

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

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

December 1, 2020

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room - Room 1101
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Discussion regarding the hiring of an Environmental Programs Intern in the
Department of Environmental Programs and certain personnel matters; receiving legal
advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Reverend Cynthia Bonneville), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes of November 17, 2020 Meeting
- 10:05 - Annual Election of County Commissioners' President and Vice President
- 10:10 - Chief Administrative Officer: Administrative Matters
(Pending Board Appointments, LexisNexis Prison Solution Request, CDBG COVID-19 Grant Agreement, CARES Act
Remaining Funds Discussion, Findings of Fact and Resolutions for Rezoning Cases 426 and 428, Ocean Pines Pump Station Change
Order)
- 10:30 - Public Hearing: FY2022-FY2026 Five Year Capital Improvement Plan 1-6
7
- 10:45 - Public Hearing: Amendment to Water and Sewerage Plan: Large Flow Septic Systems Without
Groundwater Discharge Permit 8
- 10:50 - Chief Administrative Officer: Administrative Matters 1-6
- 11:00 -
- 11:30 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- Lunch
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) 1-6

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Minutes of the County Commissioners of Worcester County, Maryland

November 17, 2020

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

Following a motion by Commissioner Bertino, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Meeting Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included the following: hiring Clark Rodano as a Building Maintenance Mechanic II within the Public Works Maintenance Division and Anders Randrup as an Analyst/Technician within the Information Technology Department; promoting Jacob Stephens from Recreation Program Manager III to Parks Superintendent within Recreation and Parks, and certain personnel matters; receiving legal advice from counsel; and performing administrative functions, including receiving the FY21 monthly financial update and discussing potential board appointments.

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the Commissioners unanimously voted to adjourn their closed session at 9:41 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Father John Solomon, of Holy Savior Roman Catholic Church in Ocean City, 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 November 4, 2020 meeting as presented.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved as a consent agenda item numbers 1-3 as follows: agreeing to post 25 mph signs on Pin Oak Drive, which would also cover Greenbriar Drive, following the results of a speed study conducted at the request of Tiffany Nichols to address speeding vehicles; approving Change Order No. 3 for a no-cost extension to the completion timeline for the Newark spray irrigation project by 42 days to January 22, 2021; and approving a Small Project Agreement for River Run Pump Station No. 1 to accommodate the Windmill Creek Subdivision on Beauchamp Road.

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The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Purnell, the Commissioners unanimously agreed to appoint Dr. Mark Bowen to the Local Management Board for a three-year term expiring December 31, 2023, to replace Eloise Henry Gordy whose term expired; to appoint Devida Washington to the Lower Shore Workforce Development Board for a four-year term expiring September 30, 2024; and to reappoint Nancy Howard to the Social Services Board for an additional three-year term expiring September 30, 2023.

Upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Church voting in opposition to nominate Commissioner Elder as 2nd Vice-Chair and Commissioner Nordstrom as Treasurer, and Commissioners Church, Purnell, and Mitrecic as voting members of the Board of Directors of the Tri-County Council (TCC) for the Lower Eastern Shore of Maryland. Commissioner Mitrecic is also serving as the immediate past chair.

Pursuant to the recommendation of Assistant Chief Administrative Officer Weston Young and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the annual holiday turkey/ham program and agreed to present each of the 660 County employees with a \$40 WalMart gift card (an increase of \$10 from FY20) for the purchase of a turkey or ham for the holidays at a total overall cost of \$26,400.

The Commissioners met with Environmental Programs Director Bob Mitchell to review the written request of John E. Shook, Jr., President of the St. Martin's By the Bay Homeowners Association (HOA) for a County loan of \$9,640 to cover the cost of a preliminary engineering report (PER) to expand the Ocean Pines SSA to provide public water service to the existing St. Martins by the Bay community, which is located on Beauchamp Road. Following a public hearing on June 16, 2020, the Commissioners adopted Resolution No. 20-19 establishing the St. Martin's by the Bay Water Sanitary Service Area. Mr. Mitchell confirmed that the HOA is applying for a low-interest loan and grant from the United States Department of Agriculture (USDA) to fund this project, and they understand that any County loan that is awarded for the PER will be included in the USDA loan repayment.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved an intergovernmental loan of \$9,640 to fund the PER as requested.

Pursuant to the request of Mr. Mitchell and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Elder voting in opposition, to authorize Commission President Mitrecic to sign the FY21 Rural Legacy Area (RLA) grant agreements, awarding grant funds of \$538,749 for the Coastal Bays RLA and \$813,749 for the Dividing Creek RLA, which is located in Somerset and Worcester Counties. Mr. Mitchell stated that the grant funds will be used to purchase two to three conservation easements in the Coastal Bays RLA and two to four conservation easements in the Dividing Creek RLA from willing landowners and will also cover County administrative costs.

Pursuant to the request of Assistant Finance Officer Jessica Wilson and upon a motion by Commissioner Bertino, the Commissioners unanimously approved closing documents for the Newark spray irrigation project of \$2,093,542, which is being funded by the Maryland

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Department of the Environment (MDE) in the form of a \$1,046,771 loan and \$1,046,771 loan forgiveness (grant).

Commissioner Elder stated that the quarterly water charge has increased on average from \$75 to \$100. He stated that if the residents are paying the highest water rate in the County, staff should resolve issues with brown water in the community.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously adopted Resolution No. 20-36 adopting reclamation standards for county-owned surface mines. Mr. Tustin stated that this exemption is provided for borrow pits maintained solely in connection with the construction, repair, and maintenance of the Maryland and County public roads systems.

Pursuant to the request of Recreation, Parks, Tourism, and Economic Development Director Tom Perlozzo and upon a motion by Commissioner Nordstrom, the Commissioners unanimously awarded the low bid for finger piers as part of phase II of the Public Landing project to Murtech, Inc. of Salisbury, Maryland at a total cost of \$74,717. In response to a question by Commissioner Nordstrom, Mr. Perlozzo stated that this bid and the second low bid of \$94,950.12 are in line with actual cost estimates. However, he could not account for the reason Marine Technologies, Inc. of Baltimore, which did not attend the pre-bid meeting, had submitted a bid of \$359,924.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved as a consent agenda item numbers 13-15 as follows: approving the 2021 USA Softball National Championship Tournament Agreement and authorizing future contracts with no changes other than tournament dates to be approved administratively – this agreement is to host and sponsor the Girls 18U National Eastern Championship Tournament from July 28 – August 1, 2021 at the John Walter Smith Park, Norther Worcester Athletic Complex, Showell Park, and Newtown Park fields, as well as similar contracts for the Girls U10, U12, and U14; approving the request of Phil Houck of the Offshore Powerboat Association to use up to 70% of the West Ocean City (WOC) Commercial Harbor parking lot from April 30 – May 2, 2021 for the Ocean City Powerboat Race, with Mr. Houck to provide insurance, security, traffic control, and other assistance to the County as specified by Recreation and Parks; and approving the request of Don Abrahamson of Coastal Sports, LLC to use the WOC commercial parking lot on April 10, 2021 for the start and finish of the Coastal Bike Festival, with Mr. Abrahamson to provide insurance, security, traffic control, and other assistance to the County as specified by Recreation and Parks.

In response to questions by Commissioner Bertino, Mr. Perlozzo stated that he would seek approval from the Commissioners for any future USA Softball National Championship Tournament Agreements that include changes. For example, if Worcester County is awarded a fifth contract for an additional age group, he will seek approval from the Commissioners for that contract.

The Commissioners adjourned for 10 minutes.

The Commissioners met in legislative session.

The Commissioners met with Development Review and Permitting Director Ed Tudor to review a text amendment application submitted by Donna West, which seeks to amend the height regulations on residential accessory structures in the A-1 and A-2 Agricultural Districts. Mr. Tudor stated that if adopted this bill would allow accessory structures to go from 25 feet to 35 feet by special exception only.

Following some discussion, Commissioners Bertino, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 20-9 (Zoning – Height regulations in the A-1 and A-2 Agricultural Districts) and agreed to schedule a public hearing on Bill 20-9.

In response to questions by Commissioner Nordstrom, Mr. Tudor stated that the County does not write text amendments that apply to a single property, but in an entire district. However, because lots zoned for agricultural use tend to be larger, staff and the Planning Commission granted the application a favorable recommendation.

The Commissioners conducted a public hearing on Bill 20-8 (Zoning – Accessory apartments), which was introduced by Commissioners Church, Nordstrom, and Purnell on June 18, 2020. Mr. Tudor stated that this bill would amend Section ZS 1-338(b)(2) of the Zoning and Subdivision Control Article relative to accessory apartments by eliminating the requirement that either the main dwelling or the accessory apartment must be owner occupied. He advised that the Planning Commission gave a favorable recommendation to the application.

Commissioner Mitrecic opened the floor to receive public comment.

Hugh Cropper, IV, representing Kathleen Clark, urged the Commissioners to remove the current code requirement, as the Commissioners recently adopted a rental license agreement that includes contact information for property owners. Furthermore, many properties are owned by LLCs rather than individuals, making the current code requirement impossible to enforce. Instead, it only restricts the ability of those seeking to construct accessory apartments on their properties from obtaining construction permits. Therefore, he requested the Commissioners adopt Bill 20-8 as presented.

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

In response to a question by Commissioner Bertino, Mr. Tudor stated that this law was on the books prior to his tenure with the County, but the intent of the law was to be sure that a property owner was aware of and able to correct any issues concerning rental properties. However, the rental license agreement includes contact information assuring that a property owner can be available 24 hours a day to address any issues.

Commissioner Bunting stated that the purpose of this legislation is to allow the main structure and accessory apartments to be used as rentals and expressed concern that the proposed bill does not address the need to increase the parking requirement of four parking spots to accommodate structures that will be rented to 15-20 people.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to adopt Bill 20-8 (Zoning – Accessory apartments) as presented.

Commissioner Mitrecic closed the legislative session.

Commissioner Bertino commended Board of Education (BOE) members, teachers, staff, and students for their efforts to ensure the continuity of education during the recent school closing to address the current pandemic.

Commissioner Bertino questioned why the County made a payment for insurance costs for the paddleboat purchased recently by the Town of Snow Hill. Chief Administrative Officer Harold Higgins stated that the Commissioners approved a loan to the Town of Snow Hill to cover the cost of the paddleboat and related expenses up to \$400,000. He advised that this is one of the bills that had to be paid during settlement, and the County did so to assure that proper coverage was purchased and the County's interest in the vessel was secured. He stated that the County has currently expended approximately \$377,000 on charges for the vessel to date. He stated that the town would be required to pay any costs that exceed the amount of the County loan.

In response to a question by Commissioner Bunting, Mr. Higgins stated that the County has not assessed an administrative charge to the town for issuing payments related to the purchase of the riverboat.

Commissioner Purnell commended County staff on the new signs on U.S. Rt. 50 with the County's new branding, Maryland's Coast – Worcester County.

Commissioner Bertino advised that Comcast has reimbursed the Ocean Pines Sanitary Service Area in the amount of \$175,438.44 for ongoing damages.

The Commissioners answered questions from the press, after which they adjourned to meet again on December 1, 2020.

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

OFFICE OF THE
 COUNTY COMMISSIONERS

Worcester County

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

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

November 19, 2020

TO: Worcester County Commissioners
 FROM: Karen Hammer, Administrative Assistant V
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2021

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (23) which have current or upcoming vacancies (59 total). They are as follows: Adult Public Guardianship Board (3); Commission on Aging Board (3), Agricultural Preservation Advisory Board (1), Agricultural Reconciliation Board (2), Building Code Appeals Board (2), Drug & Alcohol Abuse Council (2), Economic Development Advisory Board (2), Board of Electrical Examiners (2), Ethics Board (2), Housing Review Board (4), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (4), Planning Commission (2), Recreation Advisory Board (2), Social Services Board (2), Solid Waste Advisory Committee (6), Tourism Advisory Committee (2), Water and Sewer Advisory Councils - Mystic Harbour (2), Ocean Pines (1) and West Ocean City (1), Commission for Women (7), Youth Council (3), and Board of Zoning Appeals (3). I have circled the members whose terms have expired or will expire on each of these boards.

Please Note there are three Boards awaiting approval for nominations:

Drug and Alcohol Abuse Council - 2 reappointments (pages 11-14)

Commission For Women - 5 nominations for reappointment; 1 new nomination (pgs. 30-33)

Youth Council - 3 nominations for reappointments (pages 34-36)

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.

Letters have been submitted to 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.

Citizens and Government Working Together

Pending Board Appointments - By Commissioner

- District 1 - Nordstrom** p. 10 - Building Code Appeals Board (Kevin Holland) - 4-year
 p. 15 - Economic Development Advisory Board (Marc Scher) 4-year
 p. 16 - Board of Electrical Examiners (Kenneth Lambertson) - 3-year
 p. 21 - Planning Commission (Jerry Barbierri)- 5-year
 p. 22 - Recreation Advisory Board (Mike Hooks) - 4-year
 p. 30 - Commission for Women (Tamara White) - 3-year
- District 2 - Purnell**
 p. 18 - Housing Review Board (Ms. Teagle - Request by Jo Ellen Bynum)
 3 - year
- District 3 - Church** p. 15 - Economic Development Advisory Board (Joe Schanno) 4-year
 p. 18 - Housing Review Board (Chase Church) - 3-year
 p. 21 - Planning Commission (Mike Diffendal)- 5-year
 p. 25 - Solid Waste Advisory Committee (James Bob Augustine) - 4-year
 p. 26 - Tourism Advisory Committee (Elena Ake) - 4-year
 p. 27 - Water and Sewer Advisory Council - Mystic Harbour (David Dypsky- and Stan Cygam) - 4-year
 p. 29 - Water and Sewer Advisory Council- West Ocean City (Blake Haley) 4yr.
 p. 37 - Board of Zoning Appeals (David Dypsky) - 3-year
- District 4 - Elder** p. 8 - Agricultural Preservation Advisory Board (Kelley Gravenor) - 4-year
 p. 17 - Ethics Board (Joseph Stigler) - 4-year
 p. 18 - Housing Review Board (Scott Tingle) - 3-year
 p. 20 - Local Development Council for Ocean Downs Casino (Gary Weber)-4 yr
 p. 26 - Tourism Advisory Committee (Michael Day) - 4-year
- District 5 - Bertino** p. 10 - Building Code Appeals Board (James Spicknall) - 4-year
 p. 17 - Ethics Board (Jeff Knepper) - 4-year
 p. 18 - Housing Review Board (Donna Dillon) - 3-year
 p. 22 - Recreation Advisory Board (Missy Denault) - 4-year
 p. 23 - Social Services Advisory Board (Cathy Gallagher) - 3-year
 p. 25 - Solid Waste Advisory Committee (James Rosenberg) - 4-year
 p. 28 - Water & Sewer Advisory Council - Ocean Pines (Frederick Stiehl) - 4-year
 p. 30 - Commission for Women (Vanessa Alban) - 3-year
 p. 37 - Board of Zoning Appeals (Joseph Green, Jr.) - 3-year
- District 6 - Bunting** p. 20 - Local Development Council for Ocean Downs Casino (Steve Ashcraft)4yr
 p. 30 - Commission for Women (Bess Cropper) - 3-year
- District 7 - Mitrecic** p. 16 - Board of Electrical Examiners (Michael Patchett) - 3-year
 p. 19 - Local Management Board (Amy Rothermel) - 3-year
 p. 23 - Social Services Advisory Board (Marie Campione-Lawrence) - 3-year
 p. 25 - Solid Waste Advisory Committee (Granville Jones - 4-year
 p. 37 - Board of Zoning Appeals (Glenn Irwin)-3-year

All Commissioners

- p. 4 - (3) Adult Public Guardianship Board (Brandy Trader, LuAnn Siler, Jack Ferry) - 3-year
- p. 6 - (3) Commission on Aging Board (Cynthia Malament, Lloyd Parks and Clifford Gannett - Representation needed from Districts 3& 6)
- p. 9 - (2) Agricultural Reconciliation Board (Stacey Esham - Forestry Bd. and Brooks Clayville - Farm Bureau) - 4-year
- p. 19 - (1) Local Management Board (Amy Rothermel) - 3-year
- p. 20 - (2) Local Development Council for Ocean Downs Casino (Mark Wittmyer and Mayor Rick Meehan - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year
- p. 25 - (3) Solid Waste Advisory Committee (Michael Pruitt -Town of Snow Hill, Michelle Beckett-El Soloh - Town of Pocomoke and Jamey Latchum -Town of Berlin) 4-year
- p. 27 - (2) Water and Sewer Advisory Council - Mystic Harbour (David Dypsky and Stan Cygam) - 4-year
- p. 28 - (1) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl) - 4-year
- p. 29 - (1) Water and Sewer Advisory Council - West Ocean City (Blake Haley) - 4-year

All Commissioners (Awaiting Approval of Nominations)

- p. 11 - (2) Drug and Alcohol Abuse Council (Dr. Roy Cragway, Jr. Knowledge on Substance Abuse Issues; Kim Moses - Knowledge on Substance Abuse Issues) - 4-year
- p. 30 - (4) Commission for Women (Terri Shockley (Snow Hill) and Laura Morrison (Pocomoke)- Both - At-Large, and Kelly O'Keane (Health Department) and Kelly Riwniak (Sheriff's Office)- 3-year
- p. 34 - (3) Youth Council - (3 nominations to be reappointed by Youth Council upon youth applications)

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: 11/3 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>
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
Dr. William Greer	Physician	07-10-13-16-19, 19-22
Richard Collins	Lawyer	95-98-01-04-07-10-13-16-19-22
Nancy Howard	Lay Person	*17-19, 19-22
Connie Wessels	Lay Person	*15-16-19, 19-22

* = Appointed to fill an unexpired term

Updated: December 17, 2019
Printed: November 18, 2020

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)

* = Appointed to fill an unexpired term

COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill
John Dorrough, Executive Director or Rob Hart, Acting Deputy Director
(410-632-1277)

Current Members:

Member's Name	Resides/Represents	Years of Term(s)
Cynthia Malament	Berlin	07-19
Lloyd Parks	Girdletree	08-11-14-17, 17-20
Clifford Gannett	Pocomoke City	*12-14-17, 17-20
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	
Fred Grant	Snow Hill	*15-16, 16-19, 19-22
Joyce Cottman	Berlin	*16, 16-19, 19-22
James Covington	Pocomoke City	*18-20, 20-23
Bonita Ann Gisriel	Ocean City	*18-20, 20-23
Carolyn Dryzga	Ocean Pines	*18-20, 20-23

* = Appointed to fill an unexpired term

Updated: October 6, 2020
Printed: November 18, 2020

Prior Members: Since 1972

Virginia Harmon	William Talton (89-95)
Maude Love	Sunder Henry (89-95)
Dr. Donald Harting	Josephine Anderson
John C. Quillen	Saunders Marshall (90-96)
Violet Chesser	Louise Jackson (93-96)
William Briddell	Carolyn Dorman (93-98)
Harrison Matthews	Constance Sturgis (95-98)
John McDowell	Connie Morris (95-99)
Mildred Brittingham	Jerry Wells (93-99)
Maurice Peacock	Robert Robertson (93-99)
Father S. Connell	Margaret Davis (93-99)
Rev. Dr. T. McKelvey	Dr. Robert Jackson (93-99)
Samuel Henry	Patricia Dennis (95-00)
Rev. Richard Hughs	Rev. C. Richard Edmund (96-00)
Dorothy Hall	Viola Rodgers (99-00)
Charlotte Pilchard	Baine Yates (97-00)
Edgar Davis	James Shreeve (99-00)
Margaret Quillen	Tad Pruitt (95-01)
Lenore Robbins	Rev. Walter Reuschling (01-02)
Mary L. Krabill	Armond Merrill, Sr. (96-03)
Leon Robbins	Gene Theroux
Claire Waters	Blake Fohl (98-05)
Thelma Linz	Constance Harmon (98-05)
Oliver Williams	Catherine Whaley (98-05)
Michael Delano	Wayne Moulder (01-05)
Father Gardiner	Barbara Henderson (99-05)
Iva Baker	Gus Payne (99-05)
Minnie Blank	James Moeller (01-05)
Thomas Groton III	Rev Stephen Laffey (03-05)
Jere Hilbourne	Anne Taylor (01-07)
Sandy Facinoli	Jane Carmean (01-07)
Leon McClafin	Alex Bell (05-07)
Mabel Scott	Inez Somers (03-08)
Wilford Showell	Joanne Williams (05-08)
Rev. T. Wall	Ann Horth (05-08)
Jeaninne Aydelotte	Helen Richards (05-08)
Richard Kasabian	Peter Karras (00-09)
Dr. Fred Bruner	Vivian Pruitt (06-09)
Edward Phillips	Doris Hart (08-11)
Dorothy Elliott	Helen Heneghan (08-10)
John Sauer	Jack Uram (07-10)
Margaret Kerbin	Robert Hawkins (05-11)
Carolyn Dorman	Dr. Jon Andes
Marion Marshall	Lloyd Pullen (11-13)
Dr. Francis Ruffo	John T. Payne (08-15)
Dr. Douglas Moore	Sylvia Sturgis (07-15)
Hibernia Carey	Gloria Blake (05-15)
Charlotte Gladding	Dr. Jerry Wilson (Bd. of Ed.)
Josephine Anderson	Peter Buesgens (Social Services)
Rev. R. Howe	Deborah Goeller (Health Dept.)
Rev. John Zellman	George "Tad" Pruitt (05-17)
Jessee Fassett	Bonnie C. Caudell (09-17)
Delores Waters	Larry Walton (13-18)
Dr. Terrance A. Greenwood	
Baine Yates	
Wallace T. Garrett	
William Kuhn (86-93)	
Mary Ellen Elwell (90-93)	
Faye Thomes	
Mary Leister (89-95)	

* = Appointed to fill an unexpired term

Updated: October 6, 2020
Printed: November 18, 2020

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>
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
Billy Thompson (O-O)	Purnell	D-2, Berlin	19-23
Curt Lambertson	Elder	D-4, Snow Hill	15-19, 19-23

Prior Members:

Norman Ellis	Ed Anderson (98-03)
Richard Bradford	Robert Gray (00-05)
Charles Fulton	Orlando Bishop (01-06)
Elmer Hastings	Roger Richardson (96-07)
David Stevens	Anne Hastings (06-11)
Curtis Shockley	Earl Ludey (07-13)
Gerald Redden	George Lee Clayville (00-14)
William Sirman, Jr.	Sandra Frazier (03-14)
Harold Purnell	Donnie Powell (06-15)
Chauncy Henry (96-97)	Bill Bruning(O-O) (11-19)
Lieselotte Pennewell (93-98)	
Carlton Magee (90-00)	
Harry Mitchell (90-00)	
Frank Baker (98-01)	

* = 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

Updated: March 3, 2020
Printed: November 18, 2020

AGRICULTURAL RECONCILIATION BOARD

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18, 18-22
Tom Babcock	At-Large	No	Whaleyville	14-18, 18-22

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)
Betty McDermott *(09-17)

* = Initial terms staggered

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>
Kevin Holland	D-1 - Nordstrom	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
Elbert Davis	D-2 - Purnell	Snow Hill	*03-03-07-11-15-19, 19-23
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19, 19-23

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)

* = Appointed to fill an unexpired term

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>		
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Donna Nordstrom	Knowledge of Substance Abuse Treatment	*19-21
Rev. Matthew D'Amario	Knowledge of Substance Abuse Issues	*18-21
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14-18, 18-22
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23

Re-appoint See Pgs 13-14

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite

* Appointed to a partial term for proper staggering, or to fill a vacant term

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

Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

Prior Members:

Since 2004

Vince Gisriel	Chief Bernadette DiPino - OCPD
Michael McDermott	Chief Kirk Daugherty - SHPD
Marion Butler, Jr.	Mike Shamburek - Hudson Health
Judge Richard Bloxom	Shirleen Church - BOE
Paula Erdie	Tracy Tilghman (14-15)
Tom Cetola	Marty Pusey (04-15)
Gary James (04-08)	Debbie Goeller
Vickie Wrenn	Peter Buesgens
Deborah Winder	Aaron Dale
Garry Mumford	Garry Mumford
Judge Theodore Eschenburg	Sharon Smith
Andrea Hamilton	Jennifer Standish
Fannie Birkhead	Karen Johnson (14-17)
Sharon DeMar Reilly	Rev. Bill Sterling (13-17)
Lisa Gebhardt	Kat Gunby (16-18)
Jenna Miller	William McDermott
Dick Stegmaier	Sheriff Reggie Mason
Paul Ford	Colleen Wareing (*06-19)
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	

* Appointed to a partial term for proper staggering, or to fill a vacant term



Worcester County
Drug and Alcohol Council
P.O. Box 249
Snow Hill, Maryland 21863
410-632-1100
Fax: 410-632-0080

11/2/20

Joseph M. Mitrecic, President
Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, MD 21863

Dear President Mitrecic:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointment to the Council. This term will expire December 2024.

Kim Moses (Knowledge of Substance Abuse – Continuance; Current term expires 2020)

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

Capt. Douglas Bods
Chairman



Worcester County
Drug and Alcohol Council
P.O. Box 249
Snow Hill, Maryland 21863
410-632-1100
Fax: 410-632-0080

11/6/20

Joseph M. Mitrecic, President
Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, MD 21863

Dear President Mitrecic:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointment to the Council. This term will expire December 2024.

Dr. Roy W. Cragway, Jr – 22 Crossbow Trail, Ocean Pines, MD 21811
(Knowledge of Substance Abuse – Continuance; Current term expires 2020)

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

Capt. Douglas Doss
Chairman

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 - Melanie Pursel (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
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
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19, 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

Updated: December 3, 2019
Printed: November 19, 2020

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>
Kenneth Lambertson (ME-5)	D-1, Nordstrom	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
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19, 19-22
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19, 19-22
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19, 19-22

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited; EG = Electrician General)

Prior Members: (Since 1972)

Harrison Lambertson	Howard Pusey	Bob Arnold (97-10)
William Molnar	Elwood Bunting	Jamie Englishmen (06-12)
Thomas Ashby	W. Prentiss Howard	
Billy Burton Cropper	Frank Bradshaw (90-96)	
Alonza Anderson	H. Coston Gladding (90-96)	
Gus Foltz	Willard W. Ward (92-97)	
Robert Conner	Walter Ward (92-98)	
Gus Payne	Dale Venable (94-00)	
Robert Farley	Gary Frick (96-03)	
Mike Costanza	Thomas Duncan (02-05)	
Herbert Brittingham	Mike Henderson (00-06)	
Otho Mariner	Brent Pokrywka (02-07)	
Mark Odachowski	Joel Watsky (03-08)	

* = Appointed to fill an unexpired term

Updated: January 7, 2020
Printed: November 19, 2020

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: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
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
Frank Knight	D-7, Mitrecic	Ocean City	*14-19, 19-23

Prior Members: (Since 1972)

J.D. Quillin, III	Wallace D. Stein (02-08)
Charles Nelson	William Kuhn (90-09)
Garbriel Purnell	Walter Kissel (05-09)
Barbara Derrickson	Marion Chambers (07-11)
Henry P. Walters	Jay Knerr (11-14)
William Long	Robert I. Givens, Jr. (98-14)
L. Richard Phillips (93-98)	Diana Purnell (09-14)
Marigold Henry (94-98)	Kevin Douglas (08-16)
Louis Granados (94-99)	Lee W. Baker (08-16)
Kathy Philips (90-00)	Richard Passwater (09-17)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	

* = Appointed to fill an unexpired term

Updated: July 21, 2020
 Printed: November 19, 2020

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>
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
C. D. Hall	D-1, Nordstrom	Pocomoke	10-13-16-19, 19-22
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22

Request
From
Jo Ellen
Bynum

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

Updated: December 3, 2019
Printed: November 19, 2020

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>
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12-15-18, 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
Theophilus Hobbs IV	At-Large - D. Purnell	Snow Hill	19-22
Dr. Mark Bowen	At-Large - J. Purnell	Snow Hill	20-23

Prior Members (since 1994):

Tim King (97)	Sharon DeMar Reilly	Deborah Goeller
Sandra Oliver (94-97)	Kathy Simon	Andrea Watkins (13-17)
Velmar Collins (94-97)	Vickie Stoner Wrenn	Sheila Warner (Indefinite)
Catherine Barbierri (95-97)	Robin Travers	Ira Shockley (03-19)
Ruth Geddie (95-98)	Jordan Taylor (09)	Eloise Henry-Gordy *(07-20)
Rev. Arthur George (94-99)	Aaron Marshall (09)	
Kathey Danna (94-99)	Allen Bunting (09)	
Sharon Teagle (97-99)	LaTrele Crawford (09)	
Jeanne Lynch (98-00)	Sheriff Charles T. Martin	
Jamie Albright (99-01)	Joel Todd, State's Attorney	
Patricia Selig (97-01)	Ed Montgomery (05-10)	
Rev. Lehman Tomlin (99-02)	Edward S. Lee (07-10)	
Sharon Doss	Toni Keiser (07-10)	
Rick Lambertson	Judy Baumgartner (07-10)	
Cyndy B. Howell	Claudia Nagle (09-10)	
Sandra Lanier (94-04)	Megan O'Donnell (10)	
Dr. James Roberts (98-04)	Kiana Smith (10)	
Dawn Townsend (01-04)	Christopher Bunting (10)	
Pat Boykin (01-05)	Simi Chawla (10)	
Jeannette Tresler (02-05)	Jerry Redden	
Lou Taylor (02-05)	Jennifer Standish	
Paula Erdie	Anne C. Turner	
Rev. Pearl Johnson (05-07)	Marty Pusey	
Peter Fox (05-07)	Virgil L. Shockley	
Lou Etta McClafin (04-07)	Dr. Jon Andes (96-12)	
Bruce Spangler (04-07)	Dr. Ethel M. Hines (07-13)	

Updated: November 17, 2020
Printed: November 17, 2020

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Roscoe Leslie, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gary Weber	Dist. 4 - Elder	Resident - Snow Hill	*19-20
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23

Prior Members:

Since 2009

J. Lowell Stoltzfus ° (09-10)
Mark Wittmyer ° (09-11)
John Salm ° (09-12)
Mike Pruitt ° (09-12)
Norman H. Conway ° (09-14)
Michael McDermott (10-14)
Diana Purnell ° (09-14)

Linda Dearing (11-15)
Todd Ferrante ° (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr. ° (09-18)
Ron Taylor ° (09-14)
James Rosenberg (09-19)
Rod Murray ° (*09-19)

Charlie Dorman (12-19)

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

PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: Advisory/Regulatory
Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plats.

Number/Term: 7/5 years; Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting
Edward A. Tudor, Director (410-632-1200, ext. 1100)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Jerry Barbierri	D-1, Nordstrom	Pocomoke	*12-15, 15-20
Mike Diffendal	D-3, Church	Berlin	10-15, 15-20
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21
Brooks Clayville	D-4, Elder	Snow Hill	02-07-12-17, 17-22
Marlene Ott	D-5, Boggs	Ocean Pines	08-13-18, 18-23
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14-19, 19-24
Mary Knight	D-7, Mitrecic	Berlin	*20-24

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)
Jay Knerr (14-20)

* = Appointed to fill an unexpired term

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>
Mike Hooks	D-1, Nordstrom	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
Devin Bataille	D-4, Elder	Snow Hill	19-23

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)	Shawn Johnson (15-19)
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

Updated: January 7, 2020
Printed: November 19, 2020

SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Faith Coleman	D-4, Elder	Snow Hill	15-18, 18-21
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
Diana Purnell	ex officio - Commissioner		14-18, 18-22
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
Mary White	At-Large	Berlin	*17-19, 19-22
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19, 19-22
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23

Resigned

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD (Continued)

Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenney (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thomes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	

* = Appointed to fill an unexpired term

Updated: November 17, 2020
Printed: November 19, 2020

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>
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20
Vaughn White	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21 <i>Resigned</i>
Hal Adkins	Town of Ocean City		*20-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22 <i>Deceased</i>
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
Mike Poole	D-6, Bunting	Bishopville	11-15-19, 19-23

Prior Members: (Since 1994)

Ron Cascio (94-96)
Roger Vacovsky, Jr. (94-96)
Lila Hackim (95-97)
Raymond Jackson (94-97)
William Turner (94-97)
Vernon "Corey" Davis, Jr. (96-98)
Robert Mangum (94-98)
Richard Rau (94-96)
Jim Dougherty (96-99)
Jack Peacock (94-00)
Hale Harrison (94-00)

Richard Malone (94-01)
William McDermott (98-03)
Fred Joyner (99-03)
Hugh McFadden (98-05)
Dale Pruitt (97-05)
Frederick Stiehl (05-06)
Eric Mullins (03-07)
Mayor Tom Cardinale (05-08)
William Breedlove (02-09)
Lester D. Shockley (03-10)
Woody Shockley (01-10)

John C. Dorman (07-10)
Robert Hawkins (94-11)
Victor Beard (97-11)
Mike Gibbons (09-14)
Hank Westfall (00-14)
Marion Butler, Sr. (00-14)
Robert Clarke (11-15)
Bob Donnelly (11-15)
Howard Sribnick (10-16)
Dave Wheaton (14-16)
Wendell Purnell (97-18)
George Tasker (*15-20)
Rodney Bailey *19
Steve Brown *10-19

* = Appointed to fill an unexpired term

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 – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Michael Day	D-4, Elder	Snow Hill	*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
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23

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)	Isabel Morris (11-19)
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

Updated: December 3, 2019
Printed: November 19, 2020

**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>
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
Joseph Weitzell ^C	Mystic Harbour	05-11-15-19, 19-23
Bruce Burns	Deer Point	19-23

Prior Members: (Since 2005)

John Pinnero ^C (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^C (05-06)	Bob Hunt (*06-19)
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)	

^C = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

**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>
Frederick Stiehl	Ocean Pines	*06-08-12-16, 16-20
Gregory R. Sauter, P.E.	Ocean Pines	17-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Bob Poremski	Ocean Pines	*17-19, 19-23

Prior Members: (Since 1993)

Andrew Bosco (93-95)
Richard Brady (96-96, 03-04)
Michael Robbins (93-99)
Alfred Lotz (93-03)
Ernest Armstrong (93-04)
Jack Reed (93-06)
Fred Henderson (04-06)
E. A. "Bud" Rogner (96-07)
David Walter (06-07)
Darwin "Dart" Way, Jr. (99-08)
Aris Spengos (04-14)
Gail Blazer (07-17)
Mike Hegarty (08-17)
Michael Reilly (14-18)

* = Appointed to fill an unexpired term

**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>
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
Deborah Maphis	West Ocean City	95-99-03-07-11-15-19, 19-23
Gail Fowler	West Ocean City	99-03-07-11-15-19, 19-23

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)	

* = Appointed to fill an unexpired term
c = Charter member

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>	
Tamara White	D-1, Nordstrom	Pocomoke City	17-20	Reappoint
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20	Reappoint
Terri Shockley	At-Large	Snow Hill	17-20	Reappoint
Laura Morrison	At-Large	Pocomoke	*19-20	Reappoint
Kelly O'Keane	Health Department		17-20	Reappoint
Kelly Riwniak	Public Safety - Sheriff's Office		*19-20	Nominate Kris Heise
Darlene Bowen	D-2, Purnell	Pocomoke	*19-21	
Elizabeth Rodier	D-3, Church	West Ocean City	18-21	
Vacant	D-6, Bunting	Berlin	*20-21	Resignation July 2019
Kimberly List	D-7, Mitrecic	Ocean City	18-21	
Gwendolyn Lehman	At-Large	Berlin	*19-21	
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19, 19-22	
Coleen Colson	Dept of Social Services		19-22	
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22	
Windy Phillips	Board of Education		19-22	

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Catherine W. Stevens (02-04)
Helen Henson ^c (95-97)	Lil Wilkinson (00-01)	Hattie Beckwith (00-04)
Barbara Beaubien ^c (95-97)	Diana Purnell ^c (95-01)	Mary Ann Bennett (98-04)
Sandy Wilkinson ^c (95-97)	Colleen McGuire (99-01)	Rita Vaeth (03-04)
Helen Fisher ^c (95-98)	Wendy Boggs McGill (00-02)	Sharyn O'Hare (97-04)
Bernard Bond ^c (95-98)	Lynne Boyd (98-01)	Patricia Layman (04-05)
Jo Campbell ^c (95-98)	Barbara Trader ^c (95-02)	Mary M. Walker (03-05)
Karen Holck ^c (95-98)	Heather Cook (01-02)	Norma Polk Miles (03-05)
Judy Boggs ^c (95-98)	Violet Ayres (98-03)	Roseann Bridgman (03-06)
Mary Elizabeth Fears ^c (95-98)	Terri Taylor (01-03)	Sharon Landis (03-06)
Pamela McCabe ^c (95-98)	Christine Selzer (03)	
Teresa Hammerbacher ^c (95-98)	Linda C. Busick (00-03)	
Bonnie Platter (98-00)	Gloria Bassich (98-03)	
Marie Velong ^c (95-99)	Carolyn Porter (01-04)	
Carole P. Voss (98-00)	Martha Pusey (97-03)	
Martha Bennett (97-00)	Teole Brittingham (97-04)	

* = Appointed to fill an unexpired term

^c = Charter member

Updated: July 21, 2020

Printed: November 19, 2020

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	
Jody Falter (06-09)	
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	

* = Appointed to fill an unexpired term

C = Charter member

Updated: July 21, 2020

Printed: November 19, 2020

Commission for Women

Mr. Joseph M. Mitrecic
President
Worcester County Commissioners
One West Market Street
Snow Hill, Maryland 21863-1195

October 17, 2020

Dear Mr. Mitrecic:

The Commission for Women has been informed that several members whose commissions will be expiring in December 2020 have expressed an interest in serving a second term on the Commission. Please accept the following members' names as nominations for the 2021-2024 term in each respective District.

District 1 — Nordstrom

Ms. Tamara White is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for District 1 member.

District 5 - Bertino

Ms. Vanessa Alban is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for District 5 member.

District 6 - Bunting

Commission vacancy since July 2019.

At-Large - Snow Hill

Ms. Terri Shockley is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for At-Large member.

At-Large - Pocomoke

Ms. Laura Morrison is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for At-Large member.

Health Department - Liaison

Ms. Kelly O'Keane is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for the Health Department's Liaison.

Public Safety - Liaison

Ms. Kelly Rivniak's (Worcester County Sheriff's Department) term expires in December 2020, and she will be stepping down as a member of the Commission.

Ms. Kris Heiser, The State's Attorney for Worcester County, has expressed an interest to be the Public Safety Liaison for the 2021-2014 term. Please accept her name as nomination for that position.

The present members of the Commission for Women thank you for supporting these nominees to the Commission, and we look forward to a productive 2021.

If you have any questions, I can be reached at 443-614-3004.

Sincerely,

Ms. Tamara White
Chair - 2020
Commission for Women

WORCESTER COUNTY YOUTH COUNCIL

Reference: Resolution No. 06-2, adopted February 21, 2006

Appointed by: County Commissioners

Functions: Advisory
Share information about youth-related concerns; promote internal and external assets among youth in order to prevent unhealthy behaviors which may result in harm or reduced opportunities for success; and provide information to County Commissioners, County agencies, and Youth Serving organizations specific to youth development and resources.

Number/Term: Up to 25 with 5 from each community/two-year terms
Terms Expire April 30th

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

Special Provisions: Members who have more than two unexcused absences may be recommended for replacement by the Youth Council.

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)

Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)

Kari Lamboni, Worcester County Health Department - (410-632-1100, x1102)

Crystal Bell, Worcester County Health Department - (410-632-1100, x1108)

Tyrone Mills, Worcester County Board of Education - (410-632-5084)

Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>	<u>Year(s) of Term(s)</u>
Aaron Cohen	Stephen Decatur	Ocean City	18-20
Abby Boyce	Pocomoke	Pocomoke	18-20
Tamari Cutler	Pocomoke	Pocomoke	18-20
Charles Townsend II	Snow Hill	Snow Hill	19-21
Lucas Matthews	Pocomoke	Pocomoke	19-22
Meredith Taylor	Pocomoke	Pocomoke	19-22

Reappoint
See page 36

* = Appointed to fill an unexpired term

Prior Members: (Since 2006)

Mallory Miller (06-07)	Gabrielle Ortega (11-14)	Liam Hammond (16-19)
Irene Mertz (06-07)	Collin Bankert (11-14)	McCammon Mottley (16-19)
Codee Buckler (06-07)	Ami Oliver (11-14)	Caroline Matthews (17-20)
Sabrina Kunciw (06-07)	Taylor Black (11-14)	Craig Birkhead-Morton (17-20)
Abigail Duffield (06-07)	Jonah Crisanti (11-14)	Richard Poist (17-20)
Ashley Brodie (06-07)	Paige Stanley (11-14)	Chloe Goddard (16-20)
Morgan Crank (06-07)	Kamryn Evans (12-14)	Amber Whittaker (19-20)
Justin Lewis (06-07)	Dylan Elliott (12-14)	
Amber Sparks (06-07)	Sabah Nawaz (12-14)	
Marshall Wool (06-07)	Brynae Waters (13)	
Monique Douglas (06-07)	Gracie Riley (13-15)	
Ebony Marshall (06-07)	Ruben Ortega III (12-15)	
Ashley Cody (06-07)	Jillian Petito (13-15)	
Lorissa McAllister (06-07)	Brittany Wangel (11-15)	
Dominique Kunciw (06-08)	Rachel Bourne (12-15)	
Brittany Cottman (06-08)	Erik Zorn (13-15)	
Ronata Thomas (06-08)	William (Jacob) Mast (13-15)	
Matthew Smarte (07-08)	Sohiab Ijaz (13-15)	
Keith Spangler (07-08)	Michelle Collins (13-15)	
Clayton Perry (07-08)	Olivia Hancock (13-15)	
Marissa Dean (07-08)	Asia Mason (13-15)	
Charnell Fitchett (07-08)	Taylor Portier (13-15)	
Quavis Hayes (07-08)	Colby Lane Payne (13-15)	
Dominique Bias (07-08)	Madeline Goodard (12-16)	
Tommy Murray (06-09)	Charles Pritchard (13-16)	
Jackie Wangel (06-09)	Jacob LeMay (13-16)	
Kara Brower (07-09)	Glennie Rippin (14-16)	
Mary Mazcko (07-09)	Rachel Thomas (14-16)	
Kevin Ayres (07-09)	Danielle Gelinas (14-16)	
Aaron Marshall (07-09)	Sammi Schachter (14-16)	
Gwendolyn Jackson (08-09)	Katie Withers (14-16)	
LaTrele Crawford (08-09)	Peyton Dunham (14-17)	
Andrew VanBruggen (09)	Madison Mendiaz (15-17)	
Brandon Thaler (08-10)	Claire Riley (15-17)	
Megan O'Donnell (08-10)	Amy Lizas (15-17)	
Mike Guerrieri (09-10)	Riley Dickerson (15-17)	
Brett Oliver (09-10)	D'Nasia Jones (15-17)	
Andrew Murrell (09-10)	Alison Snead (15-17)	
Sharryse Piggott (09-10)	LuAnne Mottley (15-17)	
Michelle Wangel (07-11)	Erica Hall (15-17)	
Rachel Thompson (09-11)	Kyle Jarmon (15-17)	
Emily Cieri (09-11)	Destinee Johnson (15-18)	
Brianna Carroll (09-11)	Tatyana Waters (15-18)	
LaShae Smith (09-11)	Cali Litton (16-18)	
Jenna Kramer (09-11)	McKenzie Mitchell (16-18)	
Quashaun Willis (09-11)	Decklan Fisher (16-18)	
Tori Duncan (09-11)	Jon Selby (16-18)	
Victoria Danna (09-11)	Laila Mirza (16-18)	
Makya Purnell (11-12)	Patrick Reid (16-18)	
Michelle Rosinski (11-12)	Tyler Keiser (16-18)	
Ron Foreman (11-12)	Melissa Laws (16-18)	
Hannah Marie McFord (11-12)	T'Nae Fitch (16-18)	
Mariah Amos (09-13)	Avalon Fortt (17-19)	
William Wangel (09-13)	Zanab Iqbal (17-19)	
Elizabeth Sayan (11-13)	Jessica Wynne (17-19)	
Casey Ortiz (11-13)	Dana Kim (17-19)	
Karley Snyder (11-13)	Cooper Richins (17-19)	
Dana Pappas (11-13)		
Tyler Bivens (11-13)		
Jasmine Brown (11-13)		
Abby Bunting (11-13)		
Megan Ludy (11-13)		
Robbie Stancil (11-13)		
Torres Savage (12-13)		

* = Appointed to fill an unexpired term

Updated: December 3, 2019
Printed: November 19, 2020

The Council respectfully requests that the Worcester County Commissioners officially re-appoint the following youth to the Board.

<u>Name</u>	<u>School</u>	<u>Grade</u>	<u>Community</u>
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Re-appointments (1 year):

Abby Boyce	Pocomoke	Gr.12	Pocomoke
Aaron Cohen	Stephen Decatur	Gr.12	Ocean City
Tamari Cutler	Pocomoke	Gr.12	Pocomoke

The Youth Council currently has six members. We are very excited to work with this group of energized, creative young people who are interested in making a difference in their schools and communities. Worcester County Youth Council meetings will resume in January 2021 and we will begin to recruit for new members in the spring of 2021.

I am enclosing a copy of the membership list by community, meeting attendance, mailing addresses for re-appointments, and the 2019-2020 Annual Report.

We appreciate your kind consideration of this request and continued support of the council. You may reach me at 410-632-1100, ext. 1115 if you have any questions.

Encl.: Membership List by Community
 Meeting Attendance
 Mailing Address for Re-Appointments
 2019-2020 Annual Report

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>
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
Larry Fykes	D-1, Nordstrom	Pocomoke	*16-19, 19-22
James Purnell	D-2, Purnell	Berlin	19-22

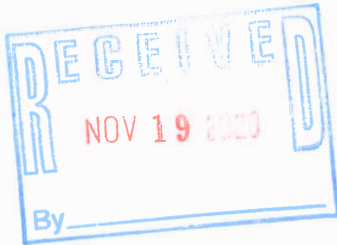
Prior Members: (Since 1972)

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)
Larry Duffy (*17-19)

* = Appointed to fill an unexpired term



DONNA J. BOUNDS
WARDEN



Worcester County
Jail

P.O. BOX 189
SNOW HILL, MARYLAND
21863

TEL: 410-632-1300
FAX: 410-632-3002

SHYTINA M. DRUMMOND
SECURITY

FULTON W. HOLLAND JR.
CLASSIFICATION

November 19 ,2020

Harold Higgins, Chief Administrative Officer
Worcester County Administration
Room 1103 Government Center
Snow Hill, MD. 21863

Dear Mr. Higgins,

I am submitting this request to enter into the annual agreement with LexisNexis Prison Solution. This provider of legal research materials for correctional facilities allows the inmate population to research legal matters. Currently the materials supplied are available on a mobile kiosk in the Law Library. The facility receives quarterly updates from Lexis Nexis therefore meeting the Maryland Commission on Correctional Standards for Legal Access for the inmate population. I respectfully request to continue to use the Lexis Nexis Prison Solution. Please contact me if you have any questions.

Sincerely,

Donna J. Bounds, Warden
Worcester County Jail


**RENEW YOUR LEXISNEXIS® PRISON SOLUTION
ORDER NOW BY SIGNING THIS LETTER AGREEMENT**

Thank you for using LexisNexis, a division of RELX Inc. as your provider of legal research materials for correctional facilities.

Currently you are using the LexisNexis services pursuant to the Prison Solution Agreement or Order (the "Order") that allows you to use selected information relevant to your needs in exchange for a fixed monthly commitment. The Order offers you access to comprehensive content and ease-of-use. However, your LexisNexis service under this Order will expire soon.

By signing below, you may extend the term for the following period at the monthly commitment rate indicated below:

Customer Name:	Worcester County Jail (Maryland)	Account Number:	0099474009 (Inmate Access)
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Extension Period				Monthly Commitment	
Beginning	12/1/20	to	11/30/21	\$	718
Beginning	12/1/21	to	11/30/22	\$	718
Beginning	12/1/22	to	11/30/23	\$	718

Customer hereby certifies that they have 1 number of terminals

These changes will be effective on 12/1/20. Except as expressly stated above, all other terms of the Order will remain unchanged and unaffected by this letter agreement.

If you have any questions about your new rate or would like to see a comparison of other pricing options, please contact me, your account representative, at:

Kyle Rea
Client Mgr--Corrections
O: 513 420 7423
Toll Free: 866 293 4261]
F: 866 960 4757]
kyle.rea@lexisnexis.com

If you agree with the new monthly commitment and extended term, then please print this message, provide the information requested for the total number of terminals/licenses/locations then sign and date. Upon completion, return the signed letter agreement to me at the fax number listed above. In order for these changes to be effective on the date listed above, please sign and return this letter agreement no later than the _____ of _____.

If you do not respond to this letter, please be advised that the Order will expire at the end of the current commitment period and you will no longer receive updated materials.

Customer Name: Worcester County Jail (Maryland)

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

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



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

OFFICE OF THE
 COUNTY COMMISSIONERS

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

Worcester County

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

November 18, 2020

To: Harold Higgins, Chief Administrative Officer
 Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant

Subject: CDBG COVID Grant Award & Agreement
 Emergency Rental Assistance (Grant No: CV-2-17)

Attached please find the Maryland Community Development Block Grant (CDBG) COVID Grant Agreement in the amount of \$43,793 with an in-kind match of \$29,549 from Diakonia, Inc. for Emergency Rental Assistance.

The total CDBG CV-2-17 award is \$336,000, but due to delays by the U.S. Treasury and HUD, the entire award cannot be provided at this time. At this time, approval is requested for the total grant award amount of \$336,000. The remainder of the award is anticipated to be funded in January 2021 along with an amendment to the grant for the remainder of funding. Also attached Diakonia's sub-recipient grant agreement for signature.



LARRY HOGAN
Governor
BOYD K. RUTHERFORD
Lt. Governor
KENNETH C. HOLT
Secretary

November 10, 2020

The Honorable Joseph M. Mitrecic
President
Board of County Commissioners
Worcester County
1 West Market Street
Snow Hill, MD 21863-1195

Re: Grant Agreements
Maryland Community Development Block Grant Program
Grant No.: CV-2-17

Dear President Mitrecic:

I am pleased to send two originals of your Maryland Community Development Block Grant Agreement, outlining your requirements as a grantee. The Agreement package contains the Grant Payment Procedures, Electronic Funds Transfer Registration Form/Designation of Depository, and signature forms. Please execute Page 8 on both of the Grant Agreements and have the signature witnessed.

Within 10 days of their receipt, return both originals to the State CDBG Office for final processing. Once the Agreement is fully executed, you will receive a copy for your records. Please review the Special Terms and Conditions contained in Exhibit A.

As discussed with your staff, the County will only receive a partial award at this time due to delays between the U.S. Department of Housing and Urban Development and the U.S. Treasury. The balance of the award will be provided through an amendment in January.

We look forward to working with you in successfully implementing your project. If you have any questions about your Grant Agreement, please contact me at 301/429-7519.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Stone", written over a horizontal line.

Cindy Stone
Director
Community Development Programs

cc: Kim Reynolds, County



MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
7800 HARKINS RD • LANHAM, MD 20706 • DHCD.MARYLAND.GOV
301-429-7400 • 1-800-756-0119 • TTY/RELAY 711 or 1-800-735-2258



GRANT NO: CV-2-17

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
COVID – ROUND 2
GRANT AGREEMENT**

This Maryland Community Development Block Grant Program (CDBG) Grant Agreement (this "Agreement") by and between the Maryland Department of Housing and Community Development, a principal department of the State of Maryland ("DHCD"), and the COUNTY COMMISSIONERS OF WORCESTER COUNTY, a political subdivision of the State of Maryland ("Grantee"), is entered into as of the date it is executed by DHCD (the "Effective Date").

WHEREAS, the federal Department of Housing and Urban Development ("HUD") has authorized the State of Maryland (the "State") to distribute and administer supplemental federal Maryland Community Development Block Grant ("CDBG") funds received under the Coronavirus Aid Relief, and Economic Security Act signed into law on March 27, 2020, which is subject to the Housing and Community Development Act of 1974, as amended, for the purpose of preventing, preparing for and responding to coronavirus;

WHEREAS, the Maryland General Assembly has appropriated federal CDBG funds to DHCD in order to establish and administer the Maryland CDBG Program, which program is more fully described in the Substantial Amendment to the Consolidated Plan-Action Plan dated SFY20/FFY19 (the "Consolidated Plan") issued by DHCD; and

WHEREAS, the Grantee has applied to the State for CDBG funds for the project(s) described in Grantee's application (the "Project") and the Project(s) has been selected for CDBG funding on the basis of the Consolidated Plan.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, DHCD and the Grantee agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to provide the Grantee with funds which will enable the Grantee to carry out the Project(s), the approved scope of work for which is described in the attached Exhibit A. The Project activities are designed to satisfy the CDBG national objective of Benefit to Low and Moderate Income Persons – Limited Clientele (the "National Objective").
2. Grant Funds Provided. In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, DHCD agrees to provide Grantee with funds in an amount not to exceed \$43,793 (the "CDBG Grant") subject to the terms and conditions set forth in this Agreement and to the availability of federal funds.

3. Authorized Uses of Grant Funds. Grantee agrees to use the CDBG Grant funds only for the Project(s) activities within the Grantee's jurisdiction, described in Exhibit A.

4. Expenditure of Grant Funds.

a. The Grantee shall use the CDBG Grant funds only in accordance with the Grant budget outlined in Exhibit B (the "Grant Budget"), and shall not expend more than the amount allocated for any project in the Grant Budget without the prior written consent of DHCD.

b. Grantee must expend and request 50% of grant funds within 240 days of the award approval date. If Grantee fails to meet this requirement, DHCD shall have the right to evaluate performance and recapture funds from the CDBG grant.

c. If the application was submitted on behalf of eligible Subrecipients (as set forth in Exhibit A), the Grantee shall either distribute the CDBG funds to such Subrecipients to implement the Project(s) or the Grantee may implement the Project(s) on behalf of the Subrecipients.

e. Grantee may incur costs for the Project(s) to be charged against the CDBG Grant funds as of the date of the award. Notwithstanding the foregoing, the Grantee may seek reimbursement for rental arrearage beginning with May 1, 2020.

f. If, upon completion of the Project(s), there are cost savings, such amounts shall revert to DHCD and other funding sources unless DHCD has determined, in its sole determination, that the Grantee may retain a portion of the savings. Unless superseded by federal program requirements, DHCD's determination of whether to permit Grantee's retention of a portion of the cost savings will be based upon the relative proportion of investment in the Project(s) by the Grantee, DHCD and other parties providing funding.

5. Compliance with Certain Federal Requirements.

a. The Grantee shall undertake the Project(s) in accordance with regulations adopted by HUD contained in 24 CFR Part 570 governing the CDBG Program, a copy of which previously has been or will be provided to Grantee, the regulations set forth in 53 FR 22569 (June 16, 1988) related to Restrictions on the Award of Certain Contracts and Subcontracts to Foreign Countries, a copy of which previously has been or will be provided to Grantee, and all directives, policies, and procedures as adopted from time to time by HUD.

b. The Grantee also agrees to be bound by the certifications and covenants set forth in Exhibit E and, if applicable, Exhibits E-1 and E-2.

c. The Grantee shall conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964, 42 USC §§2000d et seq and the Fair Housing Act, 42 USC §§3601-20, in addition to other regulations identified in Exhibit E.

d. The Grantee hereby certifies that it has or will adopt, within a reasonable time after the date of this Agreement, and enforce a policy, satisfactory to the Department that prohibits the

use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

6. Project Commencement and Completion; Changes.

a. Grantee shall commence the Project activities described in Exhibit A as of the Effective Date unless any special condition set forth in Exhibit A requires that Grantee undertake additional action before proceeding with a certain activity. In such instances, the Grantee shall initiate action in order to satisfy the special condition following the Effective Date.

b. The Grantee shall expend all grant funds for Project activities on or before **December 31, 2021** ("Grant Period"), in accordance with the Grant Implementation Schedule set forth in Exhibit C.

c. In the following instances, it shall be necessary for DHCD and Grantee to execute an amendment of this Agreement:

(i) Grantee is proposing the addition or deletion of a Project activity or the alteration of existing approved Project activities;

(ii) Grantee is proposing a budget revision resulting in a transfer in the Grant Budget (Exhibit B) between identified CDBG funded activities.

d. The Grantee shall ensure that all necessary approvals for the commencement of Project activities have been obtained, including all applicable permits and licenses.

e. The Grantee shall endeavor to obtain all certifications, licenses, permits and approvals, and shall otherwise endeavor to satisfy all requirements necessary to operate the Project.

7. Progress of the Project. If the Project(s) is not progressing in a manner satisfactory to DHCD, or the Grantee has violated a provision of this Agreement, prior to declaring a default, DHCD may require the Grantee and/or any Subrecipient to accept technical assistance DHCD feels is necessary for the Project(s) to proceed in a manner acceptable to DHCD.

8. Disbursement of Grant Funds.

a. After the Effective Date, submission of any reports required prior to disbursement as set forth in Exhibit D, and upon the satisfaction of any special conditions to the disbursement of CDBG Grant funds contained in Exhibit A, DHCD will disburse CDBG Grant funds to the Grantee upon DHCD's approval of a properly completed request for payment form signed by two authorized representatives of the Grantee.

b. Requests for payment may seek funds to pay for projected costs anticipated to be incurred as well as costs actually incurred. DHCD shall have the right at any time to request that the Grantee provide additional supporting documentation with any request for payment.

c. Payment procedures are explained in Exhibit F (Maryland CDBG Grant Payment Procedures), the CDBG Guidebook, and the CDBG Monitoring Handbook which has been or will be provided to the Grantee. Information found in Exhibit F will always contain the most current information and instructions to be used by a Grantee.

d. DHCD has the right to withhold disbursement of CDBG Grant funds if at any time DHCD has cause to determine that the Grantee is not performing or completing the Project(s) in accordance with the terms of this Agreement.

9. Records and Reports.

a. Grantee shall maintain accurate financial and management records in a form acceptable to DHCD of all transactions relating to the receipt and expenditure of CDBG Grant funds and administration of the Project. Grantee shall make these records, administrative offices and personnel, whether full-time, part-time consultants or volunteers, available to DHCD upon request. The Grantee shall retain said records for 5 years after the closeout date of the State's grant by HUD.

During the term of this Agreement, DHCD will monitor the Project to ensure that it is being undertaken or has been completed in accordance with the terms of this Agreement. In addition, the Grantee shall monitor the Project(s) in accordance with the requirements of DHCD and all applicable federal and State requirements.

b. Grantee shall provide DHCD with the records, reports and other documentation outlined in Exhibits A and D, the CDBG Guidebook, the CDBG Monitoring Handbook, and any additional reports as may be required by DHCD.

10. Default and Remedies.

a. A default shall consist of the breach of any of Grantee's covenants, agreements or certifications in this Agreement, including failure to satisfy the National Objective, or the expenditure of CDBG Grant funds for any use other than for the purposes itemized in the Grant Budget shown in Exhibit B or in an unauthorized manner.

b. Upon the occurrence of any default, DHCD shall have the right to terminate this Agreement by written notice to the Grantee. Grantee shall have 30 days from the date DHCD's notice was postmarked to cure the default. After the conclusion of this 30 day period, if Grantee has not cured or commenced curing the default to the satisfaction of DHCD, DHCD may at its option immediately terminate this Agreement. In the event of termination by DHCD:

(i) The Grantee's authority to request a disbursement shall cease and the Grantee shall have no right, title or interest in or to any of the CDBG Grant funds not disbursed;

(ii) DHCD may demand repayment from the Grantee of any amounts DHCD determines were not expended in accordance with this Agreement; and

c. In addition to the rights and remedies contained in this Agreement, DHCD may at any time proceed to protect and enforce all rights available to DHCD by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive the termination of this Agreement.

11. Indemnification. Grantee releases DHCD from, agrees that DHCD shall not have any liability for, and agrees to protect, indemnify and save harmless DHCD from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature, including reasonable attorney's fees, incurred by or asserted or imposed against DHCD as a result of or in connection with the Project. All money expended by DHCD as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall be immediately and without notice due and payable by Grantee to DHCD.

12. Conflicts of Interest. Except for approved eligible administrative and personnel costs shown in the Grant Budget, none of the Grantee's designees, agents, members, officers, employees, consultants or members of its governing body or any local governmental authority exercising jurisdiction over the Project(s), and no other public official of the Grantee or such authority or authorities who exercises or has exercised any functions or responsibilities with respect to the Project during such person's tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the Project(s), has or shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Project(s) at any time during or after such person's tenure.

13. Applicability to Subrecipients and Contractors. Where performance of the Project(s) is to be carried out by any subrecipient or contractor of the Grantee, the provisions of this Agreement shall be made binding on such subrecipient or contractor by the Grantee. This shall be accomplished by a written agreement or contract between the Grantee and any subrecipient or contractor, which shall include, among other things, the certifications set forth in Exhibit E-2 where the amount a subrecipient or contractor receives exceeds \$100,000. Where the term "Grantee" appears in this Agreement it shall be interpreted to include any subrecipient or contractor of the Grantee. Grantee acknowledges and agrees that Grantee has the ultimate legal responsibility for ensuring compliance with the requirements of this Agreement and for any resolution of findings, concerns or issues including those resulting in repayment.

14. Program Director; Notices.

a. The Program Director of the Maryland CDBG Program shall serve as the representative of DHCD for this Agreement.

b. All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

- (i) Communications to DHCD shall be mailed to:
CDBG Program Director
Division of Neighborhood Revitalization
Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706
- (ii) Communications to Grantee shall be mailed to the Chief Elected Official and to:
Kim Reynolds
Budget Accountant
Worcester County
1 West Market Street
Snow Hill, MD 21863

15. Amendment. This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by DHCD and the Grantee.

16. Assignment. This Agreement may not be assigned without the prior written approval of DHCD.

17. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the CDBG Grant funds.

18. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State without regard to its conflict of laws and provisions.

19. Effective Date of Agreement. Two original copies of this Agreement shall be presented to Grantee for acceptance and execution. After execution by Grantee, they will be executed and dated by DHCD. The Effective Date of this Agreement will be the date of DHCD's execution.

20. Term of Agreement. Unless sooner terminated pursuant to Section 10 of this Agreement or by the mutual consent of Grantee and DHCD, this Agreement shall remain in effect until Grantee's Project(s) has been completed, the National Objective has been met, the final amounts of the CDBG Grant have been disbursed, all reports and records due by the Grantee to DHCD have been submitted and approved by DHCD, the Project(s) has been monitored and all findings, concerns and/or issues have been successfully resolved, and DHCD has issued an official letter closing the grant.

21. Further Assurances and Corrective Instruments. The Grantee agrees that it will, from time to time, execute and deliver, or cause to be executed and delivered, such amendment hereto and such further instruments as may be required by DHCD or HUD to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.

22. Delay Does Not Constitute Waiver. No failure or delay of DHCD to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude DHCD from exercising any such default or preclude DHCD from exercising any such right, power or remedy at any later time or times.

23. Execution. This Agreement and any amendments thereto may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement or amendment and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement or amendment and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement or amendment as to the parties and may be used in lieu of the original Agreement or amendment for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.

[Remainder of page intentionally left blank]

Witness our hands and seals.

ATTEST

**COUNTY COMMISSIONERS
OF WORCESTER COUNTY**

(Typed Name and Title)

By: _____ (SEAL)

Joseph M. Mitrecic
President

WITNESS:

**DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT**

A principal department of the State
of Maryland

By: _____ (SEAL)

Kenneth C. Holt
Secretary

EFFECTIVE DATE: _____

Approved for form and legal sufficiency this ____ day of _____, 2020.

Assistant Attorney General

- Exhibit A: Scope of Services and Special Terms and Conditions
- Exhibit B: Grant Budget
- Exhibit C: Grant Implementation Schedule
- Exhibit D: Grant Reporting Schedule and Monitoring Documentation Requirements
- Exhibit E: General Certification
- Exhibit E-1: Restrictions on the Award of Certain Contracts and Subcontracts to Foreign Countries
- Exhibit E-2: Certification for Grants in Excess of \$100,000
- Exhibit F: Grant Payment Procedures
- Exhibit G: Federal Award Information

EXHIBIT A**MARYLAND CDBG CV PROJECT SCOPE OF SERVICES**

as more fully described in Grantee's application for CDBG funds submitted by October 2, 2020.

GRANTEE: COUNTY COMMISSIONERS OF WORCESTER COUNTY

SUBRECIPIENT: DIAKONIA, INC.

**PROJECT NAME
AND LOCATION:** EMERGENCY RENTAL ASSISTANCE
Countywide, Worcester County

**PROJECT
DESCRIPTION:** Funds will be used to provide up to six months of rental assistance to households whose income has been negatively impacted by loss of employment or reduction in hours as a result of the COVID 19 crisis.

**NATIONAL
OBJECTIVE:** Benefit to Low and Moderate Income Persons – Limited Clientele

**ESTIMATED NUMBER
BENEFICIARIES:** 70 Households

**NUMBER LMI
BENEFICIARIES:** 70 Households

**% OF LMI
BENEFICIARIES:** 100%

SPECIAL TERMS AND CONDITIONS:

This section highlights Special Terms and Conditions specific to this grant and activities but does not identify all compliance regulations and requirements.

1. **National Objective Records - LMI - Limited Clientele**
Income of all assisted households must be verified to be at or below 80% of the area median income as determined by HUD. The grantee is to document the total amount of household income of each assisted household using the amended PART 5 income calculation process. The grantee is to document and provide data showing race, ethnicity and gender of the head of household, and the number of household members. All records must be in a form and contain documentation, information or data satisfactory to DHCD.
2. **Audit**
The Grantee shall obtain the services of an independent, certified public accountant to perform an organizational-wide Single Audit of the Grantee in accordance with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* found in 2 CFR Part 200 (the "Audit"). Copies of the Audit are due to the DEPARTMENT and to the CDBG PROGRAM DIRECTOR within 9 months after the end of the Grantee's fiscal year.
3. **Environmental Review**
The Grantee submitted required environmental review forms with the application. There are no additional requirements.
4. **Recordkeeping**
The Grantee is required to maintain hard copy (not digital) files until the grant has been monitored and a close out letter has been issued by DHCD.
5. **Required Second Public Hearing**
Grantees are to conduct a second public hearing which must take place in conjunction with a regularly scheduled meeting of the elected public officials. The second hearing should provide a review of program performance and status of grant activities. It must be held prior to the grant end date. The notice of the hearing must be published in a local newspaper at least five (5) days prior to the hearing.
6. **Required Plans**
The Grantee must ensure that all required plans have been adopted or updated and maintained throughout the life of the grant.
7. **Subrecipient Agreement**
The Grantee and Subrecipient must execute a Subrecipient Agreement prior to the commencement of activities. Please provide a copy of the executed agreement to your CDBG Project Manager.

8. **Duplication of Benefits**
The Grantee is to ensure that there is no duplication of benefits for approved households.
9. **Approval to Pre-Incur Costs**
The Grantee may begin to incur costs as of October 22, 2020 provided the subrecipient agreement has been executed.
10. **Emergency Rental Assistance Requirements**
Requirements were provided to Grantees in the Policy and Procedures Manual specific to CDBG CV2. Failure to comply with these requirements will result in repayment of funds. The Grantee is to obtain copies of all documents used by the Subrecipient to qualify households for assistance.
11. **In-Kind Administrative Costs**
The Grantee must track and report on in-kind costs supporting grant oversight and administration.
12. **Conflict of Interest**
Grantees are to submit a copy of their most recent Conflict of Interest Policy for review. The subrecipient must comply with the Grantee's policy. All applicants must complete a Conflict of Interest Disclosure Form.
13. **Lead Based Paint**
Per 24 CFR 35.115(11), if assistance is provided for emergency rental assistance for a period longer than 100 days, then Grantees must comply with Subpart K of the regulation (35.1000-35.1020) unless there is evidence to demonstrate that there is no lead based paint in assisted units. In order to ensure compliance, the State will limit Grantees to the following:
 - A. Grantee may provide up to 3 months of assistance without additional paperwork or actions.
 - B. Grantees may provide up to 6 months of assistance (per their program design) for applicants living in housing units constructed *after* 1978 if they review and retain property information found in the State Department of Assessment and Taxation Real Property Data Search (SDAT) to verify date of construction.
 - C. Grantees may provide up to 6 months of assistance (per their program design) for applicants living in housing units constructed *before* 1978 if they have obtained copies of information from landlord/tenant or government records which verifies that there is no lead based paint or that the lead based paint has been cleared in the unit. A copy of the SDAT information is also required for retention in the file.

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET

PROJECT	CDBG FUNDS	OTHER FUNDS	TOTAL COSTS	SOURCE OF OTHER FUNDS
1. Emergency Rental Assistance	\$43,793	\$0	\$43,793	
2. Project Administration – In-Kind	\$0	\$29,549	\$29,549	
TOTAL GRANT COSTS	\$43,793*	\$29,549	\$73,342	

* The total CDBG Award is \$336,000. Due to delays between the U.S. Department of Housing and Urban Development and the U.S. Treasury, DHCD is unable to provide the entire award at this time. It is anticipated that the balance of funds will be available in January 2021. Once available, an amendment will be provided for the balance.

EXHIBIT C

MARYLAND CDBG PROJECT IMPLEMENTATION SCHEDULE

**Grant Approval
Date:** **October 22, 2020**

**Implementation of
Activities:** **On-going until completed**

**240 Day
Expenditure
Deadline:** **A minimum of 50% of grant funds must be expended by
June 19, 2021**

Grant End Date: **December 31, 2021**

EXHIBIT D**CDBG GRANT REPORTING SCHEDULE
AND MONITORING DOCUMENTATION REQUIREMENTS**

Reports and documents shall be submitted to the address shown in Section 16(b)(i) of the Agreement. Reports shall be submitted on any applicable forms provided by DHCD and contain any information specifically requested by the CDBG Program Director.

TYPE OF REPORT	DUE DATE
Quarterly Status Report	Due January 5, April 5, July 5 and October 5 for the preceding three months
Annual Single Audit Report	To Program Director within 9 months of the end of the grantee's fiscal year if applicable
Final Progress Report	To Project Manager when notified to complete

Documents to be in local files and available for review during grant monitoring includes but is not limited to:

- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Conflict of Interest Policy
- Personnel Policies
- Fair Housing and Equal Opportunity Plan
- Section 3 Plan
- Minority Business Plan
- Section 504 Self Evaluation

Additional documentation is identified in Exhibit A of the grant agreement, the CDBG Guidebook and the CDBG Monitoring Handbook which are provided to grantees.

7/1/20

EXHIBIT E

GENERAL CERTIFICATION

The Grantee certifies and agrees that:

- (1) The grant will be administered in accordance with the CDBG Citizen Participation Plan which was adopted by the elected officials of the jurisdiction prior to submission of an application for funding.
- (2) Its chief executive officer or other officer of applicant approved by the Department of Housing and Community Development:
 - (a) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified at 24 CFR 58.1, which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Maryland Community Development Block Grant Program; and
 - (b) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.
- (3) It will comply with the regulations, policies, guidelines and requirements found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, as they relate to the application, acceptance, and use of Federal funds under this Part.
- (4) It will comply with:
 - (a) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
 - (b) The provisions of the Davis-Bacon Act (40 U.S.C. 276a) with respect to prevailing wage rates (except for projects for the rehabilitation of residential properties of fewer than eight units);
 - (c) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-333, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
 - (d) Federal Fair Labor Standards Act of 1938, 29 U.S.C. 201 et seq, requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (5) Assessment Provision

It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

- (ii) for purposes of assessing any amount against properties owned and occupied by persons of low an moderate income who are not persons of very low income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received from CDBG Program to comply with the requirements of clause (i).
- (6) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with 2 CFR Part 200,
 - (7) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Part to comply with the Requirements of the Americans With Disabilities Act. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
 - (8) It will comply with the following fair housing and equal opportunity regulations and requirements:
 - (a) Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1);
 - (b) Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended;
 - (c) Section 106 (d)(5)(B) of Title I of the Housing and Community Development Act of 1974, as amended;
 - (d) Executive Order 11259;
 - (e) Section 109 of Title 1 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.601);
 - (f) Executive Order 11063 on equal opportunity;
 - (g) Executive Order 11246, as amended by Executive Order 13672;
 - (h) The Fair Housing Amendment Act of 1988;
 - (i) The Housing for Older Persons Act of 1995;
 - (j) The Age Discrimination Act of 1975;
 - (k) Section 504 of the Rehabilitation Act of 1973;
 - (l) The Americans with Disabilities Act of 1990;
 - (m) The Equal Employment Opportunity Act;
 - (n) The Immigration Reform and Control Act of 1986; and
 - (o) The Vietnam Era Veteran's Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002);
 - (9) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, for projects with contracts for work in excess of \$100,000, to the greatest extent feasible, provide opportunities for training and employment to lower income residents of the county or award contracts to eligible business concerns which are located in, or owned in substantial part by, persons residing within the county of the grantee.
 - (10) It will minimize displacement of persons and provide for services and benefits to any person or business involuntarily and permanently displaced as a result of activities associated with program funds as outlined in

the CDBG Residential Anti-Displacement and Relocation Assistance Plan which was adopted by the elected officials of the jurisdiction prior to submission of the application.

- (11) It will, in the event that displacement occurs as a part of a CDBG funded project, comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing instructions at 24 CFR Part 42.
- (12) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- (13) It will comply with the provisions of the Hatch Act of 1939 which limits the political activity of employees.
- (14) It will give State, HUD and the Comptroller General through any authorized representatives access to and the right to examine all records, books, paper, or documents related to the grant.
- (15) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communications from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- (16) It will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any areas, that has been identified by the Federal Emergency Management Agency as being in a floodplain or in an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (17) It will in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1974 (16 U.S.C. 469-1, et seq.).
- (18) It will comply with:
 - (a) The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321 et seq.) and 24 CFR Part 58;
 - (b) Executive Order 11988, Floodplain Management;
 - (c) Executive Order 11990, Protection of Wetlands;
 - (d) The Endangered Species Act of 1973, as amended, (16 U.S.C. Section 1531 et seq.);
 - (e) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Section 661 et seq.);
 - (f) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. Section 1271);
 - (g) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Section 300(f) et seq.);
 - (h) The Clean Air Act of 1970, as amended, (42 U.S.C. Section 7401 et seq.);
 - (i) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C. Section 1251 et seq.);

ITEM 3

- (j) The Clean Water Act of 1977, (Public Law 95-217); and
 - k) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.).
- (19) It will comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992, as amended (Title X of the Housing and Community Development Act of 1992) and the EPA's Lead-Based Paint Renovation, Repair and Painting Rule when rehabilitating houses or buildings for residential use.
- (20) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

Revised 9/17

EXHIBIT E-1

**RESTRICTIONS ON THE AWARD OF CERTAIN CONTRACTS
AND
SUBCONTRACTS TO FOREIGN COUNTRIES**

If the Project constitutes a Public Building or Public Work Project, as those terms are defined in this Exhibit E-1, and pursuant to Section 109 of Public Law 100-202, the Joint Resolution making Further Continuing Appropriations in Fiscal Year 1988 (the "Appropriations Act"). Grantee hereby covenants and agrees as follows:

1. It shall not enter into any contract with a contractor or subcontractor of a country listed by the United States Trade Representatives (the "USTR") in the Federal Register on December 30, 1987, 53 FR 49255, for the construction, alteration, or repair of any Public Building or Public Work Project or any contract for architectural, engineering or other service directly related to the preparation for or performance of the construction, alteration, or repair of any Public Building or Public Work Project in the United States or possession of the United States.
2. Grantee shall not use any product in the construction, alteration or repair of any Public Building or Public Work Project in the United States, including permanently affixed equipment, instruments, utilities, electronic and other devices, but not including vehicles or construction equipment, if more than 50% of the total cost of the product is allocable to production or manufacture in a country listed by USTR.
3. A "Public Building" means a building for which construction, completion, rehabilitation or repair is carried on directly by authority of United States Department of Housing and Urban Development ("HUD") where the building is or will be publicly owned or operated and is intended to serve the interest of the general public.
4. A "Public Work Project" means construction activity, including construction, completing rehabilitation or repair of publicly owned or operated improvements such as bridges, dams, parks, streets, sidewalks, curbs, gutters, parking facilities, tunnels, sewers, mains, powerlines, pumping stations, airports, terminals, docks, piers, wharves, ways, levees, canals, dredging, shoring, rehabilitation or reactivation of public buildings, excavating, clearing, and landscaping, where the work performed is for an improvement intended to serve the interest of the general public. For the purposes of this definition, construction activity does not include manufacturing, furnishing of material, or servicing and maintenance work.
5. The Grantee shall include the following provisions in any material it uses to solicit bids or request proposals related to the construction, alteration or repair of the Project:

(a) Definitions.

"Component," as used in this clause, means those articles, materials, and supplies incorporated directly into the product.

"Contractor or subcontractor of a foreign country," as used in this clause, means any contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:

- (1) If 50 percent or more of the contractor or subcontractor is owned by a citizen or a national of the foreign country;
- (2) If the title to 50 percent or more of the stock of the contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country;

- (3) If 50 percent or more of the voting power in the contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country;
- (4) In the case of a partnership, if any general partner is a citizen of the foreign country;
- (5) In the case of a corporation, if its president or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or
- (6) In the case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (a)(1) through (5) of this clause.

"Product", as used in this clause, means construction materials-i.e., articles, materials, and supplies brought to the construction site for incorporation into the Public Works Project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, the Grantee will consider a product as produced in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in the foreign country exceed 50 percent of the cost of all its components.

- (b) Certification. Except as provided in paragraph (c) of this provision, by submission of its bid or proposal, the offeror certifies that it:
 - (1) Is not a contractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR) (see paragraph (h) of this provision);
 - (2) Has not or will not enter into any subcontract with a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; and
 - (3) Will not provide any product of a country included on the list of foreign countries that discriminate against U.S. firms published by the USTR.
- (c) Inability to certify. An offeror unable to certify in accordance with paragraph (b) of this provision shall submit with its offer a written explanation fully describing the reasons for its inability to make the certification.
- (d) Applicability of 18 U.S.C. 1001. The certification in paragraph (b) of this provision concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, U.S.C. 1001.
- (e) Notice. The offeror shall provide immediate written notice to the Contracting Officer if, at any time before the contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- (f) Restrictions on contract award. Unless a waiver to these restrictions is granted by the Secretary of Housing and Urban Development, no contract will be awarded to a offeror:
- (1) Who is owned or controlled by a citizen or national of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR;
 - (2) Whose subcontractors are owned or controlled by citizens or nationals of a foreign country on the USTR list; or
 - (3) Who incorporates any product of a foreign country on the USTR list in the public works project.
- (g) Recordkeeping. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (b) of this provision. The knowledge and information of an offer or is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (h) USTR list. The USTR published an initial list in the Federal Register on December 30, 1987 (53 FR 49244), which identified one country - Japan. The USTR can add countries to the list, and remove countries from it, in accordance with Section 109(c) of Publication L. 100-202."
6. The Grantee shall include the following provisions in any contract for the construction, alteration or repair of the Project:
- (a) Definitions.
- "Component," as used in this clause, means those articles, materials, and supplies incorporated directly into the product.
- "Contractor or subcontractor of a foreign country," as used in this clause, means any contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:
- (1) If 50 percent or more of the contractor or subcontractor is owned by a citizen or a national of the foreign country;
 - (2) If the title to 50 percent or more of the stock of the contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country;
 - (3) If 50 percent or more of the voting power in the contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country;
 - (4) In the case of a partnership, if any general partner is a citizen of the foreign country;
 - (5) In the case of a corporation, if its president or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or

- (6) In the case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (a)(1) through (5) of this clause.

"Product", as used in this clause, means construction materials-i.e., articles, materials, and supplies brought to the construction site for incorporation into the public works project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, the Grantee, will consider a product as produced in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in Section 109(c) of Pub. L 100-202.

- (b) Certification. The contractor may rely upon the certification of a prospective subcontractor that it is not a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR and that products supplied by such subcontractor for use on the Federal public works project under this contract are not products of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR, unless such contractor has knowledge that the certification is erroneous.
- (c) Subcontracts. The contractor shall incorporate this clause, modified only for the purpose of properly identifying the parties, in all subcontracts. This paragraph (c) shall also be incorporated in all subcontracts.

Exhibit E-2**FOR CDBG GRANTS IN EXCESS OF \$100,000**

The Grantee certifies, to the best of its knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Grantee shall require that the language of this certification be included in the agreements between the Grantee and a subrecipient, contractor, or borrower where the amount a subrecipient, contractor, or borrower receives exceeds \$100,000 and the subrecipient, contractor, or borrower shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

EXHIBIT F

GRANT PAYMENT PROCEDURES

PART I. INTRODUCTION

1. **PURPOSE** - The Grant Payment procedures outlined herein are designed to expedite the transfer of Maryland Community Development Block Grant (CDBG) funds from the State of Maryland Department of Housing and Community Development (DHCD) to an approved grantee.
2. **OUTLINE OF SYSTEM** - The following is an outline of the procedures necessary to process a CDBG grant payment request under the State of Maryland's CDBG Program.
 - a. The State of Maryland makes a determination that a local government will receive funds from the Maryland CDBG Program and announces the award. The Maryland CDBG Program in the Division of Neighborhood Revitalization of DHCD sends the local government two copies of the Grant Agreement, which includes Grant Payment Procedures (Exhibit F), Vendor Electronic Funds Transfer (EFT) Registration Request Form (Exhibit 1) and the Authorized Signatures Form (Exhibit 2).
 - b. The grantee executes the Grant Agreement, which includes two sets of required grant payment procedures and forms. The grant agreement and all forms are returned to the Maryland CDBG Director, Division of Neighborhood Revitalization, DHCD, 7800 Harkins Place, Lanham, MD 20706. The grant agreement should be sent back immediately upon signing and the grant payment forms (Exhibits 1 & 2) must be signed and returned prior to first request for payment. *NOTE: The name of the grantee should appear as it is listed in the CDBG Grant Agreement on all forms and accounts.*
 - c. The Maryland CDBG Program approves the completed forms and the grantee's account in the amount of its CDBG award is established in the State's STARS financial management system.
 - d. The Maryland CDBG Program furnishes the grantee a copy of Request for Payment Form (Exhibit 3).
 - e. Following the effective date of the Grant Agreement, the grantee may request funds by completing the Request for Payment Form (Exhibit 3) and the Expenditure Tracking Form (Exhibit 3A) and submitting one original to the Maryland CDBG Program in order to meet the grantees' current cash disbursement needs.
 - f. The Maryland CDBG Program will review grantee's Request for Payment. The review will:
 - verify authorized signatures;
 - verify mathematical computations;
 - verify that sufficient grant funds are available;
 - verify that request will not exceed amount budgeted for the appropriate project activity;
 - determine that other applicable special conditions have been met; and
 - verify that the CDBG Project Manager assigned to the grantee has not put a hold on grant payments.

- g. The Maryland CDBG Program then forwards approved Request for Payment to the Department's Finance Division which processes and submits to the Comptroller's Office for payment.
- h. The State Comptroller's Office disburses the grant payment and electronically transfers funds directly to the grantee's designated depository for credit to its account.

PART II. POLICY

1. The grantee shall inform the State on the Request for Payment and Status of Funds Form (Exhibit 3) as to whether it is using an advance or reimbursement system. The system selected must be followed throughout grant implementation.

ADVANCE SYSTEM - An advance is a payment made to a grantee upon its request before cash outlays are made by the grantee.

REIMBURSEMENT SYSTEM - A reimbursement is a payment made to a grantee upon request after cash outlays have been made by the grantee.

2. If using an advance system, the grantee will establish a separate, non-interest bearing depository account in a financial institution insured by FDIC or FSLIC. Funds must be transferred to this account upon receipt of funds from the Comptroller.
3. A grantee that invoices on a reimbursement basis exclusively may earn interest on its depository account.
4. Any interest earned on CDBG monies requested on an advance basis will be collected by the Maryland CDBG Program and returned to the U.S. Treasury.
5. Grant payments cannot be made for any project until the the Grant Agreement is executed by all parties and the CDBG Program has determined that all other possible conditions have been met.
6. The Request for Payment form (Exhibit 3) must be accurately completed or it will not be processed. If there are questions, please contact your CDBG Project Manager prior to request being made.
7. A request should be made allowing approximately thirty days to receive the CDBG grant funds. The payment will be electronically transferred by the Comptroller's Office following receipt and approval of a completed Request for Payment form (Exhibit 3) by the Maryland CDBG Program and DHCD Finance Division.
8. A grantee that submits a request for payment on an advanced basis may keep up to \$5,000 on-hand. Additional requests should be in an amount to meet current disbursement needs (defined as the funds to be expended within five working days of receipt). If a CDBG check is deposited on Friday, checks totaling the entire amount must be written by close of business the following Friday. Grantee's that request payment on a reimbursement basis are not subject to the five working day rule. All grant funds must be expended from grantee's account by the grant end date and any funds remaining on-hand will be recaptured.
9. A grantee may request a grant payment from DHCD as often as needed. Except for the final payment, the minimum amount that may be requested is \$5,000.

PART III. GRANTEE REQUIREMENTS

1. DESIGNATION OF DEPOSITORY – State of Maryland funds will be electronically transferred directly to the depository designated and authorized by the grantee for credit to the grantee's bank account. The grantee shall

complete the Vendor Electronic Funds Transfer (EFT) Registration Request Form (Exhibit 1) and the Authorized Signatures Form (Exhibit 2).

After the forms are completed by the grantee, send two originals to the Maryland CDBG Program, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Road, Lanham, MD 20706. The grantee shall retain a copy for your file. The Grantee shall execute a new Vendor Electronic Funds Transfer (EFT) Registration Request Form (Exhibit 1) whenever changes in the depository are made.

2. AUTHORIZED SIGNATURE FORM – The form for Authorized Signatures for Request for Payment on CDBG Account (Exhibit 2) must contain signatures identical to the typed names of the four individuals authorized by the grantee to co-sign the Request for Payment. The written and typed names must be identical on each form. The grantee shall submit the original forms to the Maryland CDBG Program at the address listed above and retain one set for local files. The person certifying the authorized signatures can not be listed as an authorized signature.

When the grantee submits a Request for Payment, the Maryland CDBG Program will accept only the signatures of persons named on the current signature form on file. A grantee therefore shall submit new signature forms whenever there is a change, including additions or deletions of the persons authorized to sign a Request for Payment. A change in the title or position of a person so authorized does not require another signature form if the person's authority to sign a Request for Payment remains unchanged.

3. REQUEST FOR PAYMENT FORM - The grantee shall execute one original of Request for Payment Form (Exhibit 3) each time it is determined that funds are required to meet current disbursement needs or to reimburse the grantee's advance of funds from another source.

The executed original form can be mailed to the Maryland CDBG Program, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Road, Lanham, MD 20706 or a copy can be emailed to your CDBG Program Manager. A copy is to be retained by the grantee for its records.

4. EXPENDITURE FORM – The Grantee is required to submit form Exhibit 3A - Expenditure Tracking Form when they submit each Request for Payment Form. This form is required at this stage rather than actual copies of bills to identify the specific expenses to be paid with the CDBG funds.
5. EXPENDITURE TRACKING FORM – LOCAL USE – The grantee is required to use and maintain form Exhibit 3B – Expenditure Tracking Form – Local Use. The purpose of this form when completed will assist the State in monitoring the grant and to assist the grantee with tracking expenditures.

EXHIBIT 2

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
AUTHORIZED SIGNATURES FOR CDBG REQUESTS FOR PAYMENT**

1. Name and Address of Grantee:

County Commissioners of
Worcester County, MD
141 Market St, Room 1103
Snow Hill, Maryland 21863

2. Grant Agreement Number:

CV-2-17

3. The individuals named below are authorized to sign Requests for Payment:

TYPE NAME	TITLE	SIGNATURE EXACTLY AS IT APPEARS IN TYPED FORM
<u>Harold Higgins</u>	<u>Chief Admin Officer</u>	
<u>Kathy Whited</u>	<u>Budget Officer</u>	<u>Kathy Whited</u>
<u>Kim Reynolds</u>	<u>Senior Budget Acct</u>	<u>Kim Reynolds</u>

4. Certification

I certify that the signatures above are of the individuals authorized to sign Requests for Payment for CDBG funds on behalf of the identified grantee. I further understand that, as the person certifying, I am not eligible to sign Requests for Payment.

Date

Title

Signature

Revised 8/19

EXHIBIT 3

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PAYMENT**

SECTION I: REQUEST FOR PAYMENT

GRANT AGREEMENT NUMBER	PAYMENT SYSTEM	REQUEST NUMBER	AMOUNT REQUESTED
CV-2-	<input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT		
GRANTEE NAME AND ADDRESS	NAME & TELEPHONE NUMBER OF GRANTEE CONTACT PERSON		FEDERAL ID NUMBER

DEPOSITORY BANK AND ACCOUNT NUMBER

--

SECTION II: USE OF FUNDS (CDBG FUNDS ONLY)

BUDGET ACTIVITY LINE	TOTAL CDBG BUDGET AMOUNT(S)	REQUESTED AMOUNT

SECTION III: CERTIFICATION BY GRANTEE

We certify that this request in accordance with the terms and conditions of the grant agreement with the Maryland Department of Housing and Community Development and the amount requested accurately reflects the expenses, as reported on this request, and that the amount is supported by documentation in our files.

AUTHORIZED SIGNATURE_____
TITLE_____
DATE_____
AUTHORIZED SIGNATURE_____
TITLE_____
DATE**SECTION IV: STATE USE**

DATE RECEIVED	AMOUNT APPROVED	PAYMENT REVIEWED BY	PAYMENT APPROVED BY	APPROPRIATION CODE

EXHIBIT 3A

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

EXPENDITURE TRACKING FORM

Grant #: _____

Payment Request #: _____ Amount Requested: _____

*For this payment request, please identify the specific expenses to be paid with the CDBG funds.
Please attach copy of form to your payment request and retain copy in your grant financial files.*

Amount Requested	Activity Line Item #	Specific Use	To Be Paid To: (Identify Specific Vendors)

STATUS OF FUNDS (CDBG FUNDS ONLY)

Total Grant Payment Received to Date \$ _____

Total Disbursements to Date \$ _____

EXHIBIT 3B

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

EXPENDITURE TRACKING FORM – LOCAL USE

Grant #: _____

Please complete and retain this form in your CDBG Financial Files. It is for tracking CDBG grant funds only. The completed form will assist the State with grant monitoring.

Payment Request #	Date of Request	Amount Requested	Date Payment Received

Matching Funds

Please identify the final totals of other funds used to match the CDBG funds. Attach another sheet if necessary. Please identify In-Kind Costs on page 2.

Amount	Source of Funds

In-Kind Costs

Please calculate all in-kind costs related to this project that used match to the CDBG funds. For staff costs, please indicate the person and the number of hours in addition to the costs.

Amount	Specific Use/Hours	Source/Staff Person

EXHIBIT G**FEDERAL AWARD INFORMATION**

(i)	Community Development Block Grant – COVID – Round 2	
(ii)	Name of Federal Awarding Agency	U.S. Department of Housing and Urban Development
(iii)	Catalog of Federal Assistance Number	14.228
(iv)	Federal Program Year	2020
(v)	Start Date of Federal Program Year for Program	July 1, 2020
(vi)	Total Amount of Federal Award for Program Year	\$16,144,887
(vii)	Federal Award Identification Number (FAIN)	*
(viii)	DHCD Unique Entity Identifier	028492598
(ix)	Grantee Name	County Commissioners of Worcester County
(x)	Grantee Unique Entity Identifier/DUNS Number	101119399
(xi)	Grantee Federal Identification Number	52-6001064
(xii)	Date of Award to Grantee	October 22, 2020
(xiii)	Amount of Federal Fiscal Year 2020 Funds Obligated/Committed by this Agreement to the Grantee by DHCD	\$49,793
(xiv)	Total Amount of Federal Fiscal Year 2020 Funds Obligated/Committed to the Grantee by DHCD to date (Including the current Obligation) for Federal Fiscal Year	\$49,793

*Federal Grant Number not available at time grant agreement was prepared

Grant # CV-2-17

Maryland Community Development Block Grant

Subrecipient Agreement

This Subrecipient Agreement dated this 1st day of December 2020 (the "Agreement"), is by and between The County Commissioners of Worcester County, MD, a political subdivision of the State of Maryland (the "Recipient") and Diakonia, Inc., a Maryland, a nonprofit corporation (the "Subrecipient").

WHEREAS, the Recipient has entered into an agreement (the CDBG Grant Agreement") with the Department of Housing and Community Development, a principal department of the State of Maryland ("DHCD") for a grant in the amount of \$ 43,793 (the "CDBG Grant") under the Community Development Block Grant Program ("CDBG" or the "Program") a federal program under the United States Department of Housing and Urban Development ("HUD") which is administered by DHCD;

WHEREAS, Forty-Three Thousand Seven Hundred Ninety Three Dollars of the CDBG Grant is being subgranted by the Recipient to the Subrecipient for the purposes described herein;

WHEREAS, the Program is governed by Title I of the Housing and Community Development Act of 1974, an amended (the "Act") and Subpart I of the regulations of the United States Department of Housing and Urban Development which are set forth in 24 CFR 570 (the CDBG Regulations");

WHEREAS, the CDBG Regulations require, among other things, that where all or a portion of the CDBG Grant will be used by a Subrecipient, there must be a written agreement between a recipient and a Subrecipient regarding the use of such funds; and

WHEREAS, the parties hereto desire to set forth the terms and conditions for use of the proceeds of the CDBG Grant.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, the Recipient and Subrecipient agree as follows:

1. Incorporation of CDBG Grant Agreement. The Subrecipient has reviewed and understands the provisions of the CDBG Grant Agreement. The terms and conditions of the CDBG Grant Agreement and all Exhibits thereto, (collectively, the "CDBG Grant Agreement") a copy of which is attached hereto as Attachment A, are hereby incorporated into and made, a part of this Agreement. The Subrecipient agrees to assist the Recipient, to cooperate with the Recipient and to assume responsibility with the Recipient in fulfilling the terms and conditions of the CDBG Grant Agreement.

2. Purpose of Agreement. The purpose of this Agreement is to provide the Subrecipient with funds to carry out the activities described in Exhibit A of the CDBG Agreement (the "Subrecipient Project").

3. Funds Provided. In consideration of the various obligations to be performed by the Subrecipient pursuant to this Agreement, the Recipient agrees to provide Subrecipient with funds in an amount not to exceed \$ 43,793 (the "Subrecipient Grant") subject to the terms and conditions set forth herein.

4. Schedule for Completion. The funded activities related to the Subrecipient Project shall be completed in accordance with the schedule attached marked as Exhibit C of the CDBG Grant Agreement (the "Schedule").

5. Expenditure of Funds.

(a) The proceeds of the Subrecipient Grant shall be expended in accordance with the Subrecipient Project budget marked as Exhibit B of the CDBG Grant Agreement hereto (the "Budget").

(b) The proceeds of the Subrecipient Grant may be used to reimburse the Subrecipient for costs incurred pursuant to the Budget for the activities described in Exhibit A of the CDBG Grant Agreement.

(c) The Recipient, in its discretion, may advance all or a portion of the Subrecipient Grant in the amounts set forth in the Budget to pay for the activities described in Exhibit A of the CDBG Grant Agreement in accordance with CDBG Payment Procedures.

6. Compliance with Federal Regulations.

(a) The Subrecipient shall undertake the Subrecipient Project in accordance with the Act and the CDBG Regulations.

(b) The Subrecipient shall comply with all of the applicable federal laws, regulations, circulars, and guidelines related to the Program which are set forth in the CDBG Grant Agreement.

7. Disbursement of Subrecipient Grant.

(a) Disbursement of funds under the Subrecipient Grant shall be in the amounts in the Budget and shall be made only for costs which have been determined by the Recipient to have been properly incurred by the Subrecipient.

(b) Requests for disbursements shall be made in the following manner:

The sub-recipient will expend Emergency Rental Assistance funding. The sub-recipient shall ask for reimbursement from the grantee weekly or monthly providing all necessary documents and meeting all requirements of the CDBG Grant Agreement and the special terms and conditions of the CDBG Grant Agreement.

8. Records and Reports.

- (a) The Subrecipient shall maintain the records related to the Subrecipient Project set forth in the CDBG Grant Agreement attached hereto and made a part hereof in a manner satisfactory to the Recipient.
- (b) The Subrecipient shall produce the reports or provide information for reports set forth in the CDBG Grant Agreement on the dates and which contain the information indicated.
- (c) The Subrecipient shall provide copies of all records related to the Subrecipient Project to the Recipient.

9. Term of Agreement. Unless terminated earlier pursuant to this Agreement or upon the mutual agreement of the parties with the consent of DHCD, this Agreement shall remain in full force and in effect until the Subrecipient Project has been completed to the satisfaction of the Recipient, DHCD, and HUD, all reports required by this Agreement, DHCD, or HUD have been submitted and approved, and all outstanding issues between the Recipient and the Subrecipient have been resolved in a manner satisfactory to the Recipient.

10. Default and Remedies.

- (a) Any breach of any representation, warranty, covenant, condition, or provision of this Agreement, including failure of the Subrecipient to conduct and complete the activities associated with the Subrecipient Project in a manner satisfactory to the Recipient, shall constitute a default under this Agreement.
- (b) The Recipient shall notify the Subrecipient, in writing, of a default under this Agreement. The Subrecipient shall have 15 days from the date of such notice to cure the default in a manner satisfactory to the Recipient. Upon the failure of the Subrecipient to cure the default in a manner satisfactory to the Recipient, the Recipient, in addition to the remedies set forth in the CDBG Grant Agreement, shall have the following remedies:
 - 1) the Subrecipient, shall not be entitled to any undisbursed portions of the Subrecipient Grant;
 - 2) the Recipient may, at its option, require the Subrecipient to repay all funds improperly expended by the Subrecipient; and
 - 3) the Recipient may take all other actions available to it at law or in equity.

11. Reversion of CDBG Assets. Upon termination of this Agreement, the Subrecipient shall:

(a) transfer to the Recipient all undisbursed Agreement Grant funds in the possession of the Subrecipient at the time of termination, including any accounts receivable attributable to the Subrecipient Grant; and

(b) comply with any special conditions related to the Subrecipient Project a set forth in the CDBG Grant Agreement hereto.

12. Inspections. The subrecipient shall permit the authorized representatives of the Recipient, DHCD, or HUD to inspect, at any reasonable time, the Project and all records related to the Project.

13. Third Party Beneficiaries. The Recipient and the Subrecipient hereby agree that all representations and warranties contained in this Agreement run to the benefit of DHCD, the State of Maryland (the "State") and HUD. The Recipient and the Subrecipient further agree and acknowledge that DHCD, the State, and HUD shall have the right to request documentation from time to time from the Recipient and/or the Subrecipient and shall be entitled to exercise all of the rights and remedies available to the Recipient against the Subrecipient.

14. No Waiver. No failure or delay by the Recipient to insist upon the strict performance of any term, condition, representation or warranty of this Agreement or to exercise any right, power or remedy shall constitute a waiver of any such term, condition, representation or warranty nor preclude the Recipient, DHCD, the State, or HUD from exercising any such right, power, or remedy at any later time.

15. Survival. All covenants, agreements, representations and warranties made in this Agreement and in any other documents delivered pursuant hereto shall survive closeout of the CDBG Grant and shall continue in full force and effect until the Recipient has complied with all terms and conditions related to the close out of the CDBG Grant Agreement between DHCD and the Recipient for the Project.

16. Notices. All reports, notices, consents or approvals required under this Agreement shall be in writing and shall be deemed to have been given properly if and when mailed by first class certified mail, return receipt requested, postage prepaid, as follows:

If to Recipient:	<u>County Commissioners of Worcester County</u> <u>Attention: Kim Reynolds</u> <u>1 W. Market Street, Room 1103</u> <u>Snow Hill, MD 21863</u>
If to Subrecipient:	<u>Diakonia, Inc.</u> <u>12747 Old Bridge Road</u> <u>Ocean City, MD 21842</u>

or to such other address as the parties above shall have furnished to the other in writing.

17. Modification /Assignment. No portion of this Agreement may be changed, waived or modified except with the written consent of Recipient and by a written agreement executed by the parties hereto. This Agreement may not be assigned, in whole or in part, without the prior written consent of DHCD.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

19. Terms Binding. All of the terms, conditions, representations, warranties and covenants of this Agreement shall apply to and be binding upon and inure to the benefit of the Recipient, DHCD, and the State. This Agreement shall be binding upon Subrecipient and its successor[s].

20. Indemnification. The Subrecipient hereby releases the Recipient, DHCD, and the State from, agrees that the Recipient, DHCD, and the State shall have no liability for, and agrees to protect, indemnify and save harmless the Recipient, DHCD, and the State from and against any liability, suit, action, claim, demand, loss, expense or cost of any kind or nature, including attorneys, fees, incurred by or asserted or imposed against, the Recipient, DHCD, or the State as a result of or in connection with the Project. Any money expended by the Recipient, DHCD, or the State as a result of such liabilities, suits, motions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law and reasonable attorneys fees, shall be immediately and without notice due and payable by the Subrecipient to the party who has expended such money.

21. Further Assurances and Corrective Instruments. The parties hereto agree that they will, from time to time, execute and deliver, or cause to be executed and delivered, such amendment hereto and such further instruments as may be required by the Recipient, DHCD, the State, or HUD to comply with any existing or future State or federal regulations, policies, directives, procedures or other requirements or to further the general purposes of this Agreement.

22. Severability. The invalidity of any articles, section, subsection, paragraph, clause or provision of this Agreement shall not affect the validity of the remaining articles, sections, subsections, paragraphs, clauses or provisions hereof.

23. Authority. This Agreement has been duly executed and delivered by the Subrecipient and the Recipient, in such manner and form as to comply with all requirements necessary to make this Agreement the valid and legally binding and enforceable act and agreement of the Subrecipient and the Recipient.

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

WITNESS/ATTEST

(Name of Recipient)

_____(SEAL)

Name:

Title:

WITNESS/ATTEST

(Diakonia, Inc.)

Kim Regan

Belinda/Bee Miller
Name: Belinda/Bee Miller
Title: Executive Director

Attachment A - CDBG Grant Agreement

Attachment B - CDBG Required Records and Reports

Attachment C - Special Terms and Conditions

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



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

OFFICE OF THE
 COUNTY COMMISSIONERS

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

Worcester County

GOVERNMENT CENTER
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 20, 2020

TO: Worcester County Commissioners
 FROM: Harold Higgins, Chief Administrative Officer
 Weston Young, Assistant Chief Administrative Officer *wsy*
 SUBJECT: Federal CARES Act Coronavirus Relief Funds

The requirement of the Federal CARES Act Coronavirus Relief Fund as outlined by the U.S. Department of the Treasury, Office of the Inspector General (OIG), requires the County's share of \$4,560,879 to be completed by the December 30, 2020 deadline. Listed below is an update and our request for discussion and your pending approval of the remaining items on the attached worksheet. The County's award to the Towns has been paid for \$1,140,220 and the estimated available is \$589,563.

We are available for any questions you may have.

Kw:HH
 Attachment

ITEM 4

General Fund Cares Act Expenditures - FY2021

Covid-19 Expenses - Will Seek Reimbursement

As of 11/18/20 - DRAFT revised 11/20/20

1	Cares Act Library Grant		Regional Library grant award	\$ 19,010.00
		paid	7/1-11/17/20 library cares act grant spent	\$ (12,643.66)
			total available	\$ 6,366.34
2	CDBG COVID Grant		Round #1 Assisting Limited Clientele award	\$ 64,265.00
		paid	Round #1 chromebooks, tests, salary	\$ (10,372.00)
			total available	\$ 53,893.00
3	Towns Cares Act, of \$4,560,879		OC, Berlin, Pocomoke, OPA, SH	\$ 1,140,220.00
		paid	Ocean City	(456,088.00)
		paid	Berlin	(171,033.00)
		paid	Snow Hill	(171,033.00)
		paid	Pocomoke	(171,033.00)
		paid	Ocean Pines Assoc	(171,033.00)
			total available	0.00
4	Economic Development of \$4,560,879		Business Grant award	\$ 2,280,440.00
			Business Grant expenses 7/1-11/17/20	\$ (2,006,438.10)
			total available	274,001.90
5	Restaurant Grant		State Restaurant Grant award	\$ 1,417,294.00
			expenses	-
			total available	1,417,294.00
6	Health Department Cares Act		County grant award from Health grant	\$ 1,567,000.00
			3/1/20-6/30/20 spent all categories	\$ (1,066,392.49)
			Sub-Total Available	\$ 500,607.51
	Nov-Dec purchases estimate			
			PPE purchases	\$ (9,170.00)
			2 lane drive through tent	\$ (31,495.00)
			Voicestar VMS/TIS trailer x2	\$ (77,138.00)
			Indirect Torpedo heater	\$ (6,610.00)
			Power Distro	\$ (7,500.00)
			Leased space/utilities for PPE	\$ (83,750.00)
			Board of Education cyber assessment	\$ (40,000.00)
			Board of Education Food service/supplies	\$ (244,944.00)
			total estimated Nov-Dec	\$ (500,607.00)
			Remaining Available	0.51

ITEM 4

General Fund Cares Act Expenditures - FY2021

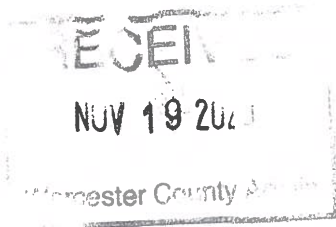
Covid-19 Expenses - Will Seek Reimbursement

As of 11/18/20 - DRAFT revised 11/20/20

7	County Recovery of \$4,560,879	Award portion of \$4,560,879	\$ 1,140,220.00
		7/1/20-9/30/20 spent all categories	(371,797.48)
		Sub-total available 10/1/20-12/30/20	768,422.52
	FFCRA	10/1-11/17/20 payroll	\$ (27,468.77)
	Diverted	Covid Hours diverted 10/1-11/17/20	\$ (68,401.22)
		county expenses 10/1-11/17/20	\$ (38,988.57)
		Meals on Wheels 2 suvs	\$ (44,000.00)
		total available	589,563.96

Nov-Dec purchases estimate

County expenses -estimate	(12,000.00)
FFCRA 11/18-12/30/20	(40,000.00)
Covid Hours diverted 11/18-12/30/20	(30,000.00)
Laptops/Hotspots - telework (qty25)	(27,500.00)
Elections PPE expenses from State	(5,000.00)
Permit Software	(150,000.00)
Board of Education Food service/supplies	(100,000.00)
Volunteer Fire Companies - CPR machines	(145,000.00)
Fire/EMS payroll reimbursement	(50,000.00)
sub-total	<u>(559,500.00)</u>
Cares Act funds estimate remaining	<u>30,063.96</u>



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

TEL: 410-632-1200 / FAX: 410-632-3008

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: November 19, 2020
RE: County Commissioners' Findings of Fact and Resolutions - Rezoning Case
No. 426 (Lane) and Rezoning Case No. 428 (YK Enterprise, LLC)

Attached please find the County Commissioners' Findings of Fact and Resolution drafted by Jennifer Keener, Deputy Director, relative to the above referenced rezoning cases. As you are aware, the public hearing was held by the County Commissioners on November 4, 2020. Once the County Commissioners adopt and execute these Findings of Fact and Resolutions, please forward signed copies to me so that we may notify the appropriate parties.

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

jkk

Attachment

ZONING RECLASSIFICATION RESOLUTION NO. 20-5

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO § ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 33 AS PARCEL 341 FROM A-2 AGRICULTURAL DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT.

WHEREAS, pursuant to § ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, David Lane and Susun Rowe Lane, applicants, and Mark Cropper, applicant's attorney, filed a petition for the rezoning of approximately 1.74 acres of land shown on Tax Map 33 as Parcel 341, located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road, in Berlin, requesting a change in zoning classification thereof from A-2 Agricultural District to C-2 General Commercial District; and

WHEREAS, the Worcester County Planning Commission gave the petition a favorable recommendation during its review on September 3, 2020; and

WHEREAS, subsequent to a public hearing held on November 4, 2020, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners found that there is a mistake in the existing zoning of the petitioned area and the findings of fact relative to the criteria as required by law are incorporated by reference;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by David Lane and Susun Rowe Lane, applicants, and Mark Cropper, applicant's attorney, and shown on Tax Map 33 as Parcel 341 is hereby reclassified from A-2 Agricultural District to C-2 General Commercial District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, November 4, 2020.

EXECUTED this _____ day of _____, 2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY

IN THE MATTER OF

*

*

THE REZONING APPLICATION OF

*

REZONING CASE NO. 426

*

DAVID LANE AND

*

*

SUSUN ROWE LANE

*

FINDINGS OF FACT

Subsequent to a public hearing held on November 4, 2020 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 426: This case seeks to rezone approximately 1.74 acres of land ("petitioned area") located on the westerly side of MD Route 611 (Stephen Decatur Highway), south of Snug Harbor Road, in Berlin. The request is to reclassify the petitioned area from A-2 Agricultural District to C-2 General Commercial District. The petitioned area is shown as Parcel 341 on Tax Map 33. The petitioned area is developed with an 1,850 square foot building for a contractor shop (sign shop – 1,200 square feet) with office and retail space (650 square feet) known as Sun Signs.

Applicant's testimony before the County Commissioners: Mr. Mark Cropper, attorney for the property owner, began his presentation by stating that he concurred with the Planning Commission's Findings of Fact. Mr. David Lane, property owner, stated that his purchase of the petitioned area in 1988 was conditioned upon obtaining a rezoning to a commercial zoning designation. This rezoning was granted, and they developed the Sun Signs business. Mr. Lane stated that he was unaware of the 2009 comprehensive rezoning until early 2020. Mr. Cropper stated that while his initial application requested a zoning change based upon both a mistake in the existing zoning of the petitioned area as well as a change in the character of the neighborhood, he was proceeding only on the basis on the argument of mistake, consistent with the Planning Commission's recommendation. Mr. Steve Engel, landscape architect, testified in support of the application at the Planning Commission, has reviewed the Findings of Fact, and concurred with it in all respects,

adopting it as his testimony. Mr. Engel stated that this rezoning is consistent with the Comprehensive Plan.

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

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water, as this property is currently served with private well and septic. Mr. Mitchell's memorandum stated that the subject property is in the S-1 (Immediate to two-year timeframe) of the Master Water and Sewerage Plan, and has been allocated one (1) EDU from the Landings Sanitary Service Area. There are currently no plans for redevelopment or expansion of the existing business, therefore there will be no additional demand on for public facilities. In addition, this property is also within the Mystic Harbour Sanitary Sewer Service Planning Area, as illustrated on the map provided as Applicant's Exhibit No. 6. Therefore, adequate public facilities are available for the petitioned property. Additionally, fire and ambulance service will be available from the Berlin Fire Company, approximately one minute away from the substation to the south, as well as the Ocean City Fire Company, approximately eight minutes away. No comments were received from either fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from either the Maryland State Police or the Worcester County Sheriff's Department. The petitioned area is served by the following schools: Snow Hill Elementary School, Snow Hill Middle School, and Snow Hill High School. As a commercial use, there will be no impact on the school system. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District and that the petitioned area is adequately served by existing private septic and well facilities, and has one (1) EDU allocated to it.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on MD Route 611 (Stephen Decatur Highway), a State-owned and -maintained roadway with an approximately 100-foot right-of-way. The Comprehensive Plan classifies MD Route 611 as a Two-Lane Secondary Highway/ Major Collector Highway. It recommends limited growth along the mid and southern portion of the corridor due to the sensitivity of nearby lands and the limited capacity of the area's road system. No comments were received from the Maryland Department of Transportation, State Highway Administration's (MDOT SHA) District 1 office. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (attached) that he had no comments on the requested rezoning at this time. Based upon its review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area as no significant changes are anticipated with respect to the current use of the property.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is currently developed with a commercial business, that there are no plans for expansion of the business on the property, therefore there will be no adverse impacts as a result of this rezoning. The property had been previously designated with a commercial zoning classification, and was consistent with the existing development in the area at that time. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Existing Developed Area (EDA) Land Use Category. In addition, the thirty-six (36) acres of land that was rezoned from commercial to agricultural at Frontier Town Campground constituted a significant reduction in available commercially zoned lands within the applicant's defined neighborhood. As previously stated, the property held a commercial zoning classification until 2009, and was developed under those regulations. The existing retail use is currently nonconforming, a condition created in 2009 at the time of the

comprehensive rezoning. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from A-2 Agricultural District to C-2 General Commercial District, solely on the basis of a mistake in the existing zoning of the petitioned area. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the current and historical use of the petitioned area has been a commercial enterprise, and is located within the Existing Developed Area Land Use category in the Comprehensive Plan. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 426 and thus rezone the petitioned area shown on Tax Map 33 as Parcel 341, from A-2 Agricultural District to C-2 General Commercial District.

Adopted as of November 4, 2020. Reduced to writing and signed _____,
2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY

ZONING RECLASSIFICATION RESOLUTION NO. 20-6

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO § ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 10 AS PARCEL 167 FROM E-1 ESTATE DISTRICT TO A-2 AGRICULTURAL DISTRICT.

WHEREAS, pursuant to § ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, YK Enterprise, LLC, applicant, and Mark Cropper, applicant's attorney, filed a petition for the rezoning of approximately 2.88 acres of land shown on Tax Map 10 as Parcel 167, located on the southerly side of St. Martin's Neck Road, east of Aramis Lane, in Bishopville, requesting a change in zoning classification thereof from E-1 Estate District to A-2 Agricultural District; and

WHEREAS, the Worcester County Planning Commission gave the petition a favorable recommendation during its review on September 3, 2020; and

WHEREAS, subsequent to a public hearing held on November 4, 2020, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners found that there is a mistake in the existing zoning of the petitioned area and the findings of fact relative to the criteria as required by law are incorporated by reference;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by YK Enterprise, LLC, applicant, and Mark Cropper, applicant's attorney, and shown on Tax Map 10 as Parcel 167 is hereby reclassified from E-1 Estate District to A-2 Agricultural District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, November 4, 2020.

EXECUTED this _____ day of _____, 2020.

ATTEST: COUNTY COMMISSIONERS OF
WORCESTER COUNTY

IN THE MATTER OF

*

*

THE REZONING APPLICATION OF

*

REZONING CASE NO. 428

YK ENTERPRISE, LLC

*

*

FINDINGS OF FACT

Subsequent to a public hearing held on November 4, 2020 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 428: This case seeks to rezone approximately 2.88 acres of land ("petitioned area") located on the southerly side of St. Martin's Neck Road, east of Aramis Lane, in Bishopville. The request is to reclassify the petitioned area from E-1 Estate District to A-2 Agricultural District. The petitioned area is shown as Parcel 167 on Tax Map 10. The petitioned area is developed with an existing single-family dwelling and a pole barn that was approved for residential storage only.

Applicant's testimony before the County Commissioners: Mr. Mark Cropper, attorney for the applicant, began his presentation by stating that he concurred in full with the Planning Commission's Findings of Fact. He stated that the E-1 Estate District was intended to be eliminated with the comprehensive rezoning in 2009, but it was not, and that the requested reclassification to A-2 Agricultural District was a downzoning of the petitioned area. Mr. Steve Engel, landscape architect, testified in support of the application at the Planning Commission, has reviewed the Findings of Fact, and concurred with it in all respects, adopting it as his testimony. Mr. Engel stated that this rezoning is consistent with the Comprehensive Plan. Mr. Cropper stated that the predominant zoning classification to the north of the petitioned area is A-1 Agricultural District, while to the south is E-1 Estate and A-2 Agricultural Districts. Therefore, he concludes that the proposed A-2 Agricultural District reclassification will be consistent with surrounding zoning, and does not constitute spot zoning.

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

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been no change to the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water, as this property is currently served with private well and septic. Mr. Mitchell's memorandum stated that the petitioned area has a designation of a Sewer and Water Service Category of S-6 and W-6 (No Planned Service) in the Master Water and Sewerage Plan. He stated that a replacement system is necessary for new uses along with the designation of a sewage reserve area on the property that does not conflict with proposed structures and construction. Fire and ambulance service will be available from the Bishopville Fire Company, approximately eight minutes away from the subject property. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately twenty minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately forty minutes away. No comments were received from either the Maryland State Police or the Worcester County Sheriff's Department. The petitioned area is served by the following schools: Showell Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education (WCBOE). In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District and that the petitioned area will be subject to the limitations of private water and wastewater.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on St. Martins Neck Road, a County-owned and -maintained roadway with a fifty-foot right-of-way in the area of the subject property. Overall, the roadway width varies anywhere from thirty feet to sixty feet along the right-of-way. St. Martins Neck Road is designated in the Comprehensive Plan as a two-lane County Road/ minor collector highway as a result of the linkages it provides

between MD Route 367 (Bishopville Road) and MD Route 90 (Ocean City Expressway), and the increase in traffic volumes due to the use of the road as a “short-cut” to local beaches. No comments were received from the Maryland Department of Transportation, State Highway Administration’s (MDOT SHA) District 1 office. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (attached) that he had no comments on the requested rezoning at this time. Based upon its review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners’ findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State’s impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission’s findings and the testimony of the applicant’s representative, the County Commissioners find that there would be no impacts to environmental conditions as the property is already developed with a dwelling and accessory buildings. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners’ findings regarding compatibility with the County’s Comprehensive Plan: Based upon the Planning Commission’s findings and the testimony of the applicant’s representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Agricultural Land Use Category. In addition, the Comprehensive Plan called for the elimination of the E-1 Estate District, which was not accomplished during the subsequent comprehensive rezoning. Based upon its review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners’ findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to A-2 Agricultural District, on the basis of a mistake in the existing zoning of the petitioned area. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the Comprehensive Plan called for the elimination of the E-1 Estate District, which was not accomplished during the subsequent comprehensive rezoning. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 428 and thus rezone the petitioned area shown on Tax Map 10 as Parcel 167, from E-1 Estate District to A-2 Agricultural District.

Adopted as of November 4, 2020. Reduced to writing and signed _____,
2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY



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

MEMORANDUM

JOHN H. TUSTIN, P.E.
 DIRECTOR

JOHN S. ROSS, P.E.
 DEPUTY DIRECTOR

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

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director
DATE: November 23, 2020
SUBJECT: Ocean Pines Pump Stations S and P
Change Order Number 1

DIVISIONS

Attached for approval is Change Order Number 1 from Retallack and Sons for the Ocean Pines Pump Stations S and P Rehabilitation Project. This change order was prepared to address two issues:

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

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

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

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

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

1. As the project progressed, we discovered that the main electrical conductors (wires) between the electric meter and the distribution panel at Pump Station S were undersized. Attached is a proposal from Retallack and Sons to replace those conductors at a cost of \$3,820.59.
2. Although the pump stations are essentially complete and operable, we are awaiting delivery of the safety access hatches and the site light poles. These items are delayed from the manufacturer as a result of the ongoing pandemic. The expected delivery for these items is mid-January so we are including a time extension of 30 days to the end of January.

The contract status is summarized as follows:

Contract Amount	\$390,719.63
Change Order #1 Amount	<u>\$ 3,820.59</u>
Revised Contract Amount	\$394,540.22

The 2019 Bond Issue included \$400,000 for this project so adequate funds are available for this work.

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

Attachment

cc: Michelle Carmean, Enterprise Fund Controller
 John S. Ross, P.E. Deputy Director



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

November 20, 2020

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

Subject: **Worcester County Pump Stations S and P Upgrades
Change Order No. 1 Review and Recommendation**

Dear Mr. Ross:

The contractor for the Pump Stations S and P Upgrades Project, Retallack & Sons, Inc. (Retallack) recently submitted a Change Order Request (COR) No. 1 for the addition of a 30 calendar contract days and \$3,820.59 for effort associated with upgrading the electric to meet the National Electric Code (NIC). EA Engineering, Science, and Technology, Inc., PBC (EA) reviewed each request and a summary is detailed below.

Retallack's request for additional time is based on the availability of the required heavy-duty aluminum access hatch for the top slab of the wet well at each pump station. The hatch will cast into each of the concrete top slabs by the precast contractor, Gillespie Precast, LLC (Gillespie). EA contacted Gillespie and confirmed that the hatch is a custom-made size and fabrication will take at least 8-weeks. Upon receipt of the access hatch, Gillespie will cast the top slab.

During the design stage, EA noted the requirement for the Contractor to verify the existing wire sizes associated with the replacement equipment and compare to the NIC. Retallack's subcontractor Bilbrough's Electric reviewed the site conditions and determined that wiring associated with Pump Station S did require the upgrading. Bilbrough's cost totals \$3,322.26 and Retallack's request to include a 15% markup totals \$3820.59. EA reviewed Bilbrough's cost estimate and determined it to be fair and reasonable.

Following the review of the above change order request, EA recommends the approval of the total cost for COR No. 1 of \$3,820.59 and contract extension of 30 calendar days. This amount is within the approved budget contingency funds.

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

A handwritten signature in black ink, appearing to read 'D. Kolar', written over a horizontal line.

Darl Kolar, BCEE, P.E.
Project Manager

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

Change Order

No. 1

Date of Issuance: _____ Effective Date: _____

Project: Worcester County – Pump Stations S and P Upgrades	Owner: County Commissioners of Worcester County, Maryland	Owner's Contract No.:
Contract:		Date of Contract: August 6, 2020
Contractor: Retallack & Sons, Inc.		Engineer's Project No.: 1060943

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

Description: Includes the wire upgrades at Pump Station S to meet the National Electric Code. Also includes addition of 30 calendar contract days. Extension is requested do the extended delivery time of the safety access hatch for the wet well and light poles.

Attachments (list documents supporting change):

Engineer's recommendation letter.

Price quote from Retallack & Son

CHANGE IN CONTRACT PRICE:**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$ 390,719.63

Increase from previously approved Change Orders

No. 0 to No. 1:

\$ 0

Contract Price prior to this Change Order:

\$390,719.63

Increase of this Change Order:

\$3,820.59

Contract Price incorporating this Change Order:

\$394,540.22

Original Contract Times: ☐ Working days ☒ Calendar daysSubstantial completion (days or date): 12/23/2020Ready for final payment (days or date): 1/28/2021

Increase from previously approved Change Orders

No. N/A to No. N/A:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): 12/23/2020Ready for final payment (days or date): 1/28/2021

Increase of this Change Order:

Substantial completion (days or date): 30Ready for final payment (days or date): 30

Contract Times with all approved Change Orders:

Substantial completion (days or date): 1/28/2021Ready for final payment (days or date): 2/27/2021

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)Date: 11/20/20

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)Date: 11/20/20

Date: _____

EJCDC C-941 Change Order

Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Construction Specifications Institute.

Page 1 of 1

BILBROUGH'S
ELECTRIC, INC.
Let Your Light Shine
410-479-4215

11/6/2020 Proposed Change Order

Job: Ocean Pines PS S & P Upgrades

Description - Demo existing 3/0 feeder wires from meter to breaker, Breaker to transfer switch, transfer switch to generator transfer switch to breaker. Repull 4/0 to same locations

Qty.	Item:	Price Ea. or Per Foot	Materials Extended	Materials		Labor	
				Hours Ea. or Per Foot	Hours	Labor Burden	Labor Extended
300	4/0 Copper	\$4.33	\$1,299.00	0.036	10.8	\$100.00	\$1,080.00
4	4/0 Power Blocks	\$93.48	\$373.92	0.34	1.36	\$100.00	\$136.00

Subtotal \$1,672.92 **Total Hours** 12.16 **Total Labor** \$1,216.00

Subtotal Labor \$1,216.00

Subtotal \$2,888.92

Mark Up 15% \$433.34

Total \$3,322.26

**Notice of Public Hearing
REQUESTED Five-Year Capital Improvement Plan
FY 2022 through FY 2026
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) 2022 through FY2026. 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 FY2022 through FY2026 summary may be obtained 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, December 1, 2020
at 10:30 A.M.**
in the
County Commissioners Meeting Room
Room 1101 - Government Center
One West Market Street
Snow Hill, Maryland 21863

TEL: 410-632-1194
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HAROLD L. HIGGINS, CPA
 CHIEF ADMINISTRATIVE OFFICER
 ROSCOE R. LESLIE
 COUNTY ATTORNEY

October 28, 2020

TO: Harold Higgins, Chief Administrative Officer
 Worcester County Commissioners

FROM: Kim Reynolds, Senior Budget Accountant 

RE: "REQUESTED" Capital Improvement Plan FY2022 through FY2026

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

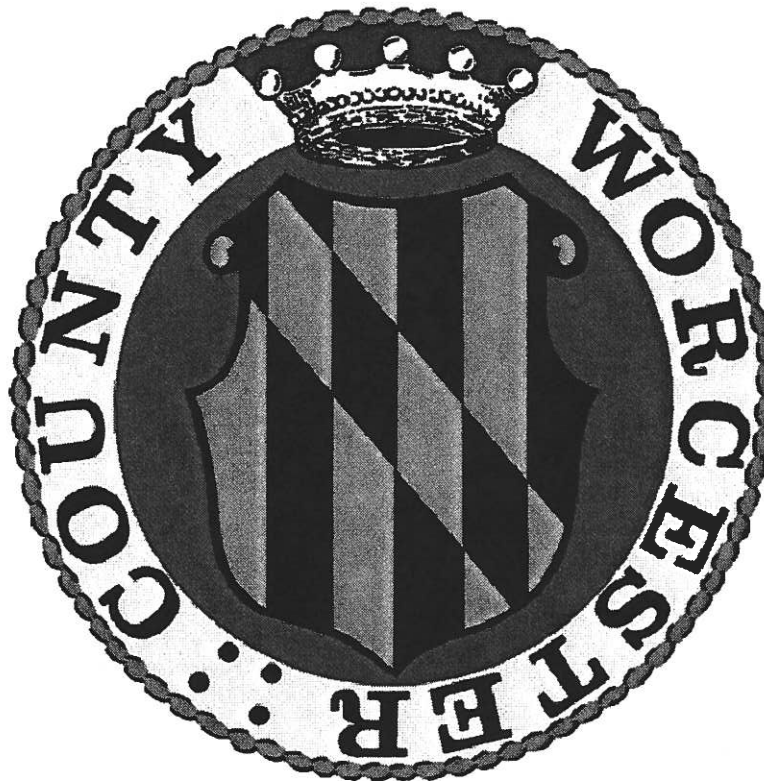
We would ask you to assess the requests for FY2022 to see if there are items in the plan that the County should review. The FY2022 General Fund request is \$1,836,000 or 6.5% of the capital outlay and General Bonds total \$16,066,624 or 56.6% of the capital outlay. The Bond Rating Agencies look closely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

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

Worcester County

Requested

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



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

November 4, 2020

REQUESTED PLAN SUMMARY BY CATEGORY

10/26/2020

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

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

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

* Balance to Complete - Years FY2027 and future

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

10/26/2020

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

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

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

10/26/2020

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

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

Project: Pocomoke Library Building Improvements**Dept Head, Title & Phone #:** Jennifer Ranck, Library Director, 410-632-2600**Project Summary:** Pocomoke Library Building Improvements**Purpose:** Replace roof, HVAC, and flooring; make energy improvements to plumbing and lighting systems; reallocate space to improve building functionality and staff visibility; construct 4,000 SF addition.**Location:** Pocomoke Library, 301 Market Street, Pocomoke, Maryland**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment.

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

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

TOTAL	4,280,000	2,938,112	0	0	0	485,000	0	7,703,112
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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 continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A renovated and larger building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space, if renovated and expanded, will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

Cost estimate.

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

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

Urgency.

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

Project: Snow Hill Library Building Improvements

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

Project Summary: Snow Hill Library Building Improvements**Purpose:** Replace HVAC system and make energy improvements to plumbing and lighting systems.**Location:** Snow Hill Library, 307 N. Washington Street, Snow Hill, Maryland**Impacts on General Fund Operating, Personnel or Maintenance:** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment.

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

TOTAL	0	665,500		0	0	0	0	665,500
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SOURCES OF FUNDS								
General Fund		332,750						332,750
User Fees								0
Grant Funds								0
State Match		332,750						332,750
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
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TOTAL	0	665,500	0	0	0	0	0	665,500
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PROJECTED OPERATING IMPACTS	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 21 CIP to account for escalation.

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

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

Urgency.

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

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

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

Dept Head, Title & Phone #:

Donna Bounds, Warden, 410-632-1300

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

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

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

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

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

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

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

Complete the following questions.

Project scope.

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

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

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Public Safety Logistical Storage Facility

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

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

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

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

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

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

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

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

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

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

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Asphalt Overlay/Pavement Preservation of County Roads

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

Project Summary: Asphalt overlay and pavement preservation of County Roads.**Purpose:** To preserve and maintain the condition of roads within Worcester County.**Location:** Various roads throughout Worcester County .

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

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

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

PROJECTED OPERATING IMPACTS	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 or discontinued funding will enhance deterioration of roads leading to unsafe vehicular travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the roads.

Cost estimate.

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

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

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

N/A

Urgency.

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

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

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

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

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

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

Location: Mystic Harbour/West Ocean City

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

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

Complete the following questions.

Project scope.

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

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

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Lewis Road Sewer Extension

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

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

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

Location: Lewis Road behind the Landings Wastewater Treatment Plant.

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

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

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

TOTAL	50,000	750,000	900,000	150,000	0	0	0	1,850,000
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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 is mandated by Federal Law?

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

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Ocean Pines Service Area Upgrades

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

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

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

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

Location: Ocean Pines Service Area

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

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

TOTAL	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000	0	5,100,000
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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	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000		5,100,000
General Bonds								0
								0
								0

TOTAL	50,000	1,150,000	1,650,000	1,150,000	400,000	700,000	0	5,100,000
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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 belt press at the Ocean Pines Wastewater Treatment Plant was installed in 1996. Since that time, it has undergone major repairs but is no longer reliable. We are looking at the use of newer technologies now available to be installed at the treatment plant.

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

County benefit.

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

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

Cost estimate.

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

Estimate was completed internally.

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

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

Urgency.

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

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

Project: Solid Waste Administration Scale House Renovation & Addition**Dept Head, Title & Phone #:** Mike Mitchell, Solid Waste Superintendent, 410-632-3177**Project Summary:** Administration Scale House Renovation and Addition**Purpose:** Renovate and add on to the Landfill Administration Office to increase and modernize space to become ADA compliant**Location:** Central Landfill**Impacts on General Fund Operating, Personnel or Maintenance:** None

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

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

TOTAL	400,000	400,000	0	0	0	0	0	800,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Solid Waste Administration Scale House Renovation & 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?

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

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: West Ocean City Commercial Harbor**Dept Head, Title & Phone #:**

Tom Perlozzo, Director Recreation, Parks, Tourism & Economic Development

Project Summary: West Ocean City Commercial Harbor Bulkhead**Purpose:** Repair and replace bulkhead.**Location:** West Ocean City Commercial Harbor**Impacts on General Fund Operating, Personnel or Maintenance:** Current commercial fishing leases are tied to the site. The failing bulkhead will impact the general fund, operating revenue and maintenance.

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

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

TOTAL	1,100,000	0	0	0	0	25,000	0	1,125,000
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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?

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

County benefit.

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

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

Cost estimate.

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

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

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

Project should be completed as soon as possible.

Urgency.

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

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

Project: Pocomoke Middle School - Roof Replacement**Dept Head, Title & Phone #:** Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063**Project Summary:** Replace Roof - Pocomoke Middle School**Purpose:** Demolish existing and install 87,600 square feet of new roof.**Location:** 800 Eighth Street, Pocomoke, MD, 21851

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

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

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

TOTAL	2,677,500	0	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. The project is scheduled to bid in November 2020 with work commencing in the summer of 2021.

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

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

Urgency.

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

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

Project: Snow Hill Middle/Cedar Chapel School - Roof Replacement**Dept Head, Title & Phone #:** Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063**Project Summary:** Replace Roof - Snow Hill Middle School / Cedar Chapel Special School**Purpose:** Demolish existing and install 107,175 square feet of new roof.**Location:** 522/510 Coulbourne Lane, Snow Hill, MD. 21863**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

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

TOTAL	236,000	1,687,000	1,856,000	0	0	0	0	3,779,000
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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	236,000	1,687,000	1,856,000	0	0	0	0	3,779,000
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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 Stephen Decatur Middle School.

Urgency.

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

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

Project: Stephen Decatur Middle School Addition**Dept Head, Title & Phone #:** Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063**Project Summary:** Addition to Stephen Decatur Middle School**Purpose:** Provide additional classrooms to alleviate overcrowding and eliminate nine portable classrooms.**Location:** 9815 Seahawk Road, Berlin, MD, 21811**Impacts on General Fund Operating, Personnel or Maintenance:**

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

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

TOTAL	7,094,074	6,025,628	0	0	0	414,055	0	13,533,757
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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 to 730 students. The Schematic Design process has developed a 24,820 square foot addition.

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Stephen Decatur Middle School -Roof Replacement**Dept Head, Title & Phone #:** Vince Tolbert, Chief Financial Officer Board of Ed, 410 632-5063**Project Summary:** Replace Roof - Stephen Decatur Middle School**Purpose:** Demolish 59,000 square feet of existing shingle roof and install new metal roof system. Replace 20,500 square feet of the original 1997 existing built-up roof system.**Location:** 9815 Seahawk Road, Berlin, Maryland 21811**Impacts on General Fund Operating, Personnel or Maintenance:** Ongoing maintenance has escalated over the past few years as the existing shingle roof continues to deteriorate and the Maintenance Department must address high-wind damage, alligating, blistering, exposed felt and expansion joint and counter flashing concerns.

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

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

TOTAL	0	182,000	1,302,000	1,431,000	0	0	0	2,915,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Stephen Decatur 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 and consistent replacement and repair of wind-damaged shingle roof sections have resulted in prioritization of the replacement of the Stephen Decatur Middle School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Buckingham Elementary Replacement School**Dept Head, Title & Phone #:** Vince Tolbert, Chief Financial Officer, Board of Education, 410 632-5063**Project Summary:** Buckingham Elementary Replacement School**Purpose:** Demolish existing school and construct replacement school.**Location:** 100 Buckingham Road, Berlin, Md. 21811

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

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

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

TOTAL	0	344,338	1,131,418	1,395,899	524,808	0	56,925,971	60,322,434
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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 2022. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

County benefit.

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

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

Cost estimate.

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

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

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

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

Urgency.

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

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

Project: Pocomoke Elementary School - Roof Replacement

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

Project Summary: Replace Roof - Pocomoke Elementary School**Purpose:** Demolish existing and install 52,512 square feet of new roof.**Location:** 2119 Pocomoke Beltway, Pocomoke, MD. 21851

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

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

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

TOTAL	0	0	125,000	894,000	983,000	0	0	2,002,000
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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 fourth in a series of four major roof replacement projects (PMS, SHMS/CCSS, SDMS and PES).

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

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

Project Summary:

New academic building

Purpose:

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

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

Location:

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

Impacts on General Fund Operating, Personnel or Maintenance:

NA

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

TOTAL	2,196,188	225,105	0	0	0	145,784	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	2,196,188	225,105	0	0	0	145,784	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 is mandated by Federal Law?

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

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

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

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

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

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

County benefit.

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

Citizens attend courses at Wor-Wic Community College.

Cost estimate.

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

Project: WOR-WIC APPLIED TECHNOLOGY BUILDING

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

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

NA

Urgency.

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

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

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

Project Summary:

New building

Purpose:

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

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

Location:

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

Impacts on General Fund Operating, Personnel or Maintenance:

NA

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

TOTAL	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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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	150,885	2,471,640	107,775	0	0	2,730,300
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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.

Notice of Public Hearing

Amendment to Worcester County Water and Sewerage Plan
for a
Text Amendment

The Worcester County Commissioners will hold a public hearing to consider applications filed by Joseph Moore, on behalf of Jim Latchum, owner, for a proposed text amendment to the Worcester County Master Water and Sewerage Plan. The application for amendment to the Water and Sewerage Plan seeks to add language to Section 1.2.2 of The Plan to include the potential for a large flow septic system without a groundwater discharge permit, located in the critical area, to be afforded the opportunity to seek a point source discharge permit should they comply with certain additional requirements including advanced treatment. The amendment would also include the requirement the applicant not contribute to degradation of any impaired waters. The Worcester County Planning Commission reviewed the proposed Water and Sewerage Plan amendment at its meeting of October 1, 2020 and found it to be consistent with the Worcester County Comprehensive Plan and the zoning category for the subject property.

The **public hearing** on this application will be held on

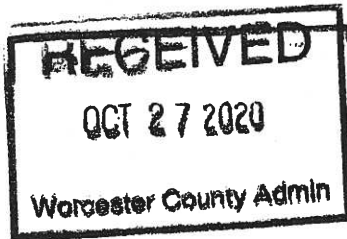
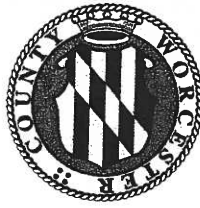
TUESDAY, DECEMBER 1, 2020 at 10:45 A.M.

in the Commissioners' Meeting Room, Room 1101 – Government Center

One West Market Street, Snow Hill, Maryland 21863

The case file for this application may be reviewed on the on the County Website at <http://www.worcester.md.us>. Questions may be directed to Robert Mitchell, Director of Environmental Programs, by calling 410-632-1220, or by email at bmitchell@co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS



Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS
Director

Subject: Public Hearing Request
Text Amendment
Master Water and Sewerage Plan
Case No. (SW-2020-01)

Date: October 26, 2020

PROPOSED PUBLIC
HEARING DATE:
DECEMBER 1ST,
2020

The Planning Commission met on October 1, 2020, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for a text amendment to revise language regarding point sources in the coastal bays under Water and Sewer Service Goals.

The amendment, requested by Joseph Moore, on behalf of the owner of Riverview Mobile Home Park, Jim Latchum, would modify Section 1.2.2 D (Protection of the Environment) of *The Plan*. The amended language would make it possible for existing multi-use systems

The Riverview park, located in Bishopville, is in *The Plan* as a multi-use septic system serving the residents of the park. Maximum number of trailers was capped at 66, and they have run between 58-63 units in our historical records and have the ability to add the last system connections. The septic is a single system, with a low pressure-dosed drain field that has the old system as a backup. They have conventional (zero) treatment at the present, and the system and drain field is an innovative system repair located entirely in the critical area. There is no guaranteed state funding for pre-treatment (a package plant) that would be required with a system replacement should the existing system fail. This is the only large multi-use septic systems (over 5,000 gpd) that does not have groundwater discharge permit, is located within the critical area, and is not adjacent to any sewer planning area, and does not have a state funding source for the addition of treatment (systems located in our state parks).

After an investigation by staff that included multiple conversations with MDE staff, we have made the following edits of the submitted amendment to *The Plan* to implement this amendment and presented this to the Planning Commission at their hearing on the matter:

Citizens and Government Working Together

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, SUITE 1306 SNOW HILL, MARYLAND 21863
TEL: 410-632-1220 FAX: 410-632-2012

Under: 1.2 WATER AND SEWER SERVICE GOALS

Existing language:

- Section 1.2.2 D Protection of the Environment

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects

Revised (in bold italics):

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects. *Surface water discharge to the bays may be considered for existing large multi-use systems that do not have a groundwater discharge permit, and are located in the critical area that are not adjacent to or within approved sewer planning areas, subject to the following conditions:*

- (i) *An enhanced level of treatment will be required resulting in a net reduction in nutrient loading to the receiving waterbody.*
- (ii) *The discharge cannot contribute to a degradation of the level of impairment on the receiving waterbody.*

The County Commissioners, after reviewing this request, may approve or disapprove the proposed amendment. Enclosed are the following attachments:

1. Environmental Program's transmittal letter and report to the Planning Commission; and
2. Minutes for the Planning Commission meeting on October 1, 2020.

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

Attachment

cc: WS File – Text Amendment (SW-2020-01)

Citizens and Government Working Together

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, SUITE 1306 SNOW HILL, MARYLAND 21863
TEL: 410-632-1220 FAX: 410-632-2012

Attachment 1

Submittal to Planning Commission

Text Amendment
Case No. SW 2020-01
October 26, 2020



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL: 410-632-1220 / FAX: 410-632-2012

LAND PRESERVATION PROGRAMS
STORMWATER MANAGEMENT
SEDIMENT & EROSION CONTROL
SHORELINE CONSTRUCTION
AGRICULTURAL PRESERVATION
ADVISORY BOARD

WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

September 23, 2020

Worcester County Planning Commission
Worcester County Courthouse
1 West Market Street, Room 1201
Snow Hill, MD 21863

RE: *Comprehensive Water and Sewerage Plan*
Amendment – Text Amendment – Section 1.2.2 D
(SW-2020-01)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to expand the sewer planning area for the Mystic Harbour Sanitary Area in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* ("Application for Amendments"), the applicant submitted a complete application for a text amendment and we have attached it.

The amendment, requested by Joseph Moore, on behalf of the owner of Riverview Mobile Home Park, Jim Latchum, would modify Section 1.2.2 D (Protection of the Environment) of *The Plan*. The amended language would make it possible for existing multi-use systems

The Riverview park, located in Bishopville, is in *The Plan* as a multi-use septic system serving the residents of the park. Maximum number of trailers was capped at 66, and they have run between 58-63 units in our historical records and have the ability to add the last system connections. The septic is a single system, with a low pressure-dosed drain field that has the old system as a backup. They have conventional (zero) treatment at the present, and the system and drain field is an innovative system repair located entirely in the critical area. There is no guaranteed state funding for pre-treatment (a package plant) that would be required with a system replacement should the existing system fail. This is the only large multi-use septic systems (over 5,000 gpd) that does not have groundwater discharge permit, is located within the critical area, and is not adjacent to any sewer planning area, and does not have a state funding source for the addition of treatment (systems located in our state parks).

The park currently contributes 1,214 pounds of nitrogen annually to the Coastal Bays using Maryland Department of the Environment's (MDE's) nitrogen delivery ratio for systems located within the 1,000

Citizens and Government Working Together

WS Amendment Case No. 2020-01

September 23, 2020

ft critical area (attached). A treatment plant would dramatically reduce this loading to the watershed with the advanced treatment technologies available today. Grants for a system of this size would be very hard to secure. The water quality funding scoring in Maryland is geared towards larger community systems, systems that have failed or need significant repair, or systems under a consent order. This park is not under a consent order. A replacement of the system with treatment would be an immense debt burden imposed on the rental rates for the existing park residents. The owner believes that getting additional units for the park within the existing property would assist in spreading the cost of the upgrade to treatment to an affordable price point that would provide a stable future for the park's residents and perhaps add to the park's ability to provide affordable housing for additional individuals. They have explored additional onsite testing to expand the septic capability and explored adjacent properties for spray irrigation and have not been able to find or secure these outlets for additional land application of treated effluent.

Amendment Recommendation

The proposed amendment text change is attached. After an investigation by staff that included multiple conversations with MDE staff, we have made the following edits of the submitted amendment to *The Plan* to implement this amendment:

Under: 1.2 WATER AND SEWER SERVICE GOALS

Existing language:

- Section 1.2.2 D Protection of the Environment

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects.

Revised (in bold italics):

D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited for any new projects. ***Surface water discharge to the bays may be considered for existing large multi-use systems that do not have a groundwater discharge permit, and are located in the critical area that are not adjacent to or within approved sewer planning areas, subject to the following conditions:***

- (i) ***An enhanced level of treatment will be required resulting in a net reduction in nutrient loading to the receiving waterbody.***
- (ii) ***The discharge cannot contribute to a degradation of the level of impairment on the receiving waterbody.***

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with *The Comprehensive Plan*. The Planning Commission may also submit its project comments and recommendations. The findings

WS Amendment Case No. 2020-01

September 23, 2020

and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

Comprehensive Plan Policies

The *Comprehensive Plan* has the following relevant excerpts for this proposed text amendment:

Chapter One, "Introduction" states:

- Provide for adequate public services to facilitate the desired amount and pattern of growth (p.8).

Chapter Three, "Natural Resources" states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p.33).
- Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources...clean surface and ground water (p. 33).
- Improve water bodies on the "Impaired Water Bodies (303d) List" to the point of their removal from this list (p. 33).

Chapter Three, "TMDLs" states:

- "all reasonable opportunities to improve water quality should be undertaken as a part of good faith efforts to meet the TMDL standards." (p.36)

Chapter Five, "Housing" states:

- A goal that "Worcester County residents should be able to live in comfortable, safe, and affordable housing." (p.67)
- Mobile homes should be recognized as an affordable housing alternative and additional park locations should be designated. (p. 67)

Chapter Six, "Public Infrastructure" states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).
- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).
- Sewer systems should be sized to serve their service areas' planned for land uses (p. 74).

Public Works

The Department declined to comment on this text amendment.

Staff's Comments

Staff comments are submitted below for your consideration.

1. This proposal seeks to meet existing housing needs and demand generated by providing a stable future for an existing mobile home park.


WS Amendment Case No. 2020-01

September 23, 2020

2. The subject properties are mapped as an IDA (Intensely Developed Area) for the Atlantic Coastal Bays Critical Area.
3. If successful with this amendment, the owner will need to submit another amendment to permit the treatment plant and will need to comply with MDE's procedures and state law in the investigation and ultimate approval of a surface water discharge permit.
4. Any new development will need to occur in the manner and character of the surrounding neighborhood in existing developed areas. Compliance with local zoning, critical area, storm water and other local and state regulations will be required.
5. Staff has structured *the Plan* amendment to not cause an exacerbation of any existing impairments to the receiving waterbody. This particular waterbody, the Bishopville Prong, is impaired for nutrients and the issuance of any future surface water discharge permit cannot contribute to worsening that impairment.

If you need further information, please contact us.

Sincerely,



Robert J. Mitchell, LEHS
Director

Attachments

cc: WS Amendment File (SW 2020-01)

Attachment 1

Amendment Application

Text Amendment - Section 1.2.2 D
Case No. SW 2020-1
September 23, 2020

LAW OFFICES

WILLIAMS, MOORE, SHOCKLEY & HARRISON, L.L.P.

3509 COASTAL HIGHWAY
OCEAN CITY, MARYLAND 21842JOSEPH E. MOORE
RAYMOND C. SHOCKLEY
J. RICHARD COLLINS
REGAN J.R. SMITH
CHRISTOPHER T. WOODLEY
CHRIS S. MASON
PETER S. BUAS
MORGAN A. FISHER(410) 289-3563
TELEFAX (410) 289-4157MARCUS J. WILLIAMS (1923-1988)
EDWARD H. HAMMOND, JR. (1942-2011)OF COUNSEL
JOSEPH G. HARRISON, JR.

January 13, 2020

Mr. Robert Mitchell
Director of Environmental Programs
Worcester County Government Center
1 West Market Street Room 1306
Snow Hill, MD 21863Re: Text Amendment Worcester County Comprehensive
Water and Sewer Plan

Dear Mr. Mitchell:

In accordance with your instructions, please allow this letter to represent a petition for a text amendment to the Worcester County Comprehensive Water and Sewer Plan, with respect to Plan Section 1.2.2 "Protection of the Environment". The provisions of Section 1.2.2 as presently in effect are attached hereto, with the proposed amendment requested by this petition, indicated by the italicized bold text which amends Section 1.2.2 D related to discharge of effluent into coastal bays for the limited and specific purpose of considering surface water point discharge providing an enhanced level of treatment resulting in nutrient loading reduction, for existing properties served by large on-site septic systems.

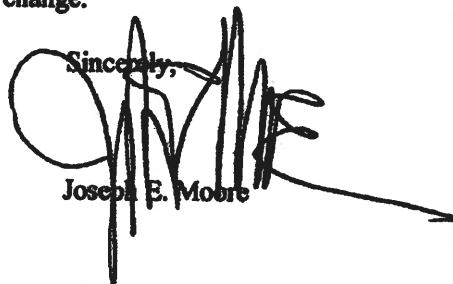
In those limited circumstances, the Commissioners would be allowed to consider the environmental benefits of providing an enhanced level of treatment other than that which the present septic system can provide.

I also enclose a check for \$100.00, payable to "Worcester County" for the text amendment application fee.

I believe it is fair to assert that the requested amendment is a minor one, allows for specific consideration shown to be beneficial, and is undertaken on a case-by-case basis.

In the event you require additional information from me, please advise. Otherwise, I shall await the date of a meeting with the Worcester County Planning Commission for the purpose of their consideration of a recommendation for the change.

Sincerely,



Joseph E. Moore

JEM/pd
Enclosures

**WORCESTER COUNTY COMPREHENSIVE WATER AND SEWER PLAN
TEXT AND MAP AMENDMENTS**

Proposed amendment indicated by italicized or strikethrough text

AMEND SECTION 1.2.2.

1.2.2 Protection of the Environment

Water and sewer facilities should be planned and constructed in such a manner as to insure and protect the environment and natural resources of Worcester County. This includes the following goals:

- A. Protection and improvement of the water quality of the inland bays, Chesapeake Bay and its tributaries, and other surface waters.
- B. Preservation and protection of groundwater aquifers which are used for drinking water supplies.
- C. Preservation and protection of agricultural lands, natural resource and conservation areas, and sensitive areas. While encouraging economic growth, development is to be concentrated in suitable areas, with growth in rural areas to be directed to existing population centers.
- D. To the greatest possible extent, effluent should be discharged through ocean outfalls or treated/disposed on land (but not discharged into coastal bays, regardless of the level of treatment). Long-term discharges into the coastal bays should be prohibited from serving as the method of wastewater disposal for any new projects. *Surface water point discharge to the coastal bays may be considered for new wastewater collection and treatment systems to serve existing communities with large on-site septic systems which do not currently have advanced treatment, where the enhanced level of treatment will result in a net reduction in nutrient loading to the receiving waters.*
- E. Identification and categorization of sources of pollution from urban areas, agricultural areas, industrial wastes and soil erosion.
- F. Development of the problem area inventory for individual and community water and/or sewer systems and identification of the planned corrections for these areas.
- G. Resource conservation is to be practiced, including a reduction in resource consumption.

JEMoore/water and sewer plan amendment 01132020

Attachment 2

Maps – General Location and Flooding Nitrogen Delivery Rate

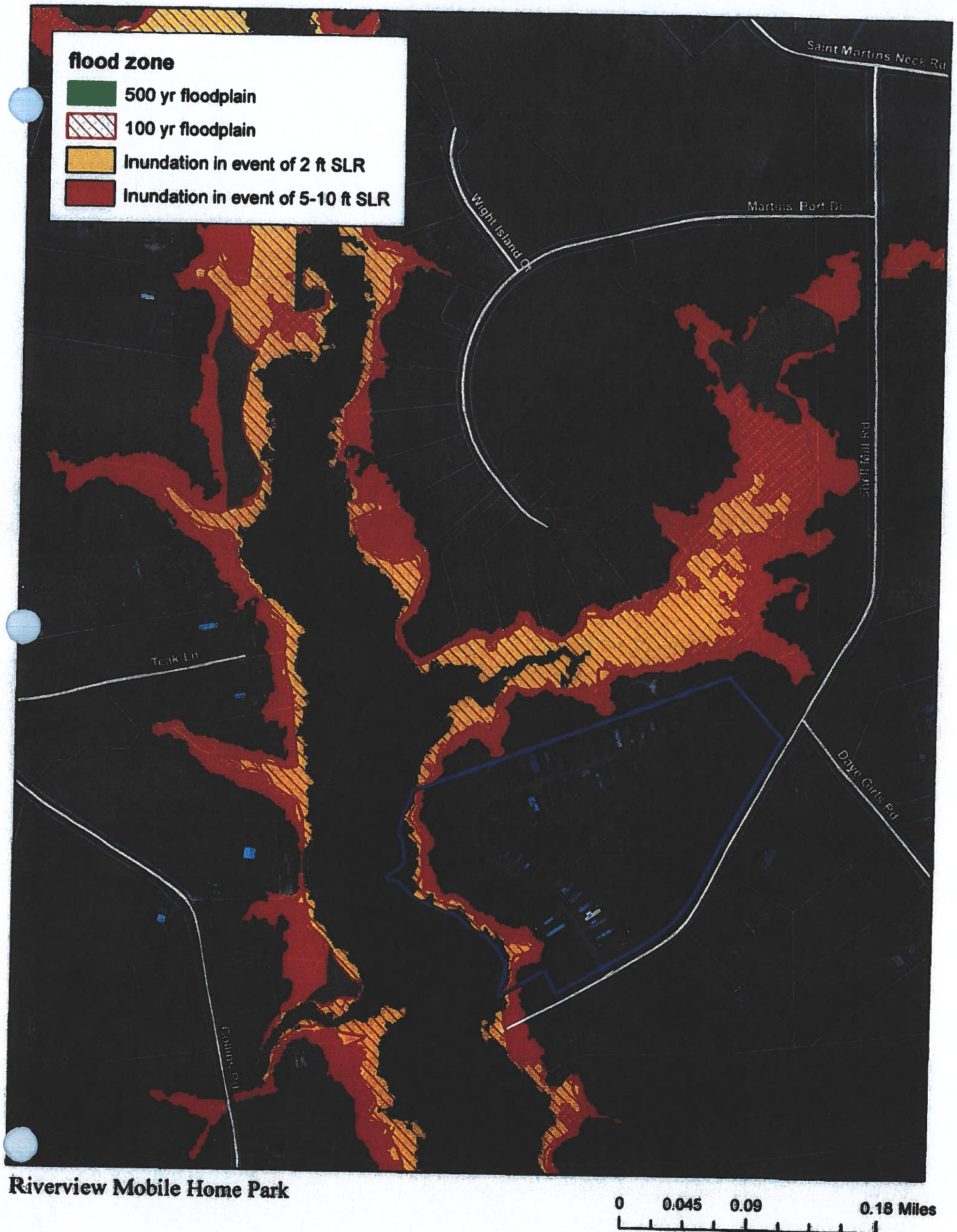
Text Amendment - Section 1.2.2 D
Case No. SW 2020-1
September 23, 2020



Riverview Mobile Home Park

2019 aerial image





Riverview Mobile Home Park
Nitrogen Loading Examination

Nitrogen Delivery Rates assumed by MDE

- A) Septic system located within the 1000' CA Assumes 80% of Household Nit. will enter the Bay
B) Septic system located within 1000' of per. Stream Assumes 50% of Household Nit. will enter the Bay
C) Septic system located outside CA and >1000' stream Assumes 30% of Household Nit. will enter the Bay

MDE reported nitrogen contribution per household per year Approx. 23 pounds

Calculations utilizing MDE's 30%, 50%, 80% Nitrogen delivery ratios

- A) $(23 \text{ lbs/hh/yr})(.80) = 18.4 \text{ lbs enters bay without BAT}$ $(18.4 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 9.2 \text{ lbs Nit to Bay after BAT treatment}$
B) $(23 \text{ lbs/hh/yr})(.50) = 11.5 \text{ lbs enters bay without BAT}$ $(11.5 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 5.75 \text{ lbs Nit to Bay after BAT treatment}$
C) $(23 \text{ lbs/hh/yr})(.30) = 6.9 \text{ lbs enters bay without BAT}$ $(6.9 \text{ lbs})(.50 \text{ BAT min. reduction rate}) = 3.45 \text{ lbs Nit to Bay after BAT treatment}$

Total Nitrogen Load entering Coastal Bays from the Riverview Park (66EDUs)

Analysis: $(66 \text{ homes})(23 \text{ lbs. N}) = 1,518 \text{ lbs.} \times (0.80 \text{ delivery ratio}) = 1,214 \text{ lbs.}$ is the current Nitrogen load to the Coastal Bays

Attachment 2

PC Minutes

Text Amendment
Case No. SW 2020-01
October 26, 2020

IV. Comprehensive Water and Sewerage Plan Amendment

- A. As the next item of business, the Planning Commission reviewed an application associated with a text amendment for Section 1.2.2D in the *Master Water and Sewerage Plan (The Plan)*. Joseph Moore, Attorney, and Robert Rauch, Engineer, appeared on behalf of the applicant, James Lachum. Robert Mitchell, Director of Environmental Programs presented the staff report to the Planning Commission.

Mr. Mitchell explained that the applicant is requesting a revision of Section 1.2.2.D in *The Plan* to allow an addition of language to the text to provide for a point source discharge for a large flow septic system that does not have a groundwater discharge permit, is not located in the critical area, are not within or adjacent to existing public sewer service areas, will have an enhanced level of treatment required that will result in a net reduction of nutrient loading to the receiving waterbody, and that the discharge cannot contribute to a degradation to the level of impairment on the receiving waterbody. Mr. Mitchell also explained a typo on the existing language that should have included the words for any new projects on the current prohibition. Mr. Moore addressed the Commission and said that his clients had no objections to the requirements they are just looking for a way forward and this was just a first step in getting there as they know they have a follow-up amendment for the actual plant if this amendment is successful. He introduced Robert Rauch of Rauch Engineering as their engineering consultant and said he could make a presentation of information as well. Mr. Rauch said that he started his career with public works in Talbot County and is very familiar with these issues as he designs these kinds of systems statewide for his mobile home park clients. Mr. Rauch explained that they had investigated every inch of the existing park for additional septic capacity and looked at neighboring properties for spray irrigation, but were not successful in those efforts. If the soils on and offsite did not yield the capacity, the property owners with promising offsite lands were not allowing access. He added that the package plants of yesterday were not equipped to provide the level of treatment we are able to provide today. While MD Department of the Environment sets the permit limitations and decides if a permit can be issued, he is confident their technology (4-stage Bardenpho) can easily meet 3 parts per million total nitrogen and 0.3 parts per million total phosphorus and they can go lower on phosphorus as the state may require that level of removal. They will have a financial management plan for the plant and will retain a Class 5 licensed operator, which is what the state will require for operation of this technology.

Mr., Mitchell added an explanation of what large flow groundwater discharge permits were and how there could be large flow septic systems without groundwater discharge permits, what exists on the property currently, the options for the property if the existing system failed, and what the future would look like at the park with a discharge and an expansion with the number of sites and how that could provide a funding path for the project upgrade to treatment. He echoed Mr. Rauch's statements on the explorations and efforts done to date to investigate the mobile home property and the surrounding properties.

Mr. Mitchell finished with the staff report's findings noting the consistencies found for such a development within the *Comprehensive Plan* and land use designations, and that the proposed improvements would need to be permitted in accordance with

existing zoning within the property boundaries of the current campground. Mr. Knerr asked about flushing in the river, and Mr. Mitchell responded that there were many different models and estimates for the flushing rates of the different coastal bays watersheds. He stated that Sinepuxent was of course the fastest at a few days while St Martins River, as a part of the Isle of Wight watershed, would be between 1-2 weeks.

Following the discussion, a motion was made by Ms. Ott, seconded by Mr. Diffendal, and carried unanimously to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners.



Assateague Coastal Trust - PO Box 731, Berlin, MD 21811 - 410-629-1538

Add to
Item 8

November 30, 2010

Joseph Mitrecic, President
Worcester County Commissioners
1 W. Market St. Room 1103
Snow Hill, MD 21863

RE: Amendment to Worcester County Water and Sewerage Plan for Riverview Trailer Park, Bishopville

Dear Mr. President and County Commissioner members,

Thank you for this opportunity to submit public comment on the proposed Amendment to Worcester County Water and Sewerage Plan (The Plan) for a Text Amendment application that seeks to add language to Section 1.2.2 of The Plan to include the potential for a large flow septic system without a groundwater discharge permit, located in the critical area, to be afforded the opportunity to seek a point source discharge permit should they comply with certain additional requirements including advanced treatment. The amendment would also include the requirement the applicant not contribute to degradation of any impaired waters.

Assateague Coastal Trust neither supports nor opposes this proposed Text Amendment, as we understand the potential for improved water quality to Bishopville Prong and the St. Martin River but we also have concerns that approving a text amendment to The Plan for this one property owner appears to circumvent the entire concept of Comprehensive Planning.

I must admit it is unusual to draft comment about growth in the Critical Area, something that is of concern to ACT, as potentially benefiting a serious water quality issue hence our neutral position.

There has been an alarming increase in 'zoning by text amendment' in Worcester County the past few years, and ACT has noticed the tendency for the county to grow by 'one text amendment after another' instead of comprehensively planning growth in the county through a long overdue stakeholder and public opinion process. This constant trickle of text amendments and zoning changes are designed to benefit one property owner but have county wide implications. These under-the-radar individual text amendments are not widely known by the public and in the end the county zoning is changing without true public review and input.

ACT is not comfortable with using the Water and Sewerage Plan as a GROWTH function in the county and wonder if this shouldn't be a zoning matter instead. I understand and commend the desire of the property owner to reduce their nutrient loadings to the river, but it should not be at the expense of allowing more growth of development that is not tied in to ENR sewerage systems, and is especially troublesome when this growth is taking place within the Critical Area. We are concerned this one exception for Riverview Trailer Park will open a door for others to seek the same exception, thereby increasing growth in the Critical Area.

Therefore, ACT wishes to put a few thoughts before the Commissioners for consideration as this project moves forward:

- Has there been a review of NOAA Sea Level Rise maps by the applicant or the county as to the impacts from sea level rise to this parcel and the location of the additional trailer pads? Will wet areas become

wetter? The text amendment documents do not state where the expanded trailer pads will be constructed but an aerial view of the current trailer park seems to indicate the only available space on the parcel is along the shoreline.

- All construction within the critical area must be in full compliance of the law. Absolutely no exceptions. None. New homeowners must be made aware of the Critical Area law in their purchase/rental agreements and require their initials that they are aware, especially as it relates to a ban on the use of lawn fertilizers within the Critical area and maintaining crucial vegetative buffers between their homes and the water.
- What is the Riverview Park well water GPD under its current Water Withdraw permit. What are water withdraw increases if the park expands? Has this been growth been factored into the Water Resource Element especially with more residential growth already happening on Shell Mill road?
- Is there any well water Nitrate testing on record for the drinking water in Riverview Park? It should be noted that several county tested wells on adjacent properties have high levels of nitrates and adding new wells to this area could be a public health concern.

Thank you again for this opportunity to submit comment. Please do not hesitate to contact me with any questions.

Respectfully,

A handwritten signature in cursive script, appearing to read "Kathy Phillips".

Kathy Phillips, Executive Director/Assateague COASTKEEPER
Assateague Coastal Trust



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November 23, 2020

Worcester County Commissioners
Worcester County Government
1 West Market Street
Snow Hill, Maryland 21863

**Re: *Comprehensive Water and Sewerage Plan Amendment- Text Amendment-
Section 1.22D (SW-202001)***

Dear Commissioners:

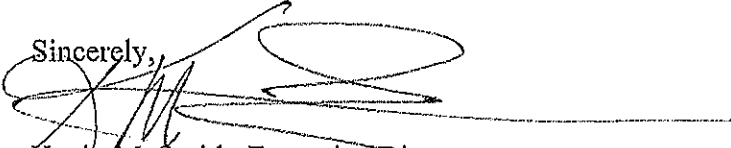
This letter serves to provide support for the above-referenced Text Amendment. It is our understanding that the proposed amendment will provide for the installation of a sewage treatment plant for the Riverview Mobile Home Park with a single discharge to Bishopville Prong. It is also our understanding that this will provide for an enhanced level of treatment which will result in a net reduction in nutrient loading to Bishopville Prong.

Our decision to support this text amendment was based on the following:

1. That this will, in fact, provide for reduced nutrient inputs into Bishopville Prong.
2. That the proposed discharge will not contribute to a degradation of the level of impairment on the receiving waterbody, and
3. That this amendment is specifically designed to address those instances where large multi-use systems that do not have a groundwater discharge permit and are located in the critical area that are not adjacent to or within approved sewer planning areas.

Please know that we support this amendment based on the above and that we believe this will have an overall positive impact on water quality in the St. Martin River. The Maryland Coastal Bays Program appreciates the opportunity to provide comment. Please let me know if you have any questions regarding this letter.

Sincerely,


Kevin M. Smith, Executive Director
Maryland Coastal Bays Program

"Striving to improve our land and water for fish, wildlife and every one of us!"