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

December 3, 2019

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (8) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring Brooks Taylor as a part-time temporary Parks Worker II within Recreation and Parks and John Dean as a Maintenance Worker I within the Water and Wastewater Division of Public Works; transferring Eric Tomlinson from Maintenance Worker II within the Maintenance Division to Plant Operator Trainee for the Water and Wastewater Division of Public Works; discussing pending litigation; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 9:50 a.m.

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

The Commissioners held the election of officers for the coming year through December 7, 2020. Upon a nomination by Commissioner Church, the Commissioners unanimously voted to elect Commissioner Mitrecic as President of the Board of County Commissioners. Upon a nomination by Commissioner Bertino, the Commissioners unanimously elected Commissioner Elder as Vice President of the Board of County Commissioners.

The Commissioners reviewed and approved the minutes of their December 3, 2019 open session as presented and closed session as amended.



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The Commissioners met with Library Director Jennifer Ranck to discuss a preliminary design and engineering analysis/feasibility study for the Pocomoke Branch Library along with options to either renovate and expand or to replace this facility. Ms. Ranck reminded the Commissioners that On May 7, 2019, the Commissioners approved County funding of \$120,000 to match an FY20 County Public Library Capital Grant of \$120,000 for the design phase of the Pocomoke Branch Library project, with the library to pursue an FY21 County Public Library Grant to cover construction costs. Ms. Ranck provided background information regarding the 6,700-square-foot (SF) facility, noting that a 2013 Countywide Library facility study identified building improvements to this facility as the second most critical need after replacing the Berlin Branch Library, a project that was completed in 2018. She advised that the Pocomoke facility needs include replacing the roof, flooring and the heating, ventilation, and air conditioning (HVAC) system; making energy improvements to the plumbing and lighting systems; reallocating space to improve building functionality and staff visibility; and constructing a 4,000-SF addition to support current and projected needs. Ms. Ranck then reviewed pre-design work and the two proposals completed in FY19 and the options available for expanding the facility as follows: building scheme 1 (with a 2,500-SF addition) at an estimated cost of \$5,155,125; and building scheme 2 (with a 4,000-SF addition) at an estimated cost of \$5,569,159, both of which came in at costs higher than anticipated and which include mechanical system improvements, including code required ventilation, and additional meeting room space, enhanced children's and young adult spaces, vestibules at each entrance, new restrooms, and overall improved space functionality, office and work area improvements, small meeting/tutoring rooms, and technology and power upgrades. She then reviewed the three options available for replacing or renovating the Pocomoke facility as follows: Option 1 - select a preferred scheme and submit a proposal for architectural services in FY20 and submit a grant application by May 2020 for State construction funds to be awarded in FY22 to renovate and expand the existing site, which provides easy public access; Option 2 - evaluate other sites in Pocomoke and explore the possibility of a shared facility with the Commission on Aging for a senior center, though the current State grant would have to be rescinded, as said funds cannot be used for site evaluation and analysis because the activity does not meet the 15-year life span requirement, although the library could submit a different request for a different project, with only the Library portion of the project to be eligible for acquisition, design, construction and furniture, fixtures, and equipment (FFE) funding; and Option 3 - accept the site offered by the City of Pocomoke, which is located on Willow Street behind the Discovery Center and across from the Sturgis One-Room School and Heritage House, which consists of several parcels totaling 47,000 SF. Ms. Ranck stated that Option 3 to construct a new library at a cost of approximately \$565 to \$615 per SF, with a 3-5% escalation cost each year, is the staff preferred option, and the value of the donated property may be used to help meet the County match requirement for the State Library Capital Grant Program. Ms. Rank noted that there are several shared buildings across Maryland, in which said facilities share parking, restrooms, and meeting space. She concluded that, if the Commissioners approve Option 3, she recommends first completing a site evaluation study and hiring Architect Jeff Schoellkopf to complete a preliminary design concept of a shared facility, with roughly 11,000 SF for the library and 4,000 SF for the senior center.

Commissioner Bertino stated that the current Health Department facility in Pocomoke leaves much to be desired and requested Health Department officials be included in any



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discussions regarding a shared space facility. Ms. Ranck agreed.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved investigating Option 3 to complete a site evaluation study and environmental testing of the property offered by the Town of Pocomoke, including accepting the proposal from Jeff Schoellkopf of The Design Group to complete preliminary design concepts of a shared facility with the Commission on Aging Senior Center and Health Department to see if a shared facility would be practical on that site.

Pursuant to the recommendation of Ms. Ranck and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the alternate bid from S. Lee Smith, Jr., Inc. T/A Value Carpet One of Salisbury, Maryland at a cost of \$42,462 for the purchase and installation of carpeting at the Ocean Pines Branch Library with a fully-closed library and an additional cost of \$4,081 for self-leveling floor patch compound on the concrete floors for a total cost of \$46,543. Funds of \$85,000 are available within the FY20 budget for this project, which also includes the cost to make the book shelves as previously approved.

The Commissioners reviewed and discussed various board appointments.

Upon nominations by Commissioner Nordstrom, the Commissioners unanimously agreed to reappoint Larry Fykes to the Board of Zoning Appeals and C.D. Hall to the Housing Review Board for additional three-year terms each expiring December 31, 2022 and to reappoint Barbara Tull to the Tourism Advisory Committee for an additional four-year term expiring December 31, 2023.

Upon nominations by Commissioner Bunting, the Commissioners unanimously agreed to reappoint Debbie Hileman to the Housing Review Board for an additional three-year term expiring December 31, 2022 and Bob Poremski to the Water and Sewer Advisory Council for the Ocean Pines Service Area for an additional four-year term expiring December 31, 2023.

Upon nominations by Commissioner Purnell, the Commissioners unanimously agreed to appoint James L. Purnell, Jr. to the Board of Zoning Appeals for a three-year term expiring December 31, 2022 to replace Larry Duffy whose term is expiring; to reappoint Roy M. Case to the Board of Electrical Examiners, Natasha Collick Owens to the Economic Development Advisory Board, Elbert Davis to the Building Code Appeals Board, and Roxane Rounds to the Local Development Council for the Ocean Downs Casino for additional four-year terms each expiring December 31, 2023; and to reappoint Betty M. Smith to the Planning Commission for an additional five-year term expiring December 31, 2024.

Upon nominations by Commissioner Purnell, the Commissioners unanimously approved the following appointment and reappointments to the Drug and Alcohol Abuse Council: to appoint Donna Nordstrom for the remainder of a four-year term expiring December 31, 2021 to replace Colleen Wareing; and to reappoint Mimi Dean, Jennifer LaMade, and Jim Freeman, Jr. for additional four-year terms each expiring December 31, 2023.

Upon nominations by the Commission on Aging Board and a motion by Commissioner Nordstrom, the Commissioners unanimously agreed to reappoint Joyce Cottman and Frederick Grant to the Commission on Aging Board for additional three-year terms each expiring September 30, 2022.

Upon nominations by the Commission for Women and Department of Social Services



and upon a motion by Commissioner Nordstrom, the Commissioners unanimously agreed to reappoint Mary E. "Liz" Mumford as an at-large member and to appoint Coleen Colson to replace Shannon Chapman as the Department of Social Services representative on the Commission for Women for three-year terms each expiring December 31, 2022.

Upon nominations by the Youth Council and a motion by Commissioner Nordstrom, the Commissioners unanimously approved the following appointments to the Worcester County Youth Council: appointing Charles Townsend, III of Snow Hill High School (SHHS) to a two-year term expiring April 30, 2021, and Amber Whittaker of Stephen Decatur High School (SDHS) to a one-year term expiring April 30, 2020.

In follow up to a request from the Commissioners on November 19, 2019, Budget Officer Kathy Whited and Senior Budget Accountant Kim Reynolds presented recommendations regarding how best to distribute \$100,000 in County funding directly to area nonprofits that provide food assistance to families with children. Also in attendance was Vince Tolbert, Chief Financial Officer for the Board of Education (BOE). Ms. Whited recommended allocating \$10,000 now to the BOE, which serves over 2,800 students from impoverished households or 41% of total student enrollment, to help them provide hot meals over the six-day Christmas break at Pocomoke Middle School (PMS). She further recommended allocating funding for summer assistance beginning June 2020 of \$50,000 to the BOE and of \$10,000 each to Diakonia, Inc. of Ocean City, which serves 250 families per month; Samaritan Shelter Inc. of Pocomoke City, which serves 60-70 families per month; Snow Hill Ecumenical Food Pantry, which serve 70-80 families per month; and Worcester County GOLD, which served 174 families consisting of 250 children in 2018. Ms. Whited advised that the BOE partners with the Maryland Food Bank (MFB), and the County funding would allow the BOE to purchase items in addition to those donated by the MFB and allow them to expand the number of sites and families served for the long breaks and summer for all County children in need. She stated that staff further recommends the County require these nonprofits to submit food receipts and records of the number of children served to the County by September 1, 2020. In response to questions by Commissioner Bertino, Mr. Tolbert advised that, while multiple schools have food pantries, this winter the BOE will run a pilot program at Pocomoke Middle School (PMS), which will serve hot meals onsite to children in need from the surrounding community during the 2019 Christmas break. He stated that the BOE currently receives certain free food products from the MFB, but this additional County funding will allow the BOE to purchase higher quality foods to serve as well. He further advised that BOE officials chose to institute the pilot program at PMS, to serve students in the community with the highest concentration of poverty, but that in June the BOE will begin offering food service programs at other County schools as well.

Commissioner Purnell urged the BOE to partner with area churches that already have organized feeding programs and backpack programs. Mr. Tolbert advised that the schools do work with churches and other area nonprofits, noting that the BOE currently has 17 summer feeding sites, including churches, and will be able to add additional sites thanks to the County funding. He further confirmed that the feeding program is targeted strictly to children.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the recommendations provided by staff to distribute \$100,000 in County funding directly to area nonprofits that provide food assistance to families



with children.

Environmental Programs Director Bob Mitchell presented the findings given by Dr. Memo Diriker of the Business Economic and Community Outreach Network (BEACON) at Salisbury University, to the Phosphorus Management Tool (PMT) Transition Advisory Committee on November 15, 2019, which outlined the following reasons for recommending that the implementation of the next phase of State PMT regulations be postponed for one year: the program lacks the funding, trucks, and drivers to relocate the expected amount of excess manure to fields with lower nutrient levels; additional funding is not present in the agricultural sector to pay for commercial nitrogen fertilizer to replace the manure; there is additional pressure on receiving farms within suitable trucking distance to withhold acceptance of the manure in favor of wastewater bio-solids or other materials; and alternative uses, despite waste technology funding from the State, have not been established to provide the necessary capacity needed to process the excess manure. Mr. Mitchell explained that the committee is tasked with making a recommendation to the Secretary of Agriculture about any potential changes to the PMT implementation schedule; however, in spite of Dr. Diriker's findings, a majority of the members were not willing to vote to delay implementing the next phase of the PMT plan for a year. He then explained that a one-year delay is needed to provide agricultural producers and the State the additional time needed to put measures in place to transition to the next phase of the PMT. Mr. Mitchell noted that Worcester County is the second largest poultry producer in Maryland, which is the eighth leading poultry producer in the nation. Therefore, he recommended informing Governor Larry Hogan that, without the local infrastructure capacity improvements and any meaningful alternative uses in place, it is doubtful that this sector will be able to successfully bridge to the next phase without significant local economic impacts.

Upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Mitrecic to sign a letter to Governor Hogan outlining the County's concerns with implementing the next phase of the PMT regulations as identified in Dr. Diriker's report.

Pursuant to the recommendation of Development Review and Permitting (DRP) Director Ed Tudor and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Kelly Henry, DRP Technical Services Division Manager and Complete Count Committee Coordinator for the 2020 Census, to apply for an unconditional State grant for \$20,000 to assist the County in its efforts to improve Census participation locally. Mr. Tudor stated that every person not counted in the Census results in the loss of \$18,250 in federal funds to the State and local jurisdictions over a ten-year period.

Pursuant to the request of Mr. Tudor and upon a motion by Commissioner Church, the Commissioners unanimously approved out-of-state travel for Zoning Administrator and American Institute of Certified Planners (AICP) member Jennifer Keener to attend the American Planning Association's National Conference in Houston, Texas from April 25-28, 2020 at a cost to cover registration, flights, lodging and meals, with funding available in the FY20 budget for this expense. Mr. Tudor explained that attendance at the conference will enable Ms. Keener to earn continuing professional development credits needed to retain her AICP certification.



In follow up to their second public hearing on November 19, 2019, the Commissioners met with members of the Sewer Committee to review and discuss a revised draft resolution establishing standard sewer flow calculations. Sewer Committee representatives in attendance included Chief Administrative Officer Harold Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Environmental Programs Director Bob Mitchell, Environmental Programs Deputy Director David Bradford, Public Works Director John Tustin, Public Works Deputy Director John Ross, Development Review and Permitting Director Ed Tudor, Finance Officer Phil Thompson, and Enterprise Fund Controller Jessica Wilson. Mr. Shannahan stated that, in accordance with the Commissioners' directions following the public hearing, staff revised the draft resolution to include provisions that would allow any applicant to dispute the projected sewer flow and enter into an allocation agreement to monitor the flow for 24 months to determine the actual flow. He advised that, if an applicant presents data that staff agrees supports a lower flow, the initial purchase of equivalent dwelling units (EDUs) will be based on the lower flow and may be adjusted at the completion of the 24-month monitoring period. However, if the applicant presents data that staff does not agree supports a lower flow the initial purchase of EDUs will be based on the standard sewer flow calculations and may be adjusted at the completion of the 24-month monitoring period. Specifically, staff added two new sections to the resolution that include a new Section 2, which addresses "Other Uses and Disputed Allocations," and a new Section 3, which addresses the provisions of "Allocation Agreements." Mr. Shannahan stated that these revisions adequately address the Commissioners' instructions to provide an avenue for potential relief for all applicants by entering into an allocation agreement to determine the actual flow for disputed allocations, and he urged the Commissioners to adopt the revised resolution as presented.

Commissioner Bunting questioned who will review appeals if an applicant submits evidence that projects a lower flow than that outlined in the sewer flow calculations chart. Mr. Shannahan stated that the Departments of Environmental Programs, Public Works, and the Treasurer's Office will review the data to support a lower flow, but even if staff does not agree to a lower flow, an individual may dispute said flow and enter into a 24-month allocation agreement, during which time the County will monitor usage and afterward adjust the flow and buy back excess EDUs if the actual flow supports a lower number of EDUs. Similarly, if actual flows are higher than projected during the monitoring period, the applicant would be required to purchase additional EDUs if available or adjust sewer usage if additional EDUs are no longer available. In response to additional questions by Commissioner Bunting, Ms. Howarth stated that how the County service areas will set aside funds for EDU reimbursements is a primary concern that still needs to be addressed.

In response to questions by Commissioner Bertino, Mr. Shannahan stated that County staff would accept sewer bills that show actual sewer flow usage for a similar project to support an applicant's claim to purchase fewer EDUs. He also confirmed that the allocation agreement removes all subjectivity from sewer flow calculations, as any decision would be based on hard data identifying actual sewer flow for the project in question. Ms. Howarth concurred, and she cautioned that it may be difficult to measure the true number of EDUs a developer needs for a shell project, as the developer would likely purchase EDUs based on retail space, which reflects the lowest possible use, until all of the fit out permits for the intended uses have been issued and said project begins operating at full capacity. Ms. Wilson advised that not all units in large



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projects, like strip malls, have individual meters but that they would have to be installed at a cost of approximately \$2,600 for the one-inch line and the meter, at the developer's expense to enter into the allocation agreement.

In response to a question by Commissioner Church, Mr. Shannahan stated that the Commissioners can review and revise the sewer flow allocation chart at any point they deem appropriate. Commissioner Mitrecic suggested the Commissioners seek input from the community and revisit how the allocation agreement policy is working after the first year.

Following much discussion and upon a motion by Commissioner Purnell, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, to adopt Resolution No. 19-37, with the understanding that the Commissioners will review the success of the allocation agreement program after one year.

The Commissioners met with Mr. Shannahan on behalf of the Sewer Committee to review a request from Pete and Royette Shepherd, owners of Stockyard, Inc., for allocation of seven additional equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve a revised use, to include a 1,409-square-foot butcher shop and 1,496-square-foot carry-out restaurant in the proposed Hooper's Shopping Plaza, which is currently under construction adjacent to Hooper's Crab House in West Ocean City (WOC) at the foot of the Harry W. Kelley Memorial Bridge and more specifically identified on Tax Map 27 as Parcels 569 (primarily Hooper's Crab House) and 587 (new shopping center under construction). Mr. Shannahan advised that Stockyard Inc. purchased nine EDUs for the proposed shopping plaza in June 2018, based upon the proposed retail and office uses at that time, an additional seven EDUs for a proposed restaurant in July 2019, and are now proposing to lease space for a butcher shop and carry-out restaurant, which will generate flow of 705 gallons per day (gpd) and 748 gpd, respectively, or a combined total of 1,453 gpd. Mr. Shannahan stated that, based on a rate of 300 gpd per EDU, an additional total of five EDUs, not the requested seven EDUs, are needed to accommodate the new proposed use. Therefore, in accordance with Resolution No. 17-19, no more than five EDUs should be allocated. Mr. Shannahan advised that the property is currently zoned C-2 General Commercial District and is designated S-1 (designated for sewer services within two years) in the County Water and Sewerage Plan, though this does not guarantee any service or obligate the provision of services in that time frame. He stated that if the EDU allocation request is approved, the applicant will also be required to purchase water service from the Mystic Harbour water system to serve the butcher shop and carry-out restaurant.

Mr. Shannahan advised that Parcel 569 has an allocation of 38 sewer EDUs from the West Ocean City SSA to serve Hooper's Crab House that cannot be co-mingled with the Mystic Harbour EDUs. As a result and at the Commissioners' request, the applicant provided a plat designating the EDU Service Area Assignment Line to separate the EDUs. He noted that approval of these additional EDUs should also be subject to the same restrictions prohibiting co-mingling of the WOC and Mystic Harbour EDUs.

Mr. Shannahan advised that 109 remaining EDUs are available in Area 1 (north of the airport) as follows: 33 EDUs - Infill and Intensification; 50 EDUs - Vacant or Multi-Lot Properties (to replace septic); 17 EDUs - Single Family Dwellings (to replace septic); and nine EDUs - Commercial. He advised that the Sewer Committee suggested that the Commercial



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allocation would be the most appropriate category from which to consider assigning the EDUs.

Upon a motion by Commissioner Church, the Commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to approve Option 1 for allocation of five EDUs from the commercial category in Area 1 to serve the proposed butcher shop and carry-out restaurant of the Hooper's Shopping Plaza.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously authorized the Commission President to sign two utility easements between the County Commissioners (grantee) and two property owners, the Worcester County Developmental Center (WCDC) and Chester Lee and Judy Carol Jones (grantors), with said grantors granting utility easements benefitting grantee crossing the lands of the grantors to install a six-inch force main on the grantors' properties for the Newark Spray Irrigation Project.

The Commissioners answered questions from the press, after which they adjourned at 11:10 a.m.

The Commissioners reassembled at 11:45 a.m. in the atrium of the Worcester County Government Center where they assisted Worcester County Developmental Center clients in decorating the County Christmas Tree, after which they adjourned to meet again on December 17, 2019.





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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 6, 2019

TO: Worcester County Commissioners  
FROM: Karen Hammer, Office Assistant IV  
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2020

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Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (19) which have current or upcoming vacancies (36 total). They are as follows: Adult Public Guardianship Board (4); Commission on Aging Board (2), Agricultural Preservation Advisory Board (2), Building Code Appeals Board (1), Board of Electrical Examiners (2), Ethics Board (1), Local Management Board/Initiative to Preserve Families Board (1), Board of Library Trustees (2), Local Development Council for the Ocean Downs Casino (3), Lower Shore Workforce Development Board (1), Planning Commission (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor for each seat = 6 total nominees), Recreation Advisory Board (1), Social Services Board (1), Solid Waste Advisory Committee (5), Tourism Advisory Committee (1), Water and Sewer Advisory Councils - Mystic Harbour (2) and West Ocean City (2), Commission for Women (3). I have circled the members whose terms have expired or will expire on each of these boards. The Adult Public Guardianship Board has attached a request for re-appointments. The Board of Education has offered a nomination for the Commission for Women (see attached).

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during December so I can notify the board members and staff contacts preferably prior to the end of the calendar year.



## **Pending Board Appointments - By Commissioner**

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

**District 2 - Purnel** p. 13 - Initiative To Preserve Families (Ira Shockley) 3-year

**District 3 - Church** p. 21 - Solid Waste Advisory Committee ( Bob Augustine)- 4-year  
p. 23 - Water and Sewer Advisory Council - Mystic Harbour (Joseph Weitzell -  
Mystic Harbor and Bob Hunt - Deer Point) - 4-year  
p. 24 - Water and Sewer Advisory Council - West Ocean City (Deborah Maphis  
and Gail Fowler)- 4 year

**District 4 - Elder** p. 10 - Board of Electrical Examiners ( Carl Smith ) 3-year  
p. 18 - Recreation Advisory Board (Shawn Johnson) - 4-year  
p. 25 - Commission for Women ( Hope Carmean) - 4 year

**District 5 - Bertino** p. 10 -Board of Electrical Examiners (J.T. Novak) - 3 yr.  
p. 14 - Local Development Council for Ocean Downs (James Rosenberg) 4yr.  
P. 21 - Solid Waste Advisory Committee (James Rodenberg)- 4 yr.

**District 6 - Bunting** p. 21 - Solid Waste Advisory Committee (Mike Poole) - 4-year  
p. 22 - Tourism Advisory Committee (Isabel Morris) - 4-year  
p. 25 - Commission for Women (Bess Cropper) - 4 year

**District 7 - Mitrecic** p. 9 - Building Code Appeals Board (Bill Paul) - 4-year  
p. 11 - Ethics Board (Frank Knight) - 4-year  
p. 14 - Local Development Council for Ocean Downs (Michael Donnelly) - 4-year  
p. 16 - Planning Commission (Jay Knerr) 5 -year  
p. 19 - Social Services Advisory Board (Maria Campione-Lawrence)- 3yr.

### **All Commissioners**

- p. 3 - (4) Adult Public Guardianship Board (Dr. Greer, Richard Collins, Nancy Howard, Connie Wessels)  
- 3-year
- p. 8 - (2) Agricultural Preservation Advisory Board (Bill Bruning, Curt Lambertson) - 4-year
- p. 13 - (1) Local Management Board (Ira Shockley) - 3-year
- p. 14 - (1) Local Development Council for Ocean Downs Casino (Mark Wittmyer - At-Large - business or  
institution representative in immediate proximity to Ocean Downs) - 4-year
- p. 15 - (1) Lower Shore Workforce Development Board (Business Representative - Berlin area) - 4-year
- p. 17 - (1) Property Tax Assessment Appeal Board (Gary M. Flater - Snow Hill Area - alternate) - must  
submit 3 nominees for each seat to Governor for his consideration in making these appointments 5yr.
- p. 21 - (2) Solid Waste Advisory Committee (Michael Pruitt - Town of Snow Hill; Jamey Latchum -Town  
of Berlin) 4 yr.
- p. 23 - (2) Water and Sewer Advisory Council - Mystic Harbour (Joseph Weitzell - Mystic Harbor and Bob  
Hunt - Deer Point) - 4-year
- p. 24 - (2) Water and Sewer Advisory Council - West Ocean City (Deborah Maphis and Gail Fowler)- 4yr



**All Commissioners (Awaiting Nominations)**

- p. 3 - (4) Adult Public Guardianship Board (Dr. Greer, Richard Collins, Nancy Howard, Connie Wessels)  
- 3-year
- p. 6 - (2) Commission on Aging Board (Cynthia Malament- Berlin, Lloyd Parks - Girdletree) - self-  
appointed by Commission on Aging & confirmed by County Commissioners- 3-year
- p. 12 - (2) Board of Library Trustees (Patricia Tomasovic and Ron Cascio) - 5year
- p. 25 - (3) Commission for Women (Windy Phillips - Board of Education) - 3-year

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## ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Perform 6-month reviews of all guardianships held by a public agency.  
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 1 1/3 year terms  
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department  
1 member must be a physician  
1 member must be a psychiatrist from the local department of health  
1 member must be a representative of a local commission on aging  
1 member must be a representative of a local nonprofit social services organization  
1 member must be a lawyer  
2 members must be lay individuals  
1 member must be a public health nurse  
1 member must be a professional in the field of disabilities  
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

### Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Dr. William Greer	Physician	07-10-13-16, 16-19
Richard Collins	Lawyer	95-98-01-04-07-10-13-16, 16-19
Nancy Howard	Lay Person	*17-19
Connie Wessels	Lay Person	*15-16, 16-19
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20
LuAnn Siler	Commission on Aging Rep.	17-20
Jack Ferry	Professional in field of disabilities	*14-14-17, 17-20
Thomas Donoway	Person with physical disability	017-20
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18, 18-21
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18, 18-21
Dr. Kenneth Widra	Psychiatrist	18-21

Reappoint



**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)

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# DEPARTMENT OF HUMAN SERVICES

## Worcester County Department of Social Services

Roberta Baldwin  
Director

Jamie Manning  
Assistant Director  
Services

Ellen Payne  
Assistant Director  
Family Investment

Mary Beth Quillen  
Assistant Director  
Administration

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

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

Website:  
[www.dhr.maryland.gov/local-offices/worcester-county/](http://www.dhr.maryland.gov/local-offices/worcester-county/)



December 4, 2019

Mr. Joseph Mitrecic, President  
Worcester County Commissioners  
One West Market Street, Room 1103  
Snow Hill, MD 21863-1195

RE: Request for Reappointment – Worcester County Adult Public Guardianship Review Board

Dear Mr. Mitrecic:

To fulfill the requirements of PGL Family Law 14-402, I am requesting the Worcester County Commissioners consideration to reappoint the following members whose terms expire December 2019:

- Richard Collins, Lawyer
- Nancy Howard, Lay Person
- Dr. William Greer, Physician
- Connie Wessels, Lay Person

If you should have any questions or concerns regarding this request, please do not hesitate to contact me at 410-677-6806.

Sincerely,

*Roberta Baldwin*

Roberta Baldwin, LCSW-C  
Director

Cc: Harold Higgins, Chief Administrative Officer  
Kelly Shannahan, Assistant Chief Administrative Officer

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

## COMMISSION ON AGING BOARD

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

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

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

Compensation: None

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

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

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

### Current Members:

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
Cynthia Malament	Berlin	07-10-13-16, 16-19
Lloyd Parks	Girdletree	08-11-14-17, 17-20 <i>resigned</i>
Clifford Gannett	Pocomoke City	*12-14-17, 17-20
James Covington	Pocomoke City	*18-20
Bonita Ann Gisriel	Ocean City	*18-20
Carolyn Dryzga	Ocean Pines	*18-20
Tommy Tucker	Snow Hill	09-12-15-18, 18-21
Tommy Mason	Pocomoke	15-18, 18-21
Helen Whaley	Berlin	*16-18, 18-21
Rebecca Cathell	Agency - Maryland Job Service	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	
Fred Grant	Snow Hill	*15-16, 16-19, 19-22
Joyce Cottman	Berlin	*16, 16-19, 19-22



## Prior Members: Since 1972

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

## AGRICULTURAL PRESERVATION ADVISORY BOARD

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory  
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years\*\*\*  
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms  
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>
Bill Bruning (O-O)	Elder	D-2, Snow Hill	11-15, 15-19
Curt Lambertson	Elder	D-4, Snow Hill	15-19
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16, 16-20
Glen Holland (O-O)	Lockfaw	D-1, Pocomoke	13-17, 17-21
Kathy Drew	Bunting	D-6, Bishopville	** 06-09-13-17, 17-21
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18, 18-22
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18, 18-22

### Prior Members:

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

\* = Appointed to fill an unexpired term

\*\* = Appointed to partial term to create proper staggering of terms

\*\*\*=Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006



## BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms  
Terms expire December 31

Compensation: \$50 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

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

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19
Kevin Holland	D-1 - Lockfaw	Pocomoke	96-04-08-12-16, 16-20
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16, 16-20
Mike Poole	D-6 - Bunting	Bishopville	17-21
Mark Bargar	D-4 - Elder	Berlin	14-18, 18-22
Jim Wilson	D-3 - Church	Berlin	02-06-10-14-18, 18-22
Elbert Davis	D-2 - Purnell	Snow Hill	*03-03-07-11-15-19, 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)

## 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>
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16, 16-19
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16, 16-19
Kenneth Lambertson (ME-5)	D-1, Lockfaw	Pocomoke	96-11-14-17, 17-20
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17, 17-20
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-15, 15-18, 18-21
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18, 18-21
Roy M. Case (ME)	D-2, Purnell	Berlin	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



## 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 31<sup>st</sup>

Compensation: \$50 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Maureen Howarth, County Attorney (410-632-1194)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frank Knight	D-7, Mitrecic	Ocean City	*14-15, 15-19
Joseph Stigler	D-4, Elder	Berlin	16-20
Jeff Knepper	D-5, Bertino	Ocean Pines	16-20
Bruce Spangler	D-3, Church	Berlin	*02-05-09-13-17, 17-21
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Faith Mumford	D-2, Purnell	Snow Hill	14-18, 18-22
Mickey Ashby	D-1, Nordstrom	Pocomoke	14-18, 18-22

### Prior Members: (Since 1972)

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

## BOARD OF LIBRARY TRUSTEES

Reference: PGL Education 23-403, Annotated Code of Maryland

Appointed by: County Commissioners (from nominees submitted by Board of Library Trustees)

Function: Supervisory  
Responsible for the general control and development of the County library system. Oversees management of the libraries, assists in preparation of library budget and other fiscal matters, arranges for an annual audit, makes an annual report to the County Commissioners, make recommendations to the County Commissioners regarding library acquisitions/development.

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

Compensation: None

Meetings: 1 per month except July, and August

Special Provisions: Nominees submitted by Library Board; Maximum 2 consecutive terms

Staff Contact: Library Director - Jennifer Ranck (410) 632-2600

### Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Ron Cascio	Berlin	09-14, 14-19
Patricia Tomasovic	Pocomoke	*19
Holly Anderson	Newark	*10-11-16, 16-21
Nancy Howard	Ocean City	16-21
Donald James Bailey	Pocomoke	16-21
Vicki O'Mara	Ocean Pines	*18-22
Leslie Mulligan	Snow Hill	*17-18, 18-23

### Prior Members: Since 1972

Herman Baker	Jere Hilbourn	Leola Smack (99-02)
Lieselette Pennewell	Janet Owens	Jean Tarr (94-04)
Edith Dryden	Ruth Westfall	Lois Sirman (01-06)
Clifford D. Cooper, Jr.	Helen Farlow	Amanda DeShields (00-07)
Klein Leister	Judy Quillin	David Nedrow (04-09)
Evelyn Mumford	Gay Showell	Belle Redden (99-09)
Ann Eschenburg	Susan Mariner	Beverly Dryden Wilkerson (06-10)
Barbara Ward	Jacqueline Mathias	John Staley (97-11)
Donald F. McCabe	Ann S. Coates (88-97)	James Gatling (01-11)
Fannie Russell	Jim Dembeck (91-97)	Shirley Dale (02-12)
Stedman Rounds	Bill Waters (88-98)	Edith Barnes (07-13)
Donald Turner	Geraldine Thweatt (97-98)	Richard Polhemus (11-16)
Sarah Dryden	Martha Hoover (87-99)	Richard Warner Davis (11-16)
L. Richard Phillips	Eloise Henry-Gordy (98-00)	Frederick Grant (13-17)
Barbara Bunting	William Cropper (91-01)	Rosemary S. Keech (12-18)
Joanne Mason	Ms. Willie Gaddis (89-01)	Vivian Pruitt (09-19)

\* = Appointed to fill an unexpired term



# WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

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

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

Appointed by: County Commissioners

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

Compensation: \$50 Per Meeting for Private Sector Members

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

Meetings: Monthly

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

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrelec	Ocean City	17-20
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14-17,17-20
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12, 12-15-18, 18-21
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Spencer "Lee" Tracey	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

## Prior Members (since 1994):

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

Updated: December 19, 2018  
Printed: December 19, 2018

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

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

## **Current Members:**

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

## **Prior Members:**

Since 2009

J. Lowell Stoltzfus ° (09-10)	Todd Ferrante ° (09-16)
Mark Wittmyer ° (09-11)	Joe Cavilla (12-17)
John Salm ° (09-12)	James N. Mathias, Jr. ° (09-18)
Mike Pruitt ° (09-12)	Ron Taylor ° (09-14)
Norman H. Conway ° (09-14)	
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	
Linda Dearing (11-15)	

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

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

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

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

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other  
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2<sup>nd</sup> Wednesday

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

Staff Contact: Lower Shore Workforce Alliance  
Becca Webster, Workforce Director (410-341-3835, ext 6)  
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

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

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
(Vacant)	(Berlin area)	17-21	Business Rep.
Jason Cunha	Pocomoke	*16-19	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.
Melanie Pursel	Ocean City	18-22	Business Rep.

Prior Members: Since

Baine Yates	Heidi Kelley (07-08)
Charles Nicholson (98-00)	Bruce Morrison (05-08)
Gene Theroux (97-00)	Margaret Dennis (08-12)
Jackie Gordon (98-00)	Ted Doukas (03-13)
Caren French (97-01)	Diana Nolte (06-14)
Jack Smith (97-01)	John Ostrander (07-15)
Linda Busick (98-02)	Craig Davis (13-17)
Edward Lee (97-03)	Donna Weaver (08-17)
Joe Mangini (97-03)	Goeffrey Failla (15-18)
Linda Wright (99-04)	
Kaye Holloway (95-04)	
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	



## 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>
Jay Knerr	D-7, Mitrecic	Berlin	14-19
Jerry Barbieri	D-1, Lockfaw	Pocomoke	*12-15, 15-20
Mike Diffendal	D-3, Church	Berlin	10-15, 15-20
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21
Brooks Clayville	D-4, Elder	Snow Hill	02-07-12-17, 17-22
Marlene Ott	D-5, Boggs	Ocean Pines	08-13-18, 18-23
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14-19, 19-24

### Prior Members: Since 1972

David L. Johnson	R. Blaine Smith	James Jarman (99-03)
N. Paul Joyner	Edward A. Tudor	Harry Cullen (00-03)
Daniel Trimper, IV	Terry Bayshore	Ed Ellis (96-04)
Hugh F. Wilde	Larry Widgeon	Troy Purnell (95-05)
Warren Frame	Charles D. "CD" Hall	Larry Devlin (04-06)
Roland E. Powell	Ernest "Sandy" Coyman	Tony Devereaux (03-07)
Harry Cherrix	Rev. Donald Hamilton	Wilbert "Tom" Pitts (99-07)
W. David Stevens	Dale Stevens	Doug Slingerland (07-08)
Granville Trimper	Marion L. Butler, Sr.	Carolyn Cummins (90-94, 99-09)
J. Brad Aaron	Ron Cascio (96-97)	Madison "Jimmy" Bunting (05-10)
Lester Atkinson	Louie Paglierani (90-99)	Jeanne Lynch (06-11)
Paul L. Cutler	Robert Hawkins (96-99)	H. Coston Gladding (96-12)
Edward R. Bounds	Ilia Fehrer (94-99)	Wayne A. Hartman (09-14)
Edward Phillips	Rob Clarke (99-00)	
Vernon McCabe	W. Kenny Baker (97-02)	

\* = Appointed to fill an unexpired term

## PROPERTY TAX ASSESSMENT APPEAL BOARD

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

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

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

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

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

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)  
Ext:112

Current Members:

Gary M. Flater (Alternate)	Snow Hill	13-18	Resigned
Steven W. Rakow	Ocean Pines	*19-22	
Arlene C. Page	Bishopville	18-23	
Martha Bennett	Berlin	19-24	

C) = Chairman

Prior Members: Since 1972

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

\* = Appointed to fill an unexpired term

Updated: May 21, 2019  
Printed: December 6, 2019

17.

## RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term  
Terms expire December 31st

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Shawn Johnson	D-4, Elder	Snow Hill	15-19
Mike Hooks	D-1, Lockfaw	Pocomoke	12-16, 16-20
Missy Denault	D-5, Bertino	Berlin	*15-16, 16-20
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21
Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18-22

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

\* = Appointed to fill an unexpired term



## SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

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

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

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

### Current Members:

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

# SOCIAL SERVICES BOARD

## (Continued)

### Prior Members: (Since 1972)

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

\* = Appointed to fill an unexpired term

## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 1 1/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20 <i>resigned</i>
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20
Rodney Bailey	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin		*17, 17-21 <i>resigned</i>
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22

### Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	Wendell Purnell (97-18)
		George Tasker (*15-20)



## TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19
Elena Ake	D-3, Church	West Ocean City	*16, 16-20
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Michael Day	D-4, Elder	Snow Hill	*19
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23

### Prior Members: Since 1972

Isaac Patterson <sup>1</sup>	Barry Laws (99-03)	Molly Hilligoss (15-18)
Lenora Robbins <sup>1</sup>	Klein Leister (99-03)	Denise Sawyer (*18-19)
Kathy Fisher <sup>1</sup>	Bill Simmons (99-04)	
Leroy A. Brittingham <sup>1</sup>	Bob Hulburd (99-05)	
George "Buzz" Gering <sup>1</sup>	Frederick Wise (99-05)	
Nancy Pridgeon <sup>1</sup>	Wayne Benson (05-06)	
Marty Batchelor <sup>1</sup>	Jonathan Cook (06-07)	
John Verrill <sup>1</sup>	John Glorioso (04-08)	
Thomas Hood <sup>1</sup>	David Blazer (05-09)	
Ruth Reynolds (90-95)	Ron Pilling (07-11)	
William H. Buchanan (90-95)	Gary Weber (99-03, 03-11)	
Jan Quick (90-95)	Annemarie Dickerson (99-13)	
John Verrill (90-95)	Diana Purnell (99-14)	
Larry Knudsen (95)	Kathy Fisher (11-15)	
Carol Johnsen (99-03)	Linda Glorioso (08-16)	
Jim Nooney (99-03)	Teresa Travatello (09-18)	

\* = Appointed to fill an unexpired term

1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999

2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL  
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area;  
review amendments to Water and Sewer Plan; make recommendations on  
policies and procedures; review and recommend charges and fees; review  
annual budget for the service area.

Number/Term: 7/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Joseph Weitzell <sup>C</sup>	Mystic Harbour	05-11-15, 15-19
Bob Hunt	Deer Point	*06-11-15, 15-19
David Dypsky	Teal Marsh Center	*10-12-16, 16-20
Stan Cygam	Whispering Woods	*18-20
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22
Matthew Kraeuter	Ocean Reef	19-22

**Prior Members: (Since 2005)**

John Pinnero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

<sup>C</sup> = Charter member - Initial Terms Staggered in 2005  
\* = 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>
Deborah Maphis	West Ocean City	95-99-03-07-11-15, 15-19
Gail Fowler	West Ocean City	99-03-07-11-15, 15-19
Blake Haley	West Ocean City	*19-20
Todd Ferrante	West Ocean City	13-17, 17-21
Keith Swanton	West Ocean City	13-17, 17-21

**Prior Members: (Since 1993)**

Eleanor Kelly <sup>c</sup> (93-96)	Andrew Delcorro (*14-19)
John Mick <sup>c</sup> (93-95)	
Frank Gunion <sup>c</sup> (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham <sup>c</sup> (93-13)	
Ralph Giove <sup>c</sup> (93-14)	
Chris Smack (04-14)	

\* = Appointed to fill an unexpired term  
<sup>c</sup> = 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 (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
4 At-large members, nominations from women's organizations & citizens  
4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
No member shall serve more than six consecutive years

Contact: Liz Mumford and Tamara White, Co-Chair  
Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20
Terri Shockley	At-Large	Snow Hill	17-20
Laura Morrison	At-Large	Pocomoke	*19-20
Kelly O'Keane	Health Department		17-20
Kelly Riwniak	Public Safety - Sheriff's Office		*19-20
Darlene Bowen	D-2, Purnell	Pocomoke	*19-21
Elizabeth Rodier	D-3, Church	West Ocean City	18-21
Bess Cropper	D-6, Bunting	Berlin	15-18, 18-21
Kimberly List	D-7, Mitrelic	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

attached  
nomination

Resigned

### Prior Members: Since 1995

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

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

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	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)	
Marilyn James (06-08)	
Merilee Horvat (06-09)	
Jody Falter (06-09)	
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyn 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)	

**Karen M. Hammer**

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**From:** Barbara A. Phillips <BAPhillips@worcesterk12.org>  
**Sent:** Monday, December 9, 2019 3:12 PM  
**To:** Karen M. Hammer  
**Subject:** Name for Board of Education

Good afternoon,

Per the letter we received from Diana Purnell requesting Mr. Taylor's recommendation and nomination to fill the upcoming vacancy for the Board of Education's representative on the Worcester County Commission for Women, Mr. Taylor is recommending Mrs. Windy Phillips.

Please let me know if you need anything else.

Barb Phillips

Barbara Phillips  
Administrative Assistant  
Worcester County Board of Education  
6270 Worcester Highway  
Newark, MD 21841  
410-632-5021  
410-632-0364 (FAX)

*Zba*



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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

TEL: 410.632.1200 / FAX: 410.632.3008


[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

2

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum   
**Date:** 12/9/2019  
**Re:** Housing Rehabilitation Program CDBG Grant Waiver Request

---

Attached is a waiver request to the State of Maryland asking that Worcester County be exempted from the 5% draw down requirement for the County's new Housing Rehabilitation Grant. As outlined in Exhibit C of the grant agreement, the Maryland CDBG Project Implementation Schedule calls for 5% of the total grant award to be expended by January 15, 2020. The County received a conditional release of funds from the State on October 31 that allowed us to begin the project bidding process in November and bids were received on December 7 that will be reviewed at the December 17 Commissioners meeting for the first two projects. However, this does not allow sufficient time for grant settlement and the permitting and construction process before the January 15 deadline. Additionally complicating matters is our receipt on December 3 of \$4,730 in program income from a previous CDBG loan recipient that will have to be expended on rehabilitation projects before the County is allowed to draw down on the new grant funds.

Please review the attached letter to Ms. Cindy Stone, the State Director of Community Programs and if approved, have Commission President Joseph Mitrecic sign the waiver request for submission to the State.



December 17, 2017

DRAFT

Ms. Cindy Stone  
Director, Office of Community Programs  
Maryland Department of Housing & Community Development  
Neighborhood Revitalization  
7800 Harkins Road  
Lanham, MD 20706

Dear Ms. Stone,

At this time, Worcester County is requesting a waiver to the 5% draw down requirement for the County's new Housing Rehabilitation Grant, MD-20-CD-22, as outlined in Exhibit C of the grant agreement.

The County completed the Environmental Record Review in accordance with the project implementation schedule and, in an effort to accommodate the draw down deadline, requested permission to begin soliciting bids for projects before the official Release of Funds had been received. The State granted this request on October 31 and our Program Administrator subsequently submitted bid packages for the first two projects at the next available Commissioners meeting on November 19. Following the County's bid process, contractor bids were received on December 9 and will be reviewed and awarded at the next Commissioner's meeting on December 17. However, this does not allow sufficient time for the grant settlement and permitting and construction process to occur before the January 15 deadline, especially as the apparent low bidder will not be available until mid-January.

Additionally, the County received program income on December 3 in the amount of \$4,730 from a previous CDBG recipient. This will cause a further delay in meeting the draw down requirement as the program income must be expended before we can begin to utilize funds from the new grant.

Thank you in advance for your consideration of this request.

Sincerely,

Joseph M. Mitrecic  
President, Worcester County Commissioners



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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ONE WEST MARKET STREET, ROOM 1201  
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ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum *JEB*  
**Date:** 12/9/2019  
**Re:** Housing Rehabilitation Program Bid Recommendation- Berlin project

A bid opening was held recently for a single-family home rehabilitation project in the Berlin area, which is proposed to be funded through the County's current Housing Rehabilitation grant, MD-20-CD-22. A total of three complete bids were received from contractors as follows:

Shoreman Construction Company, Inc.- \$6,400.00

*P. 3*

Poseidon Plumbing and Home Services- \$8,604.00

*P. 8*

Colossal Contractors, Inc.- \$14,300.00

*P. 10*

An additional bid was received from Ocean Tower Construction in the amount of \$1,600 that did not show the quotes on the individual line items and therefore is incomplete. It is my recommendation to accept the bid from Shoreman Construction Company in the amount of \$6,400.00 as the low bidder for this project. Copies of the Shoreman quote, as well as the Competitive Bid Worksheet are attached for your review.

*P. 12*

# Competitive Bid Worksheet

## Item: Housing Rehabilitation Projects in Berlin and Snow Hill

Bid Deadline/Opening Date: 1:00 P.M., Monday, December 9, 2019

Bids Received by deadline = 7

<u>Contractor's Submitting Bids</u>	<u>Lockwood Property</u> 10313 Dinges Road Berlin, MD <u>Total Quote</u>	<u>Deshields Property</u> 5502 Teaberry Lane Snow Hill, MD <u>Total Quote</u>
<b>C.A.R.E Property Services</b> 1235 Abbottstown Pike Hanover, PA 17331	<u>No bid</u>	<u>28,945.00</u>
<b>Colossal Contractors, Inc.</b> 4601 Sandy Spring Road Burtonsville, MD 20866	<u>14,300.00</u>	<u>50,300.00</u>
<b>Allstate Renovation</b> P.O. Box 303 Trappe, MD 21673	<u>No bid</u>	<u>16,280.00</u>
<b>Three Guys Construction</b> 8660 Lake Somerset Road Westover, MD 21871	<u>No bid</u>	<u>18,275.00</u>
<b>Shoreman Construction Co., Inc.</b> 606 East Pine Street Delmar, MD 21875	<u>6,400.00</u>	<u>24,325.00</u>
<b>Poseidon Plumbing and Home Services</b> 12637 Sunset Avenue, Suite 1 Ocean City, MD 21842	<u>8,604.00</u>	<u>29,445.00</u>
<b>Ocean Tower Construction, LLC</b> 12905 Coastal Highway Ocean City, MD 21842	<i>incomplete</i> <u>1,600.00</u>	<i>incomplete</i> <u>15,260.00</u>
_____	_____	_____
_____	_____	_____

P.12

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

**BID FORM**

\*must be signed to be valid

Property of Mabel Lockwood  
10313 Dinges Road  
Berlin, MD 21811

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

Total Quote : \$ 6,400.00

Date Available To Start: WHEN CALLED TO START

Date: <sup>12</sup>5-2019

William C. Hearn, Jr.

Signature

WILLIAM C. HEARN, JR.

Typed Name

OWNER

Title

SHOREMAN CONSTRUCTION INC

Company Name

Address

606 E. PINE STREET

DELMAR, MD 21875

Phone Number(s)

410-896-3200

443-359-0995

MHIC License #

5859

Expiration Date

10-11-2021



PROJECT: Mabel Lockwood

DATE: 11-04-2019

ADDRESS: 10313 Dinges Road

Berlin, MD 21811

PHONE: 410-641-0216

#### SCOPE OF WORK

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

PRICE: ~~#~~ 2,200.00

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

PRICE: ~~#~~ 4,200.00

TOTAL PRICE: ~~#~~ 6,400.00

SIGNATURE: William C. Hearn, Jr.

PRINTED NAME: WILLIAM C. HEARN, JR.

TITLE: OWNER

COMPANY NAME: SHOREMAN CONSTRUCTION Co., LLC.

ADDRESS: 606 E. PINE ST.

DELMAR, MD 21875

PHONE NUMBERS: OFFICE: 410-896-3200 CELL: 443-358-0095

MHC#: 5059 EXPIRATION DATE: 10-11-2021

DATE OF PROPOSAL: 12-5-2019

# SharpWater Culligan

December 5, 2018

To: Bill Hearn  
Shoreman Construction

RE: 10313 Dinges Rd  
Derlin, MD 21811

Owner of Property: Mabel Lockwood

Enclosed are the water test results and recommended treatment for the above mentioned property.

**Raw Water Test:** Iron: 4.4 ppm (0.3 ppm is staining threshold)  
Hardness: 4 gpg (moderately hard water)  
TDS (Total Dissolved Solids): 104 ppm (yellow zone)  
pH: 6.5  
Odor: Mild

The recommended water treatment to address the iron and hardness in the water is a Culligan 8x44 Medalist.  
Optional treatment for the odor is an 8x36 carbon tank.

Thank you for the opportunity to present water treatment solutions for this property. If you have any further questions, please feel free to call me at 443-000-0798.

Sincerely,

*Michael Barone*

Michael Barone  
System Specialist  
Sharp Water Culligan  
443-880-0798

**Corporate Headquarters**  
129 Columbia Road  
Salisbury, MD 21801  
Telephone: 410-742-3333  
Toll FREE: 800-439-3853  
Fax: 410-543-2222

**The Mid-Atlantic's Largest Water Treatment Dealer!**  
Salisbury, MD • Forest Hill, MD • Dover, DE  
New Oxford, PA • Lancaster, PA • Eagleville, PA • Williamstown, NJ  
**CulliganMidAtlantic.com • (855) Hey-CulliganMan**

# CULLIGAN® MEDALLIST SERIES®

## Product Specifications

### Exclusive Culligan Medallist Series Design and Technology

- The CUF-to-Vah™ allows you to bypass the system for uses not requiring softened water—such as watering the lawn.
- The Culligan meter option monitors daily water use and activates regeneration only when needed, saving you salt and water.
- Exclusive, non-corrosive S-cycle motorized control valve directs water flow during service and regeneration cycles.
- Culex® resin provides maximum water softening capacity, stability, long life and is backed by a limited lifetime warranty.
- High grade quartz underbedding evenly distributes water to maximize flow rates.
- The low voltage, fully programmable Accusoft™ Microprocessor offers easy data entry performance options that can be set at the touch of a button, to meet individual needs. All programming is safe from most power interruptions and surges.
- The Guest-Cycle™ recharge feature provides an extra supply of conditioned water when there are more people than normal in the home.
- The sturdy, filament-wound exterior, and smooth, non-permeable inner tank and shell is listed with the National Sanitation Foundation.

### Longer Life

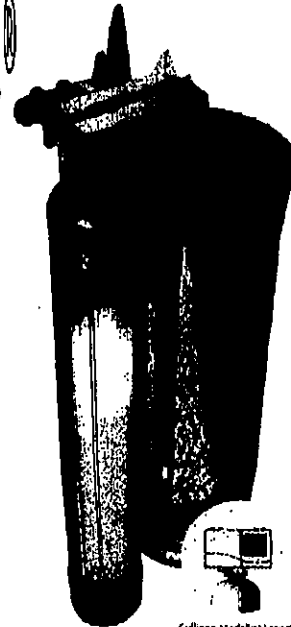
- A Dual Safe brine refill control provides assured shut-off and corrosion-proof components for longer life.

### System Protection

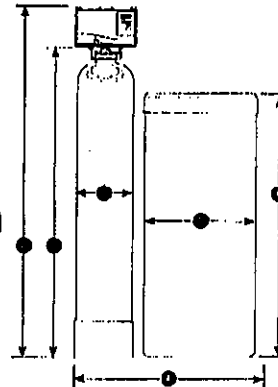
- A non-corrosive brine plate assists in dissolving salt and protects the system from salt impurities.

### Product Dimensions

Model	A	B	C	D	E	F
Medallist 8"	53"	44"	8"	16" 250 LB or 18" 375 LB Brine Tank	43"	32"
Medallist Plus 10"	49"	40"	10"	18" with 375 LB Brine Tank	43"	36"
Medallist Plus 10"	62"	54"	10"	18" with 375 LB Brine Tank	43"	36"
Medallist Plus 12"	61"	52"	12"	18" with 600 LB Brine Tank	43"	38"



Culligan Medallist Series® outdoor model shown



You could give your people

**Culligan Water**

For more information, contact your local dealer

1-800-CULLIGAN  
www.culligan.com



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\*All Culligan products are backed with a 100% Satisfaction Guarantee. If you're not completely satisfied with your Culligan product within 30 days from the date of purchase, we'll refund the purchase price. Double satisfaction money.

©2018 Culligan International Company

Part No. 40987-5

# Sharp Water

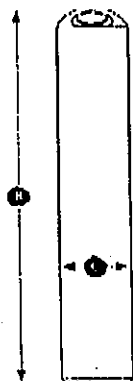
## Culligan Carbon



EXPERIENCE THE DIFFERENCE  
CULLIGAN CAN MAKE.

### Activated Carbon Media

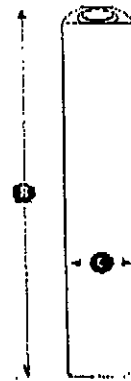
- Absorbs chlorine taste and odor.
- Removes mild odor
- Removes residual chlorine
- Back washing or non-backwashing units available



#### **Carbon Select™** Model 8x35

C: 8"  
B: 35"

Maximum Pressure  
150 PSIG - 1034 kPa  
Maximum Temperature  
120F 49C  
Minimum Temperature  
32F 0C



#### **Carbon Premier™** Model 10x40

C: 10"  
B: 40"

Maximum Pressure  
150 PSIG - 1034 kPa  
Maximum Temperature  
120F 49C  
Minimum Temperature  
32F 0C



# Culligan



Property of Mabel Lockwood  
10313 Dinges Road  
Berlin, MD 21811  
443-669-5392

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

Total Quote: \$ 8,604.00  
Date Available to Start: 12/10/19

Date: 12/2/19

[Signature]  
Signature

Matt Stoehr  
Typed Name

member, LLC  
Title

Poseidon Plumbing and Home  
Company Name Services

12637 sunset Ave #1  
Address

Ocean city, MD 21842

410-251-1096  
Phone Number(s)

135020 10-12-2021  
MHIC License # Expiration Date

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



PROJECT: Mabel Lockwood

DATE: 11-04-2019

ADDRESS: 10313 Dinges Road

Berlin, MD 21811

PHONE: 410-641-0216

#### SCOPE OF WORK

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

\$  
PRICE: 3,354.00

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

\$  
PRICE: 5,250.00

TOTAL PRICE: \$8,604.00

SIGNATURE: 

PRINTED NAME: Matt Steehr

TITLE: member, LLC

COMPANY NAME: Poseidon Plumbing and Home Services

ADDRESS: 12637 sunset Ave #1

Ocean City, MD 21842

PHONE NUMBERS: OFFICE: 410-251-1096 CELL: 239-560-2214

MHIC#: 135020

EXPIRATION DATE: 10-12-2021

DATE OF PROPOSAL: 12/2/2019



# Colossal Contractors, Inc.

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

www.colossalcontractors.com

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

## **BID FORM**

**\*must be signed to be valid**

Property of Mabel Lockwood  
10313 Dinges Road  
Berlin, MD 21811

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

Total Quote : \$ 14,300.00

Date Available To Start: 2 Weeks After Notice to Proceed

Date: 12/05/2019

Signature 

Juan R. Navarro

Typed Name

President

Title

President

Company Name

Colossal Contractors, Inc.

Address

4601 Sandy Spring Road

Burtonsville, MD 20866

Phone Number(s)

122805

08-09-2020

MHIC License #

Expiration Date

PROJECT: Mabel Lockwood

DATE: 11-04-2019

ADDRESS: 10313 Dinges Road

Berlin, MD 21811

PHONE: 410-641-0216

#### SCOPE OF WORK

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

PRICE: \$5,800.00

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

PRICE: \$8,500.00

TOTAL PRICE: \$14,300.00

SIGNATURE: \_\_\_\_\_

PRINTED NAME: Juan R. Navarro

TITLE: President

COMPANY NAME: Colossal Contractors, Inc.

ADDRESS: 4601 Sandy Spring Road

Burtonsville, MD 20866

PHONE NUMBERS: OFFICE: (301) 476-9060

CELL: \_\_\_\_\_

MHIC#: 122805

EXPIRATION DATE: 08-09-2020

DATE OF PROPOSAL: 12/09/2019



12905 Coastal Highway

Ocean City, MD, 21842

Tel.: 443-366-5556

Fax: 888-959-7850

E-mail: [patrick@oceantowerconstruction.com](mailto:patrick@oceantowerconstruction.com)

[www.oceantowerconstruction.com](http://www.oceantowerconstruction.com)

MHIC # 128811

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

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

Total Quote: \$ 1,100,000

Date Available To Start: Jan 20, 2020

Date: 12/09/19

  
Signature

Patrick Spence  
Typed Name

Construction Estimator  
Title

Ocean Tower Construction LLC  
Company Name

12905 Coastal Hwy  
Address

Ocean City, MD. 21842

443-366-5556 / 443-543-8971  
Phone Number(s)

128811      11/30/20  
MHIC License#      Expiration Date

PROJECT: Mabel Lockwood

DATE: 11-04-2019

ADDRESS: 10313 Dinges Road

Berlin, MD 21811

PHONE: 410-641-0216

#### SCOPE OF WORK

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

PRICE: \_\_\_\_\_

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

PRICE: \_\_\_\_\_

TOTAL PRICE: \_\_\_\_\_

SIGNATURE: Patrick A. Spence

PRINTED NAME: Patrick Spence

TITLE: Construction Estimator

COMPANY NAME: Ocean Tower Construction

ADDRESS: 12905 Coastal Hwy

Ocean City, MD 21842

PHONE NUMBERS: OFFICE: 443-366-5556 CELL: 443-543-8971

MHIC#: 128811

EXPIRATION DATE: 11/30/20

DATE OF PROPOSAL: 12/9/19





DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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

TEL: 410.632.1200 / FAX: 410.632.3008

[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners

**CC:** File

**From:** Jo Ellen Bynum *JEB*

**Date:** 12/9/2019

**Re:** Housing Rehabilitation Program Bid Recommendation- Snow Hill project

A bid opening was held recently for a single-family home rehabilitation project in the Snow Hill area which is proposed to be funded through the County's current Housing Rehabilitation grant, MD-20-CD-22. A total of six complete bids were received from contractors as follows:

Page  
3

- 3 Allstate Renovation- \$16,260.00
- 6 Three Guys Construction- \$18,275.00
- 9 Shoreman Construction Company, Inc.- \$24,325.00
- 12 C.A.R.E. Property Services- \$28,945.00
- 15 Poseidon Plumbing and Home Services- \$29,445.00
- 18 Colossal Contractors, Inc.- \$50,300.00

An additional bid was received from Ocean Tower Construction in the amount of \$15,260.00, however the bid was incomplete as this company only submitted quotes on selected line items. It is my recommendation to accept the bid from Allstate Renovation in the amount of \$16,260.00 as low bidder for this project. Copies of the Allstate quote, as well as the Competitive Bid Worksheet, are attached for your review.

P.21

# Competitive Bid Worksheet

## Item: Housing Rehabilitation Projects in Berlin and Snow Hill

Bid Deadline/Opening Date: 1:00 P.M., Monday, December 9, 2019

Bids Received by deadline = 7

<u>Contractor's Submitting Bids</u>	Lockwood Property	Deshields Property
	10313 Dinges Road Berlin, MD <u>Total Quote</u>	5502 Teaberry Lane Snow Hill, MD <u>Total Quote</u>
<b>C.A.R.E Property Services</b> 1235 Abbottstown Pike Hanover, PA 17331	<u>No bid</u>	<u>28,945.00</u>
<b>Colossal Contractors, Inc.</b> 4601 Sandy Spring Road Burtonsville, MD 20866	<u>14,300.00</u>	<u>50,300.00</u>
<b>Allstate Renovation</b> P.O. Box 303 Trappe, MD 21673	<u>No bid</u>	<u>16,260.00</u>
<b>Three Guys Construction</b> 8660 Lake Somerset Road Westover, MD 21871	<u>No bid</u>	<u>18,275.00</u>
<b>Shoreman Construction Co., Inc.</b> 606 East Pine Street Delmar, MD 21875	<u>6,400.00</u>	<u>24,325.00</u>
<b>Poseidon Plumbing and Home Services</b> 12637 Sunset Avenue, Suite 1 Ocean City, MD 21842	<u>8,604.00</u>	<u>29,445.00</u>
<b>Ocean Tower Construction, LLC</b> 12905 Coastal Highway Ocean City, MD 21842	<i>incomplete</i> <u>1,600.00</u>	<i>incomplete</i> <u>15,260.00</u>
_____	_____	_____
_____	_____	_____

**BID FORM**

**\*must be signed to be valid**

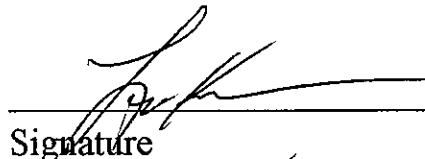
**Property of Faith Deshields  
5502 Teaberry Lane  
Snow Hill, MD 21863**

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

Total Quote: **\$16,260.00**

Date Available to Start: *within 30 days*

December 8, 2019

  
Signature

*Leo Kurneman*  
Typed name

*Allstate Renovation*  
Company Name

*P.O. Box 303 Trappe MD 21673*  
Address

*443-880-2257*  
Phone Number(s)

*41373* *7/29/2020*  
MHIC License # Expiration Date

PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

#### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: 6,200

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

PRICE: 675.

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

PRICE: 2,700

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

PRICE: 360.

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

PRICE: 5,800

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

PRICE: 525.

TOTAL PRICE: 16,360

SIGNATURE: [Signature]

PRINTED NAME: Leo Kunnama

TITLE: President

COMPANY NAME: Allstate Renovation

ADDRESS: P.O. Box 303 Tighe MI 41673

PHONE NUMBERS: OFFICE: CELL: 443-880-2257

MHIC#: 41373 EXPIRATION DATE: 2020

DATE OF PROPOSAL: 12/8/2019

# THREE GUYS CONSTRUCTION

STEPHEN G. FREY

GENERAL CONTRACTOR

8660 LAKE SOMERSET ROAD  
WESTOVER, MARYLAND 21871

410- 957-1038 (fax)

410-430-1109 (cell)

Federal Tax No. 52-1510929

Email: sgfrey@yahoo.com

MHBR License No. 1055

MHIC License No. 7185

Somerset County Plumber No. 18446

Worcester County Plumber No. 18446

Wicomico County Electrician No. 1090

Worcester County Electrician No. G370

Somerset County Electrician No. 226EG

Property of Faith Deshields

5502 Teaberry Lane

Snow Hill, MD 21863

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

Total Quote : \$ 18,275<sup>00</sup>

Date Available To Start: 01/06/2020

Date: 12/9/19

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License #

Expiration Date

STEPHEN G. FREY

owner

Three Guys Construction

8660 Lake Somerset Rd

Westover MD 21871

410 430 1109

7185

9/14/2020



PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

#### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: 6800<sup>00</sup>

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

PRICE: 550<sup>00</sup>

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

PRICE: 3850<sup>00</sup>

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

PRICE: 375<sup>00</sup>

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

PRICE: 5525<sup>00</sup>

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

PRICE: 1175<sup>00</sup>

TOTAL PRICE: \$ 18,275<sup>00</sup>

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

OFFICE: Fax 410 957 1038

CELL: \_\_\_\_\_

410-430-1109

MHIC#: \_\_\_\_\_

7185

EXPIRATION DATE: \_\_\_\_\_

9/14/2020

DATE OF PROPOSAL: \_\_\_\_\_

12/9/19

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

**BID FORM**

\*must be signed to be valid

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

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

Total Quote : \$ 24,325.00

Date Available To Start: 1-1-2020

Date: 12-05-2019

William C. Hearn, Jr.  
Signature

WILLIAM C. HEARN, JR.

Typed Name

OWNER

Title

SHOREMAN CONSTRUCTION CO.

Company Name

606 E. PINE ST.

Address

DELMAR, MD 21875

410-896-3200

Phone Number(s)

443-359-0095

MHIC License #

5859

Expiration Date

10-11-2021

PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: \$5,850.00

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

PRICE: \$800.00

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

PRICE: \$4,900.00

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

PRICE: \$475.00

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

PRICE: \$9,900.00

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

PRICE: \$2,400.00

TOTAL PRICE: \$24,325.00

SIGNATURE: William C. Hearner

PRINTED NAME: WILLIAM C. HEARNER

TITLE: OWNER

COMPANY NAME: SHOREMAN CONSTRUCTION CO., INC.

ADDRESS: 806 E. PINE STREET  
DELMAR, MD 21875

PHONE NUMBERS: OFFICE: 410-896-3200 CELL: 443-359-0095

MHIC#: 5859

EXPIRATION DATE: 10-11-2021

DATE OF PROPOSAL: 12-05-2019

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

**BID FORM**

**\*must be signed to be valid**

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

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

Total Quote : \$ 28,945.00

Date Available To Start: Mid January

Date: 12/5/2019



Signature  
Jayson Stillman

Typed Name  
Estimator/Project manager

Title  
Care Property Services

Company Name  
12507 Sunset Ave unit

Address 33 Oc Md 21842

888-243-1936

Phone Number(s)  
129327 7/20/2021

MHIC License #      Expiration Date



PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

#### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: 9800.00

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

PRICE: 3200.00

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

PRICE: 4890.00

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

PRICE: 355.00

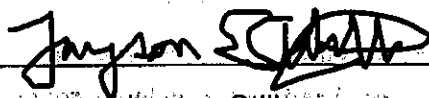
E: Remove all kitchen cabinets and countertops. Remove kitchen sink and associated plumbing as necessary. Provide and install builder grade kitchen cabinets and laminate countertops. Owner is to make choice on colors. Provide and install new double bowl stainless steel kitchen sink, with Moen Chateau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

PRICE: 8900.00

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

PRICE: 1600.00

TOTAL PRICE: 28,945.00

SIGNATURE: 

PRINTED NAME: Jayson Stillman

TITLE: Estimator/Project Manager

COMPANY NAME: Care Property Services

ADDRESS: 12507 Sunset Ave Unit 33 Ocean City Md 21842

PHONE NUMBERS: OFFICE: 888-243-1936 CELL: 717-688-3496

MHIC#: 129327 EXPIRATION DATE: 7/20/2021

DATE OF PROPOSAL: 12/9/2019



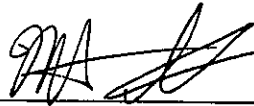
Property of Faith Deshields  
5502 Teaberry Lane  
Snow Hill, MD 21863  
443-669-5392

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

Total Quote: \$ 29,445.00

Date Available to Start: 1/1/2020

Date: 12/2/19



Signature

Matt Steehr

Typed Name

member, LLC

Title

Poseidon Plumbing and Home Services

Company Name

12637 Sunset Ave #1

Address

Ocean City, MD 21842

410-251-1096

Phone Number(s)

135020

MHIC License #

10-12-2021

Expiration Date

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

PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

#### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: 10,000

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

PRICE: 2,475

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

PRICE: ~~7000~~ 7000

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

PRICE: 750

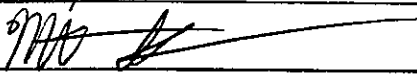
E: Remove all kitchen cabinets and countertops. Remove kitchen sink and associated plumbing as necessary. Provide and install builder grade kitchen cabinets and laminate countertops. Owner is to make choice on colors. Provide and install new double bowl stainless steel kitchen sink, with Moen Chateau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

PRICE: 7360

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

PRICE: 1860

TOTAL PRICE: 29,445

SIGNATURE: 

PRINTED NAME: Matt Stoehr

TITLE: member, LLC

COMPANY NAME: Poseidon Plumbing and Home Services

ADDRESS: 12637 sunset Ave #1  
Ocean city, MD 21842

PHONE NUMBERS: OFFICE: 410-251-1096 CELL: \_\_\_\_\_

MHIC#: 135020 EXPIRATION DATE: 10-12-2021

DATE OF PROPOSAL: 12/2/19



# Colossal Contractors, Inc.

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

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

## **BID FORM**

**\*must be signed to be valid**

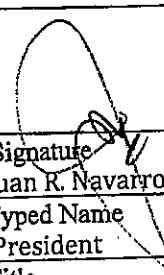
Property of Faith Deshields  
5502 Teaberry Lane  
Snow Hill, MD 21863

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

Total Quote : \$ 50,300.00

Date Available To Start: 2 Weeks After Notice to Proceed

Date: 12/05/2019

Signature 

Juan R. Navarro

Typed Name

President

Title

Colossal Contractors, Inc.

Company Name

4601 Sandy Spring Road

Address

Burtonsville, MD 20866

(301) 476 - 9060

Phone Number(s)

122805

08-09-2020

MHIC License #

Expiration Date



PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

#### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: \$14,600.00

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

PRICE: \$6,800.00

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

PRICE: \$12,000.00

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

**PRICE:** \$3,900.00

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

**PRICE:** \$9,800.00

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

**PRICE:** \$3,200.00

**TOTAL PRICE:** \$50,300.00

**SIGNATURE:**

**PRINTED NAME:**

Juan R. Navarro

**TITLE:**

President

**COMPANY NAME:** Colossal Contractors, Inc.

**ADDRESS:**

4601 Sandy Spring Road

Burtonsville, MD 20866

**PHONE NUMBERS:** OFFICE: (301) 476-0960

**CELL:**

**MHIC#:** 122805

**EXPIRATION DATE:** 08-09-2020

**DATE OF PROPOSAL:** 12-09-2019



12905 Coastal Highway

Ocean City, MD, 21842

Tel.: 443-366-5556

Fax: 888-959-7850

E-mail: [patrick@oceantowerconstruction.com](mailto:patrick@oceantowerconstruction.com)

[www.oceantowerconstruction.com](http://www.oceantowerconstruction.com)

MHIC # 128811

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

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

Total Quote: \$ 15,260

Date Available To Start: 1/20/20

Date: 12/09/19

  
Signature

Patrick Spence

Typed Name

Construction Estimator

Title

Ocean Tower Construction LLC

Company Name

12905 Coastal Hwy

Address

Ocean City, MD. 21842

443-366-5556 / 443-543-8971

Phone Number(s)

128811

11/30/20

MHIC License# Expiration Date

PROJECT: FAITH DESHIELDS

DATE: 11-01-19

ADDRESS: 5502 TEABERRY LANE

SNOWHILL, MD 21863

PHONE: 443-754-7657

#### SCOPE OF WORK

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

Remove and haul away all construction related debris

PRICE: \$7,400.00

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

PRICE: \$2,360.00

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

PRICE: \$5,500.00

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

PRICE: N/A

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

PRICE: N/A

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

PRICE: N/A

TOTAL PRICE: \$15,260.00

SIGNATURE: Patrick Spence

PRINTED NAME: Patrick Spence

TITLE: Construction Estimator

COMPANY NAME: Ocean Tower Construction

ADDRESS: 12905 Coastal Hwy

Ocean City, MD 21842

PHONE NUMBERS:

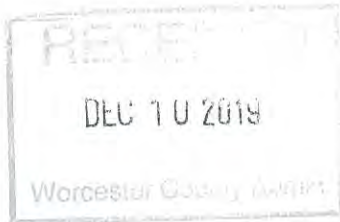
OFFICE: 443-366-5556

CELL: 443-543-8971

MHIC#: 128811

EXPIRATION DATE: 11/30/20

DATE OF PROPOSAL: 12/9/19



5

STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager  
KEVIN CANDY  
Safety Coordinator

**Worcester County**  
Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

**To:** Harold Higgins, Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director  
**Date:** December 9, 2019  
**Subject:** Be a Santa to a Senior

Kelly Henry, Technical Services Manager, coordinated this year's "Be a Santa to a Senior" service program in partnership with Home Instead Senior Care.

County staff adopted 35 seniors.

I wanted to recognize Kelly for her efforts and thank you for allowing us to participate in this program.



6

DONNA J. BOUNDS  
WARDEN

**Worcester County  
Jail**

P.O. BOX 189  
SNOW HILL, MARYLAND  
21863

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

QUINTIN L. DENNIS  
SECURITY

FULTON W. HOLLAND JR.  
CLASSIFICATION

November 26, 2019

Harold Higgins, Chief Administrative Officer  
Worcester County Administration  
Room 1103 Government Center  
One West Market Street  
Snow Hill, MD 21863

Mr. Higgins,

I am submitting an Amendment of Solicitation/Modification of Contract for 2018 for the housing of Immigration and Customs Enforcement detainees. This Amendment is the formal closeout for financial purposes stating that there are no outstanding payments due to the Worcester County Jail for the contract period of 2018. This will allow the balance of the available funds to be returned to the Immigration and Customs Enforcement Office of Acquisition Management budget. I recommend the document be signed and returned to complete the closeout of the 2018 ICE contract. Please contact me if you have any additional questions.

Sincerely,

Donna J. Bounds, Warden  
Worcester County Jail



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. P00008		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. 192120FBL31120013	
5. PROJECT NO. (If applicable)		6. ISSUED BY ICE/DCR		7. ADMINISTERED BY (If other than Item 6) ICE/DCR	
ICEDETENTION COMPLIANCE REMOVALS IMMIGRATION AND CUSTOMS ENFORCEMENT OFFICE OF ACQUISITION MANAGEMENT 801 I STREET NW SUITE 930 WASHINGTON DC 20536		ICEDETENTION COMPLIANCE REMOVALS IMMIGRATION AND CUSTOMS ENFORCEMENT OFFICE OF ACQUISITION MANAGEMENT 801 I STREET NW SUITE 930 WASHINGTON DC 20536			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) WORCESTER COUNTY OF WORCESTER COUNTY GOVERNMENT ONE WEST MARKET ST ROOM 1103 SNOW HILL MD 218631072		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. DROIGSA-08-0006 70CDCR18FIGR00079	
				10B. DATED (SEE ITEM 13) 01/29/2018	
CODE 1011193990000		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Decrease: -\$125,336.05

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT. ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Funding Only Action

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 101119399

**CONTACT INFORMATION**

Program Office (COR): Dionne Jones-Jerry,  
dionne.k.jones-jerry@ice.dhs.gov

**CO/CS:**

Pamela Odhiambo  
Pamela.Odhiambo@ice.dhs.gov

The purpose of this modification is to de-obligate excess funding in the amount of \$125,336.05 and close out this task order.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) PAMELA ODHIAMBO	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED			PAGE	OF
		DROIGSA-08-0006/70CDCR18FIGR00079/P00008			2	3
NAME OF OFFEROR OR CONTRACTOR WORCESTER COUNTY OF						
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	
	<p>1.) All invoices have been paid.</p> <p>2.) All services/supplies have been received, inspected, and accepted by the Government.</p> <p>3.) The Contractor releases the Government from any and all liability under this Order.</p> <p>4.) The Government agrees that all obligations under this Order are concluded.</p> <p>As a result, the total amount on this task order is decreased</p> <p>From: \$5,364,941.33</p> <p>By: \$125,336.05</p> <p>To: \$5,239,605.28</p> <p>The funding provided in this Task Order is the amount presently available for payment and allotted to this Task Order. The Service Provider agrees to perform to the point that does not exceed the total amount currently allotted to the items funded under this Task Order. The Service Provider is not authorized to continue to work on those item(s) beyond that point. The Government will not be obligated to reimburse the Service Provider in excess of the amount allotted to those item(s) for performance beyond the funding allotted.</p> <p>Discount Terms:</p> <p>Net 30</p> <p>Delivery Location Code: ICE/ERO</p> <p>ICE ENFORCEMENT REMOVAL</p> <p>IMMIGRATION AND CUSTOMS ENFORCEMENT</p> <p>801 I STREET NW</p> <p>SUITE 900</p> <p>WASHINGTON DC 20536</p> <p>Accounting Info:</p> <p>ERODETN-B01 E1 31-12-00-000</p> <p>18-61-0200-00-00-00 GE-25-72-00- -----</p> <p>000000</p> <p>Period of Performance: 02/01/2018 to 01/31/2019</p> <p>Change Item 0001 to read as follows (amount shown is the obligated amount):</p> <p>0001 BED DAY RATE: \$87.11</p> <p>Continued ...</p>					-125,336.05

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DROIGSA-08-0006/70CDCR18FIGR00079/P00008

PAGE 3 OF 3

NAME OF OFFEROR OR CONTRACTOR  
WORCESTER COUNTY OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>De-obligate funding in the amount of \$125,336.05</p> <p>As a result, the CLIN funding is hereby decreased:</p> <p>From: \$5,358,904.85</p> <p>By: \$ 125,336.05</p> <p>To: \$5,233,568.80</p> <p>All the Terms and Conditions of IGSA #DROIGSA-08-0006 remain the same</p>				



7

BILLY BIRCH  
DIRECTOR

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

To: Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Next Generation 9-1-1 Commitment Letter

Date: 10 December 2019

---

The Department of Emergency Services is seeking review and execution of the attached letter formally expressing Worcester County's commitment to the regional procurement of Next Generation 9-1-1 services. This letter has been requested of all participating jurisdictions by the State of Maryland Emergency Number Systems Board (ENSB). As I have previously briefed you, this RFP process along with the ultimate procurement of services are expected to be funded entirely by the ENSB.

I am available to answer any questions at your convenience.

Attachment (1)



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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

**DRAFT**

### Commitment Letter

The nine counties, making up the Maryland Eastern Shore, are deeply committed to working as a cohesive unit in efforts to procure and implement Next Generation 9-1-1 (NG9-1-1) that includes an Emergency Services IP Network (ESInet) and Next Generation Core Services (NGCS). The unique characteristics of the Eastern Shore, from its geographically restricted access to its limited county resources, encourages collaboration to overcome individual limitations and promotes a more robust solution from proposers.

A signatory to this Commitment Letter (Letter) represents that his or her jurisdiction has committed to move forward a single provider regional NG9-1-1 solution and is willing to accommodate the needs of neighboring jurisdictions to maintain maximum levels of interoperability. The Letter does not diminish any Jurisdiction's autonomy, responsibilities or independence in any way, and indicates a pledge to achieve a significant level of collaboration and commitment.

The service area includes the territory under the purview of the following Jurisdictions:

- |                       |                    |
|-----------------------|--------------------|
| • Caroline County     | • Somerset County  |
| • Cecil County        | • Talbot County    |
| • Dorchester County   | • Wicomico County  |
| • Kent County         | • Worcester County |
| • Queen Anne's County |                    |

I, the undersigned Signatory Official, state that I am authorized by my respective Jurisdiction to commit our support of the region's NG9-1-1 effort as described in this letter.

Signed: \_\_\_\_\_

Title: President

County: County Commissioners of Worcester County, Maryland

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

Dr. Alan McCarthy  
County Executive

Alfred C. Wein, Jr.  
Director of Administration

Cecil County Government  
410-996-5202

www.ccgov.org



Richard K. Brooks, III  
Director

John L. Donohue  
Deputy Director

DES Information  
410-996-5350  
Fax: 410-398-0536  
Website: cedes.org

**CECIL COUNTY  
DEPARTMENT OF EMERGENCY SERVICES**

107 Chesapeake Boulevard, Suite 108  
Elkton, MD 21921

SAMPLE

**Commitment Letter**

The nine counties, making up the Maryland Eastern Shore, are deeply committed to working as a cohesive unit in efforts to procure and implement Next Generation 9-1-1 (NG9-1-1) that includes an Emergency Services IP Network (ESInet) and Next Generation Core Services (NGCS). The unique characteristics of the Eastern Shore, from its geographically restricted access to its limited county resources, encourages collaboration to overcome individual limitations and promotes a more robust solution from proposers.

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The service area includes the territory under the purview of the following Jurisdictions:

- |                       |                    |
|-----------------------|--------------------|
| • Caroline County     | • Somerset County  |
| • Cecil County        | • Talbot County    |
| • Dorchester County   | • Wicomico County  |
| • Kent County         | • Worcester County |
| • Queen Anne's County |                    |

Signed:

A handwritten signature in black ink, appearing to read "Dr. Alan McCarthy", written over a horizontal line.

Title: County Executive

County: .....Cecil County

Date: 11/27/2019

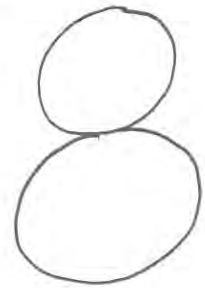


KATHRYN GORDON  
Director  
[kgordon@co.worcester.md.us](mailto:kgordon@co.worcester.md.us)

LACHELLE SCARLATO  
Deputy Director  
[lscarlato@co.worcester.md.us](mailto:lscarlato@co.worcester.md.us)



100 Pearl Street Suite B  
Snow Hill, Maryland 21863  
Phone: 410-632-3112  
Fax: 410-632-5631



DEPARTMENT OF  
ECONOMIC DEVELOPMENT

## Worcester County

TO: Worcester County Commissioners  
FROM: Kathryn Gordon, Director *KG*  
DATE: December 9, 2019  
RE: Choptank Electric Cooperative - Rural Broadband for the Eastern Shore Act of 2020 – Letter of Support

\*\*\*\*\*

Choptank Electric Cooperative started the not-for-profit cooperative in 1938 by 184 rural families to bring electricity to homes and farms in rural areas. Choptank Electric's new CEO Mike Malandro is looking to use the same proven delivery model to bring reliable internet service to its members and is seeking letters of support from Maryland's eastern shore counties.

Choptank Electric states 36% of Maryland residents lack internet service that meets Federal Communication Commission standards and most of those residents are in rural areas, like the Eastern Shore. In 2019, the Maryland General Assembly authorized the use of existing electric service easements and right-of-way to deliver broadband fiber (SB 634 – attached). In order to use existing assets and staff to deliver broadband, Choptank will be going in front of the General Assembly in January 2020 to request Member Regulation of the Cooperative (Rural Broadband for the Eastern Shore Act of 2020), which will:

- Allow members to control the use of assets and staff to deliver broadband;
- Put Choptank on par with 83% of the nation's 825 cooperatives in 36 states, including Delaware;
- Eliminate duplicative regulation;
- Eliminate duplicative cost and allow economies-of-scale

I respectfully request the Commissioners to write a letter of support for the Rural Broadband for the Eastern Shore Act of 2020.

Cc: Brian Jones, IT Director



DRAFT

December 9, 2019

The Honorable

RE: Support Choptank Electric Cooperative Broadband Initiative – The Rural Broadband for the Eastern Shore Act of 2020

Dear Elected Officials:

The Worcester County Commissioners support Choptank Electric Cooperative's broadband initiative – The Rural Broadband for the Eastern Shore Act of 2020. This bill will address our local need for internet access with a solution provided by a local member-regulated partner, Choptank Electric Cooperative.

Worcester County is home to over 50,000 residents, many of whom live in rural areas and do not have access to reliable high speed internet. Through the Rural Broadband for the Eastern Shore Act of 2020, Choptank Electric Cooperative will be able to leverage existing assets for the economic-of-scale necessary to provide high speed fiber internet to residents and businesses in underserved areas of our county.

As a member-regulated Cooperative, Choptank Electric's democratically-elected Board will directly implement policies and services requested by the member-owners of the cooperative. This will allow Choptank Electric to eliminate duplicative regulatory costs and strengthen member engagement, all the while providing transparency and accountability. This will allow economically-efficient broadband deployment across Choptank's Eastern Shore service area.

In Worcester County, access to reliable high speed internet is vital for our students to complete school assignments in the comfort of their own home. Reliable high speed internet is important for economic diversity, attracting new, technology-driven companies to our region. Internet access is the great equalizer – enabling virtual workforce, distance learning, telemedicine, precision agriculture, and economic opportunity throughout our county. Electric cooperatives were established over 80-years ago to bring electricity to the Rural America. Here in Worcester County we see the need, again, for our cooperative to fill the void that is the "digital divide".

This bill will put Choptank Electric Cooperative on the same regulatory playing field as over 680 electric cooperatives across the country, including Delaware. The bill will ensure the next generation of rural communities the ability to access the internet. On behalf of the citizens of Worcester County, we urge you to support The Rural Broadband for the Eastern Shore Act of 2020 and Choptank Electric's commitment to serving and improving the quality of life of its community.

Sincerely,

Joseph M. Mitrecic  
President

DECLASSIFIED  
DATE 01/15/2020  
BY 60322



# Broadband Initiative

## The Rural Broadband for the Eastern Shore Act of 2020

### Background

- Our not-for-profit cooperative was started in 1938 by 184 rural families to bring electricity to their homes and farms when for-profit electric companies would not.
- Today, Choptank delivers electricity to **54,150 members** in nine counties on the Shore. Choptank is **owned by its customer/members, not shareholders.**
- Choptank's member base represents **less than 3% of electric consumers in the state** of Maryland. The majority of Marylanders are served by for-profit Investor Owned Utilities (IOUs) rather than not-for-profit cooperatives.
- The Co-op owns 6,290 miles of power lines with **650 miles** of middle-mile fiber serviced by 160 full-time employees.
- Choptank is governed by a Board of Directors who are members of the co-op and **democratically elected** by their fellow members.
- Co-op members want to bring high speed, fiber internet service to their homes, farms and rural businesses.
- Despite numerous studies and significant financial investment, **universal broadband** internet service to the rural residents of Maryland's Eastern Shore **has not occurred.**
- Current statutory and regulatory restrictions prevent the members of Choptank Electric Cooperative from using their **economies-of-scale** to deliver Broadband services quickly and efficiently to their homes.

### How to Address it

In 2019, MGA authorized the use of existing electric service easements and rights-of-way to deliver broadband fiber. The **next step** is allowing Member Regulation of the Cooperative. This will:

- Allow our members to control the use of assets and staff to deliver broadband;
- Put us **on par with 83% of the nation's 825 cooperatives in 36 states**, including Delaware;
- Eliminate duplicative regulation;
- Eliminate duplicative cost and allow economies-of-scale

### The 2020 Bill

SB \_\_\_\_ / HB \_\_\_\_ **The Rural Broadband for Eastern Shore Act of 2020** is a local bill introduced by the Eastern Shore Delegation, to address our local need for internet access with a solution provided by a trusted, local partner, our electric cooperative.

The bill allows our electric cooperative on the Eastern Shore to become a **"Member Regulated Cooperative"** in order to relieve regulatory and economic hurdles to incentivize broadband deployment to the home.

A **Member Regulated Cooperative** will make decisions about electric rates and additional offerings to members (like broadband) by vote of its Board of Directors with input from members. The bill relieves the Member Regulated Cooperative from taking the additional step of seeking approval from the Maryland Public Service Commission on these matters.

A Member Regulated Cooperative may not adopt a **new rate** or increase or decrease existing rates without inviting **member participation**. The Cooperative must notify its members, provide opportunities for comment and allow members to be present for Board votes concerning rates.

A Member Regulated Cooperative **must comply with all statutory requirements for electric companies** in Maryland, including Net Metering, Customer Choice, Underground Safety, Territory Establishment and more.

A Member Regulated Cooperative **must share information about electric and broadband policies** with members, such as rate schedules, tariffs and financial information (including operating revenue, revenues per rate class, number of members per rate class and meters). Data on load management, energy conservation and consumer education must also be made available.

A Member Regulated Cooperative must adopt **procedures to hear, decide and resolve** in a prompt and fair manner, **complaints** from its members.

The bill provides a **mechanism for members of the cooperative to revert to full regulation** by the Maryland Public Service Commission if desired in the future.

The bill provides for **transparency and accountability** by a Member Regulated Cooperative to protect customers.

---

*"Distributing services that seem financially impossible to deliver to rural customers is what cooperatives were designed to do. Our business model incorporates high infrastructure costs and very small margins. That's how we brought electricity to the last-mile customers in the 1940s and it's how we'll deliver broadband to the unserved in the 2020s."*

Mike Malandro, Choptank Electric President & CEO

---

### **Will there be accountability? Will consumers have appropriate protection?**

Absolutely. Co-ops have built-in accountability because:

- (1) the Board is democratically elected from among the membership,
- (2) "shareholders" and "customers" are one in the same, and
- (3) a co-op is a not-for-profit entity in which all profits are returned to the members,
- (4) rate-making by the Member Regulated Cooperative will continue to include an extensive examination of costs to correctly apply the expenses associated with electricity service versus the expenses of broadband service in a customer's bill to fairly recover those costs.

## Chapter 277

## (Senate Bill 634)

AN ACT concerning

**Electric Cooperatives – Powers – Conducting or Communications Facilities**

FOR the purpose of authorizing an electric cooperative to construct, maintain, or operate or allow others to construct, maintain, or operate certain conducting or communications facilities along, on, under, or across certain property under certain circumstances; requiring an electric cooperative to allocate certain costs in a certain manner and for a certain purpose; requiring an electric cooperative to give certain notice to certain property owners at least a certain amount of time before constructing certain facilities in a certain electric easement or making capacity available for certain services in the electric easement; providing for the contents of a certain notice; providing for the application of this Act; defining a certain term; and generally relating to the powers of electric cooperatives.

BY repealing and reenacting, with amendments,  
Article – Corporations and Associations  
Section 5–607  
Annotated Code of Maryland  
(2014 Replacement Volume and 2018 Supplement)

BY adding to  
Article – Corporations and Associations  
Section 5–641.1  
Annotated Code of Maryland  
(2014 Replacement Volume and 2018 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
That the Laws of Maryland read as follows:

**Article – Corporations and Associations**

5–607.

- (a) A cooperative has the power to:
- (1) Sue and be sued in its corporate name;
  - (2) Have perpetual existence;
  - (3) Adopt and alter a corporate seal;

- electricity;
- (4) Generate, manufacture, purchase, acquire, accumulate, and transmit electricity;
  - (5) Distribute, sell, supply, and dispose of electricity to:
    - (i) Its members;
    - (ii) Governmental agencies and political subdivisions; and
    - (iii) Other persons not exceeding 10% of the number of its members;
  - (6) Assist persons to whom the cooperative supplies or will supply electricity in wiring their premises by:
    - (i) Providing financing or other assistance; or
    - (ii) Wiring or causing the premises to be wired;
  - (7) Assist persons to whom the cooperative supplies or will supply electricity in acquiring and installing electrical and plumbing appliances, equipment, fixtures, and apparatus by:
    - (i) Providing financing or other assistance;
    - (ii) Wiring or causing the premises to be wired; or
    - (iii) Purchasing, acquiring, leasing as lessor or lessee, selling, distributing, installing, and repairing electrical and plumbing appliances, equipment, fixtures, and apparatus;
  - (8) Assist persons to whom the cooperative supplies or will supply electricity in constructing, equipping, maintaining, and operating electric cold storage or processing plants, by providing financing or other assistance;
  - (9) Construct, purchase, lease as lessee, or otherwise acquire electric transmission and distribution lines or systems, electric generating plants, electric cold storage or processing plants, electric plants, and any other assets considered necessary, convenient, or appropriate to accomplish the purpose for which the cooperative is organized;
  - (10) Equip, maintain, and operate electric transmission and distribution lines or systems, electric generating plants, electric cold storage or processing plants, electric plants, and any other assets considered necessary, convenient, or appropriate to accomplish the purpose for which the cooperative is organized;

(11) Sell, assign, convey, lease as lessor, mortgage, pledge, or otherwise dispose of or encumber electric transmission and distribution lines or systems, electric generating plants, electric cold storage or processing plants, electric plants, and any other assets considered necessary, convenient, or appropriate to accomplish the purpose for which the cooperative is organized;

**(12) CONSTRUCT, MAINTAIN, OR OPERATE OR ALLOW OTHERS TO CONSTRUCT, MAINTAIN, OR OPERATE CONDUCTING OR COMMUNICATIONS FACILITIES THAT FURNISH TELECOMMUNICATIONS, BROADBAND INTERNET ACCESS, OR RELATED SERVICES, ALONG, ON, UNDER, OR ACROSS:**

**(I) REAL PROPERTY, PERSONAL PROPERTY, RIGHTS-OF-WAY, AND EASEMENTS OWNED, HELD, OR OTHERWISE USED BY THE COOPERATIVE; AND**

**(II) PUBLICLY OWNED LANDS, ROADWAYS, AND PUBLIC WAYS, WITH THE PRIOR CONSENT OF THE GOVERNING BODY OF THE MUNICIPAL CORPORATION OR COUNTY IN WHICH THE FACILITIES ARE PROPOSED TO BE CONSTRUCTED AND UNDER ANY REASONABLE REGULATIONS AND CONDITIONS IMPOSED BY THE GOVERNING BODY OF THE MUNICIPAL CORPORATION OR COUNTY;**

~~[(12)]~~ **(13)** Purchase, lease as lessee, or otherwise acquire, use and exercise, and sell, assign, convey, mortgage, pledge, or otherwise dispose of or encumber, franchises, rights, privileges, licenses, and easements;

~~[(13)]~~ **(14)** Borrow money and otherwise contract indebtedness, issue notes, bonds, and other evidences of indebtedness, and secure the payment of those instruments by mortgage, pledge, or deed of trust, or any other encumbrance on any of its assets, revenues, or income;

~~[(14)]~~ **(15)** Construct, maintain, and operate electric transmission and distribution lines along, on, under, and across publicly owned lands, roadways, and public ways, with the prior consent of the governing body of the municipal corporation or county in which the lines are proposed to be constructed and under any reasonable regulations and conditions required in the consent;

~~[(15)]~~ **(16)** Exercise the power of condemnation in the manner provided by the law of this State for the exercise of that power by other corporations that construct or operate electric transmission and distribution lines or systems;

~~[(16)]~~ **(17)** Become a member of or own stock in other cooperatives or corporations;

~~[(17)]~~ **(18)** Conduct its business and exercise its powers in any state, territory, district, and possession of the United States and in any foreign country;



~~[(18)]~~ (19) Adopt, amend, and repeal bylaws; and

~~[(19)]~~ (20) Do any other act and exercise any other power that may be necessary, convenient, or appropriate to accomplish the purpose for which the cooperative is organized.

(b) A cooperative that furnishes electric cold storage or processing plant service is not considered to be distributing, selling, supplying, or disposing of electricity under subsection (a)(5)(iii) of this section solely on that account.

(C) TO ENSURE THAT ELECTRIC CUSTOMERS DO NOT SUBSIDIZE THE COST OF BROADBAND SERVICES, AN ELECTRIC COOPERATIVE SHALL ALLOCATE PROPERLY ALL COSTS INCURRED UNDER SUBSECTION (A)(12) OF THIS SECTION BETWEEN ELECTRICITY-RELATED SERVICES AND BROADBAND SERVICES.

5-641.1.

(A) IN THIS SECTION, "ELECTRIC EASEMENT" MEANS AN EASEMENT HELD BY A COOPERATIVE FOR THE SITING OF ELECTRIC FACILITIES, REGARDLESS OF WHETHER THE EASEMENT IS FOR THE EXCLUSIVE BENEFIT OF THE COOPERATIVE OR FOR USE BY OTHER UTILITY COMPANIES.

(B) THIS SECTION APPLIES ONLY TO A COOPERATIVE IN THE EXERCISE OF ITS AUTHORITY UNDER § 5-607(A)(12) OF THIS SUBTITLE TO CONSTRUCT, MAINTAIN, OR OPERATE CONDUCTING OR COMMUNICATIONS FACILITIES WITHIN AN ELECTRIC EASEMENT THAT DOES NOT EXPRESSLY PROVIDE FOR THE CONSTRUCTION, MAINTENANCE, OR OPERATION OF CONDUCTING OR COMMUNICATIONS FACILITIES WITHIN THE EASEMENT.

(C) (1) EXCEPT AS PROVIDED IN PARAGRAPH (3) OF THIS SUBSECTION, A COOPERATIVE SHALL GIVE NOTICE TO EACH OWNER OF PROPERTY SUBJECT TO AN ELECTRIC EASEMENT AT LEAST 60 DAYS BEFORE THE COOPERATIVE:

(I) CONSTRUCTS CONDUCTING OR COMMUNICATIONS FACILITIES WITHIN THE EASEMENT; OR

(II) MAKES CAPACITY AVAILABLE FOR TELECOMMUNICATIONS, BROADBAND INTERNET ACCESS, OR RELATED SERVICES WITHIN THE ELECTRIC EASEMENT.

(2) THE COOPERATIVE SHALL GIVE THE NOTICE REQUIRED UNDER THIS SUBSECTION BY:

(I) POSTING NOTICE ON THE COOPERATIVE'S WEBSITE; AND

(II) INCLUDING THE NOTICE WITH BILLING INFORMATION SUCH AS A BILL INSERT OR BILL MESSAGE.

(3) THE COOPERATIVE SHALL GIVE THE NOTICE REQUIRED UNDER THIS SECTION AT THE NEXT FOLLOWING ANNUAL MEMBER MEETING OF THE COOPERATIVE AFTER THE NOTICE HAS BEEN GIVEN UNDER PARAGRAPH (2) OF THIS SUBSECTION.

(4) THE NOTICE SHALL CONTAIN:

(I) A STATEMENT INDICATING THE COOPERATIVE'S INTENT TO USE THE ELECTRIC EASEMENT BY:

1. CONSTRUCTING NEW CONDUCTING OR COMMUNICATIONS FACILITIES; OR

2. MAKING CAPACITY AVAILABLE FOR TELECOMMUNICATIONS, BROADBAND INTERNET ACCESS, OR RELATED SERVICES THROUGH EXISTING FACILITIES; AND

(II) A WRITTEN PLAN FOR MAKING BROADBAND INTERNET SERVICE AVAILABLE WITHIN THE COOPERATIVE'S SERVICE TERRITORY.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall be construed to apply retroactively and shall be applied to and interpreted to affect all real property, rights-of-way, and easements held by an electric cooperative on and after the effective date of this Act.

SECTION ~~2~~ 3. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2019.

Approved by the Governor, April 30, 2019.



9

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1200 / FAX: 410-632-3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

Proposal Public Hearing  
on January 21, 2020

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: December 9, 2019  
RE: Planning Commission Findings of Fact and Recommendation  
Rezoning Case No. 422  
(M & G Route 50 Land, LLC, Applicant, and Joseph E. Moore, Attorney for the Applicants)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Attached herewith please find the Planning Commission's written Findings of Fact and Recommendation relative to Rezoning Case No. 422, seeking to rezone approximately 18.65 acres of land located on the southerly side of US Route 50 and northerly side of MD Route 346, west of Berlin, from A-1 Agricultural District to C-2 General Commercial District. The case was reviewed by the Planning Commission at its meeting on October 3, 2019 and given a favorable recommendation.

Also attached for your use is a draft public notice for the required public hearing that must be held by the County Commissioners. An electronic copy has already been forwarded to Kelly Shannahan. Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

EAT/phw

1a

NOTICE  
OF  
PROPOSED CHANGE  
IN ZONING

DRAFT

SOUTHERLY SIDE OF US ROUTE 50  
NORTHERLY SIDE OF MD ROUTE 346

THIRD TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 422 has been filed by Joseph E. Moore, attorney, on behalf of M and G Route 50 Land, LLC, property owner, for an amendment to the Official Zoning Maps to change approximately 18.65 acres of land located on the southerly side of US Route 50 and northerly side of MD Route 346, in the Third Tax District of Worcester County, Maryland, from A-1 Agricultural District to C-2 General Commercial District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING  
on

TUESDAY,  
at

in the

COUNTY COMMISSIONERS' MEETING ROOM  
ROOM 1101, WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET, SNOW HILL, MARYLAND 21863-1072

At said public hearing, the Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 422 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 422 and the Planning Commission's recommendation which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Development Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863, Monday through Friday from 8:00 am until 4:30 pm (except holidays).

Joseph Mitrecic, President

1b

**PLANNING COMMISSION  
FINDINGS OF FACT  
AND  
RECOMMENDATION**

**REZONING CASE NO. 422**

**APPLICANT:**

**M & G Route 50 Land, LLC  
Ernest A. Gerardi, Jr., Manager  
9 Bay Street  
Berlin, Maryland 21811**

**ATTORNEY FOR THE APPLICANT:**

**Joseph E. Moore  
3509 Coastal Highway  
Ocean City, Maryland 21842**

**October 3, 2019**

**WORCESTER COUNTY PLANNING COMMISSION**



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with attachments

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11. Survey of petitioned area

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I. INTRODUCTORY DATA

- A. CASE NUMBER: Rezoning Case No. 422, filed on May 24, 2019.
- B. APPLICANT: M & G Route 50 Land, LLC  
Ernest A. Gerardi, Jr., Manager  
9 Bay Street  
Berlin, Maryland 21811
- APPLICANTS' ATTORNEY: Joseph E. Moore  
3509 Coastal Highway  
Ocean City, Maryland 21842
- C. TAX MAP/PARCEL: Tax Map 20 - Parcels 47 and 318 - Tax District 3
- D. SIZE: The subject property is comprised of two parcels which total 18.65 acres in size. Parcel 47 is 0.92 acres while Parcel 318 is 17.73 acres. A survey plat provided by the applicant indicates that there is an existing 150 foot wide easement for overhead power lines on Parcel 47 that totals 0.978 acres in size. It appears it is to be replaced with a new right-of-way totaling 0.41 acres.
- E. LOCATION: The petitioned area is located on the northerly side of Old Ocean City Road and the southerly side of US Route 50, west of Berlin. The petitioned area is within one mile of the corporate limits of Berlin.
- F. CURRENT USE OF PETITIONED AREA: The site is presently tilled land.
- G. CURRENT ZONING CLASSIFICATION: A-1 Agricultural District.
- H. REQUESTED ZONING CLASSIFICATION: C-2 General Commercial District.
- I. ZONING HISTORY: At the time zoning was first established in the 1960s the petitioned area was given an A-1 Agricultural District classification. That designation has been retained through both the 1992 and 2009 comprehensive rezonings.
- J. SURROUNDING ZONING: Adjoining and nearby properties to the west and southwest are also zoned A-1 Agricultural District. Properties to the east along both sides of Old Ocean Road are zoned R-2 Suburban Residential District.
- K. COMPREHENSIVE PLAN: According to the 2006 Comprehensive Plan and associated land use map, the petitioned area is within the Growth Area and Agricultural Land Use Categories. All of Parcel 318 and most of Parcel 47 are

within the Growth Area category while the most easterly portion of Parcel 47 is within the Agricultural Land Use category.

- L. **WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject properties have designations of Water and Sewer Service Category W-3 and S-3 (Service within a 6 to 10 year timeframe) in the Master Water and Sewerage Plan. Mr. Mitchell states that his department's well and septic records show the properties were improved with existing individual well and septic before abandonment and that capacity would have to be reestablished which would include seasonal testing to explore what proposed commercial uses could be supported by approved interim onsite sewage systems.
- M. **ROAD ACCESS:** The petitioned area fronts on and currently has access to MD Route 346 (Old Ocean City Road), a State-owned and -maintained roadway. The petitioned area also has frontage on US Route 50, also state-owned and -maintained, but this segment is denied access. Thus, all access to the petitioned area must be from MD Route 346. The Comprehensive Plan does not make any statements or recommendations with regard to MD Route 346 specifically but § ZS 1-326(c) of the Zoning Code classifies it as a minor collector highway. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway.

## II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

- A. Joseph E. Moore, applicant's attorney, Hugh Cropper, IV, attorney, R. D. Hand, landscape architect, Chris McCabe, environmental consultant, John Salm, engineer, and Ernest A. Gerardi, Jr., property owner, were present for the review. Mr. Moore provided the Planning Commission with a description of the property's location, which he referred to as the westerly gateway to Berlin. He stated that it is a very visible entrance to Berlin and provided as Applicant's Exhibit No. 1 a photograph of the US Route 50 eastbound approach to MD Route 346. Mr. Moore noted that MD Route 346 acts as a service road since the property is denied access to US Route 50. Submitted as Applicant's Exhibit No. 2 was a photograph of the US Route 50 and MD Route 346 intersection. A survey of the properties was submitted as Applicant's Exhibit No. 3. Mr. Moore stated that the property is bounded by highways on two sides and Delmarva Power's electric substation on the east side, which he maintained was a substantial industrial type of use. He asserted that this creates an isolated piece of property zoned A-1 Agricultural District. Submitted as Applicant's Exhibit No. 4 was a collective of photographs of the Delmarva Power substation. Mr. Moore noted that everything east of the substation extending to the westerly corporate limits of Berlin is currently zoned R-2 Suburban Residential District. He maintained that the petitioned area was a significantly important potential location for commercial uses that would directly

serve the people of Berlin.

Hugh Cropper, IV, was called as the first witness. His resume was submitted as Applicant's Exhibit No. 5. Upon questioning by Mr. Moore, Mr. Cropper explained that he has some knowledge of agriculture, as he owns six agricultural properties, leases to farmers, and does some farming activity himself. He stated that, in his opinion, the site cannot be farmed without difficulty due to its odd shape, small size, and the location of power lines and ditches. He maintained that the location and triangular shape of the petitioned area has caused access limitations and that the site is too small and misshapen to be utilized by large farm equipment. Mr. Cropper noted that the Comprehensive Plan encourages the protection of large tracts of agriculturally zoned and utilized lands, yet the petitioned area is only 18 acres in size. He asserted that a farmer would only till this site to either keep the weeds down or for insurance purposes. Mr. Moore asked Mr. Cropper his opinion as to whether the A-1 Agricultural District is an appropriate zoning district for the petitioned area. Mr. Cropper responded that it is not because of the site's access limitations and small, irregular size and that it was in fact a mistake to maintain the zoning of the property as A-1 Agricultural District during the 2009 comprehensive rezoning, albeit one made in good faith. Regarding other potential uses of the property, the industrial nature of the adjacent power substation as well as the overhead power lines and associated easement located on the petitioned area make residential use of the petitioned area inappropriate. Mr. Cropper asserted that commercial use is the only logical use for the petitioned area.

Mr. Moore stated that while the Comprehensive Plan indicates that there is an overabundance of commercially zoned lands, especially in the US Route 50 corridor, this parcel is an isolated site that is not related to the abundance of commercial zoning situated to the east of Berlin along US Route 50. Mr. Cropper concurred that the Comprehensive Plan was referring to the commercially zoned properties in the US Route 50 corridor to the east of Berlin. Mr. Moore submitted Applicant's Exhibit No. 6 which was an aerial photograph of the general neighborhood of the petitioned area. Mr. Cropper noted that the closest commercially zoned property is at the intersection of US Route 50 and MD Route 818 (North Main Street). Pointing out that service road requirements are imposed in some areas of the US Route 50 corridor, Mr. Cropper noted if the petitioned area were zoned commercial, MD Route 346 would act as a service road for the petitioned area just as Samuel Bowen Boulevard does in the Walmart corridor. Mr. Moore stated that the petitioned area is approximately five miles west of the commercially zoned corridor between the easterly side of Berlin and West Ocean City and the stressed traffic conditions experienced during the peak season. Mr. Moore stated that Mr. Cropper was the attorney involved in the down-zoning of the commercially-zoned portion located further west at the Fort Whaley campground. He said that the petitioned area is the first appropriate location of

potentially commercially zoned property in Worcester County heading eastbound along US Route 50. He submitted Applicant's Exhibit No. 7 which was an aerial photograph of the US Route 50 corridor extending east from the subject property towards MD Route 589. Mr. Cropper noted that the substantial commercially zoned and utilized corridor east of MD Route 589 is 4.8 miles east of the petitioned area. An aerial photograph of the US Route 50 corridor extending west from the petitioned area to Dale Road and the former commercially zoned portion of the Fort Whaley campground was submitted as Applicant's Exhibit No. 8. This former commercial site is approximately 25 acres in size and is located 4.8 west of the petitioned area.

Mr. Moore stated that the petitioned area is classified by the Comprehensive Plan as being within a Growth Area. Relative to the various standards associated with these growth areas, Mr. Moore pointed out that one standard is the requirement for potential future annexation. The Comprehensive Plan calls for growth areas to be annexed by the incorporated towns but also expresses understanding that properties within growth areas cannot always be successfully or satisfactorily annexed and the County Commissioners may still permit development in these growth areas without annexation. Mr. Moore stated that a letter from Mayor Gee Williams of the Town of Berlin was included in the staff report objecting to the characterization of a breakdown in the annexation process. He noted, however, that there was a follow-up letter jointly signed by Mr. Moore and Mayor Williams that clarified the initial letter. It indicated that Mr. Moore and Mr. Gerardi had met with representatives of the Town of Berlin to work toward an annexation agreement. When they were in the final stages they were unable to reach an agreement with respect to certain circumstances and Mr. Moore and Mr. Gerardi therefore withdrew the annexation request at the recommendation of Mayor Williams. The letter indicated that the Town of Berlin understood that the property owner would subsequently file an application for rezoning and had no objection to this request. Mr. Moore stated that the crux of the matter is that regardless of whether the petitioned area is annexed, it is an appropriate area for commercial development to serve the Town of Berlin. He noted that downtown Berlin is fully developed, with no additional room for parking, but this site is unique in that it will provide a visible use to the gateway to Berlin.

Mr. Cropper summarized their position, stating that the agricultural zoning was a mistake, other zoning districts are inappropriate for a variety of reasons and commercial zoning is more desirable due to location and in terms of the Comprehensive Plan because the petitioned area is within a designated growth area. He maintained that regardless of whether the petitioned area is within the town limits of Berlin or not, it is needed to serve the town. Mr. Cropper also stated that Berlin's is the only successful growth area that Worcester County has had. He noted that the Town of Snow Hill annexed properties a number of years ago and just recently de-annexed them and asserted that it is not likely that the

area will be included in a growth area in the next plan cycle. He also pointed out that the growth area in Showell was never developed.

R. D. Hand was called as the next witness. Mr. Moore noted that the Planning Commission is required by law to make certain findings of fact, including whether the proposed zoning district is compatible with the Comprehensive Plan. He stated that the majority of the petitioned area is classified by the Comprehensive Plan as being within the Growth Area Land Use Category and that this category designates areas outside incorporated areas that are suitable and desirable for future planned growth. Mr. Hand testified that they have discussed potential uses and developed a general plan for the use of the property under the C-2 General Commercial District zoning classification. Access to the site will be via MD Route 346 which functions as somewhat of a service road. Mr. Moore noted that during the comprehensive rezoning of 2009, the 2010 Census had not yet occurred. Between 1990 and 2000 the Town of Berlin had a 34 percent increase in population. The most recent Census figures showed that there was again significant growth in Berlin, approximately 28 percent, between 2000 and 2010. Mr. Hand stated that the population needs commercial services that can be conveniently provided and asserted that the petitioned area is an appropriate location because it is so close to the Town of Berlin. Additionally, the Comprehensive Plan calls for employment centers to be located close to population centers and the proposed rezoning and subsequent development would be in keeping with that recommendation. Growth areas and commercial centers also require adequate existing roadways. Mr. Moore pointed out that the petitioned area fronts on US Route 50, an arterial highway, and is directly served by MD Route 346 which acts as a service road to US Route 50 in this location. Mr. Hand stated that for these reasons he feels the petitioned area is an appropriate location for a community commercial center.

Mr. Moore stated that the Planning Commission and County Commissioners must also consider the potential impact a proposed rezoning may have on traffic and transportation patterns. He provided a traffic study dated September 30, 2019 prepared by Betty Tustin of the Traffic Group as Applicant's Exhibit No. 9. He stated that this traffic study concluded that the proposed commercial use of the petitioned area will not have an adverse impact on future traffic during any peak hours, with a Level of Service A being maintained on all roadways and at both proposed entrances. Mr. Moore stated that Mrs. Tustin analyzed the system based upon designs of both 50,000 and 80,000 square feet in gross floor area of commercial space. He stated that at no point did the traffic drop below a Level of Service A regardless of what size development Mrs. Tustin considered. Upon questioning by Mr. Moore, Mr. Hand stated that he had reviewed the traffic study and concurred with its conclusions and that, in his opinion, the proposed development comports with all aspects of the Comprehensive Plan and provided a needed service area for the Town of Berlin.

Chris McCabe was called as the next witness. Mr. Moore and Mr. McCabe stated that they had discussed the potential environmental impacts that may occur with a new development if the proposed rezoning to C-2 General Commercial District is approved. Mr. McCabe stated that there is an area of nontidal wetlands on the petitioned area and the proposed development will result in impacts of less than 5,000 square feet to them. He said that an application has been submitted to the Maryland Department of the Environment for these proposed nontidal wetland impacts and has been conceptually approved, with final approval to be granted once the zoning concurs with the proposed uses. Mr. McCabe said that there will be no adverse effects on the environment as a result of the change in land use and zoning and that any commercial project will have to comply with the requirements for stormwater management, sediment and erosion control and the Forest Conservation Law as part of a new development plan.

Mr. Moore asserted that there are adequate public facilities and services such as police, fire and electricity to serve the petitioned area. He noted that the petitioned area is about one mile from the corporate limits of the Town of Berlin, which has a volunteer fire department, and that the Maryland State Police Barracks are on US Route 50 in very close proximity. Mr. Moore stated that the applicant and he had been focusing on the need for public sewer service and the intent of earlier annexation discussions was to extend public sewer from the corporate limits of Berlin to the petitioned area. However, an annexation agreement could not be reached. Therefore, the property owner will have to accommodate any new development with on-site wastewater disposal (septic). Mr. Moore called John Salm as his next witness. Mr. Salm stated that he met with Mr. Gerardi, the property owner, and Bob Mitchell, Director of the Environmental Programs Department, to discuss the existing and potential on-site septic capacity of the property. He noted that while the petitioned area is currently vacant, Mr. Mitchell had stated that there were two approved septic areas that could be utilized for a new development which provide a capacity of 12,000 gallons per day. Mr. Salm also noted that there are some soils on the site that will probably provide another 12,000 gallons per day of sewage disposal. This would require that the property owner apply for and proceed with wet season testing through the Department of Environmental Programs. Mr. Salm stated without public sewer, there is limited on-site wastewater disposal and that this will limit the overall amount of commercial use. He estimated that approximately 80,000 square feet of commercial space could potentially be served on site and may include such developments as a convenience store with minimal seating as well as warehouse/contractors' shop facilities.

Noting that the property owner, Mr. Gerardi, was present and had been a significant force in the redevelopment of Berlin, Mr. Moore closed his presentation before the Planning Commission by stating that the location of the petitioned area and its odd configuration justifies a finding of mistake in the

existing agricultural zoning, though it is not one of an intentional nature. He maintained that the location of the Delmarva Power substation and overhead power lines make residential use unattractive, as does its location adjacent to two roadways. Mr. Moore asserted this "gateway" location does make the petitioned area conducive to commercial use, however, and is the only reasonable use.

### III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

- A. Regarding the definition of the neighborhood: The Planning Commission found that because Mr. Moore was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.
- B. Regarding population change: The Planning Commission concluded that while there has not been significant change to the population of the vicinity immediately surrounding the petitioned area since the comprehensive rezoning of 2009, the Town of Berlin has experienced substantial population growth over the last 30 years. According to Census records, the Town's population increased 34 percent between 1990 and 2000 and grew another 28.5 percent by 2010, the year of the last Census. The Planning Commission determined that this increased population needs areas that provide commercial services.
- C. Regarding availability of public facilities: The Planning Commission found that as it pertains to wastewater disposal and the provision of potable water, Robert J. Mitchell, Director of the Department of Environmental Programs, indicated in his response memo (copy attached) that the subject properties have designations of Sewer and Water Service Categories S-3 and W-3 (Service within a 6 to 10 year timeframe) in the Master Water and Sewerage Plan. He stated that sewer and water could not be extended to the petitioned area until S-1 and W-1 designations are approved. He further stated that those designations would come with annexation and that where a property must be annexed in order to be connected to a water or sewer system, that system would not be considered directly available until that annexation is substantially completed. He noted that the property is not being considered for annexation by the Town of Berlin at this time. Mr. Mitchell stated that his department's well and septic records show the properties were improved with existing individual well and septic before abandonment. He stated that that capacity would have to be reestablished and that would include seasonal testing to explore what proposed commercial uses could be supported by approved interim onsite sewage systems. Neither John H. Tustin, P. E., Director of Public Works, or John Ross, Deputy Director of Public Works, submitted any comments. According to the Worcester County Soil Survey the primary soil types on the petitioned area have severe limitations to on-site wastewater disposal. The Planning Commission found that John Salm testified that the two existing septic systems on the site provide about 12,000 gallons per day of wastewater disposal capacity and onsite soils would probably provide an additional 12,000 gallons per



day once required wet seasoning testing is performed. Mr. Salm stated that approximately 80,000 square feet of commercial use could be thus be served. He also testified adequate public facilities such as fire and police are available to serve the petitioned area. The Planning Commission found that fire and ambulance service will be available from the Berlin Volunteer Fire Company's main facility on Main Street or the substation on US Route 50, both approximately five minutes away. 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 two minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff's Department. The petitioned area is within the area served by the following schools: Buckingham Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education (WCBOE). In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning and that on-site wastewater disposal will be adequate to serve commercial use of the petitioned area.

- D. Regarding present and future transportation patterns: The Planning Commission found that the petitioned area fronts on and currently has access to MD Route 346 (Old Ocean City Road), a State-owned and -maintained roadway. The petitioned area also has frontage on US Route 50, also state-owned and -maintained, but this segment is denied access. Thus, all access to the petitioned area must be from MD Route 346. The Comprehensive Plan does not make any statements or recommendations with regard to MD Route 346 specifically but § ZS 1-326 of the Zoning Code classifies it as a minor collector highway. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway and recommends that development be limited until capacity is no longer impacted and that the amount of commercial zoning along US Route 50 should be reduced to maintain its capacity. No comments were received from the State Highway Administration District 1 with regard to this application. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo (copy attached) that he had no comment at this time. The Planning Commission noted that Mr. Moore submitted a traffic study which analyzed traffic impacts resulting from up to 80,000 square feet of commercial use on the petitioned area and that this study determined that all roadways and entrances would continue to operate at Level of Service A. Based upon its review, the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.
- E. Regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to

waters included on the State's impaired waters list or having an established total maximum daily load requirement: The Planning Commission found that the petitioned area is at present vacant. Based upon the testimony of Mr. McCabe, the Planning Commission found that there is an area of nontidal wetlands on the petitioned area and the proposed development will result in impacts of less than 5,000 square feet to them. Mr. McCabe also testified to the Planning Commission that an application has been submitted to the Maryland Department of the Environment for these proposed nontidal wetland impacts and has been conceptually approved, with final approval to be granted once the zoning concurs with the proposed uses. The Planning Commission determined that the petitioned area is situated between US Route 50 and MD Route 346 on the westerly side of Berlin and concurred with Mr. Moore's assertion that it constitutes a gateway to Berlin. Additionally, the Planning Commission agreed that the petitioned area is not conducive to either agricultural or residential use given its highway location, small size and odd shape as well as the industrial nature of the adjacent power substation and the overhead power lines and associated easement located on the petitioned area. The Planning Commission concluded that the proposed rezoning will serve the needs of the Town of Berlin and surrounding area and that there will be no adverse effects on the environment as a result of the change in land use and zoning. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from A-1 Agricultural District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.

- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Growth Area and Agriculture Land Use Categories. With regard to the Growth Area category the Comprehensive Plan states that this category designates areas outside incorporated areas that are suitable and desirable for future planned growth, including new and existing locations which contain limited wetlands, hydric soils, floodplains and contiguous forests, are comprised of generally larger parcels, are situated to be cost-effectively served with adequate public sanitary and other services, are located near employment, retailing and other services, and are served by adequate existing roadways (Level of Service C or better) or can be readily served. The Comprehensive Plan also states that Growth Areas identify generalized locations for planned new development and will accommodate most new growth. Adequate transportation and other public facilities must be in place at the time of development. With regard to the Agriculture Land Use category the Comprehensive Plan states that the importance of agriculture to the County cannot be overstated. Its significance is economic, cultural, environmental, and aesthetic. Agriculture is simply the bedrock of the County's way of life. The County must do all it can do to preserve farming as a viable industry. This category is reserved for farming, forestry and related industries with minimal residential and other

incompatible uses permitted. Large contiguous areas of productive farms and forest shall be maintained for agricultural uses and residential and other conflicting land uses, although permitted, are discouraged. The Planning Commission found that the petitioned area is located in a gateway location on the westerly side of Berlin, in close proximity to the corporate limits. The Planning Commission also concluded that due to the irregular shape of the petitioned area and its location between two major roadways, the site is not conducive to either agricultural or residential use. Based upon its review the Planning Commission found that the proposed rezoning of the petitioned area from A-1 Agricultural District to C-2 General District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

#### IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area. The Planning Commission found that the petitioned area is within a designated Growth Area and at a gateway location for Berlin, an area of significantly increased population over the last 30 years. Additionally, commercial service locations are very limited to the west of Berlin. The petitioned area's location between US Route 50 and MD Route 346 and the adjacent power substation render the site unattractive for residential use, yet its small size and irregular shape make farming with today's large equipment difficult. The Planning Commission found that for these reasons it was a mistake to retain the A-1 Agricultural District zoning classification during the 2009 comprehensive rezoning and determined that commercial zoning and use of the petitioned area would be more appropriate. The Planning Commission concluded that there has not been a change in the character of the neighborhood. Based upon its review, the Planning Commission concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 422, seeking a rezoning of the petitioned area from A-1 Agricultural District to C-2 General Commercial District.

#### V. RELATED MATERIALS AND ATTACHMENTS

**STAFF REPORT**

**REZONING CASE NO. 422**

**PROPERTY OWNER:** Ernest A. Gerardi, Jr., Manager  
M & G Route 50 Land, LLC  
9 Bay Street  
Berlin, Maryland 21811

**ATTORNEY:** Joseph E. Moore, Esquire  
3509 Coastal Highway  
Ocean City, Maryland 21842

**TAX MAP/PARCEL INFO:** Tax Map 20 - Parcels 47 and 318 - Tax District 3

**SIZE:** The petitioned area is comprised of two parcels which total 18.65 acres. Parcel 47 is 0.92 acres while Parcel 318 is 17.73 acres. A survey plat provided by the applicant indicates that there is an existing 150 foot wide easement for overhead power lines on Parcel 47 that totals 0.978 acres in size. It appears it is to be replaced with a new right-of-way totaling 0.41 acres.

**LOCATION:** The petitioned area is located on the northerly side of Old Ocean City Road and the southerly side of US Route 50, west of Berlin. The petitioned area is within one mile of the corporate limits of Berlin.

**CURRENT USE OF PETITIONED AREA:** Tilled land

**CURRENT ZONING CLASSIFICATION:** A-1 Agricultural District

**REQUESTED ZONING CLASSIFICATION:** C-2 General Commercial District

**APPLICANT'S BASIS FOR REZONING:** According to the application, the request for rezoning is based on a mistake in existing zoning.

**ZONING HISTORY:** At the time zoning was first established in the 1960s the petitioned area was given an A-1 Agricultural District classification. That designation has been retained through both the 1992 and 2009 comprehensive rezonings.

**SURROUNDING ZONING:** Adjoining and nearby properties to the west and southwest are also zoned A-1 Agricultural District. Properties to the east along both sides of Old Ocean Road are zoned R-2 Suburban Residential District.

**COMPREHENSIVE PLAN:**

According to Chapter 2 - Land Use of the Comprehensive Plan and associated land use plan

map, the petitioned area lies within the Growth Area and Agricultural Land Use Categories. All of Parcel 318 and most of Parcel 47 are within the Growth Area category while the most easterly portion of Parcel 47 is within the Agricultural Land Use category. With regard to the Growth Area category, the Comprehensive Plan states the following:

This category designates areas outside incorporated areas that are suitable and desirable for future planned growth. These areas include new and existing locations which meet the following criteria:

1. Contain limited wetlands, hydric soils, floodplains and contiguous forests.
2. Comprised of generally larger parcels (100 or more acres).
3. Located outside of aquifer recharge, source water protection and other critical areas.
4. Situated to be cost-effectively served with adequate public sanitary and other services.
5. Located near employment, retailing and other services.
6. Served by adequate existing roadways (Level of Service C or better) or can be readily served.

Growth areas identify generalized locations for planned new development and will accommodate most new growth. Densities of up to ten dwelling units per acre should be provided to reduce consumption of currently undeveloped sites. Such density will require public water and sewer service. Adequate transportation and other public facilities must be in place at the time of development. (Page 14)

With regard to the Agricultural Land Use Category, the Comprehensive Plan states the following:

"The importance of agriculture to the county cannot be overstated. Its significance is economic, cultural, environmental, and aesthetic. Agriculture is simply the bedrock of the county's way of life. The county must do all it can do to preserve farming as a viable industry. This category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted. Large contiguous areas of productive farms and forest shall be maintained for agricultural uses and residential and other conflicting land uses, although permitted, are discouraged." (Page 18)

Pertinent objectives cited in Chapter 2 - Land Use state the following:

- .....
2. Continue the dominance of agriculture and forestry uses through the county's less developed regions.
  3. Maintain the character of the county's existing population centers.
  4. Provide for appropriate residential, commercial, institutional, and industrial uses.

5. Locate new development in or near existing population centers and within planned growth centers.
6. Infill existing population centers without overwhelming their existing character.
7. Work with municipalities to develop annexation guidance policies that encourage infill within a municipality and then provide for logical community extensions.
8. Regulate development to minimize consumption of land, while continuing the county's rural and coastal character.
9. Minimize conflicts among land uses due to noise, smoke, dust, odors, lighting, and heavy traffic.
10. Locate employment centers close to the potential labor force.
11. Set high environmental standards for new development, especially in designated growth areas.
- .....
15. Balance the supply of commercially zoned land with anticipated demand of year-round residents and seasonal visitors.
16. Locate major commercial and all industrial development in areas having adequate arterial road access or near such roads.
17. Discourage highway strip development to maintain roadway capacity, safety and character.
- .....
19. Limit rural development to uses compatible with agriculture and forestry.
20. Direct new development in growth areas to planned communities.
21. Promote mixed use development.
- .....

(Pages 12, 13)

Also in Chapter 2, Land Use, the Comprehensive Plan states that in order to promote orderly growth and foster a cooperative relationship between the towns and the County, development in growth areas, which are located adjacent to or in close proximity to the corporate limits of a municipality shall be contingent upon all of the following conditions:

1. Annexation by the municipality.
2. Water, sewer and other services shall be provided to the development by the municipality.
3. The developer shall be responsible for all impact fees, excise taxes, adequate public facilities fees and other impositions including those payable to the County.
4. The annexation shall be subject to an annexation agreement to which the County shall be a party.

The Comprehensive Plan goes on to say that it is the intent of the County Commissioners and the Comprehensive Plan that development in such growth areas only occur if the four conditions are satisfied but the Commissioners recognize that in some cases the conditions

may not be applicable, rational or in the interest of good planning. In such cases, the Commissioners may permit development in such growth areas without the conditions being met. Therefore, in the event a municipality refuses to annex the property under terms satisfactory to the County Commissioners, then development in the growth area may proceed in the County outside of the town's corporate limits if approved by the County Commissioners in accordance with and governed by all legal requirements and procedures without satisfying the contingencies in this provision. (Pages 11 and 12)

In Chapter 4, Economy, pertinent objectives under the heading Commercial Services state the following:

- "1. Locate commercial and service centers in major communities; existing towns should serve as commercial and service centers.
  2. Provide for suitable locations for commercial centers able to meet the retailing and service needs of population centers.
  3. Encourage mixed-use commercial, office and residential development.
  4. Bring into balance the amount of zoned commercial locations, with the anticipated need with sufficient surplus to prevent undue land price escalation.
  5. Locate commercial uses so they have arterial roadway access and are designed to be visually and functionally integrated into the community.
- ....." (Page 60)

In Chapter Six - Public Infrastructure, the Comprehensive Plan includes several objectives, including the following:

- "1. Meet existing public facility and service needs as a first priority. Health and safety shall take precedence.
  2. Permit development to occur only as rapidly as services can be provided.
  3. Ensure adequate public facilities are available to new development.
  4. Require new development to "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates.
- ....." (Page 70)

Chapter Seven - Transportation of the Comprehensive Plan states that "Worcester's roadways experience morning and evening commuter peaks; however, they are dwarfed by summer resort traffic. ....Resort traffic causes the most noticeable congestion on US 50, US 113, US 13, MD 528, MD 589, MD 611, and MD 90." (Page 79)

This chapter also states that "c(C)ommercial development will have a significant impact on future congestion levels. Commercial uses generate significant traffic, so planning for the proper amount, location and design will be critical to maintain road capacity. The current amount and location of commercial zoned land poses problems for the road system, particularly for US 50." (Page 82)



In this same chapter, under the heading General Recommendations - Roadways, it states the following:

- "1. Acceptable Levels of Service -- It is this plan's policy that the minimal acceptable level of service for all roadways be LOS C. Developers shall be responsible for maintaining this standard.
- .....
3. Traffic studies -- Developers should provide traffic studies to assess the effect of each major development on the LOS of nearby roadways.
4. Impacted Roads -- Roads that regularly have LOS D or below during weekly peaks are considered "impacted." Areas surrounding impacted roads should be planned for minimal development (infill existing lots). Plans and funding for improving such roads should be developed.
5. Impacted Intersections -- Upgrade intersections that have fallen below a LOS C.
- ..... (Page 87)

**WATER AND WASTEWATER:** According to the response memo dated July 16, 2019 from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject properties have designations of Sewer and Water Service Categories S-3 and W-3 (Service within a 6 to 10 year timeframe) in the Master Water and Sewerage Plan. He states that sewer and water could not be extended to the petitioned area until S-1 and W-1 designations are approved. He further states that those designations would come with annexation and that where a property must be annexed in order to be connected to a water or sewer system, that system would not be considered directly available until that annexation is substantially completed. He notes that the property is not being considered for annexation by the Town of Berlin at this time. Mr. Mitchell states that his department's well and septic records show the properties were improved with existing individual well and septic before abandonment. He states that that capacity would have to be reestablished and that would include seasonal testing to explore what proposed commercial uses could be supported by approved interim onsite sewage systems. Neither John H. Tustin, P. E., Director of Public Works, or John Ross, Deputy Director of Public Works, submitted any comments.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are as follows:

Ke - Kentuck silt loam - severe limitations to on-site wastewater disposal  
Ot - Othello silt loam - severe limitations to on-site wastewater disposal  
WdB - Woodstown sandy loam - severe limitations to on-site wastewater disposal

**EMERGENCY SERVICES:** Fire and ambulance service will be available from the Berlin Volunteer Fire Company's main facility on Main Street or the substation on US Route 50, both approximately five minutes away. 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 two minutes away, and the Worcester County Sheriff's

Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff's Department.

**ROADWAYS AND TRANSPORTATION:** The petitioned area is a part fronts on and currently has access to MD Route 346 (Old Ocean City Road), a State-owned and -maintained roadway. The petitioned area also has frontage on US Route 50, also state-owned and -maintained, but this segment is denied access. Thus, all access to the petitioned area must be from MD Route 346. The Comprehensive Plan does not make any statements or recommendations with regard to MD Route 346 specifically but § ZS 1-326© of the Zoning Code classifies it as a minor collector highway. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway and recommends that development be limited until capacity is no longer impacted and that the amount of commercial zoning along US Route 50 should be reduced to maintain its capacity. No comments were received from the State Highway Administration District 1 with regard to this application. Frank J. Adkins, Worcester County Roads Superintendent, responded by memo (copy attached) that he had no comment at this time.

**SCHOOLS:** The petitioned area is within the area served by the following schools: Buckingham Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education (WCBOE).

**CHESAPEAKE/ATLANTIC COASTAL BAYS CRITICAL AREAS:** According to Mr. Mitchell's response memo, the petitioned area is not located within the Atlantic Coastal Bays Critical Area (ACBCA).

**FLOOD ZONE:** The FIRM map indicates that the petitioned area is primarily within Zone X (area of minimal flooding).

**PRIORITY FUNDING AREA:** The petitioned area is not within a designated Priority Funding Area.

**INCORPORATED TOWNS:** The site is within one mile of the corporate limits of Berlin. Discussions between the applicant and the town with regard to annexation have discontinued. A letter dated June 18, 2019 from Wm. Gee Williams, III, Mayor of Berlin, is attached for your review.

**ADDITIONAL COMMENTS RECEIVED:** Comments received from various agencies, etc. are attached and are summarized as follows:

Kathryn Gordon, Deputy Director, Economic Development: No objection to the proposed rezoning.

!!!!!!!!!!!!!!!!!!!!!!!!!!!! **IMPORTANT** !!!!!!!!!!!!!!!!!!!!!!!!!!!!!

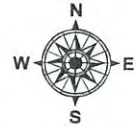
**THE PLANNING COMMISSION MUST MAKE FINDINGS OF FACT IN EACH SPECIFIC CASE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING MATTERS:**

- 1) What is the applicant's definition of the neighborhood in which the subject property is located? (Not applicable if request is based solely on a claim of mistake in existing zoning.)
- 2) Does the Planning Commission concur with the applicant's definition of the neighborhood? If not, how does the Planning Commission define the neighborhood?
- 3) Relating to population change.
- 4) Relating to availability of public facilities.
- 5) Relating to present and future transportation patterns.
- 6) Relating to compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact on waters included on the State's impaired waters list or having an established total maximum daily load requirement.
- 7) Relating to compatibility with the Comprehensive Plan.
- 8) Has there been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property (November 3, 2009) or is there a mistake in the existing zoning of the property?
- 9) Would a change in zoning be more desirable in terms of the objectives of the Comprehensive Plan?



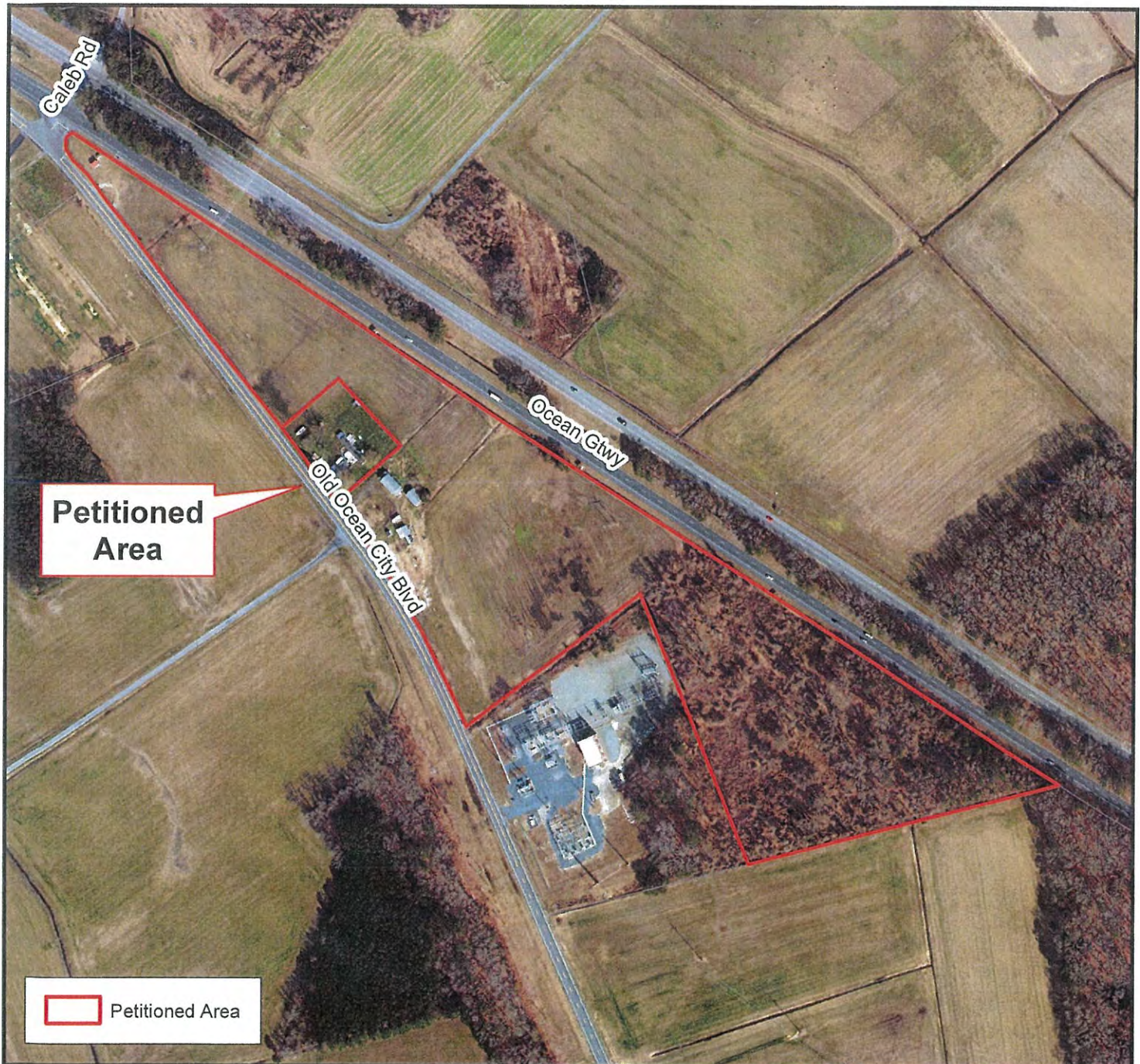


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 422  
A-1 Agricultural District to C-2 General Commercial District  
Tax Map: 20, Parcel 47 and 318

## AERIAL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2019

0 250 500  
Feet

Source: 2016 Aerial Imagery

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

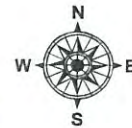
Drawn By: KLH

Reviewed By: PHW



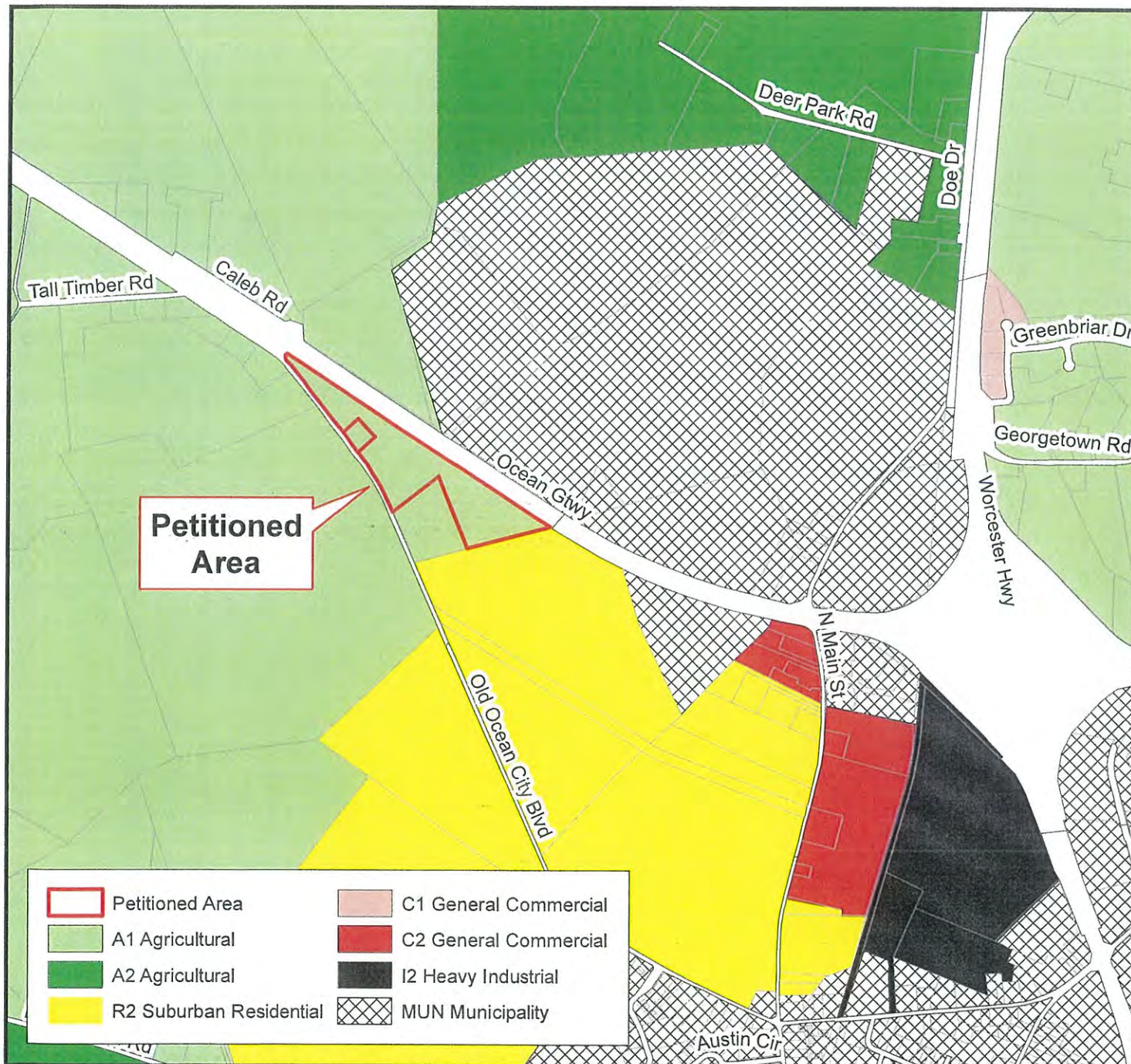


# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 422  
A-1 Agricultural District to C-2 General Commercial District  
Tax Map: 20, Parcel 47 and 318

## ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2019

0 1,000 2,000  
Feet

Source: 2009 Zoning District Map (current)

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: PHW





**Worcester County**  
Department of Recreation & Parks

DEC 10 2019

Worcester County Admin

Tom Perlozzo, Director

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

10

**MEMORANDUM**

TO: Harold L. Higgins, Chief Administrative Officer  
Kelly Shannahan, Assistant Chief Administrative Officer  
FROM: Tom Perlozzo, Director of Recreation and Parks  
DATE: December 10, 2019  
SUBJECT: Tractor Bid Award

The Recreation and Parks Department opened bids on December 9, 2019 for a Compact Tractor and Front End Loader. We received two (2) bids and recommend the low bidder of Burke Equipment Company from Delmar Maryland in the amount of \$31,809.44.

p.3

Total Parks Capital Equipment Approved Budget: \$47,000.00 (\$32,000.00 allocated for tractor).  
Account Number: 100.1602.500.9010.070

I have attached the bid forms for your review. Please feel free to contact me at your earliest convenience should you have questions.

cc: Bill Rodriguez  
Kelly Rados

# Competitive Bid Worksheet

## **Item: Purchase of Compact Tractor with Front End Loader for Recreation and Parks**

Bid Deadline/Opening Date: 1:00 P.M., Monday, December 9, 2019

Bids Received by deadline = 2

### Vendor's Submitting Bids

**Burke Equipment Company**  
11196 East Snake Road/Rt. 13  
Delmar, DE 19940

**Hooper Inc.**  
6367A Stein Highway  
Seaford, DE 19973

### Total Bid Price

31,809.44

P.3

Case  
34,994  
P.7

Kubota  
33,465 P.5



**WORCESTER COUNTY RECREATION & PARKS DEPARTMENT  
UTILITY TRACTOR WITH FRONT-END LOADER**

**BID FORM**

I/we have reviewed the specifications and provisions for furnishing one (1) new utility tractor with front-end loader. I/we propose to furnish one (1) new utility tractor with front-end loader according to specifications. The price quoted shall include all transportation charges fully prepaid and delivered to John Walter Smith Park, 6022 Public Landing Road, Snow Hill, MD 21863.

Specifications, warranty information, and verification of 48-hour replacement parts delivery must be attached or bid may be rejected. Any exceptions or deviations from the specifications must be clearly noted on bid form. Please attach manufacturer specifications.

Breakdown of tractor and front-end loader is as follows (or attach manufacturer's specifications):

Attached

Exceptions or deviations from the specifications are as follows:

No Exceptions or Deviations

Above described unit will be delivered and within 14 calendar days from receipt of written order.

TOTAL COST (including shipping and handling) \$ 31,809.44

**BID MUST BE SIGNED TO BE CONSIDERED**

Signature:

David Bloodsworth Jr

Date:

11/11/19

Name:

David Bloodsworth Jr

Firm:

Burke Equipment

Address:

1196 E. Snake Rd

Delmar DE 19940

Telephone:

710-251-0435

Sourcewell

GM - 062117, CE - 040319, AG - 021815  
NJPA Arkansas 4600041718  
NJPA Delaware GSS-17673  
Nebraska 14777 (OC)  
Mississippi (CE Only) 920036654

MX5800HST WEB QUOTE #1445215

Date: 8/28/2019 8:15:00 AM

-- Customer Information --

Rec and Parks, Worcester Co  
wrodriguez@co.worcester.md.us  
410-632-2144

Quote Provided By  
BURKE EQUIPMENT - SEAFORD, INC.  
David Bloodsworth  
11196 EAST SNAKE RD.  
DELMAR, DE 19940  
email:  
dbloodsworth@burkeequipment.com  
phone: 4102510435

-- Standard Features --

-- Custom Options --



**Kubota**

M Series

MX5800HST

UTILITY TRACTOR, 4WD, HYDROSTATIC TRANSMISSION

\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

#### DIESEL ENGINE

Model # V2403-CR-TE4-MX3  
Direct Injection  
Turbocharged with Wastegate  
Valve and DPF system  
4 Cyl. 148.5 cu. in.  
+ 61.4 Gross Eng. HP  
+ 57.5 Net Eng. HP  
+ 50.2 PTO HP HST  
@ 2700 Eng. rpm  
EPA Tier 4 Final Emission Cert.  
Direct Injection (CRS)  
12V - 600 CCA Battery  
Charging Output 45 Amps

#### FLUID CAPACITY

Fuel Tank 13.5 gal  
Cooling System 6.9 qts  
Crankcase 9.9 qts  
Transmission and  
Hydraulics 11.6 gal  
Front Axle 8.9 qts

#### POWER TAKE OFF

Live-Independent  
Electro-Hydraulic Engagement  
540 rpm Rear PTO @ 2659 Eng. rpm  
SAE Std 1 3/8" Six Spline

#### SAFETY EQUIPMENT

2-Post Foldable ROPS w/  
Retractable Seat Belt  
Flip-Up PTO Shield  
Safety Start Switches  
PTO - OPC Operator Presence  
Control Alarm  
Parking Brakes  
Electric Key Shut Off  
Turn Signals  
SMV Sign

#### OPERATORS PLATFORM

Flat Deck w/Hanging Pedals  
High Back Seat with Adjustable  
Suspension  
Color Coded Controls

#### INSTRUMENTS

Tachometer/Hour Meter LCD Display  
Fuel Gauge  
Charge/Oil Pressure  
Parking Brakes Indicator Light  
DPF Indicator Lights

#### HYDRAULICS

Open Center - Gear Type  
Dual Pumps  
4.9 gpm Power Steering  
9.5 gpm Remote/3 Pt. Hitch  
14.4 gpm Total Hyd. Flow  
Cat III/1 3-point Hitch with  
cushion relief valve  
At lift Point 2870 lbs.  
24" Behind 2310 lbs.  
Telescoping Lower Links and  
Stabilizers

#### FRONT AXLE

Hydrostatic Power Steering  
Bevel Gear  
Cast Iron  
Non-Adjustable Tread Spacing

#### DRIVE TRAIN

HST: 3-Range Transmission  
Low/Medium/High  
Cruise Control Std.  
Mech. Wet Disc Brakes  
Left Side Brake Pedals (HST)  
Differential Lock Std.

+ Manufacturer Estimate

#### SELECTED TIRES

ALR6818A & ALR6819 TURF TIRES  
FRONT - LSW305R343 R3 Titan Grizz LSW 430  
REAR - LSW610R470 R3 Titan Grizz LSW 430 8stud

MX5800HST Base Price: \$30,452.00

(1) BOLT ON CUTTING EDGE(73" w/11 Holes) TL1748-BOLT ON CUTTING EDGE(73" w/11 Holes)	\$228.00
(1) 72" QUICK ATTACH HEAVY DUTY ROUND BACK BUCKET L2286-72" QUICK ATTACH HEAVY DUTY ROUND BACK BUCKET	\$1,076.00
(1) 1ST POSITION REAR REMOTE VALVE KIT MX5111-1ST POSITION REAR REMOTE VALVE KIT	\$482.00
(1) LEVER GUIDE / MX4800 & MX5200 PNF MX5171-LEVER GUIDE / MX4800 & MX5200 PNF	\$36.00
(1) 42" PALLET FORKS K9058-42" PALLET FORKS	\$478.00
(1) FRONT LOADER LA1065-FRONT LOADER	\$4,834.00
(1) ROD INDICATOR KIT MX2140-ROD INDICATOR KIT	\$72.00
(1) DETENT VALVE AND HOSE KIT MX5141-DETENT VALVE AND HOSE KIT	\$474.00
(1) PALLET FORK FRAME TWO-LEVER QUICK ATTACH TYPE L2238-PALLET FORK FRAME TWO-LEVER QUICK ATTACH TYPE	\$680.00
<b>Configured Price:</b>	<b>\$38,812.00</b>
<b>Sourcewell Discount:</b>	<b>(\$8,538.64)</b>
<b>SUBTOTAL:</b>	<b>\$30,273.36</b>
<b>Dealer Assembly:</b>	<b>\$551.08</b>
<b>Freight Cost:</b>	<b>\$735.00</b>
<b>PDI:</b>	<b>\$250.00</b>

Total Unit Price: \$31,809.44

Quantity Ordered: 1

Final Sales Price: \$31,809.44

Purchase Order Must Reflect  
the Final Sales Price

To order, place your Purchase Order directly with the quoting  
dealer

\*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

# BID FORM

5.

**HOOBER**  
HOOBER INC.  
Red Since 1941  
**SALES QUOTATION  
PURCHASE**

Intercourse, PA  
17534  
(717) 768-8231

Name: Worcester County Parks and Rec  
Address: 6022 Public Landing RD  
City/State/Zip: Snow Hill, MD 21863  
County: \_\_\_\_\_ Email: \_\_\_\_\_  
Acct: \_\_\_\_\_ Phone: 410-632-1194  
Date: \_\_\_\_\_

Qty	Tag Number	Model Code Catalog No	Machines And Attachments (INCLUDE SERIAL NUMBERS)	Selling Price
1		N	KUBOTA MODEL MX5800HST 4WD TRACTOR FRONT TIRES ALR8708 29 X 12.50 - 15 R3 TURF REAR TIRES ALR6802 44 X 18 - 20 R3 TURF	
		OPTIONS	1 REAR REMOTE HYDRAULICS	
1		N	KUBOTA MODEL LA1065 LOADER WITH 72" HD BUCKET BUCKET INCLUDES BOLT ON CUTTING EDGE	
1		N	LAND PRIDE MODEL PFL3048 48" PALLET FORKS RATED FOR 3000 POUNDS	
			Package includes: Owners manual, service manual, and parts manual, delivery to John Walter Smith Park, specs match requirements	
			PARTS AND SERVICE AVAILABLE THROUGH HOOBER INC	
			24 MONTH/ 2000 HR BASIC STANDARD WARRANTY	
			36 MONTH/ 3000 HR POWERTRAIN WARRANTY	
			PRICE GOOD UNTIL 12/31/19 MUST BE ORDERED BY THIS DATE	

Delivery	Will Call	PO#	Payment Terms:	<input checked="" type="checkbox"/> Cash	<b>GRAND TOTAL</b>	<b>\$33,465.00</b>
Requested Delivery Date:			<input type="checkbox"/> Finance			
Warranty Start Date:			Rate _____ %	Term _____ Mths		
Directions:			Retail Finance Prog #:			
			Interest Start Date:			
			Payment Start Date:			
			Payments: Amount \$			
			<input type="checkbox"/> Mthly <input type="checkbox"/> Qtrly <input type="checkbox"/> Semi-Ann <input type="checkbox"/> Annual			
			<input type="checkbox"/> Case Physical Damage Insurance		<b>TRADE ALLOWANCE</b>	<b>\$0.00</b>
			<input type="checkbox"/> Own Insurance		<b>TRADE PAYOFF DUE</b>	<b>\$0.00</b>
			Trade Lienholder / Acct # / Date:		<b>SALES TAX</b>	
			<input type="checkbox"/> Clear of Liens?		<b>TOTAL DUE</b>	<b>\$33,465.00</b>
					<b>FINANCE AMOUNT</b>	
Weight Bracket	Calcium - Rear	Set Tires			<b>CASH AMOUNT</b>	
Weights #	Calcium - Front	Other				

Tag #	Yr	Make / Model / Desc / Serial # / Hours	Payoff (If Applicable)	Trade Allowance		

Customer \_\_\_\_\_

WORCESTER COUNTY RECREATION & PARKS DEPARTMENT  
UTILITY TRACTOR WITH FRONT-END LOADER

**BID FORM**

I/we have reviewed the specifications and provisions for furnishing one (1) new utility tractor with front-end loader. I/we propose to furnish one (1) new utility tractor with front-end loader according to specifications. The price quoted shall include all transportation charges fully prepaid and delivered to John Walter Smith Park, 6022 Public Landing Road, Snow Hill, MD 21863.

Specifications, warranty information, and verification of 48-hour replacement parts delivery must be attached or bid may be rejected. Any exceptions or deviations from the specifications must be clearly noted on bid form. Please attach manufacturer specifications.

Breakdown of tractor and front-end loader is as follows (or attach manufacturer's specifications):

Attached

Exceptions or deviations from the specifications are as follows:

Engine HP - 55

2 Remote Valves

Base Warranty: 24 months / 750 hrs

Powertrain Warranty: 72 months / 1500 hrs

Parts Catalog is online

Above described unit will be delivered and within 30 calendar days from receipt of written order.

TOTAL COST (including shipping and handling) \$ 34,994

**BID MUST BE SIGNED TO BE CONSIDERED**

Signature:

Mark R. Dempsey

Date:

12/4/19

Name:

Mark R. Dempsey

Firm:

Hoover, Inc.

Address:

6367A Stein Hwy

Scaford DE 19973

Telephone:

302-629-3075

717-278-2341 Cell

 <b>HOOPER, INC.</b> Red Since 1941 <b>SALES QUOTATION</b> <b>PURCHASE</b>		<b>Seaford, DE</b> 19973 (302) 629-3075 MRD		Name: Worcester Cnty Rec & Parks		Acct: 59200	
		Address: 6022 Public Landing Rd		Phone: 410.632.2144			
		City/St/Zip: Snow Hill, MD 21863		Date: 12/02/19			
		County: Worcester		Email:			

Qty	Tag Number	N/U	Model Code Catalog No	Machines And Attachments (INCLUDE SERIAL NUMBERS)	Selling Price
1	EQ253334	N		2018 Case IH F55CSII-R4 Tractor	\$0.00
				Serial # - LSMF55CRLJ0010053	\$0.00
			330014	HST + 3 RANGE	\$1,722.00
			720347	2 REMOTE VALVES	\$381.00
			BASE	FARMALL 55C SERIES II	\$34,365.00
				Total List	\$36,468.00
				Less Sourcewell 25% Discount	-\$9,117.00
				Discount Price	\$27,351.00
1	Order	N		Case IH L360A Loader w/ 72" Bucket	\$5,883.00
				Less Sourcewell 19% Discount	-\$1,118.00
				Discount Price	\$4,765.00
1	EQ257386		PFL2042	2019 Land Pride PFL2042 2100 lb 42" Pallet Fork	\$948.00
				Less Sourcewell 25% Discount	-\$237.00
				Discount Price	\$711.00
				Freight/ Sundries/ Delivery / Manuals	\$2,167.00

Delivery <input type="checkbox"/> Will Call <input type="checkbox"/> PO# <input type="text"/>		Requested Delivery Date: <input type="text"/>		Warranty Start Date: <input type="text"/>		Directions: <input type="text"/>		Payment Terms: <input type="checkbox"/> Cash <input type="checkbox"/> Finance		<b>GRAND TOTAL</b> \$34,994.00	
Rate <input type="text"/> % Term <input type="text"/> Mths		Retail Finance Prog #: <input type="text"/>		Interest Start Date: <input type="text"/>		Payment Start Date: <input type="text"/>		Payments: Amount \$ <input type="text"/>		TRADE ALLOWANCE \$0.00	
<input type="checkbox"/> Mthly <input type="checkbox"/> Qtrly <input type="checkbox"/> Semi-Ann <input type="checkbox"/> Annual		<input type="checkbox"/> Case Physical Damage Insurance		<input type="checkbox"/> Own Insurance <input type="text"/>		Trade Lienholder / Acct # / Date: <input type="text"/>		<input type="checkbox"/> Clear of Liens? <input type="text"/>		TRADE PAYOFF DUE \$0.00	
										SALES TAX	
										<b>TOTAL DUE \$34,994.00</b>	
										FINANCE AMOUNT	
										CASH AMOUNT	

Weight Bracket <input type="checkbox"/> Calcium - Rear <input type="checkbox"/> Set Tires <input type="checkbox"/>		Weights # <input type="checkbox"/> Calcium - Front <input type="checkbox"/> Other <input type="checkbox"/>									
Tag #	Yr	Make / Model / Desc / Serial# / Hours				Payoff (If Applicable)	Trade Allowance	Over Allowance	Book Value	Asking Price	
								\$0			
								\$0			
								\$0			
								\$0			
								\$0			

Customer





FARMALL 45C AND 55C SERIES II TRACTORS  
US PRICE LIST

(Ex Works Port of Entry)  
**Standard Equipment**

**Farmall 45C Tier 4B:**

45 Gross Engine hp @ 2600 rpm  
38.2 PTO hp @ 2600 rpm (Gear)  
36 PTO hp @ 2600 rpm (Hydro)  
114.7 cu. in. (1.9L) Displacement

**Farmall 55C Tier 4B:**

55 Gross Engine hp @ 2600 rpm  
46.7 PTO hp @ 2600 rpm (Gear)  
44 PTO hp @ 2600 rpm (Hydro)  
114.7 cu. in. (1.9L) Displacement

**ALL MODELS:**

3 Cylinders  
Naturally Aspirated  
Under Hood Muffler / Exhaust  
Two-stage Dual Element Air Cleaner  
Full-flow, Spin-on Oil Filter  
10.5 gallon (40L) Fuel Tank  
Fuel Filter with water separator  
Quick Glow Plug Starting Aid  
Flip-up Hood w/ Gas Strut

**INSTRUMENT PANEL:**

Analog Tachometer  
Fuel Gauge  
Coolant Temperature Gauge  
Hour Meter  
Engine Oil Pressure Warning Light  
Battery Charge Warning Light  
Cold Starting Aid Indicator Light  
PTO ON Indicator Light  
Constant Engine Speed control  
Parking Brake Indicator Light  
Turn Indicator Lights  
Hazard Flasher Indicator Lights  
High Beam Headlight Indicator  
Emissions Indicator

**TRANSMISSION OPTIONS:**

16 x 16 Synchronized Shuttle Shift  
(SSS)

Left-hand, dash mounted,  
synchronized shuttle  
(4) Synchronized gears  
(4) Non-synchronized ranges

3- Range Hydrostatic with Cruise Control  
and Dual Pedal direction control for  
forward and reverse

**HYDRAULIC SYSTEM:**

Open Center Hydraulic System  
Dual Gear-type Pumps  
Single Open Center Rear Remote Valve  
Implement Pump Capacity:  
- 8.2 gpm (31.2 L/min)  
Steering Pump Capacity:  
- Gear models = 4.1 gpm (15.6 L/min)  
- HST models = 6.1 gpm (23.4 L/min)  
Mid-mount Hydraulic Valve & Joystick  
(STD)

**3-POINT LIFT SYSTEM:**

Lift Capacity @ ballk ends:  
2756 lb. (1250 kg)  
Category I, 3-point Linkage  
Position Control Lever  
Drop Rate Control Knob  
Crank-type Leveling Mechanism  
Telescoping Stabilizers  
Flexible Link Ends

**ROPS:**

2-Post, Foldable Roll Bar  
Seat Belt

**ELECTRICAL:**

12-volt, 80Ah, 660 CCA Battery  
Safety Start Switch  
Key Start/Fuel Shutoff  
85 amp Alternator  
Operator Presence System

## L360A LOADER FOR 45C AND 55C SERIES II US PRICE LIST

### (Ex Works Port of Entry) Standard Equipment

#### L360A SPECIFICATIONS

(PER ASAE S301.5):

L360A for Farmall 45C and 55C Series II

Basic Loader for Farmall 45C and  
Farmall 55C Series II with Improved  
Visibility mounting system  
Mounting Kit  
Quick Coupler - Skid Steer Style  
72" HD Material Bucket (Quick Attach)  
(Mid-mount valve & Joystick are  
included with tractor)

Loader specifications are subject to  
change and may vary based on tractor  
model and tire size.

#### L360A SPECIFICATIONS

(PER ASAE S301.5):

L360A (For Farmall 45C and 55C Series  
II)

Distances in (in/mm) unless  
otherwise noted. Forces in (lbs/kg)  
unless otherwise noted.  
Curved Boom, Mid-Mount, Quick  
Attach Design  
Maximum Lift Height:  
112.3 / 2852  
Dump Clearance:  
85.2 / 2164  
Digging Depth:  
4.9 / 125  
Lift Capacity  
@ bucket pivot point:  
2500 / 1134  
@ 19.7 in. (500mm) from bucket  
pivot point:  
1830 / 830  
Breakout Force  
@ bucket pivot point:  
5000 / 2268  
@ 19.7 in. (500mm) from bucket  
pivot point:  
3114 / 1412  
Reach @ Maximum Lift:  
32 / 813  
Bucket Rollback:  
39°  
Bucket Dump Angle:  
49°  
4-Bar Bucket Linkage  
Bucket Level Indicator  
Parking Stand  
NOTE: COMPATIBILITY INFORMATION  
To assure proper performance,  
see Operator's manual for



**Worcester County**  
Department of Recreation & Parks

Tom Perlozzo, Director

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



**MEMORANDUM**

11

TO: Harold L. Higgins, Chief Administrative Officer  
Kelly Shannahan, Assistant Chief Administrative Officer  
FROM: Tom Perlozzo, Director of Recreation and Parks  
DATE: December 10, 2019  
SUBJECT: Athletic Field Fencing

The Recreation and Parks Department opened bids on December 9, 2019 for Athletic Field Fencing at Northern Worcester Athletic Complex, John Walter Smith Park and Showell Park. We received three (3) bids and recommend the low bidder of Long Fence in the amount of \$138,120. Although Anderson Fence provided an option at a lower price, it did not meet the bid specifications. The total Park Project budget is included below as a reference. In addition, the project cost(s) are an approved Program Open Space funded project with 90% reimbursed to the county.

**Parks Program Open Space Grant Approved Budget:**

Northern Worcester - \$565,000  
Showell Park - \$200,000  
John Walter Smith - \$225,000

**Account Numbers:**

Northern Worcester - 100.1602.540.6160.244  
Showell Park - 100.1602.520.6160.244  
John Walter Smith - 100.1602.510.6160.256

Bids	Page
Long Fence	3
Seagull Fence	4
Anderson Fence	5
Bid Specifications	7

I have attached the bid form for your review. Please feel free to contact me at your earliest convenience should you have questions.

cc: Bill Rodriguez  
Kelly Rados

# Competitive Bid Worksheet

Item: Athletic Field Fencing

Bid Deadline/Opening Date: 1:00 P.M., December 9, 2019

Bids Received by deadline = 3

## Vendor's Submitting Bids

Anderson Fence Option 2  
30200 Rehobeth Road  
Marion, MD 21838-2214

Seagull Fence & Concrete, LLC  
30143 Discount Land Road  
Laurel, DE 19956

Long Fence  
8545 Edgeworth Drive  
Capitol Heights, MD 20743-3741

Anderson Option 2

JWS Little League Cost per Field	NWAC Senior Cost per Field	NWAC Utility Cost per Field	Showell Softball Cost per Field	TOTAL COST
\$56,300	\$81,675	\$12,640	\$30,810	\$181,425
\$54,300	\$71,079	\$15,214	\$32,535	\$173,128
\$42,978	\$59,494	\$12,222	\$23,426	\$138,120
\$47,600	\$52,830	\$12,640	\$23,170	\$136,240
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$

**WORCESTER COUNTY RECREATION & PARKS DEPARTMENT  
JWS AND NWAC BASEBALL FIELD FENCING**

**BID FORM**

I/we have reviewed the specifications and provisions for furnishing fencing solutions for each field identified within the bid specifications. I/we propose to furnish all labor and materials sufficient to meet stated specifications. The price quoted shall include itemized cost associated with removal and disposal of existing fencing, and installation of new fencing.

Itemized Cost	JWS L.L. FIELD	NWAC SENIOR FIELD	NWAC UTILITY FIELD	SHOWELL SOFTBALL
Existing Fence Removal	\$2,200 <sup>00</sup>	\$ 2,900 <sup>00</sup>	\$ N/C	\$ 1,800 <sup>00</sup>
Existing Fence Disposal	\$ 350 <sup>00</sup>	\$ 1,300 <sup>00</sup>	\$ N/C	\$ 350 <sup>00</sup>
New Fence Installation	\$40,428 <sup>00</sup>	\$55,294 <sup>00</sup>	\$12,222 <sup>00</sup>	\$21,276 <sup>00</sup>
Cost Per Field =	\$ 42,978 <sup>00</sup>	\$59,494 <sup>00</sup>	\$12,222 <sup>00</sup>	\$23,426 <sup>00</sup>

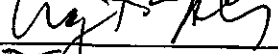
Any exceptions or deviations from the specifications must be clearly noted on bid form.

Exceptions or deviations from the specifications are as follows:

INSTALL 4' EXTENSIONS TO EXISTING BACKSTOP INSTEAD  
OF TOTAL REPLACEMENT  
DEDUCT: \$2,500 PER BACKSTOP

Above described work will be delivered and within 30 calendar days from receipt of written order.

**TOTAL COST (Sum of JWS, NWAC and SHOWELL) \$ 138,120<sup>00</sup>**  
**BID MUST BE SIGNED TO BE CONSIDERED**

Signature:   
Date: DEC 6, 2019  
Name: Greg T. Herrick  
Firm: LONG FENCE COMPANY  
Address: 8545 EDGEWORTH DR  
CAPITOL HEIGHTS, MD  
Telephone: (301) 350-2400

**WORCESTER COUNTY RECREATION & PARKS DEPARTMENT  
JWS AND NWAC BASEBALL FIELD FENCING**

**BID FORM**

I/we have reviewed the specifications and provisions for furnishing fencing solutions for each field identified within the bid specifications. I/we propose to furnish all labor and materials sufficient to meet stated specifications. The price quoted shall include itemized cost associated with removal and disposal of existing fencing, and installation of new fencing.

Itemized Cost	JWS L.L. FIELD	NWAC SENIOR FIELD	NWAC UTILITY FIELD	SHOWELL SOFTBALL
Existing Fence Removal	\$ 3,437.00	\$ 4,224.00	\$ 1,159.00	\$ 630.00
Existing Fence Disposal	\$ 1,700.00	\$ 695.00	\$ 455.00	\$ 310.00
New Fence Installation	\$ 49,163.00	\$ 66,160.00	\$ 14,500.00	\$ 31,595.00
Cost Per Field =	\$ 54,300.00	\$ 71,079.00	\$ 15,214.00	\$ 32,535.00

Any exceptions or deviations from the specifications must be clearly noted on bid form.

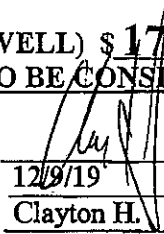
Exceptions or deviations from the specifications are as follows:

This price is to sleeve the existing posts except for the backstops, gates, and  
multipurpose fields. The back stops and multipurpose fields will get new posts.  
All the gates will be replaced with new gates and gate posts. Any posts that will  
need to be replaced will cost extra. Core Drilling and Wage Rates are not included.

Above described work will be delivered and within 90 calendar days from receipt of written order.

TOTAL COST (Sum of JWS, NWAC and SHOWELL) \$ 173,128.00

BID MUST BE SIGNED TO BE CONSIDERED

Signature:   
Date: 12/9/19  
Name: Clayton H.  
Firm: Seagull Fence  
Address: 30143 Discount Land Rd.  
Laurel, DE 19956  
Telephone: 302-864-7702

**WORCESTER COUNTY RECREATION & PARKS DEPARTMENT  
JWS AND NWAC BASEBALL FIELD FENCING**

**BID FORM**

Option: 1 of 2  
30'H BACKSTOP

I/we have reviewed the specifications and provisions for furnishing fencing solutions for each field identified within the bid specifications. I/we propose to furnish all labor and materials sufficient to meet stated specifications. The price quoted shall include itemized cost associated with removal and disposal of existing fencing, and installation of new fencing.

Itemized Cost	JWS L.L. FIELD	NWAC SENIOR FIELD	NWAC UTILITY FIELD	SHOWELL SOFTBALL
Existing Fence Removal	\$ 2,500	\$ 2,500	\$ 0	\$ 0
Existing Fence Disposal	\$ 500	\$ 500	\$ 0	\$ 200
New Fence Installation *	\$ 53,300	\$ 78,675	\$ 12,640	\$ 30,610
Cost Per Field =	\$ 56,300	\$ 81,675	\$ 12,640	\$ 30,810

Any exceptions or deviations from the specifications must be clearly noted on bid form.

Exceptions or deviations from the specifications are as follows:

\* THIS BID IS TO RAISE THE BACKSTOP HEIGHT TO 30'H AT THE THREE BALL FIELDS, USING 6 5/8" POSTS.

Above described work will be delivered and within 21 calendar days from receipt of written order.

TOTAL COST (Sum of JWS, NWAC and SHOWELL) \$ 181,425  
**BID MUST BE SIGNED TO BE CONSIDERED**

**ANDERSON FENCE CO.**  
30200 Rehobeth Road  
Marion, Md. 21838

Signature:

Date:

Name:

Firm:

Address:

Telephone:

Michael V. Rabasca MIKE RABASCA  
12-9-19  
MICHAEL V. RABASCA  
ANDERSON FENCE  
30200 REHOBETH RD.  
MARION, MD 21838  
(410) 623-3061 OFFICE  
(410) 430-8270 CELL



**WORCESTER COUNTY RECREATION & PARKS DEPARTMENT  
JWS AND NWAC BASEBALL FIELD FENCING**

**BID FORM**

Option: 2 of 2  
~~BACKSTOP~~ EXTENDED BY

I/we have reviewed the specifications and provisions for furnishing fencing solutions for each field identified within the bid specifications. I/we propose to furnish all labor and materials sufficient to meet stated specifications. The price quoted shall include itemized cost associated with removal and disposal of existing fencing, and installation of new fencing.

Itemized Cost	JWS L.L. FIELD	NWAC SENIOR FIELD	NWAC UTILITY FIELD	SHOWELL SOFTBALL
Existing Fence Removal	\$ 2,500	\$ 2,500	\$ 0	\$ 0
Existing Fence Disposal	\$ 500	\$ 500	\$ 0	\$ 200
New Fence Installation *	\$ 44,600	\$ 49,830	\$ 12,640	\$ 22,970
Cost Per Field =	\$ 47,600	\$ 52,830	\$ 12,640	\$ 23,170

Any exceptions or deviations from the specifications must be clearly noted on bid form.

Exceptions or deviations from the specifications are as follows:

\* THIS BID IS TO EXTEND THE EXISTING HEIGHT OF THREE BACKSTOPS BY 4', USING 4" POSTS.  
SINCE THE JWS AND SHOWELL BACKSTOPS CURRENTLY HAVE 3" BACKSTOP POSTS, MY BID INCLUDES REPLACING BACKSTOP POSTS WITH 4" POSTS.

Above described work will be delivered and within 21 calendar days from receipt of written order.

TOTAL COST (Sum of JWS, NWAC and SHOWELL) \$ 136,240

**BID MUST BE SIGNED TO BE CONSIDERED**

**ANDERSON FENCE CO.**  
30200 Rehobeth Road  
Marion, Md. 21838

Signature: \_\_\_\_\_

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

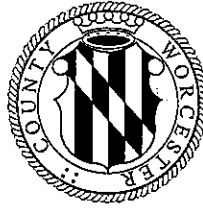
Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Michael V. Rabasca  
12-9-19  
MICHAEL V. RABASCA  
ANDERSON FENCE  
30200 REHOBETH RD.  
MARION, MD 21838  
(410) 623-3061 OFFICE  
(410) 430-8270 CELL



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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 6, 2019

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



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

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on November 14, 2019. Thank you.

### NOTICE TO BIDDERS

#### **Purchase and Installation of Fencing at Athletic Fields Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids from qualified vendors to install fences on athletic fields at Northern Worcester Athletic Complex in Berlin, Showell Park in Berlin and John Walter Smith Park in Snow Hill for the Department of Recreation and Parks. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at [www.co.worcester.md.us](http://www.co.worcester.md.us), or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested bidders are encouraged to attend a **Pre-Bid Conference at 10:00 am on Wednesday, November 20, 2019** at the Northern Worcester Athletic Complex Pavilion located at 9906 Buckingham Lane in Berlin, MD. **Sealed bids will be accepted until 1:00 PM, Monday, December 9, 2019** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Athletic Field Fencing**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Recreation and Parks for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Tom Perlozzo, Recreation and Parks Director, at 443-944-4022.

## BID SPECIFICATIONS

### A. SCOPE

1. The Worcester County Department of Recreation & Parks is seeking bids from qualified vendors to install fences on one (1) baseball field and three (3) utility fields at Northern Worcester Athletic Complex (NWAC) located at 9906 Brittingham Lane, Berlin, Maryland 21811, one (1) baseball field at John Walter Smith (JWS) located at 6022 Public Landing Road, Snow Hill, Maryland 21863, and one (1) baseball field at Showell Park located at 11281 Racetrack Road, Berlin, Maryland 21811 in accordance with the terms and conditions and specification set forth in this solicitation.

### B. PRICING

1. Pricing must include all labor, materials, tools and equipment to perform work unless otherwise stated within.

### C. SUMMARY

1. This project includes the supply and installation of the necessary fencing around three (3) baseball/softball fields along with fencing at ends of three (3) utility fields (locations-see above).
2. This project will include backstops, line fencing, homerun fence, gates, perimeter fencing, etc.
3. The projects are Northern Worcester Athletic Complex located at 9906 Brittingham Lane, Berlin, Maryland 21811, John Walter Smith located at 6022 Public Landing Road, Snow Hill Maryland 21863 and Showell Park located at 11281 Racetrack Road, Berlin, Maryland 21811.
4. A pre-bid conference has been set for **Wednesday, November 20, 2019 at 10:00 a.m** at the **Northern Worcester Athletic Complex Pavilion located at 9906 Buckingham Lane, Berlin, Maryland 21811.**
5. Work Scope Diagrams have been attached providing the requested heights and estimated linear footage for each section of fencing and gate placement defining the anticipated scope of the project.

### D. BACKSTOP and BACKSTOP WINGS – JWS FIELD

1. The backstop for the JWS field is to be twenty (20) foot wide and twenty-four (24) foot high. Both backstop wings are to be ten (10) foot wide and twenty-four (24) foot high. The backstop and backstop wings will have no canopy as indicated on attached diagram or as determined by site inspection/pre-bid meeting.
2. **Fabric**
  - a. The fabric shall be No. 6 gauge black coated chain link woven in a two (2) inch mesh.
  - b. Top and bottom salvages are to have a knuckle finish.
3. **Posts**
  - a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.

- b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
  - c. The line posts shall be spaced no further than ten (10) foot on center. Sleeving of existing posts is permitted where applicable.
  - d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for the backstop and backstop wings are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.
4. **Rails**
- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. Rails shall provide couplings every ten (10) feet.
  - c. The horizontal rails shall be placed every four (4) feet. This will require seven (7) rails to be installed on each backstop and backstop wing which includes the bottom rail in place of a bottom wire.
5. **Fittings and Fastening Devices**
- a. Fittings are to be black coated.
  - b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
  - c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.

## E. BACKSTOP WING EXTENSIONS - JWS FIELD

- 1. Each backstop wing extension for the JWS field is to be 12' high extending from the backstop wing to edge of existing dugout as indicated on attached diagram or as determined by site inspection/pre-bid meeting.
- 2. **Fabric**
  - a. The fabric shall be No. 6 gauge black coated chain link woven in a two (2) inch mesh.
  - b. Top and bottom salvages are to have a knuckle finish.
- 3. **Posts**
  - a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
  - b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
  - c. The line posts shall be spaced no further than ten (10) foot on center. Sleeving of existing posts are permitted where applicable.

- d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for the backstop wing extensions are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.
4. **Rails**
- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. Rails shall provide couplings every fifteen (15) feet. Couplings are to be outside sleeve type and at least six (6) inches long.
  - c. The horizontal rails shall be placed every five (5) feet. This will require seven (7) rails to be installed on each backstop.
  - d. There will be a bottom rail in place of the bottom wire.
5. **Fittings and Fastening Devices**
- a. Fittings are to be black coated.
  - b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
  - c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.

## F. DUGOUT and BULLPEN FENCING - JWS FIELD

- 1. The dugout and bullpen fencing will be composed of a combination of twelve (12) foot high, eight (8) foot high and six (6) foot high sections. The twelve (12) foot high section will be placed per diagram at the spectator end of the bullpen to ensure adequate safety. The eight (8) foot high sections will be placed in front of the dugout. The remainder of the bullpen will be composed of six (6) foot high sections as indicated on attached diagram or as determined by site inspection/pre-bid meeting.
2. **Fabric**
- a. The fabric shall be six (6) gauge black coated chain link woven in a two (2) inch mesh.
  - b. Top and bottom salvages are to have a knuckle finish.
3. **Posts**
- a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
  - b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
  - c. The line posts shall be spaced no further than ten (10) foot on center. Sleeving of existing posts are permitted where applicable.

- d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for these sections are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.
4. **Rails**
- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. Rails shall provide couplings every twenty (20) feet. Couplings are to be outside sleeve type and at least six (6) inches long.
  - c. The twelve (12) and eight (8) foot high sections will require a bottom rail and the six (6) foot section will be secured with a bottom wire.
5. **Fittings and Fastening Devices**
- a. Fittings are to be black coated.
  - b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
  - c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.
6. **Swinging Gates/Dugouts/Bullpen**
- a. Gates shall match installed new fencing (Refer to diagram for locations).
  - b. Gateposts shall be black coated pipe three (3) inch O.D. Schedule 40 or SS40.
  - c. The gates shall be constructed in a standard fashion to permit player field access.
  - d. Gate frames are to be made of 1 5/8" black coated pipe Schedule 40 or SS40.
  - e. Corner fittings shall be heavy pressed steel or steel malleable iron casting securely riveted.
  - f. The fabric is to match the fence and shall be installed in the frame by means of tension bars and hook bolts.
  - g. Each frame is to be equipped with 3/8" diameter adjustable truss rods. The bottom hinges are to be wrap around adjustable type.
  - h. All gates are to be equipped with positive-type latching devices with provisions for padlocking the gate.
  - i. The fabric shall be No. 9 gauge galvanized coated chain link woven in a two (2) inch mesh. Top and bottom salvages are to have a knuckle finish.

## G. HOME RUN FENCE - JWS FIELD

- 1. The home run fence is to be six (6) foot high No. 9 gauge chain link fence.
- 2. **Fabric**
  - a. The fabric shall be No. 9 gauge black coated chain link woven in a two (2) inch mesh. Top and bottom salvages are to have a knuckle finish.

3. **Posts**

- a. Line posts for fence shall be black coated 2" inch O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
- b. The terminal posts shall be black coated 2 ½" O.D. schedule 40 or SS40. No used, rolled or open seam material will be permitted.
- c. The line posts shall be spaced no further than ten (10) foot on center.
- d. Tops of all posts shall be securely fitted with black coated malleable cast iron or pressed steel tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
- e. Posts for the fences are to be thirty-six (36) inches into the ground in concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footing shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Fence post sleeves are permitted where applicable.

4. **Rails**

- a. All rails shall be black coated and shall be 1 5/8" O.D. Schedule 40 or SS40.
- b. Rails shall provide couplings every twenty (20) foot. Couplings are to be outside sleeve-type and at least six (6) inches long.
- c. The bottom wire should be No.9 black coated.

5. **Fittings and Fastening Devices**

- a. Fittings are to be black coated malleable cast iron or pressed steel.
- b. The fabric is to be securely fastened to all terminal posts by ¼"x ¾" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
- c. The fabric is to be fastened to line posts with No. 6 gauge wire space approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge tie wire on twenty-four (24) inch centers.

## H. SIDE FENCING - JWS FIELD

- 1. This fencing is the same on each side of the field and the length of fencing diagram is attached. This is broken down in the following sections. Each side shall have:

2. **Fabric**

- a. Six (6) foot high No. 9 gauge black coated fabric. Located from end of dugout to homerun fence as indicated from site visit and plans. Top and bottom salvages are to have a knuckle finish.

3. **Post**

- a. Line posts for fence shall be black coated 2" O.D. Schedule 40 or SS40.
- b. The Terminal and corner post shall be black coated 2 ½ inch O.D. Schedule 40 or SS40. No used, rolled or open seam material will be permitted.
- c. The line posts shall be spaced no further than ten (10) foot on center.



- d. Tops of all posts are to be securely fitted with black coated malleable cast iron or pressed steel tops. The base of the top is to carry the apron around the outside of the posts and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for the fences are to be thirty-six (36) inches into the ground in concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Post sleeves are permitted.
4. **Rails**
- a. All rails shall be pipe and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. Rails shall provide couplings every twenty (20) foot. Couplings are to be outside sleeve-type and at least six (6) inches long.
  - c. The bottom wire should be No. 9 gauge galvanized steel.
5. **Fittings and Fastening Devices**
- a. Fittings are to be malleable cast iron or pressed steel.
  - b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart. The Fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire tie on twenty-four (24) inch centers.
6. **Gates on Side Fence**
- a. The field should have a six (6) foot high by twelve (12) foot long swing gate, No. 9 gauge fabric located on the first base side. (See diagram for location).
  - b. Gateposts shall be black coated pipe three (3) inches O.D. Schedule 40 or SS40.
  - c. The gate shall be constructed to half two (2) sides that are equal in width and meet in middle to form a closed unit.
  - d. Gate frames are to be made of 1 5/8" pipe Schedule 40 or SS40,
  - e. Corner fittings shall be heavy pressed steel or steel malleable iron casting securely riveted.
  - f. The fabric to match the fence shall be installed in the frame by means of tension bars and hook bolts.
  - g. Each frame is to be equipped with 3/8" diameter adjustable truss rods. The bottom hinges are to be wrap around adjustable type.
  - h. All gates are to be equipped with a positive type latching device with provisions for padlocking the gate.
  - i. The fabric shall be No. 9 gauge coated chain link woven in a two (2) inch mesh

## I. BACKSTOP and BACKSTOP WINGS – NWAC FIELD

- 1. The backstop for the NWAC field is to be forty (40) foot wide and thirty (30) foot high. Both backstop wings are to be forty (40) foot wide and thirty (30) foot high. The backstop and backstop wings will have no canopy as indicated on attached diagram or as determined by site inspection/pre-bid meeting.

2. **Fabric**

- a. The fabric shall be No. 6 gauge black coated chain link woven in a two (2) inch mesh.
- b. Top and bottom salvages are to have a knuckle finish.

3. **Posts**

- a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
- b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
- c. The line posts shall be spaced no further than ten (10) feet on center. Sleeving of existing posts is permitted where applicable.
- d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
- e. Posts for the backstop and backstop wings are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.

4. **Rails**

- a. All rails shall be black coated and shall be 1 5/8" O.D. Schedule 40 or SS40.
- b. Rails shall provide couplings every ten (10) feet. Couplings are to be outside sleeve type and at least six (6) inches long.
- c. The horizontal rails shall be placed every five (5) feet. This will require seven (7) rails to be installed on each backstop and backstop wing which includes the bottom rail in place of a bottom wire.

5. **Fittings and Fastening Devices**

- a. Fittings are to be black coated.
- b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
- c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.

**J. BACKSTOP WING EXTENSIONS - NWAC FIELD**

1. Each backstop wing extension for the NWAC field is to be twelve (12) foot high extending from the backstop wing to edge of existing dugout as indicated on attached diagram or as determined by site inspection/pre-bid meeting.

2. **Fabric**

- a. The fabric shall be No. 6 gauge black coated chain link woven in a two (2) inch mesh.
- b. Top and bottom salvages are to have a knuckle finish.

3. **Posts**

- a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
- b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
- c. The line posts shall be spaced no further than ten (10) feet on center. Sleeving of existing posts are permitted where applicable.
- d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
- e. Posts for the backstop wing extensions are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.

4. **Rails**

- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
- b. Rails shall provide couplings every twenty (20) feet. Couplings are to be outside sleeve type and at least six (6) inches long.
- c. The horizontal rails shall be placed every six (6) feet. This will require two (2) rails to be installed on each section which includes the bottom rail in place of a bottom wire.

5. **Fittings and Fastening Devices**

- a. Fittings are to be black coated.
- b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
- c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.

**K. DUGOUT FENCING - NWAC FIELD**

1. The dugout fencing is to be eight (8) foot high as indicated on attached diagram or as determined by site inspection/pre-bid meeting.
2. **Fabric**
  - a. The fabric shall be six (6) gauge black coated chain link woven in a two (2) inch mesh.
  - b. Top and bottom salvages are to have a knuckle finish.
3. **Posts**
  - a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.

- b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
  - c. The line posts shall be spaced no further than ten (10) foot on center. Sleeving of existing posts are permitted where applicable.
  - d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for these sections are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.
4. **Rails**
- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. The top rail shall be one piece twenty (20) foot long.
  - c. Horizontal rails shall be placed every four (4) feet.
  - d. There will be a bottom rail in place of the bottom wire.
5. **Fittings and Fastening Devices**
- a. Fittings are to be black coated.
  - b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
  - c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.
6. **Swinging Gates/Dugouts**
- a. Gates shall match installed new fencing (Refer to diagram for locations).
  - b. Gateposts shall be black coated pipe three (3) inch O.D. Schedule 40 or SS40.
  - c. The gates shall be constructed is a standard fashion to permit player field access.
  - d. Gate frames are to be made of 1 5/8" black coated pipe Schedule 40 or SS40.
  - e. Corner fittings shall be heavy pressed steel or steel malleable iron casting securely riveted.
  - f. The fabric is to match the fence and shall be installed in the frame by means of tension bars and hook bolts.
  - g. Each frame is to be equipped with 3/8" diameter adjustable truss rods. The bottom hinges are to be wrap around adjustable type.
  - h. All gates are to be equipped with positive-type latching devices with provisions for padlocking the gate.
  - i. The fabric shall be No. 9 gauge galvanized coated chain link woven in a two (2) inch mesh. Top and bottom salvages are to have a knuckle finish.

## L. HOME RUN FENCE - NWAC FIELD

1. The home run fence is to be six (6) foot high No. 9 gauge chain link fence.
2. **Fabric**
  - a. The fabric shall be No. 9 gauge black coated chain link woven in a two (2) inch mesh. Top and bottom salvages are to have a knuckle finish.
3. **Posts**
  - a. Line posts for fence shall be black coated two (2) inch O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
  - b. The terminal posts shall be black coated 2 ½" O.D. schedule 40 or SS40. No used, rolled or open seam material will be permitted.
  - c. The line posts shall be spaced no further than ten (10) foot on center.
  - d. Tops of all posts shall be securely fitted with black coated malleable cast iron or pressed steel tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for the fences are to be thirty-six (36) inches into the ground in concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footing shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Fence post sleeves are permitted where applicable.
4. **Rails**
  - a. All rails shall be black coated and shall be 1 5/8" O.D. Schedule 40 or SS40.
  - b. Rails shall provide couplings every twenty (20) feet. Couplings are to be outside sleeve-type and at least six (6) inches long.
  - c. The bottom wire should be No.9 black coated.
5. **Fittings and Fastening Devices**
  - a. Fittings are to be black coated malleable cast iron or pressed steel.
  - b. The fabric is to be securely fastened to all terminal posts by ¼"x ¾" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
  - c. The fabric is to be fastened to line posts with No. 6 gauge wire space approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge tie wire on twenty-four (24) inch centers.

## M. SIDE FENCING - NWAC FIELD

1. This fencing is the same on each side of the field and the length of fencing diagram is attached. This is broken down in the following sections. Each side shall have:
2. **Fabric**
  - a. Six (6) foot high No. 9 gauge black coated fabric. Located from end of dugout to homerun fence as indicated from site visit and plans. Top and bottom salvages are to have a knuckle finish.

3. **Post**

- a. Line posts for fence shall be black coated two (2) inch O.D. Schedule 40 or SS40.
- b. The Terminal and corner post shall be black coated 2 ½ inch O.D. Schedule 40 or SS40. No used, rolled or open seam material will be permitted.
- c. The line posts shall be spaced no further than ten (10) foot on center.
- d. Tops of all posts are to be securely fitted with black coated malleable cast iron or pressed steel tops. The base of the top is to carry the apron around the outside of the posts and is to be designed to exclude moisture from the interior of the posts.
- e. Posts for the fences are to be thirty-six (36) inches into the ground in concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Post sleeves are permitted.

4. **Rails**

- a. All rails shall be pipe and shall be 1 5/8" O.D Schedule 40 or SS40.
- b. Rails shall provide couplings every twenty (20) foot. Couplings are to be outside sleeve-type and at least six (6) inches long.
- c. The bottom wire should be No. 9 gauge galvanized steel.

5. **Fittings and Fastening Devices**

- a. Fittings are to be malleable cast iron or pressed steel.
- b. The fabric is to be securely fastened to all terminal posts by ¼" x ¾" tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart. The Fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire tie on twenty-four (24) inch centers.

6. **Gates on Side Fence**

- a. The field should have a six (6) foot high by twelve (12) foot long swing gate, No. 9 gauge fabric located on the first base side. (See diagram for location).
- b. Gateposts shall be black coated pipe three (3) inches O.D. Schedule 40 or SS40.
- c. The gate shall be constructed to half two (2) sides that are equal in width and meet in middle to form a closed unit.
- d. Gate frames are to be made of 1 5/8" pipe Schedule 40 or SS40,
- e. Corner fittings shall be heavy pressed steel or steel malleable iron casting securely riveted.
- f. The fabric to match the fence shall be installed in the frame by means of tension bars and hook bolts.
- g. Each frame is to be equipped with 3/8" diameter adjustable truss rods. The bottom hinges are to be wrap around adjustable type.
- h. All gates are to be equipped with a positive type latching device with provisions for padlocking the gate.
- i. The fabric shall be No. 9 gauge coated chain link woven in a two (2) inch mesh

## N. UTILITY FIELD FENCING – NWAC

1. This fencing will be located on the south end of each of the three fields. This fencing is the same on each field and the length of fencing diagram is attached. This is broken down in the following sections. Each side shall have:
2. **Fabric**
  - a. Eight (8) foot high No. 9 gauge black coated fabric. Top and bottom salvages are to have a knuckle finish.
3. **Post**
  - a. Line posts for fence shall be black coated two (2) inch O.D. Schedule 40 or SS40.
  - b. The Terminal and corner post shall be black coated 2 ½ inch O.D. Schedule 40 or SS40. No used, rolled or open seam material will be permitted.
  - c. The line posts shall be spaced no further than ten (10) foot on center.
  - d. Tops of all posts are to be securely fitted with black coated malleable cast iron or pressed steel tops. The base of the top is to carry the apron around the outside of the posts and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for the fences are to be thirty-six (36) inches into the ground in concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site.
4. **Rails**
  - a. All rails shall be pipe and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. Rails shall provide couplings every twenty (20) foot. Couplings are to be outside sleeve-type and at least six (6) inches long.
  - c. The bottom wire should be No. 9 gauge galvanized steel.
5. **Fittings and Fastening Devices**
  - a. Fittings are to be malleable cast iron or pressed steel.
  - b. The fabric is to be securely fastened to all terminal posts by ¼" x ¾" tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart. The Fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire tie on twenty-four (24) inch centers.

## O. BACKSTOP and BACKSTOP WINGS – SHOWELL FIELD

1. The backstop for the SHOWELL field is to be twenty (20) foot wide and thirty (30) foot high. Both backstop wings are to be ten (10) foot wide and thirty (30) foot high. The backstop and backstop wings will have no canopy as indicated on attached diagram or as determined by site inspection/pre-bid meeting.
2. **Fabric**
  - a. The fabric shall be No. 6 gauge black coated chain link woven in a two (2) inch mesh.
  - b. Top and bottom salvages are to have a knuckle finish.



3. **Posts**

- a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.
- b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
- c. The line posts shall be spaced no further than ten (10) foot on center. Sleeving of existing posts is permitted where applicable.
- d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
- e. Posts for the backstop and backstop wings are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.

4. **Rails**

- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
- b. Rails shall provide couplings every ten (10) feet.
- c. The horizontal rails shall be placed every five (5) feet. This will require seven (7) rails to be installed on each backstop and backstop wing which includes the bottom rail in place of a bottom wire.

5. **Fittings and Fastening Devices**

- a. Fittings are to be black coated.
- b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.
- c. The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.

P. BACKSTOP WING EXTENSIONS - SHOWELL FIELD

1. Each backstop wing extension for the SHOWELL field is to be 18' high extending from the backstop wing to edge of existing dugout as indicated on attached diagram or as determined by site inspection/pre-bid meeting.
2. **Fabric**
  - a. The fabric shall be No. 6 gauge black coated chain link woven in a two (2) inch mesh.
  - b. Top and bottom salvages are to have a knuckle finish.
3. **Posts**
  - a. Line posts for fences shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted in posts or rails.

- b. The terminal posts shall be black coated 4" O.D. Schedule 40 or SS40. No used, rolled or open seamed material will be permitted. The terminal posts shall include the needed tension rods and bands.
  - c. The line posts shall be spaced no further than ten (10) foot on center. Sleeving of existing posts are permitted where applicable.
  - d. Tops of all posts are to be securely fitted with black coated tops. The base of the top is to carry the apron around the outside of the post and is to be designed to exclude moisture from the interior of the posts.
  - e. Posts for the backstop wing extensions are to be set at a depth consistent with post sizing with concrete footings of proper size and shape so as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear onto a fence of this character. Concrete for these footings shall be no less than twelve (12) inches in diameter and shall contain no less than six (6) bags of Portland cement per cubic yard of concrete. Excess concrete shall be removed from the site. Sleeving of posts is permitted where applicable.
4. **Rails**
- a. All rails shall be black coated and shall be 1 5/8" O.D Schedule 40 or SS40.
  - b. Rails shall provide couplings every twenty (20) feet. Couplings are to be outside sleeve type and at least six (6) inches long.
  - c. The horizontal rails shall be placed every six (6) feet. This will require two (2) rails to be installed on each backstop.
  - d. There will be a bottom rail in place of the bottom wire.
5. **Fittings and Fastening Devices**
- a. Fittings are to be black coated.
  - b. The fabric is to be securely fastened to all terminal posts by 1/4" x 3/4" black coated tension bars with heavy No. 9 gauge pressed steel bands spaced approximately fourteen (14) inches apart.  
The fabric is to be fastened to line posts with No. 6 gauge wire clips spaced approximately fourteen (14) inches apart to a top and bottom rail with No. 9 gauge wire on twenty-four (24) inch centers.

## Q. ATTACHMENTS

- 1. John Walter Smith Park, Northern Worcester Athletic Complex and Showell Park Work Scope Diagram.

## R. PRE-BID CONFERENCE

- 1. The Pre-Bid Conference will be held on **Wednesday, November 20, 2019 at 10:00 a.m** at **the Northern Worcester Athletic Complex Pavilion located at 9906 Buckingham Lane, Berlin, Maryland 21811.**

## S. PAYMENT

- 1. The County will make payment to the Successful Vendor within thirty (30) calendar days from the final acceptance of the project.

## CONTACTS

Tom Perlozzo	6030 Public Landing Road, Snow Hill, Maryland 21863 410.632.2144 ext. 2505 <a href="mailto:tperlozzo@co.worcester.md.us">tperlozzo@co.worcester.md.us</a>
Bill Rodriguez	6030 Public Landing Road, Snow Hill, Maryland 21863 410.632.2144 ext. 2521 <a href="mailto:wrodriguez@co.worcester.md.us">wrodriguez@co.worcester.md.us</a>
Darcy Billetdeaux	6022 Public Landing Road, Snow Hill, Maryland 21863 410.632.3173 <a href="mailto:dbilletdeaux@co.worcester.md.us">dbilletdeaux@co.worcester.md.us</a>

## **Addendum #1 – November 20, 2019**

### **Addendum to Purchase and Installation of Fencing at Athletic Fields Bid – Worcester County**

Clarifications are as follows:

1. **Backstops**

We are requesting two options for our consideration:

- a. Four (4) foot, cold welded extensions to the existing posts.
- b. Total post replacement to a 30 foot height.

2. **Wing Extensions**

- a. We are requesting the height of wing extensions at both JWS and NWAC be extended an additional two (2) feet in elevation with the use of 3" diameter sleeves and no horizontal mid rails.
- b. We are requesting the Showell Park wing extensions to be installed at an elevation of sixteen (16) feet as opposed to eighteen (18) feet originally specified in the bid document. Showell will require 4" post installed to accommodate the proposed wing extension elevation and an eight (8) foot horizontal mid rail.

3. **Side and Outfield Fence**

- a. All 2" in line posts will be sleeved with a 2.5" sleeve.
- b. All terminal posts shall be replaced with 3" diameter posts.
- c. Fabric will be #8 gauge fused and bonded.

4. **Utility Fence (NWAC)**

- a. Fabric shall be #8 gauge fused and bonded with top and bottom rails.
- b. In line post shall be 2.5" and terminal posts shall be 3".

5. **Gates**

- a. Shall be replaced with welded frame gates.
- b. Gate post shall be 2" and not 1-5/8" (as indicated in the specs).
- c. Pedestrian gates shall be 4' wide and swing in both directions.

6. **Fabric**

- a. Shall be coated vinyl and secured to post and rails with fence ties every 12".
- b. All fabric shall be #8 gauge fused and bonded with the only exception, the lower first sections of the backstop shall be #6 gauge.

7. **Color**

- a. All newly installed materials will be black. Any existing materials (example; existing post in the event of a backstop extension) shall be painted by Worcester County.

## **Addendum #2 – November 22, 2019**

### **Addendum to Purchase and Installation of Fencing at Athletic Fields Bid – Worcester County**

Clarifications are as follows:

1. **Chain Link Fabric**

- a. Will be black vinyl coated Fused & Bonded Class 2b.
- b. Bottom section of Backstop fence – use #5 gauge (#6 gauge core).
- c. All other chain link fence will be #8 gauge (#9 gauge core).
- d. Fabric shall be secured to post and rails with fence ties every 12”.



**Worcester County**  
Department of Recreation & Parks

Tom Perlozzo, Director

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



**MEMORANDUM**

12

TO: Harold L. Higgins, Chief Administrative Officer  
Kelly Shannahan, Assistant Chief Administrative Officer  
Maureen Howarth, County Attorney

FROM: Tom Perlozzo, Director of Recreation and Parks

DATE: December 9, 2019

SUBJECT: John Walter Smith Multi-Purpose Field Lights; Co-Op Purchasing Request

The Recreation and Parks Department is requesting permission to engage and purchase through Qualite Sports Lighting, LLC for the lighting of John Walter Smith Multi-purpose field. The project is an LED system featuring four (4) 70' poles with 28 total fixtures rated for 125mph winds as directed by the Worcester County Department of Development, Review & Permitting (DRP).

Based upon my recent research regarding Cooperative Purchasing, this purchase will benefit the County by saving an estimated \$72,000 from its nearest competitor (MUSCO Lighting). Although MUSCO seems to be the staple in the industry, I cannot justify the price difference based upon our anticipated usage. As you know, cooperative purchasing requires that vendors provide their best pricing which are bid for state, county and local levels of purchasing. The Qualite system was competitively bid through The Interlocal Purchasing System (TIPS) in Pittsburg, Texas. I therefore request that the Commissioners waive our local bidding requirements and piggyback on the cooperative purchasing agreement through TIPS. To be confident in the recommendation, I did host both MUSCO and Qualite on site and the attached represent those quotes.

Page 26  
2  
MUSCO \$232,000.00  
Qualite \$189,070.00 or \$160,710.00 (15% discount) if Purchase Order is received prior to January 15, 2020

Both quotes may also include additional costs for site specific issues related to installation. The project is 90% reimbursed through Program Open Space  
Cost Summary: \$225,000 – has been approved to handle lighting, fencing and landscaping  
Account Number: 100.1602.510.6160.256

Please feel free to contact me should have any questions. Should the Commissioners not approve this request, the department will prepare the necessary bid documents. Thanks again!

cc: Bill Rodriguez  
Kelly Rados  
Bill Bradshaw  
Ed Tudor

# Qualite

## SPORTS LIGHTING, LLC

### Who are we?

**Qualite Sports Lighting, LLC** has been the outdoor area lighting partner for high schools, colleges, ports, parks and recreation departments, and minor and major league professional sports franchises for over 30 years.

**Qualite's Q-LED GameChanger™** is the first high-performance sports lighting system designed for all sports venues, from youth to professional sports stadiums, with a focus on great connectivity and functionality at affordable pricing.

#### Project Management

We have thousands of start-to-finish installations. Let our experience and knowledge get your lighting project done on time.

#### Best Warranty in the Business

We are proud of our products and service and our warranty proves this. With the best warranty around, we are confident that both our service and products will stand the test of time.

#### Lighting System Design

We know our products' capabilities. We can design a lighting system for your facility that will give the best return on investment.

#### Financing and Budgetary Quotes

Our goal is to provide our products and service to all those that want them. That's why we work with a finance company to provide financing options for all sizes of organizations.



### Qualite: At A Glance

- **LED and HID Sports Lighting Systems**
- **Steel and Concrete Lighting Poles**
- **Energy Savings**
- **Retrofit Friendly**
- **ISO-9001 Certified**
- **Edison Award Winner**
- **Emergency Lighting**
- **Wireless Controls**
- **25-Year Bumper to Bumper Warranty**

2



## What is the GameChanger™?

Designed for stadium lighting, HDTV broadcasting, digital photography and slow-motion recording of fast-paced sports lighting venues from professional to recreational levels.

With Enhanced Glare Mitigation and Specialized Beam Shapes, we are able to paint the playing surface with smooth light and keep your neighbors dark and happy.

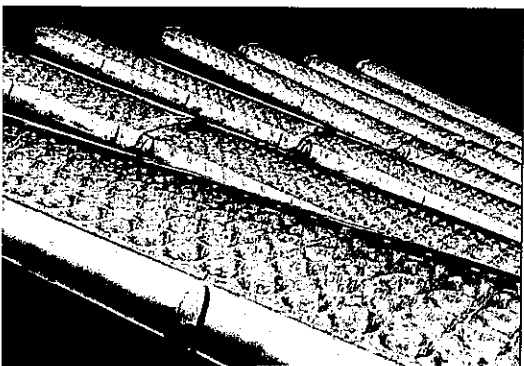
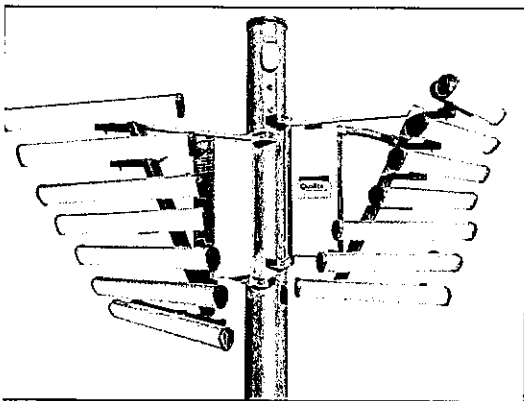
The proprietary optics produce the ideal distribution and beam angles for LED stadium lighting, while saving you up to 70 percent or more in energy use when compared to traditional stadium lighting.

The durable housing, protective



lens and remote driver technology is engineered for stadium lighting

applications with the ability to withstand extreme outdoor conditions.

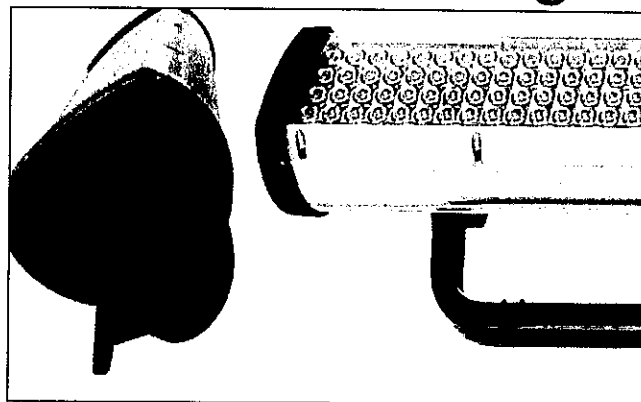


## Benefits of the GameChanger

Qualite Sports Lighting's Q-LED GameChanger™ is the most revolutionary, award-winning LED Lighting Technology on the market today!

**Other benefits include:**

- ✓ Energy Savings
- ✓ ISO-9001 Compliant
- ✓ DLC Certified
- ✓ Edison Gold Award Winner for innovation



in the outdoor adventure category

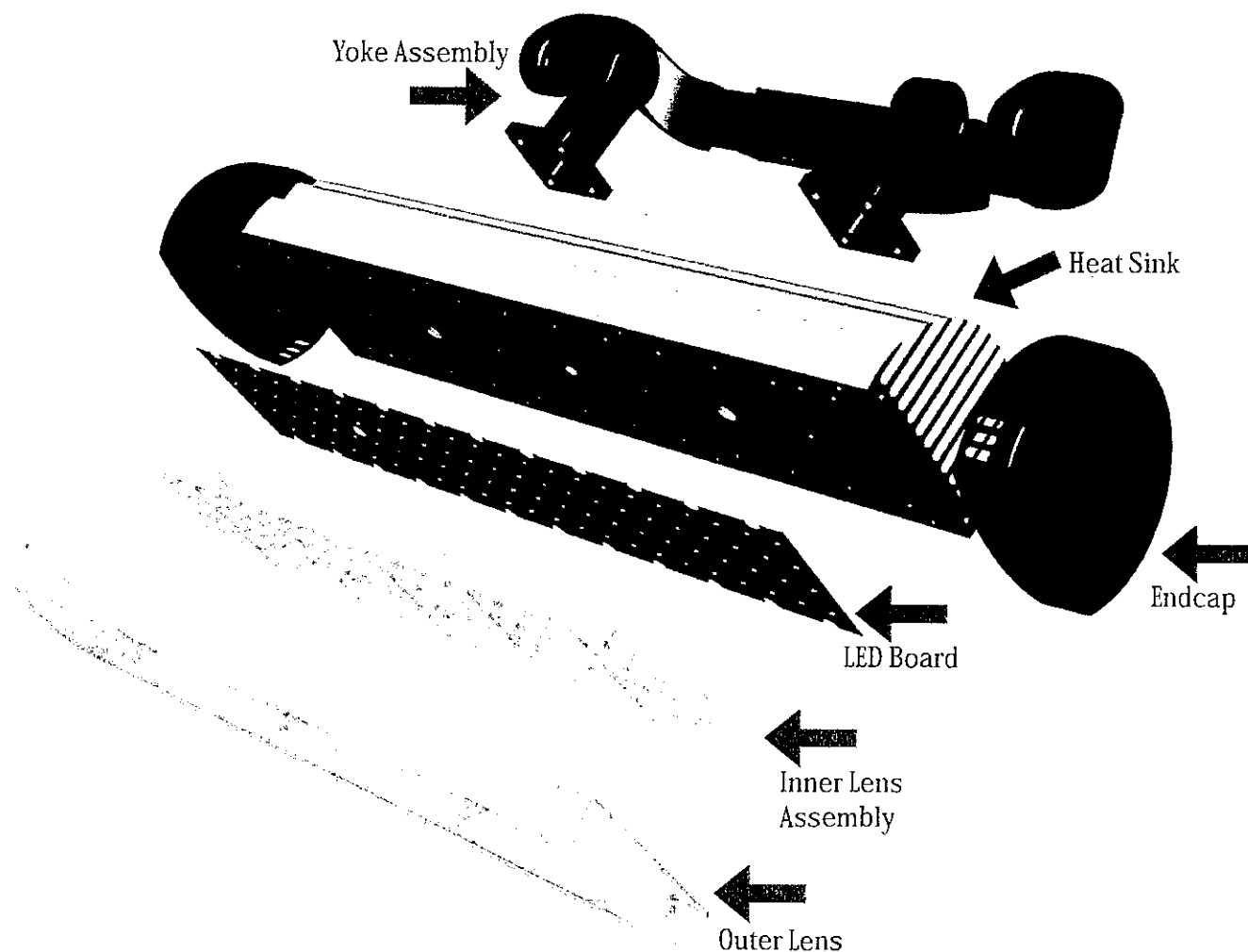
- ✓ Remote diagnostics
- ✓ Wireless controls

✓ Best warranty in the business

- ✓ Customizable endcaps

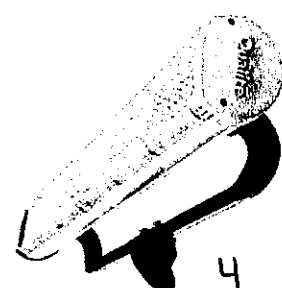
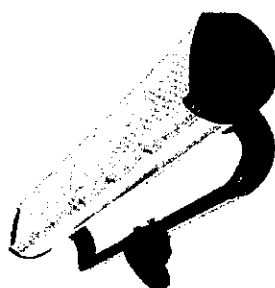
[www.qualite.com](http://www.qualite.com)

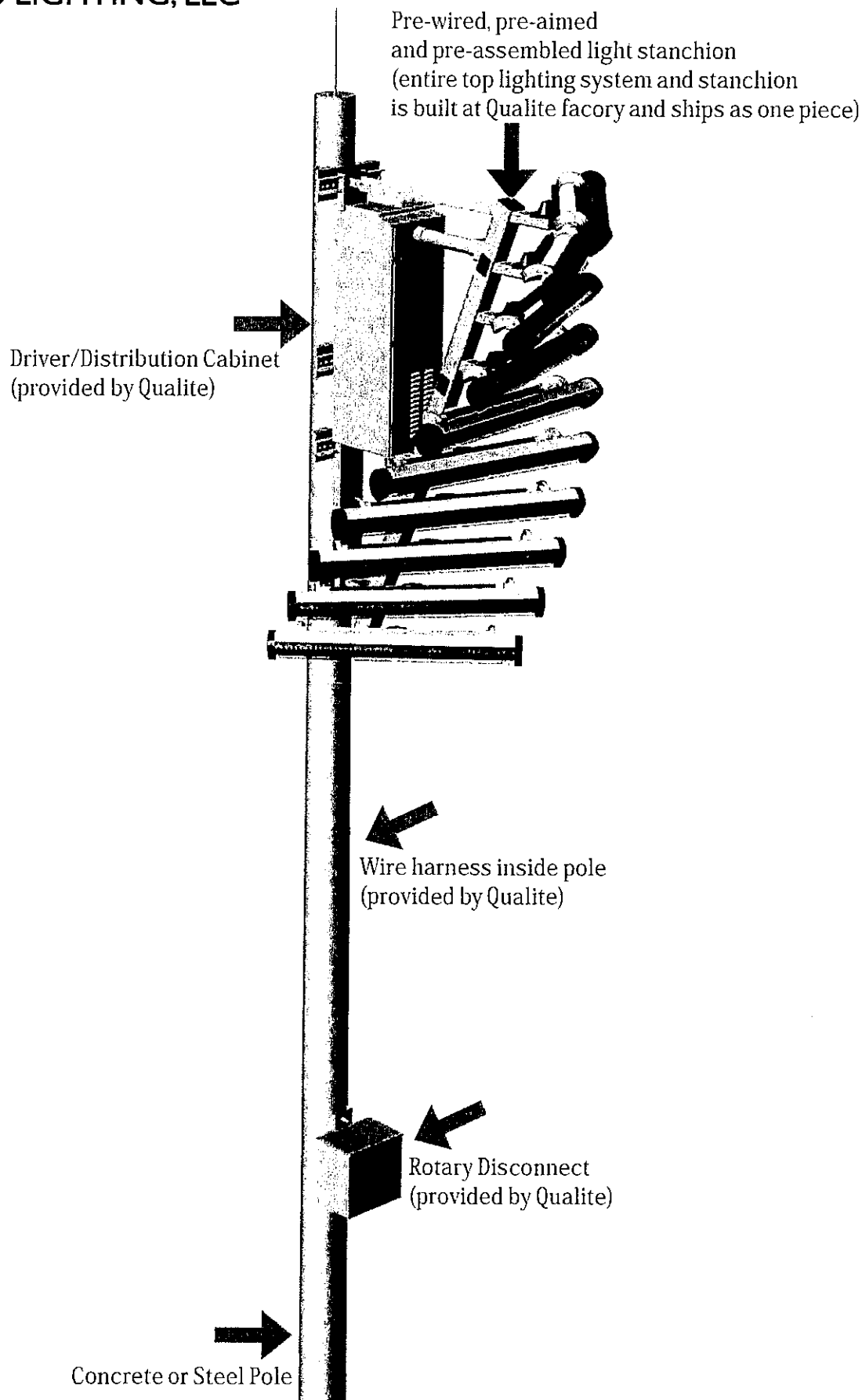
3



Our Q-LED GameChanger™  
endcaps are customizable!

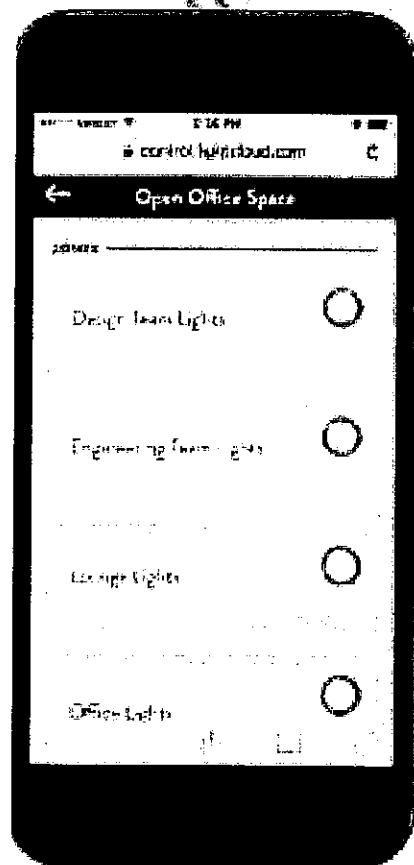
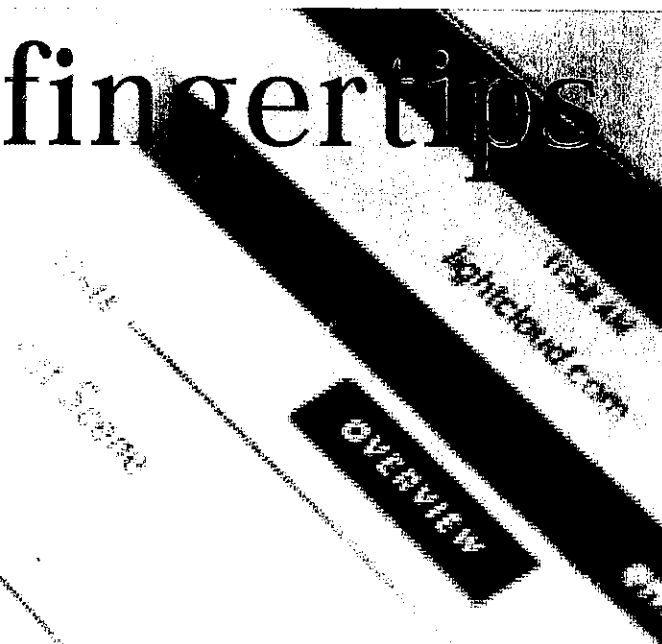
What color would you like?





## at your fingertips

- Centralized scheduling: Adjust schedules easily with the Lightcloud App
- No expertise needed: Controls are completely intuitive
- Energy savings and monitoring: Measures, tracks and reports real and estimated power usage
- Remote control: Make changes via your phone, tablet or computer
- Data security: Uses private connection over secure, wireless
- Two-step authentication: Extra layer of security if you're the only person who uses your account
- Technical support: Both the Qualite and RAB teams are available 24/7 to troubleshoot issues

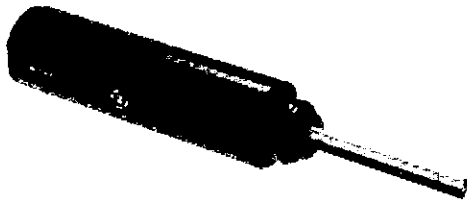


**SSL LABS**  
VERIFIED AND APPROVED



UL2900-01  
LISTED

THE FIRST NETWORKED  
LIGHTING CONTROL SYSTEM  
LISTED FOR CYBER SECURITY!



The Controller is the basic building block of the Lightcloud system. Use it for switching and 0-10V dimming. Deploy it for power management. Or simply use it to extend the range of your Lightcloud mesh network.

Color: Black

Weight: 0.2 lbs

**RAB** | Controls  
In partnership with  
**Qualite**  
SPORTS LIGHTING, LLC

## Technical Specifications

### Listings

#### UL Listing:

Suitable for indoor and outdoor use

#### DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities

### Electrical

#### Input Voltage:

120-277 VAC

#### Frequencies:

50/60 Hz

#### Current Draw:

30 mA @ 120VAC  
20 mA @ 277VAC

#### Load Switching Capacity:

120-277VAC: 15A Electronic (LED)  
277VAC: 20A Magnetic/Resistive  
240VAC: 20FLA/60LRA, 2HP  
120VAC: 15A Tungsten, 1HP  
Zero-cross switching for reduced inrush current and improved relay contact life

#### Dimming Driver:

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Can dim as low as 1%. Actual dimming range is defined by driver.

### Construction

#### IP Rating:

Ingress Protection rating of IP66 for dust and water

#### Operating Temperature Range:

-20°C to 40°C

#### Storage Temperature Range:

-40°C to 80°C

#### Maximum Relative Humidity:

85%

#### Mounting:

Junction box for both indoor or outdoor. Lighting panel, trough or fixture.

#### Wire Gauge:

4x6 in 12AWG High-voltage pigtails, stripped  
2x12 in 22AWG Low-voltage pigtails, 300V insulation, stripped

### Wireless Range

#### Obstructions:

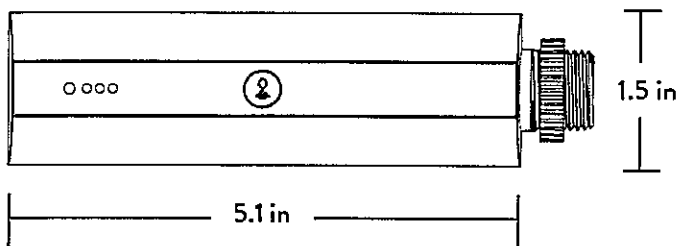
100 feet

### Other

#### Warranty:

10-year full hardware warranty with 100% repair/replacement coverage for all properly installed devices.

## Dimensions



## Features

Easy setup - simply power on, confirm device connectivity and call 844-LIGHTCLOUD

Cylindrical design for easy installation at threaded junction boxes

Cloud-based management - no software to install or maintain

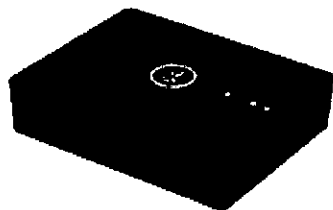
Connects to Lightcloud Gateway and other Lightcloud devices

Connects via a secure, encrypted, and self-healing 2.4 GHz wireless mesh network

Repeater Mode to extend range of wireless mesh network

If power to Controller is lost, notification is shown in the Lightcloud application

If communication is lost, Controller can fall back to a customizable emergency state



The Gateway is the brain of Lightcloud. It communicates with RAB's servers via private 3G cellular connection, so no internet access is required. Plus, it features an uninterruptible power supply for added peace of mind.

Color: Black

Weight: 0.9 lbs

**RAB** | Controls  
In partnership with  
**Qualite**  
SPORTS LIGHTING, LLC

## Technical Specifications

### Listings

#### UL Listing:

Indoor use only

#### DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities

### Electrical

#### Input Voltage:

120-277 VAC

#### Frequencies:

50/60 Hz

#### Current Draw:

70 mA @ 120VAC

43 mA @ 277VAC

#### Battery Backup:

Rechargeable Lithium Ion

### Construction

#### Operating Temperature Range:

0°C to 40°C

#### Storage Temperature Range:

-20°C to 60°C

#### Maximum Relative Humidity:

85%

#### Wire Gauge:

18 AWG, stranded

#### Junction Box:

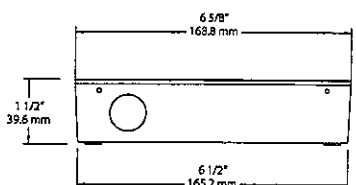
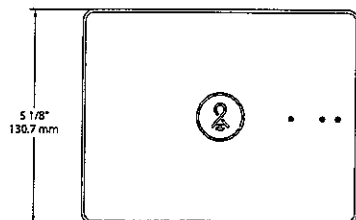
Contains integral junction box for hard-wired installation by a qualified electrician

### Other

#### Warranty:

10-year full hardware warranty with 100% repair/replacement coverage for all properly installed devices.

## Dimensions



## Features

Connects with up to 200 Lightcloud devices

Communicates with Lightcloud devices via 2.4 GHz wireless mesh network

User-serviceable, built-in UPS battery backup (lasts approximately 2 hours)

Cloud-based management - no software to install or maintain

Connects to Lightcloud service using secure cellular 3G connection and no internet access is required

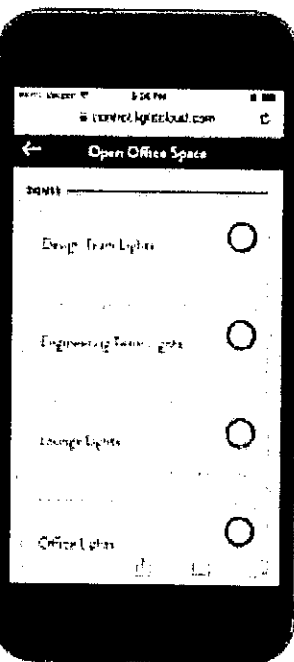
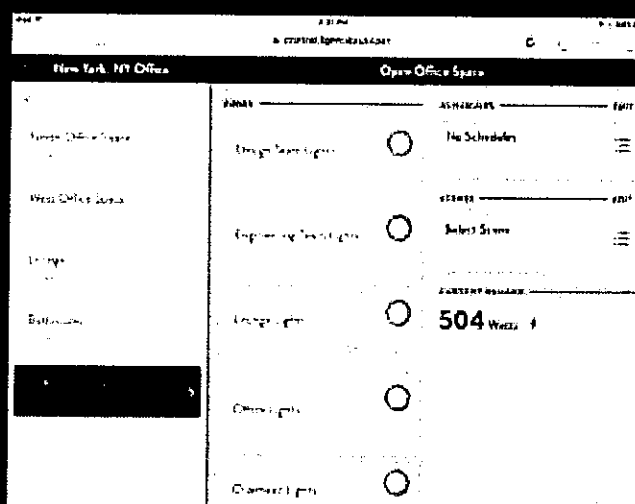
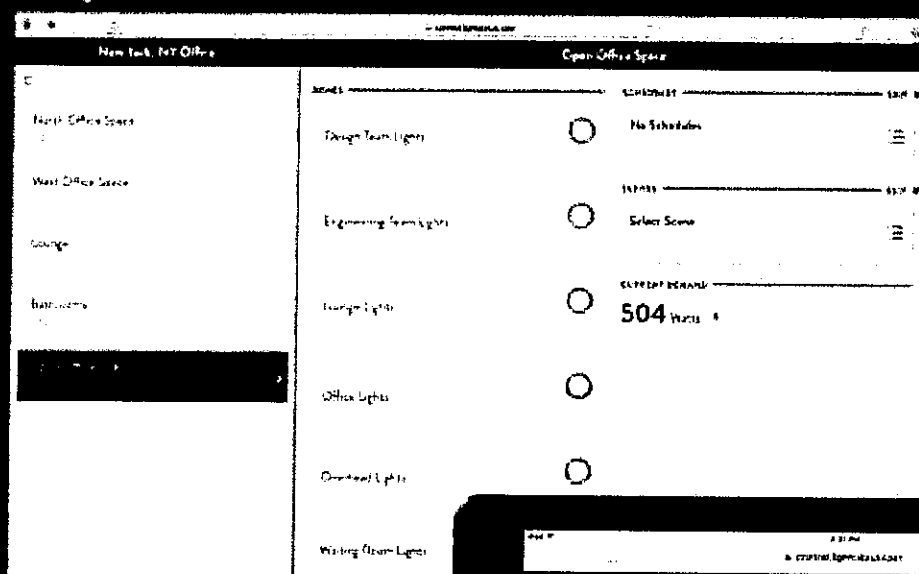
Easy setup - simply power on, confirm a cellular signal and call 844-LIGHTCLOUD

Warranty is active as long as service plan is active

# control at any time!

- Schedule the lights to come on or off and dim for security and safety!

- Build a complete schedule ahead of time; set it and forget it!



- Manage the schedule from anywhere with your phone, computer, laptop or tablet!

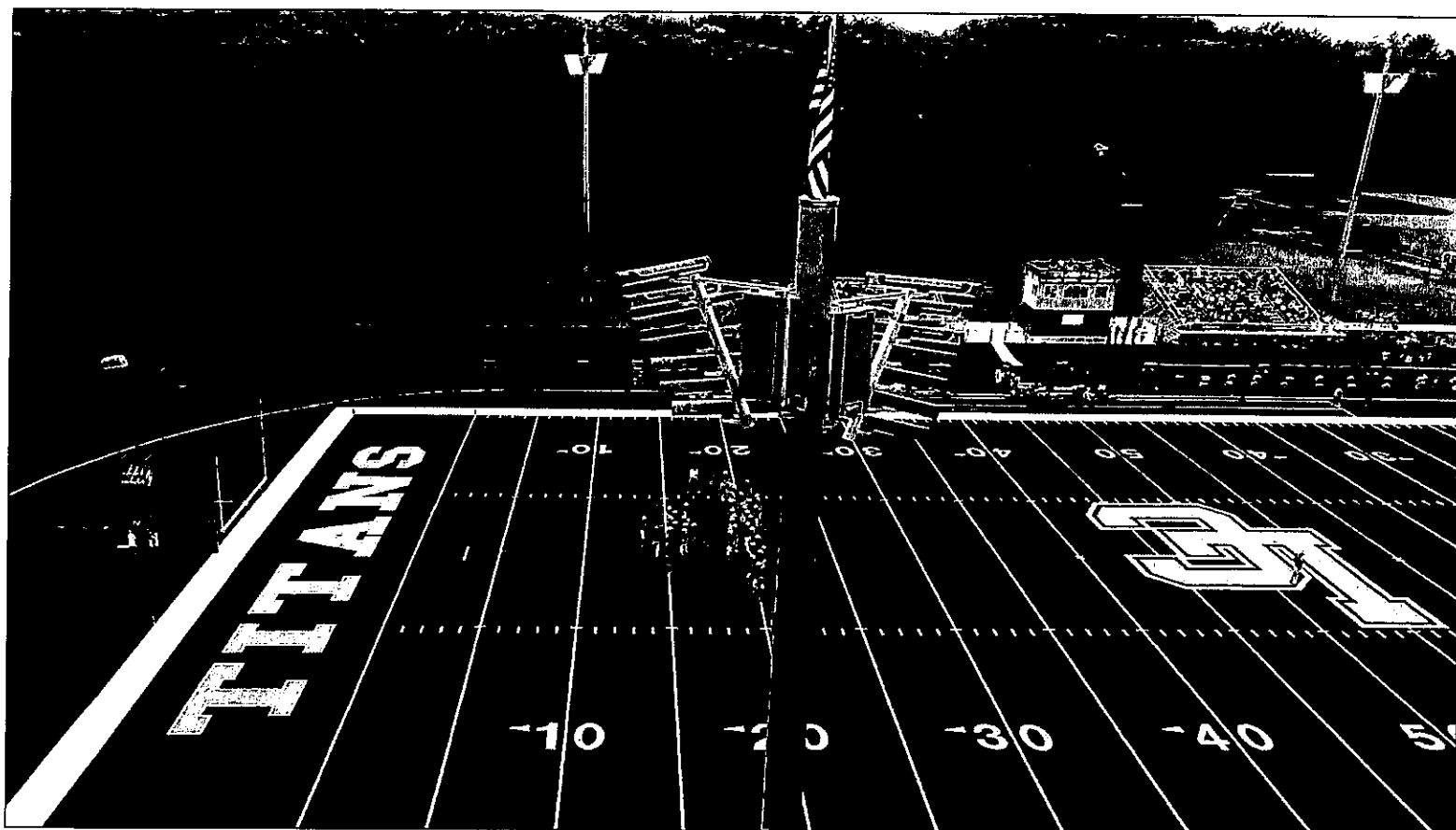
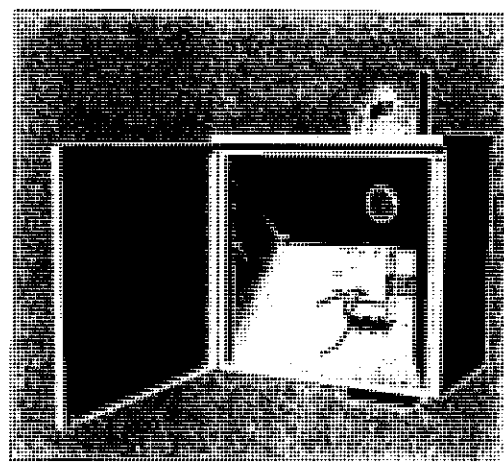
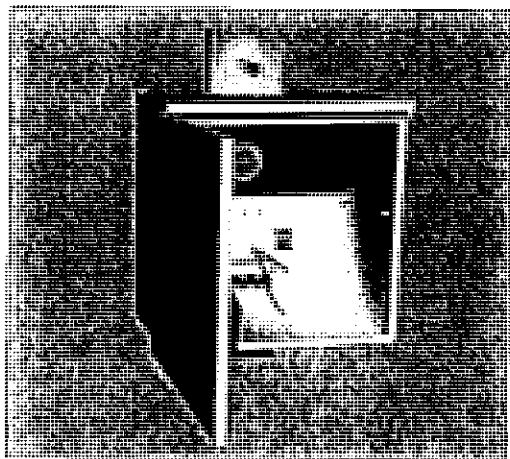
- The first UL2900-01-Listed Networked Lighting Control System!

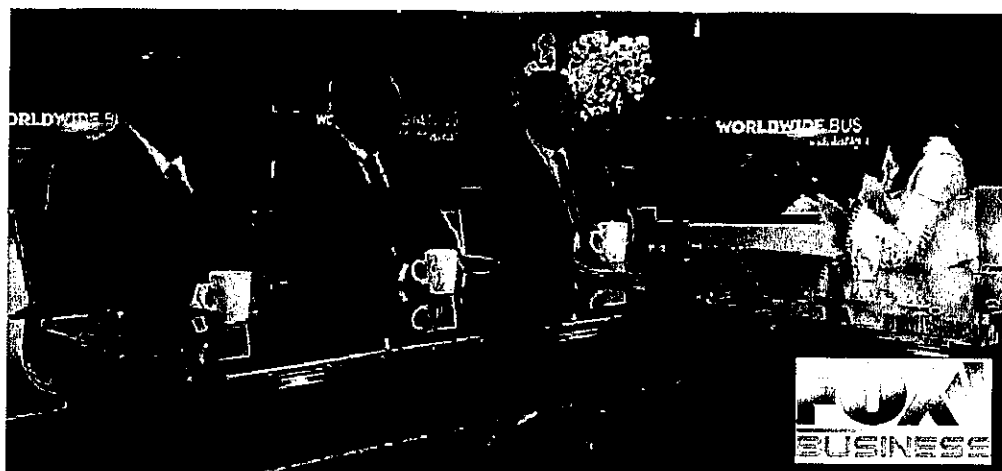


## Pole-Mounted Disconnect Switch Assembly

### What's Inside?

- ✓ Surge Protection
- ✓ Jumper for Power Feed
- ✓ Disconnect Switch Body
- ✓ Terminal Block
- ✓ Ground Bar
- ✓ Driver Assembly
- ✓ Rear Wire Entrance for Incoming Power Supply

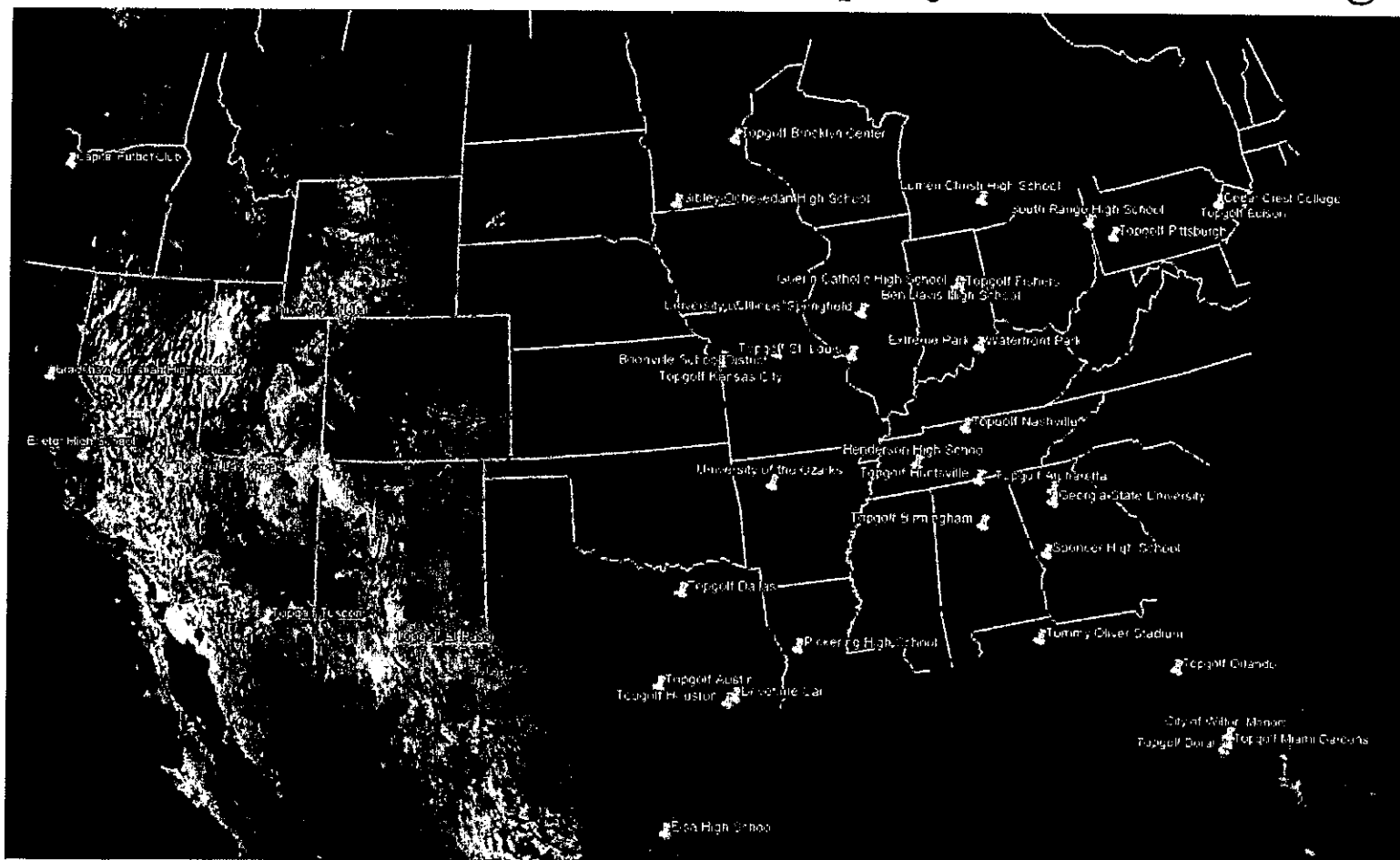




Qualite Sports Lighting  
teamed up with  
Worldwide Business  
with kathy ireland®  
for an exclusive interview that aired  
on Fox Business.

You can see this show and many  
other videos about Qualite Sports  
Lighting on our YouTube Channel at  
[https://www.youtube.com/results?search\\_query=qualite+sports+lighting](https://www.youtube.com/results?search_query=qualite+sports+lighting)

In our 30+ years in the lighting business, we  
have completed over 5,000 projects, including:



Visit [www.qualite.com](http://www.qualite.com) for more details!



## Q-LED GameChanger™ Project References

- Ben Davis High School, Indianapolis, IN
- Guerin Catholic High School, Noblesville, IN
- Pickering High School, Leesville, LA
- Lumen Christi High School, Jackson, MI
- City of Wilton Manors, Wilton Manors, FL
- Spencer High School, Columbus, GA
- Henderson High School, Henderson, TN
- University of Illinois Springfield, Springfield, IL
- Booneville School District, Booneville, MO
- St. Lucia Cricket
- Quincy High School, Quincy, WA
- Northwest High School, Jackson, MI
- South Range High School, South Range, OH
- Bradshaw Christian High School, Vineyard, CA
- Exeter High School, Exeter, CA
- University of Utah, Salt Lake City, UT
- United States Forestry Department Ballfields, WA
- Seeger High School, West Lebanon, IN
- Itasca Intermediate School District, Itasca, TX
- Drivetime Car Storage, San Antonio, TX
- Franklin Simpson High School, Franklin, KY
- City of Fruitland Park, Fruitland Park, FL
- Madison High School, Rexburg, ID
- Elsa High School, Edcouch, TX
- Georgia State University,



Georgia State University  
Atlanta, GA

Atlanta, GA

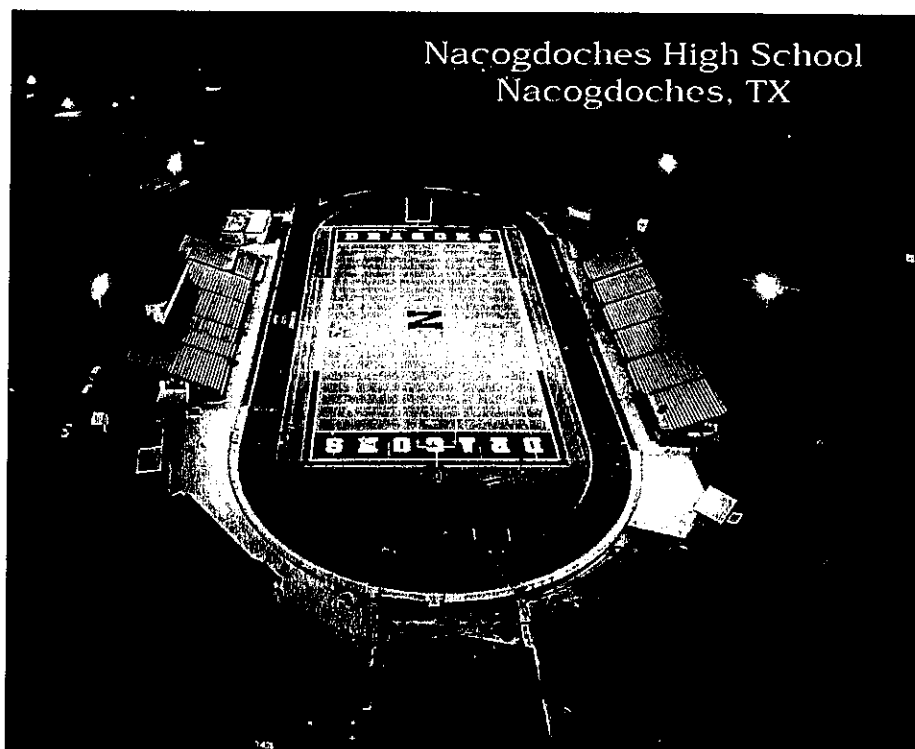
- Sibley-Ocheyedan Central School District, Sibley, IA
- Capital Futbol Club, Salem, OR
- Tommy Oliver Field, Panama City, FL
- Extreme Park, Louisville, KY
- Waterfront Park, Louisville, KY
- University of the Ozarks Tennis Complex, Clarksville, AR
- Cedar Crest College, Allentown, PA
- Jefferson High School, Lake Hopatcong, NJ
- Burns High School, Burns, OR
- Quincy High School, Quincy, WA
- Sayre School, Lexington, KY
- Perry Meridian High School, Indianapolis, IN
- Pollock Baseball Field, Pearl Harbor, Hawaii
- Pacific High School, Pacific, MO
- Petoskey Public Schools, Petoskey, MI

- Risley Baseball Field, Pearl Harbor, Hawaii
- Devon Avenue Fields, Haddon Heights, NJ
- Panama City Sports Complex, Panama City, FL
- Divers Parcs, Gatineau, Quebec, Canada
- Barbados Skate Park, Barbados
- Vashon Island Soccer Fields, Vashon, WA
- Central Diamonds West Fields, El Dorado, KS
- University of Utah Lassonde, Salt Lake City, UT
- Mickel Park, Wilton Manors, FL
- South Walton Sports Complex, Walton County, FL
- Belle Plaine City Baseball, Belle Plaine, IA
- The Woods at Creekside, Parkville, MO
- Governor's Gun Club Shooting Range, Kennesaw, GA
- Greers Ferry High School, Greers Ferry, AR
- New Albany Soccer Field, New Albany, MS
- Richland Park, Portland, TN
- Magnolia Soccer Complex, Salina, KS
- Estuary Park, Alameda, CA
- Washington High School, Vinton, IA
- Madison High School, Rexburg, ID
- Fort Kent Community High School, Fort Kent, ME
- Nacogdoches Intermediate School District, Nacogdoches, TX
- St. John's Prep School Cronin Field, Danvers, MA
- Penn State Hazleton, Hazleton, PA
- Hanover-Horton High School, Horton, MI



## Q-LED GameChanger™ Project References

- DCG High School, Dallas Center, IA
- Kriz Davis USD, Goddard, KS
- Parque De Barranquitas Soccer, Barranquitas, PR
- Bakersfield SW Fields Mustangs, Bakersfield, CA
- Lake Mona Volleyball Complex, Orlando, FL
- Silver Creek High School, Sellersburg, IN
- Kearns High School, Salt Lake City, UT
- McBride Stadium, Richmond, IN
- Shiloh Football, Fruitland Park, FL
- Young Living Farms, Mona, UT
- McDonough High School, McDonough, GA
- Rusk Intermediate School District, Rusk, TX
- American Little League, Warwick, RI
- Fairplay Park, Douglasville, GA
- Days of 47 Arena, Salt Lake City, UT
- Newell Fonda Football Field, Newell, IA
- Warren Sink Hole, Warren, MI
- Cayon Field, St. Kitts
- Chatham Jr. Football, Chatham, IL
- SW Warren Football Field, Lacona, IA
- Silver Creek High School, Sellersburg, IN
- Big Springs Park and Recreation, Big Springs, TX
- Saigong Soccer, Vietnam
- Miller Baseball Field, Miller, MO
- Owen Valley High School, Spencer, IN
- Majestic Park, Rathdrum, ID
- Clark County High School, Kohoka, MO
- Keosauqua Sports Complex, Keosauqua, IA
- Lincoln County High School, Panaca, NV
- Hart High School, Hart, MI
- Lajoya Intermediate School District, Lajoya, TX
- Maryville High School, Maryville, MO
- Davis County School District, Farmington, UT
- Mooresville High School, Mooresville, IN
- Cornerstone University, Grand Rapids, MI
- University of Kansas Rock Chalk Park, Lawrence, KS
- Riverside Park, Rexburg, ID
- Eden Central School District, Eden, NY
- Weatherford Intermediate School



Nacogdoches High School  
Nacogdoches, TX

District, Weatherford, TX

- San Tan High School, San Tan, AZ
- Barr-Reeve High School,

Montgomery, IN

- Bath Community School District, Bath, NY

## Topgolf Locations

- |                     |                  |                                    |
|---------------------|------------------|------------------------------------|
| ■ Fishers, IN       | ■ Nashville, TN  | ■ Schaumburg, IL                   |
| ■ Orlando, FL       | ■ Alpharetta, GA | ■ Oxon Hill, MD                    |
| ■ Miami Gardens, FL | ■ Loudin, Va     | ■ Virginia Beach, VA               |
| ■ Doral, FL         | ■ Tampa, FL      | ■ Germantown, MD                   |
| ■ EL Paso, TX (     | ■ Spring, TX     | ■ Thornton, CO                     |
| ■ Tuscon, AZ        | ■ Houston-Katy   | ■ Charlotte, NC                    |
| ■ Pittsburgh, PA    | ■ Rogers, AR     | ■ Mt. Laurel, NJ                   |
| ■ Las Vegas, NV     | ■ Omaha, NE      | ■ Myrtle Beach, SC                 |
| ■ Edison, NJ        | ■ Gilbert, AZ    | ■ Pharr, TX                        |
| ■ Dallas, TX        | ■ Scottsdale, AX | ■ Auburn Hills, MI                 |
| ■ Austin, TX        | ■ Roseville, CA  | ■ Baton Rouge, LA                  |
| ■ Houston, TX       | ■ Hillsboro, OR  | ■ Centennial, CO                   |
| ■ Kansas City, MO   | ■ Richmond, VA   | ■ Columbus, OH                     |
| ■ St. Louis, MO     | ■ Naperville, IL | ■ Glendale, AZ                     |
| ■ Huntsville, AL    | ■ Atlanta, GA    | ■ Minneapolis, Brooklyn Center, MN |
| ■ Birmingham, AL    | ■ Greenville, SC |                                    |

# Our warranties are the best in the business

**We have you covered!**

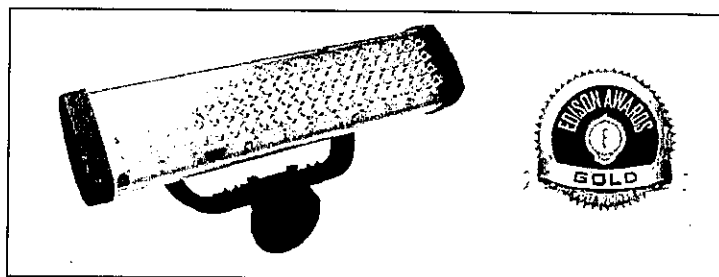
Our products are the Best In The Business so it is fitting that they have warranties that say the same. Whether you are going with the latest in LED technology, GameChanger Q-LED, or you are looking for the latest in metal halide lighting with the Universal Series, we have you covered!

## 25-Year/10,000-Hour GameChanger Series Maintenance-Free Warranty

For the next 25 years (or 10,000 hours), Qualite Sports Lighting, LLC will provide all materials to maintain the operations of the lighting system to the original design criteria. Email us at [info@qualite.com](mailto:info@qualite.com) for a complete copy of our 25-Year/10,000-hour GameChanger Series Maintenance-Free Warranty.

## 30-Year Standard Universal Series Warranty

Qualite Sports Lighting, LLC shall warranty the luminaire assemblies and alignment of their pre-aimed positions for a period of 30 years. Any parts found to be defective shall be replaced, labor included, during the entire warranty period. Lamps are guaranteed as outlined in the complete Maintenance Free Warranty. Email us at [info@qualite.com](mailto:info@qualite.com) for a complete copy of our 30-Year Universal Series Maintenance-Free Warranty.



### At a glance:

Qualite Sports Lighting's Q-LED GameChanger™ comes standard with a 25-year/10,000-hour maintenance-free warranty! No one out there is offering a comparable warranty!

#### Other benefits include:

- ✓ Warranty covers bumper to bumper
- ✓ No cost to the owner for 25 years or 10,000 hours
- ✓ Quick response time with repairs
- ✓ Qualite maintains service technicians throughout the country to ensure adequate coverage for its customers



# What you need to know ...

## Overview

Lighting criteria are different for college, high school and recreational play. Stadium lighting considerations include:

- ✓ Proper orientations, locations, illuminances and controls that satisfy needs for any type of contingency;
- ✓ Number of poles based on the width of the sideline; and
- ✓ Quality of cutoff or spill light control.

## Lighting Overview

- ✓ Horizontal illuminance: A measure of the lumens per unit area on a horizontal surface.

## Stadium Class Designations

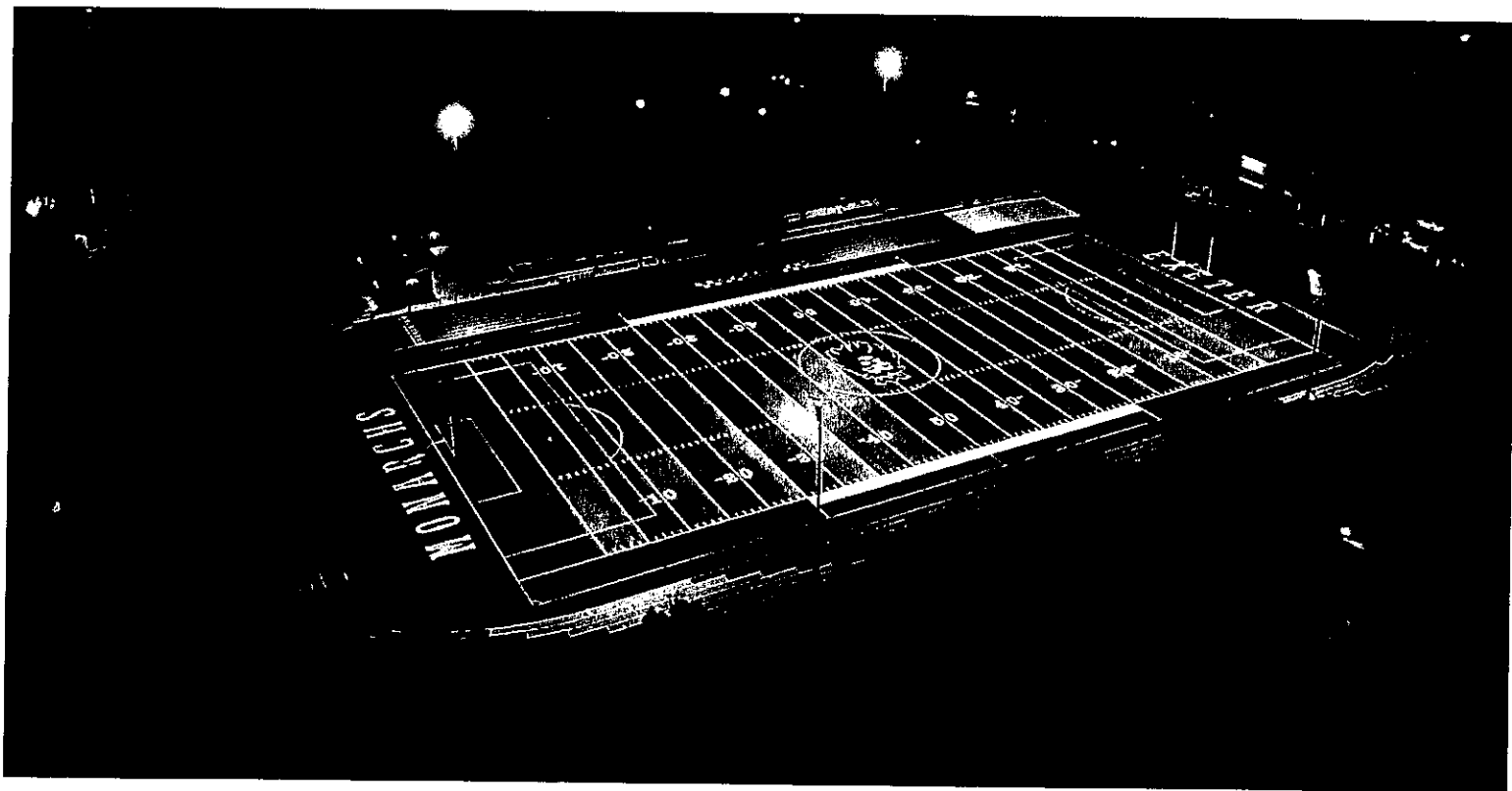
- ✓ Class I – Facility with OVER 5,000 spectator capacity
- ✓ Class II – Facility with UNDER 5,000 spectator capacity
- ✓ Class III – Facility with SOME spectator capacity
- ✓ Class IV – Facility with NO spectator capacity

Normally it is measured three feet above the playing surface.

- ✓ Uniformity illuminance: A measure of the rate of change of illuminance expressed as a ratio between the illuminance level of adjacent measuring points on a uniform grid. The limit of uniformity varies with the speed of the ball.

- ✓ LUX: A measure of illuminance weighted to the spectral sensitivity of the human eye. It is defined as 1 lux = 1 lumen/square meter.

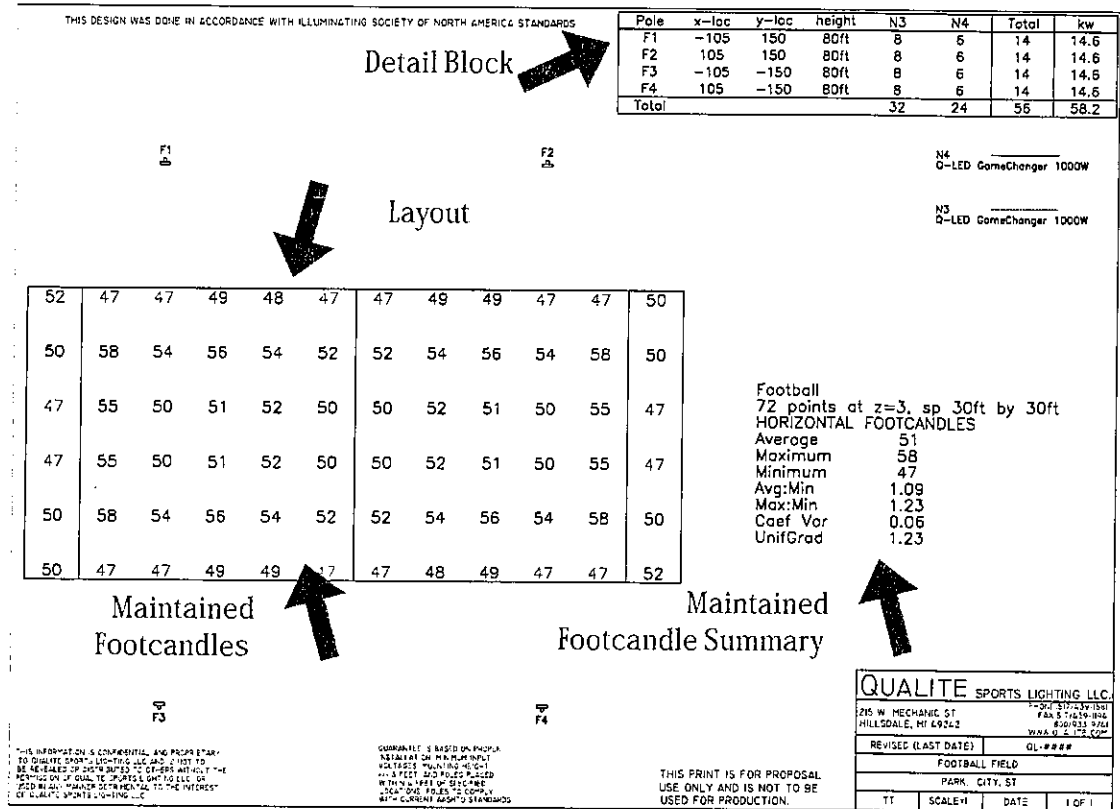
- ✓ FC: A foot-candle. The official definition is 1 foot-candle = 10.764 lux; however, it is easiest to approximate at 1 foot-candle = 10 lux



## How to read a light scan

### What is a light scan?

When Qualite engineers perform a study to determine how many poles and lights are required to illuminate your field, the computer prints the results in a format called a "light scan."



# Why use cooperative purchasing?

As contracting workloads increase, purchase requirements become more complex and budgets and resources decline, government procurement officials strain to continue to meet these objectives and seek new and innovative tools to deliver effective and efficient support. More and more, government procurement professionals are turning to various forms of cooperative contracts to ease the strain.

Cooperative contracts are becoming increasingly popular at the federal,

A "purchasing cooperative" is a type of cooperative arrangement, often among businesses and/or government entities, to agree to aggregate demand to get lower prices from selected suppliers.

Retailers' cooperatives are a form of purchasing cooperative. It is often used by government agencies to reduce costs of procurement.

state and local levels.

A cursory review of the state contracting environment reveals dozens of cooperative contracts covering a wide array of goods and services avail-

able at the state and local level. Cooperative purchasing is popular because it can save significant time and money in contract production, as well as lower contract prices through the power of ag-

gregation.

Cooperative purchasing is a very effective tool that procurement managers can use to obtain effective, best-value solutions for the state and the taxpayer. Aggregated volume creates significant price breaks, sometimes in the double-digit figures. Partnering with a lead entity can reduce time, administrative overhead, and other costs, while leveraging the experience and expertise of those with specialized knowledge in a sector.

**BuyBoard®**  
Cooperative Purchasing







## The Interlocal Purchasing System – TIPS

Region 8 Education Service Center

4845 US Hwy 271 North | Pittsburg, Texas 75686

1-866-839-8477 | [www.tips-usa.com](http://www.tips-usa.com)

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### **TIPS COMPETITIVE BID PROCESS**

The Interlocal Purchasing System (TIPS) is a National Cooperative Purchasing Program for use by member schools, colleges, universities, cities, counties, and other government entities in all 50 states as authorized by each entity's jurisdictional legal requirements. Region 8 Education Service Center, located in Pittsburg, Texas is the lead government agency for the cooperative. The Education Service Centers were established by the Texas Legislature by Chapter 8 of the Texas Education Code: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.8.htm> The primary procurement statute for the lead agency is Chapter 44.031 of the Texas Education Code: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm> Construction Contracts are procured pursuant to Texas Government Code § 2269 Other state and federal statutes and regulations may apply as well.

**TIPS procures and awards all vendor contracts according to Texas statutes and other applicable federal EDGAR regulations, 2 CFR Part 200 as interpreted by the US Department of Education.**

All proposals are posted on the web at [www.tips-usa.com/rfp.cfm](http://www.tips-usa.com/rfp.cfm) and [www.RFPDB.com](http://www.RFPDB.com). The proposals are advertised locally in the Pittsburg Gazette (Pittsburg, Texas), The Advocate (Baton Rouge, LA) and in the USA Today (National Publication). The advertising affidavit, along with the corresponding proposal documents, can be accessed on the TIPS website from any vendor profile. Proposals are posted for a minimum of 21 days, and scored by a Review Committee. The scoring process applies evaluation criteria required by Texas Education Code 44.031(b) found at <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm#44.031>.

Vendors must meet a minimum score as specified in the solicitation to be awarded. Bid tabulations can be provided upon request. Recommendations for Vendor Contract Awards are made to the Region 8 Board of Directors for approval at regular scheduled monthly meetings held in compliance with the Texas Open Meetings Act found at <http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.551.htm>. Vendor Contracts are awarded a term of years and may be renewed for an additional term as specified in the solicitation. Vendor awards that are compliant with Federal Regulations 2 CFR Part 200 for expenditure of certain Federal Grant Funds are noted with the vendor award information provided by TIPS. Awards are not compatible with USDA Federal Child Nutrition funds expenditures due to new expanded requirements and interpretations by USDA/TDA issued in 2016 and periodically updated. When further clarification of interpretations of 2 CFR Part 200 is received, TIPS will adjust its processes to meet any new guidance.

**Note:** For child nutrition and, other federal funds as well, members may use our contracts for the small purchase (multiple quote process. TIPS recommends you get at least 3 quotes) and micro-purchase (<\$3500) procedures under 2 CFR part 200.

For additional information please contact:

**Kristie Collins** – TIPS Contracts Compliance – [kristie.collins@tips-usa.com](mailto:kristie.collins@tips-usa.com) or (866) 839-8477

**Meredith Barton** – TIPS Vice-President of Operations – [meredith.barton@tips-usa.com](mailto:meredith.barton@tips-usa.com) or (866) 839-8477

**David Mabe** – TIPS Vice-President of Construction – [david.mabe@tips-usa.com](mailto:david.mabe@tips-usa.com) or (903) 243-4759

**Jeff Shokrian** – TIPS Vice-President of Sales – [jeff.shokrian@tips-usa.com](mailto:jeff.shokrian@tips-usa.com) or (832) 752-5978

**Mark Matranga** – National Business Development – [mark.matranga@tips-usa.com](mailto:mark.matranga@tips-usa.com) or (817) 851-4009

For legal questions contact: **Rick Powell** – Texas Education Service Center Region 8/TIPS General Counsel  
[rick.powell@tips-usa.com](mailto:rick.powell@tips-usa.com) or (866) 839-8477 *No attorney/client relationship is created and no legal advice is provided via this contact.*



# Cooperative Purchasing Frequently Asked Questions

## 1) What is TIPS?

TIPS is an acronym for The Interlocal Purchasing System. TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. TIPS is housed at and managed by the lead agency, Region 8 Education Service Center, located in Pittsburg, Texas.

## 2) Who can become a member of TIPS?

The benefits of using TIPS are available to Education, Government and Non-Profit Agencies. This includes but is not limited to: K-12 School Districts, Charter Schools, Private Schools, Colleges, Universities, State Agencies, Municipalities, Townships, Emergency Service Districts, Park Districts, Churches, Charitable Organizations, Counties and other entities with legislated purchasing/bidding requirements.

## 3) How much does it cost to be a member of TIPS?

Membership in The Interlocal Purchasing System is FREE with no purchasing obligation.

## 4) How does my organization benefit from using a purchasing cooperative like TIPS?

Membership in a purchasing cooperative offers the following benefits:

- Access to competitively procured contracts with quality vendors
- Savings of time and financial resources necessary to fulfill bid requirements
- Assistance with the purchasing process by qualified TIPS staff
- Access to pricing based on "national" high-profile contracts

## 5) Where are TIPS solicitations advertised?

TIPS solicitations (RFP's/RFQ's) are advertised for 2 consecutive weeks in the Pittsburg Gazette in Pittsburg, Texas as well as on a national scope in the USA Today. Copies of these advertisements are also available to view on the TIPS website.

## 6) How does my organization become a member of TIPS?

The TIPS website offers step-by-step instructions on how to become a member. The process is fast, and it's free. It is, however, specific to state or organizational guidelines. Please visit this link to access the membership instructions and documents: <https://www.tips-usa.com/membershipconditions.cfm>

## 7) How can my business become an Awarded Vendor to sell products or services through TIPS?

The only way a vendor can sell products or services through the TIPS cooperative is to be awarded a contract by TIPS. This can only happen when a vendor responds to a TIPS solicitation (RFP/RFQ) for their specific product or service and meets the scoring requirements to receive an awarded contract from the Region 8 ESC Board of Directors (which serves as the governing board of TIPS). For further information, please visit the following link: <https://www.tips-usa.com/becomebidder.cfm>

# ***BuyMore. SpendLess. BuySmart. WorkLess.***



## **What BuyBoard® can do for you**

Combining the purchase power of local governments provides members—big and small—the leverage to achieve better pricing on products, equipment, and services they use every day. There is power in numbers, and BuyBoard has delivered the vast economies of scale in purchasing products and services to members since 1998.

## **Value and choice**

With a wide range of contracts available, members will find almost everything needed to support their organization. The BuyBoard philosophy has always been that members know best which products they need, and the choice of vendor is their decision to make.

## **Compliance and transparency**

Contracts and vendors awarded through BuyBoard have been competitively procured, so members automatically have compliance with local and state procurement requirements and a documented audit trail. Transparency in the procurement process is treated with a high degree of focus and is of paramount importance. All vendors are treated on equal terms and are on the same plane of competition.

## **Efficiency and cost savings**

Because the competitive procurement process has been completed, members save time and resources that would have been spent on preparing and conducting a formal RFP. Besides reducing administrative costs, members reap savings through competitive pricing—plus, we offer member rebates!

## **Member rebates**

The Cooperative has a long history of issuing member rebates. Since 2006, we have rebated just over \$26 million to our governmental membership—a claim no other Texas-based cooperative can make. The rebate is reflective of the program's value, benefit, and nonprofit administration.

## **Request for Quotes (RFQ) application**

BuyBoard's RFQ functionality allows members to request pricing on volume needs from multiple vendors. This convenient and efficient process can be finalized in a matter of days, versus weeks or months, for a typical formal bid/proposal.

## **Member governed**

The Cooperative is governed by an 11-member board of directors, most of whom are purchasing professionals that represent members from schools, cities, and counties. The board's only function is to govern the Cooperative and award all contracts directly with no delegation of authority to staff. Because all contracts are advertised and solicited directly, no lead agency is involved.

## **Support of public education and local governments**

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits. That support and service is evidenced in the list of organizations that endorse the program and in turn support their respective membership. Purchasing through the BuyBoard means your agency is helping to support the statewide organizations that support you.



*Endorsed by*

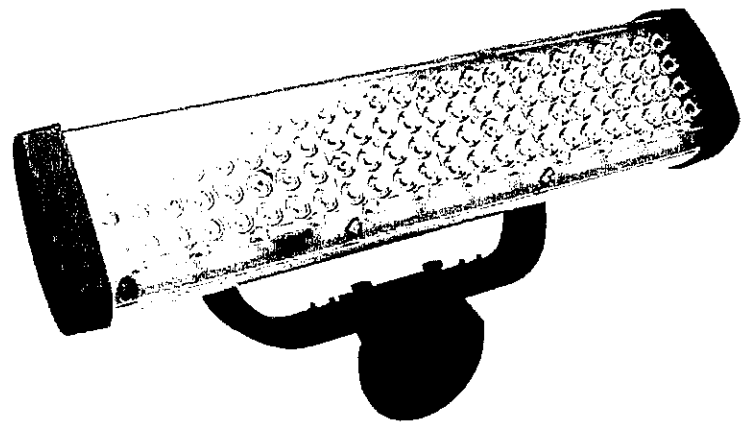


# Qualite

## SPORTS LIGHTING, LLC

### Competitive/Comparative Checklist

- ☐ UIL, IES or OTHER JOB-SPECIFIC LIGHTING DESIGNS
- ☐ TIR LED Lens Technology – Focused lighting for superior spill and glare control. OUR TIR lens is made from acrylic for non-yellowing over life. Do not allow polycarbonate lenses.
- ☐ Outer Protective Acrylic Lens – Outer Acrylic Lens for maintenance free operation.
- ☐ Remote Driver Enclosure – Tool less entry for easy plug and play access to driver components.
- ☐ No Exposed Wiring Loops from Fixture to Arm/Pole – All internal wiring, no exposed wiring.
- ☐ Pre-Wired, Pre-aimed, Mounted to Stan-  
chion at Factory – Factory assembled system.
- ☐ Built In Over Current Protection – Over current protection is a standard for Qualite.
- ☐ Factory-Supplied Disconnect on Each Pole for Safety – Required by IBC / NEC codes.
- ☐ WiFi Mesh Network, Wireless Operation/Control/Monitoring/Dimmable/Fully Encrypted – Control lighting from a WiFi-enabled device, such as a cell phone, tablet, PC, etc.
- ☐ 25 Year/10,000-hour (whichever comes first) Warranty on LED System – No cost to owner.
- ☐ No Lighting Pointed Up / No Upside-Down Lighting – Qualite's TIR lens technology allows for controlled up light for correct



**GAMECHANGER™**  
Q-LED

# Qualite Sports Lighting, LLC Named A 2017 Gold Edison Award Winner

The Q-LED GameChanger Wins at New York Ceremony; Edison Awards Celebrate 30 Years of Honoring Innovators, Innovation



New York, NY (PRWEB) April 23, 2017 - The Edison Awards™, celebrating 30 years of honoring the best in innovation and excellence in the development of new products and services, announced today that Qualite's Q-LED GameChanger™ was voted as the gold winner for innovation in the outdoor adventure category at the April 20th event at The Capitale in New York City. Eric Boorum, Qualite Owner, joined hundreds of other senior executives from some of the world's most recognized companies to acknowledge the hard work and commitment of all the 2017 Edison Award winners.

We have worked long hours to develop a system that



would revolutionize sports lighting and all of the work has been validated by winning the

gold award. This is the greatest honor in the history of the company."

– **Eric Boorum,**  
**Owner, Qualite Sports**  
**Lighting**

Being recognized with an Edison Award has become one of the highest accolades a company can receive in the name of innovation and business. The awards are named after Thomas Alva Edison (1847-1931) whose inventions, new product development methods and innovative achievements literally changed the world, garnered him 1,093 U.S. patents and made him a household name around the world.

"Our judges recognized Qualite's GameChanger as a true innovator out of the many products in its category," said Frank Bonafilia, executive director of the Edison Awards.

Eric Boorum, Qualite owner, further added, "We have worked long hours to develop a system that would revolutionize sports lighting and all of the work has been validated by winning the gold award. This is the greatest honor in the history of the company."

The ballot of nominees for the Edison Award was judged by a panel of more than 3,000 leading business executives, including past award winners, academics and leaders in the fields of product development, design, engineering, science and medical.

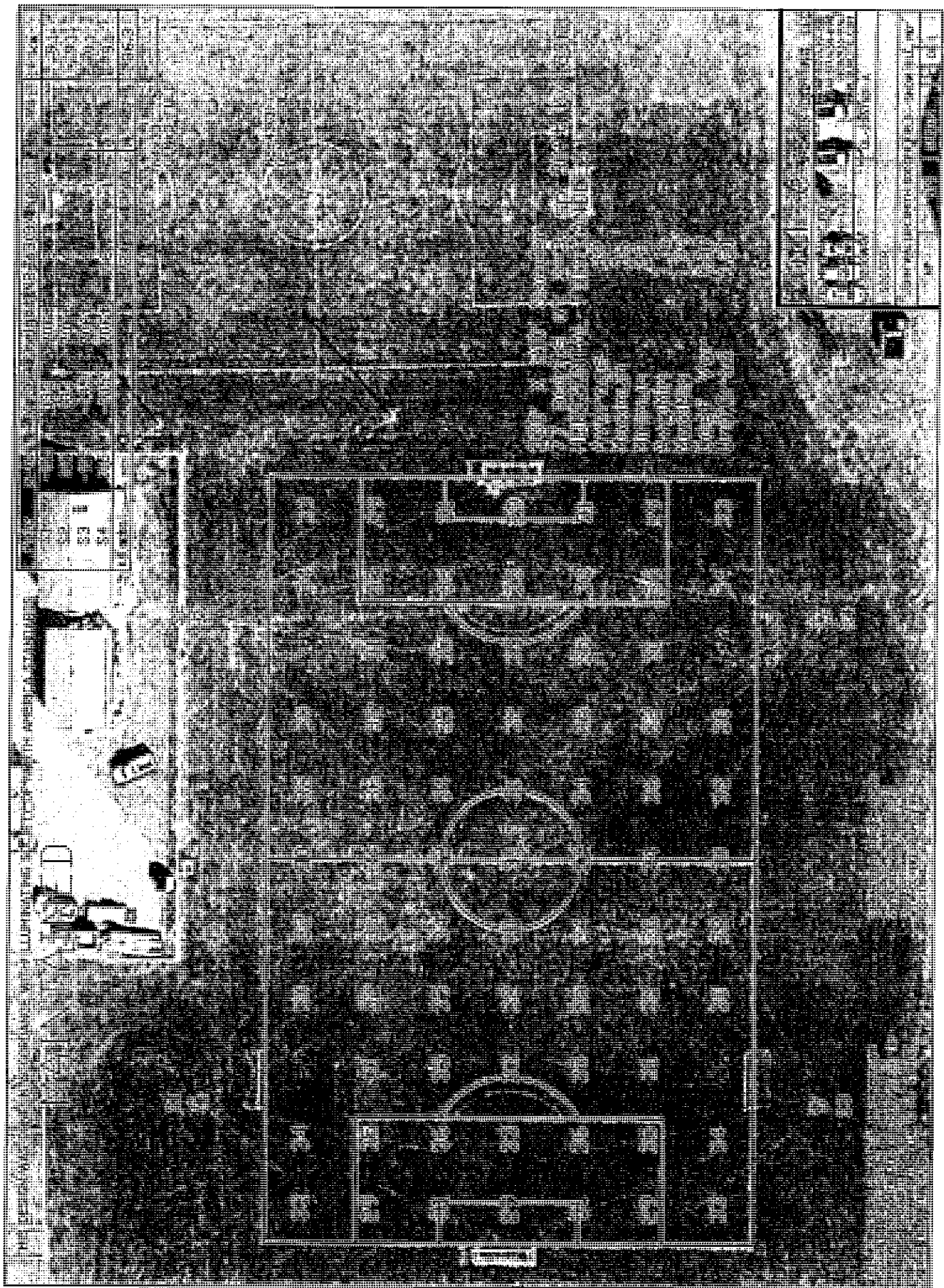
## About Qualite Sports Lighting

Qualite has been the Sports Lighting Partner for high schools, colleges, parks and recreation departments, and minor and major league professional sports franchises for over 30 years. Qualite's Q-LED GameChanger is the first high performance sports lighting system designed for all sports venues, from youth to professional sports stadiums with a focus on great connectivity and functionality at affordable pricing.

## About the Edison Awards™

The Edison Awards is a program conducted by Edison Universe, a non-profit, 501(c)(3) organization dedicated to fostering future innovators. The awards have been recognizing and honoring the best in innovations and innovators since 1987. They honor game-changing innovations that are at the forefront of new product and service development, marketing and human-centered design, and are one of the highest accolades a company can receive in the name of successful innovation.

For more information about the Edison Awards complete program and a list of past winners, visit <http://www.edisonawards.com>





Project: John Walter Smith Soccer Field  
Date: 12/4/2019  
Location: Maryland  
QL#: 20675 SF2963

## Quotation

Qualite Lighting GAMECHANGER™ Q-LED System Price, As Detailed Below

*Sales tax is not included as part of this quotation.*

**\$189,070**

15% Discount if PO is  
received by 1/15/20

*John Walter Smith - Snow Hill, MD  
Soccer Field Lighting 32 Foot Candle Average  
Q-LED GameChanger*

## System Includes

GameChanger Gen 3 Full fixtures pre-aimed, pre-wired and fully assembled on light stanchion. UL Listed driver/distribution cabinet fully assembled, wired and mounted 10' above grade.

- 1 - Field Audit
- 1 - 25 years Maintenance Free Warranty
- 1 - Pole-In-Air Installation of GameChanger Lighting and Lighting Poles
  - Installation of 4 poles and related fixtures
  - Foundation size to be determined
  - Typical soil/no casing included
  - Proposal includes offloading, assembly and installation of lighting equipment.
  - If geo-tech soil reports are not available from the owner, Qualite can offer these services at an additional cost. If geo-tech is not desirable, the owner will be required to execute a typical soil disclaimer.
  - Foundations priced into this proposal are based off normal soils. No rock, debris, high water table or impassable materials are included in this cost. If rock or soil that requires casing or mudding is encountered, an additional \$6,500 per pole will be charged. If rocks are encountered, an additional \$500 per foot will be charged.
  - All necessary labor, equipment, insurance and misc material is included.
  - Labor is non-union and is based off Fair Labor Rates.
  - Price based on site access sun-up to sun-down, 7 days a week with no work stoppage.
  - Price based off one mobilization.
  - Owner to provide adequate access to site.
  - Due to size and weight of construction equipment, any damage to site due to construction is not included. This includes but is not limited to sod/grass, landscaping, irrigation, curbs, asphalt, concrete, etc.
  - Site electrical, Conduit, distribution panels by others.
  - Pole wiring harness and pole disconnects are included and installed under this agreement.
  - No permits, license or utility costs are included.
- 4 - (4) 70' MH 80' OAL Galvanized Steel Direct Embedded Poles, EPA 25, 120 MPH AASTHO 2013
- 1 - Q-LED Wireless Controls: DLC-Listed; verified and approved by SSL Labs; and UL2900-01-Listed; first networked lighting control system listed for Cyber security. Download the Lightcloud app from Google Play or the App Store
- 1 - Foundation Design
- 4 - Rotary Disconnects (Singles)



Project: John Walter Smith Soccer Field

Date: 12/4/2019

Location: Maryland

Controls/Warranty/Shortages/Freight Damage/Replacement Parts

QL#: 20675 SF2963

- **Controls:** If the invoice is not paid in full in 30 days, the controls will be deactivated and there will be a \$1,900 reactivation fee.
- **Warranty:** Outstanding invoices, in excess of 90 days, shall temporarily void all warranties until invoice is paid in full unless other terms are agreed upon by all parties. Damage or misalignment caused by vandalism, abuse, adverse weather conditions, twisting or improper installation of poles will not be warrantied.
- **Shortages/Freight Damage:** In the event there is a piece shortage or damage at the time of delivery, the Bill of Lading or Freight Receipt must be signed short/damaged or Qualite Sports Lighting, LLC cannot guarantee that parts can be replaced on a no-charge basis. Any hidden shortages will be handled directly from Qualite Sports Lighting, LLC. Hidden shortages must be reported within 10 days, in written form, after receipt of shipment. Replacement parts will be shipped by common carrier only. Expedited delivery is the responsibility of the customer. Qualite Sports Lighting, LLC cannot be responsible for back-charges due to damages, delays, construction schedules, shortages or expedited delivery service.
- **Replacement Parts:** Any damaged or shortage parts will be replaced directly from Qualite Sports Lighting, LLC. Back-charges for locally-purchased replacement parts will not be honored without prior Qualite Sports Lighting, LLC written authorization.

## Cooperative Purchasing

- **BuyBoard Cooperative Purchasing:** [www.buyboard.com](http://www.buyboard.com) Contract: 512-16.
- **COSTARS:** The Commonwealth of Pennsylvania's Cooperative Purchasing Program. [www.costars.state.pa.us](http://www.costars.state.pa.us). Contract: COSTARS-14-216.
- **TIPS:** The Interlocal Purchasing System. [www.tips-usa.com](http://www.tips-usa.com). Contracts: Trades, Labor and Materials (IOC), 170201; Lighting Systems, Parts and Installations, 18060201; and Lighting Systems, Parts and Installations (IOC), 18060202.

## Design Disclaimer

- This information is confidential and proprietary to Qualite Sports Lighting, LLC and is not to be revealed or distributed to others without the permission of Qualite Sports Lighting, LLC or used in any manner detrimental to the interest of Qualite Sports Lighting, LLC.
- Guaranteed for the rated life of the lamp within +/- 10% of the light level indicated. Based on the proper installation, voltage +/- 3%, pole placement and mounting height within 3 feet of specified location and height. Poles to comply with current AASTHO Standards.
- Individual points may vary from predictions. Uniformities guaranteed to meet the IESNA's recommendation (unless shown higher due to design criteria).

## Quote and Payment Terms/Delivery of Products

← This quote is valid for 90 days.

The price of the concrete poles is also good for 90 days. The price of steel poles is good for 30 days because of changing steel and tariff charges.

Fifty percent (50%) of the purchase price will be required at the time of order placement. Forty percent of the contract balance is due before shipment and the balance is due 30 days from date of the invoice. A late payment fee of 1.5% per month or 18% annual interest will be charged on accounts 30 days or more past due. All invoices are due within payment terms, regardless of construction schedules or other delays, unless prior arrangements have been made in writing. For orders outside the United States of America, payment terms are fifty percent (50%) down in U.S. dollars via wire transfer and balance is to be paid in full prior to shipping. Any order under \$10,000 must be paid in full prior to shipment of products.

Delivery of Qualite Sports Lighting products should be expected four to six weeks from signed submittal release unless prior arrangements have been made.



## Quote

Date: November 2019  
Ref: 162970

Project: John Walter Smith Memorial Park SO Field 1  
Snow Hill, MD

### Quotation Price – Materials Delivered to Job Site and Installation

**Multipurpose Field – 360'x225' ..... \$ 232,000.00**

*Sales tax and bonding of the equipment are not included.  
Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.*

### Light-Structure System with Total Light Control – TLC for LED™ technology

#### Guaranteed Lighting Performance

- Guaranteed light levels of 30fc and uniformity of 2.5:1

#### System Description [Light-Structure System]

- (4) Pre-cast concrete bases with integrated lightning grounding
- (4) Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- (24) Factory aimed and assembled luminaires
- UL Listed assemblies

#### Environmental Light Control

- Spill light minimized at 150' to 0.0280 footcandles
- Off-site glare light minimized at 150' to less than 10,000 candela

#### Control Systems and Services

- Control-Link® Control and Monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

#### Operation and Warranty Services

- Reduction of energy and maintenance costs by 40% to 85% over typical 1500W metal halide equipment
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

### Installation Services Provided

[See attached scope of work]

### Payment Terms

Musco's Credit Department will provide payment terms.

### Delivery Timing

6 - 8 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.



## Quote

### Notes

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Quote is based on:

- Shipment of entire project together to one location.
- 480 Volt, 3 Phase electrical system requirement.
- Structural code and wind speed = 2018 IBC, 125 mi/h, Exposure C, Importance Factor 1.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.
- Includes supply and installation of Musco system including underground wiring and conduit, service entrance panel board, and controls by a licensed contractor.
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Harley Abernathy  
Sales Representative  
Musco Sports Lighting, LLC  
Phone: 667-210-0456  
E-mail: harley.abernathy@musco.com



# PROJECT NAME

PROJECT LOCATION

## EQUIPMENT LAYOUT

### INCLUDES:

Soccer

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

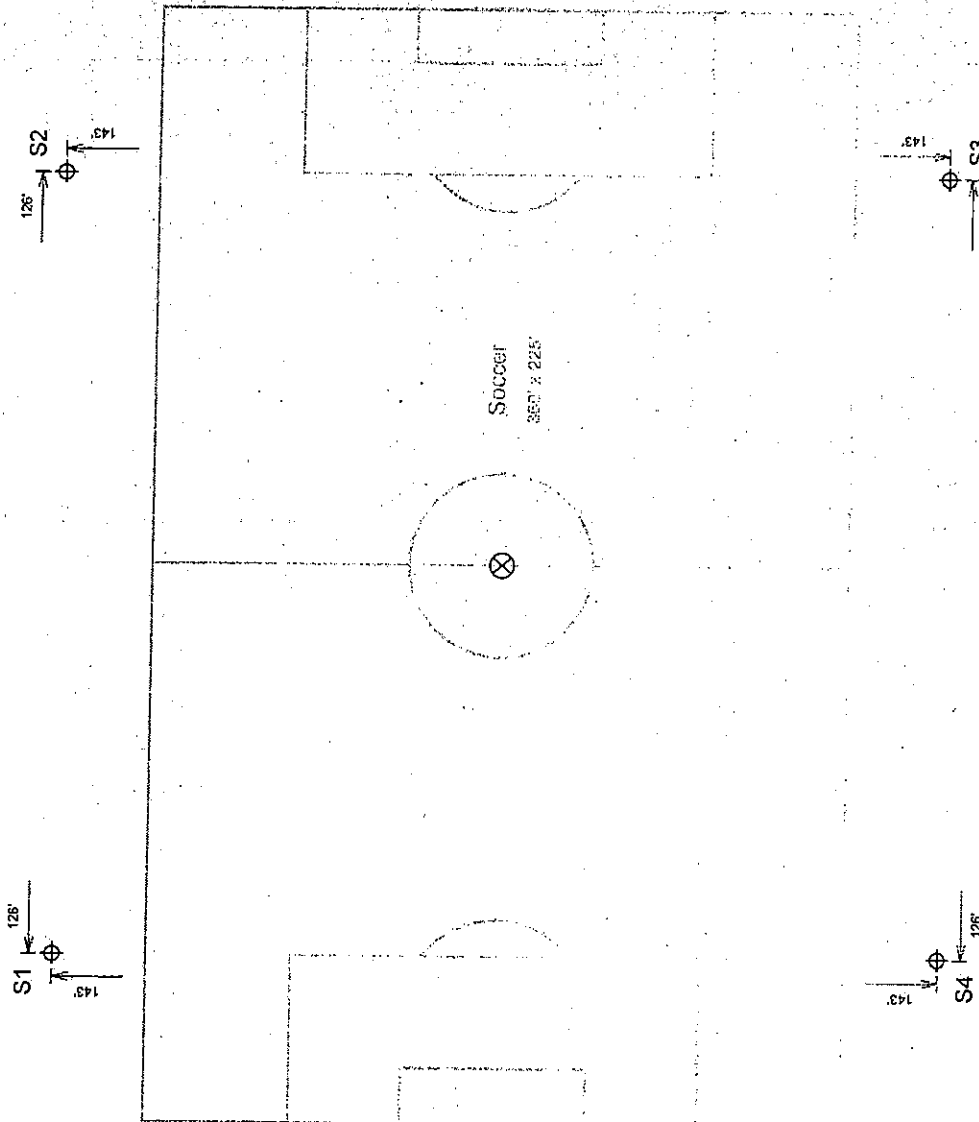
Installation Requirements: Results assume  $\pm 3\%$  nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

### EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	SIZE	GRADE ELEVATION	INSTALLING HEIGHT	LUMINAIRE TYPE	QTY POLE
4	S1-S4	70"		70"	TLC-LED-1500	6
4						24

### SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (Foot-candle power (fcps))	Amperage Per Luminaire
Single Phase Voltage	208 220 240 277 300 380 480
TLC-LED-1500	8.5 8.1 7.4 6.4 5.1 4.7 3.2



SCALE IN FEET 1: 60



Pole location(s) - Dimensions are relative to 0.0 reference point(s) -



ENGINEERED DESIGN By: • File #SO3-3622-15-4P\_B • 03-Jun-19

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EQUIPMENT LAYOUT

## EQUIPMENT LIST FOR AREAS SHOWN

Pole					Luminaire				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/ POLE	THIS GRID	OTHER GRIDS	
4	S1-S4	70"	-	70'	TLC-LED-1500	6	6	0	
4	TOTALS					2	24	0	

## PROJECT NAME

## PROJECT LOCATION

## GRID SUMMARY

Name: 150' Spill  
Spacing: 30.0'  
Height: 3.0' above grade

## ILLUMINATION SUMMARY

(CANDELA PER FIXTURE)

Entire Grid

Scan Average: 1868.9708

Maximum: 4308.907

Minimum: 152.256

No. of Points: 71

LUMINAIRE INFORMATION

Color / CRI: 5700K - 75 CRI

Luminaire Output: 160,000 lumens

No. of luminaires: 24

Total Load: 34.32 kW

Lumen Maintenance

Luminaire Type: 190 hrs

TLC-LED-1500: >81,000

>81,000

>81,000

>81,000

>81,000

>81,000

>81,000

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>81,000

>81,000

>81,000

>81,000

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

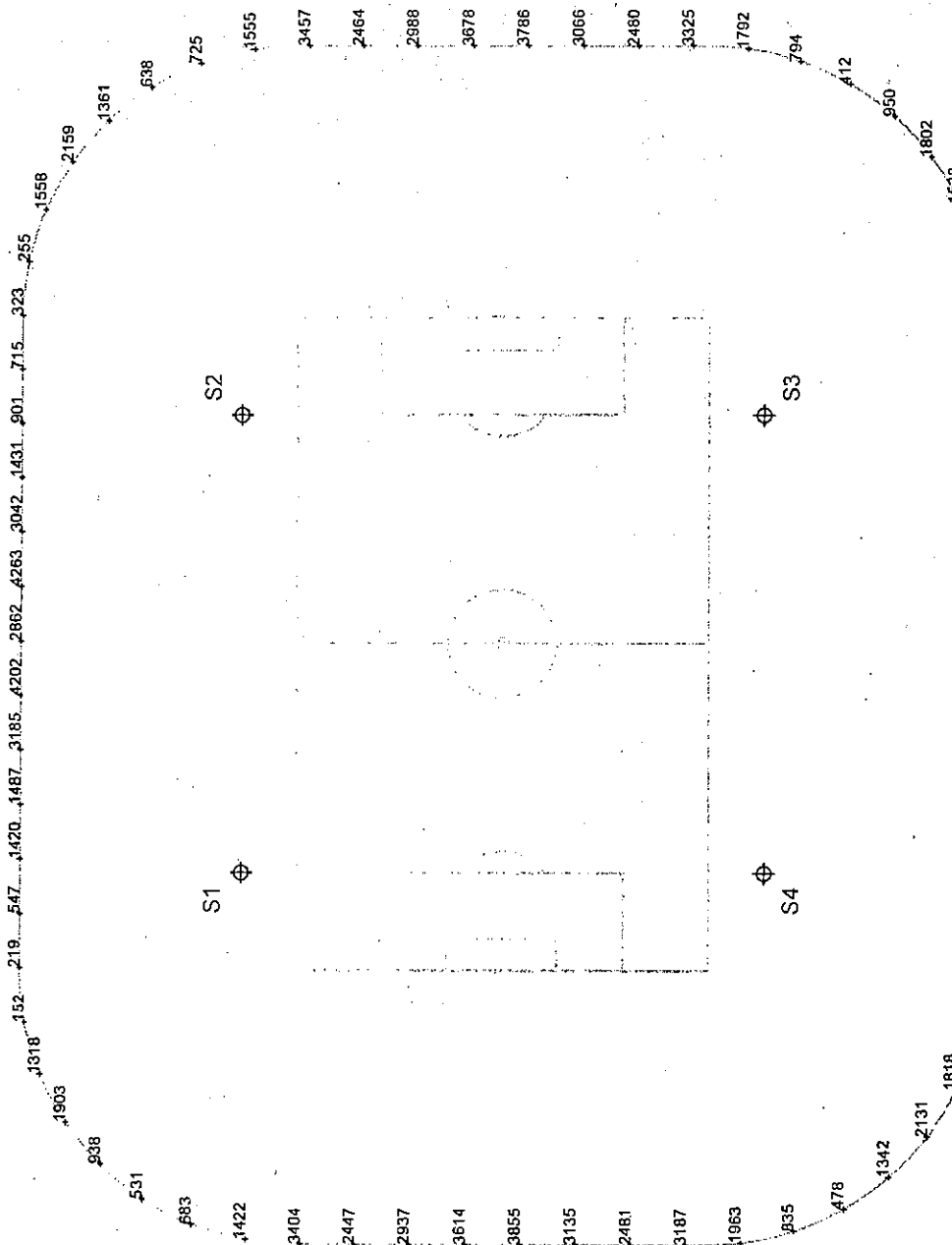
Installation Requirements: Results assume  $\pm 3\%$  nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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## ILLUMINATION SUMMARY



## EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	SIZE	GRADE	ELEVATION	HEIGHT	LUMINAIRE TYPE	THIS GRID	OTHER GRIDS
4	S1-S4	70"			70"	TLC-LED-1500	6	0
4							24	0

## PROJECT NAME

## PROJECT LOCATION

## GRID SUMMARY

Name: 150' Spill  
Spacing: 30.0'  
Height: 3.0' above grade

## ILLUMINATION SUMMARY

## HORIZONTAL FOOT CANTILES

Scan Average: 0.0196

Maximum: 0.0688

Minimum: 0.001

No. of Points: 71

LUMINAIRE INFORMATION

Color / CRI: 5700K - 75 CRI

Luminaire Output: 160,000 lumens

No. of Luminaires: 24

Total Load: 34.32 kW

Lumen Maintenance:

Luminaire Type: L90 hrs

TLC-LED-1500: >81,000

L70 hrs: >81,000

Reported per Table 21-11. See luminaire datasheet for details.

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

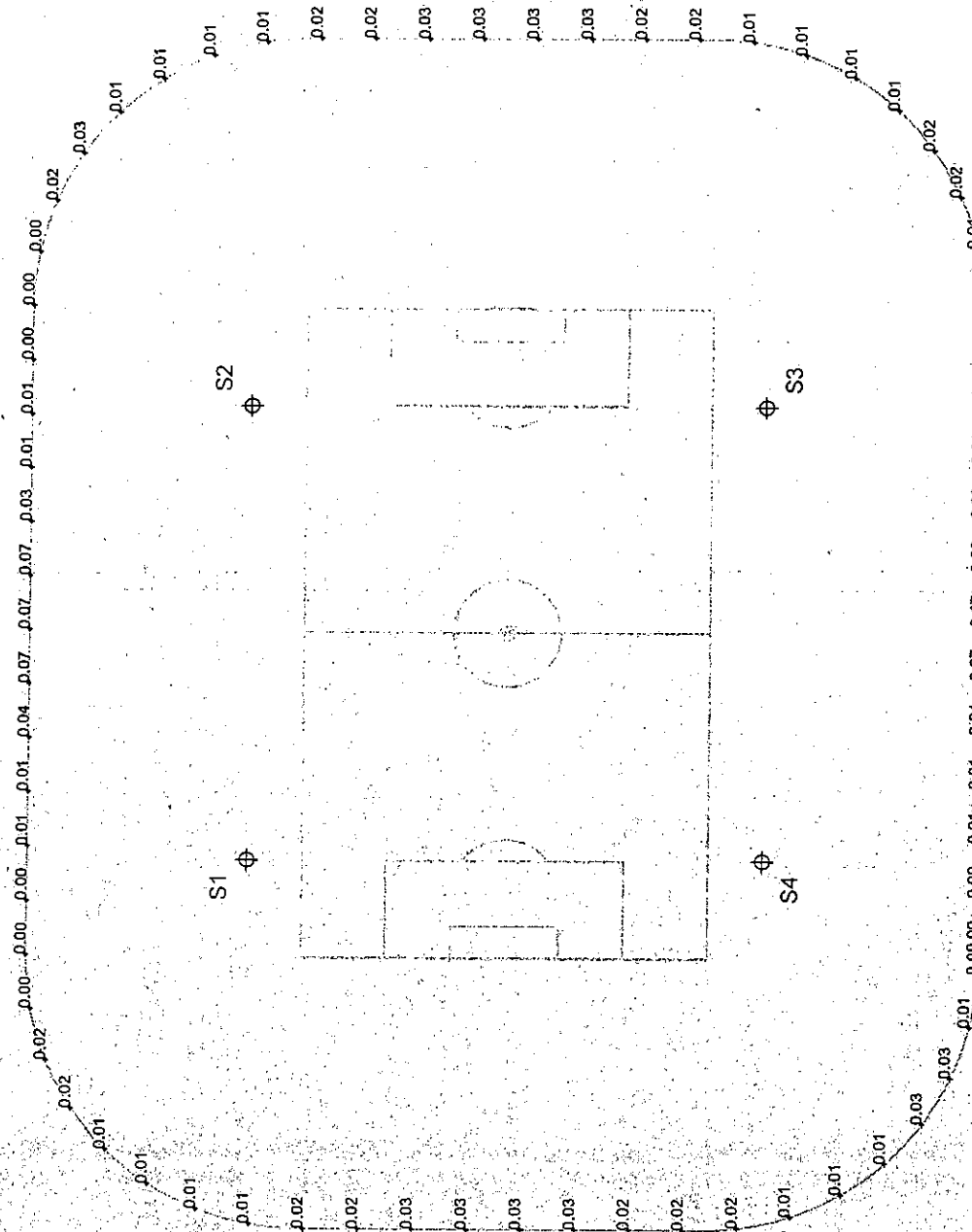
Installation Requirements: Results assume  $\pm 3\%$  nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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## ILLUMINATION SUMMARY



SCALE IN FEET 1" = 100'



Pole location(s)  $\phi$  dimensions are relative to 0.0 reference point(s)  $\otimes$

ENGINEERED DESIGN BY: File #SO3-3622-15-4P-B • 03-Jun-19

## EQUIPMENT LIST FOR AREAS SHOWN

QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	Luminaires		
					LUMINAIRE TYPE	QTY/ POLE	THIS GRID ORDS
4	S1-S4	70"		70"	TLC-LED-1500	6	0
4					TOTAL	24	0

## PROJECT NAME

## PROJECT LOCATION

## GRID SUMMARY

Name	150' Spill
Spacing	30.0'
Height	3.0' above grade

## ILLUMINATION SUMMARY

Scan Average	0.0553
Maximum	0.160
Minimum	0.004
No. of Points	71
Color / CRI	5700K - 75 CRI
Luminaire Output	160,000 lumens
No. of Luminaires	24
Total Load	34.32 kW
Luminaire Type	TLC-LED-1500
L80 hrs	>81,000
L90 hrs	>81,000
L170 hrs	>81,000
Lumen Maintenance	Reported per TM-21-11. See luminaire datasheet for details.

**Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document.

**Field Measurements:** Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

**Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

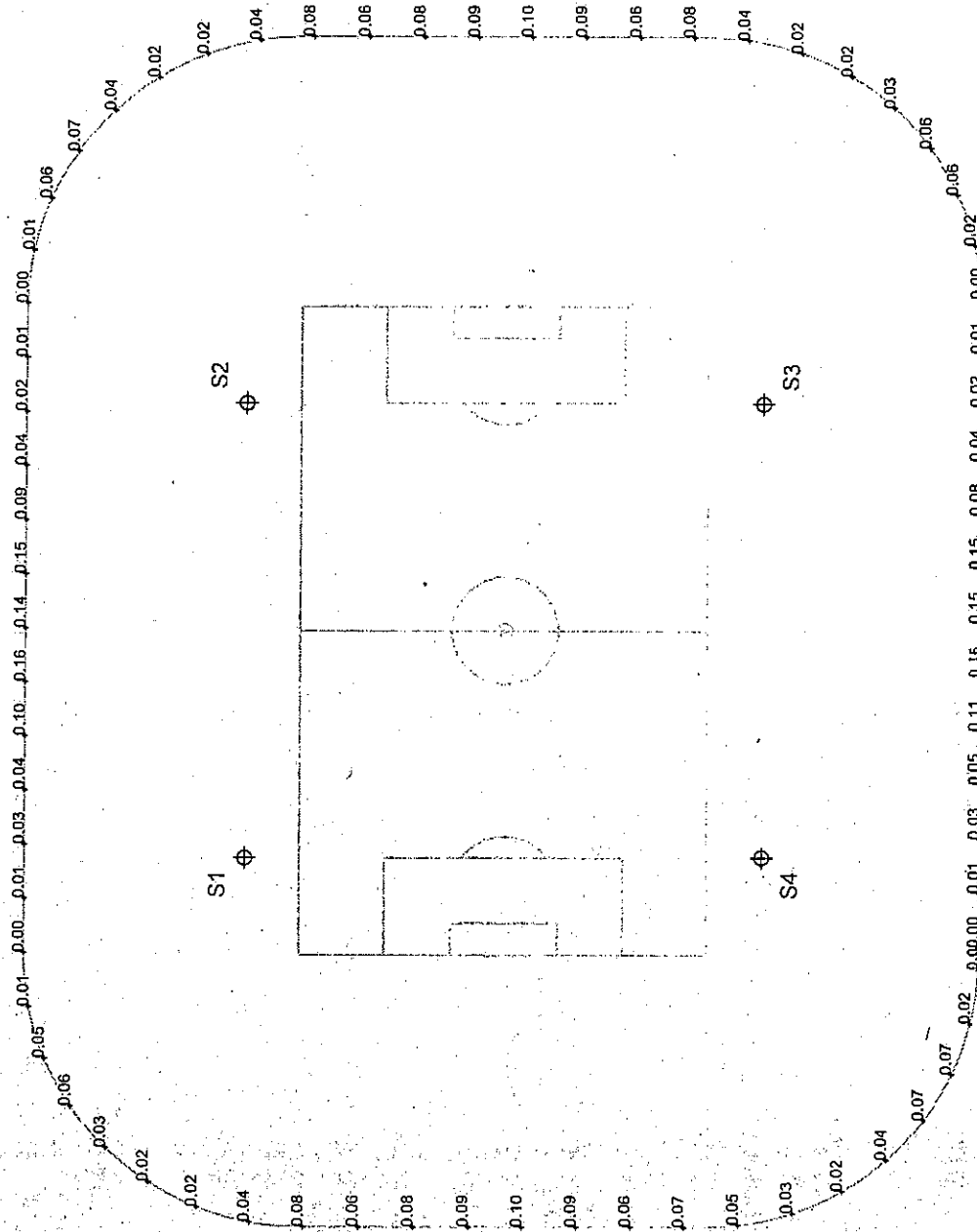
**Installation Requirements:** Results assume  $\pm 3\%$  nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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## ILLUMINATION SUMMARY



Pole location(s)  $\oplus$  dimensions are relative to 0.0 reference point(s)  $\otimes$

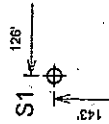
SCALE IN FEET 1" = 100'



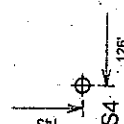
ENGINEERED/DESIGN By: • File #SO3-3622-15-4P\_B • 03-Jun-19

## EQUIPMENT LIST FOR AREAS SHOWN

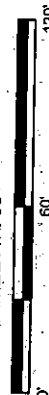
QTY	LOCATION	SIZE	GRADE	ELEVATION	HEIGHT	LUMINAIRE	TYPE	TLC-LED-1500	QTY / POLE	THIS GRID	OTHER GRIDS
4	S1-S4	70"			70"				6	6	0
4									24	24	0



32	35	36	35	34	29	29	34	35	36	35	31
36	44	43	38	38	36	36	38	38	42	44	36
31	37	37	38	35	33	33	35	38	37	37	32
27	28	28	31	32	31	31	32	31	28	28	27
27	28	28	31	32	31	31	32	31	28	28	27
32	37	37	38	35	33	33	35	38	37	37	31
36	44	42	38	38	36	36	38	38	43	44	36
31	35	36	35	34	29	29	34	35	36	35	32



SCALE IN FEET: 1 : 60



32

Pole location(s) dimensions are relative to 0,0 reference point(s)

ENGINEERED DESIGN By: • File #SO3-3622-15-4P\_B • 03-Jun-19

## PROJECT NAME

## PROJECT LOCATION

## GRID SUMMARY

Name	Soccer
Size	360' x 225'
Spacing	30.0' x 30.0'
Height	3.0' above grade

## ILLUMINATION SUMMARY

Guaranteed Average Scan Average	34.32
Maximum	44.3
Minimum	26.8
Avg. (Min)	1.28
Guaranteed Max / Min	1.65
UG (adjacent pts)	1.34
UG	0.80
No. of Points	96
Color / CRI	5700K - 75 CRI
Luminaire Output	160,000 lumens
No. of Luminaires	24
Total Load	34.32 kW
Luminaire Type	TLC-LED-1500
L90 hrs	>81,000
L70 hrs	>81,000
Reported per TM-21-11. See luminaire data sheet for details.	

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco

Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume  $\pm 3\%$  nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

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## ILLUMINATION SUMMARY

## PROJECT NAME (EDIT)

PROJECT LOCATION (EDIT)

PROJECT NAME

PROJECT LOCATION

## Lighting System

From Hometown to Professional

## Pole / Fixture Summary

Pole ID	Pole Height	Wing Height	Fixture Qty	Luminaire Type	Load	Circuit
S1-S4	70'	70'	6	TLC-LED-1500	8.58 kW	A
4			24		34.32 kW	

## Circuit Summary

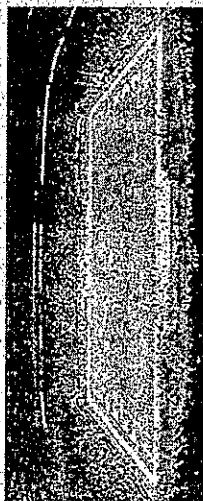
Circuit	Description	Load	Fixture Qty
A	Soccer	34.32 kW	24

## Fixture Type Summary

Type	Source	Wattage	Lumens	L80	L90	L70	Quantity
TLC-LED-1500	LED 5700K - 75 CRI	1430W	160,000	>81,000	>81,000	>81,000	24

## Light Level Summary

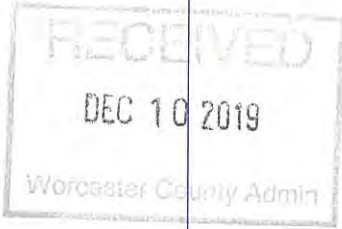
Grid Name	Calculation Metric	Ave	Min	Max	Max/Min	Ave/Min	Circuits	Fixture Qty
150' Spill	Horizontal Illuminance	0.02	0	0.07	104.49	19.60	A	24
150' Spill	Max Candela Metric	1869	152	4310	28.31	12.27	A	24
150' Spill	Max Vertical Illuminance Metric	0.06	0	0.16	44.64	13.83	A	24
Soccer	Horizontal Illuminance	34.3	26.8	44.3	1.65	1.28	A	24



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

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

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

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

**MEMORANDUM**

**DIVISIONS**

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

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

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

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

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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** December 6, 2019  
**SUBJECT:** Bid Request - One (1) New Off-Road Dump Truck

.....

The Department of Public Works, Solid Waste Division is requesting authorization to solicit bids for the purchase of One (1) New Off-Road Dump Truck. Attached for your review and approval are the required Notice to Bidders, Bid Specifications, Bid Form and Vendor's List. Funds to purchase this equipment were approved in FY2019-2020 operating budget as a re-occurring lease from Account Number 680.7002.9010.

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

Attachments

cc: Mike Mitchell

DRAFT

## NOTICE TO BIDDERS

### **One (1) New Off-Road Dump Truck Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for the purchase of **One (1) New Off-Road Dump Truck** for the Department of Public Works – Solid Waste Division. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863-1072. Sealed bids will be accepted until 1:00 p.m., Monday, January 27, 2020 in the Office of the County Commissioners at the above address. Envelopes shall be marked “**One (1) New Off-Road Dump Truck**” in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with county contracts, or any other factors they deem appropriate. All inquiries shall be directed to: Michael Mitchell, Solid Waste Superintendent at (410) 632-3177.

## **GENERAL - Specifications -**

### **One (1) OFF-ROAD Dump Truck, Current Model Year**

The equipment called for in this specification shall be a **One (1) OFF-ROAD Dump Truck, Current Model Year**. The unit shall be self-propelled, 6X6 minimum, with open cargo body, rear dumping with automatic rear tail-gate designed to transport and dump materials (earth, sand, and stone aggregate, minimum 19 cubic yard capacity) in rough terrain under all weather conditions and will be used by the Worcester County Public Works Dept. - Solid Waste Division at the Central Landfill Facility. It shall be the standard product of one manufacture. The selling dealer shall provide the parts and service facilities to properly service the machine and all its components and assure its performance. Any and all parts or attachments not specifically mentioned but necessary to furnish complete equipment shall be furnished by the successful bidder and they shall conform in strength, quality of material and workmanship to what is usually provided by good engineering practice indicated in these specifications. **One (1) OFF-ROAD Dump Truck**, shall be the current model in production at time of bid.

#### **ENGINE**

Tier IV Final Emissions Equipped

Minimum 315 Horsepower.

Minimum 560 cubic inch displacement.

Replaceable Element Oil filters, Fuel filters, and Air Cleaners, with service indicator.

#### **POWER TRAIN:**

Transmission to be compatible with the engine, adequate transmission cooling to be provided.

Machine to include Automatic Locking System for all three (3) axles and all six (6) wheels.

Must have wet Disc Braking System with Traction Control.

#### **TIRES:**

23.5 X 25 Radial Tires on all six (6) wheels.

#### **GUARDS:**

Crankcase

Power Train

Radiator

#### **EXHAUST:**

Vertical exhaust with mufflers and rain caps.

### **ELECTRICAL SYSTEM:**

24 Volt Electrical System.  
Alternator - 35 AMP Minimum.  
Front & Rear dual sealed beam lights with clear lens.  
Directional Turn Signal System  
4 - Way Flashers  
Rear-mounted Flood Light

### **CAB:**

ROPS/FOPS cab  
All weather - fully enclosed steel construction  
Sound suppression package  
Opening type windows with tinted safety glass  
Adjustable Air-suspension seat with safety belt  
Seat - Padded companion with safety belt  
Air Vents  
Defroster fan  
Heater  
Front and Rear intermittent windshield wipers  
Air Conditioning  
AM/FM Radio with Bluetooth capability to include Two (2) Speakers.  
Cigar Lighter (For Aux. power outlet)  
CB Antennas (2) Mirror Mounted 4 ft. length.  
CB radio accommodation Package to include CB radio  
2 Way Radio Wiring effects Package  
Strobe Type Beacon Lite  
Back-up Camera for Safety  
Power Adjust and Heated Mirrors

### **INSTRUMENTATION:**

Gauges and/or electronic monitoring systems to include:  
Alternator, engine coolant temperature, brake oil pressure, engine oil pressure, low fuel indicator, fuel, torque converter temperature.  
Meters to include: service hour indicator, speedometer, tachometer.

### **ADDITIONAL EQUIPMENT:**

Ether Starting Aid  
Toolbox, Lockable  
Back-up Alarm  
Fire Suppression System  
Self-Greasing System  
Automatic Rear Tailgate

Product link w/7year. Annual subscription included with Machine

### **OSHA COMPLIANCE**

The machine must meet all emission controls, sound and Federal OSHA standards.

### **SERVICE REQUIREMENTS:**

The successful bidder shall provide field service every 250 hours according to the manufacturer's recommended service schedule. This service shall include all labor, travel time, oils, fluids, all required filters, minor mechanical adjustments and an oil analysis. A follow through written report shall be submitted to the County per service visit. The service facilities must be within 60 mile radius of Newark, MD. The vendor shall indicate the location of his service facility on the bid form.

### **MANUALS**

The vendor shall supply the County with one copy each of the following manuals upon delivery:

- Operator's Manual
- Parts Manual

### **SERVICE:**

Machine shall be designed to simplify and minimize requirement for routine maintenance. Bidders shall be required to prepare an estimate of hourly lubrication and maintenance and demonstrate relative ease of performing manufacturer's recommended routine maintenance requirements to include CSA for 7 yrs/10,000 hrs, including all filters.

### **WARRANTY:**

The vendor shall supply the county with two (2) copies of the Manufacturer's warranty at the time of delivery. Warranty shall be full machine warranty for Seven (7) years, or 10,000 hours on total machine, including travel & mileage and a list shall be supplied by seller of components covered. If machine is inoperable for more than 2 days, successful bidder must supply the county with a machine of equal specifications until repairs are made to county machine.

### **ADJUSTED COST AND SEVEN YEAR REPURCHASE PROGRAM**

The County will determine an adjusted bid by considering depreciation when analyzing bids.

Accordingly, an award of contract under these specifications may be made on basis of the lowest adjusted bid to be determined as follows:

Each bidder shall submit a price bid for equipment proposed pursuant to these specifications, together with the price at which he will agree to buy back said equipment at any time within a period of Seven (7) years from the date of delivery. Such repurchase shall be deducted from the price for the equipment and the result will be the adjusted price.

The County reserves the right to sell the equipment back to the contractor at any time during the Seven (7) year period at the purchase price stated in the bid, or to make no resale whatsoever.

The County warrants the equipment sold back to the contractor will be in operating condition at time of repurchase.

The contractor shall be excluded from performance under the contract only if prevented directly or indirectly by fire, flood, strike, act of God, war, or act of Government.

The price or prices quoted shall include all transportation charges including all applicable motor vehicle fees fully prepaid to (address at destination).

Purchaser desires delivery to be completed within 90 days from date of award. Bidder certifies delivery will be completed in 120 days from date of award.

Awards will be made on the best value offered. Clauses requiring specific guarantees to cover parts delivery, total repairs, and resale value may be included. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements, delivery terms and guarantee clauses shall be taken into consideration.

The purchaser reserves the right to reject any or all bids, waive any informality in bids and accept in whole or in such bid or bids as may be deemed in the best interest of the purchaser.

### **APPROVED EQUALS**

In all specifications where a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, it can be assumed that an equal can be substituted. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County. Such references are not tended to be restrictive. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the vendor that claims his product is an equal to provide documentation to support such a claim.

## **Bid Form**

I have reviewed the specifications and provisions for furnishing  
**One (1) New Off-Road Dump Truck** and understand the said requirements.

I hereby propose to furnish this unit as follows:

### **One (1) New Off-Road Dump Truck**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

Delivered to: Department of Public Works - Solid Waste Division  
7091 Central Site Lane, Newark, Maryland, 21841

Purchase with Guaranteed Buy Back at end of Seven (7) Years; Seven (7) Year, Full Machine  
Warranty with 10,000 hrs. and Seven (7) Year Parts Availability Warranty.

Acquisition Cost	\$ _____
Less Guaranteed Buy Back at end of Seven (7) Years	\$ _____
Net Adjusted Price	\$ _____
Monthly Payment for Sixty mo. - Lease Purchase Option	\$ _____
Interest Rate	\$ _____

Described units will be delivered within \_\_\_\_\_ calendar days from receipt of written  
order.

**Successful bidder must supply County with equal machine once contract is awarded and  
Vendor has received OK to proceed until new machine is delivered and be responsible for all  
services and repairs to said machine.**

Service facility location:

\_\_\_\_\_

**BID MUST BE SIGNED TO BE VALID.**

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

Signature: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_



## **BIDDERS LIST**

Alban Tractor Co. Inc.  
8660 Ocean Highway  
Delmar, MD 21875  
410-341-3900 – Office  
443-521-9098 - Cell  
410-341-3693 – Fax  
[bsellers@albancat.com](mailto:bsellers@albancat.com)

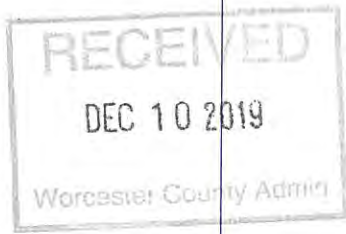
McClung-Logan Equipment Co.  
4601 Washington Blvd.  
Baltimore, MD 21227  
540-980-3750 X 6611  
[dbeehner@mcclung-logan.com](mailto:dbeehner@mcclung-logan.com)

JESCO, INC  
9060 Ocean Highway  
Delmar, MD 21875  
Chris Gregory  
443-235-0614  
410-546-1090  
410-546-0899 – Fax  
[chris.gregory@jesco.us](mailto:chris.gregory@jesco.us)

Elliott & Frantz, Inc.  
38420 Sussex Highway  
Delmar, DE 19940  
302-846-3033  
302-846-0763 - Fax  
[rwelliottfrantz@yahoo.com](mailto:rwelliottfrantz@yahoo.com)

GT Mid-Atlantic  
12420 Sussex HWY  
PO Box 338  
Greenwood, DE 19950  
302-349-5760  
302-349-5785 - Fax  
[mikeyouse@gtmidatlantic.com](mailto:mikeyouse@gtmidatlantic.com)

Midatlantic Machinery  
28587 Sussex Highway  
Laurel, DE 19956  
Phone: 302-715-5382  
Fax; 302-715-5384  
Donnie Dyott  
[don.dyott@komatsune.com](mailto:don.dyott@komatsune.com)



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

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

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

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JO*  
**DATE:** December 10, 2019  
**SUBJECT:** Condor Technologies 2019 HVAC Water Treatment Service Agreement

**DIVISIONS**

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

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

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

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

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

\*\*\*\*\*

I have attached for your review and approval the heating, ventilation and air conditioning loop water treatment service renewal agreement from Condor Technologies. The total annual cost for Condor's services for all of the buildings listed is \$8,547.36. Condor's terms and conditions of the agreement have been revised based on the County Attorney's review and comments.

FY20 Funds for this service, \$13,750.00, were approved in the current adopted budget. It is recommended that future extension of this agreement, beyond the expiration date of September 30, 2020, be handled administratively with the Chief Administrative Officer as signatory on the agreement.

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

Attachment

cc: Ken Whited, Maintenance Superintendent

1a



*Engineered Solutions for your Water*

September 23, 2019

County Commissioners of Worcester County Maryland  
One West Market Street, Rm. 1103  
Snow Hill, MD 21863

CONDOR TECHNOLOGIES, A Division of Azure Water Services (CONDOR) is pleased to submit an agreement for a water treatment program and consulting services based upon the system data collected over the past few months.

CONDOR agrees to provide all chemicals, test reagents, normal apparatus (does not include breakage) and consulting services required to protect the following facilities in the County Commissioners of Worcester County Maryland:

- Court House - Snow Hill
  - #1A-Chilled Water Loop
  - #1B-Hot Water Loop
- Government Center - Snow Hill
  - #2A-Chilled Water Loop/Cooling Tower
  - #2B-Hot Water Loop
- Health Department - Snow Hill - #3-Hot Water Loop
- Library - Pocomoke- #4-Hot Water Loop
- Library – Snow Hill
  - #5A-Chilled Water Loop
  - #5B-Hot Water Loop
- Senior Center – Ocean City
  - #6-Hot Water Loop
- Service Building – Pocomoke
  - #7-Hot Water Loop
- Tourism Building – Snow Hill
  - #8-Hot Water Loop
- Health Department - Berlin
  - #9A-Chilled Water Loop
  - #9B-Hot Water Loop
- Library – Ocean Pines
  - #10-Hot Water Loop
- Library – Ocean City
  - #11-Geothermal Water Loop
- Library – Berlin
  - #12-Geothermal Water Loop

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A Division of Azure Water Services, LLC.

110 North Main Street, Spruce Acres Suite H • Camden, DE 19934 • (302) 698 – 4444 • Fax (302) 295 – 3693  
service@condortechnologies.com Website: www.condortechnologies.com

1b

The Water Treatment Program is designed to control:

- Corrosion of metal in the boiler feedwater systems.
- Corrosion and deposition (scale) on the heat transfer portions of the boiler.
- Biological growth in the open recirculating cooling system (cooling tower).
- Corrosion and deposition on the metal portion of the open recirculating cooling systems (cooling tower).
- Corrosion of metal in the closed water systems.

**TERMS** - The terms of this Agreement will be from October 1, 2019 to September 30, 2020. At the end of the contract/agreement term, the County Commissioners of Worcester County Maryland will have the option to renew the contract. Either party can terminate the Agreement at any time, with or without cause, by giving 30 days written notice to the other party.

**PAYMENT** - In consideration of the terms/agreements herein, customer agrees to pay CONDOR, the amount of \$8,547.36 per year during the term of the Agreement. Starting October 1, 2019, billings will be in accordance with the format described in the contract summary table below. All payments will be due and owing 30 days from the date of invoice, or if no invoice is issued the agreed upon date.

**CONDOR TECHNOLOGIES CONTRACT SUMMARY**

PERIOD: October 1, 2019 - September 30, 2020

ID	Building	Location	SVC. OCC.	Price	Annual Cost
1A	Court House (CW)	Snow Hill	Qtr	\$168.92	\$675.68
1B	Court House (HW)	Snow Hill	Qtr		
2A	Government Center (CW-Tower)	Snow Hill	Mo	\$253.38	\$2,027.04
2B	Government Center (HW)	Snow Hill	Qtr	\$126.69	\$506.76
3	Health Department (HW)	Snow Hill	Qtr	\$126.69	
4	Library (HW)	Pocomoke	Qtr	\$126.69	\$506.76
5A	Library (CW)	Snow Hill	Qtr	\$168.92	\$675.68
5B	Library (HW)	Snow Hill	Qtr		
6	Senior Center (HW)	Ocean City	Qtr	\$126.69	\$506.76
7	Service Building (HW)	Pocomoke	Qtr	\$126.69	\$506.76
8	Tourism (HW)	Snow Hill	Qtr	\$126.69	\$506.76
9A	Health Department (CW)	Berlin	Qtr	\$152.03	\$608.12
9B	Health Department (HW)	Berlin	Qtr		
10	Library (HW)	Ocean Pines	Qtr	\$126.69	\$506.76
55					
11	Library (GEO Thermal)	Ocean City	Qtr	\$126.69	\$506.76
12	Library (GEO Thermal)	Berlin	Qtr	\$126.69	\$506.76
<b>TOTAL</b>					<b>\$8,547.36</b>

In the event of termination, all invoices and amount due through the date of the termination must be made current. Upon termination, customer will be responsible for the prorated cost of chemicals used and services performed. Unopened containers/chemicals will be returned to CONDOR.

The Customer agrees to timely furnish and supervise, at its own expense, all personnel required to successfully carry out the water treatment program described herein.

**WARRANTIES - CONDOR warrants to provide the materials and consulting services described herein. Due to the variables in performing consulting work, CONDOR makes no warranty, representation, covenants or guarantee, concerning the successful completion of any project described herein, other than those expressly set forth herein. The warranties set forth in this Agreement are exclusive and in lieu of all other warranties expressed or implied, including without limitation any warranty of merchantability or fitness for a particular purpose.**

CONDOR, nor any of its employees, are employees of customer but shall be an independent contractor with respect to work performed pursuant to this Agreement.

THE AMOUNT OF OUR LIABILITY TO YOU, WHETHER BASED ON OUR BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY IN TORT, OR OTHERWISE, SHALL NOT EXCEED THE TOTAL ESTIMATED COST SET FORTH ABOVE. IN NO EVENT SHALL WE BE LIABLE TO YOU FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING OUT OF, RESULTING FROM, OR IN ANYWAY CONNECTED WITH THIS AGREEMENT OR THE SERVICES EVEN IF WE ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CONDOR WILL NOT BE RESPONSIBLE FOR FAILURE OR DELAY IN PROVIDING ITS SERVICE DUE TO ANY ACT OR CIRCUMSTANCE BEYOND ITS CONTROL.

The parties recognize that they may discover confidential information in the course of their business relationship. The parties agree to keep all such information/documentation confidential unless expressly permitted by the other party to be released.

**DISPUTE RESOLUTION** - The parties agree that in the event a dispute arises out of this contract, they will immediately make good faith efforts to resolve it through negotiation efforts between the parties. The parties' representatives agree to meet at least once in attempting to resolve the matters. If one or both of the parties refuses or is unable to meet after reasonable notice or in the event that the dispute is not resolved, the parties reserve all rights in law and equity including the right to commence litigation in a Court of competent jurisdictions in the State of Maryland.

No waiver, modification, alteration, or addition to this Agreement shall be valid unless made in writing and signed by both parties. This Agreement constitutes the entire understanding of the parties with respect to its subject matter and supersedes all prior or contemporaneous written or oral conditions, understandings or representations. Any assignment of this Agreement or rights under it or any delegation of duties by either party without the written consent of the other party shall be void. This agreement shall be construed under the laws of the State of Maryland.

Please indicate your Agreement to the terms stated herein, by signing, and returning a copy of this agreement and providing a Purchase Order number.

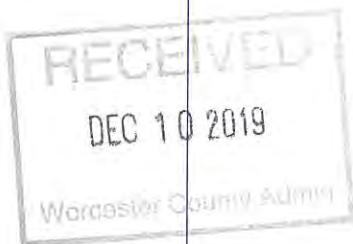
\_\_\_\_\_  
Andrew Bessette  
Project Engineer  
Condor Technologies

\_\_\_\_\_  
Diana Purnell  
County Commissioners of Worcester  
County, Maryland

\_\_\_\_\_  
Acceptance Date

\_\_\_\_\_  
Purchase Order Number





15

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

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

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

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** December 10, 2019  
**SUBJECT:** Senior Center & Animal Control Roof Replacements

\*\*\*\*\*

**DIVISIONS**

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

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

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

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

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

As we discussed, the Snow Hill Senior Center and Animal Control buildings need to have complete roof replacements. In order to prepare bid documents it is felt that professional design services are needed to provide the proper construction details to ensure the County receives watertight roof systems. I have attached for your review and approval the proposal for professional services from Davis, Bowen & Friedel, Inc. to prepare the bidding documents for roof replacements at the Worcester County Snow Hill Senior Center and the Animal Control building. Below is a listing of their fees per facility. The below summary of fees does not include construction oversight but Davis, Bowen & Friedel has included their standard hourly rates should the County representative request their inspection of the work.

ITEM	DESCRIPTION	FEE
Senior Center	Task I – Schematic Design	4,000.00
Senior Center	Task II – Design Development	6,000.00
Senior Center	Task III – Bid Documents	1,500.00
	<b>TOTAL</b>	<b>11,500.00</b>
Animal Control	Task I – Schematic Design	1,500.00
Animal Control	Task II – Design Development	3,000.00
Animal Control	Task III – Bid Documents	1,500.00
	<b>TOTAL</b>	<b>6,000.00</b>

Page

3

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There are Assigned Funds of \$300,000.00 for the Senior Center and \$50,000 for the Animal Control building that have been designated for these two projects. It is recommended that both projects are bid at the same time with one advertisement making it imperative to develop both bid packages in one process. Therefore, it is requested that the County award the two (2) design service fees to Davis, Bowen & Friedel, Inc. at a total cost of \$17,500.00.

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

Attachments

cc: Ken Whited, Maintenance Superintendent





DAVIS  
BOWEN &  
FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

November 26, 2019

Worcester County  
Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Attn: Ken Whited  
Maintenance Superintendent

Re: Roof Replacements  
Worcester County Commission on Aging-Snow Hill Senior Center  
Animal Control Center  
DBF # P0085B19.024


Dear Mr. Whited:

Pursuant to your request, we are pleased to present this fixed fee proposal summary for the above referenced project. The scope of work as we understand is to provide Bid Documents for the roof replacement of the Worcester County Commission on Aging-Snow Hill Senior Center and the Animal Control Center. The scope of work and deliverables will be as outlined on the attached Scope of Work Summary. Additional services that you may request will be handled utilizing the attached Schedule of Rates No. 46, as will the terms and conditions of this agreement.

We understand that upon your acceptance, a County-issue Independent Contractor's Agreement will be issued to us. Receipt of this will serve as our notice to proceed.

Thank you for the opportunity to submit this proposal summary. Please do not hesitate to call if you have any questions. We look forward to beginning work on this project.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

  
Christopher Lee Cullen, AIA  
Associate

Enclosure

CLC

N:\PROMOTIONAL\PROPOSALS\2019\P0085B19.024.clc.doc

Michael P. Wiegman, AIA, LEED AP  
W. Jackson Crouch, P.E.  
Michael E. Wiegand, AIA  
Jason P. Allen, P.E.  
Ping W. Gardner, P.E.  
Janet L. Sechler, P.E.

## EXHIBIT A

November 27, 2019

Roof Replacement

Worcester County Commission on Aging-Snow Hill Senior Center

Worcester County, Maryland

### TASK I – SCHEMATIC DESIGN

#### Task I: Scope of Work Summary

1. Prepare existing conditions documents to be utilized for preparation of construction documents.
2. Prepare Schematic Design Documents for review. We anticipate the documents will include the following:
  - a. Title Sheet
  - b. Roof Plan
  - c. Elevations
3. Material Specifications
4. Submit Documents to Worcester County Public Works for review and comment.
5. Respond too and incorporate Worcester County Public Work's review comments into the Design Development Documents.

#### Task I: Fixed Fee

Four Thousand Two Hundred Dollars (\$4,000.00); includes reimbursable expenses.

### TASK II – DESIGN DEVELOPMENT

#### Task II: Scope of Work Summary

1. Utilizing the reviewed Schematic Design Documents, we will prepare Design Development Documents for review. We anticipate the documents will include the following:
  - a. Title Sheet
  - b. Demolition Plan and EIFS Demolition Details
  - c. Roof Plan
  - d. Elevations
  - e. Roof Flashing Details (Head of Wall, Side Wall, Rain Diverters, Commercial Drip Edge)
  - f. Roof Venting, nail over ridge and intake vents.
  - g. EIFS Details
  - h. Procurement, General Requirements Specifications
2. Submit Documents to Worcester County Public Works for review and comment.
3. Respond to and incorporate Worcester County Public Work's CRB review comments into the Final Construction Documents as required.

#### Task II: Fixed Fee

Six Thousand Dollars (\$6,000.00); includes reimbursable expenses.

### TASK III – BID DOCUMENTS

#### Task III: Scope of Work Summary:

1. Provide the Worcester County Public Work Department with the updated Final Construction Documents including the drawings and specifications listed in Task II.
2. Provide Building Plan Submittal to the Worcester County Fire Marshal Office.
3. Provide Building Plan Submittal to the Worcester County Development Review & Permitting Department

#### Task III: Fixed Fee

One Thousand Five Hundred Dollars (\$1,500.00); includes reimbursable expenses.

#### EXCLUSIONS:

1. Project Budget and Estimating Services
2. Life Safety Plan
3. Hazardous materials, remediation design and specifications.
4. LEED or other Sustainable Design Program.
5. Paper sets of 100% Construction Documents for Bidding (DBF will provide pdf sets of drawings for bidding).

END OF SCOPE OF WORK SUMMARY

## EXHIBIT A

November 27, 2019  
Roof Replacement  
Animal Control Center  
Worcester County, Maryland

### TASK I – SCHEMATIC DESIGN

#### Task I: Scope of Work Summary

1. Prepare existing conditions documents to be utilized for preparation of construction documents.
2. Prepare Schematic Design Documents for review. We anticipate the documents will include the following:
  - a. Title Sheet
  - b. Roof Plan
  - c. Elevations
3. Material Specifications
4. Submit Documents to Worcester County Public Works for review and comment.
5. Respond too and incorporate Worcester County Public Work's review comments into the Design Development Documents.

#### Task I: Fixed Fee

Three Thousand Two Hundred Dollars (\$1,500); includes reimbursable expenses.

### TASK II – DESIGN DEVELOPMENT

#### Task II: Scope of Work Summary

1. Utilizing the reviewed Schematic Design Documents, we will prepare Design Development Documents for review. We anticipate the documents will include the following:
  - a. Title Sheet
  - b. Roof Plan
  - c. Elevations
  - d. Roof Flashing Details (Side Wall, Rain Diverters, Commercial Drip Edge)
  - e. Roof Venting, nail over ridge and intake vents.
  - f. Procurement, General Requirements Specifications
2. Submit Documents to Worcester County Public Works for review and comment.
3. Respond to and incorporate Worcester County Public Work's CRB review comments into the Final Construction Documents as required.

#### Task II: Fixed Fee

Five Thousand Dollars (\$3,000.00); includes reimbursable expenses.

### TASK III – BID DOCUMENTS

#### Task III: Scope of Work Summary:

1. Provide the Worcester County Public Work Department with the updated Final Construction Documents including the drawings and specifications listed in Task II.
2. Provide Building Plan Submittal to the Worcester County Fire Marshal Office.
3. Provide Building Plan Submittal to the Worcester County Development Review & Permitting Department

#### Task III: Fixed Fee

One Thousand Five Hundred Dollars (\$1,500.00); includes reimbursable expenses.

#### EXCLUSIONS:

1. Project Budget and Estimating Services
2. Life Safety Plan
3. Hazardous materials, remediation design and specifications.
4. LEED or other Sustainable Design Program.
5. Paper sets of 100% Construction Documents for Bidding (DBF will provide pdf sets of drawings for bidding).

END OF SCOPE OF WORK SUMMARY

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**DAVIS, BOWEN & FRIEDEL, INC. ("DBF")**  
**SCHEDULE OF RATES AND GENERAL CONDITIONS**  
**SCHEDULE NO. 46**  
**Effective June 1, 2015**

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170.00
Senior Architect	\$150.00
Architect	\$120.00
Senior Landscape Architect	\$150.00
Landscape Architect	\$120.00
Senior Engineer	\$150.00
Engineer	\$120.00
Construction Administrator	\$120.00
Senior Traffic Engineer	\$150.00
Traffic Engineer	\$120.00
Geologist	\$120.00
GIS Specialist	\$110.00
Senior Surveyor	\$150.00
Associate Surveyor	\$120.00
Surveyor	\$115.00
Senior Designer	\$115.00
Computer Graphics Designer	\$100.00
Designer	\$105.00
CADD I	\$95.00
CADD II	\$85.00
Computer Administrator	\$100.00
2 Man Field Crew	\$140.00
3 Man Field Crew	\$175.00
GPS Unit (1 man)	\$110.00
GPS Unit (2 man Crew)	\$150.00
GPS Unit (3 man Crew)	\$200.00
Resident Project Representative	\$80.00
Water/Wastewater Operator	\$120.00
Clerical	\$60.00
Travel	\$0.50
Direct Expense	Cost + 10%
Prints (In-house Reproduction)	\$2.50/sheet

**INVOICES & PAYMENT**

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

**TERMINATION OF CONTRACT**

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

**LIMITATION OF LIABILITY**

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

**INDEMNIFICATION**

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

**FORCE MAJEURE**

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

**CONSTRUCTION PHASE SERVICES**

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

**GENERAL CONDITIONS**

**OWNERSHIP OF DOCUMENTS**

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

**USE OF ELECTRONIC MEDIA**

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

**SUCCESSORS & ASSIGNS**

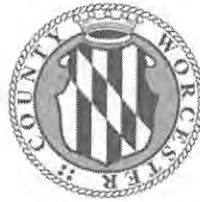
The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

**MISCELLANEOUS PROVISIONS**

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

**REIMBURSABLE EXPENSES**

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.



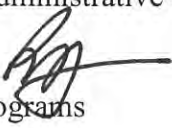
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**Worcester County**  
Department of Environmental Programs

Memorandum

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**To:** Harold L. Higgins, Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS   
Director, Environmental Programs

**Subject: Request for Out-of-State Travel**  
American Planning Association (APA) 2020 National Conference  
April 25<sup>th</sup> through April 28<sup>th</sup>, 2020

**Date:** December 9, 2020

---

I am respectfully requesting approval of out-of-state travel for two members of our Environmental Programs staff to attend the American Planning Association's 2020 National Conference in Houston, Texas. The attendees would be Katherine Munson and myself. Funds for our attendance at this conference were graciously approved in our budget. While the conference schedule and course descriptions are yet to be released, the conference will include mobile workshops, training, networking opportunities, and other professional development workshops exploring the latest techniques in planning and technology that would greatly benefit our staff. The expected format track/topics would include specific sessions under Climate Adaptation and Hazard Mitigation along with Healthy Living with Natural Environments, areas that are of particular importance to the work of more than one division of this department.

I have been an APA member and early registration will allow us to benefit with a lower conference rate, popular session reservations, and would reduce our travel expenses.

As always, I will be happy to discuss the matter with you and the County Commissioners at your convenience. If you have any questions, please let me know.

cc: Katherine Munson



(/)

Visit APA at [planning.org](https://planning.org)  
(<https://planning.org>)

[Join \(/join/\)](#)

[Log In \(/login/?next=/conference/\)](#)

[🛒 \(/store/cart/\)](#)

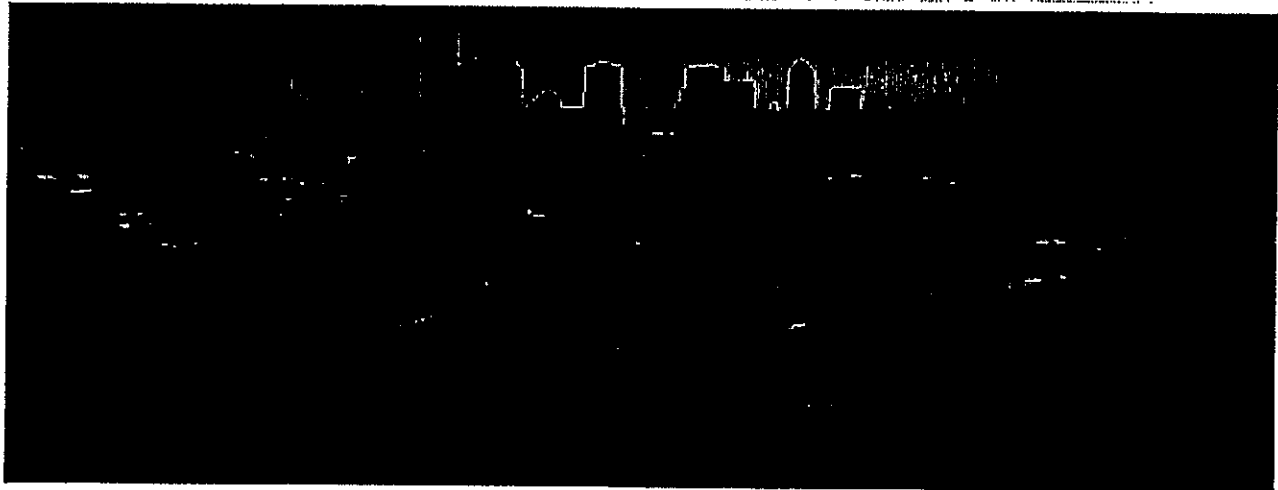
## 2020 National Planning Conference



MENU

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**250+ learning opportunities. Daily networking moments. Interactive sessions.**

**NPC20 promises to be an experience like no other.**

**Member-only registration opens December 11, 2019.**

**General registration opens January 9, 2020.**





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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 10, 2019

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL.*  
SUBJECT: 2020 Hurricane Conference - April 6-9, 2019 in Orlando, Florida

We recently received notice that registration is now open for the 2020 National Hurricane Conference to be held Monday-Thursday, April 5-9, 2020 at the Rosen Centre Hotel in Orlando, Florida (see attached). As you will recall, the County has sent several staff members and County Commissioners to the Hurricane Conferences over the past 3 years. All attendees have benefitted from the information and training they received. As a result, funding has been allocated in the FY20 Travel and Training Account budget to send additional staff to the Hurricane Conference in 2020. The regular early registration fee is \$375 per person, however I have once again negotiated a group discount of \$50 per person provided that we register at least 10 participants. Therefore, the estimated cost of registration, travel, lodging, and meals is \$2,100 per person for 2020 (see page 2). We have sufficient funds budgeted to send up to 16 attendees to this year's Hurricane Conference.

I recently polled County Department Directors whose staff are regularly involved in storm preparation, response and recovery and asked them to provide me with a list of up to 2 critical staff members who would benefit from attending the Hurricane Conference in 2020. Below is a list of the proposed attendees for 2020:

<u>Department</u>	<u>Proposed Attendees - 2020</u>
Emergency Services	Billy Birch (previously approved) Tina Vickers and Katy Selby
County Commissioners	Commissioner Mitrecic and _____ (to be determined)
County Administration	Harold Higgins and <u>(Roscoe Leslie)</u>
Public Works - Roads	William Clark and Jason Taylor
Public Works - W&WW	Joe Serman and Dominic Ross
Public Works - Maintenance	Michael Hutchinson
Public Works - Solid Waste	Wade Pusey
Human Resources	Kevin Candy
Treasurer's Office	Jennifer Swanton and Jessica Wilson

In summary, I request your approval for out-of-state travel to send up to 16 staff members and County Commissioners to the 2020 National Hurricane Conference in Orlando, Florida at an estimated cost of \$33,600 with funding from the FY20 Travel and Training Account. I look forward to reviewing this matter at your next meeting after which I can begin planning for attendance and making the appropriate travel arrangements. In the meantime, if you should have any questions or concerns, please feel free to contact me.

---

### **Anticipated Expenses - 2020 Hurricane Conference**

Registration - \$325 (With \$50 per person discount if we register at least 10 attendees)  
Lodging - \$895 (5 nights at \$179/night with tax - Sunday-Thursday, check out on Friday)  
Meals - \$396 (6 days at \$66/day - based on federal per diem for Orlando)  
Airfare - \$433 (round trip from Baltimore to New Orleans)  
Taxi/Misc. - \$51 (parking, round trip taxi from airport, baggage handling, tips, etc.)

**Total = \$2,100 per person**  
**x 16 attendees = \$33,600 - (\$33,800 budgeted funds available)**

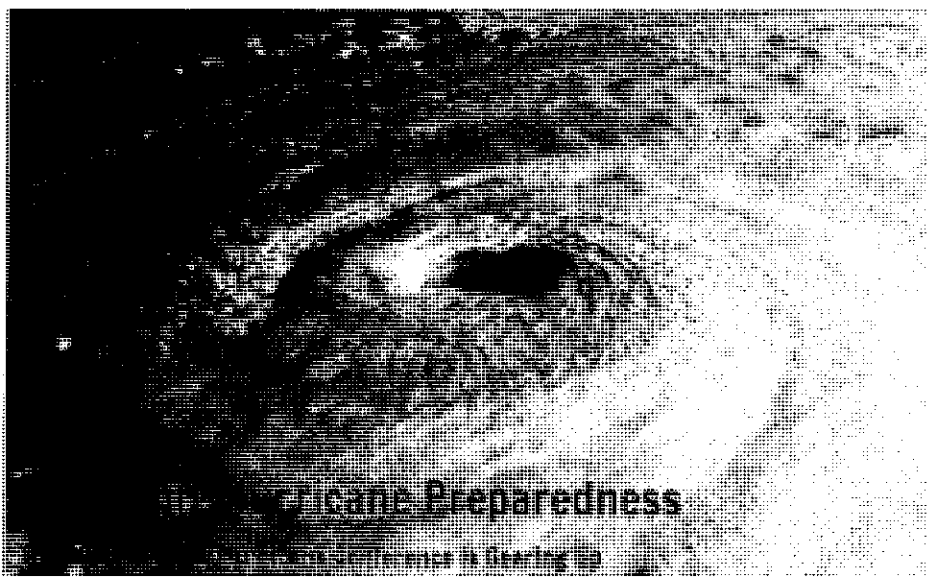


2020 National Hurricane Conference

April 6 - April 9, 2020

ROSEN CENTRE HOTEL, ORLANDO, FL

[HOME](#) | [CONFERENCE OVERVIEW](#) | [ONLINE REGISTRATION](#) | [MAIL-FAX REGISTRATION](#) | [CALL FOR TOPICS](#) | [HOTEL](#)  
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[Awards](#)  
[Information for the Media](#)  
[Refund Policy/Cancellation Fee](#)  
[Planning Committee](#)  
[Topic Committees](#)  
[Participating Organizations](#)  
[Awards Committee](#)  
[Upcoming Conferences](#)  
[2019 Speaker Presentations](#)



## Conference Purpose

The primary goal of the National Hurricane Conference is to improve hurricane preparedness, response, recovery and mitigation in order to save lives and property in the United States and the tropical islands of the Caribbean and Pacific. In addition, the conference serves as a national forum for federal, state and local officials to exchange ideas and recommend new policies to improve Emergency Management. [Read More >](#)



## Who Should Attend

The National Hurricane Conference is the nation's forum for education and professional training in hurricane and disaster preparedness. With an average of 1,500 attendees from around the country, the conference covers all major aspects of hurricane preparedness, response and recovery, which will provide your company with a unique opportunity to show your wares to a large audience of interested decision-makers. [Read More >](#)



## Register Today

✓ **THREE FULL DAYS** of workshops and training sessions on a wide range of topics for Hurricane Responders.  
 ✓ A full day of general session speakers including many of the nation's top experts in hurricane related issues.  
 ✓ EMI and FEMA Certificate Training courses and rap sessions.  
**STILL TIME TO REGISTER >**

### IMPORTANT LINKS

[Home](#)

### IMPORTANT FILES

[2020 NHC Topic Committee Guidelines](#)  
[2019 Speaker Presentations](#)

### NATIONAL HURRICANE CONFERENCE

2952 Wellington Circle  
 Tallahassee, FL 32309

### SOCIAL



## 2020 National Hurricane Conference Overview

Daily Coffee Breaks at 8:00 am; 10:00 am and 3:00 pm

Exhibits Open Tuesday 9:30 am-5:00 pm and Wednesday 9:30 am-1:00 pm

Sunday April 5, 2020			
Event Start	Event End Time	Description	Location
1:00 pm	5:00 pm	Conference Registration Desk Open	1 <sup>st</sup> Floor Registration Desk 2
Monday April 6, 2020			
Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	1 <sup>st</sup> Floor Registration Desk 2
8:00 am	12:00 pm	Media Rooms Open	Salons 20 and 21
8:30 am	12:00 pm	Training Sessions, including EMI Courses	2nd Floor Salons
12:00 pm	1:30 pm	Lunch on your own	
12:00 pm	5:00 pm	Media Rooms Open	Salons 20 and 21
12:00 pm	5:00 pm	Exhibitor Setup	Grand Ballroom
1:30 pm	5:00 pm	Training Sessions, including EMI Courses	2nd Floor Salons

Tuesday April 7, 2020			
Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	1 <sup>st</sup> Floor Registration Desk 2
8:00 am	12:00 pm	Media Rooms Open	Salons 20 and 21
8:30 am	5:00 pm	Training Sessions	2nd Floor Salons
9:30 am	5:00 pm	Exhibit Hall Open	Grand Ballroom

4

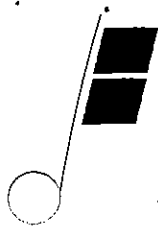
1:00 pm	5:00 pm	Media Rooms Open	Salons 20 and 21
5:30 pm	6:30 pm	Welcome Reception	Grand Ballroom

### Wednesday April 8, 2020

Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	1 <sup>st</sup> Floor Registration Desk 2
8:00 am	12:00 pm	Media Rooms Open	Salons 20 and 21
8:30 am	10:00 am	RAP Sessions	2nd Floor Salons
9:30 am	1:00 pm	Exhibit Hall Open	Grand Ballroom
10:30 am	1:00 pm	Dedicated Time to Tour Exhibit Hall	Grand Ballroom
12:00 pm	1:00 pm	Lunch on your own	
1:00 pm	5:00 pm	Media Rooms Open	Salons 20 and 21
1:00 pm	5:30 pm	General Session including Annual Awards Presentation	Executive Ballroom

### Thursday April 9, 2020

Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	1 <sup>st</sup> Floor Registration Desk 2
8:00 am	12:00 pm	Media Rooms Open	Salons 20 and 21
8:30 am	12:00 pm	Concurrent Workshops	2nd Floor Salons
12:00 pm	1:30 pm	Lunch on your own	
1:00 pm	5:00 pm	Media Rooms Open	Salons 20 and 21
1:30 pm	5:00 pm	Concurrent Workshops	2nd Floor Salons
5:00 pm		Conference Adjourns	



## 2020 NATIONAL HURRICANE CONFERENCE

April 6-9, 2020 \* Rosen Centre Hotel \* Orlando, FL

Conference Hotel: Rosen Centre, 9840 International Drive, Orlando, FL 32819 (407) 996-9840

### Attendee Registration:

- ☐ Early (payment received by 2/21/20) .....\$375
- ☐ Regular (payment received 2/22/20 - 3/20/20) .....\$425
- ☐ Onsite (payment received after 3/20/20) .....\$475
- ☐ Daily .....\$150 per day  
Please check all that apply ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### Payment Information:

Make checks payable to: National Hurricane Conference, Inc.  
2952 Wellington Circle, Tallahassee, FL 32309

We accept these credit cards: Amex • MasterCard • VISA • Discover

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder Name \_\_\_\_\_ CVR# \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

#### REFUND POLICY

Cancellations received by Feb 21, 2020 will receive a full refund, less a \$50 cancellation fee. Cancellations received by Feb 22 and on or before March 20, 2020 will receive a 50% refund. No refunds will be made for cancellations received after March 20, 2020. NHC must receive cancellation requests in writing, by email or regular mail. Telephone requests will not be honored. Send requests to NHC Cancellations, 2952 Wellington Circle, Tallahassee, FL 32309 or email: [Lisa@HurricaneMeeting.com](mailto:Lisa@HurricaneMeeting.com)

National Hurricane Conference, Inc. \* Federal ID # 20-2105613  
2952 Wellington Circle, Tallahassee, FL 32309 \* (850)906-9224 Phone/Fax  
[Lisa@HurricaneMeeting.com](mailto:Lisa@HurricaneMeeting.com)



2020 National Hurricane Conference

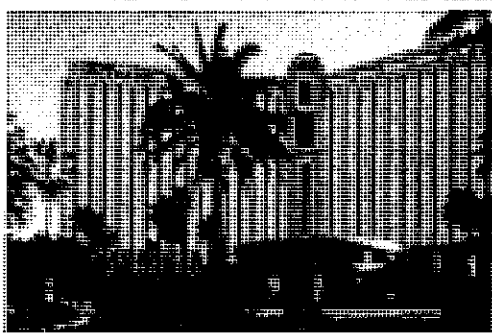
April 6 - April 9, 2020

ROSEN CENTRE HOTEL, ORLANDO, FL

[HOME](#)[CONFERENCE OVERVIEW](#)[ONLINE REGISTRATION](#)[MAIL-FAX REGISTRATION](#)[CALL FOR TOPICS](#)[HOTEL](#)[EXHIBITORS & SPONSORS](#)[CONTACT US](#)

## 2020 Hotel

## Rosen Centre Hotel



9840 International Drive  
Orlando, Florida 32819  
(407) 996-9840  
\$159.00 Single/Double  
\$20.00 Additional Person

[Online Registration](#)

## Hotel at a Glance:

## Property Location

With a stay at Rosen Centre Hotel in Orlando, you'll be within a 5-minute drive of Orange County Convention Center and Pointe Orlando. This 4-star resort is 1 mi (1.7 km) from Aquatica and 1.8 mi (3 km) from Discovery Cove.

## Rooms

Make yourself at home in one of the 1334 air-conditioned rooms featuring refrigerators and flat-screen televisions. Complimentary wireless Internet access keeps you connected, and cable programming is available for your entertainment. Private bathrooms with shower/tub combinations feature complimentary toiletries and hair dryers. Conveniences include laptop-compatible safes and desks, and housekeeping is provided daily.

## Amenities

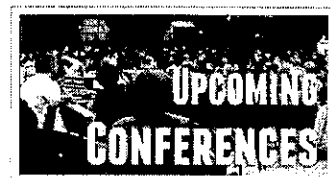
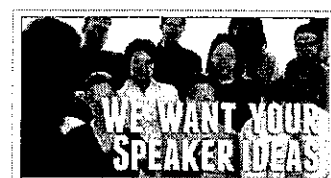
Pamper yourself with a visit to the spa, which offers massages, body treatments, and facials. If you're looking for recreational opportunities, you'll find an outdoor pool, a spa tub, and a 24-hour fitness center. Additional amenities at this resort include complimentary wireless Internet access, concierge services, and babysitting/childcare (surcharge).

## Dining

Grab a bite to eat at one of the resort's 7 restaurants, or stay in and take advantage of the room service (during limited hours). Snacks are also available at the coffee shop/café. Relax with a refreshing drink from the poolside bar or one of the 3 bars/lounges. Breakfast is available for a fee.

## Business, Other Amenities

Featured amenities include a business center, limo/town car service, and express check-in. Planning an event in Orlando? This resort has facilities measuring 150000 square feet (13935 square meters), including a conference center. Self parking (subject to charges) is available onsite.

[Tweet](#)

## IMPORTANT LINKS

[Home](#)[Conference Overview](#)[Online Registration](#)[Mail-Fax Registration](#)[Call for Topics](#)

## IMPORTANT FILES

[2020 NHC Topic Committee Guidelines](#)[2019 Speaker Presentations](#)[2020 NHC Refund Policy](#)[NHC Media Policy](#)

## NATIONAL HURRICANE CONFERENCE

2952 Wellington Circle

Tallahassee, FL 32309

Phone 850.906.9224

Fax 800.921.4515

## SOCIAL

Pursuant to the request of Mr. Birch and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved out-of-state travel for Mr. Birch to attend the National Hurricane Conference from April 5-10, 2020 in Orlando, Florida at a cost of \$2,036 for registration, flights, lodging and meals, with funds available within the FY20 budget for this purpose. The Commissioners discussed attending the National Hurricane Conference, and Commissioner Mitrecic stated that he would like to attend. They further authorized staff to poll department directors to determine additional staff members who would benefit from attendance given that funds have been budgeted for up to 16 staff members and Commissioners to attend.

\*





19

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 10, 2019

TO: Worcester County Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer *HH*  
SUBJECT: Consolidated Department - Recreation, Parks, Tourism & Economic Development

I have attached a draft resolution to create the consolidated Department of Recreation and Parks, Tourism and Economic Development for your review. In an effort to create additional synergy within the County the combination of Parks and Recreation, Tourism and Economic Development under one umbrella will combine a group of talent and resources that I am certain will provide Worcester County an opportunity for additional services and programs that will help the County achieve its goal of providing a community where our constituents will want to both work and play. This consolidation will improve efficiency, effectiveness, and overall operations of the three departments which has proven to be an effective strategy in other counties.

I suggest Tom Perlozzo to be promoted to the new position of Director of Recreation, Parks, Tourism and Economic Development which will consist of three divisions including: Recreation and Parks under the direction of Kelly Rados; Tourism under the direction of Lisa Challenger; and Economic Development under the direction of Kathryn Gordon. I believe that Mr. Perlozzo is uniquely qualified to lead the consolidated department and coordinate the efforts of these three divisions in concert with each other. Previously in Ocean City, Tom successfully managed eight separate divisions including: Recreation, Parks, Public Grounds, Golf Course, Beach Patrol, Special Events, Sponsorships and Outdoor Advertising. I am confident that Tom has the skills and background that will serve the County well as the director of this new consolidated department.

Upon approval, Public Information Officer Kim Moses will prepare a press release to publicly announce the new Department of Recreation, Parks, Tourism and Economic Development. If you should have any questions regarding this matter please feel free to contact me.

RESOLUTION NO. 19 - \_\_\_\_

**RESOLUTION CREATING THE CONSOLIDATED WORCESTER COUNTY DEPARTMENT  
OF RECREATION, PARKS, TOURISM AND ECONOMIC DEVELOPMENT**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) have determined that the Worcester County Department of Recreation and Parks, the Worcester County Department of Tourism, and the Worcester County Department of Economic Development would benefit as a consolidated department working in concert with each other for the benefit of the citizens and visitors of Worcester County; and

WHEREAS, the County Commissioners have determined that this consolidation will improve efficiency, effectiveness, and overall operations of the three departments which has proven to be an effective strategy in other counties, and will create synergy and a coordinated effort to focus County talent and resources to achieve our overall goal of fostering economic growth in Worcester County.

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

1. Effective December 30, 2019 the current departments of Recreation and Parks, Tourism and Economic Development will be consolidated into a single department to be known as the Worcester County Department of Recreation, Parks, Tourism and Economic Development; and
2. Tom Perlozzo will be promoted to the new position of Director of Recreation, Parks, Tourism and Economic Development which will consist of three divisions including: Recreation and Parks under the direction of Kelly Rados; Tourism under the direction of Lisa Challenger; and Economic Development under the direction of Kathryn Gordon.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on December 30, 2019.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
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

**DRAFT**



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



20

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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 9, 2019

To: Harold L. Higgins, CPA, Chief Administrative Officer  
From: Kathy Whited, Budget Officer *Kathy*  
Re: Town of Ocean City Tax Differential FY2021

Attached please find the Town of Ocean City letter for a FY2021 Tax Differential. Pursuant to Sections 6-305 and -6-306 of the Tax-Property Article of the Annotated Code of Maryland, Section (f)(1) copy attached, the County is in receipt of the Town of Ocean City request for a tax differential with an amount yet to be determined. The Town submission of the request is in good faith, although the submission of their financial records for the Towns budget for FY2020 will need to be requested by our office. The Treasurer's office is in receipt of the Town's FY2019 comprehensive annual financial report. These are outlined in sub-section 6-306 (f)(2)(i) 2.

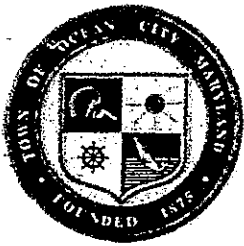
Attached please find a draft memo to Mayor Meehan addressing the receipt of the Towns request and our financial records in order to fulfill the State law. The County must meet with the Town before March 4, 2020 to comply with the 90 day requirement.

P.4

#### Attachments

h:\fy21 budget\tax differential\oc tax differential request.docx

INFO - pending



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

RECEIVED

DEC 09 2019

Worcester County Admin

December 5, 2019

Joseph Mitrecic, President  
Worcester County Commissioners  
1 West Market Street – Room 1103  
Snow Hill, MD 21863

RE: Tax Differential FY21

Dear Honorable President Mitrecic and Distinguished Commissioners,

Pursuant to Sections 6-305 and 6-306 of the Tax-Property Article of the Annotated Code of Maryland, the Town of Ocean City requests that the County provide in its FY-21 Budget a tax differential for Ocean City taxpayers who pay Worcester County property taxes. This tax differential will recognize and credit the Ocean City taxpayer for services provided by the Town paid for by Town property taxes which the County does not provide our taxpayers.

The Worcester County study on tax differential in 2016 concluded that Ocean City taxpayers should receive a differential, although the amount of the tax differential did not agree with the amount that Ocean City identified in its study. There have been meetings in the past with Town and County staff members, but they did not determine a mutually agreeable model to formulate a fair tax differential.

We look forward to meeting and having a productive conversation. We share many common interests as we all represent citizens and taxpayers in Worcester County. The continued development in West Ocean City has created the need for additional funding if Ocean City is to continue to provide EMS Services to this area outside of our city limits, as outlined to our letter to the President of the County Commissioners Diana Purnell on November 4, 2019, (see attached). Currently, the cost to Ocean City taxpayers to provide this essential service exceeds the amount of funding we receive from the county. Again, this is an issue that must be resolved.

The success of our local businesses continues to be crucial to the economic success of both Ocean City and Worcester County. Again, this year we would suggest that our discussions include ways to work together to develop an economic strategy, with an emphasis on sports marketing and the building of a first class Sports Complex to host major tournaments and sporting events. We already have the necessary tourism related infrastructure in place to make this the catalyst for future economic success! The building of this type of partnership could also be the first real step toward resolving our tax differential issues. We believe working together is the future.

MAYOR  
RICHARD W. MEEHAN

CITY COUNCIL

LLOYD MARTIN  
President

MARY P. KNIGHT  
Secretary

DENNIS W. DARE  
ANTHONY J. DELUCA  
JOHN F. GEHRIG, JR.  
MATTHEW M. JAMES  
MARK L. PADDACK

CITY MANAGER  
DOUGLAS R. MILLER

CITY CLERK  
DIANA L. CHAVIS, CMC

Copy: Phil Thompson  
Kathy Whitel

[www.oceancitymd.gov](http://www.oceancitymd.gov)

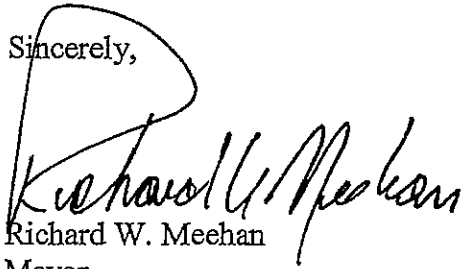
P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall - (410) 289-8221 • FAX - (410) 289-8703

I respectfully request that we meet to discuss these issues prior to the passage of the County 2021 budget.

Sincerely,



Richard W. Meehan  
Mayor

cc: Harold Higgins, Chief Administrative Officer for Worcester County, MD  
Commissioner Nordstrom  
Commissioner Church  
Commissioner Bunting  
Commissioner Elder  
Commissioner Purnell  
Commissioner Bertino  
Ocean City Council  
City Manager Miller

DRAFT

December 17, 2019

Richard W. Meehan, Mayor  
Ocean City Mayor & Council  
P. O. Box 158  
Ocean City, MD 21843-0158

RE: Property Tax Differential

Dear Mayor Meehan:

The County Commissioners received your request on December 9, 2019 for a property tax setoff in the form of a tax differential for Ocean City taxpayers for the fiscal year beginning July 1, 2020 pursuant to Sections 6-305 and 6-306 of the Tax-Property Article of the Annotated Code of Maryland with an amount yet to be determined. The County is in receipt of the Towns Tax Differential Study of February 2013, the City's adopted Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2019 and we respectfully request a copy of the Town's Fiscal Year 2020 Operating Budget.

The County will promptly submit to the Town of Ocean City the County Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2019 and the County Fiscal Year 2020 Operating Budget.

The County Chief Administrative Officer will contact you in the near future to schedule a meeting with you and the Town of Ocean City representatives to discuss the nature of the Ocean City tax setoff request.

Sincerely,

Joseph M. Mitrecic  
President

Attachments

H:\FY21 Budget\Tax Differential\2021 Tax Differential OC.docx  
Cc: County Commissioners  
H. Higgins  
K. Whited

West's Annotated Code of Maryland

Tax-Property

Title 6. Taxable Property; Imposition of Tax; Setting Tax Rates

Subtitle 3. Setting Property Tax Rates

MD Code, Tax - Property, § 6-306

§ 6-306. County rate, other municipal corporations

Currentness

**"Tax setoff" defined**

(a) In this section, "tax setoff" means:

- (1) the difference between the general county property tax rate and the property tax rate that is set for assessments of property in a municipal corporation; or
- (2) a payment to a municipal corporation to aid the municipal corporation in funding services or programs that are similar to county services or programs.

**Applicability**

(b) This section applies to any county not listed in § 6-305 of this subtitle.

**Required meeting**

(c) The governing body of the county shall meet and discuss with the governing body of any municipal corporation in the county the county property tax rate to be set for assessments of property in the municipal corporation as provided in this section. After the meeting if a municipal corporation performs services or programs instead of similar county services or programs, the governing body of the county may grant a tax setoff to the municipal corporation.

**Considerations in determining the county property tax rate**

(d) In determining the county property tax rate to be set for assessments of property in a municipal corporation, the governing body of the county may consider:

- (1) the services and programs that are performed by the municipal corporation instead of similar county services and programs; and
- (2) the extent that the similar services and programs are funded by property tax revenues.

**Tax rate unique to each county; prior year's rate**

(e) The county property tax rate for assessments of property located in a municipal corporation is not required to be:

- (1) the same as the rate for property located in other municipal corporations in the county; or
- (2) the same as the rate set in a prior year.

**Submission of proposal for desired level of property tax setoff**

(f)(1) At least 180 days before the date that the annual county budget is required to be approved, any municipal corporation in the county that desires that a tax setoff be provided shall submit to the county a proposal that states the desired level of property tax setoff for the next fiscal year.

(2)(i) A request submitted under paragraph (1) of this subsection shall be accompanied by:

- 1. a description of the scope and nature of the services or programs provided by the municipal corporation instead of similar services or programs provided by the county; and
- 2. financial records and other documentation regarding municipal revenues and expenditures.

(ii) The materials submitted under subparagraph (i) of this paragraph shall provide sufficient detail for an assessment of the similar services or programs.

(3) After receiving a proposal from a municipal corporation requesting a tax setoff under this subsection, the governing body of the county shall promptly submit to the municipal corporation financial records and other documentation regarding county revenues and expenditures.

**Meeting between policy and fiscal officers or representatives for the county and municipal corporation**

(g)(1) At least 90 days before the date that the annual county budget is required to be approved, the county and any municipal corporation submitting a tax setoff request under subsection (f) of this section shall designate appropriate policy and fiscal officers or representatives to meet and discuss the nature of the tax setoff request, relevant financial information of the county and municipal corporation, and the scope and nature of services provided by both entities.

(2) A meeting held under paragraph (i) of this subsection may be held by the county representatives jointly with representatives from more than one municipal corporation.

(3)(i) The county officers or representatives may request from the municipal corporation officers or representatives additional information that may reasonably be needed to assess the tax setoff.



- (ii) The municipal corporation officers or representatives shall provide the additional information expeditiously.

#### Statement of intent

(h)(1) At or before the time the proposed county budget is released to the public, the county commissioners, the county executive of a charter county, or the county council of a charter county without a county executive shall submit a statement of intent to each municipal corporation that has requested a tax setoff.

- (2) The statement of intent shall contain:

- (i) an explanation of the level of the proposed tax setoff;
- (ii) a description of the information or process used to determine the level of the proposed tax setoff; and
- (iii) an indication that, before the budget is enacted, appropriate officials or representatives of the municipal corporation are entitled to appear before the county governing body to discuss or contest the level of the proposed tax setoff.

#### Testimony during hearing

- (i) Representatives of each municipal corporation in the county requesting a tax setoff shall be afforded an opportunity to testify before the county governing body during normally scheduled hearings on the county's proposed budget.

#### Agreement setting different terms for a tax setoff

- (j) Notwithstanding the provisions of subsections (d), (f), and (g) of this section:

- (1) a county and one or more municipal corporations may enter into an agreement setting different terms or timing for negotiations, calculations, or approval of a tax setoff; and
- (2) a county may grant a tax setoff to a municipal corporation that does not make a request in the fashion described in this section.

#### Credits

Added by Acts 1985, c. 8, § 2, eff. Feb. 1, 1986. Amended by Acts 1986, c. 171; Acts 1998, c. 680, § 1, eff. July 1, 1998.

Formerly Art. 81, § 32A.

MD Code, Tax - Property, § 6-306, MD TAX PROPERTY § 6-306

Current through all legislation from the 2019 Regular Session of the General Assembly.



21

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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195  
November 6, 2019



**FAXED**  
11/6/19 @ 4:25pm

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

Please print the attached notice in *The Daily Times/Worcester County Times /Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on November 14, 2019, November 21, 2019 and November 28, 2019. Thank you.

NOTICE OF PUBLIC HEARING  
REGARDING AMENDMENT TO COUNTY ROADS INVENTORY  
WORCESTER COUNTY

Notice is hereby given pursuant to Section 1-204 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland that the County Commissioners of Worcester County will hold a

**Public Hearing**  
**on December 17, 2019 at 10:20 a.m.**

in the County Commissioners' Meeting Room, Room 1101 - Government Center  
One West Market Street, Snow Hill, Maryland 21863

The purpose of the hearing is to receive public comment on the proposed deletion from the Inventory of County Roads of a portion of the following public road which is located on the north side of Old Ocean City Boulevard in the Third Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 25 as Parcel 395 and Parcel 86, Lots 3 through 13 and known as I.G. Burton of Berlin:

1. The eastern portion and part of the northeastern portion of **Barrett Road** being approximately 0.14 mile in length which bisects the properties of Acorn Berlin Chevy, LLC, also known as I.G. Burton of Berlin which have been annexed into the Town of Berlin, Maryland. The property proposed to be deleted from the County Roads inventory will be incorporated into and become a part of the annexed adjacent properties within the Town Limits of Berlin.

Copies of the plat for the above referenced road are filed with the Department of Public Works - Roads Division, 6113 Timmons Road, Snow Hill, Maryland and are available during regular business hours (Monday through Thursday, 6:00 AM - 4:30 PM, except holidays) for inspection. The public is invited to attend the hearing and make comment.

WORCESTER COUNTY COMMISSIONERS

*Citizens and Government Working Together*

**RESOLUTION AMENDING  
THE INVENTORY OF PUBLIC ROADS OF WORCESTER COUNTY, MARYLAND  
TO DELETE A PORTION OF BARRETT ROAD IN BERLIN**

WHEREAS, the Worcester County Commissioners have adopted an Inventory of Public Roads of Worcester County in accordance with § PW 1-202 of the Code of Public Local Laws of Worcester County, Maryland; and

WHEREAS, in accordance with the provisions of § PW 1-204 of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners held a public hearing on December 17, 2019 for the purpose of receiving public comment on the proposed deletion of a portion of a certain road in the Inventory of Public Roads of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Inventory of Public Roads of Worcester County, Maryland shall be amended as follows pursuant to a public hearing duly held on December 17, 2019 to delete the following described road portion, which is located on the north side of Old Ocean City Boulevard in the Third Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 25 as Parcel 395 and Parcel 86, Lots 3 through 13 and known as I.G. Burton of Berlin:

1. The eastern portion and part of the northeastern portion of **Barrett Road** being approximately 0.14 mile in length which bisects the properties of Acorn Berlin Chevy, LLC, also known as I.G. Burton of Berlin which have been annexed into the Town of Berlin, Maryland. The property proposed to be deleted from the County Roads inventory will be incorporated into and become a part of the annexed adjacent properties within the Town Limits of Berlin.

Section 2. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019 to be effective immediately.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Diana Purnell, President

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

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

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

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

\_\_\_\_\_  
Theodore J. Elder

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

succeeding year's roads program. Title to any such land, buildings or equipment purchased by the County Commissioners of Worcester County shall be and remain in the County Commissioners of Worcester County, Maryland.

**§ PW 1-103. Public Works Director, or his designee. [Amended 4-20-1999 by Bill No. 99-2]**

The county shall, within sixty days after the effective date of the taking over of the construction, reconstruction and maintenance of the county roads in Worcester County, appoint some competent person as Public Works Director, or his designee, with the qualifications set out in § 8-634(e) of the Transportation Article of the Annotated Code of Maryland. The first term of office of said Public Works Director, or his designee shall run until June 30, 1960, and succeeding terms thereafter shall run for four years, accounting from the end of the previous term. He shall be subject to dismissal by the County Commissioners during his term for proper cause. He shall be under and subject to the authority of the County Commissioners and shall have charge of making surface plats, profiles and specifications for the grading, drainage, maintenance, repair and construction of the public roads, bridges, drains, watercourses, public landings, culverts, curbing and guttering in the county and also shall do or supervise the doing of all necessary engineering and other work in connection therewith. He shall receive such salary payable in such manner as the County Commissioners shall determine.

**SUBTITLE II  
Roads System**

**§ PW 1-201. Definitions.**

As used in this Subtitle, the following terms shall have the following definitions:

**COUNTY ROAD** — Any road which is listed in the classification of "county road" within the Inventory of Public Roads of Worcester County, as from time to time may be adopted by the County Commissioners by resolution, and which is also inventoried with the Maryland State Highway Administration as a "county road."

**INVENTORY OF PUBLIC ROADS OF WORCESTER COUNTY** — The Inventory of Public Roads of Worcester County shall be as set forth in the resolution of the County Commissioners adopted pursuant to § PW 1-202 hereof.

**OTHER PUBLIC ROAD** — Any road which is listed within the Inventory of Public Roads of Worcester County, as from time to time may be adopted by the County Commissioners by resolution, not being a county road, as herein defined, and being in the classification of "other public roads."

**PUBLIC EASEMENT ROAD** — Any road which is listed within the classification of "public easement road" in the Inventory of Public Roads of Worcester County, as from time to time may be adopted by the County Commissioners by resolution. A "public easement road" shall be included as a county road in the inventory submitted to the State Highway Administration. [Added 10-11-1988 by Bill No. 88-17]



ROAD — Any public or private way set aside as a permanent right-of-way for vehicular travel by the general public and affording the principal means of access to abutting properties.

WORCESTER COUNTY ROADS SPECIFICATIONS — Those specifications as may be from time to time adopted by the Worcester County Commissioners by resolution for the construction, reconstruction, maintenance and repair of roads within Worcester County, Maryland.

**§ PW 1-202. Inventory of Public Roads. [Amended 10-11-1988 by Bill No. 88-17]**

The County Commissioners shall, by resolution, adopt an Inventory of Public Roads of Worcester County. Such inventory shall include the following classifications: county roads, other public roads and public easement roads. Such resolution shall identify all roads by name or number, approximate length and other pertinent information desirable for identification of the road. The resolution shall be accompanied by a map or maps identifying the road by classification.

**§ PW 1-203. Status of roads not listed in Inventory.**

The Inventory of Public Roads of Worcester County adopted by the County Commissioners pursuant hereto by resolution, as the same may be amended from time to time by the County Commissioners pursuant to the terms hereof, by resolution, shall be deemed to be complete; and any road, path, trail, street, right-of-way or route not listed in such Inventory shall be deemed to be abandoned and no longer a public road of Worcester County. The abandonment of any road pursuant hereto shall in no way adversely affect property rights of adjacent property owners with regard to private roadways or private rights-of-way over said road which has been so abandoned.

**§ PW 1-204. Amendments to Inventory.**

- (a) Authority to amend. The County Commissioners shall have the power, by resolution, to amend the Inventory of Public Roads of Worcester County, subject to the provisions of this section and in accordance with the procedures set forth herein. The Commissioners are empowered to make the following types of amendments to the Inventory of Public Roads of Worcester County:
- (1) Other public roads may be transferred from the other public roads classification to the county roads classification.
  - (2) Roads not included in the Inventory of Public Roads of Worcester County may be included in the Inventory under the county roads classification.
  - (3) Other public roads may be deleted from the Inventory of Public Roads of Worcester County.
  - (4) County roads may be deleted from the Inventory of Public Roads of Worcester County.

- (5) Alterations in physical characteristics and names of roads may be made.
- (6) Public easement roads may be added to or deleted from the Inventory. **[Added 10-11-1988 by Bill No. 88-17]**
- (b) Other amendments restricted. No additions may be made to the other public roads classification unless it is shown by a preponderance of the evidence that such road existed as an other public road prior to the adoption of the then current Inventory of Public Roads of Worcester County and was not included in such Inventory by oversight or clerical error and then may only be added to the Inventory as an other public road by a vote of a five-sevenths majority of the entire Board of County Commissioners. **[Amended 8-20-2002 by Bill No. 02-11]**

(c) Procedure for amendment.

- (1) Amendments may be by the County Commissioners at their own initiative or by the County Commissioners upon petition of any citizen or property owner. In the event that the amendment is upon petition of a citizen or property owner, all costs incurred pursuant thereto shall be borne by such petitioner.
- (2) The County Commissioners shall schedule a hearing on any proposed amendment to the Inventory of Public Roads of Worcester County. Thirty days notice of such hearing, describing the proposed amendment, shall be given by at least three separate insertions of such notice at weekly intervals in one or more newspapers of general circulation in Worcester County. Amendments shall be made by resolution subsequent to such hearing.

(d) Minimum requirements for "county road" classification.

- (1) A fifty-foot right-of-way must exist unless such road is either:
  - A. Constructed wholly within the confines of an approved Residential Planned Community and in conformance with all County specifications for said roads; or
  - B. Listed in the county road classification of the Worcester County Road Inventory as of January 3, 1978, unless included pursuant to Subsection (e) hereof, provided that a right-of-way of less than fifty feet may qualify in the following cases:
    - 1. Roads platted in subdivisions for which a variance or exception has been granted by the Board of Zoning Appeals pursuant to Title 1, Zoning Regulations, of the Zoning and Subdivision Control Article, and subdivision plat approval given by the Planning Commission and all other planning and zoning criteria complied with;
    - 2. The road has at least a forty-foot right-of-way and is shown on a plat subdividing the property for the purpose of building lots duly recorded among the land records of Worcester County prior to January 4, 1978; or
    - 3. The road has at least a thirty-foot right-of-way with a five-foot easement along both right-of-way lines for drainage and utilities and is shown on a plat subdividing the property for the purpose of building lots duly recorded among the land records of Worcester County, Maryland, prior to January 4,

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

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

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

The Commissioners met with Mr. Tudor to discuss the Town of Berlin's proposed annexation and zoning reclassification. Mr. Tudor informed the Commissioners that the Town of Berlin is proposing to annex approximately 6.10 acres of land located on the northerly side of MD Rt. 346 (Old Ocean City Road) and the southerly side of U.S. Rt. 50. and more specifically identified on Tax Map 25 as Parcel 395, and Lots 3 through 13 of Parcel 86 (the site of the I.G. Burton auto dealership). Mr. Tudor stated that the property proposed for annexation is zoned C-2 General Commercial District under County zoning, and the town is proposing to rezone the property to B-2 General Business District zoning upon annexation, which is not substantially different from the uses currently permitted on the site. He explained that pursuant to the provisions of Section 4-416 of the Land Use Article of the Annotated Code of Maryland the annexed land cannot allow uses substantially different than those in the zoning category of the County for a period of five years after the annexation, unless the County consents to the proposed rezoning upon annexation. Mr. Tudor noted that the proposed annexation is consistent with the current uses, and the annexation constitutes a logical extension of the growth area. However, there is one issue of concern. Barrett Road, a County-owned and maintained road, bisects the subject properties and provides access to Old Ocean City Road, and the Town of Berlin did not indicate whether this roadway would be taken into the town's jurisdiction. He stated that it is imperative that this matter be satisfactorily resolved before the annexation is approved.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously agreed to send a letter to the Town of Berlin, concurring with the rezoning upon annexation subject to the inclusion of Barrett Road into the corporate limits of the Town of Berlin upon annexation of the subject property.





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

DEC 10 2019

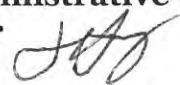
Worcester County Admin

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**MEMORANDUM**

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director   
**DATE:** November 12, 2019  
**SUBJECT:** Quitclaim – Barrett Road

**DIVISIONS**

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

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

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

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

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

.....  
I have had the opportunity to review the attached October 22, 2019 email and documentation from William McAllister, as it relates to the proposed quitclaim by Acorn Berlin Chevy LLC for a portion of Barrett Road within Worcester County and offer the following comments.

Barrett Road is shown with a 30' right-of-way on the plat entitled "ALTA/ASCM Land Title Survey of the lands of The Barrett Chevrolet, Inc. and Barrett Brothers, LLC, prepared by Solutions IPEM, LLC and recorded among the Land Records of Worcester County in Plat Liber SRB 241, Folio 25. At their meeting of September 17, 2019, the County Commissioners reviewed and unanimously approved the proposed annexation of the I.G. Burton properties to the Town of Berlin including Barrett Road with the condition that Acorn Berlin Chevy LLC takes title to the portion of Barrett Road described in Exhibit A which is currently in the County Roads Inventory; therefore, I would recommend this portion of Barrett Road be removed from the Inventory of Public Roads of Worcester County by resolution effective on December 17, 2019, then the quit claim deed to I.G. Burton can be executed.

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

Attachments

cc: Frank J. Adkins

## Kelly Shannahan

---

**Subject:** FW: I.G. Burton Annexation Supplemental Documents Regarding Partial Conveyance of Barrett Road

**From:** William McAllister [mailto:wmcallister@mdswlaw.com]  
**Sent:** Tuesday, October 22, 2019 3:51 PM  
**To:** David Engelhart <dengelhart@berlinmd.gov>  
**Cc:** Maureen L. Howarth <mhowarth@co.worcester.md.us>  
**Subject:** I.G. Burton Annexation Supplemental Documents Regarding Partial Conveyance of Barrett Road

Dave – related to the issue of Barrett Road, attached per your instruction (and as set forth in the Worcester County's Resolution Adopting Procedures For Quit Claim Deeds For Platted Roads dated April 18, 1995) are the following documents in support of the Public Hearing scheduled for Monday, October 28, 2019:

- A). a plat dated March 10, 2015 showing Barrett Road and the abutting two properties contiguous to the part of Barrett Road sought to be conveyed and a copy of the Proposed Annexation area;
- B). a copy of the Applicant's Deeds of Record (Acorn Berlin Lot LLC and Acorn Berlin Chevy LLC);
- C). a title letter/Title Insurance Policy from an attorney licensed to practice law in Maryland certifying the ownership of the property by the Applicant; and
- D). Proposed quitclaim deed from Worcester County to Acorn Berlin Chevy LLC.

I was instructed by the office of Frank Adkins, Worcester County Roads Engineer, that a letter certifying that Barrett Road is not included in the Inventory of Public Works of Worcester County must be obtained by and through Maureen F. L. Howarth, County Attorney, with whom a message was left requesting her assistance in producing this county requirement. I have copied her on this email.

Also attached is a red-line version of the proposed modifications to the Annexation and Development Agreement reflecting the County's condition that this section of Barrett Road be conveyed from Worcester County to Acorn Berlin Chevy, LLC (I.G. Burton) as a condition of the annexation of the properties into the Town of Berlin. A "final" version incorporating the suggested changes is also attached.

Fifteen copies of this package have been sent to your office and will be delivered tomorrow. Please contact me if any additional documentation or information is needed for Monday night's public hearing. Thank you again for your assistance.

Regards,

William (Sandy) W. McAllister, Jr.  
**McAllister, DeTar, Showalter & Walker LLC**  
300 Academy Street  
Cambridge, Maryland 21613  
(410) 228-4546 Direct  
(410) 648-2810 Fax  
(410) 463-0766 Mobile



MCALLISTER  
DETAR  
SHOWALTER  
& WALKER



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

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

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

## **QUITCLAIM DEED**

THIS QUITCLAIM DEED made this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, Grantor, and ACORN BERLIN CHEVY, LLC, Grantee.

**WHEREAS**, Grantor is the owner of a 30' Right-of-Way Easement<sup>1</sup> shown as Barrett Road on a plat entitled "ALTA/ASCM Land Title Survey of the lands of The Barrett Chevrolet, Inc. & Barrett Brothers, LLC.", prepared by Solutions IPEM, LLC and recorded among the Land Records of Worcester County, Maryland in Plat Liber SRB 241, Folio 25 (the "Plat"); and,

**WHEREAS**, Grantee is the owner of Item One as shown on said plat, abutting and surrounding a portion of Barrett Road, pursuant to Deed dated June 25, 2018 and recorded among the Land Records of Worcester County, Maryland in Liber No. 7240, folio 115, et seq.;

**WHEREAS**, the Town of Berlin, Maryland and Acorn Berlin Lot, LLC (the "Annexation Parties") have entered into an Annexation and Development Agreement dated \_\_\_\_\_, 20\_\_\_\_, whereby the Annexation Parties have agreed to have certain parcels of land more particularly described therein, annexed into the Town of Berlin;

**WHEREAS**, Grantor, as a condition precedent of such annexation, has required Grantee to take title to that portion of Barrett Road more particularly described herein on Exhibit A as lands conveyed to I.G. Burton, (the "Road");

**WHEREAS**, the Road was removed from the Grantor's road inventory on December 17, 2019;

**WHEREAS**, the Grantee has agreed take title to the Road as detailed in the Annexation Agreement and as shown on the attached Exhibit A and to provide an easement for turnaround as shown on Exhibit A, with the turnaround to be built at Grantee's expense.

NOW, THEREFORE, WITNESSETH, that for good consideration but no monetary consideration, the Grantor does hereby grant, convey, release, assign and quitclaim unto the Grantee, their successors and assigns, in fee simple, all its right, title, interest and estate, in common with others, in and to the property more particularly described on the attached Exhibit A, to the end and intent that such former Right of Way shall be closed and abandoned and all rights of the public thereover shall cease and terminate.

TOGETHER WITH the improvements thereon and all rights, ways, waters, easements, privileges and appurtenances thereunto belonging or in anywise appertaining.

---

<sup>1</sup> The easement is shown on the Plat as a crosshatched area leading to Md. Route 364 and a non-cross hatched area separating Item One and Item Three denoted thereon.

TO HAVE AND TO HOLD the above described granted property unto the said Grantee, their successors and assigns, forever in fee simple. Subject however, to any private rights of way as may exist.

IN WITNESS WHEREOF, the Grantor has executed this Quitclaim Deed the day and year first above written.

THE COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

WTINESS:

\_\_\_\_\_  
Harold Higgins,  
Chief Administrative Officer

By: \_\_\_\_\_(SEAL)  
Joseph M. Mitrecic, President

STATE OF MARYLAND )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public in and for the State and County aforesaid, personally appeared Joseph M. Mitrecic, being personally well known to me or satisfactorily proven to be, and acknowledged his signature on the foregoing Quitclaim Deed to be his act and deed as Commissioner of Worcester County, Maryland, and that his signature was affixed to same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the year and day above written.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Attorney Certification

THIS IS TO CERTIFY that the within Instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.

---

Douglas S. Walker

EXHIBIT A

AERIAL OVERLAY PROVIDED BY THE COUNTY TO BE REPLACED WITH SURVEY  
PREPARED BY GRANTEE AT GRANTEE'S EXPENSE. SAID SURVEY MUST BE  
PROVIDED FOR THIS AGREEMENT TO BE RECORDED.





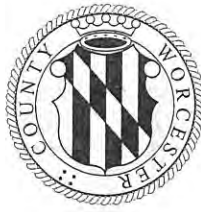
# PROPOSED ANNEXATION - TOWN OF BERLIN

Tax Map 25, Parcel 395 and Parcel 86, Lots 3-13

DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING

Technical Services Division - September 2019





23

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195  
November 20, 2019

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



**FAXED**  
11/20/19 @ 4:57pm

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

Please print the attached notice in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on November 28, 2018 and December 12, 2019. Thank you.

### NOTICE OF PUBLIC HEARING

AMENDMENT TO WORCESTER COUNTY WATER AND SEWERAGE PLAN FOR  
**RECLASSIFICATION OF SEWER PLANNING DESIGNATION - ASSATEAGUE FARMS, LLC**  
**MYSTIC HARBOUR SANITARY SERVICE AREA**  
WORCESTER COUNTY, MARYLAND

The Worcester County Commissioners will hold a public hearing to consider a requested amendment to the *Worcester County Comprehensive Water and Sewerage Plan* (The Plan) as submitted by Paul Carlotta, owner, on behalf of Assateague Farms, LLC, to reclassify the sewer planning area designation for a proposed restaurant and an existing roadside stand on a portion of the proposed (proposed Lot 4) as shown on Worcester County Tax Map 33, Parcel 29, Tax Account I.D. #10-018498, located on the east side of Stephen Decatur Highway, just north of The Landings residential community, within the Mystic Harbour Sanitary Service Area. The proposed amendment seeks to change the designation for the portion of the property (proposed Lot 4) from S-3 (planned service within 6 to 10 years) to S-1 (planned to be served within two years). The Worcester County Planning Commission reviewed the proposed Water and Sewerage Plan amendment at its meeting on November 1, 2019 and found it 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 17, 2019**  
**at 10:30 a.m.**

in the  
COUNTY COMMISSIONERS MEETING ROOM  
Room 1101 - County Government Center  
One West Market Street, Snow Hill, Maryland 21863

The case file may be reviewed at the Department of Environmental Programs, Room 1306 - Worcester County Government Center, Snow Hill, Maryland 21863 between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call 410-632-1220, ext. 1601.

THE WORCESTER COUNTY COMMISSIONERS

1a





**Worcester County**  
Department of Environmental Programs

**Memorandum**

**To:** Harold L. Higgins, Chief Administrative Officer

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

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

Public Hearing  
on December 17, 2019

**Date:** November 8, 2019

The Planning Commission met on November 7, 2019, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for an amendment to revise the sewer planning area for the Mystic Harbour Sanitary Service Area.

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

with seating and the proposed restaurant, which has limits on size imposed by the Board of Zoning Appeals, on this property. The subject property is located on the east side of Stephen Decatur Highway (MD Route 611), south of the Ocean City Airport. The property is more specifically identified on Worcester County Property Tax Map 33 as Parcel 29

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

1. Environmental Program's transmittal letter and report to the Planning Commission; and

**APPROVED**  
Worcester County Commissioners  
Date 11/19/19

**Citizens and Government Working Together**

2. Minutes for the Planning Commission meeting on November 1, 2018

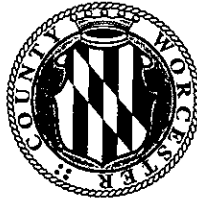
At his time, we are requesting the public hearing be scheduled. A draft advertisement has been forwarded to County Administration under separate cover. As always, I am available at any time for the presentation and to answer any questions on this matter.

Attachment

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

# **Attachment 1**

# **Planning Commission Letter and Report**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

## Worcester County

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

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

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

October 30, 2019

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

RE: Transmittal-Comprehensive Water and Sewerage  
Plan Amendment –Mystic Harbour Sanitary Area –  
Reclassification of Sewer Planning Area  
Designation – Assateague Farms, LLC  
Tax Map 33 Parcel 29  
(SW-2019-1)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to revise the Mystic Harbour sewer planning classification for an existing roadside stand and proposed restaurant and on-farm brewery in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* ("Application for Amendments"), the applicant submitted a complete application and we have attached it.

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

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

October 30, 2019

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

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

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

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

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with The Comprehensive Plan. The Planning Commission may also submit its project comments and recommendations. The findings and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

### **Comprehensive Plan Policies**

The Comprehensive Plan assigns a single land use designation for this property within the Mystic planning area. That designation is:

#### **1. Agriculture**

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

- "Reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted."
- Where "residential and other conflicting land uses although permitted are discouraged."

The comprehensive plan goes on to state:

Chapter One, "Introduction" includes the following objectives:

- "Provide adequate public health, safety, social, recreation, and waste disposal services" (p. 8).
- "Protect drinking water supplies" (p. 8).

Chapter Two, "Land Use" objectives (p.12) include:

- Provide for appropriate residential, commercial, institutional, and industrial uses
- Limit rural development to uses compatible with agriculture and forestry

Chapter Three, "Natural Resources", under Total Maximum Daily Loads (TMDLs) states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p.33).

Chapter Six, "Public Infrastructure" includes as a Goal:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).

Chapter Six, "Public Infrastructure", under Water and Sewer:

- Require new development "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates (p.70).

### **Zoning**

The current Mystic Harbour Sanitary Area has already been approved under various amendments and is appropriately zoned for the current and proposed uses planned for the existing sanitary area. The subject property has a single zoning designation. They carry an A-2 (Agricultural District) zoning classification. This district is intended to foster the County's agricultural heritage and uses while also accommodating compatible uses of a more commercial nature that require large tracts of land. The specific uses and density proposed by this applicant are consistent with those intentions and are also authorized by the special exception granted by the Board of Zoning Appeals.

### **Staff's Comments**

Staff comments are submitted below for your consideration.

1. The Mystic Harbour sewer system has adequately available sewer to handle this proposed development and have allocated a limited amount (6 EDUs) to serve the public portion of the property that is the subject of this amendment.
2. The *Planning Area's* zoning classification permits the proposed uses. Any construction in the *Planning Area* would be required to meet the provisions of the storm water program and other local and state regulatory requirements.
3. The *Planning Area's* land use designation of agriculture does present a conflicting position relative to the *Comprehensive Plan's* perspective with regard to provision of public services. We believe that the limits and scale of the proposed use counter this inconsistency with respect to the land use designation. The agricultural portion of the property used for cropping and irrigation will continue in that regard with a continuing S-3 designation. The only portion of the property that will be upgraded to an S-1 designation will be the public portion that will utilize the sewer connection for disposal of sanitary wastes. The special exception for the use of an on-farm brewery will be in conformance with land use objectives to "limit rural development to uses compatible with agriculture and forestry." This is a limited and appropriate use of public sewer to showcase an agricultural product grown and produced on the



WS Amendment Case No. 2019-1

October 30, 2019

same property. That was a part of the reasoning in both the BZA approval and the allocation of limited capacity to the property with conditions by the County Commissioners.

4. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. We believe we have addressed any land use inconsistencies, so the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

If you need any additional information or have any questions, please do not hesitate to contact me at (410) 632-1220.

Sincerely,



Robert J. Mitchell, LEHS  
Director

Attachments

cc: WS Amendment File (SW 2019-2)

# **Attachment 1**

# **Application**

---

Assateague Farms, LLC  
Case No. SW 2019-1  
October 30, 2019

**Water and Sewerage Plan Amendment Application**  
**Worcester County, Maryland**  
**Planned Sewer System**

Date: 6-13-19

\*Some information may be repeated from the "existing sewer system" form

**System Name:**

TAX MAP 33 PARCEL 29

Area served (tax map(s) & parcel(s)):

Owner:

ASSATEAGUE ISLAND FARM LLC

Operator:

Proposed priority category (circle one):

S-1

S-2

S-3

**Population and Capacity**

Population served (EDU):

2019

2020

2025

2030

Population unserved (EDU):

6

6

6

6

GPD per EDU:

0

0

0

6

System capacity demand (MGD)

300

300

300

300

System capacity planned (MGD):

Permitted capacity (MGD):

**Collection System**

Type (circle one):

Combined\*

Separate

\*Combined systems collect both stormwater and wastewater

Description:

GRAVITY, PUMP TO RT 611 FORCE MAIN

Condition of transmission facilities (circle):

Good

Need repairs/replacement (describe in comments)

**Treatment Facility**

Location - N/E (NAD83, meters):

MYSTIC HARBOUR WWTP

Level & type of treatment:

Condition of treatment facilities (circle one):

Good

Need repairs/replacement (describe in comments)

Total site size (acres):

Acres occupied by facility:

Design flow (MGD)

Existing flow (MGD): Average:

Peak:

Sludge disposal method:

**Discharge**

Type:

Location - N/E (NAD83, meters):

NPDES permit # and expiration date:

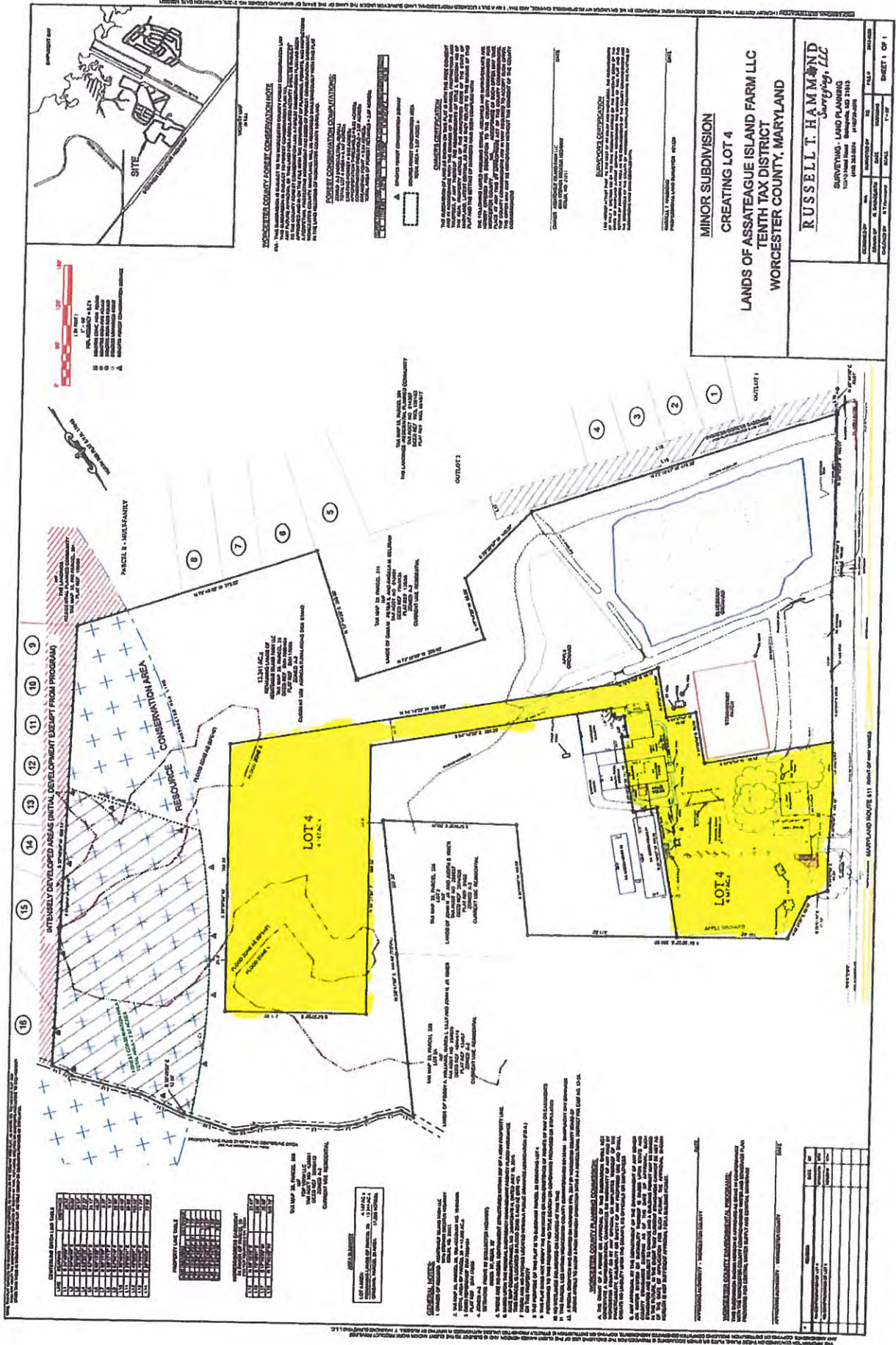
State discharge permit # and expiration date:

**Annual Operation & Maintenance Costs:**

Funding source:

**Comments** (include pending permit applications, planned improvements/expansions; describe needed repairs):

CHANGE PUBLIC SERVICE LOT FROM CATEGORY S-3 TO  
S-1 TO PERMIT PUBLIC SERVICE FOR PROPOSED



## **Attachment 2**

# **Planning Commission Minutes**

## **Worcester County Planning Commission Meeting Minutes**

**Meeting Date:** November 7, 2019

**Time:** 1:00 P.M.

**Location:** Worcester County Government Office Building, Room 1102

### **Attendance:**

#### **Planning Commission**

Mike Diffendal, Chair  
Jay Knerr, Vice Chair  
Marlene Ott  
Brooks Clayville  
Betty Smith

#### **Staff**

Maureen Howarth, County Attorney  
Phyllis Wimbrow, Deputy Director  
Jennifer Keener, Zoning Administrator  
Jessica Edwards, Customer Service Representative  
Bob Mitchell, Director, Environmental Programs

### **I. Call to Order**

### **II. Administrative Matters**

- A. Review and approval of minutes, October 3, 2019**— As the first item of business, the Planning Commission briefly discussed the previous meeting's minutes, however there being there no quorum of members present at that meeting, the review and approval of the October 3, 2019 minutes was postponed until the December 5<sup>th</sup> meeting.
- B. Board of Zoning Appeals agenda, November 14, 2019** — As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for November 14, 2019. Mrs. Keener was present for the review to answer questions and address concerns of the Planning Commission. No comments were forwarded to the Board.

### **III. Text Amendment**

As the next item of business, the Planning Commission reviewed a proposed text amendment to allow Private, Commercial and Noncommercial Recreational Areas and Centers in the I-1 Light Industrial District as a special exception use. Mark Cropper, Esquire, was present for the request along with Shawn Heisman and Jim Terrell, the hopeful tenants of a proposed sports training facility in located within the I-1 Light Industrial District. Mr. Cropper agreed with the staff comments that there was a conflict of use – to an extent. He stated that this use is being proposed as a special exception, and therefore gives the Board of Zoning Appeals the ability to evaluate the whether the use is appropriate on the specific property on a case by case basis. He noted that there may be some instances where recreational areas or centers would be an inappropriate use with an existing industrial use. The advantage of the proposed use on the location proposed by Mr. Heisman and Mr. Terrell's facility is that the industrial uses occur during normal business hours, whereas the recreational uses would to be on weekends and after normal business hours. He noted the facility would be used primarily for the training of young athletes with approximately twenty to thirty individuals at the site at a time. He said that the Board of Zoning

Following the discussion, a motion was made by Mr. Kerr, seconded by Ms. Smith, and carried unanimously to approve the Step II Master Plan subject to the code requirements and the following conditions:

1. The Planning Commission adopted the Technical Review Committee Report as their justification of the seven findings as defined therein;
2. The Planning Commission approved the lot requirements as shown in the table below as part of the Step II approval:

Lot Requirement	Proposed
Lot Area	.03 Acres
Lot Width	100 feet
Lot Depth	130 feet
Minimum Buildable Area	5,000 square feet
Front Yard Setback	30 feet
Side Yard Setback	10 feet
Rear Yard Setback	30 feet
Road Frontage	90 feet

3. The applicant will also comply with Items 2 through 4 per the TRC Report; and
4. Sidewalks shall be added along the entirety of the property bordering Beauchamp Road.

#### IV. Water and Sewage Plan Amendments

- A. As the next item of business, Robert Mitchell explained the request to remove properties from the Town of Snow Hill's water and sewer planning areas due to the de-annexation of the former Summerfield development properties had been postponed and will be rescheduled at a later date, likely the December 5, 2019 meeting.

- B. As the next item of business, the Planning Commission reviewed an application associated with the Reclassification of Sewer Planning Area Designation in the *Master Water and Sewerage Plan (The Plan)* for the Mystic Harbour Sanitary Service Area (SW 2019-1). Robert Mitchell, Director of Environmental Programs, presented the staff report to the Planning Commission. Both Mark Cropper, attorney, and Paul Carlotta, owner, were present on behalf of the applicant, Assateague Farms, LLC for this amendment.

Mr. Mitchell explained that the applicant is requesting this amendment to reclassify the sewer planning area for a portion of the subject property (proposed Lot 4) from an existing S-3 (6 -10 years planned service) designation, to an S-1 (immediate to two years) designation and include this change within the appropriate sewer planning area information in *The Plan*. The reclassification of the sewer planning area will be for the Mystic Harbour Sanitary Service Area and service to the property will be from the Mystic Harbour WWTP. This revision is to provide public sewer to serve an existing roadside farm stand with seating and a proposed restaurant on the property.



Mr. Mitchell reviewed the staff report noting the consistencies found for such a development within the *Comprehensive Plan* and land use designations, and that the proposed improvements would be permitted in accordance with existing zoning classification for the properties. He explained the land use inconsistency for this property and noted the conflicting position relative to the *Comprehensive Plan's* perspective with regard to provision of public services to properties carrying an agricultural land use designation in *The Plan*. He further noted that staff believed that the limits and scale of the proposed use counter this inconsistency with respect to the land use designation. Also disclosed was the special exception the owner received from the Board of Zoning Appeals (BZA) for the use of an on-farm brewery to co-exist with the existing roadside stand and proposed restaurant, and that staff feels this will be in conformance with land use objectives to "limit rural development to uses compatible with agriculture and forestry." Mr. Mitchell explained staff's assertion that this is a limited and appropriate use of public sewer to showcase an agricultural product grown and produced on the same property, and confirmed that these arguments put forth on this matter were a part of the reasoning in both the BZA approval and the allocation of limited capacity to the property with conditions by the County Commissioners.

Also discussed by Mr. Mitchell was the planned utilization of wastewater from the brewing process for agricultural irrigation. Public sewage to serve wastewater needs for brewing beer coupled with any form of public water to serve agricultural irrigation are currently not provided to any customer within the Mystic Harbour or any Sanitary Service Area within the county. This was followed with the statement that to prevent introduction of high-strength processing wastewater to the Mystic Harbour sewer system, only domestic-strength sanitary wastes from the roadside stand and proposed restaurant would be permitted to be discharged from this property.

Answering a question from Mr. Knerr, Mr. Mitchell responded concerning the proposed use of agricultural wastes on the farm by this owner. He explained that the Maryland Department of the Environment (MDE) and the Maryland Department of Agriculture (MDA) have worked cooperatively to formulate State policy that addresses processing waste generated on farms if used in a proper and agriculturally-beneficial manner. They would seek approval from the State chemist at MDA for material like this brewery waste to be land applied as a soil amendment under an approved nutrient management plan. MDE would then issue an exemption from the requirement for a groundwater discharge permit for the land application of food processing wastewater after review of analysis of the process. He finished that any solids would be composed onsite or transported offsite and fed to hogs at a farm on another property.

Mr. Mitchell concluded that this is what will be done on the agricultural portion of this property that will remain with an S-3 sewer planning area designation. The owner will install a holding tank for the brewery wastes, which will be applied under

the MDE exemption to their fields in accordance with an approved Nutrient Management Plan.

In response to a question from Ms. Ott, Mr. Mitchell clarified that the sewer would only serve the existing roadside stand with seating and the proposed restaurant. Waterwater involved with the brewing operation would be part of the holding tank system to be land applied by spray irrigation under the MDE exemption on farmland within the portion of the property remaining with the S-3 sewer planning designation.

Following the discussion, a motion was made by Ms. Ott that included the clarification concerning sewer only serving the existing roadside stand and proposed restaurant, the motion was seconded by Mr. Knerr and carried unanimously to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners.

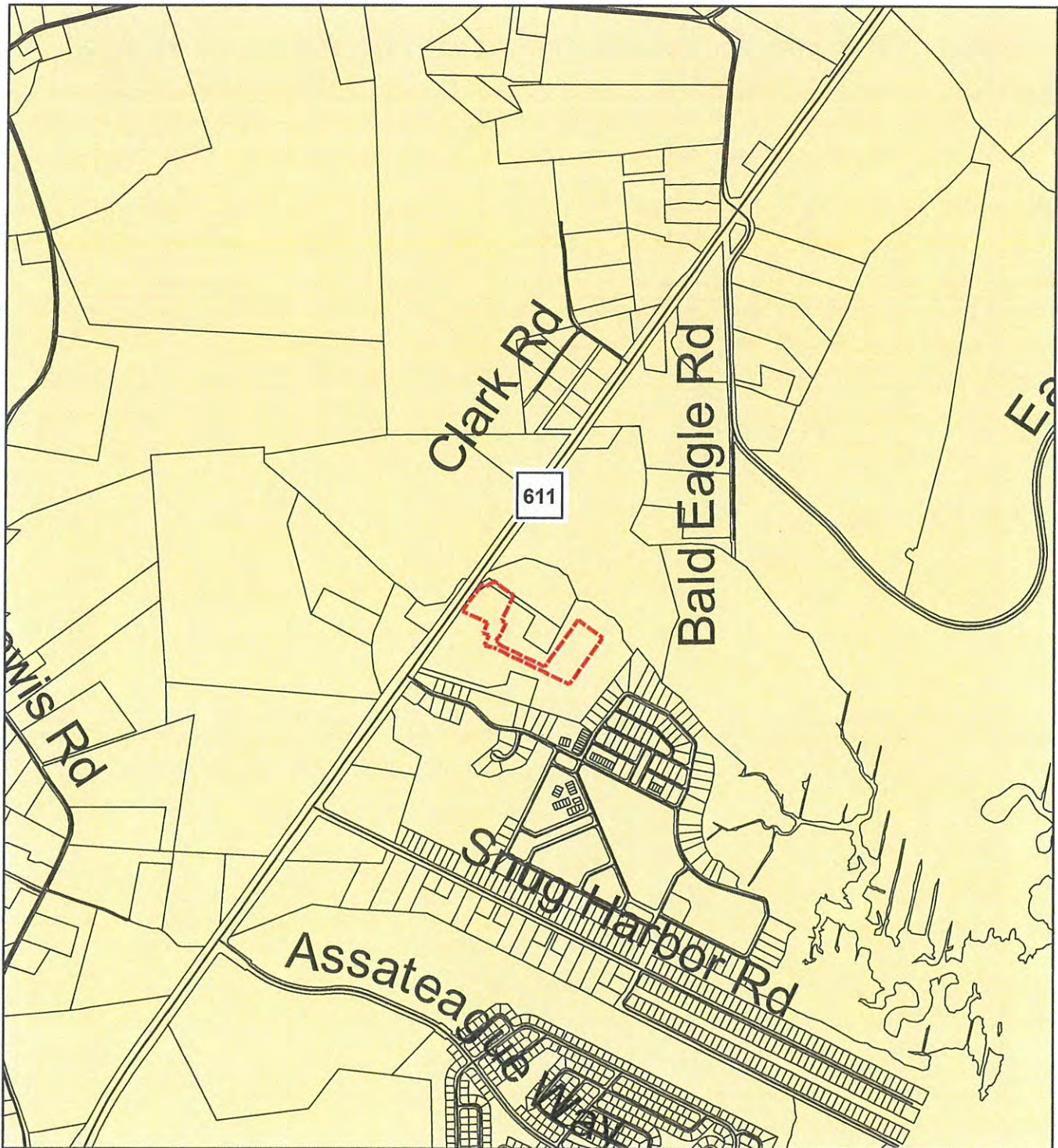
**VIII. Adjourn** – The Planning Commission adjourned at 1:45 P.M.

\_\_\_\_\_  
Mike Diffendal, Secretary pro tem

\_\_\_\_\_  
Jessica Edwards

# **Attachment 2**

## **Maps**



0.2 0.1 0 0.2 Miles

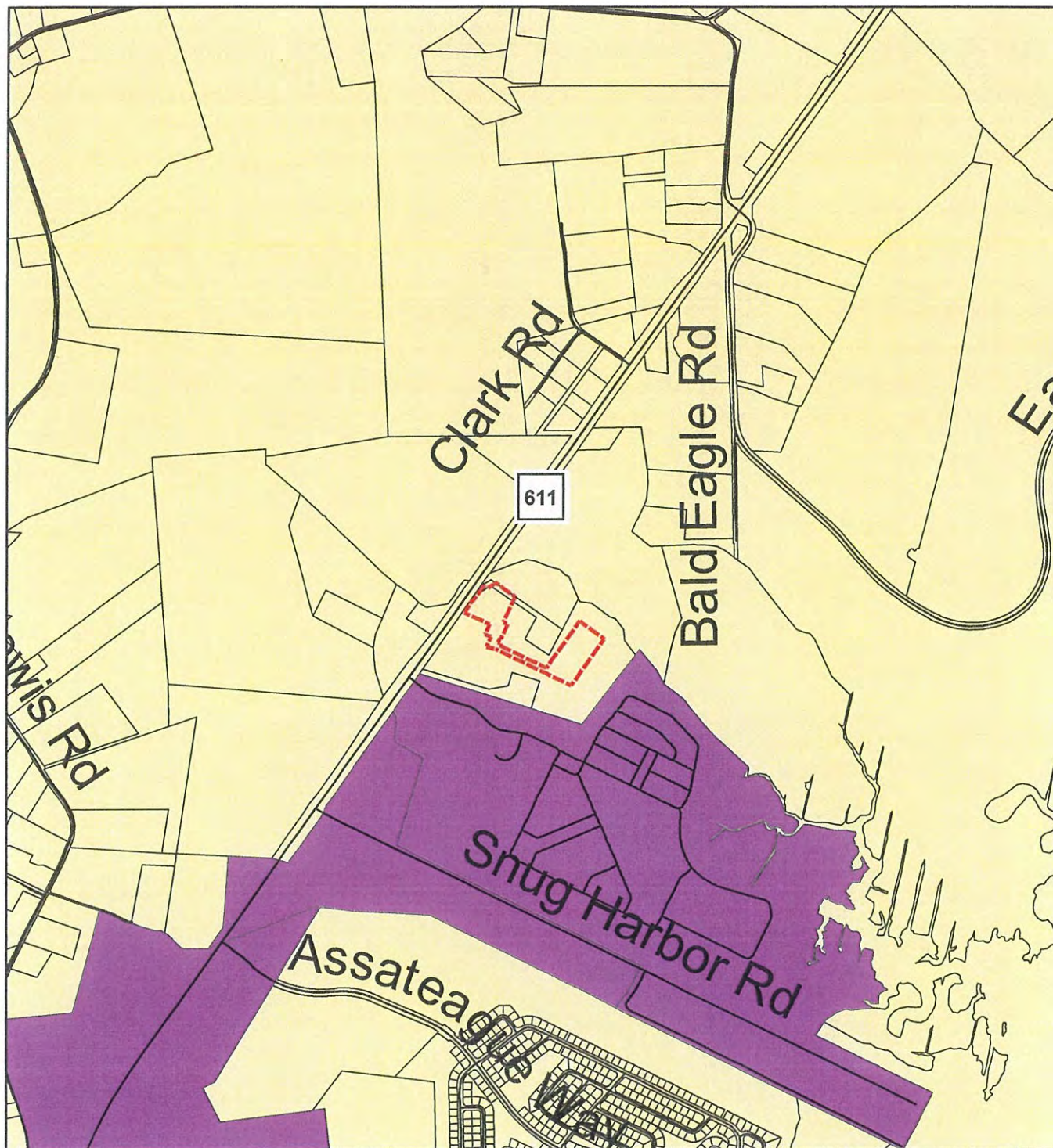
### General Location

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

### Legend

- Assateague Island Farm LLC, Lot 4
- Parcel Boundaries





### Legend

- Priority Funding Area
- Assateague Island Farm LLC, Lot 4
- Parcel Boundaries

0.2 0.1 0 0.2 Miles



### Priority Funding Area

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

Prepared by the Worcester County Department of Environmental Programs, October 28, 2019

Data: Worcester County

Parcel boundaries are approximate.

This map is for planning purposes only.





0.2 0.1 0 0.2 Miles



### Legend

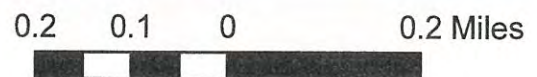
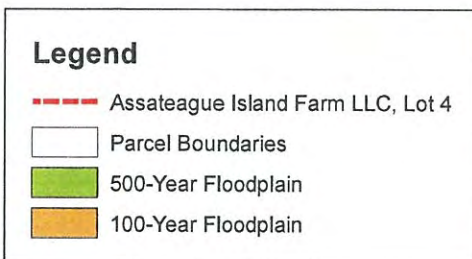
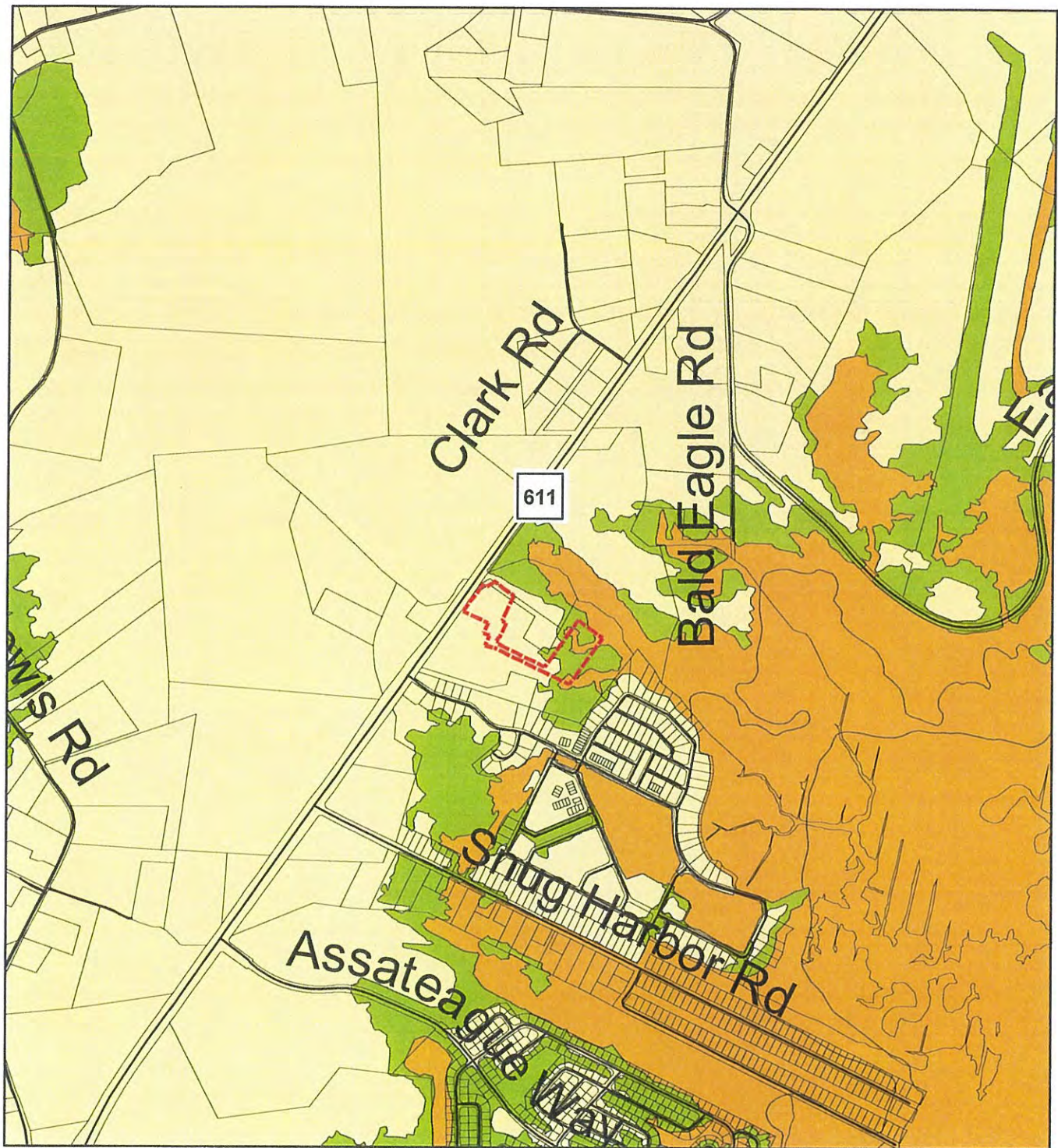
--- Assateague Island Farm LLC, Lot 4

### Aerial Image (2016)

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

Prepared by the Worcester County Department of Environmental Programs, October 28, 2019  
Parcel boundaries are approximate.  
This map is for planning purposes only.

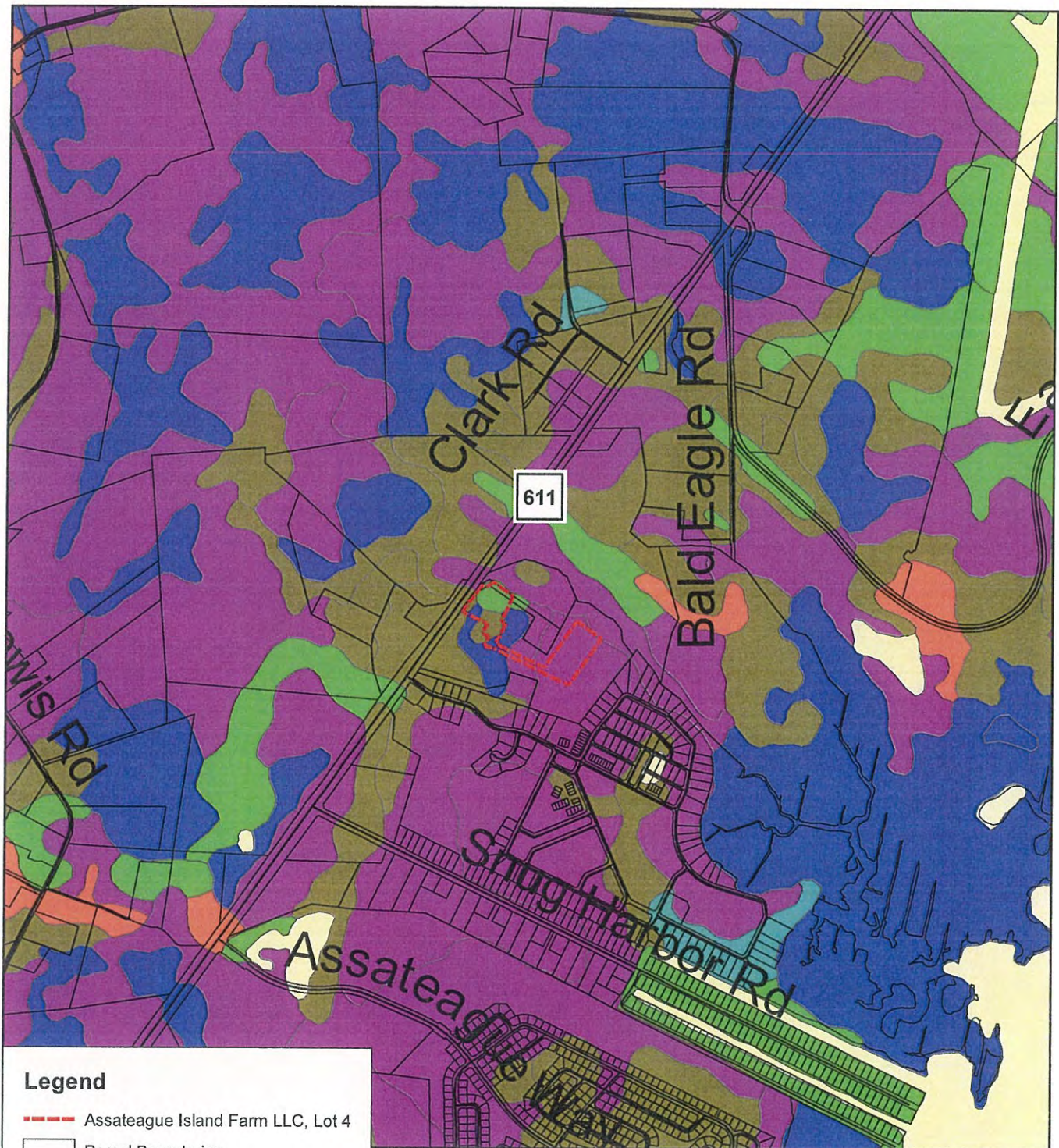




### Floodplain

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1





### Legend

- Assateague Island Farm LLC, Lot 4
- Parcel Boundaries

### Soils

- Excessively drained
- Moderately well drained
- Poorly drained
- Somewhat excessively drained
- Very poorly drained
- Well drained

0.2 0.1 0 0.2 Miles

### Soils: Drainage

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

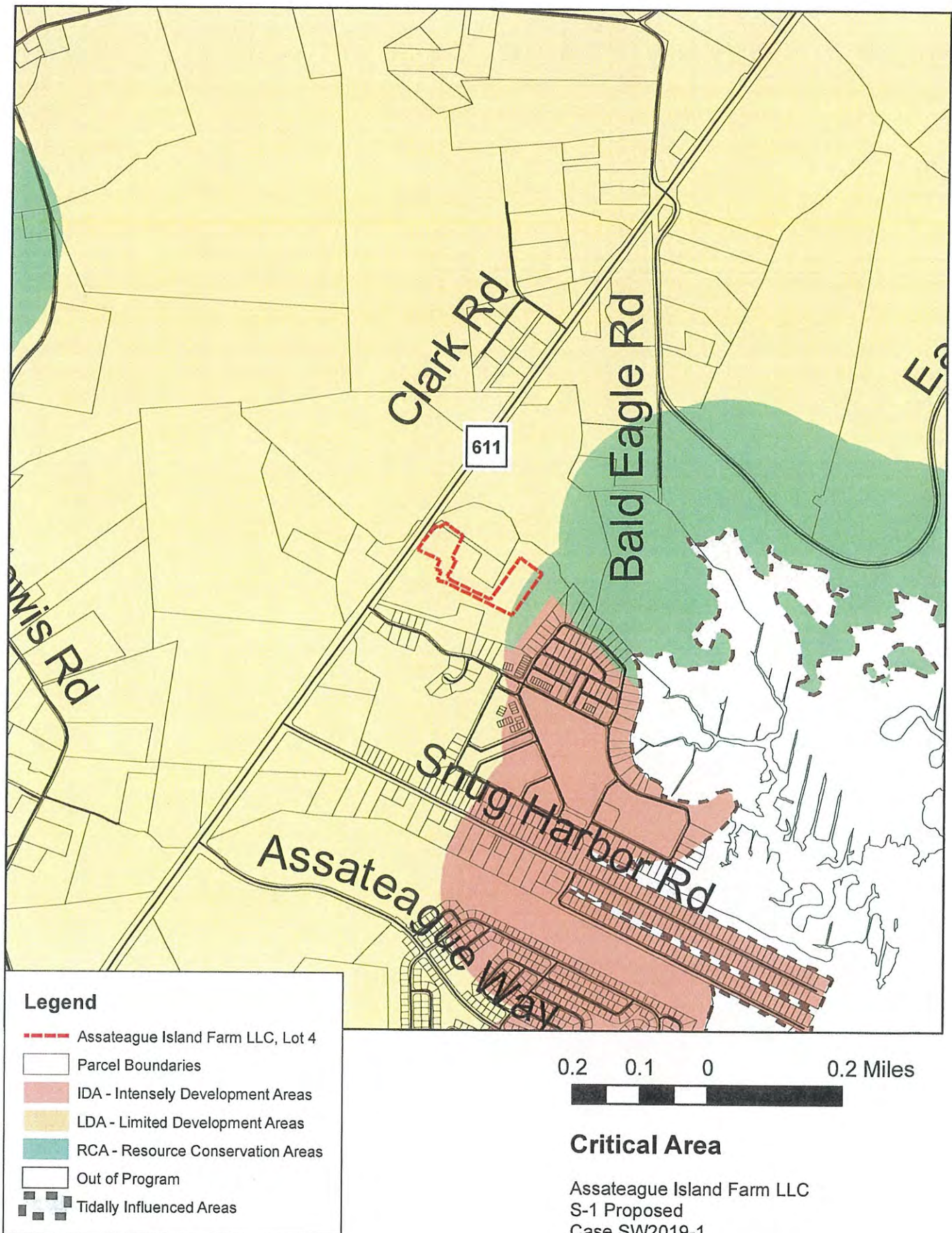
Prepared by the Worcester County Department of Environmental Programs, October 28, 2019

Data: MDA/NRCS

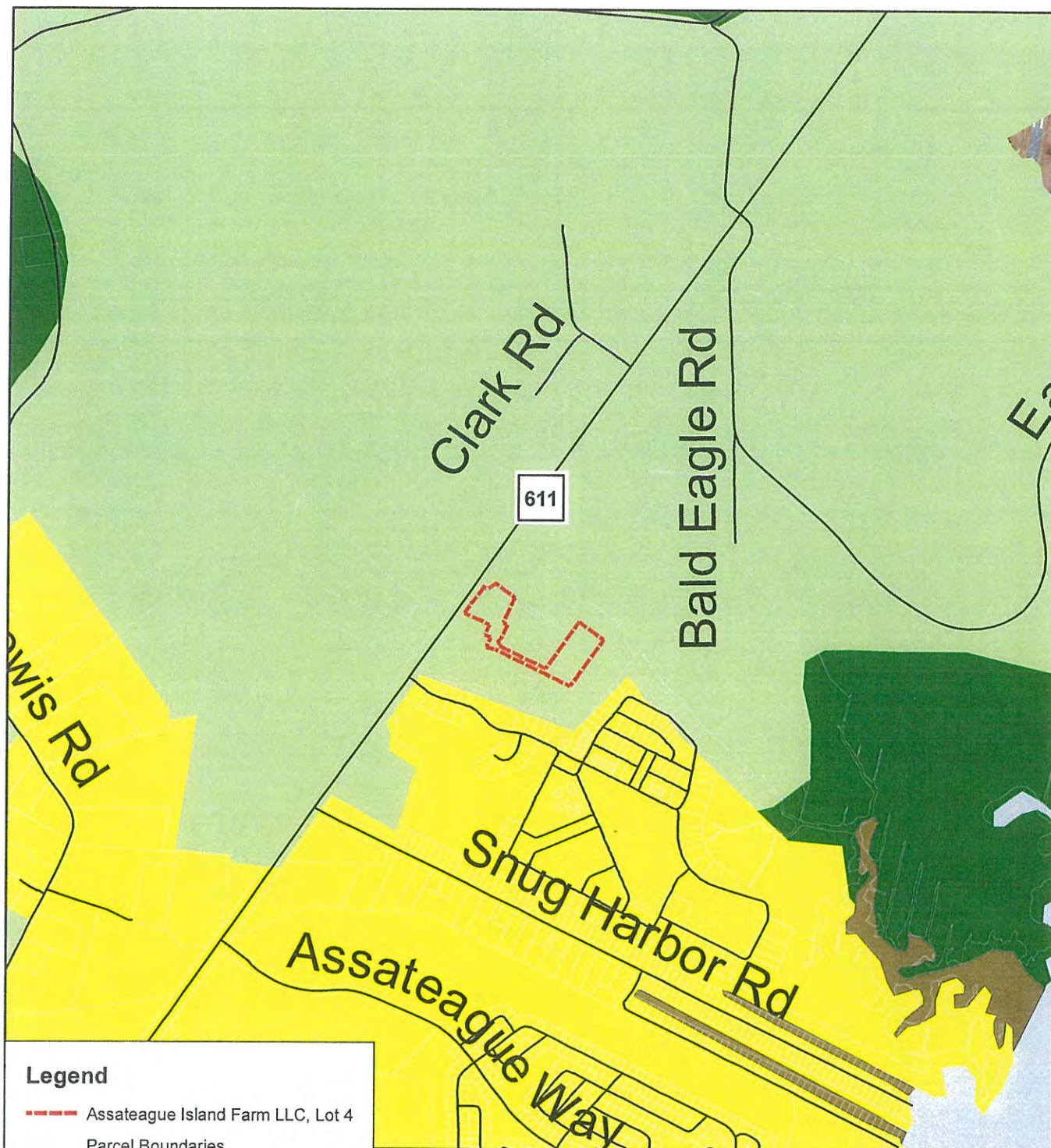
Parcel boundaries are approximate.

This map is for planning purposes only.









### Legend

- Assateague Island Farm LLC, Lot 4
- Parcel Boundaries

### Land Use Plan

#### LEGEND

- Agriculture
- Existing Developed Centers
- Green Infrastructure
- Waterbody (bays, ponds)
- Waterway (rivers, streams, creeks)

0.2 0.1 0 0.2 Miles

### 2006 Land Use Plan

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

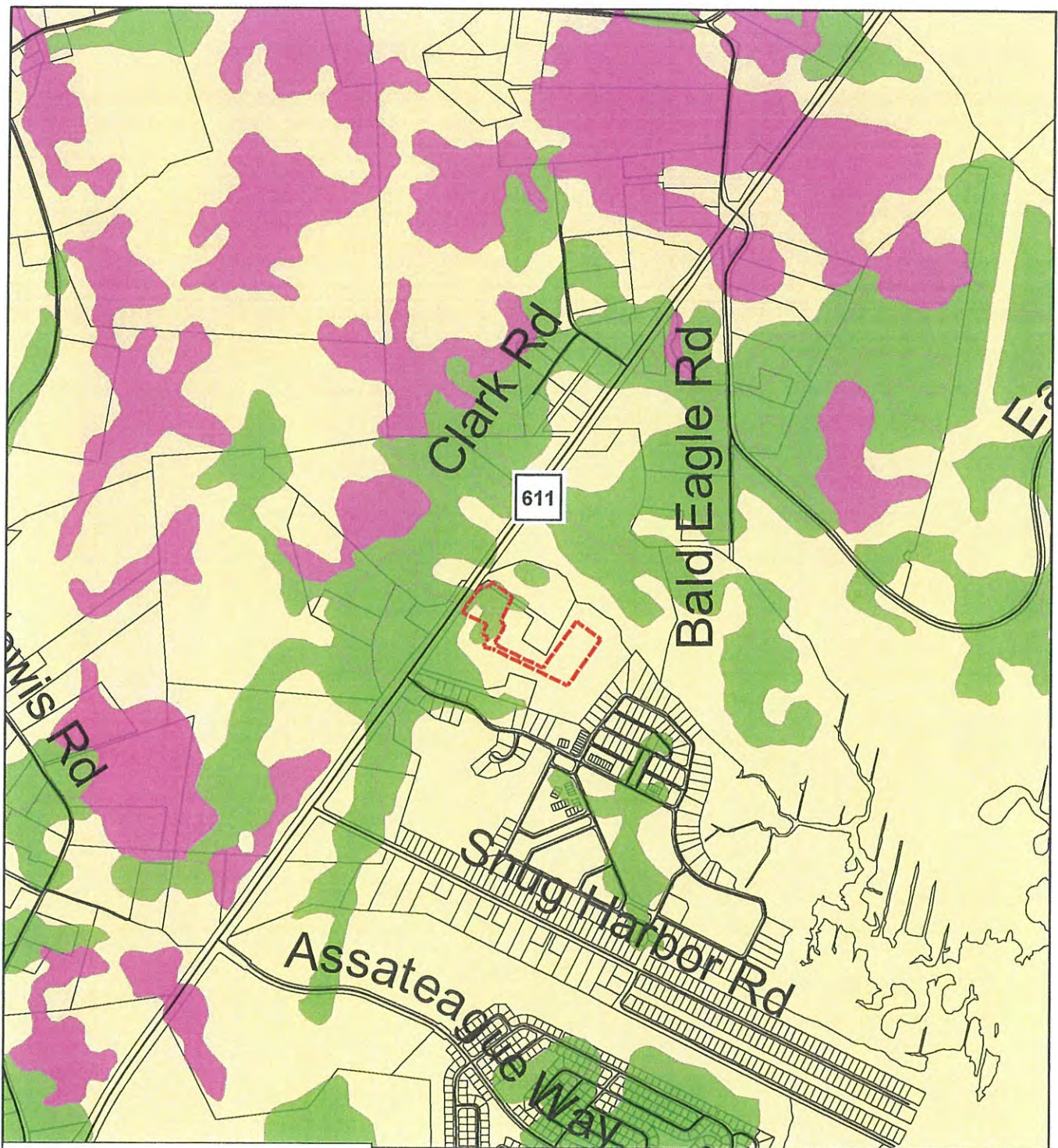
Prepared by the Worcester County Department of Environmental Programs, October 28, 2019

Data: Worcester County

Parcel boundaries are approximate.

This map is for planning purposes only.





### Legend

--- Assateague Island Farm LLC, Lot 4

All areas are prime farmland

Prime farmland if drained

Prime farmland if irrigated

Parcel Boundaries

0.2 0.1 0 0.2 Miles



### Soils: Prime Farmland

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

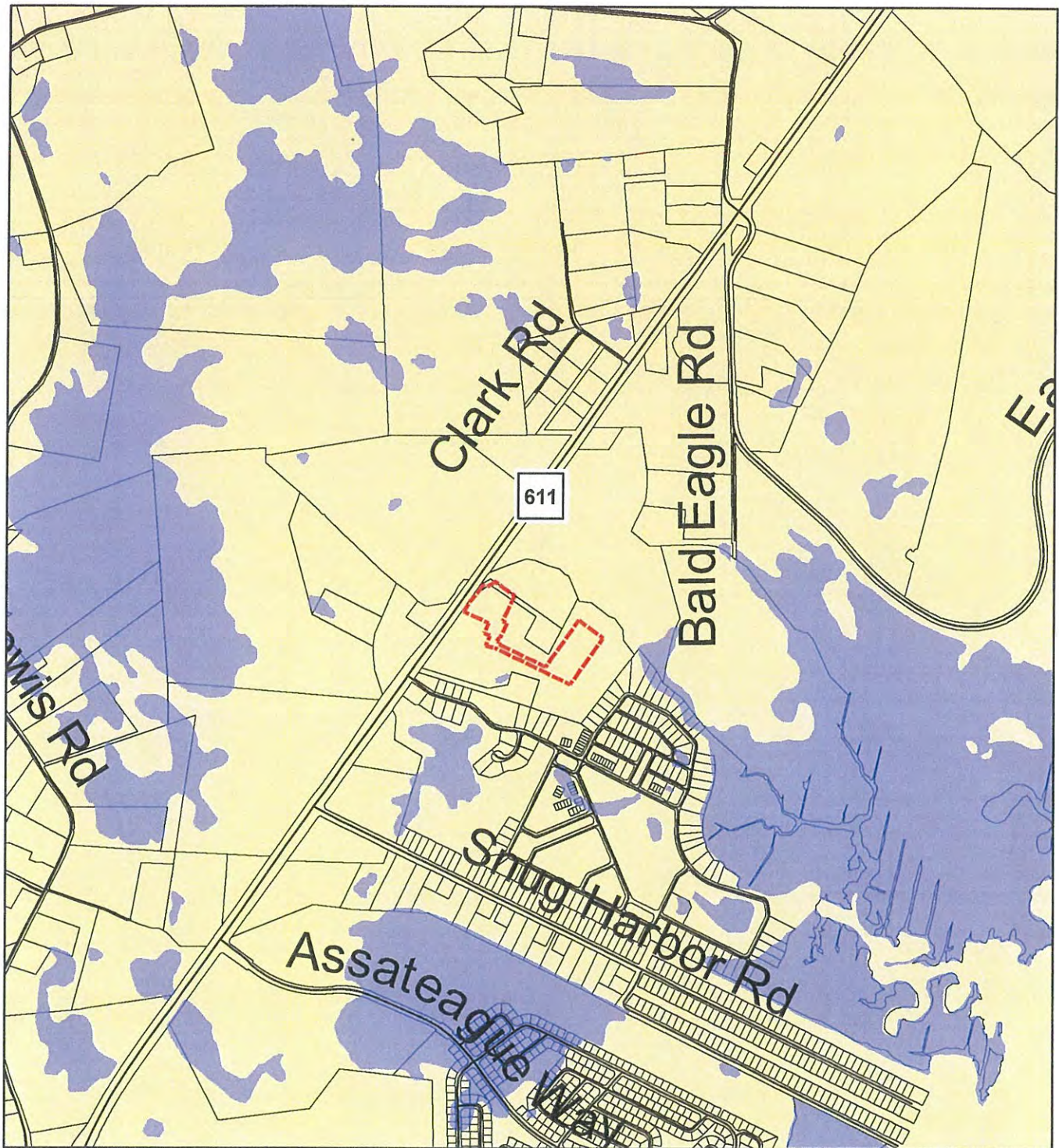
Prepared by the Worcester County Department of Environmental Programs, October 28, 2019

Data: MDA/NRCS

Parcel boundaries are approximate.

This map is for planning purposes only.





### Legend

- Assateague Island Farm LLC, Lot 4
- Wetlands
- Parcel Boundaries

0.2 0.1 0 0.2 Miles

### Wetlands Guidance Map

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

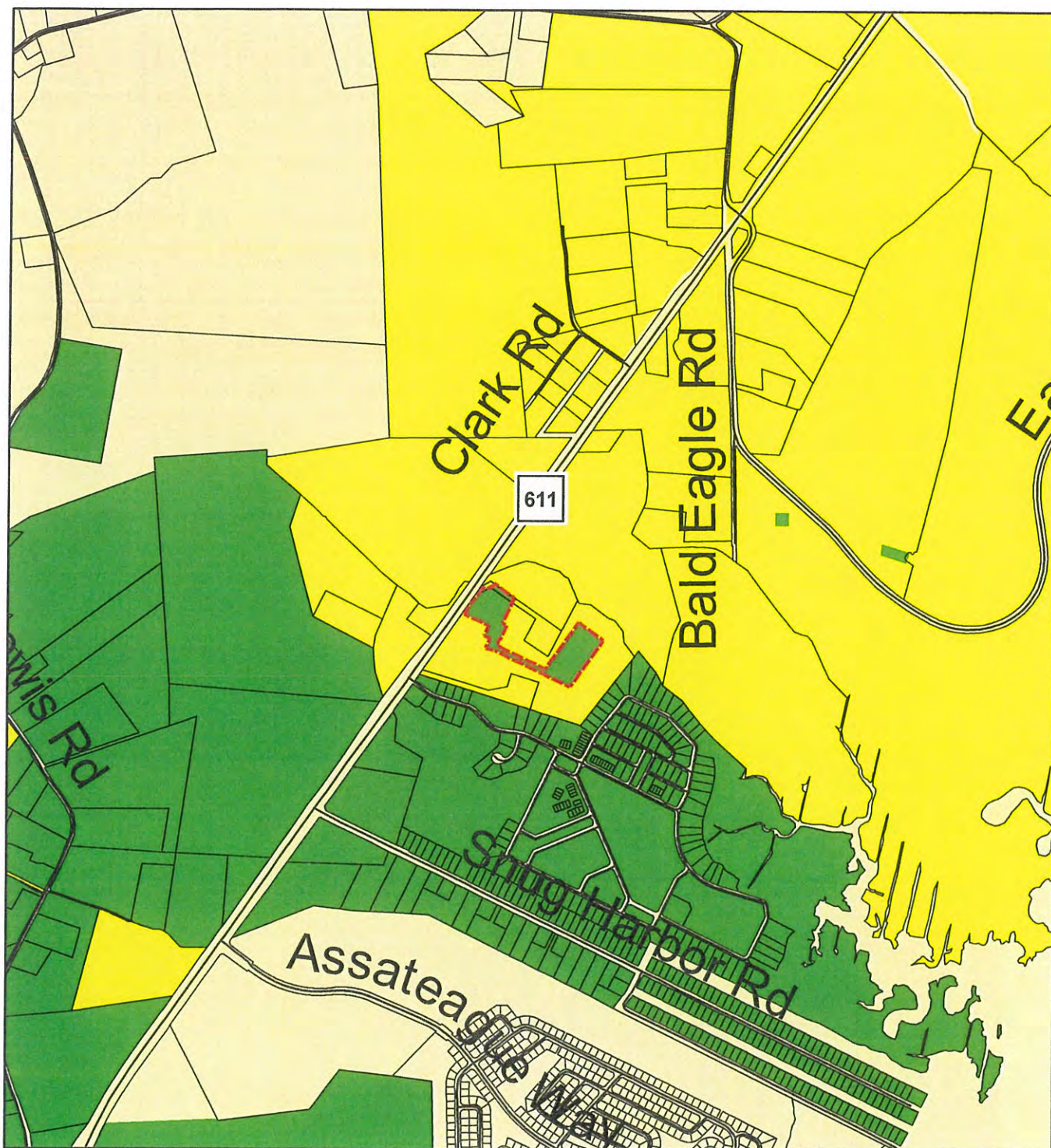
Prepared by the Worcester County Department of Environmental Programs, October 28, 2019

Data: MD DNR

Parcel boundaries are approximate.

This map is for planning purposes only.





### Legend

- Assateague Island Farm LLC, Lot 4
- Parcel Boundaries
- Mystic Harbour Service Area S1
- Mystic Harbour Service Area S3

0.2 0.1 0 0.2 Miles



### Sewer Service Planning Areas

Assateague Island Farm LLC  
S-1 Proposed  
Case SW2019-1

Prepared by the Worcester County Department of Environmental Programs, October 28, 2019

Data: Worcester County

Parcel boundaries are approximate.

This map is for planning purposes only.



**DRAFT**

RESOLUTION NO. 19 - \_\_\_\_

Add to  
23

**RESOLUTION AMENDING THE COMPREHENSIVE WATER AND  
SEWERAGE PLAN FOR WORCESTER COUNTY TO RECLASSIFY THE  
SEWER PLANNING DESIGNATION FOR ASSATEAGUE FARMS  
IN THE MYSTIC HARBOUR SANITARY SERVICE AREA**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) adopted a Comprehensive Water and Sewerage Plan for Worcester County (the Plan) on August 23, 1994, pursuant to Section 9-503 of the Environment Article of the Annotated Code of Maryland; and

WHEREAS, the County Commissioners have received a request from Paul Carlotta of Assateague Farms, LLC, owner and applicant, to amend the Plan by reclassifying the sewer planning area designation for a proposed restaurant and an existing roadside stand on a portion of the property (proposed Lot 4) as shown on Worcester County Tax Map 33, Parcel 29, Tax Account I.D. #10-018498, located on the east side of Stephen Decatur Highway, just north of The Landings residential community, within the Mystic Harbour Sanitary Service Area; and

WHEREAS, the proposed amendment seeks to change the designation for the portion of the property (proposed Lot 4) from S-3 (planned service within 6 to 10 years) to S-1 (planned to be served within two years) using their existing allocation of six (6) equivalent dwelling units (EDUs) of sewer service in the Mystic Harbour Sanitary Service Area to serve the existing roadside stand and proposed restaurant only; and

WHEREAS, the Worcester County Planning Commission, at its November 1, 2019 meeting, reviewed the proposed amendment to the Plan and found the proposal consistent with the *Worcester County Comprehensive Plan*; and

WHEREAS, the cost of any sewer infrastructure improvements will be the sole responsibility of the subject property owner served by the facilities; and

WHEREAS, the County Commissioners held a duly advertised public hearing on December 17, 2019 to hear public comment on the requested amendment of the Plan for the Mystic Harbour Sanitary Service Area; and

WHEREAS, the County Commissioners reviewed the recommendation of the Planning Commission and staff report and as a result of their investigation and evaluation of the proposal in accordance with the provisions of Section 9-503 et. seq. of the Environment Article of the Annotated Code of Maryland, determined that the proposed amendment to the Worcester County Comprehensive Water & Sewerage Plan to reclassify the sewer planning area as proposed, is desirable.

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

1. The Comprehensive Water and Sewerage Plan for Worcester County (the Plan) is hereby amended to reclassify the sewer planning area designations for the portion of the subject property (proposed Lot 4) as shown on Worcester County Tax Map



DRAFT

33, Parcel 29, Tax Account I.D. #10-018498, located on the east side of Stephen Decatur Highway, just north of The Landings residential community, within the Mystic Harbour Sanitary Service Area, as follows:

- a. The sewer designation for the portion of the subject property shown as Proposed Lot 4 will be reclassified from S-3 (planned service within 6 to 10 years) to S-1 (planned to be served within two years) in the Mystic Harbour Sanitary Service Area.
- b. Public sewer service will be provided to a proposed restaurant and an existing roadside stand, but shall not serve the proposed farm brewery operation on the subject property. Only domestic-strength sanitary wastes from the proposed restaurant and existing roadside stand shall be permitted to be discharged from this property to the Mystic Harbour Sanitary Service Area.
- c. Any improvements to the infrastructure to connect the subject property to the Mystic Harbour sewer collection system will be the sole responsibility of the subject property owner served by the facilities and all costs for said improvements will be borne by said property owner.

AND BE IT FURTHER RESOLVED that these proposed amendments to The Plan shall be forwarded to the Maryland Department of the Environment (MDE) for their review and approval in accordance with the provisions of Section 9-507 of the Environment Article of the Annotated Code of Maryland and that said amendments shall be officially incorporated into the Worcester County Comprehensive Water and Sewerage Plan upon said approval by MDE.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
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



24

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

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

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 20, 2019



**FAXED**  
11/20/19 @ 4:57pm

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

Please print the attached Notice of Introduction of Bill 19-10 in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on November 28, 2019 and December 12, 2019. Thank you.

### NOTICE OF INTRODUCTION OF BILL 19-10 WORCESTER COUNTY COMMISSIONERS

WITHDRAWN  
(see p. 1a)

Take Notice that Bill 19-10 (Zoning - Recreational Areas and Centers in the I-1 Light Industrial District) was introduced by Commissioner Nordstrom on November 19, 2019.

A fair summary of the bill is as follows:

§ ZS 1-212(c)(14). (Renumbers the existing subsection 14 to subsection 15 and adds this new subsection to permit by special exception in the I-1 Light Industrial District private commercial and noncommercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors.)

A Public Hearing

CANCELLED

will be held on Bill 19-10 at the Commissioners' Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland, on Tuesday, December 17, 2019 at 11:00 a.m.

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center and is available on the County Website at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS

## Kelly Shannahan

---

**From:** Mark Cropper <mcropper@ajgalaw.com>  
**Sent:** Wednesday, December 11, 2019 3:08 PM  
**To:** Kelly Shannahan; Maureen L. Howarth  
**Cc:** Shawn Eisemann; Jim Terrill  
**Subject:** Text Amendment

Kelly,

This email will confirm our telephone conversation earlier today whereby I informed you that my client does not wish to proceed with the public hearing on Bill 19-10 scheduled to be heard on December 17, 2019. Therefore, you can consider the request withdrawn. Thank you.

Mark

Mark Cropper  
Partner  
Ayres, Jenkins, Gordy & Almand, P.A.



Tel: 410-723-1400  
Fax: 410-723-4730  
Email: mcropper@ajgalaw.com  
Web: www.ajgalaw.com

6200 Coastal Highway, Suite 200  
Ocean City, MD 21842

### LEGAL NOTICE

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COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 19-10

BY: Commissioner Nordstrom  
INTRODUCED: November 19, 2019

A BILL ENTITLED

WITHDRAWN

AN ACT Concerning

Zoning - Recreational Areas and Centers in the I-1 Light Industrial District

For the purpose of amending the Zoning and Subdivision Control Article to allow private commercial and noncommercial recreational areas and centers by special exception in the I-1 Light Industrial District.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-212(c)(14) be renumbered as § ZS 1-212(c)(15) and a new § ZS 1-212(c)(14) be enacted to read as follows:

- (14) Private commercial and noncommercial recreational areas and centers, including sports training facilities, which allow activities inside a building or outdoors.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Diana Purnell, President

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

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

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

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

\_\_\_\_\_  
Theodore J. Elder

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



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# Worcester County

MARYLAND

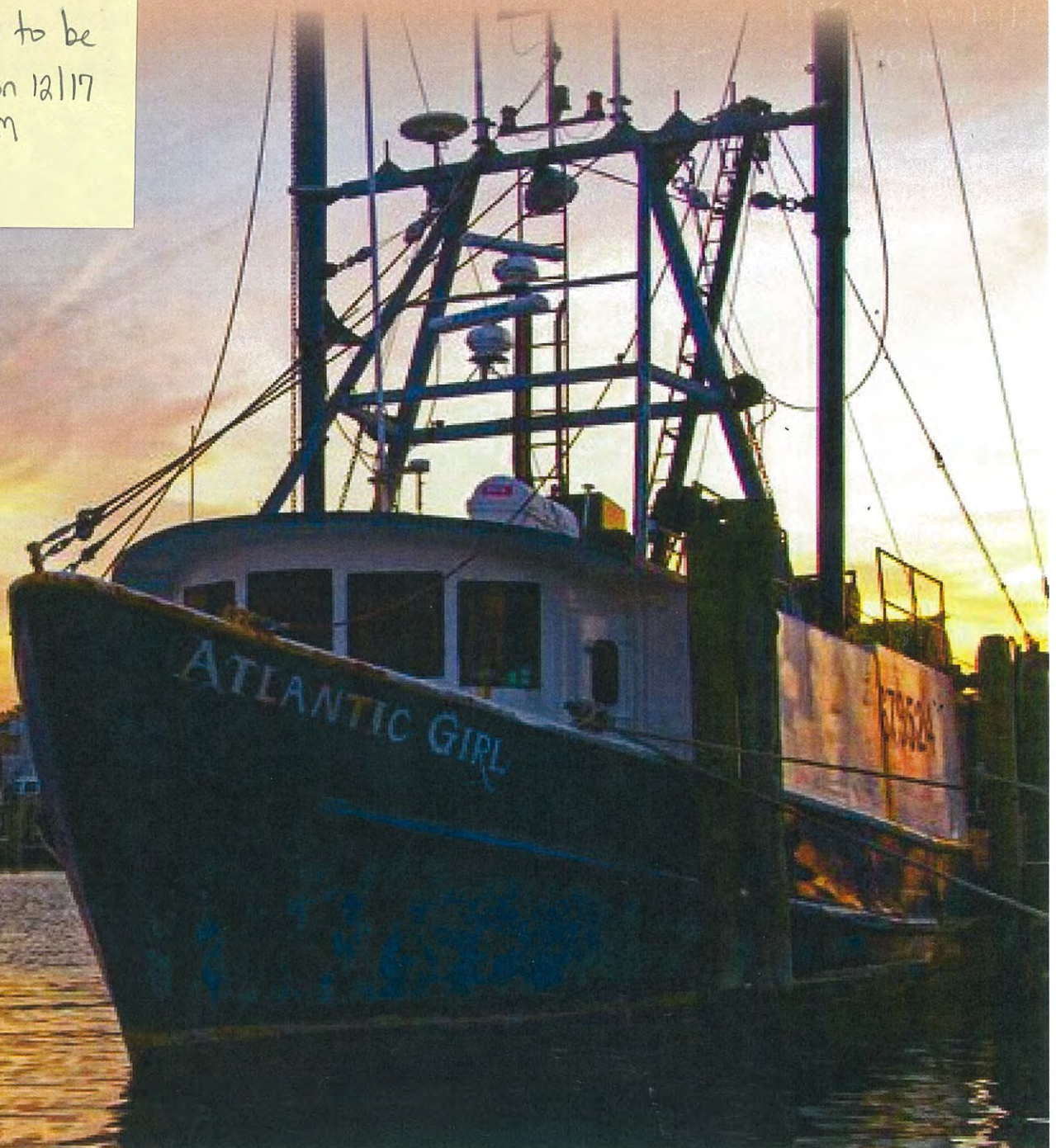


## Comprehensive Annual Financial Report

FISCAL YEAR ENDED JUNE 30, 2019

[WWW.CO.WORCESTER.MD.US](http://WWW.CO.WORCESTER.MD.US)

Final Copy to be  
presented on 12/17  
at 11:20 AM







Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

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September 3, 2019

Phillip G. Thompson  
Finance Officer  
Worcester County  
One West Market Street  
Government Center Room 1105  
Snow Hill, MD 21863

Dear Mr. Thompson:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.



A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org) and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services Center



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Worcester County  
Maryland**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2018**

*Christopher P. Morill*

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

09/03/2019

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Worcester County** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*