



COMMISSIONERS  
THEODORE J. ELDER, PRESIDENT  
ERIC J. FIORI, VICE PRESIDENT  
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JOSEPH M. MITRECIC  
DIANA PURNELL

OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

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

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
CANDACE I. SAVAGE, CGFM  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

## PROCLAMATION

**WHEREAS**, this March we join with representatives from the Worcester Commission on Aging (WorCOA) to celebrate March for Meals Month to highlight the importance of the Older Americans Act Nutrition Program in providing both congregate and home-delivered meals and to garner support to address food insecurity and malnutrition, combat social isolation, enable independence, and improve health for years to come for seniors and individuals with disabilities; and

**WHEREAS**, 800 seniors and disabled residents were served in 2024 by WorCOA staff and 20 volunteers who produced and delivered 28,700 Meals On Wheels to the homebound and 10,000 congregate meals to clients in the county's four 50plus Centers and River Oaks Day Center.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, proclaim March 2025 as **March for Meals Month** and urge all to support the Congregate Meals and Meals on Wheels programs.

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



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Theodore J. Elder, President

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Eric J. Fiori, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

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Caryn G. Abbott

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Joseph M. Mitrecic

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Diana Purnell

*Citizens and Government Working Together*



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ROSCOE R. LESLIE  
COUNTY ATTORNEY

## PROCLAMATION

**WHEREAS**, during Women's History Month, we celebrate women from Worcester County whose countless recorded and unrecorded contributions are shaping the fabric of our communities; and

**WHEREAS**, we recognize the historic contributions of women, like Major General Janeen L. Birckhead, the 31<sup>st</sup> adjutant general of the Maryland National Guard who commanded dozens of deployed units at home and abroad and deepened state partnership relations with Estonia and Bosnia-Herzegovina; and Zoar United Methodist Church Pastor Lora Eloise Henry-Gordy, the former principal of Snow Hill Elementary School and student services director for Worcester County Public Schools who spent 43 years empowering teachers and students to succeed and who continues to provides hope to children and families as a Life Crisis Board member. Both women continue to make positive impacts at all levels.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim March 2025 as **Women's History Month** and honor the countless women of Worcester helping to shape our county.

Executed under the Seal of the County of Worcester, State of Maryland, this    day of   , in the Year of Our Lord Two Thousand and Twenty-Five.



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Theodore J. Elder, President

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Diana Purnell



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us) | [www.co.worcester.md.us](http://www.co.worcester.md.us)

## MEMORANDUM

TO: Worcester County Commissioners  
FROM: Charlene Sharpe, Legislative Analyst  
DATE: February 25, 2025  
RE: Support for HB 1001

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Del. Wayne Hartman's office is seeking Worcester County support for House Bill 1001 (State Designations – State Cocktail – Original Maryland Orange Crush). This bill would make the Orange Crush Maryland's official state cocktail.

If the commissioners approve I will draft written testimony in support of the bill. If any commissioners are interested in testifying, the hearing is scheduled for March 13 at 1 p.m.

## HOUSE BILL 1001

P1

5lr2541  
CF SB 562

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By: **Delegates Hartman, Chisholm, Griffith, Hutchinson, Nawrocki, Otto, Pippy, Rose, Schmidt, and Valentine**

Introduced and read first time: January 31, 2025

Assigned to: Health and Government Operations

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## A BILL ENTITLED

1 AN ACT concerning

2 **State Designations – State Cocktail – Original Maryland Orange Crush**

3 FOR the purpose of designating the original Maryland orange crush as the State cocktail;  
4 and generally relating to the State cocktail.

5 BY renumbering

6 Article – General Provisions

7 Section 7–313 through 7–319

8 to be Section 7–314 through 7–320, respectively

9 Annotated Code of Maryland

10 (2019 Replacement Volume and 2024 Supplement)

11 BY adding to

12 Article – General Provisions

13 Section 7–313

14 Annotated Code of Maryland

15 (2019 Replacement Volume and 2024 Supplement)

16 Preamble

17 WHEREAS, The orange crush cocktail originated in 1995 at the Harborside Bar and  
18 Grill in Ocean City, Maryland; now, therefore,

19 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
20 That Section(s) 7–313 through 7–319 of Article – General Provisions of the Annotated Code  
21 of Maryland be renumbered to be Section(s) 7–314 through 7–320, respectively.

22 SECTION 2. AND BE IT FURTHER ENACTED, That the Laws of Maryland read  
23 as follows:

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EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.





2

HOUSE BILL 1001

1 Article – General Provisions

2 7–313.

3 THE ORIGINAL MARYLAND ORANGE CRUSH IS THE STATE COCKTAIL.

4 SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect June  
5 1, 2025.



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

**To:** Weston S. Young, P.E., Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS, REHS/RS  
Director, Environmental Programs

A handwritten signature in blue ink, appearing to be "R. Mitchell", written over the name and title of the sender.

**Subject:** **Public Hearing Notice**  
Mystic Harbour  
Addition of Capital Projects and Planned Interconnection  
Projects  
SW-2024-02

**Date:** 2/24/25

The Planning Commission met on February 6, 2025, and reviewed this amendment 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 for the Addition of Capital Projects and Planned Interconnection Projects to *The Plan* without a corresponding change of the previously approved water and sewer boundaries, for your review and comment to the County Commissioners.

The applicant proposes to revise certain water and wastewater system informational items in *The Plan*. Those changes would include the addition of the following capital projects:

1. Interconnection of the Mystic Harbour and Riddle Farm water systems with the Herring Creek Water Main Interconnection
2. Mystic Harbour Treated Effluent to Riddle Lagoon
3. Sunset Avenue Relief Sewer
4. Mystic Harbour Water Plant and Building Rehab

A public hearing will be scheduled for the Amendment to the *Comprehensive Water and Sewerage Plan* to make the changes within *The Plan* for the addition of the subject projects.

I have forwarded a draft advertisement for this joint hearing to County Administration under separate cover. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

## Attachments

1. Environmental Program's transmittal letter and staff report to the Planning Commission; and
2. Minutes for the Planning Commission meeting on February 6, 2025



**Worcester County**  
Department of Environmental Programs

January 29, 2025

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

RE: Transmittal-Draft Comprehensive Water and Sewerage Plan Amendment – Mystic Harbour  
– Addition of Capital Projects and Planned  
Interconnection Projects  
(SW-2024-02)

Dear Commissioners

We are forwarding a proposed amendment to the *Comprehensive Plan for Water and Sewerage Systems, Worcester County, Maryland* ("Plan") for your review of an amendment for the Addition of Capital Projects and Planned Interconnection Projects to *The Plan* without a change of the previously approved water and sewer boundaries, for your review and comment to the County Commissioners.

The applicant proposes to revise certain water system informational items in *The Plan*. Those changes would include the addition of the following capital projects:

1. Interconnection of the Mystic Harbour and Riddle Farm water systems with the Herring Creek Water Main Interconnection
2. Mystic Harbour Treated Effluent to Riddle Lagoon
3. Sunset Avenue Relief Sewer
4. Mystic Harbour Water Plant and Building Rehab

The applicant proposes to revise certain water and sewer system informational items in *The Plan*. Those changes would include: revisions to plant equipment and interconnecting infrastructure in *the Plan*.

The rehab of the Mystic Harbour water plant and building is being conducted due to the Mystic Harbour WTP has exceeded secondary treatment levels due to antiquated filtration treatment and

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controls. A major deficiency in the plant's water quality treatment arises from the chemical feed system. The appropriate chemical is required to precipitate out iron and manganese prior to filtration and also to maintain the appropriate pH of the system to allow the filtration system to perform properly. With the proposed upgrades to the Mystic Harbour WTP the controls, chemical feed and automation will be updated providing a more reliable treatment operations and increased water quality. These upgrades would allow the plant to automatically adjust during the daily variation seen during the peak summer months. Corroded and deteriorating metal filter units will be rehabbed to prevent a possible widespread system failure.

The second proposed project is to install 2685 feet of 6" forcemain underneath Sunset Ave and Golf Course Rd in order to prevent backups and potential overflow of the sewer system in West Ocean City (OC). The Mystic Harbour WWTP is owned and operated by Worcester County, MD and is located on Maryland Route 611 (Stephen Decatur Highway) approximately 300-feet south of the intersection with Sunset Avenue. When the Mystic WWTP sends effluent to the West OC sewer service area, the existing sewer is pressed to handle the flow, especially during peak flow periods, and the sewer begins to back up with the potential to overflow. The disposal alternative of discharging to the West OC sewer is critical for operations of the Mystic WWTP. This project will allow the County to maintain suitable operations at the Mystic WWTP and have alternative disposal options with conditions that don't allow land application without violating permit limits.

The third project is a planned interconnection of the Mystic Harbour and Riddle Farm Water Systems via a Route shown on attached Map 3-14a. Operation of the Riddle Farm WTP has always been problematic due to high iron backwash water being sent to the onsite WWTP which the associated WWTP membranes struggle to treat the iron sludge. As a result, in 2011 Worcester County, MD installed an interconnection between the Ocean Pines. Currently, the Riddle WTP is offline and the interconnection with Ocean Pines water service area is providing the only reliable water source for the Riddle water service area. During peak seasonal high use periods, pressures and water shortages have been a concern when relying on the Ocean Pines infrastructure only for the sole water source. Riddle community has experienced low pressure and Ocean Pines water sources are pushed to max run times to meet seasonal high use. The proposed project will consolidate the Mystic Harbour and Riddle water service areas providing a redundant water source supply for the Riddle Farm community. In addition, this will interconnect Ocean Pines and Mystic Harbour, further providing redundancy to all surrounding service areas.

The fourth project is a planned connection between the Mystic Harbour Treated Effluent and the Riddle Lagoon that holds treated effluent for irrigation of the Riddle Farm golf courses and rough areas. That route is shown on attached Map 4-14a, and is a denied access line designated only to transport treated effluent between the Mystic and the Riddle service areas. Limited discharge capacity at a WWTP can pose a public health concern and safety hazard with overloading wastewater effluent into the groundwater where it surfaces and does not drain properly through the soils. The Mystic WWTP is surrounded by residential communities and businesses. One of the main disposal methods at the Mystic Harbour WWTP besides the golf course spray is injection wells that at times cannot handle the amount pf effluent capacity needed to dispose of from the treatment plant. While we have the third outfall in Ocean City's WWTP through the West Ocean City Service Areas, this injection well condition has the potential to

contaminate the groundwater and flood into surrounding properties or waterways. With increased storm events and possible sea level rise, the WWTP injection well site is often subject to flooding which further impacts the ability to use this disposal method. By installing a connection from Mystic Harbour WWTP to Riddle Farm Lagoon, the system will have an additional discharge location that will reduce the need for use of injection wells, which currently exhibit high groundwater levels. In addition, it will provide an additional irrigation water source for the Riddle golf courses in lieu of pumping groundwater from wells, which is still done to provide supplemental water to the golf courses.

All of the pertinent tables and informational items in the Plan for Mystic Harbour and Riddle Farm will be updated to reflect these projects.

### **Comprehensive Plan Policies**

*The Comprehensive Plan* designates the planned S-1 and W-1 areas within the Mystic and Riddle Farm Planning Areas designated for improvements as Commercial Center or Existing Developed, save the denied access portion of the force main connecting Mystic's treated effluent force main and the Riddle Lagoon. As no planned expansions or upgrades of S-3 or W-3 mapped areas are contemplated within this amendment, the improvements will be taking place solely within those two Land Use designations.

Additional *Comprehensive Plan* references include:

Chapter One, "Introduction" states:

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

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

Chapter Six, "Public Infrastructure" states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p. 70).
- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).

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- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).

### Staff's Comments

EP Staff's comments are submitted below for your consideration.

1. The Water Resources Element (WRE) amendment to the Comprehensive Plan completed in 2011, calls for projects such as these within their recommendations. Specifically, regarding the interconnection of the water systems, the WRE recommended under Section 2.5 that we interconnect water systems to the maximum extent that was feasible. Regarding wastewater, under 3.7 we were to undertake feasibility studies, where necessary, to determine best operational practices to meeting community needs and nutrient caps. That is exactly what the studies have determined is the best course of action for these systems.

2. The following amendment language is recommended to be added to The Plan as part of Section 3.2.4, "Mystic Harbour Water System" and Section 3.2.19 "Riddle Farm Water System":

"An interconnection will be made to interconnect the Mystic Harbour and Riddle Farm water systems. This pipeline will extend from an existing water main on Old Bridge Road (Rt. 707) under Herring Creek and continue westward on the south side of Rt 50. until reaching the eastward extent of the Riddle water distribution system. A secondary connection will be made thru the eastern entrance of the Riddle Farm community to a connection point at the Maid at Arms Lane intersection. This will be shown on proposed Map 3-14 a."

"The intent of the interconnection is not to add new users or increase the service areas of either sanitary area. The purpose is to add redundancy for maintenance purposes and special circumstances. With the prior Riddle Farm- Ocean Pines interconnection, this will further provide redundancy to all the surrounding areas. Any future amendments to *The Plan* should be carefully examined to decide whether existing or planned development would be appropriate to be served by the interconnected systems."

3. The following amendment language is recommended to be added to *The Plan* as part of Section 4.4.2, "Mystic Harbour Sewer System" and Section 4.4.10 "Riddle Farm Sewer System":

"An interconnection will be made for treated wastewater effluent via force main between the Mystic Harbour WWTP and the Riddle Farm Treated Effluent Lagoon. The route will be from the existing force main between the Mystic Harbour treated effluent force main on Stephan Decatur Highway (Rt 611) and the Riddle Farm Treated Effluent in the Riddle Farm community. This route will be shown on proposed Map 4-14a."

"The line will exclusively be for treated effluent transmission and will be a denied access line that will have no connections along the planned route. The intent of the interconnection is not to add to the new users or increase the service areas of each sanitary area. This project is planned to accommodate the full capacity of the Mystic

### Citizens and Government Working Together

Harbour wastewater treatment plant with Riddle's underutilized system and the limitations placed on the Mystic plant's outfalls by limits for surface irrigation and reduced efficiencies of the shallow injection wells."

4. The planning area's comprehensive plan designations and zoning permits the proposed improvements. Any construction in the planning area would be required to meet the provisions of the storm water program and other county and state requirements.
5. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. As proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning. The Project does not propose to serve any additional parcels outside the Mystic Harbour or Riddle Farm Sanitary Service Areas.

If you need further information, please contact us.

Sincerely,



Robert J. Mitchell, LEHS, REHS/RS  
Director

## Attachments

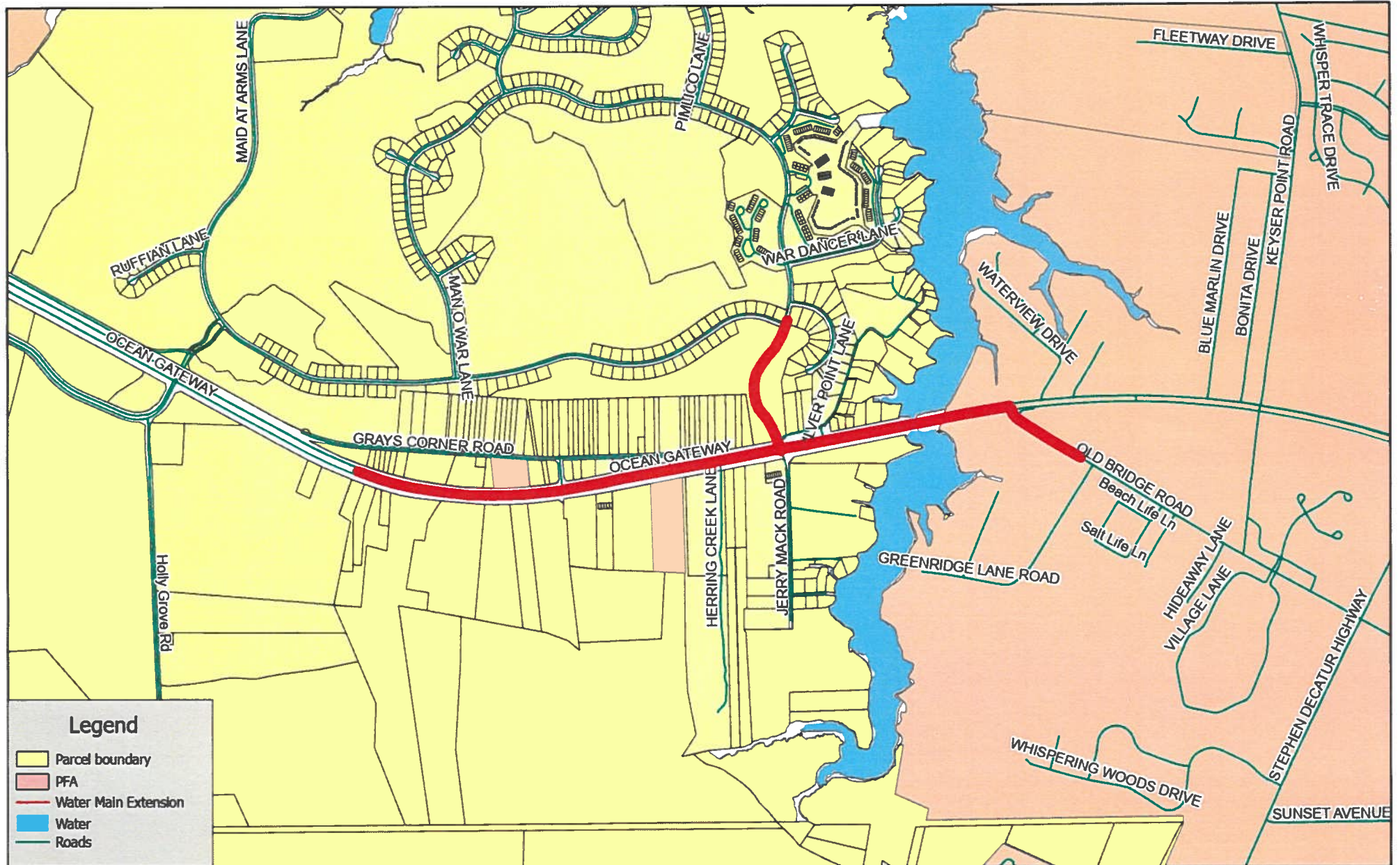
cc: Mystic Harbour SW-2024-02 Amendment File



# **Attachment 1**

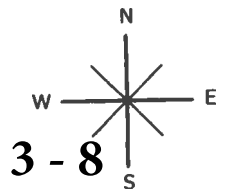
## **Maps**

# Herring Creek Water Interconnection



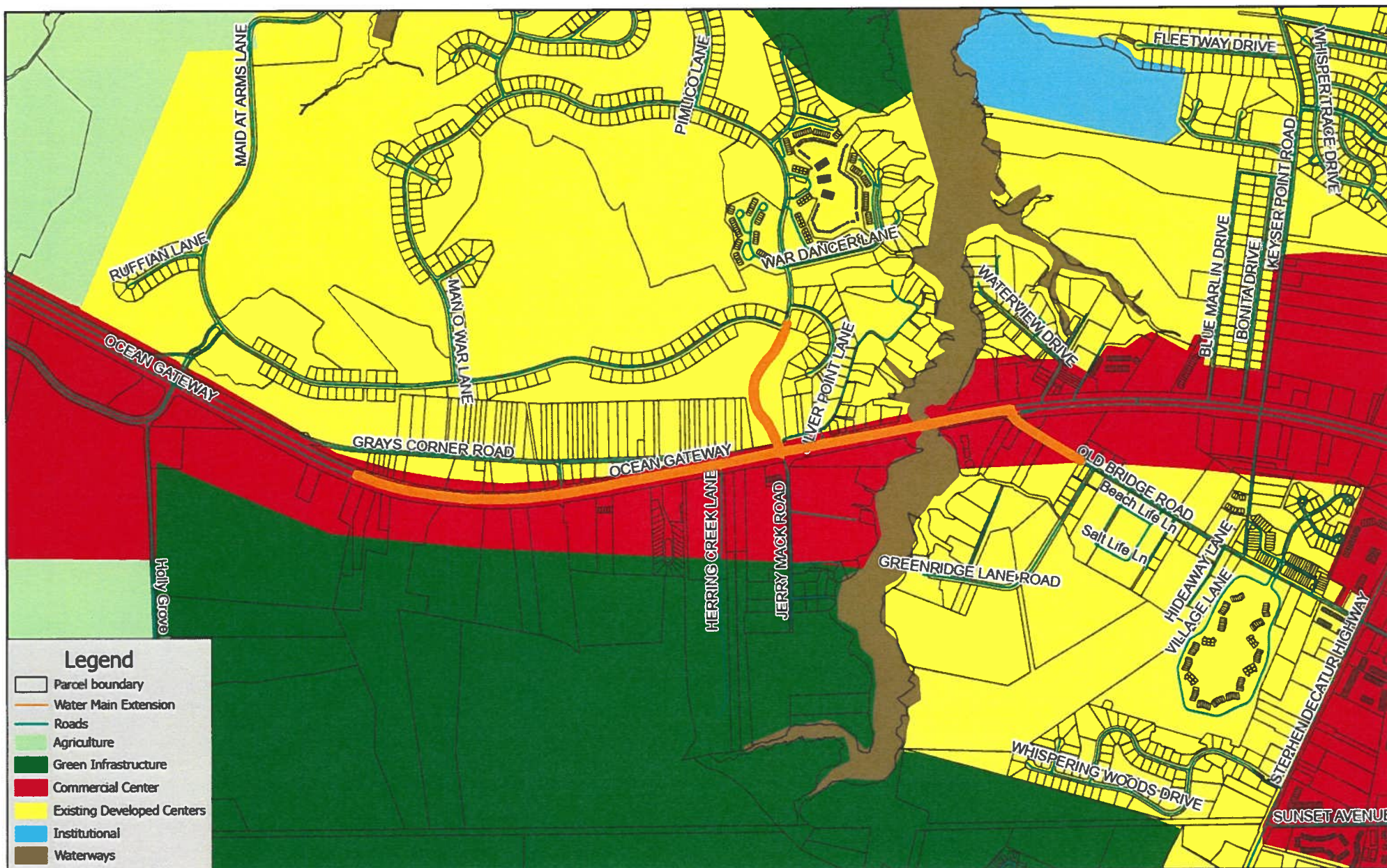
0 0.1 0.2 0.4 0.6 0.8 Miles

Proposed  
Map 3-14 a

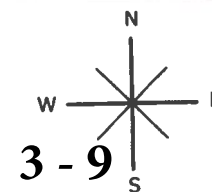




# Herring Creek Water Interconnection

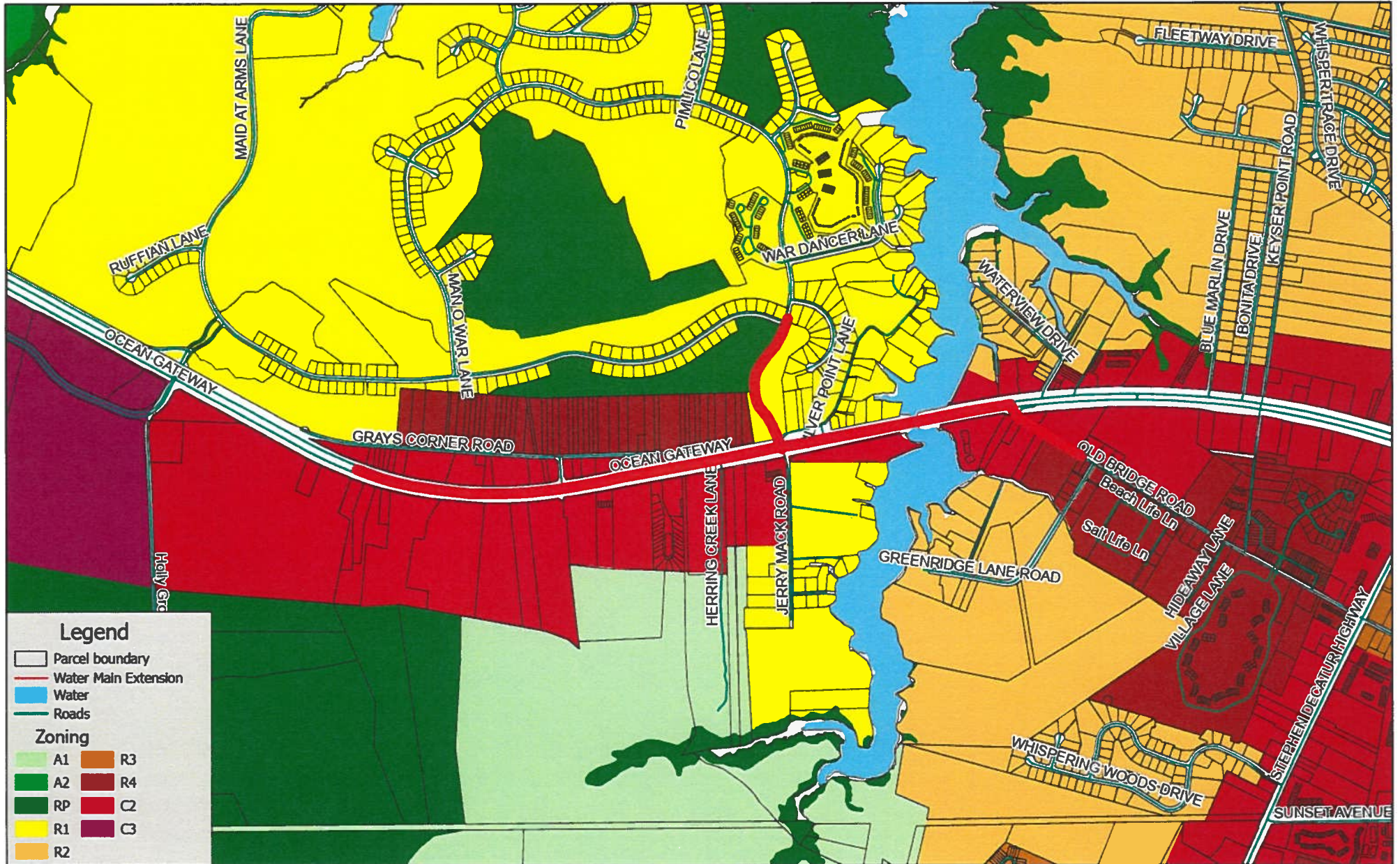


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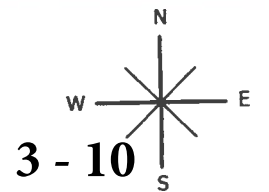




# Herring Creek Water Interconnection

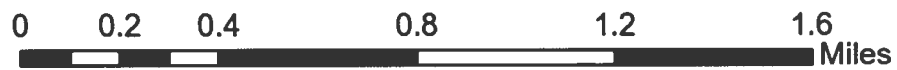
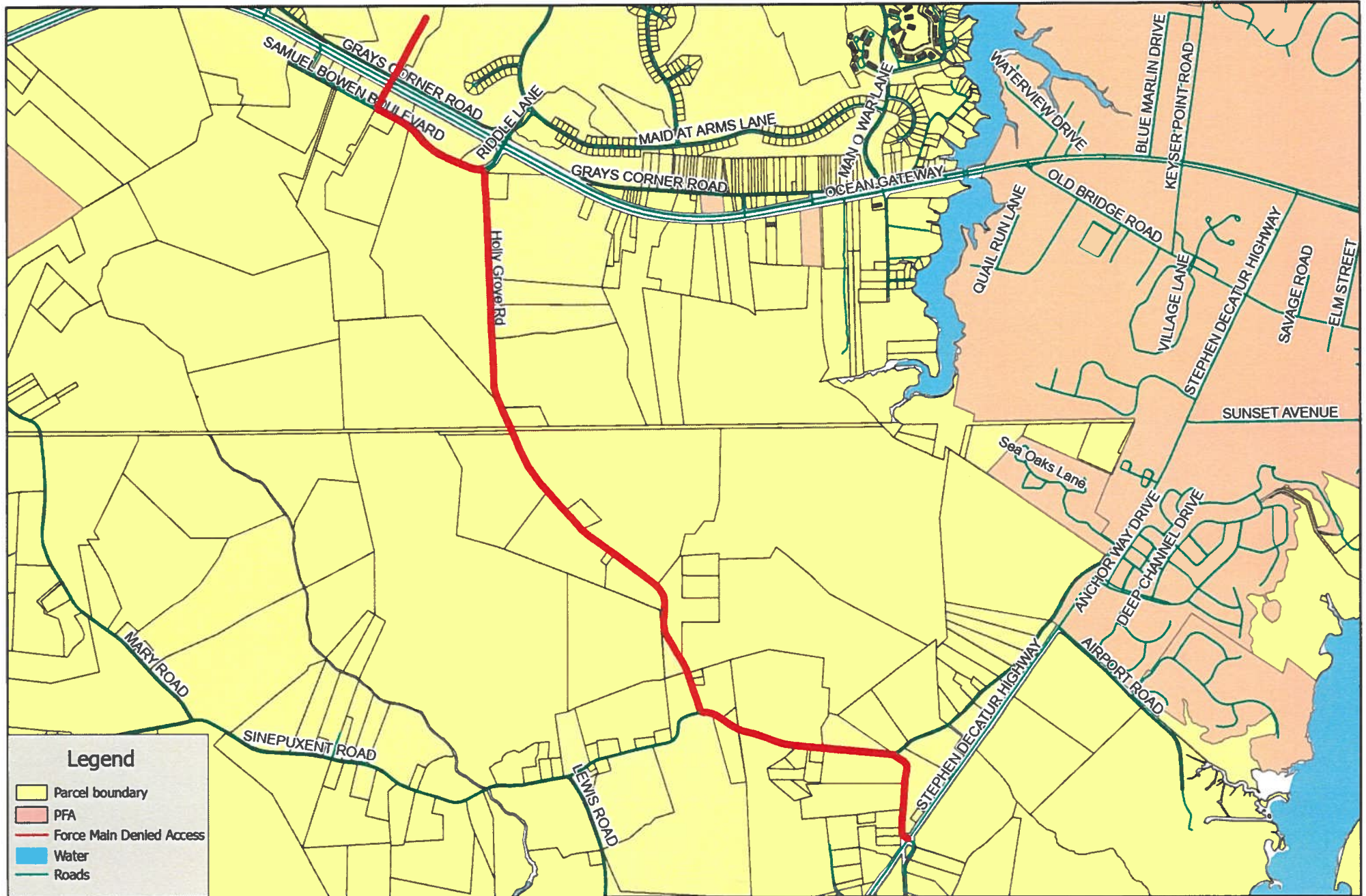


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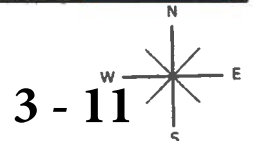




# Effluent To Riddle Lagoon

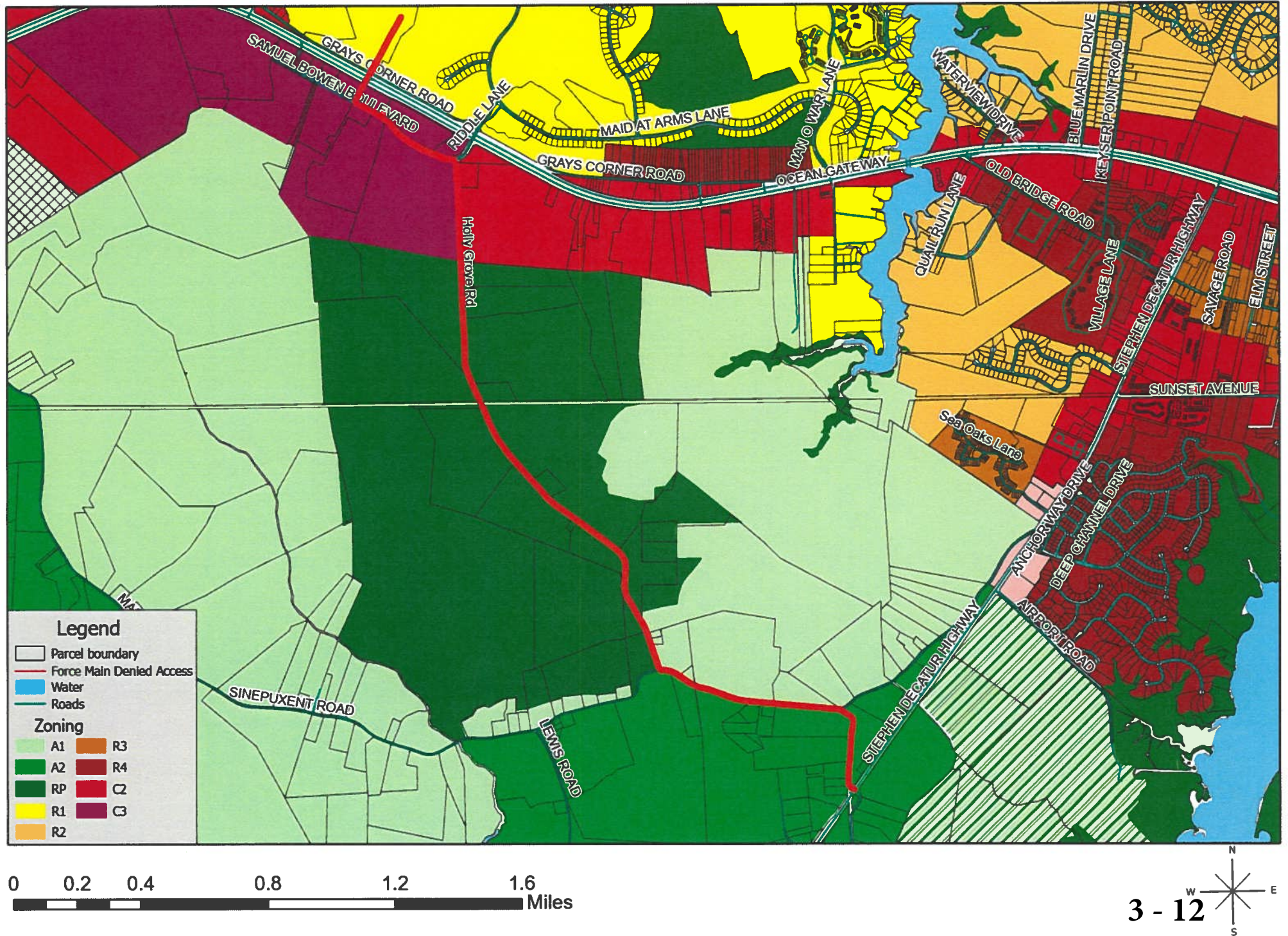


Proposed  
Map 4-14 a



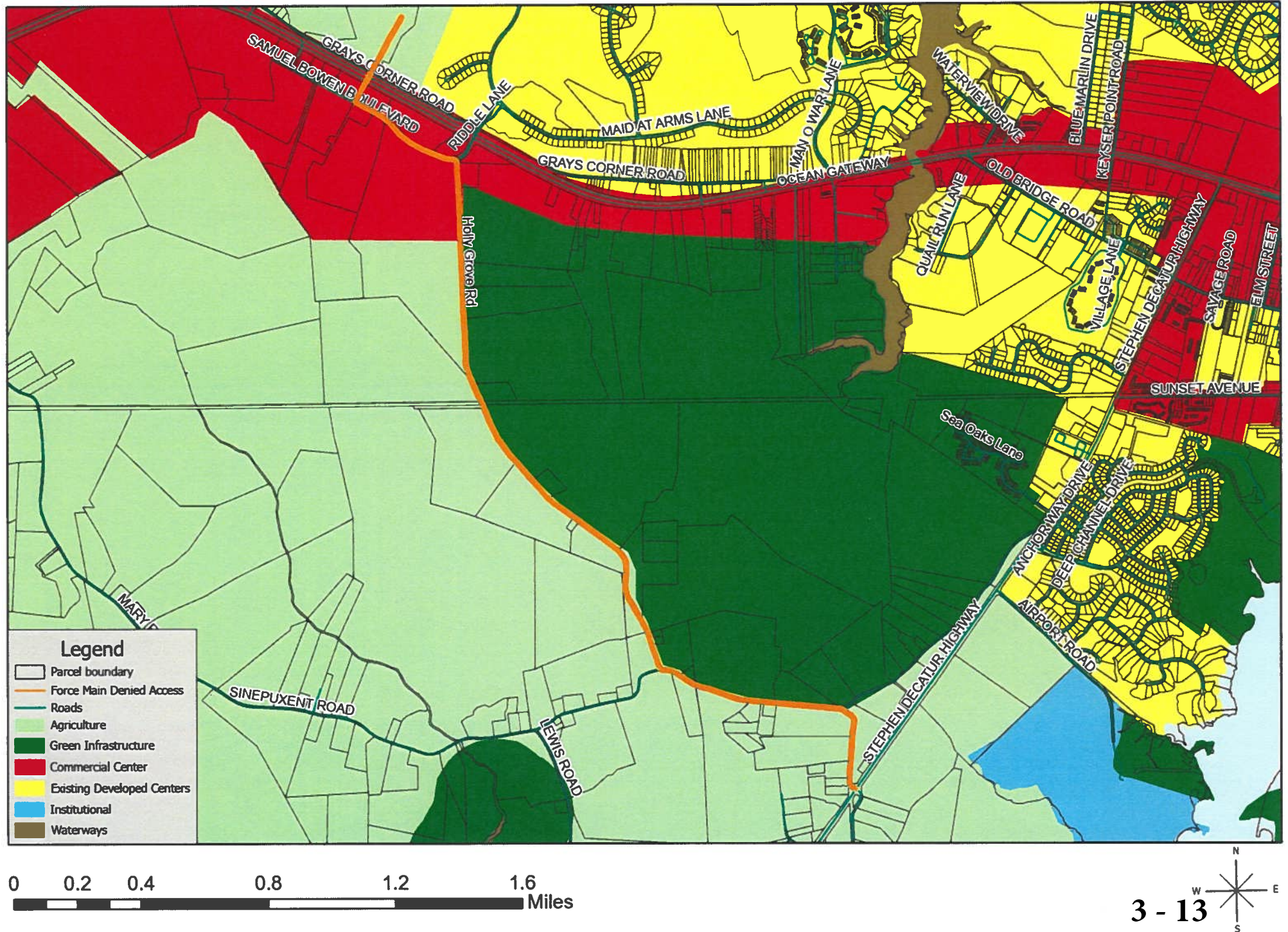


# Effluent To Riddle Lagoon





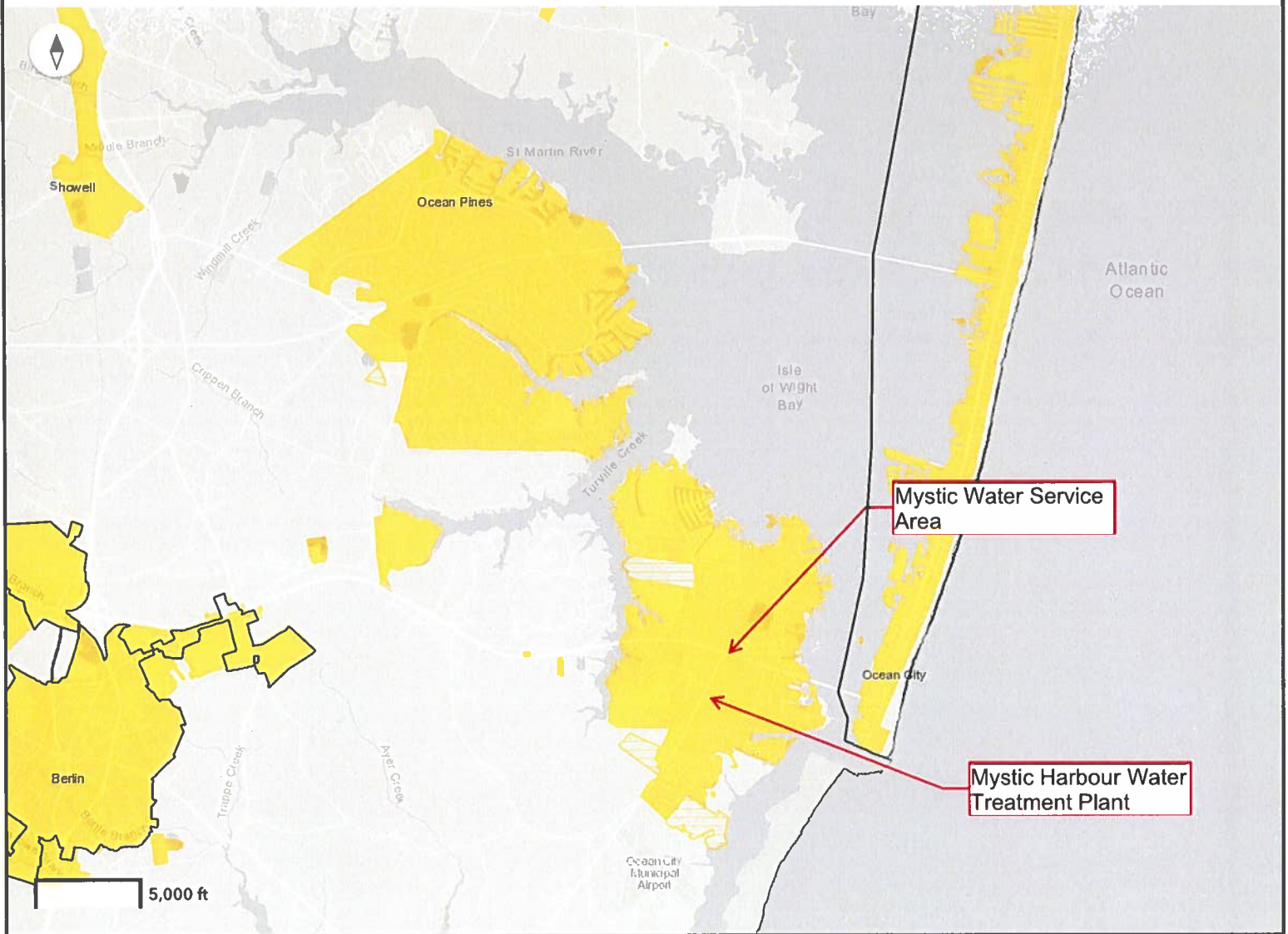
# Effluent To Riddle Lagoon





**Attachment 2**

**PFA Map and Project View**



**Municipalities**

**Municipal Boundaries - Generalized**



**Rural Villages**

**Rural Villages**



**Maryland Priority Funding Areas**

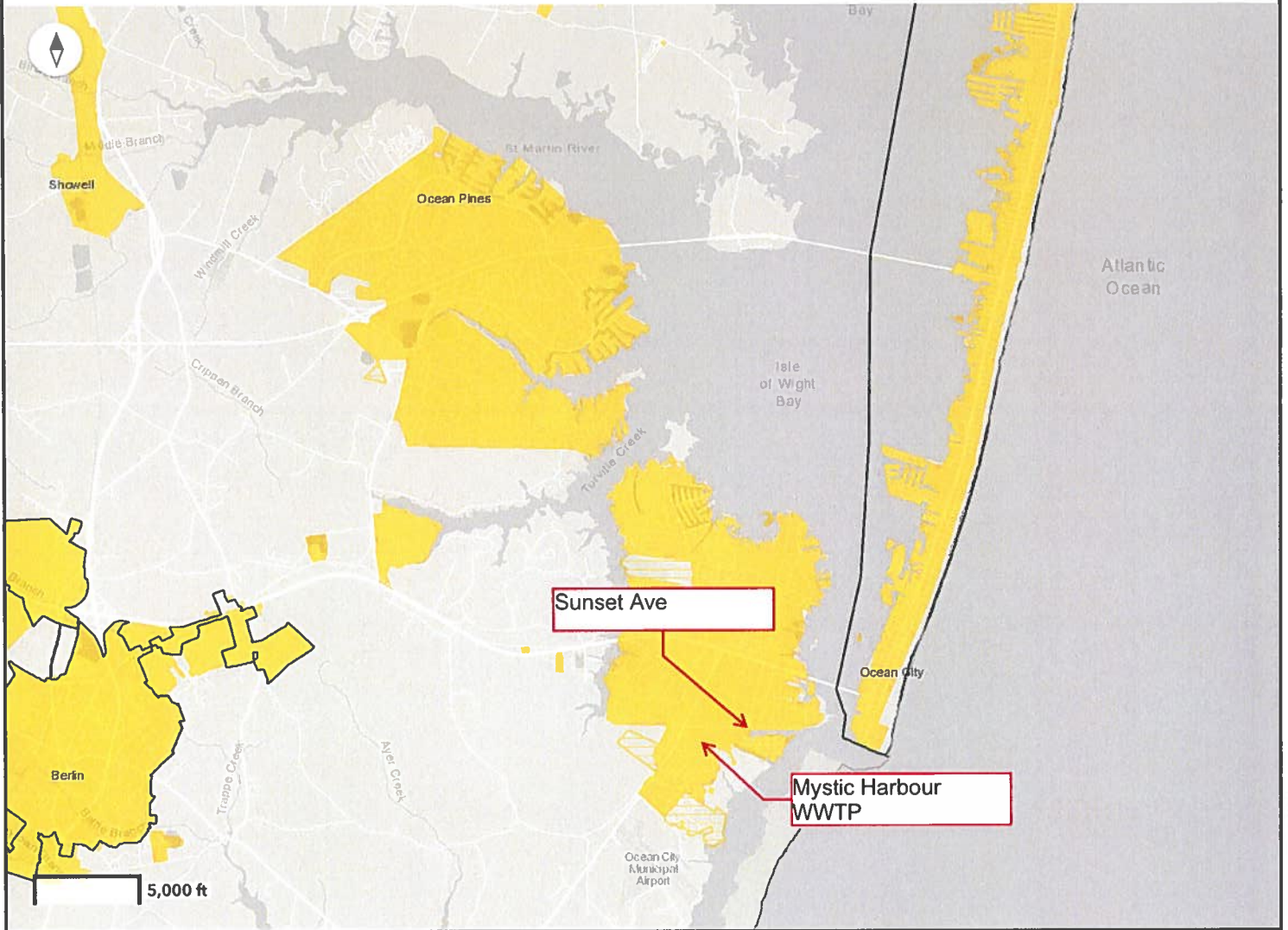
Heritage Area in Locally Designated Growth Areas

PFA

PFA Comment Area



# MDP Priority Funding Areas (PFA) Map Viewer



## Municipalities

### Municipal Boundaries - Generalized



## Rural Villages

### Rural Villages



## Maryland Priority Funding Areas

Heritage Area in Locally Designated Growth Areas

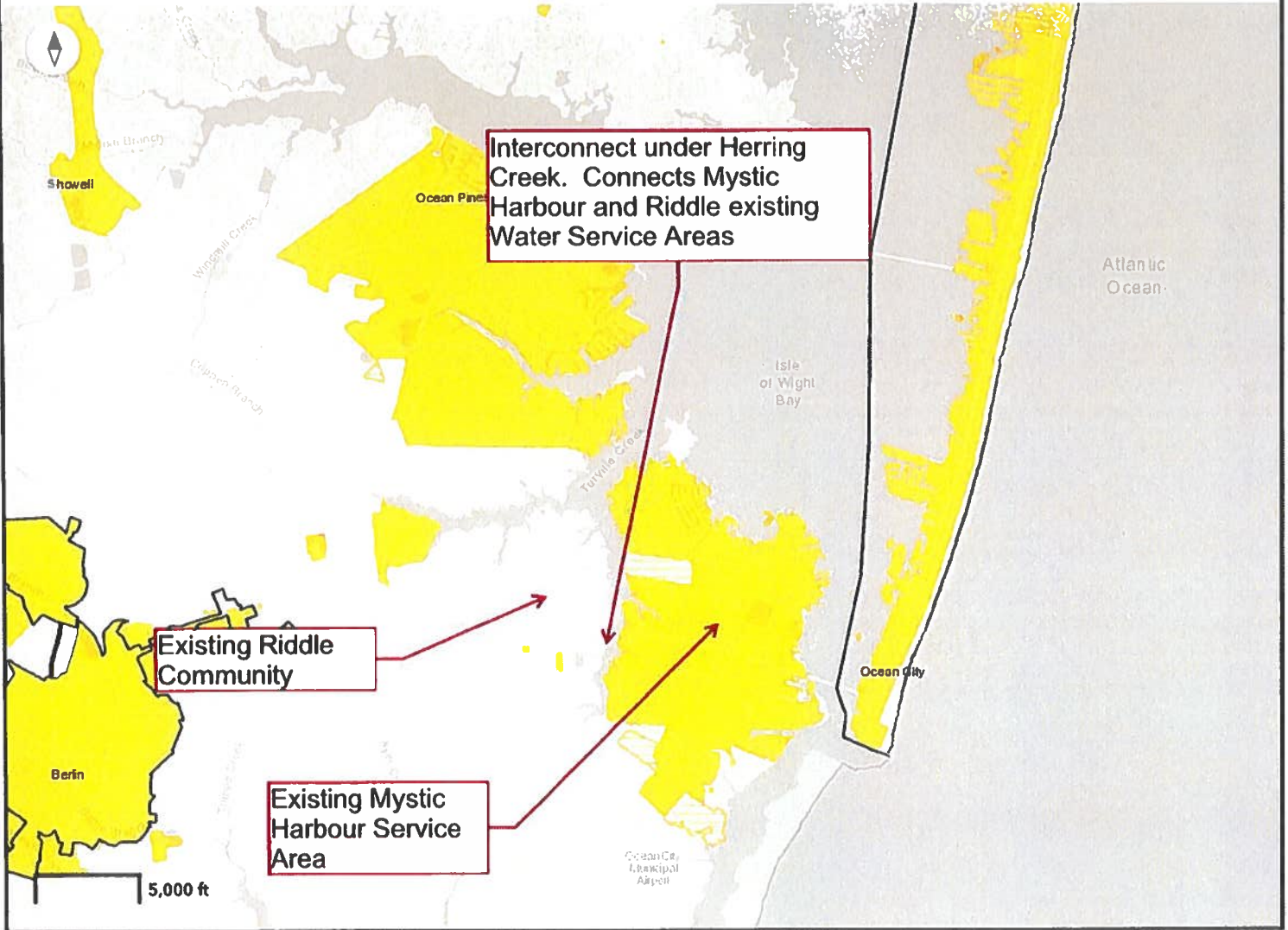
PFA

PFA Comment Area





# MDP Priority Funding Areas (PFA) Map Viewer



## Municipalities

Municipal Boundaries - Generalized



## Rural Villages

Rural Villages

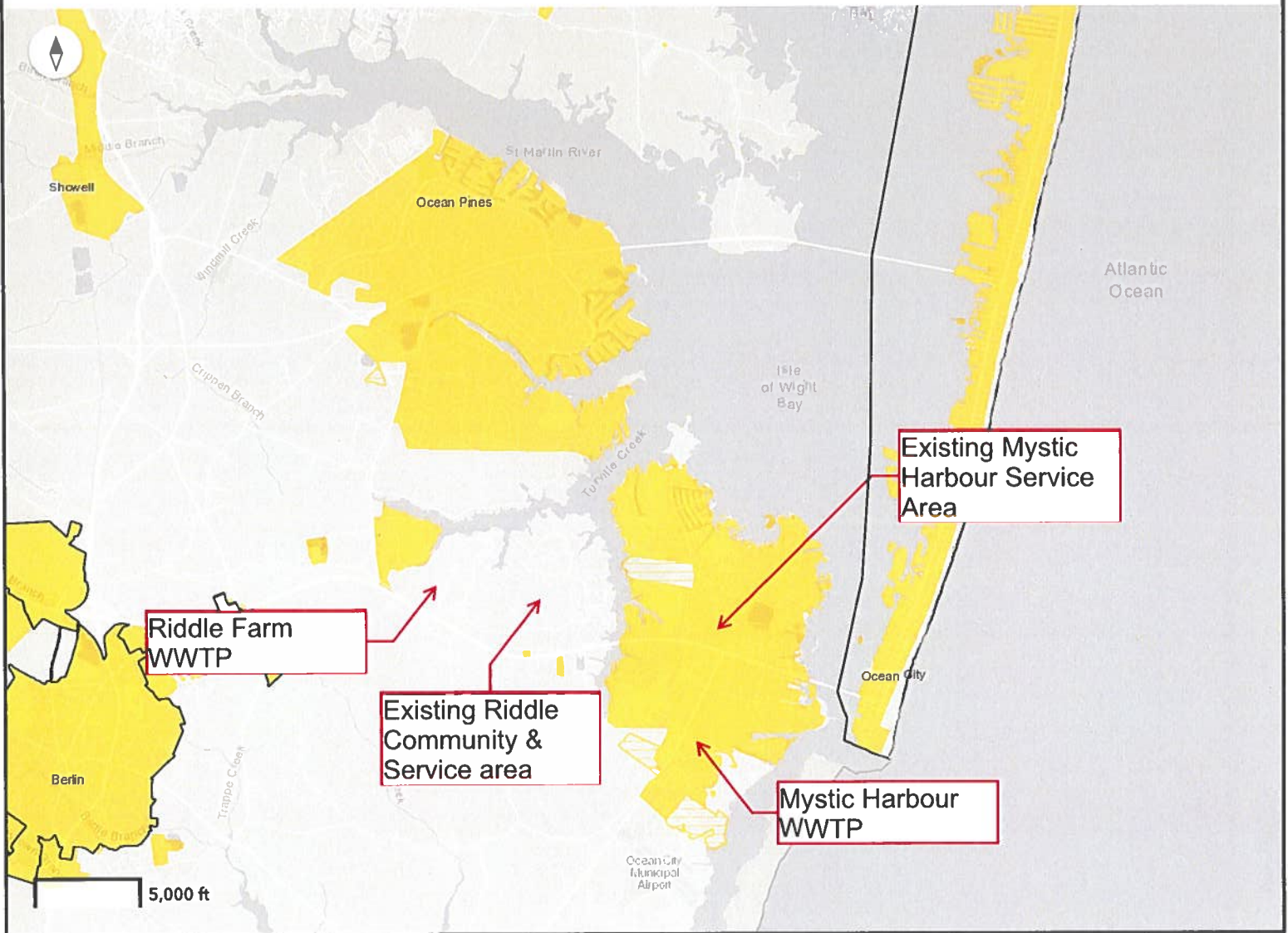


## Maryland Priority Funding Areas

Heritage Area in Locally Designated Growth Areas

PFA

PFA Comment Area



**Municipalities**

**Municipal Boundaries - Generalized**



**Rural Villages**

Rural Villages



**Maryland Priority Funding Areas**

Heritage Area in Locally Designated Growth Areas

PFA

PFA Comment Area

#### IV. Comprehensive Water and Sewerage Plan Amendment

- D. As the next item of business, the Planning Commission reviewed an application associated to amend water and sewer information for the Mystic Harbour Planning Area in the *Master Water and Sewerage Plan (The Plan)*. Robert Mitchell, Director of Environmental Programs presented the staff report to the Planning Commission.

Mr. Mitchell explained that the casino requests to revise certain water and wastewater system informational items for proposed capital projects in *The Plan*. of an amendment for the Addition of Capital Projects and Planned Interconnection Projects to *The Plan* without a change of the previously approved water and sewer boundaries, for your review and comment to the County Commissioners.

The Department of Public Works proposes to revise certain water system informational items in *The Plan*. Those changes would include the addition of the following capital projects 1) Interconnection of the Mystic Harbour and Riddle Farm water systems with the Herring Creek Water Main Interconnection; 2) Mystic Harbour Treated Effluent to Riddle Lagoon; 3) Sunset Avenue Relief Sewer; and 4) Mystic Harbour Water Plant and Building Rehab.

Mr. Mitchell detailed the needs for the rehab of the Mystic Harbour water plant and building is being conducted due to needed upgrades to allow the plant to automatically adjust during the daily variation seen during the peak summer months. Replacement of aged and deteriorating metal filter units and associated work is also needed under this project.

The second proposed project Mr. Mitchell discussed is to install 2685 feet of 6" forcemain underneath Sunset Ave and Golf Course Rd in order to prevent backups and potential overflow of the sewer system in West Ocean City (WOC). The existing sewer collection system is pressed to handle the flow, especially during peak flow periods, and the upgrade is to handle the expected volume of flow and allow operational flexibility for the WWTP.

The third project Mr. Mitchell discussed is a planned interconnection of the Mystic Harbour and Riddle Farm Water Systems. He explained the operational difficulties at the Riddle Plant with iron treatment and the accompanying backwash disposal. associated WWTP membranes struggle to treat the iron sludge. As a result, in 2011 He also explained that during peak seasonal high use periods, pressures and water shortages have been a concern when relying on the Ocean Pines infrastructure only for the sole water source. It was also detailed that the proposed project will consolidate the Mystic Harbour and Riddle water service areas providing a redundant water source supply for the Riddle Farm community.

The final project Mr. Mitchell detailed is a planned connection between the Mystic Harbour Treated Effluent and the Riddle Lagoon that holds treated effluent for irrigation of the Riddle Farm golf courses and rough areas. This proposed line would be a denied access line designated only to transport treated effluent between the Mystic and the Riddle service areas. Mr. Mitchell noted that the limited discharge capacity at a WWTP can pose a public health concern and safety hazard with

overloading existing land disposal capacities. Mr. Mitchell discussed increased storm events and possible sea level rise contributing to the need to spread around and expand the land disposal options. He described that this connection will provide an additional irrigation water source for the Riddle golf courses in lieu of pumping groundwater from wells, which is still done to provide supplemental water to the golf courses.

Mr. Mitchell explained that the Water Resources Element (WRE) amendment to the Comprehensive Plan, completed in 2011, calls for interconnection projects such as these within their recommendations. He also qualified that both Mystic and Riddle Farm water systems will have language detailing that the interconnection will be made to connect the Mystic Harbour and Riddle Farm water systems and is not to add new users or increase the service areas of either sanitary area. The purpose will be to add redundancy for maintenance purposes and special circumstances. He mentioned that the prior Riddle Farm- Ocean Pines interconnection, this will further provide redundancy to all the surrounding areas.

A similar conversation followed with respect to the sewer forcemain interconnection. The following amendment language is recommended to be added to *The Plan* as part both Mystic and Riddle Farm wastewater systems will have language detailing that the interconnection will be made to connect the Mystic Harbour and Riddle Farm water systems and is not to add new users or increase the service areas of either sanitary area. It will be for treated effluent transmission and will be a denied access line that will have no connections along the planned route and the project is planned to accommodate a realization for additional land disposal capacity for the Mystic WWTP.

The Planning Commission members did have a few comments. Mr. Church and Ms. Wimbrow asked if this would be the solution to the wastewater plant's issues to realize their planned potential. Mr. Mitchell indicated that there are additional repairs ongoing to both plants that will assist their treatment capabilities and this interconnection project would help on the back end with increased land disposal capacity options. He also explained saltwater intrusion issues with private wells that staff is observing, and the need that the WRE referenced in their recommendation that would share the water load to keep more water in our water table to protect our surficial aquifers.

Following the discussion, a motion was made by Ms. Wimbrow, seconded by Ms. Ott, to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners. The vote was unanimous and included the approval of the additional language referenced in the staff report comments.





Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

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**To:** Weston S. Young, P.E., Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS, REHS/RS   
Director, Environmental Programs

**Subject:** **Public Hearing Notice**  
Ocean Downs  
Water Tower Replacement  
SW-2024-01

**Date:** 2/24/25

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The Planning Commission met on February 6, 2025, and reviewed this amendment 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 for a revision to the water storage facilities for the Ocean Downs Casino in *The Plan*.

The applicant proposes to revise certain water system informational items in *The Plan*. Those changes would include: revision to a water service map and a revised water system for the casino. For the property's water storage facilities, the Casino desires to replace their existing 100,000 gallon elevated steel water tank with a 150,000 gallon bolted steel ground-level storage tank.

A public hearing will be scheduled for the Amendment to the *Comprehensive Water and Sewerage Plan* to make the small changes within *The Plan* for the subject property.

I have forwarded a draft advertisement for this joint hearing to County Administration under separate cover. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

### Attachments

1. Environmental Program's transmittal letter and staff report to the Planning Commission; and
2. Minutes for the Planning Commission meeting on February 6, 2025



**Worcester County**  
Department of Environmental Programs

January 28, 2025

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

RE: Transmittal-Draft Comprehensive Water and  
Sewerage Plan Amendment – Ocean Downs –  
Water Tower Replacement  
(SW-2024-01)

Dear Commissioners

We are forwarding a proposed amendment to the *Comprehensive Plan for Water and Sewerage Systems, Worcester County, Maryland* ("Plan") for your review upon your request due to their application to replace their existing tank. This proposal is for a revision to the water storage facilities for the Ocean Downs Casino in *The Plan*.

The applicant proposes to revise certain water system informational items in *The Plan*. Those changes would include: revision to a water service map and a revised water system for the casino. All of the pages revised and needed for insertion are attached.

For the property's water storage facilities, the Casino desires to replace their existing 100,000 gallon elevated steel water tank with a 150,000 gallon bolted steel ground-level storage tank.

The proposed property is an existing horse racetrack and state licensed casino facility with unoccupied commercial-zoned land occupying a portion of the southern part of the property. They are currently served by onsite sewer and private water. The property is currently zoned A-2, with the southernmost portion of the property zoned C-2.

**Citizens and Government Working Together**

## Comprehensive Plan Policies

*The Comprehensive Plan* designates the entire property area designated for improvements as Agriculture. We would note, however, the entire Ocean Downs property is designated as a Priority Funding Area in recognition of its status as an area for employment in Worcester County. The unique history and nature of the various approvals for Ocean Downs virtually ensures that no such similar facility would or could be built today in an agriculturally zoned and designated area.

Agriculture is defined (p. 18) as follows:

- This category designates that this category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted.

Additional *Comprehensive Plan* references include:

Chapter One, “Introduction” states:

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

Chapter Three, “Natural Resources” states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p. 33).

Chapter Six, “Public Infrastructure” states:

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

## Staff's Comments

EP Staff's comments are submitted below for your consideration.

1. The updates to references to the Ocean Downs and figure will provide *The Plan* with an accurate and up to date picture of the water infrastructure and the planned upgrades they contemplated to maintain constructed facilities.

2. The planning area's comprehensive plan designations and zoning permits the proposed improvements. Any construction in the planning area would be required to meet the provisions of the storm water program and other county and state requirements.
3. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. As proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

We have enclosed all of the planned additions to *The Plan* for your use. If you need further information, please contact us.

Sincerely,



Robert J. Mitchell, LEHS, REHS/RS  
Director

## Attachments

cc: Ocean Downs SW-2024-01 Amendment File

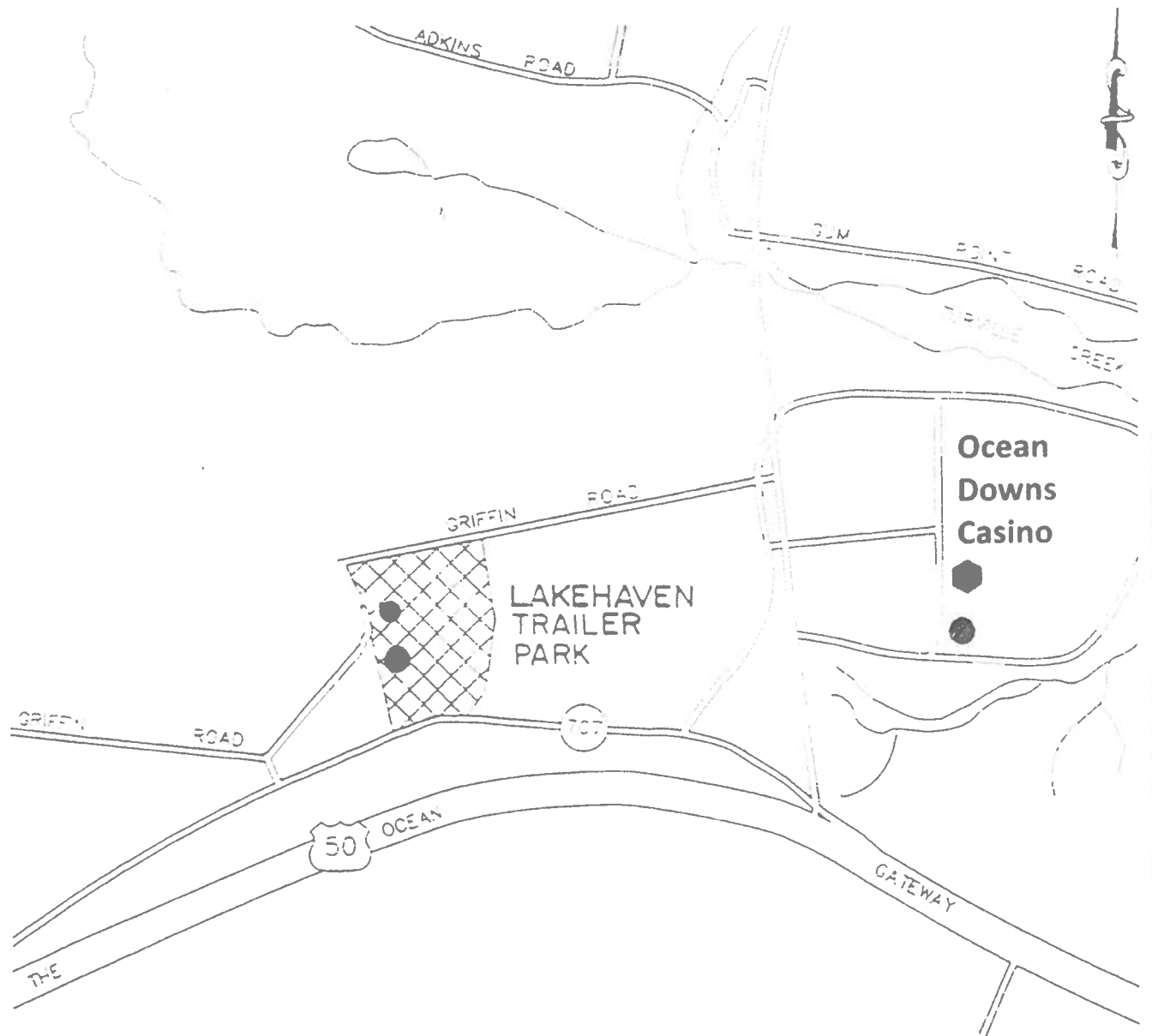
## **Attachment 1**

# **Plan Page Changes Proposed**

**Revised Page 3-46  
Revised Figure 3-8**

## EXISTING WATER SYSTEMS

SYSTEM NAME	DELMARVA DOWNS		
AREA SERVED			
OWNED BY	Ocean Downs Casino		
OPERATED BY			
POPULATION	2010	2020	2030
SERVED (EDU)			
UNSERVED (EDU)			
GPCD (EDU)			
CAPACITY (MGD)			
DEMAND	0.01	0.01	0.01
PLANNED	0.01	0.01	0.01
PRODUCTION WELL(S)			
WELL NUMBER	28 (W067G1005)	29 (W067G105)	
AQUIFER	PLEISTOCENE	PLEISTOCENE	POCCOMOKE
LOCATION	193,538,1324,758	194,1326	
DEPTH (FEET)	100	97-96	210'
DIAMETER (")	6"	4-4	8"
MAX YIELD (GPM)		200-65	
PUMPING CAPACITY	70	50-50	
WATER QUALITY	UNKNOWN		
TREATMENT PLANT(S)			
TYPE	NONE		
LOCATION			
RATED CAPACITY			
AVG PRODUCTION			
MAX PEAK FLOW			
STORAGE CAPACITY	1-150,000 gal ground storage tank		
SLUDGE DISPOSAL			
COMMENTS			
EXPANSION PLANS			
PROBLEMS			
PLANNED IMPROVEMENTS			
AGREEMENTS, POLICIES			
ALLOCATION			



## CATEGORIES

	W - 1	EXISTING & PLANNED SYSTEM
	W - 2	UP TO 5 YEARS
	W - 3	5 TO 10 YEARS

## LEGEND

ITEM	EXISTING	PROPOSED
WATER TREATMENT PLANT		
WATER STORAGE TANK		
WELL & PUMP		

GRAY'S CORNER & ENVIRONS  
WATER SERVICE AREA

WORCESTER COUNTY  
COMPREHENSIVE WATER  
AND SEWERAGE PLAN



CONSULTING ENGINEERS AND SURVEYORS  
**Andrews, Miller & Assoc., Inc.**

508 MARYLAND AVENUE • CAMBRIDGE, MARYLAND • 21613

PHONE (301) 228-1117 Revised

DATE: JUNE, 1990

FIGURE NO. 3-8



**IV. Comprehensive Water and Sewerage Plan Amendment**

- D. As the next item of business, the Planning Commission reviewed an application associated to amend information for the Ocean Downs Casino in the *Master Water and Sewerage Plan (The Plan)*. Robert Mitchell, Director of Environmental Programs presented the staff report to the Planning Commission.

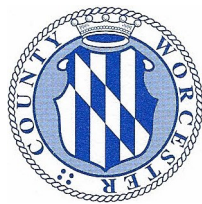
Mr. Mitchell explained that the casino requests to revise certain water system informational items in *The Plan*. Those changes would include: revision to a water service map and a revised water system for the casino. He detailed that the Casino desires to replace their existing 100,000-gallon elevated steel water tank with a 150,000 gallon bolted steel ground-level storage tank

Mr. Mitchell further explained the subject property is an existing horse racetrack and state-licensed casino facility with unoccupied commercial-zoned land occupying a portion of the southern part of the property. They are currently served by sewer from Ocean Pines and private water. The property is currently zoned A-2, with the southernmost portion of the property zoned C-2.

The Planning Commission members did have a few comments. Mr. Church and Ms. Ott asked about the distinctive style of the elevated tank. Mr. Mitchell responded that perhaps the casino felt that the older tank was better placed as a ground level tank. Mr. Barbierri asked about fire flow now that the tower would not be elevated and Mr. Mitchell said pumps were provided as part of this planned construction.

Following the discussion, a motion was made by Ms. Wimbrow, seconded by Ms. Ott, to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners. The vote was unanimous.

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



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

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**CHRISTOPHER CLASING, P.E.**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** February 23, 2025  
**SUBJECT:** Courthouse Chiller Pump

---

Public Works is requesting Commissioner approval to contract with Modern Controls for the installation of a redundant chilled water pump within the Courthouse air conditioning system. The total proposed contract amount is \$66,583.00. Funds are available in Assigned Fund Balance, New World project code "Court Chiller". The original project request was for a redundant pump and replacement of the existing pump, however, with increased prices funding is not enough for both.

The current chilled water system for Courthouse air conditioning only has one aged pump. This pump was installed in 1984 during an addition to the building and has been maintained to manufacturer's specifications. However, should this 40-year-old pump fail, air conditioning to the building would be unavailable until a repair was made. This additional pump will allow air conditioning to remain.

In 2018, the Commissioners selected Modern Controls as the sole provider for building automation controls systems and has since installed multiple HVAC systems across the County, consistently delivering excellent service, quality installations and dependable support.

Please let me know if there are any questions.

Attachments

cc: Kim Reynolds  
 Nick Rice  
 Chris Clasing  
 Michael Hutchinson

# Worcester County Public Works

## Chilled Water Pump



TO: Michael Hutchinson  
Worcester County Public Works

RE: Jesse Hunter  
Modern Controls Inc.

PROPOSAL # 25-0625

2.21.2025

## PROPOSAL # 25-0625

February 21, 2025



To: **Michael Hutchinson, Maintenance Superintendent**  
**Worcester County Department of Public Works**  
**6113 Timmons Rd, Snow Hill, MD 21863**

Re: **Government Center – Chilled Water Pump w/ Controls**

We are pleased to provide a proposal for the Chilled Water System associated with the Government Building. Our scope of work is as follows:

### SCOPE OF WORK

---

Chilled Water Pump – Qty: (1)

- Install (1) 460V/3P 7.5 HP Taco Chilled Water Pump
  - Redundancy Pump
- Install Chilled Water Piping with valves off the existing header
  - Install pipe insulation.
- Provide (1) Disconnect/Starter for the additional pump.
- Install Low Voltage Control wiring and add to existing BAS
  - Programming, Commissioning, Startup
- Provide water balancing when complete.
- Complete startup and verification of operation.

## PRICING

---

Quoted Price .....\$66,583.00

## CLARIFICATIONS

---

- ▶ Proposal does NOT include after hours or weekend labor.
- ▶ High Voltage wiring by others.
- ▶ Concrete pad for additional pump by others.
- ▶ Anything not included in this proposal is excluded.

**Please feel free to call if you have any questions or concerns regarding this proposal.**

**Sincerely,**

*Jesse Hunter*

Jesse Hunter  
Account Manager  
ModernControls, Inc.  
Cell Phone: (443) 856-3331  
Office Phone: (302) 325-6800  
Email: [jhunter@moderncontrols.com](mailto:jhunter@moderncontrols.com)

**I accept the above contract:**

---

Authorized Signature                      Date

# ITEM 5 FI Series Pump | Submittal Data

Submittal No: 301-2141D | Model: 2009D | RPM: 1760 - 60 Hz | Effective: January 27, 2020 | Supersedes: July 12, 2018

JOB: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

## PRODUCT DATA

ITEM NO. \_\_\_\_\_ MODEL NO. 2009D

IMPELLER DIAMETER \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

GPM \_\_\_\_\_ VOLTAGE \_\_\_\_\_

HEAD/FT \_\_\_\_\_ RPM 1760

WEIGHT \_\_\_\_\_ PUMP/MOTOR \_\_\_\_\_

NSF 61 CERTIFIED YES NO

## DIMENSIONS

Model No. | 2009D

Flange Size (Suction x Discharge) | 2 ½ x 2 (64 x 51)

HORSEPOWER		2	3	5	7.5
ODP	MOTOR FRAME	145T	182T	184T	213T
	G MAX	13.13 (333)	15.13 (384)	19.08 (484)	
	MAXIMUM ASSEMBLY WEIGHT LBS. (KG)	287 (130)	328 (149)	458 (208)	
TEFC	MOTOR FRAME	145T	182T	184T	213T
	G MAX	15.67 (398)	18.19 (462)	20.65 (524)	
	MAXIMUM ASSEMBLY WEIGHT LBS. (KG)	287 (130)	328 (149)	458 (208)	
A		ANSI Class 125: 4.60 (117)			
		ANSI Class 250: 4.91 (125)			
B		ANSI Class 125: 9.75 (248)			
		ANSI Class 250: 10 (254)			
C		17.18 (436)			
D		40.0 (1016)		43.0 (1092)	
E		ANSI Class 125: 1.47 (37)			
		ANSI Class 250: 1.16 (30)			
F		11.28 (287)			
J		ANSI Class 125: 17.93 (455)			
		ANSI Class 250: 18.24 (463)			
K		15.68 (398)			
N		2.00 (51)			
P		36.0 (914)		39.0 (991)	

Configuration	DOE Basic Model Number	PEI Value		Energy Rating
Bare Pump	FI2009D-4P-BP	PEI <sub>d</sub>	0.86	14
Pump + Motor	FI2009D-4P-PM	PEI <sub>d</sub>	0.86	14

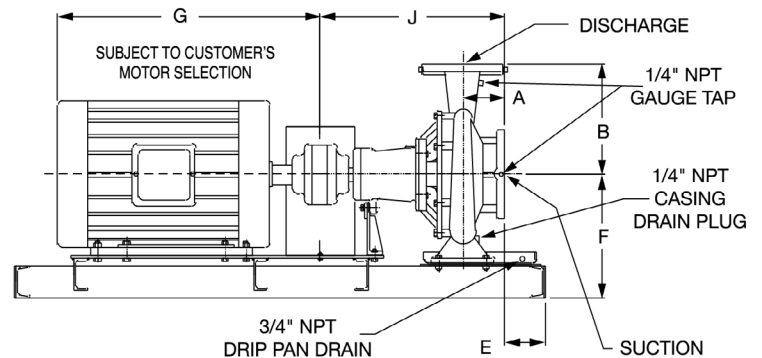
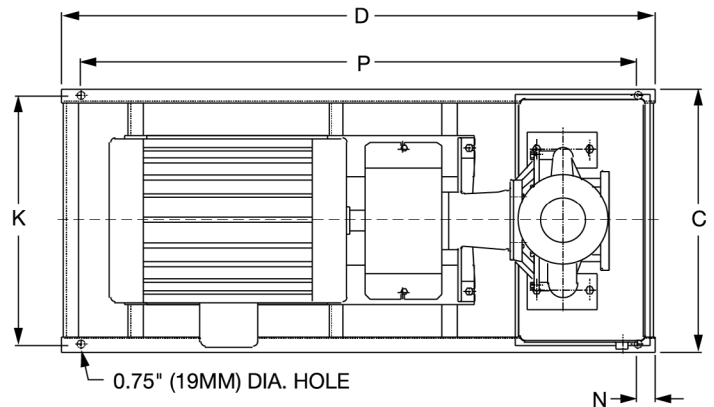
## OPERATING SPECIFICATIONS

FLANGE	PRESSURE	TEMPERATURE
ANSI Class 125	175 PSIG* (1210 KPA)	250°F (120°C)
ANSI Class 250	300 PSIG** (2070 KPA)	250°F (120°C)

Motors: All NEMA Standard (T Frame)

\* In accordance with ANSI Standard B16.1 Class 125

\*\* In accordance with ANSI Standard B16.1 Class 250



English dimensions are in inches. Metric dimensions are in millimeters.  
Metric data is presented in ( ). Do not use for construction purposes unless certified.



# ITEM 5

MATERIALS OF CONSTRUCTION			CASING	COVER	IMPELLER	WEAR RING	SHAFT	SHAFT SLEEVE	MECHANICAL SEAL	SEAL FLUSH LINE ASSEMBLY
STANDARD CONSTRUCTION	BRONZE FITTED	125# FLANGE	Cast Iron ASTM A48/A48M-03 Class 30A	Cast Iron ASTM A48/A48M-03 Class 30A	Bronze ASTM B584 ALLOY C83600 or C84400	N/A	Stainless Steel TYPE 416™ ASTM A582	Bronze ASTM B584-98A C92200	Ceramic/EPT	N/A
		250# FLANGE	Ductile Iron ASTM A536-84 Grade 65-45-12	Cast Iron ASTM A48/A48M-03 Class 30A	Bronze ASTM B584 ALLOY C83600 or C84400	N/A	Stainless Steel TYPE 416™ ASTM A582	Bronze ASTM B584-98A C92200	Ceramic/EPT	N/A
OPTIONAL		125# OR 250#	N/A	N/A	Stainless Steel ASTM A351/A 351M-08	Bronze ASTM B584-98A C92200	N/A	Stainless Steel TYPE 303 ASTM A276	Tyngsten Carbide /EPT or Silicon-Carbide/EPT	Copper & Brass C3600
STANDARD CONSTRUCTION	NSF 61	125# FLANGE	Cast Iron ASTM A48/A48M-03 Class 30A	Cast Iron ASTM A48/A48M-03 Class 30A	Stainless Steel ASTM A351/A 351M-08	N/A	Stainless Steel TYPE 416™ ASTM A582	Bronze ASTM B584-98A C92200	Ceramic/EPT	Copper & Brass C3600
		250# FLANGE	Ductile Iron ASTM A536-84 Grade: 65-45-12	Cast Iron ASTM A48/A48M-03 Class 30A	Stainless Steel ASTM A351/A 351M-08	N/A	Stainless Steel TYPE 416™ ASTM A582	Bronze ASTM B584-98A C92200	Ceramic/EPT	Copper & Brass C3600
OPTIONAL		125# OR 250#	N/A	N/A	N/A	Bronze ASTM B584-98A C92200	N/A	N/A	N/A	N/A

N/A - Not Available

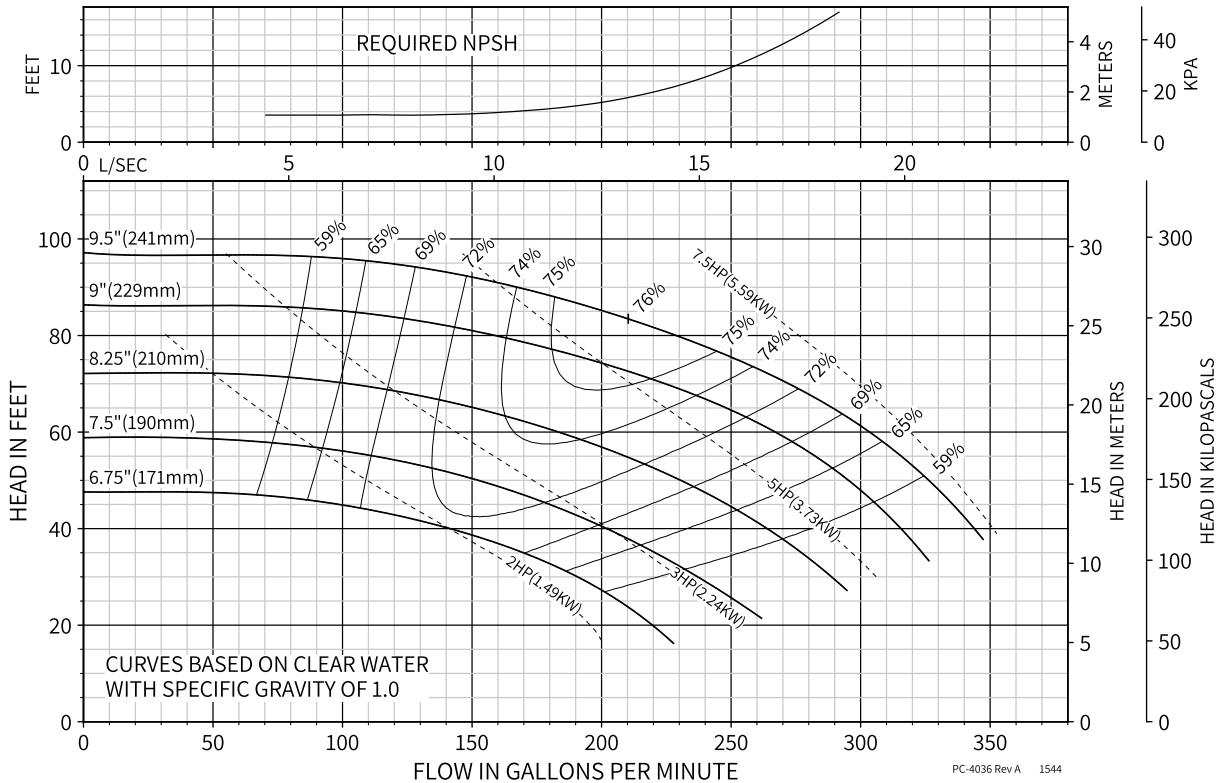


## FI Series | Model: 2009D | 1760 RPM

Curve No. 4036 | Min. Imp. Dia. 6.75" | Size 2.5x2x9.5 | February 03, 2020

Comfort Solutions  
A Taco Family Company

**Energy Efficiency Rating:** DOE Basic Model Number: FI2009D-4P-PM  
Pump & Motor: PEI<sub>CL</sub>: 0.86 | ER<sub>CL</sub>: 14



### COMMENTS

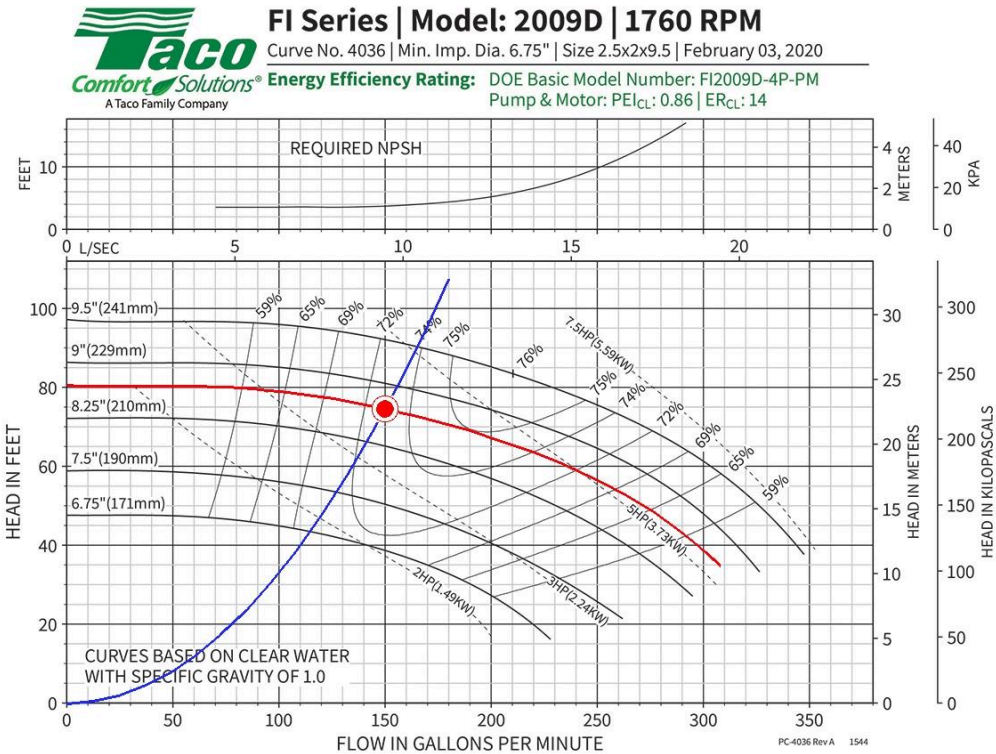




Model: FI2009D

Tag:  
CHWP-1,2

Flow Rate (GPM):	150
Head (FT):	75
Working Fluid:	Water @ 60 F
Efficiency (%):	72%
Construction:	Iron
Design Hp:	3.92
Nol Hp:	5.50
Motor Hp:	
Npsh (Ft):	4
RPM:	1760





# FI/FE Base Mounted Pumps

302-012

## Installation and Operation Instructions

SUPERSEDES: 302-012 dated 2001

EFFECTIVE: October 2014

Plant ID No. 001-937

### A: INSTALLATION

#### SAFETY REQUIREMENTS

1. **IMPORTANT!** These instructions should be read completely prior to installation of the equipment. A copy of these instructions should be retained on file for future reference.
2. This pump is intended for the circulation of water or other suitable HVAC media. It is not intended for hazardous, corrosive, or flammable liquids.
3. **Pump must not be operated without guards in place.**
4. Pump must not be operated until all plumbing and/or electrical connections are in place.
5. Proper care and suitable equipment should be used to move and install this heavy equipment.
6. Care should be taken when installing pipe systems to avoid placing an excessive load on the pump unions.
7. Refer to motor installation instructions to determine proper terminal connections in order to obtain correct pump rotation.
8. When the system piping is used as an earth bonding path for the building electrical services (check local codes), the pump should not be relied upon as part of the circuit. A properly installed bridging connection should be provided.
9. If electrical connection is to be made using any means other than rigid conduit, proper strain relief must be provided (min 100N tension).
10. Pump should be installed according to local electrical and safety codes using appropriate size wire and suitable over current protection. It should use a lockable isolator or circuit breaker conforming to EN60947-3.
11. It is recommended that the pump be fitted with a suitable "emergency stop" per the requirements of EN418.
12. It is recommended that sound (noise) level reading be taken following installation per requirement of EN809.

#### RECEIVING PUMP

1. Check pump for shortage and damage immediately after arrival. Prompt reporting to the carrier's agent, with notations made on the freight bill, will expedite satisfactory adjustment by the carrier.
2. Unload and handle the unit by lifting around the motor frame. Do not lift by pump casing or flanges.
3. Pumps are shipped from the factory ready to mount on a solid base. They are painted with one finish coat. Required accessories are packaged in a separate container and shipped with the pump.
4. If the pump is not to be installed and operated soon after arrival, store it in a clean dry place having slow moderate change in ambient temperature. Rotate the shaft weekly to coat the bearings with lubricant and to retard oxidation and corrosion. Follow motor storage recommendations.

#### A1: LOCATION

Locate pump in an easily accessible place with sufficient space around it for maintenance and servicing. On larger pumps

allow head room for the use of hoists or overhead cranes. Locate pump on a dry and clean place so that motor will be protected from moisture and dust.

On closed heating systems, place expansion tank at the suction side of the pump. When pump head is less than 20 feet, it is permissible to connect expansion tank to discharge side of the pump.

On open systems, install pump close to liquid supply and make suction piping as short and as straight as possible.

#### A2: FOUNDATION

The foundation serves to carry the pump weight and to absorb vibration. Normally, the foundation is made of a concrete pad, preferably tied in with the floor or ground. Make the foundation pad about 6" longer and 6" wider than the base of the frame. Height of the pad should be at least 6". When foundation is poured, provide a hole near each of the four (4) corners to match the holes in the pump base. To simplify installation and maintenance use lead Anchors.

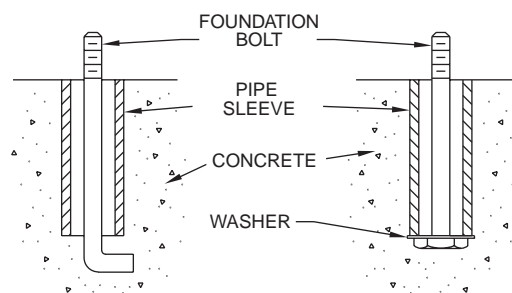


Fig. 1 – Anchor Bolts

#### A3: PUMP SETTING

When pump is set on its foundation, make sure to have it properly levelled. Place baseplate over foundation bolts. Place shims at corners of baseplate when required and level with a spirit gauge. Check also level of suction and discharge flanges.

#### A4: COUPLING ALIGNMENT



#### **WARNING: UNEXPECTED STARTUP HAZARD**

Disconnect and lockout power before servicing. Failure to follow these instructions could result in serious personal injury or death, or property damage.

Proper alignment of pump and driver will assure trouble-free operation and long life of the pump. Misalignment will cause rapid wear of seals, couplings and bearings. All pumps are carefully aligned before leaving the factory. However, experience indicates that alignment invariably changes in shipping and handling. Therefore, it is of utmost importance that alignment be checked at various steps of the installation process; i.e. after leveling, after piping and after first few weeks of operation.

# ITEM 5

## FORMS OF MISALIGNMENT: (FIG 2)

To check for angular alignment, insert a pair of inside calipers or taper gauge at four points at 90 degree intervals around the coupling. Angular alignment is achieved when the measurements at all points around the coupling faces are within **0.005"** of each other.

To check for parallel alignment, place a straight edge across both coupling rims at the bottom, and at both sides. Parallel alignment is achieved when all points around the OD of the coupler is within **0.005"**. Alignment adjustments can be made by shimming under the driver mounting feet. After each adjustment it is necessary to recheck all features of alignment.

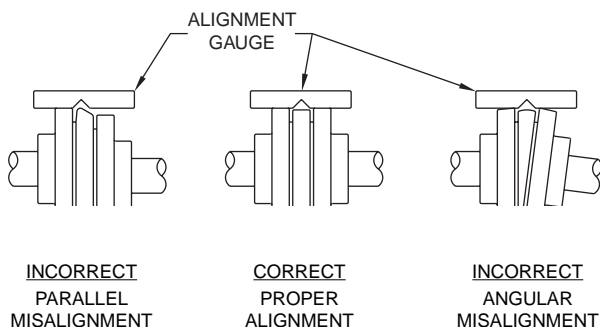


Fig. 2 – Coupling Alignment

Alignment should be performed after the baseplate has been properly set and grout has dried thoroughly according to instructions. Final alignment should be made by shimming driver only.

**NOTE:** Final alignment should be made at operating temperatures.

**ROTATING COMPONENT HAZARD**

Do not operate pump without all guards in place. Failure to follow these instructions could result in serious personal injury or death, or property damage.

## A5: GROUTING

When alignment is correct, the foundation bolts should be tightened evenly but not too firmly. The base plate can then be completely filled with grout, encasing the levelling shims or wedges. Foundation bolts should not be fully tightened until the grout is fully hardened, approximately 48 hours after pouring. Recheck alignment as outlined above.

## A6: PIPING

Correct piping is of prime importance for the proper operation and long life of the pump. Stresses induced by piping will cause excessive wear of seals, bearings and couplings that could ultimately destroy these elements.

Both suction and discharge piping should be suspended close to the pump connections so that no pipe weight rests on the pump. Pipe flanges and pump flanges should align perfectly before connections are made. Piping should **never** be drawn by force into place.

Thermal expansion of piping requires special attention on heating installations. If no room is provided for pipe expansion, stresses are induced in the piping that will exert a load on the pump. Forces created by pipe stresses can exceed by far the load exerted through pipe and water weight. Stress forces can distort pump, bend shafts, wear out seals and impeller wear rings and ultimately burn out bearings. To protect pump from thermal pipe stresses, provide spring hangers and flexible connectors that are suitable to compensate for pipe expansion. (Fig. 4)

Install gate valves on both suction and discharge side of the pump to allow servicing without draining the system.

On open pumping systems drawing water from a level below the pump (suction lift), install a foot valve with strainer.

On open systems where the pump is located below the suction water level (suction head), install a check valve in the discharge line close to the pump.

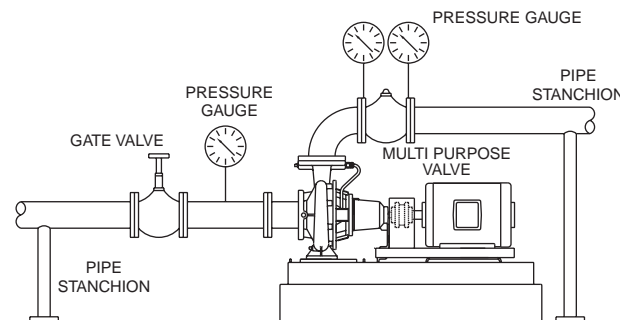


Fig. 3 – Typical Installation - Horizontal Piping

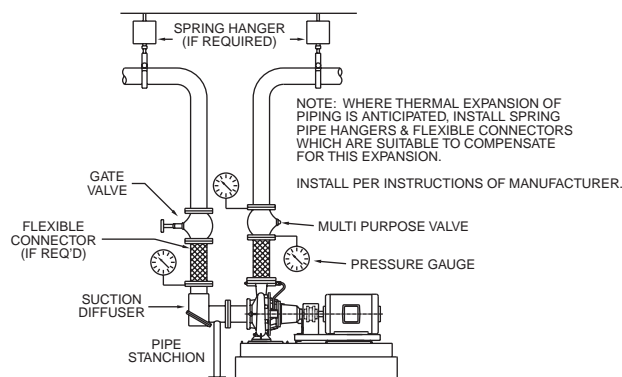


Fig. 4 – Typical Installation - Vertical Piping

## A7: CONNECTING PIPING

Piping may now be connected to pump. Make sure that pump and pipe flanges are strictly parallel and properly spaced for the gasket that will be used. Also check that pipes are supported properly and **do not** rest on pump flanges. **Never** draw pipes by force to pump flanges. Recheck alignment after piping connections are made. If misalignment was caused by piping, it is a sign that pipe stresses distorted the pump. Correct piping to relieve stresses.

## B: PUMP START-UP & OPERATION

Before starting up pump for the first time, several items are to be checked to avoid damaging pump.

### B1: LUBRICATION

- **FRAME MOUNTED PUMPS** (Grease Lubricated Design)

**NOTE:** FI pump standard construction has permanently lubricated sealed bearings. For FI pumps with optional regreaseable bearings and all FE pumps, follow instructions below.

Bearings are initially lubricated during manufacture. The regreasing interval depends upon the running speed of the unit:

PUMP RUNNING SPEED	REGREASING INTERVAL
1750 rpm	4250 hours
3450 rpm	2000 hours

To recharge the bearings with fresh grease, shut down pump (completely) and remove grease drain plug. Clean Alemite fitting and apply grease gun using enough strokes to equal 1.5 table-spoons. Restart pump and run for another fifteen minutes. Shut down pump (completely) and reinsert drain plug. Restart pump.

**CAUTION: Overgreasing bearings can cause premature bearing failures. Do not mix dissimilar greases. Do not lubricate while pump is running. Do not remove or install drain plug while pump is running.**

RECOMMENDED GREASES	
MAKE	GRADE
Exxon/Mobil	Polyrex EM
Connoco	Polyurea 2
Mobil	Polyrex EP 2
Citgo	Polyurea 2

### • CLOSE COUPLED PUMPS

The pump element is fixed directly to the motor shaft. Therefore, the motor bearings must be lubricated in accordance with the manufacturer's recommendations.

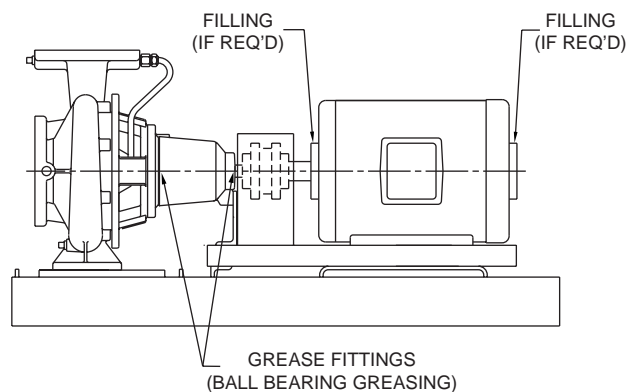


Fig. 5 – Lubrication Points

### B2: MOTOR WIRING & ROTATION

Check wiring of motor before starting to make sure that connections are wired properly for the voltage in use. Overvoltage can burn out motor windings. Check heater element in magnetic starter to see that it is properly sized to adequately handle the full load amp draw of the motor.

Before attempting to check out rotation of pump, open isolation valves and fill pump with water to provide lubrication of the seal. **Never operate the pump dry!!!**

Next throw the switch and see if direction of rotation corresponds with arrows on frame of pump. The direction of rotation is counterclockwise facing the suction end of pump. Direction of rotation of three phase motors can be easily reversed by interchanging two of the three wires at the terminal board of the motor. Reversing of single phase motors is done by interchanging some internal wires or clamps. Instructions for reversing are found either on the motor nameplate or inside the motor terminal cover.

### B3: PUMP START-UP

After you have checked lubrication and wiring, you are ready to start the pump.

Make sure the isolation valve is open on the suction side and close the valve on the discharge side. Start motor. Wait until unit has come to full speed and then open discharge valve slowly. Do not run pump for more than a few minutes with completely shut discharge valve. If system conditions call for part-time operation against shut valves, install a bypass line from discharge to suction.

#### • OPERATION - BEFORE STARTING

The pump is ready for starting when:

- The unit base plate is grouted and bolted to the foundation.
- Motor is correctly wired to starter switch, ensuring correct rotation.
- Pump and driver are correctly aligned.
- Bearing lubrication is provided.
- Mechanical seal has been fitted.
- All rotating parts are found to be free when turned by hand.
- Pump is primed. **Never run the unit dry.** The liquid in the pump serves as a lubricant for close running fits within the pump and the pump may be damaged if operated dry. The pump may be primed by using an ejector, exhauster or vacuum pump. If a foot valve is used in the suction line, the pump may be primed by venting and filling the casing and suction line with liquid.

### B4: MECHANICAL SEAL

Mechanical seals are the most delicate component of the pump. Special care has to be given to them to assure trouble-free operation.

The sealing element of a mechanical seal consists of a carbon washer rotating against a stationary metallic or ceramic ring. Surfaces of both are highly lapped to assure sealing.

Any dirt that penetrates between the two mating parts will cause a rapid wear of the seal faces and will ultimately result in seal leakage.

New heating systems are usually contaminated by various materials such as construction debris, welding slugs, pipe joint compound, mill scale, etc. It is of utmost importance that such systems be cleaned out thoroughly before putting pump into continuous operation.

Cleaning of a heating system is simple and easy. First flush out system with cold water at city pressure to remove all loose foreign matter that penetrated into the system. Afterwards, boil out system with chemicals to remove dirt adhering to pipes.

Chemicals most commonly used for this procedure are sodium triphosphate, sodium carbonate, or caustic soda but any non-foaming detergents as used in dishwashers can be applied.

Fill system with clean water, add cleaning chemicals (1 lb. for every 40 to 50 gallons of water or manufacturer's instruction). Start pump and heat up system. Let system run for a few hours and then drain and refill with fresh water. Your pumps are now ready for continuous duty.

**CAUTION: The addition of certain chemical additives to systems utilizing TACO equipment voids the warranty.**

## PROBLEM ANALYSIS



**Caution: Always disconnect the pump from the electrical power source before handling. If the pump and driver fails to operate properly, carefully read instructions and perform checks noted below.**

TROUBLESHOOTING		
SYMPTOM	POSSIBLE CAUSE(S)	CHECK
No Discharge	The pump is not primed.	If the case was vented and if suction and discharge valves are open.
	Speed is too low.	VFD settings.
	System head is higher than calculated.	The head calculations.
	Suction lift is higher than pump designed.	The NPSH required. Correct lift if NPSHR is higher than NPSHA.
	Impeller may be completely clogged.	The impeller visually, by dismantling the wet end.
	Incorrect direction of rotation.	The motor wiring.
		VFD settings.
Insufficient Discharge Flow	Air leak in the suction line.	All pipe fittings.
		All threaded & flanged connections.
	Speed is too low.	The motor wiring.
		VFD settings.
	System head higher than anticipated.	The head calculations.
	Insufficient NPSHA. Suction lift too high.	Gages.
		For clogged suction line or screen.
Insufficient Discharge Pressure	Impeller is partially plugged.	The impeller visually, by dismantling the wet end.
	Mechanical defects: a. Worn wear rings. b. Impeller is damaged. c. Incorrect direction of rotation.	All major components by dismantling the wet end.
	Speed is too low.	The motor wiring.
		VFD settings.
	System head is less than anticipated.	Design parameters
	Air in the system.	All fittings for leaks.
		All air vents for leaks.
Loss of Suction	Leak in the suction line.	All pipe threads and flanged connections.
		All fittings.
	Suction lift is too high.	For air in suction line.
	Insufficient NPSHA.	NPSHA calculations.
	Air in the system.	All pipe threads and flanged connections.
		All fittings.
	Air through casing gasket or pump seals.	If leakage exists.
Excessive Power Consumption	Clogged suction strainer.	The suction strainer.
	Speed is too high.	The motor wiring.
		VFD settings.
	System head is lower than calculated.	The head calculations.
	Specific gravity of the liquid is too high.	The calculations for viscosity correction.
	Mechanical defects: a. Bent Shaft b. Shaft is binding. c. Worn wear ring(s).	All major components by dismantling the wet end & bearing frame.



## Procedures for long-term storage

Here are some general suggestions for long term storage. The applicability of all, or some of these suggestions depend on several factors such as type of equipment, length of storage, and condition of the environment in which they are stored in:

1. Drain the casing completely and dry it thoroughly, including its bearing housing and stuffing box, or seal chamber. Apply a coat of soluble rust preventive solution both internally and externally.
2. Cover all openings. Flanged openings (such as suction and discharge nozzles) should be covered with blind flanges with elastomer gasket. Threaded openings should be covered with steel plugs or caps.
3. Remove the shaft coupling; it may cause the shaft to develop a permanent sag during prolonged storage.
4. Wrap the exposed shaft and key with corrosion inhibitor waterproof paper or waxed cloth.
5. Protect the bearing housing from moisture by placing bags of vapor phase inhibitor crystals around the housing.
6. Cover the equipment with industrial strength plastic, preferably transparent to allow its visual inspection, including its nameplate, without uncovering the unit.
7. Store the unit in its normal position in a dry, temperature controlled environment.
8. Inspect the unit periodically and turn the shaft a few times plus 1/4 turn at least once a week. Turning the shaft prevents pitting of finished surfaces. The extra 1/4 turn is to displace the sag and prevent the shaft from developing a permanent bow.

Visit our website [www.taco-hvac.com](http://www.taco-hvac.com) for "How To" videos.



### **Commercial Pump Warranty Terms**

(Models FI, CI, FE, CE, KV, KS, TA)

Taco, Inc. will repair or replace without charge (at the Company's option) any commercial pump product or part which is proven defective under normal use within one year from date of start-up or one year and six months from date of shipment (whichever occurs first).

In order to obtain service under warranty, it is the responsibility of the purchaser to promptly notify the Company in writing and promptly deliver the item in question, delivery prepaid to the

factory. For complete details on warranty returns, the purchaser should contact a local Taco stocking distributor or the Company. If the product or part in question contains no defect as covered in this warranty, the purchaser will be billed for parts and labor charges in effect at time of factory examination or repair.

Motors provided on commercial pumps are not covered by this warranty, and are warranted by the motor manufacturer. For complete details on motor warranty returns, the purchaser should contact the motor manufacturer's local service repair center or contact the motor manufacturer directly.

Seals provided on commercial pumps are not covered by this warranty.

Any Taco product or part not installed or operated in conformity with Taco instructions or which

has been subjected to misuse, misapplication, the presence of certain chemicals (such as solvents, acids, etc.) or other abuse will not be covered by this warranty. For complete information on chemical and application restrictions, the purchaser should contact the company.

Taco, Inc. reserves the right to make changes in details of design, construction, or arrangement of materials of its products without notification.

Taco, Incorporated offers this warranty in lieu of all other express or implied warranties. No warranties are made for merchantability or fitness for use and there are no warranties which extend beyond the description contained herein. Taco, Inc. will not be liable for any special, incidental, or consequential damages.

## **Do it Once. Do it Right.**

**TACO, INC.**, 1160 Cranston Street, Cranston, RI 02920 Telephone: (401) 942-8000 FAX: (401) 942-2360.

**TACO (Canada), Ltd.**, 6180 Ordan Drive, Mississauga, Ontario L5T 2B3. Telephone: 905/564-9422. FAX: 905/564-9436.

Visit our web site at: <http://www.taco-hvac.com>

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TACO, Inc.



*The Circuit Court for Worcester County*  
*First Judicial Circuit of Maryland*

ILENE D. MUHLBERG  
COURT ADMINISTRATOR  
COURT HOUSE - ROOM 208  
ONE W. MARKET STREET  
SNOW HILL, MD 21863  
(410) 632-2342

Date: March 4, 2025

To: Weston Young, Chief Administrative Officer  
Worcester County Commissioners

From: Ilene Muhlberg, Circuit Court Administrator

Re: Courthouse Security Grant – CORRECTED ATTACHMENTS

We respectfully request approval of the attached modified Memorandum of Understanding for security goods and services by and between the Maryland Judiciary Administrative Office of the Courts (AOC) and the Worcester County Commissioners for the Courthouse Security Grant.

The Circuit Court for Worcester County was awarded funding from AOC in the amount \$26,825.73. to install additional cameras in several areas of the Courthouse. Since the award of the grant from AOC, Worcester County has undertaken an RFP process to replace the entire County-wide camera system, including the Courthouse. The Court agreed to delay the purchase and installation of any new cameras to accommodate the RFP process. Therefore, the funding for the camera system in the Courthouse needed to be reallocated.

The Sheriff's Department requested, and the Administrative Office of the Courts has approved reallocation of \$12,657.97 of the original \$26,825.73 or additional access control in areas of the Courthouse, including installation of an additional door with badge access in a restricted area.

Thank you for your consideration.

c: Administrative Judge Brian D. Shockley  
Sheriff Matthew Crisafulli



**MEMORANDUM OF UNDERSTANDING MODIFICATION  
ADMINISTRATIVE OFFICE OF THE COURTS**

**E24-0015-25K**

Security Goods and Services for the Circuit Court for Worcester County  
Modification No. 1

Effective Date of Modification: \_\_\_\_\_ Effective Date of MOU: March 4, 2024

Between the Administrative Office of the Courts (“AOC”) and Worcester County, Maryland,  
hereafter collectively known as the “Parties.”

WHEREAS, on March 4, 2024, Worcester County, Maryland entered into a  
Memorandum of Understanding (“MOU”) with the AOC to acquire security-related goods  
and/or services for the Circuit Court for Worcester County.

NOW THEREFORE, in consideration of the Recitals which are hereby made a  
substantive part hereof, and the promises and the covenants herein contained, the adequacy and  
sufficiency of which are duly acknowledged, the Parties agree as follows:

1. Revise Article I of the MOU, Scope of Work, to include:
  - a. Removing goods and services related to Tier I Camera System. These are no longer requested with these funds.
  - b. Reallocating funds in the amount of \$12,657.97 that are leftover funds from the Camera System project that was not completed. Funds will be reallocated for goods and services as follows: Door with key card access leading to the holding cell area.
  - c. Incorporating into the MOU as Exhibit C the K.B. Coldiron, Inc. and Absolute Security Group, Inc. proposals.
2. Except as expressly modified herein, all provisions of the MOU remain in full force and effect and are hereby ratified and confirmed.

IN WITNESS WHEREOF, the Parties have caused this Modification No. 1 to be executed by  
their respective duly authorized officers, agents, or officials as of the above-referenced date.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

For Worcester County, Maryland:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Theodore J. Elder  
President, Board of County Commissioners  
Government Center  
One W. Market Street  
Snow Hill, MD 21863

For the Circuit Court for Worcester County:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hon. Brian D. Shockley  
Administrative Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ilene Muhlberg  
Court Administrator

For the Administrative Office of the Courts:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Whitney S. Williams  
Director, Department of Procurement, Contract &  
Grant Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judy K. Rupp  
State Court Administrator

Approved as to form and legal sufficiency this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Stephane J. Latour  
Managing Legal Counsel

**PROPOSAL**  
***K. B. Coldiron, Inc.***  
 Wall & Ceiling Systems  
 P.O. Box 297  
 FRANKFORD, DELAWARE 19945-0297  
 DE. Lic. #1989023074 MD. Lic. #22-734428  
 VOICE: 302-436-2611 FAX: 302-436-4260  
**Rob Brittingham cell 302-841-8071**  
 Email: Rob@kbcoldiron.com

PROPOSAL SUBMITTED TO:	ATTENTION:	DATE:
Worcester County Sheriff Department	Zach Parker	1/13/2025
STREET:	JOB NAME:	
	Sally-Port door	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	
ARCHITECT:	DATE OF PLANS:	PHONE: FAX: N/A
	12/10/24	
We hereby submit specifications and estimates for:		

**Furnish and Installed**

- A) Furnish and install Hollow metal opening at existing sally-port.  
 B) Material: (1) 3'0" x 7'0" 16GA door and Frame  
     (1) Mortice function lock keyed both sides  
     (2) Closer (to be installed at sally-port side)  
     (3) 10" x 10" light kit with wire glass  
     (4) Hes electric strike (wiring and pipe chase by others)

**Total A& B : \$ 7,975.00**

**ADD FOR OFF HOUR WORK IF REQUIRED: \$ 913.00**

**Notes:**

- 1) All work during Regular hours.  
 2) Excludes MEP, Painting, low voltage wiring,

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge. Note: This proposal may be withdrawn by us if not accepted within 30 days.. All agreements contingent upon strikes, accidents or delays beyond our control.. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

***Acceptance of Proposal*** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be outlined as above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_



Absolute Security Group Inc  
300 Mill St., Ste A  
Salisbury, MD 21801  
410-860-0620  
www.absolutesecuritygroup.com

ITEM 6

Proposal

Client Information

Worcester County Government Center  
1 West Market St  
Snow Hill, MD 21863

Proposal Number 5198  
Date 12/9/2024 Expires 12/31/2024  
Salesperson Steve Smith

**Access Control System Proposal**

**Absolute Security Group, Inc.** is a locally owned and operated security company that has served Delmarva for almost twenty years. We take pride in our exceptional service, in the fact that we install only the best equipment on the market, and our commitment to fulfilling the every need of our customers while making their experience as wonderful as possible. We are looking forward to working with you and appreciate the opportunity to propose the following access control system.

**Options for a residential or commercial access control system:**

- Intercom system
- Key fobs
- Keypads
- Remote access

**Absolute Security Group, Inc.** is committed to providing exceptional and timely service while also building close customer relationships.



Absolute Security Group Inc  
300 Mill St., Ste A  
Salisbury, MD 21801  
410-860-0620  
www.absolutesecuritygroup.com

ITEM 6

Proposal

Client Information

Worcester County Government Center  
1 West Market St  
Snow Hill, MD 21863

Proposal Number 5198  
Date 12/9/2024 Expires 12/31/2024  
Salesperson Steve Smith

Qty	Description
2	THIN LINE II READER BLACK RFID PROXIMITY CARD READERS
1	12VDC. ELECTRIC STRIKE LOCK ELECTRIC LOCK
1	Partial Roll of Access Control Bundle Wire
1	LABOR

Sub Total	\$3,769.97
Total This Proposal	\$3,769.97



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: County Commissioners  
 Weston S. Young, Chief Administrative Officer  
 FROM: Kim Reynolds, Budget Officer *Kim Reynolds*  
 DATE: February 21, 2025  
 RE: FY2026 Budget Requests- Municipalities and Ocean Pines

---

Attached please find the Fiscal Year 2026 letters from the Towns and Ocean Pines: Pocomoke City, Berlin, Snow Hill, Ocean City and Ocean Pines Association. We have scheduled to meet with the Towns and Ocean Pines Association at 10:00 a.m. on Tuesday, March 4, 2025 to discuss their grant requests.

Also included is the following:

- Page 2 Attachment A: FY2025 tax rates for the municipalities as provided by Maryland Department of Assessments & Taxation
- Page 3 Attachment B: FY2025 constant yield tax rates for municipalities as provided by Maryland Department of Assessments & Taxation
- Page 4 Attachment C: FY2026 letter sent in January 2025 (Pocomoke City letter attached as reference)
- Behind each Town and Ocean Pines Association letter is a worksheet which summarizes the FY2025 total paid County grants and pass thru monies and FY2026 Request:  
 Page 5 Pocomoke City  
 Page 8 Town of Berlin  
 Page 10 Town of Snow Hill  
 Page 15 Town of Ocean City  
 Page 19 Ocean Pines Association

:kr  
 Attachments

## Attachment A



Below is a list of counties in Maryland, and their property tax rates in effect on July 1, 2024. \*All rates are shown per \$100 of assessment.

## Municipal Tax Rates

	FY2025		
JURISDICTION	REAL	PERSONAL	UTILITY
Berlin	.8275	1.7000	1.7000
Ocean City	.4426	1.1100	0
Pocomoke City			
Owner	.9375	0	0
Non-Owner	1.1311	2.0000	2.4000
Snow Hill	.9375	1.8200	0
STATE	.1120	0	.2800



**CONSTANT YIELD TAX RATE 2025**

This is a summary of the constant yield tax rate certification (CYTR) sheets that were mailed to local governments on Friday, February 14, 2025. The constant yield tax rate is the tax rate that a jurisdiction would have to impose in order to obtain the same amount of property tax revenue in fiscal year 2026 as it received in fiscal year 2025. If a jurisdiction plans to set a tax rate higher than the current fiscal year's tax rate, the jurisdiction must advertise the tax increase and hold a public hearing before setting the tax rate for fiscal 2026. In some parts of some counties, there may be additional taxes levied for special purposes. These tax levies are not included in these tax rates.

Jurisdiction	7/1/2024 Net Assessable Real Property Base		7/1/2024 Tax Rate		7/1/2024 Potential Revenue		7/1/2025 Net Assessable Real Property Base		7/1/2025 Constant Yield Tax Rate
Berlin	594,864,046	X	0.8275	=	4,922,500	÷	631,133,613	=	0.7799
Ocean City	10,879,350,579	X	0.4426	=	48,152,006	÷	12,164,652,906	=	0.3958
Pocomoke City -Owner Occupied	146,338,264	X	0.9375	=	1,371,921	÷	155,857,838	=	0.8802
Pocomoke City -NonOwner Occupied	172,819,465	X	1.1311	=	1,954,761	÷	186,774,385	=	1.0466
Snow Hill	146,715,735	X	0.9375	=	1,375,460	÷	156,162,504	=	0.8808



OFFICE OF THE  
COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 7, 2025

COMMISSIONERS  
Theodore Elder, President  
Eric J. Fiori, Vice President  
Caryn G. Abbott  
Anthony W. Berlino, Jr.  
Madison J. Bunting, Jr.  
Joseph M. Mitrecic  
Diana Purnell

Weston S. Young, P.E.  
Chief Administrative Officer

Candace I. Savage, CGFM  
Deputy Chief Administrative Officer

Roscoe R. Leslie  
County Attorney

Mr. Todd J. Nock, Mayor  
Pocomoke City Mayor & Council  
P. O. Box 29  
Pocomoke City, MD 21851

Dear Mr. Nock:

The County Commissioners cordially invite you and the Council to our usual meeting with municipal officials to discuss grant requests on Tuesday, March 4, 2025 at 10:30 a.m. in the Commissioners Meeting Room of the County Government Center.

We recognize the County's obligation to provide a certain level of service to the citizens of Worcester County and it is our hope to be able to provide some level of funding to each of the municipalities. Please submit your request for any County grant funding to our Budget Officer, Kim Reynolds, by Wednesday, February 12, 2025, by mail or email at [kreynolds@co.worcester.md.us](mailto:kreynolds@co.worcester.md.us).

The Commissioners and I will do our very best to ensure that the financial resources available to the County are allocated in a manner, which will bring about the best possible service to all of the people.

Sincerely,

Theodore J. Elder  
President

Cc: Brandy Matthews, Finance Director

# POCOMOKE CITY, MARYLAND



February 12, 2025

Honorable Theodore J. Elder, President  
Board of County Commissioners  
County Government Center, Room 1103  
One West Market St.  
Snow Hill, MD 21863-1195

Dear President Elder:

Thank you for the opportunity to present Pocomoke City's budget request for funding in FY 2026. We appreciate the funding support that Worcester County has provided to the City in past years, and we look forward to continuing to work with the County on matters of common interest in the coming fiscal year.

For Unrestricted Grant funding, Pocomoke City requests \$567,787.00 to support upgrades to our general operations in Public Works, Police, Water and Wastewater, and Community/Economic Development. This reflects a 5% increase over the prior year's request. These funds would serve to provide critical general fund dollars that support all of the above-mentioned facets of City operations, particularly given the continued rise in the cost of materials, equipment, fuel and energy, vehicles and supplies.

We request any additional funding available for EMS and Fire operations in the amount of \$72,000.00, again primarily due to the rising costs associated with staffing shortages and the need for overtime and on-call compensation required to cover 24/7 operations, as well as to support the provision of out-of-town calls for service.

Regarding FY 2026 Restricted Infrastructure Grant Fund awards to municipalities, the City requests a grant award of \$ \$49,338.00 for security upgrades to our facilities in order to ensure the safety of the City Council, staff, and our visitors.

With that, on behalf of the Mayor and Council of Pocomoke City, please allow me to express our appreciation to the Worcester County Commissioners for your kind consideration of this funding request. We look forward to continuing our productive working relationship with the Worcester County Commissioners in FY 2026.

Sincerely,

*John C. Barkley*

John C. Barkley,  
City Manager

cc: Weston Young, County Administrative Officer



# ITEM 7

## GRANTS TO TOWNS - FY2026 Request - Pocomoke City

	<u>Pocomoke City FY25 Approved</u>	<u>Pocomoke City FY26 Request</u>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
Unrestricted Grant	500,000	500,000
Unrestricted Grant Increase Requested		67,787
Infrastructure Grant	48,317	49,338
Restricted Fire Grant	91,000	72,000
	639,317	689,125
(1) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	1,017,957	1,144,479
Supplemental Cnty Grant EMS to provide level fund		-
* Cnty Grant Vol. Fire Dept - based on code	266,650	297,855
Volunteer Fire Grant Supplement for Cancer Screenings/Physicals		3,120
<b>Sub-Total County Grants &amp; Debt</b>	<b>1,923,924</b>	<b>2,134,579</b>
Tourism Marketing On-Behalf	4,500	4,500
<b><u>SHARED REVENUES</u></b>		
* Income Tax	332,548	374,782
* Liquor License Distribution	9,375	9,375
	341,923	384,157
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	32,085	32,035
* Fire Co. Aid-State Pass Thru Towns-est	617	159
<b>TOTAL</b>	<b>\$ 2,303,049</b>	<b>\$ 2,555,430</b>

\* Mandated by State or County Code

(1) Ambulance Grant calculated FY2026 rates based on CY2024 runs



## Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

[www.berlinmd.gov](http://www.berlinmd.gov)

February 10, 2025

**Mayor**

Zack Tyndall

**Vice President**

Dean Burrell

**Council Members**

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

**Town Attorney**

David Gaskill

**Town Administrator**

Mary Bohlen



Hon. Theodore "Ted" Elder  
Worcester County Commissioners  
1 Market Street, Room 1103  
Snow Hill, Maryland 21863

President Elder,

On behalf of the Mayor and Council, citizens, and business community within the Town of Berlin, I thank you for the opportunity to make a funding request for the fiscal year 2026. In preparation for our meeting on Tuesday, March 4, 2025, we have included a summary of our municipal requests.

The Mayor and Council would like to request an increase in the unrestricted county grant for fiscal year 2026 of 7.5%, bringing the total grant to \$537,500. The unrestricted grant helps to offset the cost of services that the Town of Berlin provides in lieu of Worcester County providing these services.

Additionally, the Town of Berlin would like to request \$150,000 to assist with site work for the new Community Center on Flower Street. The Town is grateful for the active support of Commissioner Diana Purnell on the Town's Community Center Advisory Committee and the Commissioner's overall support of the project. The Town has secured Community Development Block Grant (CDBG) funding from the State of Maryland and has a Congressional Earmark request in the final stages of approval to assist with architectural and design work. To proceed with necessary site work, the Town seeks to leverage municipal funds in conjunction with Worcester County's support.

The Town of Berlin is grateful for the grant provided each fiscal year by the Worcester County Commissioners and respectfully requests a total of \$687,500 in funding for fiscal year 2026. We look forward to attending your meeting to discuss these requests in more detail and answer any questions you may have.

Respectfully,

Mayor Zack Tyndall

10 William Street

Berlin, MD 21811

(410) 641-1954

[MayorZack@berlinmd.gov](mailto:MayorZack@berlinmd.gov)

## GRANTS TO TOWNS - FY2026

## Request - Berlin

	<b>Berlin</b> <b>FY25 Approved</b>	<b>Berlin</b> <b>FY26 Request</b>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
Unrestricted Grant	500,000	500,000
Unrestricted Grant Increase Requested		37,500
Flower Street Community Center - Site work match	-	150,000
Restricted Fire Grant	221,000	221,000
	721,000	908,500
* Cnty Grant Vol. Fire Dept	266,650	297,855
Volunteer Fire Grant Supplement for Cancer Screenings/Physicals		3,120
(1) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	1,197,215	1,309,919
Supplemental Cnty Grant EMS to provide level fund		-
	1,463,865	1,610,894
<b>Sub-Total County Grants &amp; Debt</b>	<b>2,184,865</b>	<b>2,519,394</b>
Tourism Marketing On-Behalf	4,500	4,500
<b><u>SHARED REVENUES</u></b>		
* Income Tax	652,548	735,422
* Liquor License Distribution	23,000	29,150
	675,548	764,572
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	32,085	32,035
* Fire Co. Aid-State Pass Thru Towns-est	11,500	4,175
<b>TOTAL</b>	<b>\$ 2,908,498</b>	<b>\$ 3,324,676</b>
* Mandated by State or County Code		
(1) Ambulance Grant calculated FY2026 rates based on CY2024 runs		

**Janet Simpson, Mayor**  
**Margaret Fletcher, Council**  
**Diana Walsh, Council**  
**Edward S. Lee, Council**

**Rick Pollitt, Town Manager**  
**Maureen Howarth, Town Attorney**



**Lounell Hamstead, Finance Manager**  
**Lorissa McAllister, Econ. Dev. Dir.**  
**Paul Bessette, Grants Administrator**  
**Aaron Flook, Planning, Zoning & Bldg.**  
**Randy Barfield, Public Works Dir**  
**Bobby Wilt, Supt. of Water/WW**

February 10, 2025

Mr. Theodore J. Elder, President  
Worcester County Commissioners  
One West Market Steet  
Snow Hill, Maryland 21863

Dear President Elder:

Thank you for the opportunity to present our request for county funding for Fiscal Year 2025-26. We always like to mention that it is refreshing that the Worcester County Commissioners understand that municipal residents are county citizens, too, and that you generously provide this opportunity for all of our citizens to share in addressing the needs of our greater community. Serving as the county seat for Worcester County places Snow Hill in a unique category as the municipality that provides the governmental services necessary to support various county functions from courts and county administration to public health and safety to public schools, water and sewer, parks and recreation and other infrastructure. As such, many of those who visit Snow Hill for county services gain their first impressions of Worcester County by the image we present in our Town. Accordingly, we share a mutual interest in having the Town put its best foot forward in offering a warm welcome to our visitors and citizens alike.

Our letter this year closely follows the path of recent budget priorities and we appreciate the Unrestricted Grant contribution to Town services that the county traditionally provides. We also acknowledge with thanks the Payment in Lieu of Taxes and the sharing of Table Game Revenues that have become a staple of our budget planning.

In an effort to recognize and address serious challenges to public safety and to promote economic development of our county seat, this year's request includes funding for two new items: installation and repair of sidewalks in our school zones and increasing support for the Bank Street Promenade Project, an effort already endorsed by the county commissioners by some of your recent decisions.

Finally, this year we are renewing our request for your consideration of additional funding to begin addressing some of the historic flooding issues at Byrd Park that plague Town residents and visitors, alike. Three years ago, a grant-funded comprehensive master study by Davis, Bowen & Friedel of the tremendous flooding problems associated with the Park indicated that some \$3.5 million will ultimately be necessary to take control of severe drainage and flooding challenges and protect the Park for succeeding generations of visitors. Our goal is to address the first three of five

**Municipal Building \* P.O. Box 348 \* Snow Hill, Maryland 21863**  
**Telephone: 410-632-2080 \* Fax: 410-632-2858**



actions outlined by the Study to start the process of saving the Park. We are also again appealing for your help in restoring the basketball courts at the Park, enjoyed by so many from our greater community.

In defense of this request, we make note of Byrd Park's historic existence as a regional facility, not simply a "town park". Tourists and local citizens from a wide range of addresses take advantage of the access to the scenic Pocomoke River to launch boats of all kinds, hold family picnics and reunions, go fishing, play basketball and other games, everything that you might imagine from such a unique outdoor attraction. In fact, Byrd Park was home to the Worcester County Fair for a number of years boosting our contention that it does serve a much wider constituency than just the residents of Snow Hill. Without immediate attention to the "low-hanging fruit" referenced in the DBF study, we could see the eventual loss of Byrd Park and its contributions to our quality of life.

Accordingly, our requests for this year are as follows:

**UNRESTRICTED GRANT:           \$500,000**

The Town appreciates the \$500,000 in unrestricted county grant funds provided in the current budget and we respectfully ask that level funding be continued into the next fiscal year.

**PAYMENT IN LIEU OF TAXES:       \$322,000**

The current \$250,000 payment from the county included \$50,000 to implement the first phase of our Bikeways Feasibility Study. With your support, we were able to add another \$100,000 to that amount with funding from the Tri-County Council of the Lower Eastern Shore which was, in turn, approved to be applied to the Bank Street Promenade Project, an effort for which you have already provided much-appreciated support. We would ask that you continue to provide the \$50,000 figure in addition to the standard \$200,000 in Payments In Lieu Of Taxes. As you may know, we were only partially successful in obtaining a State grant to continue the construction of the project along Bank Street to River Street. The State funding fell some \$72,000 short of our request and we respectfully seek your consideration of that additional amount to keep our project on course to a successful conclusion. Even with that degree of support, we still must deal with stormwater management expenses and the cost of burying line utilities underground. We are fully engaged in an effort to secure those funds as we approach you for your added support.

**TABLE GAME REVENUE:   \$49,338   (equivalent to 10% of table game revenue)**

The current budget provided \$48,317 as an "infrastructure grant" available upon presentation of receipts indicating work has been performed. We ask that the contribution be continued based on 10% of the revenue generated by table games at Ocean Downs. We will continue to devote those funds to our street infrastructure needs.

**SIDEWALKS TO SCHOOLS: \$12,600**

Several years ago, our public works department obtained cost estimates to install new sidewalks on Morris Street from Market to Federal, Federal to Martin, Martin to Ironshire and Ironshire to Coulbourne Lane. We have updated those estimates and feel the requested funding will go a long way toward providing a safe path for youthful pedestrian traffic to the county schools on Coulbourne Lane. In addition to approaching the county commissioners for assistance, we will also be applying for State funding through their Safe Routes to Schools program.

**BYRD PARK GRANT: \$171,185**

Byrd Park is a beautiful, 15-acre natural spot along the banks of the scenic Pocomoke River that has become a venerated community gathering place for sports, leisure, family gatherings, picnics, festivals and other events that provide access to fishing and boating, whether by motor boat, canoe, kayak, pedal boats and the like. It has become truly more than simply a "Town" park. Byrd Park attracts people from all over the county and region who come there to enjoy and take advantage of the many attractions it provides. However, the Park is also known for tremendous flooding challenges that threaten to diminish if not ultimately destroy its availability as a valued community resource.

Three years ago, the Town of Snow Hill commissioned a master drainage and flooding study from Davis, Bowen & Friedel to attempt to identify strategies to literally save the Park. The study found that it could take as much as \$3.5 million to fully address and overcome the challenges as they exist today. The study recommended five distinct projects, each with an estimated cost, to implement the plan. They ranged from \$17,745 for step one to \$3,151,875 for step five. In consulting with our engineers, we feel that we might accomplish the first three steps, with county support, described as follows with figures updated to 2025:

Step One: \$18,810 for maintenance of existing stormwater management facilities and installation of check valves.

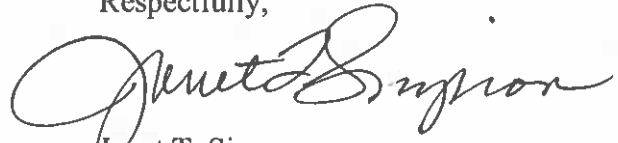
Step Two: \$48,092 for re-grading low areas

Step Three: \$37,765 for construction of stormwater features (bioswales, vegetative buffers and rain barrels.

We are further asking for your support to completely replace the existing basketball courts that are in a deteriorating condition for an amount of \$66,518. Again, we offer the position that the Park and all of its attractions are a valuable resource for a much wider constituency than merely the citizens of Snow Hill and we respectfully seek your endorsement of our request.

Thank you once again for your time and consideration. As colleagues in the business of providing services to our constituents, we realize that our needs and demands far exceed our ability to address in total. But we also understand that by pooling our resources and working collaboratively, we can achieve so much to enhance the quality of life of our residents and make our citizens proud to call Snow Hill and Worcester County our home. We look forward to continuing to work with you and your staff in meeting our obligations to our citizens and we will see you on March 4<sup>th</sup> to discuss these matters in person. In the meantime, if you have any questions or need of additional information, please do not hesitate to contact Town Manager Rick Pollitt.

Respectfully,

A handwritten signature in cursive script, appearing to read "Janet T. Simpson".

Janet T. Simpson  
Mayor

Cc: Kimberly Reynolds  
County Budget Office  
Snow Hill Town Council

**GRANTS TO TOWNS - FY2026**  
**Request - Snow Hill**

	<b>Snow Hill FY25 Approved</b>	<b>Snow Hill FY26 Request</b>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
Unrestricted Grant	500,000	500,000
Other Grants - in lieu	200,000	200,000
Other Grants - in lieu Bikeways	50,000	50,000
Bank Street Project - Stormwater mgmt expenses		72,000
Sidewalks to Schools		12,600
Byrd Park - Stormwater maintenance & construction		104,667
Byrd Park - Replace basketball courts		66,518
Infrastrure Grant	48,317	49,338
Restricted Fire Grant	75,000	83,000
	873,317	1,138,123
* Cnty Grant Vol. Fire Dept	266,650	297,855
(1) Volunteer Fire Grant Supplement for Cancer Screenings/Physicals		3,120
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	903,312	1,007,236
Supplemental Cnty Grant EMS to provide level fund		
	1,169,962	1,308,211
<b>Sub-Total County Grants &amp; Debt</b>	<b>2,043,279</b>	<b>2,446,334</b>
Tourism Marketing On-Behalf	4,500	4,500
<b><u>SHARED REVENUES</u></b>		
Income Tax	207,058	233,354
* Liquor License Distribution	8,000	9,563
	215,058	242,917
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	32,085	32,035
* Fire Co. Aid-State Pass Thru Towns-est	2,200	754
<b>TOTAL</b>	<b>\$ 2,297,122</b>	<b>\$ 2,726,540</b>

\* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY24

(2) Ambulance Grant calculated FY2026 rates based on CY2024 runs



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

February 12, 2025

Mr. Theodore J. Elder  
President  
Worcester County Commissioners  
Government Center  
One West Market Street – Room 1103  
Snow Hill, MD 21863-1195

RE: Worcester County Grant Request FY26

Dear Honorable President Elder and Distinguished Worcester County Commissioners:

The Mayor and Council look forward to meeting with the County Commissioners to discuss grants for FY26. In order to allow you time to prepare for our meeting, please find the summation of our requests.

The undesignated grant we receive from Worcester County helps to offset the cost of services that Ocean City provides in lieu of the County providing these services. The Town requests that the undesignated grant be increased 2.9% in FY26 to match the increase in the CPI.

We would also like to thank you for other grants we receive and request that the grants for Tourism, Recreation, OCDC, the Convention Bureau, and the Park and Ride continue to be funded at the same level they were funded in FY25.

We would like to again thank the Commissioners for recognizing our concerns with regard to the cost to Ocean City taxpayers of providing EMS service to the West Ocean City area and working with the town to develop a formula to fully fund and reimburse the town for providing this essential service. We would again request that this formula be applied in the FY26 Budget. The total cost to provide this service in 2024, over and above grants received and revenue collected, was \$1,247,495. We would request a grant in the amount of \$1,247,495 to cover these costs and your agreement to continue to utilize this same formula to cover the cost of providing this service in calendar year 2025. We have included a breakdown of the actual costs to provide the West Ocean City Service. You should note that calls for service in West Ocean City now account for 21.26% of our total EMS calls.

## MAYOR

Richard W. Meehan

## CITY COUNCIL

Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

## CITY MANAGER

Terence J. McGean, PE

## CITY CLERK

Diana L. Chavis, MMC



Public safety remains Ocean City's #1 priority. Recent changes to the state law regarding provisional police officers has eliminated our seasonal officer program. This program previously allowed us to recruit seasonal officers during the summer months to offset the need for additional fulltime officers. The program also provided the town with a valuable resource for recruiting purposes. Last year we had 30 seasonal officers. The majority of our current year-round officers started their careers as seasonal police officers.

To fill the void created by the loss of the seasonal program will require us to hire ten additional full-time officers. The cost, in the first year alone to hire and equip these officers, will be \$1,448,350. In addition, the Town, out of necessity, will be immediately establishing a take home vehicle policy for all officers. The County, and other municipalities within the county, already have a take-home policy in place for police officers and deputy sheriffs. In order for Ocean City to compete and address officer retention and recruitment of new officers, this program is now essential. The cost to purchase and upfit ten additional vehicles in the first year is \$829,850.

If Ocean City is unable to maintain staffing at the levels required to offset the loss of the seasonal program this will put an additional burden on the Worcester County Sheriff's Department for assistance. We believe that public safety is also a top priority of the Worcester County Commissioners and we respectfully request that the county provide a grant to Ocean City to off-set 50% of total cost referenced above or \$1,139,100.

In FY25, new state property assessments from Ocean City increased Worcester County property tax revenue by \$14 million. Because these assessments are phased in over three years, the County will see a similar increase in FY26. We believe it is only fair that some of those additional revenues be used to directly benefit the residents and property owners in Ocean City.

In closing, we believe the above requests are reasonable and important and we look forward to meeting with you to discuss our requests.

Respectfully,

A handwritten signature in dark ink, appearing to read "Rick Meehan", is written over a faint, light-colored circular background.

Richard W. Meehan  
Mayor

**Cost of Career Division Response to West Ocean City:  
Actual for FY 24**

Calls for Service to West Ocean City:

Calendar 2024 Emergency Medical Calls	1,222
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Total Career Division Calls for Service	5,749
% of West OC Response to Total	21.26%

Total Career Division FY 24 Expenses	11,355,795
<b>% of Budget for West Ocean City Response (21.26%)</b>	<b>2,413,773</b>

West Ocean City Patient Revenue Collected	248,080
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Worcester County Grants for Ambulance Service:

590 credit runs @ \$900 per run	531,000
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632 non-transports @ \$225 per run	142,200
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Additional Supplement for Runs (.2126 x total rec'd)	30,200
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Per Paramedic Funding (.2126 of total received)	112,253
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Personnel Supplement (.2126 x total)	40,394
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Ambulance Funding (.2126 of total received)	53,150
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Mileage supplement .2126 x \$42,341	9,002
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Total Worcester County Grants Received for West OC	918,198
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<b>Total Revenue Received for West OC Calls</b>	<b>1,166,278</b>
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<b>Town of Ocean City Contribution to West OC Calls</b>	<b>1,247,495</b>
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## GRANTS TO TOWNS - FY2026

## Request - Ocean City

	Ocean City FY25 Approved	Ocean City FY26 Request
<b>COUNTY GRANTS TO TOWNS</b>		
Ocean City Unrestricted Grant	2,748,494	2,748,494
Unrestricted Grant Increase Requested		79,706
Convention Bureau	50,000	50,000
Recreation Grant	100,000	100,000
Tourism Marketing	400,000	400,000
Other Grants - Park & Ride	80,000	80,000
Public Safety - Increase Police Force & Vehicles (50% cost)	-	1,139,100
Public Safety - OC Bomb Squad digital X-ray system (50% cost)	32,500	-
Downtown Redevelopment	125,000	125,000
Restricted Fire Grant	227,000	208,000
	3,762,994	4,930,300
Ocean City MOU Additional Request	-	-
Sub-Total	3,762,994	4,930,300
(1) Ambulance Grant ***Included in 1105 budget	2,430,841	2,464,346
(1) EMS Services to WOC	823,794	1,247,495
Supplemental Cnty Grant EMS to provide level fund		-
* Cnty Grant Vol. Fire Dept-General Fund Bgt	266,650	297,855
Volunteer Fire Grant Supplement for Cancer Screenings/Physicals		3,120
<b>DEBT SERVICE FOR BENEFIT OF OCEAN CITY</b>		
Beach Maintenance-DNR Fund	490,000	490,000
	4,011,285	4,502,816
<b>Sub-Total County Grants &amp; Debt</b>	<b>7,774,279</b>	<b>9,433,116.33</b>
Tourism Marketing On-Behalf	270,000	270,000
<b>SHARED REVENUES</b>		
* Income Tax	2,070,585	2,333,550
* Bingo License Receipts	2,000	2,900
* Liquor License Distribution	325,000	340,000
	2,397,585	2,676,450
<b>STATE AID PASS THRU</b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	32,085	32,035
* Fire Co. Aid-State Pass Thru Towns-est	34,833	43,566
<b>TOTAL</b>	<b>\$ 10,508,782</b>	<b>\$ 12,455,167</b>

\* Mandated by State or County Code

(1) Ambulance Grant calculated FY2026 rates based on CY2024 runs



## OCEAN PINES ASSOCIATION, INC.

239 Ocean Parkway • Ocean Pines, Maryland 21811  
Telephone: 410-641-7717 • Fax: 410-641-5581

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February 3, 2025

Ms. Kim Reynolds, Budget Officer  
Worcester County Government Center  
One West Market Street  
Snow Hill, Maryland 21863

Dear Ms. Reynolds:

This request is being submitted to you in accordance with the letter dated January 7, 2025 from President Theodore Elder. President Elder asked that the Ocean Pines Association provide details on funding requests to assist with developing the Worcester County Budget for the coming fiscal year.

The 8,588 properties within Ocean Pines include a year-round population of over 12,000 which represents a significant percentage of the overall county population. In addition to the county residents that live and own property in Ocean Pines, the Association shares the use of its physical assets with thousands of guests who come to the area to visit each year. These physical assets include eighty-two miles of road, associated bridges, five pools, a golf course, several restaurants, and numerous parks and playgrounds. Additional services that the Association provides to the residents of the county when they are in Ocean Pines include public safety services and various recreation programming that include classes for physical fitness and wellness, educational forums, along with children's camps and other activities.

The summary information noted above is a general reference regarding our request for funding. We believe the Commissioners and other members of the leadership team recognize the Association for the asset that it is to the County through its consideration of funding for this upcoming year.

As we have requested in the past, and to align with the County's budget structure, our requests fall into three categories: Public Safety, Roads and Bridges, and Parks and Recreation.

Visit Us Online at [www.oceanpines.org](http://www.oceanpines.org)

**Public Safety**

The County has consistently provided grant funding for the dedicated purpose of supporting the Ocean Pines Police Department. We appreciate this financial support and request that the County continue to provide a level of funding commensurate with the importance of this public safety service.

The annual report submitted by the Ocean Pines Police Department shows the number of calls in 2024 for mutual aid and assisting other agencies including joint agency operations at 332 and a total number of calls for service at 9,230. These service calls generated by citizens and police personnel in the field included both criminal and non-criminal incidents. Your help in providing much needed funding is imperative to meet the related and growing needs for recruitment, training, and time.

In addition, as Ocean Pines is not a municipality, we cannot participate in the Law Enforcement Officers Pension System (LEOPS). This has been extremely challenging, as we have adopted an enhanced pension plan equivalent 401K program. The request for funding will assist in not only providing support to the officers of the department but also in keeping Ocean Pines the safest city to live in Maryland.

To assist us in meeting the current and increasing demands on our police force, we respectfully request Public Safety funding in the form of a grant in the amount of \$725,000 and ask for your consideration.

**Roads & Bridges**

The 82 miles of roads in Ocean Pines carry the traffic load for both resident and non-resident vehicles every day. Along with the responsibility to maintain 4 bridges to comply with the appropriate safety standards, we also have 387 drainage pipes that cross under existing roads. As that infrastructure is more than 50 years old, much of it is in dire need of replacement. We must also maintain each of the residential driveway pipes throughout our community.

Ocean Pines has taken a more aggressive approach in maintaining our roadways and repairing drainage pipes. Specific plans have been developed, and work is being done in these areas in conjunction with those plans. If funding from the County were to be made available, these projects could continue, and we would be able to alleviate road and drainage problems that currently have an impact on many of our property owners. Also, should the County open any discussions regarding available Casino funds and the impact associated with the establishment of table games, Ocean Pines would be very interested in participating in the hopes that we could potentially share benefits with the County residents in Ocean Pines if such funding became available.

To assist us in meeting the infrastructure needs of our portion of the county, we respectfully request funding in the amount of \$150,000 and ask for your consideration.



## **Parks & Recreation**

Our Recreation & Parks Department operates seven days a week, year-round, to meet the needs of our residents, visitors, and tourists. We offer many no-fee amenities and activities, including concerts in the park, holiday events, basketball courts, soccer fields, playgrounds, a skate park, walking trails and other special event programs that are open to the public and well attended by residents and non-residents alike. However, there are considerable maintenance and operations costs associated with these “free” amenities; most of which is considerably borne by the residents.

To assist us in continuing to execute high-quality events and programming for the community at-large and our visiting guests to the county, we respectfully request Recreation & Parks funding in the amount of \$40,000.

Respectfully submitted,



Stuart Lakernick (on behalf of the Ocean Pines Board of Directors)  
President, Ocean Pines Association, Inc.

**GRANTS TO TOWNS - FY2026**  
**Request - Ocean Pines Association**

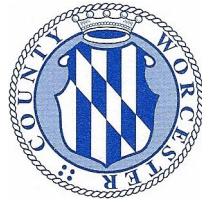
	<b>Ocean Pines FY25 Approved</b>	<b>Ocean Pines FY26 Request</b>
<b><u>COUNTY GRANTS TO TOWNS</u></b>		
** County Street Grants By Agreement	195,866	223,071
Infrastructure - Roads & Bridge Repairs		150,000
Recreation & Parks Grant	20,000	40,000
Tourism		
Police Aid	550,000	725,000
Restricted Fire Grant	51,000	46,000
	816,866	1,184,071
* Cnty Grant Vol. Fire Dept	266,650	297,855
Volunteer Fire Grant Supplement for Cancer Screenings/Physicals		3,120
(1) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	870,124	952,200
Supplement to provide level funding		-
	1,136,774	1,253,175
<b>Sub-Total County Grants &amp; Debt</b>	<b>1,953,640</b>	<b>2,437,246</b>
<b><u>STATE AID PASS THRU</u></b>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	32,085	32,035
<b>TOTAL</b>	<b>\$ 1,985,725</b>	<b>\$ 2,469,281</b>

\*\* In Roads Dept Budget

\* Mandated by State or County Code

(1) Ambulance Grant calculated FY2026 rates based on CY2024 runs

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



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

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**CHRISTOPHER CLASING, P.E.**  
 DEPUTY DIRECTOR

## MEMORANDUM

**TO:** Weston Young, P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** February 23, 2025  
**SUBJECT:** 2025 Consolidated Transportation Program Letter

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Attached for the Commissioner's review and comment is the draft 2025 Consolidated Transportation Program (CTP) priority letter addressed to the Maryland Department of Transportation (MDOT). Each year, the County sends a letter to MDOT and the local State Delegation outlining our priorities to the State's transportation network. All projects from last year are included on the list. I recommend keeping all requested improvements on the list until they are fully funded for construction. I also recommend we continue to meet with MDOT at the Summer MACo conference (August 13 – 16, 2025) to discuss these projects with them in person.

Lastly, Public Works reached out to the incorporated municipalities of Ocean City, Berlin, Snow Hill, and Pocomoke to solicit any requests they may have for MDOT. We have received the attached priority letters from Ocean City, Snow Hill, and Berlin which I recommend we include in our submittal to MDOT.

### Attachments

cc: Chris Clasing  
 File

February 23, 2024

Mr. Paul J. Wiedefeld, Secretary  
Maryland Department of Transportation  
7201 Corporate Center Drive  
Hanover, MD 21076

RE: State Transportation Priorities in Worcester County for 2025

Dear Secretary Wiedefeld:

Thank you for the opportunity to present Worcester County's transportation priorities at the upcoming Consolidated Transportation Program tour this fall. In advance of that meeting, shown below is the list of projects we would like to discuss with you and the MDOT team during the tour and at the summer MACO conference in Ocean City, August 13 – 16, 2025.

## DUALIZE MD 90

Traffic congestion on MD 90 continues to worsen. Ocean City has become a year round tourist destination and development on the north end of Worcester County continues to see record growth in new home and business construction. MD 90 needs to be dualized to address the increased traffic demands. Worcester County recognizes full dualization is a major capital project with a prolonged timeline for completion.

In addition, it is requested MDOT review the possibility of the short term interim improvement of strengthening and widening the shoulders of MD 90 while full dualization is pursued. The shoulders of MD 90 are too narrow and too thin to support sustained vehicular traffic. As such, during most routine maintenance operations by SHA, MD 90 is placed into a flagging operation or one lane is shut down entirely because the presence of the median guardrail. Traffic quickly backs up and significant delays are encountered. By widening and strengthening the shoulders to support temporary vehicular traffic, it will reduce the need to fully close a travel lane during maintenance or emergency response activities. It is believed this short term improvement could be undertaken quickly while long range planning, permitting, design, and construction moves forward towards full dualization.

**DUALIZE MD 589**

The north end of Worcester County has experienced significant growth over the last decade and the MD 589 corridor has become heavily congested at all times of the year. More people are living in Ocean Pines year round than ever before and commercial development is increasing. Congestion and delay issues along MD 589 are at or are approaching failing conditions as the road network reaches maximum capacity. MD 589 needs to be dualized to address the congestion issues and increasing safety concerns as additional residents come to the area.

**NEW DRAWBRIDGE ON US 50 ENTERING OCEAN CITY**

Similar to MD 90, traffic congestion on US 50 continues to worsen. In recent years, there have been several incidents of the existing drawbridge getting stuck. With Ocean City serving as a year round tourist destination, the US 50 drawbridge needs to be replaced with a more reliable structure and one that can accommodate the increasing traffic congestion issues.

**SIGNALIZE THE INTERSECTION AT MD 611 & MD 376**

During tourist season, MD 376 experiences significant delays and queuing as eastbound traffic waits to turn left onto northbound MD 611. There are several traffic generating businesses north of the intersection (ex. Frontier Town Campground & Water Park, Eagle's Landing Golf Course, Ocean City Airport) as well as numerous residential and commercial developments. The steady stream of traffic to and from Assateague Park does not allow for adequate gaps for traffic to enter onto MD 611. The intersection needs to be signalized to reduce the delay and congestion on MD 376, even if using a seasonal signal operation similar to what was approved for MD 611 and Golf Course Road several years ago.

**SIGNALIZE THE INTERSECTION AT MD 367 & MD 368 (BISHOPVILLE)**

GPS applications such as Google Maps and Waze are sending increasing amounts of traffic down MD 367 and MD 368 as an alternate route to MD 90 instead of the more appropriate and better suited route of US 113. MD 367 & MD 368 are two lane, two way roads intended more to serve residential traffic, not the volume of tourist traffic currently being experienced. Local residents and visitors to the area are getting stuck on MD 368 north bound as they try to turn left on MD 367 west bound. The intersection needs to be signalized to reduce delay and congestion.



### SIGNALIZE THE INTERSECTION AT US 13 & MD 366 (POCOMOKE)

Worcester County is requesting MDOT upgrade the intersection of US 13 and MD 366 in Pocomoke from the existing intersection control beacon to a full traffic signal for safety improvements and associated intersection widening to support nearby economic development. Over the years, there have been multiple crashes at the intersection. Twenty-four (24) between January 1, 2019 and December 31, 2023. Twenty-one (21) crashes were angle collisions. US 13 is a divided highway at this intersection with a crossing distance of 160 feet. For comparison, the intersection of US 13 and MD 364 (2.3 miles north of MD 366) has a crossing distance of 120 feet and it is signalized. In addition, US 13 & MD 366 is located on a horizontal curve and there is a grade change when approaching the intersection westbound which creates sight distance issues. Lastly, there is a need for the State to help support economic development in Pocomoke which can be accomplished by widening the intersection. Expanded shoulder width and dedicated right turn lanes will encourage new business construction and development in this economically challenged area, including the creation of needed new jobs.

### SIGNALIZE THE INTERSECTION AT US 50 & MD 610

Worcester County is requesting MDOT upgrade the intersection of US 50 and MD 610 to a full traffic signal similar to what was recently completed at the intersection of US 50 and Sixty Foot Road in Wicomico County. US 50 and MD 610 is a highly traveled intersection which has experienced numerous crashes over the years. Several years ago, the intersection received lane marking revisions to enhance northbound traffic's line-of-sight as it crosses westbound US 50. Despite the revisions, crashes continue to occur due to the sight distance issue and the high prevailing speed of US 50. MD 610 is a major north-south corridor, connecting US 50 to US 113 and is routinely used by both local commuters and tourists. In addition, there is a major campground on the southeast corner which acts as a traffic generator during tourist season.

### CONSTRUCT SAFETY IMPROVEMENT ON US 113 NEAR CORKERS CREEK

The corridor of US 113 near Corker's Creek has several crashes between January 1, 2019 and November 30, 2022, including 1 fatal crash. The prevailing crash patterns are night time crashes where vehicles have left the road. Worcester County is requesting the installation of guard rail and roadway lighting through the corridor to address the safety concerns of residents in the area.

## ELIMINATE FLOODING ON MD 12 NORTH OF SNOW HILL

MD 12 north of Snow Hill floods even during moderate rain events. High water signs have been installed and are left in place year round. The road is lower than surrounding properties and there are no drainage structures to relieve flooding. MD 12 is a designated evacuation route that is impassible during large storms (when the route is needed the most) due to the flooding. The road needs to be raised with drainage structures added to keep the road passable and clear during storm events.

## CONSTRUCT DEDICATED RIGHT TURN LANE ON SOUTH BOUND ST. MARTIN'S NECK ROAD AT MD 90

Thanks to GPS apps like Google and Waze, more and more out of town traffic is being directed down St. Martin's Neck Road as a way to bypass traffic slowdowns on US 113 and MD 90. During tourist season traffic backs up as people wait to make left turns off of south bound St. Martin's Neck Road onto east bound MD 90. Currently there is only one south bound lane at the intersection. Local residents wanting to turn right onto west bound MD 90 must wait in long queues. A south bound right turn lane needs to be constructed to better facilitate traffic wanting to head west bound on MD 90.

## CONSTRUCT APS/CPS FOR PEDESTRIANS TO CROSS US 113 AT MD 346

The intersection of US 113 and MD 346 in Berlin has sidewalks, handicap ramps, and crosswalks on the east and west sides of the intersection but is lacking the necessary amenities for pedestrians to safely cross US 113. APS/CPS and crosswalks need to be added to the north leg of the intersection.

## DEVELOP AN ACCESS MANAGEMENT STRATEGIC PLAN FOR THE MD 611 CORRIDOR

Residential and commercial development on MD 611 is increasing. There is concern that if the growth continues, traffic congestion will become similar to what is currently experienced on MD 589. An access management plan needs to be developed for the corridor in order to provide a consistent and clearly understood approach as to the placement of access points, traffic signals, access roads, lane

designations, pedestrian & bicycle amenities, and right-of-way needs. Future residential & commercial businesses can then reference and use the plan when developing the layout of their developments.

## CONSTRUCT SHARED USE PATH ON MD 611 FROM US 50 TO ASSATEAGUE PARK

The recent completion of the shared use path on US 50 in West Ocean City has been received and used by the public with great success. Worcester County is requesting SHA begin planning for an extension of the existing path to connect the West Ocean City area to Assateague State Park. With the volume of traffic on MD 611, the numerous traffic generating destinations along the corridor, and MDOT's goal of promoting multimodal travel, extension of the path to one of the largest traffic and tourist generating destinations in Worcester County is a logical project. A phased approach for design and construction could be used to make the project more financially feasible similar to the approach used for the shared use path on MD 413 in Somerset County.

## UPDATE THE BATHROOMS AT THE MARYLAND STATE LINE - US13 - POCOMOKE WELCOME CENTER

MDOT is responsible for maintaining the bathrooms at the Maryland State Line welcome center on US 13 in Pocomoke. The bathrooms have deteriorated and are outdated. As a visitor's first impression of Maryland and Worcester County, the facilities need to be updated to improve the function and aesthetics.

## ADDRESS FLOODING AT INTERSECTION OF US 113 AND JOHNSON NECK ROAD

This intersection is a low-lying roadway coupled with tidal influence from the Pocomoke River, water is prevented from draining during moderate/severe rainfall events which impacts all low-clearance vehicles trying to exit onto US 113. It's the County's understanding SHA was applying for a permit from MDE to clean out roadside ditch along US 113 N/B, south of Johnson Neck Road to allow some of the water to access adjacent creek to the south. To date, the ditch has not yet been cleaned out.

## CLEAN AND PAINT THE HISTORIC POCOMOKE RIVER BRIDGE ON US 13 BUSINESS

The historic Pocomoke River Bridge on US 13 Business is the gateway to downtown Pocomoke and the first impress visitors and tourists see when entering

the town. Over the years the bridge has become dirty and paint is beginning to peel off. The County and the City of Pocomoke request the bridge be cleaned and repainted to match the revitalization efforts taking place in the surrounding area.

Lastly, Worcester County has received the attached priority letters from Ocean City, Snow Hill, and Berlin which we are including in this submittal to MDOT.

Thank you for your attention to these matters. If you should require any additional information or you should have any questions or concerns with regards to these matters, please feel free to contact me or Weston Young, Chief Administrative Officer, at this office.

Sincerely,

Theodore J. Elder  
President

cc: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
Dallas Baker, Director of Public Works  
Chris Clasing, Deputy Director of Public Works  
Jennifer Keener, Director of Development, Review, and Permitting  
Janet T. Simpson, Mayor, Snow Hill  
Zack Tyndall, Mayor, Berlin  
Richard W. Meehan, Mayor, Ocean City  
Mark Crampton, D-1 District Engineer, SHA  
Senator Mary Beth Carozza  
Delegate Wayne Hartman  
Delegate Charles J. Otto



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

February 20, 2025

RE: Consolidated Transportation Program Request 2024

Mr. Dallas Baker  
Director of Public Works  
Worcester County  
6113 Timmons Rd  
Snow Hill, MD 21863

Dear Mr. Baker:

Thank you for the opportunity to offer input on Worcester County's Consolidated Transportation Program Priority letter to the Maryland Department of Transportation. Ocean City's highest priority remains the full dualization of Maryland Rt. 90 for its full length from Rt 50 to Rt 528 (Coastal Hwy). Not only has congestion on Rt 90 worsened over the years, but more frequent breakdowns of the aging Rt 50 drawbridge have placed additional stress on the Rt90 access. In addition, because Rt 90 is a two-lane highway with a barrier, even relatively minor accidents can close the entire highway in one or both directions. This has caused delays in emergency transport and left Ocean City without ambulances on occasion as all are tied up in traffic either transporting to the hospital or attempting to reenter Ocean City from the hospital. Rt 90 also functions as a primary evacuation route off the island.

Understanding that dualization for the entire length of RT90 is no longer being considered by the State Highway Administration, Ocean City does support the State Highway's proposed dualization from Rt 528 (Coastal Highway) to Rt 113 along with shoulder hardening from Rt 113 to Rt 50. We believe this will have a significant positive impact on traffic flow, emergency vehicle response times and evacuation times.

Ocean City's next priority is the replacement of the Rt 50 Drawbridge for the same reasons outlined in previous letters. The frequency of draw span malfunctions increases each year causing major traffic disruptions. When the draw span is operating properly, the delays caused by the regular half hour openings are the major source of congestion in the Ocean City downtown area. A new reliable draw bridge with a taller clearance would reduce the frequency of openings and help ease congestion on both sides of the bridge.

## MAYOR

Richard W. Meehan

## CITY COUNCIL

Matthew M. James  
President

Anthony J. DeLuca  
Secretary

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

## CITY MANAGER

Terence J. McGean, PE

## CITY CLERK

Diana L. Chavis, MMC



Ocean City would also request that the State Highway evaluate the intersection of RT 50 and 611. Specifically, the east bound left turn lane into the White Marlin Shopping Center consistently stacks up beyond its length. This results in stopped left movement traffic at the signal overflowing into the travel lanes and blocking through traffic on Rt 50.

Ocean City fully supports all of Worcester County's other requests in the 2025 letter. We particularly recognize the need to dualize Rt 589 given the growth along this corridor. Thank you again for your consideration and cooperation in moving these important projects forward. If you have any questions or concerns, please feel free to contact me anytime.

Sincerely,



Terence J. McGean, PE  
City Manager

cc: Mayor Richard W. Meehan  
City Council Members  
Hal Adkins  
Paul Mauser  
George Bendler  
Bill Neville

Janet Simpson, Mayor  
Margaret Fletcher, Council  
Diana Walsh, Council  
Edward S. Lee, Council

Rick Pollitt, Town Manager  
Maureen Howarth, Town Attorney



Lounell Hamstead, Finance Manager  
Lorissa McAllister, Econ. Dev. Dir.  
Paul Bessette, Grants Administrator  
Aaron Flook, Planning, Zoning & Bldg.  
Randy Barfield, Public Works Dir  
Bobby Wilt, Supt. of Water/WW

MAYOR AND COUNCIL OF SNOW HILL

February 21, 2025

Mr. Dallas Baker Jr., P.E.  
Director of Public Works  
Worcester County  
6113 Timmons Road  
Snow Hill, MD 21863

Dear Mr. Baker:

On behalf of the Mayor & Town Council of Snow Hill, Maryland, we appreciate the opportunity to contribute our local priorities for inclusion in Worcester County's submission of needed projects to the Maryland Department of Transportation for the Consolidated Transportation Program for 2025. Our recommendations center around the following issues with some carry-over from last year and two new requests:

- Route 12 Flooding & Drainage
  - a. The entrance to Snow Hill on State Route 12 has been historically challenged for generations by flood waters caused by a rising Pocomoke River due to weather and tidal events that cover the road, reaching depths that require road closure to all traffic. It is not unusual for flooding of the access to the bridge to cause lengthy delays or even closings of county schools and local businesses and, since Snow Hill is the County Seat, county services, such as the court system and other county agencies, as well. It has even been necessary, on occasion, for the Town of Snow Hill emergency responders to re-locate equipment to the western side of the bridge to be able to respond to needs in that portion of their service area. We realize the solution to this problem will be comprehensive and expensive but we must continue to encourage the State to make this a priority for public safety and to delay further deterioration of the road structure.

We would respectfully ask the State to consider the installation of high-resolution cameras at strategic locations, accessible to the public, electronically, clearly displaying street conditions and flood conditions at the approach to the Rt. 12 bridge entering the

Municipal Building \* P.O. Box 348 \* Snow Hill, Maryland 21863  
Telephone: 410-632-2080 \* Fax: 410-632-2858

Town. Having such a tool would give people real-time warning of challenges to bridge access and allow them time to find alternative routes to enter Snow Hill.

- b. The Town also continues to experience historic flooding of Market Street and intersections in the area of Byrd Park and the Julia A. Purnell Museum. The overflows to the streets caused by the rise in water levels of the Pocomoke River cause safety concerns and challenges to property and health when heavy flooding occurs. Your attention to these concerns would be greatly appreciated by the entire Town.
- Safe streets on State roads and highways
  - a. We again ask consideration by the State Highway Administration of new signage, painted crosswalks, speed bumps or humps in selected locations along roadways under their jurisdiction. We constantly receive questions and complaints from the public about pedestrian safety and speeding traffic along portions of Washington Street, Market Street, Church Street and others. The Town asks that SHA meet with our staff to review the State Street system in Snow Hill and collaborate on ways to improve public safety at these locations.
  - b. At present, a new Dollar General Market is under construction on State Route 12, (503 South Church Street) in close proximity to the Snow Hill High School. During the permit application phase of the project, numerous concerns were heard from the community over the safety of pedestrian students and others that could result from the increased traffic in the neighborhood. In conversation with SHA, we learned that the posted speed limit did not qualify the street for additional lanes for acceleration and deceleration and so the concern remains. The Town of Snow Hill would ask that you give great consideration for signage, sidewalks, speed limits or even street adjustments that would improve the safety of our school children and those visiting the Snow Hill High School.
  - c. Finally, there has been much energy and enthusiasm generated in the past couple of years around new bikeways throughout our Town, designed to not only improve access to public facilities and resources by bikers and pedestrians alike but to promote an increase in economic development and business activity resulting from Snow Hill's growing popularity as a tourism destination location. The Worcester County Commissioners recently endorsed a master Greenways strategy and the Town commissioned a master bikeways feasibility study that recommended a multi-phase approach to improving safe access for cycle enthusiasts and walkers, including a direct line of approach to the State Park at Shad Landing. Your active participation in supporting these efforts in those areas under your jurisdiction would give progress here a tremendous boost and we respectfully encourage your favorable consideration of this request. To add context to this item, please refer to the attached memo from Ms. Lorissa McAllister, our director of economic development.

Thank you once again for the opportunity to share our thoughts with the Worcester County Commissioners and the State Department of Transportation. If we can provide any additional information or be of service to you going forward, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, reading "Janet T. Simpson". The signature is fluid and cursive, with the first name "Janet" being more prominent and the last name "Simpson" following in a similar style.

Janet T. Simpson

Mayor

Cc: Town Council



TOWN OF  
SNOW HILL  
MARYLAND

103 Bank Street  
Snow Hill, MD 21863  
(P) 410 632 2080

## Internal Memorandum

**Date:** February 21, 2025

**From:** Lorissa McAllister, Director of Economic Development

**To:** Rick Pollitt, Town Manager

**Subject:** Bikeways Considerations for the Consolidated Transportation Program

Dear Mr. Pollitt,

Trail and bikeway systems are gaining popularity and support throughout the County, State and Nation as alternatives means of transportation that provide economic, health, and environmental benefits. As such, the Worcester County has adopted a Greenways and Trails Master Plan, which includes as part of the plan the proposed 3-mile Snow Hill bike loop as proposed in the 2021 Bikeways Feasibility Study conducted by Toole Design, Inc. Both of these plans support and advance Maryland Goals identified in the 2019 MDOT Bicycle and Pedestrian Master Plan Update of:

1. Improving the safety of bicycle and pedestrian travel through education, enforcement and infrastructure solutions
2. Enhance transportation choice and multimodal connectivity through linked networks.
3. Support efficient and equitable planning and project development with data driven tools and Innovative Techniques
4. Build partnerships to promote active transportation and strengthen the health of our communities. And,
5. Advance bike and walking as an economic development strategy.

As the Worcester County Seat, traffic flow in The Town of Snow Hill is reflective of the volume of State and County business that occurs within the community, despite its relatively small population. The Town has a modest population of roughly 2,300 people, however on average over 6,000 vehicles travel through our town daily. This reality, compounded by the number of commercial agriculture trucks and trailers that pass through, poses challenges to our goal of becoming a walkable and bikeable community.



TOWN OF  
SNOW HILL  
MARYLAND

103 Bank Street  
Snow Hill, MD 21863  
(P) 410 632 2080

## Internal Memorandum

2024 Traffic Volume on State Highways in Snow Hill			
SHA Location ID	Street Name	AADT	AAWDT
B4204	RT 12 – Bridge	6,233	6,363
B230012	RT113BU – E. Market St.	5,693	5,923
B230009	RT12- Church St.	1,692	1,732
B4225	RT365 – Bay St.	1,173	1,223

In an effort to make Snow Hill a more pedestrian and bicyclist friendly area, the Town completed a bikeways feasibility study in 2021 that culminated in a series of suggested improvements to increase safety and connectivity and support multi modal transportation alternatives. Many of these suggestions pertain to areas along the three state highways that course throughout the incorporated limits of Snow Hill. We are confident that the implementation of these improvements will contribute to Maryland's goal to achieve zero motor vehicle related fatalities or injuries. These improvements include the following:

- **Market Street Separated, 2 -way bike lanes**
  - Along the North side of West Market Street from Church Street to the Entrance to Byrd Park (Segment 2a) 2021 *Estimated Cost: \$81,000*
  - Along the North side of East Market Street from Green Street Extension to the intersection of E. Market/Park Row/Bay Streets (Segment 10). *Estimated Cost: \$56,000*
- **Reconfigure Intersection of W. Market, Ross Street and Entrance to Byrd Park (segment 13) *Estimated Cost: \$15,000***
  - Restripe to make crosswalks highly visible
  - Add ADA compliant ramps
  - Tighten corner radius at Byrd Park entrance
  - Rectangular Rapid Flashing Beacon or Pedestrian Hybrid Beacon
- **Reconfigure Intersection at W. Green Street/ Church St./ Market St. (section 12)**
- **Reconfigure Intersection at E. Market St./ Bay St./ Park Row**
  - Consider a round-a-bout
- **Bay Street (Segment 15) *Estimated Cost: \$25,000***
  - Safety improvements at Bay St./ Timmons St. Intersection to include high visibility striping and Rectangular Rapid Flashing Beacon or Pedestrian Hybrid Beacon





TOWN OF  
SNOW HILL  
MARYLAND

103 Bank Street  
Snow Hill, MD 21863  
(P) 410 632 2080

## Internal Memorandum

- 2-way bike lane on the West side of Bay Street from Timmons Street intersection to E. Martin Street.
- **Reconfigure Intersections on Washington Street**
  - Raise intersection at Washington Street/ Green Street
  - Safety improvements at River Street/Washington Street. Intersection to include high visibility striping and Rectangular Rapid Flashing Beacon or Pedestrian Hybrid Beacon

Moreover, from a regional perspective, bikeways connections from Snow Hill to Berlin and Pocomoke as prioritized in the Worcester County Greenways Masterplan would provide job opportunities and tourism appeal that would help reinvigorate the local and regional economy. Segment Two of the county's Master Plan suggests providing a rail-trail connection between Snow Hill and Berlin. While communication with the Maryland – Delaware Railroad Company about such a prospect has been favorable, there are concerns regarding the two intersections at RT 113 in Newark and Snow Hill. Likewise, a connection from Snow Hill to Pocomoke would be equally beneficial to both jurisdictions, but safety concerns along RT 113 are significant. Segment 9 in the Masterplan recommends a separated 2-way bike lane that would improve safety and connectivity and allow for alternative transportation methods between the two jurisdictions.

With the State's goal related to building and promoting multimodal transportation networks in mind, and the ground work of planning and consensus building completed, a partnership with Maryland Department of Transportation to prioritize improvements along State Highways throughout Snow Hill and surrounding areas is a mutually beneficial and logical next step. Please consider including these improvements as suggested transportation priorities for the 2025 Consolidated Transportation Program.

Thank you,

Lorissa McAllister



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

February 5, 2025

## Mayor

Zack Tyndall

## Vice President

Dean Burrell

## Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

## Town Attorney

David Gaskill

## Town Administrator

Mary Bohlen

Hon. Theodore "Ted" Elder  
Worcester County Commissioners  
1 Market Street, Room 1103  
Snow Hill, Maryland 21863

President Elder,

I am writing on behalf of the Mayor and Council, citizens, and business community within the Town of Berlin to respectfully ask the Worcester County Commissioners to add the following projects to their list of State Transportation Priorities for 2025. The following projects are critical to improving the safety of our community and are not listed based prioritization of the requested project:

- PEDESTRIAN BRIDGE ACROSS RT. 113 at RT. 376 (BAY STREET)
  - The creation of RT. 113 divided the Town of Berlin. Residents who live west of RT. 113 have access to the town's only grocery store, healthcare providers, Town Hall, and Worcester County library without having to cross a major highway. However, the residents who live east of RT. 113 lack safe access to these vital services. The intersection of RT 113. and RT. 376 is also perceived by residents as unsafe due to incidents from the past. Currently, this intersection is the only marked crosswalk along RT 113 in Berlin for residents to travel between neighborhoods. The Town of Berlin is requesting a pedestrian bridge to help improve pedestrian safety and increase interconnectivity between the neighborhoods and districts in town.
  - **2025 UPDATE: The Town of Berlin applied and received a \$1.2 million Reconnecting Communities and Neighborhoods planning grant through the Federal Highway Administration and is currently partnering with the State Highway Administration to meet the deliverables.**
- TRAFFIC SIGNAL RT. 50 and RT. 818 (NORTH MAIN STREET)
  - The intersection of RT. 50 and RT. 818 (North Main Street) serves as one of the primary entrances to the Town of Berlin. Due to increased traffic along RT. 50 and growth in the area, the safety of this intersection is of concern for our community. The Town of Berlin requests the installation of a traffic light to improve safety for those who live, work in, and visit our town.
- SIDEWALKS RT. 346 (OLD OCEAN CITY BOULEVARD) - FROM SUNLIGHT LANE TO RT. 818 (MAIN STREET) and FROM RT. 818 (MAIN STREET) to RT. 377 (WILLIAM STREET)
  - The residents of Sunlight Lane currently do not have safe pedestrian access to Main Street. Residents are forced to walk on the roadway and share travel lanes with vehicular traffic.

- SIDEWALKS RT. 346 (OLD OCEAN CITY BOULEVARD) - FROM RT. 818 (MAIN STREET) to RT. 377 (WILLIAM STREET)
  - The Town of Berlin has several new businesses opening along the Rt. 346 corridor between Main Street and William Street. Unfortunately, there are no sidewalks in place along this section of roadway. Pedestrians are forced to share the roadway with vehicular traffic. Recently, the Town of Berlin police department and the Berlin Fire Company responded to an accident along this section of Rt. 346 where a pedestrian was hit by a vehicle.
- IMPROVE TRAFFIC FLOW AND SAFETY AT THE INTERSECTION OF RT. 818 (NORTH MAIN STREET) and RT. 346
  - Currently, the intersection of RT. 818 and RT. 346 is a four-way intersection with flashing lights. However, due to increased traffic at this intersection, confusion occurs and often creates unsafe conditions. The Town of Berlin would like to work towards a solution that improves traffic flow and safety at this intersection.
- CROSSWALKS – RT. 818, RT. 374, RT. 376, RT. 377, and RT. 346
  - The Town of Berlin has completed an inventory of sidewalks along the State Highways within municipal limits where yellow ADA pads already exist. In an effort to improve pedestrian safety and walkability, the Town of Berlin would like to have crosswalks painted connecting the yellow ADA pads that are already installed.
- BERLIN BIKEWAY – MARYLAND AND DELEWARE RAILROAD (MDDE)
  - The Town of Berlin continues to work with our county, state, and federal partners to construct a shared-use pathway for bicycle and pedestrian use utilizing an existing MOU with the MDDE Railroad. The project is known as the Berlin Bikeway and will connect northern Worcester County (Berlin) to southern Worcester County (Snow Hill).

The Town of Berlin continues to work with the Maryland Department of Transportation to improve pedestrian safety along the state highways in town limits. We are prioritizing the addition of crosswalks along several state highways throughout the Town, including RT. 818, RT. 374, RT. 376, RT. 377, AND RT. 346. Many roadways already have ADA pads on the sidewalks but lack painted crosswalks. Without painted crosswalks on the road, motorists do not give pedestrians the right of way, creating unsafe conditions for those on sidewalks.

The Town of Berlin greatly appreciates the Commissioner's consideration regarding the addition of these projects to the State Transportation Priorities in Worcester County for 2025.

Respectfully,

*Mayor Zack*

Mayor Zack Tyndall  
10 William Street  
Berlin, MD 21811  
(410) 641-1954  
[MayorZack@berlinmd.gov](mailto:MayorZack@berlinmd.gov)



Office of Tourism & Economic Development  
107 West Green Street, Snow Hill, MD 21863  
(410) 632-3112 • [www.MarylandsCoast.org](http://www.MarylandsCoast.org)

## MEMORANDUM

DATE: February 11, 2025

TO: Worcester County Commissioners

From: Melanie Pursel, Director of Tourism & Economic Development

CC: Weston Young, CAO; Candace Savage, Deputy CAO

RE: Renewal of Berlin Arts and Entertainment District Resolution

Please see the attached resolution approved by the Town of Berlin as well as the Arts and Entertainment District Boundary Map. There have been no modifications to the district boundaries. We are requesting that the Commissioners approve this resolution's renewal on behalf of Worcester County.

An Arts and Entertainment District is a geographically designated area in which a high concentration of arts and entertainment facilities serve as an anchor attraction. The intent of the district is to stimulate neighborhood revitalization, improve the attractiveness and safety of areas, stimulate business activity (particularly in the evenings and on weekends), attract residents and visitors and build the tax base.

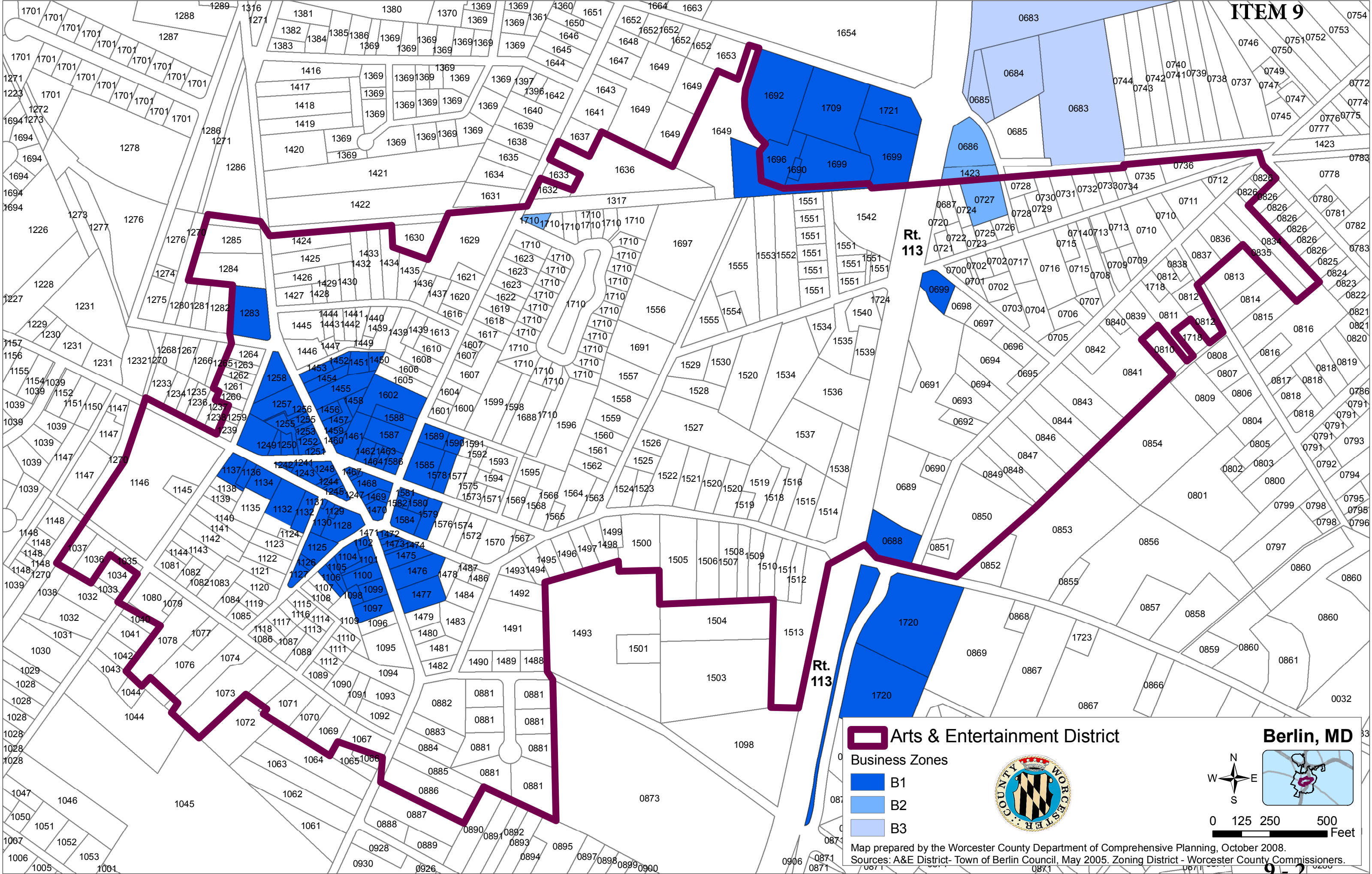
The tax incentives available upon the designated Arts and Entertainment District include: an income tax subtraction modification for qualifying residing artists; a property tax credit; and an exemption from the Admissions and Amusement Tax.

Maryland's Coast is home to two A&E districts with a concentration of cultural venues and arts activities: Berlin and Snow Hill. The program stimulates revitalization and business development, attracts residents and visitors, and builds the tax base.

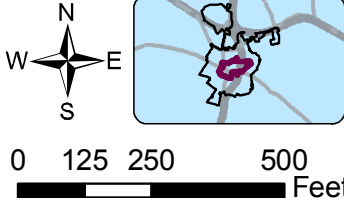
Strategies supported by the A&E Districts program include:

- Creating accessible and unique arts destinations
- Leveraging the state's regional identities, natural resources, and heritage
- Facilitating dynamic arts experiences that engage community and attract visitors
- Enabling artists of all disciplines to live, work, and prosper
- Investing in the power of place





Berlin, MD





## RESOLUTION NO. 2025-01

## A RESOLUTION OF THE MAYOR AND COUNCIL OF BERLIN TO RE-RESIGNATE BERLIN'S ARTS AND ENTERTAINMENT DISTRICT (THE "DISTRICT")

WHEREAS, Berlin has applied to the Secretary of the Department of Commerce of the State of Maryland for re-designation of the Berlin Arts and Entertainment District (the "District") within certain boundaries shown on the map attached to this Resolution, and

WHEREAS, under State law, the designation of an arts and entertainment district: (1) provides an income tax subtraction modification for qualifying residing artists under § 10-207(v) of the Tax – General Article; and (ii) an exemption from the admissions and amusement tax under § 4 – 104 of the Tax – General Article.

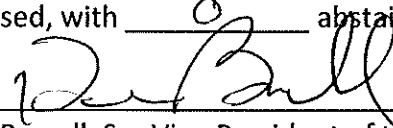
NOW, THEREFORE BE IT RESOLVED THAT the Town of Berlin agrees to the following:

1. The geographic boundaries of the Berlin Arts and Entertainment District shall continue as depicted on the attached map titled "Berlin Arts and Entertainment District" and
2. The Town of Berlin fully approved and supports the re-designation of the District; and
3. The Town of Berlin understands that the income tax subtraction modification under 10-207(v) of the Tax-General Article for qualifying residing artists in the District might affect its income tax receipts; and
4. If the Secretary approves the District re-designation, the Town of Berlin shall provide the following incentives to eligible persons/businesses in the district:
  - a. Exemption from the Admission and Amusement Tax gross receipts from any admissions or amusement charge levied by an arts and entertainment enterprise or qualifying residing artist in the District, pursuant to Section 4-104 of the Tax General Article, and Section 4-701 of Article 83A of the Annotated Code of Maryland.

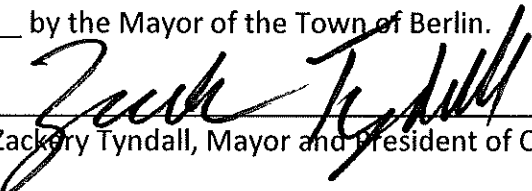


NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Town of Berlin do hereby endorse the re-designation of the Berlin Arts and Entertainment District.

Approved this 24<sup>th</sup> day of February, 2025 by the Council of the Town of Berlin, Maryland, by affirmative vote of 4 to 0 opposed, with 0 abstaining.  
Council member Nichols absent.

  
Dean Burrell, Sr., Vice-President of the Council

Approved this 24<sup>th</sup> day of February, 2025 by the Mayor of the Town of Berlin.

  
Zackery Tyndall, Mayor and President of Council

ATTEST:

  
Mary Bohlen, Town Administrator

**Resolution NO. 25 -**

**RESOLUTION ACKNOWLEDGING RE-DESIGNATION OF  
THE BERLIN ARTS AND ENTERTAINMENT DISTRICT**

WHEREAS, the Town of Berlin has applied to the Maryland Department of Commerce for re-designation of the Berlin Arts and Entertainment District within certain boundaries, as shown on the accompanying map (the “District”); and

WHEREAS, under State law, the designation of an arts and entertainment district provides the following:

- (i) Provides an income tax subtraction modification for qualified artists residing in the district,
- (ii) Authorizes the governing body to grant certain exemptions from the admissions and amusement tax; and

WHEREAS, the application requires an acknowledgment from the County that the income tax subtraction modification to be offered in the district may affect the County’s income and

WHEREAS, the County Commissioners of Worcester County, Maryland previously supported and acknowledged the Berlin Arts and Entertainment District by Resolution No. 15-5 adopted on April 7, 2015; and

WHEREAS, the County Commissioners of Worcester County continue to recognize the benefits of such designation of the Berlin Arts and Entertainment District and wish to acknowledge their continued support.

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

1. The County Commissioners of Worcester County, Maryland support the Town of Berlin’s application to the State for re-designation of the Berlin Arts and Entertainment District within certain boundaries, as shown on the accompanying map (the “District”); and
2. The County Commissioners acknowledge that the income tax subtraction modification to be offered in the district may affect the County’s income; and

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



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

---

**To:** Weston S. Young, P.E., Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS, REHS/RS  
Director, Environmental Programs

A handwritten signature in blue ink, appearing to be "RJ" or "RJM", written over the name Robert J. Mitchell.

**Subject:** Letter of No Objection Request  
City of Fruitland

**Date:** 2/24/25

---

We were referred by Tony Fascelli, Wastewater Superintendent, on a request from a neighboring jurisdiction for a letter of no objection to facilitate a Sewage Sludge Utilization permit to haul sludge from the City of Fruitland WWTP to the Pocomoke City WWTP. The Maryland Department of the Environment (MDE) would need this letter to help expedite the release of this permit to the City of Fruitland when their emergency authorization expires. I have attached the request, concurrence from the Town of Pocomoke, and the accompanying information about the permit including the Emergency Request details that Fruitland submitted to MDE.

We would respectfully request the County Commissioners approve a letter of no objection to assist a neighboring jurisdiction's needs with respect to their wasted solids from their WWTP. I have also attached a draft letter that could be utilized in this matter.

If you have any questions or need additional information, please let me know.

Attachments

cc: Tony Fascelli/DPW

**From:** Steven Meddles <[smeddles@cityoffruitland.com](mailto:smeddles@cityoffruitland.com)>  
**Sent:** Thursday, February 20, 2025 8:02 AM  
**To:** Robert Mitchell <[bmitchell@co.worcester.md.us](mailto:bmitchell@co.worcester.md.us)>  
**Subject:** Fruitland sludge hauling

Mr. Mitchell,

We are seeking permission from Worcester County to expedite our Sludge Utilization Permit Application with MDE. We currently have an emergency Authorization from MDE for 30 days and are seeking an ongoing permit. The MDE Land and Material Management Division engineer stated that we could expedite the permit process if we had permission from the County Commission (rather than management) to do so.

I was hoping you might be able to assist with this or at least point me in the right direction. Any assistance is appreciated, feel free to contact me any time at (443) 397-4007 if I may be of service or if you prefer a voice call.

Kind regards,



**Steven Meddles**  
*Superintendent*

City of Fruitland - WWTP  
200 Shady Lane  
Fruitland, Maryland 21826

**Phone:** 410-548-2806  
**Mobile:** 443-397-4007  
**Email:** [smeddles@cityoffruitland.com](mailto:smeddles@cityoffruitland.com)

**From:** Dominic DiLegge <dominic@cityofpocomoke.com>

**Sent:** Monday, February 24, 2025 1:23 PM

**To:** Robert Mitchell <bmittchell@co.worcester.md.us>

**Cc:** Bill East <bill@pocomokemd.gov>; john@pocomokemd.gov; dominic@pocomokemd.gov

**Subject:** Re: Sludge Loads from Town of Fruitland

Mr. Mitchell,

This Dominic, Superintendent of Water/Wastewater at the City of Pocomoke. After conferring with my supervisor, Bill East, and with the approval of our City Manager, John Barkley, we have agreed to aid the Town of Fruitland with their dilemma. This would not put a burden on our operation, as it is a short term process. I conferred with The Superintendent of Fruitland and explained our procedures. Please feel free to contact me with any additional information that you may need.

Thanks,

Dominic



**Maryland**  
Department of  
the Environment

Wes Moore, Governor  
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary  
Suzanne E. Dorsey, Deputy Secretary

February 14, 2025

Mr. Steven Meddles, Superintendent  
City of Fruitland WWTP  
200 Shady Lane  
Fruitland, MD 21826

Dear Mr. Meddles:

Enclosed is Maryland Sewage Sludge Utilization (SSU) Authorization No. **072**, which is issued in accordance with your request, dated and received February 13, 2025. This authorization is issued in accordance with the Code of Maryland Regulations (COMAR) 26.04.06.09C.

You are authorized to transport sewage sludge generated by the City of Fruitland Waste Water Treatment Plant to the Pocomoke City Waste Water Treatment Plant located at 1634 Dunn Swamp Road Pocomoke City, in Worcester County, Maryland in accordance with the submitted documents and the enclosed General Conditions for Sewage Sludge Transportation. This authorization is valid only from **February 14, 2025 through March 15, 2025**.

Please be advised that you must obtain a separate authorization or a SSU Permit from the Maryland Department of the Environment (MDE) prior to engaging in any activities involving sewage sludge treatment, composting, transportation, storage, distribution, land application, energy generation or incineration, marketing, innovative or research project, disposal or alternative utilization at a municipal landfill. For further information, please contact Mr. M. Jerry Egbegbadia at 410-4537-3339 or [mev.egbegbadia@maryland.gov](mailto:mev.egbegbadia@maryland.gov).

Sincerely,

Thomas Yoo, Chief  
Biosolids Division  
Resource Management Program

Enclosure

cc: Brian Coblentz, Chief, Solid Waste Program Compliance Division (w/encl.)  
M. Jerry Egbegbadia, Head, Sewage Sludge Utilization Section (w/encl.)  
Rebecca L. Jones, Health Officer, Worcester County Health Department (w/encl.)  
Douglas Jones, District Manager, Worcester County Soil Conservation District (w/encl.)  
Rick Kessler, Director, Land and Materials Administration



# Emergency Authorization Request

City of Fruitland Wastewater Treatment Plant

To

Pocomoke City Wastewater Treatment Plant

Submitted by:



The City of Fruitland – Wastewater  
200 Shady Lane  
Fruitland, Maryland 21826

Revised

February 18, 2025

## EMERGENCY REQUEST TO TRANSPORT LIQUID SEWAGE SLUDGE FROM THE CITY OF FRUITLAND WASTEWATER TREATMENT PLANT TO POCOMOKE CITY WASTEWATER TREATMENT PLANT

### I. Introduction

This request is being made to obtain emergency authorization from the Maryland Department of the Environment. We request to transport digested liquid sewage sludge from The City of Fruitland WWTP to the Pocomoke City WWTP. This is due to the limitations of Fruitland's storage tanks and drying bed space. The City of Fruitland requests that authorization be executed immediately to avoid any violation of our NPDES permit.

The City of Fruitland proposes to transport liquid digested sewage sludge with between 1% and 4% total solids concentration from City of Fruitland WWTP to Pocomoke City WWTP. Hauling will only occur when needed to make sludge storage space available for normal plant operations. The volume of transported liquid will be from 3500 to 12,000 gallons on days when hauling is required.

### II. Operations Plan

#### A. Haul Route

City of Fruitland WWTP  
200 Shady Lane  
Fruitland, MD, 21826

The haul route from Fruitland WWTP to Pocomoke City STP is as follows:

Starting from Fruitland Wastewater Treatment Plant:

- Follow W Main St and US-13 BUS S/S Fruitland Blvd to US-13 S
- Head northeast on Shady Ln toward W Main St
- Turn right at the 1st cross street onto W Main St

- Slight right toward US-13 BUS S/S Fruitland Blvd
- Merge onto US-13 BUS S/S Fruitland Blvd
- Merge onto US-13 S
- Take Old Virginia Rd and Pocomoke Beltway to Dun Swamp Rd

Pocomoke City Sewage Treatment  
1634 Dunn Swamp Rd  
Pocomoke City, MD 21851

## B. Hours of Operation

Hours of operation will be limited to 7:00 AM to 7:00 PM Monday through Friday. Weekend operations will be avoided unless necessary.

## C. Transport Vehicles

Liquid sludge will be transported from Fruitland WWTP to Pocomoke City STP using one or more sealed, leak tight sanitary tankers with a capacity not to exceed 6000 gallons per load. One 3500 gallon tanker is owned by the City of Fruitland and other larger tankers will be owned and operated by a contract hauler.

## D. Spill Protocol

Should a spill occur during transport of the sludge, MDE's Solid Waste Compliance Division will be contacted at (410) 537-3424.

Any spilled material will be cleaned up using vacuum loading from a sanitary tanker. The affected area will be then rinsed with water and treated with a chlorine base disinfectant. Any unpaved areas will be treated with lime for odor control if necessary.

**E. Hauling Operations**

Hauling will be performed by City of Fruitland personnel or by a qualified contract hauler.

**F. Recordkeeping**

Records of hauling will include date, time, gallon amount, vehicle used and any incident or other activity and be retained at the City of Fruitland. Wet tonnage will be reported in the Sewage Sludge Generator's report for 2025.

DATE

Mr. Thomas Yoo, Chief  
Biosolids Division  
Maryland Department of the Environment  
1800 Washington Blvd.  
Baltimore, MD 21230

RE: No Objection Letter

Dear Mr. Yoo-

The Worcester County Commissioners reviewed a request at their March 4, 2025 meeting from the Wastewater Superintendent from the City of Fruitland for a no objection letter to assist with the expediting of a Sewage Utilization Permit to haul sludge to the Pocomoke City wastewater plant (WWTP). The City of Fruitland will utilize their own equipment to haul this material to the Pocomoke City WWTP or will use qualified outside haulers. We have no objections to this proposed material transport and have received verification from the Town of Pocomoke City that they have agreed to help Fruitland by accepting this material.

Thank you for your consideration in this matter. If you have any questions, please do not hesitate to contact the undersigned or Weston S. Young, at (410) 632-1194.

Sincerely,

Theodore J. Elder  
President

cc: Robert Mitchell/EP  
Tony Facelli/DPW

## Administration

LOUIS H. TAYLOR  
Superintendent of Schools

C. DWAYNE ABT, Ed.D.  
Chief Operations & Human Relations  
Officer

DENISE R. SHORTS  
Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA  
Chief Financial Officer

ANNETTE E. WALLACE, Ed.D.  
Chief Safety & Academic Officer, Gr. 9-12



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

## Board Members

TODD A. FERRANTE  
President

WILLIAM E. BUCHANAN  
Vice-President

KATIE A. ADDIS

JON M. ANDES, Ed.D.

WILLIAM L. GORDY

ELENA J. MCCOMAS

DONALD C. SMACK, SR.

March 4, 2025

Mr. Theodore J. Elder, President  
Worcester County Commissioners  
Worcester County Government Center  
One W. Market Street, Room 1103  
Snow Hill, Maryland 21863

Dear President Elder:

I am writing to provide you information concerning the Pocomoke Elementary School Roof Replacement project for which we will be requesting funding from the County Commissioners on March 4, 2025.

We are executing the roof replacement project through the Garland/DBS turnkey project delivery method. Garland/DBS, through the national OMNIA/US Communities contract, received labor bids from roof contractors and opened those bids on February 14, 2025. The bid tabulation is attached to this letter. The bid tabulation sheet indicates roof replacement base bids received from each contractor and the proposed costs for two bid alternates. Bid Alternate #1 is the cost to remove and replace the two existing skylights serving the school Media Center. Bid Alternate #2 is the proposed cost to remove and replace all metal roof and building canopies. The skylights and the majority of the metal panels are original 1976 construction. In addition, Worcester County Public Schools will purchase roofing materials directly from Garland/DBS through the OMNIA/US Communities contract resulting in savings from elimination of contractor overhead/profit and state sales tax on the roofing materials.

On February 18, 2025, the Board of Education approved the \$3,076,943.00 bid from Garland/DBS and JBK Contracting, which includes the base bid and the two bid alternates. The Pocomoke Elementary School Roof Replacement project has received preliminary approval for State funding in the FY 2026 Capital Improvement Program. The State is providing \$1,846,166.00 for the execution of this project. We are requesting \$1,384,624.00 from the Commissioners, which includes the construction contingency of \$153,847.00, to fully fund the roof replacement project. This request is \$259,376.00 below the estimated local funding cost included in our FY 26 Capital improvement Program.

We are very excited to move forward with this much needed construction project and, as always, we value your continued support of our capital construction program and our school system. I look forward to meeting with you on March 4<sup>th</sup>.

Sincerely,

Louis H. Taylor  
Superintendent of Schools

LT:jjp

cc: Board of Education Members  
Mr. Weston Young



**Tabulations of Bids  
Pocomoke Elementary School Roof Replacement**

<b>CONTRACTOR</b>	<b>Base Bid Replace PES Roof</b>	<b>Bid Alternate #1 Replace Skylights</b>	<b>Bid Alternate #2 Replace Metal Roof and Canopy Panels</b>	<b>Total with Recommended Alternates</b>	<b>Recommendation</b>
<b>JBK Contracting 6811 Kenilworth Ave Ste 500 Riverdale, MD 20737 301-494-1793</b>	<b>\$2,674,778.00</b>	<b>\$77,317.00</b>	<b>\$324,848.00</b>	<b>\$3,076,943.00</b>	<b>Approval of Base Bid and Bid Alternates #1 and #2</b>
<b>Apex Construction 12650 Sunset Ave Unit #7 Ocean City, MD 21842 240-793-5867</b>	<b>\$2,648,922.00</b>	<b>\$89,128.00</b>	<b>\$442,753.00</b>	<b>\$3,180,803.00</b>	
<b>Raintree Services, Inc. 7820 Penn Western Ct. Upper Marlboro, MD. 2072 717 428-6717</b>	<b>\$3,285,703.00</b>	<b>\$110,146.00</b>	<b>\$352,938.00</b>	<b>\$3,748,787.00</b>	
<b>Ron Ruff Roofing 5520 Southwestern Blvd Baltimore, MD 21227 410-247-7663</b>	<b>\$4,704,029.00</b>	<b>\$142,330.00</b>	<b>\$457,031.00</b>	<b>\$5,303,390.00</b>	



PO Box 613,  
12747 Old Bridge Rd.  
Ocean City, Maryland 21842  
(410) 213.0923 (p) (410) 390-3961 (f)  
[info@diakoniaOC.org](mailto:info@diakoniaOC.org)

February 17, 2025

Worcester County Commissioners

***RE: Funding Request for Community Development Block Grant (CDBG) Funding***

Dear Commissioners,

As the new Board Chair of Diakonia, Inc, I am excited to partner with you in *Making Maryland Safer, More Affordable, and More Competitive* by presenting information regarding our **new Homeless Solutions and Supportive Housing Project here in Worcester County.**

Diakonia is a 501c3 Non-Profit Organization that has been providing services to homeless persons, and those at risk of homelessness, on the Lower Shore for over 50 years. Many of our clients are US Veterans and this new supportive housing units will help give an affordable housing solution to our clients while we monitor their progress, and they work towards greater independence in our community.

Phase 1 requires the construction of an infrastructure on our new campus. This would include a relocation of our Veteran Service Center and Administrative Offices, expansion of our Food Pantry, and the construction of a new community Thrift Store.

Phase 2 of this project will be to construct 3, two-story buildings that would include 42 flexible housing units. These apartments will be managed through our organization and will range from studio to 3-bedroom units. All units will be HUD-VASH eligible and fall under FMR rates. Some of the units will maintain a flexible sliding scale rental agreement as income increases. Worcester County Planning Commission approved Phase 1 of the project on June 25, 2024.

From a project cost standpoint, approximately \$2.1M is estimated for the initial plans and site work, with an additional \$2M for Phase 1 of the project. Cost estimates for Phase 2 reach an additional \$6M (\$2M/building), for a total project cost of \$10.5M with a 5% contingency.

The need for this project is urgent as finding affordable rental units is nearly impossible, placing a greater burden on our shelter. According to the most recent ALICE report, at least 40% of the population of our three counties on the Lower Shore (Worcester, Wicomico, and Somerset) falls below the Household Survival Budget. With this in mind, Diakonia is requesting \$862,000 through a Community Development Block Grant initiated through Worcester County.

Thank you for your time and consideration.

Brian Roberts,  
Chair, Board of Directors, Diakonia, Inc.

***For more information go to: [www.diakoniaOC.org](http://www.diakoniaOC.org)***

***Thrift Store and Donation Center – 12507 Sunset Avenue, Ocean City, Maryland 21842 - (410) 213.0243  
(Open 10am-3pm M-F, 10am-1pm Saturday) Donation Center closed Saturdays***

***Admin/Veteran's Assistance Office – 9748 Stephen Decatur Hwy, Suite 100, Ocean City, Maryland 21842***

**Capital Building Project:**  
**Homeless Human Services, Solutions, and Affordable Housing Project**

**Agency:** Diakonia, Inc. a 501c3 non-profit organization serving homeless persons and those at risk of homelessness on Maryland's Lower Eastern Shore for over 50 years.

**Site Location/Address:** 9601 Stephen Decatur Hwy (State Rt. 611)  
 Ocean City, MD 21842 (Worcester County)

(4.4 acres, 1.9 acres) Site is within walking distance of a major grocery store chain, food establishments, and other work opportunities. Public transportation is available, and schools are less than 5 miles from the location.

**Phase 1:** Building 1: (3200 sq. ft.) SSVF Veteran Service Center  
 Administrative/Case Management Offices  
 Building 2: (5700 sq ft.) Expanded Food Pantry  
 Community Thrift/Food Store

All Permits to construct should be obtained by April 2025. Estimated Cost: \$4.1 million.

**Timeline:** April 2025 – 2027

**Phase 2:** 3 - Affordable Rental Unit Apartment Buildings (42 Units)

*14 - Affordable Permanent Supportive Veteran Housing Units (HUD-VASH Eligible)*

*14 – Affordable Permanent Supportive Rental Units (FMR Limited Eligible)*

*14 – Affordable Transitional Housing Rental Units. (Sliding Scale/Flex Controlled)*

Awaiting Allocation for additional EDU's from Worcester County. Estimated Cost: \$6 million.

**Timeline:** Est. 2027

### **Summary**

Diakonia, Inc. aims to provide an innovative solution to the ongoing housing crisis by **developing an affordable rental housing complex** that caters specifically to individuals transitioning from homeless shelters, institutions (including incarceration), or directly through our mobile homeless outreach team using a Housing First Model.

This complex will not only offer **affordable rental units**, but also integrate **essential support services**, including a space for **collaborative veteran services, intensive case management, expansion of a community food pantry, and thrift store** that generates income for programs, offers affordable items and food to those in survival mode. It will additionally provide **work entry opportunities for clients/residents**.

Our objective is to create a stable environment that fosters self-sufficiency and community integration for our clients and residents, and connects them to vital resources in our region.

*For more information go to: [www.diakoniaOC.org](http://www.diakoniaOC.org)*

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**Agency Viability:**

Diakonia has been a homeless solutions provider on the Lower Shore for **over 50 years**. It is the **only agency on the Lower Shore that provides comprehensive homeless services** from rapid response **mobile outreach**, to a 50-bed, low barrier **emergency shelter** program for all individuals and families. to financial assistance in procuring and maintaining **permanent supportive housing**. We also manage **eviction prevention** clients using financial assistance for persons to remain housed.

We provide intensive case management for all clients and are only **one of two providers of Supportive Services for Veteran Families (SSVF) on the Eastern Shore of Maryland**. We work extensively with the Veterans Administration in providing housing for homeless veterans and work **collaboratively with HUD-VASH** administrators and case managers. We also hold the **VA Shelter Bed Contract** for the Lower Shore.

Diakonia receives a broad array of financial support from local governing bodies (Worcester County Government and the Town of Ocean City), Philanthropic Community Agencies (United Way and Community Foundation of the Lower Eastern Shore), the Continuum of Care (Homeless Alliance of the Lower Shore), USDA, the Veterans' Administration, and Federal Emergency Food and Shelter funding through FEMA--in addition to businesses, organizations, and individuals in our local community.

The reason we have invested in this project is due to the lack of affordable housing on the Eastern Shore, especially as one nears the coastal resort areas in which we are located. However, local businesses need affordable housing for lower wage employees necessary to run their business. Over the course of time, Ocean City has relied on J-1 workers. It is our hope that we can help transform local homeless populations into essential workers for our community.

Currently we are having to provide extraordinary landlord incentives to get our people housed--especially given the poor credit history, potential criminal history, and other barriers that have created their housing crisis. Even then, it is near impossible to find landlords who will agree to the local FMR necessary to provide state assistance through Homeless Solutions Program, or HUD.

Currently all of our emergency shelters are full, and with no housing available, they become stuck beyond the 90-day limit. Our hope is to increase the flow of the pipeline that not only gets citizens housed, but also opens up room in emergency shelters awaiting their own housing.

We have received two separate grants through House Bill 201, (Hartman, Carozza) and Congressman Andy Harris has visited the site and reviewed the plans. We are also initiating earmarks with Senators Van Hollen and Alsobrooks. We have an application pending with FHL Atlanta for 50% of the project, and have submitted an application to the USDA for a Rural Facility Development Grant.

Diakonia is an active Co-chair the Lower Shore Continuum of Care, current operating a \$2.3M budget which is registered in Grants.gov and Sams.gov., and In good Standing with the State of Maryland.

**Project Goals and Objectives****Affordable- Supportive Housing Units**

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Construct 42 affordable rental units at below-market rates with flexible income expectations built into the lease, in order to accommodate low-income individuals and families exiting homelessness and create incentives through a path to home ownership.

### **Establish Supportive Services**

Create a thrift store and food pantry to address immediate needs while promoting community engagement.

Implement case management services to assist residents in accessing healthcare, employment, and educational resources.

### **Foster Self-Sufficiency**

Facilitate workshops and training programs aimed at enhancing life skills, financial literacy, and job readiness.

### **Background and Rationale**

The U.S. faces a significant housing crisis, particularly for individuals transitioning from homelessness. The lack of affordable housing is a primary barrier to stability for this population. By combining housing with essential support services, Diakonia will provide a holistic approach to breaking the cycle of homelessness.

## **Affordable Housing Scarcity in Ocean City, Maryland**

### **Overview**

Ocean City, Maryland, is a popular tourist destination known for its beautiful beaches and vibrant boardwalk. However, the demand for affordable housing in the area has become increasingly urgent, particularly for low-income residents and seasonal workers. The scarcity of affordable housing poses significant challenges for community stability and economic diversity.

### **Key Issues**

#### **1. Rising Property Values:**

The influx of tourists and second-home buyers has driven up property values and rental prices, making it difficult for local residents to find affordable housing options.

#### **2. Seasonal Workforce Needs:**

Ocean City's economy relies heavily on seasonal employment in tourism and hospitality. Many seasonal workers struggle to find affordable housing during peak seasons, leading to overcrowding and unstable living conditions.

#### **3. Limited Rental Stock:**

The existing rental market is largely dominated by vacation rentals, leaving few options for long-term residents. This shift exacerbates the scarcity of affordable units.

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#### 4. **Zoning Regulations:**

Local zoning laws often limit the development of new affordable housing projects. Restrictions on density and height can hinder the construction of multi-family units.

#### 5. **Economic Disparities:**

With a significant portion of the population working in low-wage jobs, many families spend a disproportionate amount of their income on housing, contributing to economic stress and instability.

### Impacts

- **Increased Homelessness:** The lack of affordable housing options can lead to homelessness or unstable living situations, impacting families and individuals.
- **Community Displacement:** Long-term residents may be forced to leave the area in search of affordable housing, resulting in the loss of community ties and cultural heritage.
- **Pressure on Local Services:** The increased demand for emergency housing and social services can strain local resources and budgets.

### Potential Solutions

#### 1. **Incentivizing Development:**

Implementing tax incentives or grants for developers to create affordable housing units could encourage more construction.

#### 2. **Zoning Reforms:**

Revising zoning regulations to allow for higher-density housing could help meet the demand for affordable units.

#### 3. **Public-Private Partnerships:**

Collaborating with local nonprofits and private developers can create innovative housing solutions and leverage additional funding.

#### 4. **Rent Control Measures:**

Exploring rent control policies could help stabilize rental prices for low-income residents.

#### 5. **Support Services:**

Offering case management and support services for low-income families can assist them in accessing available resources and navigating housing options.

### Conclusion

The scarcity of affordable housing in Ocean City, Maryland, presents a multifaceted challenge that requires coordinated efforts from local government, community organizations, and private developers. Addressing this issue is crucial for maintaining the community's diversity, economic stability, and overall quality of life.

*For more information go to: [www.diakoniaOC.org](http://www.diakoniaOC.org)*

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Diakonia, Inc. is a nonprofit organization based in Ocean City, Maryland, dedicated to providing essential services to individuals and families facing homelessness or housing instability. Their mission focuses on offering support, resources, and programs that help people achieve self-sufficiency and stability.

## **Key Services Offered by Diakonia, Inc.**

### **1. Emergency Shelter:**

Diakonia operates a homeless shelter that provides a safe place for individuals and families in crisis. This shelter offers temporary housing and support.

### **2. Transitional Housing:**

They provide transitional housing programs aimed at helping residents move from homelessness to permanent housing. This includes supportive services to facilitate the transition.

### **3. Food Assistance:**

The organization runs a food pantry that helps individuals and families access nutritious food, addressing food insecurity in the community.

### **4. Case Management:**

Diakonia offers case management services to help clients navigate available resources, including job training, healthcare, and financial planning.

### **5. Rental Assistance:**

They provide assistance for individuals and families struggling to pay rent, helping to prevent eviction and maintain housing stability.

### **6. Community Outreach and Education:**

Diakonia engages in outreach programs to educate the community about homelessness and poverty, promoting awareness and encouraging support.

## **Community Impact**

Diakonia, Inc. plays a vital role in addressing the challenges of homelessness and housing instability in the Ocean City area. By offering comprehensive support services, they aim to empower individuals and families to rebuild their lives and achieve long-term stability.

*For more information go to: [www.diakoniaOC.org](http://www.diakoniaOC.org)*

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*Admin/Veteran's Assistance Office – 9748 Stephen Decatur Hwy, Suite 100, Ocean City, Maryland 21842*

DIAKONIA

LOT #--  
--<<ADDRESS-->>

NEW CONSTRUCTION

SEA

ISSUE DATE: 06/30/2022

REVISIONS:  
NO. DATE REVISIONSHEET TITLE:  
RENDERING

SCALE: 1/8" = 1'-0"

CHECKED BY: Checker

DRAWN BY: Author

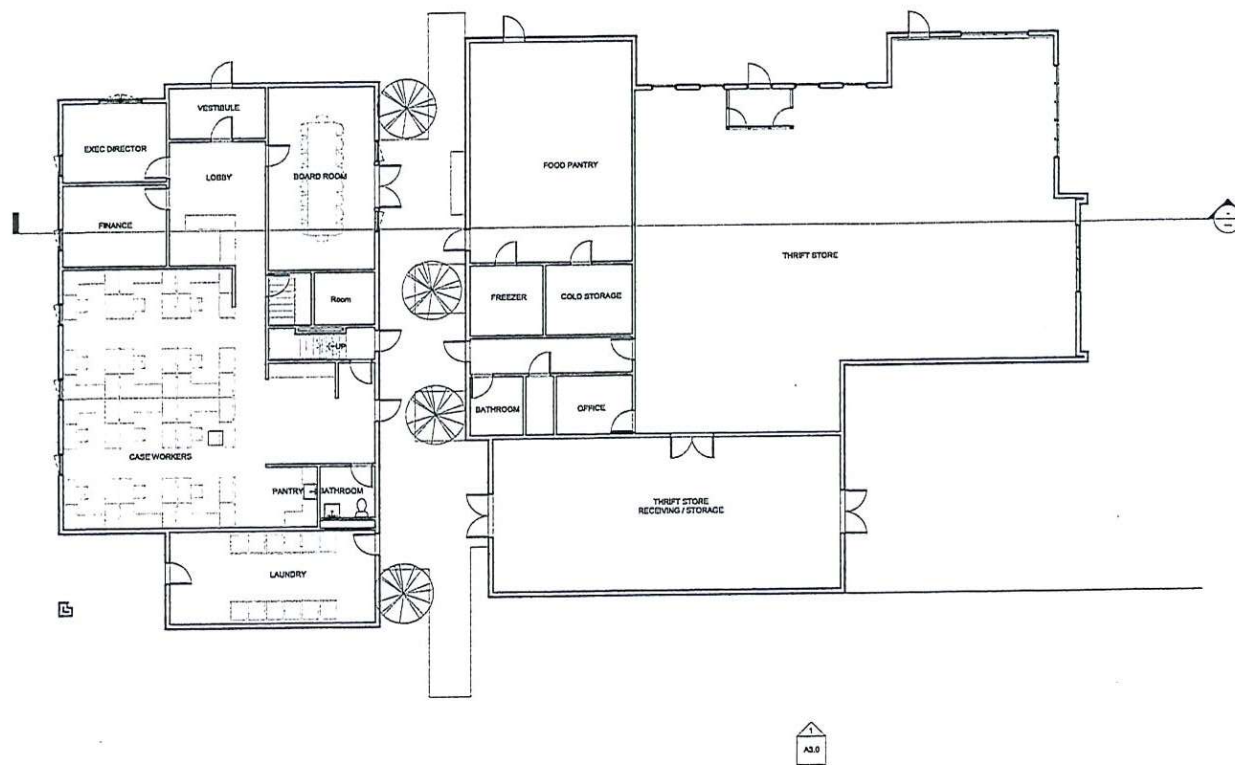
ISSUE:  
SCHEMATIC DESIGN

SHEET:

A3.2

SEA JOB: &lt;&lt;&lt;PROJECT--&gt;&gt;





① GROUND FLOOR PLAN-Main Building  
1/8" = 1'-0"

DIAKONIA

LOT #--  
<<ADDRESS>>

NEW CONSTRUCTION

SEA  
Sustainable  
Environmental  
Architecture

A3.0

ISSUE DATE: 06/20/2022

REVISIONS:

NO. DATE REVISION

SHEET TITLE:

FLOOR  
PLANS

SCALE: 1/8" = 1'-0"

CHECKED BY: CHK

DRAWN BY: DRW

ISSUE:

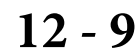
SCHEMATIC DESIGN

SHEET:

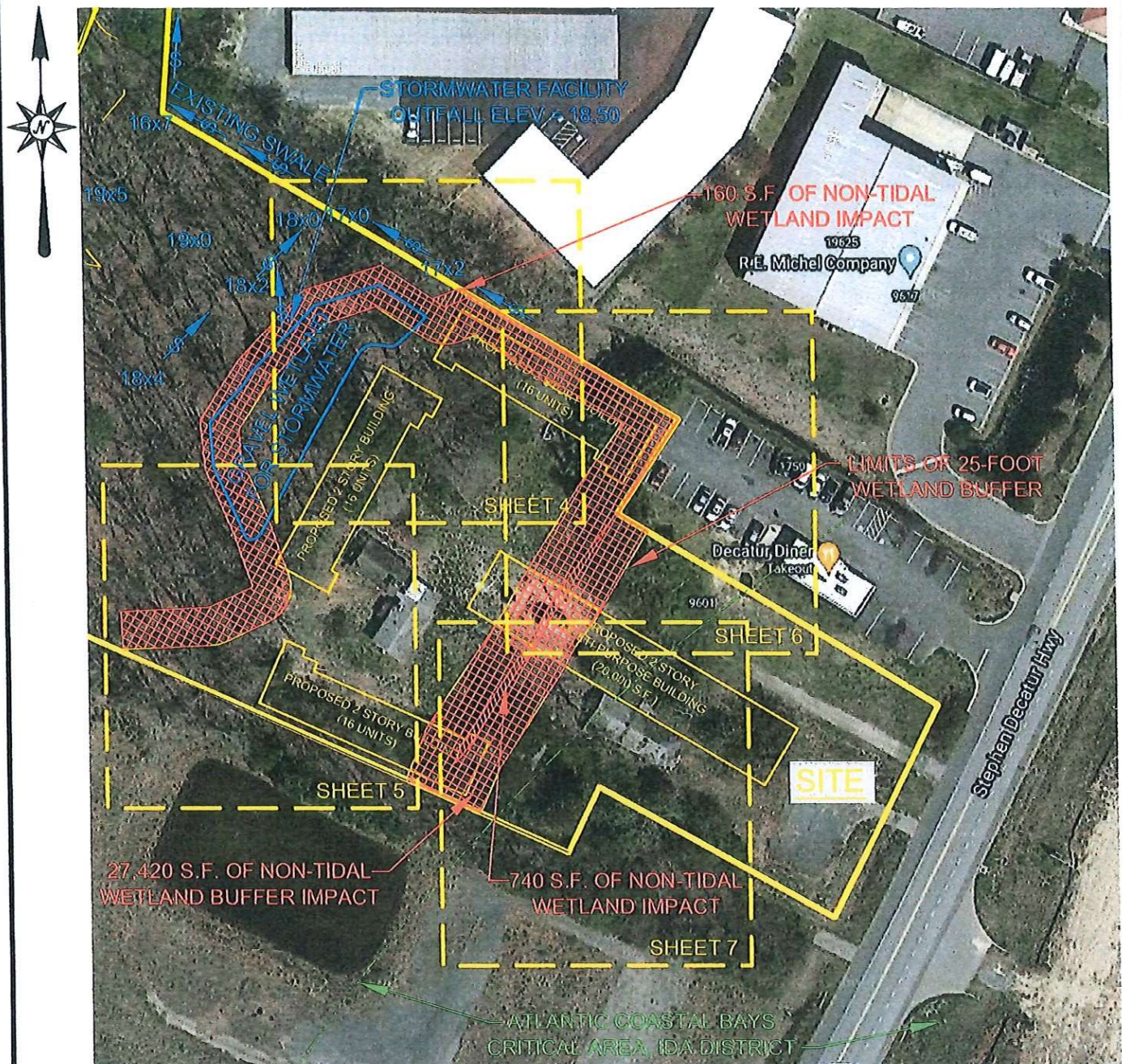
A1.0

SEA JOB: <<<PROJECT>>>









 DENOTES NON-TIDAL WETLAND BUFFER  
IMPACT, 27,420 S.F. TOTAL

 DENOTES NON-TIDAL WETLAND IMPACT, 900 S.F. TOTAL

18x2 DENOTES EXISTING SPOT GRADE AND  
~~5~~ → DIRECTION OF SURFACE RUN-OFF

PLAN TO ACCOMPANY APPLICATION  
FOR  
NON-TIDAL WETLAND & BUFFER IMPACT  
OF  
**DIAKONIA**  
ALSO KNOWN AS  
**PARCELS 292 & 365, TAX MAP 26**  
OCEAN CITY, WORCESTER COUNTY, MARYLAND



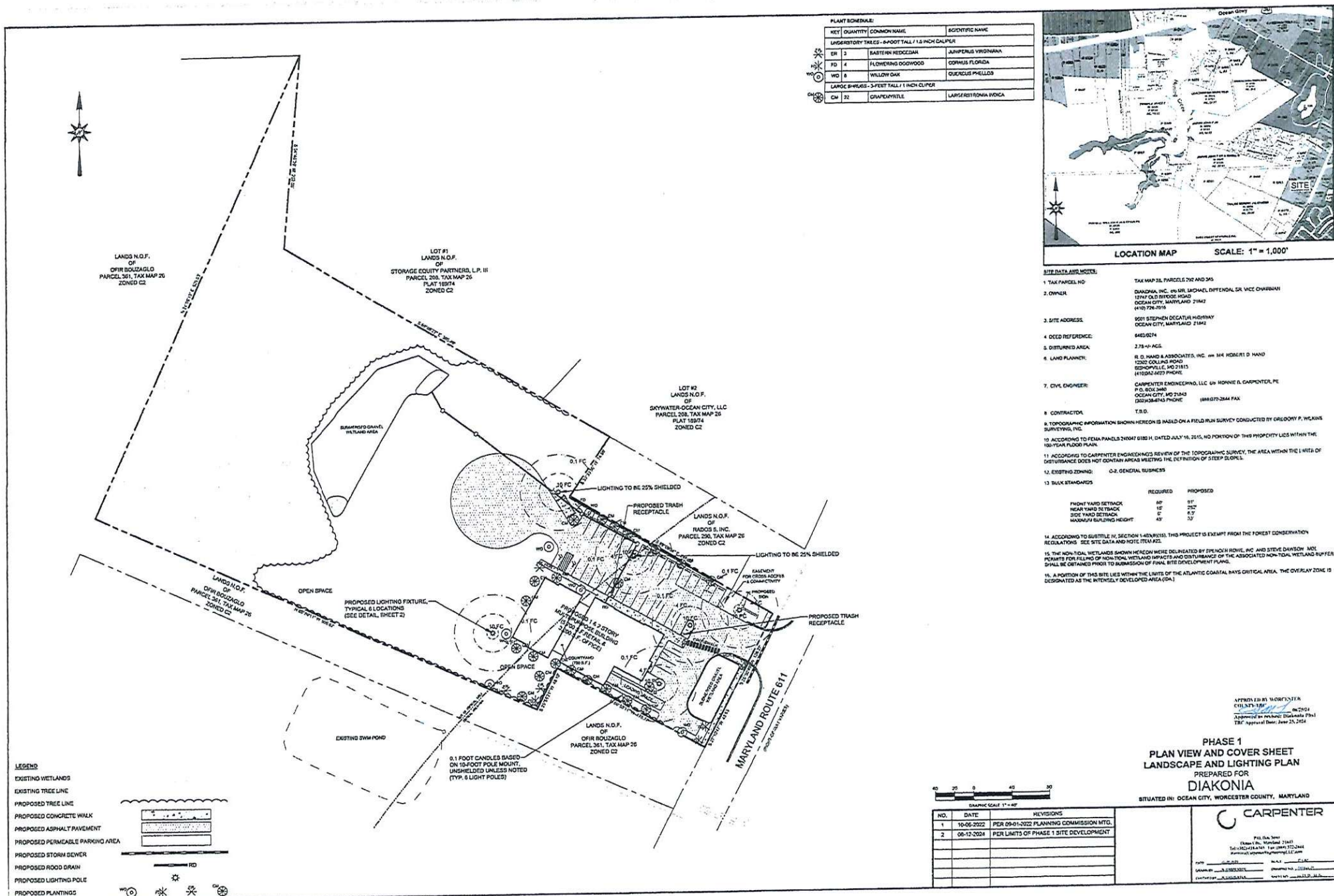
**CARPENTER**  
ENGINEERING, LLC

Professional Civil Engineering Services

P.O. Box 3460  
Ocean City, Maryland 21843  
Tel: (302) 438-6745 Fax: (888) 372-2844  
Ronnie@CarpenterEngineeringLLC.com

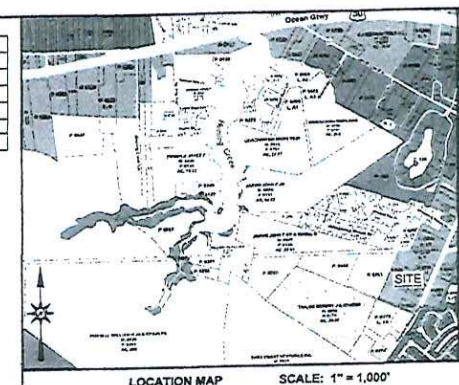
DATE 01-11-2022 SCALE 1" = 100'  
DRAWN BY R. CARPENTER DRAWING NO. 5409-NTW3(Rev1)  
CHECKED BY R. CARPENTER SHEET NO. NTW3 OF NTW7





PLANT SCHEDULE:

KEY	QUANTITY	COMMON NAME	SCIENTIFIC NAME
UNDERSTORY TREES - 8-FOOT TALL / 1.5 INCH CALIPER			
ER	3	EASTERN RED CEDAR	ADRIANUS VIRGINIANA
FD	4	FLOWERING DOGWOOD	CORNUS FLORIDA
WD	8	WILLOW DAW	QUERCUS PHAELOS
LANDSCAPE TREES - 3-FOOT TALL / 1 INCH CALIPER			
CH	22	CHERRYBAY WATTLE	LARGESEROTONIA INDICA



- SITE DATA SUMMARY:**
- TAX PARCEL NO. TAX MAP 26, PARCELS 208 AND 209
  - OWNER. DIADONIA, INC. c/o DR. MICHAEL DIFFENDAL, SR. VICE CHAIRMAN  
12147 OLD BETHESDA ROAD  
OCEAN CITY, MARYLAND 21842  
(410) 726-2015
  - SITE ADDRESS. 5501 STEPHEN DECATUR HIGHWAY  
OCEAN CITY, MARYLAND 21842
  - DEED REFERENCE. 6462/0274
  - DISTURBED AREA. 2.78-VI AC.
  - LAND PLANNER. R. D. HAND & ASSOCIATES, INC. c/o H. ROBERT D. HAND  
12302 COLLING ROAD  
BETHESDA, MD 20815  
(410) 422-7700
  - CIVIL ENGINEER. CARPENTER ENGINEERING, LLC c/o HONORABLE R. CARPENTER, PE  
P.O. BOX 340  
OCEAN CITY, MD 21843  
(410) 726-2015 FAX
  - CONTRACTOR. T.B.O.
  - TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY CONDUCTED BY GREGORY P. WILKINS SURVEYING, INC.
  - ACCORDING TO FEMA PANELS 216047 0182 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.
  - ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE 1-MILE DISTANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES.
  - EXISTING ZONING. C-2, GENERAL BUSINESS
  - BULK STANDARDS
- |                         | REQUIRED | PROPOSED |
|-------------------------|----------|----------|
| FRONT YARD SETBACK      | 60'      | 55'      |
| REAR YARD SETBACK       | 15'      | 25'      |
| SIDE YARD SETBACK       | 5'       | 5.5'     |
| MAXIMUM BUILDING HEIGHT | 45'      | 32'      |
14. ACCORDING TO SUBTITLE IV, SECTION 1403(VI)(3), THIS PROJECT IS EXEMPT FROM THE FOREST CONSERVATION REGULATIONS. SEE SITE DATA AND NOTES HEREON.
15. THE NON-TIDAL WETLANDS SHOWN HEREON WERE DELINEATED BY EPHRAIM ROWE, INC. AND STEVE DAWSON. NOE PERMITS FOR FILLING OF NON-TIDAL WETLANDS IMPACTS AND DISTURBANCE OF THE ASSOCIATED NON-TIDAL WETLAND BUFFER SHALL BE OBTAINED PRIOR TO SUBMISSION OF FINAL SITE DEVELOPMENT PLANS.
16. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA. THE OVERLAY ZONE IS DESIGNATED AS THE INTENSIVELY DEVELOPED AREA (IDA).

- LEGEND**
- EXISTING WETLANDS
  - EXISTING TREE LINE
  - PROPOSED TREE LINE
  - PROPOSED CONCRETE WALK
  - PROPOSED ASPHALT PAVEMENT
  - PROPOSED PERMEABLE PARKING AREA
  - PROPOSED STORM SEWER
  - PROPOSED ROAD DRAIN
  - PROPOSED LIGHTING POLE
  - PROPOSED PLANTINGS



NO.	DATE	REVISIONS
1	10-05-2022	PER 09-01-2022 PLANNING COMMISSION MTD.
2	06-12-2024	PER LIMITS OF PHASE 1 SITE DEVELOPMENT

APPROVED BY WORCESTER COUNTY: TRF

PHASE 1  
PLAN VIEW AND COVER SHEET  
LANDSCAPE AND LIGHTING PLAN  
PREPARED FOR  
**DIADONIA**  
SITUATED IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

**CARPENTER**

Prepared by:  
Diadonia, Inc., Maryland 21841  
Tel: (410) 726-2015 Fax: (410) 726-2044  
www.diadonia.com

DATE: 06-12-2024  
DRAWN BY: J. CARPENTER  
CHECKED BY: J. CARPENTER  
APPROVED BY: J. CARPENTER



## SEWER UTILITY INSTALLATION NOTES

1. CALL "888 UTILITY" AT 1-888-251-7777 48 HOURS PRIOR TO THE START OF WORK.
2. ONLY EXCAVATION SHOULD BE EXCAVATED ON THE HIGH SIDE OF THE TRENCH.
3. EXCAVATED TRENCH MATERIALS SHOULD BE PLACED ON THE HIGH SIDE OF THE TRENCH.
4. IMMEDIATELY FOLLOWING UTILITY INSTALLATION, THE TRENCH SHALL BE BACKFILLED, COMPACTED AND STABILIZED AT THE END OF EACH WORKING DAY. NO MORE TRENCH SHALL BE OPENED THAN CAN BE COMPLETED IN THE SAME DAY.
5. FULL TRENCH COMPACTION IS REQUIRED. WORCESTER COUNTY REQUIRES FULL TRENCH COMPACTION AND SURVEILLANCE. CERTIFICATION OF COMPACTION FOR WORK WITHIN THE RIGHT-OF-WAY AND UTILITY EASEMENTS.
6. MATCHING TO WORCESTER COUNTY SOIL CONSTRUCTION DETAIL SPECIFICATIONS OF ALL DISTURBED AREAS AND ONLY ON BACKFILL IS REQUIRED.
7. ANY DITCHES OR DRAINAGEWAYS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO ORIGINAL CONDITION.

## CERTIFICATION OF PLAN ACCURACY

I, **DAKONIA, INC.**, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF MARYLAND AND THAT THE INFORMATION SHOWN ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED ENGINEERING STANDARDS. THE PROPOSED IMPROVEMENTS SHOWN HEREON HAVE BEEN DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.

PROFESSIONAL CERTIFICATION, I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 22282, EXPIRATION DATE 01/01/2025.



## LEGEND

- EXISTING CONTOUR
- EXISTING GRADE
- EXISTING WETLANDS
- EXISTING TREE LINE
- PROPOSED CONTOUR
- PROPOSED GRADE
- PROPOSED TREE LINE
- PROPOSED CONCRETE WALK
- PROPOSED ASPHALT PAVEMENT
- PROPOSED WATER LINE
- PROPOSED SEWER FORCEMAIN
- PROPOSED GRINDER STATION
- PROPOSED STORM SEWER

## NOTES

1. ALL WORK, MATERIALS AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.
2. ALL NECESSARY PERMITS, LICENSES, BONDS, INSURANCES, POLICIES, ETC. REQUIRED BY LOCAL, STATE AND OR FEDERAL LAWS SHALL BE PROVIDED BY THE CONTRACTOR AT HIS/HER OWN EXPENSE.
3. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH INFORMATION PROVIDED BY THE RESPECTIVE UTILITY COMPANIES AT THE TIME THAT THIS PLAN WAS PREPARED.
4. PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE IN THE AREA OF ANY POTENTIAL UTILITY CROSSING TO VERIFY THAT THE UTILITY WILL NOT INTERFERE WITH CONSTRUCTION. IF, AFTER UNCOVERING OF THE UTILITY, THERE IS ANY QUESTION CONCERNING A POSSIBLE CONFLICT, THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE ENGINEER.
5. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE. ANY AND ALL DAMAGES DONE TO THE UTILITIES DUE TO NEGLECT OR NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT HIS/HER OWN EXPENSE.
6. THE CONTRACTOR SHALL NOTIFY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS AT LEAST 48 HOURS PRIOR TO COMMENCING WITH ANY LAND DISTURBING ACTIVITIES AND, UNLESS WAIVED BY THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS, SHALL BE REQUIRED TO HOLD A PRE-CONSTRUCTION MEETING AT THE PROJECT SITE.
7. UPON COMPLETION OF CONSTRUCTION, A SITE CONSTRUCTION "AS-BUILT" SHALL BE SUBMITTED TO THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS PRIOR TO USE AND OR OCCUPANCY OF THE PROPOSED SITE IMPROVEMENTS.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR DESTROYED LANDSCAPES.
9. PLAN LOCATIONS AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
10. THIS PLAN DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERE TO APPURTENANT.
11. THE ENGINEER IS REQUIRED TO EXAMINE CAREFULLY THE SITE OF THE WORK, THE PROPOSAL, PLANS, SPECIFICATIONS AND OTHER CONTRACT DOCUMENTS FOR THE WORK CONTRACT. IT IS THE ENGINEER'S ASSURANCE THAT HE/HO HAS EXAMINED AND SATISFIED HIMSELF TO THE CHARACTER, QUALITY AND QUANTITY OF THE WORK TO BE PERFORMED AND THAT IT IS TO BE FURNISHED TO THE REQUIREMENTS OF THESE SPECIFICATIONS, PLANS AND OTHER CONTRACT DOCUMENTS, AND HE MUST BE PREPARED TO EXECUTE A PROFESSIONAL JUDGMENT IN EVERY PARTICULAR WITHOUT ANY SETBACK OR UNDESIRABLE ACCEPTANCE AS MAY BE SPECIFICALLY PROVIDED FOR ELSEWHERE IN THESE CONTRACT DOCUMENTS.

LOT #1  
LANDS N.O.F.  
OF  
STORAGE EQUITY PARTNERS, L.P. III  
PARCEL 208, TAX MAP 26  
PLAT 18974  
ZONED C2

LOT #2  
LANDS N.O.F.  
OF  
SKYWATER-OCEAN CITY, LLC  
PARCEL 208, TAX MAP 26  
PLAT 18974  
ZONED C2

LANDS N.O.F.  
OF  
RADOS S, INC.  
PARCEL 290, TAX MAP 26  
ZONED C2

LANDS N.O.F.  
OF  
OFIR BOUZAGLO  
PARCEL 301, TAX MAP 26  
ZONED C2

## SITE DATA AND NOTES

1. TAX PARCEL NO.
2. OWNER
3. SITE ADDRESS
4. DEED REFERENCE
5. DISTURBED AREA
6. LAND PLANNER
7. CIVIL ENGINEER
8. CONTRACTOR
9. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY CONDUCTED BY CROWN P. SURVEYING, INC.
10. ACCORDING TO FEMA PARCEL SHADY 5180 K, DATED JULY 18, 2013, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.
11. ACCORDING TO CARPENTER ENGINEERING'S VIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS WITHIN THE DEFINITION OF STEEP SLOPES.
12. EXISTING ZONING: C-2 GENERAL BUSINESS
13. THE PURPOSE OF THIS PLAN IS TO DETECT THIS WATER AND SEWER SERVICES IN A COMPREHENSIVE LAND DEVELOPMENT PROJECT PROPOSING 17 HOUSING UNITS AND 800 SQUARE FEET OF MULTIPURPOSE COMMERCIAL USE, WITH PUBLIC SEWER AND WATER FACILITIES. NEVER DEMANDS AS FOLLOWS:  
COMMERCIAL SPACE 8,000 S.F., 2.0 D.CALIF. RETAIN 100' + 45' GPD  
18 RESIDENTIAL 1.5 BEDROOM UNITS @ 1,000 S.F. + 1,000 GPD  
13 RESIDENTIAL 2.5 BEDROOM UNITS @ 2,000 S.F. + 2,400 GPD  
8 RESIDENTIAL 3 BEDROOM UNITS @ 3,000 S.F. + 3,600 GPD  
8 RESIDENTIAL STUDIO UNITS @ 1,000 S.F. + 1,000 GPD  
TOTAL AVERAGE DAILY FLOW = 7,840 GPD (4 IN. EQLV)  
PEAK FLOW REQUIRED = 30 GPM
14. THE HORIZONTAL WETLANDS SHOWN HEREON WERE Delineated BY GRINDER ROWE, INC. AND STEVE DASHOFF. MEC PERMITS FOR FILLING OF HORIZONTAL WETLANDS AND DISTURBANCE OF THE ASSOCIATED HORIZONTAL WETLANDS SHALL BE OBTAINED PRIOR TO SUBMISSION OF FINAL SITE DEVELOPMENT PLANS.
15. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL DUNE. CRITICAL AREA. THE CRITICAL ZONE IS DESIGNATED AS THE INTERIOR DUNE AND DUNE ADJACENT.
16. ALL PROPOSED FIRE HYDRANTS SHOWN HEREON ARE DESIGNATED AS PRIVATE FIRE HYDRANTS AND THEREFORE WILL BE PAINTED YELLOW AT THE REQUEST OF WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY WATER AND WASTEWATER DIVISION

*DAKONIA, INC.*  
WORCESTER COUNTY WATER AND WASTEWATER DIVISION  
DATE: 01/01/2025

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

*DAKONIA, INC.*  
WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS  
DATE: 01/01/2025

SEWER AND WATER SERVICES  
CONSTRUCTION PLAN  
PREPARED FOR  
**DAKONIA, INC.**  
ALSO KNOWN AS  
**9601 STEPHEN DECATUR HIGHWAY**  
SITUATE IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

NO.	DATE	REVISIONS
1	01-10-2022	PER WCCPW COMMENTS ISSUED 12-06-2021
2	02-16-2022	PER WCCPW COMMENTS ISSUED 02-06-2022
3	02-28-2022	PER WCCPW COMMENTS ISSUED 02-28-2022
4	05-10-2022	PER REVISED ARCHITECTURAL BUILDING PLANS AND INCREASE OF OPEN SPACE
5	10-06-2022	PER 0901-1202 PLANNING COMMISSION INTO
6	12-06-2022	PER WCCPW COMMENTS ISSUED 12-05-2022

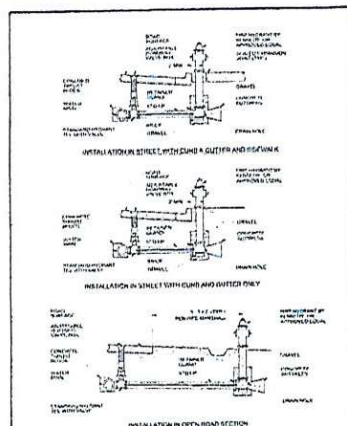
**CARPENTER**  
1000 New Road  
Ocean City, Maryland 21842  
Tel: 410-284-1414 Fax: 410-284-1415  
www.carpenter-engineering.com

PREPARED BY: *DAKONIA, INC.*  
CHECKED BY: *DAKONIA, INC.*  
DESIGNED BY: *DAKONIA, INC.*  
DATE: 01/01/2025







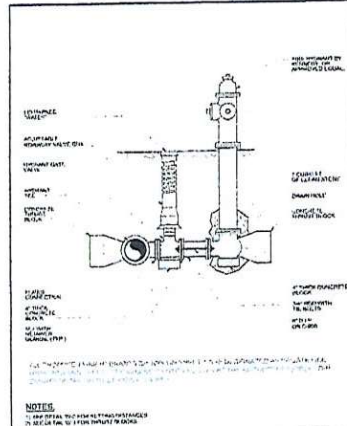


Worcester County  
Department of  
Water & Wastewater

TYPICAL FIRE HYDRANT  
SETTING

W-2

REV. 12-06-2022



Worcester County  
Department of  
Water & Wastewater

STREET FIRE HYDRANT  
AND VALVE TO MAIN

W-3

REV. 12-06-2022

DIAMETER OF PIPE	9" OR LESS	12" OR GREATER
HOR. ANGLE FROM 0° TO 45°	0.75 FT	1.0 FT
HOR. ANGLE FROM 45° TO 90°	1.0 FT	1.5 FT
TEE CONNECTION	1.5 FT	2.0 FT
VERTICAL HORIZ. B.S.	2.0 FT	3.0 FT
PLUG ON CAP	1.25 FT	1.5 FT

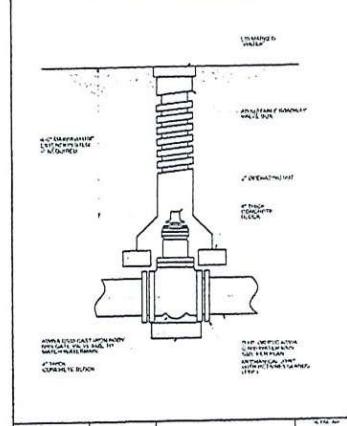
NOTES:  
1. ALL HORIZONTAL SPHERICAL VALVES SHALL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARD C900 FOR SPHERICAL VALVES.  
2. SPHERICAL VALVES SHALL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARD C900 FOR SPHERICAL VALVES.  
3. SPHERICAL VALVES SHALL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARD C900 FOR SPHERICAL VALVES.  
4. SPHERICAL VALVES SHALL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARD C900 FOR SPHERICAL VALVES.  
5. SPHERICAL VALVES SHALL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARD C900 FOR SPHERICAL VALVES.

Worcester County  
Department of  
Water & Wastewater

STREET FIRE HYDRANT  
AND VALVE TO MAIN

W-4

REV. 12-06-2022

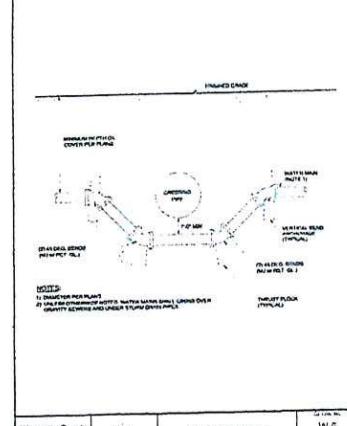


Worcester County  
Department of  
Water & Wastewater

WATER VALVE AND  
VALVE BOX DETAIL

W-5

REV. 12-06-2022

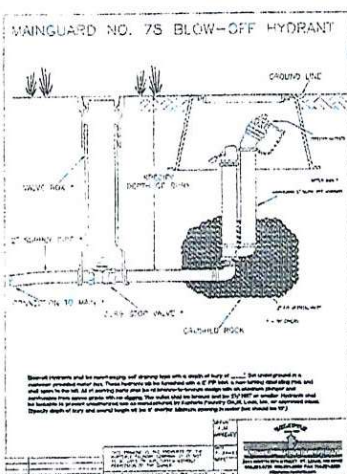


Worcester County  
Department of  
Water & Wastewater

PIPE CROSSING DETAIL

W-6

REV. 12-06-2022

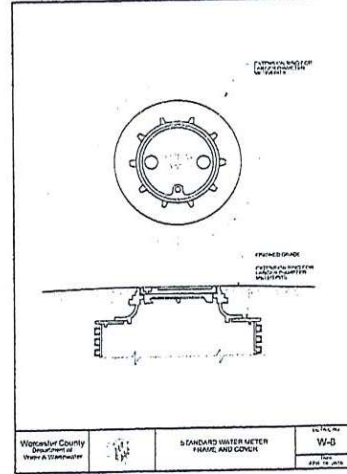


Worcester County  
Department of  
Water & Wastewater

MAIN GUARD NO. 75 BLOW-OFF  
HYDRANT

W-7

REV. 12-06-2022

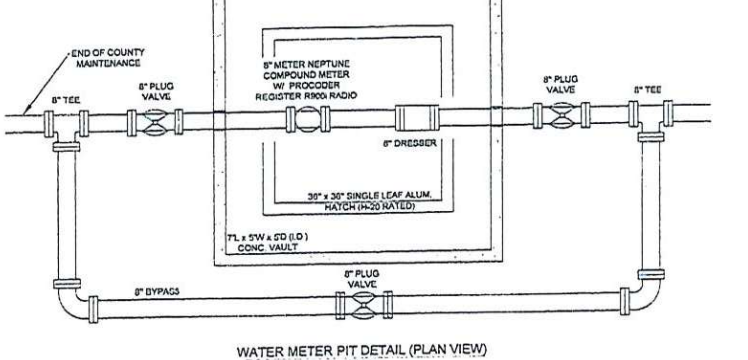


Worcester County  
Department of  
Water & Wastewater

STANDARD WATER METER  
FRAME AND COVER

W-8

REV. 12-06-2022

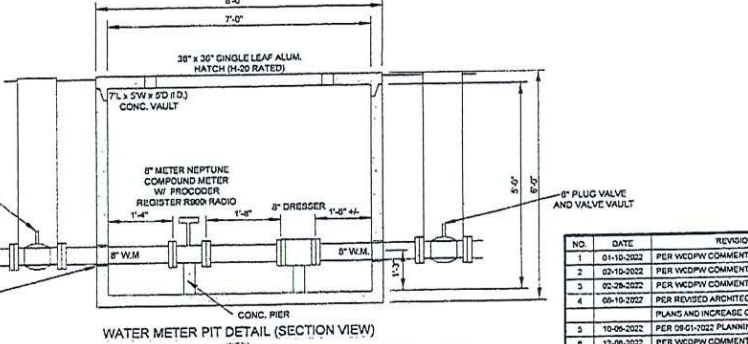


Worcester County  
Department of  
Water & Wastewater

WATER METER PIT DETAIL (PLAN VIEW)

W-9

REV. 12-06-2022



Worcester County  
Department of  
Water & Wastewater

WATER METER PIT DETAIL (SECTION VIEW)

W-10

REV. 12-06-2022

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN  
ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER  
COUNTY DEPARTMENT OF PUBLIC WORKS

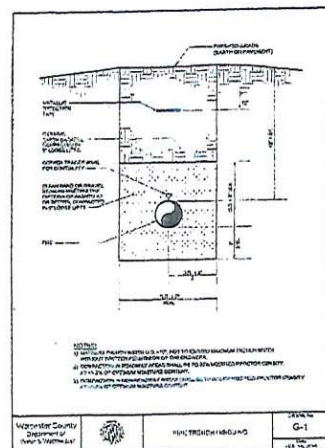
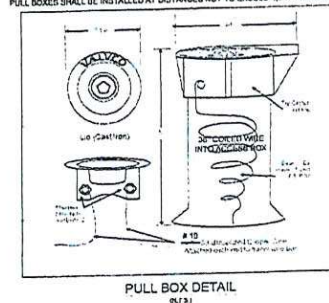
Worcester County, Director of Public Works

DATE: 12/14/22

SEWER AND WATER SERVICES  
CONSTRUCTION PLAN  
PREPARED FOR  
DIAKONIA, INC.  
ALSO KNOWN AS  
9601 STEPHEN DECATUR HIGHWAY  
SITUATE IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

NO.	DATE	REVISIONS
1	01-10-2022	PER WCDPW COMMENTS ISSUED 12-06-2021
2	02-10-2022	PER WCDPW COMMENTS ISSUED 02-04-2022
3	02-28-2022	PER WCDPW COMMENTS ISSUED 02-28-2022
4	06-10-2022	PER REVISED ARCHITECTURAL BUILDING PLANS AND INCREASE OF OPEN SPACE
5	10-09-2022	PER 09-01-2022 PLANNING COMMISSION MTD
6	12-06-2022	PER WCDPW COMMENTS ISSUED 12-06-2022

Prepared by: [Signature]  
Checked by: [Signature]  
Reviewed by: [Signature]  
Approved by: [Signature]



THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN  
ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER  
COUNTY WATER AND WASTEWATER DIVISION

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN  
ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER  
COUNTY DEPARTMENT OF PUBLIC WORKS

*Chas C. F. Jr.* 12/19/62  
WORCESTER COUNTY, DEPARTMENT OF PUBLIC WORKS DATE

SEWER AND WATER SERVICES  
CONSTRUCTION PLAN  
PREPARED FOR  
DIAKONIA, INC.  
ALSO KNOWN AS  
9601 STEPHEN DECATUR HIGHWAY  
JITUATE IN OCEAN CITY, WORCESTER COUNTY, MARYLAND

NO	DATE	REVISIONS
1	21-10-2022	PER WCDPM COMMENTS ISSUED 10-06-2021
2	22-10-2022	PER WCDPM COMMENTS ISSUED 02-04-2022
3	02-08-2022	PER WCDPM COMMENTS ISSUED 02-08-2022
4	08-10-2022	PER REQUIRED ARCHITECTURAL BUILDING PLANS AND/OR AGREEMENT OF OPEN SPACE
5	15-06-2022	PER 08-01-2227 PLANNING COMMISSION MTG.
6	10-05-2022	PER WCDPM COMMENTS ISSUED 12-05-2022



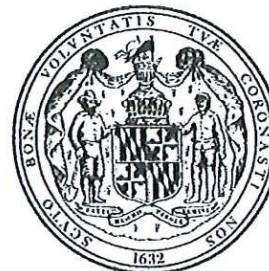
STATE OF MARYLAND  
DEPARTMENT OF THE ENVIRONMENT  
WATER AND SCIENCE ADMINISTRATION  
LETTER OF AUTHORIZATION

AUTHORIZATION NUMBER: 22-NT-2013/202260222

EFFECTIVE DATE: July 20, 2022

EXPIRATION DATE: July 20, 2027

AUTHORIZED PERSON: Diakonia Inc.  
12747 Old Bridge Road  
Ocean City, MD 21842  
ATTN: Michael Diffendal



IN ACCORDANCE WITH ENVIRONMENT ARTICLE §5-503(a) AND §5-906(b), ANNOTATED CODE OF MARYLAND (2007 REPLACEMENT VOLUME), COMAR 26.17.04 AND 26.23.01, AND 26.08.02 AND THE ATTACHED CONDITIONS OF AUTHORIZATIONS, Diakonia Inc. (AUTHORIZED PERSON"), IS HEREBY AUTHORIZED BY THE WATER AND SCIENCE ADMINISTRATION ("ADMINISTRATION") TO CONDUCT A REGULATED ACTIVITY IN A NONTIDAL WETLAND, BUFFER, OR EXPANDED BUFFER, AND/OR TO CHANGE THE COURSE, CURRENT OR CROSS-SECTION OF WATERS OF THE STATE, IN ACCORDANCE WITH THE ATTACHED PLANS APPROVED BY THE ADMINISTRATION ON July 13, 2022 ("APPROVED PLAN") AND PREPARED BY Carpenter Engineering, LLC AND INCORPORATED HEREIN, AS DESCRIBED BELOW:

Excavation, grading and the placement of fill for the construction of parking, four 2-story buildings and stormwater management features for a 48-unit housing development and multi-purpose building servicing the homeless community will result in permanent impacts of 900 square feet of forested nontidal wetland and 27,420 square feet of 25-foot nontidal wetland buffer. This project is located on Tax Map 26, Parcels 292 and 365, 9601 Stephen Decatur Highway, Ocean City, Worcester County, Maryland.

MD Grid Coordinates N 74927 E 564389

Heather L. Nelson  
Program Manager  
Wetlands and Waterways Program

Attachments: Conditions of Authorization

cc: Paul Ferreri - MDE Compliance Program  
Jenelle Gerthoffer - Worcester County Department of Environmental Programs  
Chris McCabe - Coastal Compliance Solutions, LLC



THE FOLLOWING CONDITIONS OF AUTHORIZATION APPLY TO ALL ACTIVITIES AUTHORIZED BY  
 AUTHORIZATION NUMBER 22-NT-2013/202260222  
 PAGE 2 of 4

1. **Validity:** Authorization is valid only for use by Authorized Person. Authorization may be transferred only with prior written approval of the Administration. In the event of transfer, transferee agrees to comply with all terms and conditions of Authorization.
2. **Initiation of Work, Modifications and Extension of Term:** Authorized Person shall initiate authorized activities in waterways, including streams and the 100-year floodplain, within two (2) years of the Effective Date of this Authorization or the Authorization shall expire. [Annotated Code of Maryland, Environment Article 5-510(a)-(b) and Code of Maryland Regulations 26.17.04.12]. Authorized Person may submit written requests to the Administration for (a) extension of the period for initiation of work, (b) modification of Authorization, including the Approved Plan, or, (c) not later than 45 days prior to Expiration Date, an extension of term. Requests for modification shall be in accordance with applicable regulations and shall state reasons for changes, and shall indicate the impacts on nontidal wetlands, streams, and the floodplain, as applicable. The Administration may grant a request at its sole discretion. (Annotated Code of Maryland, Environment Article 5-510(c), and Code of Maryland Regulations 26.17.04.12, and Annotated Code of Maryland, Environment Article 5-907 and Code of Maryland Regulations 26.23.02.07).
3. **Responsibility and Compliance:** Authorized Person is fully responsible for all work performed and activities authorized by this Authorization shall be performed in compliance with this Authorization and Approved Plan. Authorized Person agrees that a copy of the Authorization and Approved Plan shall be kept at the construction site and provided to its employees, agents and contractors. A person (including Authorized Person, its employees, agents or contractors) who violates or fails to comply with the terms and conditions of this Authorization, Approved Plan or an administrative order may be subject to penalties in accordance with §5-514 and §5-911, Department of the Environment Article, Annotated Code of Maryland (2007 Replacement Volume).
4. **Failure to Comply:** If Authorized Person, its employees, agents or contractors fail to comply with this Authorization or Approved Plan, the Administration may, in its discretion, issue an administrative order requiring Authorized Person, its employees, agents and contractors to cease and desist any activities which violate this Authorization, or the Administration may take any other enforcement action available to it by law, including filing civil or criminal charges.
5. **Suspension or Revocation:** Authorization may be suspended or revoked by the Administration, after notice of opportunity for a hearing, if Authorized Person: (a) submits false or inaccurate information in Permit application or subsequently required submittals; (b) deviates from the Approved Plan, specifications, terms and conditions; (c) violates, or is about to violate terms and conditions of this Authorization; (d) violates, or is about to violate, any regulation promulgated pursuant to Title 5, Department of the Environment Article, Annotated Code of Maryland as amended; (e) fails to allow authorized representatives of the Administration to enter the site of authorized activities at any reasonable time to conduct inspections and evaluations; (f) fails to comply with the requirements of an administrative action or order issued by the Administration; or (g) does not have vested rights under this Authorization and new information, changes in site conditions, or amended regulatory requirements necessitate revocation or suspension.
6. **Other Approvals:** Authorization does not authorize any injury to private property, any invasion of rights, or any infringement of federal, State or local laws or regulations, nor does it obviate the need to obtain required authorizations or approvals from other State, federal or local agencies as required by law.
7. **Site Access:** Authorized Person shall allow authorized representatives of the Administration access to the site of authorized activities during normal business hours to conduct inspections and evaluations necessary to assure compliance with this Authorization. Authorized Person shall provide necessary assistance to effectively and safely conduct such inspections and evaluations.
8. **Inspection Notification:** Authorized Person shall notify the Administration's Compliance Program at least five (5) days before starting authorized activities and five (5) days after completion. For Allegany, Garrett, and Washington Counties, Authorized Person shall call 301-689-1480. For Carroll, Frederick, Howard, Montgomery and Prince George's Counties, Authorized Person shall call 301-665-2850. For Baltimore City, Anne Arundel, Baltimore, Calvert, Charles, Harford and St. Mary's Counties, Authorized Person shall call 410-537-3510. For Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties, Authorized Person shall call 410-901-4020. If Authorization is for a project that is part of a mining site, please contact the Land and Materials Administration's Mining Program at 410-537-3557 at least five (5) days before starting authorized activities and five (5) days after completion.
9. **Sediment Control:** Authorized Person shall obtain approval from the Worcester County Soil Conservation District for a grading and sediment control plan specifying soil erosion control measures. The approved grading and sediment control plan shall be included in the Approved Plan, and shall be available at the construction site.
10. **Best Management Practices During Construction:** Authorized Person, its employees, agents and contractors shall conduct authorized activities in a manner consistent with the Best Management Practices specified by the Administration.
11. **Disposal of Excess:** Unless otherwise shown on the Approved Plan, all excess fill, spoil material, debris, and construction material shall be disposed of outside of nontidal wetlands, nontidal wetlands buffers, and the 100-year floodplain, and in a location and manner which does not adversely impact surface or subsurface water flow into or out of nontidal wetlands.
12. **Temporary Staging Areas:** Temporary construction trailers or structures, staging areas and stockpiles shall not be located within nontidal wetlands, nontidal wetlands buffers, or the 100-year floodplain unless specifically included on the Approved Plan.



13. **Temporary Stream Access Crossings:** Temporary stream access crossings shall not be constructed or utilized unless shown on the Approved Plan. If temporary stream access crossings are determined necessary prior to initiation of work or at any time during construction, Authorized Person, its employees, agents or contractors shall submit a written request to the Administration and secure the necessary permits or approvals for such crossings before installation of the crossings. Temporary stream access crossings shall be removed and the disturbance stabilized prior to completion of authorized activity or within one (1) year of installation.
14. **Discharge:** Runoff or accumulated water containing sediment or other suspended materials shall not be discharged into waters of the State unless treated by an approved sediment control device or structure.
15. **Instream Construction Prohibition:** To protect important aquatic species, motor driven construction equipment shall not be allowed within stream channels unless on authorized ford crossings. Activities within stream channels are prohibited as determined by the classification of the stream (COMAR 26.08.02.08): N/A is a Use N/A waterway; in-stream work may not be conducted from N/A through N/A, inclusive, of any year.
16. **Instream Blasting:** Authorized Person shall obtain prior written approval from the Administration before blasting or using explosives in the stream channel.
17. **Minimum Disturbance:** Any disturbance of stream banks, channel bottom, wetlands, and wetlands buffer authorized by this Authorization or Approved Plan shall be the minimum necessary to conduct permitted activities. All disturbed areas shall be stabilized vegetatively no later than seven (7) days after construction is completed or in accordance with the approved grading or sediment and erosion control plan.
18. **Restoration of Construction Site:** Authorized Person shall restore the construction site upon completion of authorized activities. Undercutting, meandering or degradation of the stream banks or channel bottom, any deposition of sediment or other materials, and any alteration of wetland vegetation, soils, or hydrology, resulting directly or indirectly from construction or authorized activities, shall be corrected by Authorized Person as directed by the Administration.
19. **Mitigation:** Mitigation is not required for these authorized activities.

#### **FEDERALLY MANDATED STATE AUTHORIZATIONS**

The State of Maryland issued a Water Quality Certification to the U.S. Army Corps of Engineers for projects receiving federal authorization under the Maryland State Programmatic General Permit, Regional General Permit for Chesapeake Bay Total Maximum Daily Load (TMDL) Activities and non-suspended Nationwide Permits. In addition, as applicable, this Authorization constitutes the State's concurrence with the Applicant's certification that the activities authorized herein are consistent with the Maryland Coastal Zone Management Program, as required by Section 307 of the Coastal Zone Management Act of 1972, as amended. Activities in the following counties are not subject to the Maryland Coastal Zone Management requirement: Allegany, Carroll, Frederick, Garrett, Howard, Montgomery, and Washington.

#### **U.S. ARMY CORPS OF ENGINEERS AUTHORIZATION**

The U.S. Army Corps of Engineers has reviewed this activity and has granted authorization under the Maryland State Programmatic General Permit (MDSPGP-6), as a Category A-e(9) activity. The terms and conditions of the MDSPGP-6 as outlined in the documents found on the Maryland Department of the Environment's website, [https://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/MDSPGP6\\_conditions.aspx](https://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/MDSPGP6_conditions.aspx), should be followed when performing the authorized work.

**BEST MANAGEMENT PRACTICES FOR WORKING IN  
NONTIDAL WETLANDS, WETLAND BUFFERS,  
WATERWAYS AND 100-YEAR FLOODPLAINS**

- 1) No excess fill, construction material, or debris shall be stockpiled or stored in nontidal wetlands, nontidal wetland buffers, waterways, or the 100-year floodplain.
- 2) Place materials in a location and manner which does not adversely impact surface or subsurface water flow into or out of nontidal wetlands, nontidal wetland buffers, waterways, or the 100-year floodplain.
- 3) Do not use the excavated material as backfill if it contains waste metal products, unsightly debris, toxic material, or any other deleterious substance. If additional backfill is required, use clean material free of waste metal products, unsightly debris, toxic material, or any other deleterious substance.
- 4) Place heavy equipment on mats or suitably operate the equipment to prevent damage to nontidal wetlands, nontidal wetland buffers, waterways, or the 100-year floodplain.
- 5) Repair and maintain any serviceable structure or fill so there is no permanent loss of nontidal wetlands, nontidal wetland buffers, or waterways, or permanent modification of the 100-year floodplain in excess of that lost under the originally authorized structure or fill.
- 6) Rectify any nontidal wetlands, wetland buffers, waterways, or 100-year floodplain temporarily impacted by any construction.
- 7) All stabilization in the nontidal wetland and nontidal wetland buffer shall consist of the following species: Annual Ryegrass (Lolium multiflorum), Millet (Setaria italica), Barley (Hordeum sp.), Oats (Uniola sp.), and/or Rye (Secale cereale). These species will allow for the stabilization of the site while also allowing for the voluntary revegetation of natural wetland species. Other non-persistent vegetation may be acceptable, but must be approved by the Nontidal Wetlands and Waterways Division. **Kentucky 31 fescue shall not be utilized in wetland or buffer areas.** The area should be seeded and mulched to reduce erosion after construction activities have been completed.
- 8) After installation has been completed, make post-construction grades and elevations the same as the original grades and elevations in temporarily impacted areas.
- 9) To protect aquatic species, in-stream work is prohibited as determined by the classification of the stream:

Use I waters: In-stream work shall not be conducted during the period March 1 through June 15, inclusive, during any year.

Use III waters: In-stream work shall not be conducted during the period October 1 through April 30, inclusive, during any year.

Use IV waters: In-stream work shall not be conducted during the period March 1 through May 31, inclusive, during any year.

- 10) Stormwater runoff from impervious surfaces shall be controlled to prevent the washing of debris into the waterway.
- 11) Culverts shall be constructed and any riprap placed so as not to obstruct the movement of aquatic species, unless the purpose of the activity is to impound water.



SITE DATA AND NOTES:

1. TAX PARCEL NO: TAX MAP 26, PARCELS 292 AND 365
2. OWNER: DIAKONIA, INC. c/o MR. MICHAEL DIFFENDAL SR. VICE CHAIRMAN  
12747 OLD BRIDGE ROAD  
OCEAN CITY, MARYLAND 21842  
(410) 726-7016
3. SITE ADDRESS: 9601 STEPHEN DECATUR HIGHWAY  
OCEAN CITY, MARYLAND 21842
4. DEED REFERENCE: 6469/0274
5. DISTURBED AREA: 2.75 +/- ACS.
6. LAND PLANNER: R. D. HAND & ASSOCIATES, INC. c/o MR. ROBERT D. HAND  
12302 COLLINS ROAD  
BISHOPVILLE, MD 21813  
(410)352-5623 PHONE
7. CIVIL ENGINEER: CARPENTER ENGINEERING, LLC c/o RONNIE B. CARPENTER, PE  
P.O. BOX 3460  
OCEAN CITY, MD 21843  
(302)438-6745 PHONE (888)372-2844 FAX
8. CONTRACTOR: T.B.D.
9. TOPOGRAPHIC INFORMATION SHOWN HEREIN IS BASED ON A FIELD RUN SURVEY CONDUCTED BY GREGORY P. WILKINS SURVEYING, INC.
10. ACCORDING TO FEMA PANELS 240047 0180 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.
11. ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES.
12. EXISTING ZONING: C-2, GENERAL BUSINESS
13. THE PURPOSE OF THIS PLAN IS TO DEPICT THE NON-TIDAL WETLAND IMPACTS AND NON-TIDAL WETLAND BUFFER IMPACTS ASSOCIATED WITH A COMMERCIAL LAND DEVELOPMENT PROJECT PROPOSING 48 HOUSING UNITS AND 20,000 SQUARE FEET OF MULTI-PURPOSE COMMERCIAL USE, WITH PUBLIC SEWER AND WATER FACILITIES.
- FORESTED NON-TIDAL WETLAND IMPACT = 900 S.F.  
FORESTED NON-TIDAL WETLAND BUFFER IMPACT = 27,420 S.F.
14. THE NON-TIDAL WETLANDS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND STEVE DAWSON.
15. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA. THE OVERLAY ZONE IS DESIGNATED AS THE INTENSELY DEVELOPED AREA (IDA.)
16. PLAN SET
- 1 PROPERTY DATA
  - 2 LOCATION MAP
  - 3 KEY MAP / ORTHO PHOTO
  - 4-7 IMPACT PLAN VIEWS

PLAN TO ACCOMPANY APPLICATION  
FOR  
NON-TIDAL WETLAND & BUFFER IMPACT  
OF  
**DIAKONIA**  
ALSO KNOWN AS  
**PARCELS 292 & 365, TAX MAP 26**  
OCEAN CITY, WORCESTER COUNTY, MARYLAND



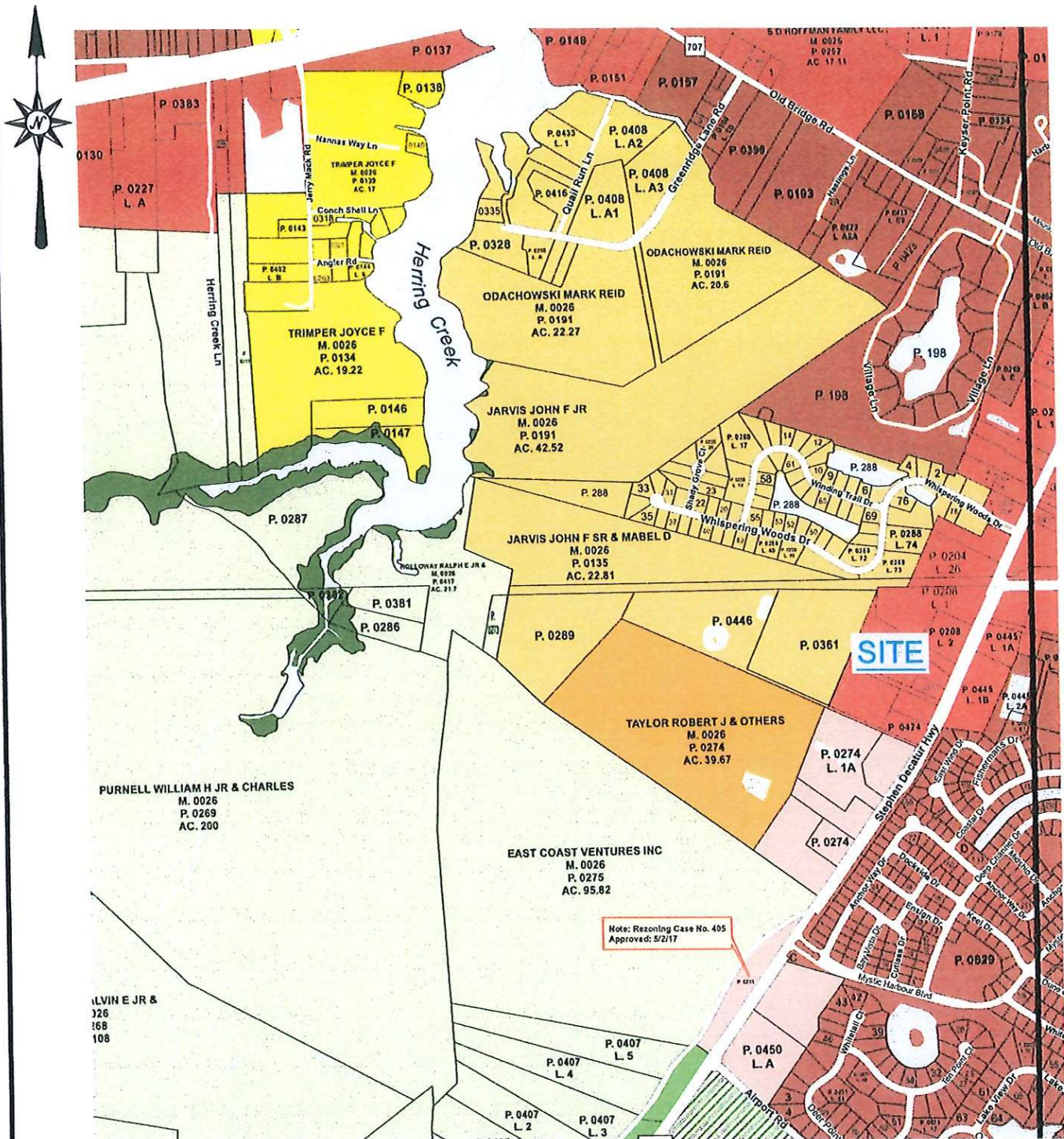
**CARPENTER**  
ENGINEERING, LLC

Professional Civil Engineering Services

P.O. Box 3460  
Ocean City, Maryland 21843  
Tel: (302) 438-6745 Fax: (888) 372-2844  
Ronnie@CarpenterEngineeringLLC.com

DATE	01-11-2022	SCALE	NONE
DRAWN BY	R. CARPENTER	DRAWING NO.	5409-NTW1(Rev1)
CHECKED BY	R. CARPENTER	SHEET NO.	NTW1 OF NTW7





PLAN TO ACCOMPANY APPLICATION  
FOR  
NON-TIDAL WETLAND & BUFFER IMPACT  
OF  
**DIAKONIA**  
ALSO KNOWN AS  
**PARCELS 292 & 365, TAX MAP 26**  
OCEAN CITY, WORCESTER COUNTY, MARYLAND



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Ronnie@CarpenterEngineeringLLC.com

DATE 01-11-2022 SCALE 1" = 1,000'  
DRAWN BY R. CARPENTER DRAWING NO. 5409-NTW2(Rev1)  
CHECKED BY R. CARPENTER SHEET NO. NTW2 OF NTW7

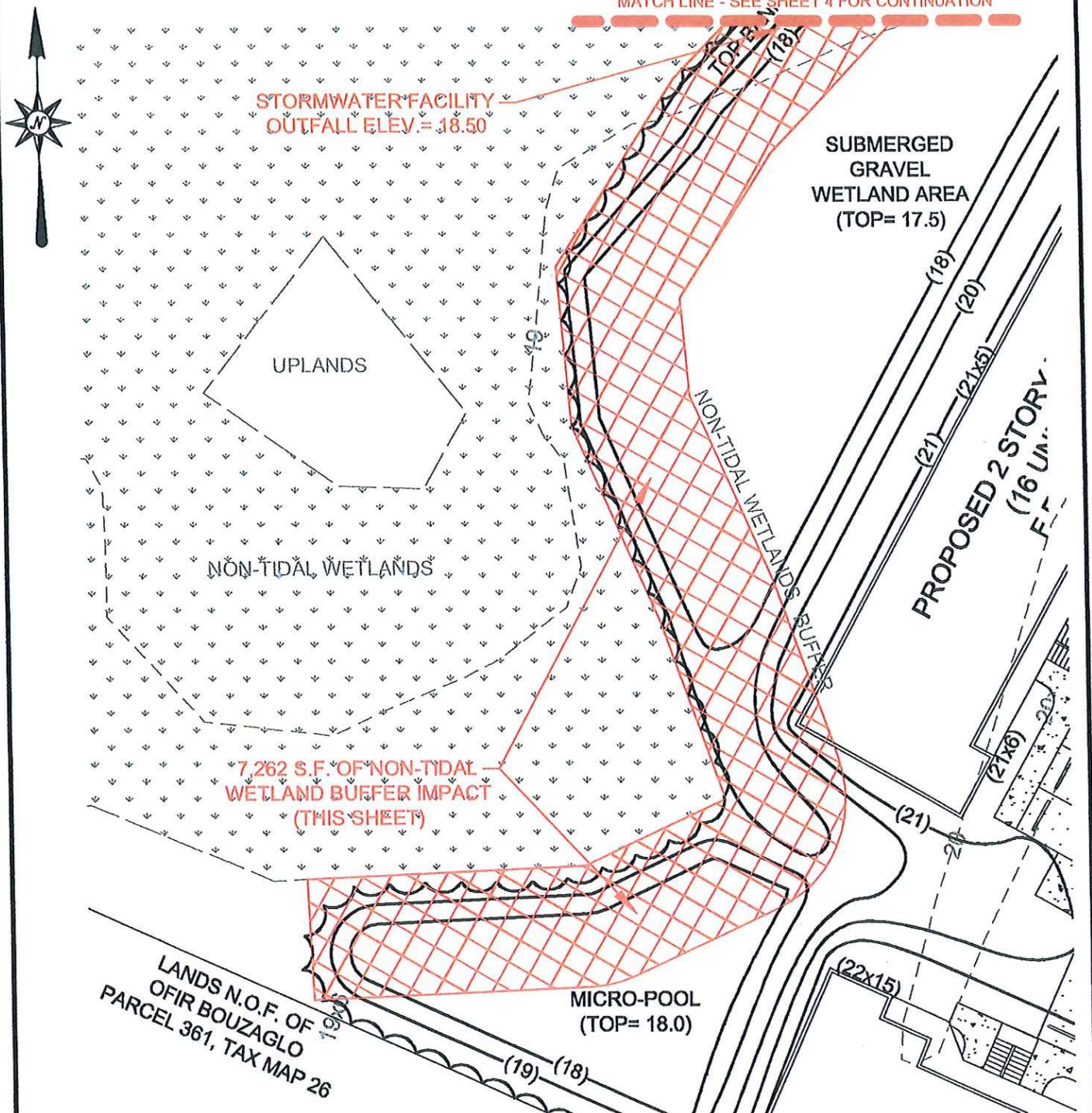




DATE 01-11-2022 SCALE 1" = 30'  
DRAWN BY R. CARPENTER DRAWING NO. 5409-NTW4(Rev1)  
CHECKED BY R. CARPENTER SHEET NO. NTW4 OF NTW7



MATCH LINE - SEE SHEET 4 FOR CONTINUATION



PLAN TO ACCOMPANY APPLICATION  
FOR  
NON-TIDAL WETLAND & BUFFER IMPACT  
OF  
**DIAKONIA**  
ALSO KNOWN AS  
**PARCELS 292 & 365, TAX MAP 26**  
OCEAN CITY, WORCESTER COUNTY, MARYLAND



**CARPENTER**  
ENGINEERING, LLC

Professional Civil Engineering Services

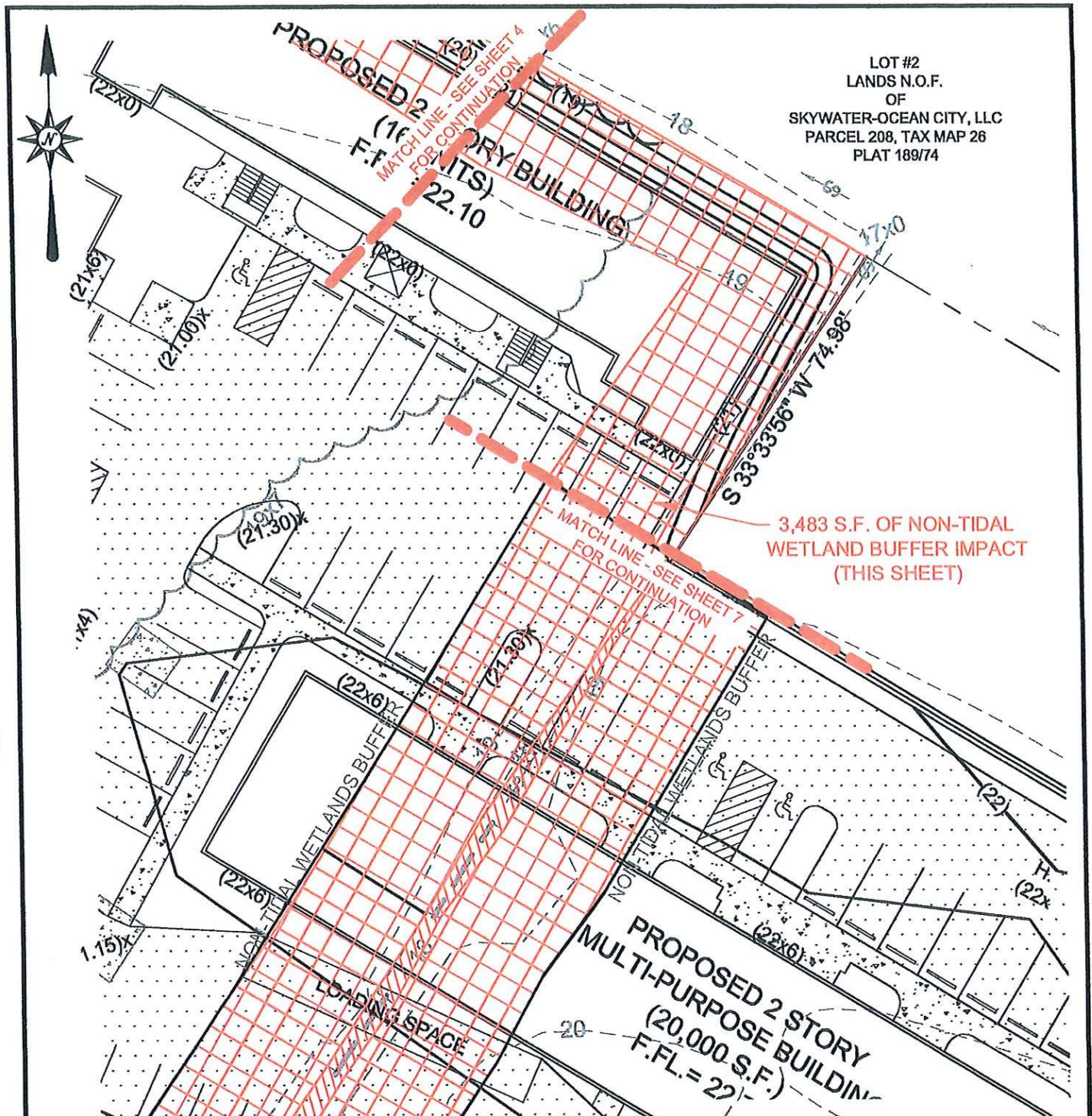
P.O. Box 3460  
Ocean City, Maryland 21843  
Tel: (302) 438-6745 Fax: (888) 372-2844  
Ronnie@CarpenterEngineeringLLC.com

DATE 01-11-2022 SCALE 1" = 30'

DRAWN BY R. CARPENTER DRAWING NO. 5409-NTW5(Rev1)

CHECKED BY R. CARPENTER SHEET NO. NTW5 OF NTW7





PLAN TO ACCOMPANY APPLICATION  
FOR  
NON-TIDAL WETLAND & BUFFER IMPACT  
OF  
**DIAKONIA**  
ALSO KNOWN AS  
**PARCELS 292 & 365, TAX MAP 26**  
OCEAN CITY, WORCESTER COUNTY, MARYLAND



**CARPENTER**  
ENGINEERING, LLC

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Tel: (302) 438-6745 Fax: (888) 372-2844  
Ronnie@CarpenterEngineeringLLC.com

DATE	01-11-2022	SCALE	1" = 30'
DRAWN BY	R. CARPENTER	DRAWING NO.	5409-NTW6(Rev1)
CHECKED BY	R. CARPENTER	SHEET NO.	NTW6 OF NTW7





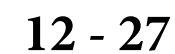
Professional Civil Engineering Services

DATE 01-11-2022 SCALE 1" = 30'  
DRAWN BY R. CARPENTER DRAWING NO. 5409-NTW7(Rev1)  
CHECKED BY R. CARPENTER SHEET NO. NTW7 OF NTW7



<a href="#">View Map</a>		<a href="#">View GroundRent Redemption</a>		<a href="#">View GroundRent Registration</a>					
<b>Special Tax Recapture: None</b>									
Account Identifier:		District - 10 Account Number - 010152							
<b>Owner Information</b>									
Owner Name:		DIAKONIA INC		Use:	COMMERCIAL				
Mailing Address:		12747 OLD BRIDGE RD OCEAN CITY MD 21842-0000		Principal Residence:	NO				
				Deed Reference:	/06469/ 00274				
<b>Location &amp; Structure Information</b>									
Premises Address:		9601 STEPHEN DECATUR HWY OCEAN CITY 21842-0000		Legal Description:	3.40 ACS FARMS CO PROPERTY W S STEPHEN DECATUR RD				
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0026	0018	0292	12080.24	74Z8				2025	Plat Ref:
Town: None									
Primary Structure Built		Above Grade Living Area		Finished Basement Area		Property Land Area		County Use	
						3.4000 AC			
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements		
			/						
<b>Value Information</b>									
			Base Value		Value		Phase-in Assessments		
					As of		As of	As of	
					01/01/2025		07/01/2024	07/01/2025	
Land:			344,400		397,500				
Improvements			0		0				
Total:			344,400		397,500		344,400	362,100	
Preferential Land:			0		0				
<b>Transfer Information</b>									
Seller: MID ATLANTIC INVESTMENTS INC				Date: 11/21/2014		Price: \$965,000			
Type: NON-ARMS LENGTH OTHER				Deed1: /06469/ 00274		Deed2:			
Seller: WAKATA CORP.				Date: 08/22/2005		Price: \$300,000			
Type: NON-ARMS LENGTH OTHER				Deed1: SVH /04511/ 00285		Deed2:			
Seller: CAMPAGNOLI NICHOLAS P				Date: 07/31/2000		Price: \$265,000			
Type: NON-ARMS LENGTH OTHER				Deed1: SVH /02888/ 00550		Deed2:			
<b>Exemption Information</b>									
Partial Exempt Assessments:		Class		07/01/2024		07/01/2025			
County:		000		0.00					
State:		000		0.00					
Municipal:		000		0.00 0.00		0.00 0.00			
<b>Special Tax Recapture: None</b>									
<b>Homestead Application Information</b>									
Homestead Application Status: No Application									
<b>Homeowners' Tax Credit Application Information</b>									
Homeowners' Tax Credit Application Status: No Application									
Date:									









District: 10 Account Number: 010152



The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at [www.plats.net](http://www.plats.net) (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).

INCOME		Current Expenses	Phase 1 Budget	Variance	Phase 2 Budget	Total Budget	
1001	Naming Rights Housing					\$ -	
1002	Naming Rights Thrift Store					\$ -	
1003	Naming Rights Food Pantry		\$ 1,000,000.00			\$ 1,000,000.00	
1004	Office Sponsorships		\$ 1,000,000.00			\$ 1,000,000.00	
Total Naming Rights		\$ -	\$ 2,000,000.00		\$ -	\$ 2,000,000.00	
1011	Carozza Grant		\$ 75,000.00			\$ 75,000.00	Awaiting approval at Maryland Historical Trust Review
1012	Hartmann Grant		\$ 75,000.00			\$ 75,000.00	Awaiting approval at Maryland Historical Trust Review
1013	CDBG Grant		\$ 860,000.00			\$ 860,000.00	In process to gain approval at Worcester County Commissioners Board
1014	Community Investment Tax Credits	\$ 71,000.00	\$ 100,000.00			\$ 100,000.00	Allocated for FY25 and FY26
1019	Other State Grants					\$ -	Van Hollen/Alsobrooks
Total State Grants		\$ 71,000.00	\$ 1,110,000.00		\$ -	\$ 1,110,000.00	
1021	USDA Rural Development Grant		\$ 25,000.00			\$ 25,000.00	up to 75% match?
1022	Shelter and Transitional Housing Grant (DCHD)				\$ 3,667,961.33	\$ 3,667,961.33	50% match?
1029	FHA Loan Grant				\$ 3,667,961.33	\$ 3,667,961.33	
Total Federal Grants		\$ -	\$ 25,000.00		\$ 7,335,922.65	\$ 7,360,922.65	
1030	Foundations		\$ 75,000.00			\$ 75,000.00	
1040	Civic/Church	\$ 10,000.00				\$ -	West Ocean City Association
1050	Corporate/Business		\$ 10,000.00			\$ 10,000.00	
1060	Individuals	\$ 2,185.24				\$ -	Designations Online
1070	Other Local Governmental		\$ 50,000.00			\$ 50,000.00	
Fundraising							
1110	Direct Mail		\$ 100,000.00			\$ 100,000.00	
1120	Legacy Brick Fundraiser		\$ 40,000.00			\$ 40,000.00	
Total Community Fundraising		\$ 12,185.24	\$ 275,000.00		\$ -	\$ 275,000.00	
Total Income		\$ 83,185.24	\$ 3,410,000.00		\$ 7,335,922.65	\$ 10,745,922.65	
2100	Engineering	\$ 58,048.00	\$ 75,000.00			\$ 75,000.00	
2200	Construction Plans	\$ 30,168.59	\$ 250,000.00			\$ 250,000.00	
2300	Builder's Insurance		\$ 25,000.00			\$ 25,000.00	
2400	Legal		\$ 5,000.00			\$ 5,000.00	
2500	Surveying	\$ 7,915.02	\$ 15,000.00			\$ 15,000.00	
2600	Permits	\$ 2,753.00	\$ 10,000.00		\$ 10,000.00	\$ 20,000.00	
2700	Soils		\$ 7,000.00		\$ 8,000.00	\$ 15,000.00	
2800	EDUs						
2810	Sewer	\$ 41,136.00	\$ 41,100.00		\$ 341,200.00	\$ 382,300.00	
2820	Water		\$ 14,000.00		\$ 112,000.00	\$ 126,000.00	
2900	Admin	\$ 185.24	\$ 8,019.05			\$ 8,019.05	
Total Pre-Construction		\$ 140,205.85	\$ 450,119.05		\$ 471,200.00	\$ 921,319.05	
3100	Stake Out		\$ 5,000.00		\$ 5,000.00	\$ 10,000.00	
3200	Sediment Control		\$ 245,000.00			\$ 245,000.00	
3300	Clearing	\$ 2,425.00	\$ 20,000.00			\$ 20,000.00	
3310	Demolition						
3320	Grading		\$ 215,000.00			\$ 215,000.00	
3400	Water/Sewer		\$ 200,000.00		\$ 213,092.00	\$ 413,092.00	
3500	Stormwater Management		\$ 85,000.00			\$ 85,000.00	
3600	Curb & Gutter		\$ 25,000.00		\$ 29,749.00	\$ 54,749.00	
3610	Paving		\$ 100,000.00		\$ 100,000.00	\$ 200,000.00	
3620	Landscaping		\$ 5,000.00		\$ 5,000.00	\$ 10,000.00	
3630	Signage		\$ 7,500.00			\$ 7,500.00	
3640	SHA Entrance		\$ 10,000.00			\$ 10,000.00	
Total Site Work		\$ 2,425.00	\$ 917,500.00		\$ 352,841.00	\$ 1,270,341.00	
4100	Thrift Store		\$ 1,140,000.00			\$ 1,140,000.00	
4200	Food Pantry						
4300	Offices		\$ 640,000.00			\$ 640,000.00	
4400	Building #1		\$ -		\$ 2,004,184.00	\$ 2,004,184.00	
4500	Building #2		\$ -		\$ 2,004,184.00	\$ 2,004,184.00	
4600	Building #3		\$ -		\$ 2,004,184.00	\$ 2,004,184.00	
Total Building		\$ -	\$ 1,780,000.00		\$ 6,012,552.00	\$ 7,792,552.00	
5000	FF & E		\$ 100,000.00		\$ 150,000.00	\$ 250,000.00	
Total Expenses		\$ 142,630.85	\$ 3,247,619.05		\$ 6,986,593.00	\$ 10,234,212.05	
6000	Contingency 5%		\$ 162,380.95		\$ 349,329.65	\$ 511,710.60	
Total Expectation		\$ 142,630.85	\$ 3,410,000.00		\$ 7,335,922.65	\$ 10,745,922.65	
Profit/Loss		\$ (59,445.61)	\$ -		\$ -	\$ -	

Detail Expenses					
Date	Amount	Vendor	Reason		
6/17/2024	\$ 2,037.25	Carpenter Engineering	Engineering Prints		
6/24/2024	\$ 3,895.00	Frank Lynch Jr & Assoc	Route Survey		
7/20/2024	\$ 185.24	Staples	Enginnering Print copies	paid by donor	
10/24/2024	\$ 368.00	Coastal Compliance	Completion and Submission		
11/4/2024	\$ 2,975.00	Frank Lynch Jr & Assoc	Boundary Topography Survey		
11/7/2024	\$ 785.00	Coastal Compliance	MDE NPDES NOI Permit		
12/19/2024	\$ 6,462.25	Carpenter Engineering	MDOT SHA Permit Drawings		
12/19/2024	\$ 4,333.75	Carpenter Engineering	Complete Revisions		
Prior to FY25					
4/3/2015	\$ 3,982.25	RD Hand & Associates	Principal Draft Renderings		
6/8/2017	\$ 2,000.00	Smith's Septic Service	2 Tank Abandonment		
6/14/2017	\$ 425.00	A.S.A.P. Total Disposal	Landfill Clearing		
6/22/2027	\$ 1,045.02	Somerset Well Drilling	Well Locations		
12/9/2021	\$ 16,813.50	Carpenter Engineering	Stormwater Mgmt, Construct Plans		
1/27/2022	\$ 14,882.25	Carpenter Engineering	Final Plans		
1/27/2022	\$ 1,600.00	Coastal Compliance	MDE Permit, JPA Completion		
3/17/2022	\$ 2,999.75	Carpenter Engineering	FSD Plan Support/TRC Narrative		
9/1/2022	\$ 7,771.25	Carpenter Engineering	Revised Stormwater Plans/Sewer		
2/9/2023	\$ 2,748.00	Carpenter Engineering	Landscape Lighting, Revise Sewer		
4/1/2024	\$ 41,136.00	Worcester County	EDUs		



# Capital Project Fundraising Timeline

## March 2025: Federal, State, & Local Grant Applications

Our fundraising efforts will begin with securing public funding through various grant opportunities at the federal, state, and local levels. These applications will be submitted in March 2025, with the following anticipated funding sources:

- **State Grants:** Legislative Bill Bond Requests- \$75,000 from Carozza (Approved), \$75,000 from Hartman (Approved) total **\$150,000** with the ability to request more. **Spring 2025**
- **Local Grants:**
  - Town of Ocean City – Requested **\$50,000** – July 2025
  - Worcester County Government – **\$50,000** – requested \$50,000 in addition to normal \$50,000 in operating. -- June 2025
  - Atlantic General Hospital – **\$10,000** – request Spring 2025
- **Community Investment Tax Grants - \$100,000** (approved for up to \$200,000 in donations), \$71,000 already given, with potentially another \$50,000 before December 2025 and \$50,000 before December 2026. March 2025
- **USDA Rural Development Facilities Grant - \$25,000** (25% match required) Spring 2025
- **Foundations (Community Foundation of the Eastern Shore)** \$75,000, May 2025
- **West Ocean City Association - \$10,000**, already received.

These funds will serve as the foundational public investment for the project, helping to leverage additional private and community contributions.

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## Fundraising Committee: Local Giving Campaign

To engage the local community and philanthropic supporters, the fundraising committee will oversee a comprehensive **Local Giving Campaign** with multiple fundraising initiatives:

### 1. Direct Mail Fundraising – Goal: **\$100,000** May 2025

We will launch a **targeted direct mail campaign** reaching businesses, residents, and past donors. This campaign will outline the project's impact, emphasizing the importance of community support. Our goal is to raise **\$100,000** through individual and corporate contributions.

### 2. Room Sponsorships – Goal: **\$1,000,000** July 2025

To secure significant funding, we will offer **room sponsorships** within the facility. Donors will have the opportunity to **name specific rooms** in recognition of their contributions. We anticipate this initiative will generate **\$1,000,000** through sponsorship commitments.

**3. Building Naming Sponsorship– Goal: \$1,000,000      July 2025**

A premier sponsorship opportunity will be available for **naming rights to the building**. This exclusive sponsorship will provide recognition on the exterior and interior of the facility, ensuring long-term visibility for the donor. This is expected to bring in **\$1,000,000** in funding.

**4. Legacy Brick Fundraiser – Goal: \$40,000      May 2025**

As a way for individuals and families to leave a lasting legacy, we will offer **personalized engraved bricks** that will be displayed within the facility. We anticipate selling **200 bricks at \$200 each**, generating **\$40,000** in additional funding.

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**Summary of Fundraising Goals**

<b>Fundraising Initiative</b>	<b>Anticipated Funding</b>
State Grant (Bond Bill)	\$ 150,000
Local Grants (Town, County, AGH)	\$ 60,000
Direct Mail Campaign	\$ 100,000
Room Sponsorships	\$1,000,000
Building Naming Sponsorship	\$1,000,000
Legacy Brick Fundraiser	\$ 40,000
Community Foundation of the Eastern Shore	\$ 75,000
Community Investment MD Tax Credits	\$ 100,000
USDA Rural Development Facility Grant	\$ 25,000
TOTAL Match	\$2,550,000
<b>CDBG REQUEST</b>	<b>\$860,000</b>
<b>TOTAL INCOME</b>	<b>\$3,410,000 (Phase 1)</b>



TIMOTHY MULLIGAN  
WARDEN

## Worcester County Jail

SHYTINA M. DRUMMOND  
ASSISTANT WARDEN

P.O. BOX 189  
SNOW HILL, MARYLAND  
21863

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

### MEMORANDUM

**TO:** Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer

**FROM:** Timothy Mulligan

**DATE:** February 27, 2025

**RE:** Jail Over Expenditures

The Worcester County Jail is requesting Commissioner approval to over expend general ledger account 6550.090 Building Site Expenses General Maintenance Repairs. In FY25 there was \$75,000 budgeted for this account to cover the cost of repairs needed at the jail. As of today, I have used \$82,760. The accelerated spending is a result of major unexpected maintenance issues that have arisen throughout the course of FY25 that needed immediate attention. On January 21, 2025, one of the boilers that controls the heat and hot water for half of the jail went down. We do have a backup boiler but if there is an issue with the backup boiler, half of the jail would be without heat and hot water. Unfortunately, this half includes the kitchen, which is essential for the jail to function. We have collected multiple quotes and wish to move forward with Tate Engineering Systems for \$17,110. A different boiler has had mechanical issues and will need to be professionally cleaned. Again, after several quotes, we wish to move forward with Tate Engineering Systems who quoted \$2,180. Additionally, one of the grinder pumps in our lift station malfunctioned and will need to be fixed. Hill's of Linkwood quoted \$5,266 to rebuild the pump. Air filters for our air conditioning units will need to be replaced, which costs approximately \$1,510. The two chimneys will also need to be cleaned at a rate of \$450 per chimney. There are also routine maintenance issues that will unexpectedly arise needing repair. The over expenditure is being requested to be able to ensure the jail can continue to operate. I am requesting an over expenditure of \$34,726 in account 6550.090 to cover the known maintenance issues.

The second over expenditure request is for general ledger account 7000.060 for Travel, Training, & Expense Educational Training. There was originally \$4,000 budgeted for this account but as of today there has been \$9,330 spent on this account to fund new officers attending the Correctional Officer Academy. So far, this fiscal year seven officers have attended the academy and

at least four more are scheduled to attend in March. The cost to send one officer to the academy is \$1230. An over expenditure of \$10,250 is being requested in account 7000.060 to ensure we can maintain staffing and compliance with the Department of Public Safety and Correctional Services.

We anticipate revenue from the United States Marshal Service covering the costs of these over expenditures. Please let me know if you have any questions.





DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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

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

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

### MEMORANDUM

To: Weston Young, Chief Administrative Officer  
From: Jennifer Keener, AICP, Director  
Date: February 24, 2025  
Re: Text Amendment– Marine Uses and Public Utility Operation Centers

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During the public hearing on the text amendment addressing marine uses and public utility operation centers, the amended language associated with marine yards in the E-1 District was specifically discussed.

The existing E-1 special exception use reads: “Structures and storage yards for marine activities, including dry storage of seaworthy boats in operable condition and light maintenance facilities for engine, hull, deck and interior repairs and painting; all light engine maintenance shall be conducted within an enclosed building.”

Since a definition for marine yard is proposed with Emergency Bill 25-01, the modified special exception use reads: “Marine yards, except boat construction. All repair and maintenance facilities shall be conducted wholly within an enclosed building.”

Other zoning districts which have similar marine yard uses require visual screening for outdoor activities, which is also included in the E-1 District. As a special exception use, the Board of Zoning Appeals may require additional screening to reduce potential negative impacts to adjoining parcels. In addition, there are limited areas of E-1 District zoning, such as Bishopville along the southerly side of Saint Martins Neck Road and Berlin/ South Point, along MD Route 611 south of MD Route 376 (Assateague Road). Therefore, I have no objection to the removal of the sentence limiting the use.

Attached is the original bill, as well as an amended bill that strikes the referenced sentence of the E-1 marine yard use.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

EMERGENCY BILL 25-01

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BY: Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mirecic and Purnell  
INTRODUCED: January 21, 2025

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AN EMERGENCY BILL ENTITLED

AN ACT Concerning

Zoning – Marine Uses and Public Utility Operation Centers

For the purpose of amending the Zoning and Subdivision Control Article to add definitions for terms used in the code; remove as a principal permitted use public utility structures and properties in the CM Commercial Marine District; refine marine yard uses in the A-2 Agricultural and E-1 Estate Districts; and add as a principal permitted use public utility operation centers in the C-2 and C-3 Commercial Districts and the I-1 and I-2 Industrial Districts.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term “marine activity” to read as follows:

MARINE ACTIVITY – Activities required for, supportive of, or commonly associated with the operation, storage, loading and unloading of boats, waterfront dock and port facilities, boat fuel and equipment supply, and other activities associated with the commercial and recreational fishing industry. Marine activities shall not include portside infrastructure or associated facilities that are intended to support offshore energy production.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term “marine yard” to read as follows:

MARINE YARD – Structures or storage yards for the fueling, boat launching and recovery, dry storage of seaworthy boats in operable condition, maintenance facilities for all types of hull, deck and interior repairs and painting, and boat construction.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term “public utility operation center” to read as follows:

PUBLIC UTILITY OPERATION CENTER – Facilities, structures and any or all uses directly relating to the operation and maintenance of a public utility, including, but not limited to:

- (1) Operating utility system controls;
- (2) Business offices and associated accessory uses;
- (3) Indoor and outdoor vehicular and material storage yards for the constructing, maintenance and or repair of the utility system;
- (4) Incidental fueling and maintenance facilities; or
- (5) Indoor and outdoor assembly, repair, maintenance, testing and storage of utility system components, equipment, tools and supplies.

Section 4. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term “transportation station or terminal” to read as follows:

TRANSPORTATION STATION OR TERMINAL – Properties or structures associated with the transportation, loading and unloading of goods or freight by truck, rail or watercraft, but excluding warehousing and maintenance facilities.

Section 5. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-214(a) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (a) Purpose and intent. This district is intended to prevent the displacement of the commercial fishing industry, which provides significant historic, social, cultural and economic value to Worcester County. Commercial and recreational uses that are supplemental to the commercial fishing industry and which of necessity must be near waterfront areas shall be allowed. Furthermore, it is the intent of this district that there shall be no basis, under this Title, for recourse against the effects of any normal commercial fishing or other commercial marine activity or operation as permitted in this district, including but not limited to noise, odor, vibration, fumes, dust or glare.

Section 6. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-214(b)(8) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and subsection § ZS 1-214(b)(9) be renumbered as § ZS 1-214(b)(8).

Section 7. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-202(c)(11) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (11) Marine yards, including incidental retail sales of parts and accessories. Minimum lot requirements shall be: lot area, forty thousand square feet; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; and subject to the provisions of § ZS 1-325 hereof.

Section 8. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-203(c)(18) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (18) Marine yards, except boat construction. All repair and maintenance facilities shall be conducted wholly within an enclosed building. Minimum lot requirements shall be: lot area, twenty acres; lot width, two hundred feet; front yard setback, two hundred feet; each side yard setback, two hundred feet; and rear yard setback, two hundred feet; and subject to the provisions of § ZS 1-325. In addition, such structures and storage yards shall be screened on all sides in accordance with the provisions of § ZS 1-322. If vegetated screening of thirty-five feet or more in width is provided in that portion of the setback closest to the use area, the minimum setbacks may be reduced by the Board of Zoning Appeals to one hundred feet.

Section 9. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new subsection § ZS 1-210(b)(21) be added to the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland to read as follows:

- (21) Public utility operation centers. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; and subject to the provisions of § ZS 1-325 hereof.

Section 10. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new subsection § ZS 1-211(b)(27) be added to the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland to read as follows:

- (27) Public utility operation centers. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; and subject to the provisions of § ZS 1-325 hereof.



Section 11. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new subsection § ZS 1-212(b)(22) be added to the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland to read as follows:

- (22) Public utility operation centers. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; and subject to the provisions of § ZS 1-325 hereof.

Section 12. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new subsection § ZS 1-213(b)(25) be added to the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland to read as follows:

- (25) Public utility operation centers. Minimum lot requirements shall be: lot area, twenty thousand square feet; lot width, one hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, thirty feet; and rear yard setback, thirty feet; and subject to the provisions of § ZS 1-325 hereof.

Section 13. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect immediately upon passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY

AMENDED VERSION

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

EMERGENCY BILL 25-01

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BY: Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mirecic and Purnell  
INTRODUCED: January 21, 2025  
AMENDED:

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AN EMERGENCY BILL ENTITLED

AN ACT Concerning

Zoning – Marine Uses and Public Utility Operation Centers

For the purpose of amending the Zoning and Subdivision Control Article to add definitions for terms used in the code; remove as a principal permitted use public utility structures and properties in the CM Commercial Marine District; refine marine yard uses in the A-2 Agricultural and E-1 Estate Districts; and add as a principal permitted use public utility operation centers in the C-2 and C-3 Commercial Districts and the I-1 and I-2 Industrial Districts.

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Section 13. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect immediately upon passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer

FROM: Lynn Wright, Senior Budget Accountant

DATE: February 26, 2025

RE: Proposed Projects for Earmark Application and Bishopville Letter of Support Request

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### **Proposed Earmark Applications**

Administration has identified three projects that are well-suited for federal earmark funding and is requesting to move forward with the application process for the following:

1. Intersection Improvement at US 13 & MD 366 (Pocomoke)  
Project Total \$1,700,000  
Federal Request \$1,360,000  
Local Match Required \$340,000
2. Newark Water Main Replacement  
Project Total \$2,000,000  
Federal Request \$1,600,000  
Local Match Required \$400,000
3. Pocomoke Health Department and 50Plus Center Building Replacement  
Project Total \$9,310,300  
Federal Request \$6,982,725  
Local Match Required \$2,327,575
  - There is \$704,500 budgeted in FY24 assigned funds for engineering & design for this project.

### **Bishopville Volunteer Fire Company Request**

Kathy Drew of the Bishopville Volunteer Fire Company is requesting a letter of support from the Worcester County Commissioners to include with an application for Congressionally Directed Funds of \$1.75 million for Phase 1 of a three-phase project to rebuild and remodel the BVFC main fire station.

The draft letter of support is attached.

**Intersection Improvement at US 13 & MD 366 (Pocomoke)**

Over the past five years, 24 crashes have occurred at this intersection, with 21 classified as angle (T-bone) crashes—an indicator that motorists require better guidance when navigating the intersection. The high number of these types of crashes highlights the urgent need for a traffic signal to improve safety and traffic flow. Additionally, one rear-end collision, one left-turn crash, and one fixed-object collision have been recorded, further underscoring the need for comprehensive improvements. By implementing a traffic signal and widening the intersection, this project will reduce the likelihood of dangerous collisions, improve traffic efficiency, and enhance overall road safety for the Pocomoke community.

The project will include a full traffic signal reconstruction with backplates to improve visibility, enhanced intersection lighting to increase nighttime safety, and the relocation of the red-signal ahead sign to provide earlier warning for southbound drivers on US 13. In addition to these safety enhancements, intersection widening is necessary to accommodate increasing traffic volume and support future development. The planned widening will include a westbound right-turn lane and a thru-left turn lane, an eastbound through lane and a northbound right-turn lane onto MD 366, and a right-turn lane on eastbound MD 366 serving as a deceleration lane for vehicles accessing new developments. The project will also involve the construction of a new commercial access point on MD 366, east of the intersection, to facilitate business growth and improve accessibility.

The lower median household income in Pocomoke, at \$48,609, compared to Worcester County's median of \$76,689, highlights the community's economic challenges. Beyond addressing urgent safety concerns, this project will provide substantial economic benefits for Pocomoke by improving traffic flow, increasing accessibility, and fostering commercial growth. Several businesses have already expressed interest in locating near this intersection, contingent upon necessary infrastructure upgrades. Without these improvements, economic opportunities could be delayed or lost, limiting job creation and hindering commercial expansion in the region.

**Newark Water Main Replacement**

This project involves the design, permitting, and construction necessary to replace approximately 2,000 feet of aging 8-inch asbestos-lined concrete water main (Transite) with modern C900 PVC pipe. Originally installed in 1972, the existing Transite pipe has exceeded its useful life and poses both structural and water quality concerns. Over time, its rough interior has accumulated significant iron sediment, which has contributed to Newark's persistent "brown water" issues. Replacing the outdated infrastructure with smooth-lined PVC will significantly reduce sediment buildup and improve water quality for the community.

Newark is a small, rural community with 123 domestic ratepayers and 10 commercial ratepayers. The financial burden of a critical infrastructure project of this magnitude is disproportionately high for a service area of this size, even if costs were distributed over several decades. Currently, the quarterly base rate for domestic water in Newark is \$230—the third highest among all County-maintained service areas. Without external funding assistance, the affordability of this project for Newark's residents remains a significant challenge. Grant funding would help reduce the financial strain on ratepayers while ensuring necessary infrastructure improvements are completed.

Furthermore, Worcester County has applied for federal earmark funding to replace the Newark Water Treatment Plant, which serves the same water system as this proposed project. The water main replacement aligns closely with these broader efforts to modernize and enhance Newark's water infrastructure, ensuring long-term sustainability and improved service reliability for the community.

By investing in this project, funding agencies will help address urgent water quality concerns, reduce financial hardship on a small rural community, and contribute to the overall resilience of Newark's water system by providing a clean, reliable source of domestic water that meets or exceeds current drinking water system standards.



### **Pocomoke Health Department and 50Plus Center Building Replacement**

The Pocomoke Service Facility at 400 Walnut Street, which houses the Pocomoke Branch of the Worcester County Health Department and the Pocomoke 50Plus Center, is in critical need of replacement due to its deteriorated condition. Built in 1949-1950, the facility no longer meets modern safety, accessibility, or energy efficiency standards and poses significant risks to its users. A June 2024 Facility Condition Assessment confirmed these issues, emphasizing the urgent need for a new structure. Replacing the building will ensure compliance with fire safety codes, ADA accessibility requirements, and structural integrity standards while improving energy efficiency and reducing operational costs. A modern facility will enhance service delivery and better meet the needs of the community.

Seniors at the Pocomoke 50plus Center benefit from a wide range of activities that support their physical health, mental well-being, and social engagement. Daily exercise classes, including Tai Chi, yoga, and chair workouts, help improve mobility, strength, and balance, reducing the risk of falls and promoting long-term independence. Arts and crafts, games, and discussion groups provide creative and intellectual stimulation, keeping minds active and engaged. Social events and celebrations create a strong sense of community, helping to combat loneliness and isolation. Educational sessions and guest speakers offer valuable information on health, financial assistance, and other resources that empower seniors to make informed decisions about their well-being. Off-site trips provide opportunities for exploration and accessibility, allowing participants to stay connected with the broader community. By offering a diverse range of activities, the 50plus Center enriches the lives of seniors, keeping them active, engaged, and independent for as long as possible.

The Worcester County Health Department's Pocomoke Health Center provides a wide range of essential health services to support the well-being of the community. Behavioral Health programs offer counseling and medication management for mental health and substance use disorders, including addiction services, psychiatric rehabilitation, case management, and crisis response available 24/7. Additional services assist with re-entry and recovery from incarceration, law enforcement-assisted diversion, and insurance assistance for Medicaid and other health plans. Community Health services include reproductive health care, immunizations, home visits for pregnant and postpartum women, and support for vulnerable adults to prevent long-term institutionalization. A

Community Resource Specialist connects individuals to aging and disability services, while the Mobile Integrated Community Health team links at-risk adults to essential care. The Prevention Services Unit promotes wellness through programs targeting diabetes and cardiovascular disease prevention, smoking cessation, nutrition education, and health education at the 50Plus Center. Future service expansions at the new facility will include community cooking classes and youth programs focused on substance use prevention, teen pregnancy prevention, and STI education, ensuring that the Pocomoke Health Center continues to meet the evolving health needs of the community.

Pocomoke City, MD, faces significant economic challenges, including low median household income, high poverty rates, and limited access to healthcare and resources. Many residents, particularly seniors, rely on these programs for essential support. Investing in a new, modern facility will ensure continued and expanded access to these critical services, fostering long-term community stability and improved quality of life.

March 4, 2025

Senator Angela Alsobrooks  
B40E Dirksen Senate Office Building  
Washington, DC 20510

Senator Chris Van Hollen  
730 Hart Senate Office Building  
Washington, DC 20510

Congressman Andy Harris  
1536 Longworth House Office Building  
Washington, DC 20515

Dear Senators Cardin and Van Hollen and Congressman Harris:

On behalf of the Worcester County Commissioners, I would like to express our support for an application being submitted by the Bishopville Volunteer Fire Company (BVFC) for Congressionally Directed Spending for a three-phase project to remodel and rebuild the main fire station at a cost of approximately \$5.5 million. BVFC is seeking \$1.75 million for Phase I of this project.

The existing station, constructed in 1964, is failing and lacks the functional space to house the personnel and equipment necessary to meet the needs of the growing Bishopville community and beyond. The BVFC responds to fire and EMS calls within the primary Bishopville response area. However, the department also responds to calls across Worcester County and Sussex County, Delaware, making the services that these first responders provide vital to public safety across multiple jurisdictions and two states. We appreciate your consideration of this request.

Sincerely,

Theodore J. Elder  
President

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: February 24, 2025  
SUBJECT: Non-classified Employees Compensatory Time

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The Worcester County Government Personnel Rules and Regulations currently do not permit non-classified employees, typically supervisory staff, to earn overtime or compensatory time. With 108 non-classified employees, we are considering implementing a compensatory time policy to enhance work-life balance and employee satisfaction. Compensatory time allows employees to accumulate hours that they can use for future time off.

Recent snowstorms have highlighted the need for this policy, as non-classified employees worked beyond their standard schedules without additional consideration. The unwritten policy has always been that an employee should try to flex their schedule and take time off later in the week. However, during these multiple-day events, which coincided with an already busy budget season, it was not possible for everyone to flex their schedule.

If approved, non-classified employees would receive straight (hour-for-hour) compensatory time. Employees would be required to obtain approval from their Department Head or the Chief Administrative Officer to both earn and use it. Offering compensatory time to non-classified employees is not required, but it is common in government. The federal government, state government, and local municipalities have policies that allow straight compensatory time for non-classified employees.

Thank you for your consideration.

Attachment:

Pages 2-3 Proposed Revision to Personnel Rules Section 3.03 and 3.04



## Worcester County Government - Personnel Rules and Regulations

## SECTION 3 – COMPENSATION AND CLASSIFICATION

## 3.03 OVERTIME

For the purpose of determining overtime eligibility and in accordance with the Fair Labor Standards Act (FLSA) regulations, all County positions are designated as either “non-classified” (exempt) or “classified” (non-exempt).

Regular full-time classified employees except law enforcement officers and correctional officers, are entitled to overtime compensation for hours worked over 40 hours paid per week. Regular full-time, classified law enforcement officers and correctional officers are entitled to overtime compensation for hours worked over 80 hours paid in a 14-day period concurrent with the pay period. Regular part-time, part-time and temporary classified employees are entitled to overtime compensation for hours worked over 40 per week. When computing overtime, vacation, sick, holiday, personal and miscellaneous leave will count toward calculation of overtime eligibility. Compensatory time taken off will not count toward calculation of overtime eligibility.

All overtime must be authorized in advance by the employee’s Department Head. Employees who work unauthorized overtime may be subject to disciplinary action. It is the Department Head’s responsibility to minimize overtime by granting time off in lieu of potential overtime prior to the end of the work period defined in Subsection B. above.

Overtime compensation is calculated at one and one-half times the employee’s regular rate of pay. With the approval of the Department Head, employees entitled to overtime compensation may request to receive compensatory time or overtime payment in cash subject to annual budgetary constraints. Once budgetary limits are reached, all overtime may be compensated in compensatory time unless approved in advance by the Commissioners. Any employee who is unwilling to accept compensatory time for overtime compensation shall not work overtime.

Non-classified employees and elected or appointed officials are not covered by the FLSA overtime provisions and do not receive ~~either overtime pay or compensatory time in lieu of overtime pay.~~

In cases only where grant funding reimburses the County at 100% of the cost for overtime paid, where the County does not incur any expense whatsoever, an employee may count compensatory time used toward calculation of overtime. Grant-funded overtime must be paid in the pay period the overtime was earned and cannot be converted to compensatory time. It is the Department Head’s responsibility to ensure that the grant funds are reimbursable at 100%, available for payment of overtime.

## 3.04 COMPENSATORY TIME

~~Classified E~~employees entitled to overtime pay may request to receive compensatory time off instead of cash payment with the approval of the Department Head. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Cash overtime compensation shall be paid for overtime hours that exceed the maximum limit of compensatory time allowable by law (see Subsection B. below).

Non-classified employees, except law enforcement officers and correctional officers, are eligible to receive straight compensatory time for hours worked over 40 hours paid per week. Non-classified law enforcement officers and correctional officers are eligible to receive straight compensatory time for hours worked over 80 hours in a 14-day period concurrent with the pay period. The earning of compensatory time for non-classified employees must be approved by the Department Head or Chief Administrative Officer.

Maximum accruals of compensatory time shall be limited to 240 hours for all classified and non-classified employees except law enforcement officers, correctional officers and ~~communication clerks~~ emergency communication specialists, who may accrue up to 480 hours. Part-time employees may accrue up to 120 hours.

Requests to use compensatory time which are submitted with sufficient advanced notice shall be approved by the Department Head unless the Department Head determines that doing so would unduly disrupt the department. Department Heads may require an employee to take compensatory time off to reduce balances.

It is the responsibility of the Department Head to schedule compensatory time off, whenever the department's schedule permits, to reduce compensatory time balances by granting an employee's request to take accrued compensatory time off or by requiring compensatory time to be taken off.

Upon termination of employment, employees will be compensated for unused compensatory time at the employee's rate of pay current with the termination.



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us) | [www.co.worcester.md.us](http://www.co.worcester.md.us)

## MEMORANDUM

TO: Worcester County Commissioners  
FROM: Weston S. Young, Chief Administrative Officer  
DATE: February 25, 2025  
RE: MOU for Primary Care in Snow Hill

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We are seeking approval to enter into a memorandum of understanding with Atlantic General Hospital (AGH) to help bring primary care services to the Snow Hill area.

Utilizing space within the Health Department's facility located at 6040 Public Landing Road, AGH agrees to bring a primary care provider to the location.

### MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding ("MOU") is entered into on \_\_\_\_\_ by the County Commissioners of Worcester County Maryland (County) and Atlantic General Hospital Corporation (AGH).

#### Recitals

- A. County is the owner of a facility located at 6040 Public Landing Road, Snow Hill, Maryland, 21863 (Facility) which is used by the Worcester County Health Department (Health Department) to provide health-related services to the citizens of Worcester County.
- B. AGH also provides health-related services to the citizens of Worcester County and wishes to offer additional primary care services in the area using the County's Facility.
- C. The County deems it an important service and wishes to assist AGH to provide the services.

#### Terms

The parties agree as follows:

- 1. AGH will provide primary care services, using the existing primary care space at the Facility.
- 2. AGH must coordinate the use of and business hours for such space with the Health Department so as not to interfere with the operation of the Health Department.
- 3. County will provide the referenced space and furnishings that are presently located there.
- 4. AGH will be responsible for providing its own supplies, support staff, hardware, equipment, etc.
- 5. Internet services for AGH to be provided by the County, while assuring no direct path to the private network recognized as the Health Department. All network connectivity such as VPN access from that location to AGH will be provided by AGH. Network switches, routers, CAT6 patch panel, tunnel, and backup power will be provided by AGH.
- 6. AGH assumes all liability for damage, injury, or death on account of its activities at the Facility.



7. AGH must coordinate with the Health Department on providing security to the space in accordance with the Health Department's procedures.
8. AGH is responsible for the conduct of its personnel, agents, and patients in using the Facility
9. This agreement shall be reviewed annually or upon request by the Health Department and may be terminated by either party upon giving 30 days written notice to the other party.

The Parties agree to this MOU on the date stated above.

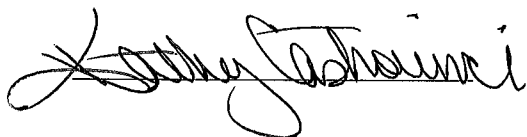
Attest:

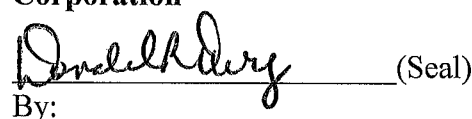
**County Commissioners of  
Worcester County, Maryland**

\_\_\_\_\_  
Weston S. Young  
Chief Administrative Officer

\_\_\_\_\_(Seal)  
Theodore J. Elder  
President

Witness



**Atlantic General Hospital  
Corporation**  
 (Seal)  
By:



OFFICE OF THE  
 COUNTY COMMISSIONERS

**Worcester County**

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMISSIONERS  
 Theodore Elder, President  
 Eric J. Fiori, Vice President  
 Caryn G. Abbott  
 Anthony W. Bertino, Jr.  
 Madison J. Bunting, Jr.  
 Joseph M. Mitrecic  
 Diana Purnell

Weston S. Young, P.E.  
 Chief Administrative Officer  
 Candace I. Savage, CGFM  
 Deputy Chief Administrative Officer

Roscoe R. Leslie  
 County Attorney

February 18, 2025

To: Worcester County Commissioners  
 From: Karen Hammer, Administrative Assistant V  
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2025

**President Bertino – You have Three (3) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board
- Frederick Stiehl – Term Ended Dec. 2024 – Ocean Pines Wastewater Adv. Board

**Commissioner Purnell – All of your positions have been assigned, Thank you!**

**Commissioner Bunting - You have One (1) position open:**

- Harry Hammond – Term Ending – Social Services Advisory Bd.

**Commissioner Abbott – You have Two (2) positions open:**

- Kathleen Palmer – **Resigned** – Commission for Women
- Kevin Holland – Term Ending – Building Code Appeals Bd.

**Commissioner Mitrecic – You have Two (2) positions open:**

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimbrelly List – Termed Out – Commission for Women

**Commissioner Elder – All of your positions have been assigned, Thank you!**

**Commissioner Fiori - You have Six (6) positions open:**

- Joe Schanno – Term Ending – Economic Development
- David Dypsky – Term Ended Dec. 2024 – Water & Sewer Mystic Harbor - Retired
- Stan Cygam - Term Ended Dec. 2024 – Water & Sewer Mystic Harbor
- Keith Swanton -Term Ended Dec. 2021- Water & Sewer Advisory Council, W. Ocean City
- Blake Haley – Term Ended Dec. 2024 - Water & Sewer Advisory Council, W. Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

**All Commissioners:**

**(5)-Adult Public Guardianship Board -**

4- Terms Expiring Dec. 2023-attached summary in open session

1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

**(1) -Drug and Alcohol Abuse Council –1- Term Ending – Kim Moses**

**(2) -Local Development Council for the Ocean Downs Casino-**

2- Previously Expired Terms - **Mark Wittmyer At-Large -Suggested Replacement. Expired Term** David Massey (At-Large-Business O.P.),

**(3) – Property Tax Assessment Appeal Board – 2 regular member vacancy available and an alternate member**

**(1) – Solid Waste Advisory Board – Town of Snow Hill (Pruitt)**

**(2)- Water and Sewer Advisory Council - Mystic Harbour 2- Terms Ended – David Dypsky and Stan Cygam**

**(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended-Dec. 2021 – Keith Swanton and Blake Haley**

**(2- Total): Commission for Women:**

**(2) Resigned** -Elizabeth Rodier - (Fiori), Kathleen Palmer (Abbott)

## ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

Number/Term: 11/3 year terms  
Terms expire December 31st

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

Meetings: Semi-annually

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

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

## Current Members:

<b><u>Member's Name</u></b>	<b><u>Representing</u></b>	<b><u>Years of Term(s)</u></b>
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

\* = Appointed to fill an unexpired term



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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

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

**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:** \$100 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:** Jennifer Keener, Director  
Development Review & Permitting (410-632-1200, ext. 1123)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 <b>Resigned</b>
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28

**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)

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

**Current Members:**

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Years of Term(s)</u></b>
<b><u>At-Large Members</u></b>		
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25
Eric Gray (Designee)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
<b><u>Ex-Officio Members</u></b>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

**Advisory Members**

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

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

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

Compensation: \$100 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
Members may be reappointed

Staff Contact: Economic Development Department - Melanie Pursel (410-632-3110)

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
<b>Joe Schanno</b>	<b>D-3, Fiori</b>	<b>West Ocean City</b>	<b>*19-20, 20-24</b>
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21, 21-25
Harry Wimbrow	D-4, Elder	Snow Hill	*22-25
Steven Habeger	D-5, Bertino	Ocean Pines	19-23-27
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19-23-27
Stephen Kolarik, Jr.	D-6, Bunting	Bishopville	23-27
C.D. Hall	D-1, Abbott	Pocomoke	*22-24-28

## Prior Members: Since 1972

George Gering  
Margaret Quillin  
Robert W. Todd  
Charles Fulton  
E. Thomas Northam  
Charles Bailey  
Terry Blades  
Roy Davenport  
M. Bruce Matthews  
Barbara Tull  
Tawney Krauss  
Dr. Francis Ruffo  
William Smith  
Saunders Marshall  
Elsie Marshall  
Halcolm Bailey  
Norman Cathell  
Mary Humphreys  
Theodore Brueckman

Shirley Pilchard  
W. Leonard Brown  
Charles Nichols (92-97)  
Jeff Robbins (97-98)  
Colleen Smith (94-98)  
Tommy Fitzpatrick (97-99)  
John Rogers (92-98)  
Jennifer Lynch (98-99)  
Don Hastings (92-99)  
Jerry Redden (92-00)  
Keith Mason (98-00)  
Bob Pusey (99-00)  
Harold Scrimgeour (00-02)  
Scott Savage (98-03)  
Gabriel Purnell (91-03)  
Michael Avara (99-03)  
Annette Cropper (00-04)  
Billie Laws (91-08)  
Anne Taylor (95-08)  
Mary Mackin (04-08)

Thomas W. Davis, Sr. (99-09)  
Mickey Ashby (00-12)  
Priscilla Pennington-Zytowicz (09-14)  
Barbara Purnell (08-15)  
Timothy Collins (03-15)  
Joshua Nordstrom (12-16)  
William Sparrow (16-18)  
Greg Shockley (14-18)  
Tom Terry (15-19)  
John Glorioso (08-19)  
Ralph Shockley (\*08-21)  
Robert Clarke (\*08-22)  
Marc Scher (\*19-22)  
Robert Fisher (87-22)

## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

Staff Support: Development Review & Permitting Department  
Davida Washington, Housing Program Administrator - 410-632-1200

Ext: 1171

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27

## Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonsi	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

\* = Appointed to fill an unexpired term



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

**ITEM 18**

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28

**Prior Members:**

J. Lowell Stoltzfus <sup>c</sup> (09-10)  
Mark Wittmyer <sup>c</sup> (09-11)  
John Salm <sup>c</sup> (09-12)  
Mike Pruitt <sup>c</sup> (09-12)  
Norman H. Conway <sup>c</sup> (09-14)  
Michael McDermott (10-14)  
Diana Purnell <sup>c</sup> (09-14)  
Linda Dearing (11-15)  
Todd Ferrante <sup>c</sup> (09-16)

**Since 2009**

Joe Cavilla (12-17)  
James N. Mathias, Jr. <sup>c</sup> (09-18)  
Ron Taylor <sup>c</sup> (09-14)  
James Rosenberg (09-19)  
Rod Murray <sup>c</sup> (\*09-19)  
Gary Weber (\*19-21)

Charlie Dorman (12-19)  
Gee Williams (09-21)  
Bobbi Sample (17-23)  
Steve Ashcraft (19-24)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member

**PROPERTY TAX ASSESSMENT APPEAL BOARD**

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

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

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

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

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

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1365)

<u>Current Members:</u>	<u>Representing:</u>	<u>Term:</u>
Steven W. Rakow	Ocean Pines	*19-22 Resigned
Richard Ramsay	Snow Hill	*21-22 -27
Martha Bennett	Berlin	19-24

Prior Members: Since 1972

Wilford Showell	Joseph A. Calogero (04-09)
E. Carmel Wilson	Joan Vetare (04-12)
Daniel Trimper, III	Howard G. Jenkins (03-18)
William Smith	Robert D. Rose (*06-17)
William Marshall, Jr.	Larry Fry (*10-14 alt) (14-18)
Richard G. Stone	Richard Thompson (*18-21alt)
Milton Laws	Arlene Page 18-23
W. Earl Timmons	
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	
Mary Yenny (98-03)	
Walter F. Powers (01-04)	
Grace C. Purnell (96-04)	
George H. Henderson, Jr. (97-06)	

\* = 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>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25
Voncelia Brown	D-3, Church	Berlin	16-19-22-25
Mary White	At-Large	Berlin	*17-19-22-25
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26

\* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$100 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 – David Candy - (410-632-3177)  
Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177)  
Department of Public Works - Dallas Baker- (410-632-5623)

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Michael Pruitt	Town of Snow Hill		*22-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28

## Prior Members: (Since 1994)

Ron Cascio (94-96)  
 Roger Vacovsky, Jr. (94-96)  
 Lila Hackim (95-97)  
 Raymond Jackson (94-97)  
 William Turner (94-97)  
 Vernon "Corey" Davis, Jr. (96-98)  
 Robert Mangum (94-98)  
 Richard Rau (94-96)  
 Jim Doughty (96-99)  
 Jack Peacock (94-00)  
 Hale Harrison (94-00)  
 Richard Malone (94-01)  
 William McDermott (98-03)  
 Fred Joyner (99-03)  
 Hugh McFadden (98-05)  
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)  
 Eric Mullins (03-07)  
 Mayor Tom Cardinale (05-08)  
 William Breedlove (02-09)  
 Lester D. Shockley (03-10)  
 Woody Shockley (01-10)  
 John C. Dorman (07-10)  
 Robert Hawkins (94-11)  
 Victor Beard (97-11)  
 Mike Gibbons (09-14)  
 Hank Westfall (00-14)  
 Marion Butler, Sr. (00-14)  
 Robert Clarke (11-15)  
 Bob Donnelly (11-15)  
 Howard Sribnick (10-16)  
 Dave Wheaton (14-16)  
 Wendell Purnell (97-18)  
 George Tasker (\*15-20)

Rodney Bailey \*19  
 Steve Brown \*10-19  
 Bob Augustine 16-19  
 Michael Pruitt \*15-19  
 James Rosenburg (\*06-19)  
 Jamey Latchum \*17-19  
 Hal Adkins (\*20-21)  
 Mike Poole (11-22)  
 Michelle B-El Soloh (\*19-24)

**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: \$100.00/meeting

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  
Chris Clasing - (410-641-5251)

**Current Members:**

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24 retired
Stan Cygam	Whispering Woods	*18-20, 20-24
Matthew Kraeuter	Ocean Reef	*19-22, 23-27
Aaron Lovegrove	Landings	25-29
Charles Crawford	Landings	25-29
Gerry Horner	Landings	25-29
Kevin Kinsey	Landings	25-29

**Prior Members: (Since 2005)**

John Pinnero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt (*06-19)
William Bradshaw <sup>C</sup> (05-08)	Martin Kwesko (13-21)
Buddy Jones (06-08)	Richard Jendrek (05-22)
Lee Trice <sup>C</sup> (05-10)	Joseph Weitzell (05-22)
W. Charles Friesen <sup>C</sup> (05-13)	Bruce Burns (19-23)
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  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

**Current Members:**

<b><u>Name</u></b>	<b><u>Resides</u></b>	<b><u>Years of Term(s)</u></b>
Frederick Stiehl	Ocean Pines	*06-08-12-16-20, 20-24
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26

**Prior Members: (Since 1993)**

Andrew Bosco (93-95)  
 Richard Brady (96-96, 03-04)  
 Michael Robbins (93-99)  
 Alfred Lotz (93-03)  
 Ernest Armstrong (93-04)  
 Jack Reed (93-06)  
 Fred Henderson (04-06)  
 E. A. "Bud" Rogner (96-07)  
 David Walter (06-07)  
 Darwin "Dart" Way, Jr. (99-08)  
 Aris Spengos (04-14)  
 Gail Blazer (07-17)  
 Mike Hegarty (08-17)  
 Michael Reilly (14-18)  
 Bob Poremski (17-20)  
 Gregory Sauter (17-21)

\* = 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: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

**Current Members:**

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27

**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: Coleen Colson, Chair and , Laura Morrison, Co-Chair  
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
<b>Elizabeth Rodier</b>	<b>D-3, Fiori</b>	<b>Bishopville</b>	<b>18-21 Resigned</b>
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff's Office		23-26
<b>Kathleen Palmer</b>	<b>D-1, Abbott</b>	<b>Pocomoke City</b>	<b>23-26 Resigned</b>
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	23-26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27
Dianna Harris	At-Large	West O. City	24-27
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24-27

## Prior Members: Since 1995

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

\* = Appointed to fill an unexpired term

<sup>c</sup> = Charter member