

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

November 19, 2019

**Please Note - Closed Session
to Begin at 8:30 AM**

Item

- 8:30 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103
Government Center, One West Market Street, Snow Hill, Maryland
- 8:31 - Closed Session: Conducting Interviews for Worcester County Attorney; Discussion regarding hiring two Communications Clerk Trainees for Emergency Services; receiving legal advice from Counsel; discussing pending litigation; and performing administrative functions
- 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes
- 10:10 - Public Hearing - Requested Five-Year Capital Improvement Plan, FY21 through FY25 1
- 10:20 -
- 10:30 - Public Hearing - Standard Sewer Flow Calculations for Public Sewer Systems 2
- 10:40 -
- 10:50 - Chief Administrative Officer: Administrative Matters 3-13
(Housing Rehabilitation Program Bid Packages; Maryland Summer SNAP Program; Request for Interest - Rural Broadband Expansion Funding; Public Landing Dredging Bid Package; Proposed Synthetic Ice Rink; Scheduling a Public Hearing on Water and Sewerage Plan Amendment for Assateague Farms, LLC; Implementation Plan for New Rental Property Licensing Regulations; Update of Nuisance Abatement No. 18-4 - Lynch Property on Saint Martins Neck Road; Upcoming Board Appointments; County Commissioners Meeting Schedule and Budget Schedule for 2020; FY2021 Budget Hearing Location; and potentially other administrative matters)
- 11:00 - Legislative Session - Public Hearings - Bill 19-9 (Public Safety - Fire Marshal) 14
- Bill 19-8 (Zoning - Churches, Temples and Mosques in I-1 Light Industrial District) 15
- Introduction of Bills 16
- 11:10 -
- 11:20 - Chief Administrative Officer: Administrative Matters 3-13, continued
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)
- 1:10 -
- 1:20 -
- 1:30 -

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

November 5, 2019

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, with Commissioner Church absent, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) 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 Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, Human Resources Director Stacey Norton; and Sheriff Matt Crisafulli, Colonel Doug Dods, and Sergeant Nate Passwaters of the Sheriff's Office. Topics discussed and actions taken included: hiring Carlos Ramirez Rivera as a Transfer Station Attendant for the Solid Waste Division and Galen Anderson as a Building Maintenance Mechanic III for the Maintenance Division of Public Works; receiving legal advice from counsel; reviewing a proposed lease; and performing administrative functions, including: reviewing Human Resources initiatives for Breast Cancer Awareness Month, FY20 United Way Campaign, annual Wreath Decorating Contest, annual Cereal Drive, and annual Souper Bowl and Food Drive; cyber-security training; discussing potential board appointments; reviewing assignment of FY19 Fund Balance; reviewing an invitation to the 35th annual Reverend Dr. Martin Luther King, Jr. banquet; discussing a request for the annual dinner meeting with the Fire Chiefs, Presidents, and Ambulance Captains; and reviewing an invitation to participate in the Maryland Commerce Collaboration Tour.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 9:40 a.m.

Commissioner Church was absent from the meeting.

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

The Commissioners reviewed and approved the open and closed session minutes of their October 15, 2019 meeting as presented.

The Commissioners met with Maryland Department of Transportation (MDOT) officials, including Deputy Secretary R. Earl Lewis, Jr., Motor Vehicle Administration Deputy Director Leslie Dews, Maryland Transit Administration Support Director Travis Johnston, State Highway Administration (SHA) Deputy Administrator Jason Ridgeway, SHA District #1 Engineer Jay Meredith, and SHA Acting Assistant Director Mike Marble and Brett Theme, Regional Aviation Assistant Director Ashish Solanki, MTA Planning and Program Development Director Melissa Williams, and Regional Director Laura Helm to discuss the draft FY20 - FY25 Maryland Consolidated Transportation Program (CTP), as part of the MDOT/SHA Annual Capital Program Tour Meeting.

Mr. Lewis thanked the Commissioners for meeting with them and provided an update on the \$15.3 billion planned investment over the next six years in transit, highways, MDOT Motor Vehicle Administration (MVA) facilities, the Helen Delich Bentley Port of Baltimore, and the Baltimore/Washington International Thurgood Marshall Airport (BWI) and the Maryland Transportation Authority's (MDTA) additional investments of \$3.1 billion in Maryland's toll roads and bridges. He also outlined transportation investments in Worcester County and across Maryland, noting that Statewide there are 718 airport, highway, transit, port, bicycle, and MDOT MVA construction projects underway, with a value of \$7.2 billion, and he advised that, due to an increase in funding through Highway User Revenues, Worcester County will receive \$2,362,559 in HURs this year, an increase of \$297,860 over last year's allocation, and \$50,953 in highway safety grants funded through MVA.

Mr. Ridgeway provided an update on SHA roads and bridges projects in Worcester County, noting that this fall the SHA will began construction on a \$1.1 million project to widen MD 346 between U.S. Rt. 113 and Healthway Drive, with a dedicated right-turn lane from Healthway Drive to U.S. Rt. 113 and sidewalks on the north side of MD 346, and extend the southbound U.S. Rt. 113 left-turn lane onto MD 346, which should be completed by June 2020; complete the \$75 million U.S. Rt. 113 dualization project from MD 365 to Five Mile Branch near Snow Hill by June 2020, which when completed all 38 miles of US Rt. 113 in Maryland will be a dualized highway; nearing the midway point on a three-year rehabilitation project for the U.S. Rt. 50 Bridge; completing construction of a 10-foot-wide shared use path along U.S. Rt. 50 in West Ocean City, which will enhance pedestrian and cyclist safety and provide a continuous pedestrian path from MD Rt. 611 across Sinepuxent Bay into downtown Ocean City; begun a \$3 million project to construct a second left-turn lane from eastbound U.S. Rt. 50 to MD Rt. 589, which will be completed by spring; and completed a project to help protect horses on Assateague Island by adding rumble strips and signage along MD Rt. 611 from Sinepuxent Bay to Assateague State Park. He concluded that overall MDOT is partnering on six bike and pedestrian projects in Worcester County totaling \$166,000 in federal grant funds and one project totaling \$30,000 in state grant funds. Mr. Ridgeway then advised that MDOT is providing \$4.2 million in operating and capital grants to Shore Transit, which includes funding for three medium-duty bus replacements, three small-bus replacements, mobility management and ongoing preventive maintenance; providing \$6.5 million to fund the Ocean City transit system for operating and capital funding, which includes \$5 million for the third phase of construction of a new transit facility, as part of an \$18 million commitment from MTA; and \$267,000 to the Commission on Aging (COA) and nonprofits that serve the transportation needs of local seniors and people with disabilities to support the Community for Life program in Ocean Pines, which

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helps adults age 65 and over.

Ms. Dews provided an update on federal REAL ID compliance, noting that 49 percent of Worcester County residents are REAL ID Ready in advance of the Oct. 1, 2020 deadline. She encouraged Worcester County officials to partner on a Strategic Highway Safety Plan to target the most common causes of roadway fatalities in Maryland: impaired driving; speeding; not wearing seat belts; distracted driving; and not using crosswalks. She concluded by encouraging residents and officials in attendance to sign MDOT's Traffic Safety Pledge, which is available online at mdot.maryland.gov/newMDOT/SafetyPledge.html.

Mr. Solanki advised that the Maryland Aviation Administration (MAA) will provide \$2.48 million for public use airports, including \$9,643 to the Ocean City Municipal Airport.

Commissioner Mitrecic thanked MDOT officials for meeting with them, but expressed extreme concern that the projects for Worcester County do not include the dualization of MD Rt. 90, noting that both the Town of Ocean City and Worcester County officials support inclusion of this project in the CTP.

In response to a question by Commissioner Bertino, Mr. Meredith advised that there is no funding in the foreseeable future for the MD Rt. 589 dualization project; however, in the interim, SHA officials have been completing small improvement projects on MD Rt. 589 at U.S. Rt. 50 and the North Gate of Ocean Pines aimed at easing congestion in and around Ocean Pines.

Delegate Wayne Hartman echoed the Commissioners concerns regarding the need to add the dualization of MD Rt. 90 as well as provide funding to dualize MD Rt. 589 to the CPT.

Delegate Otto thanked MDOT officials for their work in Worcester County and asked them to continue striving to return HUR funds to the counties. He also explained the importance of the Salisbury - Ocean City Wicomico Airport to the region, as well as the recent return of freight rail service to Snow Hill.

The Commissioners recessed for five minutes.

The Commissioners met with Superintendent of Schools Louis Taylor to review and discuss the Board of Education's (BOE's) proposed FY21 Capital Improvement Plan (CIP) request. Mr. Taylor thanked the Commissioners for their past support and for partnering with the BOE to continue to provide Worcester County students with exceptional educational opportunities. Mr. Taylor stated that the CIP, which has been developed in accordance with Maryland Interagency Committee for Public School Construction (IAC) regulations, is a planning document, and he is not seeking funding approval for any project today. He further advised that the CIP is consistent with the Worcester County CIP and incorporates all prior recommendations of the County Commissioners regarding future school construction needs. He then reviewed the proposed CIP, which includes the following: Pocomoke Middle School (PMS) Systemic Roof Replacement at an estimated cost of \$2,794,000 in FY21 pending State funding approval, with local funds of \$1,519,500 and State funds of \$1,275,000; Stephen Decatur Middle School (SDMS) 16,300-square-foot addition at a total estimated cost of \$9,349,000, pending State planning approval in FY21, with estimated local funds of \$8,987,000 and State funds of \$362,000; Snow Hill Middle School/Cedar Chapel Special School Systemic Roof Replacement at an estimated cost of \$3,779,000 in FY23; Buckingham Elementary School (BES) Replacement at an estimated cost of \$58,354,000 for planning in FY23 and funding in FY25; and Pocomoke

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Elementary School Systematic Roof Replacement at an estimated cost of \$1,925,000 for funding in FY24. In response to a question by Commissioner Bertino, Mr. Taylor confirmed that the State will only provide \$362,000 or a four percent match for the SDMS addition project. BOE Facilities Manager Joe Price confirmed that the State provided a 25% match for the new Showell Elementary School (SES) project, noting that the State provides a 50/50 match for school construction, but only if the facility is based on the State-rated capacity. According to the State-rated capacity for SDMS, only a 1,500 square-foot addition (two classrooms) is needed, so the State will pay 50% of the cost for 1,500 square feet.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the BOE FY21 CIP as presented.

The Commissioners presented a proclamation recognizing November as National Adoption Month to raise awareness of Worcester County youth who need stable homes with loving parents who will protect, nurture, and support them as they grow, and to honor those who have dedicated their lives to serving these children. The Commissioners extended their gratitude to Jamie Manning, Assistant Director of Services for the Worcester County Department of Social Services (DSS), and her staff for their efforts to bring stability back into the lives of children who through no fault of their own have been removed from their families of origin.

In a related matter, Ms. Manning accepted a commendation from the Commissioners on behalf of Tamra Shockley (who could not attend the ceremony), who was named the 2019 Worcester County Adoptive Parent of the Year by DSS for providing Worcester youth with a forever home.

The Commissioners and Warden Donna Bounds commended Sergeants Michael Adams and George Schoepf and Corporals Donyell Thornton and Aaron Johnson (who could not attend the ceremony) for employing the emergency measures needed to save the life of an unconscious inmate at the County Jail on October 5, 2019. Warden Bounds advised that Sergeants Adams and Schoepf and Corporals Thornton and Johnson administered cardiopulmonary resuscitation (CPR) and first aid until paramedics from the Snow Hill Volunteer Fire Company arrived and transported the individual to Atlantic General Hospital (AGH).

Pursuant to the request of Warden Bounds and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized the Sixth Amendment to Master Services Agreement originally signed August 5, 2010 between Securus Technologies, Inc. (Provider) and Worcester County Jail (Customer) for the provision of telephone services for the inmate population. The Commissioners further authorized this request to be approved administratively in the future by the Chief Administrative Officer, as long as the contract does not change substantially.

The Commissioners and Fire Marshal Jeff McMahon recognized Deputy Fire Marshal Matthew Owens, who was named an Instructor of the Year by the Maryland Police and Correctional Training Commission for his outstanding work and dedication to excellence as an instructor at the Eastern Shore Criminal Justice Academy at Wor-Wic Community College (WWCC).

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Pursuant to the request of Mr. McMahon and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign a General Release Agreement between the County Commissioners and the Maryland Police and Correctional Training Commissions (MPCTC) for Deputy Fire Marshal Christopher Vieira to participate in a drivers emergency vehicle operation course (EVOC) at the MPCTC driver training facility in Sykesville, Maryland.

Pursuant to the recommendation of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized the filing of a State Aid for Police Protection Fund application for FY21 from the Governor's Office of Crime Control and Prevention, with funds to be used exclusively to provide adequate police protection throughout the County. The amount of funding to be provided will not be known until approved.

Pursuant to the request of State's Attorney Kristin Heiser and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized the State's Attorney's Office to apply for a grant of \$227,700 from the Governor's Office of Crime Control and Prevention to purchase, implement, maintain, and train staff on a new case management software system. Ms. Heiser advised that the current software is over 15 years old with limited functionality, which frustrates staff's efforts to perform efficiently and prevents them from assisting prosecutors in case preparation.

Pursuant to the request of Economic Development Director Kathryn Gordon and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign the Independent Contractor's Agreement between the County Commissioners of Worcester County, Maryland and Fawn Mete of Sinepuxent Group, LLC for the 2020 Summer STEM Camp and Internship Program at a total cost not to exceed \$100,000. Ms. Gordon advised that, since 2013, 363 County students have been provided with opportunities to apply classroom studies to real life tasks and connect the local business community with the future workforce, and each year between 50 to 80 students are selected to participate in the program. She advised that with approved FY20 County funding and additional funding of \$10,000 from the Tri-County Council of the Lower Eastern Shore (TCC) Rural Maryland Development Fund, they are working to strengthen the NASA Wallops Flight Facility partnership, increase the number of students served, and focus recruitment on college interns approaching graduation.

Pursuant to the request of Local Management Board (LMB) Director Jessica Sexauer and upon a motion by Commissioner Mitrecic, the Commissioners voted 4-2, with Commissioners Bertino and Bunting voting in opposition, to approve a request for proposals (RFP) for a family home visiting program for the Growing a Healthy Community program. Ms. Sexauer advised that the program, which will be developed and implemented in FY20 with a possible extension into FY21, is a home visiting program for pregnant mothers and mothers with children under age six and will provide links to supportive services, including medical and mental health resources and age appropriate resources for the children.

In response to a question by Commissioner Bertino, Ms. Sexauer confirmed that this

would be a referral-based, voluntary program to provide services in the home for residents with no transportation. She advised that the majority of referrals would likely come from obstetricians and Health Department officials. In response to a question by Commissioner Bunting, Ms. Sexauer advised that the grant would cover the cost of the two part-time positions needed to run the program, which is expected to include a caseload of 10 families for the second half of FY20 and 20-25 families for FY21. Funding is available for FY20, but additional funding would be needed to continue the program in FY21.

Pursuant to the request of Ms. Sexauer and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved the RFP from qualified organizations to implement a program entitled Mental Health Case Management - Care Coordination for Children and Youth, which will provide services for eligible youth under the age of 18, young adults up to age 22, and their families residing in Worcester County to gain access to needed medical, mental health, social, educational, and other services, with program costs to be reimbursed by the Maryland Public Behavioral Health System Administrative Services Organization (ASO).

Pursuant to the recommendation of Environmental Programs Director Bob Mitchell in response to a request from Paul Carlotta of Assateague Island Farm, LLC of Berlin, Maryland and upon a motion by Commissioner Elder, the Commissioners unanimously approved Mr. Carlotta's request for an additional 60-day extension of the six-month requirement to complete condition no. 1 to complete and record the Assateague Island Farm, LLC subdivision plat as specified in the Commissioners' approval of his request dated January 22, 2019 to allocate six sewer equivalent dwelling units (EDUs) to his property on Stephen Decatur Highway and more specifically identified on Tax Map 33 as Parcel 29. The Commissioners further directed Mr. Carlotta to work with County staff in Development Review and Permitting (DRP), Environmental Programs, and Public Works regarding the subdivision plat and other conditions of his approval. The County previously granted Mr. Carlotta a 60-day extension on August 8.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to authorize Commission President Purnell to sign the Agreement of Sale for the purchase of a Rural Legacy Area (RLA) easement between Shirley W. and Gary Pilchard (Sellers) and the County Commissioners of Worcester County, Maryland (Buyer), with FY17 Coastal Bays RLA funds to cover the cost of an easement on approximately 54 acres of land located at 5615 Onley Road in Girdletree and identified on Tax Map 79 as Parcel 181. This property is to be purchased at a cost of \$2,557 per acre. Mr. Mitchell advised that the land is within the Coastal Bays watershed, adjacent to protected State forest land to the north, and protecting this land will contribute to efforts to protect water quality and the scenic viewshed for the surrounding neighborhood. The Pilchards are surrendering all development rights except for one residence. He advised that farming will be allowed on this property, but the owner must abide by impervious surface limits, which include no confined animal feeding operations (CAFOs), and limits will be placed on agricultural buildings.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner

Nordstrom, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to authorize Commission President Purnell to sign the Agreement of Sale for the purchase of a Rural Legacy Area (RLA) easement between Andrea S. Bryan, Natalie S. Soepnel, and George E. Stevens (Sellers) and the County Commissioners of Worcester County, Maryland (Buyer), with FY17 Coastal Bays RLA funds to cover the cost of an easement on approximately 86.4 acres of land located on the west side of Stockton Road and identified on Tax Map 86 as Parcel 127. This property is to be purchased at a cost of \$2,154 per acre. Mr. Mitchell advised that the land is within the Coastal Bays watershed, adjacent to protected State forest land to the east, and connects to an adjoining block of protected land totaling thousands of acres to the north and east of the property. He advised that there are currently no structures on the property, and the owner is surrendering all subdivision and development rights except one residence. Furthermore, farming will be allowed on this property, but the owner must abide by impervious surface limits, which include no CAFOs, and limits will be placed on agricultural buildings.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Nordstrom, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to authorize Commission President Purnell to sign the Agreement of Sale for the purchase of a Rural Legacy Area (RLA) easement between Charlotte L. and Charles David Barnes, Jr. (Sellers) and the County Commissioners of Worcester County, Maryland (Buyer), with FY19 Dividing Creek RLA funds to cover the cost of an easement on approximately 711.20 acres located on the southeastern side of Dividing Creek Road at Fleming Mill Road, northeast of Pocomoke City and identified on Tax Map 77 as Parcel 8. This property is to be purchased at a cost of \$1,204 per acre. Mr. Mitchell advised that there is also an additional 26.58 acres, which includes Parcels 122 and 124 that will be protected from further subdivision by unpaid conservation easements. Mr. Mitchell advised that this land represents the largest remaining undeveloped property in the watershed and includes large portions of waterfront property on Dividing Creek and the Pocomoke River, and it is adjacent to three large farms protected under Maryland Agricultural Land Preservation Foundation (MALPF) agricultural easements. He advised that protecting this property will truly contribute to the preservation of water quality and scenic benefits in this particular area. Mr. Mitchell advised that there are currently no structures on the property, and the owner is surrendering all subdivision and development rights except one residence. Furthermore, farming will be allowed on this property, but the owner must abide by impervious surface limits, which include no CAFOs, and limits will be placed on agricultural buildings.

Pursuant to the request of Recreation and Parks Director Tom Perlozzo and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved bid specifications for the purchase of one utility tractor for use within Recreation and Parks. Mr. Perlozzo advised that funds are available within the FY20 budget for this expense.

Pursuant to the request of Mr. Perlozzo and upon a motion by Commissioner Elder, the Commissioners unanimously approved bid specifications to repair and replace field fencing at the Northern Worcester Athletic Complex senior league and utility fields, John Walter Smith Little League field, and Showell Park softball field. Mr. Perlozzo stated that Department of Natural Resources (DNR) Program Open Space (POS) funds will reimburse 90% of project

costs, with the County match of 10% to be performed by way of in-house labor provided by Parks employees.

Pursuant to the recommendation of Public Works Director John Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bid for the purchase of one Caterpillar Model 336 GC Hydraulic Crawler Excavator for the Solid Waste Division of Public Works to Alban Tractor Company, Inc. of Baltimore, Maryland at a cost of \$372,468.30 less a guaranteed buy back at the end of seven years at \$105,000.00 for a net adjusted price of \$267,468.30 or \$5,065.51 per month for eighty-four months with an interest rate of 3.85%.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously approved bid specifications for construction of the spray irrigation facilities for disposal of effluent from the Newark Wastewater Treatment Plant (WWTP). Mr. Tustin advised that this is a rebidding of the project originally bid on July 8, 2019, and he reviewed the changes made to the bid documents in an effort to reduce project costs.

The Commissioners met with Mr. Tustin to review staff's findings regarding a request from Pocomoke Police Chief M. Lee Brumley and other town officials to reduce the current posted speed limit from 30 miles per hour (mph) to 25 mph in front of Pocomoke High School (PHS) and Pocomoke Elementary School (PES) and to install a crosswalk on Old Virginia Road coming from the PHS property to Hillcrest Drive to improve safety after a student was struck crossing the road in this area at the end of the school day on September 13, 2019. Mr. Tustin stated that after reviewing this request, staff recommends reducing the posted speed limit from 30 mph to 25 mph from Market Street to the railroad tracks and to install the crosswalk on Old Virginia Road only in conjunction with the Town of Pocomoke installing crosswalks on the northwest and southeast sides of Old Virginia Road on Cedar Street and on Hillcrest Drive to maximize and ensure safety for all concerned.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved staff's recommendations to reduce the speed limit from 30 mph to 25 mph from Market Street to the railroad tracks and to install a crosswalk on Old Virginia Road coming from the Pocomoke High School property to Hillcrest Drive and to request that the Town of Pocomoke install crosswalks on the northwest and southeast sides of Old Virginia Road on Cedar Street and on Hillcrest Drive to improve safety in this area and prevent any accidents involving pedestrians in the future.

The Commissioners met with Mr. Tustin to review staff's findings regarding a request from Bill Glock, President of The Parke in Ocean Pines Board of Directors, to install a stop sign on Manklin Creek Road at the intersection of Hatteras Street and Cape May Place and a curve sign before the curve on Manklin Creek Road at Easton Avenue, and to post an additional speed limit sign to improve traffic safety on this road. Mr. Tustin stated that currently Manklin Creek Road is posted at 25 miles per hour (mph), and he reviewed the results of a speed study conducted September 24 - October 1, 2019 of 5,123 vehicles traveling on Manklin Creek Road in Ocean Pines, which found that 99 percent of vehicles were traveling at 35 mph or less (85

percent of drivers were traveling 29 mph), with only one percent traveling at speeds of 36 mph or greater. Therefore, he recommended not installing the requested stop sign due to the guidance given in the Manual on Uniform Traffic Control Devices (MUTCD), which states that “yield or stop signs should not be used for speed control,” and to instead enforce existing speed limit signs. He further recommended installing an additional speed limit sign and installing a curve sign, with a safe speed sign of 15 mph beneath the curve sign, on Manklin Creek Road near the intersection with Easton Avenue as requested.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously approved staff’s recommendations to install an additional 25 mph speed limit sign between Hatteras Street and Montclair Court and install a curve sign with a safe speed sign of 15 mph beneath the curve sign on Manklin Creek Road near the intersection with Easton Avenue. In response to a question by Commissioner Bertino, Mr. Tustin advised that the additional signs will be installed next week.

In response to a question by Commissioner Elder, Mr. Tustin explained that shoulder work is to be completed by the contractor in conjunction with the paving program by November 27. Commissioner Elder expressed concern due to the depth of the shoulders. Mr. Tustin agreed that staff may perform shoulder work in-house in future years to ensure more timely completion.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to discuss the proposed implementation plan for new rental property licensing regulations. Upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to table the matter until a future meeting when Commissioner Church is in attendance and to provide the public with adequate time to contact the Commissioners with any concerns.

Commissioner Mitrecic later clarified that the new County rental regulations only apply in the unincorporated areas of the County and do not apply in the towns of Ocean City, Berlin, Snow Hill, or Pocomoke City.

In response to an October 15, 2019 request from Commissioner Elder to provide the Commissioners with recommendations for limiting solar panels in the County and restricting them to roofs and parking lots to prohibit large solar farms, Mr. Tudor provided background on the County’s current regulations as contained in ZS 1-344 (Alternate Energy Facilities) of the Zoning and Subdivision Control Article (Zoning Code). He noted that in addition to the Zoning Code requirements, certain large-scale solar projects or solar farms are regulated by the Public Service Commission (PSC). He explained that, pursuant to the Maryland Public Utilities Article of the Annotated Code of Maryland, Section 7-207.1, any solar project with a rated capacity of 2,000 kilowatts (2 megawatts) and above must file for a Certificate of Public Convenience and Necessity (CPCN) and that the CPCN process preempts local zoning regulation, effectively barring them from enforcing the County Zoning Code for these projects. Thus, the Commissioners could not prohibit such projects even by amending the County Zoning Code. He concluded that staff does not recommend limiting all other installations to only rooftops and parking lots, as DRP issues permits for ground-mounted solar arrays to power homes and poultry houses regularly, and solar panels are currently used in all types of other applications as well, powering lighting on all types of signs, from billboards to commercial advertising and traffic

control devices, as well as fence chargers, security lighting, and much more. Thus, a change in the existing law could render many existing deployments of solar arrays as nonconforming structures and uses, prohibit new installations, and prevent individuals and companies from replacing or doing anything beyond routine maintenance to what could be large investments in solar panels.

Commissioner Elder expressed concern regarding the proliferation of large solar farms on land zoned for agricultural use, which could impact the rural nature of the County by converting farming into industrial uses, and regarding the possible conglomeration of solar junkyards once government subsidies end. In response to Commissioner Elder's concerns, Mr. Tudor confirmed that the PSC requires large solar farm operators to post financial security to decommission and remove solar panels at the end of their life. In response to a question by Commissioner Bertino, Finance Officer Phil Thompson stated that the County benefits from corporate personal property taxes and real property taxes on solar farms, which are valued at \$20 to \$30 million in the County, which is significantly higher than the assessed value for farmland.

In response to concerns raised by Commissioners Bunting and Mitrecic, the Commissioners requested that County staff provide them with the status of Nuisance Abatement Order No. 18-4 on a property located on Saint Martin's Neck Road in Bishopville at a future meeting.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Nordstrom, the Commissioners unanimously agreed to reappoint Jason Cunha to the Lower Shore Workforce Development Board for a four-year term expiring September 30, 2023.

Pursuant to the recommendation of Assistant Chief Administrative Officer Kelly Shannahan and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the annual holiday turkey/ham program and agreed to present each of the roughly 659 County employees with a \$30 WalMart gift card for the purchase of a turkey or ham for the holidays at an approximate overall cost of \$19,770. Commissioner Mitrecic supported the program, but opted to decline this holiday gift for himself. Funds for the gift cards are available within the FY20 budget.

The Commissioners met with Mr. Shannahan to review the Commissioners' proposed meeting schedule and budget schedule for 2020, with Commissioners' meetings generally taking place on the 1st and 3rd Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event. Mr. Shannahan stated that in 2020 the Statewide General Election Day is Tuesday, November 3, so the first meeting in November is proposed for Wednesday, November 4. He further advised that the National Hurricane Conference will take place in Orlando from April 6-9, which conflicts with the regular meeting date on Tuesday, April 7. The Commissioners agreed that the first meeting in April should be moved to Tuesday, April 14, 2020, with the second meeting one week later on April 21.

Commissioner Elder advised that he would be unable to attend afternoon budget work sessions. Therefore, the Commissioners directed staff to reschedule Tuesday afternoon work

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sessions that start at 1:00 p.m. for Wednesday mornings at 9:00 a.m. and provide them with a revised schedule for their consideration at a future meeting.

Pursuant to the request of Budget Officer Kathy Whited and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the proposed assignment of FY19 Fund Balance of \$16,626,776. Ms. Whited explained that the Fund Balance is an accumulation of year-end surplus funds over the past several years, and while funds have been assigned to particular projects, they are not restricted by ordinance or resolution. She further explained that the Fund Balance designation is required by the County's auditors, TGM Group, LLC, to complete the FY19 financial statements.

Pursuant to the request of Mr. Shannahan and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a five-year lease and approved payment for any necessary utilities for 5,610 square feet of office, warehouse, and related space at 619 Franklin Avenue in Berlin from January 1, 2020 to December 31, 2024 at a cost of \$5,417 per month or \$65,000 per year, with an annual increase of 2% per year and an available five-year renewal option from 2024 to 2029.

Commissioner Bertino thanked officials in the Sheriff's Office for working with him to host an active shooter training at the Ocean Pines Branch Library last month.

The Commissioners answered questions from the press, after which they adjourned at 12:13 p.m. to meet again on November 19, 2019.



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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

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

 **FAXED**
10/15/19 @ 5:11pm

October 15, 2019

TO: *The Daily Times Group and The Ocean City Today Group*
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*
SUBJECT: Worcester County Requested Capital Improvement Plan for FY 2021 through FY 2025

Please print the attached notice as a display ad at the legal advertising rates per our agreement in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on October 31, 2019 and November 14, 2019. Please make the advertisement approximately 3 columns wide with a prominent border and place the ad in a part of the newspaper other than the legal ads. Thank you.

Notice of Public Hearing
REQUESTED Five-Year Capital Improvement Plan
FY 2021 through FY 2025
Worcester County, Maryland

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2021 through FY2025. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP 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. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2021 through FY2025 summary may be obtained from the Worcester County Administration Office, Room 1103 - Government Center, One West Market Street, Snow Hill, Maryland 21863 or online at www.co.worcester.md.us. For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

Tuesday, November 19, 2019
at 10:10 A.M.
in the
County Commissioners Meeting Room
Room 1101 - Government Center
One West Market Street
Snow Hill, Maryland 21863

1a



COMMISSIONERS
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COUNTY ATTORNEY

Public Hearing
on November 19, 2019

October 9, 2019

TO: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

FROM: Kim Reynolds, Senior Budget Accountant 

RE: "REQUESTED" Capital Improvement Plan FY2021 through FY2025

Please find attached, the Requested Fiscal Year 2021 through Fiscal Year 2025 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$75,110,390 are requested over the five-year period. Of these projects, \$9,840,108 or 13.1% is proposed to come from the General Fund and \$36,957,977 or 49.2% from general bond funds. The remaining portion would come from grant funds, state match funds, state loans, 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 FY2021 to see if there are items in the plan that the County should review. The FY2021 General Fund request is \$1,715,784 or 25% of the capital outlay and General Bonds total \$0. 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 November 19, 2019. Should you have any questions please do not hesitate to contact me.

APPROVED
Worcester County Commissioners
Date HH 10/16/19

Worcester County

Requested

5 Year Capital Improvement Plan FY 2021 to FY 2025



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.

October 15, 2019

REQUESTED PLAN SUMMARY BY CATEGORY

10/7/2019

WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN FY 2021 TO FY 2025 PROJECT SUMMARY

Project Category	2021	2022	2023	2024	2025	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	0	5,790,000	605,000	0	0	6,395,000	8.51%	250,000	0	6,645,000
Public Safety	400,000	5,701,231	3,971,731	0	0	10,072,962	13.41%	3,500,000	0	13,572,962
Public Works	5,872,368	4,500,000	4,340,000	2,700,000	1,600,000	19,012,368	25.31%	3,066,000	0	22,078,368
Recreation & Parks	70,000	2,950,000	0	0	0	3,020,000	4.02%	0	0	3,020,000
Public Schools	315,437	8,317,988	6,370,297	4,819,870	11,596,866	31,420,458	41.83%	248,055	44,532,884	76,201,397
Community College	145,784	2,196,188	225,105	150,885	2,471,640	5,189,602	6.91%	0	107,775	5,297,377
TOTAL	6,803,589	29,455,407	15,512,133	7,670,755	15,668,506	75,110,390	100.00%	7,064,055	44,640,659	126,815,104

Source of Funds	2021	2022	2023	2024	2025	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,715,784	2,224,368	2,749,071	1,650,885	1,500,000	9,840,108	13.10%	1,016,000	0	10,856,108
User Fees	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	1,209,563	2,925,000	1,420,000	600,000	50,000	6,204,563	8.26%	675,000	0	6,879,563
State Match	824,000	4,137,000	1,989,500	860,000	6,728,000	14,538,500	19.36%	120,000	6,728,000	21,386,500
State Loan	300,000	25,000	0	0	0	325,000	0.43%	675,000	0	1,000,000
Assigned Funds	1,254,242	370,000	0	0	0	1,624,242	2.16%	3,878,055	0	5,502,297
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	1,500,000	2,050,000	1,420,000	600,000	50,000	5,620,000	7.48%	700,000	0	6,320,000
General Bonds	0	17,724,039	7,933,562	3,959,870	7,340,506	36,957,977	49.20%	0	37,912,659	74,870,636
TOTAL	6,803,589	29,455,407	15,512,133	7,670,755	15,668,506	75,110,390	100.00%	7,064,055	44,640,659	126,815,104

* Balance to Complete - Years FY2026 and future

**FY 2021 TO FY 2025 SUMMARY BY PROJECT
REQUESTED**

10/7/2019

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Pocomoke Library Building Improvements		5,790,000				250,000		6,040,000
Snow Hill Library Building Improvements			605,000					605,000
Total General Government Facilities	0	5,790,000	605,000	0	0	250,000	0	6,645,000
Public Safety								
Worcester County Jail Improvement Project	400,000	5,701,231	3,971,731	0	0	3,500,000		13,572,962
Total Public Safety	400,000	5,701,231	3,971,731	0	0	3,500,000	0	13,572,962
Public Works								
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
Bridge Replacement -Bayside Road Bridge	1,922,368					16,000		1,938,368
Water Wastewater								
Mystic Harbour Wastewater Plant Expansion	100,000	1,200,000	2,400,000	1,200,000	100,000			5,000,000
Newark Spray Irrigation	600,000	50,000				1,350,000		2,000,000
Lewis Road Sewer Extension	600,000	600,000	440,000					1,640,000
Ocean Pines Service Area Upgrades	1,150,000	1,150,000				700,000		3,000,000
Total Public Works	5,872,368	4,500,000	4,340,000	2,700,000	1,600,000	3,066,000	0	22,078,368
Recreation & Parks								
Northern Worcester Athletic Complex	35,000	2,250,000				0	0	2,285,000
West Ocean City Commercial Harbor	35,000	700,000						735,000
Total Recreation & Parks	70,000	2,950,000	0	0	0	0	0	3,020,000

**FY 2021 TO FY 2025 SUMMARY BY PROJECT
REQUESTED**

10/7/2019

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Allocation	Balance To Complete	TOTAL
Public Schools								
Pocomoke Middle School - Roof Replacement		2,677,500				117,000		2,794,500
Stephen Decatur Middle School Addition	315,437	5,166,120	3,736,726			131,055		9,349,338
Snow Hill Middle/Cedar Chapel School - Roof Replace		236,000	1,687,000	1,856,000				3,779,000
Buckingham Elementary Replacement School		238,368	826,571	2,103,870	10,651,866		44,532,884	58,353,559
Pocomoke Elementary School - Roof Replacement			120,000	860,000	945,000			1,925,000
Total Public Schools	315,437	8,317,988	6,370,297	4,819,870	11,596,866	248,055	44,532,884	76,201,397
Wor-Wic Community College								
Wor-Wic Applied Technology Building	145,784	2,196,188	225,105	150,885	2,471,640		107,775	2,567,077
Wor-Wic Learning Commons Building								2,730,300
Total Wor-Wic	145,784	2,196,188	225,105	150,885	2,471,640	0	107,775	5,297,377

CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS

	FY2021	FY2022	FY2023	FY2024	FY2025	Prior Allocation	Balance to Complete	TOTAL
Source of Funds								
General Fund	1,715,784	2,224,368	2,749,071	1,650,885	1,500,000	1,016,000		10,856,108
User Fees								0
Grant Funds	1,209,563	2,925,000	1,420,000	600,000	50,000	675,000		6,879,563
State Match	824,000	4,137,000	1,989,500	860,000	6,728,000	120,000	6,728,000	21,386,500
State Loan	300,000	25,000				675,000		1,000,000
Assigned Funds	1,254,242	370,000				3,878,055		5,502,297
Private Donation								0
Enterprise Bonds	1,500,000	2,050,000	1,420,000	600,000	50,000	700,000		6,320,000
General Bonds		17,724,039	7,933,562	3,959,870	7,340,506		37,912,659	74,870,636
TOTAL	6,803,589	29,455,407	15,512,133	7,670,755	15,668,506	7,064,055	44,640,659	126,815,104

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, air conditioning unit 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 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						250,000		250,000
Land Acquisition								0
Site Work		383,000						383,000
Construction		5,187,000						5,187,000
Equipment/Furnishings		220,000						220,000
Other								0

EXPENDITURES

TOTAL	0	5,790,000	0	0	0	250,000	0	6,040,000
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SOURCES OF FUNDS

General Fund								0
User Fees								0
Grant Funds								0
State Match		2,500,000				120,000		2,620,000
State Loan								0
Assigned Funds		370,000				130,000		500,000
Private Donation								0
Enterprise Bonds								0
General Bonds		2,920,000						2,920,000
								0
								0

TOTAL	0	5,790,000	0	0	0	250,000	0	6,040,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Pocomoke Library Building Improvements

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 has failed five times this past year. 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.

Project: Pocomoke Library Building Improvements

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 and has been awarded \$120,000 in matching funds to complete design phase in FY 20. The library will apply for construction funding through the Public Library Capital Grant program in FY 22.

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 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			55,000					55,000
Land Acquisition								0
Site Work								0
Construction			550,000					550,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	0	0	605,000	0	0	0	0	605,000

SOURCES OF FUNDS								
General Fund			302,500					302,500
User Fees								0
Grant Funds								0
State Match			302,500					302,500
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	0	0	605,000	0	0	0	0	605,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Snow Hill Library Building Improvements

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 20 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.

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: Jail Improvements (Split Phase)

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 of exterior structural detention equipment, and building safety systems.

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 of 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. Upon completion, this project will result in increased efficiency of the building systems replaced. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 yr old system components. Additionally, the project will increase energy costs and will only require (1) computer to control the system. This project will incur as a one-time cost of the labor and equipment replacement during each phase.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	400,000	250,000	100,000			325,000		1,075,000
Land Acquisition								0
Site Work								0
Construction		3,951,231	3,371,731			2,000,000		9,322,962
Equipment/Furnishings		1,500,000	500,000			950,000		2,950,000
Other						225,000		225,000
EXPENDITURES								

TOTAL	400,000	5,701,231	3,971,731	0	0	3,500,000	0	13,572,962
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	400,000					3,500,000		3,900,000
Private Donation								0
Enterprise Bonds								0
General Bonds		5,701,231	3,971,731					9,672,962
								0
								0

TOTAL	400,000	5,701,231	3,971,731	0	0	3,500,000	0	13,572,962
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Jail Improvements (Split Phase)

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 saves money by replacing a 30 year old system 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). The facility addition (construction 2008-2010) was not evaluated for building improvements within this scope of this project.

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 original facility has been partially funded in 2019. Equipment failures and emergency repairs have resulted in a smaller scope plan phase 1 to address facility systems based on functional loss of use impact prioritization. Phase 1 work has been completed during 2019 budgeted at \$3.5 million. Current project forecast is 2.5% below budget. Phase 1 work has reveals 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. Additionally, direction is needed on the extend of space conditioning for the housing units which are currently not conditioned but are heated and ventilated. While the 2014 study considered air conditioning specific direction must now be provided for engineering and detailed scoping of the next project phase.

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. There remains original 1980's vintage equipment serving the original housing units of the facility. When this equipment fails housing units will need to be vacated until repairs or replacement is completed.

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 puts a strain on the County's General Fund Budget.

	FY 21	FY 22	FY 23	FY 24	FY 25	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

EXPENDITURES

TOTAL	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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SOURCES OF FUNDS

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

TOTAL	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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PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Asphalt Overlay/Pavement Preservation of County Roads

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 and 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 road.

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 issues for the traveling public.

Project: Bridge Replacement - Bayside Road Bridge WO-203

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

Project Summary: Bridge Replacement.

Purpose: To preserve and maintain bridges within Worcester County.

Location: Bayside Road Bridge over Paw Paw Creek

Impacts on General Fund Operating, Personnel or Maintenance: Bridge replacements are typically funded using State Aid and the County General Fund. State Aid covers 80% of the cost while the County pays 20%. When budgeting for a bridge replacement project, the County budgets 100% of the total cost of the project then submits at the end of the project a reimbursement for 80% from State Aid. Due to several bridge replacements over the last couple of years, the balance in State Aid has decreased significantly. We do not have sufficient funds in our State Aid to make the 80/20 split.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						16,000		16,000
Land Acquisition								0
Site Work								0
Construction	1,922,368							1,922,368
Equipment/Furnishings								0
Other								0

EXPENDITURES

TOTAL	1,922,368	0	0	0	0	16,000	0	1,938,368
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SOURCES OF FUNDS

General Fund						16,000		16,000
User Fees								0
Grant Funds	559,563							559,563
State Match	824,000							824,000
State Loan								0
Assigned Funds	538,805							538,805
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	1,922,368	0	0	0	0	16,000	0	1,938,368
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Bridge Replacement - Bayside Road Bridge WO-203

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 bridges are inspected either on an annual or biennial cycle. The engineering consulting firm performs a structural evaluation for each bridge and creates the Bridge Sufficiency Rating (BSR). To be eligible for State funding the BSR must be rated a 50 or below. During the last inspection cycle Bayside Road Bridge (WO203) had a BSR rating of 27.9 making the bridge eligible for State Aid funding. Bridge inspections/replacements are mandated by the State Highway Administration Federal Bridge Program.

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 citizens and the County benefit from this project since it serves as a connecting point for property owners within the area. It also benefits the general public since various activities, such as the triathlons, are dependent upon its existence. Delaying this project could cause this section of road to be closed to the public and would cause an inconvenience to property owners and citizens.

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 means of a comparison to our latest bridge replacement costs in 2017 and an engineers recommendation. The estimated structure costs is on a per foot basis. This estimate could possibly increase due to the rising costs of material and/or labor.

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 imperative that this project be completed in a timely manner due to the fact that the rating of this bridge could drop significantly which would cause this structure to be closed to the general 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 21	FY 22	FY 23	FY 24	FY 25	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
EXPENDITURES								

TOTAL	100,000	1,200,000	2,400,000	1,200,000	100,000	0	0	5,000,000
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SOURCES OF FUNDS								
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

TOTAL	100,000	1,200,000	2,400,000	1,200,000	100,000	0	0	5,000,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Mystic Harbour Wastewater Treatment Plant Expansion, Solids Handling and Effluent Disposal

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?

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 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: Newark Spray Irrigation

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

Project Summary: Transitioning of the Newark Wastewater Treatment Plant to Spray Irrigation for effluent disposal

Purpose: Because of the poor quality effluent produced by the Newark Wastewater Treatment plant, it will be necessary to transition this plant from surface discharge to spray irrigation for effluent disposal. In 2008, the County Commissioners identified this need and purchased a property that is suitable for spray.

Location: Newark Sanitary Service Area

Impacts on General Fund Operating, Personnel or Maintenance: Transitioning to spray irrigation will require additional staff time from the Water Wastewater enterprise fund. Costs will be paid from User fees.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	20,000				150,000		270,000
Land Acquisition								0
Site Work								0
Construction	500,000	30,000				1,200,000		1,730,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	600,000	50,000	0	0	0	1,350,000	0	2,000,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	300,000	25,000				675,000		1,000,000
State Match								0
State Loan	300,000	25,000				675,000		1,000,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	600,000	50,000	0	0	0	1,350,000	0	2,000,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0	0		0
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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?

The project involves constructing a pipeline between the Newark Treatment Plant and the Spray site, providing storage for effluent at the spray site, installation of spray piping and sprinkler heads and other features needed at the spray site.

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 Newport Bay Watershed. If this project is not completed, the Newark Service Area will need to complete significant improvements to the existing wastewater Treatment Plant to comply with water quality regulations.

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 generated in-house and has since been updated by the design engineer.

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 project is currently being delayed by increased efforts in the permitting of the spray site.

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 mandated by orders from MDE.

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 will have no impact on the general fund Operating, Personnel or Maintenance expenses. Operating expenses will be paid from user fees.

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	100,000	40,000					240,000
Land Acquisition								0
Site Work								0
Construction	500,000	500,000	400,000					1,400,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	600,000	600,000	440,000	0	0	0	0	1,640,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	300,000	300,000	220,000					820,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	300,000	300,000	220,000					820,000
General Bonds								0
								0
								0
TOTAL	600,000	600,000	440,000	0	0	0	0	1,640,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Lewis Road Sewer Extension

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?

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 by 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 2017/2018 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 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 2017/2018 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:

Construction of a new operations center
Paint the North Water Tower
Rehabilitation of Treatment Unit 3
Pump Station Upgrades
Service Tubing Replacement

Purpose: The project is proposed to replace an aging pieces of equipment, improve operator space and upgrade aging infrastructure.

Location: Ocean Pines Service Area

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

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	100,000				100,000		300,000
Land Acquisition								0
Site Work								0
Construction	1,050,000	1,000,000				600,000		2,650,000
Equipment/Furnishings		50,000						50,000
Other								0
EXPENDITURES								

TOTAL	1,150,000	1,150,000	0	0	0	700,000	0	3,000,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds	1,150,000	1,150,000				700,000		3,000,000
General Bonds								0
								0
								0

TOTAL	1,150,000	1,150,000	0	0	0	700,000	0	3,000,000
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PROJECTED OPERATING IMPACTS	0	0	0	0				0
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Project: Ocean Pines Service Area Upgrades

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 pumps at Pump Stations P and S need to be upgraded, the North Water Tower is in need of minor repairs, repainting. Treatment Unit 3 of the Ocean Pines Wastewater Treatment plant needs to have the aeration system replaced and other miscellaneous repairs completed.

The Ocean Pines Wastewater Treatment plant needs to improve the environment for its operating staff. Then have no designated space of eating, the Chief Plant Operator has no area to keep sensitive salary information and employee reviews. A new operations center has been planned for some time and needs to be constructed.

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 to ensure the pump stations operate properly, keep the water tower in good condition, replace failing equipment at the wastewater plant and to provide adequate space for the operators to work efficiently and safely.

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: Northern Worcester Athletic Complex

Dept Head, Title & Phone #: Tom Perlozzo, Director of Recreation and Parks, 410-632-2144

Project Summary: Northern Worcester Athletic Complex

Purpose: Develop 2 Little League Baseball Fields and 3 Multipurpose Fields and Acquire Adjacent Land from Berlin Lion's Club

Location: Berlin, Maryland

Impacts on General Fund Operating, Personnel or Maintenance: Minimal impact to the Recreation and Parks operating budget. Allows for additional funding and opportunities for the youth, etc. within Worcester County

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	35,000							35,000
Land Acquisition		1,500,000						1,500,000
Site Work								0
Construction		750,000						750,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	35,000	2,250,000	0	0	0	0	0	2,285,000
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SOURCES OF FUNDS								
General Fund	35,000	250,000						285,000
User Fees								0
Grant Funds		2,000,000						2,000,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	35,000	2,250,000	0	0	0	0	0	2,285,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Northern Worcester Athletic Complex

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?

Acquire the entire property known as the Berlin Lion's Club currently operated and leased to the Berlin Little League. Develop the remaining land with two additional little league fields. In addition, continue to develop the rectangular fields located within the county owned property adjacent to Berlin Little League. Berlin Little League is expected to grow and the efforts of the county to attract and develop quality playing fields has been tasked.

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 will benefit through providing equal access to a growing population. The project meets the demands and benefits from the Land Preservation Plan, allows additional tourism based revenues through hotels, etc.

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?

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 from the State of Maryland can expedite the process.

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?

The acquisition of the property from the Lions Club is critical as the site will hit the open market. The county has the first right of refusal and since acquisition funding is available at 100 percent from Program Open Space, this project should begin to have discussions, etc. to acquire the land.

Project: West Ocean City Commercial Harbor

Dept Head, Title & Phone #: Tom Perlozzo, Director of Recreation and Parks, 410-632-2144

Project Summary: West Ocean City Commercial Harbor

Purpose: Repair and Replace Commercial Bulkhead

Location: West Ocean City Commercial Harbor

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

	FY 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	35,000							35,000
Land Acquisition								0
Site Work								0
Construction		700,000						700,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	35,000	700,000	0	0	0	0	0	735,000
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SOURCES OF FUNDS								
General Fund	35,000							35,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds		700,000						700,000
								0
								0

TOTAL	35,000	700,000	0	0	0	0	0	735,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: West Ocean City Commercial Harbor

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 commercial harbor is not eligible for any state or federal funds to repair. 900 lineal feet of bulkhead is failing with parking lot scouring, etc.

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 derives revenue from 8 commercial lease spaces in the amount of \$35,000 + or - annually. The harbor also serves the recreation community through the use of 3 recreational boat slips and several special events.

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 costs estimates were provided by J. Stacey Hart, Engineering. Further investigation is underway through 2019.

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 should be completed as soon as possible. The timing of the project and failing bulkhead will be determined by our natural weather patterns.

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 critical.

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 21	FY 22	FY 23	FY 24	FY 25	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
EXPENDITURES								

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

TOTAL	0	2,677,500	0	0	0	117,000	0	2,794,500
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Pocomoke Middle School Roof Replacement

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.

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.

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 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	285,941	74,736	49,821			131,055		541,553
Land Acquisition								0
Site Work		621,057						621,057
Construction		4,067,386	3,073,816					7,141,202
Equipment/Furnishings			359,559					359,559
Other	29,496	402,941	253,530					685,967
EXPENDITURES								

TOTAL	315,437	5,166,120	3,736,726	0	0	131,055	0	9,349,338
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		362,000						362,000
State Loan								0
Assigned Funds	315,437					131,055		446,492
Private Donation								0
Enterprise Bonds								0
General Bonds		4,804,120	3,736,726					8,540,846
								0
								0

TOTAL	315,437	5,166,120	3,736,726	0	0	131,055	0	9,349,338
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Stephen Decatur Middle School Addition

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 from the current 644 students.

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?

Preliminary, pre-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 fifteen 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 the Pocomoke Middle roof project determines the start of the Stephen Decatur Middle School Addition project.

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 0f 650 students to 714 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: 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 21	FY 22	FY 23	FY 24	FY 25	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
EXPENDITURES								
TOTAL	0	236,000	1,687,000	1,856,000	0	0	0	3,779,000

SOURCES OF FUNDS								
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
TOTAL	0	236,000	1,687,000	1,856,000	0	0	0	3,779,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Snow Hill Middle/Cedar Chapel School - Roof Replacement

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 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 Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS 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 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
	(FY26 / 27)							
Engineering/Design		238,368	826,571	1,753,976	222,933		387,905	3,429,753
Land Acquisition								0
Site Work					3,600,097		3,600,097	7,200,194
Construction				56,216	6,828,836		34,409,940	41,294,992
Equipment/Furnishings							2,084,267	2,084,267
Other				293,678			4,050,675	4,344,353
EXPENDITURES								

TOTAL	0	238,368	826,571	2,103,870	10,651,866	0	44,532,884	58,353,559
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SOURCES OF FUNDS								
General Fund		238,368	826,571					1,064,939
User Fees								0
Grant Funds								0
State Match					6,728,000		6,728,000	13,456,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds				2,103,870	3,923,866		37,804,884	43,832,620
								0
								0

TOTAL	0	238,368	826,571	2,103,870	10,651,866	0	44,532,884	58,353,559
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Buckingham Elementary Replacement School

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 2021. 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 41-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 Showell Elementary Replacement School project, over the past eighteen 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 41-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. 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 21	FY 22	FY 23	FY 24	FY 25	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			120,000					120,000
Land Acquisition								0
Site Work								0
Construction				860,000	945,000			1,805,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	0	120,000	860,000	945,000	0	0	1,925,000
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SOURCES OF FUNDS								
General Fund			120,000					120,000
User Fees								0
Grant Funds								0
State Match				860,000				860,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds					945,000			945,000
								0
								0

TOTAL	0	0	120,000	860,000	945,000	0	0	1,925,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Pocomoke Elementary School - Roof Replacement

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 third in a series of three major roof replacement projects (PMS, SHMS/CCSS 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 21	FY 22	FY 23	FY 24	FY 25	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
EXPENDITURES								

TOTAL	145,784	2,196,188	225,105	0	0	0	0	2,567,077
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SOURCES OF FUNDS								
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

TOTAL	145,784	2,196,188	225,105	0	0	0	0	2,567,077
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Wor-Wic Applied Technology Building

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 are expected to expand 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 Rd 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 Rd. 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?

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? The college will be in deficit of almost 97,734 square feet by 2027 per the MHEC 2018 NASF inventory report. In order to grow, we need more space. The lack of sufficient numbers of contemporary, flexible instructional and learning spaces has directly and indirectly curtailed the college's ability to fully develop the inherent potential of its credit and non-credit course offerings.

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 21	FY 22	FY 23	FY 24	FY 25	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
EXPENDITURES								
TOTAL	0	0	0	150,885	2,471,640	0	107,775	2,730,300

SOURCES OF FUNDS								
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
TOTAL	0	0	0	150,885	2,471,640	0	107,775	2,730,300

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Wor-Wic Learning Commons Building

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.

**RESOLUTION APPROVING AND ADOPTING THE WORCESTER COUNTY
FIVE-YEAR CAPITAL IMPROVEMENT PLAN - FY 2021 TO FY 2025**

WHEREAS, the County Commissioners of Worcester County, Maryland have determined that certain Capital Projects are necessary to be constructed during the period of July 1, 2020 through June 30, 2025 in order to promote the health, safety, and welfare of the citizens of Worcester County and in order to provide adequate public facilities for the proper and efficient delivery of public services to the citizens of Worcester County; and

WHEREAS, the Worcester County Commissioners have conducted a public hearing on November 19, 2019 to receive public comment on the list of Capital Projects proposed for construction during the period of 2020-2025 as identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2025.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2025 attached hereto, is hereby adopted.

AND BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that funding for the projects identified in the Worcester County Five-Year Capital Improvement Plan - FY 2020 to FY 2025 may be provided from annual tax levies, issuance of public debt, use of reserve funds, or from such other sources as the County Commissioners may from time to time determine.

AND BE IT FURTHER RESOLVED that the County Commissioners of Worcester County, Maryland may, from time to time as deemed to be in the best interest of the County and to meet the needs of its citizens, amend said Capital Improvement Plan by the addition or deletion of projects therefrom.

AND BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

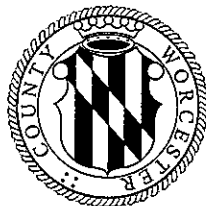
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom



2

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 15, 2019



FAXED

10/15/19 @ 5:11 pm

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

Please print the attached Notice in *The Daily Times/ Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on November 7, 2019. Thanks.

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

The Worcester County Commissioners propose to adopt a resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in Worcester County, Maryland. Standard flow calculations for proposed developments will assist the County in definitively determining the number of Equivalent Dwelling Units (EDUs) required to serve proposed development and ensures that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving each community. The resolution includes a formal policy as well as a Table of Standard Sewer Flow Calculations in Worcester County, Maryland which are primarily based on State guidelines but also reflect local experience of actual flows generated by similar existing land uses in Worcester County and other nearby jurisdictions. An initial hearing on the proposed resolution was held on August 20, 2019 and a second public hearing will be held on

TUESDAY, NOVEMBER 19, 2019 at 10:30 A.M.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

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

THE WORCESTER COUNTY COMMISSIONERS

Citizens and Government Working Together

1a



COMMISSIONERS
DIANA PURNELL, PRESIDENT
JOSEPH M. MITRECIC, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
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HAROLD L. HIGGINS, CPA
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COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 19, 2019

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

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

Please note that Worcester County has been calculating projected sewage flow for the past 40-years based upon industry-standard design manuals, including: Metcalf & Eddy's Wastewater Engineering Textbook - latest edition published 2013; 10-States Standards - Recommended Standards for Wastewater Facilities - latest edition published 2014, and Design Guidelines for Wastewater Facilities - Maryland Department of the Environment (MDE) Engineering and Capital Projects Program, latest edition published 2016; with local modifications provided by the Maryland Department of Health and Mental Hygiene (DHMH), and actual observed flows recorded by the Worcester County Department of Public Works (formerly the Worcester County Sanitary Commission) and the Worcester County Environmental Programs Department. p. 11

One of the primary goals of this resolution is to incorporate this extensive data into an easy-to-use format for both applicants and staff to reference in calculating projected sewer flow for new development in Worcester County. The Sewer Committee believes that a Reconsideration Process re-introduces uncertainty to the process for which we are attempting to establish standards upon which developers, residents, business-owners and staff can rely upon to ensure that adequate wastewater treatment capacity is available now and in the future to serve all customers in the service area. Therefore **the Sewer Committee unanimously recommends against the inclusion of a Reconsideration Process in the resolution.** *

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

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

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

P. 3

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

cc: Sewer Committee

Staff Recommended
Draft

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

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

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

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

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

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

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

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

See also strike and
Replace version on p. 24

1. **CALCULATION OF REQUIRED EDUs**

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

2. **PROCEDURE**

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

3. **RECORD-KEEPING AND DOCUMENTATION**

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

4. **AMENDMENTS TO THE FLOW TABLE**

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

5. **NATURE OF ALLOCATION**

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

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

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

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

Attachment A

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

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

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

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

EDU Allocation Worksheet



Project:

Tax Map:

Parcel:

Lot:

Tax ID:

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

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____

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

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

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

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

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

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

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

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

1. **CALCULATION OF REQUIRED EDUs**

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

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

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

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

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

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

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

2. PROCEDURE

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

3. RECORD-KEEPING AND DOCUMENTATION

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

4. **AMENDMENTS TO THE FLOW TABLE**

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

5. **NATURE OF ALLOCATION**

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

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

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

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

Attachment A

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

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

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

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

EDU Allocation Worksheet



Project:
 Tax Map:
 Parcel:
 Lot:
 Tax ID:

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

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____

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

Commissioner Purnell opened the floor to receive public comment.

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

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

Commissioner Purnell closed the legislative session.

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

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

Commissioner Purnell opened the public hearing to receive public comment.

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

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

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

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

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

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

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

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

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



OFFICE OF THE
COUNTY COMMISSIONERS

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

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

August 1, 2019



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

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

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

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

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

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

THE WORCESTER COUNTY COMMISSIONERS

Citizens and Government Working Together

22



COMMISSIONERS
DIANA PURNELL, PRESIDENT
JOSEPH M. MITRECIC, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES C. CHURCH
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

July 10, 2019

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

Rescheduled Public Hearing
on August 20, 2019

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

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

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

cc: Sewer Committee

Strike and
Replace Version

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

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

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

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

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

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

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

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

1. **CALCULATION OF REQUIRED EDUs**

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

2. **PROCEDURE**

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

3. **RECORD-KEEPING AND DOCUMENTATION**

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

4. **AMENDMENTS TO THE FLOW TABLE**

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

5. **NATURE OF ALLOCATION**

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

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom

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

Attachment A

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

see p. 48

see p. 45

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

Attachment A

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

See p. 43

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

Attachment A

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

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

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

EDU Allocation Worksheet

Project:
 Tax Map:
 Parcel:
 Lot:
 Tax ID:



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

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____



COMMISSIONERS
DIANA PURNELL, PRESIDENT
JOSEPH M. MITRECIC, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES C. CHURCH
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OFFICE OF THE
COUNTY COMMISSIONERS

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CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

June 6, 2019

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

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

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

cc: Sewer Committee

Postponed
APPROVED *Wok 2950*
Worcester County Commissioners
Date ~~6/6~~ *6/15/19*

Background Information on Standard Sewer Flow Calculations

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

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

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

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

operator decides that they prefer a sit-down operation over carry-out, that will require more seats which will generate significantly greater sewage flow. Based upon our records, we know that a typical 1,500 sf sit down restaurant has approximately 60 seats. At the rate of 25 gallons per seat that would generate flow of 1,500 gpd (at 25 gallons per seat x 60 seats = 1,500 gpd) and would require a total of 5 EDUs ($1,500 \text{ gpd} \div 300 \text{ gpd/EDU} = 5 \text{ EDUs}$). History has shown that catching these changes at a later date may be difficult. So in the end, the restaurant may be using 5 EDUs worth of flow only having paid for 3 EDUs leaving the remaining service area customers to absorb the cost of those additional 2 EDUs. Even worse, had we allowed the applicant's calculation of 1 EDU needed for the 3,500 sf "shell building" the remaining service area customers would have subsidized 4 additional EDUs needed to serve the restaurant.

Standard Sewer Flow Calculations - The above incident lead to discussions by the Worcester County Sewer Committee members regarding the need for standard sewer flow calculations based wherever possible on the square footage of the proposed development rather than subjective standards based on the number of people estimated to be served. For example, since we know that the a 1,500 sf sit down restaurant typically comprises 60 seats for which we calculate 25 gallons per seat or 1,500 gpd ($1,500 \text{ gpd} \div 300 \text{ gpd/EDU} = 5 \text{ EDUs}$), we reasoned that sit down restaurants typically requires 1.0 gallon/sf/day which could be applied to the square footage of the proposed building to determine the estimated flow and therefore the number of EDUs required. So in this case we could calculate the flow from a 1,500 sf restaurant as $1,500 \text{ sf} \times 1.0 \text{ gallons/sf/day} = 1,500 \text{ gpd}$ which is the same as the prior method of calculation based on the number of seats for a 60-seat restaurant. Furthermore, the new method is completely objective based upon the size of the restaurant rather than a declared number of seats by the applicant. Using this same methodology, we were able to convert several other uses to a more objective square footage basis rather than a subjective basis of how many people are estimated by the applicant to be served.

MDE Calculations Converted to Local Calculations - I have attached copies of the original MDE Guidance Documents which include: Table I - Flow Projections Based Upon Gallons Per Person Per Day; Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units; Table III - Flow Projection for Country Clubs; and Table IV - Flow Projection for Public Parks. I have also attached flow calculation estimates used by County staff which have been developed over the years to determine flow for land uses not listed in the MDE Guidance Document. These calculations were incorporated into our local Standard Sewer Flow Calculations. Finally, I have attached our proposed Worcester County Standard Sewer Flow Calculations, which includes: Table A - Flow Projections Based Upon Gallons Per Day (gpd) Per Person; Table B - Flow Projections for Commercial Establishments, Public Service Buildings or Other Uses; Table C - Flow Projection for Country Clubs; and Table D - Flow Projection for Public Parks. The primary difference between our local standards and the MDE standards is that we have incorporated local flow calculations for land uses not listed in the MDE Guidance Document, and wherever possible, converted flow projections previously based upon gpd per person (Table A) to flow projections based upon the square footage of the facility being served and the type of establishment (Table B). We also added a footnote to Table A to provide that the number of persons to be served is calculated by the occupant load of the establishment as determined by the County Building Code which results in a definitive number rather than a declaration of the applicant which is often under-estimated to reduce the number of EDUs required for purchase which therefore deprives the service area of revenues we counted on to retire the debt service on improvements.

Original MDE Guidance

①

Table I - Flow Projection Based Upon Gallons Per Person Per Day

Airports (per passenger)	5
Apartments-multiple family (per resident)	60
Bathhouses and swimming pools.....	10
Camps:	
Campground with central comfort stations.....	35
With flush toilets, no showers	25
Day camps (no meals served)	15
Resort camps (night and day) with limited plumbing	50
Luxury camps	100
Cottages and small dwellings with seasonal occupancy.....	50
Country clubs (per resident member).....	100
Country clubs (per non-resident member present).....	25
Dwellings:	
Boarding houses.....	50
additional for non-resident boarders.....	10
Luxury residences and estates	150
Multiple-family dwellings (apartments).....	60
Rooming houses.....	40
Single family dwellings.....	75-100
Factories (gallons per person, per shift, exclusive of industrial wastes)	35
Hospitals (per bed space)	350
Hotels with private baths (2 persons per room).....	60
Hotels without private baths.....	50
Institutions other than hospitals (per bed space).....	125
Laundries, self-service (gallons per wash, i.e., per customer)	50
Mobile home parks (per space).....	250
Motels with bath, toilet and kitchen wastes (per bed space)	50
Motels (per bed space)	40
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets	10
Restaurants (per seat)	25
Restaurants (toilet and kitchen wastes per patron)	10
Restaurants (kitchen wastes per meal served)	3
Restaurants, additional for bars and cocktail lounges.....	2
Schools:	
Boarding	100
Day, without gyms, cafeterias or showers	15
Day, with gyms, cafeterias and showers.....	25
Day, with cafeterias, but without gyms or showers	20
Service Stations (per vehicle served).....	10

Swimming pools and bathhouses	10
Theaters:	
Movie (per auditorium seat)	1
Drive-in (per car space)	5
Travel Trailer Parks without individual water and sewer hook-ups (per space)	50
Travel Trailer Parks with individual water and sewer hook-ups (per space)	100
Workers:	
Construction (at semi-permanent camps).....	50
Day, at schools and offices (per shift).....	15

An alternative method used to project average daily flows generated from commercial establishments, public service buildings, or dwelling units can be figured on the basis of total floor area, number of building units, or service seats multiplied by a statistical factor. Guiding factors are given in Table II.

Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units

Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Medical Office Buildings.....	Gross Sq. Ft. x 0.62 = gpd
Warehouses.....	Gross Sq. Ft. x 0.03 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Supermarkets.....	Gross Sq. Ft. x 0.20 = gpd
Drug Stores.....	Gross Sq. Ft. x 0.13 = gpd
Beauty Salons.....	Gross Sq. Ft. x 0.35 = gpd
Barber Shops.....	Gross Sq. Ft. x 0.20 = gpd
Department Store with Lunch Counter.....	Gross Sq. Ft. x 0.08 = gpd
Department Store without Lunch Counter.....	Gross Sq. Ft. x 0.04 = gpd
Banks.....	Gross Sq. Ft. x 0.04 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats.....	Gross Sq. Ft. x 3.68 = gpd
Car Wash without Wastewater Recirculation Equipment.	Gross Sq. Ft. x 4.90 = gpd
Hotels.....	Gross Sq. Ft. x 0.25 = gpd
Motels	Gross Sq. Ft. x 0.23 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd

Flow projection for country clubs or public parks may be made on the basis of plumbing fixtures. The related statistical flow figures per unit of plumbing fixture are shown in Table III and Table IV.

Table III - Flow Projection for Country Clubs

	Gallons Per Day Per Fixture
Showers.....	500
Baths.....	300
Lavatories	100
Toilets	150
Urinals.....	100
Sinks	50

Table IV - Flow Projection for Public Parks
(During hours when park is open)

	Gallons Per Day Per Fixture
Flush toilets	35
Urinals	10
Showers	100
Faucets	15

Design Flow Estimation Table

Flow Projection Based Upon Gallons
Per Person, per Day

②
Environmental
Programs
Guidance

Type of Establishment	Gallons per Person per Day (Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Animal Shelter /Kennels (per employee)	15
Animal Shelter /Kennels (per run)	25
Auditorium or Assembly Hall (per seat)	3
Auto Dealerships	0.078 gal/sf
Bathhouses and swimming pools	15
Bowling Alley	
per employee	15
per lane, no bar/food	75
per lane, bar only	125
per lane, bar and food	200
Camps:	
Campground with central comfort stations, per campsite	100
Conference/Meeting Room (gross sf/15 = occupants)	5
Cottages and Seasonal Dwellings with Seasonal Occupancy(limit 2 bedrooms)	0.25 gal/sf
Cottages and Seasonal Dwellings with Seasonal Occupancy(3 bedrooms)	1 EDU
Country clubs (based on rated capacity)	50
Daycare (students and teachers)	15
Dwellings:	
Boarding houses (per room)	120
Multiple family dwellings (per apartment)	1 EDU
Single family dwellings (per address)	1 EDU
Factories (gallons per person, per shift, exclusive of industrial wastes)	35
Fairgrounds (per person)	5
Fraternal Service Organizations	0.14 gal/sf
Funeral Homes w/embalment	0.31 gal/sf
Funeral Homes w/o embalmment	0.05 gal/sf
Golf Course (w/snackbar, limited food service) 18 holes	3,500
Golf Course (w/snackbar, limited food service) 9 holes	1,500
Hospitals (per bed space)	350
Hotels	0.25 gal/sf
Institutions other than hospitals (per bed space)	120
Laundries, self-service (per washing machine)	125
Mobile home parks (per space)	1 EDU
Motels (rooms entered from outside)	0.23 gal/sf
Nursing Homes (per bed space)	130
Picnic Parks (toilet wastes only) (per picnicker)	5
Picnic Parks with bathhouses, showers and flush toilets	10

Restaurants, bars, lounges (per seat, food served)	25
Schools:	
Boarding	100
Day, without gyms, cafeterias or showers	15
Day, with gyms, cafeterias and showers	30
Day, with cafeterias, but without gyms or showers	20
Service Stations (per vehicle served)	25
Swimming pools and bathhouses, per employee	15
Per swimmer, over 6ft in depth- depth determines # of swimmers only	10
Per swimmer, under 6ft in depth – depth determines # of swimmers only	10
Tasting Room for Winery/Brewery w/Public Restrooms (no food served)	400 min.
Theaters:	
Indoor (per auditorium seat)	3
Drive-in (per car space)	5
Travel (transient or seasonal) Trailer Parks with individual water and Sewer hook-ups (per space)	100

Guiding Factors For Flow Projection Related With Commercial
Establishments, Public Service Buildings or Dwelling Units

Type of Establishment

Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Medical Office Buildings	Gross Sq. Ft. x 0.10 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Supermarkets (without food preparation)	Gross Sq. Ft. x 0.20 = gpd
Drug Stores(w/pharmacy, no food served)	Gross Sq. Ft. x 0.13 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Department Store with Lunch Counter	Gross Sq. Ft. x 0.08 = gpd
Department Store without Lunch Counter	Gross Sq. Ft. x 0.05 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats (w/o low flow fixtures/recirculation equip.)	Gross Sq. Ft. x 3.68 = gpd
Car Wash without Wastewater Recirculation Equipment	Gross Sq. Ft. x 4.90 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd
Dry Cleaners (retail only-clothing sent out for cleaning)	Gross Sq. Ft. x 0.05 = gpd

Flow Projection for Country Clubs and Public Parks

Type of Fixture	Gallons Per Day	Per Fixture
Showers		500
Baths		300
Toilets		150
Urinals		100
Sinks		50

Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments. Also utilized: "MDE Guidelines for Estimating Water and/or Wastewater Flow," Maryland Department of the Environment, July 2005, and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.

Flow Calculation Estimates Used by County Staff to Determine Flow for Land Uses Not Listed in the MDE Guidance Document

- Acupuncture/massage** - use 0.10 g/SF/day
- Amusement Park** - SF of site x .008 g/SF/day
- Arcades** - sq. ft./50 = # of people x 5 gpp
- Carwash w/recycling** - is 70% of max flow or about 6000 gpd on septic
and 4,154 on sewer based on Jiffy Lube in WOC
- Commercial Kitchen** - use 0.2 gallons/SF/day
- Commercial Riding Stables**(Boarding/Lessons/Shows) - 7.5 gallons/horse
- Conference Room /Meeting Room** - use sq. ft/15 = # people x 5 gpd.
If standing room, use sq. ft./7 = #people x 5gpd
- Contractor Shop** - use .04 for gross sq. ft. or figure office space in it at .09
and the rest at .03g/sq ft/day
- Convenience Store** - use SF x .05 for retail, .03 for storage, and 25 gallons per seat
- Day Care** - (# of students + teachers) x 15 gpd
- Day Spa** - ranges from 0.065 g/SF/day to 0.17 g/SF/day on sewer, for septic use 0.35 g/SF/d
- Dialysis** - (based on Town of Berlin) -1 gallon/SF
- Dog Grooming/Barber Shop** - was 0.2 gallons/SF/day, Beauty Salon = 0.35 gallons/SF/day
or 200 gallons/chair
- Funeral Homes** - (sq. ft. of public area/7 per Fire Marshal x 3 gallons per person)
+ 15 gallons per employee
- Gym** - Sq. ft. /50 = # of people x 10 gpp with showers or 5 gpp w/o showers
- Marina pump out** - 35 gallons/slip/day
- Medical facility** - use 0.62 g/SF/day when has lab/imaging, use 0.1 g/SF/day without
- Nail Salon only** - use retail flow of 0.05 g/SF/day
- Restaurants** - sq. ft. of public area/15 = # of seats x 25 gpd
- Restaurant - Carry-out only** - use 0.50 gallons per gross SF
- Swimming pools** - (3'-5'deep) use SF/12 SF/person = # people x 10 gpd,
- (for deeper or diving area) use 300 SF/person or
- if no deep end use 15 SF/person (These figures came from DHMH)

Restaurant Study					
2005					
Sit Down Restaurants					
Name	Service area	Actual seats per count	Flow at 25 gpd per seat	Gross sq ft	Flow per Gross sq. ft.
The Wedge	WOC	108	2,700	2,400	1.13
Papa Vito's/Paolis	WOC	60	1,500	1,200	1.25
Harborside	WOC	239	5,975	5,573	1.07
Green Turtle	MYH	218	5,450	5,420	1.01
Bull on the Beach	WOC	208	5,200	6,455	0.81
Hoopers	WOC	532	13,300	11,725	1.13
Captain's Galley	WOC	517	12,925	11,874	1.09
Applebee's	WOC	224	5,600	8,032	0.70
Mione's	WOC	83	2,075	2,142	0.97
Salvatore's/Trader Lee's	WOC	276	6,900	7,680	0.90
Sunset Grill	MYH	227	5,675	7,060	0.80
TC Diner	WOC	80	2,000	2,158	0.93
Average Flow per Gross sq. ft.-					0.98

Local Amended Design Flow Estimation Table

Flow Projection Based Upon Gallons
Per Day

Type of Establishment	Flow Rate
Medical and Dental Office Buildings (note 1)	0.1 gal/sf

Note 1: Outpatient and investigative procedures only with no intensification of services permitted without acquisition of additional capacity.



DEPARTMENT OF ENVIRONMENTAL PROGRAMS

Additional Flow Information

Medical Offices

From Salisbury Public Works we have the following for more intensive uses:

Deer Pointe Surgical Center 6505 Deer Pointe Drive
4,800 gpd average, SDAT sf = 9,880, 0.48 gpd/sf

A multispecialty outpatient surgery center located in Salisbury, Maryland just 30 minutes from the beaches of Ocean City. Our center performs a wide variety of orthopaedic surgical procedures and pain management procedures.

Delmarva Surgical Center, 641 S. Salisbury Blvd
10,400 gpd average, SDAT sf = 15,305 , 0.68 gpd/sf

An intensive surgical center that performs ENT surgery, General surgery, Gynecologic surgery, Oral (OMS) surgery, Orthopedic surgery, pain management, Plastic surgery, and podiatric surgery.

Barretts Medical Center, Berlin
32,549 sf @0.1 gal/sf, that's 13 EDUs (That is what Berlin Allocated).

Various medical specialty doctor's offices as tenant leaseholders. Outpatient investigative procedures for gastrointestinal and ENT. No additional EDUs required by Berlin. They have stayed within this flow footprint per Berlin Water/Wastewater

Determine on a
case-by-case basis

Car Washes

Berlin has 2 carwashes - 1 is automated and the other is self-serve.

Berlin Auto Wash, Automated, 1 bay, allocated 12 EDUs
2 year average flow is 84,920 gallons/month or 2,831 gpd or 11.32 EDUs (12 allocated).

Book flow for car washes is 4.9 gal/sf without any consideration for self serve/automated or recycling systems.

This location is 6,482 sf and the multiplied allocation on book flow would be 134 EDUs.

Union Station, Self Serve - 4 Bays, allocated 1 EDU
2 year average flow is 6,800 gallons/month or 227 gal/day

Book flow for car washes is 4.9 gal/sf without any consideration for self serve/automated or recycling systems.

This location is 2,432 sf and the multiplied allocation on book flow would be 48 EDUs.

Kelly Shannahan

From: Robert Mitchell
Sent: Wednesday, July 10, 2019 4:39 PM
To: Kelly Shannahan; John Ross
Cc: Commissioner Madison J. Bunting; David M. Bradford; Ed Tudor; Harold Higgins; Jennifer Swanton; Jessica Wilson; John Tustin; Maureen L. Howarth
Subject: RE: Flow Projections for Campgrounds and Churches

Kelly-

Looking at prior guidance documents and other counties:

State:

1987 DHMH (MDE) - Not in there

MDE Capacity Management Documents (2006) – Not in there

MDE 1990 Flow Guidance with Large Septic Flow Design – 3 gal/seat, add for food service

MDE 2011 Flow Guidance for Large Septic Flow Design (Current) – 3 gal seat/5 gal seat with private kitchen

Counties:

St Mary	1 EDU w/additional for accessory uses (County had flow study averaging 269 GPD but did not include # of seats for the churches included)
Calvert	1 EDU (250 gal) for worship hall, add for additional uses
Howard	3 gal/seat, add for food service
AA Co.	4 gal/seat
Garrett	3 gal/seat
WSSC	4 gal/seat

Other:

International Private Sewage Disposal Code	3 gal per person no kitchen 7.5 gal/per person, kitchen
--	--

We have been using what was in the proposed table with the draft resolution:

Per sanctuary seat:	3 gallons	
With private kitchen (members only):	5 gal/seat	(have not really encountered this – could be a kitchen for a rectory for the priests/pastors or just for staff or a very small congregation)
With comm. Kitchen (open to general public):	15 gal/seat	(this is in conjunction with food service permit from health dept)

For our table in Worcester:

Churches	3 gal/seat w/additional flow for accessory uses
----------	---

The above simplifies the discussion. Restaurant (Kitchen), catering halls, daycare, schools, all would be assessed separately and given additional flow. We would not need to include a commercial or private kitchen flow on the table. Flow for accessory uses can be assigned by the use and we have food, school, staff, office and daycare flow numbers on the draft chart.

An alternate could be:

Churches	1 EDU minimum w/additional for accessory uses and size of worship hall
----------	--

This gets too messy and confusing with respect to the minimum hall size as we don't have data to support that. St. Johns was 300 seats as they didn't build their larger addition and they have offices that may or may not be used during

week. They are within the 3 edu flow. Community church is within their assigned flow, but were assessed and required to buy more edus due to daycare. That plays into the requirement for additional flow for accessory uses.

I would submit that we have a cleaner path with the 3 gal/seat (Fire occupancy I believe is 18 inches per "seat" in pews) and to allocate additional flow for additional uses. They are required to submit this information with permit, TRC site plan, ect. They would also be required to identify information if they were adding accessory uses as well.

Bob

Robert J. Mitchell, LEHS, REHS
Director

Worcester County

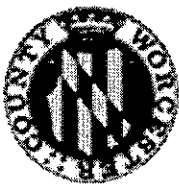
Department of Environmental Programs

1 West Market Street, Room 1306

Snow Hill, MD 21863

Phone (410) 632-1220 x 1601

Fax (410) 632-2012



From: Kelly Shannahan <kellys@co.worcester.md.us>

Sent: Wednesday, July 10, 2019 9:50 AM

To: John Ross <jross@co.worcester.md.us>; Robert Mitchell <bmittchell@co.worcester.md.us>

Cc: Commissioner Madison J. Bunting <j.bunting12345@gmail.com>; David M. Bradford <dbradford@co.worcester.md.us>; Ed Tudor <etudor@co.worcester.md.us>; Harold Higgins <hhiggins@co.worcester.md.us>; Jennifer Swanton <jswanton@co.worcester.md.us>; Jessica Wilson <jwilson@co.worcester.md.us>; John Tustin <jtustin@co.worcester.md.us>; Kelly Shannahan <kellys@co.worcester.md.us>; Maureen L. Howarth <mhowarth@co.worcester.md.us>

Subject: Flow Projections for Campgrounds and Churches

Importance: High

John and Bob:

Following up from our Sewer Committee meeting yesterday, I am revising the flow tables as we discussed. I am currently awaiting information from each of you as follows:

John – Please provide the flow per site for Luxury Campgrounds with water/sewer hook-ups based on actual peak flows over the past 4th of July weekend. We discussed 150 gallons per site, but you agreed to verify that number. It would also be helpful to show the Commissioners the actual flows as an attachment in their meeting package if you have time to put that together.

Bob – Please provide a revised flow calculation for churches to reflect the limited usage once a week. My notes indicated to provide 1 EDU + add for accessory uses. But we should be more specific based upon your research and

hopefully come up with a more specific flow figure either based on the number of seats or square footage. As you are aware, our previous proposal was:

Church (per seat) - 3

- Church with private kitchen (per seat) - 5
- Church with commercial kitchen (per seat) - 15

I am hoping to get this revised draft completed today.

Thanks for your help.

Kelly Shannahan

Assistant Chief Administrative Officer

Worcester County Administration

Room 1103 Government Center

One West Market Street

Snow Hill, MD 21863-1195

410-632-1194

410-632-3131 (fax)

Luxury Campground Usage

	= Peak Usage	

Frontier Town

Campsites- 585

Capacity Purchased- 49,800 gpd - (166 EDUs based on 585 sites @ 85 gpd/site)

Day	Date	gpd	Commercial	Campsites	EDU Equiv	gpd/Site
1	7/3/2019	57,900	6,677	51,223	171	88
2	7/4/2019	89,300	6,677	82,623	275	141
3	7/5/2019	94,700	6,677	88,023	293	150
4	7/6/2019	74,100	6,677	67,423	225	115
5	7/7/2019	59,800	6,677	53,123	177	91
6	7/8/2019	50,700	6,677	44,023	147	75
7	7/9/2019	54,500	6,677	47,823	159	82
8	7/10/2019	61,300	6,677	54,623	182	93
8 Day Avg		67,788	6,677	61,111	204	104

Castaways

Campsites- 394

Capacity Purchased- 26,400 gpd - (88 EDUs based on 394 sites @ 65 gpd/site)

# of Days	Date	Total Flow	gpd	EDU Equiv	gpd/Site
3 Day Avg	7/5-7/8, 2019	107,071	35,690	119	91
10 Day Avg	6/28-7/8, 2019	338,840	33,884	113	86

*

Peak Flow = 150 gpd/site

Public Comments

Submitted by
Palmer Gillis

July 2, 2019

Water and sewer usage:

1. City of Salisbury. Considers lower flow usage on medical offices. We are experiencing a .03 to .05 G/SF/D on average at over 105,000 gsf of various medical offices. Salisbury allows a recapture of fee after 24 months of experience in the event is determined an overcharge. The City has 60 months to recalculate the fee in the event the usage exceeds the calculated amount. No assessment for shell until usage/fit-out is finalized. We typically experience a flow rate of .03 to .05 gallons per square foot per day
2. Georgetown. After providing evidence that 18,000 GSF medical offices (2- 9,000 gross square footage of medical offices) only consumed about 3 EDU's in grand total the town waived fees on the final fit out.
We are experiencing a flow rate of approximately .02 to .015 G/SF/D.
3. Berlin. The Town reduced their EDU calculation on the latest 2 buildings after the usage at Berlin Main Place showed a significant lesser flow than .1 G/SF/D . They only access 1 (or a token 1-EDU) upon building shell permit until such time as the interior fit out is applied for. We are experiencing a flow usage rate of approximately .03 to .05 G/SF/D. Of the 3 buildings on site (excluding dialysis facility) we are experiencing a .01 to a .02 gallons per square foot per day usage.
4. Millsboro. Reduced their initial EDU calculation by half upon our presentation to them of flows for comparable medical offices. They monitored to confirm. On a 50,000-sf medical office facility the flow rate is validated at .028 G/SF/D with over 3 years' experience.
5. Easton. Our experience over 36 months on 2 existing medical offices are showing a consistent .026 G/SF/D usage. The Town is allowing on a new project for the purposes of a shell permit the lower usage classification to accommodate the unknown user application.
6. Worcester County, Ocean Pines building #1, 20,000 sf averages 3 EDUs over 14 quarters. The County calculation would be 8 EDUs. We have not deducted irrigation from this calculation.
7. Core factor, which on a larger building can be as much as 15% to 20% of the total square footage is not allowed as a deduct in the determination of square footage in Worcester County. Core factor consists of, stair towers, elevators, elevator equipment rooms, mechanical rooms (meter rooms), etc. These areas do not consume water usage and should be an allowable deduction of square footage calculation. Square footage calculations also include the exterior walls which can add about 10 % to the overall square footage calculation.

NOTE:

1. In all cases, landscaping irrigation has been included in the EDU representation. When reduction is considered, these EDU calculations would result in a lower conclusion
2. G/SF/D = gallons per square foot per day.

Palmer Gillis, pgillis@ggibuilds.com 410-749-4821

GEORGETOWN MEDICAL FACILITY

June 5, 2019

I. 501 & 503 West Market Street (501 does not exist during this period)

<u>Period</u>	<u>Usage per Day</u>	<u>Approx. # Days</u>	<u>Daily Usage</u>
12/08/16 - 03/17/17	15,552	101	153/GPD
03/17/17 - 06/15/17	14,621	88	166/GPD
06/15/17 - 09/19/19	15,659	94	167/GPD

II. 503 West Market Street

<u>Period</u>	<u>Usage per Day</u>	<u>Approx. # Days</u>	<u>Daily Usage</u>
09/19/17 - 12/12/17	13,597	83	164/GPD
12/12/17 - 03/13/18	14,072	91	155/GPD
03/13/18 - 06/22/18	19,646	99	198/GPD
06/22/18 - 09/13/18	12,987	81	160/GPD
09/13/18 - 12/12/18	17,398	89	195/GPD
12/12/18 - 03/26/19	18,994	103	185/GPD

III. 501 West Market Street

<u>Period</u>	<u>Usage per Day</u>	<u>Approx. # Days</u>	<u>Daily Usage</u>
02/19/18 - 03/07/18	100	18	6/GPD
03/07/18 - 06/12/18	3,600	95	38/GPD
06/12/18 - 09/10/18	1,800	88	20/GPD
09/10/18 - 12/06/18	6,000	86	70/GPD
12/06/18 - 03/07/19	7,900	91	87/GPD

NOTES:**503 West Market St.**

Fully occupied 9,800 GSF medical office

Average 172 gallons per day

0.018 gallons per square foot per day

501 West Market St.

Partially occupied (assume 50%) 9,700 GSF medical office

Average 54 gallons per day

Assume 4,700 occupied space

0.011 gallons per square foot per day

From: LuAnne Timmons <ltimmons@GGIBuilds.com>

Sent: Monday, July 1, 2019 2:12 PM

To: Melissa Coffey <mcoffey@berlinmd.gov>

Cc: Palmer Gillis <pgillis@GGIBuilds.com>

Subject: water usage

BERLIN MAIN PLACE

Melissa, Palmer Gillis is only needing the WATER USAGE for the following three buildings.

Building 1	9956 N. Main St	Uses an average of 2000 -4000 gallons per month but is charged 5 minimum bills (5 active units leased) each tenant = \$ 82.34	$10,000 \text{ SF}$	$4000 \text{ GALLONS} \div 30 = 133 \text{ GPD} \div 10,000 \text{ SF} = .0133 \text{ G/SF/DAY}$
Building 2	9954 N. Main St	Uses an average of 2000 gallons per month but is charged 3 minimum bills (3 active units leased) each tenant = \$ 79.94	7700 SF	$2000 \text{ GALLONS} \div 30 = 66 \text{ GPD} \div 7700 \text{ SF} = .0086 \text{ G/SF/DAY}$
Building 6	9948 N. Main St	Uses an average of 2000 gallons per month. (Anne Arundel Dermatology)	6060 SF	$2000 \text{ GALLONS PER DAY} \div 6060 = .0011 \text{ G/SF/DAY}$

= \$77.85 per month.

Difference in minimum bills is due to the stormwater charges. I included average of what each tenant should be paying. Usage looks to be very minimal.


This should be only one number for each building, a large detail report is not necessary. He has a meeting early Tuesday morning and needs this information.

Sorry to be such a problem, your help is appreciated.

Thank you,
LuAnne S. Timmons
Bookkeeper

P.O. Box 4322
150 West Market Street, Suite 200
Salisbury, MD 21803
410-749-4821
ltimmons@gillisgilkerson.com
www.gillisgilkerson.com

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 Please consider the environment before printing this email or any attachments.

April 25, 2019

30265 COMMERCE DRIVE, DELMARVA HEALTH PAVILION, MILLSBORO, DE

50,000 Gross Square Foot Medical Office Building 90% Occupied

Water Meter Usage

<u>Bill Date</u>	<u># Gallons</u>	<u># Days</u>	<u>Peak Usage</u>
4/1/2016	23,000 gallons	69	333/day
7/1/2016	43,000 gallons	92	467/day
10/1/2016	36,000 gallons	93	387/day
1/1/2017	85,000 gallons	102	833/day
4/1/2017	33,000 gallons	85	388/day
7/1/2017	88,000 gallons	91	967/day
10/1/2017	54,000 gallons	90	600/day
1/1/2018	124,000 gallons	88	1,410/day
4/1/2018	56,000 gallons	94	595/day
7/1/2018	77,000 gallons	87	885/dy
10/1/2019	80,000 gallons	89	898/day
1/1/2019	40,000 gallons	101	396/day
4/1/2019	39,000 gallons	84	464/day

778,000 gallons

1,165 days

Average: 680 gallons per day or 2.61 EDU's

Average: 680 gallons ÷ 50,000 gross square feet = .0136 gallons per foot per day

Peak: 1,400 gallons ÷ 50,000 SF = .028 gallons per square foot per day

April 24, 2019

Purdy Street Medical Center

I. Building One: 10,667 Net Square Footage

<u>Bill Date</u>	<u># Gallons</u>	<u># Days</u>	<u>Usage per Day</u>
1/9/2018	10,400	30	347/day
2/12/2018	11,300	30	377/day
3/12/2018	10,100	30	367/day
4/9/2019	11,300	30	377/day
5/9/2018	12,000	30	400/day
6/11/2018	12,100	30	403/day
7/10/2018	11,800	30	393/day
8/9/2018	11,900	30	397/day
9/11/2018	12,900	30	430/day
10/9/2018	10,800	30	360/day
11/3/2018	14,000	30	467/day
12/10/2018	21,500	30	717/day
1/10/2019	9,800	30	327/day
2/11/2019	13,600	30	453/day
3/11/2019	11,200	30	373/day
4/9/2019	11,400	30	380/day

Average Usage: 411 Gallons per Day

Average PSF: 411 Gallons ÷ 10,667 NSF = .0385 Gallons per Square Foot per Day

II. Building Two: 10,590 Net Square Footage

<u>Bill Date</u>	<u># Gallons</u>	<u># Days</u>	<u>Usage per Day</u>
1/9/2018	4,300	30	143/day
2/12/2018	4,300	30	143/day
3/12/2018	4,100	30	137/day
4/9/2019	4,800	30	160/day
5/9/2018	4,500	30	150/day
6/11/2018	4,400	30	147/day
7/10/2018	4,100	30	137/day
8/9/2018	4,600	30	153/day
9/11/2018	5,600	30	187/day
10/9/2018	4,100	30	137/day
11/3/2018	5,000	30	167/day
12/10/2018	4,200	30	140/day
1/10/2019	3,900	30	130/day
2/11/2019	5,100	30	170/day
3/11/2019	4,200	30	140/day
4/9/2019	4,900	30	163/day

Average Usage: 150 Gallons per Day

Average PSF: 150 Gallons ÷ 10,590 NSF = .0142 Gallons per Square Foot per Day

Water Usage Summary April 4, 2019

1110S Cathage Road, Ocean Pines, 20,000 S.F. Medical Office Building

<u>Period</u>	<u>Total Usage</u>	<u># of Days</u>	<u>Per Day</u>	<u>EDU</u>
10/01/17 - 12/31/17	207,900	15	13,860/day	55 EDU's
01/01/18 - 03/31/18	124,700	57	2,188/day	8.75 EDU's
04/01/18 - 06/30/18	29,300	120	244/day	1 EDU
07/01/18 - 09/30/18	148,300	60	2,472/day	9.89 EDU's
10/01/18 - 12/31/18	56,800	101	562/day	2.24 EDU's
01/01/19 - 03/31/19	77,800	82	948/day	3.8 EDU's

NOTE: Irrigation system usage has not been deducted.

Water Usage Summary April 4, 2019**11101 Cathage Road, Ocean Pines, 20,000 S.F. Medical Office Building**

Period	Total Usage	# of Days	Per Day	EDU
10/01/15 - 12/31/15	90,108		1,001/day	4 EDU's
01/01/16 - 03/31/16	33,700		374/day	1.6 EDU's
04/01/16 - 06/30/16	33,900		376/day	1.6 EDU's
07/01/16 - 09/30/16	61,500		683/day	2.7 EDU's
10/01/16 - 12/31/16	61,400		682/day	2.7 EDU's
01/01/17 - 03/31/17	34,900		387/day	1.6 EDU's
* 04/01/17 - 06/30/17	213,000		2,367/day	9.4 EDU's
07/01/17 - 09/30/17	51,300		520/day	2.28 EDU's
10/01/17 - 12/31/17	43,400	93 days	467/day	1.9 EDU's
01/01/18 - 03/31/18	32,500	91 days	357/day	1.43 EDU's
04/01/18 - 06/30/18	40,000	120 days	334/day	1.34 EDU's
7/1/2018 - 09/30/18	63,600	60 days	1,060/day	4.24 EDU's
10/01/18 - 12/31/18	123,400	98 days	1,260/day	5.04 EDU's
01/01/19 - 03/31/19	37,600	85 days	422/day	1.8 EDU's

* NOTE #1: Service was used for linear accelerator start up and testing during this period.

NOTE #2: Irrigation system usage has not been deducted.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

TEL: 410.632.1200 / FAX: 410.632.3008

www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

3

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum 
Date: 11/12/2019
Re: Worcester County Housing Rehabilitation Program Bid Package

Attached please find bid packages for rehabilitation work to be performed on two single-family homes located in the Berlin and Snow Hill areas. These projects are proposed to be funded through the County's new CDBG grant, MD-20-CD-22. Please review and approve to be placed out for the County's competitive bidding process.

	Page
Berlin Property	3
Snow Hill Property	7

DRAFT

**NOTICE TO HOME IMPROVEMENT CONTRACTORS
INVITATION TO BID
Housing Rehabilitation
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting separate bids for rehabilitation work to be performed on two single-family homes located in the Berlin and Snow Hill areas of Worcester County. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors and may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us under the "Bids" drop-down menu in the lower right hand side of the home page, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail.

The projects are proposed to be funded by the Community Development Block Grant (CDBG) Program and are thus subject to all applicable Equal Opportunity and Civil Rights guidelines. **Sealed bids will be accepted until 1:00 p.m. on Monday December 9, 2019** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Housing Rehabilitation Bid – December 9, 2019**" in the lower left-hand corner. Bids will be reviewed by staff and awarded by the County Commissioners at a future meeting. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bids 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 regarding the bid specifications shall be directed to the Housing Program Inspector, Dave Walter, at 410-213-2021. All other inquiries shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

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

PROPERTY OF: **Mabel Lockwood**
ADDRESS: **10313 Dinges Road**
Berlin, MD 21811
TELEPHONE: **410-641-0216**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____

NO QUOTATIONS AFTER: 12/09/19

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

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

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

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

PROJECT: Mabel Lockwood

DATE: 11-04-2019

ADDRESS: 10313 Dinges Road

Berlin, MD 21811

PHONE: 410-641-0216

SCOPE OF WORK

A: Remove existing locksets on front and exterior entry doors. Locksets are to be reinstalled on new solid steel, six panel door panels. Remove existing door panels from door frame hinges. Provide and install two steel, six panel insulated entry door panels, same size as existing, and by same original manufacturer so hinges line up properly. Reinstall new door panels and existing locksets. Contractor to paint interior and exterior of both doors, two (2) coats, exterior latex paint. Remove old doors from site.

PRICE: _____

B. Test water and install appropriate water conditioner to achieve water potability; i.e. correct iron, sulfur and pH as needed. Provide specifications for the exact system that will be used and identify the water conditioner company who will be performing the installation.

PRICE: _____

TOTAL PRICE: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBERS: OFFICE: CELL: _____

MHIC#: EXPIRATION DATE: _____

DATE OF PROPOSAL: _____

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

BID FORM

***must be signed to be valid**

**Property of Mabel Lockwood
10313 Dinges Road
Berlin, MD 21811**

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

Total Quote : \$ _____

Date Available To Start: _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License #

Expiration Date

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

PROPERTY OF: **Faith Deshields**
ADDRESS: **5502 Teaberry Lane**
Snow Hill, MD 21863
TELEPHONE: **443-754-7657**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 12/09/19

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

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

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

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

PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

SCOPE OF WORK

A: Contractor to obtain all necessary permits. Remove existing roof shingles, underlayment, drip edge, and flashings. Remove gutters and downspouts. Provide and install new thirty pound felt paper underlayment. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eave and rake edges as well as any valleys and of wall roof junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting and hip and ridge caps as necessary. Provide and install new plumbing vent roof boots as required. Install new white continuous aluminum gutters and downspouts. Splash blocks to be installed at all downspouts

Remove and haul away all construction related debris

PRICE: _____

B: Remove existing crawlspace access door and install new insulated access door. Remove damaged crawlspace vapor barrier, and install new 6 mil poly vapor barrier to completely cover all ground area in the crawlspace. Reinstall and secure any sagging crawlspace floor insulation. Contractor to supply and install a graspable handrail at front entry steps per current Code

PRICE: _____

C: Remove all existing windows. Remove siding as necessary for installation of new windows and flashings. Siding is to be kept to be reinstalled after window installation. Contractor to supply all necessary siding trim pieces as necessary and trim pieces are to match as close as possible. Provide and install new white vinyl Low-E insulated, Energy Star approved, single hung window units with screens. All window openings to be flex sealed, and caulked, as well as Tyvec taped at all edges. Windows are to be foam sealed at edges with low expansion foam to eliminate air infiltration. All windows are to have casing and sill trim to match existing. Trim is to be painted with two (2) coats latex paint.

PRICE: _____

D: Remove existing smoke detectors. Contractor to install new 10 year lithium battery style smoke detectors in bedrooms and hallways as required with current Code. New units can be just battery operated units, if hard wiring all units would be too invasive and or damaging.

PRICE: _____

E: Remove all kitchen cabinets and countertops. Remove kitchen sink and associated plumbing as necessary. Provide and install builder grade kitchen cabinets and laminate countertops. Owner is to make choice on colors. Provide and install new double bowl stainless steel kitchen sink, with Moen Chateau kitchen sink faucet with sprayer, or equal. Contractor is to make all plumbing connections of water supply, shut off valves, and waste lines per current Code. Contractor is to supply and install one (1) builder grade interior venting, range exhaust hood. Clean up and haul away all construction related debris.

PRICE: _____

F: Remove existing bathroom toilet. Toilet is to be reinstalled after new wax ring seal has been installed. Remove existing washer water supply and waste gray box, and plumbing connections as necessary. Contractor is to supply and install new gray box and plumbing connections as necessary. Contractor is to repair any wall damage that was necessary for this repair. Replace existing exterior hose bibb. Repair existing pull down stair for proper operation.

PRICE: _____

TOTAL PRICE: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBERS: **OFFICE:** _____ **CELL:** _____

MHIC#: _____ **EXPIRATION DATE:** _____

DATE OF PROPOSAL: _____

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

BID FORM

***must be signed to be valid**

**Property of Faith Deshields
5502 Teaberry Lane
Snow Hill, MD 21863**

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

Total Quote : \$ _____

Date Available To Start: _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License #

Expiration Date

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, December 9, 2019 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171. Questions of a technical nature may be directed to the Program Inspector, Dave Walter, at 410-213-2021. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – December 9, 2019". Each bid must be signed and dated.

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

Completion of job: Contractors are expected to commence work within ten (10) days of the issuance of the Notice To Proceed. Work must be completed within thirty (30) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

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

Bid Submission Checklist

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

Signature

Date

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

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

Contractor _____

Address _____

Phone Number _____

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

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

MHIC Number Exp. Date

MBR Number Exp. Date

MDE Lead Cert. Exp. Date

EPA Lead Cert. Exp. Date

Trade References (2)

Name Phone

Name Phone

Client References (2)

Name Phone

Name Phone

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

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

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

Contractor Conflict of Interest Disclosure

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

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? ☐ Yes ☐ No
If yes, please identify: _____
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? ☐ Yes ☐ No If yes, please identify: _____
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? ☐ Yes ☐ No
If yes, please identify: _____

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

Signed: _____
Date: _____

Name: _____ (Print)

Signed: _____
Date: _____

Name: _____ (Print)

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

For Grantee Use Only:

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

REHABILITATION GUIDELINES FOR WORCESTER COUNTY,
MARYLAND

INTRODUCTION

This rehabilitation plan sets forth the guidelines and procedures governing the operation of the Worcester County Housing Rehabilitation Program.

This program will make available financial and/or technical assistance for the rehabilitation of eligible substandard housing units located in the unincorporated areas of Worcester County. Rehabilitation work will correct deficiencies in the eligible home and make the units safe, sound and sanitary for the occupants. All properties will be rehabilitated to the County's Livability Code.

The legal authority for this rehabilitation program comes from the applicable grant agreement for the Community Development Block Grant Program administered by the Maryland Department of Housing and Community Development.

The local governing bodies, contractors, subcontractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws, and may be required to sign documents certifying their compliance.

The Civil Rights Act of 1964
Executive Order 11246 concerning Equal Employment Opportunity
Standards of Conduct for the CDBG recipients – Conflict of Interest
Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
Standard of Equal Opportunity Construction Contract Specifications
Certification of Non-Segregated Facilities for Contracts over \$10,000
Title VI of Civil Rights Act of 1964
Section 109 of Housing & Community Development Act of 1974
Section 3 Compliance
Age Discrimination Act of 1975
Section 504 Affirmative Action for Handicapped Lead Based Paint Hazards
Access to/Maintenance of Records

Past experience with the Program has shown that there are sufficient applicants to utilize the available funds. If this should cease to be the case, the Administration will market the Program via newspaper and television stories, public service announcements, and contacts with civic and charitable organizations.

The County Commissioners shall have the right to waive certain limits and eligibility criteria on a case-by-case basis as justified by unusual circumstances and with the approval of the State.

SECTION I – ELIGIBILITY

1. Beneficiaries of the Program must be of low-to-moderate income, as defined by income limits provided by the Maryland Department of Housing and Community Development.

The limits may be revised from time to time. Current limits are as follows:

Persons Per Household	Maximum Annual Income
1	40,600
2	46,400
3	52,200
4	58,000
5	62,650
6	67,300
7	71,950
8	76,600

2. The dwelling to be rehabilitated must be located within the unincorporated areas of Worcester County or in a township that does not receive CDBG funding.
3. The dwelling must be in substandard condition and economically feasible of being brought into compliance with the standards of the County's Livability Code. Exceptions may be made for emergency cases to correct an immediate threat to the health and safety of the occupant(s). All health and safety problems will be documented on a separate form.
4. Program emphasis is the rehabilitation of owner-occupied dwellings, however, landlords who rent to persons of low-to-moderate income may be considered for CDBG funded interest subsidies for bank loans, provided such assistance has been approved by the State.
5. Owner-occupants must not own any house other than the one to be rehabilitated under the program and must not have substantial assets which would enable the applicant to secure rehabilitation funds from other sources.
6. If the dwelling lies within a flood zone, the applicant must agree to obtain flood insurance coverage.
7. Vacant dwellings may be considered for rehabilitation if the dwelling has been vacated due to its substandard condition, and if the owner agrees to occupy the dwelling upon completion.
8. Applicants without property insurance must obtain such insurance prior to the initiation of any work.
9. Homes owned by more than 1 party (other than a husband and wife who reside together) may be rehabilitated even if not all members reside in the home. At least one of the owners must live in the home. All others must sign all program documents, including the application and the final loan documents.
10. The total income of all persons residing in the house will be counted. The income of household members who are presented as residing temporarily in the house will be counted for eligibility purposes until evidence is that the person has moved out.

II. APPLICATION PROCEDURES

1. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Administrator.
2. The number of applicants which meet eligibility guidelines will be referred to the Program Inspector for completion of a preliminary inspection. This will occur during the times in which the program has sufficient funds to handle the stream of applicants coming in. Preliminary inspections will not be completed for "backlogged" applicants. The purpose of the preliminary inspection is to determine whether the rehabilitation is economically feasible and to determine the health and safety violations which will end in the prioritization of applications. Preliminary inspections will be made in writing and will include the estimated cost time.
3. The Administrator will perform general prioritization of applications for the purpose of presentation to the review board. Priorities are covered in Section III, "Selection".
4. Excess housing demand will be partially addressed by the prioritization discussed in #3, above. In addition, applicants deemed to have greater repayment ability will be referred to the State Special Loans Programs. Consideration will be given in developing programs which will expend the CDBG funds in a timely manner, but yet maximize the number of families served. A prioritized waiting list will be developed so that as more funds become available, families will be reviewed in priority order. All Special Loans Programs cases will be handled using regular SLP procedures
5. Underwriting will be performed prior to presentation to the Housing Review Board. The Administrator will utilize the State Special Loans Program underwriting form. Applicants who expend more than 28% of their income for housing expenses will be deemed unable to repay a loan.
6. The Administrator will prepare recommendations for action by the Review Board and will mail this material to the Board in advance of the meeting at which action is being requested. In order to receive a conditional grant, the applicant must meet one of the following criteria: have income below 80% of the AREA median; be 62 years of age or older; or is spending more than 30% of his gross income on housing, exclusive of utilities.

III. SELECTION

1. Efforts will be made to provide assistance on a first-come, first-served basis, however, severity of need will take precedence. Severity of need will be based on the following criteria:
 - One or more occupants of the dwelling is age 62 or older.
 - One or more occupants of the dwelling is handicapped.
 - Condition of the dwelling is a threat to the health and/or safety of the occupants.
 - Total household income is below 50% of the County median.
2. The Housing Review Board will meet as needed. The Board will review applications and recommendations from the Program Administrator and will make decisions as to which shall be funded and the method of financing. Grievances and appeals against the decision of the Housing Review Board will be made in writing within 30 days after notification of the Board's decision. Additional information not presented at the time of the meeting must be requested with the request for an appeal hearing. Appeals will be referred to the County Administrator who will act on them within 30 days of receipt. Applicants may further appeal to the County Commissioners within 30 days after the decision of the County Administrator. Applicants will be notified of the grievance procedures upon notification of action by the Board on their cases.
3. Upon application approval, the Administrator will send appropriate documentation to the Maryland Historical Trust for the Section 106 review.
4. The Inspector will perform a detailed, written work-up for each approved case.

IV. STRUCTURE OF FINANCIAL ASSISTANCE

1. The average amount of assistance is expected to be \$20,000. The maximum grant amount will be \$30,000. Total improvements may exceed \$30,000 if the after-rehab value of the dwelling is in excess of all mortgage amounts and the home can be brought into compliance using what is still considered to be moderate to of these substantial rehabilitation guidelines. CDBG Awards exceeding \$30,000 shall be in the form of 0% interest loans; payment amounts to be determined using the Special Loans Program underwriting worksheet. Recipients must make payments as scheduled to the County Treasurer's Office until the entire principal amount of the debt is retired; there is no expiration on the term of the loans. The Board may alternatively elect to supplement the \$30,000 maximum grant amount with loan funding through the State Special Loans Program. Payment and interest would be set by SLP according to their Program guidelines and loans would be serviced through their agency.
2. In cases of the sale or cash-out re-financing of rehabilitated properties, the County must be re-paid the balance of the loan or grant per the terms outlined in the agreement. Reverse mortgages are not permitted while liens are still in effect. The following tiered system applies for liens placed on houses rehabilitated through a CDBG grant:
Tier I- \$0 to \$12,500 grant requires a five (5) year lien

Housing Rehabilitation Program Guidelines

Tier II- \$12,501 to \$25,000 grant requires a ten (10) year lien

Tier III- \$25,001 to \$30,000 grant requires a fifteen (15) year lien.

A tiered portion of the grant amount must be repaid if the dwelling is sold after rehabilitation and prior to the expiration of the grant term. Repayment is required according to the following schedule:

For five year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	80% grant repayment
Sale in the third year	60% grant repayment
Sale in the fourth year	40% grant repayment
Sale in the fifth year	20% grant repayment

The grant mortgage will be released after the fifth year and no repayment is required thereafter.

For ten year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	90% grant repayment
Sale in the third year	80% grant repayment
Sale in the fourth year	70% grant repayment
Sale in the fifth year	60% grant repayment
Sale in the sixth year	50% grant repayment
Sale in the seventh year	40% grant repayment
Sale in the eighth year	30% grant repayment
Sale in the ninth year	20% grant repayment
Sale in the tenth year	10% grant repayment

The grant mortgage will be released after the tenth year and no repayment is required thereafter.

For fifteen year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	93% grant repayment
Sale in the third year	87% grant repayment
Sale in the fourth year	80% grant repayment
Sale in the fifth year	73% grant repayment
Sale in the sixth year	67% grant repayment
Sale in the seventh year	60% grant repayment
Sale in the eighth year	53% grant repayment
Sale in the ninth year	47% grant repayment
Sale in the tenth year	40% grant repayment
Sale in the eleventh year	33% grant repayment
Sale in the twelfth year	27% grant repayment
Sale in the thirteenth year	20% grant repayment
Sale in the fourteenth year	13% grant repayment

Sale in the fifteenth year

7% grant repayment

The grant mortgage will be released after the fifteenth year and no repayment is required thereafter.

V. REHABILITATION ACTIVITIES

1. Work to be performed will be determined through an inspection by the Rehabilitation Specialist/Inspector. The homeowner will be encouraged to participate in this process. The Rehabilitation Specialist will prepare a detailed work write-up which will be utilized for solicitation of bids to perform the work. Work on these homes which require septic systems, wells and the installation of bathrooms will be reviewed by the Worcester County Division of Environmental Programs prior to be sent to bid. Requirements of the Division of Environmental Programs will be incorporated into the work write-up.
2. The following are considered eligible repairs under the program when such repairs are necessary to bring the property into conformance with the County's Livability Code:
 - Improvements to the existing physical structure such as painting and resurfacing of structures or surface elements
 - Roof, wall, floor and ceiling repairs
 - Replacement of appliances such as range, hot water heater, water pump.
 - Replacements of fixtures such as heating, electrical, plumbing
 - Energy conservation/weatherization improvements
 - Alterations necessary to make the dwelling more accessible for handicapped persons
 - Modifications to the physical structure such as the addition of a bathroom, windows, steps, and fire detection equipment.
3. The following activities are generally ineligible for rehabilitation assistance:
 - New construction, substantial reconstruction, or the finishing of unfinished space such as attics or basements.
 - Remodeling or cosmetic improvements
 - Renovation of dilapidated outbuildings
 - Appliances not required by code standards
 - Materials, fixtures, equipment or landscaping of type or quality that exceeds that customarily used in Worcester County for properties of the same general type. The County has developed

general specifications which detail the level of materials and workmanship quality.

VI. CONTRACTING

1. The County will advertise publicly for bids based on the work write-up prepared by the Rehabilitation Specialist. Minority and female owned firms will be encouraged to bid.
2. Contractors must complete a Qualification Form to be considered as an eligible bidder.
3. Bids will be reviewed for accuracy and responsibility and a recommendation for award will be provided to the County Commissioners. Bids will generally be awarded to the lowest bidder. The County Commissioners reserve the right to accept or reject any or all bids.
4. The County may limit the number of contracts to be awarded to one contractor during any one bid solicitation and may negotiate with other bidders for remaining contracts.
5. Following award, the Owner-Contractor Agreement will be executed by the contractor and homeowner. The Program Administrator will then issue a Notice to Proceed.
6. The contractor may request progress payments as often as needed. Payments are made following inspection by the Program Inspector and upon approval by the Program Administrator. The contractor may receive up to 75% of the total contract in this manner; the final 25% will not be paid until satisfactory completion of a final inspection and the achievement of lead clearance on applicable projects. The homeowner, Program Inspector, contractor and Program Administrator are required to sign-off on the final payment request in order for payment to be processed.
7. All work involving well and septic installation will be bid separately and will not require the certification of the Program Inspector. The Administrator will work directly with the Environmental Programs Department for this procurement. E.P. will also perform the inspections.
8. The inspector will obtain the owner's signature on the Certificate of Completion prior to the final payment being made. If there is a dispute, the inspector and Program Administrator will make the determination and document the reasons for such.
9. Any homeowner who has problems with the work after its completion, (i.e., leaking pipes) should contact the Program Administrator who will

request the inspector to ascertain the cause of the problem. If the time frame is within the one-year guarantee period, all efforts will be made to encourage the Contractor to correct the problems voluntarily. If this should prove unfeasible, the program will engage the services of another contractor to correct the work, if ample funds are available.

VII. PERMITTING PROCESS

1. The Housing Administrator will send a copy of the final work write-up to the applicable Permitting Department for a permit review. The Permitting Department will respond with a written memo listing the permits required for the project and the code which is used by the jurisdiction. The Administrator will provide the contractor with a copy of this memo when the Owner-Contractor Agreement is signed.
2. The contractor will contact the property owner to sign the permit and submit the permit to the local Permitting Department along with any required drawings or site plan and all applicable fees .
3. The contractor will notify the Department of Planning, Permits and Inspections and the Housing Administrator of the construction start date.

VIII. FINAL REHABILITATION DOCUMENTS

1. Once the contract for the work is awarded, the Administrator will prepare the following documents for signature by the homeowner:
 - Owner-Contractor Agreement
 - Lead Paint Notice
 - Grant/Loan Agreement
 - Promissory Note
 - Notice of Right of Rescission
 - FHEO Self Identification FormIn addition, a copy of the work write-up will be included in this mailing.
2. When the documents are returned to the Administrator, he or she will obtain the signature of the contractor on the Owner-Contractor Agreement. Once this is done, the Contractor will be given a Notice to Proceed.
3. The Grant/Loan Agreement will be recorded in the Office of the Clerk of Court.
4. Copies of the promissory note and Grant/Loan Agreement will be provided to the County Treasurer's Office upon signing and recordation.

**BID AND CONTRACT PROCEDURES
WORCESTER COUNTY HOUSING REHABILITATION PROGRAM**

It shall be the policy of the Worcester County Rehabilitation Program to maximize participation by minority contractors. The Program Administrator shall consult all available resources for names of minority contractors.

The procedures contained herein apply only to work funded in whole or in part with County CDBG funds. Other agencies which supplement the CDBG funds have the option of using their own procedures.

CONTRACTOR QUALIFICATION

1. An advertisement soliciting interested rehabilitation contractors shall be placed in local newspapers by the Worcester County Housing Rehabilitation Program on behalf of the property owner. This ad will contain the information necessary to request a bid package and the date that bids are due.
2. Bid packages will be mailed to those contractors requesting them.
3. Bid packages will be mailed to those contractors known to be active in the area. The following will be required of contractors:
 - a. Adequate liability insurance (\$100,000/\$300,000 for personal injury and \$100,000 for property damage), listing agent's name, amount, expiration date and name of insurer.
 - b. Name of the company bank
 - c. The names of the usual subcontractors
 - d. The names and addresses of at least two (2) recent residential rehabilitation or remodeling customers
 - e. A list of all principal officers of the company
 - f. Number and date of the Maryland Home Improvement License
4. Contractors meeting the qualifications above will be deemed acceptable and will be allowed to bid on the rehabilitation projects. This privilege is contingent on the fact that no contractor is on HUD's debarred list, has filed bankruptcy or is otherwise deemed ineligible. The Housing Specialist/Inspector and the Housing Rehabilitation Program Administrator and award of the bid by the County Commissioners shall make final selection of the contractor after an evaluation of the bid. The name of contractors who do not perform satisfactorily will be submitted to the County Commissioners with a recommendation that they not be allowed to bid on future projects.

5. Contractors will return completed and sealed bid packages to the Budget Officer no later than the date established in the advertisement. No bids will be accepted after this deadline. Faxed bids are not acceptable.
6. No items are to be omitted. All bids are to be totaled on the first page of the work write-up and signed by the contractor on the last page. Any bid which contains omitted items will be disqualified.
7. The jobs are to be bid on an individual basis, group bidding is not allowed.
8. Any questions concerning the substance of the work write-up should be clarified before the bid is submitted. No change orders may be made without the approval of the Worcester County Housing Rehabilitation Program Administrator. The submitting of bids shall be taken as a contractor's acknowledgement of the adequacy of the scope of work unless the bid is accompanied by a statement expressing the contractor's questions or concerns.
9. Bids will be reviewed by the Housing Specialist/Inspector and the Program Administrator. All bids will be opened publicly and read aloud at a specified time.
10. The contract for approved applications will be awarded consistent with the County's purchasing policy. Generally this will be the low bidder provided that he or she has met all eligibility criteria, and that the bid covers all items on the work write-up and that the bid appears to be feasible and responsive. The County Commissioners will award the contract at a regular meeting. It is the general policy of the program to use general contractors. However, there may be instances where work to only one trade is to be done. In these cases, the Administrator may solicit the appropriate subcontractor. All well and septic work will be bid separately.
WORCESTER COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

CONTRACT PROCEDURES

1. A contract for construction work financed by a rehabilitation grant or loan shall be undertaken between the contractor and the property owner. The County will not be a party to such a contract, but will act on the recipient's behalf in bidding, contract award and inspections of work completed.
2. The form of the contract shall be as follows: a single document, containing the general conditions and specifications for the work performed. The bid form is included in the contract by reference.
3. General contract provisions shall be required in all rehabilitation construction contracts, including:

- A provision that a written "Proceed to Work" order within a "to be determined" number of days is issued
- A provision that the Contractor will be paid the contract price according to a payment schedule specified within the contract when work is satisfactorily completed. Payment will be made as soon as possible after receipt of the contractor's invoice and for final payments receipt of release of liens by the contractors, suppliers and laborers involved.

4. The Contractor shall be required to follow the following provisions:

- Comply with all County inspection requirements
- Perform all work in accordance with applicable standards and requirements, whether or not covered by the work specifications.

OWNER/CONTRACTOR DISPUTES

If a dispute between the homeowner and contractor concerning workmanship, quality of materials, or scope of work occurs, the Program Inspector will meet with both parties to discuss their concerns. The Program Inspector will advise the homeowner and contractor, in writing, of the recommended resolution. If both parties are not satisfied with the recommended resolution, they may respond in writing to the Program Administrator within 10 days of the date of the notice from the Inspector. The Program Administrator will meet with the homeowner, contractor and inspector at the property, listen to the concerns of all parties and evaluate the disputed work. The Program Administrator will respond in writing within 10 days of the meeting. If the homeowner or contractor do not accept the final resolution of the Program, the dispute will be referred for independent arbitration as provided for in the terms of the Worcester County Housing Rehabilitation Owner-Contractor Agreement.

CHANGE ORDERS

It is the policy of the Worcester County Housing Rehabilitation Program to carefully evaluate change orders. Every effort will be made to ensure that the work write-ups are complete and accurate representations of the work to be done in accordance with program guidelines. We require contractors to clarify any questions regarding the work write-up prior to the submission of a bid.

For other items on which change orders may be required, the following procedures will apply, regardless of whether the request for a change is initiated by the contractor or a homeowner:

1. The contractor is required to telephone both the Program Administrator and the Project Inspector with a verbal explanation of the situation.

2. The Project Inspector will visit the job site to render an opinion on the need for the change. If the Project Inspector recommends denial of the change order, this decision shall be final.
3. If the Project Inspector finds that the request is justified, he will so inform the Program Administrator who will render the final judgment. The Inspector will also give his opinion as to the reasonable cost of the proposed change.
4. Change orders which would bring the total grant amount above the maximum are not permitted. In cases of this nature, every attempt will be made to substitute a change for an originally approved item which is of lesser importance or to seek funds from other programs.
5. The Program Administrator will require the contractor to fill out and sign a change order form prior to permitting work to proceed.

RECRUITMENT OF MINORITY, SMALL, AND FEMALE CONTRACTORS

It is the policy of the County to attempt to recruit and assist small, female and minority contractors. Solicitations for bids will be placed in local newspapers. Additionally, the Administrator will attempt to locate such contractors and place them on the builder's list. He/she will consult such sources as the Maryland Department of Transportation Business Directory, the Lower Shore Contractors Association (a minority association), Shore-Up!, and O.U.R. Community, as well as any other group known to have knowledge of minority, small and female contractors.

REHABILITATION

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

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

Apex Construction
Attn: Mike Meade
12650 Sunset Avenue, Suite 7
Ocean City, MD 21842
m.meadeestimator@gmail.com
jjfranzetti@gmail.com

Barmar Construction, LLC
714 Hills Point Road
Cambridge, MD 21613
410-901-2304
barmarconstruct@aol.com

Beach Construction Company 10/23/18
11555 Quillin Way
Berlin, MD 21811
443-880-3473
410-641-8590
beachcoeast@gmail.com

Robert Brooks MBE 8/10/18
Apostle Expert Exteriors
P.O. Box 485
Salisbury, MD 21803
410-548-1392, ext. 107
rbrooks.apostlecon@gmail.com

CONTRACTORS

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

Covenant Contractors
10522 Jones Road
Berlin, MD 21811
covenant_contractors@yahoo.com
410-629-1815

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

Curtis Mercer Remodeling, Inc.
9937 Hotel Road
Bishopville, MD 21813
410-352-5379
410-430-3446 cell
410-352-5920 fax
cmremodelinginc@hotmail.com

Barone Built, Inc.
David Barone
27320 Cash Corner Road
Crisfield, MD 21817
easternshoreconstructioninc@gmail.com
410-713-5763 cell
410-341-7400 office
410-341-7401 fax

Hebreux St. Fleur- MBE
P.O. Box 4501
Salisbury, MD 21803
hebrewqualityinsulation@gmail.com
410-860-1613

Andy Argetakis
J.A. Argetakis Contracting Co., Inc.
3723 Eastern Avenue, Baltimore, MD
21224
jcatanzaro.jaargetakis@verizon.net
P:410-633-8016/F:410-633-6010

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

Mallard Home Improvements
P.O. Box 28
Quantico, MD 21856
mallardconst@yahoo.com
410-572-2727

Medli Home Improvement
1806 Jersey Road
Salisbury, MD 21801
medlihome@comcast.net
302-841-2899

The Myers Group
1147 S. Salisbury Blvd #8-140
Salisbury, MD 21801
443-366-9222
Fax: 410-572-6081 left message
themyersgroupllc@aol.com

Ocean Tower Construction, LLC
Oleg Shakirov
12905 Coastal Highway
Ocean City, MD 21842
443-366-5556
oceantower9@usa.com

Poseidon Plumbing & Home Services
12637 Sunset Avenue #1
Ocean City, MD 21842
410-251-1096
matts@poseidonhomeservices.com

Peoples Contracting Co., Inc.
76 Clubhouse Drive
Berlin, MD 21811

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

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



DEPARTMENT OF HUMAN SERVICES

Worcester County
Department of Social Services

4

Roberta Baldwin
Director

Jamie Manning
Assistant Director
Services

Ellen Payne
Assistant Director
Family Investment

Mary Beth Quillen
Assistant Director
Administration

MAIN OFFICE
299 Commerce Street
P.O. Box 39
Snow Hill, Maryland 21863

Telephone: 410-677-6800
Fax: 410- 677-6810
TTY: 410-677-6800

Website:
www.dhr.maryland.gov/local-offices/worcester-county/

November 13, 2019

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Roberta Baldwin
RE: Maryland Summer Snap Program
DATE: November 12, 2019

The Department of Social Services is seeking your assistance. The State of Maryland, as part of the Family Investment Administration's programs, is introducing the Maryland Supplemental Nutrition Assistance Program (SNAP). The Maryland Summer SNAP Program originated from the most recent legislative session (2019 Legislative Session) as a solution towards reducing food insecurity during the months that children are out of school.

The program application requires a certification of local matching funds as a requirement to participate in this program. In an effort to support the entire County I will be requesting from this State Program a \$100,000 grant which will require a \$100,000 match from the County of and meet the application deadline by December 2, 2019.

Please let me know if you need any further information

Sincerely,

Roberta Baldwin

Roberta Baldwin
Director



REVIEWED *Kathy White*
Worcester County Budget Officer

\$100,000 set aside in
fund balance @ 6/30/19

Larry Hogan, Governor • Boyd Rutherford, Lt. Governor • Lourdes R. Padilla, Secretary



FAMILY INVESTMENT ADMINISTRATION

MARYLAND SUMMER SNAP PROGRAM PROGRAM INFORMATION AND GUIDELINES

Fiscal Year 2020 Request for Application

Dates:

Release Date: September 3, 2019

Letter of Intent Due: September 18, 2019

Application Due Date: December 2, 2019

Introduction

The Family Investment Administration's (FIA) is pleased to introduce the Maryland Summer SNAP Program. The MD Summer SNAP Program originated from the most recent legislative session (2019 Legislative Session) as a solution towards reducing food insecurity during the months that children are out of school. For the first implementation year, the program is allocated \$200,000 of state funds as matching funds. All local departments of social services (LDSS) are invited to apply to participate.

Program Overview

Last year, over 185,000 students in Maryland were directly certified for free school meals. Participation in the free and reduced-price school meal program, guarantees that those 185,000 children receive at least one nutritional meal each day during the week. When school is not in session, however, this population is most at risk of inadequate nutrition. Their families may struggle to fill the nutrition gap left by the absence of school meals. The Maryland Summer SNAP Program aims to address this gap by providing participating children an additional \$30 in SNAP benefits for June, July, and August, and \$10 in December. Summer SNAP benefits will be available on the head of household EBT card.

Program Application Process

Due to the limited amount of state funds allocated for the first year of program implementation, FIA's goal is to maximize each dollar so that as many eligible children as possible can benefit from the program.

Please keep in mind the following factors as you complete your application. In reviewing county applications, FIA will focus on the following factors:

1. The number of program participants;
2. The certified maximum amount of local share funds available (discussed further below);
and
3. The geographic proximity the selected recipients are located to other summer food resources.

Application Eligibility

This program is only open to LDSSs. Interested LDSSs must answer all application questions and complete application sections accurately and thoroughly. You may use additional pages, as needed, in order to answer questions completely. Applications that are incomplete, submitted without required signatures, or without the required documentation will be deemed ineligible.

Local Share Funds

Local funds are a requirement to participate in this program. A certification of the maximum amount of local share funds available to the program is an application requirement. The certification must be signed by the LDSS director and the local office's fiscal reviewer.

LDSSs must contribute, at a minimum, matching funds at a rate consistent with the school construction formula, which is provided below. LDSSs may contribute more than the minimum matching funds based off of this formula.

As an example: If Allegany requested \$100,000 in funding, the match would be 85% state and 15% county. Allegany would be obligated to contribute \$17,647 towards the program, but it may contribute more than this amount.

The calculation:

$$85/15 = \$100,000/x$$

$$85x = \$1,500,000$$

$$x = \$17,647$$

County	State Share (FY2020)	Local Share (FY2020)	County	State Share (FY2020)	Local Share (FY2020)
Allegany	85%	15%	Harford	60%	40%
Anne Arundel	50%	50%	Howard	54%	46%
Baltimore City	91%	9%	Kent	50%	50%
Baltimore	56%	44%	Montgomery	50%	50%
Calvert	53%	47%	Prince George's	70%	30%
Caroline	81%	19%	Queen Anne's	51%	49%
Carroll	55%	45%	St. Mary's	57%	43%
Cecil	66%	34%	Somerset	96%	4%
Charles	61%	39%	Talbot	50%	50%
Dorchester	75%	25%	Washington	71%	29%
Frederick	60%	40%	Wicomico	95%	5%
Garrett	50%	50%	Worcester	50%	50%

Reporting

Provide Bureau of Special Grants with a monthly report on the 15th of the following month. The monthly reporting form is provided as Attachment A.

<u>Reporting Period</u>	<u>Date Due</u>
June 2020	July 15, 2020
July 2020	August 15, 2020
August 2020	September 15, 2020
December 2020	January 15, 2021

Submission Dates and Submission Information

1. Letter of Intent

Counties that intend to submit an application should submit a Letter of Intent by Wednesday, September 18, 201 by 4:00 p.m. EST. This notice does not obligate the applicant to submit an application but provides FIA with useful information in preparing for the review and selection process. A template is provided as Attachment B. The letter should include:

- a. The potential county's local department of social services information: name, address, and director's name,
- b. The application's primary contact information: name and email address,
- c. Anticipated amount of local funds that will be allocated to the program, and
- d. Anticipated number of program participants.

2. Application

The application is attached as Attachment C. Completed applications are due Monday, December 2, 2019 at 4:00 p.m. EST.

3. Submission of Letter of Intent and Application

It is preferable that letter of intent and application be emailed. However, if an applicant chooses to mail its letter and application, DHS recommends that it uses Express Mail, Priority Mail, or Certified Mail – the only methods for which verification can be provided of both the date and time of receipt.

Electronic submissions must be sent to: BureauOf.SpecialGrants@maryland.gov.

All mailed and hand-delivered applications must be sent to:

Department of Human Services
Attn: Bureau of Special Grants
311 W. Saratoga Street, Room 216

Baltimore, Maryland 21201

If you have any questions during the application process or the award year, please contact:
Alex Sackey-Ansah at 410- 767-8910 or by email: alex.sackey-ansah@maryland.gov.

ATTACHMENT B: LETTER OF INTENT TO APPLY

Counties intending to submit an application for the Maryland Summer SNAP Program are requested to submit a Letter of Intent (LOI). This request may be made by submitting this form to the Bureau of Special Grants by 4:00 pm EST, September 18, 2019. Submitting an LOI does not obligate the county in any way, but will provide useful information to FIA to prepare for staffing of the review and selection process.

Applicants may append written clarification questions concerning the RFA to their LOI. The LOI may be mailed or e-mailed. FIA thanks local departments of social services in advance for their cooperation with this request.

The Letter of Intent should be submitted to:

Department of Human Services
Attn: Bureau of Special Grants
311 W. Saratoga Street, Room 216
Baltimore, Maryland 21201
Bureaof.SpecialGrants@maryland.gov

MARYLAND SUMMER SNAP PROGRAM: LETTER OF INTENT TO SUBMIT AN APPLICATION

Local Department of Social Services Name:

Address:

Director's Name:

Application Point of Contact:

Point of Contact Email Address:

Anticipated amount of local funds that will be allocated to the program:

Anticipated number of program participants:



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL: 410.632.5610
www.co.worcester.md.us/departments/it

To: Harold Higgins, Chief Administrative Officer

From: Brian Jones, IT Manager

Re: Request for Interest
Rural Broadband Expansion-Federal Application Assistance

Date: November 6, 2019

In regards to an email I received from the Governor's Office, the Maryland State Legislature has provided \$2 Million in Operating Funds to the Department of Housing and Community Development. This is intended to support the Governor's Office of Rural Broadband in its efforts to assist expansion of broadband into unserved, rural areas of Maryland.

I have attached a copy of a Request for Interest (RFI) directed at Local Jurisdictions and/or their ISP partners' interested in collaborating with the Office of Rural Broadband to improve the delivery of broadband services to unserved, rural residents and businesses. The RFI outlines the Governor's Office's intention to leverage the provided funds through direct financial and technical assistance as needed to obtain full project funding via federal funding sources. Responding to the RFI does not obligate our Local Jurisdiction to any actual work or costs associated with a potential project. p.3

We are awaiting our results from our Broadband Feasibility Study that began this summer. We expect to have the results from the study by 12/31/2019. It is recommended by the Governor's Office for us to proceed with the RFI if we have an interest, regardless of our position in the process. I have been advised that we could complete what we can now and fill in further detail as it becomes readily available. While there is much unknown until we have a completed study, I feel this is the next step in preparation for broadband in the rural portions of Worcester County. Again, we are under no obligation to proceed with work or costs.

The response process is outlined in the attached RFI. All responses are requested to be returned by December 15, 2019.

With the commissioners permission I would like to proceed with expressing interest in assistance from this Federal Funding Application. p.12

From: Kenrick Gordon-EOG -DHCD- <kenrick.gordon@maryland.gov>
Sent: Tuesday, November 5, 2019 2:02 PM
To: Kenrick Gordon-EOG -DHCD- <kenrick.gordon@maryland.gov>
Subject: RFI for Assistance for Federal Broadband Funding applications

Local Officials:

The Governor's Office of Rural Broadband is issuing the attached Request for Interest for Assistance for Federal Funding Applications. Specifically, it is requesting interest from Local Jurisdictions in applying for USDA ReConnect broadband infrastructure funding with financial and technical assistance being provided by the Office of Rural Broadband.

Many Local Jurisdictions have sufficient broadband access, this RFI is directed at those who do not and are interested in working with the Office to ensure that their constituents have proper broadband access. Responding to the RFI does not obligate the Jurisdiction to apply for funding, nor does it obligate the Office to provide assistance. Each response will be reviewed and an offer of assistance will be made at the Office's discretion. Responses are due by December 15, 2019.

Questions may be directed to me using the below contact information.



Kenrick M. Gordon, P.E.
Director

**Governor's Office of Rural
Broadband**

301-429-7426 (office)
301-802-0671 (mobile)

November 4, 2018

RE: Request for Interest
Rural Broadband Expansion – Federal Application Assistance

Local Officials:

The Maryland State Legislature provided \$2 Million in Operating Funds in the FY2020 budget to the Department of Housing and Community Development to support the Office of Rural Broadband (Office) in its efforts to assist in expansion of broadband into unserved, rural areas of Maryland.

Attached you will find a Request for Interest (RFI) directed at Local Jurisdictions and/or their ISP partners' interested in partnering with the Office of Rural Broadband to improve the delivery of broadband services to unserved, rural residents and businesses. The RFI outlines the Office's intention to leverage the provided funds through direct financial and technical assistance as needed to obtain full project funding via federal funding sources. Responding to the RFI does not obligate the Local Jurisdiction to any actual work or costs associated with a potential project. If some information requested is not immediately available, please submit all that is available with the understanding that the Office may require any missing information to be supplied as it becomes available.

The response process is outlined in the RFI; responses are requested by December 15, 2019. The Office is available to answer questions via phone or email, or to meet directly with Local Jurisdiction personnel to discuss the RFI. Please contact Kenrick (Rick) Gordon, at 301-429-7426 (O), 301-802-0671 (M) or kenrick.gordon@maryland.gov with any questions or concerns.

Respectfully:



Kenrick M. Gordon, P.E.
Director

Governor's Office of Rural Broadband



Request for Interest

in

Assistance for Broadband Expansion for Unserved Rural Areas

Federal Funding

Application Preparation Assistance

Prepared by: Kenrick M. Gordon, P.E., Director

Publication date: ***November 04, 2019***

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1. Executive Summary

The State of Maryland's Legislature provided \$2 Million in Operating Funds in the FY2020 budget to the Department of Housing and Community Development to support the Office of Rural Broadband ("Office") in its efforts to assist in expansion of broadband into unserved rural areas of Maryland.

In order to best use the limited resources at its disposal, the Office is looking to partner with Local Jurisdictional Governments (including any Partner) interested in solving the problem of delivering broadband to unserved rural residents and businesses ("Project") via Federal funding. While the Office will assist with the Project, the Local Jurisdiction and/or its Partner will be the Project owner and will be responsible for the overall funding and implementation of the Project.

The Office understands that geography and population distribution may require creative options for ubiquitous broadband deployment. As such, the Office is technology neutral, any technology capable of meeting speed and latency requirements set forth in this document are permissible.

This Request for Interest ("RFI") is issued as a means of information gathering. Evaluation of responses to this RFI will guide the Office in determining initial partnerships. With adequate future funding, additional assistance may be made available for additional Projects. Response to this RFI does not confer an obligation to the Office to establish a partnership with the responding Local Jurisdiction or Partner.

Participation in this RFI is voluntary and the Office will not pay for the preparation of any information submitted by a respondent in response to the RFI or for the Office's use of that information.

2. Assistance Program

The Office will offer assistance in the preparation and review of federal funding applications to ensure that applications are complete and competitive. The Office will coordinate with other State Agencies on the use of State assets where they will feasibly benefit the Project.

2.1. Funding Program

The Office is proposing to assist Local Jurisdictions and any Partner in developing competitive applications for Federal funding opportunities. The funding opportunity targeted by this RFI is the next round of funding from the USDA ReConnect program ("Program") initiated by Congress in the 2018 Omnibus spending bill and renewed in 2019. Additional information on the USDA ReConnect program can be found at <https://www.usda.gov/reconnect>.

The Program is being managed by the USDA Rural Utilities Service, Telecommunications Program. First round awards are currently being announced. First round Program regulations are available; it is unknown if this new round will maintain those rules, or if modifications will be made. It is anticipated that the second round application period will open in late calendar year 2019 or early 2020. The first round of funding offered a fixed 2% loan product, a 50% loan and 50% grant product and a 100% grant with a 25% required cash match product.

Federal regulation 2 CFR 200 governs the grant programs offered by USDA. One of the requirements of the regulation is that the funding recipient own the facilities constructed with Federal funds. The ownership requirement is included in the ReConnect Program.

2.2. Timeframe

It is the Office's intent to offer partnerships with Local Jurisdictions or their preferred partner beginning in December 2019. Timing of partnership offers is to allow sufficient time to prepare funding applications for the upcoming funding window.

2.3. Funding Program

As part of the Office's assistance, certain costs and outlays may be reimbursed or paid by the Office to the Local Jurisdiction and/or its Partner, as is appropriate. The Office expects to reimburse for properly-contracted services required for the application, such as:

- Engineering consultants
- Financial consultants
- Marketing studies
- Legal consultants

It is typical for USDA to require a Project to include a 5 year forecast of proposed revenues and expenses and a cash flow Projection for those years via a pro-forma. USDA will require that cash remain positive throughout the Projection period. The Office will consider funding a deficient cash flow Projection via a cash reserve, where necessary for the creation of a competitive application. Other costs may also be considered on a case by case basis.

3. Project Area

Since this partnership opportunity is directed at funding provided via the USDA, the USDA program requirements will govern, unless the requirements contained herein are more stringent.

Typically, USDA does not allow funding to be used in an area where there are outstanding USDA Telecommunication loan or grant required services.

The program generally does not allow funds to be used in communities with populations greater than 20,000 as determined from the 2010 decennial census.

Both of the above ineligible types of areas are highlighted in base mapping found using the program's Broadband Mapping Tool located at <https://www.usda.gov/reconnect/mapping-tool>.

4. Network Requirements

Unless the ReConnect Program requires higher speeds, the Office will only support Projects that are able to provide a minimum internet connectivity of 25 Mbps down and 3 Mbps up with a maximum latency of 50 milliseconds. Proposed subscribers must all be offered the minimum connectivity. Subscriber offerings of less than the minimum connectivity are

allowable; however the network must be capable of providing the minimum connectivity to all subscribers within the proposed Project area.

5. RFI Response Requirements

Responses to this RFI should explain how the respondent's approach will further the Office's goal of ensuring that residents in rural, unserved areas, as defined herein, are to be provided access to high speed internet. While there is no minimum or maximum length of the required response, please be concise and limit your response to the information requested.

If a Local Jurisdiction's response to this RFI includes a Partner, most of the following information requested is expected to be prepared by the Partner or in close cooperation with the Partner. The response should also include assistance or cooperation that the Local Jurisdiction will offer to the Partner, if any.

5.1. Cover Letter

Please include the Local Jurisdiction Name, authorized representative contact name, contact address, phone number and email address. Any Partner's information should also be included.

5.2. Business Model Summary

Please summarize the business model you intend to use to provide subscriber service and manage debt service. The business model should outline the network operations and customer operations you plan to utilize.

It is not expected that a Local Jurisdiction will have the expertise necessary to successfully operate a broadband network. Partnerships with experienced ISPs are encouraged in order to ensure that the constructed network is sustainable. Any partnership between the applicant and an entity that will provide network and operational support should be completely explained. An operating agreement in draft or final form should be provided, if available.

5.3. Experience

Please provide a statement of experience of the team that will participate in any application preparation as well as those that would be involved in the operation and delivery of service.

Clearly identify whether the team member is a Local Jurisdiction employee or from a partnering company.

5.4. Network Design and Construction

Please provide a description of the network to be constructed and the method of construction. The description should provide the network speed and latency capabilities and backhaul method and requirements. The description should also discuss pole attached vs. underground for wired networks and tower type expectations for a wireless network.

5.5. Subscriber Profile

Please provide the overall number of unserved households in the Local Jurisdiction and the number of unserved households that will receive service from the planned Project.

Please provide a description of the area you intend to serve and any existing internet service in the area. The expected number of passed households, Projected take rate and Projected pricing and types of new services should be included as should demographic information of the Project area.

5.6. Schedule

Describe the proposed schedule for implementing the construction Project assuming a spring 2021 start. Provide a timeline with key milestones. Include a description of how subscribers would be connected, whether phased construction and/or phased subscriber connections would be expected, etc.

6. Response Process

Please submit one (1) electronic copy of your response to rural.broadband@maryland.gov on or before December 15, 2019. If multiple documents are included, they should be incorporated into a .zip file with each included file clearly named to reflect its content.

Please identify any proprietary or confidential information contained in your response as such.

The Office will do its utmost to timely answer questions related to this RFI. Questions should be provided in writing to the email address above.

- a. The Office reserves the right to waive any formalities on the RFI process, to re-advertise the RFI, to amend the RFI, to extend the dates provided herein or to suspend the RFI as the Office may determine, in its sole discretion, is in the best interest of the Office.

- b. No reimbursement will be made by the Office for any costs incurred in responding to this RFI, developing or submitting responses to the RFI, or attendance at meetings or interviews.
- c. The Office reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFI and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the respondent(s), proposed partners, independent Consultants and suppliers. The purpose of such investigation is to satisfy the Office that the respondent has the experience, resources and reputation necessary to perform the work.
- d. In the event RFI respondents are considered for a partnership with the Office, the Office reserves the right to partner with the Local Jurisdiction or its Partner dependent on which demonstrates the best ability to fulfill the requirements for the performing the subject services. The successful Local Jurisdiction(s) will be selected based on the qualifications, evaluation of submittals and a possible interview. The Office reserves the right to conduct such discussions or negotiations with Local Jurisdictions or other entities as it deems necessary to assist in the evaluation of any proposal, to secure maximum clarification and completeness of any proposal, and select the proposal that best meets the requirements of the Office and the public interest.



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL: 410.632.5610
www.co.worcester.md.us/departments/it

DRAFT

To: Kenrick Gordon, Director

From: Brian Jones, IT Director

Re: Request for Interest
Rural Broadband Expansion-Federal Application Assistance

Date: November 6, 2019

In regards to an email I received from your office on November 4, 2019, I would like to forward our interest in funding assistance for future rural broadband expansion.

We are located in Worcester County Maryland. As you are well aware, we have several residents that have little or no broadband access in our rural communities. We have collaborated with CTC Technology & Energy to perform our feasibility study. We are expecting to have study results to us by 12/31/19. Our future expansion depends on results from our feasibility study. We are expecting the following deliverables at the completion of our study:

Deliverables to include:

1. County demographics
2. Survey results to include but not limited to:
 - a. Demonstrate current level of service by identifying unserved and underserved residence and or businesses.
 - b. Tabulation of data based on findings in spreadsheet (Excel) form.
 - c. Equipment per household effected by lack of broadband
 - d. Needs of underserved or unserved residents
 - e. Geographical map showing underserved or unserved residents in Worcester County
 - f. Current broadband (broadband is defined as 25 MPS or more)providers if any available to resident
 - g. Current number of internet providers with bandwidth less than 25 MPS.
3. Incumbent providers, their location(s) and details on current services and technologies
4. Industry findings of network availability in the county along with backbone capabilities.
5. Potential project partners that may be used to obtain data for this study.



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DRAFT

6. Synergies and sharing opportunities
7. Business and financial modeling in support of network build to include Fiber-to-the-Home (FTTH), Fixed Wireless Broadband or a Hybrid System
8. Estimation of project cost and construction timeline should Worcester County decide to expand on a broadband installation project in the future.
9. Provide any GIS-based shape files created or utilized for the Project
10. Report that clearly defines their stakeholder evaluation process including their recommended participant level in order to reach statistically reliable results.
11. List of recommendations and suggested implementation measures to be employed by Worcester County for its "Next Step" Phase
12. Determine the general economic and community impact broadband issues are having on Worcester County as described in the "Scope of Work" section.
13. The GAP Analysis should include an evaluation of key issues limiting broadband expansion as described in the "Scope of Work" section.

As stated previously, our study is not completed at this time. We have many unanswered questions in regards to who our Internet Service Provider (ISP) will be. Our intent is to work closely with an ISP that can build and provide service to our unserved communities.

Thank you for your consideration.

Best regards,

Brian K. Jones

Director of Information Technology

Worcester County Government



Worcester County
Department of Recreation & Parks

Tom Perlozzo, Director

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

6

To: Harold L. Higgins, Chief Administrative Officer
Kelly Shannahan, Assistant Chief Administrative Officer
From: Tom Perlozzo, Director of Recreation and Parks
Subject: Request Permission to Bid Dredging of Public Landing
Date: November 11, 2019

The Recreation and Parks Department is requesting permission to bid for the Dredging of Public Landing. The request includes the dredging and replenishment of the beach and parking lot area known as Public Landing. Additional clean-up, etc. will be completed during this phase as well. An estimated 4,000 cubic yards is to be dredged with the channel to a depth of 4' during phase one. **The dredging window permitted is January through April.** Should the permits, etc. not be obtained allowing a timely completion of the project this spring, the department will pull the request and move things for the fall of 2020. The project is 100% funded through Land, Water and Conservation funds in the amount of \$200,000.00.

Phase two will include 15 finger piers, pump out station, boardwalk, lighting and miscellaneous items. A new grant in the amount of \$250,000.00 has been requested to the Land and Water Conservation. Final feedback and approval will occur sometime in the spring of 2020.

Cost Summary: \$200,000 approved in Boat Ramps – Public Landing

Account Number: 100.1204.260.6160.181

Grant: Land and Water Conservation Funds – 100% reimbursable.

Attached for your review and approval the Notice to Bidders, Bid Specifications, Bid Form and Vendor's List. Should you have any additional questions, please feel free to reach out at your convenience.

cc: Bill Rodriguez

Kelly Rados

Dave Bradford

J. Stacey Hart

TECHNICAL SPECIFICATIONS

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SECTION 02490	BEACH NOURISHMENT
SECTION 02900	SITE RESTORATION

SECTION 01000 – INSTRUCTIONS TO BIDDERS

PART 1 – GENERAL:

A. Proposals:

1. Shall be on the furnished proposal forms. All blank spaces in the form shall be filled, signed in ink in longhand where designated, and all numbers shall be stated in words and figures. Only initialed corrections or erasures will be acceptable.
2. No changes shall be made in the phraseology of the form. No partial bids or any alternative bids not provided for in the form will be considered.

B. Drawings:

1. Drawings accompanying these specifications are entitled: Public Landing Dredging, Sheets C1-C6, dated 10/2019

C. The Bidder

1. Shall carefully examine the documents, the permits and the specifications, shall visit the site and fully inform himself as to all existing and controlling conditions and limitations. The submission of a bid shall be a representation that he has inspected the site and has familiarized himself with all of the controlling conditions. Failure to conduct these thorough examinations shall in no way relieve the successful bidder of his responsibility for the complete and satisfactory performance of all required work.
2. Shall state the unit prices for which he will execute and complete the contract base bid items in accordance with the permits, specifications, and the requirements of the Contract.
3. Shall state that he will complete the work of the contract in accordance with the Construction Schedule and/or completion date included as part of the Specifications

D. The Owner:

1. Is the County Commissioners of Worcester County, Maryland.
2. May, during the bidding period, advise the bidders by addenda, of additions, omissions or alterations in the specifications. All such changes shall be included in the work covered by the proposal and shall become a part of the specifications as if originally included therein.
3. Reserves the right to reject the bid of any Bidder who fails to furnish promptly and properly all the required information, when notified to do so.
4. Reserves the right to verify the qualification of all bidders. Such qualification may serve as the basis for acceptance or rejection of bids.

5. Reserves the right to reject any and all bids, or to accept any bid in interest of the owner.

E. Bid Bond – Proposal Guaranty

1. No proposal will be considered unless accompanied by a certified check drawn on a solvent clearing house bank, made payable to Worcester County in the amount of 5% of the proposal. A satisfactory bid bond will be acceptable in lieu of a certified check.
2. The deposit of the unsuccessful bidder will be returned within 30 days after the opening of the bids. Upon execution of a formal contract, the bid bond or certified check deposit shall be returned to the successful bidder by the County.

F. Equipment Required

1. Each bidder is required to have the proper equipment for the performance of this work, including a barge, excavator, trucks for material transportation, and all miscellaneous equipment and tools required.

G. Licenses

1. The Contractor is required to be licensed to perform marine work and shall provide a copy of their MHIC and Maryland Marine Contractor's license with their bids.

H. Contract Award

1. The successful bidder will be notified of the award of the contract in writing within sixty (60) days from the date of opening proposals. If the successful bidder fails to execute the required contract on the Proposal Form and official notice of the award of the Contract, the proposal guaranty shall immediately become forfeited as liquidated damages.

I. References

1. The contractor shall supply a minimum three (3) references. The references shall be for projects performed and completed and shall include a contact name and phone number. Projects shall be similar in size to monetary bid as well as scope of work.

END OF SECTION

SECTION 01010 - SUMMARY OF WORK

PART 1 - GENERAL SCOPE OF WORK:

- J. The Work under the Contract, as further detailed on the attached technical specifications and Drawings, shall consists of:
1. To provide all labor and equipment necessary to perform the specified dredging and beach nourishment work,
 2. Mobilization and demobilization of dredging and sand placement equipment, and personnel,
 3. Protection of salt marsh, regulated coastal areas and oyster lease areas,
 4. Installation and maintenance of environmental controls,
 5. Survey control, pre- and post-dredging and sand placement surveys,
 6. Mechanically dredging approximately 4,000 cubic of accumulated sand at Public Landing boat basin and mouth,
 7. Transport, placement, distribution and grading to the design, beach fill template the dredged sediments on-site,
 8. Compliance with the permit conditions,
 9. Coordination with the U.S. Coast Guard, and
 10. All other Work either shown on the Drawings or included in the Specifications, unless specifically indicated as not to be done.

K. In addition, the Work under the Contract includes:

1. Work outside the Project Site, as may be called for in the Contract Documents and as may be required for the performance of the Work.
2. The restoration of any items, structures, or embankments damaged or destroyed by activity upon areas or items of work outside the Project Site or not specifically intended to be altered by the Scope of Work.
3. Providing and restoring, where appropriate, all temporary facilities.

PART 2 - TIME OF COMPLETION:

- A. The Work shall start at the stated date in the Notice to Proceed, and the Contractor shall complete all work hereunder within the time limits stated in the Form of Proposal.

END OF SECTION

SECTION 02000 - GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Plans, Bid Specifications, and general provisions of Contract, including General and Supplementary Conditions, apply to the work specified in this section.

B. Related Work

SECTION 01000	INSTRUCTIONS TO BIDDERS
SECTION 01010	SUMMARY OF WORK
SECTION 02000	GENERAL REQUIREMENTS
SECTION 02005	CONTROL OF WORK
SECTION 02020	MOBILIZATION AND DEMOBILIZATION
SECTION 02480	HYDRAULIC DREDGING
SECTION 02490	BEACH NOURISHMENT
SECTION 02900	SITE RESTORATION

1.2 DESCRIPTION

- A. Contractor shall provide control of site access and activities, mobilize personnel and equipment to the project site, provide maintenance of the project area and facilities in existing condition or better, and coordinate with the County as required by the specifications or as deemed necessary by the County.

1.3 CONSTRUCTION SCHEDULES AND SUBMITTALS

- A. The Construction schedule shall be maintained on the project for review during site meetings. If a major change is made to the schedule, digital copies of the updated schedule shall be submitted to the County immediately.

1.4 QUALITY ASSURANCE

A. Codes and Standards:

1. All work and materials shall conform to the latest applicable sections under the state's various jurisdictions, Department of Transportation, Standard Specifications, hereinafter referred to as the "Standard Specifications", as well as the codes and standards referenced in the individual sections. In case of conflict, the codes and standards referenced in the individual sections shall govern.
2. All work and materials shall also be in full accordance with the latest rules, regulations, and safety orders of state, municipal, and utility laws, rules, and regulations. Nothing in these Plans and Specifications shall be

construed to permit work not conforming to the above.

3. When the Specifications call for material or construction of better quality or larger size than is required by the above-mentioned codes and standards, then the provisions of the Specifications shall take precedence over the requirements of said codes and standards. If there is any direct conflict between the above-referenced codes and standards and Plans or Specifications, the codes and standards shall govern. Contractor shall furnish, without extra charge, any additional material and labor when required to comply with these codes and standards, even though the work is not mentioned in the Specifications or shown on the Plans.
4. Inspection, protection and maintenance of the construction access roadway, fence, gates, basins, drainage structures, and other project area facilities shall be ongoing by the Contractor throughout the period of this contract. The Contractor shall provide all labor, materials, and equipment necessary to maintain the project facilities during the period of this contract.

1.5 CONTRACTOR USE OF SITE AND ACCESS

- A. Site usage by the Contractor is limited to that area as necessary to accomplish the work within the limits of work as shown in the Contract Drawings.
- B. Contractor shall take adequate measures to protect existing site improvements. Any existing site features damaged during the work shall be repaired or replaced to the County's satisfaction at no additional cost.
- C. During construction, the Contractor shall secure any necessary permits and/or rights of way for the transportation, disposal and staging of materials and equipment.
- D. Contractor shall repair, at its own expense, any damage caused to the public or private property, remove from the site all debris, excess materials, tools, and equipment, and shall leave the premises in a neat and orderly condition, to the satisfaction of the County.
- E. Contractor shall examine the areas and conditions of the proposed work for this project. Work shall not proceed until unsatisfactory conditions are corrected.
- F. Contractor shall consult the records and drawings of adjacent work and of existing services and utilities which may affect the progression of the project.
- G. Contractor shall notify "Dig Safe" or local utilities and services as applicable previous to any work in order to have all known utilities and services marked out before work begins.
- H. If the Contractor, in the course of work, uncovers or otherwise encounters any artifacts, whether historic or prehistoric, Contractor shall bring them to the immediate attention of the County, and stop all work in that vicinity until directed by the County.

- I. If the Contractor, in the course of excavation, uncovers or otherwise encounters any suspected hazardous or unidentified substances, the Contractor shall bring them to the immediate attention of the County, and stop all work in that vicinity of said substances until directed by the County.
- J. Contractor shall obtain governing authorities written permission, when required, to close or obstruct streets, walks and adjacent facilities and provide alternate routes around closed or obstructed traffic ways, when required by governing authorities.

1.6 CONSTRUCTION FACILITIES

- A. Provide and maintain temporary sanitary facilities.
- B. The Contractor shall provide on-site phone service or other telephone facilities such that the Contractor can be reached at any time throughout the workday. Contractor shall provide phone numbers for communication and emergency contact during off work hours.

1.7 SURVEY CONTROL

- A. The Contractor shall locate, protect, and maintain bench marks, monuments, control points and project county reference points. The project survey control shall be referenced to the Mean Low Water (MLW) for vertical control.
- B. The Contractor shall provide at its own expense all materials and labor as may be required to establish and maintain all project control range lines, additional reference marks and line and grade stakes. If the Contractor, through willfulness or carelessness, removes or permits the removal of such reference marks before prosecution of the work requires it, they shall be replaced at the Contractor's own expense.
- C. All work shall conform during its progress and on its completion truly to the lines and grades given by the Contract Documents. The work shall be done in a thoroughly substantial and workmanlike manner, in accordance with the Contract Drawings, these Specifications and as directed by the County. The Contractor shall make, check and be responsible for all measurements and dimensions necessary for proper construction.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

There are no pay items under this section. No separate payment shall be made for work under this section. Payment for this section will be included in the contract prices of the items for which this work is necessary.

END OF SECTION

SECTION 02020 – MOBILIZATION AND DEMOBILIZATION

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK: This item shall consist of preparatory work and operations including, but not limited to, those necessary for:

- A. The movement of necessary personnel and equipment to the project site;
- B. Installation, moving, and maintenance of any required temporary boating barriers/markers and the temporary debris catch barrier;
- C. The establishment of all Contractor's field offices, staging areas, buildings, utilities, and other facilities necessary to the performance of the dredging work, and all other work and operations which must be performed or for costs which must be incurred prior to initiation of dredging.
- D. Demobilization of all equipment and materials.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Products will be as required and as specified in other sections of these Specifications.

PART 3 - EXECUTION

3.1 GENERAL:

The work required to provide the above facilities and services for mobilization shall be done in a safe and workmanlike manner and shall conform to any pertinent local, state, or federal law, regulation, or code. Good housekeeping consistent with safety shall be maintained. Particular attention is drawn to the fact that the boat basin is open to navigation that will remain open during construction. Contractor shall exercise sufficient care to maintain a boating environment throughout construction which is safe and protected from harm by the contractor's equipment, operations, and personnel.

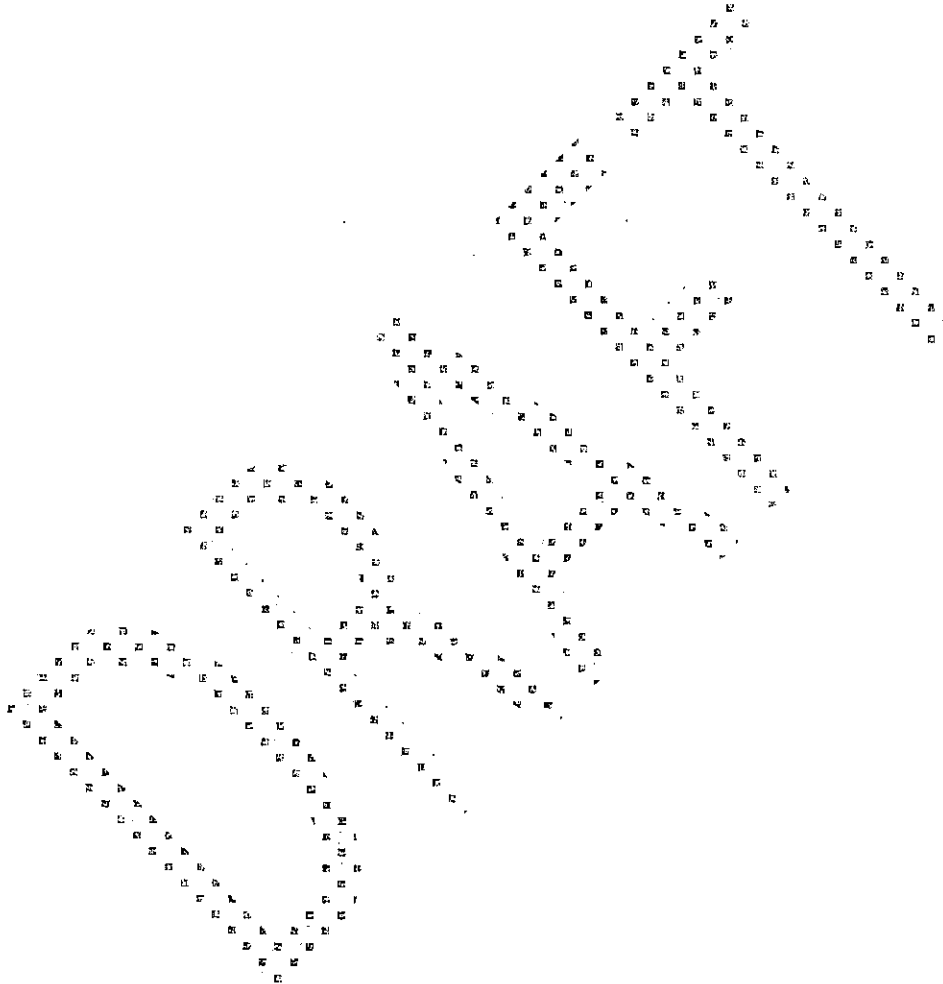
- A. Contractor's field office may be established at one of the staging areas. A field office is not mandatory. Contractor will propose the exact location to the County for acceptance prior to mobilization. Contractor shall coordinate and pay for all utility services. Contractor shall designate an area near the field office as a storage/staging area.

PART 4 – MEASUREMENT AND PAMENT

4.01 BASIS OF PAYMENT

There are no pay items under this section. No separate payment shall be made for work under this section. Payment for dredging work should be included in the Base Bid.

END OF SECTION



SECTION 02480 - MECHANICAL DREDGING

PART 1 - GENERAL

- 1.1 DESCRIPTION OF WORK: Contractor shall provide all labor, materials, and equipment necessary to complete the work as specified herein and shown on the Drawings, including, but not limited to, the following:

A. The work to be done under this Section includes furnishing all labor, materials, tools, equipment, superintendence, transportation, and performing all work in strict accordance with these Specifications and Drawings for mechanically dredging the designated area including the placement of the dredged material on site.

B. The protection of salt marsh, oyster lease areas, and regulated coastal areas.

C. The Contractor shall furnish without additional compensation the use of boats, boatmen, laborers as may be reasonably necessary for inspection of the work.

- 1.2 EXISTING CONDITIONS: The plans depict bathymetric contours developed from hydrographic surveys. Exact bathymetric contours vary with time and may be different from those shown on the plans.

- 1.3 QUALITY ASSURANCE: Provide at least one person who shall be thoroughly trained and experienced in the skills required, who shall be completely familiar with the requirements of work described in this Section, who shall be present at all times during progress of the work of this Section, and who shall direct all work performed under this Section.

A. The Contractor shall perform all necessary inspection of adjacent properties prior to dredging operations. Repairs of disturbances or damage to adjacent facilities or boats shall be the responsibility of the Contractor.

B. The Contractor shall furnish to the County, without additional compensation, the use of boats, boatmen, laborers, and material as may be reasonably necessary in inspecting the work and making the necessary verification surveys.

- 1.4 REGULATORY REQUIREMENTS:

A. The Contractor shall adhere to the terms of the various permits and approvals issued for this project. This shall include the permits and approvals from the U.S. Army Corps of Engineers (USACE), Maryland Department of the Environment (MDE), Worcester County (Owner) and any other applicable permits.

- B. The Contractor shall comply with all applicable local, state and federal requirements, as well as standard industry standards and practices regarding materials, methods of work, proper disposal, trucking, removal of excessive waste and materials, safety of the workers and safety of the public.
- C. The Contractor shall perform the work in a manner not to disturb any tidal flats or natural resource beds outside of the dredging limits.
- D. Barges, plants, tow boats or any vessel used during this project shall not be permitted to sit on the bottom within or adjacent to the project work area; this is a violation of environmental regulations and any enforcement and/or fines will be the responsibility of the Contractor.

1.4 SUBMITTAL:

- A. Contractor shall submit to the County for review the proposed method of placement of the dredge material placement on the beach for review and approval.
- B. Contractor shall submit to the County a written fuel/oil containment and spill response plan which addresses how the Contractor shall respond to an oil spill/leak from the dredge or other equipment and how the Contractor proposes to fuel the dredge. Contractor shall also submit catalog data for a spill containment boom of sufficient length which shall be kept on site at all times of activity on the Pond.

PART 2 - PRODUCTS

2.1 GENERAL:

- A. General: Products from excavation activities include sediment, and miscellaneous materials. Rock is not expected to be encountered during dredging operations within the limits shown on the Drawings.

- B. Sediment (definition): Soil, rock, and material with a volume of less than 1/3 cubic yard.

Rock (definition): Solid mineral material with a volume in excess of 1/3 cubic yard, including ledge. The County shall be the sole judge as to whether material encountered shall be classified as rock in accordance with the above description.

- C. Miscellaneous materials (definition): Debris or other material removed during dredging operations including abandoned moorings, chain, boats, boat equipment, and other objects not including sediment and rock.

2.2 DREDGING EQUIPMENT:

- A. Dredging shall be accomplished by mechanical method. The dredge shall be capable of dredging to the depths required.
- B. All equipment shall be inspected regularly to ensure proper operation and to prevent spills and leakage. Regular maintenance must be performed throughout the project.

PART 3 - EXECUTION

3.1 ACCESS:

- A. Access to the site can be through the staging areas shown on the Drawings. Any damage to existing access roads or other private roads, shall be repaired by the Contractor to the satisfaction of the County.

3.2 SAFETY:

- A. All equipment, materials, etc. shall be clearly marked by the Contractor with safety flags, buoys, etc. for safety purposes. All work shall be performed in conformance with all applicable laws and regulations.

3.3 DREDGING PROCEDURES:

- A. Dredging operations shall commence no later than January 1, 2020. The Contractor shall inform the County of the date of mobilization at least two (2) weeks prior to commencement of dredging operations.
- B. The Contractor shall establish and maintain baselines and control, throughout the project duration, as approved by the County, to maintain the work within the limits indicated by the Drawings.
- C. Except as indicated and specified, the County has no knowledge of the existence of wrecks, wreckage, and other material of a size or character that will necessitate the use of special or additional equipment for their economical removal or knowledge of the presence of cables, pipes, or other artificial obstructions. All miscellaneous material which may be encountered within the area to be dredged although not known to be present, shall become the property of the Contractor and shall be removed and disposed of away from the site in accordance with federal, state, and local regulations.

- D. The estimated quantity based on the sounding shown on the plans is approximately 4,000 cubic yards. This quantity is only an estimate. The actual amount removed will be dependent on the amount of material the Contractor removes.
- E. Any rock encountered shall be brought to the attention of the County immediately. No rock is to be removed without the approval of the County.
- F. Protection of Oyster Lease Areas: The pipeline layout is designed to traverse between the two oyster lease areas. The pipeline must be secured as needed adjacent to this area sufficiently to protect all structures and facilities within the lease areas from damage. Additionally, the pipeline must have a 20 foot or wider section that is sufficiently submerged between the lease areas throughout the normal tidal cycles to allow the passage of a shallow draft skiff between the lease areas to allow normal work operations by the lease holder within the lease areas.
- G. Salt Marsh Protection: Placement, maintenance, and final removal of the pipeline must be performed in a manner to protect the salt marsh soils and vegetation. If necessary, protective planking, wood cradle, or other protective means may be used to protect the marsh from movement of the pipe and abrasion of marsh soils and vegetation, subject to approval by the project county. Only handheld tools are allowed within the marsh areas.
- H. Care shall be taken in the execution of work to protect structures, boats, and other features in the vicinity of the work site. Damage caused by the work shall be repaired by the Contractor to the satisfaction of the County at no additional cost to the County.
- I. Anchors, chains, and other miscellaneous materials of value which are encountered in the course of dredging operations shall become the property of the Contractor and shall be disposed of in an appropriate manner off-site and consistent with local, state, and federal regulations.
- J. All operation of the barge or work boats shall be performed in a manner to avoid all impact to adjacent salt marsh areas. No anchoring or cabling is to be allowed within the adjacent salt marshes.
- K. All fueling operations shall be done within containment systems designed to prevent spillage from entering the water, marsh, dune and beach environments.
- L. All construction related debris must be removed on a daily basis from the work site and adjacent environment.
- M. Dredging of side slopes shall be three on the horizontal to one on the vertical.

- N. The Contractor shall have full responsibility for all phases of the dredging and placing operations.

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

There are no pay items under this section. No separate payment shall be made for work under this section. Payment for dredging work should be included in the Base Bid

END OF SECTION

SECTION 02490 – BEACH NOURISHMENT

PART 1 - GENERAL

1.1 **DESCRIPTION OF WORK:** Contractor shall provide all labor, materials, and equipment necessary to complete the work of this section, including, but not limited to, the following:

- A. The removal of the existing miscellaneous concrete blocks, etc. along the existing shoreline.
- B. The dewatering, placement and grading of the dredge sediments placed on Public Landing Beach nourishment sites to the limits and elevations shown on the Drawings,
- C. Installation of diversion berms, diffusers and other means to minimize beach and to promote dewatering of the dredge sediments,
- D. Survey control for beach nourishment placement, and
- E. Site security during sediment placement operations.

1.2 **EXISTING CONDITIONS:** The plans depict existing topographic information at the time of the surveys. Existing contours vary with time and may be different from those shown on the plans.

1.3 **QUALITY ASSURANCE:** Provide at least one person who shall be thoroughly trained and experienced in the skills required, who shall be completely familiar with the requirements of work described in this Section, who shall be present at all times during progress of the work of this Section, and who shall direct all work performed under this Section.

- A. The Contractor shall perform all necessary inspection of adjacent properties prior to dredging operations. Repairs of disturbances or damage to adjacent facilities or boats shall be the responsibility of the Contractor.
- B. During the progress of the work, the Contractor shall perform post placement surveys of the completed work to assure that the work was performed to the limits indicated on the Drawings. Any additional survey work required due to the Contractor's inability to complete the work in accordance with the requirements herein, shall be at the expense of the Contractor.

1.4 **REGULATORY REQUIREMENTS:**

- A. The Contractor is hereby made aware that the work is subject to conditions set forth by State and Federal permits and approvals.

- B. The Contractor shall comply with all applicable local, state, and federal requirements, as well as standard industry standards and practices regarding materials, methods of work, proper disposal, trucking, removal of excessive waste and materials, safety of the workers and safety of the public.
- C. The Contractor shall perform the work in a manner not to disturb adjacent properties.

1.5 SUBMITTALS

- A. Contractor shall submit to the County for review the proposed method of placement of the dredge material placement on the beach for review and approval.
- B. Contractor shall submit to the County a written fuel/oil containment and spill response plan which addresses how the Contractor shall respond to an oil spill/leak from the placement equipment and how the Contractor proposes to fuel the equipment. Contractor shall also submit catalog data for a spill containment boom of sufficient length which shall be kept on site at all times of activity on the beaches.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Temporary safety barricades shall be suitable for the sand conditions and shall prevent people from approaching the site while working.

2.2 BEACH NOURISHMENT

- A. Sediment for beach nourishment shall be obtained from the Public Landing boat basin and mouth. The material to be placed shall be free of vegetation, debris and other deleterious substances.

2.3 PLACEMENT EQUIPMENT

- A. Equipment for the distribution and grading of the beach nourishment material shall be suitable for working in the salt water environment and sandy conditions.
- B. All equipment shall be inspected regularly to ensure proper operation and to prevent spills and leakage. Regular maintenance must be performed throughout the project.

PART 3 - EXECUTION

3.1 ACCESS:

- A. Access to the beach sites is directly from Public Landing.

3.2 SAFETY:

- A. All necessary barricades and fences shall be installed to control pedestrian traffic and to separate the public from construction activities. All work shall be performed in conformance with all applicable laws and regulations.

3.3 PREPARATION:

- A. The Contractor shall verify that areas where sand is to be placed are free of debris, snow, ice, or water, and ground surfaces are not frozen.
- B. The Contractor shall lay out areas in the field where sand is to be placed, in accordance with the Drawings and as directed by the County. Contractor shall provide horizontal and vertical control, as approved by the County.
- C. The Contractor shall notify the County representative of the schedule of sand placement, providing a minimum advance notice of 24 hours prior to sand delivery.

3.4 PLACEMENT PROCEDURES:

- A. Contractor shall place sand to the limits as indicated on the Drawings. Contractor shall use the utmost care and protect from damage when placing sand around existing structures to remain.
- B. The Contractor will not be allowed to place, spread, or roll any beach nourishment material during unfavorable weather conditions.
- C. The Contractor shall maintain baselines and control, throughout the placement operations and until the work has been as approved by the County.
- D. The Contractor shall install diversion berms or swales as required to minimize scour of existing beach sediments and to promote dewatering of the dredge sediments.
- E.
- F. The finished surface of areas receiving beach nourishment shall be reasonably smooth and free from surface irregularities. Final grade elevations shall be within a tolerance of ± 6 inches of the contour elevations shown on the plans.
- G. Make changes in grade gradual. Blend slopes into level areas.
- H. The storage or stockpiling of materials on finished grades will not be permitted.

- I. The Contractor shall perform the post-placement survey as soon as practicable. The Contractor will not receive additional compensation for material lost before performing the post-placement survey if it is not done in a timely manner. The survey shall be performed to the same limits and using the same survey stations as the pre-placement survey.
- J. Care shall be taken in the execution of work to protect structures, fences and other features in the vicinity of the work site. Damage caused by the work shall be repaired by the Contractor to the satisfaction of the County at no additional cost to the County.
- K. Anchors, chains, firearms, and other miscellaneous materials of value which are encountered in the course of dredging operations shall become the property of the Contractor and shall be disposed of in an appropriate manner off-site and consistent with local, state, and federal regulations.

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

There are no pay items under this section. No separate payment shall be made for work under this section. Payment for beach nourishment work should be included in the Base Bid.

END OF SECTION

SECTION 02900 – SITE RESTORATION & PROTECTION

PART 1 GENERAL

1.1 WORK INCLUDED

- A. The work includes labor, materials, equipment, and services required for completion of the work under this Section, all as shown on the drawings and as specified herein.
- B. This Section includes, but is not necessarily limited to,
 - 1. Protection of existing wetland vegetation and trees.
 - 2. Installation of erosion and sedimentation controls.
 - 3. Restoration of areas disturbed by construction activities

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Section 02480 – Mechanical Dredging
- B. Section 02490 – Beach Nourishment

1.3 QUALITY ASSURANCE

- A. As required for the work, clearing may be required for miscellaneous incidental work. Where needed, the Contractor shall request authorization from the County to do so and will not proceed until approved by the County.

1.4 PROJECT CONDITIONS

- A. Protection of Existing Improvements: Provide protections necessary to prevent damage to existing improvements.
 - 1. Protect improvements on adjoining properties and on County property and streets.
 - 2. Restore damaged improvements to their original condition, as acceptable to property owners.

PART 2 – PRODUCTS

2.1 GENERAL

- A. Materials required under this Section shall conform to the requirements of Category 7 Landscaping of the MDSHA Book of Standards.

2.2 BITUMINOUS PAVEMENT REPAIRS

- A. All materials shall meet the requirements of Category 5 Permanent Patching for Rigid or Flexible Paving of the MDSHA Book of Standards.

PART 3 - EXECUTION

3.1 PROTECTION OF EXISTING STRUCTURES AND UTILITIES

- A. The Contractor shall take all necessary precautions to ensure that existing structures, utilities and equipment within and adjacent to the site, and indicated to remain, are not damaged during the work.
- B. Existing utility systems within and adjacent to the site shall remain in continuous service and shall be protected from damage during construction. Where interruption of a service is required, it shall be scheduled in advance and coordination with the County.
- C. Work or features scheduled to remain that are damaged by the Contractor shall be restored at its own expense to the satisfaction of the County.

3.2 PROTECTION OF SALT MARSH AND REGULATED COASTAL AREAS

- A. The Contractor shall take all necessary precautions to ensure that existing salt marsh and regulated coastal areas within and adjacent to the site, and indicated to remain, are not damaged during the work.
- B. Refer to Section 02480 Mechanical Dredging for additional measures and work restriction required for the protection of salt marsh and regulated coastal areas.

3.3 DISPOSAL OF MATERIAL

- A. Disposal methods shall be in accordance with all federal, state and local requirements, as well as being acceptable to the Town and to the Engineer.
- B. Burning is not permitted.

3.4 DEMOLITION AND REMOVAL OF EXISTING ITEMS

- A. The Contractor shall remove all existing items designated for removal in their entirety, or to lines and grades shown on the drawings or as specified herein.
- B. Items designated to be salvaged and re-used shall be removed and stored in a careful manner so as not to damage any items. Any material mishandled or damaged in any way shall be replaced at the contractor's expense.

3.5 SITE RESTORATION

- A. All placement and installation of landscape materials required under this Section shall conform to the requirements of Category 7 Landscaping of the MDSHA Book of Standards, latest edition, excluding Method of Measurement and Basis of Payment subsections or unless otherwise noted.
- B. All areas disturbed during construction shall be restored to pre-construction conditions unless noted otherwise.
- C. Removal of Improvements: Remove existing above-grade and below-grade improvements as indicated and as necessary to facilitate the work. Carefully cut and remove segments of existing paving and curbs in all areas where excavation or regrading work is to be performed hereunder, and in other locations indicated on the Drawings.

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

There are no pay items under this section. No separate payment shall be made for work under this section. Payment for site restoration and protection work should be included in the Base Bid.

END OF SECTION

FORM OF BID

To whom it may concern:

We, _____, organized and existing under the laws of the State of _____ doing business as a/an sole proprietorship/partnership/corporation, hereby submit our Completed Bid Documents for the Public Landing Dredging as indicated in the Bid Documents.

Having carefully examined and being in compliance with the County's Bid Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Completed Bid Documents and propose to perform all Work for the Public Landing Dredging in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

Vendor hereby agrees to commence Work under the Contract on or before a date to be specified in the Notice to Proceed and to fully complete the Work within forty-five (45) consecutive calendar days thereafter, therefore being completed by April 01, 2020.

If the Successful Vendor fails to complete the Work within the Contract Time, or extension of time granted by the County, then the Successful Vendor will pay as liquidated damages to the County \$500.00 (five hundred dollars) for each consecutive calendar day thereafter as provided in Sub-Section 15 of Section III.

Base Bid Prices:			
Item Description	Quantity	Unit Cost	Total Cost
Public Landing Dredging	1 LS		
Total Base Bid			

NOTE: THIS BID FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY OR AN AUTHORIZED AGENT FOR THIS BID TO BE CONSIDERED VALID.

NOTE: Completed Bid Documents will include all applicable fees.

TOTAL BASE BID _____
(EXPRESSED ALPHANUMERICALLY)

Respectfully submitted,

Signature _____

License Number _____

Address _____

Title _____

Date _____

(Affix Corporate Seal)

INDIVIDUAL PRINCIPAL

Vendor Name: _____

Signed By: _____ In the presence of: _____

Address of Vendor: _____ County, State, Zip

Telephone No.: _____ Fax: _____

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: _____ Address: _____

County, State, Zip _____

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

CORPORATE PRINCIPAL

Name of Corporation: _____

Address: _____ County, State,

Zip

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

President

Witness

Attest: _____ Corporate Secretary

.....

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

I, _____ am the _____
(Printed Name) (title)
and the duly authorized representative of the Vendor of _____
whose address is _____
(name of corporation)

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

Except as described in paragraph 3 below, neither I nor the above Vendor, nor to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the Vendor, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the County, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Sign for Identification

Printed Name

REFERENCES

List three (3) references for similar Work successfully completed in the last 12-36 months.
Include contact name, address, telephone number and goods sold.

Company Name:	Company Name:
Type of Work:	Type of Work:
Address:	Address:
County, State, Zip Code:	County, State, Zip Code:
Contact Person:	Contact Person:
Telephone Number:	Telephone Number:
Date of Service:	Date of Service:
Company Name:	Company Name:
Type of Work:	Type of Work:
Address:	Address:
County, State, Zip Code:	County, State, Zip Code:
Contact Person:	Contact Person:
Telephone Number:	Telephone Number:
Date of Service:	Date of Service:

Sign for Identification

Printed Name

NON-COLLUSIVE AFFIDAVIT

_____ being first duly sworn,
deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Vendor that has submitted the attached Bid Documents;
2. He/she is fully informed respecting the preparation and contents of the attached Bid Document and of all pertinent circumstances respecting such Bid Documents;
3. Such Bid Document is genuine and is not a collusive or sham Bid Document;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Bid Document in connection with the Work for which the attached Bid Document has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Bid Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Bid Document price or the Bid Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Work;
5. The price or prices quoted in the attached Bid Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____

Signature

Printed Name

Title

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____ as
Surety, are hereby held and firmly bound unto THE COUNTY COMMISSIONERS OF WORCESTER COUNTY,
MARYLAND as County in the penal sum of
_____ for the payment of which, well and truly to be made, we hereby jointly and
severally bind ourselves, successors and assigns.

Signed, this _____ day of _____, 2019.

The condition of the above obligation is such that whereas the Principal has submitted to
_____ certain BID DOCUMENTS, attached hereto and hereby made a
part hereof to enter into a contract in writing, for Public Landing Dredging.

NOW, THEREFORE,

(a) If said BID DOCUMENTS will be accepted and the Principal will execute and deliver a contract in the form of Contract attached hereto (properly completed in accordance with said BID DOCUMENTS) and will furnish a BOND for its faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and will in all other respects perform the Contract created by the acceptance of said BID DOCUMENTS, then this obligation will be void, otherwise the same will remain in force and effect; it being expressly understood and agreed that the liability for the Surety for any and all claims hereunder will, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND will be in no way impaired or affected by any extension of the time within which the COUNTY may accept such BID DOCUMENTS; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal

Surety

By

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Maryland.

Worcester County Shoreline Bidders List

Contractors (MDE licensed as of 7/5/18)

Apple Marine Const. – MDE #061(I)

11702 Bay Landing Dr.
Berlin, Md. 21811
(410) 213-7097
georgerapple1@comcast.net

Bay Country Marine – MDE #081(E)

59 Sandyhook Road
Berlin, Md. 21811
(443) 497-3648
baycntymarine@aol.com

Bayshore Marine Construction - MDE #026(E)

6121 Quinn Orchard Road
Frederick, Md. 21704
(410) 726-6658
bayshoremarine@comcast.net

Blue Fin Construction – MDE #153(E)

P. O. Box 3640
Ocean City, Md. 21843
(410) 723-2583
bluefinconstruct@aol.com

Brittingham Construction & Landscaping, Inc.

MDE #098(E)

P.O. Box 380
Berlin, Md. 21811
(443) 235-6446
info@brittinghaminc.com

Fisher Marine Const. – MDE #079(E)

7203 Fisher Drive
Chincoteague, Va. 23336
(410) 251-4223
fishermarine@yahoo.com

Hi-Tide Marine Const. – MDE #320(E)

9748 Stephen Decatur Hwy, #200
Ocean City, Md. 21842
(410) 632-1426
steve@hitidemarine.com

Just Rite Marine Structures – MDE #083(E)

9316 Carey Road
Berlin, Md. 21811
(410) 641-9961
mike@justritemarine.com

McGinty's Marine Const – MDE #058(E)

12050 Industrial Park Road
Bishopville, Md. 21813
(410) 250-5066
josh@mcgintymarine.com

Murtech Marine Contracting – MDE #242(E)

820 Cromwell Park Drive
Glen Burnie, Md. 21061
410-766-5335
bmurtha@murtech.us

Ocean City Boatlifts & Marine Construction – MDE #228(E)

12010 Industrial Park Road, #11
Bishopville, Md. 21813
410-352-5095
oceancitylifts@aol.com

Ocean Services of Delaware – MDE #032(E)

37822 Fenwick Circle
Selbyville, De. 19975
(410) 524-1518
oceanservicesofde@yahoo.com

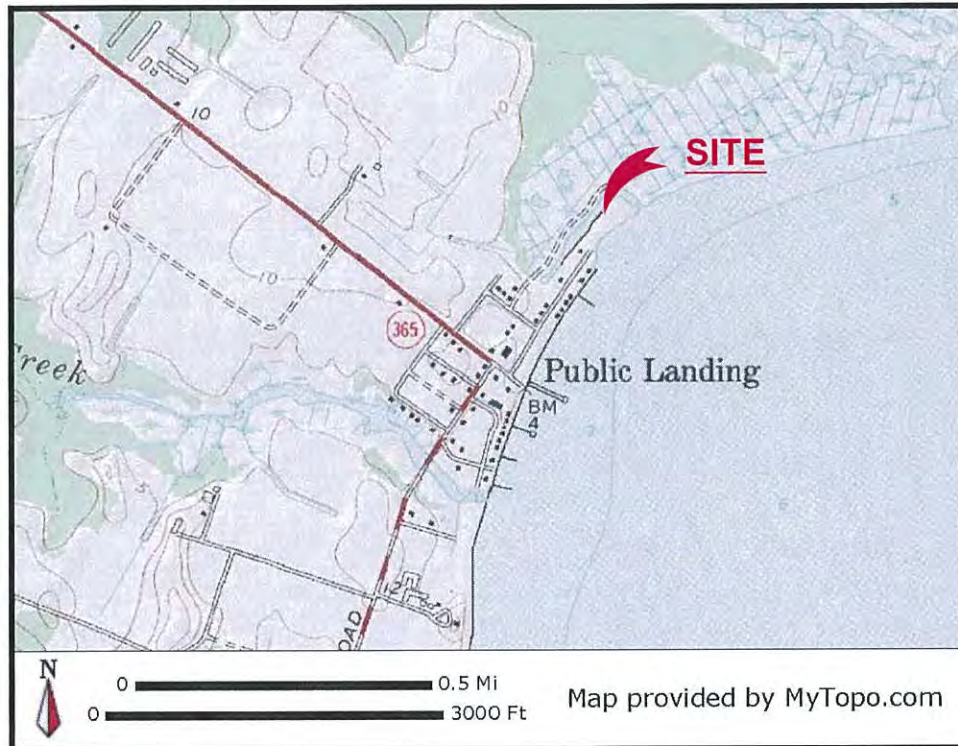
R.G. Murphy LLC (Ryan Murphy) – MDE #203(E)

11920 Back Creek Road
Bishopville, Md. 21813
(443) 497-0271
rgmurphy11@comcast.net

Scrimgeour Farm All, LLC – MDE #063(E)

3848 Old Post Road
Salisbury, Md. 21804
(410) 251-6926
hscrimg@comcast.net

PUBLIC LANDING

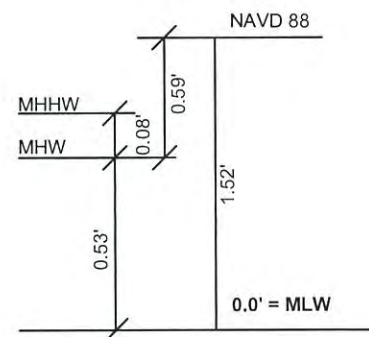


PROJECT DESCRIPTION:

MAINTENANCE DREDGE BY MECHANICAL METHOD A $\pm 68,756$ SF AREA TO A DEPTH OF -4.0 MLW AND PLACE $\pm 4,000$ C.Y. OF DREDGE SPOIL ON SITE AS BEACH NOURISHMENT OR TRANSPORT TO AN APPROVED UPLAND SITE. CONSTRUCT AN OPTIONAL 40×100 STONE GROIN ALONG THE SOUTH PROPERTY LINE AND A 40×70 STONE BREAKWATER PERPENDICULAR TO THE EXISTING JETTY.

RE-PERMIT:

FIFTEEN (15) 3×20 TAPERED FINGER PIERS AND 47 MOORING PILES, CREATING THIRTY (30) BOAT SLIPS. ORIGINAL PERMIT #08-GP-0635.



DATUM COMPARISONS

SCALE: NONE

DATUM COMPARISONS WERE OBTAINED FROM NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) INFORMATION INTERPOLATED FROM STATION ID# 8570649.

APPLICANT: AI #: 106804
COUNTY COMMISSIONERS OF
WORCESTER COUNTY
1 WEST MARKET STREET
SNOW HILL, MD 21863

FOR APPLICATION PURPOSES - NOT FOR CONSTRUCTION

ALL ELEVATIONS ARE
REFERENCED TO MEAN LOW
WATER (MLW) AND BASED ON
FIELD WORK PERFORMED
MARCH 2019.

NO SAV'S

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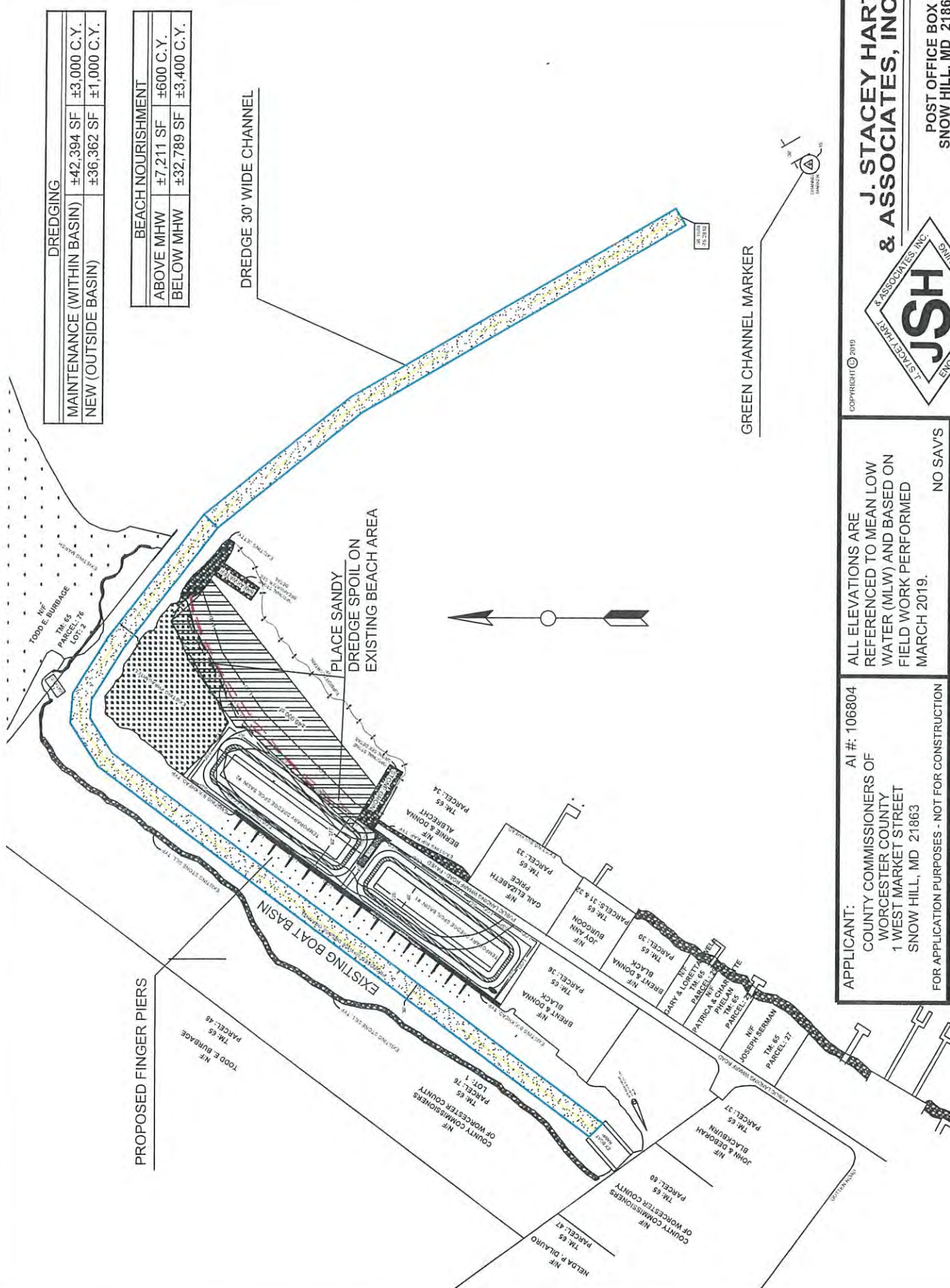


**J. STACEY HART
& ASSOCIATES, INC.**

POST OFFICE BOX 6
SNOW HILL, MD 21863
PHONE: 410-390-8096
FAX: 877-646-4365

EMAIL: stacey@jstaceyhart.com

JOB NUMBER: 2019-001	SCALE: NONE	SHEET NO: 1 of 13	DATE: 8/5/2019	REVISED: 10/8/19
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APPLICANT: AI #: 106804
 COUNTY COMMISSIONERS OF WORCESTER COUNTY
 1 WEST MARKET STREET
 SNOW HILL, MD 21863

FOR APPLICATION PURPOSES - NOT FOR CONSTRUCTION

ALL ELEVATIONS ARE REFERENCED TO MEAN LOW WATER (MLW) AND BASED ON FIELD WORK PERFORMED MARCH 2019.

NO SAV'S

JOB NUMBER: 2019-001

SCALE: 1"=200'

SHEET NO: 2 of 3

DATE: 8/5/2019

REVISIONS: 8/30/19

J. STACEY HART & ASSOCIATES, INC.

POST OFFICE BOX 6
 SNOW HILL, MD 21863
 PHONE: 410-390-8096
 FAX: 877-646-4365
 EMAIL: stacey@jstaceyhart.com



Worcester County
Department of Recreation & Parks

Tom Perlozzo, Director

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



MEMORANDUM

7

TO: Harold L. Higgins, Chief Administrative Officer
Kelly Shannahan, Assistant Chief Administrative Officer
FROM: Tom Perlozzo, Director of Recreation and Parks
DATE: November 8, 2019
SUBJECT: Synthetic Ice Rink

Please be advised that the Recreation and Parks Department is requesting permission to reallocate existing approved budget expenses from bid fees for the purpose of acquiring or renting a synthetic ice rink. The rink is portable and available in various sizes and comes complete with dasher boards, skates, skate rack, cleaning machine, skate sharpener, rubber flooring and care products.

We have been successful in saving \$40,000 (Spartan Race and Tough Mudder) based on outside sources to accommodate Spartan (TAB – Tourism Advisory Board) and loss of the existing proposed location for Tough Mudder (Deer Run).

I have attached several options for consideration, however, we are recommending a rink size of 52' x 32' which can be expandable down the road should it warrant the opportunity. Keep in mind this request shall be a sole source opportunity fitting the best interest of the county. In addition, the department wants to negotiate with the vendor and potentially use a purchasing co-op service that's available to the county. Additional factors for consideration are as follows.

1. Rather than attracting a promoter to provide an event, we can accomplish this as a year round opportunity at all the towns within the county.
2. We do have expertise on staff to set-up, operate and maintain the product.
3. This is a year round opportunity that can be placed both inside and outside during all seasons.
4. We believe that this as well as a variation of the rink can be used at our exiting events
5. The Recreation Advisory Booster will provide \$5,000 toward the purchase of the unit and earmark future funds.
6. The skate rink can generate revenue and create additional community engagement. For example: Each civic organization can volunteer to work the event, charge and generate funds for both the civic organization and the department. The rink can be combined with many of the existing events within the county.
7. Sponsor panels can be sold to offset the purchase cost around the dasher wall and potential synthetic ice panels.
8. Sample events that the Skate Rink can be placed;
 - a. Harbor Day, JWS Sports Camps, Worcester County Fair, Blessings of the Combine, Berlin Events such as the Bath Tub Races, etc., USA and USSSA Softball, 4th Fridays in Pocomoke, Snow Hill and Pocomoke parades and more.

MEMO



Glice⁺

2020 Standard Eco-Skating[®] Rinks

Glice, Eco-Skating and Eco-Rink are the registered trademarks of Innovational AG. Copyright 2012 - 2019, All Rights Reserved.

1,000+ Rinks in 80+ Countries

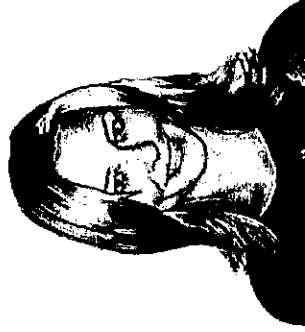
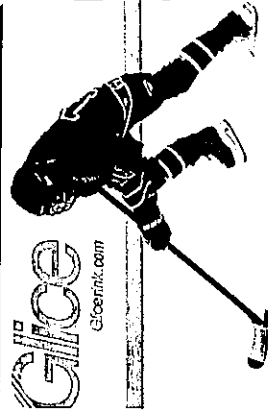


THE MARK



"It's great to skate on Glice."

Roman Josi,
Team Captain, Nashville Predators
National Hockey League



"I was a skeptic about
synthetic ice until I skated
on Glice. It is incredibly
similar to traditional ice."

Valeriya Sergeeva
Professional Figure Skater/Coach



Glice Rink 510 ft² (32' x 16')

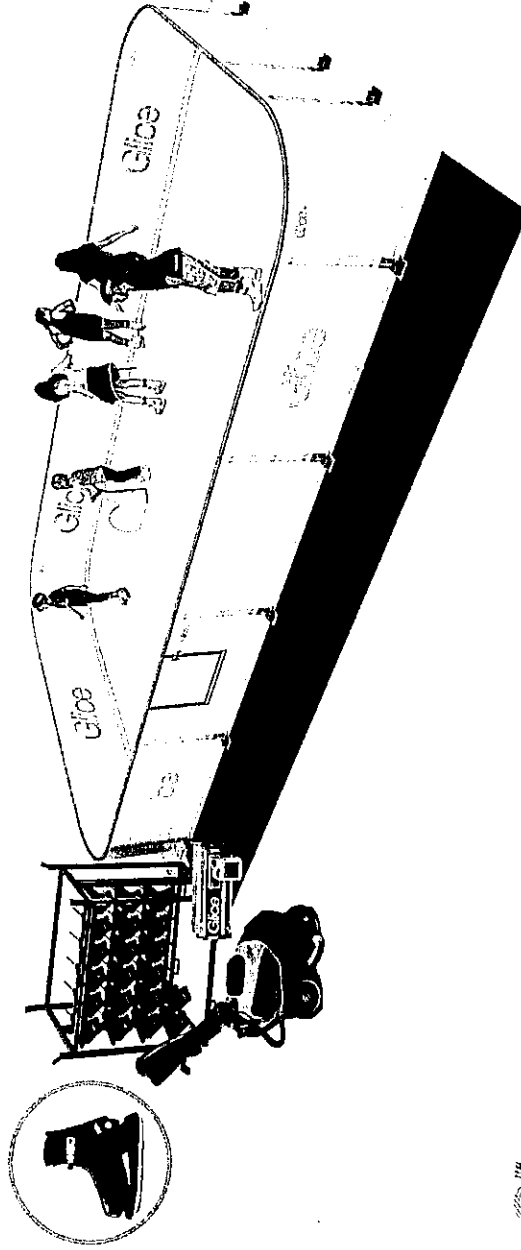
Supports 9 Simultaneous Skaters

- | | | | |
|----|-------------------------|---|------------------------|
| 25 | Glice panels (.8"/20mm) | 1 | Cleaning machine |
| 1 | Glice Dasherboards | 1 | Skate sharpener |
| 20 | Pairs of skates | 1 | Glice rubber flooring |
| 1 | Skate rack | 1 | Glice care solution 5L |

Type A

Purchase: \$30,310¹

Rental Cost: \$9,569^{1,2}



Glice.com

- 1 - Shipping, Installation & applicable sales tax additional.
- 2 - 40 day rental period. Extended rental periods available.



Glice complies with ISO quality standard 9001 : 2008
Skating aids shown are available, but not included

Glice Rink 1,020 ft² (32' x 32')

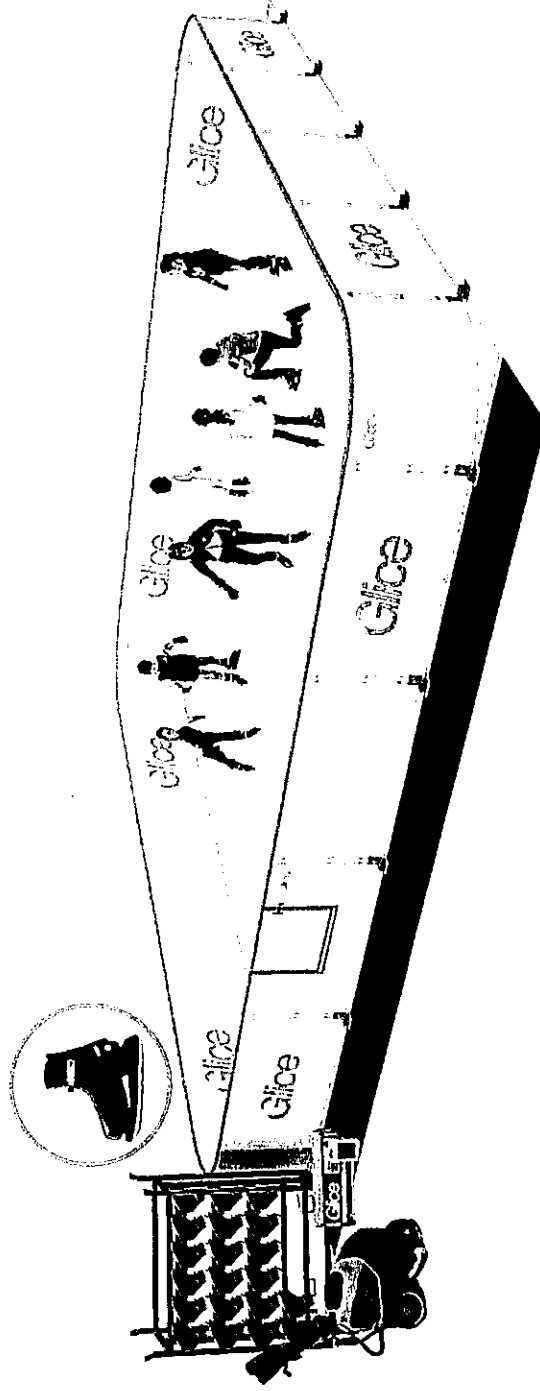
Supports 19 Simultaneous Skaters

50	Glice panels (.8"/20mm)	1	Cleaning machine
1	Glice Dasherboards	1	Skate sharpener
50	Pairs of skates	1	Glice rubber flooring
1	Skate rack	1	Glice care solution 5L

Type B

Purchase: \$44,986¹

Rental Cost: \$15,042^{1,2}



Glice
rent

1 - Shipping, Installation & applicable sales tax additional.
2 - 40 day rental period. Extended rental periods available.



Glice complies with ISO quality standard 9001 : 2008
Skating aids shown are available, but not included



Glice Rink 1,633 ft² (52' x 32')

Supports 30 Simultaneous Skaters

80	Glice panels (.8"/20mm)	1	Cleaning machine
1	Glice Dasherboards	1	Skate sharpener
80	Pairs of skates/2 racks	2	Glice rubber flooring
1	Skate rack	1	Glice care solution 5L

Type C

Purchase: \$62,616¹

Rental Cost: \$21,617^{1,2}



Glice.com

1 - Shipping, Installation & applicable sales tax additional.
2 - 40 day rental period, Extended rental periods available.



Glice complies with ISO quality standard 9001 : 2008
Skating aids shown are available, but not included

Glice Rink 2,032 ft² (64'x 32')

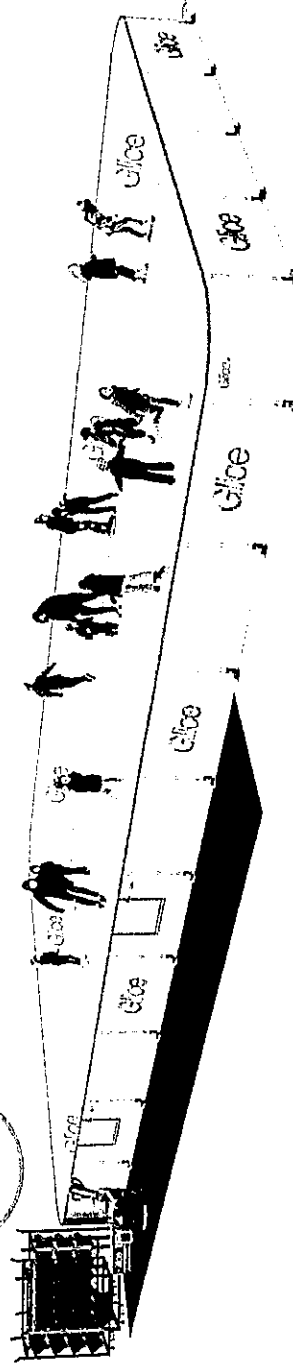
Supports 38 Simultaneous Skaters

100	Glice panels (.8"/20mm)	1	Cleaning machine
26	Glice Dasherboards	1	Skate sharpener
90	Pairs of skates	2	Glice rubber flooring
2	Skate Shelves	1	Glice care solution 5L

Type D

Purchase: \$72,623¹

Rental Cost: \$25,458^{1,2}



Glice.com

1 - Shipping, Installation & applicable sales tax additional.
2 - 40 day rental period, Extended rental periods available.

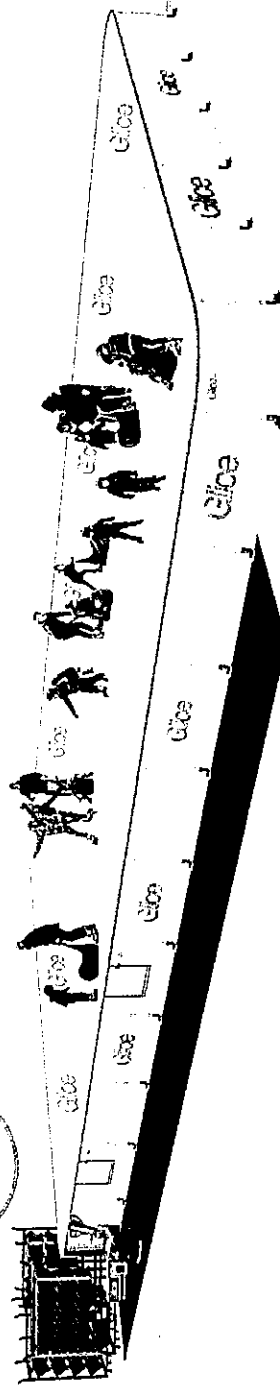


Glice complies with ISO quality standard 9001 : 2008
Skating aids shown are available, but not included

Glice Rink 3,164 ft² (83' X 38')

Supports 59 Simultaneous Skaters

156 Glice Panels (0.8")	1 Cleaning machine	Type E Purchase: \$105,340 ¹ Rental Cost: \$37,120 ^{1,2}
36 Glice Dasherboards	1 Skate sharpener	
150 Skates pairs	3 Glice access rubbers	
3 Skate Shelves	1 Glice care solution 5L	



Glice.com

1 - Shipping, Installation & applicable sales tax additional.
2 - 40 day rental period. Extended rental periods available.



Glice complies with ISO quality standard 9001 : 2008
Skating aids shown are available, but not included

Glice Rink 4,254 ft² (71' X 60')

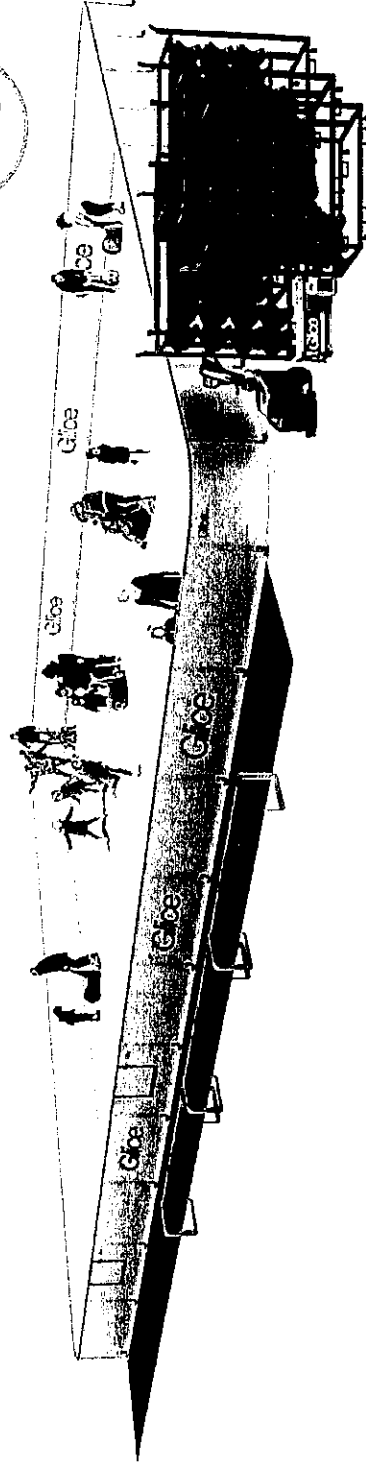
Supports 79 Simultaneous Skaters

200 Glice panels (.8"/20mm)	1 Pro Cleaning machine
40 Glice Dasherboards	2 Skate sharpeners
190 Pairs of skates	4 Glice rubber flooring
4 Skate Shelves	2 GliceCare solution 5L

Type F

Purchase: \$135,395¹

Rental Cost: \$47,004^{1,2}



Glice.com

1 - Shipping, Installation & applicable sales tax additional.
2 - 40 day rental period. Extended rental periods available.

Glice® complies with ISO quality standard 9001 : 2008
Skating aids shown are available, but not included



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Glice.com / salesteam@glice.com / 303-214-5022

Glice USA, Inc. 7102 La Vista Place, Suite 203, Niwot, Colorado 80503





8

Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: **Public Hearing Request**
Reclassification of Sewer Planning Area Designation
Mystic Harbour Sanitary Service Area
Assateague Farms, LLC
Case No. (SW-2019-1)

Proposed Public Hearing
on December 17, 2019

Date: November 8, 2019

The Planning Commission met on November 7, 2019, 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.

The applicant, Mr. Paul Carlotta, the property owner, seeks to reclassify the sewer planning area for a portion of the subject property (proposed Lot 4) from an existing S-3 (6 -10 years planned service) designation to an S-1 (immediate to two years) designation and include this change within the appropriate sewer planning area information in *The Plan*. The reclassification of the sewer planning areas will be for the Mystic Harbour Sanitary Service Area. The applicant requested the change in service classification in order to serve an existing roadside stand and organic store with seating and the proposed restaurant, which has limits on size imposed by the Board of Zoning Appeals, on this property. The subject property is located on the east side of Stephen Decatur Highway (MD Route 611), south of the Ocean City Airport. The property is more specifically identified on Worcester County Property Tax Map 33 as Parcel 29

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 November 1, 2018

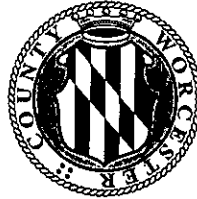
At his time, we are requesting the public hearing be scheduled. A draft advertisement has been forwarded to County Administration under separate cover. As always, I am available at any time for the presentation and to answer any questions on this matter.

Attachment

cc: WS File – Mystic Harbour - Reclassification of Sewer Planning Area (SW-2019-1)

Attachment 1

Planning Commission Letter and 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
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WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

October 30, 2019

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 –
Reclassification of Sewer Planning Area
Designation – Assateague Farms, LLC
Tax Map 33 Parcel 29
(SW-2019-1)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to revise the Mystic Harbour sewer planning classification for an existing roadside stand and proposed restaurant and on-farm brewery 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.

Mr. Paul Carlotta, the property owner, is the applicant for this amendment. This amendment seeks to reclassify the sewer planning area for a portion of the subject property (proposed Lot 4) from an existing S-3 (6 -10 years planned service) designation to an S-1 (immediate to two years) designation and include this change within the appropriate sewer planning area information in *The Plan*. The reclassification of the sewer planning areas will be for the Mystic Harbour Sanitary Area.

The property is already included within the Mystic sewer planning area and was allocated six (6) sewer equivalent dwelling units by the County Commissioners at their meeting on January 22, 2019. The allocation was subject to certain conditions, including subdividing the property and separating the public sewer from the non-public sewer portions of the property and amending the *The Plan* to reflect an S-1 planning designation for the public portion of the property. The property was also given a special exception by the Board of Zoning Appeals on November 9, 2017, to allow a farm brewery operation alongside the existing roadside stand in the A-2 Agricultural District. Six (6) EDUs would be

required for the existing fruit stand and organic store with seating and the proposed restaurant, which have limits on size imposed by the BZA. If the owner is able to utilize this EDU allocation, the existing septic system would be abandoned and properly filled which would further the County's goal of removing private septic systems where more environmentally-sensitive public sewer facilities are available. This sewer service will be just for the public portion of the property that is the subject of this requested amendment. The sewer will serve the existing roadside stand and the proposed restaurant.

The owners have indicated they will utilize wastewater from the brewing process for agricultural irrigation. Public sewage to serve wastewater needs for brewing beer coupled with any form of public water to serve agricultural irrigation are currently not provided to any customer within the Mystic Harbour or any Sanitary Service Area within the county. To prevent introduction of high-strength processing wastewater to the Mystic Harbour sewer system, only domestic-strength sanitary wastes from the public portion of the property would be permitted to be discharged from this property.

Regarding the proposed use of agricultural wastes on the farm by this owner, The Maryland Department of the Environment (MDE) and the Maryland Department of Agriculture (MDA) have worked cooperatively to formulate state policy that addresses processing waste generated on farms if used in a proper and agriculturally-beneficial manner. The state chemist at MDA issues approval for material like this brewery waste to be land applied as a soil amendment under an approved nutrient management plan. MDE issues an exemption from the requirement for a groundwater discharge permit for the land application of food processing wastewater after review of analysis of the process waste and decision by the State Chemist that the materials meet the requirements of a soil conditioner.

That is what will be done on the agricultural portion of this property that will remain with an S-3 sewer planning area designation. The owner will install a holding tank for the brewery wastes, which will be applied under the MDE exemption to their fields in accordance with an approved Nutrient Management Plan.

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 single land use designation for this property within the Mystic planning area. That designation is:

1. Agriculture

Agricultural Areas are defined (p.18) as follows:

- "Reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted."
- Where "residential and other conflicting land uses although permitted are discouraged."

The comprehensive plan goes on to state:

Chapter One, "Introduction" includes the following objectives:

- "Provide adequate public health, safety, social, recreation, and waste disposal services" (p. 8).
- "Protect drinking water supplies" (p. 8).

Chapter Two, "Land Use" objectives (p.12) include:

- Provide for appropriate residential, commercial, institutional, and industrial uses
- Limit rural development to uses compatible with agriculture and forestry

Chapter Three, "Natural Resources", under Total Maximum Daily Loads (TMDLs) 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).

Chapter Six, "Public Infrastructure" includes as a Goal:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).

Chapter Six, "Public Infrastructure", under Water and Sewer:

- Require new development "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates (p.70).

Zoning

The current Mystic Harbour Sanitary Area has already been approved under various amendments and is appropriately zoned for the current and proposed uses planned for the existing sanitary area. The subject property has a single zoning designation. They carry an A-2 (Agricultural District) zoning classification. This district is intended to foster the County's agricultural heritage and uses while also accommodating compatible uses of a more commercial nature that require large tracts of land. The specific uses and density proposed by this applicant are consistent with those intentions and are also authorized by the special exception granted by the Board of Zoning Appeals.

Staff's Comments

Staff comments are submitted below for your consideration.

1. The Mystic Harbour sewer system has adequately available sewer to handle this proposed development and have allocated a limited amount (6 EDUs) to serve the public portion of the property that is the subject of this amendment.
2. The *Planning Area's* zoning classification permits the proposed uses. Any construction in the *Planning Area* would be required to meet the provisions of the storm water program and other local and state regulatory requirements.
3. The *Planning Area's* land use designation of agriculture does present a conflicting position relative to the *Comprehensive Plan's* perspective with regard to provision of public services. . We believe that the limits and scale of the proposed use counter this inconsistency with respect to the land use designation. The agricultural portion of the property used for cropping and irrigation will continue in that regard with a continuing S-3 designation. The only portion of the property that will be upgraded to an S-1 designation will be the public portion that will utilize the sewer connection for disposal of sanitary wastes. The special exception for the use of an on-farm brewery will be in conformance with land use objectives to "limit rural development to uses compatible with agriculture and forestry." This is a limited and appropriate use of public sewer to showcase an agricultural product grown and produced on the

WS Amendment Case No. 2019-1

October 30, 2019

same property. That was a part of the reasoning in both the BZA approval and the allocation of limited capacity to the property with conditions by the County Commissioners.

4. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. We believe we have addressed any land use inconsistencies, so the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

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

Sincerely,



Robert J. Mitchell, LEHS
Director

Attachments

cc: WS Amendment File (SW 2019-2)

Attachment 1

Application

Assateague Farms, LLC
Case No. SW 2019-1
October 30, 2019

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

Date: 6-13-19

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

System Name:

TAX MAP 33 PARCEL 29

Area served [tax map(s) & parcel(s)]:

Owner:

ASSATEAGUE ISLAND FARM LLC

Operator:

Proposed priority category (circle one):

S-1

S-2

S-3

Population and Capacity

Population served (EDU):

2019

2020

2025

2030

Population unserved (EDU):

GPD per EDU:

System capacity demand (MGD)

System capacity planned (MGD):

Permitted capacity (MGD):

6

6

6

6

0

0

0

6

300

300

300

300

Collection System

Type (circle one):

Combined*

Separate

*Combined systems collect both stormwater and wastewater

Description:

GRAVITY, PUMP TO RT 611 FORCE MAIN

Condition of transmission facilities (circle):

Good

Need repairs/replacement (describe in comments)

Treatment Facility

Location- N/E (NAD83, meters):

Level & type of treatment:

Condition of treatment facilities (circle one):

Total site size (acres):

Design flow (MGD)

Existing flow (MGD): Average:

Sludge disposal method:

MYSTIC HARBOUR WWTP

Good

Need repairs/replacement (describe in comments)

Acres occupied by facility:

Peak:

Discharge

Type:

Location - N/E (NAD83, meters):

NPDES permit # and expiration date:

State discharge permit # and expiration date:

Annual Operation & Maintenance Costs:

Funding source:

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

CHANGE PUBLIC SERVICE LOT FROM CATEGORY S-3 TO S-1 TO PERMIT PUBLIC SERVICE FOR PROPOSED

Attachment 2

Planning Commission Minutes

IV. Comprehensive Water and Sewerage Plan Amendment

- A. As the next item of business, the Planning Commission reviewed an application associated with the Reclassification of Sewer Planning Area Designation in the *Master Water and Sewerage Plan (The Plan)* for the Mystic Harbour Sanitary Service Area (SW 2019-1). Robert Mitchell, Director of Environmental Programs, presented the staff report to the Planning Commission. Both Mark Cropper, attorney, and Paul Carlotta, owner, were present on behalf of the applicant, Assateague Farms, LLC for this amendment.

Mr. Mitchell explained that the applicant is requesting this amendment to reclassify the sewer planning area for a portion of the subject property (proposed Lot 4) from an existing S-3 (6 -10 years planned service) designation, to an S-1 (immediate to two years) designation and include this change within the appropriate sewer planning area information in *The Plan*. The reclassification of the sewer planning area will be for the Mystic Harbour Sanitary Service Area and service to the property will be from the Mystic Harbour WWTP. This revision is to provide public sewer to serve an existing roadside farm stand with seating and a proposed restaurant on the property.

Mr. Mitchell reviewed 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 classification for the properties. He explained the land use inconsistency for this property and noted the conflicting position relative to the *Comprehensive Plan's* perspective with regard to provision of public services to properties carrying an agricultural land use designation in *The Plan*. He further noted that staff believed that the limits and scale of the proposed use counter this inconsistency with respect to the land use designation. Also disclosed was the special exception the owner received from the Board of Zoning Appeals (BZA) for the use of an on-farm brewery to co-exist with the existing roadside stand and proposed restaurant, and that staff feels this will be in conformance with land use objectives to "limit rural development to uses compatible with agriculture and forestry." Mr. Mitchell explained staff's assertion that this is a limited and appropriate use of public sewer to showcase an agricultural product grown and produced on the same property, and confirmed that these arguments put forth on this matter were a part of the reasoning in both the BZA approval and the allocation of limited capacity to the property with conditions by the County Commissioners.

Also discussed by Mr. Mitchell was the planned utilization of wastewater from the brewing process for agricultural irrigation. Public sewage to serve wastewater needs for brewing beer coupled with any form of public water to serve agricultural irrigation are currently not provided to any customer within the Mystic Harbour or any Sanitary Service Area within the county. This was followed with the statement that to prevent introduction of high-strength processing wastewater to the Mystic Harbour sewer system, only domestic-strength sanitary wastes from the public portion of the property would be permitted to be discharged from this property.

Answering a question from Mr. Knerr, Mr. Mitchell responded concerning the proposed use of agricultural wastes on the farm by this owner. He explained that the

Maryland Department of the Environment (MDE) and the Maryland Department of Agriculture (MDA) have worked cooperatively to formulate state policy that addresses processing waste generated on farms if used in a proper and agriculturally-beneficial manner. They would seek approval from the state chemist at MDA for material like this brewery waste to be land applied as a soil amendment under an approved nutrient management plan. MDE would then issue an exemption from the requirement for a groundwater discharge permit for the land application of food processing wastewater after review of analysis of the process. He finished that any solids would be composed onsite or transported offsite and fed to hogs at a farm on another property.

Mr. Mitchell concluded that this is what will be done on the agricultural portion of this property that will remain with an S-3 sewer planning area designation. The owner will install a holding tank for the brewery wastes, which will be applied under the MDE exemption to their fields in accordance with an approved Nutrient Management Plan.

In response to a question from Ms. Ott, Mr. Mitchell clarified that the sewer would only serve the existing roadside stand with seating and the proposed restaurant and that the "back of the house" wastewater involved with the brewing operation would be part of the holding tank system to be land applied by spray irrigation under the MDE exemption on farmland within the portion of the property remaining with the S-3 sewer planning designation.

Following the discussion, a motion was made by Ms. Ott that included the clarification concerning sewer only serving the existing roadside stand and proposed restaurant, the motion was seconded by Mr. Knerr and carried unanimously to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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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 *E.A.T.*
Phil Thompson, Finance Officer
DATE: October 28, 2019
RE: Implementation of Rental Regulations

As you know, our two departments have worked together throughout the process of preparation and adoption of the four legislative bills recently passed by the County Commissioners concerning the new rental property licensing requirements and enhanced provisions of the hotel rental tax law (a.k.a., room tax). As we moved closer to adoption of the legislation, we met more frequently and involved more staff members to ensure that we adequately covered the issues relative to the collection of the room tax for properties licensed as short-term rentals.

We see two main components to implementing the new program. The first component, to be handled by the Department of Development Review and Permitting (DRP), will involve several processes. First will be the intake of rental license applications. Different reviews will be necessary depending upon the type of license needed. Hotel/motel, short term residential, mobile home park, campground, bed and breakfast, group homes, and boarding and lodging houses will all have different aspects to review. For example, in the instance of short term rentals applications, each will have to be reviewed for accuracy, floor plans studied and permitted occupant loads calculated, determinations made as to whether the room tax will apply, the property file reviewed for any outstanding violations on the property, and consistency with the zoning regulations confirmed, among other things. Once the license is ready to be issued, we will coordinate with the Treasurer's Office to establish a room tax account. Other types of licenses such as hotels and motels will have a slightly different review process. The second process is a concentrated effort to identify properties being used for rental purposes and to ensure that they are properly licensed. This will involve daily reviews of online rental platforms and print media. We will also look to ensure that properly licensed properties are including their license number in all advertising, as required by law. The third process will be the intake and investigation of rental related complaints. We firmly suspect that there will be a significant

increase in the number and nature of such complaints over what we have seen up until now. Some of these complaints will require site inspections of the subject properties. As currently designed, these will be the only times we inspect properties for compliance. Another process will be the handling of changes to licensed properties, such as changes in ownership or type of license or actual physical changes to the property. An additional process will be an ongoing education campaign about the requirements for a rental license. We hope to begin such an effort in mid-November with help from Kim Moses for public service announcements., etc. We anticipate the need to keep this process going for perhaps the bulk of next year. As I have stated on numerous occasions, I believe that I need two additional staff persons to manage all of these tasks. While both would be cross trained in all aspects, we would like one individual to focus on processing license applications and renewals and the other to focus on education, enforcement and complaint reconciliation. We are already getting inquiries from property owners as well as from property management companies with regard to license applications, fees, etc.

We are currently finalizing drafts of the actual license applications, the licenses themselves and informational brochures. While we hope to have a software solution in place by the start of 2020 that would allow us to simplify all of the processes, we are also preparing to use a paper system if necessary.

The second main component of implementation of the rental license program will be handled by the Treasurer's Office. This component will be the collection of the room tax on those rentals of less than four months. With a robust licensing program we expect to see a significant increase in the collection of these taxes. While this will generate more work for the office, we believe there is a solution to the additional workload without requiring additional staff. Throughout the adoption process of the rental licensing regulations passed by the County Commissioners, the Treasurer's Office explored software options available to process and account for properties and fees involved. In looking at software that would be compatible with our current systems as well as add a more efficient way to capture room taxes on the licensed parcels, we compared three possibilities (options for New World, Munis and Tyler Energov). Based on the least costly option that would best fit our needs, it appears that the Munis licensing module will be our best option. This module will integrate with our current parcel database, our Tyler cashiering, and our front end Munis CSS (customer self-service) and will not require an additional server. This module will allow us to identify the rentals by customer, parcel and property management company, providing multiple scenarios for management and payment. It will also allow us to layer room tax collections over the database (most likely in the fall of 2020) to provide for better efficiency and compliance of room tax revenues, leading to higher room tax collections. If they so choose, customers will be able to set up a user ID and password to apply for a rental license, pay annual fees, and file monthly room tax (by property management company as well). The initial purchase of the software module is \$50,492 and it will serve both DRP rental licensing and Treasurer's Office room tax collections. We have been quoted implementation costs of \$39,200 but all feel that will not all need to be spent due to our current familiarity with Munis products as well as the fact that we are not going through a conversion of current data. Annual maintenance is \$11,736 and will be added to our current software maintenance costs. We feel this is well worth the investment to procure the proper tools at the beginning of this endeavor. This software solution would be a great help in the Treasurer's Office tax collection efforts even if there had been no changes in the law or a rental license program established. The Treasurer's Office was able to encumber \$10,000 from prior year surpluses to put towards this project. Implementation teams are scheduling up to 60 days out so it is imperative that we approve the quote now if we want to have a software system in place and

ready for the implementation in early January rather than a paper system.

We have attached herewith a draft fee resolution for the County Commissioners' consideration. If adopted as drafted, we believe we would generate more than sufficient funds to cover both the additional staff and software through the license fees alone. The increased room tax collections will be the larger positive revenue generator.

Early indications are that we could conservatively expect to issue 400 to 600 short-term rental licenses per year, generating \$160,000 to \$240,000. Recommended mobile home park license fees should cover the loss of the current excise tax collections and will be a much more equitable and verifiable process. We do not have any real sense of the number of rental licenses that will be issued for rentals beyond the 28 day limit for short-term rental licenses. Since the recommended fee for these licenses is also the lowest of all the fees, we don't expect that it will be a significant contributor to the overall revenue totals from licensing.

As always, we both will be available to discuss the matter in greater detail with you and the County Commissioners at your convenience. Please do not hesitate to contact us should you have any questions or require additional information in the interim.

EAT:phw

cc: Phyllis Wimbrow
Jennifer Keener
Jennifer Swanton

RESOLUTION ESTABLISHING RENTAL LICENSE FEES

WHEREAS, on August 20, 2019 the County Commissioners of Worcester County, Maryland adopted Bill 19-4, entitled Taxation and Revenue - Rental Licenses, which added a new Section TR 2-106 to the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland which provides that no person, firm or corporation or any other entity with an interest in real property shall rent or offer for rent all or any portion of any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof as sleeping accommodations or any lot or parcel of land for the purposes of placing a manufactured or mobile home, recreational vehicle or tent, regardless of the length of the rental term, without first obtaining a rental license from the County which shall be issued only to the property owner; and

WHEREAS, Section TR 2-106 further provides that rental license fees shall be established by resolution of the County Commissioners of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following fee schedule is hereby adopted for all annual rental license applications:

<u>Use or Structure</u>	<u>Annual Fee</u>
Short term rental properties	\$400.00 per unit.
Mobile home park	\$400.00 per lot, site or unit.
Hotel, motel or campground	\$5.00 per room or site, minimum of \$250.00
Bed and breakfast establishments	\$400.00 per establishment
Keeping of roomers or boarders	\$100.00 per home
Dwelling unit rentals greater than 28 days (Year-round or seasonal rentals)	\$100.00 per dwelling unit
Group homes and assisted living facilities where all units are owned by a single business entity operating the facility	\$250.00 per establishment
Group homes and assisted living facilities where units are individually owned and rented	\$100.00 per unit
License modifications with no change in class of license	\$50.00
License modifications with change in class of license	\$50.00 plus incremental difference in class fee
License modifications for additional units, rooms or sites	\$50.00 plus \$5.00 per additional unit, room or site
Any use or structure not specifically stated herein	Fee for the most similar use or structure as determined by the Department.

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

PASSED AND ADOPTED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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10

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

To: Harold Higgins, Chief Administrative Officer
From: Edward A. Tudor, Director, DRP *EAT*
Date: November 12, 2019
Re: Nuisance Abatement Order No. 18-4 - Denise and Vincent Lynch - 10720 Saint Martins Neck Road

This memorandum is a follow-up to your request and the discussion at the last County Commissioner's meeting concerning the above referenced property.

Mr. and Mrs. Lynch appeared before the County Commissioners on February 5, 2019 in response to Nuisance Abatement Order No. 18-4, which was issued on November 13, 2018. I have attached herewith the original abatement order, minutes of the February 5, 2019 Commissioner's meeting and the correspondence sent to the Lynches. As noted in the meeting minutes and in the February 7, 2019 follow-up letter to the Lynches, there were four (4) scheduled actions to be taken by the Lynches by various dates.

At the time of the Commissioners meeting on February 5, 2019, the Lynches were unsure if they were going to demolish the entire structure and rebuild it; demolish the two-story portion of the structure and then possibly rebuild only that portion; or demolish the two-story portion of the structure and leave the single-story portion which has been the only portion occupied for quite some time. However, shortly after the Commissioner's meeting on February 5th, the Lynches filed both a Board of Zoning Appeals application and a permit application in order to comply with actions 1 and 2.

Condition 3 required that on or before April 8, 2019, they submit signed and sealed architectural plans and all permit applications for the proposed improvements to the property. No plans were submitted by this deadline, so the department processed the permit application as a demolition permit only. Since at that time the property owners were not proposing any improvements to the remaining one-story portion of the structure, I did not feel that any sealed plans were necessary for the demolition. To the best of my knowledge, the single-story portion of the structure contained the necessary facilities for living, was constructed with support independent of the two-story section and was built long before any building codes were in place. While the structure is a rental property and therefore subject to the Rental Housing Code, we have only enforced those provisions after a complaint was made by the tenant. We have never received a complaint from the tenant on this property.

Subsequently, the demolition permit was issued and the two-story portion of the structure was removed in late July prior to the August 5, 2019 deadline as required by actions 2 and 4. Condition 2 required that they apply for a demo permit for all *or* the two-story portion of the structure and condition 4 required that they begin construction on the improvements or have removed the structure on or before August 5, 2019.

After the demolition of the two-story portion of the structure in July of this year, staff contacted the Lynches for an update with regard to the cleanup of the remaining debris and their intended plans for the remaining one-story section. Staff met with the property owners on-site on September 11, 2019. We outlined the items required to complete the demolition, which included cleaning up the remaining materials and minor repairs to the roofline and siding on the east wall. During this visit, the Lynches stated that they now felt prepared to entertain placing a modular addition on the remaining single-story portion remaining after the demolition. They were advised of the need to apply to the Board of Zoning Appeals and that signed and sealed plans would be necessary for both the new addition as well as for any construction work related to the connection to the existing single-story section. The Lynches stated that they would engage an architect only after consideration by the Board of Zoning Appeals, should they look favorably on the request. On October 10, 2019, the Board of Zoning Appeals approved the requested special exception.

All of the four conditions of the County Commissioners were necessary to secure the requested one-year extension (through February 7, 2020) from the Lynches. In my opinion, they have met the basic requirements of the conditions, although I do believe they need to get the siding applied to east end of the building prior to the expiration of the extension. If they do follow through on the proposed addition, they will have to submit the sealed plans and follow the timelines provided for in the code relative to the Board of Zoning Appeals approval and permit life. If the County Commissioners determine that we still must inspect the one-story section without a tenant complaint to ascertain compliance with the rental housing code, we will do so. However, I do not feel it is appropriate to inspect it to the standards of the building code as if it were a new house. As I said earlier, it predates any and all code requirements and we do not apply such standards to other structures built before the adoption of the building codes.

Since the Commissioner's meeting this past Tuesday, November 5th, we have once again reached out to the property owners by phone message and email for an update as to the status of their proposed plans and an explanation as to why the siding has not been reapplied to the east end of the remaining one-story section. Mr. Lynch replied by email over this past weekend, noting that he has found the work to be more than he can handle, and is scheduled to meet a contractor on-site this afternoon (November 12th), and would advise staff of the plan of action from there. In addition, he noted that they are continuing to review proposed plans for the addition that would fit the scope of the Board's approval and their budget. If we receive anything further from them prior to the next Commissioner's meeting on November 19th I will be sure to pass it along.

cc: Jennifer Keener, Zoning Administrator
Lisa Wilkens, Zoning Inspector

individuals like Reverend Charles A. Tindley who penned the Civil Rights Movement anthem *We Shall Overcome*; and those bridging gaps in our community today, individuals like Mr. Ballard who served on a State commission that campaigned for the creation of a U.S. federal holiday honoring Martin Luther King, Jr. and whose work with the Tri-County MLK Coalition, Inc. has helped to promote unity through the community with the annual MLK birthday celebration and commemoration banquet for 34 years.

The Commissioners received objections and other public comments on the proposed disposal of the old swing set at the Stockton Playground, which is in the process of being replaced with new playground equipment, by gifting it to the Town of Pocomoke City to be used at Cypress Park in Pocomoke City. There being no objections, upon a motion by Commissioner Nordstrom, the Commissioners unanimously declared the swing set to be surplus property and agreed to gift it to the Town of Pocomoke City.

Ocean City Development Corporation (OCDC) Executive Director Glenn Irwin and OCDC Board of Directors President Blaine Smith provided the Commissioners with an update about the OCDC's revitalization efforts, which included the following: Facade Program, which includes having renovated 217 buildings to date, three projects underway, \$6.4 million in private sector investment, and 6:1 leveraging of private to public funds; Green Building Initiatives Program, with 57 projects completed and five underway, and \$950,000 in private sector investment; Business Assistance Program, with fixed interior improvements to 24 new or expanding businesses and \$1.6 million in private investment; New Construction, including the new Cambria Hotel underway at the site of the former Cropper concrete property; Strategic Demolition Program, Light Up Alley Program; Special Events; and Upcoming OCDC Items. The Commissioners thanked Mr. Smith and Mr. Irwin for the outstanding projects the OCDC undertakes to revitalize the downtown area of Ocean City. Mr. Smith and Mr. Irwin recognized that much of the OCDC's accomplishments would not be possible without the dedicated efforts of the 15 board members and 164 volunteer members who serve on 14 separate OCDC committees.

The Commissioners conducted a hearing on Nuisance Abatement Order No. 18-4 on property located at 10720 St. Martins Neck Road in Bishopville, and more specifically identified on Tax Map 9 as Parcel 153, which consist of a two-story dwelling built in the 1920s, which some years ago was stripped and gutted with apparent intentions of fixing it up, and a somewhat later single-story addition. Development Review and Permitting Director Ed Tudor stated that the specific nature of the nuisance is the property in general, which includes the unattended and uninhabitable dilapidated portion of the structure, which is beyond reasonable hope of rehabilitation or restoration, which constitutes a nuisance under the provisions of Subsection PH 1-101(a)(11) and (14) of the County Code.

Property owner Vincent Lynch stated that this property has been in his wife, Denise Lynch's, family for many years, and he and his wife took over ownership of the property 15 years ago. He reviewed the improvements that he has attempted to make since receiving notification from the County regarding the nuisance conditions. He asked for one year of additional time to address the nuisance and offered to give the County his property if he is unable to meet this deadline. The Commissioners confirmed that they do not want to take ownership of

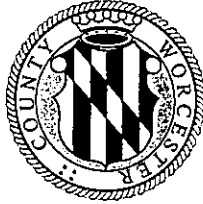
the property, but would rather see that the nuisance is abated.

Commissioner Bunting stated that the Lynchs have had 60 days to make improvements, and it does not appear that they have made any substantial progress during that period of time. In response to a question by Commissioner Bunting regarding the use of these premises as a rental property, Mr. Tudor confirmed that it would not be safe for the current renter to remain on the premises while improvements are made to the property, specifically the demolition of the attached two-story structure. Commissioner Mitrecic stated that he understood that this property has been in Mrs. Lynch's family for some time, but as a builder himself he sees nothing salvageable in the structure. He stated that he is inclined to grant a request for additional time provided the property owners are required to adhere to a set of deadlines that will assure the nuisance conditions are abated within one year. Commissioner Church concurred. In response to a question by Commissioner Church, Mr. Tudor reviewed a proposed schedule that Mr. and Mrs. Lynch should follow to abate the nuisance conditions within one year. Commissioner Bunting stated that he could support granting the Lynches one additional year, provided they are required to meet the timetable outlined by Mr. Tudor.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to grant Mr. and Mrs. Lynch an extension, provided they meet the following deadlines: file an application with the Board of Zoning Appeals (BZA) for a special exception seeking approval for the reconstruction or structural alteration of this nonconforming building within 14-days; apply for a demolition permit from Development Review & Permitting for the removal of all or the two-story portion of the structure within 30-days; submit signed and sealed architectural plans and all required permit applications for the proposed improvements to their property within 60-days; and begin construction on the improvements to the property in accordance with all approved permits or have removed the structure from the property within 6-months. In accordance with the Nuisance Abatement Order, failure to abate the nuisance would result in County resources being used to abate the nuisance at the property owner's expense, as referenced in Section PH 1-102(d) and (e) of the County Code.

Joan Roache, co-coordinator of Your Vote, Your Voice, presented a petition to establish a second early voting site in Pocomoke City. In addition to the petition, the Commissioners reviewed an email from Board of Elections Director Patricia Jackson, which included an itemized expense report of \$116,709 for the additional staff, equipment, and rent for a second site. Ms. Roache recognized the 14 members of Your Vote, Your Voice in attendance and stated that it is a hardship for many residents of Pocomoke who either have limited transportation or work multiple jobs and cannot commute 29 minutes each way from Pocomoke to the Gull Creek Nursing Home in Berlin to participate in early voting. In response to a question by Commissioner Church, Ms. Roache advised that the Board of Elections advised her that they were not opposed to the idea, but that funding is not available in their budget to staff a second early voting site. Therefore, Ms. Roache urged the Commissioners to provide funding for the additional site.

Commissioner Nordstrom thanked Ms. Roache and stated that many Pocomoke residents work two or more jobs, so they cannot get to the polls on election day, and often these same individuals lack the transportation needed to drive to Berlin for early voting. Thus, he noted that today's discussion is a great first step to taking a larger look into the requirements involved in adding a second early-voting site in Worcester County. In response to a question by



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

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

February 7, 2019

Denise A. Lynch & Vincent P. Lynch
31508 Lighthouse Road
Selbyville, DE 19975-3479

BY REGULAR MAIL AND CERTIFIED MAIL

Required Action on Nuisance Abatement Order #18-4

As you are aware, following the public hearing with the Worcester County Commissioners on February 5, 2019 with regard to Nuisance Abatement Order No. 18-4 (copy attached), the County Commissioners have agreed to extend the abatement order to enable you to abate the nuisance conditions on your property provided that you adhere to the following scheduled actions:

1. Within 14-days (on or before February 19, 2019) - file an application with the Worcester County Board of Zoning Appeals for a special exception seeking approval for the reconstruction or structural alteration of this nonconforming building.
2. Within 30-days (on or before March 7, 2019) - apply for a demolition permit from the Worcester County Department of Development Review & Permitting for the removal of all or the two-story portion of the structure.
3. Within 60-days (on or before April 8, 2019) - submit signed and sealed architectural plans and all required permit applications for the proposed improvements to your property.
4. Within 6-months (on or before August 5, 2019) - must begin construction on the improvements to your property in accordance with all approved permits or have removed the structure from the property.

Should you fail to meet any of the conditions specified herein, the County Commissioners will commence the Nuisance Abatement procedures as specified in Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland, which will involve removing the entire structure from the property and the actual costs incurred by the County (see Section PH 1-102(e)) shall be charged to you and shall become a lien on upon your property in the same manner as delinquent taxes.

Denise A. Lynch & Vincent P. Lynch
Page 2

We sincerely hope that you will take this opportunity to abate the nuisance conditions on your property as soon as possible. Should you need assistance with regard to the Board of Zoning Appeals process, permit applications or technical assistance with the abatement of the nuisance you may contact Jennifer Keener, Zoning Administrator, at the Worcester County Department of Development Review & Permitting at (410) 632-1200, extension 1123.

For the County Commissioners

A handwritten signature in black ink, appearing to read "Harold L. Higgins". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Harold L. Higgins
Chief Administrative Officer

cc: Edward A. Tudor, Director of Development Review & Permitting
Jennifer Keener, Zoning Administrator, DRP
Lisa Wilkens, Zoning Inspector, DRP
Phil Thompson, Finance Officer
KS/Misc/Nuisance Abatement 18-4 - Post-Hearing Instructions



COMMISSIONERS
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MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

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

November 13, 2018

Denise A. Lynch & Vincent P. Lynch
31508 Lighthouse Road
Selbyville, DE 19975-3479

BY REGULAR MAIL AND CERTIFIED MAIL

Nuisance Abatement Order #18-4

You are hereby notified pursuant to Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners of Worcester County have ordered that you abate the nuisance condition which exists on property owned by you located at 10720 St. Martins Neck Road, Bishopville, Maryland 21813, and identified on Worcester County Tax Map 9 as Parcel 153. The precise nature of the nuisance, as determined by the County Commissioners, being the unattended and uninhabitable dilapidated portion of the structure on your property which is beyond reasonable hope of rehabilitation or restoration, which constitutes a nuisance under the provisions of Subsections PH 1-101(a)(11) and (14) of the County Code. A copy of the law is enclosed for your reference.

You are hereby ordered to abate such nuisance by January 15, 2019. Should you wish a hearing on the matter you must sign and deliver the enclosed request for a hearing to the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland, 21863-1195, **not later than fifteen (15) days from your receipt of this letter.**

Should you wish technical assistance with regard to the abatement of the nuisance you may contact Lisa Wilkens, Zoning Inspector, at the Worcester County Department of Development Review & Permitting at (410) 632-1200, extension 1135.

For the County Commissioners

Harold L. Higgins
Chief Administrative Officer

cc: Edward A. Tudor, Director of Development Review & Permitting
Jennifer Keener, Zoning Administrator, DRP
Lisa Wilkens, Zoning Inspector, DRP
Phil Thompson, Finance Officer
KS/Misc/Nuisance Abatement 18-4

Citizens and Government Working Together

Title PH1

HEALTH-RELATED NUISANCES

SUBTITLE I Environmental Health Hazards

- | | |
|-------------------------------------|---|
| § PH 1-101. Nuisances. | § PH 1-105. Smoking in public buildings. |
| § PH 1-102. Abatement of nuisances. | § PH 1-106. Litter. |
| § PH 1-103. Tattoo establishments. | § PH 1-107. Skin penetrating body adornment. |
| § PH 1-104. Junk vehicles. | § PH 1-108. Nightclubs. |
| | § PH 1-109. Adult-oriented businesses, entertainment, and material. |

[HISTORY: Adopted by the Board of County Commissioners of Worcester County 8-25-1981 by Bill No. 81-5 as Title 1 of the Public Health Article of the 1981 Code. Amendments noted where applicable.]

SUBTITLE I Environmental Health Hazards

§ PH 1-101. Nuisances. [Amended 11-10-1987 by Bill No. 87-5; 4-25-1989 by Bill No. 89-2]

(a) Certain conditions to be declared nuisances. The existence of any of the following conditions in the County which are found to be dangerous or prejudicial to the maintenance of property values, health, safety or general welfare of the people of the County by the duly designated County department or official are hereby declared to constitute a public nuisance: **[Amended 11-16-2004 by Bill No. 04-11]**

(1) The uncontrolled growth of grass, weeds or other rank vegetation, including but not limited to ragweed, poison ivy, poison oak, poison sumac, and all other noxious weeds which are generally known to be either allergenic, a skin irritant, or toxic when ingested, to a height exceeding one foot. **[Amended 5-18-2010 by Bill No. 10-4]**

A. The above requirement shall not apply where the Department has determined, after an investigation which considers the physical characteristics or actual use of the property or other relevant factors, that the property qualifies as one of the following: properties utilized for a bona fide agricultural purpose, natural wooded areas, stream protection areas, habitat protection areas, steep slope and erodible soil protection areas, stormwater management facilities areas, unimproved areas of more than three acres in size, areas publicly owned and maintained as natural areas, and private open space areas covenanted with the County as recreational areas to be maintained in their natural state. In no case shall noxious weeds as described above be allowed to grow within sixty feet of any property line adjoining an occupied property zoned for residential, commercial or industrial purposes. In addition, the

above requirement shall not apply to wetlands, stream protection areas, habitat protection areas, steep slope and erodible soils protection areas, stormwater management facilities areas and nature study areas. Any uncontrolled growth as described in and subject to the provisions of this section shall be cut to a height not exceeding four inches.

- B. Where it is ascertained that the owner, occupant or person in control of any lot or lands within the County has allowed or maintained on such lot or lands any growth of weeds or other rank vegetation to a height over one foot or that noxious weeds, as defined herein, are growing on lands within the County, written notice shall be served upon the owner, lessee, agent, or tenant having charge of any lot or lands within the County that weeds or other rank vegetation have been allowed to grow to a height exceeding one foot and that such weeds or other vegetation must be cut to a height not exceeding three inches. If the owner or other person having charge of such lands is a nonresident, notice shall be sent by regular United States mail to his address as shown on the tax assessment rolls as maintained by the Maryland Department of Assessment and Taxation. Mailing by regular United States mail shall constitute adequate notice. In addition such notice shall be posted on the lot or lands not less than fifteen days prior to taking any further action and shall contain information describing the nature of the violation, the anticipated corrective action, and whom to contact for further information. If the address of any owner or person having charge of such lot or lands cannot be located after diligent search, posting of such notice on the lot or land shall constitute adequate notice.
- (2) Any accumulation of animal or vegetable matter or manure that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes or vermin of any kind which is or may be dangerous or prejudicial to the public health.
- A. The provisions of this section pertaining to manure shall not apply to legitimate agricultural land use unless said use is immediately adjacent to a residential structure on another lot. In such cases, manure cannot be stored within one hundred feet of the residential structure.
- (3) Any placing, leaving, dumping or accumulation of rubbish, household trash or junk causing or threatening to cause a fire hazard, or causing the inhabitation therein of rats, mice, snakes, or vermin of any kind or the accumulation of stagnant water causing or threatening to cause the breeding of insects which is or may be dangerous or prejudicial to the public health.
- (4) Other than as provided in Subsections (a)(4)A and B below, the outdoor storage or accumulation of personal property occupying greater than one hundred square feet of land area per parcel or lot, including but not limited to the following: appliances, appliance parts, furniture, linens, household goods, lawn mowers, auto, truck, boat, recreational vehicle, motorcycle or bicycle parts, scrap metal, glass, scrap paper, bicycles, wire, electrical or plumbing parts and fixtures, tools, building

supplies and materials not in storage for existing permitted construction activity on the site.

- A. When the storage or accumulation of personal property as described in Subsection (a)(4) above is visually screened from adjoining public road rights-of-way and adjoining properties or contained wholly within a completely enclosed structure, the storage or accumulation of personal property may occupy greater than one hundred square feet of land area per parcel or lot.
 - B. The provisions of this subsection shall not apply to properties utilized for bona fide agricultural purposes.
- (5) The deposit or accumulation of any foul, decaying or putrescent substance or garbage, trash, rubbish or other offensive matter upon the ground surface or in or upon any groundwater, abandoned well, sewage system, bathing area, lake, pond, watercourse, ditch, drain, gutter or tidewater, hole or pit.
 - (6) The overflow of any foul liquids or sewage or the escape of any sewage or sewage gas from any privy, cesspool, septic tank, subsurface tile field or any other type of sewage system which is not connected to a municipal sewage system; or any open cesspool or unsafe sewage system. [Amended 7-26-2005 by Bill No. 05-8]
 - (7) A toilet or urinal in any public or quasi-public building which is maintained in an unsanitary condition.
 - (8) The accumulation or deposit of manure, human feces, garbage, cannery wastes or by-products, feathers and poultry offal, carcasses of animals or any form of filth.
 - (9) A polluted or unsafe water system, well or spring or the pollution of any well or spring. [Amended 7-26-2005 by Bill No. 05-8]
 - (10) Any premises having an unsafe sewerage system or facility, or that is not provided with a suitable toilet or sanitary privy for all persons gathering, working or living therein. [Amended 7-26-2005 by Bill No. 05-8]
 - (11) Any dilapidated, burned-out, fallen-down, ramshackled or decayed structure or remnant thereof which is unattended and uninhabitable or unusable for its intended purpose and is beyond reasonable hope of rehabilitation or restoration. The Commissioners, in making a determination of a nuisance condition under this subsection, shall consider the historical significance of the structure and its danger or potential danger to the public.
 - (12) Any unattended and unprotected man-made hole, cave, crater, cavity, pit or pool or similar surface condition which constitutes or has the potential of becoming a hazardous area to the public because of potential for cave-in, subsidence or collapse or because of an accumulation of water.
 - (13) The disposition of any animal carcass upon the surface of any land, road or highway.

- (14) Such other similar conditions as the County Commissioners may determine to be prejudicial or dangerous to the health or safety of the people of the County or any of the above or similar conditions as may be determined by the County Commissioners to be prejudicial to property values in the County.

(b) Procedure for determination of nuisance.

- (1) The County Commissioners shall, by resolution, designate County departments or officials to investigate, determine the existence of and issue citations for nuisances.
- (2) The County Commissioners or any department or official designated to enforce this Subtitle may require that nuisance complaints be in writing, signed by the complainant and contain such information as may be necessary to locate and investigate the condition.
- (3) No complaint shall be necessary to institute the investigation of a nuisance.
- (4) Departments and officials designated to enforce this Subtitle shall cooperate with each other in sharing information and making investigations.
- (5) The investigating department or official shall, after investigation, determine whether or not a nuisance exists.

(c) Violations.

- (1) Anyone permitting or maintaining a nuisance as determined hereunder shall be guilty of a civil infraction.
- (2) Each day that a nuisance is permitted or maintained shall constitute a separate infraction.
- (3) A property owner of property on which a nuisance exists, as well as the person causing the nuisance, shall be guilty of such civil infraction.
- (4) Nothing in this Subtitle shall prohibit the abatement of a nuisance under any other legal procedure or relieve a person charged with a civil infraction hereunder from liability under any other civil or criminal enactment.

- (d) Notice. In addition to the penalties contained in Subsection (c) hereof, where it has been determined pursuant to Subsection (b)(5) hereof that a nuisance exists, the Department or official making such determination shall cause written notice to be sent to the property owner, as well as the occupant or other person in possession of the property in question, said notice to describe the nature of the nuisance and the actions necessary for correction. Such notice shall be sent by registered mail to the owners address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessment and Taxation. If the address of any owner or person having charge of such lot or lands which is the subject of the nuisance cannot be located after diligent search or if the aforementioned notice by registered mail is not accepted or otherwise not deliverable, posting of such notice on the lot or land shall constitute adequate notice. Such notice shall be posted on the lot or lands not less than seven days prior to taking any further action and shall contain information describing the nature of the violation, the required corrective action,

and whom to contact for further information. [Added 11-16-2004 by Bill No. 04-11;¹ amended 5-18-2010 by Bill No. 10-4]

(e) Applicability.

- (1) This Subtitle shall apply only in the unincorporated areas of Worcester County and shall not apply to any disposal site operated by the County Commissioners or the Worcester County Sanitary Commission.²
- (2) This Subtitle shall not apply to any legal, bona fide, recognized agricultural practice, provided that such practice does not constitute a health hazard.

§ PH 1-102. Abatement of nuisances. [Amended 11-10-1987 by Bill No. 87-5; 8-2-1988 by Bill No. 88-6; 4-25-1989 by Bill No. 89-2]

- (a) County Commissioners may abate. The County Commissioners may abate any nuisance so designated under this Subtitle.
- (b) Procedure. Where necessary corrections have not been completed after the notice requirements as contained in § PH 1-101(d) hereof have been fulfilled, any Department or official charged with the enforcement of this subtitle may cause or request abatement of any nuisance condition in accordance with the following: [Amended 11-16-2004 by Bill No. 04-11; 5-18-2010 by Bill No. 10-4]
 - (1) Where the Department has ascertained there to be a violation of the provisions of § PH 1-101(a)(1) hereof and corrective actions have not commenced after notice as provided for in § PH 1-101(d) hereof, the Department may enter upon the premises and cut or otherwise remove the overgrowth of vegetation in accordance with the standards as set forth in § PH 1-101(a) hereof. All costs associated with cutting and or removal of the vegetation, and a service fee, shall be assessed in accordance with a fee schedule established by resolution of the County Commissioners. The Department shall mail a statement of charges promptly upon completion of the corrective action to the owner of the premises. All such statements shall be due and payable within thirty days of mailing and shall bear interest thereafter in the same percentage as a delinquent County tax bill. Any unpaid and delinquent statement shall become a lien upon all real estate and personal property of the subject in the same manner as delinquent taxes and a notation shall be made upon the tax records of the County Finance Officer.
 - (2) For all nuisance conditions which remain uncorrected after notice as provided for in § PH 1-101(d) hereof, other than that described in Subsection (b)(1) hereof, the appropriate Department or official may request abatement of a nuisance.
- (c) Notice, order, hearing. After the receipt of a request as described in Subsection (b)(2) hereof, the County Commissioners shall notify, in writing, the owner of the property on which the nuisance is located, as shown on the tax assessment rolls of the County as

1. Editor's Note: This bill also redesignated former Subsection (d) as Subsection (e).

2. Editor's Note: The Sanitary Commission was abolished by Bill No. 93-19.

maintained by the Maryland Department of Assessments and Taxation, as well as the occupant or other person in possession of the property in question, of the request for abatement and shall send to such person an order requiring the prompt abatement of such nuisance within a reasonable time, to be set in such order, which is to take into account the nature of the nuisance. The notice shall afford the owner, occupant or other person in possession of the premises the opportunity to be heard by the County Commissioners within a reasonable time, to be set in such order, which time shall take into account the nature of the nuisance. Such notice shall be sent to the owner's address as shown on the tax assessment rolls of the County as maintained by the Maryland Department of Assessments and Taxation by registered United States mail. If the address of any owner or person having charge of such lot or lands cannot be located after diligent search, or if the aforementioned notice by registered mail is not accepted or otherwise not deliverable, it shall be sufficient to post such notice on the lot or land. Such notice shall be posted on the lot or lands not less than fifteen days prior to taking any further action and shall contain information describing the nature of the violation, the anticipated corrective action, and whom to contact for further information. [Amended 11-16-2004 by Bill No. 04-11; 5-18-2010 by Bill No. 10-4]

(d) Abatement by County.

(1) In the event that such person does not abate any such nuisance as prescribed hereby within the prescribed period of abatement or does not appear before the County Commissioners and have such abatement order rescinded by the County Commissioners within the time prescribed, the County Commissioners may enter upon the premises and cause such condition to be removed or otherwise remedied by such means as the County Commissioners may deem most appropriate and expedient.

(2) Any person, upon receipt of an abatement notice as prescribed by this section, may, at any time up to the date on which such person might have been heard with regard to an order to abate, request the County, in writing, to abate such condition, provided that such request states an affirmative agreement on the part of the requesting party to pay the costs of such removal or abatement.

(e) Cost of abatement. Any actual costs incurred by the County in removing, abating or otherwise remedying any nuisance as herein prescribed, including reasonable attorney's fees, shall be charged to the owner of the land on which the nuisance existed as well as all subjects of the civil infraction citation and shall become a lien upon all real estate and personal property of the subject of the civil infraction citation in the same manner as delinquent taxes. In the case of a condominium or cooperative, the lien shall be upon all of the individual units proportionally. It shall be the duty of the County Finance Officer to mail a statement of such charges to the persons responsible at the address shown on the tax assessment rolls of the County or, in the case of no address on the assessment roll, to the last known address. All such statements shall be due and payable within thirty days from the date of receipt thereof and shall bear interest thereafter in the same percentage as a delinquent County tax bill. In the event that any such statement becomes delinquent, a notation of the delinquency shall be made upon the tax records of the County Finance Officer. [Amended 7-26-2005 by Bill No. 05-8]

- (f) Emergency nuisances. If, upon receipt of a report pursuant to Subsection (b) hereof, the Commissioners determine that a nuisance constitutes an emergency situation presenting a clear and present danger to the health or safety of the public, the Commissioners may abate the nuisance pursuant to Subsection (d) hereof without notice or hearing; provided, however, that the Commissioners shall make a good-faith effort to informally contact the property owner or occupant of the premises or person in possession and provide a reasonable opportunity to be heard. The cost of abatement pursuant to Subsection (e) shall not be assessed against the property owner until after the property owner has been given a notice and a reasonable opportunity to be heard.

§ PH 1-103. Tattoo establishments. [Added 12-10-1985 by Bill No. 85-4]

- (a) Legislative intent. The County Commissioners of Worcester County have determined:
- (1) That the coloration of the skin by the aid of needles or any other instruments designed to touch, puncture or penetrate the skin by improperly trained or unsupervised individuals or in unsanitary facilities is dangerous to the health and general welfare of the community.
 - (2) That the puncturing or penetrating of skin area that has rash, pimples, boils, infections or other skin disorders or diseases can cause a spread of the skin disorders or diseases which may result in the communication of such skin disorders or diseases to other persons.
 - (3) That the communication of disease poses a threat to the public health, safety and general welfare.
 - (4) That, in order to protect the public health, safety and general welfare, it is necessary to regulate tattoo establishments.
- (b) Definitions. Unless the particular provision or the context otherwise requires, the definitions and provisions contained in this section shall govern the construction, meaning and application of words and phrases as used in this section.

CERTIFICATE OF INSPECTION — The written approval from the Worcester County Health Department, Department of Health and Mental Hygiene of the State of Maryland or their designated representative that the tattooing establishment has been inspected and meets all the requirements of this section relating to physical facilities, equipment and layout for the operation of a tattoo establishment.

EMPLOYEE — Any person over eighteen years of age, other than an operator, who renders any service in connection with the operation of a tattoo establishment and receives compensation from the operator of the business or its patrons.

HEALTH DEPARTMENT — The Worcester County Health Department, Department of Health and Mental Hygiene of the State of Maryland, or its designated representative.

OPERATOR — Any individual, firm, company, corporation or association that owns or operates an establishment where tattooing is performed and any individual who performs or practices the art of tattooing on the person of another.



11

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 12, 2019

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2020

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (24) which have current or upcoming vacancies (51 total). They are as follows: Adult Public Guardianship Board (4); Commission on Aging Board (3), Agricultural Preservation Advisory Board (2), Building Code Appeals Board (2), Drug & Alcohol Abuse Council (3), Economic Development Advisory Board (1), Board of Electrical Examiners (3), Ethics Board (1), Housing Review Board (2), Local Management Board/Initiative to Preserve Families Board (1), Board of Library Trustees (2), Local Development Council for the Ocean Downs Casino (2), Lower Shore Workforce Development Board (1), Planning Commission (2), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor for each seat = 6 total nominees), Recreation Advisory Board (1), Social Services Board (1), Solid Waste Advisory Committee (5), Tourism Advisory Committee (2), Water and Sewer Advisory Councils - Mystic Harbour (2), Ocean Pines (1) and West Ocean City (2), Commission for Women (5), and Board of Zoning Appeals (2). I have circled the members whose terms have expired or will expire on each of these boards. The Drug and Alcohol Abuse Council and the Commission for Women have attached requests for re-appointments.

Most of these Boards and Commissions specify that current members' terms will expire on December 31st. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during December so I can notify the board members and staff contacts preferably prior to the end of the calendar year.

At your direction, I will also be happy to submit letters to the county agencies requesting nominees for their representatives on the various Boards from which nominations are required. In addition, if you wish, we can submit a press release notifying the public of these upcoming vacancies and encouraging them to contact our office if they are interested in volunteering to serve on any of these County boards or commissions.

Pending Board Appointments - By Commissioner

- District 1 - Nordstrom** p. 15 - Housing Review Board (C.D. Hall) - 3 year
p. 26 - Tourism Advisory Committee (Barbara Tull)- 4-year
p. 34 - Board of Zoning Appeals (Larry Fykes) - 3 year
- District 2 - Purnell** p. 8 - Building Code Appeals Board (Elbert Davis) 4-year
p. 12 - Economic Development Advisory Board (Natoshia Collick Owens) - 4yr.
p. 13 - Board of Electrical Examiners (Roy Case) 3-year
p. 17 - Initiative To Preserve Families (Ira Shockley) 3-year
p. 18 - Local Development Council for Ocean Downs (Roxane Rounds) - 4-year
p. 20 - Planning Commission (Betty Smith) - 5-year
P. 34 - Board of Zoning Appeals (Larry Duffy) - 3 year
- District 3 - Church** p. 25 - Solid Waste Advisory Committee (Bob Augustine)- 4-year
p. 27 - Water and Sewer Advisory Council - Mystic Harbour (Joseph Weitzell -
Mystic Harbor and Bob Hunt - Deer Point) - 4-year
p. 29 - Water and Sewer Advisory Council - West Ocean City (Deborah Maphis
and Gail Fowler)- 4 year
- District 4 - Elder** p. 13 - Board of Electrical Examiners (Carl Smith) 3-year
p. 22 - Recreation Advisory Board (Shawn Johnson) - 4-year
p. 30 - Commission for Women (Hope Carmean) - 4 year
- District 5 - Bertino** p. 13 -Board of Electrical Examiners (J.T. Novak) - 3 yr.
p. 18 - Local Development Council for Ocean Downs (James Rosenberg) 4yr.
p. 25 - Solid Waste Advisory Committee (James Rosenberg)- 4 year
p. 28 - Water & Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year
- District 6 - Bunting** p. 15 - Housing Review Board (Debbie Hileman) -3 year
p. 25 - Solid Waste Advisory Committee (Mike Poole) - 4-year
p. 26 - Tourism Advisory Committee (Isabel Morris) - 4-year
p. 28 - Water & Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year
p. 30 - Commission for Women (Bess Cropper) - 4 year
- District 7 - Mitrecic** p. 8 - Building Code Appeals Board (Bill Paul) - 4-year
p. 14 - Ethics Board (Frank Knight) - 4-year
p. 18 - Local Development Council for Ocean Downs (Michael Donnelly) - 4-year
p. 20 - Planning Commission (Jay Knerr) 5 -year
p. 23 - Social Services Advisory Board (Maria Campione-Lawrence)- 3yr.
- All Commissioners**
p. 3 - (4) Adult Public Guardianship Board (Dr. Greer, Richard Collins, Nancy Howard, Connie Wessels)
- 3-year
p. 7 - (2) Agricultural Preservation Advisory Board (Bill Bruning, Curt Lambertson) - 4-year
p. 9 - (3) Drug and Alcohol Abuse Council (Jim Freeman, Jr., Jennifer LaMade; Mimi Dean) - 4-year
p. 17 - (1) Local Management Board (Ira Shockley) - 3-year
p. 18 - (1) Local Development Council for Ocean Downs Casino (Mark Wittmyer - At-Large - business or
institution representative in immediate proximity to Ocean Downs) - 4-year
p. 19 - (1) Lower Shore Workforce Development Board (Business Representative - Berlin area) - 4-year
p. 21 - (1) Property Tax Assessment Appeal Board (Gary M. Flater - Snow Hill Area - alternate) - must
submit 3 nominees for each seat to Governor for his consideration in making these appointments 5yr.
P. 25 - (2) Solid Waste Advisory Committee (Michael Pruitt - Town of Snow Hill; Jamey Latchum -Town

of Berlin) 4 yr.

All Commissioners- continued

- p. 27 - (2) Water and Sewer Advisory Council - Mystic Harbour (Joseph Weitzell - Mystic Harbor and Bob Hunt - Deer Point) - 4-year
- p. 28 - (1) Water and Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year
- p. 29 - (2) Water and Sewer Advisory Council - West Ocean City (Deborah Maphis and Gail Fowler)- 4yr

All Commissioners (Awaiting Nominations)

- p. 5 - (3) Commission on Aging Board (Fred Grant - Snow Hill, Joyce Cottman - Berlin, Cynthia Malament- Berlin) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year
- p. 9 - (3) Drug and Alcohol Abuse Council (Jim Freeman, Jr., Jennifer LaMade; Mimi Dean) - 4-year
- p. 16 - (2) Board of Library Trustees (Patricia Tomasovic AND Ron Cascio) - 5year
- p. 30 - (3) Commission for Women (Mary (Liz) Mumford - At-Large-Ocean City, Julie Phillips - Board of Education and Shannon Chapman - Dept. Of Social Services, 3-year.

ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Perform 6-month reviews of all guardianships held by a public agency.
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 1 1/3 year terms
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department
1 member must be a physician
1 member must be a psychiatrist from the local department of health
1 member must be a representative of a local commission on aging
1 member must be a representative of a local nonprofit social services organization
1 member must be a lawyer
2 members must be lay individuals
1 member must be a public health nurse
1 member must be a professional in the field of disabilities
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Dr. William Greer	Physician	07-10-13-16, 16-19
Richard Collins	Lawyer	95-98-01-04-07-10-13-16, 16-19
Nancy Howard	Lay Person	*17-19
Connie Wessels	Lay Person	*15-16, 16-19
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20
LuAnn Siler	Commission on Aging Rep.	17-20
Jack Ferry	Professional in field of disabilities	*14-14-17, 17-20
Thomas Donoway	Person with physical disability	017-20
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18, 18-21
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18, 18-21
Dr. Kenneth Widra	Psychiatrist	18-21

ADULT PUBLIC GUARDIANSHIP BOARD
(Continued)

Prior Members:

Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul Flory
Barbara Duerr
Craig Horseman
Faye Thornes
Mary Leister
Joyce Bell
Randolph Barr
Elsie Briddell
John Sauer
Dr. Timothy Bainum
Ernestine Bailey
Terri Selby (92-95)
Pauline Robbins (92-95)
Darryl Hagey
Dr. Ritchie Shoemaker (92-95)
Barry Johansson (93-96)

Since 1972

Albert Straw (91-97)
Nate Pearson (95-98)
Dr. William Greer, III (95-98)
Rev. Arthur L. George (95-99)
Irvin Greene (96-99)
Mary Leister (93-99)
Otho Aydelotte, Jr. (93-99)
Shirley D'Aprix (98-00)
Theresa Bruner (91-02)
Tony Devereaux (93-02)
Dr. William Krone (98-02)
David Hatfield (99-03)
Dr. Kimberly Richardson (02-03)
Ina Hiller (91-03)
Dr. David Pytlewski (91-06)
Jerry Halter (99-06)
Dr. Glenn Arzadon (04-07)
Madeline Waters (99-08)
Mimi Peuser (03-08)
Dr. Gergana Dimitrova (07-08)
Carolyn Cordial (08-13)
June Walker (02-13)
Bruce Broman (00-14)
Lori Carson (13-14)
Pattie Tingle (15-16)
The Rev. Guy H. Butler (99-17)
Debbie Ritter (07-17)
Dean Perdue (08-17)
Dr. Dia Arpon *(10-18)

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
Rob Hart, Executive Director (410-632-1277)

Current Members:

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
Fred Grant	Snow Hill	*15-16, 16-19
Joyce Cottman	Berlin	*16, 16-19
Cynthia Malament	Berlin	07-10-13-16, 16-19
Lloyd Parks	Girdletree	08-11-14-17, 17-20
Clifford Gannett	Pocomoke City	*12-14-17, 17-20
James Covington	Pocomoke City	*18-20
Bonita Ann Gisriel	Ocean City	*18-20
Carolyn Dryzga	Ocean Pines	*18-20
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	

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 Hughs
 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)

AGRICULTURAL PRESERVATION ADVISORY BOARD

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years***
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>
Bill Bruning (O-O)	Elder	D-2, Snow Hill	11-15, 15-19
Curt Lambertson	Elder	D-4, Snow Hill	15-19
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16, 16-20
Glen Holland (O-O)	Lockfaw	D-1, Pocomoke	13-17, 17-21
Kathy Drew	Bunting	D-6, Bishopville	** 06-09-13-17, 17-21
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18, 18-22
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18, 18-22

Prior Members:

Norman Ellis	Frank Baker (98-01)
Richard Bradford	Ed Anderson (98-03)
Charles Fulton	Robert Gray (00-05)
Elmer Hastings	Orlando Bishop (01-06)
David Stevens	Roger Richardson (96-07)
Curtis Shockley	Anne Hastings (06-11)
Gerald Redden	Earl Ludey (07-13)
William Sirman, Jr.	George Lee Clayville (00-14)
Harold Purnell	Sandra Frazier (03-14)
Chauncy Henry (96-97)	Donnie Powell (06-15)
Lieselotte Pennewell (93-98)	
Carlton Magee (90-00)	
Harry Mitchell (90-00)	

* = Appointed to fill an unexpired term

** = Appointed to partial term to create proper staggering of terms

***=Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006

BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland
COMAR 05.02.07 (Maryland Building Performance Standards)
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms
Terms expire December 31

Compensation: \$50 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Edward A. Tudor, Director
Development Review & Permitting (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>
Elbert Davis	D-2 - Purnell	Snow Hill	*03-03-07-11-15, 15-19
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19
Kevin Holland	D-1 - Lockfaw	Pocomoke	96-04-08-12-16, 16-20
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16, 16-20
Mike Poole	D-6 - Bunting	Bishopville	17-21
Mark Bargar	D-4 - Elder	Berlin	14-18, 18-22
Jim Wilson	D-3 - Church	Berlin	02-06-10-14-18, 18-22

Prior Members:

Robert L. Cowger, Jr. (92-95)
Charlotte Henry (92-97)
Robert Purcell (92-98)
Edward DeShields (92-03)
Sumei Prete (97-04)
Shane C. Spain (03-14)
Dominic Brunori (92-15)
Richard P. Mueller (98-17)

DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

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

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Mimi Dean	Substance Abuse Prevention Provider	*18-19
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21
Rev. Matthew D'Amario	Knowledge of Substance Abuse Issues	*18-21
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14-18, 18-22

*Reappoint
see letter on
p. 11*

<u>Ex-Officio Members</u>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

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Advisory Members

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

Prior Members:

Since 2004

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



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

September 26, 2019

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

Dear President Purnell:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointments to the Council. These representatives are willing to serve on the Council and have been approved by the Council members.

Jim Freeman (Substance Abuse Treatment Provider)
Jennifer LaMade (Knowledgeable of Substance Abuse)
Mimi Dean (Prevention Representative)

Please re-appoint to Council – Current term expires December 2019

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

Capt. Doug Dods
Chair

11

ECONOMIC DEVELOPMENT ADVISORY BOARD

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

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

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner
Members may be reappointed

Staff Contact: Economic Development Department - Kathryn Gordon (410-632-3112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15, 15-19
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20
Joe Schanno	D-3, Church	West Ocean City	*19-20
Ralph Shockley	D-4, Elder	Snow Hill	*08-09-13-17, 17-21
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21
Steven Habeger	D-5, Bertino	Ocean Pines	19-23

Prior Members: Since 1972

George Gering	Mary Humphreys	Michael Avara (99-03)
Margaret Quillin	Theodore Brueckman	Annette Cropper (00-04)
Robert W. Todd	Shirley Pilchard	Billie Laws (91-08)
Charles Fulton	W. Leonard Brown	Anne Taylor (95-08)
E. Thomas Northam	Charles Nichols (92-97)	Mary Mackin (04-08)
Charles Bailey	Jeff Robbins (97-98)	Thomas W. Davis, Sr. (99-09)
Terry Blades	Colleen Smith (94-98)	Mickey Ashby (00-12)
Roy Davenport	Tommy Fitzpatrick (97-99)	Priscilla Pennington-Zytkowicz (09-14)
M. Bruce Matthews	John Rogers (92-98)	Barbara Purnell (08-15)
Barbara Tull	Jennifer Lynch (98-99)	Timothy Collins (03-15)
Tawney Krauss	Don Hastings (92-99)	Joshua Nordstrom (12-16)
Dr. Francis Ruffo	Jerry Redden (92-00)	William Sparrow (16-18)
William Smith	Keith Mason (98-00)	Greg Shockley (14-18)
Saunders Marshall	Bob Pusey (99-00)	Tom Terry (15-19)
Elsie Marshall	Harold Scrimgeour (00-02)	John Glorioso (08-19)
Halcolm Bailey	Scott Savage (98-03)	
Norman Cathell	Gabriel Purnell (91-03)	

* = Appointed to fill an unexpired term

BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years
Terms expire December 31st

Compensation: \$50 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.
1 must be electrician in Worcester County.
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting
Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16, 16-19
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16, 16-19
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16, 16-19
Kenneth Lambertson (ME-5)	D-1, Lockfaw	Pocomoke	96-11-14-17, 17-20
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17, 17-20
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-15, 15-18, 18-21
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18, 18-21

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited; EG = Electrician General)

Prior Members: (Since 1972)

Harrison Lambertson
William Molnar
Thomas Ashby
Billy Burton Cropper
Alonza Anderson
Gus Foltz
Robert Conner
Gus Payne
Robert Farley
Mike Costanza
Herbert Brittingham
Otho Mariner
Mark Odachowski

Howard Pusey
Elwood Bunting
W. Prentiss Howard
Frank Bradshaw (90-96)
H. Coston Gladding (90-96)
Willard W. Ward (92-97)
Walter Ward (92-98)
Dale Venable (94-00)
Gary Frick (96-03)
Thomas Duncan (02-05)
Mike Henderson (00-06)
Brent Pokrywka (02-07)
Joel Watsky (03-08)

Bob Arnold (97-10)
Jamie Englishmen (06-12)

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Maureen Howarth, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frank Knight	D-7, Mitrecic	Ocean City	*14-15, 15-19
Joseph Stigler	D-4, Elder	Berlin	16-20
Jeff Knepper	D-5, Bertino	Ocean Pines	16-20
Bruce Spangler	D-3, Church	Berlin	*02-05-09-13-17, 17-21
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Faith Mumford	D-2, Purnell	Snow Hill	14-18, 18-22
Mickey Ashby	D-1, Nordstrom	Pocomoke	14-18, 18-22

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (policy)

Meetings: As Needed

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

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

Current Members:

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

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	John Glorioso (*06-19)
Larry Duffy (90-00)	
Patricia McMullen (00-02)	
William Merrill (90-01)	
Debbie Rogers (92-02)	
Wardie Jarvis, Jr. (96-03)	

* = Appointed to fill an unexpired term

BOARD OF LIBRARY TRUSTEES

Reference: PGL Education 23-403, Annotated Code of Maryland

Appointed by: County Commissioners (from nominees submitted by Board of Library Trustees)

Function: Supervisory
Responsible for the general control and development of the County library system. Oversees management of the libraries, assists in preparation of library budget and other fiscal matters, arranges for an annual audit, makes an annual report to the County Commissioners, make recommendations to the County Commissioners regarding library acquisitions/development.

Number/Term: 7/5 years
Terms expire December 31st

Compensation: None

Meetings: 1 per month except July, and August

Special Provisions: Nominees submitted by Library Board; Maximum 2 consecutive terms

Staff Contact: Library Director - Jennifer Ranck (410) 632-2600

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Ron Cascio	Berlin	09-14, 14-19
Patricia Tomasovic	Pocomoke	*19
Holly Anderson	Newark	*10-11-16, 16-21
Nancy Howard	Ocean City	16-21
Donald James Bailey	Pocomoke	16-21
Vicki O'Mara	Ocean Pines	*18-22
Leslie Mulligan	Snow Hill	*17-18, 18-23

Prior Members: Since 1972

Herman Baker
Lieselette Pennewell
Edith Dryden
Clifford D. Cooper, Jr.
Klein Leister
Evelyn Mumford
Ann Eschenburg
Barbara Ward
Donald F. McCabe
Fannie Russell
Stedman Rounds
Donald Turner
Sarah Dryden
L. Richard Phillips
Barbara Bunting
Joanne Mason

Jere Hilbourn
Janet Owens
Ruth Westfall
Helen Farlow
Judy Quillin
Gay Showell
Susan Mariner
Jacqueline Mathias
Ann S. Coates (88-97)
Jim Dembeck (91-97)
Bill Waters (88-98)
Geraldine Thweatt (97-98)
Martha Hoover (87-99)
Eloise Henry-Gordy (98-00)
William Cropper (91-01)
Ms. Willie Gaddis (89-01)

Leola Smack (99-02)
Jean Tarr (94-04)
Lois Sirman (01-06)
Amanda DeShields (00-07)
David Nedrow (04-09)
Belle Redden (99-09)
Beverly Dryden Wilkerson (06-10)
John Staley (97-11)
James Gatling (01-11)
Shirley Dale (02-12)
Edith Barnes (07-13)
Richard Polhemus (11-16)
Richard Warner Davis (11-16)
Frederick Grant (13-17)
Rosemary S. Keech (12-18)
Vivian Pruitt (09-19)

* = Appointed to fill an unexpired term

WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

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

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

Appointed by: County Commissioners

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

Compensation: ~~\$50 Per Meeting for Private Sector Members~~

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

Meetings: Monthly

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14-17,17-20
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12, 12-15-18, 18-21
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Spencer "Lee" Tracey	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

Prior Members (since 1994):

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

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

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

Current Members:

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

Prior Members:

Since 2009

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

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

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

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

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

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2nd Wednesday

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

Staff Contact: Lower Shore Workforce Alliance
Becca Webster, Workforce Director (410-341-3835, ext 6)
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

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

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
(Vacant)	(Berlin area)	17-21	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.
Melanie Pursel	Ocean City	18-22	Business Rep.
Jason Cunha	Pocomoke	*16-19, 19-23	Business Rep.

Prior Members: Since

Baine Yates	Bruce Morrison (05-08)
Charles Nicholson (98-00)	Margaret Dennis (08-12)
Gene Theroux (97-00)	Ted Doukas (03-13)
Jackie Gordon (98-00)	Diana Nolte (06-14)
Caren French (97-01)	John Ostrander (07-15)
Jack Smith (97-01)	Craig Davis (13-17)
Linda Busick (98-02)	Donna Weaver (08-17)
Edward Lee (97-03)	Geoffrey Failla (15-18)
Joe Mangini (97-03)	
Linda Wright (99-04)	
Kaye Holloway (95-04)	
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	
Heidi Kelley (07-08)	

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>
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14, 14-19
Jay Knerr	D-7, Mitrecic	Berlin	14-19
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

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" Coyman
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)

PROPERTY TAX ASSESSMENT APPEAL BOARD

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

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

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

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

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

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)
Ext:112

Current Members:

Gary M. Flater (Alternate)	Snow Hill	13-18	Resigned
Steven W. Rakow	Ocean Pines	*19-22	
Arlene C. Page	Bishopville	18-23	
Martha Bennett	Berlin	19-24	

C) = Chairman

Prior Members: Since 1972

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

* = Appointed to fill an unexpired term

Updated: May 21, 2019
Printed: November 13, 2019

RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.
Review and comment on proposed annual Recreation Department budget.

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

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

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Shawn Johnson	D-4, Elder	Snow Hill	15-19
Mike Hooks	D-1, Locklaw	Pocomoke	12-16, 16-20
Missy Denault	D-5, Bertino	Berlin	*15-16, 16-20
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21
Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18-22

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

* = Appointed to fill an unexpired term

SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

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

SOCIAL SERVICES BOARD

(Continued)

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

Updated: August 6, 2019
Printed: November 12, 2019

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

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

Meetings: At least quarterly

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecc	Berlin	*15-16, 16-20
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20
Rodney Bailey	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22

Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	Wendell Purnell (97-18)
		George Tasker (*15-20)

TOURISM ADVISORY COMMITTEE

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

Current Members:

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

Prior Members: Since 1972

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

* = Appointed to fill an unexpired term

1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999

2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

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

Number/Term: 7/4-year terms
Terms Expire December 31

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

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Joseph Weitzell ^c	Mystic Harbour	05-11-15, 15-19
Bob Hunt	Deer Point	*06-11-15, 15-19
David Dypsky	Teal Marsh Center	*10-12-16, 16-20
Stan Cygam	Whispering Woods	*18-20
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek ^c	Bay Vista I	05-10-14-18, 18-22
Matthew Kraeuter	Ocean Reef	19-22

Prior Members: (Since 2005)

John Pinnero ^c (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^c (05-06)	
William Bradshaw ^c (05-08)	
Buddy Jones (06-08)	
Lee Trice ^c (05-10)	
W. Charles Friesen ^c (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

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

Prior Members: (Since 1993)

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

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

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

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

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

Prior Members: (Since 1993)

Eleanor Kelly ^c (93-96)	Andrew Delcorro (*14-19)
John Mick ^c (93-95)	
Frank Gunion ^c (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham ^c (93-13)	
Ralph Giove ^c (93-14)	
Chris Smack (04-14)	

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 (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

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

Contact: 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>
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Terri Shockley	At-Large	Snow Hill	17-20
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
Bess Cropper	D-6, Bunting	Berlin	15-18, 18-21
Kimberly List	D-7, Mitrecic	Ocean City	18-21
Gwendolyn Lehman	At-Large	Berlin	*19-21

See letter on
p. 3.3
re Appoint

VACANCY
See attached letter
on p. 3.2

Resigned

Prior Members: Since 1995

Ellen Pilchard^c (95-97)
Helen Henson^c (95-97)
Barbara Beaubien^c (95-97)
Sandy Wilkinson^c (95-97)
Helen Fisher^c (95-98)
Bernard Bond^c (95-98)
Jo Campbell^c (95-98)
Karen Holck^c (95-98)
Judy Boggs^c (95-98)
Mary Elizabeth Fears^c (95-98)
Pamela McCabe^c (95-98)
Teresa Hammerbacher^c (95-98)
Bonnie Platter (98-00)

Marie Velong^c (95-99)
Carole P. Voss (98-00)
Martha Bennett (97-00)
Patricia Ilczuk-Lavanceau (98-99)
Lil Wilkinson (00-01)
Diana Purnell^c (95-01)
Colleen McGuire (99-01)
Wendy Boggs McGill (00-02)
Lynne Boyd (98-01)
Barbara Trader^c (95-02)
Heather Cook (01-02)
Violet Ayres (98-03)
Terri Taylor (01-03)

Christine Selzer (03)
Linda C. Busick (00-03)
Gloria Bassich (98-03)
Carolyn Porter (01-04)
Martha Pusey (97-03)
Teole Brittingham (97-04)
Catherine W. Stevens (02-04)
Hattie Beckwith (00-04)
Mary Ann Bennett (98-04)
Rita Vaeth (03-04)
Sharyn O'Hare (97-04)
Patricia Layman (04-05)
Mary M. Walker (03-05)

* = Appointed to fill an unexpired term
c = Charter member

Norma Polk Miles (03-05)
Roseann Bridgman (03-06)
Sharon Landis (03-06)

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)	
Susan Schwarten (04-08)	
Marilyn James (06-08)	
Merilee Horvat (06-09)	
Jody Falter (06-09)	
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	



DEPARTMENT OF HUMAN SERVICES

Worcester County
Department of Social Services

Roberta Baldwin
Director

Jamie Manning
Assistant Director
Services

Ellen Payne
Assistant Director
Family Investment

Mary Beth Quillen
Assistant Director
Administration

MAIN OFFICE
299 Commerce Street
P.O. Box 39
Snow Hill, Maryland 21863

Telephone: 410-677-6800
Fax: 410-677-6810
TTY: 410-677-6800

Website:
www.dhr.maryland.gov/local-offices/worcester-county/

October 9, 2019

Diana Purnell, President
Worcester County Office of the Commissioners
Worcester County Government Center
One West Market St., Room 1103
Snow Hill, MD 21863

RECEIVED

OCT 15 2019

Worcester County Admin

RE: Appointment to the Worcester County Commission for Women

Dear Ms. Purnell,

I am writing regarding a replacement nomination to the Worcester County Commission for Women to fill the position created by Shannon Chapman which will be vacated in December 2019. I am recommending the appointment of Coleen Colson, Management Associate, with the Worcester County Department of Social Services to become a member of the Worcester County Commission for Women.

Ms. Coleen Colson, Management Associate
299 Commerce Street
Snow Hill, MD 21863

Please feel free to contact me if any additional information is needed.

Thank you for your assistance.

Sincerely,

Roberta Baldwin, LCSW-C
Director

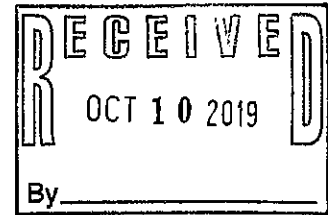
Cc: Harold Higgins, Chief Administrative Officer
Kelly Shannahan, Assistant Chief Administrative Officer



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Worcester County Commission for Women

c/o P.O. Box 1712
Berlin, Maryland
21811



Ms. Diana Purnell
President
Worcester County Commissioners
One West Market Street
Snow Hill, Maryland 21863-1195

October 7, 2019

Dear Ms. Purnell:

The Women's Commission was recently notified that Ms. Bess Cropper has resigned her position on the Commission for personal reasons. Therefore, there is an immediate opening on the Commission for D-6, Bunting, as per our records.

In addition to this opening, several members' commissions will be expiring in December 2019.

District 4 — Elder

Ms. Hope Carmean is eligible to serve another term on the Commission and has expressed an interest to do so. Please accept her name as a nomination for District 4 member.

At-Large

Ms. Mary E. (Liz) Mumford is eligible to serve another term on the Commission and has expressed an interest to do so. Please accept her name as a nomination for At-Large member.

Board of Education — Liaison

Ms. Julie Phillips' term expires. Ms. Phillips has served two consecutive terms; therefore, there is a vacancy.

Dept. of Social Services — Liaison

Ms. Shannon Chapman's term expires and there is a vacancy.

The present members of the Women's Commission are actively looking for qualified members to fill these positions. Thank you for your support in this endeavor!

If you have any questions, I can be reached at 443-614-3004.

Sincerely,

Tamara White

Ms. Tamara White
WCCW Co-Chair

cc:file

BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

Function: Regulatory
Hear and decide on applications for special exceptions, variances from the setback or area provisions of the Zoning Ordinance, and on appeals where there is an alleged error in the application of the Zoning Ordinance; grant expansions of nonconforming uses.

Number/Term: 7 members (as of 1-31-97 per Bill 96-14)/3 years
Terms expire December 31st

Compensation: \$50 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

Staff Contact: Department of Development Review & Permitting
Jennifer Keener - Zoning Administrator (410-632-1200, ext. 1123)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Larry Fykes	D-1, Lockfaw	Pocomoke	*16, 16-19
Larry Duffy	D-2, Purnell	Berlin	*17-19
David Dypsky	D-3, Church	Ocean City	*11-14-17, 17-20
Joseph W. Green, Jr.	D-5, Bertino	Ocean Pines	*05-08-11-14-17, 17-20
Glenn Irwin	D-7, Mitrecic	Ocean City	14-17, 17-20
Thomas Babcock	D-4, Elder	Whaleville	15-18, 18-21
Robert M. Purcell	D-6, Bunting	Bishopville	*11-12-15-18, 18-21

Prior Members: (Since 1972)

Robert B. Jackson
Ruth Spinak
Merrill Lockfaw
Winnie Williams
Randolph F. Wilkerson
Cashar J. Hickman
E. Paige Boston
Elbridge Murray
Gary McCabe
Harley Day
Charles Lynch
Dwight E. Campbell
T. Clay Groton
Albert Berger
Clifford Dypsky
Donald Jones

George Ward, Jr. (92-95)
Doris Glover (91-95)
Marion Marshall (90-96)
Madison Bunting (90-96)
Howard "Buzz" Taylor (97-98)
Edward Bounds (90-99)
Marion Butler, Sr. (96-99)
Dwight Campbell (95-00)
Larry Widgeon (94-00)
Robert Ewell (95-01)
Lester Shockley (99-02)
Robert Mitchell (02-05)
Janice Foley (99-05)
Richard Outten (00-06)
Doug Parks (00-06)
Brian Roberts (06)

Dale Smack (01-06)
Lou Taylor (05-08)
Jerre F. Clauss (98-10)
Mike Diffendal (08-10)
James E. Clubb, Jr. (06-11)
Joe Fehrer, Jr. (06-12)
Beth Gismondi (96-14)
Bill Bruning (12-15)
Robert L. Cowger, Jr. (10-16)
Rodney C. Belmont (07-17)

* = Appointed to fill an unexpired term



12

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

COMMISSIONERS
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ANTHONY W. BERTINO, JR.
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 7, 2019

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Commissioners' Meeting Schedule and Budget Schedule for 2020

In response to the discussion at their last meeting, attached please find a revised proposed schedule of the County Commissioners' meeting dates and a proposed Budget Schedule for calendar year 2020. For informational purposes, I have also attached a copy of the schedule of holidays for 2020 in accordance with the Personnel Rules and Regulations (Section 6.11.A). County Commissioners' meetings are generally held on the 1st and 3rd Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event. In 2020, the Statewide General Election Day holiday is Tuesday, November 3, 2019, therefore I am proposing that the first meeting in November be scheduled on Wednesday, November 4, 2020. Also in 2020, the National Hurricane Conference will be held from April 6-9 in Orlando so we have moved their regular meeting on April 7 to Tuesday, April 14, 2020. Finally, given that Commissioner Elder has advised that he is unable to attend afternoon sessions, we have revised their Budget Reviews and Budget Work Sessions to be held from 9:00 am until 1:00 pm and rescheduled the afternoon sessions to Wednesdays from 9:00 am to 1:00 pm on April 15 and May 20, 2020.

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 2nd or 3rd Tuesday of each month. Since the Commissioners regularly meet on the 3rd Tuesday of each month, I have scheduled each 3rd Tuesday for a regular Legislative Session.

Please review the revised 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

2020

WORCESTER COUNTY COMMISSIONERS' MEETING DATES

The Worcester County Commissioners have established the following meeting dates for 2020. 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 7, 2020	Regular Meeting
January 21, 2020	Regular Meeting - (Special Legislative Session)
February 4, 2020	Regular Meeting
February 18, 2020	Regular Meeting - (Legislative Session)
March 3, 2020	Regular Meeting
March 17, 2020	Regular Meeting - (Legislative Session)
March 31, 2020	Work Session - 9am-1pm Budget Review w/ Departments
April 14, 2020*	Regular Meeting
Wednesday, April 15, 2020	Work Session - 9am-1pm Budget Review with Board of Education & Departments/Agencies
April 21, 2020	Regular Meeting - (Legislative Session)
April 28, 2020	Work Session - 9am-1pm Budget Review w/ Departments
May 5, 2020	Regular Meeting - Budget Hearing
May 12, 2020	Budget Work Session - 9am-1pm
May 19, 2020	Regular Meeting - (Legislative Session) and
Wednesday, May 20, 2020	Budget Work Session - 9am-1pm
May 26, 2020	Budget Work Session - 9am-1pm (if needed)
June 2, 2020	Regular Meeting - Budget Adoption
June 16, 2020	Regular Meeting - (Legislative Session)
July 7, 2020	Regular Meeting
July 21, 2020	Regular Meeting - (Legislative Session)
August 4, 2020	Regular Meeting
August 18, 2020	Regular Meeting - (Legislative Session)
September 1, 2020	Regular Meeting
September 15, 2020	Regular Meeting - (Legislative Session)
October 6, 2020	Regular Meeting
October 20, 2020	Regular Meeting - (Legislative Session)
Wednesday, November 4, 2020**	Regular Meeting
November 17, 2020	Regular Meeting - (Legislative Session)
December 1, 2020	Regular Meeting
December 15, 2020	Regular Meeting - (Legislative Session)

* Meet on Tuesday, April 14, 2020 due to National Hurricane Conference April 6-9, 2020

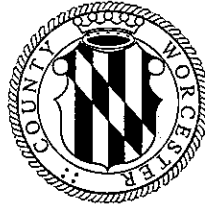
** Meet on Wednesday, November 4, 2020 due to General Election Holiday on Tuesday, November 3, 2020

DRAFT

**WORCESTER COUNTY
FY 2021 Budget Schedule**

Revised November 6, 2019

Thursday, December 12, 2019	FY2021 Operating Budget Information Distributed
Thursday, January 30, 2020	Department & Agency Operating Budget finalized in New World Systems
February 12, 13, 14, 2020	Departments meet with County Administrator and Budget Officer
Friday, February 21, 2020	Operating Budgets Submitted to County Administrator from Municipals and Ocean Pines Association Board of Education submit to County Administrator MOE for FY21 Board of Education submit to County Administrator Non-Recurring FY21
Tuesday, March 3, 2020	County Commissioners review requests of Municipalities & Ocean Pines Association
Friday, March 6, 2020	Operating Budget from Board of Education submitted to County Administrator
Tuesday, March 17, 2020	Requested FY2021 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 31, 2020	Budget work session/Discussion with Board of Education (9-1:00) Commissioner Operating Budget Review with Selected Departments/Agencies
Wednesday, April 15, 2020	Commissioner Operating Budget Review with Selected Departments/Agencies (9-1) Budget work session/Discussion with Departments personnel matters
Tuesday, April 28, 2020	Budget work session/Discussion with Departments personnel matters (9-1)
Tuesday, May 5, 2020	Requested FY2021 Operating Budget Public Hearing
Tuesday, May 12, 2020	Budget Work Session (9-1:00)
Wednesday, May 20, 2020	Budget Work Session (9-1:00)
Tuesday, May 26, 2020	Budget Work Session – (9-1:00 if needed)
Tuesday, June 2, 2020	FY2021 Consolidated General Fund Operating Budget Adopted Proposed FY2021 Enterprise Funds Public Hearing at Government Center
Tuesday, June 16, 2020	FY2021 Water & Wastewater Services Enterprise Fund Budget Adopted FY2021 Solid Waste Enterprise Fund Budgets Adopted



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COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA
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MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

Worcester County Government Holiday Schedule Calendar Year 2020

New Year's Day	Wednesday, January 1, 2020
Dr. Martin Luther King Jr.'s Birthday	Monday, January 20, 2020
Presidents' Day	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
Memorial Day	Observed on Monday, May 25, 2020
Independence Day	Observed on Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Election Day	Tuesday, November 3, 2020
Veterans' Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day After Thanksgiving	Friday, November 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020

Adopted in accordance with Section 6.11.A of the Worcester County Government Personnel Rules & Regulations.

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



13

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

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195
November 11, 2019

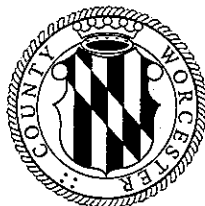
TO: Harold L. Higgins, CPA, Chief Administrative Officer
FROM: Kathy Whited, Budget Officer *Kathy*
RE: FY2021 Budget Public Hearing Location

As you will recall, we held the public hearing on the FY2020 County Operating Budget (Budget Hearing) at Stephen Decatur High School earlier this year on May 7, 2019. You will also recall that during their meeting on April 3, 2018, the County Commissioners had requested that we alternate the location of the Budget Hearing from north (Berlin) to central (Snow Hill) every other year. As a result, I reached out to Dr. Kimberly Purvis, Principal at Snow Hill High School, to determine if the Snow Hill High School Auditorium is available on the evening of Tuesday, May 5, 2020 for the FY2021 Budget Hearing and I am pleased to report that their facility is available.

Therefore please review this matter with the County Commissioners and request their approval for us to schedule the FY2021 Budget Hearing at the Snow Hill High School Auditorium on the evening of Tuesday, May 5, 2020. I am available for any questions you may have.

:kjlw

H:\FY21 Budget\FY21 budget public hearing location.docx



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 15, 2019

14

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

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



FAXED

10/15/19 @ 5:11pm

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

Please print the attached Notice of Introduction of Bill 19-9 in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on October 31, 2019 and November 14, 2019. Thank you.

NOTICE OF INTRODUCTION OF BILL 19-9 WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 19-9 (Public Safety - Fire Marshal) was introduced by Commissioners Bertino, Bunting, Elder, Mitrecic, Nordstrom and Purnell on October 15, 2019.

A fair summary of the bill is as follows:

§ PS 1-301(a). (Repeals and reenacts this subsection to provide that the procedure for selecting the Fire Marshal shall be the same as any other Worcester County Department Director position whereby applications are received and processed by the Worcester County Human Resources Department for interview and appointment by the County Commissioners rather than from a list of names submitted by the Worcester County Fire Prevention Committee.)

A Public Hearing

will be held on Bill 19-9 at the Commissioners' Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland, on Tuesday, November 19, 2019 at 11:00 a.m.

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center and is available on the County Website at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 19-9

BY: : Commissioners Bertino, Bunting, Elder, Mitrecic, Nordstrom and Purnell
INTRODUCED: October 15, 2019

A BILL ENTITLED

AN ACT Concerning

Public Safety - Fire Marshal

For the purpose of amending the Public Safety Article to modify the appointment process for the Worcester County Fire Marshal by the County Commissioners.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Section § PS 1-301(a) of the Public Safety Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

§ PS 1-301. Establishment of office; powers and duties.

- (a) Fire Marshal. The County Commissioners of Worcester County are hereby authorized to create and establish the office of Fire Marshal of Worcester County and to appoint a Fire Marshal. The Fire Marshal shall be an employee of Worcester County and shall enjoy all benefits and privileges of a regular employee of the county; provided, however, that the Fire Marshal may be removed by the County Commissioners for cause, upon written and sworn charges, after a hearing at which the Fire Marshal shall have an opportunity to be heard. The Fire Marshal shall receive such compensation as the County Commissioners shall determine. The salary and expenses of the office of the Worcester County Fire Marshal shall be paid by the County Commissioners and shall be in such amounts as the County Commissioners may from time to time determine necessary and appropriate.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom



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

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 9, 2019

TO: County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer *HH*
SUBJECT: Proposed Text Amendment to Modify Fire Marshal Appointment Process

It has recently come to my attention that County law provides that the Worcester County Fire Prevention Committee, which is comprised of the Chief of each fire company chartered by the County Commissioners, shall submit a list of names for the Commissioners' consideration in appointing a new Worcester County Fire Marshal. This procedure pre-dates the establishment of the Worcester County Human Resources Office which now coordinates the application and selection process for all County employees as reviewed and approved by the County Commissioners. Therefore, selection of the Fire Marshal should follow the same procedure as any other department director level position which reports directly to the Chief Administrative Officer. As a result, County Administration has drafted the attached text amendment which removes the Fire Prevention Committee from the selection process.

Please review the attached legislative bill for introduction at your next legislative session on October 15, 2019. Upon introduction, a public hearing will be scheduled for November 19, 2019.

Thank you for your consideration. If you should have any questions or concerns with regard to this matter, please feel free to contact me.

Strike and REPLACE

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 19-

BY:

INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Public Safety - Fire Marshal

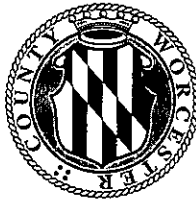
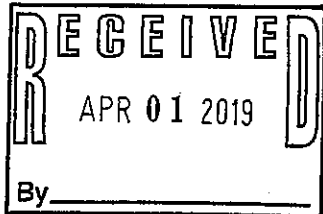
For the purpose of modifying the appointment process for the Worcester County Fire Marshal by the County Commissioners.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Section § PS 1-301(a) of the Public Safety Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

§ PS 1-301. Establishment of office; powers and duties.

- (a) Fire Marshal. The County Commissioners of Worcester County are hereby authorized to create and establish the office of Fire Marshal of Worcester County and to appoint as such A Fire Marshal. ~~a person from a list of names submitted by the Worcester County Fire Prevention Committee.~~ The Fire Marshal shall be an employee of Worcester County and shall enjoy all benefits and privileges of a regular employee of the county; provided, however, that the Fire Marshal may be removed by the County Commissioners for cause, upon written and sworn charges, after a hearing at which the Fire Marshal shall have an opportunity to be heard. The Fire Marshal shall receive such compensation as the County Commissioners shall determine. The salary and expenses of the office of the Worcester County Fire Marshal shall be paid by the County Commissioners and shall be in such amounts as the County Commissioners may from time to time determine necessary and appropriate.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.



OFFICE OF THE FIRE MARSHAL
Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1302

SNOW HILL, MARYLAND 21863-1249

TEL: 410-632-5666

FAX: 410-632-5664

www.wcfmo.org

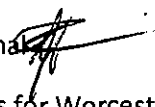
Jeffrey A. McMahon
Fire Marshal

Matthew W. Owens
Chief Deputy Fire Marshal

MEMORANDUM

Date: March 22, 2019

To: Harold Higgins, Chief Administrative Officer

From: Jeff McMahon, Fire Marshal 

RE: Code for Public Local Laws for Worcester County, Section § PS 1-301

Upon reviewing the local fire codes for updates, corrections and with my pending retirement within the next two years I thought I would make sure you were aware of the process for my replacement as Fire Marshal according to the Code of Public Local Laws for Worcester County. Per the Code of Public Local Laws for Worcester County § PS 1-301, *Establishment of office; powers and duties, subsection (a):*

"Fire Marshal. The County Commissioners of Worcester County are hereby authorized to create and establish the office of Fire Marshal of Worcester County and to appoint as such Fire Marshal a person from a list of names submitted by the Worcester County Fire Prevention Committee."

The Fire Prevention Committee Code is found in Section § PS 1-402 (h)(1):

"The Fire Prevention Committee shall be appointed by the County Commissioners and shall consist of the Chief of each fire company chartered by the County Commissioners pursuant to this Title of the Public Safety Article of the Code of Public Local Laws of Worcester County, Maryland."

As written, the Commissioners would have to rely on a list of Fire Marshal candidates from the County's Fire Prevention Committee. During a discussion a year or so ago you indicated the possibility of reviewing the section of the Code so the Commissioners would have the pleasure of choosing interviewees and ultimately the next County Fire Marshal.

Could I be of assistance with this topic, as always, I'd welcome the opportunity to discuss this further with you.

§ PS 1-301. Establishment of office; powers and duties.

- (a) Fire Marshal. The County Commissioners of Worcester County are hereby authorized to create and establish the office of Fire Marshal of Worcester County and to appoint as such Fire Marshal a person from a list of names submitted by the Worcester County Fire Prevention Committee. The Fire Marshal shall be an employee of Worcester County and shall enjoy all benefits and privileges of a regular employee of the county; provided, however, that the Fire Marshal may be removed by the County Commissioners for cause, upon written and sworn charges, after a hearing at which the Fire Marshal shall have an opportunity to be heard. The Fire Marshal shall receive such compensation as the County Commissioners shall determine. The salary and expenses of the office of the Worcester County Fire Marshal shall be paid by the County Commissioners and shall be in such amounts as the County Commissioners may from time to time determine necessary and appropriate.
- (b) Appointment of incumbent. The County Commissioners, upon the effective date hereof, may appoint the then-serving Fire Marshal as Fire Marshal of Worcester County hereunder.
- (c) Powers and duties. The Worcester County Fire Marshal shall be the official charged with the administration and enforcement of the Fire Prevention Code of Worcester County and shall have such other powers and duties as the County Commissioners may from time to time determine.
- (d) Fire investigation authority. The Worcester County Fire Marshal shall be the official charged with investigating and determining origin and cause of fires. The Fire Marshal, Deputy Fire Marshals and Fire Investigators shall have the powers and authority of a police officer so far as relates to violations of law pertaining to fire-related matters. The powers of fire investigators also include, but are not limited to, those referenced in the Annotated Code of Maryland, as from time to time amended. **[Added 10-20-1998 by Bill No. 98-23]**

§ PS 1-402. Powers of the Fire Marshal.

- (a) General. Whenever the maintenance, operation or use of any land, building, structure, material or other object or any part thereof constitutes a fire hazard which is dangerous or unsafe or a menace to either the public health, safety or security and the action to be taken to eliminate such dangerous or unsafe condition or conditions which creates or tends to create the same is not specifically provided for in this Fire Prevention Code, the Fire Marshal is hereby authorized and empowered to take such action as may be necessary to eliminate such dangerous or unsafe condition or conditions in accordance with the provisions of this Fire Prevention Code.
- (b) Enforcement by Fire Marshal.
 - (1) The Fire Marshal is hereby authorized, empowered and charged with the duty of enforcing the provisions of this Fire Prevention Code in the form and manner herein prescribed.
 - (2) The Fire Marshal is hereby authorized and empowered to institute or cause to be instituted any and all legal or equitable actions or proceedings of every kind and character which may be necessary and proper to enforce any and all provisions of the Fire Prevention Code.
 - (3) In any case where an emergency, as contemplated by this Fire Prevention Code, does not exist and any person fails in any respect to fully comply with any and all provisions of any notice, decision or order issued or made by the Fire Marshal, the Fire Marshal is hereby authorized and empowered to do or perform or have done or performed any and all work or operations and to take any other action which may be necessary to eliminate or make safe and secure any and all conditions of every kind and character which are in violation of the terms and provisions of this Fire Prevention Code.
 - (4) Nothing contained in this Fire Prevention Code shall be taken or construed to stop or prevent the Fire Marshal from instituting or causing to be instituted or fully prosecuting any and all legal or equitable actions or proceedings of every kind or character which may be necessary or proper to compel full compliance with any and all of the provisions of this Fire Prevention Code even though criminal proceedings of any kind or character may be pending or may have been completed.

- (c) Right of entry. The Fire Marshal or his authorized representatives, when in uniform or upon exhibiting the proper credentials, shall have the right to enter any building, structure or premises, except private residences, at any time during business or operating hours, or at such other times as may be necessary in an emergency resulting from or arising out of any causes that endanger or tend to endanger the public health or safety, for the purpose of performing his duties under this Fire Prevention Code or enforcing the provisions of this Fire Prevention Code.
- (d) Duty to make inspections and tests. The Fire Marshal shall make any and all inspections and tests or cause any and all inspections and tests to be made as required by the provisions of this Fire Prevention Code.
- (e) Authority to issue orders and notices. The Fire Marshal is hereby authorized and empowered to issue such orders and notices as may be necessary and proper to carry out the intent and purpose of this Fire Prevention Code.
- (f) Duty to keep records and make reports. The Fire Marshal shall keep any and all and make any and all reports that may be necessary for the proper administration of this Fire Prevention Code.
- (g) Deputies. The County Commissioners of Worcester County are hereby authorized and empowered to appoint such deputies as, in their judgment, may be necessary to make any and all of the examinations and inspections which are required to be made or which may be made in accordance with the provisions of this Fire Prevention Code, which deputies shall report, in writing, the results of their examinations or inspections so made to said Fire Marshal. For the purpose of making such examinations or inspections, such deputies as may be so appointed are hereby fully authorized and clothed with the same power and authority to enter upon or into and examine or inspect any premises, buildings or structures within the limits of Worcester County as is given to said Fire Marshal and his authorized representatives by this Fire Prevention Code.
- (h) Fire Prevention Committee of Worcester County.
 - (1) The Fire Prevention Committee shall be appointed by the County Commissioners and shall consist of the Chief of each fire company chartered by the County Commissioners

pursuant to this Title of the Public Safety Article of the Code of Public Local Laws of Worcester County, Maryland.

- (2) The Fire Prevention Committee shall meet with the Fire Marshal at least quarterly. The Committee shall advise the Fire Marshal. The Committee shall make recommendations to the Board of County Commissioners for Worcester County for amendments, revisions and additions to the Fire Prevention Code of the county.



15

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

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COUNTY COMMISSIONERS

Worcester County

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ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 15, 2019



FAXED

10/15/19 @ 5:11 pm

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

Please print the attached Notice of Introduction of Bill 19-8 in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on October 31, 2019 and November 14, 2019. Thank you.

NOTICE OF INTRODUCTION OF BILL 19-8 WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 19-8 (Zoning - Churches, Temples and Mosques in the I-1 Light Industrial District) was introduced by Commissioners Bertino, Bunting, Elder, Mitrecic, Nordstrom and Purnell on October 15, 2019.

A fair summary of the bill is as follows:

§ ZS 1-212(c)(13). (Renumbers the existing subsection 13 to subsection 14 and adds this new subsection to permit by special exception in the I-1 Light Industrial District churches, temples and mosques; and establishes minimum lot requirements for lot area, lot width, and front, side and rear yard setbacks.)

A Public Hearing

will be held on Bill 19-8 at the Commissioners' Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland, on Tuesday, November 19, 2019 at 11:00 a.m.

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center and is available on the County Website at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 19-8

BY: Commissioners Bertino, Bunting, Elder, Mitrecic, Nordstrom and Purnell
INTRODUCED: October 15, 2019

A BILL ENTITLED

AN ACT Concerning

Zoning - Churches, Temples and Mosques in the I-1 Light Industrial District

For the purpose of amending the Zoning and Subdivision Control Article to allow churches, temples and mosques by special exception in the I-1 Light Industrial District.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subtitle § ZS 1-212(c)(13) be renumbered as § ZS 1-212(c)(14) and a new § ZS 1-212(c)(13) be enacted to read as follows:

- (13) Churches, temples and mosques. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

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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
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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 7, 2019
RE: Planning Commission Recommendation - Text Amendment Application - § ZS
1-212(c) - Churches, Temples and Mosques in the I-1 Light Industrial District

The Department is in receipt of a text amendment application submitted by Gary A McCabe, Jr. which seeks to amend the Zoning and Subdivision Control Article to allow churches, temples and mosques in the I-1 Light Industrial District by special exception. The Planning Commission reviewed the proposed text amendment at its meeting on October 3, 2019 and gave it a favorable recommendation.

Attached herewith is a memorandum from Phyllis H. Wimbrow, Deputy Director, which outlines the Planning Commission's comments and recommendations regarding the text amendment. The text amendment application and staff comments are attached to her memo as well. Should one of the County Commissioners wish to introduce the proposed amendment at the upcoming legislative session an electronic copy of the text amendment language in bill form has been forwarded to your office for your convenience and a copy of the draft bill is attached as well.

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

Attachments

cc: Phyllis H. Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator

- (c) Special exceptions. The following principal uses and structures may be permitted by special exception in the I-1 District in accordance with the provisions of § ZS 1-116(c) hereof:
- (1) Bulk storage or wholesaling of fuels and other flammable liquids. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet; and subject to the provisions of § ZS 1-325 hereof. The Board shall require construction and/or additional setbacks to adequately protect the public from hazard.
 - (2) Biodiesel facilities, including refining and processing of by-products or ingredients of biodiesel fuels. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, fifty feet; and rear yard setback, fifty feet; and subject to the provisions of § ZS 1-325 hereof. The Board of Zoning Appeals may require additional buffers or setbacks to adequately protect the public from hazard.
 - (3) Concrete- and asphalt-mixing plants, including the compounding of building materials from cement. Minimum lot requirements shall be: lot area, five acres; lot width, five hundred feet; and all front, side and rear yard setbacks, one hundred feet; and subject to the provisions of § ZS 1-325 hereof.
 - (4) Solid waste transfer facilities, including compactors and necessary leachate collection and treatment facilities (not including an aboveground disposal site for leachate) and resource recovery and recycling facilities, subject to the provisions of Subsection (f) of this section. All facilities and storage areas shall be located at least two hundred feet from all perimeter property lines and public road rights-of-way. Setbacks shall be fully vegetated or landscaped pursuant to an approved site plan in accordance with § ZS 1-325 hereof. All facilities, buildings and storage areas shall be surrounded by a perimeter security and containment fence no less than six feet in height above the ground surface which shall be designed to prevent airborne movement of solid waste from the site. No solid waste shall remain on the site for more than twenty-four hours. All vehicles utilizing the facility must be of the compactor type or otherwise fully enclosed or covered when en route to or from the facility. Minimum lot requirements shall be: lot area, five acres; lot width, five hundred feet; front yard setback, two hundred feet [see § ZS 1-305(b) hereof]; each side yard, two hundred feet; and rear yard setback, two hundred feet; and subject to the provisions of § ZS 1-325 hereof.
 - (5) Outside principal uses other than accessory outside uses, subject to the provisions of § ZS 1-325 hereof.
 - (6) Wastewater and water treatment facilities, with the exception of sewage sludge disposal areas, in accordance with the provisions of § ZS 1-328 hereof.
 - (7) Dredge spoil disposal sites. Lot requirements for dredge spoil disposal sites, special conditions of operation and conditions regarding reclamation of sites shall be as specified by the Board of Zoning Appeals.

- (8) The addition to existing structures of telecommunications facilities that have the effect of increasing the overall height of the existing structure, subject to the provisions of § ZS 1-343 hereof.
- (9) Freestanding towers, guyed towers and monopoles over one hundred ninety-nine feet in height, subject to the provisions of § ZS 1-343 hereof.
- (10) Small and medium wind energy conversion systems over one hundred fifty feet in height, subject to the provisions of § ZS 1-344 hereof.
- (11) Heliports and airfields, subject to the provisions of §§ ZS 1-325 and ZS 1-345 hereof.
- (12) Personal service establishments, limited to health clubs and exercise facilities, located within structures where not less than sixty percent of the gross floor area of the structure is occupied by principal uses permitted in the district. [Added 4-15-2014 by Bill No. 14-4²⁰]
- (13) Any use or structure which is determined by the Board of Zoning Appeals to be of the same general character as an above-permitted use, not specifically mentioned in another district and compatible with the general character and intent of the I-1 District, subject to the provisions of § ZS 1-325 hereof.

proposed to insert new subsection here

20. Editor's Note: This bill also renumbered former Subsection (c)(12) as Subsection (c)(13).



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Worcester County

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ZONING DIVISION
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CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Edward A. Tudor, Director
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: October 4, 2019
RE: Planning Commission Recommendation - Text Amendment Application - § ZS 1-212(c) - Churches, Temples and Mosques in the I-1 Light Industrial District

The purpose of this memo is to forward the Planning Commission's comments and recommendation regarding a text amendment application submitted by Gary A McCabe, Jr. which seeks to amend the Zoning and Subdivision Control Article to allow churches, temples and mosques in the I-1 Light Industrial District by special exception. Specifically, the text amendment as submitted by Mr. McCabe seeks to renumber existing § ZS 1-212(c)(13) as § ZS 1-212(c)(14) and to enact a new § ZS 1-212(c)(13) to read as follows:

- (13) Churches, temples and mosques. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.

The Planning Commission reviewed the proposed text amendment at its meeting on October 3, 2019. The staff report indicated that churches, temples and mosques are allowed either as a permitted principal use or special exception use in every zoning district except the I-1 Light Industrial District, I-2 Heavy Industrial District, CM Commercial Marine District, and the RP Resource Protection District. The staff was concerned that the proposed use does not conform to the purpose and intent of the I-1 Light Industrial District and that it will open up the limited amount of lands that are so zoned to more non-industrial uses, when there is an abundance of properties that are already appropriately zoned for churches, temples and mosques. The staff acknowledged that since churches, temples and mosques typically are open weekends and evenings, these times would generally be "off hours" for nearby industrial activities and thus would lessen the potential for nuisance-related conflicts of use. Additionally, as a special

exception, the applicant for such use would have to demonstrate to the satisfaction of the Board of Zoning Appeals how it would be in harmony with the general character of the neighborhood, potentially an industrial one. The staff concluded that given that the proposed use would only be allowed by special exception and is probably an isolated case, there may not be much of an issue in the future. However, the staff is always concerned that the slow creep of changes to the Zoning Code over time have the ability to erode the basic tenants of Euclidean zoning and therefore urged caution about these types of proposed text amendments that are very site specific and have a limited basis. The Planning Commission shared the concerns of the staff, particularly with regard to the potential for conflicting land uses, but concluded that the special exception process would provide the necessary degree of review and testing for incompatibility and also allow for imposition of appropriate conditions such as buffering. This process would provide the opportunity for industrial users to express their concerns or even support for the proposed uses. Following the discussion the Planning Commission gave a favorable recommendation to the text amendment application as submitted by the applicant.

A copy of a draft bill is attached, as is a copy of the staff report which includes the application. Should you have any questions or require additional information, please do not hesitate to contact me.

A BILL ENTITLED

AN ACT Concerning

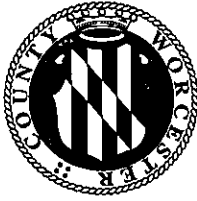
Zoning - Churches, Temples and Mosques in the I-1 Light Industrial District

For the purpose of amending the Zoning and Subdivision Control Article to allow churches, temples and mosques by special exception in the I-1 Light Industrial District.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subtitle § ZS 1-212(c)(13) be renumbered as § ZS 1-212(c)(14) and a new § ZS 1-212(c)(13) be enacted to read as follows:

- (13) Churches, temples and mosques. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.



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ZONING DIVISION
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TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Worcester County Planning Commission
FROM: Phyllis H. Wimbrow, Deputy Director *Phyllis H. Wimbrow*
DATE: September 18, 2019
RE: Text Amendment Application - § ZS 1-212(c) - Churches,
Temples and Mosques in the I-1 Light Industrial District

The attached text amendment application was submitted by Gary A McCabe, Jr. and seeks to amend the Zoning and Subdivision Control Article to allow churches, temples and mosques in the I-1 Light Industrial District by special exception. Specifically, the text amendment as submitted by Mr. McCabe seeks to renumber existing § ZS 1-212(c)(13) as § ZS 1-212(c)(14) and to enact a new § ZS 1-212(c)(13) to read as follows:

- (13) Churches, temples and mosques. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.

Following our customary practice, once I received the text amendment application I forwarded it to Ed Tudor, Director, Jennifer Keener, Zoning Administrator, and Maureen Howarth, County Attorney and Planning Commission Attorney, for their review and comment. Mrs. Keener states in her written comments (attached) that churches, temples and mosques are allowed either as a permitted principal use or special exception use in every zoning district except the I-1 Light Industrial District, I-2 Heavy Industrial District, CM Commercial Marine District, and the RP Resource Protection District. She expresses concern that the proposed use does not conform to the purpose and intent of the I-1 Light Industrial District and that it will open up the limited amount of lands that are so zoned to more non-industrial uses, when there is an abundance of properties that are already appropriately zoned for churches, temples and mosques. Mrs. Keener notes that since churches, temples and mosques typically are open weekends and evenings,

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these times would generally be "off hours" for nearby industrial activities and thus would lessen the potential for nuisance-related conflicts of use. She also points out that, as a special exception, the applicant for such use would have to demonstrate how it would be in harmony with the general character of the neighborhood, potentially an industrial one. This of course would have to be demonstrated to the satisfaction of the Board of Zoning Appeals. Mr. Tudor shares Mrs. Keener's concerns about the inconsistency of the proposed use, that being churches, temples and mosques, with the purpose and intent of the I-1 Light Industrial District. He questions the compatibility of the proposed use with several of the uses permitted by the zoning district. Mr. Tudor states that given that the proposed use would only be allowed by special exception and is probably an isolated case, his comments may be not much of an issue but he is always concerned that the slow creep of changes to the Zoning Code over time have the ability to erode the basic tenants of Euclidean zoning. He therefore urges caution about these types of proposed text amendments that are very site specific and have a limited basis. Mrs. Howarth responded by e-mail (copy attached) that she had no comments. I share the concerns expressed by Mrs. Keener and Mr. Tudor, particularly regarding the slow erosion of the Zoning Code. I do feel the special exception process would provide some necessary degree of review and testing for incompatibility and also allow for imposition of appropriate conditions such as buffering.

Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Edward A. Tudor
Maureen Howarth
Jennifer Keener



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ZONING DIVISION
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TECHNICAL SERVICE DIVISION

MEMORANDUM

To: Phyllis Wimbrow, Deputy Director, DDRP
From: Jennifer Keener, AICP, Zoning Administrator JKK
Date: September 10, 2019
Re: Text Amendment request – Churches, temples and mosques in the I-1 District

The current request is to add churches, temples and mosques as a special exception use in the I-1 Light Industrial District. Currently, churches, temples and mosques are permitted or special exception uses in nearly every zoning district except for the two industrial districts, as well as the CM Commercial Marine and RP Resource Protection Districts.

At first blush, I have some reservations of including this use in the industrial district. The purpose and intent statement of the I-1 District states that it is to provide for business and industry that is “characterized by light manufacturing, fabricating, warehousing and wholesale distribution”. Based on the intent, a church, temple and mosque use does not fit within that description. I would also be concerned that the county would be opening up already limited I-1 lands to more non-industrial activities, when there is an abundance of zoned properties where this use is already considered permitted by right or special exception.

Mr. McCabe does have a point in that the land use activity generally associated with a church, temple or mosque will typically occur during the “off hours” – on weekends and evenings – when the industrial activities that are typically conducted within or adjoining those properties would be less likely to operate. That has the ability to reduce the potential for nuisance-related conflicts of use. In addition, as a proposed special exception, the applicant will have to consider their use and how it will be in harmony with the general character of the neighborhood – which is a potentially industrial one.

I would remind the Planning Commission that while the applicant has listed a specific property in his application, a text amendment cannot be reviewed as a property specific request. They must consider all applicable I-1 Light Industrial zoned lands as a potential for this use.

Phyllis Wimbrow

From: Maureen L. Howarth
Sent: Wednesday, August 28, 2019 12:11 PM
To: Phyllis Wimbrow
Subject: RE: Text Amendment Application - Churches, Temples and Mosques in the I-1 Light Industrial District

No comments.

-----Original Message-----

From: Phyllis Wimbrow
Sent: Wednesday, August 28, 2019 10:15 AM
To: Maureen L. Howarth <mhowarth@co.worcester.md.us>; Ed Tudor <etudor@co.worcester.md.us>; Jennifer Keener <jkkeener@co.worcester.md.us>
Subject: Text Amendment Application - Churches, Temples and Mosques in the I-1 Light Industrial District

Phyllis H. Wimbrow
Deputy Director
Worcester County Development
Review and Permitting
1 West Market Street, Room 1201
Snow Hill, Maryland 21863
(410) 632-1200, ext. 1110

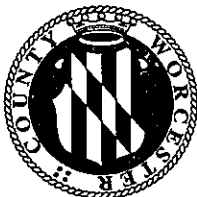
-----Original Message-----

From: wcg-xerox@co.worcester.md.us [mailto:wcg-xerox@co.worcester.md.us]
Sent: Wednesday, August 28, 2019 10:21 AM
To: Phyllis Wimbrow <pwimbrow@co.worcester.md.us>
Subject: Scanned from DRP-XeroxB8065

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Wor Co Development Review and Permitting
Device Name: DRP-XeroxB8065



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ZONING DIVISION
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MEMORANDUM

TO: Phyllis H. Wimbrow, Deputy Director
FROM: Edward A. Tudor, Director *EAT*
DATE: September 17, 2019
RE: Text Amendment Application - Churches, Temples and Mosques in the I-1 Light Industrial District

This memorandum is in follow-up to your request for comments concerning the test amendment submitted by Mr. Gary McCabe, Jr. seeking to amend the Zoning and Subdivision Control Article to allow churches, temples and mosques in the I-1 Light Industrial District by special exception.

In preparation of these comments, I have read Mr. McCabe's application and, as you know, I had spoken to him prior to his submission of this application. As a result, I find it somewhat difficult to comment on the proposed text amendment. The difficulty arises from the fact that the proposed amendment results from Mr. McCabe's finding a potential site for his church that currently is not zoned appropriately but the proposed text amendment he has submitted, like any similar text amendment, applies to all lands zoned I-1 and not just to the potential site. I realize that most text amendments follow a similar pattern but I feel there is a greater degree of incompatibility of uses in this case. I note that Mr. McCabe feels that this is not an issue since most church activities are on Sundays and evenings on other days. This may very well be true but certainly there are churches where the level of usage has grown to much more than those limited times.

When removing myself from the site-specific aspects of this application I do question the compatibility of the proposed use with things such as biodiesel refining and processing facilities, concrete and asphalt plants, solid waste transfer facilities, and bulk fuel and flammable liquid storage and distribution facilities. I also look at the last sentence of the purpose and intent section of the I-1 district which states "[I]ndustrial parks are encouraged in

this district to provide for industrial uses with common access and infrastructure, as well as the provision of open space and ***adequate buffering to adjacent noncompatible uses.***" (emphasis added) This text amendment would allow the noncompatible use right smack dab in the middle of the light industrial district.

Since this may be an isolated case and since the new use would only be allowed by special exception, the above comments may not be much of an issue. However, I am always concerned over the slow creep of such changes that over time have the ability to erode the basic tenants of Euclidean zoning. I simply caution against looking at these types of proposed text amendments on a very site specific and limited basis.

As always, I will be available to discuss the matter in greater depth if need be when it is reviewed by the Planning Commission.



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MEMORANDUM

ZONING DIVISION
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TO: Edward A. Tudor, Director
Jennifer K. Keener, Zoning Administrator
Maureen Howarth, County Attorney
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: August 28, 2019
RE: Text Amendment Application - Churches, Temples
and Mosques in the I-1 Light Industrial District

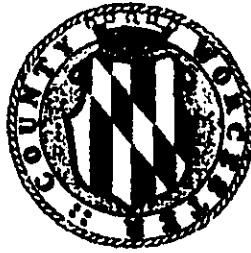
The attached text amendment application has been submitted by Gary A McCabe, Jr. and seeks to amend the Zoning and Subdivision Control Article to allow churches, temples and mosques in the I-1 Light Industrial District by special exception. Specifically, the text amendment as submitted by Mr. McCabe seeks to renumber existing § ZS 1-212(c)(13) as § ZS 1-212(c)(14) and to enact a new § ZS 1-212(c)(13) to read as follows:

- (13) Churches, temples and mosques. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.

I anticipate scheduling this text amendment for consideration by the Planning Commission at its October 3, 2019 meeting. So that I may incorporate them into the staff report, please submit your comments to me no later than September 13, 2019.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you for your attention to this matter.

attachment



Please Type
or
Print in Ink

**Worcester County Commissioners
Worcester County Government Center
1 W. Market St., Room 1103
Snow Hill, Maryland 21863**

**PETITION FOR AMENDMENT OF OFFICIAL TEXT
OF THE ZONING AND SUBDIVISION CONTROL ARTICLE**

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: 8/21/19

Date Received by Planning Commission: 8/22/19

Date Reviewed by Planning Commission: _____

Planning Commission Recommendation Received by _____

on _____
(Date)

1. **Application** - Proposals for amendments to the text of the Zoning Ordinance may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agencies of the County. Check applicable status below:

A. Resident of Worcester County. ☒

B. Taxpayer of Worcester County. ☒

C. Governmental Agency. ☐ _____
(Name of Agency)

2. **Proposed Change to Zoning Ordinance Text.**

A. Section Number: 251-212(c)(13)

B. Page Number: _____

Renumber existing
(13) and enact new
(13)

C. Proposed revised text, addition or deletion:

Churches, temples, and mosques. Minimum lot requirements shall be: lot area, twenty thousand square feet, lot width, (200) two hundred feet; front yard setback, thirty-five feet [see § 252-205(b) thereof]; each side yard setback, twenty feet; and rear yard setback, twenty feet.


III. Reasons for Requesting Text Change.

A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:

As a lifelong resident of Worcester County, I have been searching for locations to help our church, Salisbury based Oak Ridge Baptist, establish a new location in Worcester County. Finding the right site that allows good visibility, safe access, neighborhood compatibility and appropriate facilities has been a challenge.

We are particularly interested in a portion of the concrete plant along Rt 113 (just off of Pecker Road near Bishopville). As an industrially zoned parcel, churches and other religious institutions are prohibited. We hope that the County will consider including this use as permitted by special exception. Churches typically meet on non-business hours (Sundays and evenings).

IV. Signature of Applicant

<u>Signature</u>	<u>Address</u>	<u>Phone</u>	<u>Date</u>
	17872 Saint Martin Mark Rd.	443-235-3016	8/19/2016
Gary McGee Jr.	Bishopville MD 21013		

V. General Information Relating to the Text Change Process.

- A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.**
- B. Procedure for Text Amendments - Text amendments shall be passed by the County Commissioners of Worcester County as public local laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. In the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.**



Administrative Offices
347 Tilghman Road
Salisbury, Maryland 21804

ORBC.net
410.742.4424
410.742.9562~Fax

August 19, 2019

Ed Tudor & Phyllis Wimbrow
1 W. Market St Room 1201
Show Hill, MD 21863

Greetings,

I first want to take a moment to thank you both for the help you have been. I haven't tried to do anything like this before and your quick and clear responses to my questions have been very encouraging to me.

As I may have mentioned previously- I have served as a pastor at Oak Ridge Baptist Church in Salisbury for nearly ten years. During that time, I have seen all the good that a healthy church can do for a community. I am so excited to be given the opportunity to bring a new church with the same strategy and purpose to Worcester County. While Salisbury may not seem so far away- as a lifelong resident of Bishopville- it feels like for the first time I will be able to bring all this goodness home!

I have been looking for a suitable location for a new site, and quite honestly have been coming up dry. Until we found this building that was formerly an office building for the Chaney Concrete Factory. Amazingly, the layout of the building and location are almost exactly what we are looking for. Unfortunately, the area where the building sits is zoned industrial, and, as you know, that precludes churches as an approved use. I am told that both the city of Salisbury and Wicomico County have already changed their zoning rules to allow churches and other religious organizations to use facilities in areas zoned light industrial. This made me hopeful that we might gain the use of this facility.

Please find included here the requested form and check to begin this process as you suggested.

Thanks again for all your help

Gary A McCabe Jr.

NOV 08 2019



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: November 7, 2019
RE: Planning Commission Recommendation - Text Amendment Application
- § ZS 1-212(c) - Private Commercial and Noncommercial Recreational
Areas and Centers in the I-1 Light Industrial District

The Department is in receipt of a text amendment application submitted by Mark S. Cropper which seeks to amend the Zoning and Subdivision Control Article to private commercial and noncommercial recreational areas and centers in the I-1 Light Industrial District by special exception. The Planning Commission reviewed the proposed text amendment at its meeting on November 7, 2019 and gave it an unfavorable recommendation. *

Attached herewith is a memorandum from Phyllis H. Wimbrow, Deputy Director, which outlines the Planning Commission's comments and recommendations regarding the text amendment. The text amendment application and staff comments are attached to her memo as well. Should one of the County Commissioners wish to introduce the proposed amendment at the upcoming legislative session an electronic copy of the text amendment language in bill form has been forwarded to your office for your convenience and a copy of the draft bill is attached as well.

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

Attachments

cc: Phyllis H. Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator



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MEMORANDUM

TO: Edward A. Tudor, Director
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: November 7, 2019
RE: Planning Commission Recommendation - Text Amendment Application -
§ ZS 1-212(c) - Private Commercial and Noncommercial Recreational
Areas and Centers in the I-1 Light Industrial District

The purpose of this memo is to forward the Planning Commission's comments and recommendation regarding a text amendment application submitted by Mark S. Cropper which seeks to amend the Zoning and Subdivision Control Article to allow private, commercial and noncommercial recreational areas and centers in the I-1 Light Industrial District by special exception. Specifically, the text amendment as submitted by Mr. Cropper seeks to renumber existing § ZS 1-212(c)(13) as § ZS 1-212(c)(14) and to enact a new § ZS 1-212(c)(13) to read as follows:

- (13) Private, commercial or non-commercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors.

The Planning Commission reviewed the proposed text amendment at its meeting on November 7, 2019. In their report to the Planning Commission the staff expressed concern that the proposed use does not conform to the purpose and intent statement of the I-1 Light Industrial District regulations which states that it is to provide for business and industry that is "characterized by light manufacturing, fabricating, warehousing and wholesale distribution." Likewise, it will open up the limited amount of lands that are so zoned to more non-industrial uses. The staff noted that the proposed text amendment arises from the fact that Mr. Cropper's client has found a potential site for the proposed use that currently is not zoned appropriately. In that sense, the proposed amendment is very site specific. However, the proposed text amendment he has submitted, like most text amendments, applies to all lands so zoned and not just to the potential site. The staff questioned the compatibility of the proposed use with things

such as biodiesel refining and processing facilities, concrete and asphalt plants, solid waste transfer facilities, and bulk fuel and flammable liquid storage and distribution facilities. The staff noted that this is the second text amendment application submitted in a very short period of time seeking to amend the I-1 Light Industrial District regulations to permit a nonindustrial use. As was the case with the most recent text amendment request to add a non-industrial use to the industrial district, uses of a similar nature to the proposed amendment can already be found in the A-1 and A-2 Agricultural Districts, the E-1 Estate District, and the three commercial zoning districts in one form or another. There is an abundance of land within these zoning districts where this recreational use has already been deemed consistent. The staff is very concerned about the slow erosion of the Zoning Code. The Zoning and Subdivision Control Article's purpose statement as contained in § ZS 1-101(a) states that "[T]his Title has been prepared in accordance with the County's Comprehensive Plan and with reasonable consideration, among other things, to the character of the land, its suitability for particular uses and orderly development." In § ZS 1-101(b) it is stated that "[T]he purpose of this Title is to promote and protect the health, safety, morals and general welfare of the community; to prevent congestion in the streets; to secure the public safety; to promote the conservation and wise utilization of natural resources; to prevent pollution; to affect the concentration but avoid the congestion of population; to preserve the cultural heritage; and to facilitate the adequate provision of transportation, water, sewerage, schools, recreation, parks and other public requirements." In Euclidean zoning, the format the County has always followed, uses are distributed among the various zoning classifications based upon compatibility, among other things. Thus the uses are intentionally segregated between agricultural, residential, commercial and industrial. There is of course some mixing of uses where they are felt compatible. However, the County must be careful when considering any text amendment application or draft legislation to ensure that zoning regulations and the zoning districts are not degraded to the point they lose their meaning or intent. The impact of such changes are cumulative and can have very problematic results. The staff cautioned against looking at these types of proposed text amendments on a very site specific and limited basis.

The Planning Commission was very concerned about the presence of children and adolescents at a recreational facility located within an industrial zoning district or adjacent to an industrial use. The Planning Commission concludes that the potential for conflicts between the land uses, possibly even posing dangerous conditions given outdoor usage, was serious and must be given credence. Additionally, long hours of usage at the proposed recreational center could further create conflicts among land uses. The Planning Commission does not believe that simply making the proposed use a special exception acted upon by the Board of Zoning Appeals removes the potential for conflicting land uses or is even appropriate. The Planning Commission shares the staff's concerns about the erosion of the zoning regulations and the cumulative impacts. Following the discussion the Planning Commission unanimously gave a unfavorable recommendation to the text amendment application as submitted by the applicant.

A copy of the staff report includes the application and is attached. Should you have any questions or require additional information, please do not hesitate to contact me.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Worcester County Planning Commission
FROM: Phyllis H. Wimbrow, Deputy Director
DATE: October 23, 2019 *PHW*
RE: Text Amendment Application - § ZS 1-212(c) - Private Commercial and
Noncommercial Recreational Areas and Centers in the I-1 Light Industrial District

The attached text amendment application was submitted by Mark S. Cropper and seeks to amend the Zoning and Subdivision Control Article to allow private, commercial and noncommercial recreational areas and centers in the I-1 Light Industrial District by special exception. Specifically, the text amendment as submitted by Mr. Cropper seeks to renumber existing § ZS 1-212(c)(13) as § ZS 1-212(c)(14) and to enact a new § ZS 1-212(c)(13) to read as follows:

- (13) Private, commercial or non-commercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors.

Following our customary practice, once I received the text amendment application I forwarded it to Ed Tudor, Director, Jennifer Keener, Zoning Administrator, and Maureen Howarth, County Attorney and Planning Commission Attorney, for their review and comment. Mr. Tudor states in his comments (attached) that he finds it somewhat difficult to comment on the proposed text amendment because it arises from the fact that the proposed amendment results from Mr. Cropper's client finding a potential site for the proposed use that currently is not zoned appropriately but the proposed text amendment he has submitted, like any text amendment, applies to all lands zoned I-1 and not just to the potential site. He states that he realizes that most text amendments follow a similar pattern but he feels there is a greater degree of incompatibility of uses in this case. Mr. Tudor further remarks that when removing himself from the site-specific aspects of this application, he questions the compatibility of the proposed use with things such as biodiesel refining and processing facilities, concrete and asphalt plants, solid waste transfer

facilities, and bulk fuel and flammable liquid storage and distribution facilities. He notes that the last sentence of the purpose and intent section of the I-1 Light Industrial District states “[I]ndustrial parks are encouraged in this district to provide for industrial uses with common access and infrastructure, as well as the provision of open space and *adequate buffering to adjacent noncompatible uses.*” (emphasis added). He concludes that this text amendment would allow the noncompatible use right in the middle of the light industrial district. He states that since this is another isolated case and since the new use would only be allowed by special exception, the above comments may not be much of an issue. He closes his comments, however, by stating that this is the second text amendment application in just a matter of weeks that proposes to allow incompatible uses in the I-1 Light Industrial District, that he is now even more concerned over the slow creep of such changes that over time have the ability to erode the basic tenets of Euclidean zoning and he simply cautions against looking at these types of proposed text amendments on a very site specific and limited basis.

In her written comments (attached) Mrs. Keener notes that the language as proposed does not list any lot area requirements, which would need to be included for review by the Planning Commission. She states that, overall, she cannot support this request because the use, in her opinion, would put school-aged children and their families in a building or field next to an industrial use and because approval of this use will take away already limited vacant industrially zoned lands to provide for an incompatible recreational use. Mrs. Keener points out that the purpose and intent statement of the I-1 Light Industrial District regulations states that it is to provide for business and industry that is “characterized by light manufacturing, fabricating, warehousing and wholesale distribution.” She states that in 2014 when the health club special exception use was added to the I-1 Light Industrial District, it was restricted to an existing building and limited to a maximum of 40 percent of the overall use, with the remainder to be industrial, and notes that she was concerned then as she is now about the commercialization of the I-1 Light Industrial District, even though that amendment had very limited applications. Mrs. Keener states that as was the case with the most recent text amendment request to add a non-industrial use to the industrial district, uses of a similar nature to the proposed amendment can already be found in the A-1 and A-2 Agricultural Districts, the E-1 Estate District, and the three commercial zoning districts in one form or another. She points out that there is an abundance of land within these zoning districts where this recreational use has already been deemed consistent and that to say that the County can go back and evaluate whether this use is truly consistent when we do our next Comprehensive Plan, Zoning Code and zoning map review is not appropriate. It is her conclusion that this will either result in a change of zoning to something more akin to an A-1 or A-2 Agricultural District (if the property is not improved with an additional industrial use), resulting in the elimination of existing industrial zoning, or a removal of that particular use from the industrial district zoning regulations, resulting in a non-conforming use, and that neither of these options are desirable for maintaining the integrity of our industrial zoning districts. Mrs. Keener states that now is the time for the Planning Commission and the County Commissioners to determine whether this use as presented is compatible with the overall zoning district in which it is proposed, not at a special exception hearing in front of the Board of Zoning Appeals and not at a future Code review.

Mrs. Howarth responded by phone to me that she was somewhat confused by the use of the terms “private,” “commercial” and “noncommercial” as written in the proposed text

amendment. She concluded that the particular wording at the beginning of the proposed text amendment leads to confusion.

I share the concerns expressed by Mrs. Keener, Mr. Tudor and Mrs. Howarth, particularly regarding the slow erosion of the Zoning Code. The Zoning and Subdivision Control Article's purpose statement as contained in § ZS 1-101(a) states that "[T]his Title has been prepared in accordance with the County's Comprehensive Plan and with reasonable consideration, among other things, to the character of the land, its suitability for particular uses and orderly development." In § ZS 1-101(b) it is stated that "[T]he purpose of this Title is to promote and protect the health, safety, morals and general welfare of the community; to prevent congestion in the streets; to secure the public safety; to promote the conservation and wise utilization of natural resources; to prevent pollution; to affect the concentration but avoid the congestion of population; to preserve the cultural heritage; and to facilitate the adequate provision of transportation, water, sewerage, schools, recreation, parks and other public requirements." In Euclidean zoning, the format the County has always followed, uses are distributed among the various zoning classifications based upon compatibility, among other things. Thus the uses are intentionally segregated between agricultural, residential, commercial and industrial. There is of course some mixing of uses where they are felt compatible. However, the County must be careful when considering any text amendment application or draft legislation to ensure that zoning regulations and the zoning districts are not degraded to the point they lose their meaning or intent. The impact of such changes are cumulative and, as noted by Mrs. Keener, can have very problematic results.

Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Edward A. Tudor
Maureen Howarth
Jennifer Keener



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ZONING DIVISION
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TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Phyllis H. Wimbrow, Deputy Director
FROM: Edward A. Tudor, Director *EAT*
DATE: October 22, 2019
RE: Text Amendment Application - Private Commercial and Noncommercial
Recreational Areas and Centers in the I-1 Light Industrial District

This memorandum is in follow-up to your request for comments concerning the text amendment submitted by Mr. Mark S. Cropper seeking to amend the Zoning and Subdivision Control Article to allow private commercial and noncommercial recreational areas and centers in the I-1 Light Industrial District by special exception.

In preparation of these comments, I have read Mr. Cropper's application and, as you know, we met with him prior to his submission of this application. Just as I said in the previous text application submitted just weeks ago by Mr. Gary McCabe, Jr. and whom Mr. Cropper represented before the Planning Commission, I find it somewhat difficult to comment on the proposed text amendment. The difficulty arises from the fact that the proposed amendment results from Mr. Cropper's client finding a potential site for the proposed use that currently is not zoned appropriately but the proposed text amendment he has submitted, like any text amendment, applies to all lands zoned I-1 and not just to the potential site. I realize that most text amendments follow a similar pattern but I feel there is a greater degree of incompatibility of uses in this case.

As with the prior application, when removing myself from the site-specific aspects of this application I do question the compatibility of the proposed use with things such as biodiesel refining and processing facilities, concrete and asphalt plants, solid waste transfer facilities, and bulk fuel and flammable liquid storage and distribution facilities. I also look at the last sentence of the purpose and intent section of the I-1 district which states "[I]ndustrial parks are encouraged in this district to provide for industrial uses with common access and

infrastructure, as well as the provision of open space and ***adequate buffering to adjacent noncompatible uses.***" (emphasis added) This text amendment would allow the noncompatible use right smack dab in the middle of the light industrial district.

Since this is another isolated case and since the new use would only be allowed by special exception, the above comments may not be much of an issue. However, just as I said in my previous text amendment memo, I am now even more concerned over the slow creep of such changes that over time have the ability to erode the basic tenets of Euclidean zoning. This is the second text amendment application in just a matter of weeks that proposes to allow incompatible uses in the I-1 Light Industrial District. I simply caution against looking at these types of proposed text amendments on a very site specific and limited basis.

As always, I will be available to discuss the matter in greater depth if need be when it is reviewed by the Planning Commission.



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MEMORANDUM

To: Phyllis Wimbrow, Deputy Director, DDRP
From: Jennifer Keener, AICP, Zoning Administrator JKK
Date: October 9, 2019
Re: Text Amendment request – Private, commercial and noncommercial recreational areas and centers in the I-1 District

.....

The current request is to add private, commercial and noncommercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors, as a special exception use in the I-1 Light Industrial District. The language as proposed does not list any lot area requirements, which would need to be included for review by the Planning Commission.

Overall, I cannot support this request. In my opinion, approval of this use will essentially put school-aged children and their families, in a building or a field, next to an industrial use. Or, alternatively, approval of this use will take away already limited vacant industrially zoned lands to provide for an incompatible recreational use. The purpose and intent statement of the I-1 Light Industrial District states that it is to provide for business and industry that is "characterized by light manufacturing, fabricating, warehousing and wholesale distribution". Even in 2014 when the health club special exception use was added to the I-1 District, it was restricted to an existing building, and limited on the overall percentage of use (40% health club maximum, 60% industrial use minimum). I was concerned then as I am now about the commercialization of the I-1 Light Industrial District, and that amendment had very limited applications.

As was the case with the most recent text amendment request to add a non-industrial use to the industrial district, uses of a similar nature to the proposed amendment can already be found in the A-1 and A-2 Agricultural Districts, the E-1 Estate District, and the three commercial zoning districts in one form or another. There is an abundance of land within these zoning districts

where this recreational use has already been deemed consistent. To say that we the County can go back and evaluate whether this use is truly consistent when we do our next Comprehensive Plan, zoning code and zoning map review is not appropriate. That will either result in a change of zoning to something more akin to an A-1 or A-2 District (if the property is not improved with an additional industrial use), resulting in the elimination of existing industrial zoning; or a removal of that particular use from the industrial zoning district regulations, resulting in a non-conforming use. Neither of those options are desirable for maintaining the integrity of our industrial zoning districts.

Now is the time for the Planning Commission and County Commissioners to determine whether this use as presented is compatible with the overall zoning district in which it is proposed – not at a special exception hearing in front of the Board of Zoning Appeals, and not at a future code review.

In closing, I feel that it is important to highlight the definitions of the various terms found within the request, as defined in §ZS 1-103(b):

NONCOMMERCIAL - Any activity conducted for personal use or enjoyment without the intent of realizing a profit through the sale of goods or services, or any use or activity conducted by a nonprofit organization.

COMMERCIAL - Any activity conducted with the intent of realizing a profit from the sale of goods or services to others. Agricultural and home occupations, as defined herein, shall not be considered commercial enterprises.

PRIVATE - Any land or structure not owned and operated by a public or quasi-public jurisdiction or organization.

*PUBLIC - Any land or structure owned and operated by a public or quasi-public jurisdiction or agency for the public benefit.

*Not included in this proposed amendment, but applicable to other similar uses in the various zoning districts where this use is already allowed.

Please do not hesitate to contact me if I can be of any further assistance.



Worcester County
Department of Environmental Programs

Memorandum

To: Ed Tudor
Director, DDRP

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

Subject: Zoning Text Amendment Application
Private, Commercial, and Non-Commercial Recreational Areas in the I-1 Light Industrial District.

Date: 10/30/19

I am providing comments on the above referenced text amendment. The applicant seeks to amend the Worcester County Zoning and Subdivision Control Article to allow Commercial, and Non-Commercial Recreational Areas by special exception in the I-1 Light Industrial District.

I would note the following regarding this application:

1. It seems that the current properties and existing structures would have to be renovated or newly constructed and the renovated/built structures would have to comply with the fixture requirements for this type of occupancy under the plumbing code. For new structures this will not be an issue, provided adequate sanitary disposal capacity exists to serve the proposed facility. To renovate existing structures according to code requirements could be extensive, depending on the level of occupancy desired. The constructed buildings existing in this zoning district have minimal sanitary facilities for nominal occupancies and this level of construction would need additions and renovations to provide for more intense occupancies of the units. These units are typically very limited in space and accommodating both code renovations and providing space for the activities envisioned under this amendment may pose quite a challenge to the existing unit owners. It may be necessary to combine existing units to acquire the space needed to renovate the space to accommodate the new use.
2. Environmental Programs had previously reviewed the properties within this zoning district with respect to sanitary capacities that exist to provide for more intensive uses for a prior text amendment. Nothing has changed with respect to the existing capabilities of the county properties within this zoning classification to support a more intensive use

Citizens and Government Working Together

with onsite sewage. This proposed amendment would provide for a more intensive use of these properties and would need additional sewage capacity to accommodate occupancies that exceed those of the current tenants. All of the county properties within this zoning district have very limited sanitary capacities and could only expand with the supply of public sewer (limited to zoned properties within the Pocomoke City sewer planning areas that have not been annexed into their corporate limits). Some I-1 zoned properties even have holding tanks, and those systems could not be converted for uses such as these because state law does not permit intensification of use for properties served by holding tanks. Generally speaking, for proposed occupancies exceeding 20 new users for existing and new construction, it would not be commonplace to provide an accommodation of the intensification of the new uses within the current sanitary capacities of the typical properties found in this zoning district. If the uses were permitted, the site sanitary capacity would need to be examined by the property owner/developer to determine if it could support the proposed construction or renovation.

3. With respect to lack of sewage capacity to serve intensification of use for these properties under the proposed text amendment, I would point out that there are legitimate concerns over potential detrimental conditions as described in § ZS 1-116 (c) (3) A.3. Comments from this Department on special exception cases before the Board of Zoning Appeals for future cases should this text amendment be approved, would note existing conditions and capacities for the subject property and request the Board condition their approval on the successful mitigation of objectionable conditions under that paragraph. What this would mean is that some properties would be able to support the use while others would not unless they connected to sewer. The only areas where this zoning classification exists adjacent to public sewer mains would also require annexation into the corporate limits to secure connection.

If you have any questions on these comments, please do not hesitate to contact me.

cc: PC Comments File



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ZONING DIVISION
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MEMORANDUM

TO: Edward A. Tudor, Director
Jennifer K. Keener, Zoning Administrator
Maureen Howarth, County Attorney
FROM: Phyllis H. Wimbrow, Deputy Director *PHW*
DATE: October 7, 2019
RE: Text Amendment Application - Private Commercial and Noncommercial
Recreational Areas and Centers in the I-1 Light Industrial District

The attached text amendment application has been submitted by Mark S. Cropper and seeks to amend the Zoning and Subdivision Control Article to allow private, commercial and noncommercial recreational areas and centers in the I-1 Light Industrial District by special exception. Specifically, the text amendment as submitted by Mr. Cropper seeks to renumber existing § ZS 1-212(c)(13) as § ZS 1-212(c)(14) and to enact a new § ZS 1-212(c)(13) to read as follows:

- (13) Private, commercial or non-commercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors.

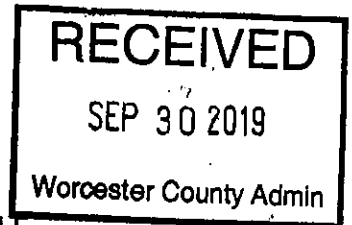
I anticipate scheduling this text amendment for consideration by the Planning Commission at its November 7, 2019 meeting. So that I may incorporate them into the staff report, please submit your comments to me no later than October 23, 2019.

Should you have any questions or require additional information, please do not hesitate to contact me. Thank you for your attention to this matter.

attachment



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



PETITION FOR AMENDMENT TO OFFICIAL TEXT
OF THE ZONING AND SUBDIVISION CONTROL ARTICLE

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: 9/30/19

Date Received by Development Review and Permitting: 10/2/19

Date Reviewed by Planning Commission: _____

I. Application – Proposals for amendments to the text of the Zoning and Subdivision Control Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below.

- A. Resident of Worcester County x
B. Taxpayer of Worcester County x
C. Governmental Agency _____

(Name of Agency)

II. Proposed Change to Text of the Zoning and Subdivision Control Article.

- A. Section Number: ZS 1-212(c)(13)
B. Page Number: ZS 1:II:70.1
C. Proposed revised text, addition or deletion:
"Private, commercial or non-commercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors." Renumber existing (c)(13) to (c)(14).


III. Reasons for Requesting Text Change.

- A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:
The reason for this text change is to allow private, commercial or non-commercial recreational areas and centers, including sports training facilities,

which allow activities inside a building or outdoors in the I-1 Light Industrial District.

IV. Signature of Applicants

Signature:



Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

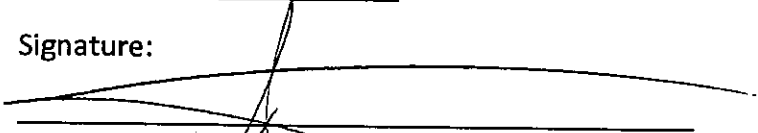
Phone Number: **(410) 723-1400**

Email: **mcropper@ajgalaw.com**

Date: **September 24, 2019**

V. Signature of Attorney

Signature:



Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: **(410) 723-1400**

Email: **mcropper@ajgalaw.com**

Date: **September 24, 2019**

VI. General Information Relating to the Text Change Process.

- A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.
- B. Procedure for Text Amendments – Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After

receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. IN the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.

BILL 19-

BY:

INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Zoning - Recreational Areas and Centers in the I-1 Light Industrial District

For the purpose of amending the Zoning and Subdivision Control Article to allow private commercial and noncommercial recreational areas and centers by special exception in the I-1 Light Industrial District.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-212(c)(14) be renumbered as § ZS 1-212(c)(15) and a new § ZS 1-212(c)(14) be enacted to read as follows:

- (14) Private commercial and noncommercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2019.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Diana Purnell, President

Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joshua C. Nordstrom