEP is a cloud-native software solution for public safety GIS data aggregation, preparation, analysis, and maintenance. VEP provides a highly configurable user-friendly interface for GIS and non-GIS personnel to perform location data validation, editing, and quality control in alignment with NENA NG9-1-1 data standards and GIS industry best practices. VEP supports data from local and regional GIS data providers and neighboring 9-1-1 authorities.

VEP is designed to support the most current NENA NG9-1-1 GIS Data Model and to provide the flexibility to incorporate custom fields and additional schema requirements from our clients' GIS datasets. As the client implements the NENA NG9-1-1 GIS Data Model, VEP will become an integral

**DATAMARK**

1306 Concourse Drive, Suite 500, Linthicum, MD 21090  
410-689-3428 | [www.datamarkgis.com](http://www.datamarkgis.com) | [www.mbakertnl.com](http://www.mbakertnl.com)

2






tool for validating, editing, and aggregating GIS data from multiple sources that will be provisioned into the NG9-1-1 GIS Core Services (NGCS) solution and meet state requirements.

#### **DATAMARK Services**

The DATAMARK team offers end-to-end GIS services and solutions from assessment and strategic planning to data remediation and long-term maintenance of GIS enterprise datasets. Our GIS services are designed to support all levels of GIS data readiness supporting rural, urban and suburban localities. Our unique offering of boundary facilitation workshops brings neighboring PSAPs together to discuss and act as the go-to authorities in NENA standards and best practices. DATAMARK is actively supporting local counties in Maryland by performing our Address Comparison Evaluation tool to find potential missing addresses, strategic planning, data creation, data remediation, and boundary facilitation.

Best Regards,

  
Ashley Buzzee, GISP  
Account Manager

**DATAMARK**

1306 Concourse Drive, Suite 500, Linthicum, MD 21090  
410-689-3428 | [www.datamarkgis.com](http://www.datamarkgis.com) | [www.mbakertnl.com](http://www.mbakertnl.com)





**Michael Baker**  
INTERNATIONAL



# **Worcester County, MD**

## **Quote Proposal**

August 31, 2020

**INTERNATIONAL**

August 31, 2020

Billy Birch, Director of Emergency Services  
Worcester County Government Center  
One West Market Street Room #1002  
Snow Hill MD, 21863

**RE: QUOTE FOR WORCESTER COUNTY, MD**

Dear Mr. Birch:

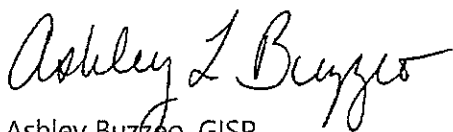
The DATAMARK team at Michael Baker International, Inc. (Michael Baker) is pleased to submit our quote for Worcester County, MD. Our team consists of leaders in the complex technical areas of GIS, public safety, and Next Generation 9-1-1 (NG9-1-1). The DATAMARK team brings over 25 years of experience and subject matter expertise in the GIS data needs for E9-1-1 and NG9-1-1, application development, database creation and maintenance, public safety, and defining technical best practices specific to supporting PSAP's data needs. Our DATAMARK team leads the industry by helping shape the future of 9-1-1 through participation in technical, operational and legislative working groups including; NENA, URISA, and GITA. In addition, we have built a suite of products and services that meet the data requirements for NG9-1-1 and ensure accurate emergency response location data. Our laser focus is on providing our clients key products and services that support long-term, cost-effective solutions.

The DATAMARK team will be led by Account Manager Ashley Buzzeo, GISP, who has more than 16 years of experience developing and deploying enterprise GIS programs for the public and private sector. Ms. Buzzeo also has experience in coordination efforts among multiple levels of government with addressing and sharing of GIS data. Our team is available and eager to meet the needs of the County by applying our expertise, innovative thinking, and commitment to exceed Worcester County's expectations. The DATAMARK team offers:

- ✓ Verifiable successful experience and in-depth knowledge of GIS for NG9-1-1;
- ✓ GIS and Public Safety subject matter experts with experience at the national, state and local levels, specifically in NENA Standards Development;
- ✓ Software as a Service (SaaS) products that support the transition to NG9-1-1.

DATAMARK is pleased to make this quote, including the scope of work and cost, a firm offer for sixty days after submission to **Worcester County, MD**. Please contact Ashley Buzzeo at (410) 804-0187 or [ashley.buzzeo@mbakerintl.com](mailto:ashley.buzzeo@mbakerintl.com), if you have any questions.

Sincerely,



Ashley Buzzeo, GISP  
Account Manager



**CLIENT CONTRACT  
GENERAL TERMS AND CONDITIONS**

**DEFINITIONS:** "MICHAEL BAKER" shall mean Michael Baker International, Inc. and "WORCESTER COUNTY" shall mean WORCESTER COUNTY, Maryland, the client named in the Agreement.

**STANDARD OF CARE:** The standard of care applicable to MICHAEL BAKER's services will be the degree of skill and diligence normally employed by professionals or consultants performing the same or similar services as MICHAEL BAKER provides to WORCESTER COUNTY under the Agreement.

**PAYMENT:** Payments shall be made monthly by the WORCESTER COUNTY to MICHAEL BAKER based on invoices submitted by MICHAEL BAKER. WORCESTER COUNTY shall also pay MICHAEL BAKER a late payment charge for any payments not made within thirty (30) days of the date of applicable invoices at the rate of 1.5% per month.

**TIME OF PERFORMANCE:** MICHAEL BAKER shall commence work upon receipt of written notice to proceed from WORCESTER COUNTY and shall complete the work within the time period set forth in the Agreement, subject to any delays caused by WORCESTER COUNTY, other agencies involved in the work or any other parties or events not under the control of MICHAEL BAKER.

**MODIFICATIONS:** If WORCESTER COUNTY requires modifications and/or changes caused through no fault of MICHAEL BAKER, and if such modifications and/or changes are required after services have been performed, or in the event WORCESTER COUNTY desires additional work not covered by the Agreement, MICHAEL BAKER shall perform such work as ordered by WORCESTER COUNTY in writing and shall be paid for such work as may be agreed between WORCESTER COUNTY and MICHAEL BAKER, or on the basis of direct payroll costs chargeable to such work plus 141.44% of the total of all such payroll costs to cover overhead and profit.

**SUSPENSION OR TERMINATION:** In the event the work is terminated or suspended by WORCESTER COUNTY prior to the completion of the Agreement, MICHAEL BAKER shall be paid an equitable amount proportional to the services rendered and expenses incurred through the date of termination or suspension.

**LEGAL COST, PERMITS, FEES, ETC.:** WORCESTER COUNTY shall furnish or compensate MICHAEL BAKER for all legal services and opinions, and for permits, review fees, etc., necessary for the performance of the services to be rendered by MICHAEL BAKER.

**INDEMNIFICATION:** Except as stated below, MICHAEL BAKER shall indemnify and save harmless WORCESTER COUNTY from claims, losses, lawsuits or expenses caused directly by MICHAEL BAKER's sole negligent acts and errors or omissions in the performance of MICHAEL BAKER's services hereunder. To the fullest extent permitted by law, with respect to claims, damages, losses and expenses which are related to hazardous materials or substances in the Project, including removal, disposal or cleanup or environmental liability, WORCESTER COUNTY shall indemnify, save harmless and defend MICHAEL BAKER from and against all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of MICHAEL BAKER's services, or claims against MICHAEL BAKER arising from work of others or claims arising out of or related to the presence of hazardous materials or substances in the Project.

**LIMIT OF LIABILITY:** To the fullest extent permitted by law, WORCESTER COUNTY agrees to limit MICHAEL BAKER's liability to WORCESTER COUNTY and to all construction contractors or subcontractors on the project for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including but not limited to MICHAEL BAKER's negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty, such that the total aggregate liability of MICHAEL BAKER to all those named shall not exceed \$50,000 or the total fee for MICHAEL BAKER's services rendered in the project, whichever is greater. Under no circumstances shall MICHAEL BAKER be liable to WORCESTER COUNTY for any consequential damages, including but not limited to loss of use or rental, loss of profit or cost of any financing, however caused, including MICHAEL BAKER's fault or negligence.

**COMPLIANCE WITH LAW:** MICHAEL BAKER shall comply with all applicable provisions of Federal, State and local laws or regulations relating to employment.

**SEVERABILITY:** If, for any reason, any one or more of the provisions contained in this Agreement are held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision herein, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

**DEFENSE OF CLAIMS:** In the event of a public hearing or arbitration or any other proceeding, formal or informal, relating in any way to the Project, WORCESTER COUNTY agrees to compensate MICHAEL BAKER for all costs incurred or related to such proceeding, including but not limited to that necessary for preparation, responding to requests by any party, appearance at depositions or trial, or any other matter involving any such hearing or proceeding. Compensation shall be based upon hourly rates mutually agreed to by the parties or, in the absence of agreed-to rates, then the pay provisions under MODIFICATIONS hereinabove shall apply. This provision does not apply to proceedings to which MICHAEL BAKER is a party nor to cases where such services are part of the agreed scope of services.

**Exhibit A**  
**Scope of Work Agreement**  
**Between**  
**Worcester County, Maryland and Michael Baker International, Inc.**

## **1. Introduction**

This Scope of Work is attached and made part of Michael Baker's General Terms and Conditions, between Worcester County, Maryland (Worcester County) and DATAMARK, the public safety division of Michael Baker International, Inc., for DATAMARK VEP software and technical services for NG9-1-1 Geographic Information Systems (GIS).

The DATAMARK® team of Michael Baker prepared this comprehensive scope of work (SOW) for Worcester County to license VEP Validator with Basic Support Services (5-Year) and secure GIS consulting services to develop a Quality Assurance Plan (QAP), Address Comparison and Evaluation (ACE), and DATAMARK GIS data clean-up support services. The account manager from the DATAMARK team is Ashley Buzzeo.

## **2. Project Management**

### Project Kickoff

The DATAMARK team will setup the project for budget management and perform internal project startup tasks. The DATAMARK team will conduct a project kickoff meeting with the key Worcester County staff overseeing the project and any other stakeholders deemed appropriate for the kickoff meeting, to ensure a solid understanding of the project goals, timeline, and approach. During this meeting, team members will be introduced, and their project roles and responsibilities described. The project schedule will be presented with an emphasis on the dates for key milestones.

### Project Management Plan

The DATAMARK team will develop a Project Management Plan (PMP) that will document our project management approach, techniques, and tools. The PMP will adhere to Michael Baker's practices as a tool to help manage project finances, contracts, operations, and schedule.

### Scope/Schedule/Budget Tracking

The DATAMARK project manager will perform ongoing tracking and monitoring of the scope, schedule, and budget to keep the overall project on track. This will involve regular communication to the DATAMARK team on project status to keep the team focused and working efficiently.



### Invoicing/Reporting

The project manager will perform regular invoicing and reporting to the County on a monthly basis (or another timeframe as agreed to with the County during the kickoff meeting).

## **3. Scope of Work**

Worcester County is working toward transitioning to Next Generation 9-1-1 (NG9-1-1) and has requested support in the preparation of the GIS data. DATAMARK products and solutions are aimed at supporting PSAP's, GIS data providers and addressing authorities meet the requirements of industry NG9-1-1 data structure and data quality standards. Once fully executed, the tasks and solutions of this project will elevate the County's GIS data to the point of being ready to provision data to any ESInet core services package (ECRF and LVF). Additionally, the project will enable the County to establish workflows addressing the needs to update their dispatch systems with the same data being provisioned into the ESInet. The DATAMARK VEP Validator license, quality assurance plan, address comparison evaluation, and data cleanup support services are detailed in tasks 1 through 5 below.

### **Task 1: DATAMARK QAP (QUALITY ASSURANCE PLAN)**



The DATAMARK team will perform an assessment of the current state of the County's road and addressing workflows from a business process, technical and data architecture perspective.

#### **1.1. Information Gathering and Workshop**

The DATAMARK team will launch a survey questionnaire to gather preliminary information from key stakeholders at the County. These surveys are to be filled out by County staff prior to the workshop described below. The DATAMARK team will review the information gathered during the survey questionnaire to understand existing systems, resources, activities and workflows; to review department functions and potential uses of GIS; to review the County's road and addressing GIS organization, structure and governance; and to identify anticipated user data and application needs.

The survey results will be used as a talking point as the DATAMARK team interviews County staff members during a workshop. The workshop by DATAMARK staff will be held to interview County stakeholders as follows:

- County's designated technical staff to get a full understanding of the edit environments, including business, technical and data workflows, in place. This would include any designated solution engineers.
- County's internal road and addressing stakeholders such as Community and Economic Development, Public Works, Sheriff's, Elections and Assessor's departments.
- County's external road and addressing stakeholders, such as its constituent cities,

to discuss the current data sharing/aggregation environment and future data sharing/aggregation needs and plans.

Deliverable:

- Workshop Meeting Minutes

#### 1.2 QAQC Assessment

The County's GIS address database will be evaluated for NG9-1-1 through a Readiness Assessment. The Readiness Assessment will perform analysis utilizing the VEP validation engine to create a comprehensive list of anomalies for review. The County will need to provide the most recent version of the MSAG and ALI for this assessment as well.

Deliverable:

- GIS Data Readiness Assessment results

#### 1.3 Current State Summary

A summary of the current state of the County's road and addressing workflows from a business process, technical and data architecture perspective will be produced based on the information gathered in the prior tasks. The summary of the current state will be produced as an initial draft version of the Quality Assurance Plan. This will be provided to the County for review and feedback and subsequently updated by DATAMARK staff based on comments received from the County.

Deliverable:

- As-is State Sections of the DATAMARK QAP including edit environment documentation and architectural diagrams for system and data elements.

#### 1.4 Future State Recommendations

The DATAMARK team will draft future state recommendations in a draft plan for the County's road and addressing workflows from a business process, technical and data architecture perspective.

The DATAMARK team will seek the County's input on the future state recommendations to insure they meet the County's identified needs. To accomplish this, a review of these recommendations will be held with stakeholders during a virtual (online) meeting.

Deliverable:

- To-be Recommendations Sections of the DATAMARK® QAP including architectural diagrams and robust discussion of recommendations that will facilitate NG911 and other public safety GIS data needs.

#### 1.5 Final Quality Assurance Plan

Based on input and review from the County, a final version of the Quality Assurance Plan will be created.

Deliverable:

- Final Quality Assurance Plan

## Task 2: DATAMARK GIS CLEAN-UP SUPPORT SERVICES

The DATAMARK team's efforts to support the County with the creation of public safety GIS data will be based on the source data provided by the County, and as such will be impacted by the quality of the source data provided. The DATAMARK team will make reasonable efforts to improve the data and will rely on County staff for review, feedback and acceptance of the data. Upon acceptance of the data by the County, the data will be owned by the County. The primary mechanism the DATAMARK team will use to check on and improve the quality and completeness of the data will be iterative validation checks performed within the VEP software.

- **QAQC Assessment –**  
The County's GIS road centerlines, address points, and boundaries (PSAP, provisioning and ESBs) will be evaluated for NG9-1-1 through a Readiness Assessment. The Readiness Assessment will perform analysis utilizing the VEP validation engine to create a comprehensive list of anomalies for review. The County will need to provide the most recent version of the MSAG and ALI for this assessment as well.
- **First Pass Corrections –**  
DATAMARK technical staff will perform a First Pass review and correction of anomalies that were identified. This First Pass review will be limited to those anomalies that can be corrected through desktop review that does not require any local knowledge for assistance. This is typically limited to technical corrections related to parsing errors or address-type structure.
- **Second Pass Corrections –**  
During the Second Pass assessment, technicians will flag anomalies that require County review before corrections are implemented. This can include spelling discrepancies and address point errors that require some local input but does not require field verification. During this task the DATAMARK team will solicit feedback from the County to make corrections.
- **Third Pass Corrections –**  
After First and Second Pass corrections have been completed, County staff will perform field verification of the final address anomalies. These final verifications can be completed over time, performing geographic sections of the County one at a time. After field verification has been conducted, the County will make the necessary corrections in the authoritative address database.

### TASKS

- QAQC Assessment – Performed by DATAMARK staff.
- First Pass - Performed by DATAMARK staff.
- Second Pass - Performed by DATAMARK staff with consult and input from the County.
- Third Pass - Field Verification performed by County staff. We recommend performing this in combination with the Task 3 ACE address candidates which need further field verification.

#### DELIVERABLES: DATAMARK TEAM

- First Delivery of updated County database with related tables of all DATAMARK VEP Validations.
- Second (and final) Delivery to the County a database that includes joint review and resolution of Second Pass anomalies as identified by technicians.

### Task 3: DATAMARK ACE (Address Comparison and Evaluation) Best Practice



Worcester County has an existing master address database (MAD). Since its creation, there has been staffing changes in the support of the MAD as well as lack of communication over time with the municipalities in address workflows that have lessened the confidence and completeness in the database. The DATAMARK team will perform an Address Comparison and Evaluation process to identify potential missing addresses. An ACE compares a master address source to other sources containing address points (i.e., trash records, parcels, utility databases, etc.) to identify address candidates that are not within the master address data source. To supplement the other sources containing address points that the County may supply, InfoUSA address data (a commercial address data source) will be utilized as another reliable source for comparing addresses. The single-use licensing of InfoUSA is included in our pricing.

Worcester County can provide up to six total data sources. The DATAMARK team will use the ACE tool to identify address candidates, those addresses that are not within the master. The data is also validated against the USPS database. The DATAMARK team will then work with Somerset County to discuss confidence in each of these address candidates based on various factors. This analysis will result in a table of address candidates, source information, USPS validation information and address confidence. Note that this analysis does not tackle the sub address components (i.e. apartment, suite, etc.).

- *Parse:* A full address is parsed out into separate address fields (i.e., street name, street suffix, city, etc.).
- *Normalize:* All datasets are normalized to have the same naming convention so that the comparison process has consistent and accurate results (i.e., all street suffixes have "AVE" versus "AVENUE" or "AV").
- *Compare:* This is the heart of an ACE which compares the master address data source to the other data source identifying potentially missing address candidates.

Once address candidates have been identified that are not in the existing master address database, evaluation and geocoding of the resulting address candidates as well as updating the address placement occurs with the goal of creating a complete master address database.

- *Evaluate:* This step evaluates the resulting address candidates and requires significant input from the local data authorities. To determine the confidence that these candidates truly exist (without necessarily field-verifying every address), this step includes validating the address with external data sources (e.g., United States Postal Service) and walking through a weighting exercise determining the reliability of the data sources.

- *Geolocate/Place:* Address candidates are placed utilizing either a local address locator (built off a local authoritative geospatial data) or utilizing a third-party Esri global address locator. A placement methodology of these address points (at the egress of a building and/or centroid of building footprint) is at the discretion of the addressing authority. Field verification of address point place is always recommended for accuracy. The DATAMARK team will add all address candidates possible, not to exceed 2% of total addresses from the GIS address source file, utilizing digital orthoimagery. Any addresses that cannot be identified on orthoimagery or exceed the 2% threshold will require office or field verification by the County.

#### TASKS

- Provide master address database.
- Provide up to six (6) address data sources.
- Provide confidence level in address data sources.
- Review address candidate table.
- Office or field verify addresses not identifiable on orthoimagery.

#### DELIVERABLES: DATAMARK TEAM

- Geolocated address candidates in the master address database.
- List of address candidates including source information, USPS validation information, and address confidence (that could not be geolocated using orthoimagery).

### Task 4: DATAMARK VEP (Validate-Edit-Provision) Solution



DATAMARK VEP (Validate – Edit – Provision) is a solution that has the built-in capabilities to mitigate all mission-critical GIS data pain points that addressing, and 9-1-1 authorities must address to support both daily County business as well as public safety GIS data requirements, especially the upgrade to NG9-1-1. By implementing the DATAMARK VEP application, the County will deploy a forward-thinking solution that enables local stakeholders to:

- Upload and validate their GIS data required for the next generation core services (NGCS) in near real-time fashion.
- Interact with the data to improve flagged anomalies, which are specific locations/conditions where the data does not pass the various validation checks.

#### Validate

The process of aggregating and validating GIS and MSAG and ALI data returns results of the 38 data validation rules that are featured in the current DATAMARK solution. DATAMARK VEP provides fast, data-forward capabilities across a Software-as-a-Service (SaaS) platform. The application enables the County to implement an iterative GIS data maintenance process that will lead to continuous improvement of GIS data quality.

The validation engine allows administrators to run unique QC checks (see table below) on demand, including the generation of Fishbone Analysis results. The results are available within the map interface and are available for export as feature classes within the exported GIS data.

	Validation	LAYERS UTILIZED						
		Address Point	Centerlines	Provisioning Boundary	ALI	MSAG	PSAP Boundary	Emergency Service Boundaries
1	Check Address Point geometry is not Null	X						
2	Check Road Centerline geometry is not Null		X					
3	Check that Provisioning Boundary contains Address Point	X		X				
4	Check that Provisioning Boundary contains Road Centerline		X	X				
5	Check that Address Point attribution is populated (Address Number, Street Name)	X						
6	Check that Address Point feature UniqueID value is unique and not null, blank or 0	X						
7	Check that Road Centerline feature UniqueID value is unique and not null, blank, or 0		X					
8	Check that Road Centerline address ranges do not overlap with other Road Centerline address ranges where Address Range Parity is congruent	X	X					
9	Check that Road Centerline parity values are congruent with each other, Left and Right		X					
10	Check that Road Centerline From-To Address Range is either Positive-Positive, 0-0, or Null-Null		X					
11	Check that Road Centerline address range if not 0-0/Null-Null then To left/right is greater than From left/right		X					
12	Check that Road Centerline address ranges & parity are congruent Left/Right		X					
13	Check that Road Centerline features with same name are connected via start-end points, not start-start or end-end		X					
14	Check Topological Relationship between Provisioning & PSAP Boundary classes			X			X	
15	Check Address Point - PSAP association: Containment and matching PSAP_ID	X					X	
16	Check Road Centerline - PSAP association: Containment and matching PSAP_ID		X				X	
17	Check that Road Centerline with range has an Address Point in range	X	X					
18	Check that MSAG range values are numeric					X		
19	Check that Road Centerline street name has corresponding MSAG street name		X			X		
20	Check that MSAG street name has corresponding Road Centerline street name		X			X		
21	Check that Road Centerline address range within MSAG address range		X			X		
22	Check that MSAG address range falls within Road Centerline address range		X			X		

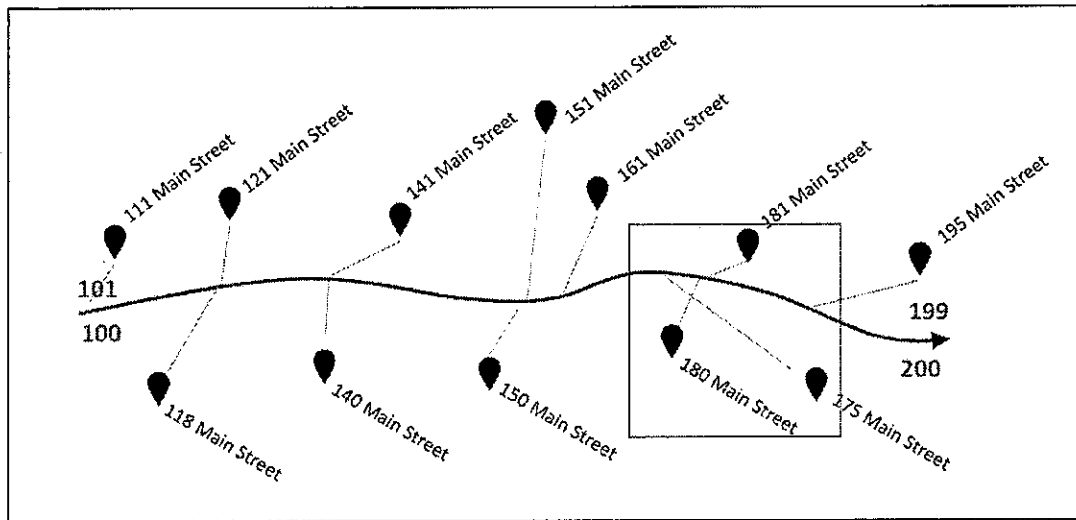
	Validation	LAYERS UTILIZED						
		Address Point	Centerlines	Provisioning Boundary	ALI	MSAG	PSAP Boundary	Emergency Service Boundaries
23	Check that MSAG range values are not null, 0, or blank					X		
24	Check that ALI House Number value is numeric				X			
25	Check that ALI address exists in Address Point layer	X			X			
26	Check that ALI address within Road Centerline range		X		X			
27	Check that ALI House Number value is not null, 0, or blank				X			
28	Check for ALI address not in Road Centerline Range and with no matching Address Point	X	X		X			
29	Create Fishbone - Map Address Point to Road Centerline	X	X					
30	Check for Site Address Points with no Road Centerline mapping	X	X					
31	Check for Site Address Points that are out of order along Road Centerline	X	X					
32	Check for Site Address Points mapped to multiple Road Centerlines	X	X					
33	Check for Site Address Point on wrong side of Road Centerline	X	X					
34	Check for Road Centerline where the digitized direction is flipped and the Address Range is reversed		X					
35	Check for duplicate Address Points	X						
36	Check Topological Relationship between Provisioning & Emergency Service Boundaries			X				X
37	Check Address Point - ESB Containment	X						X
38	Check Road Centerline - ESB Containment		X					X

Figure 1: DATAMARK Validation Checks

## Fishbone Analysis

DATAMARK VEPs unique fishbone analysis provides a visual representation of where address points and centerlines are not in agreement, whether address points are on the wrong side of the road or possibly out of order. Further, this analysis goes beyond the traditional comparison whereby an address point is connected to the closest street centerline by a straight-line distance. Using the traditional, straight-line distance to snap address points to street centerlines may produce false positives. However, the fishbone analysis draws a line from the address point to where it falls on its street centerline range. For example, if the address range of Main Street is 100-200, an address of 150 Main Street will draw to the center of that Main Street centerline segment. Where fishbone lines cross, there is evidence of a potential anomaly within the data (see figure 2). Ideally, the visual representation of this analysis would look like a fishbone along the 100-200 range of Main Street. If the crossing of these "fishbone lines" is considered accurate and not an anomaly, it can be marked as an exception within VEP and will not flag as an anomaly in the future.





*Figure 2: Fishbone Analysis Example*

### **Role Based Users**

DATAMARK VEP uses role-based users to allow the County to accomplish its critical quality control goals. The following users are available with the DATAMARK VEP Validator License:

Administrator: provisions users and permissions, all capabilities of a validator and more. This is the highest permission level.

Validator: accesses the upload, validate and download functions that allow for iterative data validation and quality control.

With access to the DATAMARK VEP Validator License, Worcester County will access the Validation functions, have unlimited data imports, unlimited data quality check runs, and one schema translation.

The access license is subject to an annual fee and begins at Software as a Service agreement (SaaS) signing.

DATAMARK VEP Validator License is sold on an annual subscription basis. This includes:

- One Administrator User (additional users can be provisioned for an additional fee)
- One Validator (additional users can be provisioned for an additional fee)

### **DATAMARK VEP Onboarding and Training**

#### **4.1 VEP Onboarding**

The DATAMARK team will perform onboarding and training with Worcester County staff to support the use of the VEP software. The DATAMARK team will load the County's addressing data into VEP for use by the County.

The DATAMARK team will conduct an onboarding session for the County via a virtual web conferencing connection to review native data schema mapping into the VEP software.

## 4.2 User Training - VEP Validator

The DATAMARK team will provide a virtual 4-hour DATAMARK VEP training session. The DATAMARK staff will train up to 2 identified users (1 administrator and 1 validator) virtually, on all aspects of VEP, to enable users to acquire adequate knowledge to support and use the software effectively. DATAMARK staff will train the County on validation; including street centerline and address updates, analysis, reporting, data export and user administration.

### Task 5: DATAMARK VEP Customer Support Center

#### Software Maintenance Support

The County will be granted access to the DATAMARK VEP customer support center. Within the DATAMARK VEP interface, a user can access customer support help with questions about DATAMARK VEP. The customer support center contains an online support ticket system, a knowledge center to query on common questions and documentation on functionality, and a telephone support number. This is included with licensing of DATAMARK VEP.

#### Basic Support Service Package

The DATAMARK team offers a basic support service package below for best practices for data maintenance workflows and questions, additional training, and consulting support. The items in the table below with a check mark are included in each offering.

Support Service	Basic Support Package
Unlimited phone support during regular business hours for assistance with data maintenance (outside of software maintenance)	✓
Remote access	✓

*Figure 3: Basic Support Service Package*

### Schedule

DATAMARK will complete scope of work tasks 1-3 within 1 year from contract signing or notice to proceed. Scope of work tasks 4-5 will be for a duration of 5 years.

### Compensation/Payment Terms for Rendering Services

DATAMARK will invoice Worcester County on a monthly basis for services rendered. The DATAMARK VEP Annual License Fee will be billed at the beginning of the license year.

Tasks	Cost
1. DATAMARK QAP	\$ 21,000
2. GIS Cleanup Support Services	\$44,000
3. DATAMARK ACE	\$17,100
4. DATAMARK VEP Validator 5-Year Annual License	\$49,000
5. Basic 5-Year Support Package	\$ 12,500
<b>Base Total</b>	<b>\$143,600</b>

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties have caused this Exhibit to be executed.

**WITNESS:**

**MICHAEL BAKER INTERNATIONAL, INC.**

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**WITNESS:**

**WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



ITEM  
23

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

**MEMORANDUM**

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: John H. Tustin, P.E., Director** *JHT*  
**DATE: October 26, 2020**  
**SUBJECT: Pocomoke Truck Route**

**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

.....  
Many years ago, a truck route was established in the Pocomoke Area for trucks entering and leaving commercially operated sand pits in the Unionville Road area. Trucks headed south towards Virginia were not following the route and taking short cuts across Cypress, Dun Swamp, New Bridge, Hillman and Tulls Corner Road out to Route 13 south.

On December 7, 2010, the County Commissioners adopted resolution 10-35 which restricted thru truck traffic of 15,000 lbs. or greater on Cypress, New Bridge, Dun Swamp, Hillman, and Tulls Corner Roads. Furthermore on February 19, 2015 the same restrictions were placed on Old Virginia Road by Resolution 15-2. *- Pg. 2*

We have now received a request from a local trucking company to consider relaxing the requirements and allow thru truck traffic back onto the roads noted above. Road improvements have been made in the form of asphalt overlays in the area, and the one bridge on New Bridge Road is unrestricted and can accommodate vehicles up to 80,000 lbs. I have attached copies of the 2 Resolutions along with a map showing the existing truck route in green and the currently restricted roads in red. *- Pg. 4*

Should the Commissioners elect to relax the restrictions at this time, DPW would have no objections in doing so; however, we recommend that Old Virginia Road and Hillman Road remain restricted to thru truck traffic due to the roadways being narrow in width and Cypress, New Bridge, Dun Swamp, and Tulls Corner Road be posted with "Trucks 40 mph" for safety reasons. *- Pg. 5*

Should you have any questions in the mean time, please do not hesitate to contact me.

Attachments

cc: Frank J. Adkins

RESOLUTION NO. 10 - 35

RESOLUTION PROHIBITING THROUGH TRUCK TRAFFIC ON CERTAIN  
COUNTY ROADS IN THE POCOMOKE CITY AREA OF WORCESTER COUNTY

WHEREAS, the County Commissioners of Worcester County, Maryland have designated a Truck Route in the Pocomoke City area for vehicles hauling fill material from the Vulcan Materials quarry which directs such through truck traffic along Unionville Road, to McMichael Avenue, to 2<sup>nd</sup> Street, to Broad Street where it connects with the Town of Pocomoke City Truck Route which connects with the Pocomoke Baby Beltway to the US Route 13 and US Route 113 intersection; and

WHEREAS, the County Commissioners have learned that certain truck drivers have failed to follow the designated Truck Route and have instead been traveling on certain County roads that are not designated or designed for such through truck traffic; and

WHEREAS, in accordance with the provisions of Subsections 25-102(a)(2) and 25-102(a)(11) of the Transportation Article of the Annotated Code of Maryland, the County Commissioners have determined to prohibit through truck traffic on certain County roads in the Pocomoke City area thereby directing said traffic to follow the designated Truck Route;

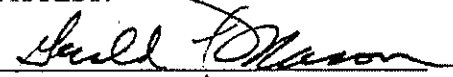
NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that in accordance with the provisions of Subsections 25-102(a)(2) and 25-102(a)(11) of the Transportation Article of the Annotated Code of Maryland, the County Commissioners hereby establish the following restrictions on through truck traffic in the Pocomoke City area of Worcester County:

1. No Thru Truck Traffic of 15,000 lbs. or greater Gross Vehicle Weight shall be allowed on the following roads in Worcester County, Maryland: Cypress Road, New Bridge Road, Hillman Road, Dun Swamp Road, and Tulls Corner Road, as shown on the attached map entitled "Restricted Roads - Worcester County, Maryland"

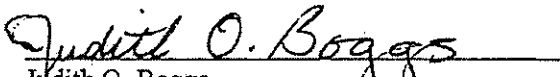
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

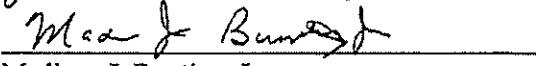
PASSED AND ADOPTED this 7<sup>th</sup> day of December, 2010.

ATTEST:

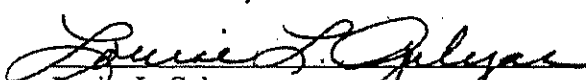
  
Gerald T. Mason  
Chief Administrative Officer

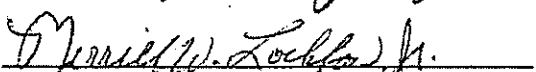
WORCESTER COUNTY COMMISSIONERS

  
Judith O. Boggs

  
Madison J. Bunting, Jr.

  
James C. Church, President

  
Louise L. Gulyas

  
Merrill W. Lockfaw, Jr.

  
James L. Purnell, Jr., Vice President

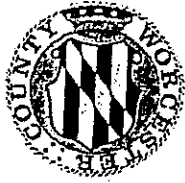
RECEIVED

DEC. 08 2010

Worcester County  
Public Works Dept. - Admin

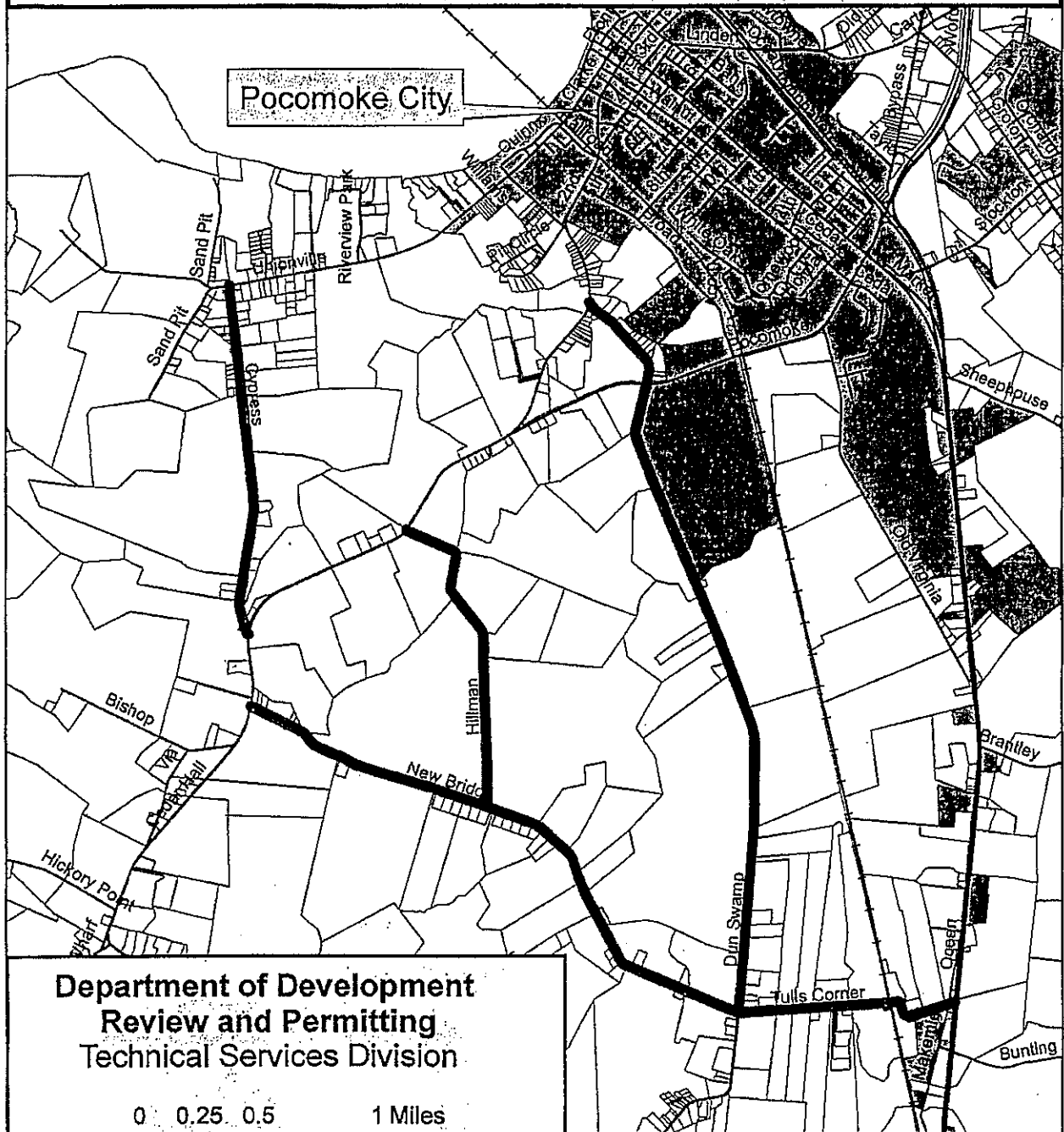
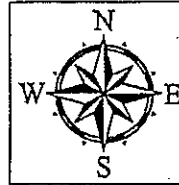
Virgil L. Shockley

2



# RESTRICTED ROADS

Worcester County,  
Maryland



Department of Development  
Review and Permitting  
Technical Services Division

0 0.25 0.5 1 Miles

Map prepared November 2010.  
Source: Restricted Roads - Worcester County Department of  
Public Works / Property Data - Maryland Department of  
Assessment and Taxation.

— Restricted Roads  
■ Pocomoke City Corporate Limits

RESOLUTION NO. 15 - 2

RESOLUTION PROHIBITING THROUGH TRUCK TRAFFIC ON OLD VIRGINIA ROAD  
IN THE POCOMOKE CITY AREA OF WORCESTER COUNTY

WHEREAS, the County Commissioners of Worcester County, Maryland have designated a Truck Route in the Pocomoke City area for vehicles traveling on the Pocomoke Baby Beltway to the US Route 13 and US Route 113 intersection; and

WHEREAS, the County Commissioners have learned that certain truck drivers have failed to follow the designated Truck Route and have instead been traveling on Old Virginia Road that is not designated or designed for such through truck traffic to access US Route 13 south of Pocomoke City; and

WHEREAS, in accordance with the provisions of Subsections 25-102(a)(2) and 25-102(a)(11) of the Transportation Article of the Annotated Code of Maryland, the County Commissioners have determined to prohibit through truck traffic on Old Virginia Road in the Pocomoke City area thereby directing said traffic to follow the designated Truck Route;


NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that in accordance with the provisions of Subsections 25-102(a)(2) and 25-102(a)(11) of the Transportation Article of the Annotated Code of Maryland, the County Commissioners hereby establish the following restrictions on through truck traffic in the Pocomoke City area of Worcester County:

1. No Thru Truck Traffic of 15,000 lbs. or greater Gross Vehicle Weight shall be allowed on Old Virginia Road in Worcester County, Maryland.

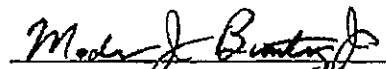
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 19<sup>th</sup> day of February, 2015.

ATTEST:


  
Harold L. Higgins  
Chief Administrative Officer

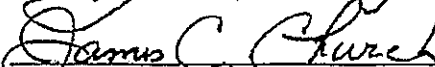
WORCESTER COUNTY COMMISSIONERS

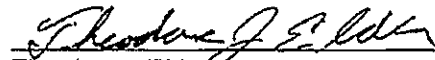
  
Madison J. Hunting, Jr., President

**Absent**


Merrill W. Lockfaw, Jr., Vice President

  
Anthony W. Bertino, Jr.

  
James C. Church

  
Theodore J. Elder

  
Joseph M. Mitrecic

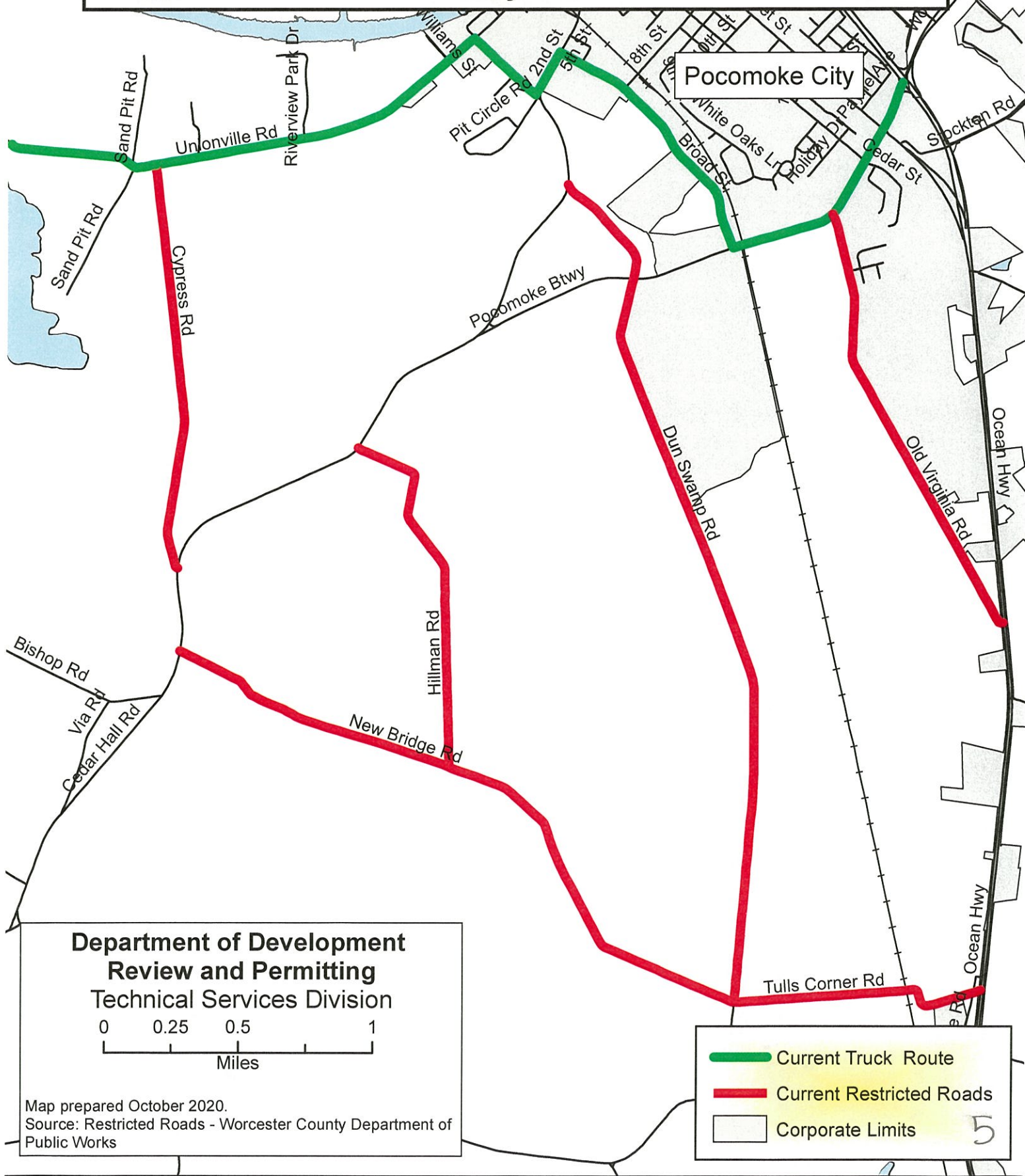
  
Diana Purnell





# Sand Pit Truck Route

## Worcester County, Maryland







ITEM  
24

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

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** October 26, 2020  
**SUBJECT:** Bid Request – West Ocean City Sanitary Service Area  
Pump Stations 2, 3, 4 and 5

**DIVISIONS**

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

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

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

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

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

Attached for your review and approval are bid documents including the Notice to Bidders, Drawings, Specifications and Bidder's List for Rehabilitation of the electrical components for Pump Stations 2, 3, 4 and 5 in the West Ocean City Service Area. The total cost for this construction project is estimated to be \$150,000. Funding for the project is included the 2020/21 service area budget.

We are requesting that the Commissioners authorize the Department to proceed with bidding this work

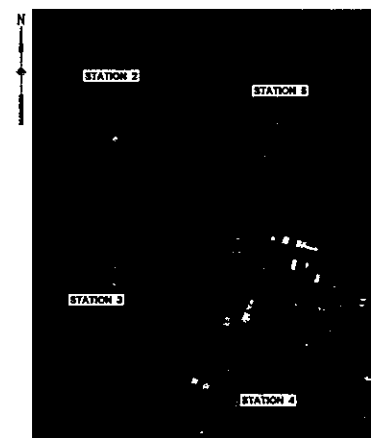
Should you have any questions, please feel free to call me.

Attachments

cc: Michelle Carmean, Enterprise Fund Controller  
John S. Ross, P.E. Deputy Director

**NOTICE TO BIDDERS**  
**CONSTRUCTION OF PUMP STATIONS 2, 3, 4, AND 5 ELECTRICAL UPGRADES**  
**WORCESTER COUNTY, MARYLAND**

The Worcester County Commissioners are currently accepting sealed bids for construction of Pump Stations 2, 3, 4, & 5 Electrical Upgrades for the Worcester County Department of Public Works – Water and Wastewater Division. The Project generally consists of relocating the existing electrical power distribution and controls system equipment from the existing dry pit below grade to a new location above grade. The new SCADA Pump Control Panel, provided by the County, will be installed on a concrete equipment pad at each pump station. The existing power distribution equipment within the existing enclosure located above grade shall be upgraded. The remaining upgrades for the four pump stations will also consist of wet well modifications, wiring, conduits, equipment upgrades, testing, start-up, site restoration and close-out, and includes furnishing all equipment, material, and labor for the work described in the bid document drawings and specifications. Bid documents are available from DiCarlo Precision Instruments, Inc., 2006 Northwood Drive, Salisbury, Maryland 21801 (410-749-0112). Interested bidders are encouraged to attend a non-mandatory **Pre-Bid Conference at 1:00 PM (EDT) on Wednesday, November 18, 2020** at the Worcester County Department of Public Works – Mystic Harbour Wastewater Treatment Plant at 9624 Stephen Decatur Highway, Berlin, Maryland 21811. **Sealed proposals will be accepted until 1:00 PM (EDT) on Monday, December 7, 2020** in the Office of the County Commissioners of Worcester County at Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked **"Bid Enclosed – Pump Stations 2, 3, 4, & 5 Electrical Upgrades"** in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department 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. Inquiries can be directed to Darl Kolar, P.E., Project Manager, EA Engineering, Science, and Technology, Inc., PBC at 410-641-5341.



**VICINITY MAP**  
RCM E: 1" = 1.25M

CONTRACTOR SHALL NOTIFY UTILITY AND WORKERSON COUNTY DEPARTMENT OF PUBLIC WORKS, AT LEAST 72 HOURS PRIOR TO ANY EXCAVATION TO HAVE UNDERGROUND UTILITIES MARKED. UTILITIES SHOWN HEREON ARE APPROXIMATE AND WERE OBTAINED FROM RECORD DRAWINGS AND RECORDS OF THE CITY OF WILSON. CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION AND COMPLETION OF ANY WORK. ALL UTILITY COMPANIES SHALL BE NOTIFIED BY THE CONTRACTOR TO HAVE ALL UTILITIES MARKED PRIOR TO COMMENCING WORK.

CONTRACTOR SHALL TEST PEST PIT AND LOCATE ALL UTILITIES PRIOR TO INTENSIVE WORK. ANY DAMAGE TO UTILITIES OR ADJACENT INFRASTRUCTURE SHALL BE REPAIRED TO ITS ORIGINAL CONDITION IMMEDIATELY AT NO COST TO THE OWNER.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND ADJACENT INFRASTRUCTURE. PRIOR TO COMMENCING CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT EXISTING UTILITIES AND STRUCTURES, AND ANY DAMAGE TO THEM SHALL BE REPAIRED IMMEDIATELY (WITHIN 24 HOURS) BY THE CONTRACTOR AT NO COST TO THE COUNTY.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT, LATEST EDITION, AND ALL RULES OR REGULATIONS THEREOF.

ALL CONSTRUCTION SHALL REPAIR OR REPLACE IN KIND ANY DAMAGE TO EXISTING FEATURES DAMAGED OR DESTROYED DURING CONSTRUCTION.

CONTRACTOR SHALL TAKE CARE, CAUTION, AND PROPER MEASURES TO PROTECT ALL TREES AND LANDSCAPING DURING CONSTRUCTION.

THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING AND CHANGING FOR EXISTING STRUCTURES, UTILITY PIPES, TRANSFORMERS, AND COMMUNICATIONS. A MINIMUM OF 3 FEET SHALL BE MAINTAINED BETWEEN THE PLACEMENT OF THE PROPOSED AND ITEMS NOT TO BE MOVED OR DAMAGED.

UTILITY OUTCROPPINGS SUCH AS WATER, GAS, COMMUNICATIONS, AND ELECTRIC ARE REQUIRED. CONTRACTOR IS REQUIRED TO PROTECT AND CHANGING FOR EXISTING UTILITIES FOR REMOVAL OR RELOCATION.

THE CONTRACTOR SHALL COMPLY WITH ALL PERMITS AND APPLICABLE CODES AND REGULATIONS.

CONTRACTOR IS RESPONSIBLE TO PROTECT THEIR OWN STAGHS AREA AND LAWN DRAIN AREA. COORDINATION WITH WORKERSON COUNTY DEPARTMENT OF PUBLIC WORKS IS REQUIRED TO PROTECT EXISTING STAGHS AREA AND LAWN DRAIN AREA AND TO OBTAIN NECESSARY CONSENTS.

CONSTRUCTION IS TO BE PERFORMED WITHIN THE BOUND OF WAYS ON COUNTY LANDS, AND WITHIN ANY SETBACK REQUIREMENTS, AND ALL OTHER REQUIREMENTS OF THESE AREAS WILL REQUIRE COORDINATION WITH THE WORKERSON COUNTY DEPARTMENT OF PUBLIC WORKS FOR APPROVED PROCEDURES, ACCESS, AND PERFORMANCE.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY. THE CONTRACTOR IS RESPONSIBLE TO COORDINATE THE DRAINING OF ALL SEWAGE FROM AROUND PROPOSED AREAS AS WELL AS PIPES FOR CONNECTIONS TO EXISTING SEWER LINES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY.

DURING CONNECTION CONTRACTOR SHALL NOT ALLOW SEWAGE TO BE RELEASED INTO THE GROUND. CONTRACTOR IS RESPONSIBLE TO PROVIDE EQUIPMENT TO BACKFILL, COLLECT, AND DELIVER SEWAGE ENCOUNTERED TO THE OCEAN PRAIRIE WASTEWATER TREATMENT PLANT.

ELEVATIONS SHOWN ARE IN NAVD 83 DATUM.

TOPOGRAPHY AND LAND SURVEY DONE BY RUSSELL J. HANCOCK ENGINEERS, INC. 435-738-8076 FOR STATION 2 AND STATION 8.

CONTRACTOR IS RESPONSIBLE FOR ALL ACTIVITIES RELATED TO COMPIED FACE, UNPIED FACE, REINFORCED PIERCE, TRAINED PERSONNEL.

ALL UNDERGROUND UTILITIES AND EQUIPMENT WERE GENERATED FROM WMS UTILITY MARKING, NO AS-BUILT INFORMATION WAS OBTAINED REGARDING ACTUAL LOCATIONS, DEPTHS, AND DEFINITE. CONTRACTOR TO VERIFY AND NOTIFY ENGINEER IF CONFLICTS EXIST.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY. THE CONTRACTOR IS RESPONSIBLE TO COORDINATE THE DRAINING OF ALL SEWAGE FROM AROUND PROPOSED AREAS AS WELL AS PIPES FOR CONNECTIONS TO EXISTING SEWER LINES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY.

COMPLETE THE PROJECT SHALL NOT RELIEVE THE CONTRACTOR OF HIS/HER RESPONSIBILITIES TO COMPLETE THE WORK.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY. THE CONTRACTOR IS RESPONSIBLE TO COORDINATE THE DRAINING OF ALL SEWAGE FROM AROUND PROPOSED AREAS AS WELL AS PIPES FOR CONNECTIONS TO EXISTING SEWER LINES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY.

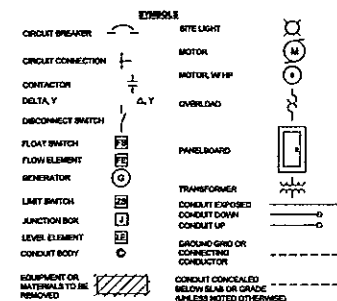
MAINTENANCE STAFF TO COMPLETE ROUTINE DUTIES.

ALL WORK IS NEW UNLESS OTHERWISE NOTED AS EXISTING, FOR THE COMPLETION OF THE CONTRACTOR ON DRAWINGS WHICH INDICATE EXISTING OR AS-BUILT INFORMATION.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY. THE CONTRACTOR IS RESPONSIBLE TO COORDINATE THE DRAINING OF ALL SEWAGE FROM AROUND PROPOSED AREAS AS WELL AS PIPES FOR CONNECTIONS TO EXISTING SEWER LINES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF OPERATIONS AND UPGRADE WITH WORKERSON COUNTY.

ALL EQUIPMENT WITHIN THE UTILITY SHALL BE NATED CLASS 1, DIVISION 1 FOR HAZARDOUS LOCATIONS. INSTALLATION SHALL MEET THE REQUIREMENTS FOR THE INSTALLATION OF EQUIPMENT IN A HAZARDOUS (CLASSIFIED) LOCATION. INSTALL SHALL SET OFF LIMITS FOR THE INSTALLATION OF EQUIPMENT IN A HAZARDOUS (CLASSIFIED) LOCATION. INSTALL SHALL SET OFF LIMITS FOR THE INSTALLATION OF EQUIPMENT IN A HAZARDOUS (CLASSIFIED) LOCATION.

<u>SHEET LIST</u>		
DRAWING NO.	SHEET	DRAWING TITLE
G-001	1	TITLE SHEET
E-101	2	PUMP STATION 2 ELECTRICAL SITE PLAN
E-102	3	PUMP STATION 3 ELECTRICAL SITE PLAN
E-103	4	PUMP STATION 4 ELECTRICAL SITE PLAN
E-104	5	PUMP STATION 5 ELECTRICAL SITE PLAN
E-201	6	ELECTRICAL AND SITE DETAILS



1980S		PROPOSED	
DEVELOPMENT	EXISTING		NA
PROPERTY ACQUISITION	NA		NA
REGULATION	NA		NA
CONVULS	NA		NA
SPUT EVALUATION	715.7		NA
CONCRETE	NA		CONCRETE
FORCE	NA		NA
SAFETY BARRIER PIPE	NA		NA
SAFETY BARRIER FORCE MAIN	NA		NA
SAFETY BARRIER UTILITY MAIN	NA		NA
SAFETY BARRIER SANITARY	NA		NA
SAFETY BARRIER GARBAGE	NA		NA
WATER PIPE	NA		NA
WATER METER	NA		NA
PLUMBING	NA		NA
ELECTRIC TRANSFORMER	NA		NA
UTILITY POLE	NA		NA
TELEPHONE MEDICAL	NA		NA
SEWAGE	NA		NA

#### ELECTRICAL ABBREVIATIONS

[illegible]

#### CIVIL ABBREVIATIONS

AC	ACRES	FM	FOOTMANH
APPROX	APPROXIMATELY	FEET	PERCENT
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	IN	INCHES
BOLD	BOLDING	MM	MILLIMETER
CAN	CANISTER	MM	MILLIMETER
CLCQ	CLORINATED POLYETHYLENE	PR	PROPOSED
CONC	CONCRETE	ROP	REINFORCED CONCRETE PIPE
DA	DRAINAGE AREA	ACH	ACROSS
DIA	DRAINAGE AREA	BT	BTU
ELEVATION	ELEVATION	MM	MILLIMETER
EXHIBIT	EXHIBIT	TYP	TYPICAL
		IN	INCHES

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY WATER AND WASTEWATER DIVISION.

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

Signature: [Signature] Date: 10-21-2011

WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
PUMP STATIONS 2, 3, 4, & 5 ELECTRICAL UPGRADES



**EA Engineering, Science,  
and Technology, Inc., P80**  
Hunt Valley Center

DATE: OCTOBER 2020

PROJECT NUMBER: 10000

0.004

G-401

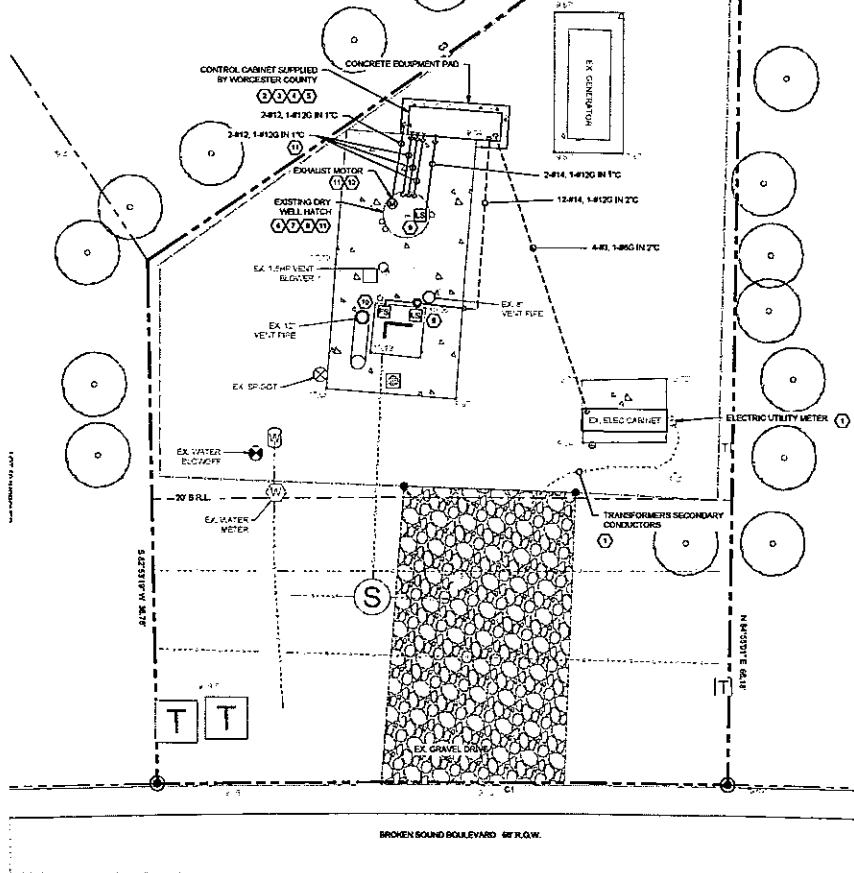
Page 1 of 1





CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD	CHORD BEARING
C1	1130.00	40.00	40.00	S 08° 05' 50" E
C2	1130.00	22.00	22.00	S 07° 45' 17" E
C3	1100.00	51.12	51.12	N 41° 11' 30" W

LOT 49 IMPROVED

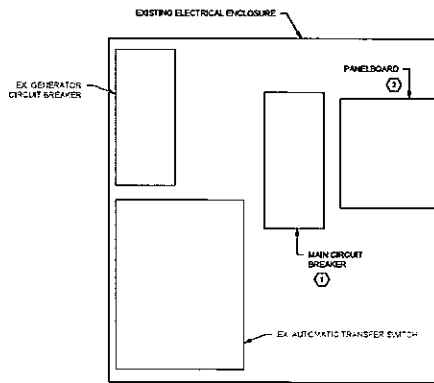


#### SITE PLAN NOTES

- INCREASE THE SERVICE SIZE FROM 100A TO 150A. CONTACT DELMARVA POWER TO COORDINATE THE INCREASE IN SERVICE SIZE, AND TO DETERMINE IF REPLACEMENT OF THE ELECTRICAL UTILITY METER, ELECTRICAL UTILITY TRANSFORMER, AND TRANSFORMER SECONDARY CONDUCTORS WILL BE NECESSARY.
- SET THE NEW COUNTY PROVIDED CONTROL PANEL ON CONCRETE EQUIPMENT PAD AND INSTALL THE FEEDER FROM THE EXISTING ELECTRICAL EQUIPMENT ENCLOSURE. MAINTAIN OPERATION OF THE EXISTING CONTROL SYSTEM WHILE THE NEW CONTROL PANEL AND 250A EM IS BEING INSTALLED.
- DISCONNECT ONE PUMP FROM THE EXISTING CONTROL PANEL AND CONNECT TO THE NEW CONTROL PANEL. TEST THE NEWLY CONNECTED PUMP AND VERIFY THAT ITS OPERATION IS CORRECT.
- DISCONNECT THE SECOND PUMP FROM THE EXISTING CONTROL PANEL AND CONNECT TO THE NEW CONTROL PANEL AND VERIFY ITS OPERATION.
- DISCONNECT AND REMOVE THE NO LONGER REQUIRED ELEMENTS OF EXISTING PUMP CONTROL SYSTEM FROM THE DRY WELL BELOW AND THE ELECTRICAL CONTROL CABINET. REPLACE EXISTING LIGHT FIXTURES IN PORTION OF PUMP STATION BELOW GRADE.
- REPLACE EXISTING PUMP PUMP.
- REPLACE EXISTING DEHUMIDIFIER.
- REPLACE EXISTING LIGHT SWITCHES.
- REPLACE EXISTING FLOOD SWITCHES.
- REPLACE EXISTING CONDUIT AND CONDUCTORS TO BELOW GRADE EQUIPMENT.
- REPLACE EXISTING HATCH BLOWER.

#### PUMP STATION No. 5 - ELECTRICAL SITE PLAN

SCALE: 1" = 4'

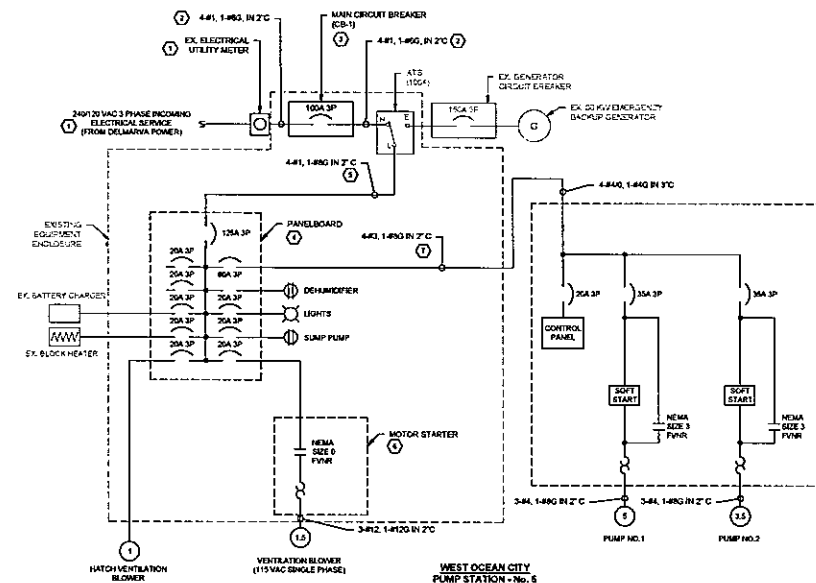


#### PUMP STATION No. 5 - EX ELECTRICAL ENCLOSURE ELEVATION

SCALE: 1" = 1'

#### ELEVATION NOTES

- REPLACE THE EXISTING 80A MAIN CIRCUIT BREAKER WITH A 100A MAIN CIRCUIT BREAKER.
- REPLACE THE EXISTING PANELBOARD WITH A NEW 3-PHASE 4-WIRE @ 200/120V/4C 150A 20 CIRCUIT PANELBOARD. DISCONNECT EXISTING CIRCUITS AND RECONNECT TO NEW PANELBOARD CIRCUIT BREAKERS.



#### ONE-LINE DIAGRAM NOTES

- INCREASE THE SERVICE SIZE FROM 100A TO 150A. CONTACT DELMARVA POWER TO COORDINATE THE INCREASE IN SERVICE SIZE, AND TO DETERMINE IF REPLACEMENT OF THE ELECTRICAL UTILITY METER, ELECTRICAL UTILITY TRANSFORMER, AND TRANSFORMER SECONDARY CONDUCTORS WILL BE NECESSARY.
- REPLACE THE SERVICE ENTRANCE CONDUCTORS ROUTED TO THE MAIN CIRCUIT BREAKER, VERIFY THAT THE FEEDER CONDUCTORS TO THE ATS MEET THE REQUIREMENTS OF THE CODE.
- REPLACE THE EXISTING 80A MAIN CIRCUIT BREAKER WITH A 100A MAIN CIRCUIT BREAKER.
- REPLACE THE EXISTING PANELBOARD WITH A NEW 3-PHASE 4-WIRE @ 200/120V/4C 150A 20 CIRCUIT PANELBOARD. DISCONNECT EXISTING CIRCUITS AND RECONNECT TO NEW PANELBOARD CIRCUIT BREAKERS.

#### WEST OCEAN CITY PUMP STATION - No. 5 ONE-LINE DIAGRAM

NOT TO SCALE

- VERIFY THAT THE FEEDER CONDUCTORS ROUTED FROM THE ATS TO THE NEW PANELBOARD MEET THE REQUIREMENTS OF THE CODE.
- INSTALL NEW MOTOR STARTER FOR VENTILATION BLOWER.
- INSTALL FEEDER FOR THE NEW COUNTY PROVIDED CONTROL PANEL.

GRAPHIC SCALE IN FEET

#### PROJECT AND SITE DATA

- OWNER: COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
1 WEST MARKET STREET, ROOM 1100  
SHOEMAKER, MARYLAND 21863  
CONTACT: MR. JOHN TUSTIN  
PHONE: 410-453-5543  
EMAIL: JTUSTIN@CO.WORCESTER.MD.US
- APPLICANT: WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS  
1000 SHORE LANE  
OCEAN PINES, MARYLAND 21811  
CONTACT: MR. JOHN HOSS  
PHONE: 410-453-5543  
EMAIL: JHOSS@CO.WORCESTER.MD.US
- ENGINEER: EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC.  
11200 RACETRACK ROAD, UNIT 101A  
BERLIN, MARYLAND 21811  
CONTACT: DARL KOLAR, P.E.  
PHONE: 410-443-5341  
EMAIL: DKOLAR@EAST.COM
- PROPERTY: PUMP STATION 5  
BROKEN SOUND BLVD. WEST OCEAN CITY, MD  
PARCEL 4078, TAX MAP 22, AREA: 4.2087 SF
- FLOODPLAIN: ZONE X (UNSHADED) AREAS DETERMINED TO BE OUTSIDE THE 1% ANNUAL CHANCE FLOODPLAIN PER FIRM PANEL 24003 010H LAST REVISED JULY 16, 2015.
- SOILS PRESENT: Fa/A - FALLINGSTON SANDY LOAMS (P-50 BG)
- PROPOSED L.O.D.: 870 SF
- ZONING: R-2
- FOREST CONSERVATION IS NOT REQUIRED AS LESS THAN 4000 SQUARE FEET OF TREES WILL BE IMPACTED.
- PUMP STATION 5 IS NOT LOCATED WITHIN THE CRITICAL AREA BUFFER.
- NO WETLANDS WILL BE DISTURBED AS A PART OF THE PROJECT.

PROJECT AND SITE DATA		REVISIONS	
NO.	DATE	BY	DESCRIPTION
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WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
PUMP STATIONS 2, 3, 4, & 5 ELECTRICAL UPGRADES  
WEST OCEAN CITY, MARYLAND

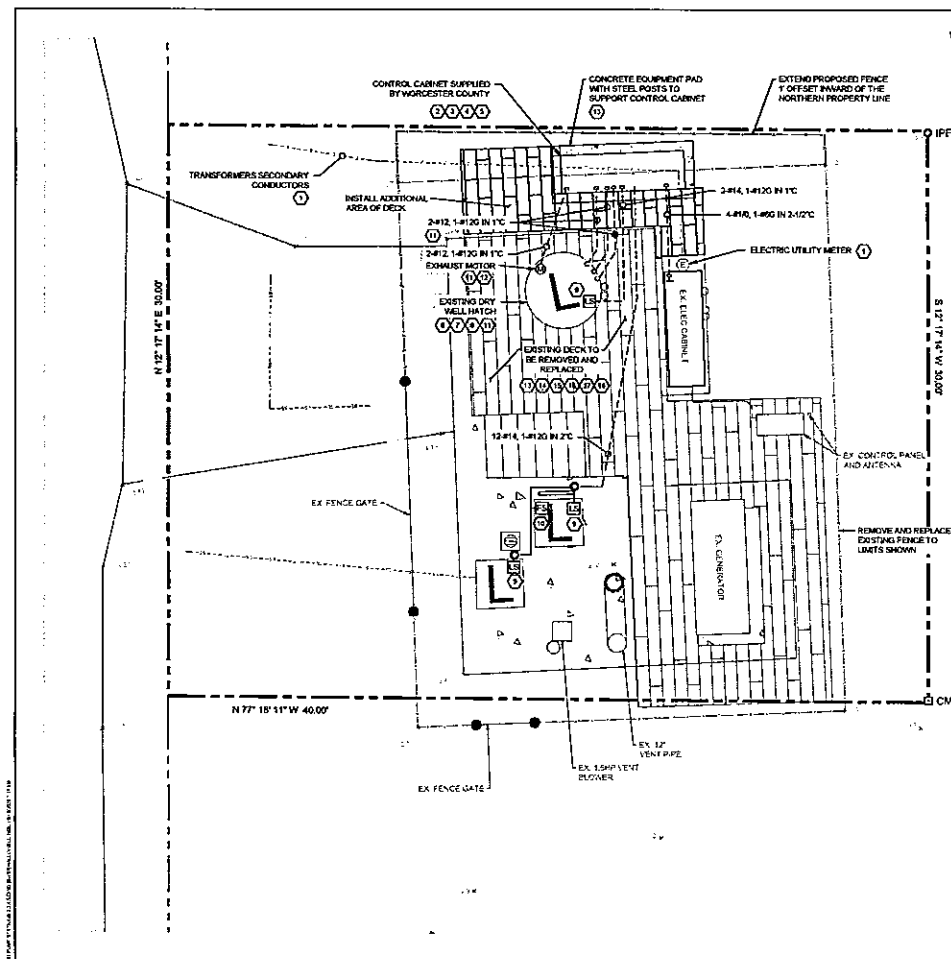
EA Engineering, Science, and Technology, Inc., PBC  
Hart Valley Center  
225 Hart Valley Circle, Suite 400  
Hart Valley, Maryland 21881  
(410) 664-7000

DATE: OCTOBER 2020  
PROJECT NUMBER: 1906942

E-104  
SHEET: 5 OF 8

100% - FOR AGENCY REVIEW

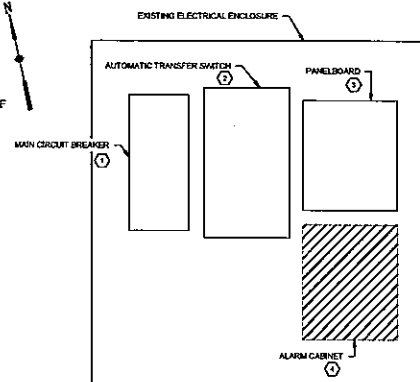
17



PUMP STATION No. 4 - ELECTRICAL SITE PLAN  
SCALE: 1" = 3'

**SITE PLAN NOTES:**

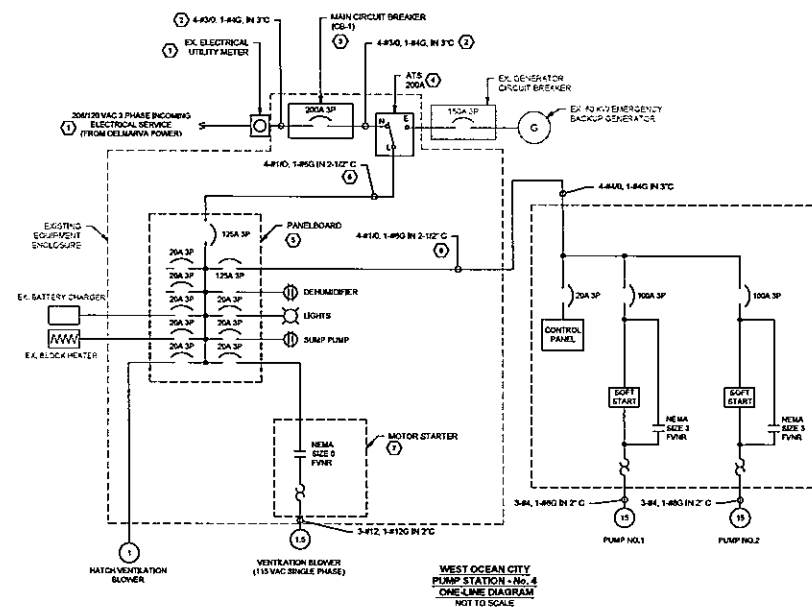
- 1 INCREASE THE SERVICE SIZE FROM 100A TO 200A. CONTACT DELMARVA POWER TO COORDINATE THE INCREASE IN SERVICE SIZE, AND TO DETERMINE IF REPLACEMENT OF THE ELECTRICAL UTILITY METER, ELECTRICAL UTILITY TRANSFORMER, AND TRANSFORMER SECONDARY CONDUCTORS WILL BE NECESSARY.
- 2 SET THE NEW COUNTY PROVIDED CONTROL PANEL ON CONCRETE EQUIPMENT PAD AND INSTALL THE FEEDER FROM THE EXISTING ELECTRICAL EQUIPMENT ENCLOSURE. MAINTAIN OPERATION OF THE EXISTING CONTROL SYSTEM WHILE THE NEW CONTROL PANEL AND SYSTEM IS BEING INSTALLED.
- 3 DISCONNECT ONE PUMP FROM THE EXISTING CONTROL PANEL AND CONNECT TO THE NEW CONTROL PANEL. TEST THE NEWLY CONNECTED PUMP AND VERIFY THAT ITS OPERATION IS CORRECT.
- 4 DISCONNECT THE SECOND PUMP FROM THE EXISTING CONTROL PANEL AND CONNECT TO THE NEW CONTROL PANEL, AND VERIFY ITS OPERATION.
- 5 DISCONNECT AND REMOVE THE NO LONGER REQUIRED ELEMENTS OF EXISTING PUMP CONTROL SYSTEM FROM THE DRY WELL BUILDING AND THE ELECTRICAL CONTROL CABINET.
- 6 REPLACE EXISTING LIGHT FIXTURES IN PORTION OF PUMP STATION BUILDING.
- 7 REPLACE EXISTING BUMP PUMP.
- 8 REPLACE EXISTING DEMANDER.
- 9 REPLACES LAMP SWITCHES.
- 10 REPLACE EXISTING PUMP SWITCHES.
- 11 REPLACE EXISTING CONDUIT AND CONDUCTORS TO BELOW GRADE EQUIPMENT.
- 12 REPLACE EXISTING HATCH BOLTER.
- 13 REPLACE THE DECK, INSTALL NEW PORTIONS OF DECK, INSTALL ELECTRICAL EQUIPMENT PAD AND PROVIDE STEEL SUPPORTS FOR COUNTY PROVIDED CONTROL ENCLOSURE.
- 14 CONTRACTOR OR SHALL COORDINATE WITH THE COUNTY TO REMOVE AND REPLACE THE EXISTING DECK AND INSTALL NEW PORTIONS OF THE PROPOSED DECK.
- 15 CONTRACTOR OR SHALL PROVIDE SHOP DRAWINGS STAMPED BY A LICENSED MARYLAND PROFESSIONAL ENGINEER FOR APPROVAL.
- 16 WORK SHALL BE COMPLETED BY LICENSED AND EXPERIENCED CONTRACTOR AND SHALL FOLLOW APPLICABLE BUILDING CODES FOR DECK CONSTRUCTION.
- 17 CONTRACTOR RESPONSIBLE FOR REMOVING EXISTING DECK BOARDS, HANDRAILS, STEPS, AND REPAIR AND MAKE NECESSARY REPAIRS TO EXISTING STRUCTURAL COMPONENTS.
- 18 CONTRACTOR SHALL INSTALL NEW PERMITS FOR THE PROPOSED PORTIONS OF THE DECK AND INSTALL STRUCTURAL COMPONENTS SIMILAR TO THE EXISTING DECK. CONTRACTOR SHALL THEN INSTALL NEW FLOOR DECK BOARDS, STAIRS, AND HANDRAILS IN ACCORDANCE WITH APPLICABLE BUILDING CODES.



PUMP STATION No. 4 - EX. ELECTRICAL ENCLOSURE ELEVATION  
SCALE: 1" = 1'

**ELEVATION NOTES:**

- 1 REPLACE THE EXISTING 100A MAIN CIRCUIT BREAKER WITH A 200A MAIN CIRCUIT BREAKER.
- 2 REPLACE THE EXISTING 100A ATS WITH A NEW 200A ATS.
- 3 REPLACE THE EXISTING PANELBOARD WITH A NEW 3-PHASE, 4-WIRE, 200/120VAC, 125A, 30 CIRCUIT PANELBOARD. DISCONNECT EXISTING CIRCUITS AND RECONNECT TO NEW PANELBOARD CIRCUIT BREAKERS.
- 4 DISCONNECT AND REMOVE THE NO LONGER REQUIRED ELEMENTS OF EXISTING PUMP CONTROL SYSTEM FROM THE DRY WELL BUILDING AND THE ELECTRICAL CONTROL CABINET.



**ONE-LINE DIAGRAM NOTES:**

- 1 INCREASE THE SERVICE SIZE FROM 100A TO 200A. CONTACT DELMARVA POWER TO COORDINATE THE INCREASE IN SERVICE SIZE, AND TO DETERMINE IF REPLACEMENT OF THE ELECTRICAL UTILITY METER, ELECTRICAL UTILITY TRANSFORMER, AND TRANSFORMER SECONDARY CONDUCTORS WILL BE NECESSARY.
- 2 REPLACE THE SERVICE ENTRANCE CONDUCTORS ROUTED TO THE MAIN CIRCUIT BREAKER, AND THE FEEDER CONDUCTORS TO THE ATS.
- 3 REPLACE THE EXISTING 100A MAIN CIRCUIT BREAKER WITH A 200A MAIN CIRCUIT BREAKER.
- 4 REPLACE THE EXISTING 100A ATS WITH A NEW 200A ATS.
- 5 REPLACE THE EXISTING PANELBOARD WITH A NEW 3-PHASE, 4-WIRE, 200/120VAC, 125A, 30 CIRCUIT PANELBOARD. DISCONNECT EXISTING CIRCUITS AND RECONNECT TO NEW PANELBOARD CIRCUIT BREAKERS.
- 6 REPLACE THE FEEDER CONDUCTORS ROUTED FROM THE ATS TO THE NEW PANELBOARD.
- 7 INSTALL NEW MOTOR STARTER FOR VENTILATION BLOWER.
- 8 INSTALL FEEDER FOR THE NEW COUNTY PROVIDED CONTROL PANEL.

1" = 3'  
GRAPHIC SCALE IN FEET

**PROJECT AND SITE DATA**

1. OWNER: COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
1 WEST MARKET STREET, ROOM 1100  
BETHESDA, MARYLAND 20814  
CONTACT: MR. JOHN TUSTIN  
PHONE: 410-641-5211  
EMAIL: JTUSTIN@COMWORKSMD.US
2. APPLICANT: WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS  
1000 SHORE LANE  
OCEAN PARK, MARYLAND 21811  
CONTACT: MR. JOHN KOSSE  
PHONE: 410-641-5211  
EMAIL: JKOSSE@COMWORKSMD.US
3. ENGINEER: EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC  
11000 BUCKLEBURY ROAD, UNIT 100A  
BETHESDA, MARYLAND 20811  
CONTACT: DARRYL KOLAR, P.E.  
PHONE: 410-641-5211  
EMAIL: DKOLAR@EASST.COM
4. PROPERTY ADDRESS: 8764 DOLF COURSE ROAD, WEST OCEAN CITY, MD 21842  
PARCEL 901, TAX MAP 27.
5. FLOODPLAIN: ZONE AE (ELEV. 5) AREAS IN FLOODPLAIN PER FROM PANEL 24003  
0190H (LAST REVISED JULY 18, 2015).
6. SOILS PRESENT: Rm - ROXBOROUGH SANDY LOAM (RSG A)
7. PROPOSED L.O.D.: 400 SF
8. ZONING: RP
9. FOREST CONSERVATIONS NOT REQUIRED AS LESS THAN 40,000 SQUARE FEET OF TREES WILL BE IMPACTED.
10. PUMP STATION 4 IS LOCATED WITHIN THE CRITICAL AREA BUFFER.
11. NO WETLANDS WILL BE DISTURBED AS A PART OF THE PROJECT.

WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
PUMP STATIONS 2, 3, 4, & 5 ELECTRICAL UPGRADES

PUMP STATION No. 4 ELECTRICAL SITE PLAN AND DETAILS

**EA**  
EA Engineering, Science, and  
Technology, Inc., PBC  
One Valley Center  
221 Spelling Circle, Suite 400  
Hunt Valley, Maryland 21031  
410-584-0000

DATE: OCTOBER 2020  
PROJECT NUMBER: 100862

E-103

SHEET 4 OF 8

100% - FOR AGENCY REVIEW





## **BIDDERS' LIST**

### West Ocean City Pump Stations 2, 3, 4 and 5

Miles Retallack  
Retallack & Sons, Inc.  
8520 Swann Haven Rd  
Easton, MD 21601  
410-822-9467  
[miles@retallackandsonsinc.com](mailto:miles@retallackandsonsinc.com)

Bilbrough's Electric Inc  
25289 Smith Landing Rd,  
Denton, MD 21629  
(410) 479-4215

Lywood Electric Co  
301 Bloomingdale Ave,  
Federalsburg, MD 21632  
(410) 754-8631  
[noahlyden@gmail.com](mailto:noahlyden@gmail.com)

A-del Construction Company,  
Inc.  
10 Adel Drive  
Newark, DE 19702-1331  
(302) 893-3964  
Fax (302) 453-9550  
[cfairer@a-del.com](mailto:cfairer@a-del.com)

Johnston Construction Company  
4331 Fox Run Road, PO Box 98  
Dover, PA 17315  
(717) 292-3606  
Fax: (717) 292-7569  
[bids@jcc-ri.com](mailto:bids@jcc-ri.com)

JJID, Inc  
100 Julian Lane  
Bear, DE 19701  
(302) 836-0414  
[strentham@jjid.com](mailto:strentham@jjid.com)

Bearing Construction, Inc.  
805 Shine Smith Road  
Sudlersville, MD 21668-1561  
(410)556-6100  
Fax (410)556-6574  
[jim@bearingconstruction.net](mailto:jim@bearingconstruction.net)

M2 Construction, Inc.  
901 Stony Battery Road  
Landisville, PA 17538  
(717) 305-8801  
Fax - (717) 823-6977  
[admin@m2constructionllc.com](mailto:admin@m2constructionllc.com)

Mid-Shore Electrical Services, Inc  
22787 Dozer Ln Unit 1,  
Harbeson, DE 19951  
302-945-2555  
302-841-7782  
[jbaily@midshoreelectrical.com](mailto:jbaily@midshoreelectrical.com)



ITEM  
25

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

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** October 26, 2020  
**SUBJECT:** Bid Request – Ocean Pines Sanitary Service Area  
Treatment Plant Operations Building

**DIVISIONS**

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

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

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

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

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

Attached for your review and approval are bid documents including the Notice to Bidders, Drawings, Specifications and Bidder's List for construction of an operations center at the Ocean Pines Wastewater Treatment Plant. The total cost for this construction project is estimated to be \$600,000. Funding for the project is included the 2019 bond issue.

We are requesting that the Commissioners authorize the Department to proceed with bidding this work

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

Attachments

cc: Michelle Carmean, Enterprise Fund Controller  
John S. Ross, P.E. Deputy Director

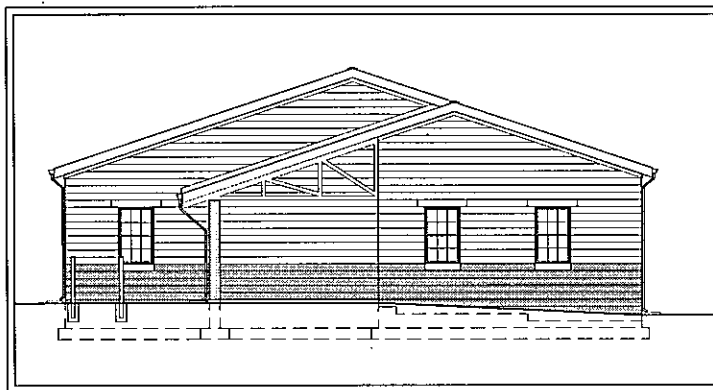
## **NOTICE TO BIDDERS**

### **Operations Building for Water and Wastewater Division**

The Worcester County Commissioners are currently accepting bids for the construction a new single story 3,500 GSF Operations Building for the Public Works Department - Water and Wastewater Division. A pre-bid meeting will be held on 10:00 a.m., Wednesday, November 18, 2020, on-site at 1000 Shore Lane, Ocean Pines, Maryland. Bid specification packages and bid forms are available from DiCarlo Printing, 2006 Northwood Drive, Salisbury, Maryland for a sum determined by the printer. DiCarlo Printing and Business Document Solutions will issue all addenda and maintain a plan holder list of firms who have purchased drawings and specifications. No electronic files or hardcopy documents will be available from the Architect for bidding purposes. Sealed bids will be accepted until 1:00 p.m., Monday, December 7, 2020, in the office of the County Commissioners, Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863-1195. Envelopes shall be marked "Operations Building Bid – Water and Wastewater Division" in the lower left-hand corner. Bids will be publicly opened by the Chief Administrative Officer or Assistant Chief Administrative Officer in the Office of the County Commissioners and read aloud at 1:00 p.m., Monday, December 7, 2020. The Department of Public Works will prepare a tabulation of said bids and a recommendation to the County Commissioners for approval of bid award by the Commissioners at their next regular meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to accept 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 John Ross at 410-641-5251.

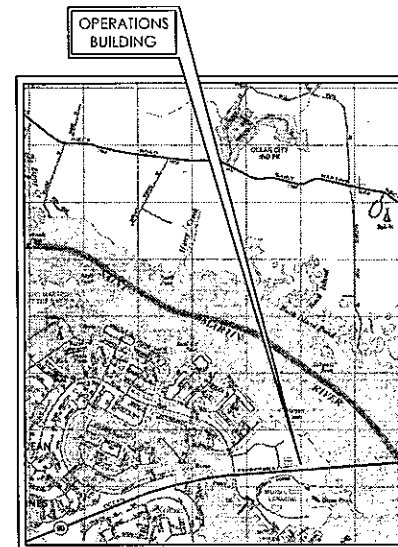
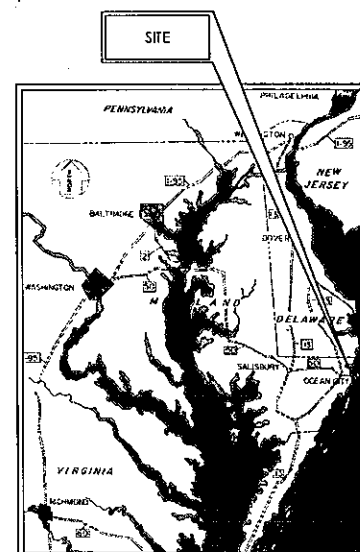
25112.2, 25114.1, 25115.2	BUSINESS SUGAR STORAGE (GROUP SH) (MODERATE HAZARD)		
25200.1, 25201.1	70% N-8, UNPOLLERABLE		
25202.1, 25203.1, 25204.1, 25205.1, 25206.1, 25207.1	0 HOUR 1-4 GLEC ROOM DUE TO TRANSPORT		
25208.1, 25209.1, 25210.1, 25211.1, 25212.1, 25213.1, 25214.1, 25215.1, 25216.1, 25217.1, 25218.1, 25219.1, 25220.1, 25221.1, 25222.1, 25223.1, 25224.1, 25225.1, 25226.1, 25227.1, 25228.1, 25229.1, 25230.1, 25231.1, 25232.1, 25233.1, 25234.1, 25235.1, 25236.1, 25237.1, 25238.1, 25239.1, 25240.1, 25241.1, 25242.1, 25243.1, 25244.1, 25245.1, 25246.1, 25247.1, 25248.1, 25249.1, 25250.1, 25251.1, 25252.1, 25253.1, 25254.1, 25255.1, 25256.1, 25257.1, 25258.1, 25259.1, 25260.1, 25261.1, 25262.1, 25263.1, 25264.1, 25265.1, 25266.1, 25267.1, 25268.1, 25269.1, 25270.1, 25271.1, 25272.1, 25273.1, 25274.1, 25275.1, 25276.1, 25277.1, 25278.1, 25279.1, 25280.1, 25281.1, 25282.1, 25283.1, 25284.1, 25285.1, 25286.1, 25287.1, 25288.1, 25289.1, 25290.1, 25291.1, 25292.1, 25293.1, 25294.1, 25295.1, 25296.1, 25297.1, 25298.1, 25299.1, 25300.1, 25301.1, 25302.1, 25303.1, 25304.1, 25305.1, 25306.1, 25307.1, 25308.1, 25309.1, 25310.1, 25311.1, 25312.1, 25313.1, 25314.1, 25315.1, 25316.1, 25317.1, 25318.1, 25319.1, 25320.1, 25321.1, 25322.1, 25323.1, 25324.1, 25325.1, 25326.1, 25327.1, 25328.1, 25329.1, 25330.1, 25331.1, 25332.1, 25333.1, 25334.1, 25335.1, 25336.1, 25337.1, 25338.1, 25339.1, 25340.1, 25341.1, 25342.1, 25343.1, 25344.1, 25345.1, 25346.1, 25347.1, 25348.1, 25349.1, 25350.1, 25351.1, 25352.1, 25353.1, 25354.1, 25355.1, 25356.1, 25357.1, 25358.1, 25359.1, 25360.1, 25361.1, 25362.1, 25363.1, 25364.1, 25365.1, 25366.1, 25367.1, 25368.1, 25369.1, 25370.1, 25371.1, 25372.1, 25373.1, 25374.1, 25375.1, 25376.1, 25377.1, 25378.1, 25379.1, 25380.1, 25381.1, 25382.1, 25383.1, 25384.1, 25385.1, 25386.1, 25387.1, 25388.1, 25389.1, 25390.1, 25391.1, 25392.1, 25393.1, 25394.1, 25395.1, 25396.1, 25397.1, 25398.1, 25399.1, 25400.1, 25401.1, 25402.1, 25403.1, 25404.1, 25405.1, 25406.1, 25407.1, 25408.1, 25409.1, 25410.1, 25411.1, 25412.1, 25413.1, 25414.1, 25415.1, 25416.1, 25417.1, 25418.1, 25419.1, 25420.1, 25421.1, 25422.1, 25423.1, 25424.1, 25425.1, 25426.1, 25427.1, 25428.1, 25429.1, 25430.1, 25431.1, 25432.1, 25433.1, 25434.1, 25435.1, 25436.1, 25437.1, 25438.1, 25439.1, 25440.1, 25441.1, 25442.1, 25443.1, 25444.1, 25445.1, 25446.1, 25447.1, 25448.1, 25449.1, 25450.1, 25451.1, 25452.1, 25453.1, 25454.1, 25455.1, 25456.1, 25457.1, 25458.1, 25459.1, 25460.1, 25461.1, 25462.1, 25463.1, 25464.1, 25465.1, 25466.1, 25467.1, 25468.1, 25469.1, 25470.1, 25471.1, 25472.1, 25473.1, 25474.1, 25475.1, 25476.1, 25477.1, 25478.1, 25479.1, 25480.1, 25481.1, 25482.1, 25483.1, 25484.1, 25485.1, 25486.1, 25487.1, 25488.1, 25489.1, 25490.1, 25491.1, 25492.1, 25493.1, 25494.1, 25495.1, 25496.1, 25497.1, 25498.1, 25499.1, 25500.1, 25501.1, 25502.1, 25503.1, 25504.1, 25505.1, 25506.1, 25507.1, 25508.1, 25509.1, 25510.1, 25511.1, 25512.1, 25513.1, 25514.1, 25515.1, 25516.1, 25517.1, 25518.1, 25519.1, 25520.1, 25521.1, 25522.1, 25523.1, 25524.1, 25525.1, 25526.1, 25527.1, 25528.1, 25529.1, 25530.1, 25531.1, 25532.1, 25533.1, 25534.1, 25535.1, 25536.1, 25537.1, 25538.1, 25539.1, 25540.1, 25541.1, 25542.1, 25543.1, 25544.1, 25545.1, 25546.1, 25547.1, 25548.1, 25549.1, 25550.1, 25551.1, 25552.1, 25553.1, 25554.1, 25555.1, 25556.1, 25557.1, 25558.1, 25559.1, 25560.1, 25561.1, 25562.1, 25563.1, 25564.1, 25565.1, 25566.1, 25567.1, 25568.1, 25569.1, 25570.1, 25571.1, 25572.1, 25573.1, 25574.1, 25575.1, 25576.1, 25577.1, 25578.1, 25579.1, 25580.1, 25581.1, 25582.1, 25583.1, 25584.1, 25585.1, 25586.1, 25587.1, 25588.1, 25589.1, 25590.1, 25591.1, 25592.1, 25593.1, 25594.1, 25595.1, 25596.1, 25597.1, 25598.1, 25599.1, 25600.1, 25601.1, 25602.1, 25603.1, 25604.1, 25605.1, 25606.1, 25607.1, 25608.1, 25609.1, 25610.1, 25611.1, 25612.1, 25613.1, 25614.1, 25615.1, 25616.1, 25617.1, 25618.1, 25619.1, 25620.1, 25621.1, 25622.1, 25623.1, 25624.1, 25625.1, 25626.1, 25627.1, 25628.1, 25629.1, 25630.1, 25631.1, 25632.1, 25633.1, 25634.1, 25635.1, 25			

1000 SHORE LANE  
OCEAN PINES, MARYLAND

[illegible]

OWNER/DEVELOPER	CONTRACTORS ASSOCIATION OF WASHINGTON STATE FARM LUNGE GOVERNMENT CENTER, 8300 103 AVENUE, MAN, STREET BOLN HILL, MAN, STREET WASHINGTON STATE
ARCHITECT	GEORGE MILES & SONS, LLC 220 W. MAIN STREET SEASIDE, WY 82401 (307) 733-3333
STRUCTURAL ENGINEER	GEORGE MILES & SONS, LLC 220 W. MAIN STREET SEASIDE, WY 82401 (307) 733-3333
CIVIL ENGINEER	KULAND HOLLAND & SONS 220 W. MAIN STREET SEASIDE, WY 82401 (307) 733-3333
PEP CONSULTANT	GEORGE MILES & SONS, LLC 220 W. MAIN STREET SEASIDE, WY 82401 (307) 733-3333

51	WATER CONVEYANCE
52	WATER SUPPLY & THERMAL COMPLIANCE
53	
54	WATER PLAN DEVELOPMENT
55	PROPOSED WATER PLAN
56	PROPOSED UTILITY PLAN
57	CONSTRUCTION DETAILS
58	EXPLANATION AND REVISIONS CONTROL NOTES
59	
60	FLOOR PLAN
61	ELEVATIONS
62	SECTION
63	WALL SECTIONS
64	WALL AND WINDOW SCHEDULES
65	FLOOR AND WALL DETAILS
66	INTERIOR FINISHES
67	EXTERIOR FINISHES
68	DETAILS
69	
70	FOUNDATION PLAN
71	FOUNDATION PLAN
72	STRUCTURAL NOTES
73	STRUCTURAL NOTES
74	
75	ELECTRIC SCHEDULES
76	ELECTRIC SCHEDULES AND POWER RATING
77	LISTING FLOOR PLAN
78	POWER & FLOOR PLAN
79	ELECTRIC FLOOR PLAN
80	
81	MECHANICAL SCHEDULES, NOTES AND LEGEND
82	MECHANICAL FLOOR PLAN
83	
84	PUMPING NOTES, SCHEDULES, AND LEGEND
85	PUMPING DETAILS
86	PUMPING AND FLOOR PLAN
87	PUMPING AND FLOOR PLAN
88	
89	



LOCATION MAP 

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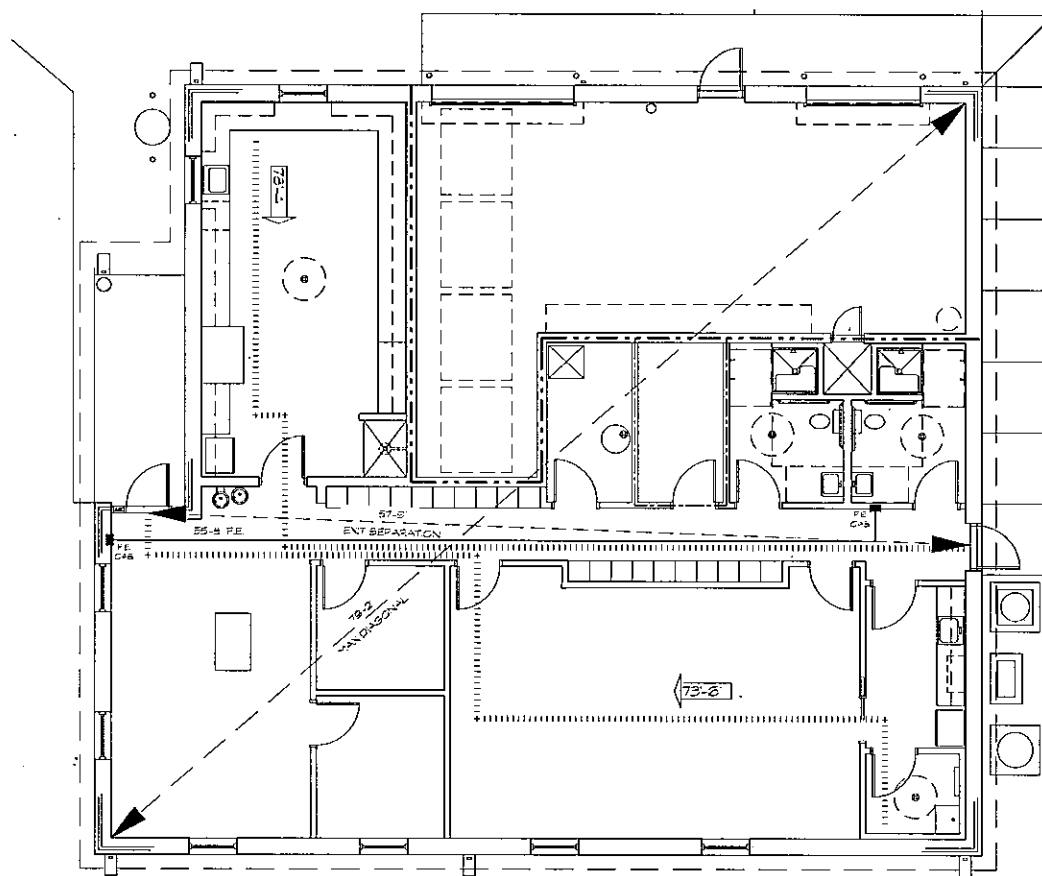
**GMB**  
GEORGE, MILES & BUHR, LLC  
ARCHITECTS & ENGINEERS  
SALESBURY / BALTIMORE / SECONO

NEW CONSTRUCTION FOR:  
OCEAN PINES WWTP  
OPERATIONS BUILDING  
OCEAN PINES, MARYLAND

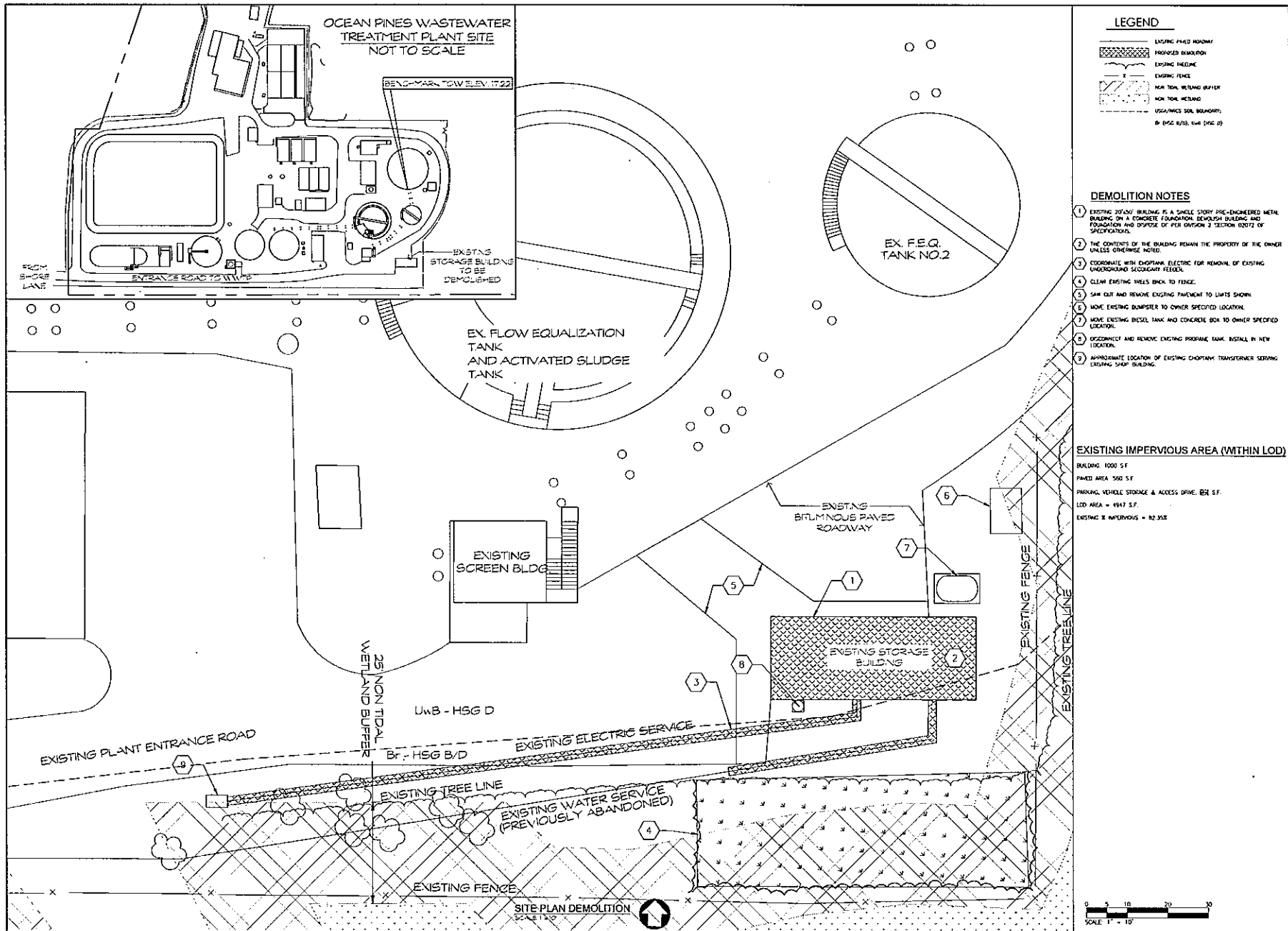
G1.1 SWM COVER SHEET

SCALE AS NOTED  
DESIGN BY: HOF  
CHECKED BY: LHM  
ONCHES BY: HOF  
CADD FILE: 160243

G1.



G1.2



DATE	BY	CHKD	APP'D
05-18-2020	J. M. B. / J. M. B.	J. M. B. / J. M. B.	J. M. B. / J. M. B.
05-18-2020	J. M. B. / J. M. B.	J. M. B. / J. M. B.	J. M. B. / J. M. B.
05-18-2020	J. M. B. / J. M. B.	J. M. B. / J. M. B.	J. M. B. / J. M. B.
05-18-2020	J. M. B. / J. M. B.	J. M. B. / J. M. B.	J. M. B. / J. M. B.
05-18-2020	J. M. B. / J. M. B.	J. M. B. / J. M. B.	J. M. B. / J. M. B.

**EMB**  
 GEORGE, MILES & BURR, LLC  
 ARCHITECTS & ENGINEERS  
 11111 BROADWAY  
 SUITE 200  
 OCEAN PINES, MD 21151

NEW CONSTRUCTION FOR:  
 OCEAN PINES WWTP  
 OPERATIONS BUILDING  
 OCEAN PINES, MARYLAND

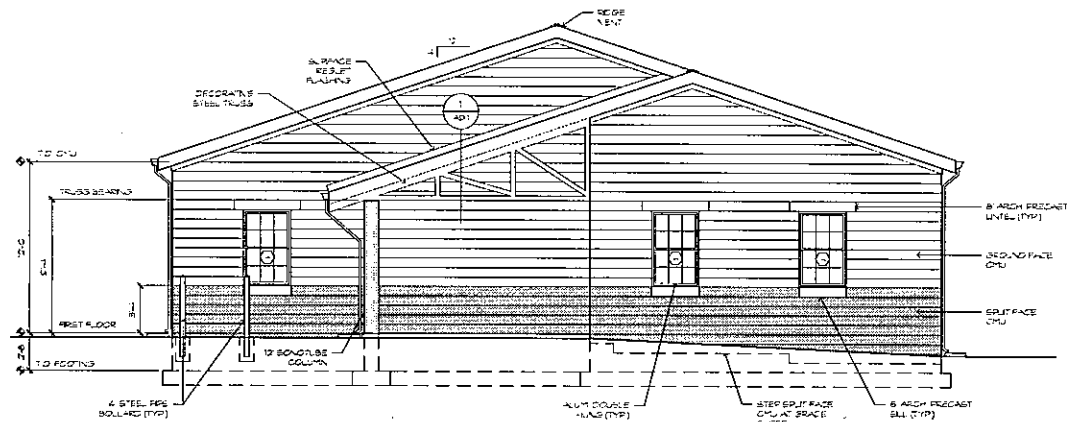
SITE PLAN  
 DEMOLITION

SCALE 1" = 10'  
 SHEET # 1 OF 1  
 DRAWN BY: JMB  
 CHECKED BY: JMB  
 DATE: 05-18-2020

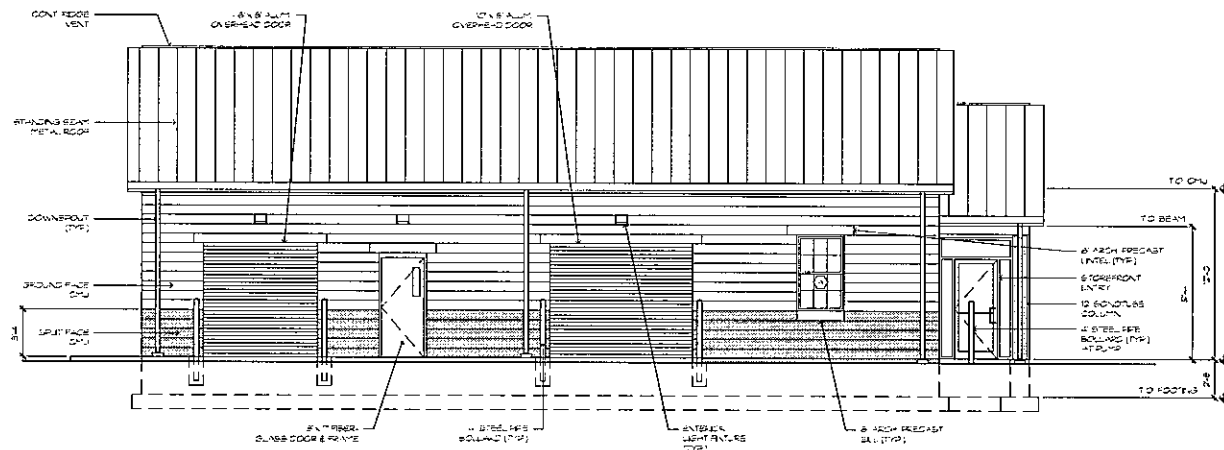
C1.0







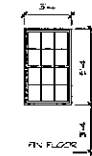
EAST ELEVATION



NORTH ELEVATION

### WINDOW SCHEDULE

74 210



DOUBLE HUNG

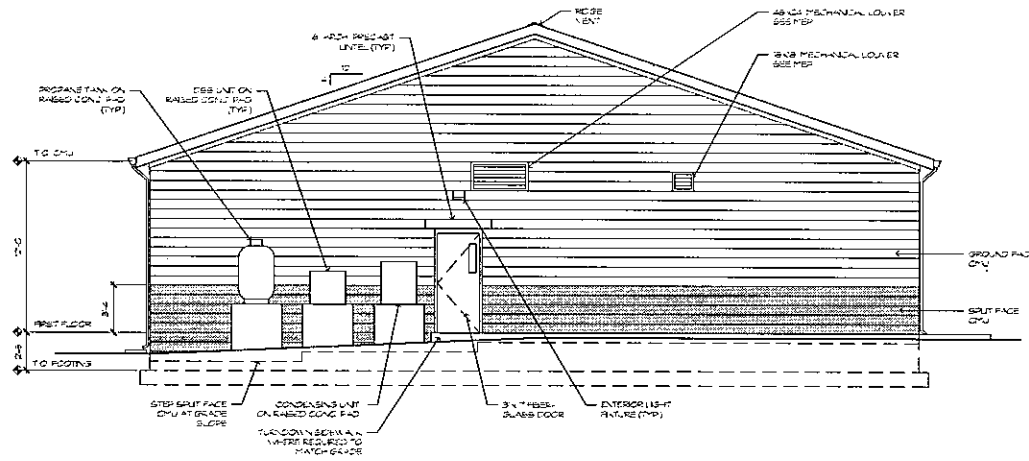
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NEW CONSTRUCTION FOR:  
OCEAN PINES WWTP  
OPERATIONS BUILDING  
OCEAN PINES, MARYLAND

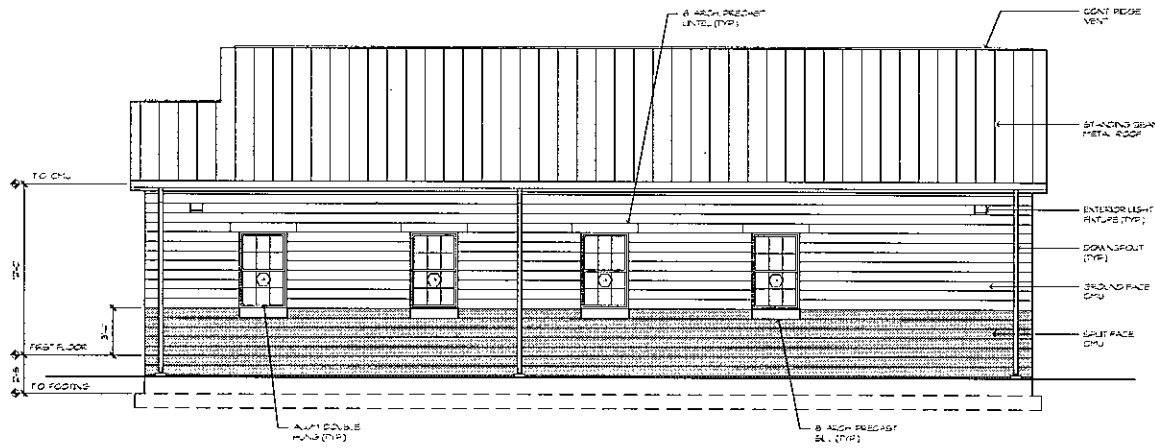
## ELEVATIONS

NAME	ALBERT
DESIGN BY	WDM
DRAWN BY	AVV
CHECKED BY	WDM
CAD FILE	120720
DATE	12-2-00

A2.1



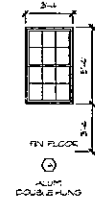
WEST ELEVATION




SOUTH ELEVATION

WINDOW SCHEDULE

1/4\"/>



		
GEORGE, NILES & BUHR, LLC ARCHITECTS & ENGINEERS Burlington, Idaho, U.S.A.		
www.geoniles.com		
1	15'-00" x 12'-00" x 8'-00"	1
2	12'-00" x 12'-00" x 8'-00"	1
3	12'-00" x 12'-00" x 8'-00"	1
4	12'-00" x 12'-00" x 8'-00"	1
5	12'-00" x 12'-00" x 8'-00"	1
6	12'-00" x 12'-00" x 8'-00"	1

NEW CONSTRUCTION FOR:  
OCEAN PINES WWTP  
OPERATIONS BUILDING  
OCEAN PINES, MARYLAND

ELEVATIONS

SCALE	1/4\"/>
DESIGNED BY	LDN
CHECKED BY	LDN
DATE	10/9/2019

A2.2

**OCP WWTP Operations Building  
Ocean Pines, Maryland**

**GMB File No. R160049**

**Harkins Contracting**

31400 Winterplace Parkway, Suite 400  
Salisbury, MD 21804  
410.749.3300  
Attn: Randy Swift  
[rswift@harkinscontracting.com](mailto:rswift@harkinscontracting.com)

**RD Meredith General Contractors, LLC**

PO Box 32  
Salisbury, MD 21803  
410.742.3753  
Attn: Richard Meredith  
[rdmgc@hotmail.com](mailto:rdmgc@hotmail.com)

**Gillis Gilkerson**

150 West Market Street, Suite 200  
Riverview Commons  
Salisbury, MD 21801  
410.749.4821  
410.749.7934 fax  
Attn: Dwight Miller  
[dmiller@gillisgilkerson.com](mailto:dmiller@gillisgilkerson.com)

**Willow Construction, Inc.**

400 Maryland Avenue  
P.O. Box 521  
Easton, MD 21601  
P.O. Box 147  
Georgetown, DE 19947  
410.822.6000 x128  
401.820.7392 fax  
Attn: Mike Hiner  
[Mike@willowconstruction.com](mailto:Mike@willowconstruction.com)

**Regional Builders, Inc.**

PO Box 769  
100 Park Avenue  
Seaford, DE 19973  
302.628.8660  
Attn: Barry Neal  
[barryneal@regionalbuilders.com](mailto:barryneal@regionalbuilders.com)

**The Whayland Company**

30613 Sussex Highway  
Laurel, DE 19956  
302.875.5445  
Attn: Steve Hentschel  
[steve@whayland.com](mailto:steve@whayland.com)

**EDiS Company**

110 S. Poplar Street, Suite 400  
Wilmington, DE 19801  
Attn: Leon Thompson, Jr.  
[ltompson@ediscompany.com](mailto:ltompson@ediscompany.com)  
302.421.5700

**Richard Y Johnson & Son Inc.**

18404 Johnson Rd  
Lincoln, DE 19960  
302.422.3732  
Attn: Jesse Dixon  
[jdixon@ryjson.com](mailto:jdixon@ryjson.com)

**Harper & Sons, Inc.**

9071 Old Centreville Road  
Easton, MD 21601  
410.820.2000  
Attn: Benson Harper  
[bharper@harperandson.com](mailto:bharper@harperandson.com)



ITEM  
26

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

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

To: Commissioners  
From: Harold L. Higgins  
Date: October 27, 2020  
Re: Franklin Street Parking

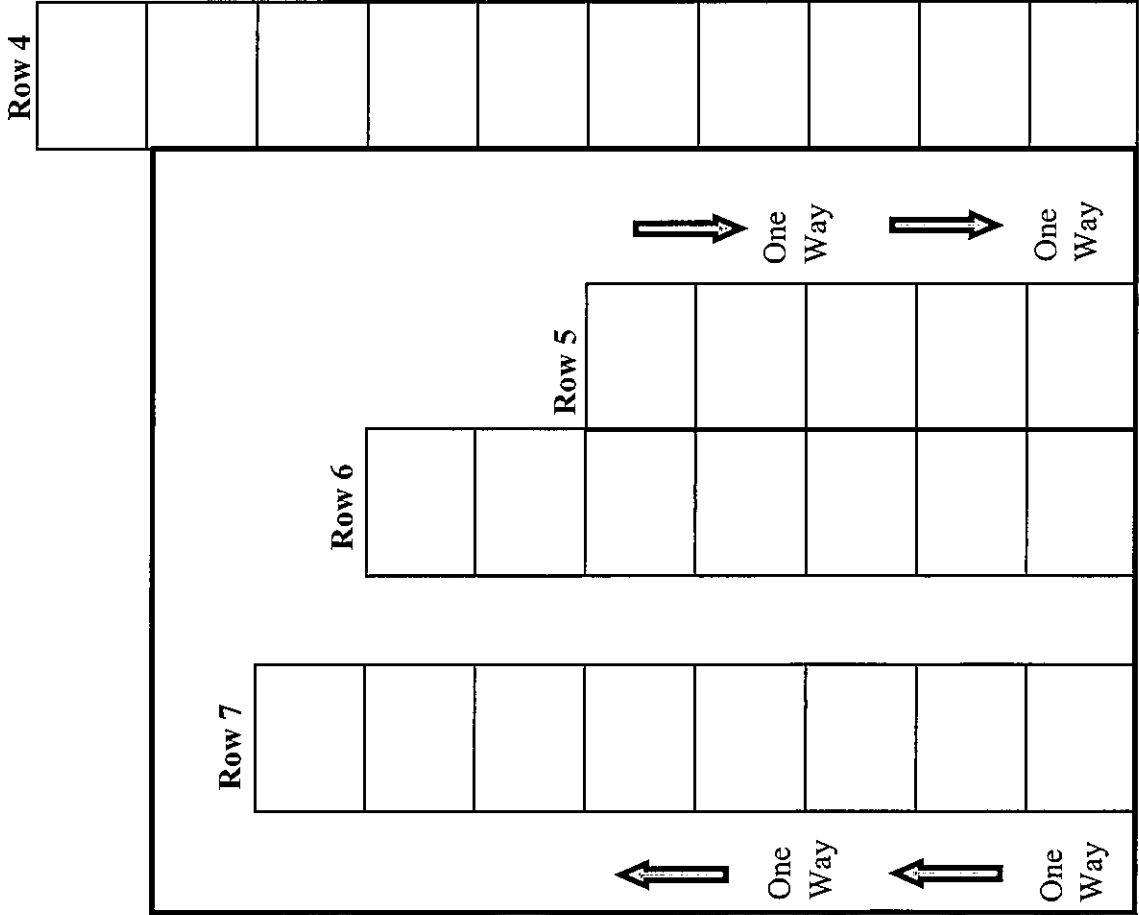
Attached for your review and approval is an aerial of the Franklin Street Parking Lot and a recommended layout as follows:

<u>Proposed Layout</u>	<u>Designated</u>		
Along Wall	7	7	4 Treasury, 3 DRP
Across from Wall	3	3	3 SDAT
Row 1	6	6	Sheriff (including transport)
Row 2	7	7	Sheriff
Row 3	7	3	Sheriff
Row 3		4	Environmental Programs
Row 4	10	10	State Attorney
Row 5	5	4	Fire Marshall
Row 5		1	Legal
Row 6	7	2	Administration
Row 6		1	Human Resources
Row 6		4	Guest Parking
Row 7	8	8	EMS
	60	60	

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Along the Wall


Across from the Wall




Row 1

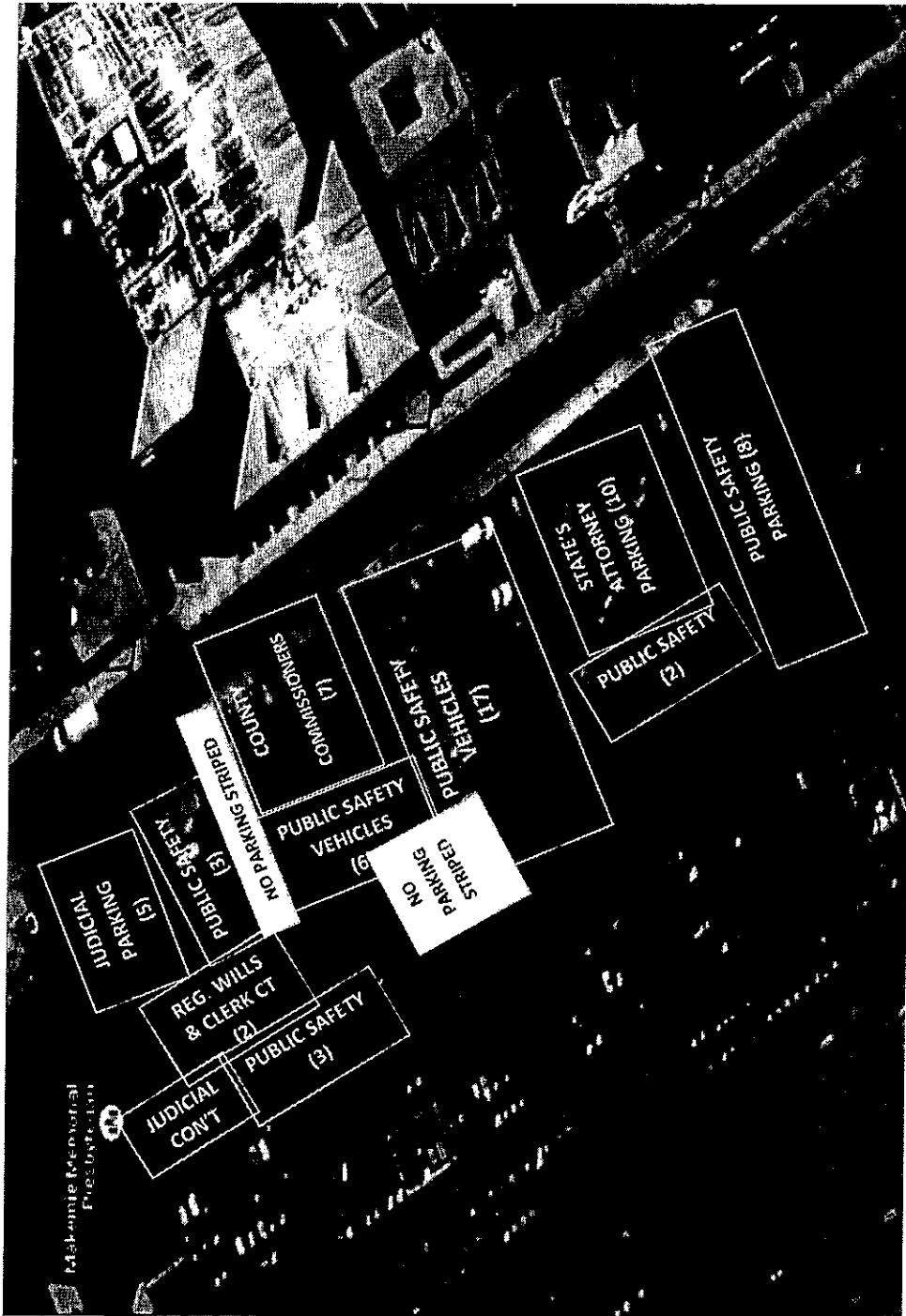
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Franklin Street

Franklin Street

Franklin Street

Franklin Street





ITEM  
27



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1200 / FAX: 410-632-3008  
<http://www.co.worcester.md.us/departments/drpd>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: October 26, 2020  
RE: County Commissioners' Findings of Fact and Resolution - Rezoning Case  
No. 425 (Hope)

\*\*\*\*\*

Attached please find the County Commissioners' Findings of Fact and Resolution the staff drafted relative to the above referenced rezoning cases. As you are aware, the public hearing was held by the County Commissioners on October 6, 2020. 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.

jkk

Attachment

DRAFT

IN THE MATTER OF

\*

THE REZONING APPLICATION OF

\*

DANIEL STRICKLAND HOPE AND

\*

REZONING CASE NO. 425

\*

JANA P. HOPE

\*

\*\*\*\*\*

**FINDINGS OF FACT**

Subsequent to a public hearing held on October 6, 2020 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. 425: This case seeks to rezone approximately 54.7 acres of land ("petitioned area") located on the southerly side of Nassawango Road, to the west of MD Route 12, northwest of Snow Hill. It is on the easterly side of the former Nassawango Country Club and Golf Course. The request is to reclassify the petitioned area from RP Resource Protection District to A-1 Agricultural District. The petitioned area is shown as Parcel 18, Parcel B on Tax Map 70. The petitioned area is comprised of an existing agricultural field and wooded areas adjacent to the Pocomoke River.

Applicant's testimony before the County Commissioners: Hugh Cropper, IV, attorney for the applicant, began his presentation by stating that he was basing the request for rezoning on a claim of mistake in the existing zoning of the petitioned area. He stated that the property had been previously zoned A-1 Agricultural District until the comprehensive rezoning in 2009. He requested to adopt the Planning Commission's findings of fact and recommendation on the case as an exhibit. Mr. Cropper said that the wetlands adjacent to the Pocomoke River would be excluded from the request, and be retained in the RP Resource Protection District. This area has been delineated by Chris McCabe, environmental consultant, and survey located by Frank Lynch, Jr., who is willing to provide the county with a metes and bounds legal description of the area being requested for rezoning to A-1 Agricultural District. Mr. Cropper stated that the applicant is also the owner of the adjacent parcel, and that the subject property has historically been utilized for

agricultural activities and timber harvesting. While Mr. Cropper agreed with staff that the agricultural use of the property as crop production was a use permitted in all zoning districts, he outlined the various limitations that were imposed by virtue of the RP District, such as the requirement for a special exception to build a house, an agricultural structure, or the ability to subdivide. He noted that the Critical Area regulations allow subdivision in the Resource Conservation Area (RCA) at a density of one lot per 20 acres, which would apply to the subject property. Mr. Cropper stressed that the RP District purpose and intent statement says that the RP zoning should be reserved for areas of wetlands and muck. The petitioned area is uplands. Mr. McCabe testified that the A-1 Agricultural District is consistent with the RCA regulations, pointing to pages 36 and 37 of the Planning Commission findings of fact in which the Critical Area Commission finds the request consistent with certain exceptions. Overall, Mr. Cropper stated that the rezoning would result in a reasonable use and enjoyment of the property by the applicant, and that there are restrictions in place to protect the sensitive areas by virtue of the Critical Area regulations.

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: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, the petitioned area is not within an area which receives public sewer or water service at the present time. A single-family dwelling in this location would require a private septic system regardless of zoning. Mr. Mitchell's memo stated that the subject property is in the S-6 category (no planned service) of the Master Water and Sewerage Plan. Additionally, the Planning Commission found that the Critical Area designation of Resource Conservation Area (RCA) limits development to one dwelling per 20 acres; thus, the petitioned area could theoretically have a maximum of two lots with one dwelling each. Fire and ambulance service will be available from the Snow Hill Volunteer Fire Company's facility, approximately ten minutes away from the subject property. 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 thirty minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately ten minutes away. No comments were received from either the Maryland State Police or the Worcester

County Sheriff's Department. The petitioned area is served by the following schools: Snow Hill Elementary School, Snow Hill Middle School, and Snow Hill 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 of the petitioned area from RP Resource Protection District to A-1 Agricultural District, and the site will be subject to the limitations of private water and wastewater as well as the Critical Area regulations.

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 Nassawango Road, a County-owned and -maintained roadway. The Comprehensive Plan classifies Nassawango Road as a two-lane secondary highway/minor collector highway. It should be noted that other portions of this roadway are named Dividing Creek Road and/or MD Route 364 and are State-owned and -maintained. This minor collector begins at US Route 13 in Pocomoke City and links to MD Routes 12 and 354 to the north of Snow Hill. James W. Meredith, District Engineer for the Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 office commented by letter (copy attached) that if development of the property is proposed in the future, the MDOT SHA may require a traffic impact study to determine potential impacts to the surrounding state roadway network and that future development may also require an access permit to be issued from his office. He also stated that with the exception of the aforementioned comments, MDOT SHA has no objection to a rezoning determination by Worcester County. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo (copy attached) that he had no comment at this time. Based upon its 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 as no significant changes are anticipated with a maximum of two dwellings able to be permitted.

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 representative, the County Commissioners find that the petitioned area is currently tilled lands and forested wetlands. Based upon the testimony of Mr. McCabe, the wetlands adjacent to the Pocomoke River have been delineated, and will be surveyed by Mr. Lynch, Jr., who will provide a metes and bounds legal description to the county. Mr. Cropper has agreed that this area can remain in the RP Resource Protection District, consistent with the Green Infrastructure

category of the Comprehensive Land Use Map. Additionally, the County Commissioners find that the petitioned area has historically been cultivated fields, and that the potential use of the property for a single-family dwelling is consistent with the A-1 Agricultural District. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area, excluding the area designated as wetlands adjacent to the Pocomoke River, from RP Resource Protection District to A-1 Agricultural 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 Agricultural and Green Infrastructure Land Use categories within the Comprehensive Plan. Therefore, rezoning the tilled uplands would further the petitioned area's compatibility with the Comprehensive Plan. They agreed that the portion of the petitioned area containing wetlands and located adjacent to the Pocomoke River is more consistent with the Green Infrastructure category and should remain in the RP Resource Protection District. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from RP Resource Protection District to A-1 Agricultural District, excluding the area designated as wetlands adjacent to the Pocomoke River, 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 RP Resource Protection District to A-1 Agricultural District, with the exception of the area designated as wetlands adjacent to the Pocomoke River. 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. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the petitioned area and surrounding vicinity is agricultural in nature, with limited residential use. Given the nature of the petitioned area and its environs, the County Commissioners conclude that the requested A-1 Agricultural District is the most compatible zoning classification for the petitioned area and with the Comprehensive Plan. Based upon their review, 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. 425 and thus rezone the petitioned area excluding the area designated as wetlands adjacent to the Pocomoke River, shown on Tax Map 70 as Parcel 18, Parcel B, from RP Resource Protection District to A-1 Agricultural District.

Adopted as of October 6, 2020. Reduced to writing and signed \_\_\_\_\_, 2020..

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY



DRAFT

ZONING RECLASSIFICATION RESOLUTION NO. 20-

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO § 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 A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 70 AS PARCEL 18, PARCEL B FROM RP RESOURCE PROTECTION DISTRICT TO A-1 AGRICULTURAL DISTRICT.

WHEREAS, pursuant to § ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Daniel Strickland Hope and Jana P. Hope, applicants, and Hugh Cropper, IV, applicant's attorney, filed a petition for the rezoning of approximately 54.7 acres of land shown on Tax Map 70 as Parcel 18, Parcel B, located on the southerly side of Nassawango Road, to the west of MD Route 12, northwest of Snow Hill, requesting a change in zoning classification thereof from RP Resource Protection District to A-1 Agricultural District; and

WHEREAS, the Worcester County Planning Commission gave the petition a favorable recommendation during its review on July 2, 2020; and

WHEREAS, subsequent to a public hearing held on October 6, 2020, 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 found that there is a mistake in the existing zoning of the petitioned area and the findings of fact relative to the criteria as required by law are incorporated by reference;

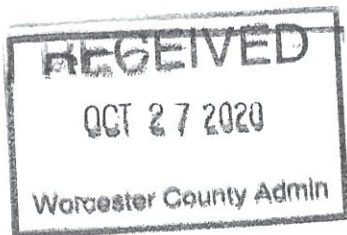
NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Daniel Strickland Hope and Jana P. Hope, applicants, and Hugh Cropper, IV, applicant's attorney, and shown on Tax Map 70 as Parcel 18, Parcel B is hereby reclassified from RP Resource Protection District to A-1 Agricultural District subject to no portion of the petitioned area being within the wetlands boundary line to be defined by a metes and bounds legal description of the petitioned area.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, October 6, 2020.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY




ITEM  
28

**Worcester County**  
Department of Environmental Programs

**Memorandum**

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

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

**Subject:** **Public Hearing Request**  
Text Amendment  
Master Water and Sewerage Plan  
Case No. (SW-2020-01)

PROPOSED PUBLIC  
HEARING DATE:  
DECEMBER 1ST,  
2020

**Date:** October 26, 2020

The Planning Commission met on October 1, 2020, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for a text amendment to revise language regarding point sources in the coastal bays under Water and Sewer Service Goals.

The amendment, requested by Joseph Moore, on behalf of the owner of Riverview Mobile Home Park, Jim Latchum, would modify Section 1.2.2 D (Protection of the Environment) of *The Plan*. The amended language would make it possible for existing multi-use systems

The Riverview park, located in Bishopville, is in *The Plan* as a multi-use septic system serving the residents of the park. Maximum number of trailers was capped at 66, and they have run between 58-63 units in our historical records and have the ability to add the last system connections. The septic is a single system, with a low pressure-dosed drain field that has the old system as a backup. They have conventional (zero) treatment at the present, and the system and drain field is an innovative system repair located entirely in the critical area. There is no guaranteed state funding for pre-treatment (a package plant) that would be required with a system replacement should the existing system fail. This is the only large multi-use septic systems (over 5,000 gpd) that does not have groundwater discharge permit, is located within the critical area, and is not adjacent to any sewer planning area, and does not have a state funding source for the addition of treatment (systems located in our state parks).

After an investigation by staff that included multiple conversations with MDE staff, we have made the following edits of the submitted amendment to *The Plan* to implement this amendment and presented this to the Planning Commission at their hearing on the matter:

**Citizens and Government Working Together**



Under: 1.2 WATER AND SEWER SERVICE GOALS

Existing language:

- Section 1.2.2 D Protection of the Environment

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects

**Revised ( in bold italics):**

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects. ***Surface water discharge to the bays may be considered for existing large multi-use systems that do not have a groundwater discharge permit, and are located in the critical area that are not adjacent to or within approved sewer planning areas, subject to the following conditions:***

- (i) ***An enhanced level of treatment will be required resulting in a net reduction in nutrient loading to the receiving waterbody.***
- (ii) ***The discharge cannot contribute to a degradation of the level of impairment on the receiving waterbody.***

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

1. Environmental Program's transmittal letter and report to the Planning Commission; and
2. Minutes for the Planning Commission meeting on October 1, 2020.

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

Attachment

cc: WS File – Text Amendment (SW-2020-01)

# **Attachment 1**

## **Submittal to Planning Commission**

---

Text Amendment  
Case No. SW 2020-01  
October 26, 2020





DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1306

SNOW HILL, MARYLAND 21863

TEL: 410-632-1220 / FAX: 410-632-2012

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

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

September 23, 2020

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

RE: *Comprehensive Water and Sewerage Plan*  
*Amendment – Text Amendment – Section 1.2.2 D*  
*(SW-2020-01)*

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to expand the sewer planning area for the Mystic Harbour Sanitary Area in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* ("Application for Amendments"), the applicant submitted a complete application for a text amendment and we have attached it.

The amendment, requested by Joseph Moore, on behalf of the owner of Riverview Mobile Home Park, Jim Latchum, would modify Section 1.2.2 D (Protection of the Environment) of *The Plan*. The amended language would make it possible for existing multi-use systems

The Riverview park, located in Bishopville, is in *The Plan* as a multi-use septic system serving the residents of the park. Maximum number of trailers was capped at 66, and they have run between 58-63 units in our historical records and have the ability to add the last system connections. The septic is a single system, with a low pressure-dosed drain field that has the old system as a backup. They have conventional (zero) treatment at the present, and the system and drain field is an innovative system repair located entirely in the critical area. There is no guaranteed state funding for pre-treatment (a package plant) that would be required with a system replacement should the existing system fail. This is the only large multi-use septic systems (over 5,000 gpd) that does not have groundwater discharge permit, is located within the critical area, and is not adjacent to any sewer planning area, and does not have a state funding source for the addition of treatment (systems located in our state parks).

The park currently contributes 1,214 pounds of nitrogen annually to the Coastal Bays using Maryland Department of the Environment's (MDE's) nitrogen delivery ratio for systems located within the 1,000

September 23, 2020

ft critical area (attached). A treatment plant would dramatically reduce this loading to the watershed with the advanced treatment technologies available today. Grants for a system of this size would be very hard to secure. The water quality funding scoring in Maryland is geared towards larger community systems, systems that have failed or need significant repair, or systems under a consent order. This park is not under a consent order. A replacement of the system with treatment would be an immense debt burden imposed on the rental rates for the existing park residents. The owner believes that getting additional units for the park within the existing property would assist in spreading the cost of the upgrade to treatment to an affordable price point that would provide a stable future for the park's residents and perhaps add to the park's ability to provide affordable housing for additional individuals. They have explored additional onsite testing to expand the septic capability and explored adjacent properties for spray irrigation and have not been able to find or secure these outlets for additional land application of treated effluent.

### Amendment Recommendation

The proposed amendment text change is attached. After an investigation by staff that included multiple conversations with MDE staff, we have made the following edits of the submitted amendment to *The Plan* to implement this amendment:

#### Under: 1.2 WATER AND SEWER SERVICE GOALS

Existing language:

- Section 1.2.2 D Protection of the Environment

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects.

Revised ( in bold italics):

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects. ***Surface water discharge to the bays may be considered for existing large multi-use systems that do not have a groundwater discharge permit, and are located in the critical area that are not adjacent to or within approved sewer planning areas, subject to the following conditions:***

- (i) An enhanced level of treatment will be required resulting in a net reduction in nutrient loading to the receiving waterbody.***
- (ii) The discharge cannot contribute to a degradation of the level of impairment on the receiving waterbody.***

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with *The Comprehensive Plan*. The Planning Commission may also submit its project comments and recommendations. The findings

September 23, 2020

and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

### **Comprehensive Plan Policies**

The *Comprehensive Plan* has the following relevant excerpts for this proposed text amendment:

Chapter One, "Introduction" states:

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

Chapter Three, "Natural Resources" states:

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

Chapter Three, "TMDLs" states:

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

Chapter Five, "Housing" states:

- A goal that "Worcester County residents should be able to live in comfortable, safe, and affordable housing." (p.67)
- Mobile homes should be recognized as an affordable housing alternative and additional park locations should be designated. (p. 67)

Chapter Six, "Public Infrastructure" states:

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

### **Public Works**

The Department declined to comment on this text amendment.

### **Staff's Comments**

Staff comments are submitted below for your consideration.

1. This proposal seeks to meet existing housing needs and demand generated by providing a stable future for an existing mobile home park.

WS Amendment Case No. 2020-01  
September 23, 2020

2. The subject properties are mapped as an IDA (Intensely Developed Area) for the Atlantic Coastal Bays Critical Area.
3. If successful with this amendment, the owner will need to submit another amendment to permit the treatment plant and will need to comply with MDE's procedures and state law in the investigation and ultimate approval of a surface water discharge permit.
4. Any new development will need to occur in the manner and character of the surrounding neighborhood in existing developed areas. Compliance with local zoning, critical area, storm water and other local and state regulations will be required.
5. Staff has structured *the Plan* amendment to not cause an exacerbation of any existing impairments to the receiving waterbody. This particular waterbody, the Bishopville Prong, is impaired for nutrients and the issuance of any future surface water discharge permit cannot contribute to worsening that impairment.

If you need further information, please contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Mitchell', is written over a blue rectangular stamp.

Robert J. Mitchell, LEHS  
Director

Attachments

cc: WS Amendment File (SW 2020-01)

# **Attachment 1**

# **Amendment Application**

---

Text Amendment - Section 1.2.2 D  
Case No. SW 2020-1  
September 23, 2020

8



LAW OFFICES  
**WILLIAMS, MOORE, SHOCKLEY & HARRISON, L.L.P.**  
3509 COASTAL HIGHWAY  
OCEAN CITY, MARYLAND 21842

JOSEPH E. MOORE  
RAYMOND C. SHOCKLEY  
J. RICHARD COLLINS  
REGAN J.R. SMITH  
CHRISTOPHER T. WOODLEY  
CHRIS S. MASON  
PETER S. BUAS  
MORGAN A. FISHER

(410) 289-3553  
TELEFAX (410) 289-4157

MARCUS J. WILLIAMS (1923-1998)  
EDWARD H. HAMMOND, JR. (1942-2011)

OF COUNSEL  
JOSEPH G. HARRISON, JR.

January 13, 2020

Mr. Robert Mitchell  
Director of Environmental Programs  
Worcester County Government Center  
1 West Market Street Room 1306  
Snow Hill, MD 21863

Re: Text Amendment Worcester County Comprehensive  
Water and Sewer Plan

Dear Mr. Mitchell:

In accordance with your instructions, please allow this letter to represent a petition for a text amendment to the Worcester County Comprehensive Water and Sewer Plan, with respect to Plan Section 1.2.2 "Protection of the Environment". The provisions of Section 1.2.2 as presently in effect are attached hereto, with the proposed amendment requested by this petition, indicated by the italicized bold text which amends Section 1.2.2 D related to discharge of effluent into coastal bays for the limited and specific purpose of considering surface water point discharge providing an enhanced level of treatment resulting in nutrient loading reduction, for existing properties served by large on-site septic systems.

In those limited circumstances, the Commissioners would be allowed to consider the environmental benefits of providing an enhanced level of treatment other than that which the present septic system can provide.

I also enclose a check for \$100.00, payable to "Worcester County" for the text amendment application fee.

I believe it is fair to assert that the requested amendment is a minor one, allows for specific consideration shown to be beneficial, and is undertaken on a case-by-case basis.

In the event you require additional information from me, please advise. Otherwise, I shall await the date of a meeting with the Worcester County Planning Commission for the purpose of their consideration of a recommendation for the change.

Sincerely,

Joseph E. Moore

JEM/pd  
Enclosures

**WORCESTER COUNTY COMPREHENSIVE WATER AND SEWER PLAN  
TEXT AND MAP AMENDMENTS**

*Proposed amendment indicated by italicized or strikethrough text*

**AMEND SECTION 1.2.2.**

**1.2.2 Protection of the Environment**

Water and sewer facilities should be planned and constructed in such a manner as to insure and protect the environment and natural resources of Worcester County. This includes the following goals:

- A. Protection and improvement of the water quality of the inland bays, Chesapeake Bay and its tributaries, and other surface waters.
- B. Preservation and protection of groundwater aquifers which are used for drinking water supplies.
- C. Preservation and protection of agricultural lands, natural resource and conservation areas, and sensitive areas. While encouraging economic growth, development is to be concentrated in suitable areas, with growth in rural areas to be directed to existing population centers.
- D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited from serving as the method of wastewater disposal for any new projects. *Surface water point discharge to the coastal bays may be considered for new wastewater collection and treatment systems to serve existing communities with large on-site septic systems which do not currently have advanced treatment, where the enhanced level of treatment will result in a net reduction in nutrient loading to the receiving waters.*
- E. Identification and categorization of sources of pollution from urban areas, agricultural areas, industrial wastes and soil erosion.
- F. Development of the problem area inventory for individual and community water and/or sewer systems and identification of the planned corrections for these areas.
- G. Resource conservation is to be practiced, including a reduction in resource consumption.

## **Attachment 2**

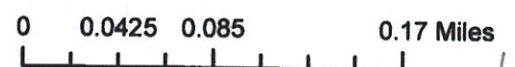
# **Maps – General Location and Flooding Nitrogen Delivery Rate**



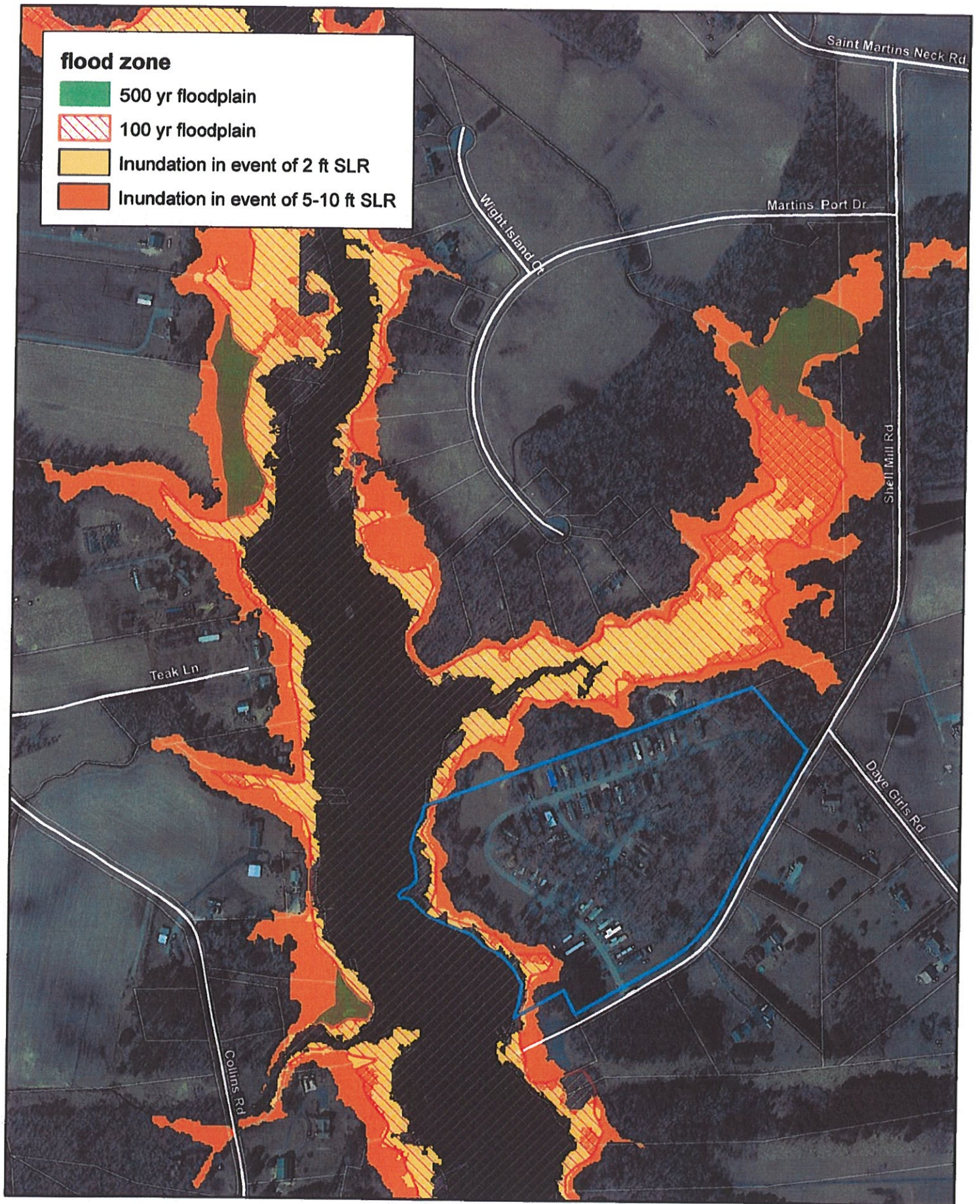


**Riverview Mobile Home Park**

2019 aerial image







Riverview Mobile Home Park

0 0.045 0.09 0.18 Miles

Riverview Mobile Home Park  
Nitrogen Loading Examination

Nitrogen Delivery Rates assumed by MDE

- |   |  |
|---|--|
| A) Septic system located within the 1000' CA          | Assumes 80% of Household Nit. will enter the Bay |
| B) Septic system located within 1000' of per. Stream  | Assumes 50% of Household Nit. will enter the Bay |
| C) Septic system located outside CA and >1000' stream | Assumes 30% of Household Nit. will enter the Bay |

MDE reported nitrogen contribution per household per year      Approx. 23 pounds

Calculations utilizing MDE's 30%, 50%, 80% Nitrogen delivery ratios

- |  |   |
|--|---|
| A) $(23 \text{ lbs/hh/yr})(.80) = 18.4 \text{ lbs enters bay without BAT}$ | $(18.4 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 9.2 \text{ lbs Nit to Bay after BAT treatment}$  |
| B) $(23 \text{ lbs/hh/yr})(.50) = 11.5 \text{ lbs enters bay without BAT}$ | $(11.5 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 5.75 \text{ lbs Nit to Bay after BAT treatment}$ |
| C) $(23 \text{ lbs/hh/yr})(.30) = 6.9 \text{ lbs enters bay without BAT}$  | $(6.9 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 3.45 \text{ lbs Nit to Bay after BAT treatment}$  |

**Total Nitrogen Load entering Coastal Bays from the Riverview Park (66EDUs)**

**Analysis:  $(66 \text{ homes})(23 \text{ lbs. N}) = 1,518 \text{ lbs. N}$  (0.80 delivery ratio) = 1,214 lbs. is the current Nitrogen load to the Coastal Bays**



# **Attachment 2**

## **PC Minutes**

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Text Amendment  
Case No. SW 2020-01  
October 26, 2020



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

- A. As the next item of business, the Planning Commission reviewed an application associated with a text amendment for Section 1.2.2D in the *Master Water and Sewerage Plan (The Plan)*. Joseph Moore, Attorney, and Robert Rauch, Engineer, appeared on behalf of the applicant, James Lachum. Robert Mitchell, Director of Environmental Programs presented the staff report to the Planning Commission.

Mr. Mitchell explained that the applicant is requesting a revision of Section 1.2.2.D in *The Plan* to allow an addition of language to the text to provide for a point source discharge for a large flow septic system that does not have a groundwater discharge permit, is not located in the critical area, are not within or adjacent to existing public sewer service areas, will have an enhanced level of treatment required that will result in a net reduction of nutrient loading to the receiving waterbody, and that the discharge cannot contribute to a degradation to the level of impairment on the receiving waterbody. Mr. Mitchell also explained a typo on the existing language that should have included the words for any new projects on the current prohibition. Mr. Moore addressed the Commission and said that his clients had no objections to the requirements they are just looking for a way forward and this was just a first step in getting there as they know they have a follow-up amendment for the actual plant if this amendment is successful. He introduced Robert Rauch of Rauch Engineering as their engineering consultant and said he could make a presentation of information as well. Mr. Rauch said that he started his career with public works in Talbot County and is very familiar with these issues as he designs these kinds of systems statewide for his mobile home park clients. Mr. Rauch explained that they had investigated every inch of the existing park for additional septic capacity and looked at neighboring properties for spray irrigation, but were not successful in those efforts. If the soils on and offsite did not yield the capacity, the property owners with promising offsite lands were not allowing access. He added that the package plants of yesterday were not equipped to provide the level of treatment we are able to provide today. While MD Department of the Environment sets the permit limitations and decides if a permit can be issued, he is confident their technology (4-stage Bardenpho) can easily meet 3 parts per million total nitrogen and 0.3 parts per million total phosphorus and they can go lower on phosphorus as the state may require that level of removal. They will have a financial management plan for the plant and will retain a Class 5 licensed operator, which is what the state will require for operation of this technology.

Mr., Mitchell added an explanation of what large flow groundwater discharge permits were and how there could be large flow septic systems without groundwater discharge permits, what exists on the property currently, the options for the property if the existing system failed, and what the future would look like at the park with a discharge and an expansion with the number of sites and how that could provide a funding path for the project upgrade to treatment. He echoed Mr. Rauch's statements on the explorations and efforts done to date to investigate the mobile home property and the surrounding properties.

Mr. Mitchell finished with the staff report's findings noting the consistencies found for such a development within the *Comprehensive Plan* and land use designations, and that the proposed improvements would need to be permitted in accordance with

existing zoning within the property boundaries of the current campground. Mr. Knerr asked about flushing in the river, and Mr. Mitchell responded that there were many different models and estimates for the flushing rates of the different coastal bays watersheds. He stated that Sinepuxent was of course the fastest at a few days while St Martins River, as a part of the Isle of Wight watershed, would be between 1-2 weeks.

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

ITEM  
29

### NOTICE OF PUBLIC HEARING

Amendment to Worcester County Water and Sewerage Plan  
and  
Expansion of the Mystic Harbour Sanitary Service Area  
to add the properties at 10208 Thoroughfare Farms Road

The Worcester County Commissioners will hold a concurrent public hearing to consider applications filed by Hugh Cropper and Steve Engle, on behalf of Steve Hoffman, owner, for a proposed amendment to the Worcester County Master Water and Sewerage Plan and an expansion of the Mystic Harbour Sanitary Service Area. The application for amendment to the Water and Sewerage Plan seeks to add the subject properties to the Mystic sewer planning area on the property shown as Parcels 168, 252, and 295 on Worcester County Tax Map 26, located on the north side of Old Bridge Road. The applicant also proposes the sanitary services area for the project be designated for a sewer planning category as an S-1 (Present to 2 years) within the Mystic Harbour sewer planning area. The Worcester County Planning Commission reviewed the proposed Water and Sewerage Plan amendment at its meeting of July 2, 2020 and found it to be consistent with the Worcester County Comprehensive Plan and the zoning category for the subject property. The County Commissioners will also evaluate the proposed expansion of the sanitary service area in accordance with the provisions of Section PW 5-305 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland and the staff reports.

The **PUBLIC HEARING** on these applications will be held on

**WEDNESDAY, NOVEMBER 4, 2020 at 10:30 A.M.**

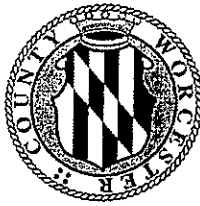
in the Commissioners' Meeting Room, Room 1101 – Government Center

One West Market Street, Snow Hill, Maryland 21863

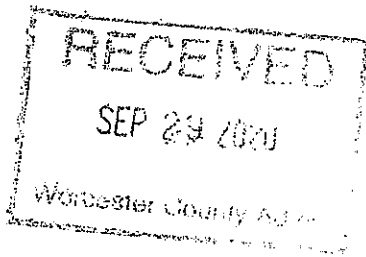
The case file for this application may be reviewed on the on the County Website at <http://www.worcester.md.us>. Questions may be directed to Robert Mitchell, Director of Environmental Programs, by calling 410-632-1220, or by email at [bmitchell@co.worcester.md.us](mailto:bmitchell@co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS

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24



**Worcester County**  
Department of Environmental Programs

**Memorandum**

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

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

**Subject:** **Public Hearing Request**  
Expansion of Sewer Planning Area  
Mystic Harbour Sanitary Service Area  
Worcester County Tax Map 26, Parcels 168, 252, 295  
Case No. (SW-2020-04)

**Date:** September 28, 2020

The Planning Commission met on July 2, 2020, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for an amendment to revise the sewer planning area for the Mystic Harbour Sanitary Service Area.

Mr. Hugh Cropper and Mr. Steve Engle are the applicants on behalf of the owner, Mr. Steve Hoffman. This amendment seeks to expand the Mystic Harbour sewer planning area for the subject property. The subject properties are located on the north side of Maryland Route 707 (old Bridge Road). They are more specifically identified on Worcester County Tax Map 26 as Parcels 168, 252 and 295, and are already within the West Ocean City sewer planning area with a designation of S-1 (immediate to two years). They are applying to include the properties within the Mystic sewer planning area with a designation of S-1 (immediate to two years), and include in the Mystic Harbour sewer service information in *The Plan* to include a revised Mystic Harbour sewer planning area map that will reflect the entire property as a planned S-1 designation. Since we already have a West Ocean City sewer planning area overlay in the area, the subject property is already designated S-1 in *The Plan* for the West Ocean City sewer planning area. This amendment would not change that planning designation for the West Ocean City sewer planning area, it would only include the properties within the Mystic Harbour sewer planning area with an S-1 designation.

The applicant requested the change in sewer service classification in order to serve a proposed commercial expansion and/or residential development. The owner will need to seek an allocation of Mystic Harbour sewer EDUs from the County Commissioners to serve the proposed development from available capacity in Area 1 (North of the Airport).

**Citizens and Government Working Together**

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

1. Environmental Program's transmittal letter and report to the Planning Commission; and
2. Minutes for the Planning Commission meeting on July 2, 2020.

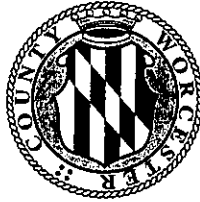
At his time, we are requesting the public hearing be scheduled. A draft advertisement has been forwarded to County Administration under separate cover. As always, I am available at any time for the presentation and to answer any questions on this matter.

**Attachment**

cc: WS File – Mystic Harbour - Expansion of Sewer Planning Area (SW-2020-04)

## **Attachment 1**

# **Planning Commission Packet and Staff Report**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1306

SNOW HILL, MARYLAND 21863

TEL: 410-632-1220 / FAX: 410-632-2012

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

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

June 24, 2020

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

RE: Transmittal-Comprehensive Water and Sewerage  
Plan Amendment –Mystic Harbour Sanitary Area –  
Expansion of Sewer Planning Area  
TM 26 Parcels 168, 252, 295  
(SW-2020-04)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to expand the sewer planning area for the Mystic Harbour Sanitary Area in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* ("Application for Amendments"), the applicant submitted a complete application and we have attached it.

The owner of the property, Mr. Steve Hoffman, is the applicant. The owner is represented by Stave Engle of Vista Design and Hugh Cropper, attorney. This amendment seeks to expand the Mystic Harbour Sewer Planning Area for the subject properties. The total area of the subject properties together are approximately 23.69 acres. The properties are currently within the West Ocean City Sewer Planning Area with a designation of S-1 (immediate to two years). The owner is applying to also include the properties within the Mystic Harbour Sewer Planning Area with a designation of S-1 (immediate to two years), and include in the Mystic Harbour sewer service information in *The Plan* to include a revised Mystic Harbour sewer planning area map that will reflect all of the properties as a planned S-1 designation. This amendment would not change that planning designation for the West Ocean City sewer planning area, it would only include the properties within the Mystic Harbour Sewer Planning Area with an S-1 designation in the same.

The applicant requested the change in sewer service classification in order to serve future proposed residential and commercial development on the properties. The subject properties are located on Old Bridge Road (MD Route 707), in West Ocean City, Maryland. They are more specifically identified



on Worcester County Tax Map 26 as Parcels 168, 252, and 295. The owner will need to seek an allocation of Mystic Harbour sewer EDUs from the County Commissioners to serve the future proposed development from available capacity in Area 1 (North of the Airport).

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

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

### **Comprehensive Plan Policies**

The *Comprehensive Plan* assigns a two land use designations for these properties within the Mystic Harbour sewer planning area:

1. Existing Developed Area
2. Commercial Center

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

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

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

- This category designates sufficient area to provide for anticipated needs for business, light industry, and other compatible uses.
- Retail, offices, cultural/entertainment, services, mixed uses, warehouses, civic, light manufacturing and wholesaling would locate in commercial centers. Not designated as growth areas, these areas should be limited to infill development.

The *Comprehensive Plan* goes on to state:

Chapter One, "Introduction" states:

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

Chapter Three, "Natural Resources" states:

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

June 24, 2020

Chapter Three, "TMDLs" states:

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

Chapter Six, "Public Infrastructure" states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).
- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).
- Use land application of treated wastewater as the preferred wastewater disposal method where appropriate (p. 73).
- Sewer systems should be sized to serve their service areas' planned for land uses (p. 74).

### Zoning

The *Planning Area* is has already been approved under various amendments and is appropriate zoned for the current and proposed uses planned for the existing sanitary area properties, including the subject property. These properties, carry two zoning designations, C-2 (General Commercial District) and R-4 (General Residential District).

### Staff's Comments

Staff comments are submitted below for your consideration.

1. This proposal seeks to meet existing needs and demand generated by infill development within the planning areas. The project would provide service to an area designated by the *Comprehensive Plan* and *Master Water and Sewerage Plan* for public sewer service. The applicant is upgrading an existing sewer planning area designation to reflect a desire to further develop these properties.
2. The properties are already designated as an S-1 in the West Ocean City sewer planning area. Since the West Ocean City area has limited capacity and overlays the subject properties and adjacent properties, this proposed expansion of the Mystic Harbour sewer planning area is designed to accommodate the proposed sanitary needs of this development.
3. The subject properties are mapped as an IDA (Intensely Developed Area) for the Atlantic Coastal Bays Critical Area.
4. The *Planning Area's* comprehensive plan designations and zoning permits the proposed uses. Any construction in the *Planning Area* would be required to meet the provisions of the storm water program, critical area program, and other local and state requirements.
5. This proposal does not require the expansion of the treatment facilities capability and can be adequately handled in the recently upgraded Mystic Harbour WWTP.
6. This infill development will occur in the manner and character of the surrounding neighborhoods in existing developed areas.
7. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. As proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

Mystic Harbour WS Amendment Case No. 2020-04

June 24, 2020

If you need further information, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to be 'RJM', written over a horizontal line.

Robert J. Mitchell, LEHS  
Director

Attachments

cc: WS Amendment File (SW 2020-04)

# **Attachment 1**

# **Application**

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Mystic Harbour Sewer Planning Area Expansion  
TM 26 Parcels 168, 252, 295  
Case No. SW 2020-04  
June 24, 2020

8

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

Date: 05/27/2020

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

**S.D. Hoffman Family, LLC  
10208 Thoroughfare Farm Rd.  
Ocean City, Maryland 21842**

Contact Person: **Steve Hoffman**  
Telephone: **443-497-3199**

Amendment Type: ☒ Water ☒ Sewer ☐ Other  
Amendment Character: ☒ Addition ☐ Deletion ☐ Change

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

Department of Environmental Programs  
1 West Market Street Room 1306 - Govt Center  
Snow Hill, Maryland 21863

The fee for major amendment [adding or deleting service capacity or area(s)] is \$500.  
Minor amendments (not adding or deleting service) are \$100.

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

Property Identification:

Tax Map: **26** Parcel Number(s): **168, 252 & 295**  
Town/Community Name: **West Ocean City**

Location Description:

**Intersection of MD. Route 50 and MD Route 707**

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

(If other than property owner)

Date: \_\_\_\_\_



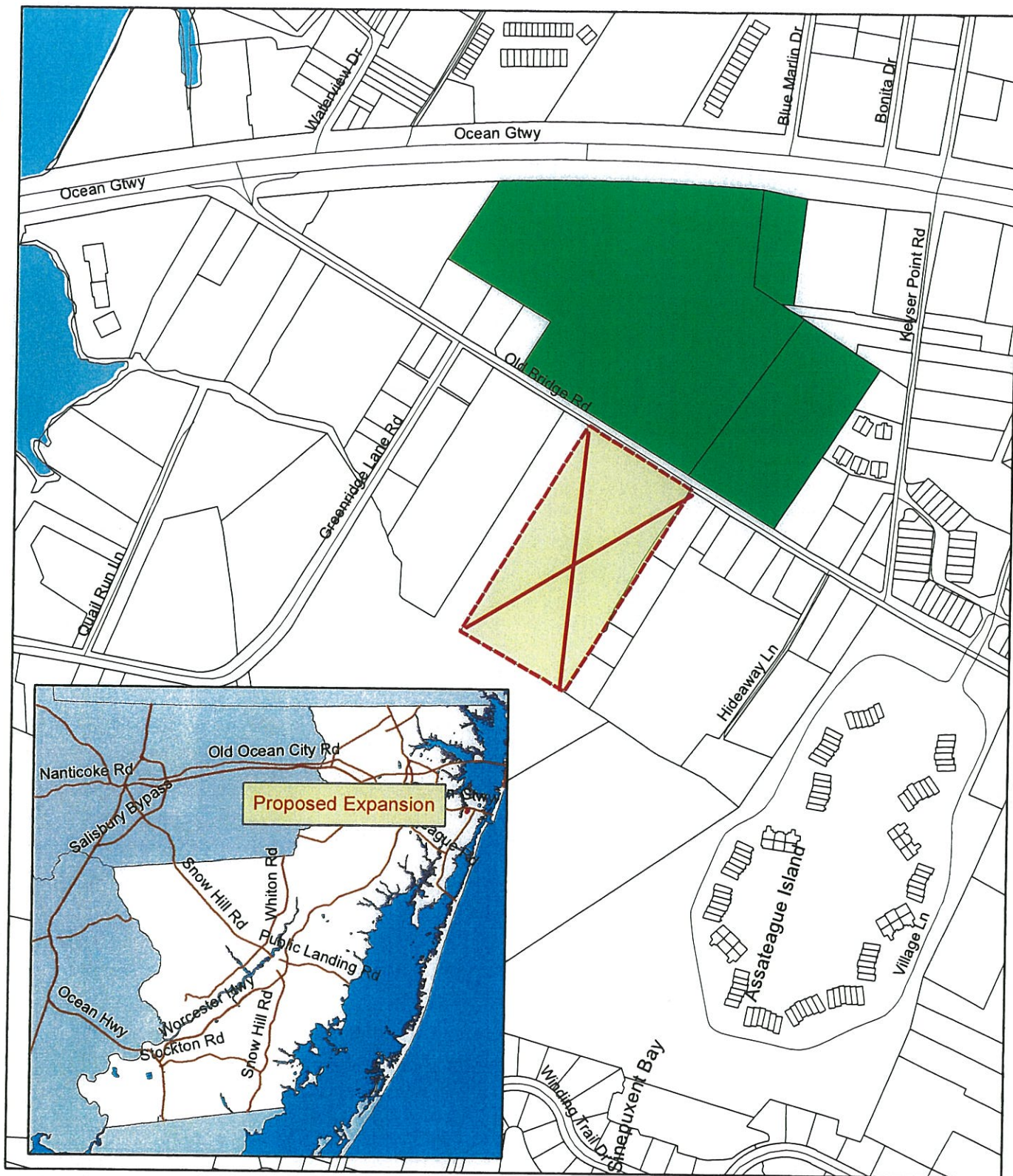
# **Attachment 2**

# **Maps**

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Mystic Harbour Sewer Planning Area Expansion  
TM 26 Parcels 168, 252, 295  
Case No. SW 2020-04  
June 24, 2020





## General Location Map

Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020







0 0.05 0.1 0.2 Miles

	S1		E1
	Prior Case		R1
	A1		R2
	A2		R4
	RP		C2

## Zoning

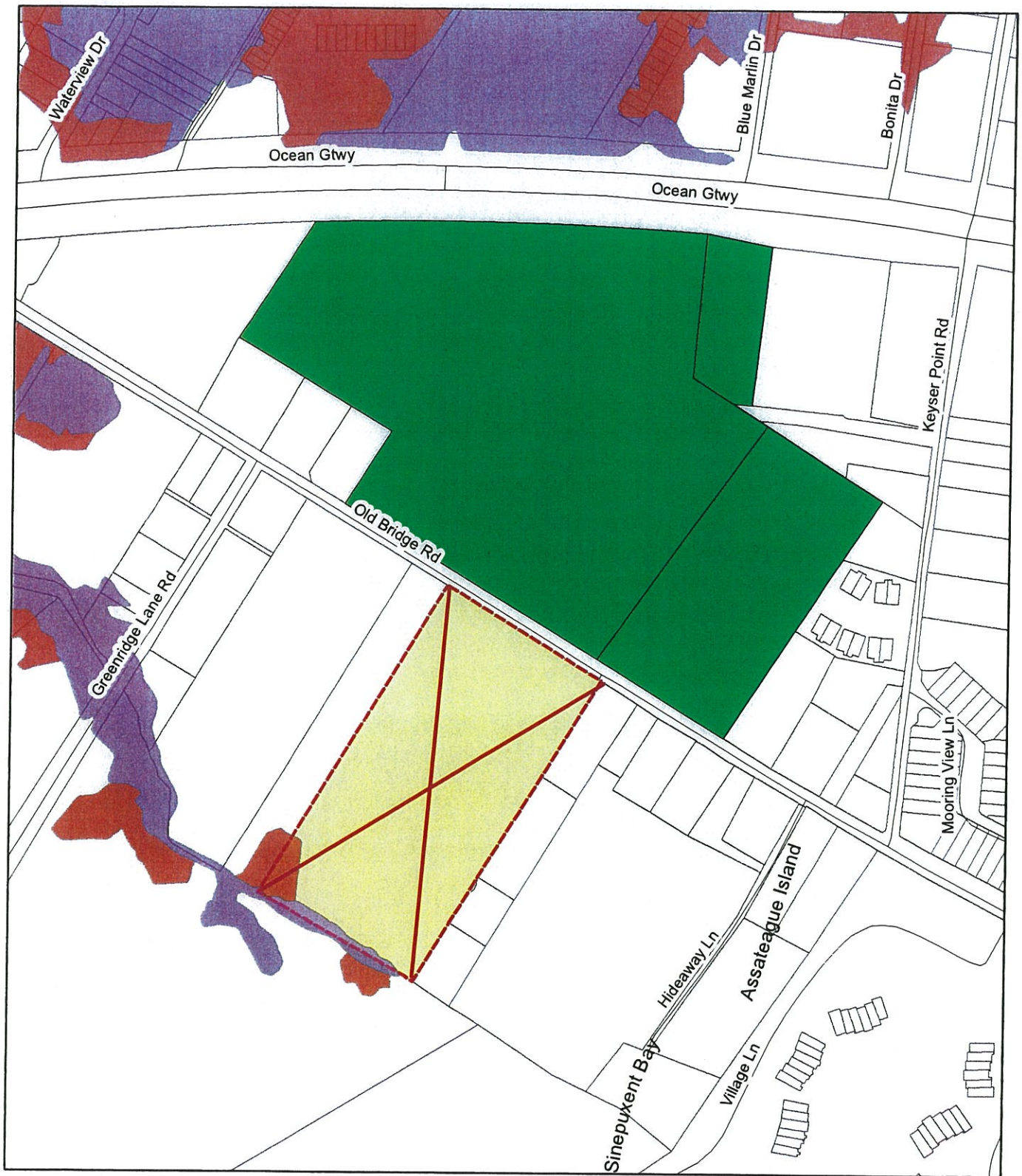
Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.045 0.09 0.18 Miles

- S1
- Prior Case
- 500 Year Floodplain
- 100 Year Floodplain

## Floodplain

Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.04 0.08 0.16 Miles

- S1
- Prior Case
- All areas are prime farmland
- Prime farmland if drained
- Prime farmland if irrigated

## Ag Suitability

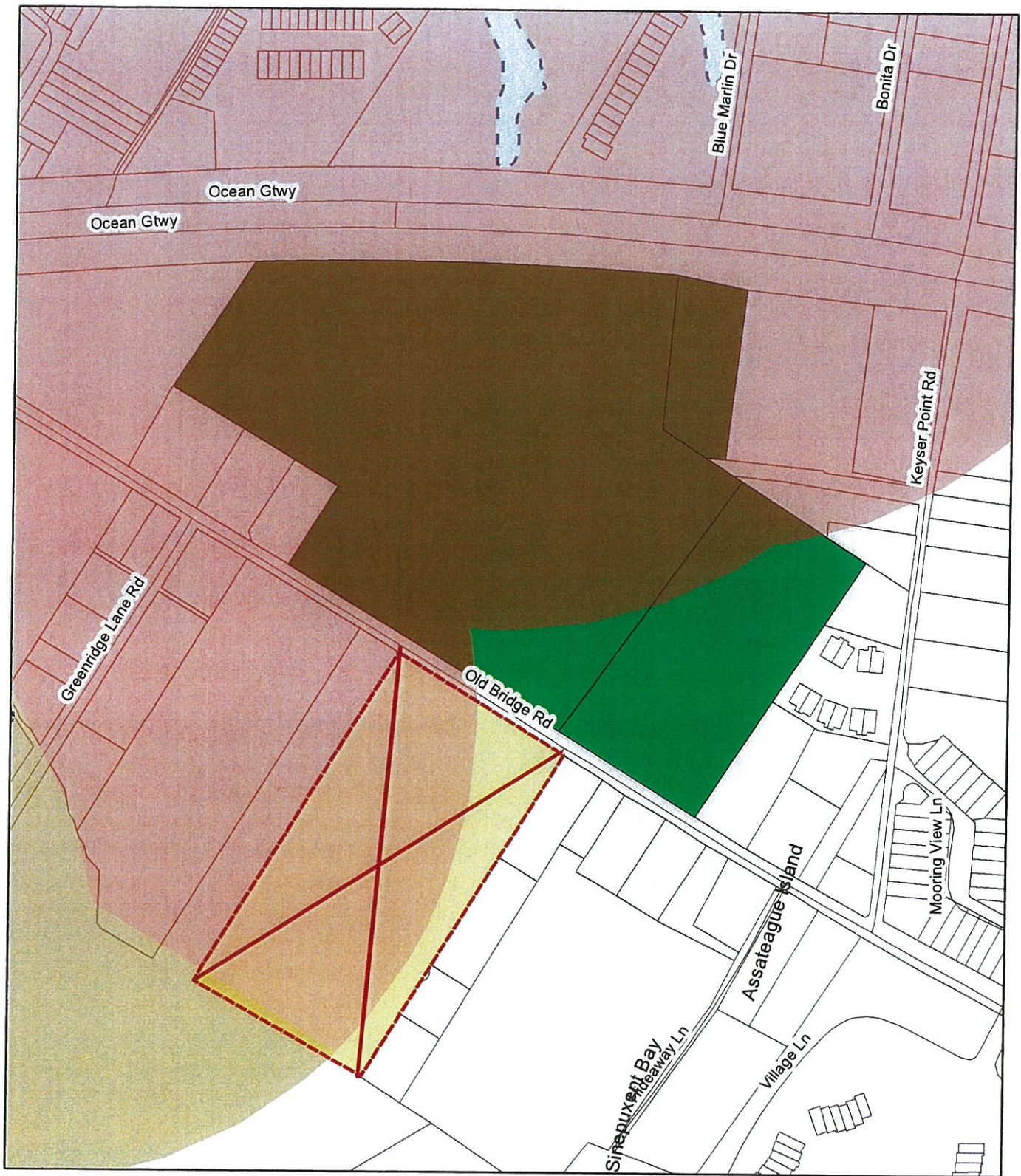
Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.04 0.08 0.16 Miles

- S1
- Prior Case
- IDA - Intensely Development Areas
- LDA - Limited Development Areas
- RCA - Resource Conservation Areas
- Out of Program
- Tidally Influenced Areas

## Critical Area

Case SW-2020-04

Mystic Harbour Sewer Planning Area

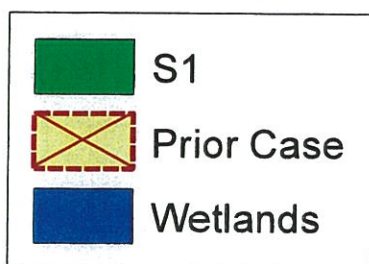


Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.05 0.1 0.2 Miles



## Wetlands

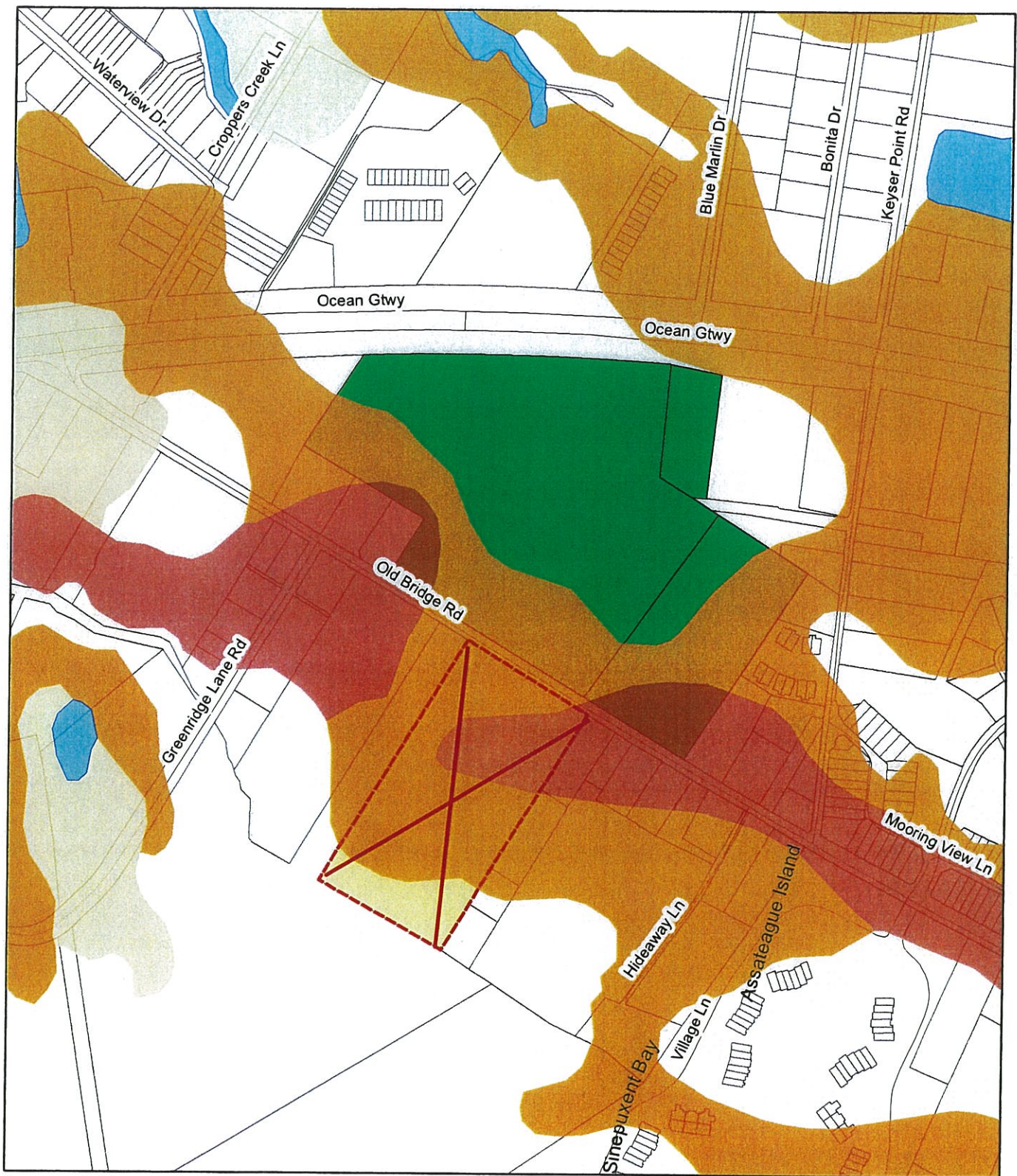
Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.05 0.1 0.2 Miles

- S1
- Prior Case
- Water
- Excessively drained
- Somewhat excessively drained
- Moderately well drained
- Well drained

## Soil Drainage Types

Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.05 0.1 0.2 Miles

S1	Industrial
Prior Case	Institutional
Agriculture	Major rivers
Atlantic Ocean	Municipality
Commercial Center	Village
Existing Developed Centers	Waterbody (bays, ponds)
Green Infrastructure	Waterway (rivers, streams, creeks)
Growth Area	

## Land Use Plan

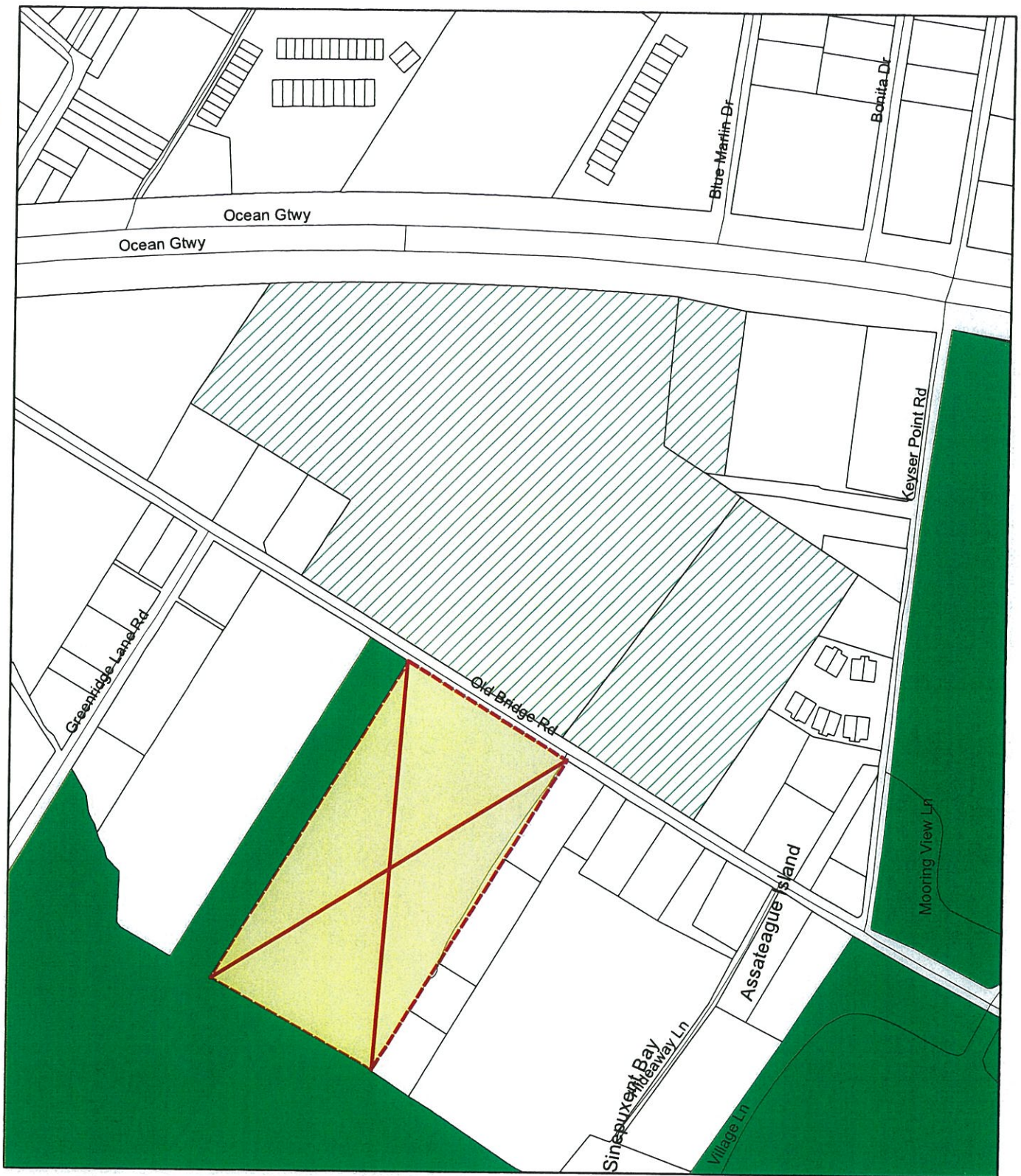
Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020





0 0.0425 0.085 0.17 Miles

-  S1
-  S1 Proposed
-  Prior Case

## Proposed Amendment

Case SW-2020-04

Mystic Harbour Sewer Planning Area



Prepared by the Worcester County  
Department of Environmental Programs  
June 19, 2020

20

## **Attachment 2**

# **Application**

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

Date: 05/27/2020

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

**S.D. Hoffman Family, LLC  
10208 Thoroughfare Farm Rd.  
Ocean City, Maryland 21842**

Contact Person: **Steve Hoffman**  
Telephone: **443-497-3199**

Amendment Type: ☒ Water ☒ Sewer ☐ Other  
Amendment Character: ☒ Addition ☐ Deletion ☐ Change

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

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Snow Hill, Maryland 21863

The fee for major amendment [adding or deleting service capacity or area(s)] is \$500.  
Minor amendments (not adding or deleting service) are \$100.  
**Note: Modification of this form will void the application.**

Property Identification:

Tax Map: 26 Parcel Number(s): 168, 252 & 295  
Town/Community Name: **West Ocean City**

Location Description:

**Intersection of MD. Route 50 and MD Route 707**

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

06/01/2020

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If other than property owner)



**Attachment 3**

**Planning Commission  
Minutes**



## **Worcester County Planning Commission Meeting Minutes**

**Meeting Date:** July 2, 2020

**Time:** 1:00 P.M.

**Location:** Worcester County Government Office Building, Room 1102

### **Attendance:**

#### **Planning Commission**

Jay Knerr, Vice Chair

Marlene Ott

Rick Wells

Betty Smith

Brooks Clayville

#### **Staff**

Roscoe Leslie, County Attorney

Ed Tudor, Director

Phyllis Wimbrow, Deputy Director

Jennifer Keener, Zoning Administrator

Jessica Edwards, Customer Service Representative

Robert Mitchell, Director of Environmental Programs

### **I. Call to Order**

### **II. Administrative Matters**

**A. Review and approval of minutes, June 4, 2020—** As the next item of business, the Planning Commission reviewed the minutes of the June 4, 2020 meeting. Following the discussion, it was moved by Mr. Wells seconded by Ms. Smith and carried unanimously to approve the minutes as submitted.

**B. Board of Zoning Appeals agenda, July 9, 2020—** As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals hearing scheduled for July 9, 2020. Mrs. Keener was present for the review to answer questions and address concerns of the Planning Commission. No comments were forwarded to the Board.

### **III. MALPF Application Review**

Ms. Munson reminded the Planning Commission that the Maryland Agricultural Land Preservation Foundation (MALPF) purchases agricultural preservation easements, funded by agricultural and real estate transfer tax revenue, generally on an annual basis. She provided county-wide maps depicting the following six (6) applications to sell an easement to MALPF in Worcester County that have been received by the county for the FY 21 funding cycle:

#### Re-applications

- Fair, Freddie and Fay; TM 93, Grid 16, P 41; W side Steel Pond Rd, Stockton; 102.0 acres
- Gross, Mark; TM 32, Grid 16, P 217; Harrison Road, Berlin; 210.13 acres
- Holland, Glenn and Jean; TM 100, Grid 1, P 6, 55, 84; Colona and New Bridge Roads; 53.81 acres
- Wilkins, Tom et al; TM 77, Grid 5, P 102; Route 364; 139.9713 acres

### New Applications

- Aberdeen Farm, LLC; TM 92, Grid 3, Parcel 69; 2836 Sheephouse Road, Pocomoke City; 144.93 acres
- Lamberton, Jason and Kelly; TM 92, Grid 4, P 8; 3105 Sheephouse Road, Pocomoke City; 74.821 acres

A table summarizing information for each application was also provided.

The maps provided indicate that all applications are zoned A-1 and/or RP and all are within the Agriculture or Green Infrastructure 2006 land use category. She stated that on June 30, 2020, the Worcester County Agricultural Land Preservation Advisory Board reviewed the applications and recommended that all applications be forwarded to the state for consideration. She stated that the Planning Commission must determine whether an easement on each applicant property is compatible with existing county plans and policy and thus whether or not approval of the application is recommended to the Worcester County Commissioners.

In response to a question, Ms. Munson explained that the applicant may waive all rights to lots or retain the right to one "unrestricted" lot when they apply to sell an easement. This affects the value of the easement which is why it is determined at the time of application. An "unrestricted" lot right could be transferred to anyone at any time after the easement is purchased. In response to a question Ms. Munson stated that solar panels are only allowed on a property encumbered with an easement if they are non-commercial (serving the property only). In response to a question, she stated that easement purchases are funded by agricultural transfer tax and real estate transfer tax. This revenue is to be used for easement purchases only (per statute), however, the real estate transfer tax revenue has in the past been diverted for other uses.

Ms. Ott made the motion to recommend that all applications are eligible for consideration for easement purchase; this was seconded by Mr. Wells. The favorable recommendation was unanimous.

### **IV. §ZS 1-325 Site Plan Review**

As the next item of business, the Planning Commission reviewed a site plan associated with the proposed addition of 112 campsites and associated amenities within the Frontier Town campground, located on the easterly side of Stephen Decatur (MD Route 611), approximately 705 feet north of Assateague Road, Tax Map 33, Parcel 94, Tax District 10, A-2 Agricultural District. Hugh Cropper IV, Esquire, attorney, and Chris McCabe, consultant, were present for the review. Mr. Cropper testified that the project was in front of the board for a similar request previously and that this was the final expansion of the campground, with this request including 112 new "pull-in" campsites, one bathhouse and associated playground area.

Mr. Cropper also noted that the required EDUs have already been secured and supplied photographs and architectural elevations of the bathhouses existing in other areas of the campground. He explained the proposed bathhouse will be of the same earth-tone color scheme to blend with all existing structures.

Following the discussion, a motion was made by Ms. Ott, seconded by Mr. Wells, and carried unanimously to approve the site plan subject to addressing the code requirements and the following items:

1. The Planning Commission found that the proposed expansion need not comply with ZS 1-318(c)(1)J. due to the age of the original development.
2. After reviewing the photographs and façade design plan provided during testimony, the Planning Commission found the proposed earth tone colors, consistent with the existing overall development.
3. The Planning Commission also granted a waiver to Item 3 referencing compliance with the Design Guidelines and Standards as many of the typical design requirements for standard buildings are not generally featured on bathhouses. Additionally, the building is not visible from the public roadway.

#### **V. Comprehensive Water and Sewerage Plan Amendment No. SW-2020-04.**

As the next item of business, the Planning Commission reviewed an application associated with the expansion of the Sewer Planning Area in the *Master Water and Sewerage Plan (The Plan)* for the Mystic Harbour Sanitary Service (SW 2020-04). Robert Mitchell, Director of Environmental Programs, appeared on behalf of the applicant, the Worcester County Commissioners, and presented the staff report to the Planning Commission. Hugh Cropper, attorney, was present on behalf of the Steve Hoffman, the applicant. John Salm, from JW Salm Engineering, and Steve Engle from Vista Design, were present on behalf of the applicant as well.

Mr. Mitchell explained that the applicant is requesting an expansion of the Mystic Harbour Sewer Planning Area in *The Plan*. This revision is to provide sewer sanitary capacity to serve a proposed 41 unit residential development on the property. This property is already included within the West Ocean City sewer planning area with a planning designation of S-1 (immediate to 2 years). The property's western edge already is included in the Mystic sewer planning area and the owner would like the entire property within the Mystic planning area. Mr. Cropper and Mr. Salm and Mr. Engle reviewed the residential project that the owner wanted to develop on the site and urged the amendment's approval. They noted that the sewer capacity does not exist in the West Ocean City Sanitary Area to serve the proposed project.

Mr. Mitchell answered a question from Mr. Knerr that the Mystic area would be the only area that could provide the sewer capacity needed for this proposed development. He also indicated that the Mystic Sanitary Service area through prior planning efforts and amendments was, by design, a non-exclusive service area and would have overlays with adjacent service areas in West Ocean City.

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

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

#### **VI. Map Amendment – Case No. 425**

As the next item of business, the Planning Commission reviewed Rezoning Case No. 425, a request to rezone a portion of Tax Map 70, Parcel 18 from RP Resource Protection District to A-1 Agricultural District. This segment of the property consists of 54.7 acres on the southerly side of Nassawango Road, to the west of MD Route 12, northwest of Snow Hill. It is located on the easterly side of the former Nassawango Country Club and Golf Course. Hugh Cropper, IV, Esquire, Mr. and Mrs. Hope, property owners, Chris McCabe, consultant, and Frank Lynch, Jr. surveyor were present for the review. Mr. Cropper noted that he represents the prospective buyer, Mr. Smithson. Mr. Cropper testified that the request is being made based upon a mistake in the assigned zoning district.

Submitted as Applicant's Exhibit No. 1 was a copy of the RP Resource Protection District zoning regulations. Mr. Cropper noted that the district allows a very limited number of uses by right and that the construction of a single-family dwelling would require a special exception by the Board of Zoning Appeals. Mr. Cropper emphasized the importance of agriculture in Worcester County as expressed in the staff report. Mr. Cropper further noted that agricultural uses, such as tilling land, would also need a special exception; staff clarified that such a use is allowed in every zoning district and can be found in §ZS 1- 105.

Submitted as Applicant's Exhibit No. 2 was a copy of the Land Use Map taken from the Worcester County Comprehensive Plan reflecting the petitioned area as being located within the Agricultural designation. Mr. Cropper further indicated he believes the zoning should have followed the line indicated on the aforementioned Land Use Map. Additionally, Mr. Cropper testified that the entire 54.7 acres should be rezoned as requested; however, there is a small strip of land bordering the river that could understandably remain zoned RP District, if the board so found.

Submitted as Applicant's Exhibit No. 3 was a map of the petitioned area. Mr. Cropper again expressed that the area along the river, bordering the wetlands, could remain as RP to lessen this request.

In response to a question posed by Mr. Cropper, Mr. Lynch confirmed it is axiomatic to say that the land should be zoned A-1 to be consistent with the Land Use Map. He agrees that there was a mistake in the zoning of the property and also believes it should have been an agricultural district. Mr. Cropper also questioned Mr. McCabe who indicated his agreement of Mr. Lynch's testimony and the importance of agriculture in Worcester County. Mr. McCabe also testified that the lands to one side of this property are zoned RP yet the other side, previously occupied by the Nassawango Country Club and Golf Course, is zoned A -2. Relative to the Critical Area comments, Mr. McCabe explained that the property is considered Resource Conservation Area (RCA). The A-1 zoning would be consistent with these regulations. Mr. Cropper further

expressed that in the event two single family dwellings were built on the property, they would be required to comply with current Storm Water Management practices which could cause the water quality of the river to improve.

Mr. Hope explained that he owns and lives on the adjoining property. His family farm, encompassing the petitioned area, has been in the family for three generations and used for agricultural purposes for over one hundred years. Mr. Hope agrees that A-1 zoning is more compatible with the current and historical uses.

Mr. Knerr questioned the necessity of the request as the property can continue to be farmed as currently zoned. Mr. Cropper responded indicating that the property does not meet the definition for RP zoning and that the land is not environmentally sensitive. Mr. Cropper expressed that the RP District was a new district created in 2009 and felt that the County Commissioners were unaware of the impact that this zoning district would create. Mrs. Wimbrow explained that the RP District replaced the previously existing Conservation District by name only. Mr. Cropper alleged that the current agricultural field is a non-conforming use and that agriculturally used lands should be zoned agricultural. Staff again confirmed that pursuant to §ZS 1-105, cropland is allowed in every zoning district and that the current use is allowed by right. Mr. Mitchell expressed that he supports the RP zoning, especially the area surrounding the river and urged the Board to keep the existing zoning intact. Mr. Tudor posited that by following Mr. Cropper's argument, all cropland located in a C-2 General Commercial District or C-3 Highway Commercial District located along US Route 50 should be rezoned to an agricultural designation as well. Mr. Cropper expressed his disagreement with Mr. Tudor's remarks.

Mrs. Keener explained that approval from the Board of Zoning Appeals would be necessary for any future subdivision, as the lands in the front of the parcel are still proposed to remain RP District. Mr. Cropper replied by indicating it is not the intention of the current or prospective owners to subdivide. Mr. Tudor further elaborated explaining that a dwelling could be constructed as currently zoned by means of an approved special exception from the Board of Zoning Appeals. Mr. Clayville expressed that A-1 zoning is quite restrictive and RP zoning is even further restrictive and that he is unsure why the construction of a single-family dwelling requires a special exception.

The Planning Commission discussed each one of the findings to determine whether they had a consensus. They were as follows:

1. With respect to the definition of the neighborhood, they noted that defining the neighborhood was not necessary as the request is based upon a mistake.
2. With respect to the Planning Commission's concurrence with the definition of the neighborhood, they noted that this was not applicable as Mr. Cropper had asserted that there is a mistake in the existing zoning rather than a change in the character of the neighborhood.
3. Relating to population change, the Planning Commission finds that there has been no change.

4. Relating to the availability of public facilities, the Planning Commission finds that there is no impact upon public facilities as a single-family dwelling in this location would require a private septic system regardless of zoning. Additionally, they found that the Critical Area designation of RCA limits development to one dwelling per 20 acres; thus the petitioned area could theoretically have a maximum of two lots with one dwelling each.
5. Relating to present and future transportation patterns, the Planning Commission finds that present transportation patterns are sufficient as no significant changes are anticipated with a maximum of two dwellings permitted.
6. Relating to compatibility with existing and proposed development, and environmental conditions in the area, the Planning Commission finds that there would be no adverse impact.
7. Relating to compatibility with the Comprehensive Plan, the Planning Commission finds that the Land Use Map within the Comprehensive Plan reflects the petitioned area to be within the Agricultural Land Use area; therefore, rezoning would further the petitioned area's compatibility with the Comprehensive Plan.
8. Relative to the consideration of whether there has been a substantial change in the character of the neighborhood since the last Comprehensive Rezoning, the Planning Commission determined that there been no change.
9. Relative to whether the change would be more desirable in terms of the Comprehensive Plan, the Planning Commission found that it would.

Following the discussion, a motion was made by Mr. Clayville, seconded by Ms. Ott and carried four to one, with Mr. Knerr in opposition, to find the map amendment for A-1 zoning of the uplands consistent with the Comprehensive Plan, subject to retaining the delineated wetlands as shown on the survey prepared by Mr. Lynch in the RP Resource Protection District, and forward a favorable recommendation to the Worcester County Commissioners based on the findings as outlined above.

## **VII. Election of Officers**

As the next item of business, the Planning Commission considered the election of officers. Following a motion by Ms. Ott, seconded by Ms. Smith, and carried unanimously, the following members were elected to the officers' positions:

Chair: Mr. Knerr  
Vice Chair: Mr. Wells  
Secretary: Mr. Barbierri  
TRC Representative: Mr. Clayville

## **VIII. Adjourn – The Planning Commission adjourned at 2:05 P.M.**

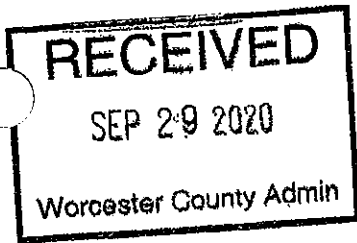
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Jay Knerr, Secretary pro tem

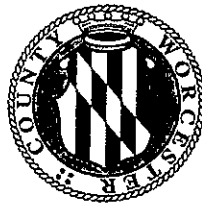


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Jessica Edwards



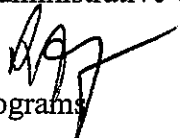
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**Worcester County**  
Department of Environmental Programs

Memorandum

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

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

**Subject:** **Sanitary Service Area Expansion**  
Request for Public Hearing  
Worcester County Tax Map 26, Parcels 168, 252, and 295  
Mystic Harbour Sanitary Service Area  
SSA-2020-03

**Date:** September 28, 2020

Attached is a copy of a petition for Sanitary Service Area expansion and connection of the subject property to the sewer system of the Mystic Harbour Sanitary Area from Hugh Cropper and Steve Engle on behalf of the applicant, Steve Hoffman. The petition was received in accordance with § PW 5-305 (b)(1) and is being processed as an expansion of the Mystic Harbour Sanitary Service Area.

This amendment seeks to expand the Mystic Harbour sanitary service area for entire subject properties. These properties are already within the West Ocean City sewer planning area with a designation of S-1 (immediate to two years) and are adjacent to mapped Mystic Harbour planning area property. They are also applying to amend the *Master Water and Sewerage Plan* to include the whole property within the Mystic sewer planning area with a designation of S-1 (immediate to two years), and include in the Mystic Harbour sewer service information in *The Plan* to include a revised Mystic Harbour sewer planning area map that will reflect the entire property as a planned S-1 designation. Since we already have a West Ocean City sewer planning area overlay in the area, the subject property is already designated S-1 in *The Plan* for the West Ocean City sewer planning area. Their amendment application to the *Master Water and Sewerage Plan* would not change that planning designation for the West Ocean City sewer planning area, it would only include the entire property within the Mystic Harbour sewer planning area with an S-1 designation in the same.

**Citizens and Government Working Together**

The applicant requested the change in sewer service classification in order to serve a proposed future residential development or commercial expansion on these properties. The subject properties are located on the north side of Maryland Route 707 (old Bridge Road). They are more specifically identified on Worcester County Tax Map 26 as Parcels 168, 252 and 295. The owner will need to seek an allocation of Mystic Harbour sewer EDUs from the County Commissioners to serve the proposed development from available capacity in Area 1 (North of the Airport). While they have some WOC sewer capacity allocated, they would need additional Mystic sewer capacity to build these proposed residential units or expand commercial uses.

The proposed sanitary facilities will consist of construction of connecting infrastructure to adjacent County sewer collection system mains.

The planning amendment has been reviewed by the Planning Commission and found to be consistent with the *Comprehensive Plan*.

I have investigated and evaluated the petition to expand the Ocean Pines Sanitary Service Area. In order to evaluate the proposal I solicited the comments of Mr. John Ross, Deputy Director of Public Works, and Jessica Wilson, the Assistant Finance Officer. If the applicant is willing to construct all the connecting infrastructure and apply for and get allocated the needed sanitary capacity and pay for said capacity, then the proposal is feasible from a financial and engineering stand point. Applicant will need to pay the equity contribution and future capital improvement charges with any EDU purchases associated with this application. While the applicant envisions a return of capacity to the Mystic Sanitary Service Area from another property they own within the Mystic Area, they will still need to go through the Mystic allocation process to secure the necessary sewer capacity they need to serve this project.

After reviewing all of the applicable information, I find the following:

1. The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will, or in the future may be, served by the proposed expansion. The existing property will now be served by Mystic Harbour sewer, which will provide the necessary capacity that does not exist in the West Ocean City Sanitary Area for the proposed project.
2. The construction of this property to the Mystic Harbour collection and system is certainly feasible from both the engineering and economic standpoints. All costs to operate the system will be borne by the service area customers with the property owner responsible for the construction of the connections. An acceptable Public Works agreement for construction and turnover of said facilities will also need to be approved and accepted by the County.
3. The proposal is in the best interest of the public health, safety, and welfare of the residents of the County. In addition to the findings outlined in number 1 above, the fact that the infrastructure will be approved and operated by the County will permit the orderly development of the subject property within the area. Public sewer is preferable to septic and capacity provided by the Mystic Plant will enable full development of this property. The applicant will need to

secure adequate capacity from the Mystic Sanitary Service Area through the allocation process specified in County Commissioner Resolution 17-19.

4. The proposal will not be unduly detrimental to the environment of the County. A public system in this area with the necessary capacity to serve the proposed development should provide for greater degrees of protection of the environment of the County. Public water and sewer are preferable to private wells and septic.
5. The design and operation of the facility will be completed according to State and County guidelines. Plans will be approved by the Department of Public Works and construction work will be inspected and approved prior to turnover. The applicant is responsible for all costs associated with design and permitting of the infrastructure. The County will be responsible for operations, with the costs being paid for by the applicant.

I would respectfully request that the Commissioners schedule a public hearing to consider the expansion of the Mystic Harbour Sanitary Area to include this property. I have forwarded a draft advertisement for this hearing to County Administration.

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

#### Attachments

1. Application
2. Map for the Proposed SSA Addition

cc: Mystic Harbour Sanitary Area File, SSA-2020-03

# Attachment 1

# Application

LAW OFFICES

## BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

9923 STEPHEN DECATUR HIGHWAY, D-2

OCEAN CITY, MARYLAND 21842

(410) 213-2681

FAX (410) 213-2685

EMAIL: [hcropper@bbcm1law.com](mailto:hcropper@bbcm1law.com)

CURTIS H. BOOTH  
HUGH CROPPER IV  
THOMAS C. MARRINER\*  
ELIZABETH ANN EVINS  
LYNDSEY J. RYAN

\*ADMITTED IN MD & DC

EASTON OFFICE

130 N. WASHINGTON ST.  
EASTON, MD 21601  
(410) 822-2929  
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WEBSITE

[www.bbcm1law.com](http://www.bbcm1law.com)

June 30, 2020

Robert J. Mitchell, LEHS, REHS  
Director, Worcester County Department of  
Environmental Programs  
One West Market Street  
Snow Hill, Maryland 21863

RE: *Mystic Harbour Sanitary Service Area Expansion*  
*Worcester County Tax Map 26, Parcels 168, 252, and 295*

Dear Mr. Mitchell:

Please accept this correspondence as the PETITION on behalf of SD Hoffman Family, LLC, SD Hoffman Rentals, LLC, and Steven D. Hoffman, individually, to expand the MYSTIC HARBOUR SANITARY SERVICE AREA ("MHSSA") to include the properties known as Worcester County Tax Map 26, Parcels 168, 252, and 295. These properties are located on the north side of Maryland Route 707 (Old Bridge Road) in West Ocean City, Maryland.

The properties are currently located within the West Ocean City Sanitary Service Area, and they are allocated over fifty (50) West Ocean City wastewater EDU's. A portion of the properties are improved by the Grand Prix Amusements, among other things.

This request to expand the MHSSA is not based upon a specific site plan; rather, the applicant/property owner believes it is good planning to include the property in the MHSSA, which will provide flexibility for future growth. It will permit flexibility in future design and permit the applicant/property owner to design a more holistic and integrated commercial project.



June 30, 2020

Page Two

There is a pending application for the expansion of the Sewer Planning Area, and inclusion in the Worcester County Comprehensive Water and Sewerage Plan. With respect to that application, the majority of the property is designated as "Commercial Center" in the March 7, 2006 Comprehensive Land Use Plan, which accompanies the Comprehensive Plan. This Commercial Center is located along US Route 50 and, as such, the proposed Water and Sewer Plan Amendment is consistent with the Comprehensive Plan.

With respect to the individual findings, please consider the following:

***1. The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will be served by the proposal.***

This request would eliminate complete reliance on using EDU's in the West Ocean City Sanitary Service Area. The West Ocean City Sanitary Service Area was established to address specifically public health and environmental concerns associated with the use of septic systems in hydric soils of the County. The properties are appropriately zoned for a mixture of commercial and residential uses. The majority of the property is located in the Commercial Center in the Worcester County Land Use Plan, and the remainder is Existing Developed Area. The inclusion in the MHSSA will allow the applicant/property owner flexibility with respect to the design and construction of a future overall project, and less reliance on the West Ocean City Sanitary Service Area. It will also provide Worcester County with flexibility with respect to service for these properties.

***2. The operation and construction is certainly feasible from both the engineering and economic standpoints.***

From an engineering perspective, the applicant/property owner will bear the costs of all improvements and construction of the water and sewer facilities. MHSSA infrastructure is nearby, and extending these lines to the property will be feasible. From a financial perspective, if and when the applicant/property owner applies for and receives Mystic wastewater EDU's, they will be paid for, and the costs of all such improvements will be paid for by the property owner. As such, it will be feasible from an economic perspective.

***3. The proposal is in the best interest of the public health, safety, and welfare of the residents of the County.***

The provision of reliable public sewer will protect the public health, safety, and welfare of the residents of the County.

***4. The proposal will not be unduly detrimental to the environment of the County.***

The majority of this property is zoned Commercial and located in the Commercial Center in the Land Use Map. The remainder is designed Existing Developed Area, and is zoned residential. The vast majority of the property is uplands, and it is not adjacent to any water bodies. Public sewer is reliable, and it is preferable for this property which has been designated for development.

***5. The design and operation of the facility will be completed according to State and County Guidelines.***

All such design and operation shall be reviewed, and subsequently approved, by Worcester County Public Works.

As stated previously, the proposed expansion of the MHSSA is based on flexibility with respect to future design and construction. It is not based upon an individual site plan.

If approved, if and when the applicant/property owner proposes a site plan, it will need to apply for Mystic EDU's pursuant to Resolution 17-19. It will be up to the discretion of the Worcester County Commissioners whether or not to allocate those EDU's.

A check in the amount of \$500.00 associated with this MHSSA Expansion is enclosed.

June 30 2020  
Page Four

If I can provide any further information, please do not hesitate to contact me.

Very truly yours,



Hugh Cropper IV

HC/tgb

Enclosure

CC: Steve Engel, Vista Design  
Steve Hoffman  
John W. Salm, III, P.E.

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


## Attachment 2

# Map



0 0.225 0.45 0.9 Miles

**Mystic Harbor Service Area**

-  S1
-  S3
-  S1 Proposed- Expansion Area
-  Expansion Area- Prior Case

**Proposed Service Area Expansion**

Mystic Harbor Sanitary Service Area  
Case # SSA-2020-03



Prepared by the Worcester County  
Department of Environmental Programs  
May 18, 2020

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**NOTICE OF PUBLIC HEARING**

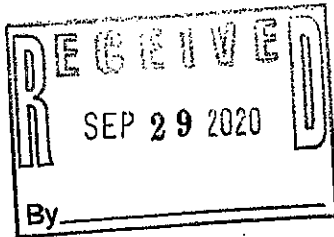
**PROPOSED AMENDMENT TO  
COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN  
WORCESTER COUNTY, MARYLAND**

The Worcester County Commissioners will hold a public hearing on proposed amendments to the 10-Year Comprehensive Solid Waste Management Plan for Worcester County, Maryland (the Plan). The proposed amendments to the Plan are required in compliance with Senate Bill 370, Section 9-1714 of the Environment Article, Annotated Code of Maryland, Environment-Recycling-Office Buildings. The new State law requires the collection of recyclable materials from office buildings that have 150,000 square feet or greater of office space; requires each owner of an office building to provide recycling receptacles for the collection of recyclable materials and for the removal of certain materials for further recycling by October 1, 2021; and authorizes certain enforcement units to conduct certain inspections. A full copy of the proposed amendments may be viewed online at [www.co.worcester.md.us](http://www.co.worcester.md.us) . The County Commissioners have scheduled the

**PUBLIC HEARING**  
on  
**WEDNESDAY, November 4, 2015**  
at **10:45 A.M.** in the  
**COUNTY COMMISSIONERS MEETING ROOM**  
Room 1101- Government Center  
One West Market Street, Snow Hill, MD 21863

at which the amendments to the Plan will be considered for adoption. All interested citizens are encouraged to attend the hearing and express their views on this matter. Both written and oral testimony will be accepted.

WORCESTER COUNTY COMMISSIONERS



~~ATTN~~  
7

Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND 21863

MEMORANDUM

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John S. Ross, P.E., Deputy Director of Public Works  
**DATE:** September 28, 2020  
**SUBJECT:** County Solid Waste Plan Amendment  
Office Building Recycling Plan

**DIVISIONS**

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

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

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

**LEET  
MANAGEMENT**  
TEL: 410-632-5675  
AX: 410-632-1753

**WATER AND  
SEWAGE**  
TEL: 410-641-5251  
AX: 410-641-5185

In 2019, the Maryland General Assembly passed Senate Bill 370 requiring the collection of recyclable materials from office buildings that have 150,000 square feet or greater of office space. Although the County currently has no buildings meeting that criteria, we are still required to complete and adopt an Office Building Recycling (OBR) Plan to be included with the County's Comprehensive Solid Waste Management Plan 2017-2026.

With the assistance of EA Engineering, Science and Technology (EA), the attached plan has been prepared and was submitted for preliminary review to the Maryland Department of the Environment (MDE). In the attached letter, MDE has determined that the plan meets the requirements for an OBR plan and provided tentative approval once certain comments are addressed and actions taken. The comments are addressed in the attached OBR plan.

As discussed in the MDE review letter, the OBR plan must be submitted to the County's planning agency for certification and the County must comply with the public hearing requirements prior to the adoption of the OBR plan. Once the OBR plan has been adopted, the County must submit the adopted OBR plan to MDE for final approval by no later than December 22, 2020.

Attached is the required certification from the Department of Development Review and Permitting which meets the requirements of Section 9-506(a) of the Environment Article, Annotated Code of Maryland as the County Planning Agency.

Finally, a public hearing will be required to obtain input from the public on this proposed plan modification. We are asking to schedule that Public Hearing for the month of November to be sure we meet the December 22 submittal deadline. If you have any questions, please do not hesitate to contact me.

Attachment

cc: John H. Tustin, P.E., Director of Public Works  
Mike Mitchell, Solid Waste Superintendent

*Citizens and Government Working Together*

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### 3.1.11 OFFICE BUILDING RECYCLING PLAN

In 2019, the Maryland General Assembly passed Senate Bill 370, Section 9-1714 of the Environment Article, Annotated Code of Maryland, Environment-Recycling-Office Buildings, requiring the collection of recyclable materials from office buildings that have 150,000 square feet or greater of office space; requiring each owner of an office building to provide recycling receptacles for the collection of recyclable materials and for the removal of certain materials for further recycling by October 1, 2021; authorizing certain enforcement units to conduct certain inspections.

By October 1, 2021, unless otherwise agreed upon between an office building owner and a tenant of the office building, as specified, each owner of an office building must provide recycling receptacles for the collection of recyclable materials and for the removal (for further recycling) of the specified materials, as determined by the county or municipality in which the building is located.

#### Collection and Marketing of Materials

Office building owners, tenants, or through contracting with a private sector company, are responsible for providing all containers, labor, and equipment necessary to fulfill recycling requirements throughout their office buildings. The office building owner or tenants must ensure collection and transportation of recyclable materials to markets, or other legal recycling destinations.

#### Materials Required to be Recycled

Office building owners/tenants shall recycle the following materials:

- Corrugated Cardboard
- Mixed Paper
- Acceptable Plastic Bottles & Jugs
- Tin/Aluminum Beverage Containers

#### Stakeholders

Stakeholders include the building owners, tenants of applicable office buildings, and Worcester County.

#### Required Participants

At the time of the implementation of this requirement, no applicable properties were identified through SDAT records that met the 150,000 square-foot or greater area of office space. Newly constructed office buildings that fall under the requirements of Section 9-1714 of the Environment Article, shall begin participating in the office building recycling program within three months of being notified by a County representative or municipality.

## **Schedule of Implementation**

By October 1, 2021:

- Worcester County will post literature about the office building recycling program on the County webpage. Office building owners will begin to educate workers/tenants (as applicable) about the program and the requirements of the law.
- Office building owners will coordinate with tenants (as applicable) to reach agreement as to which entity will be responsible for carrying out the office building recycling program.
- Office building owners will provide recycling receptacles for the collections of recyclable materials.

On or before October 1, 2021, office building owners meeting the required participant level, must have recycling services in place and operational in order to meet the requirements of the office building recycling program. Owners of all size office buildings are encouraged to voluntarily participate in this recycling effort.

## **Program Monitoring**

Monitoring of the collection of recyclable materials required in office buildings will be conducted by the office building owners and/or tenants.

Worcester County may require the office building owner to submit an annual report (recycling survey form) detailing the recycling tonnages removed from the office buildings and the name of markets or legal recycling destinations for the materials.

## **Enforcement**

The County is not required to manage or enforce the recycling activities of an office building located within the boundaries of one of its municipalities; however, an enforcement agent of the County or municipality may conduct inspections in order to enforce this program.

The County Solid Waste Division will notify the office building owners of the implementation requirements in accordance with Sections 9-1703 and 9-1714 of the Environment Article, Annotated Code of Maryland. The County Attorney's Office will determine if a County should enforce the law and what level of enforcement actions should be used.



# Maryland

## Department of the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

Ben Grumbles, Secretary  
Horacio Tablada, Deputy Secretary

September 23, 2020

Mr. Mike Mitchell, Solid Waste Manager  
Worcester County Department of Public Works  
6113 Timmons Road  
Snow Hill, MD 21863

Dear Mr. Mitchell:

The Maryland Department of the Environment ("MDE") has completed its review of Worcester County's (the "County") draft text of the office building recycling plan (OBR plan) for the County's 2017-2026 Solid Waste Management Plan (the "Plan"). The County submitted the OBR plan to MDE for its review in response to the requirement of Section 9-1703 of the Environment Article, Annotated Code of Maryland that requires the County to include the OBR plan in the County's Plan by October 1, 2020. MDE received the draft OBR plan on September 16, 2020.

Based on the review, MDE determined that the draft text of the OBR plan will meet the requirements of Section 9-1714 of the Environment Article, Annotated Code of Maryland provided that the following changes are made:

1. In the first paragraph, in the first line, after "370", include "(Section 9-1714 of the Environment Article, Annotated Code of Maryland)".
2. Under Section "Required Participants", include the following "Newly constructed office buildings that fall under the requirements of Section 9-1714 of the Environment Article, shall begin participating in the office building recycling program within three months of being notified by a County representative or municipality".
3. Under Section "Enforcement", replace "9-1711" with "9-1714".

In accordance with Section 9-507(a) of the Environment Article, Annotated Code of Maryland, the draft text of the OBR plan, with edits specified, is tentatively approved.

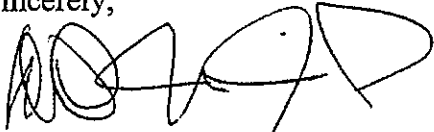
Be advised that before the County adopts the revised OBR plan, the County is required to comply with the requirements of Section 9-506(a) of the Environment Article, Annotated Code of Maryland, regarding submittal of the OBR plan to the County's planning agency for its certification of the OBR plan. The County must also comply with the public hearing requirements of Section 9-503(d) of the Environment Article, Annotated Code of Maryland, and Code of Maryland Regulations 26.03.03.05C prior to the adoption of the OBR plan. Once the

Mr. Mike Mitchell  
Page 2

OBR plan has been adopted by the County Commissioners, the County must submit the adopted OBR plan to MDE for its review and final approval by no later than **December 22, 2020**. The plan must be accompanied by a discussion of substantive issues raised at the public hearing and how they were resolved.

Thank you for your continuing interest and cooperation in providing sound and long-term solid waste management planning for the County. If you have questions on these matters, please contact Mr. Tariq Masood at 410-537-3326 or [tariq.masood@maryland.gov](mailto:tariq.masood@maryland.gov) or you may contact me, at 410-537-3314 or [dave.mrgich@maryland.gov](mailto:dave.mrgich@maryland.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'DMR', with a stylized flourish at the end.

David Mrgich, Chief  
Waste Diversion Division

cc: Darl Kolar, EA Engineering, Science, and Technology, Inc.PBC  
Tariq Masood, MDE, Waste Diversion Division





DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008  
<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

September 28, 2020

Mr. John Ross, P.E., Deputy Director  
Worcester County Department of Public Works  
1000 Shore Lane  
Berlin, Maryland 21811

RE: Comprehensive Solid Waste Management Plan – 3.1.11 Office Building Recycling Plan

Dear Mr. Ross:

I am writing in response to your request to review a proposed amendment to the Worcester County Comprehensive Solid Waste Management Plan for the inclusion of an office building recycling plan, and its consistency with the 2006 Worcester County Comprehensive Plan. It is my understanding that you are developing this amendment in accordance with Senate Bill 370, Section 9-1714 of the Environmental Article, which will require the collection of recyclable materials from office buildings over 150,000 square feet or greater by October 1, 2021. I also understand that at this time, Worcester County does not have any office buildings that qualify for participation under the plan.

Based upon my review, I have confirmed that the aforementioned amendment is consistent with the goals and objectives of the Worcester County Comprehensive Plan.

Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Jennifer K. Keener, AICP  
Deputy Director

NOTICE  
OF  
PROPOSED CHANGE IN ZONING  
WESTERLY SIDE OF STEPHEN DECATUR HIGHWAY  
SOUTH OF SNUG HARBOR ROAD  
TENTH TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 426 has been filed by Mark S Cropper on behalf of David Lane and Susun Rowe Lane, property owners, for an amendment to the Official Zoning Maps to change approximately 1.74 acres of land located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road in the Tenth Tax District of Worcester County, Maryland, from A-2 Agricultural District to C-2 General Commercial District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a—

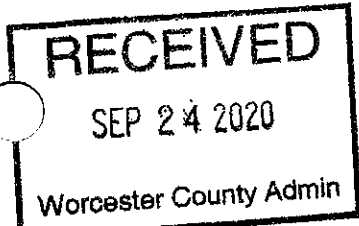
**PUBLIC HEARING**  
on  
**WEDNESDAY, NOVEMBER 4, 2020**  
**AT 11:00 A.M.**  
IN THE COUNTY COMMISSIONERS' MEETING ROOM  
WORCETER COUNTY GOVERNMENT CENTER – ROOM 1101  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 426 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 426 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201,

Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as [www.co.worcester.md.us](http://www.co.worcester.md.us).

WORCESTER COUNTY COMMISSIONERS



ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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

TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

### MEMORANDUM

To: Harold L. Higgins, Chief Administrative Officer  
From: Edward A. Tudor, Director, Development, Review and Permitting  
Date: September 23, 2020 *EAT*  
Re: Rezoning Case No. 426 – David Lane and Susan Rowe Lane, applicants,  
Mark S. Cropper, Esquire attorney for the applicants

Attached herewith please find the Planning Commission's written Findings of Fact and Recommendation relative to Rezoning Case No. 426, seeking to rezone approximately 1.74 acres of land located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road, from A-2 Agricultural District to C-2 General Commercial District. The case was reviewed by the Planning Commission at its meeting on September 3, 2020 and was given a favorable recommendation solely on the basis of a mistake.

Also attached for your use is a draft public hearing notice for the required public hearing that must be held by the County Commissioners. An electronic copy has already been forwarded to Weston Young. Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

EAT/jkk

cc: Jennifer K. Keener, Deputy Director

**PLANNING COMMISSION  
FINDINGS OF FACT  
AND  
RECOMMENDATION**

**REZONING CASE NO. 426**

**APPLICANT:**

**David Lane and Susun Rowe Lane  
8621 Stephen Decatur Highway  
Berlin, MD 21811**

**ATTORNEY FOR THE APPLICANT:**

**Mark S. Cropper  
6200 Coastal Highway, Suite 200  
Ocean City, Maryland 21842**

**September 3, 2020**

**WORCESTER COUNTY PLANNING COMMISSION**

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I. INTRODUCTORY DATA

- A. CASE NUMBER: Rezoning Case No. 426, filed on May 11, 2020.
- B. APPLICANT: David Lane and Susun Rowe Lane  
8621 Stephen Decatur Highway  
Berlin, MD 21811
- APPLICANT'S ATTORNEY: Mark S. Cropper  
6200 Coastal Highway, Suite 200  
Ocean City, Maryland 21842
- C. TAX MAP/PARCEL: Tax Map 33 - Parcel 341 - Tax District 10
- D. SIZE: The petitioned area is 1.74 acres in size.
- E. LOCATION: The petitioned area is located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road, in Berlin.
- F. CURRENT USE OF PETITIONED AREA: The property is developed with an 1,850 square foot building for a contractor shop (sign shop – 1,200 square feet) with office and retail space (650 square feet) known as Sun Signs.
- G. CURRENT ZONING CLASSIFICATION: A-2 Agricultural District.
- H. REQUESTED ZONING CLASSIFICATION: C-2 General Commercial District.
- I. ZONING HISTORY: At the time zoning was first established in the 1960s, the parcel was given an A-1 Agricultural District zoning classification. This classification was retained in the 1978 comprehensive rezoning. In 1988, the property was rezoned to B-2 General Business District by virtue of Rezoning Case No. 253. The commercial classification was retained in the 1992 comprehensive rezoning. During the 2009 comprehensive rezoning, the petitioned area was changed to the A-2 Agricultural District.
- J. SURROUNDING ZONING: The properties to the north, south and west are all zoned A-2 Agricultural District. The property to the east on the opposite side of MD Route 611 (Stephen Decatur Highway) is zoned C-2 General Commercial District.
- K. COMPREHENSIVE PLAN: According to the 2006 Comprehensive Plan and associated land use map, the petitioned area lies within the Existing Developed Area (EDA) Land Use Category.

- L. **WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property is served by private well and septic, with a designation of a Sewer Service Category of S-1 (Immediate to two-year timeframe) in the Master Water and Sewerage Plan. He states that the property has been designated one (1) sewer EDU from the Landings Sanitary Service Area as this parcel is part of the existing developed properties in the Lewis Road area. Before receiving service, they would need to obtain an approved connection from the Department of Public Works.
- M. **ROAD ACCESS:** The petitioned area fronts on MD Route 611 (Stephen Decatur Highway), a State-owned and -maintained roadway with an approximately 100-foot right-of-way. The Comprehensive Plan classifies MD Route 611 as a Two-Lane Secondary Highway/ Major Collector Highway.

II. **APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION**

- A. Mark S. Cropper, applicant's attorney, Mr. Lane and Mrs. Lane, property owners, and Steve Engel, landscape architect, were present for the review. Mr. Cropper testified that the request is being made based upon a mistake in the assigned zoning district, as well as a result of a change in the character of the neighborhood.

Mr. Cropper stated the property owners own and operate Sun Signs, a sign business, on the subject property. They design, manufacture and install a variety of signs. Mr. Lane testified that he purchased the property in 1988 and that the land was rezoned to a commercial designation as a condition of the purchase. Applicant's Exhibit No. 1 was a copy of the property deed from Mr. Lane's purchase (Liber 1478, Folio 90). Mr. Lane explained that Sun Signs has been in operation for thirty-two years at this location and that he was unaware that his property was the subject of a comprehensive rezoning in 2009. As a result, his business is now considered a non-conforming use in the A-2 Agricultural District.

Mr. Cropper testified that the rezoning request is being made based upon both a change in the character of the neighborhood and a mistake in the assigned zoning district. Since the parcel retained a commercial zoning from 1988 through 2009, and had active commercial activity occurring on the lands that entire time, it should not have been rezoned during the 2009 comprehensive rezoning. This change has caused a burden on the owner as they must now comply with regulations for nonconforming uses, when the use was previously allowed by right.

Submitted as Applicant's Exhibit No. 2 was a copy of the Technical Review Committee agenda for September 9, 2020, referencing a proposed commercial use, Salt Grass Point Mini Storage, on commercially zoned lands located directly across MD Route 611 (Stephen Decatur Highway), on Tax Map 33, Parcel 136. This property is currently vacant, but the site plan review is for a proposed 75,919 square feet of self-storage use in seven buildings.

Submitted as Applicant's Exhibit No. 3 were chain deeds of the property reflecting that this parcel was previously part of Parcel 136 and was separated when the creation of MD Route 611 split the lands. Both the subject parcel and Parcel 136 were commercially zoned prior to 2009. In 2009, Parcel 136 was vacant while this parcel, which contained an active business, was changed to an agricultural zoning designation. Mr. Lane confirmed these events.

Mr. Cropper explained that the petitioned area is 1.74 acres in size and is not large enough for a farming operation. Mr. Lane explained that has no intention of stopping the current commercial activity or beginning a farming operation. Mr. Engel confirmed Mr. Lane's testimony. Mr. Cropper stated that the purpose of the Comprehensive Plan is to minimize nonconforming land uses. The Land Use map also identifies this parcel as Existing Developed Area (EDA), making a commercial zoning more compatible than an agricultural zoning designation.

Mr. Cropper submitted the Findings of Fact from Rezoning Case No. 395 as Applicant's Exhibit No. 4. This case rezoned 36 acres in the current Frontier Town campground from C-2 General Commercial District to A-2 Agricultural District. Mr. Cropper read the third paragraph on page one of the findings, indicating that he would like to adopt the definition of the neighborhood with one exception. The neighborhood as defined in Case No. 395 was as follows: to the north by Harbor Road and Sunset Avenue, to the west by MD Route 611, to the south by the southerly property line of Parcel 94 (Frontier Town Campground, the petitioned property in that case), and to the east by the Sinepuxent Bay. Mr. Cropper argued that the lands on the westerly side of MD Route 611 should be included in the new definition of the neighborhood, as it then encompasses the petitioned property and surrounding parcels. He submitted a copy of the Zoning Map reflecting the properties fronting on the west side of MD Route 611 as Applicant's Exhibit No. 5.

Submitted as Applicant's Exhibit No. 6 was a map of the Mystic Harbor Sewer Service Planning Area. Mr. Cropper explained that the lands on both the easterly and westerly sides of MD Route 611 are included in this sewer service area. These lands contain a mixture of uses and zones; additionally, there is a vast amount of traffic on MD Route 611 that affects properties on both sides of that road. Mr. Cropper explained that the neighborhood is defined more holistically in this document as it includes the lands on the westerly side of MD Route 611 as part of the neighborhood he has defined. Mr. Engel indicated that he concurred with the definition of the neighborhood as proposed by Mr. Cropper.

Mr. Cropper then reviewed the staff report for this case, indicating that he agreed with the contents on pages one and two with respect to the property information and history, as well as the pertinent sections of Chapter 2 – Land Use of the Comprehensive Plan. He further explained that the intent is not to rezone the property for further development, but to allow the current activity to remain and be in conformance with the proposed zoning.

Mr. Cropper referenced the commercial land supply noted on Page 3 of the staff report. He testified that since 36 acres of previously commercial land was downzoned through Rezoning Case No. 396, there is an overall reduction in available commercial land specifically in this defined neighborhood. Mr. Cropper stated that the rezoning will not affect traffic flow on MD Route 611 at this time, as no further development is planned for with this requested change in zoning. Mr. Cropper agreed with the comments provided by Mr. Mitchell relative to water and wastewater facilities. He also agreed with the comments provided relative to emergency services, schools and critical area regulations. Mr. Cropper reiterated that he agreed with the vast majority of staff's analysis.

Submitted as Applicant's Exhibit No. 7 was an email from Mr. Mitchell with a chart of the Mystic Harbor Sewer Service Area Sewer EDU allocation (as of 4/14/2020) to accompany the previously submitted service area map. This chart reflects that there has been an increase in the number of EDUs allocated due to the expansion of the service area, thus constituting a change in the character of the neighborhood. Mr. Cropper stated that this change occurred after Rezoning Case No. 395 was approved, therefore increasing the availability of public facilities (specifically sewer).

In summary, Mr. Cropper stated that there would be no change in transportation patterns, nor additional threats to endangered species. He said that the proposed rezoning of the petitioned area would make the land more compatible with the Comprehensive Plan and its EDA designation in the Comprehensive Land Use Map. Mr. Engel agreed that the requested zoning is more consistent with the Comprehensive Plan and zoning regulations, and that it solves the matter of the currently nonconforming use.

### **III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS**

- A. Regarding the definition of the neighborhood: The Planning Commission found that while Mr. Cropper's definition of the neighborhood is appropriate, there has been no change in the character of the neighborhood, and therefore this request should only be considered on the merits of a mistake in the existing zoning.
- B. Regarding population change: The Planning Commission concluded that there has been no change in population since the last comprehensive rezoning.
- C. Regarding availability of public facilities: The Planning Commission found that

there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water, as this property is currently served with private well and septic. Mr. Mitchell's memo stated that the subject property is in the S-1 (Immediate to two-year timeframe) of the Master Water and Sewerage Plan, and has been allocated one (1) EDU from the Landings Sanitary Service Area. There are currently no plans for redevelopment or expansion of the existing business, therefore there will be no additional demand on for public facilities. In addition, this property is also within the Mystic Harbour Sanitary Sewer Service Planning Area, as illustrated on the map provided as Applicant's Exhibit No. 6. Therefore, adequate public facilities are available for the petitioned property. Additionally, fire and ambulance service will be available from the Berlin Fire Company, approximately one minute away from the substation to the south, as well as the Ocean City Fire Company, approximately eight minutes away. No comments were received from either 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 either the Maryland State Police or the Worcester County Sheriff's Department. The petitioned area is served by the following schools: Snow Hill Elementary School, Snow Hill Middle School, and Snow Hill High School. As a commercial use, there will be no impact on the school system. In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.

- D. Regarding present and future transportation patterns: The Planning Commission found that the petitioned area fronts on MD Route 611 (Stephen Decatur Highway), a State-owned and -maintained roadway with an approximately 100-foot right-of-way. The Comprehensive Plan classifies MD Route 611 as a Two-Lane Secondary Highway/ Major Collector Highway. It recommends limited growth along the mid and southern portion of the corridor due to the sensitivity of nearby lands and the limited capacity of the area's road system. No comments were received from the Maryland Department of Transportation, State Highway Administration's (MDOT SHA) District 1 office. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (attached) that he had no comments on the requested rezoning at this time. Based upon its review, the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated with respect to the current use of the property.
- E. 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: The Planning Commission found that the petitioned area is currently developed with a commercial business, that there are no plans for expansion of the business on the property, therefore there will be no adverse impacts as a result of this rezoning. The property had been previously designated with a commercial zoning classification, and was consistent with the existing development in the area at that time. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.

- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Existing Developed Area (EDA) Land Use Category. In addition, the 36 acres of land that was rezoned from commercial to agricultural at Frontier Town Campground constituted a significant reduction in available commercially zoned lands within the applicant's defined neighborhood. As previously stated, the property held a commercial zoning classification until 2009, and was developed under those regulations. The existing use is currently nonconforming, a condition created in 2009 at the time of the comprehensive rezoning. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

#### IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area, however they did not find that there was a change in the character of the neighborhood. Given the current and historical use of the petitioned area as a commercial enterprise, as well as the Existing Developed Area Land Use category in the Comprehensive Plan, the Planning Commission found that it was a mistake to have placed the petitioned area in the A-2 Agricultural District designation during the 2009 comprehensive rezoning. Based upon its review, the Planning Commission concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 426, seeking a rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District on the basis of a mistake only.

#### V. RELATED MATERIALS AND ATTACHMENTS

**STAFF REPORT**

**REZONING CASE NO. 426**

**PROPERTY OWNERS:** David Lane and Susun Rowe Lane  
8621 Stephen Decatur Highway  
Berlin, MD 21811

**ATTORNEY:** Mark S. Cropper, Esquire  
6200 Coastal Highway, Suite 200  
Ocean City, MD 21842

**TAX MAP/PARCEL INFO:** Tax Map 33, Parcel 341 – Tax District 10

**SIZE:** The petitioned area is 1.74 acres in size.

**LOCATION:** The petitioned area is located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road, in Berlin.

**CURRENT USE OF PETITIONED AREA:** The property is developed with an 1,850 square foot building for a contractor shop (sign shop – 1,200 square feet) with office and retail space (650 square feet) known as Sun Signs.

**CURRENT ZONING CLASSIFICATION:** A-2 Agricultural District

**REQUESTED ZONING CLASSIFICATION:** C-2 General Commercial District

**APPLICANT'S BASIS FOR REZONING:** The application indicates that there has been both a change in the character of the neighborhood since the last zoning of the property, and also that there was a mistake made in the existing zoning.

**ZONING HISTORY:** At the time zoning was first established in the 1960s, the parcel was given an A-1 Agricultural District zoning classification. This classification was retained in the 1978 comprehensive rezoning. In 1988, the property was rezoned to B-2 General Business District by virtue of Rezoning Case No. 253. The commercial classification was retained in the 1992 comprehensive rezoning. During the 2009 comprehensive rezoning, the petitioned area was changed to the A-2 Agricultural District.

**SURROUNDING ZONING:** The properties to the north, south and west are all zoned A-2 Agricultural District. The property to the east on the opposite side of MD Route 611 (Stephen Decatur Highway) is zoned C-2 General Commercial District.



## **COMPREHENSIVE PLAN:**

According to Chapter 2 – Land Use of the Comprehensive Plan and associated land use map, the petitioned area lies within the Existing Developed Area (EDA) Land Use Category. With regard to the Existing Developed Area Land Use Category, the Comprehensive Plan states the following:

“This category identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained. Recognizing existing development and neighborhood character is the purpose of this designation. Appropriate zoning providing for densities and uses consistent with this character should be instituted.

Surrounding areas have been mapped with one of the other land use designations as appropriate and should not be considered for rezonings by virtue of their proximity to an EDA. Further, the EDAs are anticipated to remain as mapped at least until the next plan review period. This will provide for orderly infill development within EDAs and new community-scale growth in the growth areas.

Not designated as growth areas, these areas should be limited to infill development. Density, height, bulk, and site design standards should also be consistent with the EDA's existing character.” (Pages 13, 14)

Pertinent objectives cited in Chapter 2 – Land Use state the following:

3. Maintain the character of the county's existing population centers
4. Provide for appropriate residential, commercial, institutional, and industrial uses
5. Locate new development in or near existing population centers and within planned growth centers
6. Infill existing population centers without overwhelming their existing character
8. Regulate development to minimize consumption of land, while continuing the county's rural and coastal character
10. Locate employment centers close to the potential labor force
15. Balance the supply of commercially zoned land with anticipated demand of year-round residents and seasonal visitors
16. Locate major commercial and all industrial development in areas having adequate arterial road access or near such roads
17. Discourage highway strip development to maintain roadway capacity, safety, and character

(Pages 12, 13)

Also in Chapter 2- Land Use, under the heading Commercial Land Supply, the Comprehensive Plan states:

"Based on industry standards for the relationship of commercial land to market size, an excessive amount of commercial zoning exists in Worcester County. Discounting half the vacant land in this category as unbuildable, the remaining land if developed would have the capacity to serve a population of over 2 million people; the county's peak seasonal population is less than 25 percent of this number." (Page 24)

The land use analysis in Chapter 2 by subwatershed states the following:

"MD 611 provides adequate access, but it can be congested in summer. MD 611 LOS [Level of Service] is nearing the "impacted" category. The entire subwatershed other than its West Ocean City (northern) portion should not be further developed due to its traffic, environmental sensitivity, and high storm hazard vulnerability characteristics along with its value as a gateway to the parks." (Page 28)

Chapter 4 - Economy also includes objectives related to Commercial Services. They are as follows:

1. Locate commercial and service centers in major communities; existing towns should serve as commercial and service centers.
2. Provide for suitable locations for commercial centers able to meet the retailing and service needs of population centers.
4. Bring into balance the amount of zoned commercial locations, with the anticipated need with sufficient surplus to prevent undue land price escalation.
5. Locate commercial uses so they have arterial roadway access and are designed to be visually and functionally integrated into the community.

(Page 60)

In the same chapter, under the heading Commercial Facilities, the Comprehensive Plan states:

"Retailing is one of the largest employers in the county and is a significant contributor to the economy. Currently, designated commercial lands far outstrip the potential demand for such lands. When half of these lands are assumed to be undevelopable (wetlands and other constraints), the potential commercial uses can serve an additional population of over two million persons. The supply of commercial land should be brought more in line with potential demand. Otherwise, underutilized sites/facilities and unnecessary traffic congestion will result." (Page 62)

In Chapter 6 – Public Infrastructure, the Comprehensive Plan provides the following objectives:

1. Meet existing public facility and service needs as a first priority. Health and safety shall take precedence

2. Permit development to occur only as rapidly as services can be provided
3. Ensure adequate public facilities are available to new development
4. Require new development to "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates

(Page 70)

In Chapter 7 – Transportation, the Comprehensive Plan states the following:

"Worcester's roadways experience morning and evening commuter peaks, however, they are dwarfed by summer resort traffic. Summer traffic peaks on Friday evening, Saturday, and Sunday afternoon. Weekend travel clusters on Friday and Sunday evenings with longer-term check-ins/outs peaking on Saturday. Resort traffic causes the most noticeable congestion on US 50, US 113, US 13, MD 528, MD 589, MD 611, and MD 90." (Page 79)

"Average daily traffic on MD 611 has increased 163 percent since 1990. MD 611 traffic volume and level of service should be monitored to avoid affecting this roadway. Development along the MD 611 corridor should be kept to infill for the planning period." (Page 80)

"Commercial development will have a significant impact on future congestion levels. Commercial uses generate significant traffic, so planning for the proper amount, location and design will be critical to maintain road capacity. The current amount and location of commercially zoned land pose problems for the road system, particularly for US 50." (Page 82)

With regard to MD Route 611 specifically, this chapter notes that this roadway is classified as a two-lane secondary highway/major collector highway. It cites the following policies, projects and recommendations this corridor:

- Conduct scenic and transportation corridor planning to continue this road's rural and coastal character particularly from MD 376 to Assateague Island.
- Study need for and implement capacity improvements from MD 376 to US 50.
- Provide for interparcel connectors, service roads and other access controls.
- Growth along the mid and southern portion of the corridor should be limited due to the sensitivity of nearby lands and the limited capacity of the area's road system.
- Plan for widening and intersection improvements of the corridor's northern end.

(Page 85)

In the same chapter, under the heading General Recommendations – Roadways, the Comprehensive Plan lists the following recommendations:

1. **Acceptable Levels of Service**—It is this plan's policy that the minimal acceptable level of service for all roadways be LOS C. Developers shall be responsible for maintaining this standard.
3. **Traffic studies**--Developers should provide traffic studies to assess the effect of each major development on the LOS for nearby roadways.
4. **Impacted Roads**--Roads that regularly have LOS D or below during weekly peaks are considered "impacted." Areas surrounding impacted roads should be planned for minimal development (infill existing lots). Plans and funding for improving such roads should be developed.
5. **Impacted Intersections**--Upgrade intersections that have fallen below a LOS C

(Page 87)

**WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property is served by private well and septic, with a designation of a Sewer Service Category of S-1 (Immediate to two-year timeframe) in the Master Water and Sewerage Plan. He states that the property has been designated one (1) sewer EDU from the Landings Sanitary Service Area as this parcel is part of the existing developed properties in the Lewis Road area. Before receiving service, they would need to obtain an approved connection from the Department of Public Works. No comments were received from John H. Tustin, P.E., Director of Public Works, or John Ross, P.E., Deputy Director of Public Works.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are as follows:

Mu – Mullica-Berryland complex, severe limitations to on-site wastewater disposal  
FadA – Fallsington sandy loams, severe limitations to on-site wastewater disposal

**EMERGENCY SERVICES:** Fire and ambulance service will be available from the Berlin Volunteer Fire Company substation, located approximately one minute away, 0.4 miles to the south of the petitioned area on MD Route 611 (Stephen Decatur Highway). No comments were received from the Berlin Fire Company with regard to this review. In addition, fire and ambulance service will also be available from the Ocean City Fire Company, which is located approximately eight minutes away, 3.7 miles north of the petitioned area on Keyser Point Road. No comments were received from the Ocean City 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 Office in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff's Office.

**ROADWAYS AND TRANSPORTATION:** This parcel has road frontage on MD Route 611 (Stephen Decatur Highway), a State-owned and -maintained roadway with an approximately 100-foot right-of-way. The Comprehensive Plan classifies MD Route 611 as a Two-Lane Secondary Highway/ Major Collector Highway. It recommends limited growth along the mid and southern portion of the corridor due to the sensitivity of nearby lands and the limited capacity of the area's road system. No comments were received from the Maryland Department of Transportation, State Highway Administration's (MDOT SHA) District 1 office. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (attached) that he had no comments on the requested rezoning at this time.

**SCHOOLS:** The petitioned area is within Zone 2 of the Worcester County Public School Zones and is served by the following schools: Ocean City 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 (WCBOE).

**CHESAPEAKE/ ATLANTIC COASTAL BAYS CRITICAL AREAS:** Mr. Mitchell also notes in his memorandum that the petitioned area is not located within the boundaries of the Critical Area, and will be subject to the Forest Conservation Law if the property is further developed to the point that compliance is required.

**FLOOD ZONE:** The FIRM map (24047C0170H, effective July 16, 2015) indicates that this property is located in Zone X (Area of Minimal Flood Hazard).

**PRIORITY FUNDING AREA:** The petitioned area is within a Priority Funding Area Comment Area.

**INCORPORATED TOWNS:** This site is located over 4.25 miles from the corporate limits of Berlin to the west and 4.3 miles from the corporate limits of Ocean City to the northeast.

**ADDITIONAL COMMENTS RECEIVED:** Comments received from various agencies, etc. are attached and are summarized as follows:

Rob Clarke, DNR Forester: No comments to make on behalf of the Maryland Forest Service.

!!**IMPORTANT**!!

**THE PLANNING COMMISSION MUST MAKE FINDINGS OF FACT IN EACH SPECIFIC CASE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING MATTERS:**

1. What is the applicant's definition of the neighborhood in which the subject property is located? (Not applicable if request is based solely on a claim of mistake in existing zoning.)

2. Does the Planning Commission concur with the applicant's definition of the neighborhood? If not, how does the Planning Commission define the neighborhood?
3. Relating to population change.
4. Relating to availability of public facilities.
5. Relating to present and future transportation patterns.
6. Relating to compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact on waters included on the State's impaired waters list or having an established total maximum daily load requirement.
7. Relating to compatibility with the Comprehensive Plan.
8. Has there been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property (November 3, 2009) or is there a mistake in the existing zoning of the property?
9. Would a change in zoning be more desirable in terms of the objectives of the Comprehensive Plan?



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

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**APPLICATION FOR AMENDMENT OF THE OFFICIAL ZONING MAP**

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(For Office Use Only – Please Do Not Write in this Space)

Rezoning Case No. 426

Date Received by Office of the County Commissioners \_\_\_\_\_

Date Received by Development Review and Permitting 5/11/2028

Date Reviewed by the Planning Commission 9/3/2020

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- I. **Application:** Proposals for amendments to the Official Zoning Maps may be made only by the property owner, contract purchaser, option holder, lease, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

A. Governmental Agency: \_\_\_\_\_  
B. Property Owner: \_\_\_\_\_  
C. Contract Purchaser: \_\_\_\_\_  
D. Option Holder: \_\_\_\_\_  
E. Leasee: \_\_\_\_\_  
F. Attorney for B (insert A, B, C, D or E) X  
G. Agent for \_\_\_\_\_ (insert A, B, C, D or E) \_\_\_\_\_

II. **Legal Description of Property**

A. Tax Map/Zoning Map Number(s): 0033  
B. Parcel Number(s): 0341  
C. Lot Number(s), if applicable: \_\_\_\_\_  
D. Tax District Number: 10



III. Physical Description of Property

- A. Located on west side of MD Route 611, Stephen Decatur Hwy Road, approximately 512.74 feet miles to the south side of Snug Harbor Road.
- B. Consisting of a total of 1.74 acres of land.
- C. Other descriptive physical features or characteristics necessary to accurately locate the petitioned area:

The property was conveyed to the owner by a Deed from Mabel J. Coffin and Mabel P. Disharoon, dated 04/30/74 and recorded among the Land Records of Worcester County, MD in Liber FWH No. 436, folio 12, et. seq. on which the business "Sun Signs" is located.

- D. Petitions for map amendments shall be accompanied by a plat drawn to scale showing property lines, the existing and proposed district boundaries and other such information as the Planning Commission may need in order to locate and plot the amendment on the Official Zoning Maps.

IV. Requested Change to Zoning Classification(s)

- A. Existing zoning classification(s): Agricultural A-2  
(name and zoning district)
- B. Acreage of zoning classification(s) in "A" above: 1.74
- C. Requested zoning classification(s): General Commercial District C-2  
(name and zoning district)
- D. Acreage of zoning classification(s) in "C" above: 1.74

V. Reasons for Requested Change

The County Commissioners may grant a map amendment based upon a finding that there: (a) has been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

- A. Please list reasons or other information as to why the zoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning:

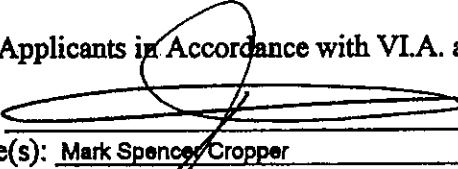
There has been a change in the character of the neighborhood and there is a mistake in existing zoning.

**VI. Filing Information and Required Signatures**

**A. Every application shall contain the following information:**

1. If the application is made by a person other than the property owner, the application shall be co-signed by the property owner or the property owner's attorney.
2. If the applicant is a corporation, the names and mailing addresses for the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest in the partnership.
4. If the applicant is an individual, his/her name and mailing address.
5. If the applicant is a joint venture, unincorporated association, real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.

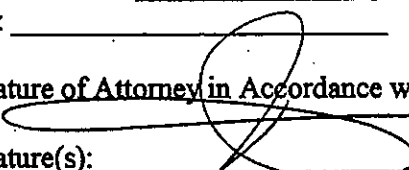
**B. Signature of Applicants in Accordance with VI.A. above.**

Signature(s):   
Printed Name(s): Mark Spencer Cropper  
Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842  
Phone Number: (410) 723-1400 Email: mcropper@ajgalaw.com  
Date: 5/7/20

**C. Signature of Property Owner in Accordance with VI.A. above.**

Signature(s): \_\_\_\_\_  
Printed Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date: \_\_\_\_\_

**D. Signature of Attorney in Accordance with VI.A. above.**

Signature(s):   
Printed Name(s): Mark Spencer Cropper  
Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842  
Phone Number: (410) 723-1400 Email: mcropper@ajgalaw.com  
Date: 5/7/20

(Please use additional pages and attach to the application if more space is required.)

## **VII. General Information Relating to the Rezoning Process**

- A. Applications shall only be accepted from January 1<sup>st</sup> to January 31<sup>st</sup>, May 1<sup>st</sup> to May 31<sup>st</sup>, and September 1<sup>st</sup> to September 30<sup>th</sup> of any calendar year.
- B. Applications for Map Amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.
- C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for the purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.

The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.

After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.

- D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case, including but not limited to the following matters: population change; availability of public facilities; present and future transportation patterns; compatibility with existing and proposed development and existing environmental conditions for the area including having no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement; the recommendation of the Planning Commission; and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there was a substantial change in the character of the neighborhood where the property is located since the last zoning of the property or (b) there is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.

- E. No application for a map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.

**REZONING FINDINGS OF FACT FORM**

Applicant shall provide information with regard to the following items:

- A. Is the request for rezoning based upon a claim that there has been a change in the character of the neighborhood where the property is located since the last zoning of the property or upon a claim that there is a mistake in the existing zoning and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

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- B. What is the definition of the neighborhood in which the subject property is located, as determined by the applicant.

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- C. Findings of Fact as to Section 1-113(c)(3) of the Zoning Code:

1. Relating to population change:

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2. Relating to the availability of public facilities:

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3. Relating to present and future transportation patterns:

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4. Relating to the compatibility with existing and proposed development and existing environmental conditions for the area:

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5. Relating to compatibility with the Comprehensive Plan:

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## Real Property Data Search

## Search Result for WORCESTER COUNTY

View Map	View GroundRent Redemption	View GroundRent Registration
<b>Special Tax Recapture: None</b>		
<b>Account Identifier: District - 10 Account Number - 319277</b>		
<b>Owner Information</b>		
<b>Owner Name:</b>	LANE DAVID R & SUSUN ROWE	<b>Use:</b> COMMERCIAL
<b>Mailing Address:</b>	8621 STEPHEN DECATUR HWY BERLIN MD 21811-2666	<b>Principal Residence:</b> NO <b>Deed Reference:</b> /01478/ 00090
<b>Location &amp; Structure Information</b>		
<b>Premises Address:</b>	8621 STEPHEN DECATUR RD BERLIN 21811-0000	<b>Legal Description:</b> APPRX 1.74 ACS W SIDE R-611 SW OF OCEAN CITY
<b>Map:</b> 0033	<b>Grid:</b> 0010	<b>Parcel:</b> 0341
<b>Neighborhood:</b> 12080.24	<b>Subdivision:</b> 0000	<b>Section:</b>
<b>Block:</b>	<b>Lot:</b>	<b>Assessment Year:</b> 2019
<b>Plat No:</b>	<b>Plat Ref:</b>	
<b>Town: None</b>		
<b>Primary Structure Built</b> 1992	<b>Above Grade Living Area</b> 1,850 SF	<b>Finished Basement Area</b>
		<b>Property Land Area</b> 1.7400 AC
<b>Stories</b>	<b>Basement Type</b>	<b>Exterior Quality</b>
	LIGHT MANUFACTURING	/ C3
		<b>Full/Half Bath</b>
		<b>Garage</b>
		<b>Last Notice of Major Improvements</b>
<b>Value Information</b>		
	<b>Base Value</b>	<b>Value</b>
		As of 01/01/2019
<b>Land:</b>	191,900	361,600
<b>Improvements</b>	73,400	64,700
<b>Total:</b>	265,300	426,300
<b>Preferential Land:</b>	0	0
		<b>Phase-in Assessments</b>
		As of 07/01/2019
		As of 07/01/2020
		318,967
		372,633
<b>Transfer Information</b>		
<b>Seller:</b> ASSATEAGUE JOINT VENTURE	<b>Date:</b> 09/20/1988	<b>Price:</b> \$28,000
<b>Type:</b> ARMS LENGTH IMPROVED	<b>Deed1:</b> RHO /01478/ 00090	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>
<b>Seller:</b>	<b>Date:</b>	<b>Price:</b>
<b>Type:</b>	<b>Deed1:</b>	<b>Deed2:</b>
<b>Exemption Information</b>		
<b>Partial Exempt Assessments:</b>	<b>Class</b>	<b>07/01/2019</b>
<b>County:</b>	000	0.00
<b>State:</b>	000	0.00
<b>Municipal:</b>	000	0.00 0.00
<b>Special Tax Recapture:</b>		0.00 0.00
<b>Homestead Application Information</b>		
<b>Homestead Application Status:</b> No Application		
<b>Homeowners' Tax Credit Application Information</b>		
<b>Homeowners' Tax Credit Application Status:</b> No Application		
<b>Date:</b>		

first above written.

WITNESS:

*[Signature]*  
*[Signature]*

ASSATEAGUE JOINT VENTURE NO. II

BY: *[Signature]* (SEAL)  
THOMAS H. COLLINS, Trustee  
BY: *[Signature]* (SEAL)  
RONALD C. PULLIAM, Trustee

STATE OF FLORIDA, COUNTY OF *Indian River*

TO WIT:

I HEREBY CERTIFY that on this *27th* day of August, 1988, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared THOMAS H. COLLINS, who acknowledged himself to be the Trustee of ASSATEAGUE JOINT VENTURE NO. II, and as such Trustee, being authorized so to do, executed the foregoing Deed for the purposes therein contained on behalf of said Joint Venture.

AS WITNESS my hand and Notarial Seal.

*[Signature]*  
NOTARY PUBLIC

My Commission Expires: My Commission expires October 13, 1991  
Bonded thru Huckleberry & Associates

STATE OF *Virginia*

COUNTY OF *Caroline* TO WIT:

I HEREBY CERTIFY that on this *27th* day of *September* August, 1988, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared RONALD C. PULLIAM, who acknowledged himself to be the Trustee of ASSATEAGUE JOINT VENTURE NO. II, and as such Trustee, being authorized so to do, executed the foregoing Deed for the purposes therein contained on behalf of said Joint Venture.

AS WITNESS my hand and Notarial Seal.

*[Signature]*  
NOTARY PUBLIC

My Commission Expires: *12-23-89*

WORCESTER COUNTY  
SANITARY DISTRICT  
NO ASSESSMENT  
DATE *9/14/88*

TAXES FOR WHICH ASSESSMENTS  
HAVE BEEN MADE SO HAVE BEEN  
PAID AS OF DATE *4-10-88*  
WORCESTER COUNTY FINANCE OFFICER  
BY *[Signature]*  
TAXES FOR PERSONAL PROPERTY

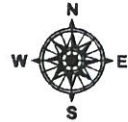
*1988* The foregoing *Deed* filed  
for record and is accordingly recorded among the land records of  
Worcester County, Md. in Liber, R.H.O. No. *1478* folios *90 & 91*  
*[Signature]* Clerk

RECEIVED FOR TRANSFER  
State Department of  
Assessments & Taxation  
for Worcester County  
*7-19-88*

Agricultural Transfer  
in the amount of \$ *100,000.00*  
George H. Haddock, Jr.  
Supervisor  
*AC*

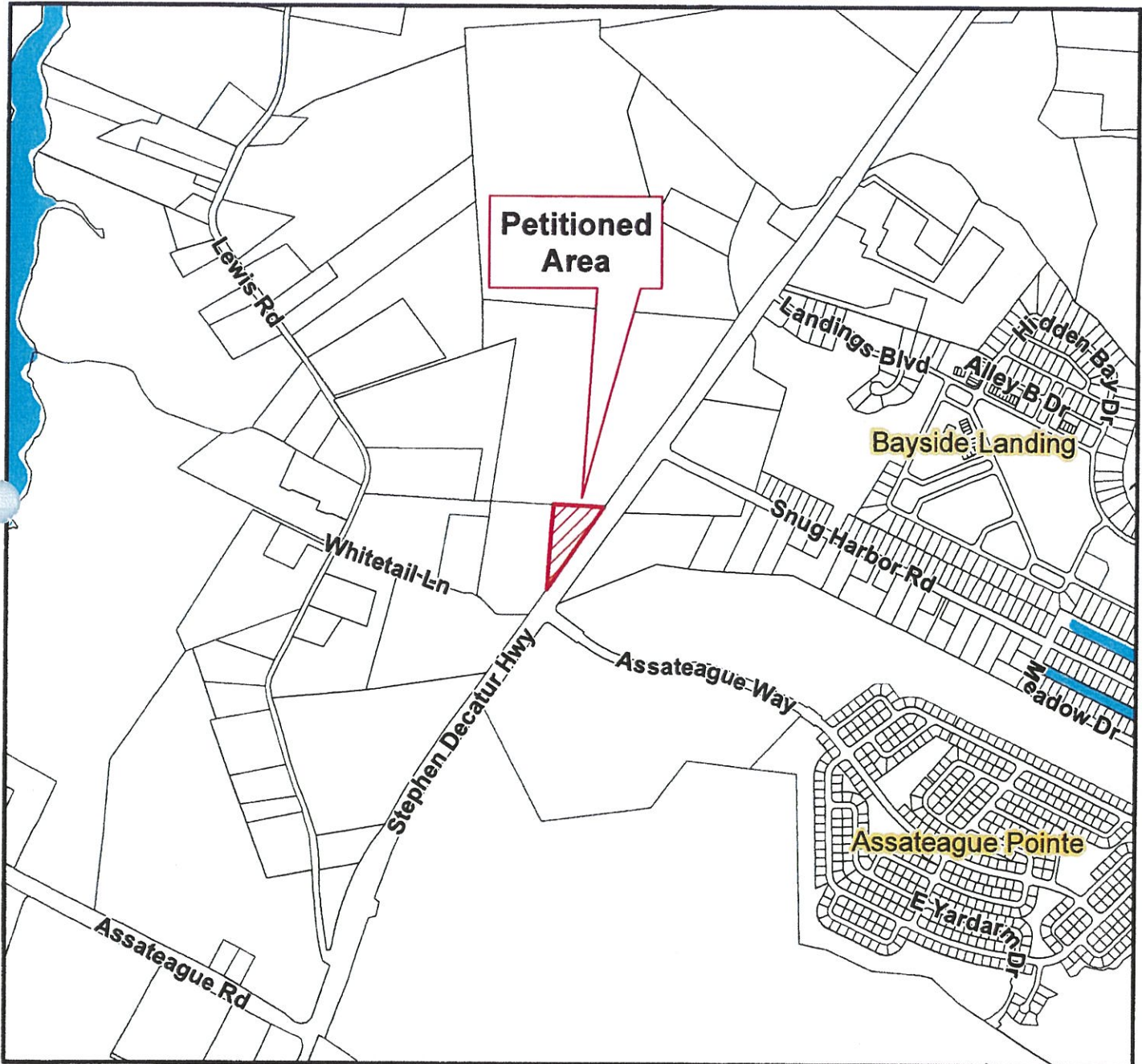


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 600 1,200  
Feet

Source: Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

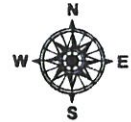
Reviewed By: JKK

24  
C.D.



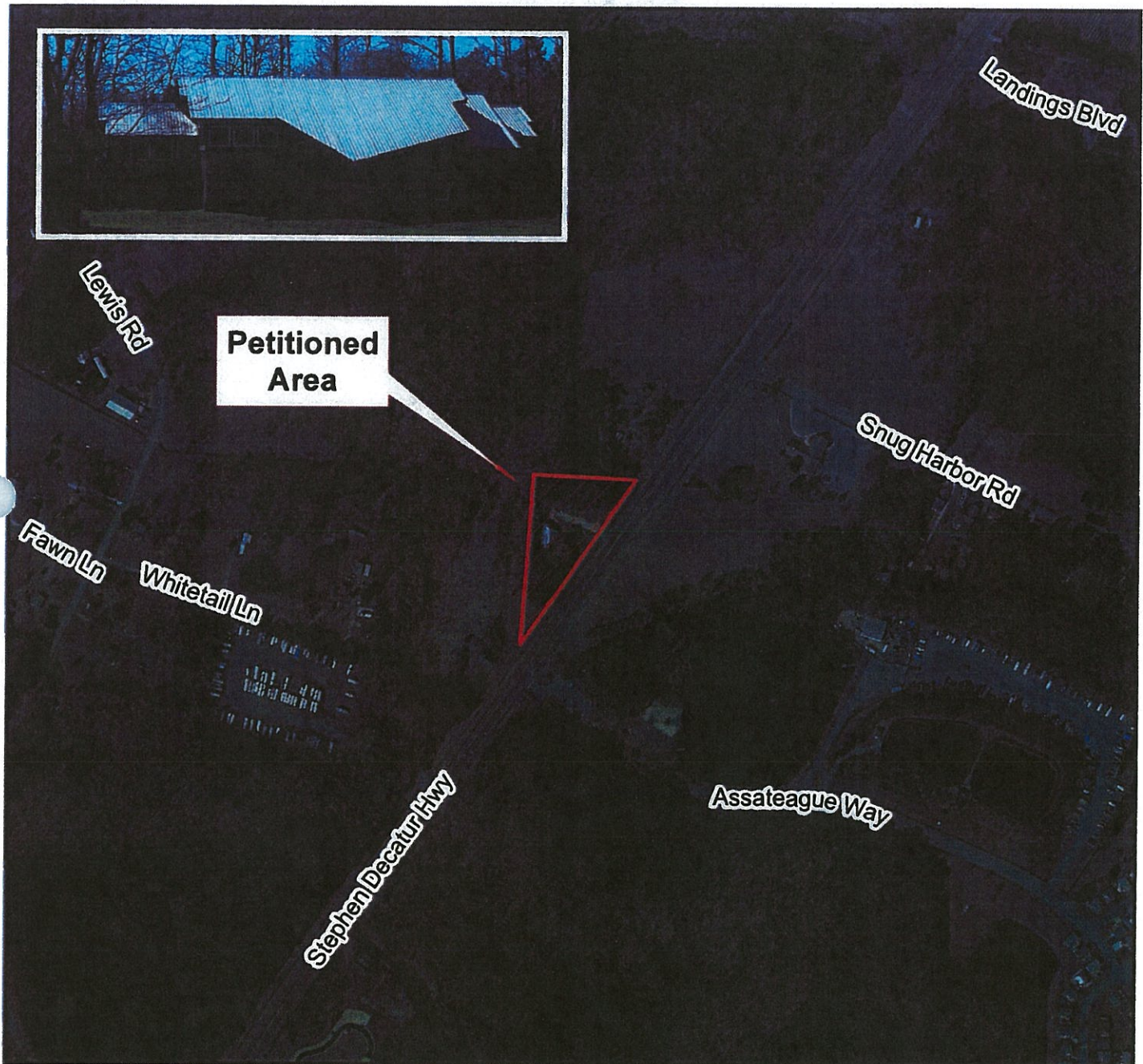


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## AERIAL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 300 600  
Feet

Source: Worcester County GIS Data Layers - 2019 Aerial Imagery

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK



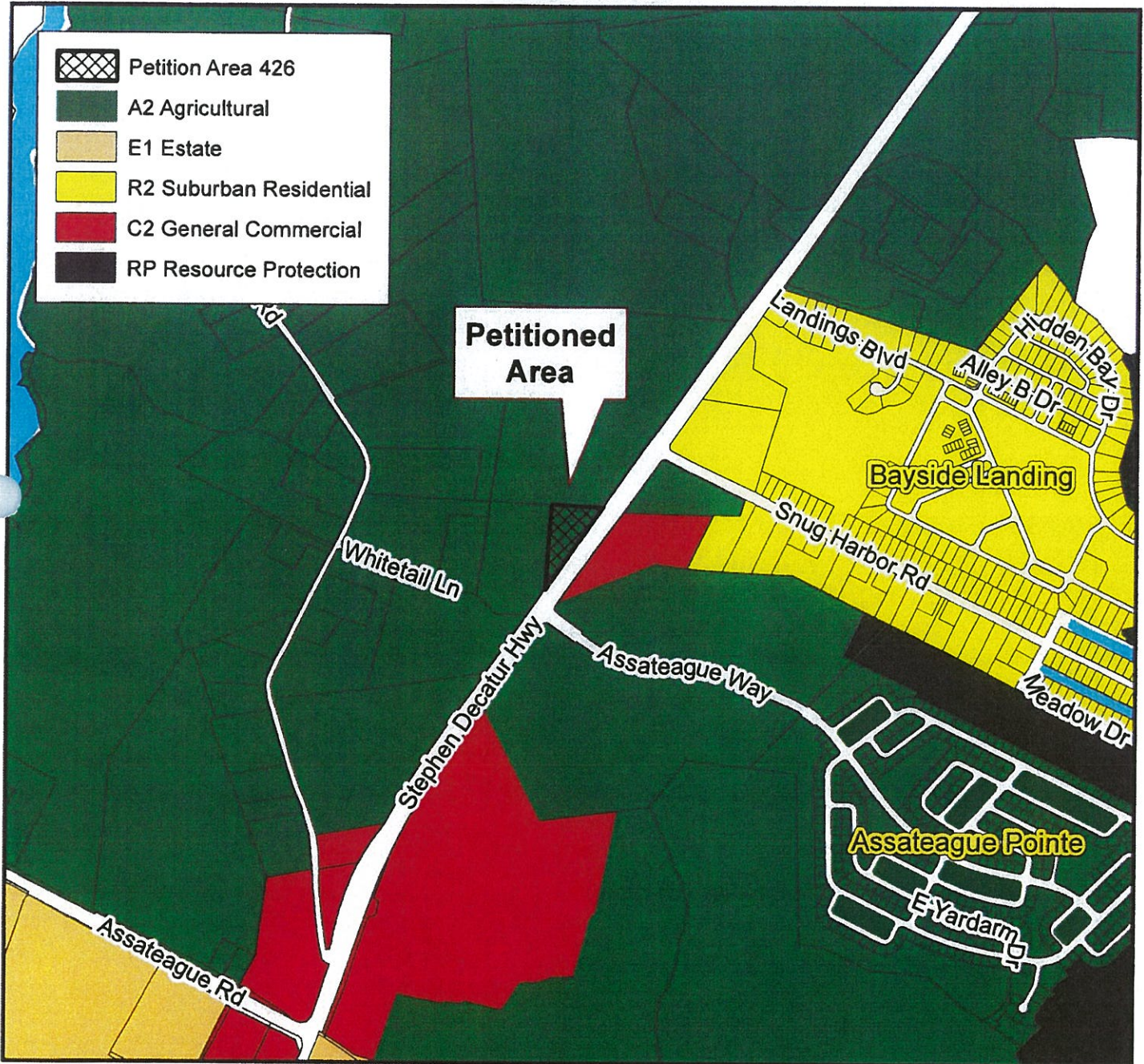


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 600 1,200  
Feet

Source: Worcester County GIS Data Layers - 2009 Zoning Map

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

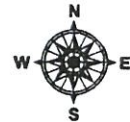
Drawn By: KLH

Reviewed By: JKK



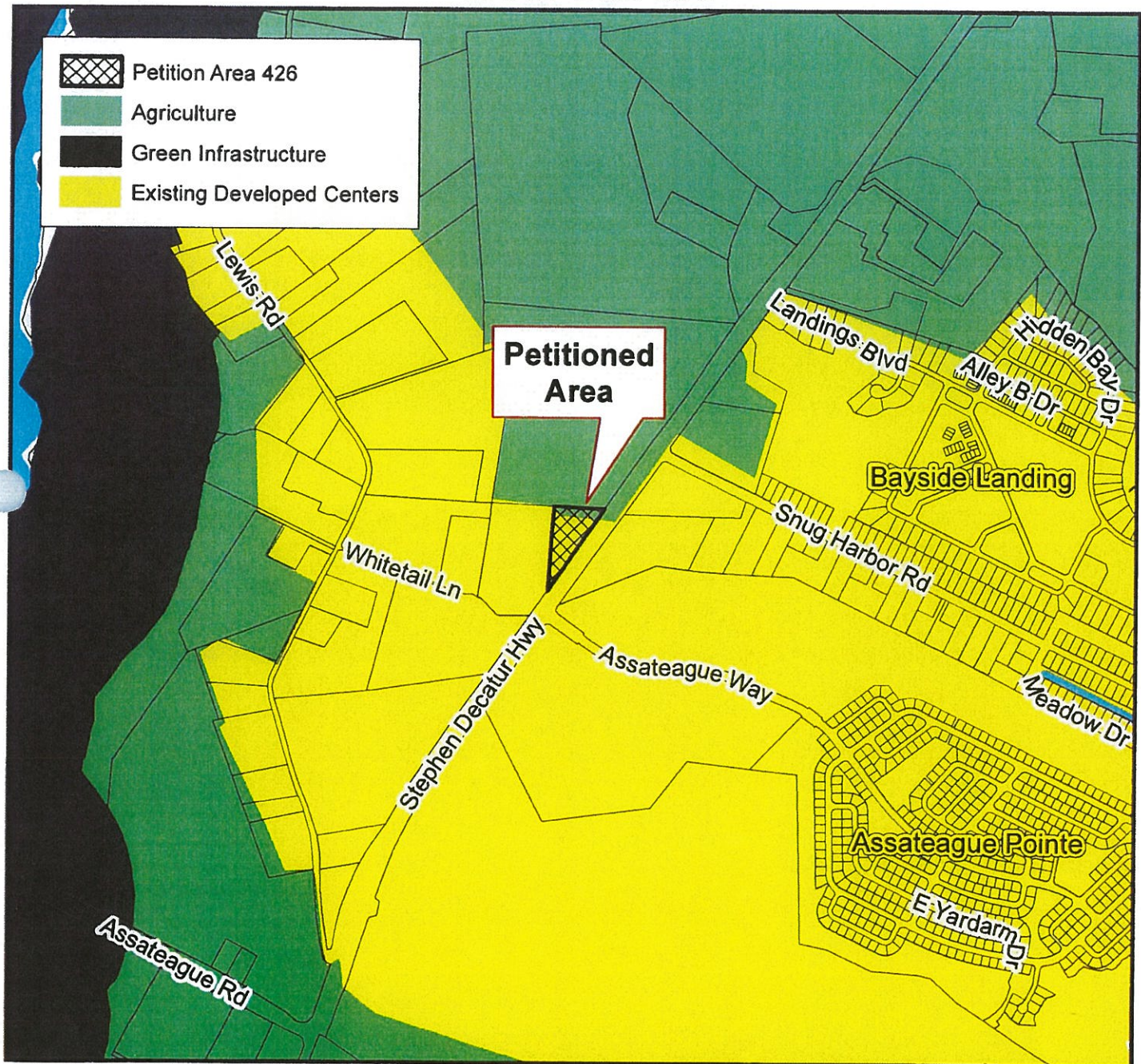


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## LAND USE MAP



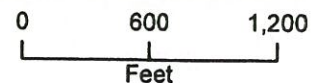
DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

Source: Worcester County GIS Data Layers - 2006 Land Use Plan Map

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK





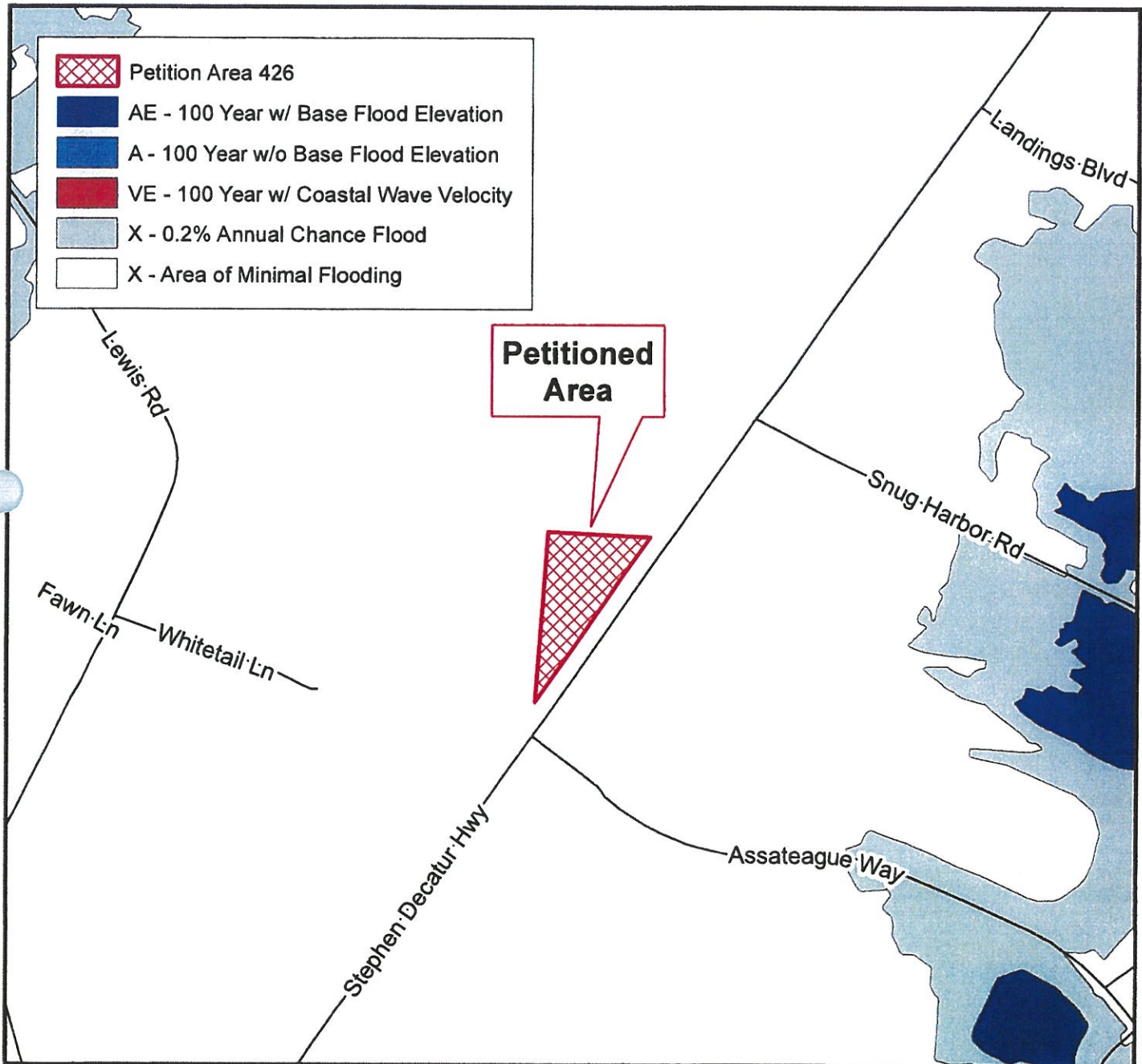


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## FLOOD PLAIN MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 300 600  
Feet

Source: Worcester County GIS Data Layers - 2015 FEMA Flood Insurance Rate Maps

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

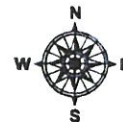
Reviewed By: JKK

28



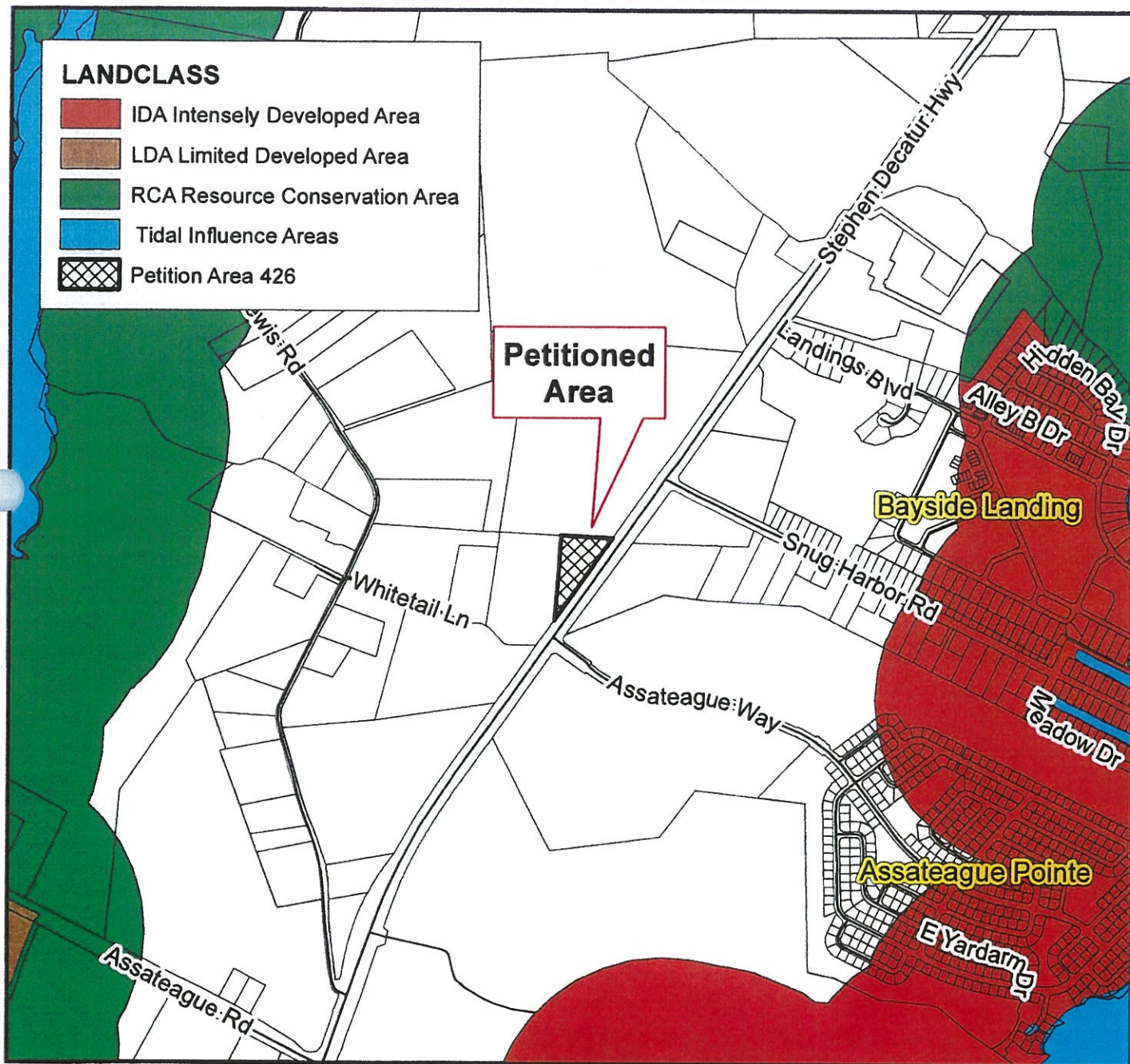


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## CRITICAL AREA MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 600 1,200  
Feet

Source: Worcester County GIS Data Layers - Atlantic Coastal Bay Critical Area Program

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

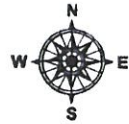
Drawn By: KLH

Reviewed By: JKK



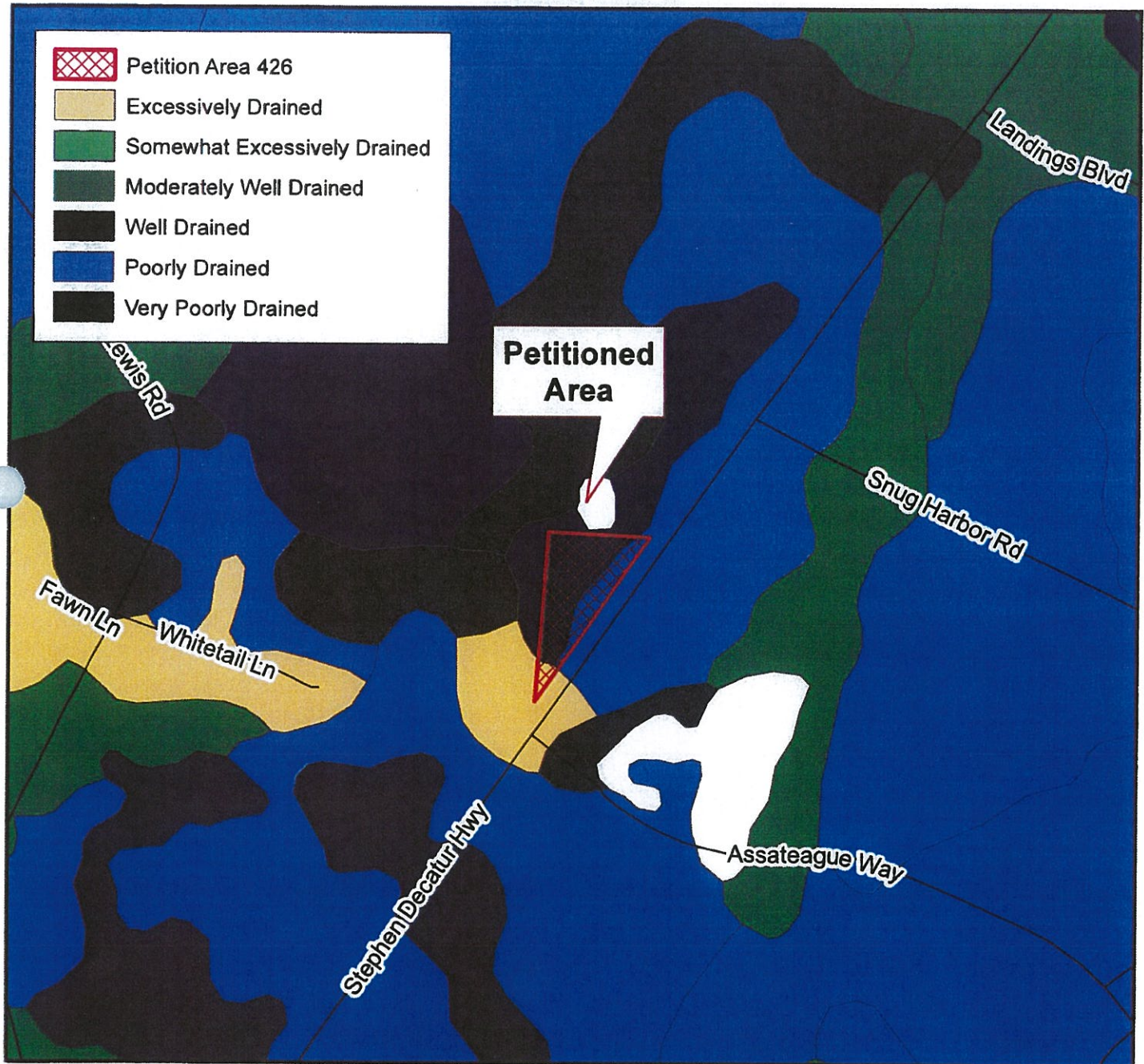


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 300 600  
Feet

Source: Worcester County GIS Data Layers - 2007 Soil Survey

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK



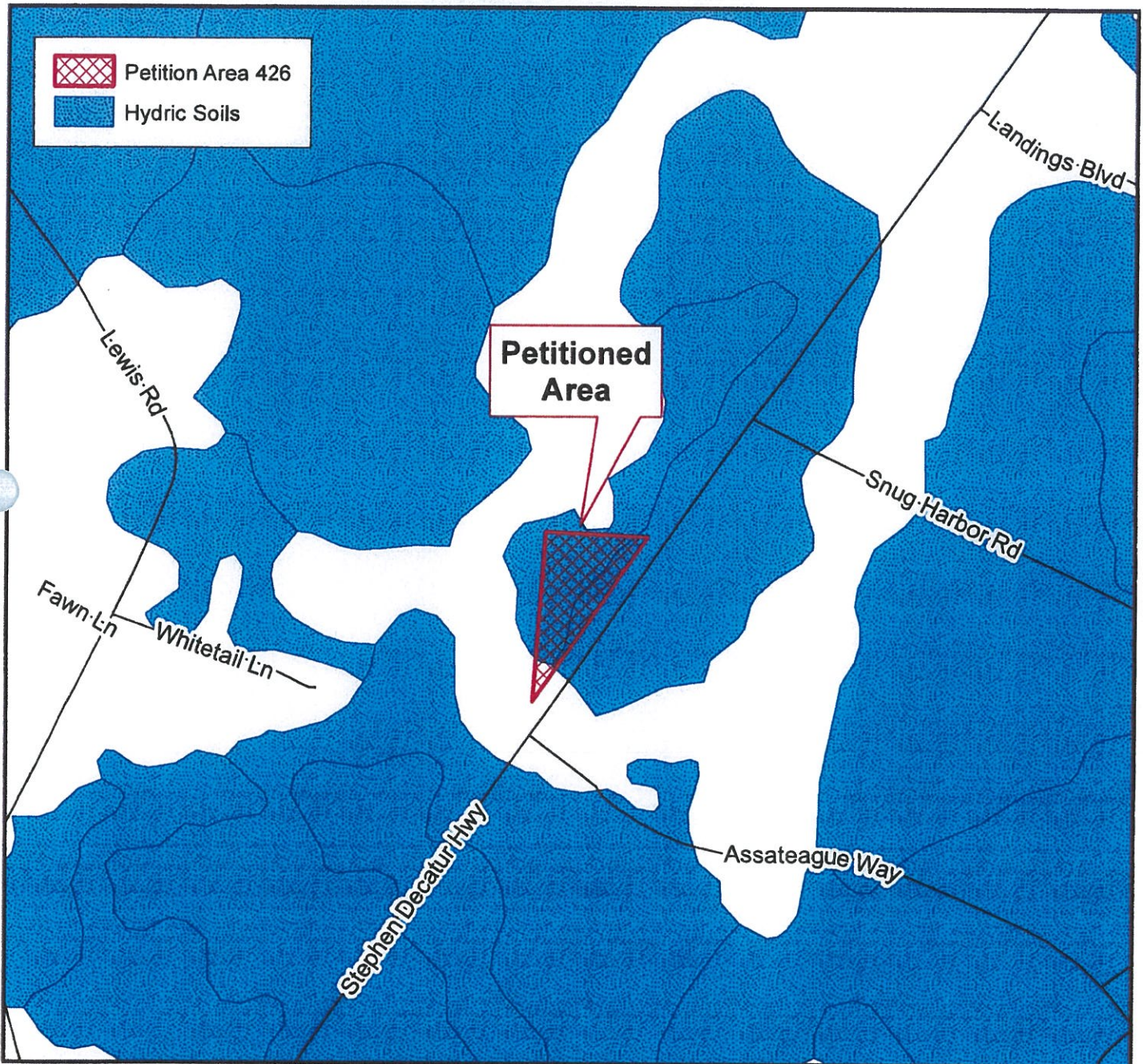


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 426  
A-2 Agricultural District to C-2 General Commercial District  
Tax Map: 33, Parcel 341

## HYDRIC SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

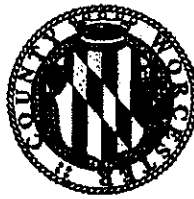
Source: Worcester County GIS Data Layers - 2007 Soil Survey

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK






# Worcester County

Department of Environmental Programs

## Memorandum

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**To:** Jennifer Keener, Deputy Director, DDRP

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

**Subject:** EP Staff Comments on Rezoning Case No. 426  
Worcester County Tax Map 33, Parcel 341  
Reclassify approximately 1.74 Total Acres of  
A-2 Agricultural District to C-2 General Commercial District

**Date:** 8/14/20

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This response to your request for comments is prepared for the map amendment application associated with the above referenced property. The Worcester County *Zoning and Subdivision Control Article*, Section ZS1-113(c)(3), states that the applicant must affirmatively demonstrate that there has been a substantial change in the character of the neighborhood since the last zoning of the property or that a mistake has been made in the existing zoning classification. The application argues that there was a mistake in the Comprehensive Rezoning that was approved by the County Commissioners on November 3, 2009, and argues a substantial change in the character of the neighborhood has occurred as well. The Code requires that the Commissioners find that the proposed "change in zoning" would be more desirable in terms of the objectives of the *Comprehensive Plan*.

The Department of Environmental Programs has the following comments:

1. The property has an existing developed land use designation in the Land Use Map in the Worcester County Comprehensive Plan (*Comprehensive Plan*). This category identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained. Recognizing existing development and neighborhood character is the purpose of this designation. The *Comprehensive Plan* also says that appropriate zoning providing for densities and uses consistent with this character should be instituted. Existing Developed areas were anticipated in *Comprehensive Plan* to remain as mapped at least until the next plan review period to provide for orderly infill development.

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2. *The Comprehensive Plan* goes on to say that these areas are not designated as growth areas, these areas should be limited to infill and that Density, height, bulk, and site design standards should also be consistent with the EDA's existing character. These are all items that should be considered and discussed by the applicant.
3. The existing structure on the property is served by private well and septic at the present time. The subject property has a designation of a Sewer and Water Service Category of S-1 and (Immediate to two-year timeframe) in the *Master Water and Sewerage Plan*. They have been designated one (1) sewer EDU from the Landings Sanitary Service Area as this parcel is part of the existing developed properties in the Lewis Road area. The owner would need to secure a DPW-approved connection to the Landings wastewater plant to receive service.
4. This rezoning is located outside the Atlantic Coastal Bays Critical Area (ACBCA) and will be subject to the Forest Conservation Law. The parcel included is the proposed rezoning has not be subject to the Forest Conservation Law. This is due to all permitted construction having occurred prior to the implementation of the Law. A change from A-2 (agricultural district) to C-2 (general commercial) would change the afforestation/reforestation thresholds when/if property is further developed to the point that compliance with the Forest Conservation Law is required. The afforestation threshold will change from 20 percent to 15 percent and the reforestation threshold will change from 50 percent to 15 percent. This means, if compliance is required, the applicant would need to afforest/reforest a lesser percentage if the rezoning request is granted.

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



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Jennifer Keener, Deputy Director  
**FROM:** Frank J. Adkins, Roads Superintendent (FA)  
**DATE:** July 14, 2020  
**RE:** Rezoning Case No. 426, 427, and 428

**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

Upon review of the above referenced rezoning case, I offer the following comments:

\* **Rezoning Case 426:** No comments at this time.

**Rezoning Case 427:** This is a congested intersection with no traffic light.

**Rezoning Case 428:** No comments at this time.

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

cc: John H. Tustin, P.E., Director

FJA/ll  
\\wcfiler2\users\llawrence\Rezoning\Rezoning Case 426.427.428.doc

Rezoning  
Case No. 426

**Jennifer Keener**

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**From:** April Mariner  
**Sent:** Friday, July 10, 2020 11:31 AM  
**To:** Jennifer Keener  
**Subject:** FW: Rezoning Cases

FYI

*April L. Mariner*  
Office Assistant IV  
Worcester County Development Review & Permitting  
[amariner@co.worcester.md.us](mailto:amariner@co.worcester.md.us)  
410-632-1200 x1172

**From:** Rob Clarke -DNR- <[rob.clarke@maryland.gov](mailto:rob.clarke@maryland.gov)>  
**Sent:** Friday, July 10, 2020 11:28 AM  
**To:** April Mariner <[amariner@co.worcester.md.us](mailto:amariner@co.worcester.md.us)>  
**Subject:** Re: Rezoning Cases

Hi April,

Thanks for the update on personnel. I may retire this year as well although I haven't committed to it yet.

I have reviewed these three cases and on behalf of the Maryland Forest Service have no comments to make.



**Rob Clarke**  
Forester  
Maryland Forest Service  
Department of Natural Resources  
10990 Market Lane  
Princess Anne, Maryland 21853-2910  
[Rob.Clarke@maryland.gov](mailto:Rob.Clarke@maryland.gov)  
(410) 651-2004 (O)  
(443) 235-1636 (M)  
[Website](#) | [Facebook](#) | [Twitter](#)

On Fri, Jul 10, 2020 at 9:45 AM April Mariner <[amariner@co.worcester.md.us](mailto:amariner@co.worcester.md.us)> wrote:

Good Morning Rob, I hope this email finds you safe and well. I am attaching three new Rezoning Cases for comment. Additionally, in case you didn't already know, Phyllis Wimbrow is retiring in September and Jennifer Keener



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1200 / FAX: 410-632-3008  
<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMO

TO: Robert Mitchell, Director, Worcester County Environmental Programs  
Billy Birch, Director, Worcester County Emergency Services  
Matthew Crisafulli, Sheriff, Worcester County Sheriff's Office  
John H. Tustin, P.E., Director, Worcester County Public Works Department  
John Ross, P.E., Deputy Director, Worcester County Public Works Department  
Frank Adkins, Roads Superintendent, Worcester County Public Works Department  
Jeff McMahon, Fire Marshal, Worcester County Fire Marshal's Office  
Tom Perlozzo, Director of Recreation and Parks, Tourism & Economic Development  
Kathryn Causey, Director, Economic Development  
Louis H. Taylor, Superintendent, Worcester County Board of Education  
James Meredith, District Engineer, Maryland State Highway Administration  
Lt. Earl W. Starnier, Commander, Barracks V, Maryland State Police  
Rebecca L. Jones, Health Officer, Worcester County Health Department  
Rob Clarke, State Forester, Maryland Forest Services  
Nelson D. Brice, District Conservationist, Worcester County Natural Resources Conservation Service  
Bryon J. Trimble, Chief, Berlin Fire Department  
Moe Cropper, Chief, Ocean City Fire Department

FROM: Jennifer K. Keener, Deputy Director *JKK*

DATE: July 10, 2020

RE: Rezoning Case No. 426- 1.74 acres located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road - A-2 Agricultural District to C-2 General Commercial District - David Lane and Susun Rowe Lane, property owners/ Mark S. Cropper, Esquire, attorney  
\*\*\*\*\*

The Worcester County Planning Commission is tentatively scheduled to review the above referenced rezoning application at a forthcoming meeting. This application seeks to rezone approximately 1.74 acres of land shown on Tax Map 33 Parcel 341, from A-1 Agricultural District to C-2 General Commercial District. Uses allowed in the district include, but are not limited to,

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motels/ hotels, retail and service establishments, contractor shops, wholesale establishments, warehousing, storage, vehicle sales and service establishments, outdoor commercial recreation establishments, etc.

For your reference I have attached a copy of the rezoning application and location and zoning maps showing the property petitioned for rezoning.

The Planning Commission would appreciate any comments you or your designee might offer with regard to the effect that this application and potential subsequent development of the site may have on plans, facilities, or services for which your agency is responsible. ***If no response is received by AUGUST 14, 2020, the Planning Commission will have to assume that the proposed rezoning, in your opinion, will have no effect on your agency, that the application is compatible with your agency's plans, that your agency has or will have adequate facilities and resources to serve the proposed rezoning and its subsequent land uses and that you have no objection to the Planning Commission stating this information in its report to the Worcester County Commissioners. If I have not received your response by that date I will note same in the staff report I prepare for the Planning Commission's review.***

If you have any questions or require further information, please do not hesitate to call this office or email me at [jkeener@co.worcester.md.us](mailto:jkeener@co.worcester.md.us) . On behalf of the Planning Commission, thank you for your attention to this matter.

Attachments



ITEM  
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NOTICE  
OF  
PROPOSED CHANGE IN ZONING

SOUTHERLY SIDE OF ST. MARTIN'S NECK ROAD  
EAST OF ARAMIS LANE

FIFTH TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 428 has been filed by Mark S Cropper on behalf of YK Enterprise, LLC, property owner, for an amendment to the Official Zoning Maps to change approximately 2.88 acres of land located on the southerly side of St. Martin's Neck Road, east of Aramis Lane in the Fifth Tax District of Worcester County, Maryland, from E-1 Estate District to A-2 Agricultural District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**

on

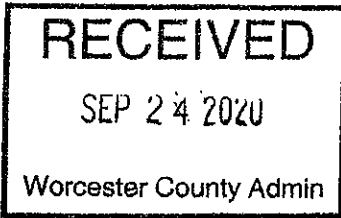
**WEDNESDAY, NOVEMBER 4, 2020**

**AT 11:00 A.M.**

IN THE COUNTY COMMISSIONERS' MEETING ROOM  
WORCETER COUNTY GOVERNMENT CENTER – ROOM 1101  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 428 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 428 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as [www.co.worcester.md.us](http://www.co.worcester.md.us).



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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

TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

### MEMORANDUM

To: Harold L. Higgins, Chief Administrative Officer  
From: Edward A. Tudor, Director, Development, Review and Permitting *EAT*  
Date: September 23, 2020  
Re: Rezoning Case No. 428 – YK Enterprise, LLC, applicant,  
Mark S. Cropper, Esquire attorney for the applicant

Attached herewith please find the Planning Commission's written Findings of Fact and Recommendation relative to Rezoning Case No. 428, seeking to rezone approximately 2.88 acres of land located on the southerly side of St. Martin's Neck Road, east of Aramis Lane, in Bishopville, from E-1 Estate District to A-2 Agricultural District. The case was reviewed by the Planning Commission at its meeting on September 3, 2020 and was given a favorable recommendation.

Also attached for your use is a draft public hearing notice for the required public hearing that must be held by the County Commissioners. An electronic copy has already been forwarded to Weston Young. Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

EAT/jkk

cc: Jennifer K. Keener, Deputy Director

**PLANNING COMMISSION  
FINDINGS OF FACT  
AND  
RECOMMENDATION**

**REZONING CASE NO. 428**

**APPLICANT:**

**YK Enterprise, LLC  
10507 Hotel Road  
Bishopville, MD 21813**

**ATTORNEY FOR THE APPLICANT:**

**Mark S. Cropper  
6200 Coastal Highway, Suite 200  
Ocean City, Maryland 21842**

**September 3, 2020**

**WORCESTER COUNTY PLANNING COMMISSION**

lc

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**I. INTRODUCTORY DATA**

- A. **CASE NUMBER:** Rezoning Case No. 428, filed on May 11, 2020.
- B. **APPLICANT:** YK Enterprise, LLC  
10507 Hotel Road  
Bishopville, MD 21813
- APPLICANT'S ATTORNEY:** Mark S. Cropper  
6200 Coastal Highway, Suite 200  
Ocean City, Maryland 21842
- C. **TAX MAP/PARCEL:** Tax Map 10 - Parcel 167 - Tax District 5
- D. **SIZE:** The petitioned area is 2.88 acres in size.
- E. **LOCATION:** The petitioned area is located on the southerly side of St. Martin's Neck Road, east of Aramis Lane, in Bishopville.
- F. **CURRENT USE OF PETITIONED AREA:** The property is developed with an existing single-family dwelling and a pole barn that was approved for residential storage only.
- G. **CURRENT ZONING CLASSIFICATION:** E-1 Estate District.
- H. **REQUESTED ZONING CLASSIFICATION:** A-2 Agricultural District.
- I. **ZONING HISTORY:** At the time zoning was first established in the 1960s, the parcel was given an A-1 Agricultural District zoning classification. This classification was retained in the 1978 comprehensive rezoning. In 1992, the property was rezoned to E-1 Estate District by virtue of the comprehensive rezoning, when the E-1 District was first established. During the 2009 comprehensive rezoning, the petitioned area retained the E-1 Estate District classification.
- J. **SURROUNDING ZONING:** The St. Martins Neck Road corridor in the immediate vicinity of the petitioned area is divided by E-1 Estate District on the southerly side, where the subject property is located, and A-1 Agricultural District to the northerly side of the road.
- K. **COMPREHENSIVE PLAN:** According to the 2006 Comprehensive Plan and associated land use map, the petitioned area lies within the Agriculture Land Use Category.

- L. **WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property is served by private well and septic, with a designation of a Sewer and Water Service Category of S-6 and W-6 (No Planned Service) in the Master Water and Sewerage Plan. He states that a replacement system is necessary for new uses along with the designation of a sewage reserve area on the property that does not conflict with proposed structures and construction.
- M. **ROAD ACCESS:** The petitioned area fronts on St. Martins Neck Road, a County-owned and -maintained roadway with a fifty-foot right-of-way in the area of the subject property. Overall, the roadway width varies anywhere from thirty feet to sixty feet along the right-of-way. St. Martins Neck Road is designated in the Comprehensive Plan as a two-lane County Road/ minor collector highway.

## II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

- A. Mark S. Cropper, applicant's attorney, and Steve Engel, landscape architect, were present for the review. Mr. Cropper testified that the request is being made based upon a mistake in the assigned zoning district. He concurred with the zoning history referenced in the staff report, and explained that almost all of the lands to the south of the petitioned area are within the E-1 Estate District or A-2 Agricultural District; to the north there are agriculturally zoned properties and some industrially zoned lands. Mr. Cropper stressed that the Comprehensive Plan called for the elimination of the E-1 District, and that this was not done in 2009 at the time of the last comprehensive rezoning. If it had been, the petitioned area would have been likely given an agricultural zoning designation. Therefore, a mistake was made by retaining the E-1 Estate District for the petitioned area. Mr. Cropper stated that this request would constitute a downzoning of the lands, reiterated that it would be more consistent with the Comprehensive Plan and it would be in keeping with the surrounding area. Mr. Engel confirmed these observations.

## III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

- A. Regarding the definition of the neighborhood: The Planning Commission noted that this was not applicable, since the testimony was based solely on a mistake in the current zoning classification.
- B. Regarding population change: The Planning Commission concluded that there



had been no change in population since the last comprehensive rezoning.

- C. Regarding availability of public facilities: The Planning Commission found that according to Mr. Mitchell's memo, the property is served by private well and septic, with a designation of a Sewer and Water Service Category of S-6 and W-6 (No Planned Service) in the Master Water and Sewerage Plan. He stated that a replacement system is necessary for new uses along with the designation of a sewage reserve area on the property that does not conflict with proposed structures and construction. Fire and ambulance service will be available from the Bishopville Fire Company, approximately eight minutes away from the subject property. 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 twenty minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately forty minutes away. No comments were received from either the Maryland State Police or the Worcester County Sheriff's Department. The petitioned area is 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 (WCBOE). In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning, and the site will be subject to the limitations of private water and wastewater.
- D. Regarding present and future transportation patterns: The Planning Commission found that the petitioned area fronts on St. Martins Neck Road, a County-owned and -maintained roadway with a fifty-foot right-of-way in the area of the subject property. Overall, the roadway width varies anywhere from thirty feet to sixty feet along the right-of-way. St. Martins Neck Road is designated in the Comprehensive Plan as a two-lane County Road/ minor collector highway as a result of the linkages it provides between MD Route 367 (Bishopville Road) and MD Route 90 (Ocean City Expressway), and the increase in traffic volumes due to the use of the road as a "short-cut" to local beaches. No comments were received from the Maryland Department of Transportation, State Highway Administration's (MDOT SHA) District 1 office. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (attached) that he had no comments on the requested rezoning at this time. Based upon its review, the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated for St. Martins Neck Road, or the connecting highways.
- E. 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: The Planning Commission found that there would be no impacts to environmental conditions as the property is already developed with a dwelling and accessory buildings. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District is compatible with existing and proposed development and existing environmental conditions in the area.

- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Agricultural Land Use Category. In addition, the Comprehensive Plan called for the elimination of the E-1 Estate District in 2009, which was not accomplished during the subsequent comprehensive rezoning. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

#### IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area due to the fact that the Comprehensive Plan called for the elimination of the E-1 Estate District in 2009, and this was not accomplished during the subsequent comprehensive rezoning. Based upon its review, the Planning Commission concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 428, seeking a rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District.

#### V. RELATED MATERIALS AND ATTACHMENTS

**STAFF REPORT**

**REZONING CASE NO. 428**

**PROPERTY OWNERS:** YK Enterprise, LLC  
10507 Hotel Road  
Bishopville, MD 21813

**ATTORNEY:** Mark S. Cropper, Esquire  
6200 Coastal Highway, Suite 200  
Ocean City, MD 21842

**TAX MAP/PARCEL INFO:** Tax Map 10, Parcel 167 – Tax District 05

**SIZE:** The petitioned area is 2.88 acres in size.

**LOCATION:** The petitioned area is located on the southerly side of St. Martin's Neck Road, east of Aramis Lane, in Bishopville.

**CURRENT USE OF PETITIONED AREA:** The property is developed with an existing single-family dwelling and a pole barn that was approved for residential storage only.

**CURRENT ZONING CLASSIFICATION:** E-1 Estate District

**REQUESTED ZONING CLASSIFICATION:** A-2 Agricultural District

**APPLICANT'S BASIS FOR REZONING:** The application indicates that there has been a mistake made in the existing zoning.

**ZONING HISTORY:** At the time zoning was first established in the 1960s, the parcel was given an A-1 Agricultural District zoning classification. This classification was retained in the 1978 comprehensive rezoning. In 1992, the property was rezoned to E-1 Estate District by virtue of the comprehensive rezoning, when the E-1 District was first established. During the 2009 comprehensive rezoning, the petitioned area retained the E-1 Estate District classification.

**SURROUNDING ZONING:** The St. Martins Neck Road corridor in the immediate vicinity of the petitioned area is divided by E-1 Estate District on the southerly side, where the subject property is located, and A-1 Agricultural District to the northerly side of the road.

**COMPREHENSIVE PLAN:**

According to Chapter 2 – Land Use of the Comprehensive Plan and associated land use map, the petitioned area lies within the Agriculture Land Use Category. With regard to the Agriculture Use Category, the Comprehensive Plan states the following:

"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. Agriculture faces challenges from international commodity prices, local development pressure, and the aging farm population to name a few. The county must do all it can 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. Dust, odor, chemical applications, noise, and extended hours of operation create conflicts with incompatible uses.

Residential and other conflicting land uses although permitted are discouraged. Only minor subdivisions of five lots or less are permitted. This restriction has been the strongest component of the county's agricultural preservation strategy, and it should be maintained as is. Also as a general policy, the practice of not rezoning agricultural land for other uses should continue." (Page 18)

Pertinent objectives cited in Chapter 2 – Land Use state the following:

2. Continue the dominance of agriculture and forestry uses throughout the county's less developed regions
  4. Provide for appropriate residential, commercial, institutional, and industrial uses
  5. Locate new development in or near existing population centers and within planned growth centers
  6. Infill existing population centers without overwhelming their existing character
  8. Regulate development to minimize consumption of land, while continuing the county's rural and coastal character
  19. Limit rural development to uses compatible with agriculture and forestry
- (Pages 12, 13)

Also in Chapter 2- Land Use, under the heading General Land Use Recommendations, the Comprehensive Plan states:

**"Large-lot Zoning**—Delete the Estate land use category and associated zoning district. Designed as a transition zone between urban/suburban development and the rural landscape, this category has:

- Consumed excessive amounts of land per housing unit, taking working farms out of production
- Been overtaken by the requirements of the Coastal Bays Critical Area Program, and
- Failed to achieve truly clustered open space development.

Large lot zoning is incompatible with this plan's approach to new growth. Extensive areas of large lots result in sprawl, which is expensive to serve, damaging to water quality and wildlife, and incompatible with increased mass transit service." (Pages 20, 21)

Chapter 4 - Economy also includes objectives related to Agriculture and Forestry. They are as follows:

1. Work to preserve farming and increase its economic viability.
3. Reduce farm area fragmentation through agricultural zoning permitting only minor subdivisions (five or less lots), the state's agricultural preservation program, the Rural Legacy program and explore the use of a transfer of development rights and other preservation mechanisms.
4. Continue the "right-to-farm" law.
6. Review permitted land uses in agricultural zone to ensure compatibility with agriculture as a quasi-industrial use. Adjust requirements to prevent inappropriate uses from developing in agricultural areas.

(Pages 59, 60)

In Chapter 6 – Public Infrastructure, the Comprehensive Plan provides the following objectives:

1. Meet existing public facility and service needs as a first priority. Health and safety shall take precedence.
2. Permit development to occur only as rapidly as services can be provided
3. Ensure adequate public facilities are available to new development
4. Require new development to "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates

(Page 70)

In Chapter 7 – Transportation, the Comprehensive Plan states the following:

"Worcester's roadways experience morning and evening commuter peaks, however, they are dwarfed by summer resort traffic. Summer traffic peaks on Friday evening, Saturday, and Sunday afternoon. Weekend travel clusters on Friday and Sunday evenings with longer-term check-ins/outs peaking on Saturday. Resort traffic causes the most noticeable congestion on US 50, US 113, US 13, MD 528, MD 589, MD 611, and MD 90." (Page 79)

With regard to St. Martins Neck Road specifically, this chapter notes that this roadway is classified as a two-lane secondary highway/minor collector highway.

"MD 368 St Martin Neck Road (Two Lane County Road/Minor Collector Highway) This minor collector links MD 90 at its south end to MD 367 Bishopville Road and provides a

secondary link from Ocean City to US 113, northeastern Worcester and the Delaware beaches. This roadway's current configuration should be adequate for the planning period." (Page 86)

In the same chapter, under the heading General Recommendations – Roadways, the Comprehensive Plan lists the following recommendations:

1. **Acceptable Levels of Service**—It is this plan's policy that the minimal acceptable level of service for all roadways be LOS C. Developers shall be responsible for maintaining this standard.
3. **Traffic studies**--Developers should provide traffic studies to assess the effect of each major development on the LOS for nearby roadways.
4. **Impacted Roads**--Roads that regularly have LOS D or below during weekly peaks are considered "impacted." Areas surrounding impacted roads should be planned for minimal development (infill existing lots). Plans and funding for improving such roads should be developed.
13. **Road Widening**--Adequate right-of-way should be dedicated for roads anticipated for widening during the development review process.

(Pages 87, 88)

**WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property is served by private well and septic, with a designation of a Sewer and Water Service Category of S-6 and W-6 (No Planned Service) in the Master Water and Sewerage Plan. He states that a replacement system is necessary for new uses along with the designation of a sewage reserve area on the property that does not conflict with proposed structures and construction. No comments were received from John H. Tustin, P.E., Director of Public Works, or John Ross, P.E., Deputy Director of Public Works.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are as follows:

WddB – Woodstown sandy loam, severe limitations to on-site wastewater disposal  
HbB – Hambrook sandy loam, severe limitations to on-site wastewater disposal

**EMERGENCY SERVICES:** Fire and ambulance service will be available from the Bishopville Volunteer Fire Company, located approximately eight minutes away, 4 miles to the northwest of the petitioned area on MD Route 367 (Bishopville Road). In addition, Bishopville VFD has a substation on St. Martin's Neck Road, which is located approximately one minute away, 0.6 miles west of the petitioned area. No comments were received from the Bishopville Fire Company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately twenty minutes away, and the Worcester County



Sheriff's Office in Snow Hill, approximately forty minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff's Office.

**ROADWAYS AND TRANSPORTATION:** This parcel has road frontage on St. Martins Neck Road, a County-owned and -maintained roadway with a fifty-foot right-of-way in the area of the subject property. Overall, the roadway width varies anywhere from thirty feet to sixty feet along the right-of-way. St. Martins Neck Road is designated in the Comprehensive Plan as a two-lane County Road/ minor collector highway as a result of the linkages it provides between MD Route 367 (Bishopville Road) and MD Route 90 (Ocean City Expressway), and the increase in traffic volumes due to the use of the road as a "short-cut" to local beaches. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (attached) that he had no comments on the requested rezoning at this time. No comments were received from the Maryland Department of Transportation, State Highway Administration's (MDOT SHA) District 1 office.

**SCHOOLS:** The petitioned area is within Zone 1 of the Worcester County Public School Zones and is 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 (WCBOE).

**CHESAPEAKE/ ATLANTIC COASTAL BAYS CRITICAL AREAS:** Mr. Mitchell also notes in his memorandum that the petitioned area is not located within the boundaries of the Critical Area, and will be subject to the Forest Conservation Law if the property is further developed to the point that compliance is required.

**FLOOD ZONE:** The FIRM map (24047C0045H, effective July 16, 2015) indicates that this property is located in Zone X (Area of Minimal Flood Hazard).

**PRIORITY FUNDING AREA:** The petitioned area is not within a Priority Funding Area.

**INCORPORATED TOWNS:** This site is located approximately five miles northwest of the corporate limits of Ocean City.

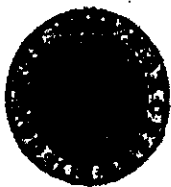
**ADDITIONAL COMMENTS RECEIVED:** Comments received from various agencies, etc. are attached and are summarized as follows:

Rob Clarke, DNR Forester: No comments to make on behalf of the Maryland Forest Service.

!!IMPORTANT!!

**THE PLANNING COMMISSION MUST MAKE FINDINGS OF FACT IN EACH SPECIFIC CASE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING MATTERS:**

1. What is the applicant's definition of the neighborhood in which the subject property is located? (Not applicable if request is based solely on a claim of mistake in existing zoning.)
2. Does the Planning Commission concur with the applicant's definition of the neighborhood? If not, how does the Planning Commission define the neighborhood?
3. Relating to population change.
4. Relating to availability of public facilities.
5. Relating to present and future transportation patterns.
6. Relating to compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact on waters included on the State's impaired waters list or having an established total maximum daily load requirement.
7. Relating to compatibility with the Comprehensive Plan.
8. Has there been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property (November 3, 2009) or is there a mistake in the existing zoning of the property?
9. Would a change in zoning be more desirable in terms of the objectives of the Comprehensive Plan?



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

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**APPLICATION FOR AMENDMENT OF THE OFFICIAL ZONING MAP**

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(For Office Use Only – Please Do Not Write in this Space)

Rezoning Case No. 428

Date Received by Office of the County Commissioners \_\_\_\_\_

Date Received by Development Review and Permitting 5/11/2020

Date Reviewed by the Planning Commission 9/3/2020

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- I. Application: Proposals for amendments to the Official Zoning Maps may be made only by the property owner, contract purchaser, option holder, lease, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

- A. Governmental Agency: \_\_\_\_\_  
B. Property Owner: \_\_\_\_\_  
C. Contract Purchaser: \_\_\_\_\_  
D. Option Holder: \_\_\_\_\_  
E. Leasee: \_\_\_\_\_  
F. Attorney for B (insert A, B, C, D or E) X  
G. Agent for \_\_\_\_\_ (insert A, B, C, D or E) \_\_\_\_\_

II. Legal Description of Property

- A. Tax Map/Zoning Map Number(s): 10  
B. Parcel Number(s): 0167  
C. Lot Number(s), if applicable: \_\_\_\_\_  
D. Tax District Number: 05

### III. Physical Description of Property

- A. Located on south side of St. Martins Neck Road,  
approximately .1 feet miles to the south side of  
Industrial Park Road.
- B. Consisting of a total of 2.88 acres of land.
- C. Other descriptive physical features or characteristics necessary to accurately  
locate the petitioned area:

All that lot, part of a lot or parcel of land lying and being situate in the Fifth Election District of Worcester County, Maryland,  
shown as the "REVISED PARCEL 167" on a Plat entitled "Revised and reassembled Parcels 30, 167 and 261"  
containing 2.6996 acres, more or less, as shown on said Plat made by Madelon J. Bunting, Jr., dated July 9, 2004,  
recorded among the Plat Books of Worcester County, MD, in Liber SVH No. 191, folio 74, et. seq.

- D. Petitions for map amendments shall be accompanied by a plat drawn to scale  
showing property lines, the existing and proposed district boundaries and other  
such information as the Planning Commission may need in order to locate and  
plot the amendment on the Official Zoning Maps.

### IV. Requested Change to Zoning Classification(s)

- A. Existing zoning classification(s): Estate District E-1  
(name and zoning district)
- B. Acreage of zoning classification(s) in "A" above: 2.88
- C. Requested zoning classification(s): Agricultural District A-2  
(name and zoning district)
- D. Acreage of zoning classification(s) in "C" above: 2.88

### V. Reasons for Requested Change

The County Commissioners may grant a map amendment based upon a finding that there:  
(a) has been a substantial change in the character of the neighborhood where the property  
is located since the last zoning of the property, or (b) is a mistake in the existing zoning  
classification and a change in zoning would be more desirable in terms of the objectives  
of the Comprehensive Plan.

- A. Please list reasons or other information as to why the zoning change is requested,  
including whether the request is based upon a claim of change in the character of  
the neighborhood or a mistake in existing zoning:

There is a mistake in existing zoning.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Filing Information and Required Signatures**

**A. Every application shall contain the following information:**

1. If the application is made by a person other than the property owner, the application shall be co-signed by the property owner or the property owner's attorney.
2. If the applicant is a corporation, the names and mailing addresses for the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest in the partnership.
4. If the applicant is an individual, his/her name and mailing address.
5. If the applicant is a joint venture, unincorporated association, real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.

**B. Signature of Applicants in Accordance with VI.A. above.**

Signature(s): \_\_\_\_\_  
Printed Name(s): Mark Spencer Cropper  
Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842  
Phone Number: (410) 723-1400 Email: mcropper@sigalaw.com  
Date: 5/7/20

**C. Signature of Property Owner in Accordance with VI.A. above.**

Signature(s): \_\_\_\_\_  
Printed Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date: \_\_\_\_\_

**D. Signature of Attorney in Accordance with VI.A. above.**

Signature(s): \_\_\_\_\_  
Printed Name(s): Mark Spencer Cropper  
Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842  
Phone Number: (410) 723-1400 Email: mcropper@sigalaw.com  
Date: 5/7/20

(Please use additional pages and attach to the application if more space is required.)

## **VII. General Information Relating to the Rezoning Process**

- A. Applications shall only be accepted from January 1<sup>st</sup> to January 31<sup>st</sup>, May 1<sup>st</sup> to May 31<sup>st</sup>, and September 1<sup>st</sup> to September 30<sup>th</sup> of any calendar year.**
- B. Applications for Map Amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.**
- C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for the purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.**

**The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.**

**After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.**

- D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case, including but not limited to the following matters: population change; availability of public facilities; present and future transportation patterns; compatibility with existing and proposed development and existing environmental conditions for the area including having no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement; the recommendation of the Planning Commission; and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there was a substantial change in the character of the neighborhood where the property is located since the last zoning of the property or (b) there is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.**

**The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.**

- E. No application for a map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.**



## REZONING FINDINGS OF FACT FORM

Applicant shall provide information with regard to the following items:

- A. Is the request for rezoning based upon a claim that there has been a change in the character of the neighborhood where the property is located since the last zoning of the property or upon a claim that there is a mistake in the existing zoning and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

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- B. What is the definition of the neighborhood in which the subject property is located, as determined by the applicant.

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- C. Findings of Fact as to Section 1-113(c)(3) of the Zoning Code:

1. Relating to population change:

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2. Relating to the availability of public facilities:

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3. Relating to present and future transportation patterns:

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4. Relating to the compatibility with existing and proposed development and existing environmental conditions for the area:

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5. Relating to compatibility with the Comprehensive Plan:

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## Real Property Data Search

## Search Result for WORCESTER COUNTY

View Map	View GroundRent Redemption	View GroundRent Registration
Special Tax Recapture: None		
Account Identifier: District - 05 Account Number - 007976		
Owner Information		
Owner Name:	YK ENTERPRISE LLC	Use: RESIDENTIAL
		Principal Residence: NO
Mailing Address:	10507 HOTEL RD BISHOPVILLE MD 21813-0000	Deed Reference: /07343/ 00424
Location & Structure Information		
Premises Address:	12046 ST MARTINS NECK RD BISHOPVILLE 21813-0000	Legal Description: REVSD P-167 2.88 ACS S SIDE ST MARTINS NECK RD REV & REAS PL PARCELS 30 167 & 261
Map: 0010	Grid: 0023	Parcel: 0167
Neighborhood: 5010001.24	Subdivision: 0000	Section: 0000
Block: 0000	Lot: 0000	Assessment Year: 2019
		Plat No: 191/ 74
Town: None		
Primary Structure Built: 1930	Above Grade Living Area: 2,240 SF	Finished Basement Area: 2,8800 AC
County Use: 2	Stories: NO	Type: STANDARD UNIT
Exterior: SIDING/	Quality: 2	Full/Half Bath: 2 full
Garage: 2	Last Notice of Major Improvements	
Value Information		
	Base Value	Value As of 01/01/2019
		Phase-In Assessments As of 07/01/2019
		As of 07/01/2020
Land:	58,100	53,100
Improvements:	40,000	40,100
Total:	98,100	93,200
Preferential Land:	0	93,200
		0
Transfer Information		
Seller: TEETERS MARK & CHERYL TEETERS & Type: ARMS LENGTH IMPROVED	Date: 12/27/2018 Deed1: /07343/ 00424	Price: \$95,000 Deed2:
Seller: GRAY MARK STEPHEN Type: NON-ARMS LENGTH OTHER	Date: 10/06/2006 Deed1: /04792/ 00705	Price: \$0 Deed2:
Seller: GRAY ELISHA D & CHERYL TEETERS & Type: NON-ARMS LENGTH OTHER	Date: 11/18/2005 Deed1: /04585/ 00426	Price: \$0 Deed2:
Exemption Information		
Partial Exempt Assessments: Class	07/01/2019	07/01/2020
County: 000	0.00	
State: 000	0.00	
Municipal: 000	0.00 0.00	0.00 0.00
Special Tax Recapture: None		
Homestead Application Information		
Homestead Application Status: No Application		
Homeowners' Tax Credit Application Information		
Homeowners' Tax Credit Application Status: No Application Date:		

THIS DEED, made this 21st day of December, 2018, by Mark Teeters, Cheryl Teeters, Charles Thomas Gray and Sharon Lee Gray, residents of the State of Maryland, hereinafter called Grantors, WITNESSETH:

THAT FOR AND IN CONSIDERATION of the sum of Ninety-Five Thousand and 00/100 Dollars (\$95,000.00), the receipt of which is hereby acknowledged, the said Grantors do hereby grant and convey all of their right, title and interest in and to the hereinafter described property unto YK Enterprise, LLC, a Maryland limited liability company, its successors and assigns, forever in fee simple:

ALL that lot, part of a lot or parcel of land lying and being situate in the Fifth Election District of Worcester County, Maryland, shown as the "REVISED PARCEL 167" on a Plat entitled "Revised and reassembled Parcels 30, 167 and 261", containing 2.8896 acres, more or less, as shown on said Plat made by Madison J. Bunting, Jr., dated July 9, 2004, and recorded among the Plat Books of Worcester County, Maryland, in Liber SVH No. 191, folio 74, et seq.

BEING all and the same property conveyed unto Elisha D. Gray, Life Tenant, and Mark Teeters and Cheryl Teeters, as to an undivided three-quarters (3/4) interest, Charles Thomas Gray, as to an undivided one-twelfth (1/12) interest, Mark Stephen Gray, as to an undivided one-twelfth (1/12) interest, and Sharon Lee Gray, as to an undivided one-twelfth (1/12) interest, as remaindermen, by Deed of Consolidation dated October 29, 2005, and recorded among the Land Records of Worcester County, Maryland, in Liber 4585, folio 426, et seq.; the said Elisha D. Gray having subsequently departed this life on January 28, 2013, thereby vesting title in the named remaindermen, and the said Mark Stephen Gray having conveyed his undivided one-twelfth (1/12) interest unto Charles Thomas Gray, by Deed dated September 29, 2006, and recorded among the aforesaid Land Records in Liber 4792, folio 705, et seq.

Ayres, Jenkins, Gordy & Almand, P.A.  
11047 Racetrack Road  
P.O. Box 1244  
Berlin, MD 21811

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7343, p. 0425, MSA\_CE31\_7519. Date available 01/02/2019. Printed 04/24/2020.


TOGETHER with the improvements thereon and the rights, roads, ways, waters, privileges and appurtenances to the same belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above described property unto the said YK Enterprise, LLC, a Maryland limited liability company, its successors and assigns, forever in fee simple.

AND the said Grantors hereby covenant to warrant specially the property hereby conveyed and to execute such other and further assurances of the same as may be requisite.

WITNESS the hands and seals of the Grantors herein the day and year first above written.

WITNESS:



Mark S. Teeters (SEAL)  
Mark Teeters



Cheryl Teeters (SEAL)  
Cheryl Teeters



Charles T. Gray (SEAL)  
Charles Thomas Gray



Sharon Lee Gray (SEAL)  
Sharon Lee Gray

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

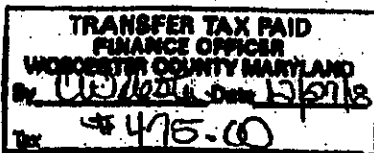
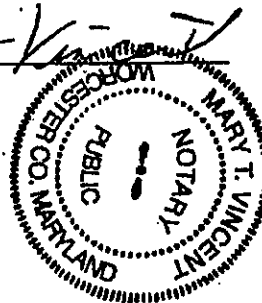
I HEREBY CERTIFY that on this 21<sup>st</sup> day of December, 2018, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Mark Teeters, Cheryl Teeters, Charles Thomas Gray and Sharon Lee Gray, known to me (or satisfactorily proven) to be the persons whose names are subscribed herein, and acknowledged the foregoing Deed to be their respective act and deed.

AS WITNESS my hand and Notarial Seal.

My Commission Expires:

09/01/2022

Mary T. Vincent  
NOTARY PUBLIC



TAXES FOR WHICH ASSESSMENTS HAVE BEEN RECEIVED HAVE BEEN PAID AS OF THIS DATE. 12/21/18  
Worcester County Finance Officer  
By: [Signature]  
EXCEPT PERSONAL PROPERTY

Water & Wastewater Services  
Worcester County  
NO ASSESSMENT  
By: [Signature] Date: 12-21-18  
Wor. Co. Finance Officer

This is to certify that the within instrument was prepared by or under the supervision of the undersigned attorney duly admitted to practice before the Court of Appeals of the State of Maryland.

  
William E. Esham, III

File No. 18-0879E

LR - Deed (w Taxes)  
Recording Fee no CT 20.00  
Name: testers/tk  
enterprise  
Ref:  
LR - Surcharge -  
linked 40.00  
LR - Recordation Tax -  
linked 627.00  
LR - State Transfer  
Tax - linked 475.00  
LR - NR Tax - lkd 0.00  
SubTotal: 1,162.00  
Total: 1,282.00  
12/27/2018 03:16  
CC23-AD  
#11449821 CC0104 -  
Worcester  
County/CC01.04.01 -  
Register 01

DEC 27 2018 The foregoing instrument  
filed for record and is accordingly recorded  
among the land records of Worcester County,  
Maryland.

 Clerk

22



## Addendum

## State of Maryland Land Instrument Intake Sheet

Baltimore City County: Worcester

The addendum form should be used when one transaction involves more than two instruments.  
Each instrument should be identified in accordance with Section No. 3 of the Intake Sheet.

(Type or Print in Black Ink Only—All Copies Must Be Legible)

6	(Continued) Fees	Amount of Fee	Doc. 3	Doc. 4	Doc. 5	Doc. 6	
		Recording Charge	\$ 30.00				
		Surcharge	\$ 0.00				
		State Registration Tax					
		State Transfer Tax					
		County Transfer Tax					
		Other					
		Other					
7	(Continued) Transferred From	Doc. 3 — Grantor(s) Name(s)		Doc. 4 — Grantor(s) Name(s)			
		YK Enterprises, LLC					
		Thomas A. Tinsley					
		Charles Tinsley					
		Doc. 5 — Grantor(s) Name(s)		Doc. 6 — Grantor(s) Name(s)			
		Doc. 3 — Owner(s) of Record, if Different from Grantor(s)		Doc. 4 — Owner(s) of Record, if Different from Grantor(s)			
		Doc. 5 — Owner(s) of Record, if Different from Grantor(s)		Doc. 6 — Owner(s) of Record, if Different from Grantor(s)			
8	(Continued) Transferred To	Doc. 3 — Grantee(s) Name(s)		Doc. 4 — Grantee(s) Name(s)			
		Cohen S. Taylor Building Co. of Baltimore, MD					
		Doc. 5 — Grantee(s) Name(s)		Doc. 6 — Grantee(s) Name(s)			
		Doc. 3 — Additional Names to be Indexed (Optional)		Doc. 4 — Additional Names to be Indexed (Optional)			
		Doc. 5 — Additional Names to be Indexed (Optional)		Doc. 6 — Additional Names to be Indexed (Optional)			
Special Instructions							

WORCESTER COUNTY CIRCUIT COURT (Land Records) SRB 7343, p. 0428, MSA\_CE31\_7519. Date available 01/02/2019. Printed 04/24/2020.

SVH 191/74

FILED

20110330 11:15

# REVISED AND REASSEMBLED PARCELS 30, 167, & 261 TAX MAP 10 CREATING REVISED PARCEL 30, REVISED PARCEL 167 & REVISED PARCEL 261

## FIFTH TAX DISTRICT WORCESTER COUNTY, MARYLAND

### FOREST CONSERVATION LAW STATEMENTS

#### STATEMENT # 1:

In accordance with Subtitle IV, Section 1-403(b)(1)(i) of the Natural Resources Article of the Worcester County Code of Public Local Laws, this subdivision is exempt from the County's Forest Conservation Law since the subdivision is a boundary line adjustment with no accompanying change in land use. Any future approval of this land for a regulated activity shall be subject to the County's Forest Conservation Law.

### ENVIRONMENTAL PROGRAMS

REVISED PARCEL 167 is approved with no wetland and sewage facilities as shown. This does not indicate that the quality of these systems has been evaluated. Also any future changes to these systems shall require an evaluation and permit from Environmental Programs.

REVISED PARCEL 261 is approved with wetland and sewage facilities as shown. This does not indicate that the quality of these systems has been evaluated. Also any future changes to these systems shall require an evaluation and permit from Environmental Programs.

REVISED PARCEL 30 is approved for agricultural purposes only. Any future approval for other and sewage systems in this area shall be subject to the regulations in effect at that time.

*Robert J. Bunting, Jr.* 8-23-04

APPROVE AUTHORITY WORCESTER COUNTY

Date

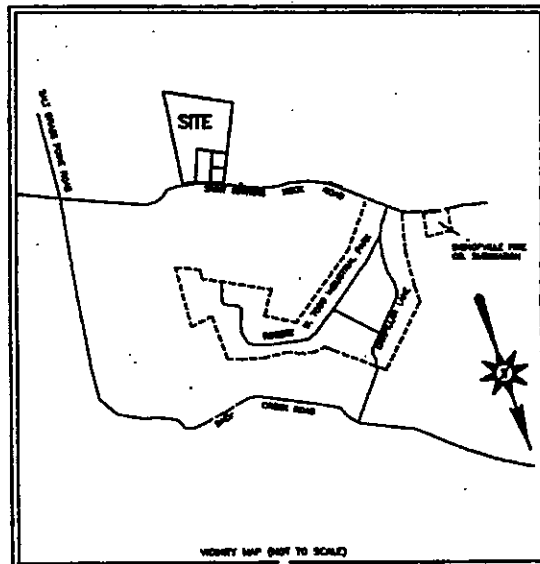
### WORCESTER COUNTY PLANNING AND ZONING COMMISSION

The grant of a permit or approval of this subdivision shall not constitute a representation, guarantee or warranty of any kind by Worcester County or by any official or employee thereof of the propriety, timeliness or safety of any proposed use, and shall create no liability upon the County, its officials or employees. Any approval by the Department of the Environment of any sewer or water system or publicly financed or bonded water plant and County government existing at the date of approval. Such standards are subject to change and a building permit may be needed in the future. In the event, current standards cannot be met as of the date of application for such permit, the applicant shall return to the Department for a further permit. Worcester County does not guarantee the development or construction of any facilities shown on this plat. All such facilities shall be the responsibility of the owner and developer of this subdivision.

*Robert J. Bunting, Jr.* 8/12/04

APPROVE AUTHORITY WORCESTER COUNTY

Date



VEGETY MAP (NOT TO SCALE)

### GENERAL NOTES:

1. TAX MAP 10, PARCELS 30, 167 & 261
2. PARCEL 167 LOTS OF BLIND & GRAY (FOR LPT)  
SEE REFERENCE S.V.H. 304/204  
PARCEL 30 LOTS OF RONALD ELLIS AND OWNERS  
SEE REFERENCE S.V.H. 304/204  
PARCEL 261 LOTS OF ALAN LYONS GURLEY  
SEE REFERENCE S.V.H. 1004/204
3. BOUNDARY LINE ADJUSTMENT: PARCEL 167, LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 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SVH 191/75

FILED

2018 DEC 20 11:23 16

ST. MARTIN'S  
2018 DEC 20 11:23 16

TAX MAP 10 - PARCEL 30  
13.8856 +/- ACRES  
ZONED EX-1  
USE AGRICULTURAL

REVISED PARCEL 30  
13.8856 +/- ACRES  
ZONED EX-1  
USE AGRICULTURAL

TAX MAP 10 - PARCEL 31  
1/4 LAND OF  
ALFRED S. NELSON, SR.  
DEED REF: BALD. 2378/21  
ZONED EX-1  
USE AGRICULTURAL

TAX MAP 10 - PARCEL 271  
1/4 LAND OF  
SHIRLEY JOHNSON  
DEED REF: J.E. 19/183  
ZONED EX-1  
USE RESIDENTIAL

LOT 2A

TAX MAP 10 - PARCEL 248  
1/4 LAND OF  
DONALD HENRIKSEN &  
ROSEMARY HENRIKSEN  
DEED REF: BALD. 2378/21-170  
1/4 LAND OF  
DONALD HENRIKSEN &  
ROSEMARY HENRIKSEN  
DEED REF: BALD. 2378/21-170  
ZONED EX-1  
USE RESIDENTIAL

## LEGEND

- These standard symbols are  
to be used in the drawing.
- P.W. NEW P.W.
  - POWER CONC. STRUCTURE
  - SET BACK P.W.
  - ▲ UNGRADED POINT
  - ✕ POWER LINE CROSSING
  - ◆ CROWN WALL
  - ◆ WELLY POINT
  - ELECTRIC TRANSMISSION
  - CHANGING ELEVATION

## AREA CALCULATIONS (ACRES)

PARCEL	ORIGINAL AREA	ADDITION	SUBTRACTION	REVISED AREA
30	18.8856	-----	3.000	REVISED PARCEL 30 = 13.8856
167	0.8896	2.000	-----	REVISED PARCEL 167 = 2.8896
261	1.9835	1.000	-----	REVISED PARCEL 261 = 2.9835
TOTAL	18.5787	-----	-----	19.5787



SHEET 2 OF 2

MADISON J. BUNTING, JR.  
SURVEYOR, INC.  
UNIT NO. 1  
11113 MANKLIN MEADOWS LANE  
BERLIN, MARYLAND 21811  
(410)641-5718 - FAX 641-8256

SCALE: 1" = 100' DATE: 7/23/2017  
DRAWN BY: M.J.B. JOB NO.: 1900000000

MSA CSM 2457 7/23-2

52

P. 205



# Official Zoning Map

Map prepared by Vanderburg County Department of Development Review and Planning, November 3, 2006.  
 Source: Vanderburg County Comprehensive Zoning Ordinance, Resolution No. 10-00, 10-01 and 10-01, Code Refs. 200, 400 and 410, effective 2/10/04, 10/0/06 and 10/0/06, respectively.

A1	RP	R2	I1	C1	V1
A2	E1	R3	R	C2	MUN
CA	R1	R4	CM	C3	

Tax Map 10

Water Planning Zone No. 400  
Approved 12/87

Water Planning Zone No. 400  
Approved 12/87

LIGHTHOUSE BOAT  
FISHING L.  
10.017  
P. 10.01  
L. 0.01  
AC. 10.01

Policy  
 Processing Date: 04/04/2004  
 Approved: 04/04/2004

LIGHTHOUSE SOCIETY  
 1200 N. 10TH ST.  
 N. 10TH ST.  
 N. 10TH ST.  
 N. 10TH ST.

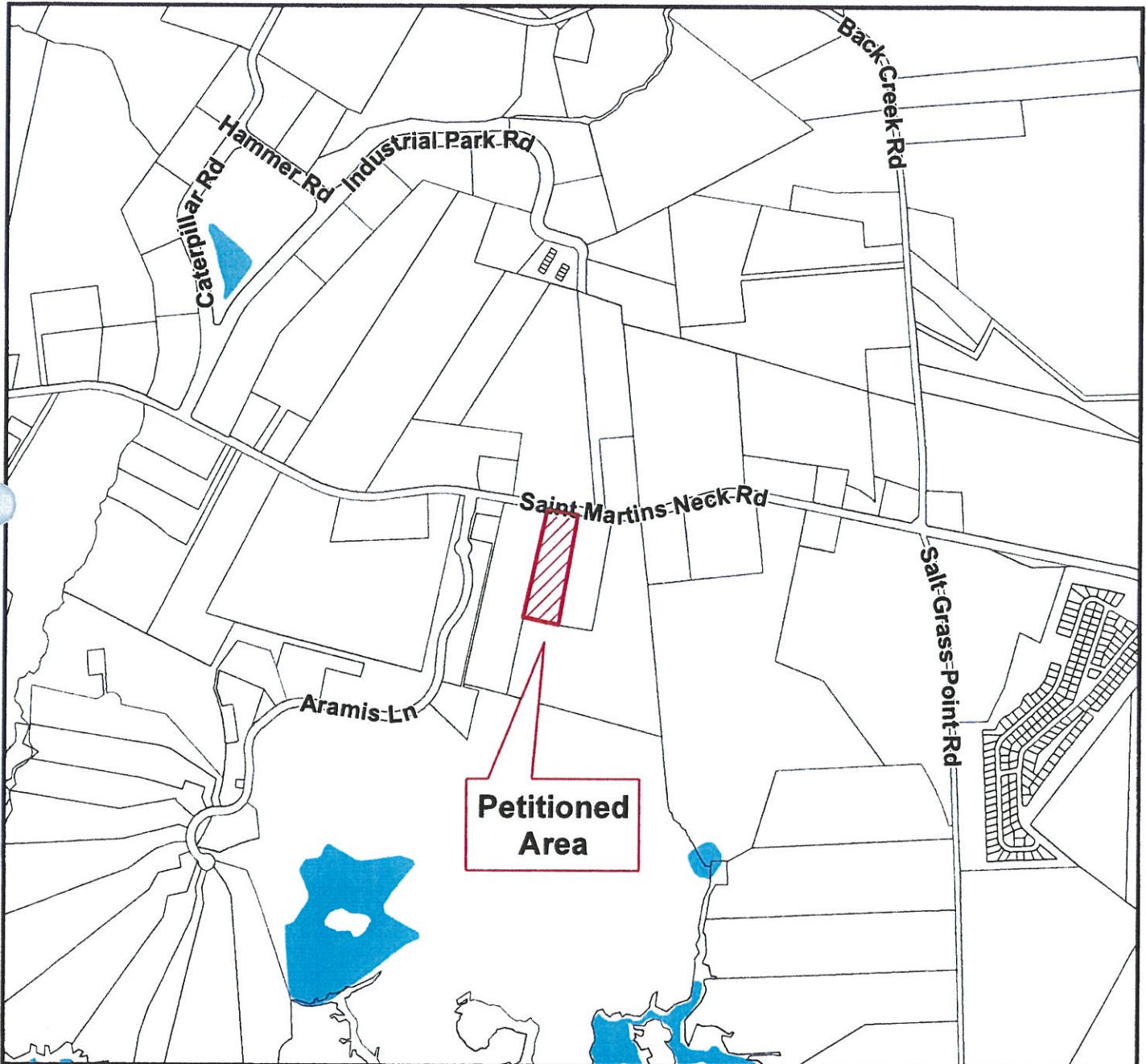


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 600 1,200  
Feet

Source: Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK



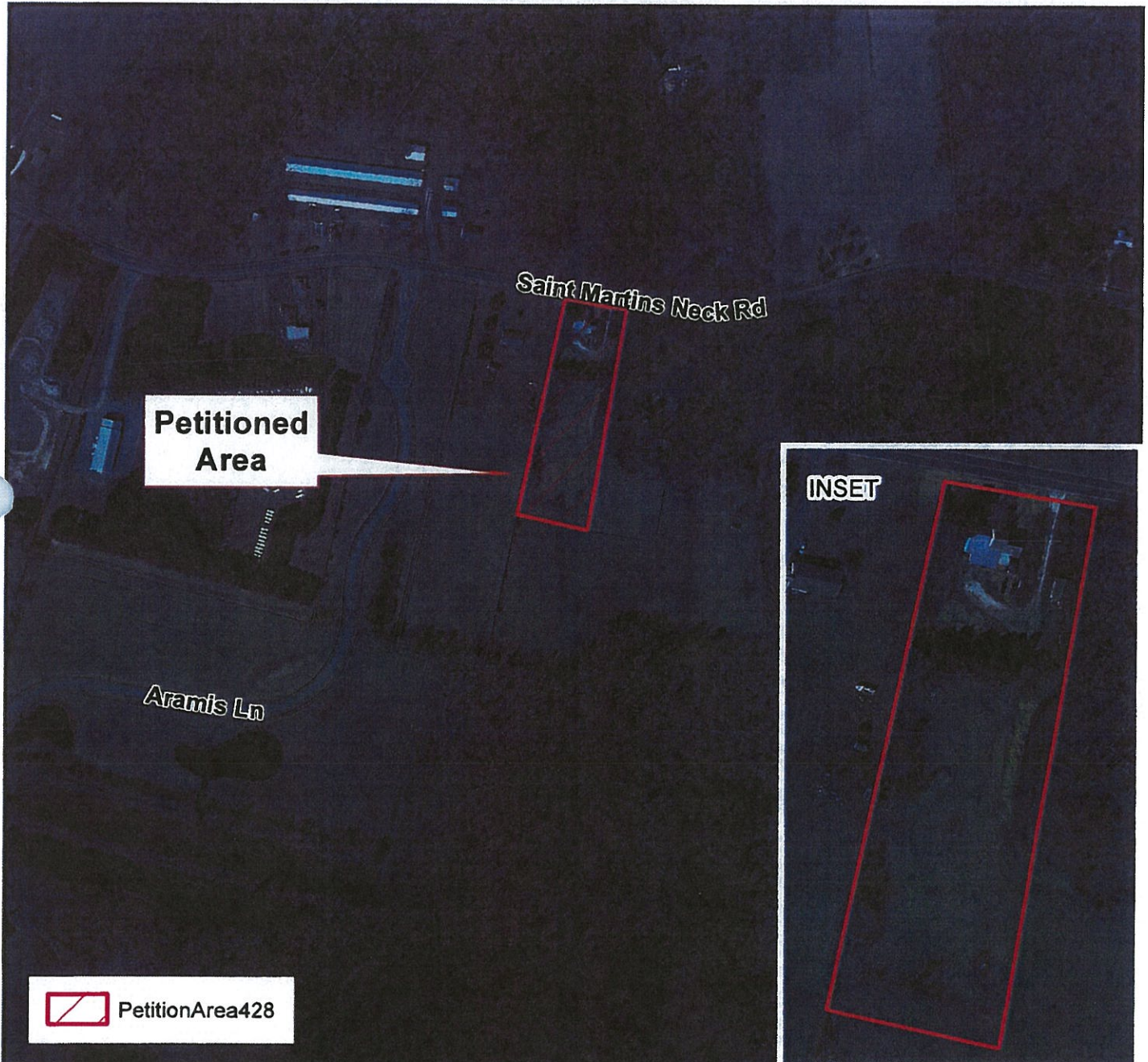


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## AERIAL MAP

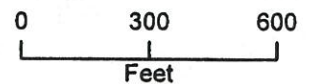


DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

Source: Worcester County GIS Data Layers - 2007 Soil Survey

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK





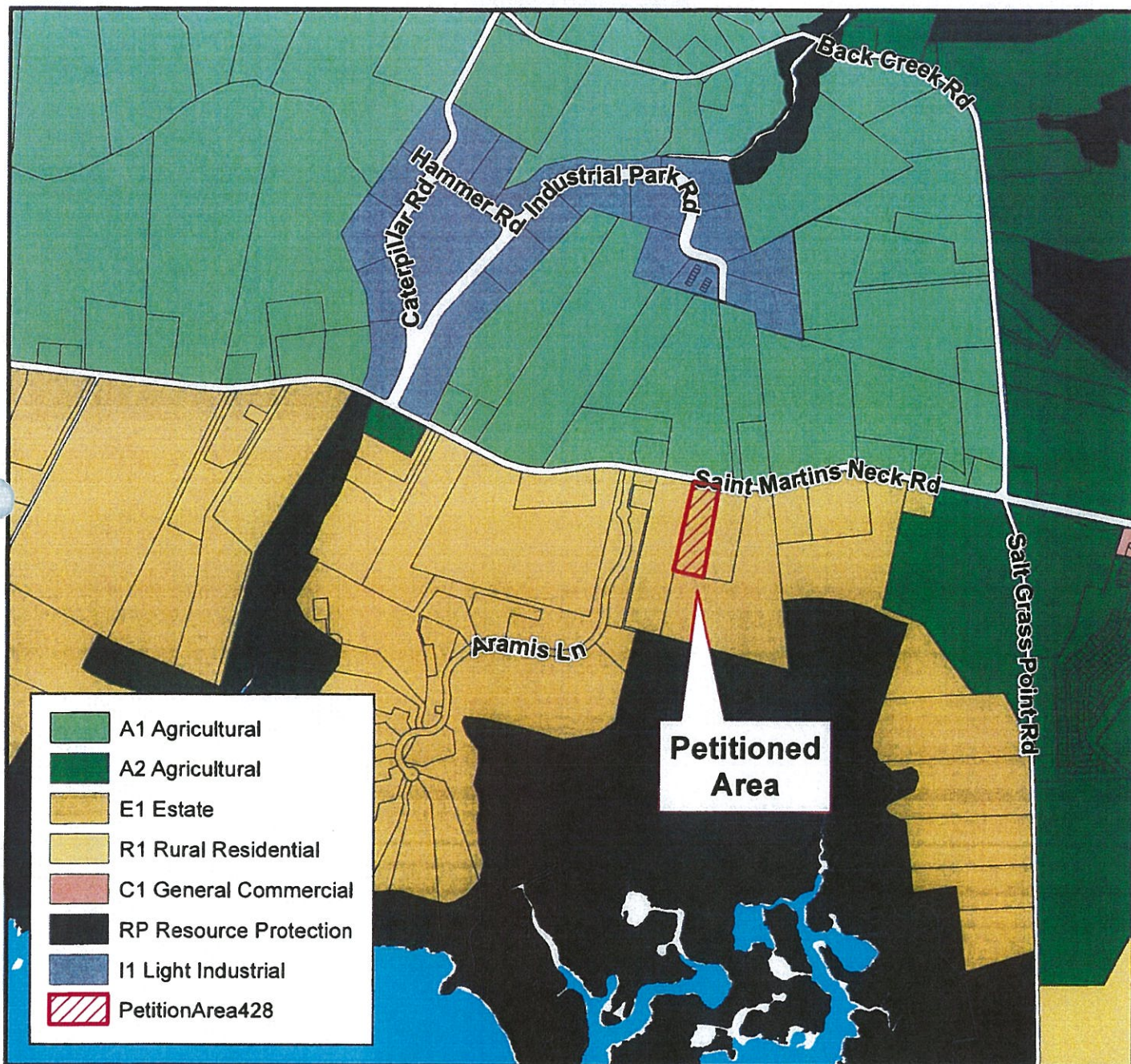


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 800 1,600  
Feet

Source: Worcester County GIS Data Layers - 2009 Official Zoning Map

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK



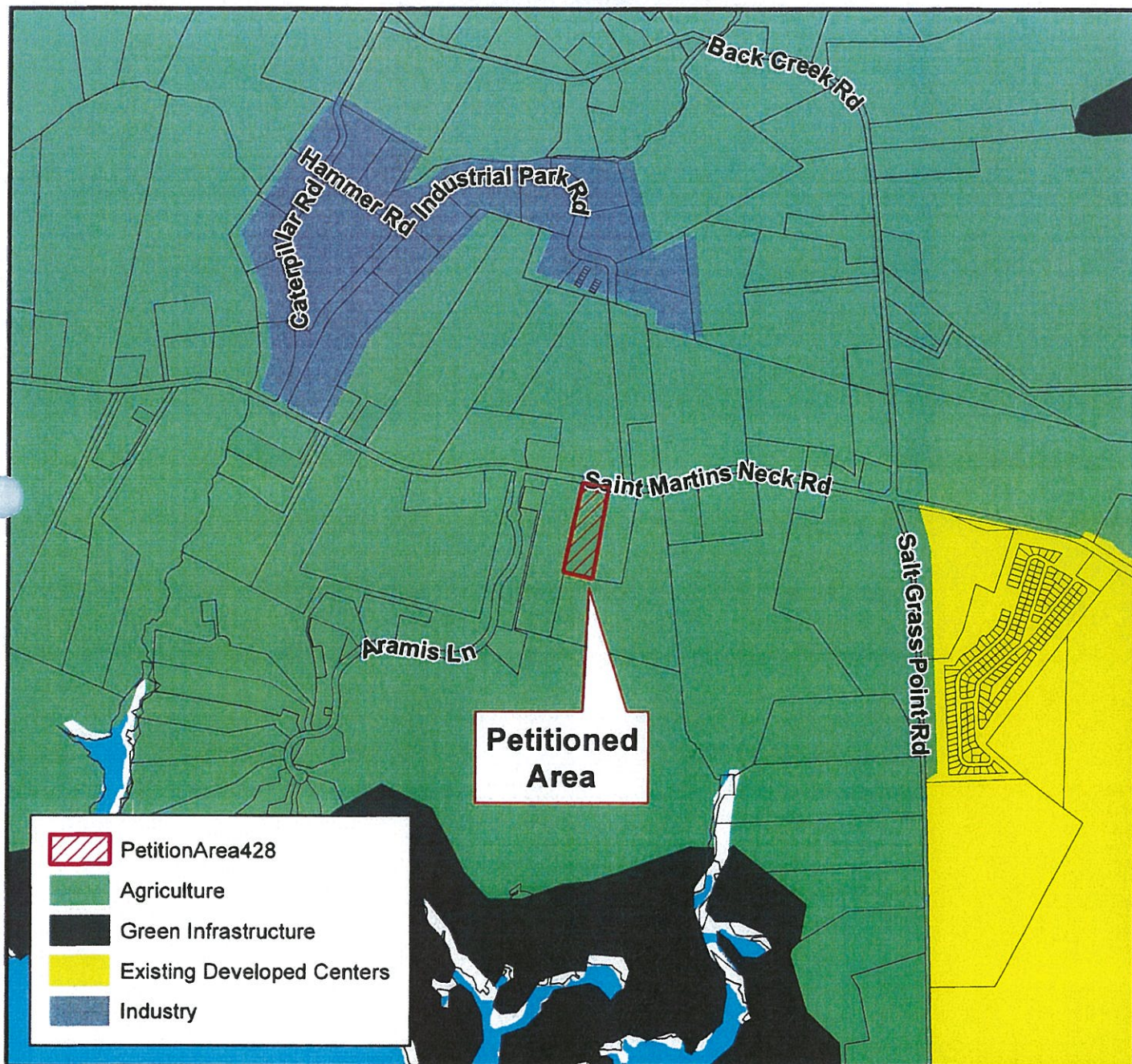


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## LAND USE MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 800 1,600  
Feet

Source: Worcester County GIS Data Layers - 2006 Official Land Use Map

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK



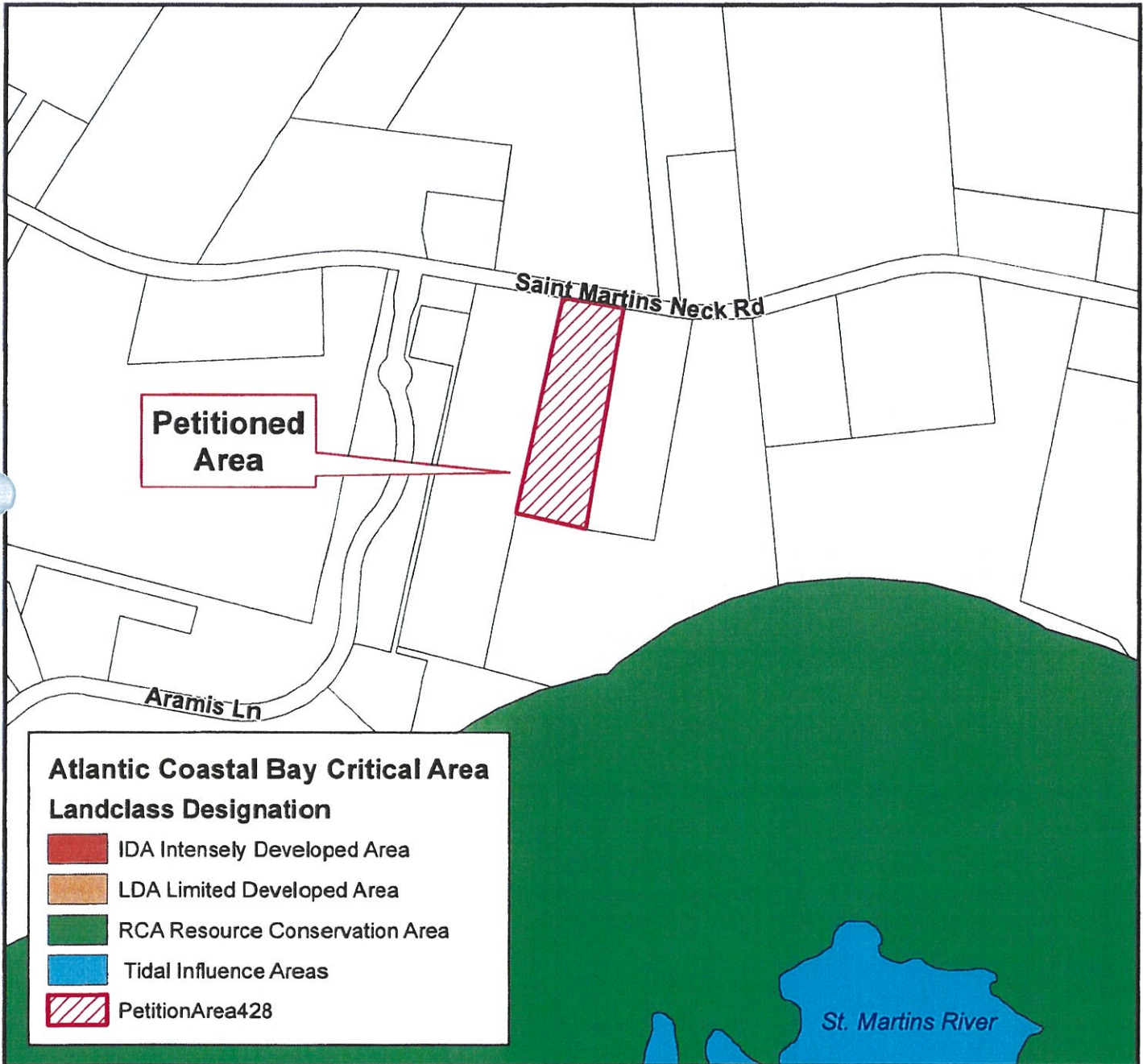


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## CRITICAL AREA MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 300 600  
Feet

Source: Worcester County GIS Data Layers - Atlantic Coastal Bays Critical Area Map

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH

Reviewed By: JKK

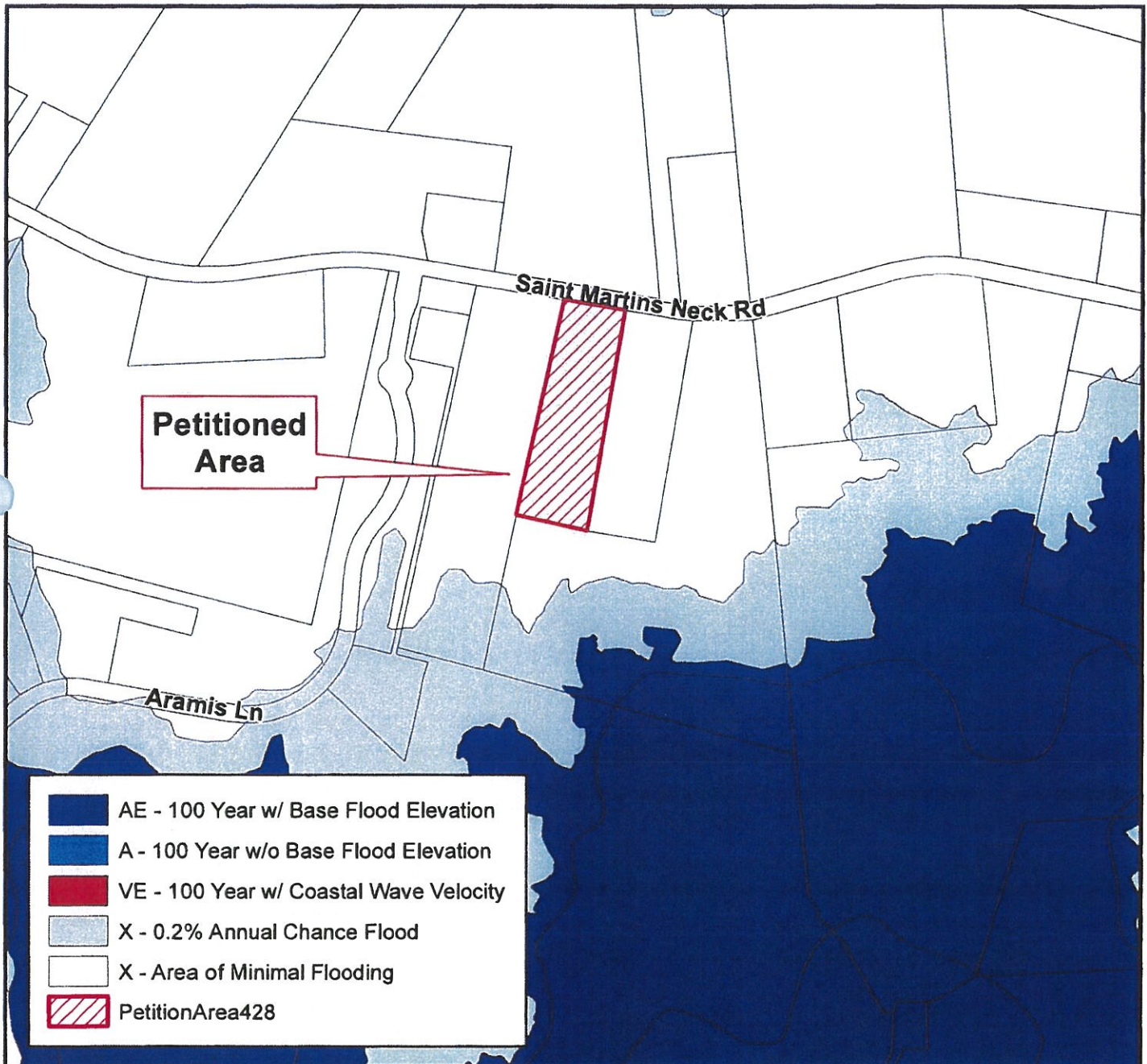


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## FLOODPLAIN MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 300 600  
Feet

Source: Worcester County GIS Data Layers - 2015 FEMA Flood Insurance Rate Maps

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK



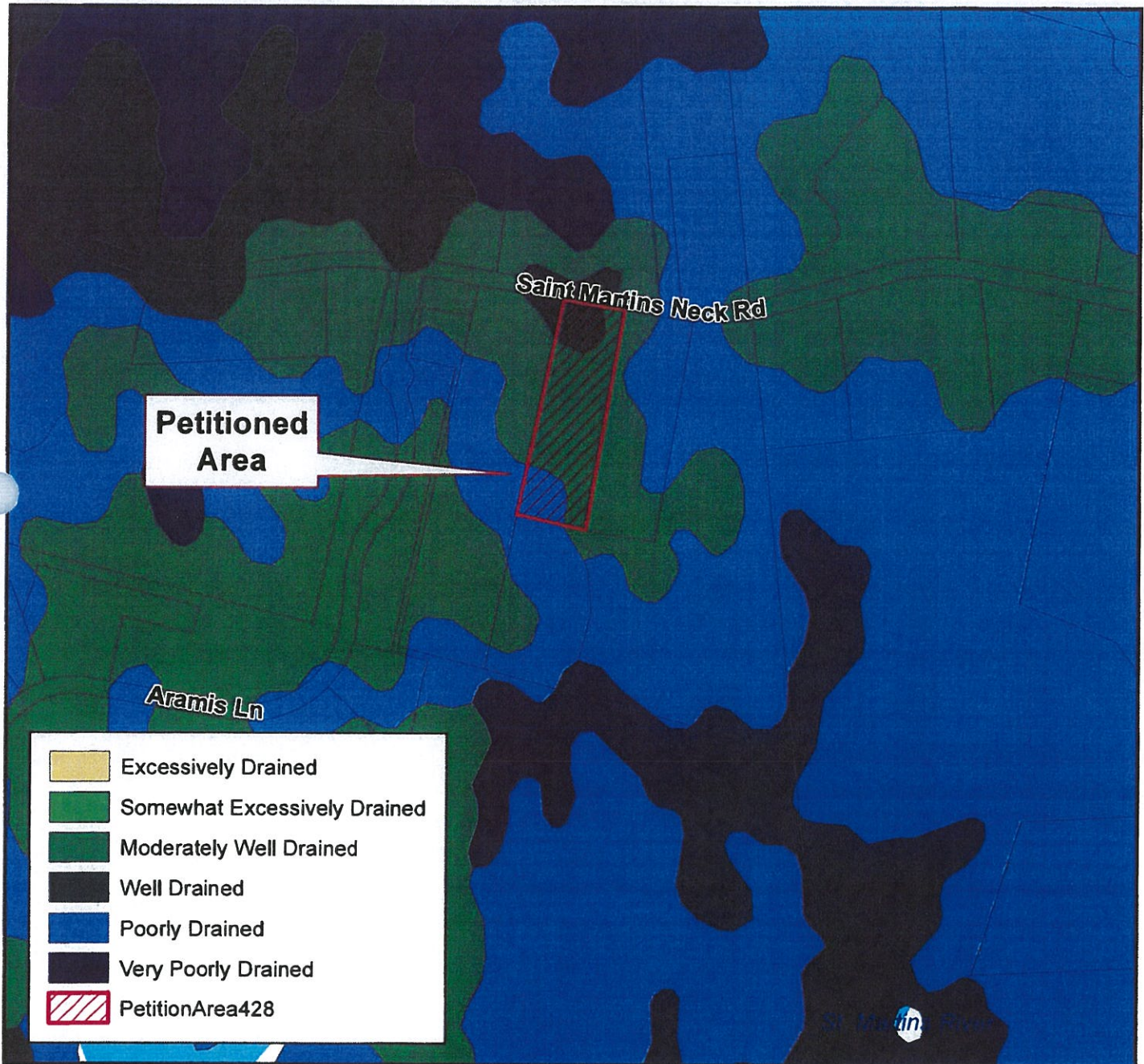


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## SOIL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

0 300 600  
Feet

Source: Worcester County GIS Data Layers - 2007 Soil Survey

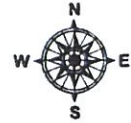
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK



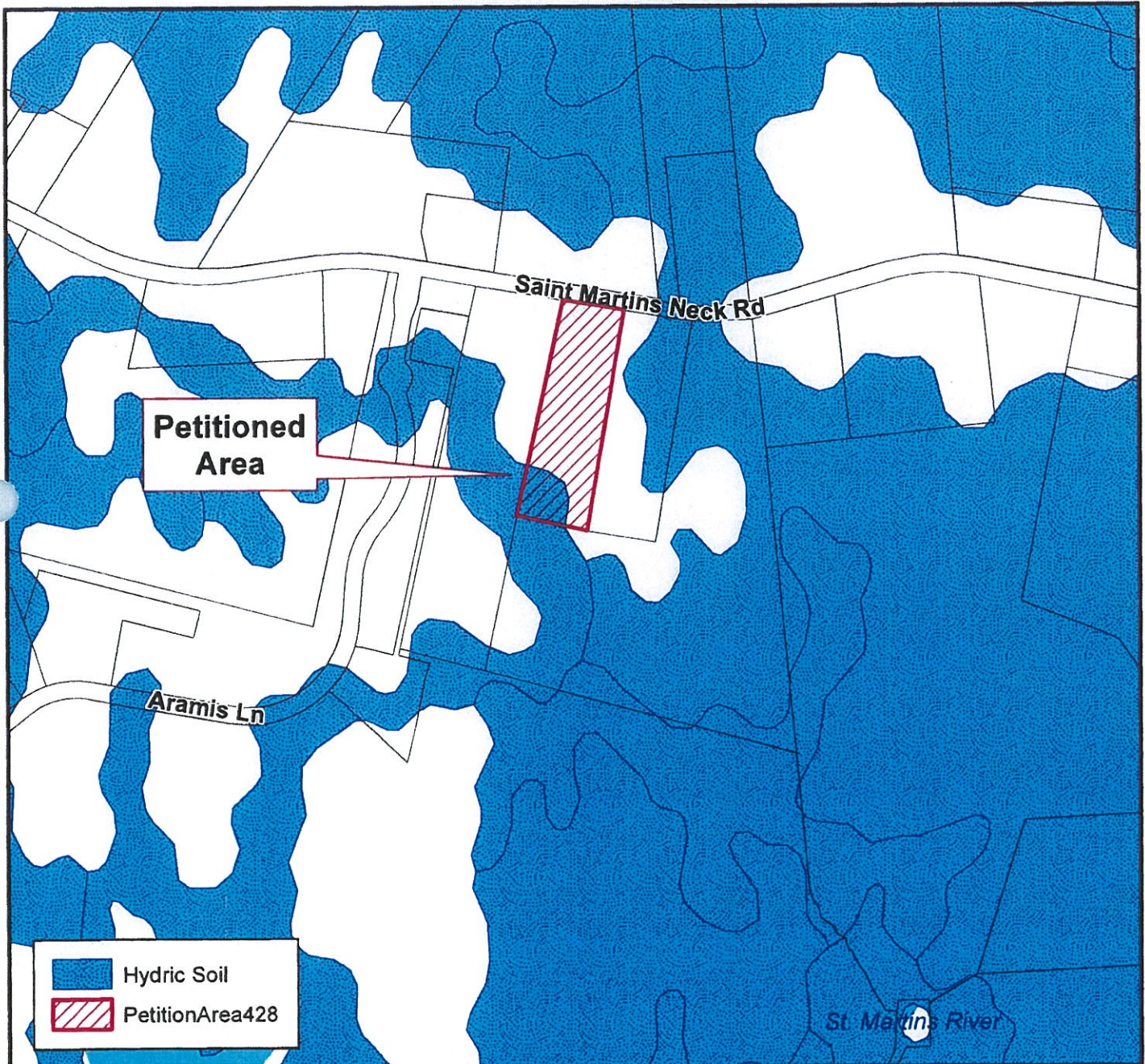


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 428  
E-1 Estate District to A-2 Agricultural District  
Tax Map: 10, Parcel 167

## HYDRIC SOIL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared July 2020

Source: Worcester County GIS Data Layers - 2007 Soil Survey

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: JKK





# Worcester County

Department of Environmental Programs

## Memorandum

**To:** Jennifer Keener, Deputy Director, DDRP

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

**Subject:** EP Staff Comments on Rezoning Case No. 428  
Worcester County Tax Map 10, Parcel 167  
Reclassify approximately 2.88 Total Acres of  
E-1 Estate District to A-2 Agricultural District

**Date:** 8/14/20

This response to your request for comments is prepared for the map amendment application associated with the above referenced property. The Worcester County *Zoning and Subdivision Control Article*, Section ZS1-113(c)(3), states that the applicant must affirmatively demonstrate that there has been a substantial change in the character of the neighborhood since the last zoning of the property or that a mistake has been made in the existing zoning classification. The application argues that there was a mistake in the Comprehensive Rezoning that was approved by the County Commissioners on November 3, 2009. The Code requires that the Commissioners find that the proposed "change in zoning" would be more desirable in terms of the objectives of the *Comprehensive Plan*.

The Department of Environmental Programs has the following comments:

1. The property has an agricultural land use designation in the Land Use Map in the Worcester County Comprehensive Plan (*Comprehensive Plan*). This category identifies 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. Dust, odor, chemical applications, noise, and extended hours of operation create conflicts with incompatible uses.
2. The existing structure on the property is served by private well and septic at the present time. The subject property has a designation of a Sewer and Water Service Category of S-6/W-6 and (No Planned Service) in the *Master Water and Sewerage Plan*. The existing

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system is very old and replacement is necessary for new uses with a designation of sewage reserve area on the property that does not conflict with proposed structures and construction.

3. This rezoning is located outside the Atlantic Coastal Bays Critical Area (ACBCA) and will be subject to the Forest Conservation Law. The parcel included is the proposed rezoning has not be subject to the Forest Conservation Law; however, any project requiring disturbance of 5,000 square feet or greater, will require compliance with the Worcester County Forest Conservation Law. A change from E-1 (Estate district) to A-2(Agricultural district) would change the afforestation/reforestation thresholds when/if property is further developed to the point that compliance with the Forest Conservation Law is required. The afforestation threshold will remain the same at 20 percent and the reforestation threshold will change from 25 percent to 50 percent. This means, if compliance is required, the applicant would need to afforest/reforest a greater percentage if the rezoning request is granted.

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



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

**MEMORANDUM**

**TO:** Jennifer Keener, Deputy Director  
**FROM:** Frank J. Adkins, Roads Superintendent (FA)  
**DATE:** July 14, 2020  
**RE:** Rezoning Case No. 426, 427, and 428

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Upon review of the above referenced rezoning case, I offer the following comments:

**Rezoning Case 426:** No comments at this time.

**Rezoning Case 427:** This is a congested intersection with no traffic light.

**Rezoning Case 428:** No comments at this time.

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

cc: John H. Tustin, P.E., Director

FJA/ll  
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Jennifer Keener

Case No 728

From: April Mariner  
Sent: Friday, July 10, 2020 11:31 AM  
To: Jennifer Keener  
Subject: FW: Rezoning Cases

FYI

*April L. Mariner*

Office Assistant IV  
Worcester County Development Review & Permitting  
amariner@co.worcester.md.us  
410-632-1200 x1172

From: Rob Clarke -DNR- <rob.clarke@maryland.gov>  
Sent: Friday, July 10, 2020 11:28 AM  
To: April Mariner <amariner@co.worcester.md.us>  
Subject: Re: Rezoning Cases

Hi April,

Thanks for the update on personnel. I may retire this year as well

Although I haven't committed to it yet.

I have reviewed these three cases and on behalf of the Maryland Forest Service have no comments to make.



Rob Clarke  
Forester  
Maryland Forest Service  
Department of Natural Resources  
10990 Market Lane  
Princess Anne, Maryland 21853-2910  
[Rob.Clarke@maryland.gov](mailto:Rob.Clarke@maryland.gov)  
(410) 651-2004 (O)  
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[Website](#) | [Facebook](#) | [Twitter](#)

On Fri, Jul 10, 2020 at 9:45 AM April Mariner <amariner@co.worcester.md.us> wrote:

Good Morning Rob, I hope this email finds you safe and well. I am attaching three new Rezoning Cases for comment. Additionally, in case you didn't already know, Phyllis Wimbrow is retiring in September and Jennifer Keener



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER

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<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

# MEMO

**TO:** Robert Mitchell, Director, Worcester County Environmental Programs  
Billy Birch, Director, Worcester County Emergency Services  
Matthew Crisafulli, Sheriff, Worcester County Sheriff's Office  
John H. Tustin, P.E., Director, Worcester County Public Works Department  
John Ross, P.E., Deputy Director, Worcester County Public Works Department  
Frank Adkins, Roads Superintendent, Worcester County Public Works Department  
Jeff McMahon, Fire Marshal, Worcester County Fire Marshal's Office  
Tom Perlozzo, Director of Recreation and Parks, Tourism & Economic Development  
Kathryn Causey, Director, Economic Development  
Louis H. Taylor, Superintendent, Worcester County Board of Education  
James Meredith, District Engineer, Maryland State Highway Administration  
Lt. Earl W. Starnier, Commander, Barracks V, Maryland State Police  
Rebecca L. Jones, Health Officer, Worcester County Health Department  
Rob Clarke, State Forester, Maryland Forest Services  
Nelson D. Brice, District Conservationist, Worcester County Natural Resources Conservation Service  
David Collins, Chief, Bishopville Fire Department

**FROM:** Jennifer K. Keener, Deputy Director *JKK*

**DATE:** July 10, 2020

**RE:** Rezoning Case No. 428 – 2.88 acres located on the southerly side of St. Martin's Neck Road, east of Aramis Lane – E-1 Estate District to A-2 Agricultural District – YK Enterprise, LLC, property owner/ Mark S. Cropper, Esquire, attorney

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The Worcester County Planning Commission is tentatively scheduled to review the above referenced rezoning application at a forthcoming meeting. This application seeks to rezone approximately 2.88 acres of land shown on Tax Map 10 Parcel 167, from E-1 Estate District to A-2

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Agricultural District. Uses allowed in the district include, but are not limited to, poultry operations, aquaculture, feeding lots, non-commercial grain dryers, stables, dairy barns, hog houses, road side stands, single family dwellings, etc..

For your reference I have attached a copy of the rezoning application and location and zoning maps showing the property petitioned for rezoning.

The Planning Commission would appreciate any comments you or your designee might offer with regard to the effect that this application and potential subsequent development of the site may have on plans, facilities, or services for which your agency is responsible. ***If no response is received by AUGUST 14, 2020, the Planning Commission will have to assume that the proposed rezoning, in your opinion, will have no effect on your agency, that the application is compatible with your agency's plans, that your agency has or will have adequate facilities and resources to serve the proposed rezoning and its subsequent land uses and that you have no objection to the Planning Commission stating this information in its report to the Worcester County Commissioners. If I have not received your response by that date I will note same in the staff report I prepare for the Planning Commission's review.***

If you have any questions or require further information, please do not hesitate to call this office or email me at [jkeener@co.worcester.md.us](mailto:jkeener@co.worcester.md.us) . On behalf of the Planning Commission, thank you for your attention to this matter.

Attachments