

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

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: November 23, 2025
SUBJECT: Christmas Tree Amnesty Event

Public Works is requesting Commissioner approval to host the annual Christmas Tree Amnesty Event at Solid Waste. The event waives the tipping fee (\$10 per tree) for citizens dropping off Christmas trees at Central Landfill in Newark and the Berlin, Pocomoke, and Snow Hill Homeowners Convenience Centers. The event would run from December 26, 2025, through January 31, 2026. The event is only open to residents with household permit stickers. Commercial haulers, businesses, and organizations that sold trees will not be permitted to drop off trees at the convenience centers but may take them to the Central Landfill where applicable tipping fees will be assessed. Any trees received will be ground into mulch for use at the Central Landfill.

Please let me know if there are any questions.

CC: David Candy
 Bob Keenan

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DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
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DALLAS BAKER JR., P.E.
 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: November 24, 2025
SUBJECT: Request to Award Cove Landing Road

Public Works is requesting Commissioner approval to award the Cove Landing Road culvert rehabilitation project to Stratified in the amount of \$144,900.00. Stratified was the lowest responsive and responsible bidder. Bids were due and opened on Thursday, October 30, 2025, at 2:30pm. Four bids were received. The references for Stratified were contacted and provided positive comments and recommendations. Funds are available in the amount of \$399,595.50 for this project under the assigned funds account, "Roads Cove Pipe".

The pipe under Cove Landing Road has failed. This project will seal and fill the pipe to prevent the road from collapsing. The pipe itself is no longer needed and removing it will significantly increase the cost of the job due to the depth of the pipe.

Please let me know if there are any questions.

Cove Landing Culvert Rehabilitation	
Thursday, October 30, 2025, at 2:30 pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Stratified	\$144,900.00
Eastern Marine Services	\$169,838.00
Chesapeake Turf LLC	\$212,042.00
Bay Coastal Contracting	\$177,417.00

Attachments

Cc: Kevin Lynch, Roads Superintendent

A Team of Teams making a Difference



WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS
1 WEST MARKET STREET, ROOM 1103
SNOW HILL, MARYLAND 21863
410-632-1194
FAX: 410-632-3131

Weston Young
Chief Administrative Officer

CONTRACT

THIS CONTRACT, made on December 2, 2025, between the County Commissioners of Worcester County, Maryland ("County"); and Stratified Inc ("Successful Vendor").

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the Cove Landing Road Culvert Rehabilitation Project.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all the Work described in the Contract Documents and comply with the terms therein for the sum of \$144,900.00 (one hundred forty-four thousand nine hundred dollars and no cents) or as shown in the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Advertisement
 - d. Section I: Introduction
 - e. Section II: General Information
 - f. Section III: General Conditions
 - g. Section IV: Bid Specifications
 - h. Form of Bid
 - i. References
 - j. Exceptions
 - k. Individual Principal
 - l. Vendor's Affidavit of Qualification to Bid
 - m. Non-Collusive Affidavit
 - n. Successful Vendor's Completed Bid Documents
 - o. Notice of Award
 - p. Notice to Proceed

6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

Commissioner
President
Date:

WITNESS:

**CONTRACTOR:
STRATIFIED INC**

By:
Title:
Date:

Cove Landing Culvert Rehabilitation	
Thursday, October 30, 2025 at 2:30 pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Stratified	144,900
Eastern Marine Services	169,838
Chesapeake Turf LLC	212,042.00
Bay Coastal Contracting	177,417.00

apparent low bidder

County Administration Office
 1 West Market Street, Room 1103
 Snow Hill, MD 21863
 Phone: 410-632-1194
 Fax: 410-632-3131





Worcester County Administration

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

To: County Commissioners

From: Roscoe R. Leslie

Date: November 21, 2025

RE: Updated Mutual Aid with Town of Ocean City

Attached for approval and signature is an updated mutual aid agreement requested by the Town of Ocean City.

This updates a previously existing mutual aid agreement. The main structure remains the same as before.

**MUTUAL AID AGREEMENT AMONG THE SHERIFF OF WORCESTER COUNTY,
THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND AND
THE MAYOR AND CITY COUNCIL OF OCEAN CITY**

THIS MUTAL AID AGREEMENT is made this _____ day of _____ 2025, by and between the Worcester County Sheriff (the “Sheriff”), with the concurrence in agreement of the County Commissioners of Worcester County, Maryland (the “Commissioners”), and the Mayor and City Council of Ocean City (the “Council”), a Maryland municipal corporation, by and through the respective governing bodies and law enforcement agencies, collectively referred to as the “Parties”.

WHEREAS, it is in the public interest that law enforcement agencies throughout the State of Maryland cooperate to the greatest extent possible to provide prompt, effective and professional police services; and

WHEREAS, the federal and state governments encourage law enforcement agencies to employ regional approaches to public safety, planning, preparedness and responses to public safety needs; and

WHEREAS, all municipal police officers and deputy sheriffs (“law enforcement officers”) employed by these agencies are certified by and trained in current law enforcement techniques, and completed a course of training prescribed by the Maryland Police Training and Standards Commission pursuant to Public Safety Article, Section 3-201, et seq. of the Annotated Code of Maryland; and

WHEREAS, the Parties to this Agreement have different jurisdictional authority within Worcester County, although it is sometimes overlapping, continuous or concurrent; specifically, deputy sheriffs have jurisdiction throughout the County, including the Town of Ocean City; and Ocean City police officers have jurisdiction in the corporate limits of the Town of Ocean City; and

WHEREAS, all Parties are aware from time to time, both emergency and nonemergency public safety and law enforcement situations have developed at locations and times in Worcester County when sufficient law enforcement resources were not immediately available to enable police to render prompt, effective and professional services to the public; and

WHEREAS, the Sheriff is the chief law enforcement officer in Worcester County, Maryland pursuant to the Maryland Constitution, Art. IV, Section 44, and has the authority to confer jurisdiction throughout the County on local law enforcement officers for public safety reasons; and

WHEREAS, the Parties wish to extend prompt, effective and professional law enforcement services when needed to protect the public interest to extent that law enforcement resources are available; and

WHEREAS, the Parties have also entered into a mutual aid agreement with all law enforcement agencies in Worcester County, but due to specific situations the Parties have between themselves, the Parties also enter into this mutual aid to address several unique situations between the Parties; and

WHEREAS, the Sheriff, the Commissioners and the Council have determined it is in the public interest and mutual advantage to enter into an agreement for the provision of inter-agency law enforcement services in the form of this Agreement; and

WHEREAS, pursuant to the authority under Criminal Procedure Article 2-105 of the Annotated Code of Maryland, and Title 7, Subtitle One of the Public Safety Article of the Code of Public Local Law of Worcester County, the Parties enter into this Agreement.

NOW THEREFORE, the Parties, in consideration of the mutual promises contained herein and pursuant to the statutory references herein, do agree as follows:

1. **Mutual Aid.** The Parties intend to assist each other to the extent permitted by law and under the terms of this Agreement. Each Party agrees to adopt internal regulations to carry out this Agreement as required by Criminal Procedure Article Section 2-102(b)(3)(ii).
2. **Powers Granted.** The Sheriff does hereby grant the police officers of the Town of Ocean City Police Department the power and authority to which the Town of Ocean City Police Department is empowered within the Town, outside the corporate limits of the Town, but within Worcester County, in the following circumstances:
 - a. When an Ocean City Police Officer observes a possible violation of the criminal or motor vehicle laws within the corporate limits of the Town of Ocean City (the "Town") and it becomes necessary to pursue the offender outside of the corporate limits, but within Worcester County, to prevent offender's escape or to apprehend, arrest or detain such offender or transport the offender into the corporate limits of the Town;
 - b. While conducting an investigation into a crime that has been alleged to have occurred in the Town and it becomes necessary to continue such investigation beyond the corporate limits of the Town, but within Worcester County, and to apprehend, arrest or detain the offender(s) and transport the offender(s) back into the corporate limits of the Town for a misdemeanor committed in the officer's presence, or for a felony crime, or if a warrant has been issued for the offender's arrest;
 - c. While transporting prisoners who have been committed to the custody of the Worcester County Jail to the jail in Snow Hill, Worcester County, Maryland;
 - d. When a criminal or traffic offense occurred on property owned by the Town and within Worcester County, Maryland, even if beyond the limits of the Town corporate limits, including but not limited to, the Ocean City Municipal Airport, the Town Animal Shelter, Eagles Landing Golf Course, Keyser Point Road

- property (the Town fire station), the Town dump, the West Ocean City Park-and-Ride, and any other property that may be acquired by the Town in the future;
- e. While attached to any multi-agency task force, or participating in any joint assignment, operation, effort, checkpoint, surveillance, or other exercise that includes at least one member of the Sheriff's Office;
 - f. While conducting marine patrols and bodies of water and their tributaries outside the corporate limits of the Town, but within Worcester County; or
 - g. When an emergency exists.
3. **Reciprocal Powers of the Sheriff.** The Parties recognize the members of the Sheriff's Office have concurrent jurisdiction as that described in paragraph two above and possess all the same powers described therein in the Town and in the County.
4. **Scene Control.** Command and control at a scene to which aid is requested will remain with the Party making the request until the conclusion of the affected event.
5. **Requests.** A request for assistance for mutual aid may be made by the Council or the Chief of Police of Ocean City, or its designee, and by the Sheriff or the Sheriff's designee, either formally or informally, and need not be made in writing. To the extent possible, the request shall indicate the circumstances generating the need for assistance, the number of law enforcement officers requested, the expected duration of the assignment, the reporting time and location, and the officer in charge of the location. A record of the request shall, however, be made in writing, by each Party, either coincidental with the request or subsequent thereto which shall include the time of the request, and the extent of the aid requested. The record of the request shall indicate the specific circumstances generating the need for assistance, the number of law enforcement officers requested and ultimately present, the expected and ultimate duration of the assignment, the reporting time and location, and the officer in charge of the location. If, in the judgment of the Sheriff or the Chief of Police, resources are needed and available, they may be dispatched. The request may include the utilization of equipment. The assisting agency may recall their personnel at any time due to its own manpower needs. The manner of providing assistance in this Agreement shall not affect the authority granted law enforcement officers in matters involving fresh pursuit as provided in Criminal Procedure Article, Section 2-301 of the Annotated Code of Maryland or any other provision of law.
6. **Costs.** The Parties acknowledge that the acts performed pursuant to this Agreement by law enforcement officers or agents are employees, and expenditures made by any Party to the Agreement shall be deemed conclusively to be for public and governmental purposes, and each Party will bear its own costs incurred by activities undertaken pursuant to the Agreement.
7. **Immunities.**

- a. Each Party retains for itself all the immunities from liability enjoyed by that jurisdiction acting through it, including law enforcement officers, agents, or employees for a public or governmental purpose within its territorial limits to the same extent when acting pursuant to other lawful authority and agreement beyond the territorial limits of the Parties.
 - b. The Parties acknowledge that the law enforcement officers, agents and employees acting pursuant to this Agreement beyond the territorial limits of the jurisdiction in which they are commissioned or employed have all the immunities from liability and exemptions from laws, ordinances and regulations and have all of the same wages, pension, relief, disability, workers' compensation, and other benefits enjoyed by them while performing their respective duties within the territorial limits of the jurisdiction in which they are commissioned or employed. Said officers remain, for all purposes, employees of the respective jurisdictions, subject to the rules, regulations, procedures, supervision and control of these respective agencies. The law enforcement officers, agents and employees shall not be considered joint employees of the other jurisdiction for any purpose. Said costs for the law enforcement officer remain with that officer's agency.
8. **No Obligation.** This Agreement is strictly voluntary in nature and places no jurisdiction participating under any obligation to respond to a request for law enforcement services that it is unable or unwilling to honor.
9. **Insurance.** Each of the Parties hereto shall obtain and maintain liability insurance, including general liability and automobile liability, which said insurance shall be extended to cover all claims arising out of this Agreement. Self-insurance or pooled insurance may satisfy this requirement. Each of the Parties shall provide Workers' Compensation insurance as required by Maryland law.
10. **Indemnification and Waiver.** The Parties to this Agreement agree that:
- a. They, to the extent permitted by law, will mutually indemnify and save each other harmless from any and all claims by third parties for property damage, personal injury or wrongful death that might arise out of the activities covered in this Agreement while personnel or equipment are outside of their respective jurisdictions responding to a request for aid.
 - b. They waive any and all claims they might have against any other party to this Agreement for property damage, personal injury or wrongful death arising out of the activities of the other pursuant to this Agreement, while personnel or equipment are in any jurisdiction responding to that jurisdiction's request for aid or vice versa.

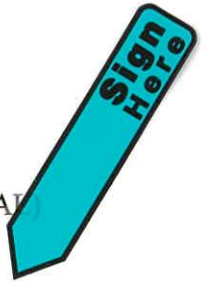
11. **Defense of Claims.** Each Party to this Agreement agrees to cooperate fully with any other party to this Agreement in the defense of claims, pursuant to the indemnification provisions of Paragraph 10. This cooperation will include the following:
- a. Immediate notification to all parties involved, any accident or incident resulting in injury or property damage having potential for liability;
 - b. Recognition that each party to this Agreement involved in an accident or incident resulting in personal injury, property damage or having the potential for liability may conduct a parallel and independent investigation of such accident or incident; and
 - c. Each party involved in such accident or incident shall make personnel, records and equipment available for the purpose of the defense of any claim or suit.
12. **Time Period.** This Agreement becomes effective upon execution by all Parties and remains in effect until any Party to this Agreement hereto cancels its participation in this Agreement by sending a written notice to each of the Parties 30 days prior to the cancellation. Any Party that unreasonably fails or refuses to cooperate under the terms of this Agreement will be deemed to have waived its right to participate
13. **Disputes.** Representatives of the Parties will meet annually, or on or near the original execution date and review the terms of this Agreement to ensure its continued validity, completeness and necessity. Failure to comply with this paragraph, however, will not affect the validity of the Agreement. If any dispute or issue arises under this Agreement, the Parties agree to resolve the issue with the lowest management level of each Party. In the event the issue remains unresolved, the Parties will immediately escalate the issue to upper-level management (the county and municipality administrative directors) for their consideration. In all events, the Parties will negotiate in good faith a mutually agreeable solution. In the event all Parties cannot agree on a solution, the issue shall be presented to the Commissioners and the Council.
14. **Miscellaneous.** This Agreement shall be subject to and governed by the laws of the State of Maryland. This Agreement shall inure to the benefit of and be binding upon each Party and his/her/its personal representatives, successors and permitted assigns. This Agreement contains the entire understanding of the Parties. There are no representations, warranties, promises, covenants, or undertakings other than those expressly set forth herein. Any modification or termination of this Agreement shall be in writing to be effective.

IN WITNESS WHEREOF, the Parties hereto, pursuant to the authority of the governing body of each Party, have executed this Agreement on the day and year first above written.

WITNESS/ATTEST:

WORCESTER COUNTY SHERIFF

BY: _____ (SEAL)
MATTHEW CRISAFULLI, Sheriff



WITNESS/ATTEST:

COUNTY COMMISSIONERS OF WORCESTER
COUNTY, MARYLAND

Weston Young, Chief
Administrative Officer

BY: _____ (SEAL)
THEODORE ELDER, President

WITNESS/ATTEST:

MAYOR AND CITY COUNCIL OF OCEAN
CITY

DIANA L. CHAVIS, Clerk

BY: (SEAL)
RICHARD W. MEEHAN, Mayor

BY: (SEAL)
MATTHEW M. JAMES, President

BY: (SEAL)
ANTHONY J. DELUCA, Secretary

**MUTUAL AID AGREEMENT AMONG THE
SHERIFF OF WORCESTER COUNTY, THE COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND AND THE MAYOR AND CITY COUNCIL OF
THE TOWN OF OCEAN CITY**

THIS Agreement, made this ____ day of _____, 2018, by and between the WORCESTER COUNTY Sheriff ("the Sheriff"), with the concurrence and agreement of the County Commissioners of Worcester County, Maryland ("the Commissioners"), and the MAYOR AND CITY COUNCIL OF THE TOWN OF OCEAN CITY, ("the Town") an incorporated municipality, by and thorough the respective governing bodies and law enforcement agencies, as applicable, located in Worcester County, Maryland, collectively referred to as the "Parties."

WHEREAS, it is in the public interest that law enforcement agencies throughout the State of Maryland cooperate to the greatest extent possible to provide prompt, effective and professional police services; and

WHEREAS, the Federal and State governments encourage law enforcement agencies to employ regional approaches to public safety planning, preparedness and responses to public safety needs; and

WHEREAS, all municipal police officers and deputy sheriffs ("law enforcement officers") employed by these agencies are certified by and trained in current law enforcement techniques and have completed a course of training prescribed by the Maryland Police Training and Standards Commission pursuant to Public Safety Article, Section 3-201 *et seq.* of the Annotated Code of Maryland; and

WHEREAS, the Parties to this Agreement have different jurisdictional authority within Worcester County, although it is sometimes overlapping, contiguous or concurrent; specifically, deputy sheriffs have jurisdiction throughout the County, including in the Town of Ocean City; Ocean City Police Officers have jurisdiction limited to the Town's corporate limits; and

WHEREAS, all Parties are aware that from time to time both emergency and non-emergency public safety and law enforcement situations have developed at locations and times in Worcester County when sufficient law enforcement resources were not immediately available to enable police to render prompt, effective and professional services to the public; and

WHEREAS, the Sheriff is the chief law enforcement officer in Worcester County, pursuant to the Maryland Constitution, Art. VII, § 44 and has the authority to confer jurisdiction throughout the County on local law enforcement officers for public safety reasons; and

WHEREAS, these Parties wish to extend prompt, effective and professional law enforcement service when needed to protect the public interest, to the extent that law enforcement resources are available; and

WHEREAS, the Sheriff, the Commissioners and the governing body of the Town have determined that it is in the public interest and of mutual advantage to enter into an agreement for the provision of inter-agency law enforcement services in the form of this Agreement; and

WHEREAS, pursuant to the authority conferred under Maryland law, Criminal Procedure Article, Sections 2-102 and 2-105 of the Annotated Code of Maryland, and Title 7, Sub-title 1 of the Public Safety Article of the Code of Public Local Laws of Worcester County, the parties enter into this agreement.

NOW, THEREFORE, the parties do hereby agree as follows:

1. The parties intend to assist each other to the extent permitted by law and under the terms of this Agreement subject to the notification procedures set out in MD Code Ann., Crim. Proc. Art., § 2-102 (c). Each Party agrees to adopt internal regulations to carry out this Agreement, as required by MD Code Ann., Crim. Proc. Art., § 2-102 (b)(3)(ii).

2. Powers Granted: Pursuant to law, the Sheriff does hereby grant to the police officers of the Ocean City Police Department the following authority:
- a) When an Ocean City Police Officer observes a possible violation of the criminal or motor vehicle laws within the corporate limits of the Town, and it becomes necessary to pursue the offender outside of the corporate limits, but within Worcester County, to prevent the offender's escape, or to apprehend, arrest or detain such offender or to transport the offender into the corporate limits of the Town;
 - b) While conducting an investigation into a crime that has been alleged to have occurred in the Town and it becomes necessary to continue such investigation beyond the corporate limits of the Town, but within Worcester County, and to apprehend, arrest or detain the offender(s), and to transport the offender back into the corporate limits of the Town for a misdemeanor committed in the officer's presence or for a felony crime, or if a warrant has been issued for the offender's arrest;
 - c) While transporting prisoners from the Town who have been committed to the custody of the Worcester County Jail to the jail in Snow Hill, MD, Worcester County;
 - d) When a criminal or traffic offenses occurs on property owned by the Town and within Worcester County, Maryland even if beyond the limits of the Town proper, including but not limited to the Ocean City Municipal Airport, the Town Animal Shelter, Eagle's Landing Golf Course, Keyser Point Road Property (Town

Fire Station), the Town Dump, West Ocean City Park & Ride, and any other property that may be acquired by the Town in the future;

e) While attached to any multi-agency unit, task force, or, when at the request of the Sheriff, participating in any joint assignment, operation, effort, check point, surveillance or other exercise that includes at least one member of the Sheriff's Office;

f) While conducting marine patrols on bodies of water and their tributaries outside the corporate limits of the Town , but within Worcester County;

g) When requested by the Sheriff pursuant to this Agreement; or

h) When an emergency exists.

3. The parties recognize that the members of the Sheriff's Office have concurrent jurisdiction as that described in paragraph 2, above and possess all the same powers described therein in the Town.
4. Scene Control: Command and control at a scene to which aid is requested will remain with the party making the request until the conclusion of the affected event.
5. Request: A request for assistance for mutual aid may be made by the Town or the Chief of Police of the Town or by the Sheriff or the Sheriff's designee either formally or informally and need not be made in writing. A record of the request, shall, however, be made in writing, either coincidental with the request or subsequent thereto which shall include the time of the request and the extent of the aid requested. If in the judgment of the Sheriff or Chief of Police, resources are needed and available, they may be dispatched. The requesting agency will identify when and where the resources need to report. Any said request may include the utilization

of equipment. The manner of providing assistance, as set forth in this Agreement, shall not affect the authority granted law enforcement officers in matters involving fresh pursuit as provided in Criminal Procedure Art., § 2-301, of the Annotated Code of Maryland or any other provision of law.

6. The Parties acknowledge that the acts performed pursuant to this Agreement by law enforcement officers, agents or employees and the expenditures made by any Party to this Agreement shall be deemed conclusively to be for a public and governmental purpose and each party will bear its own costs incurred by activities undertaken pursuant to this Agreement.
7. Each party retains for itself all of the immunities from liability enjoyed by that jurisdiction when acting through its law enforcement officers, agents or employees for a public or governmental purpose within its territorial limits to the same extent when acting pursuant to other lawful authority and/or Agreement beyond the territorial limits of the parties.
8. The parties acknowledge that the law enforcement officers, agents and employees, when acting pursuant to this Agreement beyond the territorial limits of the jurisdiction in which they are commissioned or employed, have all the immunities from liability and exemptions from laws, ordinances and regulations and have all of the pension, relief, disability, workers' compensation, and other benefits enjoyed by them while performing their respective duties within the territorial limits of the jurisdiction in which they are commissioned or employed. Said officers remain, for all purposes, employees of their respective jurisdictions, subject to the rules, regulations, procedures, supervision and control of those respective agencies. The

law enforcement officers, agents and employees shall not be considered joint employees of the other jurisdiction for any purpose.

9. This Agreement is strictly voluntary in nature and places no jurisdiction participating in it under any obligation to respond to a request for law enforcement services that it is unable or unwilling to honor.
10. Each of the Parties hereto shall obtain liability insurance with such companies and in such amounts as may be satisfactory to the other party and which said insurance shall be extended to cover all claims arising out of this Agreement. Self- insurance or pooled insurance may satisfy this requirement. Each of the Parties shall provide for workers compensation insurance and officer's benefits to be provided by the respective employers at all times.
11. The Parties to this Agreement agree that:
 - a) They, to the extent permitted by law, will mutually indemnify each other from all claims by third parties for property damage, personal injury or wrongful death that might arise out of the activities covered in this Agreement while personnel or equipment are in the jurisdiction responding to its request for aid.
 - b) Each Party to this Agreement will waive all claims it might have against any other Party to this Agreement for property damage, personal injury or wrongful death arising out of this Agreement while personnel or equipment are in any jurisdiction responding to that jurisdiction's request for aid, or vice versa.

12. Each Party to this Agreement agrees to cooperate fully with any other Party to this Agreement in the defense of claims, pursuant to the indemnification provisions of Paragraph 11. This cooperation will include the following:
 - a) Immediate notification to all other parties involved of any accident or incident resulting in personal injury, damage or having the potential for liability;
 - b) Recognition that each Party to this Agreement involved in an accident or incident resulting in personal injury, property damage or having the potential for liability may conduct a parallel independent investigation of such accident or incident; and
 - c) Each Party involved in such accident or incident shall make personnel, records and equipment available for purposes of the defense of any claim or suit.
13. This Agreement becomes effective upon execution by all Parties and remains in effect until any Party to this Agreement hereto cancels its participation in this Agreement by sending a written notice to each of the parties notice thirty (30) days prior the cancellation. Any Party that unreasonably fails or refuses to cooperate under the terms of this Agreement will be deemed to have waived its right to participate.
14. Representatives of the parties will meet annually, on or near the original execution date, and review the terms of this Agreement to ensure its continued validity, completeness and necessity. Failure to comply with this paragraph, however, will not affect the validity of the Agreement. If any dispute or issue arises under this Agreement, the Parties agree to resolve the issue at the lowest management level of each party. In the event the issue remains unresolved, the Parties agree to immediately escalate the issue to upper-level management (County/Municipality administrative directors) for their consideration. In all events, the Parties will

negotiate, in good faith, a mutually agreeable solution. In the event all Parties cannot agree on a solution, the issue shall be presented to the Commissioners and the Mayor & Council of the Town of Ocean City.

15. Maryland law governs the terms and enforceability of this Agreement.

AS WITNESS the hands and seals of the parties the day and year first above written.

WITNESS/ATTEST:

WORCESTER COUNTY SHERIFF

By: Rossie V. Mason
6/21/18 Date

COUNTY COMMISSIONERS OF WORCESTER
 COUNTY, MARYLAND

By: Nana Turner, President

By: _____

By: _____

By: _____

By: _____

6/19/18 Date

THE TOWN OF OCEAN CITY MAYOR &
 COUNCIL

By: Richard W. Meehan

By: Lloyd Martin

By: [Signature]

By: Wayne A. Hatcher

By: [Signature]

By: [Signature]

By: Mary P. Knight

By: Matthew J. [Signature]

Approved as to form and
for legal sufficiency:

Approved as to form and
for legal sufficiency:

[Signature]
C. R. [Signature]


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 | www.co.worcester.md.us

TO: Worcester County Commissioners
 FROM: Candace Savage, Deputy Chief Administrative Officer
 DATE: November 21, 2025
 RE: Out of State Travel Request

Out of State Travel Request


DRP, Finance, HR, Admin	4	various
Department	# of Attendees	GL Account Code
Las Vegas, NV	4/6/2026	4/10/2026
Destination	Depart	Return

Purpose of Travel:

To attend the Tyler Connect Conference, which supports the County's ERP Modernization and Tyler Enterprise Permitting and Licensing (EPL) initiatives. This training will provide essential knowledge to ensure the successful implementation of both systems. The software upgrades will benefit all departments, especially Finance, Human Resources, Budget, and Development Review and Permitting, by supporting more efficient, transparent, and integrated operations throughout the County. Tyler Technologies is providing three complimentary registration fees.

Estimated Costs: Airfare	\$3,600
Lodging	\$4,000
Meals	\$1,296
Registration Fees	\$1,249
Car Rental	
Other Transportation	\$240
Other	
Total	\$10,385

WORCESTER COUNTY
LIBRARY

To: Weston Young, Chief Administrative Officer
From: Jennifer Ranck, Library Director 
Date: November 24, 2025
Re: New Pocomoke Library – Porch Funding

I am pleased to announce that the Worcester County Library Foundation has secured funding from the Philip A. Zaffere Foundation for the Pocomoke Library Children's Porch. The Library is incredibly grateful to the Zaffere Foundation for their generosity and we are very fortunate that this opportunity came during this critical phase of the building project. The Foundation will continue to fundraise to help secure funds for materials and equipment.

In order to move forward with this project, the Library is seeking County Commissioner approval of the attached change order.

Thank you for your consideration, and please let me know if you need any additional information.



Keller Brothers, Inc.
1012 Rising Ridge Road
Mount Airy, MD 21771
Phone: 301.607.9300

Proposed Change Order

DATE: 09/23/2025
TO: Worcester County, Maryland
ATTN: Bill Bradshaw - Worcester County, Maryland
CC: -

PROJECT: 10273- - Pocomoke Library

PCO NUMBER: 3

RELATED DOCUMENTS:

DESCRIPTION OF FIELD CHANGE:

Pricing for the additional work as outlined as part of SKA-3. Pricing includes an \$8000 allowance for lighting and electrical services at this location. Final costs to be reconciled at completion of design.

QUALIFICATION(S) OF CHANGE:

TOTAL AMOUNT OF CHANGE ORDER REQUEST: \$ 109,895.00

TOTAL CHANGE IN CONTRACT TIME: 0 Days

ACCEPTANCE OF PROPOSED CHANGE ORDER

Keller Brothers, Inc.

ARCHITECT/OWNER

David Kimmel 10/24/2025

Signature / Date

Signature / Date



Keller Brothers, Inc.
1012 Rising Ridge Road
Mount Airy, MD 21771
Phone: 301.607.9300

Cost Breakdown

Change Order Request #: 3 SKA-3 - Treehouse

Item : 1 SKA-3 - Treehouse

Phase	Description	Vendor	Cost Type	Estimated Cost
03-110-	Cast-in-Place Concrete		4 Subcontract	11,777.00
06-100-	Wood Framing and Roofing		4 Subcontract	82,294.00
16-100-	Electrical		4 Subcontract	8,000.00
Subtotal Item 1				<u>\$102,071.00</u>
Overhead & Profit				5.00% 5,104.00
Bond				1.50% 1,632.00
Insurance				1.00% 1,088.00
Total For Item 1				<u>\$109,895.00</u>
Total For Change Order				<u><u>\$109,895.00</u></u>



EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410.632.1311 FAX: 410.632.4686

TO: Weston Young, Chief Administrative Officer
FROM: Chris Shaffer, Director of Emergency Services
DATE: November 19, 2025
RE: Approval of Over \$25,000 Expenditure for Vehicle Upfitting

The Department of Emergency Services respectfully requests approval to purchase vehicle upfitting equipment in the total amount of \$29,063.22. This amount includes upfitting for three replacement vehicles (2 Tahoes @ \$9,922.65 each and a F-350 @ \$9,217.92). The pricing is provided through the State of Maryland Contract #001B4600396 with vendor East Coast Emergency Lighting LLC.

The upfit will include necessary emergency equipment such as lights, sirens, center console components, and mobile computer docking systems. Estimated lead time for the equipment is approximately 12 weeks. All installation work will be completed in-house by Electronic Services.

Funding in the amount of \$60,000 was approved in the FY26 budget under account number 100.1102.044.9010.020 Capital Equipment Public Safety Equipment.

Approval to proceed with this expenditure is respectfully requested.



ITEM 6

Quotation# 49906

November 11,
2025

Ship To:

East Coast Emergency Lighting, LLC

Worcester County Emergency Services

Worcester County Emergency
Services

200 Meco Dr.

Robert Rhode

Robert Rhode

Millstone Township, NJ 08535

1 W Market St

1 W Market St

732-940-2211

Snow Hill, MD 21863

Snow Hill, MD 21863

Prepared By: Brandon Cobb

Valid Until:

Scope of Work:

2025 Chevy Tahoe Spec

Maryland State Contract #001B4600396

Part Number	Description	Qty	MSRP	Disc.	Price	Ext. Price
MARYLAND	MARYLAND STATE CONTRACT # 001B4600396					
BSFW54X	I-E FST WCX S/D 12-LT TAHOE	1	1,420.00	53.1%	665.98	665.98
ISDD	INNER EDGE FST/RST DUO RED/WHT	12	63.00	53.1%	29.55	354.60
BS54ZT	I-E RST WCX 10-LT TRIO TAHOE	1	1,525.00	53.1%	715.23	715.23
ISTRCA	INNER EDGE FST/RST TRIO R/W/A	10	123.00	53.1%	57.69	576.90
TCRWX6	WeCanX TRACER 6-LAMP HOUSING	2	1,364.00	53.1%	639.72	1,279.44
TCRB54A	TRACER MTG KIT 2021 TAHOE OVER	2	110.00	53.1%	51.59	103.18
TCRXXPD	WCX TRACER PRIMARY DUO R-W/SMK	2	72.00	53.1%	33.77	67.54
TCRXXSD	WCX TRACER 2NDARY DUO R-W/SMK	10	72.00	53.1%	33.77	337.70
C399	CENCOM CORE WCX CONTROL CENTER	1	1,411.00	53.1%	661.76	661.76
CCTL6	Whelen WeCanX KNOB/SLIDE CONTROL HEAD	1	473.00	53.1%	221.84	221.84
SA315P	SA315P SPEAKER, BLACK PLASTIC	1	412.00	53.1%	193.23	193.23
SAK70	SA-315 MT KIT 2021 TAHOE	1	53.00	53.1%	24.86	24.86
C399SP	SCANPort Installation Kit for C399	1	189.00	53.1%	88.64	88.64
LCPHOTO	LOGIC LEVEL PHOTOCELL OPTION	1	128.00	53.1%	60.03	60.03
XI3KC	TRIO ION R/A WHT OVERRIDE SMK	4	257.00	53.1%	120.53	482.12
IONBKT10	ION GRILLE MT 2025 TAHOE PAIR	2	40.00	53.1%	18.76	37.52
U180DX	U-SERIES SURFACE MT DUO R/W SMK	2	322.00	53.1%	151.02	302.04

Part Number	Description	Qty	MSRP	Disc.	ITEM 6	
					Price	Ext. Price
U18054	U-SERIES TAHOE MOUNT	1	35.00	53.1%	16.42	16.42
PSD02FCR	STRIPLITE+ DUO FLASHER RED/WHT	2	218.00	53.1%	102.24	204.48
PSBKT90	STRIP-LITE+ 90 DEG MT KIT	2	32.00	53.1%	15.01	30.02
VX2DX	VXE DUO DIRECTIONAL LT R-W/SMK	4	157.00	53.1%	73.63	294.52
VX3RACX	VXE TRIO DIRECTIONAL RAW/SMK	4	177.00	53.1%	83.01	332.04
TSS0KC	T-SERIES SURFACE MT TRIO R/A/W	2	221.00	53.1%	103.65	207.30
CEM24	WeCanX 24 OUTPUT EXPANSION MOD	2	399.00	53.1%	187.13	374.26
WCXJB12	WeCanX JUNCTION BOX	1	164.00	53.1%	76.92	76.92
	HAVIS EQUIPMENT					
C-VSW-1012-TAH-1	Vehicle Specific 12.5" Wide Medium Height Angled 22" Console for 2025 Tahoe PPV/SSV	1	897.00	42.1%	519.36	519.36
C-LP2-USB-BL2	HAVIS; 2" Console Accessory Bracket With 2 Lighter Plug Outlets,1 USB-C & USB Type A Dual Port C...	1	169.00	42.1%	97.85	97.85
CUP2-1004	Self-Adjusting Double Cup Holder (Fixed Mount)	1	67.00	42.1%	38.79	38.79
C-ARM-108	Side Mounted Flip Up Armrest	1	277.00	42.1%	160.38	160.38
C-ARM-102	Side Mount Armrest	1	103.00	42.1%	59.64	59.64
C-AHW-45	C-AHW-45..4.5" Accessory Holder For 3.3"W Section Of Wide Consoles	1	26.00	42.1%	15.05	15.05
C-APW-1390	13" Accessory Pocket, 9." Deep For 3.3"W Section Of Wide Consoles	1	87.00	42.1%	50.37	50.37
C-AP-0325-1	HAVIS 3" Accessory Pocket, 2.5" Deep	1	53.00	42.1%	30.69	30.69
C-EB30-MMT-1P-A	Angled 1-Piece Equipment Mounting Angled Bracket, 3" Mounting Space, Fits Motorola Self-Containe...	1	34.00	100%	0.00	0.00
C-EB30-HXL-1P	1-Piece Equipment Mounting Bracket, 3" Mounting Space, Fits Harris/L3Harris XL control head	1	34.00	100%	0.00	0.00
C-EB40-CCS-1P	Havis 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen Cencom CCSRN, CCSRNTA, ...	1	39.00	100%	0.00	0.00
C-HDM-214	8.5" Heavy Duty Telescoping Pole, Side Mount	1	190.00	42.1%	110.01	110.01
C-MD-119	11" Slide Out Locking Swing Arm With Low Profile Motion Device Adapter	1	379.00	42.1%	219.44	219.44
DS-PAN-435N-2	Docking Station for Panasonic TOUGHBOOK 55 Laptop with Standard Port Replication & Dual Pass-Through	1	1,398.00	42.1%	809.44	809.44
C-MCB	Microphone Clip Bracket	2	20.00	42.1%	11.58	23.16
MMSU-1	Magnetic Mic Single Unit Conversion Kit	2	39.95		39.95	79.90

Sub Total \$9922.65

Tax \$0.00

Total \$9,922.65

Please note that Out-of-Stock and Special Order items are subject to Vendor lead times. Depending on the Vendor and Item lead times could be up to [12] weeks. Please ask your salesperson about current lead times.

ITEM 6

Approved By:

Print Name	Signature	Date
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ITEM 6

Quotation# 49935

November 13,
2025

Ship To:

East Coast Emergency Lighting, LLC

Worcester County Emergency Services

Worcester County Emergency
Services

200 Meco Dr.

Robert Rhode

Robert Rhode

Millstone Township, NJ 08535

1 W Market St

1 W Market St

732-940-2211

Snow Hill, MD 21863

Snow Hill, MD 21863

Prepared By: Brandon Cobb

Valid Until:

Scope of Work:

2026 Ford F250 Super Duty Spec - Crew Cab/Short Bed

Maryland State Contract #001B4600396

Part Number	Description	Qty	MSRP	Disc.	Price	Ext. Price
MARYLAND	MARYLAND STATE CONTRACT # 001B4600396					
BSFW47Z	I-E FST WCX S/D 10-LT F-SERIES	1	1,383.00	53.1%	648.63	648.63
ISDD	INNER EDGE FST/RST DUO RED/WHT	10	63.00	53.1%	29.55	295.50
TCRWX6	WeCanX TRACER 6-LAMP HOUSING	2	1,364.00	53.1%	639.72	1,279.44
TCRB54A	TRACER MTG KIT 2021 TAHOE OVER	2	110.00	53.1%	51.59	103.18
TCRWXP	WCX TRACER PRIMARY DUO LT R/W	2	59.00	53.1%	27.67	55.34
TCRWXSD	WCX TRACER SECONDARY DUO R/W	10	59.00	53.1%	27.67	276.70
I3KC	TRIO ION R/A W/ WHT OVERRIDE	4	243.00	53.1%	113.97	455.88
TSS0D	T-SERIES SURFACE MT DUO R/W	8	199.00	53.1%	93.33	746.64
TSS0KC	T-SERIES SURFACE MT TRIO R/A/W	4	221.00	53.1%	103.65	414.60
PSKC3FCR	MEGA T-SERIES TRIO FLASHER RAW	2	238.00	53.1%	111.62	223.24
PSD02FCR	STRIPLITE+ DUO FLASHER RED/WHT	2	218.00	53.1%	102.24	204.48
VX2D	VXE DUO DIRECTIONAL LT RED/WHT	6	150.00	53.1%	70.35	422.10
C399	CENCOM CORE WCX CONTROL CENTER	1	1,411.00	53.1%	661.76	661.76
CCTL6	Whelen WeCanX KNOB/SLIDE CONTROL HEAD	1	473.00	53.1%	221.84	221.84
WCXJB12	WeCanX JUNCTION BOX	1	164.00	53.1%	76.92	76.92
CEM24	WeCanX 24 OUTPUT EXPANSION MOD	2	399.00	53.1%	187.13	374.26
TIONWEDG	MOUNTING WEDGES ION-T-SERIES	4	24.00	53.1%	11.26	45.04

Part Number	Description	Qty	MSRP	Disc.	ITEM 6	
					Price	Ext. Price
SA315P	SA315P SPEAKER, BLACK PLASTIC	1	412.00	53.1%	193.23	193.23
SAK61D	Ford F-250/F-350, 2017-2023,F-450/F-550, 2017-2023, F600, 2018-2023 Driver Side,..Not for Use wi...	1	53.00	53.1%	24.86	24.86
C399SP	SCANPort Installation Kit for C399	1	189.00	53.1%	88.64	88.64
LCPHOTO	LOGIC LEVEL PHOTOCELL OPTION	1	128.00	53.1%	60.03	60.03
WCCBL100	WeCanX COMM CABLE 100' BULK	1	251.00	53.1%	117.72	117.72
	HAVIS EQUIPMENT					
DS-PAN-435N-2	Docking Station for Panasonic TOUGHBOOK 55 Laptop with Standard Port Replication & Dual Pass-Through	1	1,398.00	42.1%	809.44	809.44
C-VSW-2400-F150-1	Havis C-VSW-2400-F150-1..12.5" Wide Flat 24" Vehicle-Specific Console For 2021-2023 Ford F-150 P...	1	919.00	42.1%	532.10	532.10
C-MD-119	11" Slide Out Locking Swing Arm With Low Profile Motion Device Adapter	1	379.00	42.1%	219.44	219.44
C-HDM-214	8.5" Heavy Duty Telescoping Pole, Side Mount	1	190.00	42.1%	110.01	110.01
C-LP2-USB-BL2	HAVIS; 2" Console Accessory Bracket With 2 Lighter Plug Outlets,1 USB-C & USB Type A Dual Port C...	1	169.00	42.1%	97.85	97.85
CUP2-1004	Self-Adjusting Double Cup Holder (Fixed Mount)	1	67.00	42.1%	38.79	38.79
C-ARM-108	Side Mounted Flip Up Armrest	1	277.00	42.1%	160.38	160.38
C-ARM-102	Side Mount Armrest	1	103.00	42.1%	59.64	59.64
C-AHW-45	C-AHW-45..4.5" Accessory Holder For 3.3"W Section Of Wide Consoles	1	26.00	42.1%	15.05	15.05
C-APW-1390	13" Accessory Pocket, 9." Deep For 3.3"W Section Of Wide Consoles	1	87.00	42.1%	50.37	50.37
C-AP-0325-1	HAVIS 3" Accessory Pocket, 2.5" Deep	1	53.00	42.1%	30.69	30.69
C-EB30-MMT-1P-A	Angled 1-Piece Equipment Mounting Angled Bracket, 3" Mounting Space, Fits Motorola Self-Containe...	1	34.00	100%	0.00	0.00
C-EB30-HXL-1P	1-Piece Equipment Mounting Bracket, 3" Mounting Space, Fits Harris/L3Harris XL control head	1	34.00	100%	0.00	0.00
C-EB40-CCS-1P	Havis 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen Cencom CCSRN, CCSRNTA, ...	1	39.00	100%	0.00	0.00
C-MCB	Microphone Clip Bracket	3	20.00	42.1%	11.58	34.74
MMSU-1	Magnetic Mic Single Unit Conversion Kit	3	39.95	42.1%	23.13	69.39

Sub Total \$9217.92

Tax \$0.00

Total \$9,217.92

Please note that Out-of-Stock and Special Order items are subject to Vendor lead times. Depending on the Vendor and Item lead times could be up to [12] weeks.Please ask your salesperson about current lead times.

Approved By:

ITEM 6

Print Name	Signature	Date
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Worcester County Office of Tourism

104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

MEMORANDUM

Date: November 14, 2025

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

From: Melanie Pursel, Director
Worcester County Office of Tourism and Economic Development

Re: FY26 Rural Maryland Prosperity Investment Fund (RIMPF) Grant Agreement (via Tri County Council)

Attached is the FY 26 RIMPF Grant agreement, which has been awarded to Worcester County Economic Development for the Skilled Trades, Agriculture, Tourism and Technology (STATT) Program through the Tri County Council for the Lower Eastern Shore.

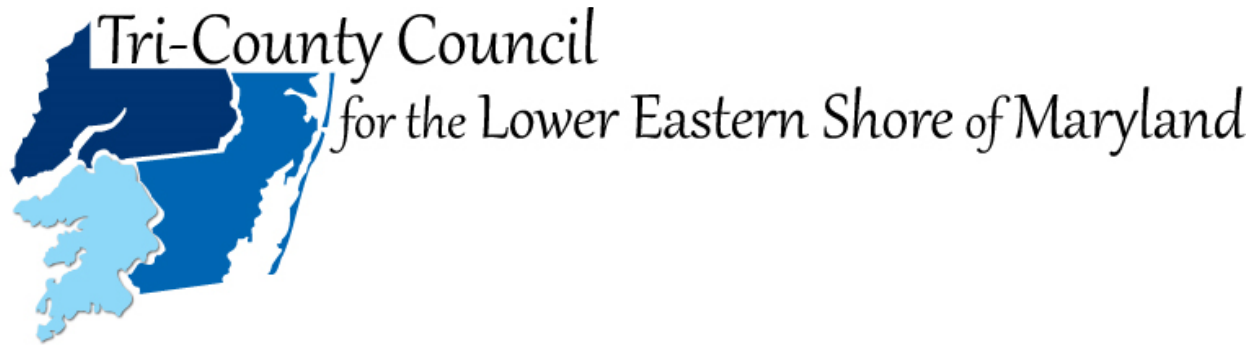
The grant amount varies each year as it is a competitive process. For FY 26, Tri County Council has once again awarded the full \$100,000 requested for the Worcester County STATT Program. With this grant award and budgeted matching funds, we can execute the full program in coordination with Worcester County Public Schools and Career and Technology Education (CTE) as well as offer internships that will be made available in businesses relative to Skilled Trades, Agriculture, Tourism and Technology throughout the county.

In order to access the grant funds, we are requesting signatures on the attached grant agreement. This annual agreement is typically signed by the President of the Commissioners or any designated authority such as the Chief Administrative Officer.

Kindly let me know if you have any questions.

CC: Worcester County Commissioners
Kimberly Reynolds, Budget Officer
Lynn Wright, Senior Budget Accountant
Nancy Schwendeman, Workforce Development Specialist

Attachments



Notice of Grant Award and Agreement

These funds are awarded to the sub-grantee for the purpose of programmatic support to achieve the goals and measurable objectives outlined in the scope of work.

Fiscal Year:

Program/Project Name:

Grant Amount:

Grantee Information	
Organization Name:	
Organization Address:	
Contact Person:	Title:
Phone:	Email:

Grantor Information	
Primary Contact Name: Gregory Padgham	Title: Executive Director, TCCLES
Phone: (410) 341- 8989	Email: gpadgham@tcclesmd.org

Grantee:

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the terms and conditions as set forth in the Terms of Agreement attached to this document. I further certify that I am legally authorized to sign and to represent this organization

_____ Authorized Signature	_____ Print Name	_____ Date
	_____ Witness Signature	

Grantor:

_____ Authorized Signature	_____ Print Name	_____ Date
	_____ Witness Signature	

**Rural Maryland Prosperity Investment Fund
Tri-County Council for the Lower Eastern Shore of Maryland**

Sub-grantee Terms of Agreement

Purpose of Funds: These funds are awarded to the sub-grantee for the purpose of programmatic support to achieve the goals and measurable objectives outlined in the scope of work.

Responsibilities of sub-grantees:

1. Awardee is required to execute the sub-grant agreement for disbursement of FY26 funds through the Tri-County Council for the Lower Eastern Shore of Maryland.
2. Requisition full funding for operations upon executive of grant.
3. Use funds to meet deliverables specified in the approved final sub-grant proposal and agreement. Significant changes in the scope of work are not permittee. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant's purpose may be allowed, provided the Grantor and Administering Agency approve such changes as consistent with the Board's intent.
4. Performance under this agreement commences on execution of grant and continues until agreed upon services are completed, but in any case no later than June 30, 2026.
5. TCCLES will provide you Exhibit A and Exhibit C templates to complete the interim and final reports. Include documentation in PDF form to support expenses reported in Item 7 and in Item 8 (if this is an interim report) any remainder expenses. Any over payment or unspent funds must be reported promptly and returned to the Tri-County Council prior to the final report. Complete and submit programmatic and financial reports for the interim and final period on the following dates:
 - a. Interim Reports should cover July 1, 2025 – December 31, 2025. Reports are to be submitted to TCCLES no later than January 8, 2026.
 - b. Final Reports should cover January 1, 2026 – June 30, 2026. Reports are to be submitted to TCCLES no later than July 8, 2026.
6. By signing the Sub-grant agreement, recipient certifies that compliance with all applicable federal, state, and local law, including laws relating to discrimination in employment. Recipient also certifies compliance with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance through the term of this agreement.
7. Upon occurrence of default of any terms of this agreement, Tri-County Council of the Lower Eastern Shore (TCCLES) shall have the right to terminate this Agreement by written notice to the Sub-grantee. In the event of termination, TCCLES may require the Sub-grantee to repay with 30 days of receipt of written notice of default all grant funds, which have been disbursed, to Sub-grantee, the Sub-grantee shall have no right to receive any undisbursed grant funds. In addition, the TCCLES may at any time proceed to protect and enforce all rights available to TCCLES by suite in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

Acknowledgement

The Tri-County Council for the Lower Eastern Shore of Maryland is the recipient of funds for this program through the Rural Maryland Council (RMC) and is further subgranting funds to your organization. RMC requires that any organization receiving funds shall give credit to the RMC whenever or wherever credit is being given, including written, oral, broadcast and internet. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials related to activities of the project. To ensure proper credit to the RMC Grantees shall;

- a. Use the RMC's name and logo and printed materials related to the grant,
- b. Link to the RMC website from your organization's website,
- c. Include RMC logo on event signage or publications at your events,
- d. Acknowledge RMC support in Power Point presentations, videos or reports,
- e. Make an announcement at regular/special events or meetings,
- f. Mention the RMC's support in print, radio or television interviews you give about the organization, program or project.



The Worcester Commission on Aging provides programs and services that support the quality of life, independence and health goals desired and needed by Worcester County's senior residents.

MEMO

TO: Worcester County Commissioners
RE: Request for Forward Funding
DATE: November 25, 2025

WorCOA is requesting forward funding for the current fiscal year, 2026, for Worcester County's federal grants for Title III C 1 (Congregate Meals) and Title III C 2 (Home Delivered Meals). The amounts for these grants are projected by the State to be \$106,525 and \$72,646 respectively.

WorCOA is requesting this forward funding because we have been informed by our Area Agency on Aging that reimbursements for costs of providing meals to the seniors and disabled of Worcester County for the first six months of the Federal Fiscal Year 2026 (Oct 25 through Mar 26) will not be processed and paid out until May of 2026 at the earliest. The bulk of these grants will have been expended before that time and WorCOA does not currently have the capacity to cover the expenses incurred for these services with other funding sources available to us for the time gap until reimbursements are realized.

This forward funding will allow WorCOA to process our financial obligations in a timely manner and ensure uninterrupted services for the seniors of Worcester County without increasing actual budgetary funding from the County.

With regards,

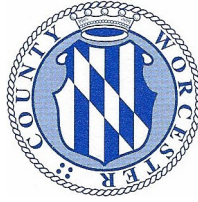


Brandy Trader, Executive Director

Worcester Commission on Aging

Coast Villages • River Oaks Day Center • Senior Care • Senior Ride • Caregiver Services • Meals On Wheels • Congregate Meals
Berlin 50plus Center • Ocean City 50plus Center • Pocomoke City 50plus Center • Snow Hill 50plus Center
4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863
410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org

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

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*
DATE: November 23, 2025
SUBJECT: FY26 Law Enforcement Vehicle Purchase

.....

Public Works is requesting Commissioner approval to order and purchase nine new vehicles for the Sheriff's Office, and one new vehicle for Emergency Services. These vehicles were approved in the FY26 capital equipment account number's 1101.030.9010.010 and 100.1102.044.9010.010. Multiple dealerships were contacted to provide quotes. Attached are the only quotes received that met standard specifications. The proposed purchases have a combined savings of \$35,371.00 below the budgeted amounts.

The Sheriff's Office has requested a pursuit pickup be purchased in place of a pursuit Tahoe. The pickup is within the approved budgeted amount in the FY26 budget. The upfitting services for these Sheriff's Office vehicles were approved in the FY26 capital equipment account number 1101.030.9010.020 which will be quoted and returned for approval at a later date. The Sheriff's Office is in the process of obtaining updated upfitting costs, however the window for ordering law enforcement vehicles is closing with the various manufacturers.

After reviewing all submitted quotes, we recommend the following vehicles be approved:

(5) 2026 Chevrolet Tahoe PPV 2wd SUV (Sheriff)

Hertrich Fleet Services Milford, DE 2026 Chevrolet Tahoe SUV \$52,687.00 ea.

Account #1101.030.9010.010 Approved Budget Amount \$55,000.00 ea.

Total Savings \$11,565.00

(3) 2026 Chevrolet Tahoe PPV 4wd SUV (Sheriff)

Hertrich Fleet Services Milford, DE 2026 Chevrolet Tahoe SUV \$55,525.00 ea.

Account #1101.030.9010.010 Approved Budget Amount \$61,000.00 ea.

Total Savings \$16,425.00

(1) 2025 Chevrolet Silverado PPV 4wd Truck (Sheriff)

<i>Hertrich Fleet Services <u>Milford, DE</u></i>	2025 Chevrolet Silverado PPV	\$48,285.00
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<i>Account #1101.030.9010.010</i>	Approved Budget Amount	\$55,000.00
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	Total Savings	\$6,715.00
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(1) 2025 Chevrolet Tahoe SSV 4x4 (Emergency Services)

<i>Hertrich Fleet Services <u>Milford, DE</u></i>	2026 Chevrolet Tahoe SUV	\$56,334.00
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<i>Account #100.1102.044.9010.010</i>	Approved Budget Amount	\$57,000.00
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	Total Savings	\$666.00
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<u>Total Budgeted Amount</u>	\$570,000.00
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<u>Total Budget Savings</u>	\$35,371.00
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Please let me know if there are any questions.

Attachments

cc: Derrick Babcock



Hertrich Fleet Services, Inc.

Worcester Co. (Sheriff)
2WD

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CC10706) 2WD 4dr Police (Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP	Invoice
CC10706	2026 Chevrolet Tahoe 2WD 4dr Police	\$54,200.00	\$51,273.20

COLORS

CODE	DESCRIPTION
01U	Special Paint

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
01U	Special Paint	\$0.00	\$0.00
1FL	Commercial Preferred Equipment Group	\$0.00	\$0.00
5T5	Seats, front cloth and second row vinyl	\$0.00	\$0.00
5Y1	Front center seat (20% seat) delete	\$0.00	\$0.00
6J3	Wiring, grille lamps and siren speakers	\$92.00	\$83.72
6J4	Wiring, horn and siren circuit	\$75.00	\$68.25
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete	\$50.00	\$45.50
9V7	Special paint, Dark Blue Metallic WA 722J	\$250.00	\$227.50
C6C	GVWR, 7400 lbs. (3357 kg)	\$0.00	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00	\$0.00
L84	Engine, 5.3L EcoTec3 V8	\$0.00	\$0.00
MHU	Transmission, 10-speed automatic	\$0.00	\$0.00
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel	\$0.00	\$0.00
TGK	Special Paint, one color	\$450.00	\$409.50
URW	Audio system, 17.7" diagonal advanced color LCD display	\$0.00	\$0.00
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit	\$0.00	\$0.00
Z56	Suspension Package, heavy-duty, police-rated.	\$0.00	\$0.00
Options Total		\$917.00	\$834.47

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Data Version: 26768. Data Updated: Oct 19, 2025 6:47:00 PM PDT.



Hertrich Fleet Services, Inc.

Sheriff 2WD

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CC10706) 2WD 4dr Police (/ Complete)

Price Summary

PRICE SUMMARY

	MSRP	Invoice
Base Price	\$54,200.00	\$51,273.20
Total Options	\$917.00	\$834.47
Vehicle Subtotal	\$55,117.00	\$52,107.67
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$2,595.00	\$2,595.00
Grand Total	\$57,712.00	\$54,702.67

Pricing per Howard
Co Contract
4400004546

\$ 54,702 Inv
\$ 515 Contract
\$ 1,500 Gov Incentive
\$ 52,687

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Data Version: 26768. Data Updated: Oct 19, 2025 6:47:00 PM PDT.

Oct 20, 2025

Sue E. Arley
Hertrich Fleet Services

Page 2

WORCESTER COUNTY#3 - VEHICLE SPECIFICATIONS - SUV FULL SIZE 4X2 WITH PPV POLICE PACKAGE (Sheriff)

Six (6) New SUV Full Size 4x2 PPV Police Package rated to be equipped as follows:

Payload:	1,600 lbs. minimum
GVWR:	7,400 lbs. minimum
Wheelbase:	120" minimum
Engine:	5.3L minimum displacement,
Transmission:	10 Speed Automatic with Overdrive
Battery:	900 CCA with rundown protection
Auxiliary battery:	760 CCA with computer-controlled isolator
Alternator:	250 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	V Rated Manufacturer's radial to meet Payload with conventional spare Wheel and tire
Brakes:	Power with 4-wheel ABS
Steering:	Electronically controlled power steering with tilt wheel
Fuel tank:	24 gallon minimum
Mirrors:	Dual - factory installed - low mount 5" x 7" Minimum, remote control, electric-heated
Bumpers:	Front and rear painted to match exterior
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass
Rear intermittent Wiper/ Wash	
Cloth 40/40 front seat with center console delete (5Y1), 2 nd row vinyl 60/40 split folding bench seat (5T5)	
Ten-way power driver's seat	
Factory air conditioning	
Rear A/C and heat	
Rear window defroster	
Heater/defroster - fresh air type	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Directional signals	
Windshield wipers - multi-speed electric with intermittent action feature	
No floor console	
Power point and USB device linking point	
AM/FM stereo radio with Bluetooth for cell phone linking	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Dark Blue Metallic
Interior Color:	Black or Ebony
Front license plate bracket	
Front recovery hooks (V76)	
Factory undercoating	
Cruise control	
Oil Coolers:	Engine, Transmission
Floor covering:	Full heavy-duty vinyl

ITEM 9

Speedometer: 140 MPH Certified- 1MPH Increments with Digital
Trip Odometer
Dash Cluster: Oil Pressure, Voltmeter, Tachometer, Engine Temperature
Gauge, Hour Meter and Driver Information Center
Delete daytime running lights (9G8)
Differential Locking Rear
Prewiring grille lamps & speakers (6J3)
Prewiring horn & siren circuit (6J4)
Flasher System Headlamps and Tail lamps (6J7)
Fleet Free Maintenance Credit (R9Y)
OnStar
Six (6) keys and six key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

2026 CHEVROLET 2WD CKJ0706 TAHOE \$ 55,500.00

16 BURTON

October 25, 2025 1:08 PM

**Proposal Prepared For**

Worcester County Public Works
 5363 SNOW HILL RD SNOW HL
 Snow Hill MD 21863
 (410) 632-5675

2026 CHEVROLET TAHOE**.4x2 PPV**

Trim 4D WAGON LS 4WD (1LS)
 Exterior
 Interior
 Miles 0

Your Deal Breakdown

MSRP / Market Value	\$60,511.00
Savings	-\$2,653.24
Adjusted Selling Price	\$57,857.76

Sales Sub Total	\$57,857.76
------------------------	--------------------

State Taxes And Fees	\$0.00
Doc Fee - Not required by law	\$989.00
Estimated Tag Fees	\$313.36

Final Price	\$59,160.12
--------------------	--------------------

Your Sales Consultant

Keith Moorner
 kmoorer@drivepohankaofsalisbu
 (410) 219-0392

Guest Signature

Manager Signature

A customer's estimated payments are based on average car loan APR. This offer is valid only on in stock units with approved customer credit. All estimates on pricing and payment are subject to change. All trade values, offers or appraisals should be considered estimates until appraised on-site. Appraised values are subject to change based on variables including mileage and condition. A customer's final or "out-the-door" pricing may vary depending on financing, leasing and/or cash payment options. The first lease payment is due on signing. Prices & values only good for a max of seven days or through last day of month, whichever comes first. Please see your dealer and/or authorized sales manager for full details.



Hertrich Fleet Services, Inc.

Worcester County (Sheriff)
4WD

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Selected Model and Options**MODEL**

CODE	MODEL	MSRP	Invoice
CK10706	2026 Chevrolet Tahoe 4WD 4dr Commercial	\$57,200.00	\$54,111.20

COLORS

CODE	DESCRIPTION
01U	Special Paint

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
—	Active Hill Hold Assist	Inc.	Inc.
—	Seat belts, 3-point, all seating positions	Inc.	Inc.
—	Capless Fuel Fill	Inc.	Inc.
—	Protected idle	Inc.	Inc.
—	Instrumentation, analog	Inc.	Inc.
—	Exterior ornamentation delete	Inc.	Inc.
—	Power supply, 100-amp, auxiliary battery, passenger compartment wiring harness	Inc.	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring	Inc.	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness	Inc.	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.	Inc.
01U	Special Paint	\$0.00	\$0.00
1FL	Commercial Preferred Equipment Group	\$0.00	\$0.00
5J3	Calibration, Surveillance Mode interior lighting	Inc.	Inc.
5J9	Calibration, taillamp flasher, Red/White	Inc.	Inc.
5LO	Calibration, taillamp flasher, Red/Red	Inc.	Inc.
5T5	Seats, front cloth and second row vinyl	Inc.	Inc.
5Y1	Front center seat (20% seat) delete	\$0.00	\$0.00
6J3	Wiring, grille lamps and siren speakers	\$92.00	\$83.72
6J4	Wiring, horn and siren circuit	\$75.00	\$68.25
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire	Inc.	Inc.

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Data Version: 26768. Data Updated: Oct 19, 2025 6:47:00 PM PDT.



Hertrich Fleet Services, Inc.

Sheriff 4WD

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
9C1	Identifier for Police Package Vehicle	\$0.00	\$0.00
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete	\$50.00	\$45.50
9V7	Special paint, Dark Blue Metallic WA 722J	\$250.00	\$227.50
AMF	Remote Keyless Entry Package	Inc.	Inc.
ATD	Seat delete, third row passenger	Inc.	Inc.
AX2	Key, unique	Inc.	Inc.
AZ3	Seats, front 40/20/40 split-bench	Inc.	Inc.
BCV	Lock control, driver side auto door lock disable	Inc.	Inc.
BTV	Remote start	Inc.	Inc.
C6G	GVWR, 7600 lbs. (3447 kg)	Inc.	Inc.
FE9	Emissions, Federal requirements	\$0.00	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00	\$0.00
K34	Cruise control, electronic with set and resume speed	Inc.	Inc.
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating	Inc.	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating	Inc.	Inc.
KX4	Alternator, 250 amps	Inc.	Inc.
L84	Engine, 5.3L EcoTec3 V8	\$0.00	\$0.00
MHU	Transmission, 10-speed automatic	Inc.	Inc.
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel	Inc.	Inc.
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit	Inc.	Inc.
RC1	Skid plate, front	Inc.	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap	Inc.	Inc.
T66	Wiring provision, for outside mirrors and cargo side mirrors	Inc.	Inc.
TGK	Special Paint, one color	\$450.00	\$409.50
UD7	Rear Parking Assist	Inc.	Inc.
URW	Audio system, 17.7" diagonal advanced color LCD display	\$0.00	\$0.00
UT7	Ground wires, blunt cut cargo area and blunt cut console area	Inc.	Inc.
V03	Cooling system, extra capacity	Inc.	Inc.
V53	Luggage rack side rails, delete	Inc.	Inc.

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Data Version: 26768 Data Updated: Oct 19, 2025 6:47:00 PM PDT.



Hertrich Fleet Services, Inc.

Worcester County
Sheriff 4WD

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
V76	Recovery hooks, 2 front, frame-mounted, Black	Inc.	Inc.
VZ2	Speedometer calibration	Inc.	Inc.
WUA	Fascia, front high-approach angle	Inc.	Inc.
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit	Inc.	Inc.
Z56	Suspension Package, heavy-duty, police-rated.	Inc.	Inc.
Options Total		\$917.00	\$834.47

Price Summary

PRICE SUMMARY

	MSRP	Invoice
Base Price	\$57,200.00	\$54,111.20
Total Options	\$917.00	\$834.47
Vehicle Subtotal	\$58,117.00	\$54,945.67
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$2,595.00	\$2,595.00
Grand Total	\$60,712.00	\$67,540.67

Pricing per Howard
Co Contract
#4400004546

\$ 57,540
\$ 515 Contract
\$ 1,500 Gov. Incentive
\$ 55,525

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Data Version: 26768. Data Updated: Oct 19, 2025 6:47:00 PM PDT.

Oct 20, 2025

Sue E. Huch
Hertrich Fleet Services

Page 3

i.g. Burton-Berlin
QUOTATION LISTED

WORCESTER COUNTY

#2 - VEHICLE SPECIFICATIONS – SUV FULL SIZE 4X4 WITH PPV POLICE PACKAGE (Sheriff)

Three (3) New SUV Full Size 4x4 PPV Police Package rated to be equipped as follows:

Payload:	1,600 lbs. minimum
GVWR:	7,600 lbs. minimum
Wheelbase:	120" minimum
Engine:	5.3L minimum displacement,
Transmission:	10 Speed Automatic with Overdrive
Battery:	900 CCA with rundown protection
Auxiliary battery:	760 CCA with computer-controlled isolator
Alternator:	250 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	V Rated Manufacturer's radial to meet Payload with conventional spare Wheel and tire
Brakes:	Power with 4-wheel ABS
Steering:	Electronically controlled power steering with tilt wheel
Fuel tank:	24 gallon minimum
Mirrors:	Dual – factory installed – low mount 5" x 7" Minimum, remote control, electric-heated
Bumpers:	Front and rear painted to match exterior
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass
Rear intermittent Wiper/ Wash	
Cloth 40/40 front seat with center console delete (5Y1), 2 nd row vinyl 60/40 split folding bench seat (5T5)	
Ten-way power driver's seat	
Factory air conditioning	
Rear A/C and heat	
Rear window defroster	
Heater/defroster – fresh air type	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Directional signals	
Windshield wipers – multi-speed electric with intermittent action feature	
No floor console	
Power point and USB device linking point	
AM/FM stereo radio with Bluetooth for cell phone linking	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Dark Blue Metallic
Interior Color:	Black or Ebony
Front license plate bracket	
Front recovery hooks (V76)	
Factory undercoating	
Cruise control	
Oil Coolers:	Engine, Transmission
Floor covering:	Full heavy-duty vinyl
Speedometer:	140 MPH Certified- 1MPH Increments with Digital

Dash Cluster: Trip Odometer
Oil Pressure, Voltmeter, Tachometer, Engine Temperature
Gauge, Hour Meter and Driver Information Center

Delete daytime running lights (9G8)
Differential Locking Rear
Prewiring grille lamps & speakers (6J3)
Prewiring horn & siren circuit (6J4)
Flasher System Headlamps and Tail lamps (6J7)
Fleet Free Maintenance Credit (R9Y)
OnStar
Six (6) keys and six key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

2026 CHEVROLET TAHOE PPV CKJ0706 \$ 57,800.00 AS PER ABOVE SPECS.

16 BURTON

October 27, 2025 9:12 AM



#3

Proposal Prepared For

Worcester County Public Works
 5363 SNOW HILL RD SNOW HL
 Snow Hill MD 21863
 (410) 632-5675

2026 CHEVROLET TAHOE**. 4x4 PPV**

Trim 4D WAGON LS 4WD (1LS)
 Exterior
 Interior
 Miles 0

Your Deal Breakdown

MSRP / Market Value	\$62,296.00
Savings	-\$3,310.29
Adjusted Selling Price	\$58,985.71

Sales Sub Total	\$58,985.71
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State Taxes And Fees	\$0.00
Doc Fee - Not required by law	\$989.00
Estimated Tag Fees	\$315.28

Final Price	\$60,289.99
--------------------	--------------------

Your Sales Consultant

Keith Moorer
 kmoorer@drivepohankaofsalisbu
 (410) 219-0392

Guest Signature

Manager Signature

A customer's estimated payments are based on average car loan APR. This offer is valid only on in-stock units with approved customer credit. All estimates on pricing and payment are subject to change. All trade values, offers or appraisals should be considered estimates until appraised on-site. Appraised values are subject to change based on variables including mileage and condition. A customer's final or "out-the-door" pricing may vary depending on financing, leasing and/or cash payment options. The first lease payment is due on signing. Prices & values only good for a max of seven days or through last day of month- whichever comes first. Please see your dealer and/or authorized sales manager for full details.



Hertrich Fleet Services, Inc.

Worcester County

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Selected Model and Options**MODEL**

CODE	MODEL	MSRP	Invoice
CK10543	2025 Chevrolet Silverado 1500 4WD Crew Cab 147" Work Truck	\$46,000.00	\$44,206.00

COLORS

CODE	DESCRIPTION
GBA	Black

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
1WT	Work Truck Preferred Equipment Group	\$0.00	\$0.00
5J1	Calibration, keyless remote panic button exterior lights/horn disable	Inc.	Inc.
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting	Inc.	Inc.
5J9	Calibration, Taillamp Flasher, Red/White	Inc.	Inc.
5LO	Calibration, Taillamp Flasher, Red/Red	Inc.	Inc.
5Y1	Seats, Driver and passenger front individual seats	\$0.00	\$0.00
6J3	Wiring	\$207.00	\$188.37
6J4	Wiring	\$105.00	\$95.55
6J7	Flasher System	Inc.	Inc.
9C1	Police Pursuit Package	\$4,570.00	\$4,158.70
AKO	Glass, deep-tinted	Inc.	Inc.
AMF	Remote Keyless Entry Package	\$75.00	\$68.25
AZ3	Seats, front 40/20/40 split-bench	\$0.00	\$0.00
C49	Defogger, rear-window electric	Inc.	Inc.
C5Y	GVWR, 7100 lbs. (3221 kg)	Inc.	Inc.
CTT	Hitch Guidance	Inc.	Inc.
DLF	Mirrors, outside heated power-adjustable	Inc.	Inc.
G80	Auto-locking rear differential	Inc.	Inc.
GBA	Black	\$0.00	\$0.00
GEZ	Ship Thru, Produced in Silao Assembly and shipped to Kerr Industries (Arlington). Returned to Arlington Assembly for shipping to final destination.	Inc.	Inc.

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Data Version: 26795. Data Updated: Oct 22, 2025 6:49:00 PM PDT.



Hertrich Fleet Services, Inc.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
GU5	Rear axle, 3.23 ratio	Inc.	Inc.
H2G	Jet Black, Vinyl seat trim	\$0.00	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00	\$0.00
J55	Brakes, Heavy-Duty 4-wheel antilock, 4-wheel disc	Inc.	Inc.
JHD	Hill Descent Control	Inc.	Inc.
K47	Air filter, heavy-duty	Inc.	Inc.
KC4	Cooling, external engine oil cooler	Inc.	Inc.
KC9	Power outlet, bed mounted, 120-volt	Inc.	Inc.
K14	Power outlet, interior power outlet, 120-volt	Inc.	Inc.
KNP	Cooling, auxiliary external transmission oil cooler	Inc.	Inc.
L84	Engine, 5.3L EcoTec3 V8	\$1,595.00	\$1,451.45
MI2	Transmission, 10-speed automatic, electronically controlled	Inc.	Inc.
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington state requirements	\$0.00	\$0.00
NQH	Transfer case, two-speed	Inc.	Inc.
NZZ	Skid Plates	Inc.	Inc.
PCV	WT Convenience Package	\$565.00	\$514.15
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) Black painted steel	Inc.	Inc.
QAE	Tires, 275/60R20SL all-terrain, blackwall	Inc.	Inc.
QT5	Tailgate, gate function manual with EZ Lift	\$150.00	\$136.50
RMW	Tire, spare 275/60R20 all-terrain, blackwall	Inc.	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap	Inc.	Inc.
UBI	USB ports, rear, dual, charge-only	Inc.	Inc.
Z71	Z71 Off-Road Package	\$0.00	\$0.00
Z82	Trailer Package	\$425.00	\$386.75
Options Total		\$7,692.00	\$6,999.72

Price Summary

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Data Version: 26795. Data Updated: Oct 22, 2025 6:49:00 PM PDT.



Hertrich Fleet Services, Inc.

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

PRICE SUMMARY

	MSRP	Invoice
Base Price	\$46,000.00	\$44,206.00
Total Options	\$7,692.00	\$6,999.72
Vehicle Subtotal	\$53,692.00	\$51,205.72
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$2,195.00	\$2,195.00
Grand Total	\$55,887.00	\$53,400.72

Pricing per Howard
County contract
44 00004546

³ - 515 Contract
⁴ - 4,600 ^{Gov} Incent
\$ 48,285

Includes 6 fobs

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Data Version: 26795. Data Updated: Oct 22, 2025 6:49:00 PM PDT.

I.G.BURTON Chevrolet-Berlin

10420 Old Ocean City Blvd
 Berlin, Md. 21811
 302-500-3956-Cell
 302-364-1569
 Contact: Rick DiRenzo
 igbfleet@gmail.com

Quote

Year 2026
 Make CHEV
 Model CLDCRW
 Series CK10543
 Color SEE BELOW
 STK

QUOTE

DATE

11/1/2025

END USER

2026 SILV 9C1

SHIP TO

same

DELAWARE CONTRACT #GSS23014

QTY	MODEL #	DESCRIPTION	MSRP	BC TOTAL
1	CK10543 WT	2026 SILVERADO 1500 4WD CREW STANDARD BOX 159"	\$57,387.00	\$55,091.52
	9C1	POLICE PACKAGE		
	L84	ENGINE 5.3L, ECO TEC V8		
	M12	TRANSMISSION 10-SPD AUTOMATIC		
	C5Y	GVW 7,100		
	5Y1/5T5	SEAT TRIM OVERRIDE-FRONT CLOTH-REAR VINYL		
	AMF	REMOTE KEYLESS ENTRY ADD'L FOBS-NOT PROGRAMMED		
	AQQ	REMOTE KEYLESS ENTRY		
	5J1	CALIBRATION-REMOTE EXT-LIGHTS/HORN DISABLE		
	5J3	CALIBRATION,SURVEILLANCE MODE INT LIGHTING		
	5L0	CALIBRATION TAILAMP FLASHER RED/RED		
	6E2	COMMON FLEET KEY		
	6J3	GRILLE LAMP/SIRE SPKR WIRING		
	6J4	HORN & SIREN CIRCUIT WIRING		
	6J7	FLASHER SYSTEM, HEADLAMP & TAILAMP		
	7X3	LEFT HAND LED SPOTLAMP		
	9G8	DAYTIME RUNNING/HEADLAMP CONTROL DELETE		
	BG9	VINYL FLOORING		
	PXT/RMW	20" STEEL WHEELS/275/60 R20 ATBW		
	DLF	MIRRORS, O/S HEATED		
	G80	LOCKING REAR		
	I0R	CHEV INFOTAINMENT SYSTEM W/BLEETOOTH		
	JHD	HILL DESCENT CONTROL		
	KW5	220 AMP ALTERNATOR		
	UTQ	HORN CONTENT THEFT DISABLE		
	Z82	TRAILER PACKAGE		
	JL1	BRAKE CONTROLLER		
	NZZ	SKID PLATE		
	QT5	E-Z LIFT TAILGATE W/POWER LOCK/RELEASE		
	UD5	REAR PARKING ASSIST		
	UE1/PRF	ON STAR READY		
	UBI	2-USB, SECOND ROW CHARGE DATA PORT		
	V76	RECOVERY HOOKS		
	ZLQ	FLEET CONVIENANCE PACKAGE		
	COLORS	TBD		
		INCLUDES ALL STANDARD FACTORY OPTIONS FOR THIS MODEL		
			TOTAL	\$55,091.52



Hertrich Fleet Services, Inc.

Worcester County
Emergency Services

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP	Invoice
CK10706	2026 Chevrolet Tahoe 4WD 4dr Commercial	\$57,300.00	\$54,205.80

COLORS

CODE	DESCRIPTION
GAZ	Summit White

* NOTE: 2nd Row
Vinyl - Only Options

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
—	Active Hill Hold Assist	Inc.	Inc.
—	Seat belts, 3-point, all seating positions	Inc.	Inc.
—	Capless Fuel Fill	Inc.	Inc.
—	Protected idle	Inc.	Inc.
—	Instrumentation, analog	Inc.	Inc.
—	Exterior ornamentation delete	Inc.	Inc.
—	Power supply, 100-amp, auxiliary battery, passenger compartment wiring harness	Inc.	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring	Inc.	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness	Inc.	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III	Inc.	Inc.
1FL	Commercial Preferred Equipment Group	\$0.00	\$0.00
5J3	Calibration, Surveillance Mode interior lighting	Inc.	Inc.
5J9	Calibration, taillamp flasher, Red/White	Inc.	Inc.
5LO	Calibration, taillamp flasher, Red/Red	Inc.	Inc.
5T5	Seats, front cloth and second row vinyl	Inc.	Inc.
5W4	Identifier for Special Service vehicle	\$0.00	\$0.00
5Y1	Front center seat (20% seat) delete	\$0.00	\$0.00
6C7	Lighting, red and white front auxiliary dome	\$170.00	\$154.70
6J3	Wiring, grille lamps and siren speakers	\$92.00	\$83.72
6J4	Wiring, horn and siren circuit	\$75.00	\$68.25

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Data Version: 26768. Data Updated: Oct 19, 2025 6:47:00 PM PDT.



Hertrich Fleet Services, Inc.

*Emerg. Serv.*Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (☒ Complete)**OPTIONS**

CODE	DESCRIPTION	MSRP	Invoice
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire	Inc.	Inc.
7X3	Spotlamp, left-hand	\$800.00	\$728.00
AMF	Remote Keyless Entry Package	Inc.	Inc.
ATD	Seat delete, third row passenger	Inc.	Inc.
AX2	Key, unique	Inc.	Inc.
AZ3	Seats, front 40/20/40 split-bench	Inc.	Inc.
BCV	Lock control, driver side auto door lock disable	Inc.	Inc.
BTV	Remote start	Inc.	Inc.
C6G	GVWR, 7600 lbs. (3447 kg)	\$0.00	\$0.00
CTB	Intersection Automatic Emergency Braking	Inc.	Inc.
DRZ	Rear Camera Mirror, inside rearview auto-dimming	Inc.	Inc.
GAZ	Summit White	\$0.00	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00	\$0.00
K34	Cruise control, electronic with set and resume speed	Inc.	Inc.
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating	Inc.	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating	Inc.	Inc.
KX4	Alternator, 250 amps	Inc.	Inc.
L84	Engine, 5.3L EcoTec3 V8	\$0.00	\$0.00
MHU	Transmission, 10-speed automatic	Inc.	Inc.
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
PQA	1FL Safety Package	Inc.	Inc.
QDF	Tires, 265/65R18SL all-season, blackwall	\$0.00	\$0.00
RC1	Skid plate, front	Inc.	Inc.
RCV	Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum	\$0.00	\$0.00
T53	Lamps, alternate flashing Red & Blue rear compartment lid warning	\$565.00	\$514.15
T66	Wiring provision, for outside mirrors and cargo side mirrors	Inc.	Inc.
TQ5	IntelliBeam, automatic high beam on/off	Inc.	Inc.

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Data Version: 26768. Data Updated: Oct 19, 2025 6:47:00 PM PDT.



Hertrich Fleet Services, Inc.

Emerg. Serv.

Vehicle: [Fleet] 2026 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

OPTIONS

CODE	DESCRIPTION	MSRP	Invoice
UD7	Rear Parking Assist	Inc.	Inc.
UEU	Forward Collision Alert	Inc.	Inc.
UFB	Rear Cross Traffic Braking	Inc.	Inc.
UHY	Automatic Emergency Braking	Inc.	Inc.
UKI	Blind Zone Steering Assist	Inc.	Inc.
UKM	Lane Keep Assist	Inc.	Inc.
UKT	Front Pedestrian and Bicyclist Braking	Inc.	Inc.
UOW	Side Bicyclist Alert	Inc.	Inc.
URW	Audio system, 17.7" diagonal advanced color LCD display	\$0.00	\$0.00
UT7	Ground wires, blunt cut cargo area and blunt cut console area	Inc.	Inc.
V53	Luggage rack side rails, delete	Inc.	Inc.
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly	\$0.00	\$0.00
VZ2	Speedometer calibration	Inc.	Inc.
WUA	Fascia, front high-approach angle	Inc.	Inc.
ZW7	Suspension, Premium Smooth Ride	\$0.00	\$0.00
Options Total		\$1,702.00	\$1,548.82

Price Summary

PRICE SUMMARY

Pricing per Howard Co
Contract
4400004546

	MSRP	Invoice
Base Price	\$57,300.00	\$54,205.80
Total Options	\$1,702.00	\$1,548.82
Vehicle Subtotal	\$59,002.00	\$55,754.62
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$2,595.00	\$2,595.00
Grand Total	\$61,597.00	\$58,349.62
	\$56,334	

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Oct 20, 2025

Jose E. Hertrich
Hertrich Fleet Services

Page 3

WORCESTER COUNTY

#5 VEHICLE SPECIFICATIONS - SUV FULL SIZE 4X4 WITH SSV PACKAGE (Emergency Service)

One (1) New SUV Full Size 4x4 SSV Package rated to be equipped as follows:

Payload:	1,745 lbs. minimum
GVWR:	7,500 lbs. minimum
Wheelbase:	120" minimum
Engine:	5.3L minimum displacement,
Transmission:	10 Speed Automatic with Overdrive
Towing package:	Class IV trailer hitch receiver with heavy duty tow package, 7 spade + 4 pin with integrated brake controller
Battery:	900 CCA with rundown protection
Auxiliary battery:	760 CCA with computer-controlled isolator
Alternator:	250 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Wheels/Tires:	Standard to meet payload with conventional spare Wheel and tire
Brakes:	Power with 4 wheel ABS
Steering:	Electronically controlled power steering with tilt wheel
Fuel tank:	24 gallon minimum
Mirrors:	Dual – factory installed – low mount 5" x 7" Minimum, remote control, electric-heated
Bumpers:	Front and rear painted to match exterior
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass and factory backup camera
Cloth 40/40 seats in front with center section delete (5Y1), 2 nd row Cloth 60/40 split folding bench seats	
Power driver and passenger front seat	
Factory front/rear air conditioning, heat and window defroster	
Tinted glass	
Driver and passenger frontal, side impact, and head curtain airbags for all passengers	
Windshield wipers – Front and rear multi-speed electric with intermittent action to include washer	
No floor console	
Power point and USB device linking point	
AM/FM stereo radio with Bluetooth for cell phone linking	
Power operated windows and door locks	
Child safety locks	
Exterior Color:	White
Interior Color:	Black or Ebony
Front license plate bracket	
Front recovery hooks (V76)	
Factory undercoating	
Cruise control	
Oil Coolers:	Engine, Transmission
Floor covering:	Full heavy-duty vinyl
OnStar	
Fleet Free Maintenance Credit (R9Y)	
Spot lamp left hand, pillar-mounted unity, 6-inch with LED lamps; independently fused (7X3)	
Alternate flashing Red and Blue rear compartment liftgate warning lamps (T53)	
LED Front aux dome lamp (Red/White) (6C7)	

ITEM 9

Prewiring grille lamps & speakers (6J3)
Prewiring horn & siren circuit (6J4)
Fleet Free Maintenance Credit (R9Y)
Four (4) keys and key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe SSV, Ford Expedition or Comparable Vehicle

2026 CHEVROLET TAHOE 5W4 CK10706

\$ 57,800.00

16 BURTON



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 S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: November 20, 2025
RE: Waiver Request - Board of Zoning Appeals adjoiner notification requirements

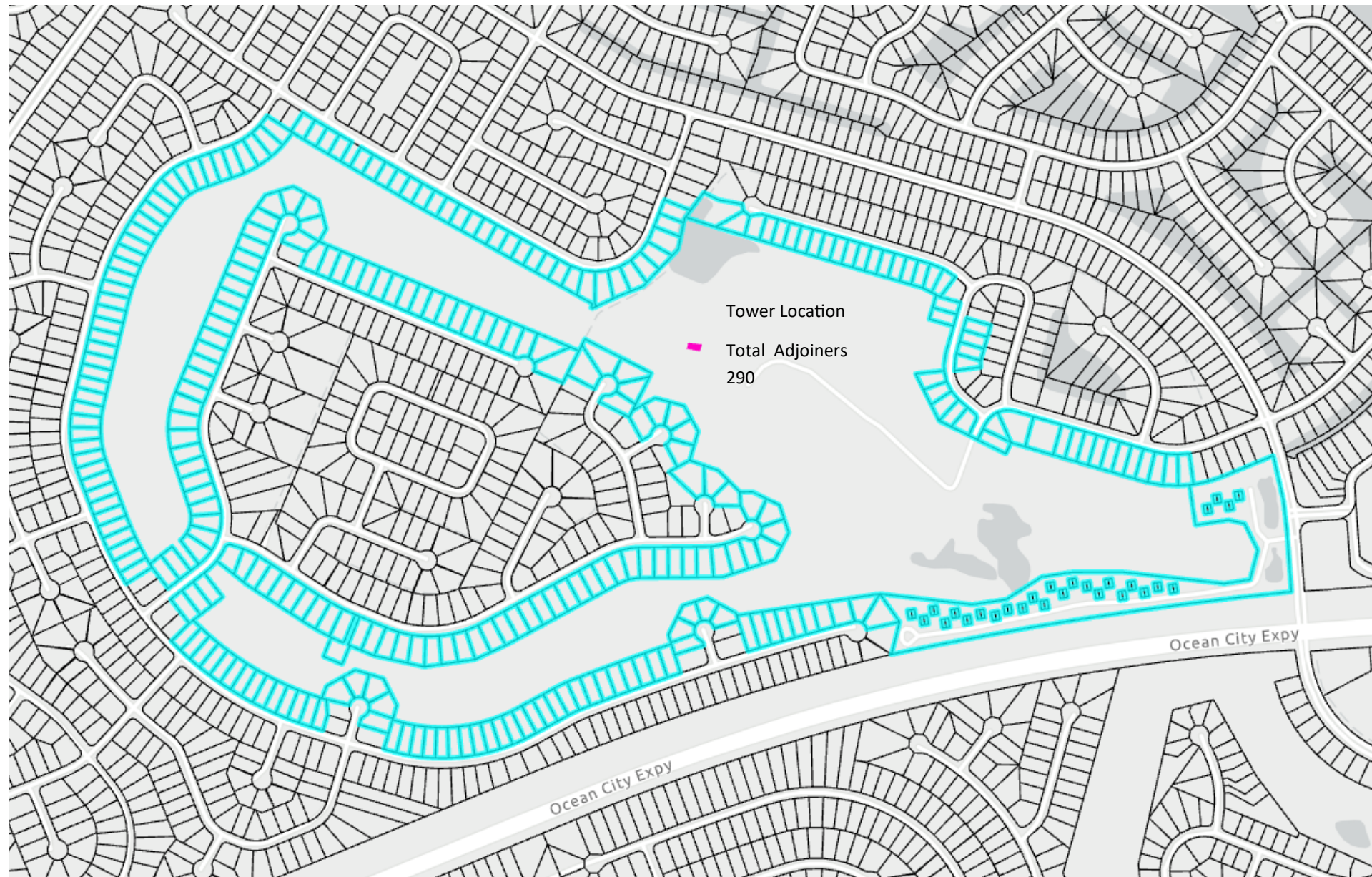
As part of our legal notification requirements, the Zoning Code requires that we send all adjoining property owners a letter (standard mail), advertise in the newspaper, and post the subject property with a sign detailing the request. In addition, DRP staff have been sending an additional letter via certified mail to all adjoining property owners since the vote by the County Commissioners on February 21, 2023. We collect \$50 to cover the estimated certified mail expenses as part of the application fee. In FY26, I budgeted \$3,500 in Account No. 100.1008.6100.230 Administrative Expense - Postage and Freight.

DRP is anticipating a submittal to the Board of Zoning Appeals (BZA) associated with a proposed monopole telecommunications tower on the Ocean Pines golf course. We have determined that there are approximately 290 adjoining properties. At a cost of \$8.90 per certified letter, this would cost \$2,581.

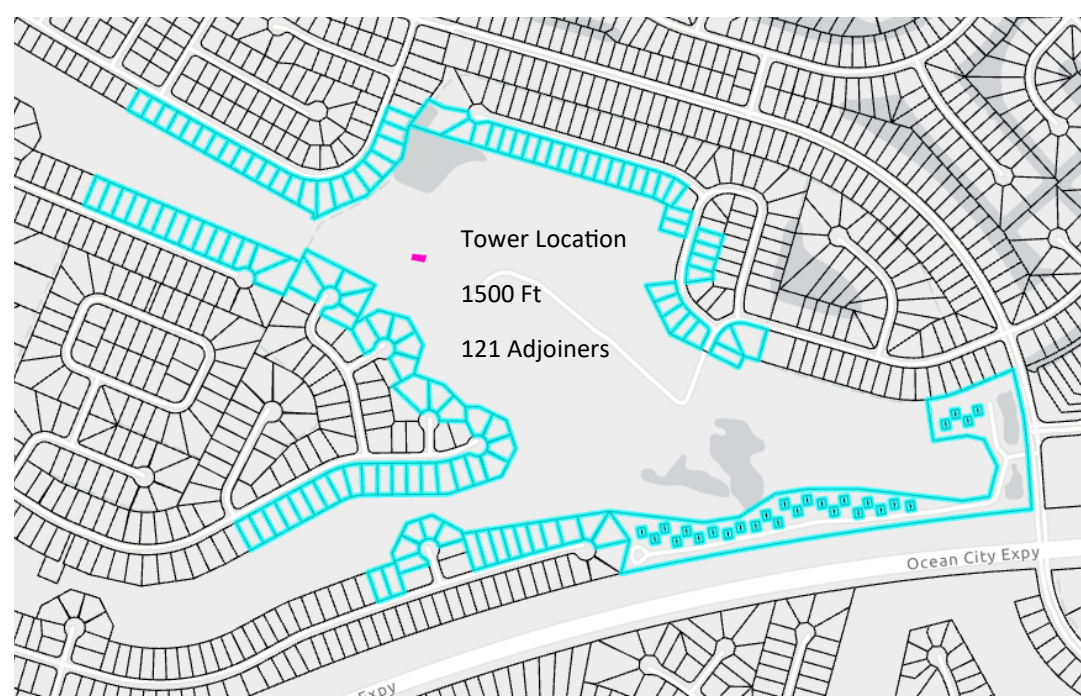
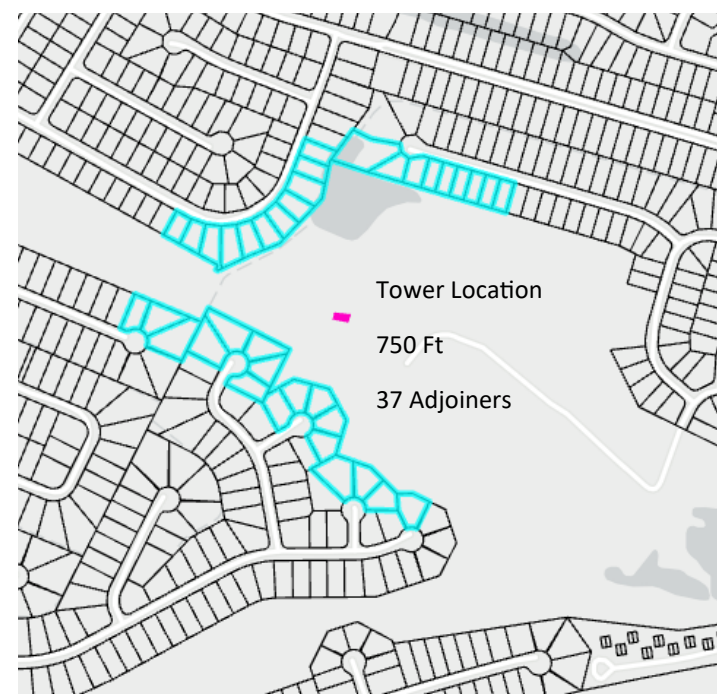
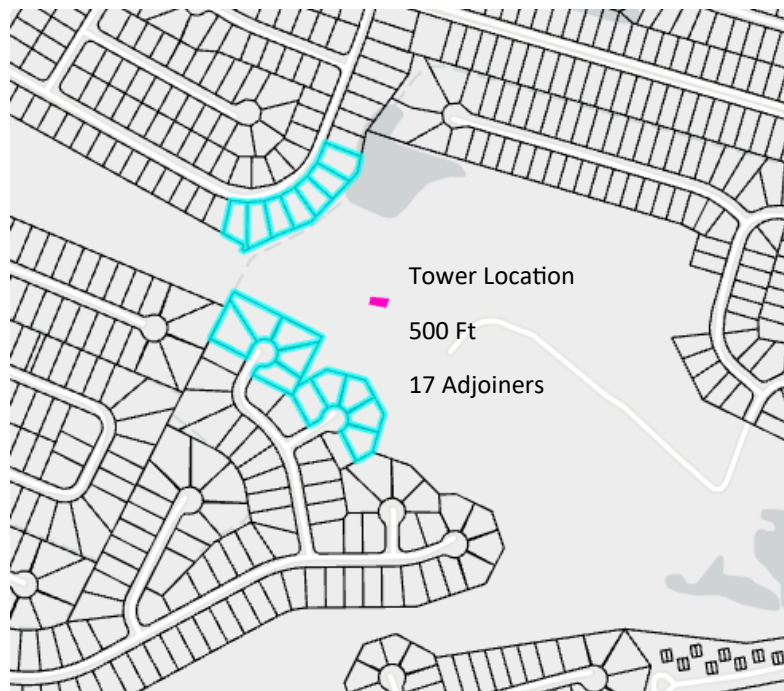
I am therefore requesting a waiver to allow DRP to only send certified mail to those within a 750' radius of the tower (approximately 37 properties as illustrated on the attached renderings). We would still send all 290 properties a regular letter per county law.

If a waiver is not granted, I am requesting an overexpenditure of \$2,531 in Account No. 100.1008.6100.230 to cover the expenses (total cost of the certified mail less the \$50 application fee).

Estimated location of the proposed Ocean Pines Monopole



ITEM 10





DEPARTMENT OF
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Worcester County

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ZONING DIVISION
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TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: November 20, 2025
RE: Approved Private Road Request – Crepe Myrtle Court RPC, West Ocean City

The Department has received a request from Keith Iott, Iott Architecture Engineering, Inc., on behalf of his client, Kathy Clark, to establish an approved private road within the proposed Crepe Myrtle Court Residential Planned Community (RPC), Tax Map 26, Parcel 157, to be identified as Crepe Myrtle Court Lane in West Ocean City, Maryland. The project is located on the southerly side of MD Route 707 (Old Bridge Road), east of US Route 50 (Ocean Gateway), and is proposed to consist of 24 duplex units and one single-family dwelling. The road design deviates from the county standard for approved private roads; therefore, County Commissioner approval must be obtained pursuant to § ZS 1-123.

Therefore, I am requesting the County Commissioners' consideration of the following:

1. To establish approved private roads, pursuant to § ZS 1-123.
2. To approve the road standard requested by the applicant.

The roads are proposed to be built to a proposed road standard which is illustrated in the cross section attached to Mr. Iott's review letter. The paved surface of the right-of-way is 26', with 2' on each side for curb and gutter, and an additional 4' wide sidewalk along one side. Crepe Myrtle Court Lane is a loop road consisting of approximately 835 linear feet. According to Mr. Hugh Cropper, IV, applicant's attorney, during the Step I review with the County Commissioners, there will be no on-street parking permitted for this project. The applicant is also aware of the requirement for additional parking should short-term rentals be permitted. The developer shall be responsible for all construction and inspection costs, and all future maintenance costs shall be the responsibility of the homeowner's association. A draft resolution is attached should the County Commissioners approve this request.

This information was provided to the Roads Division, Department of Public Works; Department of Emergency Services; and the Worcester County Fire Marshal and the local fire departments (in c/o the FMO). No comments were received. The Planning Commission reviewed the road standards as part of the Step II Master Plan approval at their meeting on August 7, 2025.

The County Commissioners are not required to hold a public hearing on this request but may do so where they feel the proposal shall have an impact on the public generally. In my opinion, this request does not meet that test, nor have similar applications been the subject of a public hearing.

As always, I will be available to discuss the matter at your upcoming meeting.

RESOLUTION NO. 25-**RESOLUTION APPROVING PRIVATE ROADS
FOR KATHLEEN M. CLARK**

WHEREAS, the Worcester County Commissioners received a request from Iott Architecture Engineering, Inc. and Kathleen M. Clark for approval of a certain private road and a certain road construction standard within Crepe Myrtle Court Residential Planned Community (RPC). The road will serve twenty-four duplex units and one single-family dwelling within the RPC located on the southerly side of MD Route 707 (Old Bridge Road), east of US Route 50 (Ocean Gateway), in Worcester County Maryland, with said road construction standards shown on the plan attached hereto and made a part hereof said Crepe Myrtle Court RPC; and

WHEREAS, Crepe Myrtle Court RPC received Step I approval from the County Commissioners on May 6, 2025, and Step II approval from the Planning Commission on August 7, 2025; and

WHEREAS, in accordance with the provisions of § ZS 1-123 (Approved private roads) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Planning Commission reviewed the proposed approved private road designation and road construction standard at its meeting of August 7, 2025; and

WHEREAS, the County Commissioners reviewed the request at their meeting of December 2, 2025 and considered its relationship to existing and planned public roads of the County; the nature of the area to be served by the road; the desirability or necessity of public access to the areas to be served by the road; whether or not the construction and maintenance of the road is financially feasible; the proposed construction and maintenance standards; and the proposed maintenance plan and find that the use of the Approved Private Road in this situation is warranted.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland, that the request for the establishment of the approved private road and the associated construction standard proposed by Iott Architecture Engineering, Inc. and Kathleen M. Clark as described herein is hereby approved.

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



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ZONING DIVISION
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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Kevin Lynch, County Roads Superintendent, DPW
Matt Owens, Worcester County Fire Marshal & c/o fire agencies
Chris Shaffer, Director, Emergency Services
FROM: Jennifer K. Keener, AICP, Director
DATE: November 3, 2025
RE: Approved Private Road Request – Crepe Myrtle Court RPC, West Ocean City

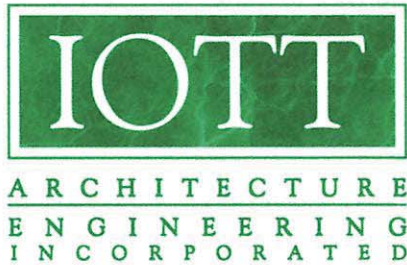
The Department has received a request from Keith Iott, Iott Architecture Engineering, Inc., on behalf of his client, Kathy Clark, to establish an approved private road within the proposed Crepe Myrtle Court Residential Planned Community (RPC), Tax Map 26, Parcel 157, to be identified as Crepe Myrtle Court Lane in West Ocean City, Maryland. The project is located on the southerly side of MD Route 707 (Old Bridge Road), east of US Route 50 (Ocean Gateway), and is proposed to consist of 24 duplex units and one single-family dwelling. The road design deviates from the county standard for approved private roads, therefore, County Commissioner approval must be obtained pursuant to § ZS 1-123.

The Planning Commission reviewed the road and sidewalk standards in detail at the August 7, 2025, meeting for the Step II Master Plan review. I am requesting your feedback on the attached road design, which is illustrated in the cross section attached to Mr. Iott's review letter. The paved surface of the right-of-way is 26', with 2' on each side for curb and gutter, and an additional 4' wide sidewalk along one side. Crepe Myrtle Court Lane is a loop road consisting of approximately 835 linear feet. According to Mr. Hugh Cropper, IV, applicant's attorney, during the Step I review with the County Commissioners, there will be no on-street parking permitted for this project. The applicant is also aware of the requirement for additional parking should short-term rentals be permitted.

The developer shall be responsible for all construction and inspection costs, and all future maintenance costs shall be the responsibility of the property owner's association.

Please provide comments by **Wednesday, November 19, 2025.**

If you have any questions or comments, please do not hesitate to reach me at (410) 632-1200, ext. 1123 or via email at jkeener@worcestermd.gov.



November 3, 2025

Jennifer Keener
 Director
 Worcester County DPR
 1 West Market Street
 Snow Hill, Maryland 21863

Re: Crepe Myrtle Court Planned Residential Community
 Tax Map 26, Parcel 157
 Worcester County, Maryland
 Iott File No. 19-055B

Dear Jennifer,

On behalf of the developers of the Crepe Myrtle Court Planned Residential Community, we request that the Worcester County Commissioners approve a non-standard private road for this project. As we have discussed the developers do not feel that the current Approved Private Road as described in the Worcester County Roads design standards will best serve this planned community.

The proposed private road is shown on sheet C200, attached hereto. The road will be a rectangular loop measuring approximately 835 feet in total length (at the road centerline).

The proposed private road has a 26 ft. wide wearing surface with mountable curbs (CG-2) on each side. The road will be built in accordance with the construction standards for the *Typical Road Detail Rural Residential R.P.C./P.U.D. Subdivision Approved Private Road* as enumerated in the design standard (WO-200-06 ROPC/PRI). The road is crowned with the exception of segments that are designed to drain to one side so that stormwater is directed to the ESD practices. A four ft. wide sidewalk is included on the outboard side of the private road.

We respectfully request that this be presented to the County Commissioners as quickly as possible after the appropriate agency reviews.

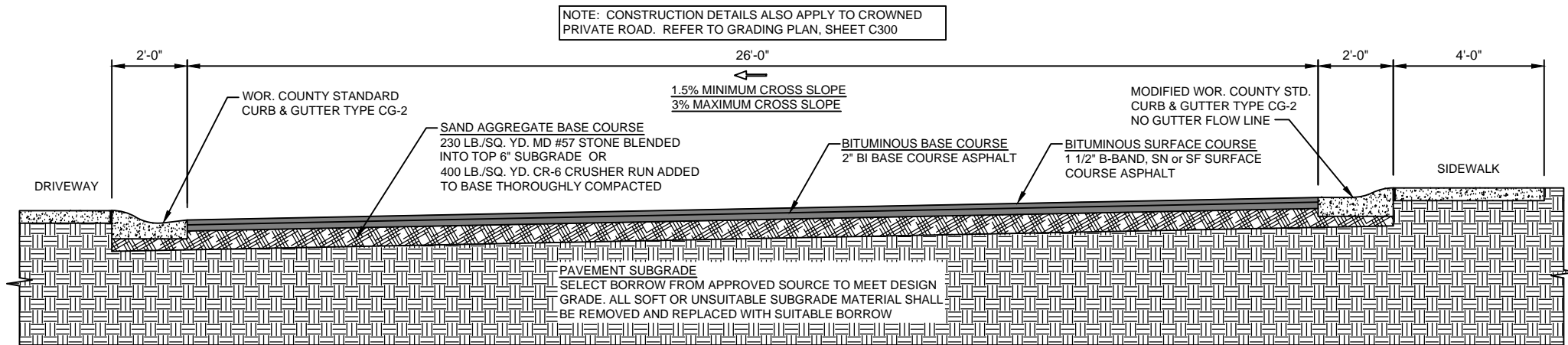
Thank you in advance for your consideration of this request.

Sincerely,

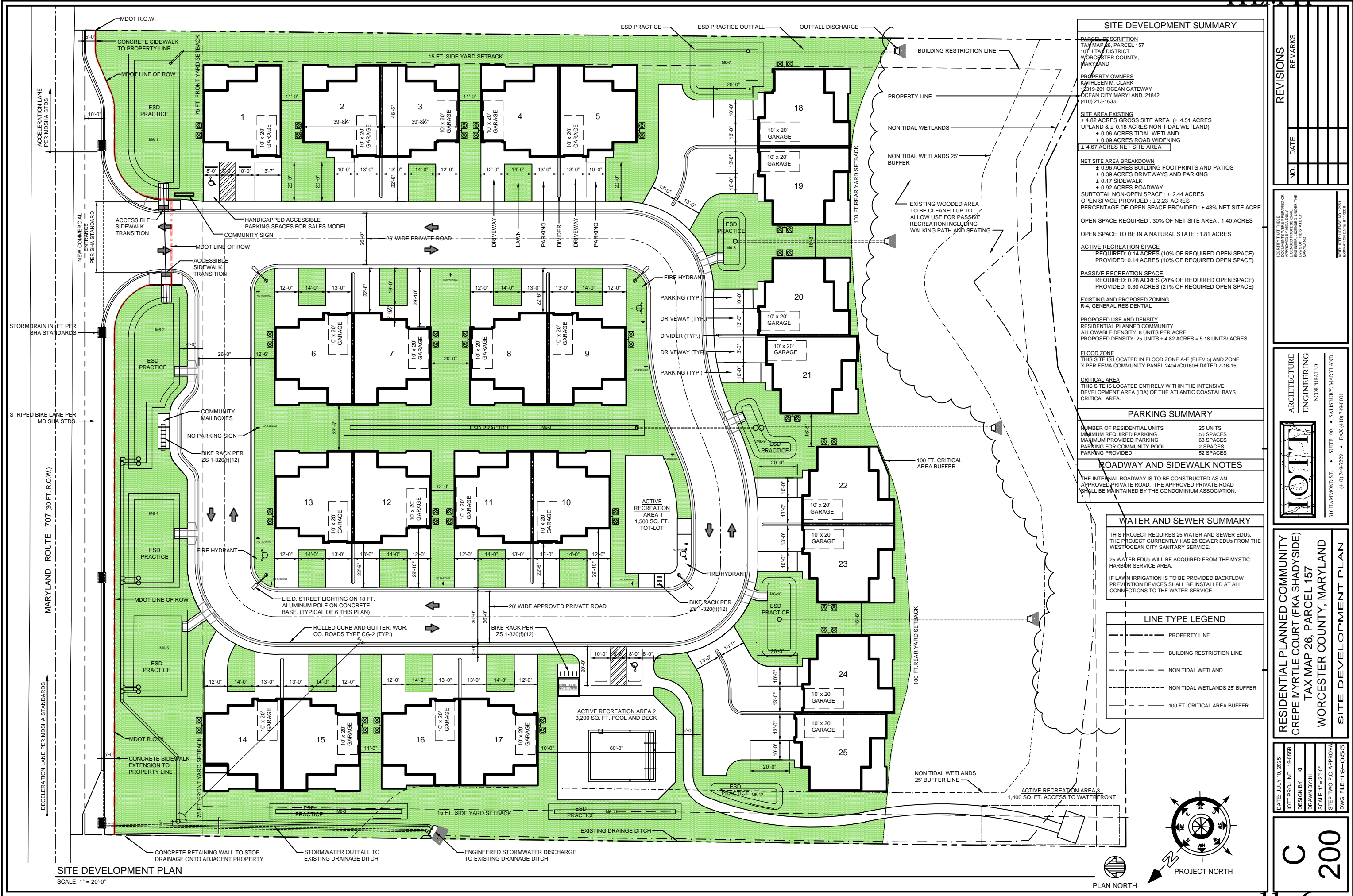
A handwritten signature in black ink, appearing to read "Keith Iott".

Keith Iott PE, RA

President
 Iott Architecture Engineering, Inc.



PRIVATE ROADWAY CROSS SECTION





DEPARTMENT OF
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Worcester County

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ZONING DIVISION
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CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: November 21, 2025
RE: Utility-Scale Solar consultation request – Gadwall Solar

Arena Gadwall Solar, LLC is proposing a utility-scale solar energy system (2.064 MW AC). The property is located at the intersection of St. Martin's Neck Road and Godfrey Bunting Road in Bishopville, at Tax Map 10, Parcel 24, and is zoned E-1 Estate District. The applicant is requesting a pre-application consultation with the local jurisdiction under the requirements of the Certificate of Public Convenience and Necessity (CPCN) process.

The County Commissioners shall make findings of consistency or inconsistency on the following considerations which are outlined in the attached report:

1. A statement or finding whether the proposed project is consistent with the current comprehensive plan.
2. A statement or finding whether the proposed project is consistent with the current zoning ordinance.
3. Suggestions for improving or modifying the application prior to submission of the application with the Commission.
4. Compliance with, or modifications granted to, the state's siting standards.

Overall, I find that the project is consistent with the required findings and meets the siting standards of the Renewable Energy Certainty Act.

The applicants have provided a draft Environmental Review Document and conceptual site plan for the project, which are attached for your reference. The referenced appendices are not included in the Commissioner's packet but are available for review upon request. Should a local jurisdiction decline to comment, the developer is required to document the efforts made to contact the local jurisdiction and provide information on the project's consistency with local zoning to the PSC.

Project Name: Gadwall Solar

Location: Tax Map 10, Parcel 24; St. Martin's Neck Rd and Godfrey Bunting Rd, Bishopville

Zoning: E-1 Estate District

Project Type: 2.064 MW AC utility solar energy system

A community solar project is a program where customers (individuals, businesses, etc.) subscribe to a portion of the energy generated by the project. Additional information on community solar can be found at: <https://www.energy.gov/eere/solar/community-solar-basics>.

This project has been reviewed under the Renewable Energy Certainty Act of 2025 and the amended Zoning Code regulations for solar energy systems, adopted October 7, 2025, by the Worcester County Commissioners. **NOTE:** References made to the Worcester County zoning code requirements within the Environmental Review Document dated November 4, 2025, have not been updated to reflect the recent amendments.

Local considerations under COMAR 20.79.01.05:

1. A statement or finding whether the proposed project is consistent with the current comprehensive plan.

The 2006 Worcester County Comprehensive Plan ("Plan") does not specifically address solar energy systems. However, throughout the Plan, the importance of agriculture as the bedrock to our way of life is highlighted, with a priority focus on "resource conservation and protecting [the county's] rural and coastal character" (page 1).

The property is in the Agricultural Land Use category. This category includes "farming, forestry and related industries with minimal residential and other incompatible uses permitted" (page 18).

Chapter Two, Land Use includes the objectives on pages 12 and 13 as follows:

2. Continue the dominance of agriculture and forestry uses throughout the county's less developed regions.
19. Limit rural development to uses compatible with agriculture and forestry.

Chapter Three, Natural Resources includes the objectives on pages 33 and 34 as follows:

3. Identify and protect environmentally sensitive areas.
8. Conserve resources by reducing unnecessary consumption.
9. Channel development within a particular site to any existing disturbed areas.

The project area will be located on existing tilled agricultural lands and will impact two existing wooded areas on the site (2.88 acres total) to remain outside of the Atlantic Coastal Bays Critical Area boundary. There is a small pocket of non-tidal wetlands illustrated on the

concept plan that will be impacted by this project (2,198 square feet). All documents have been provided to the Department of Environmental Programs for review and comment.

Chapter Six, Public Infrastructure includes objectives on pages 73 and 74 as follows:

1. Work with the private sector to ensure a dependable and adequate supply of electric power and propane.
5. Encourage alternative sources of power.

Relative to the E-1 Estate District, the 2006 Comprehensive Plan recommended the elimination of this land use classification and zoning district. The intent of the district was to provide a transition zone between urban/suburban development and the rural landscape. Instead, it consumed excessive amounts of land per housing unit and took working farms out of production. It also failed to achieve the clustering open space development that was originally contemplated. The plan recommended that estate designated land uses be revised to Agriculture or incorporated into a Growth Area as a residential use. As stated above, the land use designation for this property was changed to Agriculture in the 2006 plan, though the E-1 zoning district was retained during the 2009 zoning map amendments.

Priority Preservation Area: This property is not located within a Priority Preservation Area (PPA) but is within the new Bishopville-Showell Rural Legacy Area. A viewshed analysis will be required as stipulated in Md. Public Utility Companies Code Ann. § 7-218(f)(2)(vi).

Evaluation of consistency: Overall, I find that this project as presented is generally consistent with the 2006 Comprehensive Plan and Land Use Map, subject to providing a viewshed analysis as part of the site plan review process.

2. A statement or finding whether the proposed project is consistent with the current zoning ordinance.

The amended § ZS 1-344 Alternative energy facilities adopt the siting standards of the Renewable Energy Certainty Act. Those standards are evaluated below.

Zoning: The zoning for the parcel is E-1 Estate District, a low-density agricultural and residential zoning category with a density of one unit per two acres. Under the amended Zoning Code (effective October 7, 2025), utility solar energy systems are now permitted by right in this zoning district with no minimum lot area requirements. As described in the purpose and intent statement of the E-1 District (§ ZS 1-203(a)), it was intended to preserve the open character of rural areas and environmentally sensitive areas of the county. Furthermore, it was anticipated that this district be eliminated with the last comprehensive zoning code and zoning map amendments. While the E-1 District was ultimately retained in 2009, the current working draft of the 2026 Comprehensive Plan will also recommend the elimination of this zoning district in the next code and map update cycle.

Setbacks: The concept plan illustrates a 100' setback from property lines.

Separation Distances: A 150' boundary is required between the generating station and the nearest wall of a residential dwelling (minimum 257.53' shown).

Fencing: The applicants are proposing a minimum 7' tall agricultural fencing or similar along the perimeter of the entire project. The siting standards require fencing to be located on the interior of a landscape buffer or immediately adjacent to the generating station, and not less than 50' from any public road right-of-way. The applicant acknowledges compliance with this requirement.

Panel height: The system will consist of continuously rotating panels, with a maximum height to the top edge of the modules at 11' 3" from grade and shall be no taller than 15'.

Landscaping: The project is proposing a 35' landscape buffer except where the existing wooded area along the easterly property line serves a similar purpose. The proposed plantings shall be required to meet or exceed the local requirements for types and sizes, including the requirement for a minimum of 75% native species. Within the project, pollinator habitat will be provided. A landscape plan shall be provided during the site plan review process and shall follow the Worcester County Zoning Code § ZS 1-322, § ZS 1-344 and the Renewable Energy Certainty Act. The county will require an installation and maintenance agreement to be recorded, and a landscape bond to be held to guarantee the planting material's continued viability.

Decommissioning: The amended Zoning Code regulations require the preparation of a decommissioning plan and bond for review and approval by the Department during the site plan review process. The applicant should refer to § ZS 1-344(d)(7) for the specific plan and bond requirements.

Noise Limits: Page 35 of the ERD references the applicable COMAR noise level provisions. These standards are consistent with § ZS 1-346, Noise level limits in the Zoning Code.

Evaluation of consistency: I find that the project is generally consistent with the current zoning ordinance.

3. Suggestions for improving or modifying the application prior to submission of the application with the Commission.

- Amend the Environmental Review Document to reflect the Zoning Code amendments pertaining to solar energy systems as adopted October 7, 2025.
- This property is located within a Rural Legacy Area. Therefore, a viewshed analysis is required as stipulated in Md. Public Utility Companies Code Ann. § 7-218(f)(2)(vi), and any visual impacts shall be mitigated.
- As part of the site plan review process, provide a landscape plan that meets or exceeds the landscape requirements for Worcester County pursuant to § ZS 1-322, § ZS 1-344 and the Renewable Energy Certainty Act.
- Worcester County has now established decommissioning plan and bond requirements which shall be provided during the site plan review and permitting processes pursuant to § ZS 1-344(d)(7).



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: Jennifer Keener, AICP
Director, DDRP

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

Subject: EP Staff Comments on Gadwell Community Solar Project
TM 10 Parcel 24

Date: 11/19/25

This response to your request for comments is prepared for the subject project associated with the above referenced property.

The Department of Environmental Programs has the following comments:

1. This property is completely within the Bishopville-Showell Rural Legacy Area (RLA). We have permanent agricultural conservation easements nearby. Nearly all the property is classified as having prime agricultural soils. These are lands that have the best combination of physical and chemical characteristics for producing food, fiber, feed, forage, and oil seed crops and that is also available for these uses, including cropland, pastureland, forest land, range land and similar lands which are not water areas or urban or built-up land areas.
2. The establishment of the Bishopville-Showell RLA was established, in part, to provide access to another Maryland conservation easement program to enable our agricultural families a means to protect productive farmland in the St. Martins neck area. We further note that the project is part of an area that has been continuously farmed for over a century. While there are smaller farms in the area, they are farmed in concert with their neighboring properties, many times under rental contract by the same farming families working lands all along the "neck area." The size of these farms is, in part, due to families passing on equally sized properties, adjacent to each other, to descendants. This property is a prime example of a generational land transition to a non-resident landowner that demonstrates in a nutshell the vulnerability of the state's productive farmland when the landowner is presented with a solar lease that is considerably more than their farm rental rates.
3. As the proposed project is within the Bishopville-Showell RLA and, by extension, part of the Priority Preservation Area (PPA) expansion that this addition of our newest RLA will entail, we expect that a viewshed analysis will be completed.
4. Within the water appropriation permit it is described that the outlet for the dewatering needed for removal of perched groundwater during underground work is Harry Creek. The referenced waterbody is located two parcels to the east from the subject property and closest to the southern portion of the subject property which is not within the construction project area boundary. The applicant further indicates that groundwater removal will take longer than thirty (30) consecutive days. We understand that stormwater facility approvals, sediment and erosion control permits, and grading permits will all be obtained as controls on the

water quality leaving the site. We have experienced considerable problems with construction on sites like this where, even with minimal site impacts installing the panels, the traffic and equipment moving over the site has created problematic drainage situations that the developer should take into account in their design and planning for this project. There should be some reference to care taken during the dewatering process that does not negatively impact properties with water inundation for lands to the east (Parcel 282, Lots 1 and 1A) and the property to the southeast (Parcel 23).

5. We can confirm the Project is not within a Tier II watershed.
6. We understand under the plain language of the statute, local government is a significant participant in the review process, and local planning and zoning concerns are important in the PSC approval process. However, the ultimate decision-maker is the PSC, not the local government or local zoning board. We would request that our noted concerns be a part of the County comments submitted to the PSC for their due consideration.

If you have any questions about these comments, please do not hesitate to contact me.

Date:	JULY 2025
Scale:	1" = XX'
Dwn.By:	JML
Proj.No.:	5071A003

Dwg.No.:

C-101



Date:	JULY 2025
Scale:	1" = XX'
Dwn.By:	JML
Proj.No.:	5071A003

Dwg.No.:

C-101



**DRAFT ENVIRONMENTAL REVIEW DOCUMENT
PROJECT NO. 25010.00
NOVEMBER 4, 2025**

**GADWALL SOLAR
2.064 MW_{AC} COMMUNITY SOLAR PROJECT
WORCESTER COUNTY, MARYLAND**



PREPARED FOR:
ARENA GADWALL SOLAR, LLC
15051 N. Kierland Blvd, Floor 3 #222
Scottsdale, AZ 85254

PREPARED BY:
H&B SOLUTIONS, LLC
37534 Oliver Dr.
Selbyville, DE 19975

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***GADWALL COMMUNITY SOLAR PROJECT
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
DRAFT - ENVIRONMENTAL REVIEW DOCUMENT***

INTRODUCTION

Arena Gadwall Solar, LLC (the “Applicant”) proposes to develop a three and one tenth (3.103) megawatt (“MW”) direct current (“DC”), two (2.064) megawatt (“MW”) alternating current (“AC”) single-axis tracker solar photovoltaic (“PV”) system. This Draft Environmental Review Document (“ERD”) was prepared in accordance with Code of Maryland Regulations (“COMAR”) 20.79.02.02-.04 for submittal to Worcester County for the purpose of preliminary engagement and consultation prior to the filing with the Maryland Public Service Commission (“PSC”) of an application for a Certificate of Public Convenience and Necessity (“CPCN”). This document will be updated and supplemented, as appropriate, based on consultations with Worcester County, and the evolution of the Project design. A final Environmental Review Document will be filed with the CPCN application and provided to the County and will supersede this initial consultation draft.

GADWALL COMMUNITY SOLAR PROJECT
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SECTION 1 – PROJECT OVERVIEW

The Gadwall Community Solar Project (the “Project”) proposed by the Applicant is located in Bishopville, at the intersection of St Martins Neck Road and Godfrey Bunting Road (see **Figure 1** and **Figure 2**). The Project Limit of Disturbance (“LOD”) includes approximately sixteen (16.08) acres with a Limit of Construction (“LOC”) of approximately twelve and six tenths (12.67) acres from the total thirty-six (36.0) acres associated with Tax Map 0010 Grid 0021 Parcel 0024. As proposed by the Applicant, the Project will be approximately three and one tenth (3.103) MW_{DC}, two (2.064) MW_{AC} single-axis tracker solar PV system.

The Applicant has contracted to lease the underlying portion associated with the Project, via an Option to Lease Agreement (see **Figure 3** and **Appendix 1**). The parcel consists of agricultural fields and wooded areas, located in a rural district of the County, within the Estate District (E-1) District, where the Project (considered a large solar energy system with a rated capacity of two hundred kilowatts up to and including two and one-half megawatts) are a permitted by Special Exception. However, the Project will obtain a CPCN from the PSC which conforms with House Bill 1036/Senate Bill 931.

The Applicant applied to the PSC for authorization to participate in the Community Solar Energy Generating Pilot Program (“CSEGPP”) and was assigned Subscriber Organization Identification Number 24A3086910007066. A copy of the PSC’s approval is included as **Appendix 2**.

The Project drains to Harry Creek, which flows into the St. Martin’s River watershed, and ultimately Isle of White Bay; all of which are tidal waters. The St. Martin’s River has two main tributaries, the Bishopville Prong and the Shingle Landing Prong, which merge before emptying into the Isle of Wight Bay. It is primarily a tidal estuary and is a popular destination for various recreational activities, including fishing, kayaking, and crabbing. Isle of Wight Bay is a lagoon in Worcester Conty. It separates part of mainland from the midtown part of Ocean City. The St. Martin’s River is a major tributary of Isle of Wight Bay. Other smaller tributaries include Turville Creek, Manklin Creek, and Herring Creek.

All Maryland stream segments are categorized by sub-basin and are given a “designated use” in COMAR 26.08.02.08. Harry Creek at the confluence of St. Martin’s River (MDE Watershed No. 02130103) is protected as a Class I Use (Use I: Water Contact Recreation, and Protection of Nontidal Warmwater Aquatic Life). The Isle of White Bay/St. Martin’s River (MDE Watershed No. 02130103) is protected as a Class II Use (Class II: Support of Estuarine and Marine Aquatic Life and Shellfish Harvesting).

As shown in **Figure 8** below, while a portion of the parcel is located within the Critical Area Resource Conservation Area (“RCA”), the Project as designed will not be located in the RCA. Per the MDE Tier II High Quality Waters Map (2022) shown in **Figure 9**, the Project is not located in a Tier II watershed. The Project will remain in vegetative cover, providing protection to the St Martins Neck River than the existing farming operation. For these reasons, the Project is not anticipated to impact the Critical Area or Tier II streams. This establishment of year-round

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vegetative cover on areas which were previously disturbed as part of active farming operations, in combination with the environmental protections above, will result in a “No Net Change” to downstream water quality. This will be achieved by eliminating typical plowing, planting, harvesting, application of herbicide/pesticide, and nutrient applications.

The surface topography has minimal grades ranging from zero percent (0%) to five percent (5%) and consists of various sandy loam soils that are all very deep and range from well drained to moderately well drained. Detailed soil characteristics and prime farmland classifications can be found in **Appendix 3**. The Project will be designed consistent with the Maryland Department of the Environment (“MDE”) guidelines for stormwater management that govern Environmentally Sensitive Design (“ESD”) for solar projects. For areas where slopes within the LOD are less than five percent (5%), non-rooftop disconnection credits will be used. The use of level spreaders or structural Best Management Practices (“BMPs”) are not anticipated.

The majority of site disturbance for the Project will be associated with site preparation. Specifically, earthwork/grading associated with approximately two and eight tenths (2.88) acres tree clearing will be required along with the installation of electrical equipment. It is anticipated that the piles can be installed using a vibratory hammer, directly into the earth. Other property improvements that will have only moderate impact/disturbance to existing conditions involve grading improvements and roadbed stabilization to support ingress and egress of construction vehicles and delivery trucks during the construction phase of the Project. The perimeter road and internal aisles will be unpaved grass roads except for Project entrance to support construction equipment and long-term maintenance using gravel or rock. The Project access will be via one (1) new entrance along St. Martin’s Neck Road. The entrance will be constructed with impervious material to stabilize this area for construction traffic to the site and will be included in the impervious calculation for the stormwater management report.

As mentioned above, the nameplate capacity of the facility will be three and one tenth (3.103) MW_{DC} and two (2.064) MW_{AC}. The Project will consist of approximately five thousand seven hundred forty-six (5,746) Longi LR5-72 HBD 540W solar modules (or similar) as shown in the Solar Array Layout (see **Figure 3** and **Appendix I**). The array will be installed using a pile-driven post-supported racking system, utilizing galvanized steel posts with galvanized steel or aluminum structures for mounting the modules. As currently configured, there will be approximately twelve (12) string inverters where the direct current from the arrays will be converted to alternating current as transmitted by the electric grid.

A typical Solar Panel Racking Detail is depicted in **Figure 4**. The panels are not considered impervious if the disconnection length is the same as or greater than the perpendicular width of rows. The solar arrays will continuously rotate around a horizontal axis, oriented North-South, to orient the solar modules at an optimal angle to the incoming solar insolation during the day. In this configuration, the minimum leading-edge height (bottom edge of the modules) will be approximately three feet (3.0’) from grade, and the maximum (top-edge height of the modules) will be approximately eleven feet eight inches (11’ 8”); final spacing will be determined during final design. Although other feasible configurations are possible, top-edge heights will not exceed

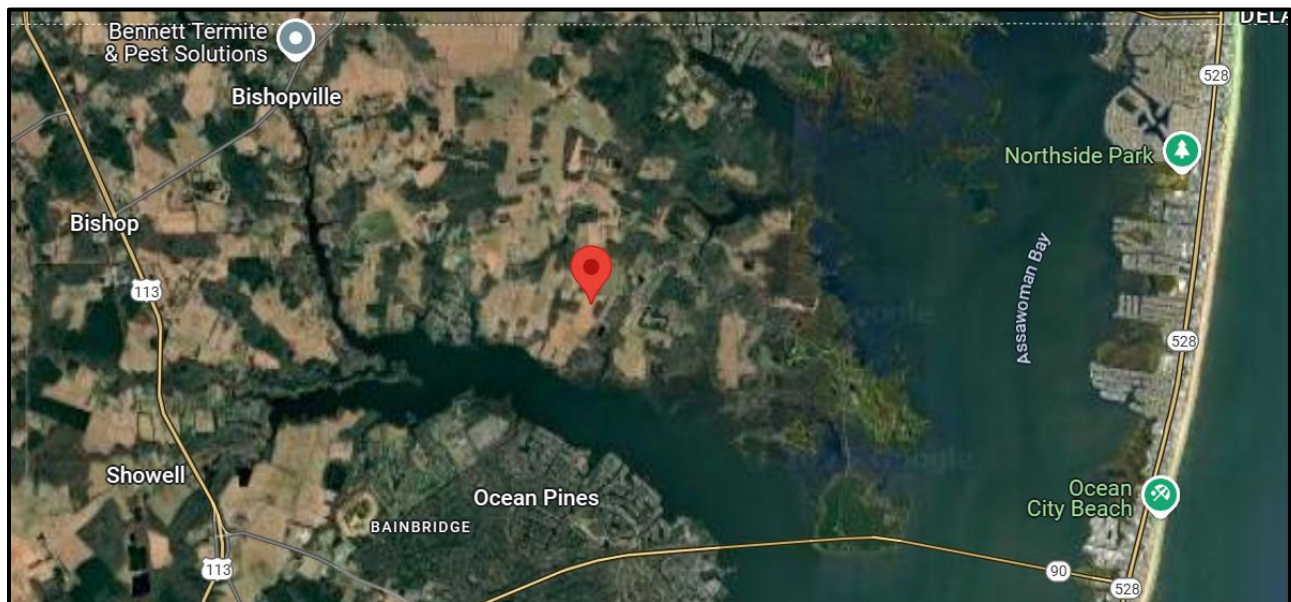
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a height of fifteen feet (15'). The solar arrays will be designed to withstand snow load of twenty (20) pounds per square foot ("psf") and a minimum wind speed of one hundred twenty-five (125) miles per hour ("mph") (per IBC 2021 for Worcester County).

The Applicant submitted a pre-application to Delmarva Power & Light Company ("DPL") and is awaiting Conditional Approval (see **Appendix 4**). The Final ERD will include complete copies of any additional documents received.

The Project will have limited water needs and no sewer requirements as it will be unmanned and monitored remotely. The Project will implement a thirty-five (35') landscape buffer of indigenous shrubs, trees, and grass plantings along St Martins Neck Road. In addition, the Applicant will provide for pollinator habitat within the Project LOD.

Figure 1 – Regional Context Map



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Figure 2 – Local Context Map



[illegible]

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Figure 4 – Solar Array Section [Typical]

NOTES:

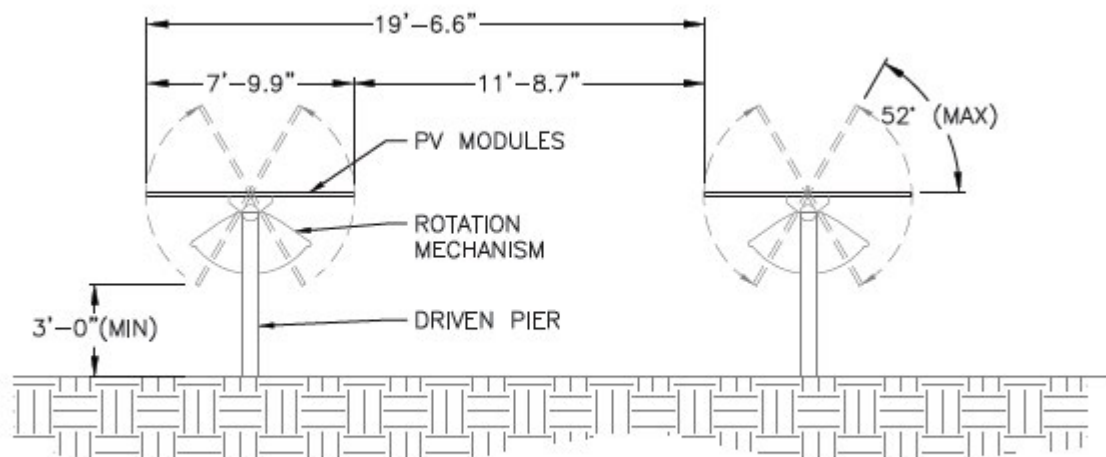
1. SYSTEM SPECIFICATIONS:
TOTAL SYSTEM:
2.064 MW_{AC}
DC/AC RATIO: 1.5
2. SINGLE AXIS TRACKING: APPROX. 35% GCR
3. FENCE LAYOUT - 7' AGRICULTURAL FENCE (OR SIMILAR)

5,746 LONGI LR5-72 HBD 540W SOLAR MODULES OR SIMILAR CONFIGURATION

APPROX. 1,030 POSTS

12 SMA SHP-172-21 250W STRING INVERTERS OR SIMILAR CONFIGURATION

1 INVERTER AND 1 TRANSFORMER PER PAD



2 RACKING DETAIL
SCALE: NONE

SECTION 2 – STATEMENT OF NEED AND PURPOSE

The State of Maryland enacted broad legal and policy standards in pursuit of more renewable energy generation within its borders. The State’s goal and commitment is clear and widely considered to be among the most aggressive in the United States. Maryland’s Renewable Portfolio Standard (“RPS”) mandates that fifty percent (50%) of Maryland’s electricity be generated from renewable energy sources by 2030, which must include at least fourteen and one-half percent (14.5%) solar energy by 2028. The Applicant proposes to construct, own, and operate this two (2.064) MW_{AC} community solar generation facility, which will increase the State’s current solar electricity output. Economic benefits resulting from the Project will include a capital cost of approximately five and one quarter million (\$5.25M) and approximately forty to fifty (40-50) design, management, and construction personnel working remotely or on the site at the height of construction during the period from July 2027 to December 2027.

The construction schedule is estimated to be six (6) to nine (9) months and is expected to be completed during the first quarter (Q1) 2028. The Applicant is maximizing opportunities to use local resources as part of the design, entitlement, construction, and startup process. The tax revenue yield for a project of this size and type will also be beneficial to the County and State. This Project will contribute to the local economy as well as the State’s commitment to more in-state renewable energy generation. It has been reported by the Maryland Power Plant Research Program (“PPRP”) in their Long-term Electricity Report for Maryland dated December 2016, that Maryland imports approximately forty-one percent (41%) of its required energy generation. This Project can help reduce this reliance upon power generated out of state. Given the nature of solar power generation, it will also lead to reduced and more certain costs of electricity produced.

The public benefit of solar facilities like the Project is clearly established by law. At the same time, the State’s requirements and commitments in this area are some of the most progressive in the United States. The Applicant, through this proposal, seeks to assist the State in its effort to meet these objectives and to create more renewable energy generation and economic development in Maryland. The Project is expected to inject all its output into the DPL transmission system.

**GADWALL COMMUNITY SOLAR PROJECT
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
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SECTION 3 – APPLICANT INFORMATION

A. NAME AND ADDRESS OF APPLICANT

Arena Gadwall Solar, LLC
c/o Mr. David W. Beugelmans
1001 Fleet Street, Suite 700
Baltimore, MD 21202

B. PERSON AUTHORIZED TO RECEIVE NOTICES AND COMMUNICATIONS

Mr. George Wohlgemuth, Director of Development
Arena Gadwall Solar, LLC
650 Massachusetts Ave Ste 600
Washington, DC 20001
[REDACTED]
[REDACTED]

Mr. David W. Beugelmans
Mr. Maxwell T. Cooke
Ms. Colleen O. Collins
Gordon Feinblatt LLC
1001 Fleet Street, Suite 700
Baltimore, MD 21202
[REDACTED]
[REDACTED]
[REDACTED]

C. COMMUNITY LIAISON OFFICER

Mr. George Wohlgemuth, Director of Development
Arena Gadwall Solar, LLC
650 Massachusetts Ave Ste 600
Washington, DC 20001
[REDACTED]
[REDACTED]

D. LOCATIONS AT WHICH A COPY OF THE APPLICATION MAY BE INSPECTED BY THE PUBLIC

Worcester County
Development, Review & Permitting
One W Market St # 1201
Snow Hill, MD 21863

**GADWALL COMMUNITY SOLAR PROJECT
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SECTION 4 – STATE AND LOCAL PERMITS AND APPROVALS

(A Matrix of Permits and Approvals required for the Project follows as *Table 1*.)

The Project does not anticipate impacts to other applicable state, regional, and local plans, or programs. Further, references to each appropriate agency with authority to review, evaluate, or comment on behalf of the plan or program are shown in *Table 1* and ERD. There are no other known review agencies anticipated for the Project.

A. MARYLAND PUBLIC SERVICE COMMISSION (PSC)

1. Certificate of Public Convenience and Necessity (CPCN)

This Draft ERD submittal to Worcester County is in accordance with COMAR 20.79.02.02-.04. A Final ERD that supersedes this draft will accompany the petition to the PSC requesting the grant of a CPCN for the Project.

B. INDEPENDENT SYSTEM OPERATOR

1. Interconnection

As noted above, the Applicant submitted a pre-application to Delmarva Power & Light Company (“DPL”) and is awaiting Conditional Approval (see *Appendix 4*). The Final ERD will include complete copies of any additional documents received.

C. MARYLAND DEPARTMENT OF THE ENVIRONMENT

1. NPDES General Permit for Construction Activity

National Pollutant Discharge Elimination System (“NPDES”) General Permit coverage is required for planned construction activities with a planned total disturbance of one (1) acre or greater. Coverage under the General Permit is obtained by filing a completed Notice of Intent (“NOI”) form with the MDE, Water Management Administration (“WMA”). The completed NOI form is considered a formal application for coverage and intent to comply with the terms of the General Permit.

The Stormwater NPDES NOI Permit authorizes both stormwater management associated with construction activities and the temporary discharge of site dewatering during construction. Both the Applicant and the construction contractor will obtain coverage through the NPDES NOI General Permit.

**GADWALL COMMUNITY SOLAR PROJECT
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Two (2) NOI Permits will be obtained prior to the start of construction. One (1) for the timbering phase and another for the construction phase. Both the Applicant and the construction contractor will obtain coverage through the NPDES NOI General Permit. NOI coverage will be obtained prior to the start of construction.

2. Construction Dewatering Permit

As part of construction associated with underground electrical cabling, and per the geotechnical report, groundwater was found in all three (3) of the test borings at depths ranging from three feet (3.0') to four and six tenths' feet (4.6') below existing grade. Borehole cave-in depths of eleven feet (11.0') to twelve feet (12.0') were also observed.

Based on this information it is expected that during electrical installation, groundwater may be encountered during construction. Dewatering rates are anticipated to be five hundred twenty-six (526) gallons per day ("gpd"); much less than ten thousand (10,000) gpd as an annual daily average. However, since groundwater removal will likely take longer than thirty (30) consecutive days, the Applicant submitted a Groundwater Appropriation Permit Exemption to MDE/WMA. *Appendix 5* includes the approved exemption.

D. MARYLAND DEPARTMENT OF NATURAL RESOURCES FOREST SERVICE

1. Forest Conservation Act

According to Senate Bill 526, this Project will qualify for a categorical exemption to the afforestation requirements of the Forest Conservation Act ("FCA"), as it will be constructed following July 1, 2024.

The Forest Stand Delineation ("FSD") completed by ECS Mid-Atlantic is included in *Appendix 6*. The Project anticipates clearing approximately two and eight tenths (2.88) acres of trees in order to keep the Project out of the Critical Area while still achieving output capacity requirements.

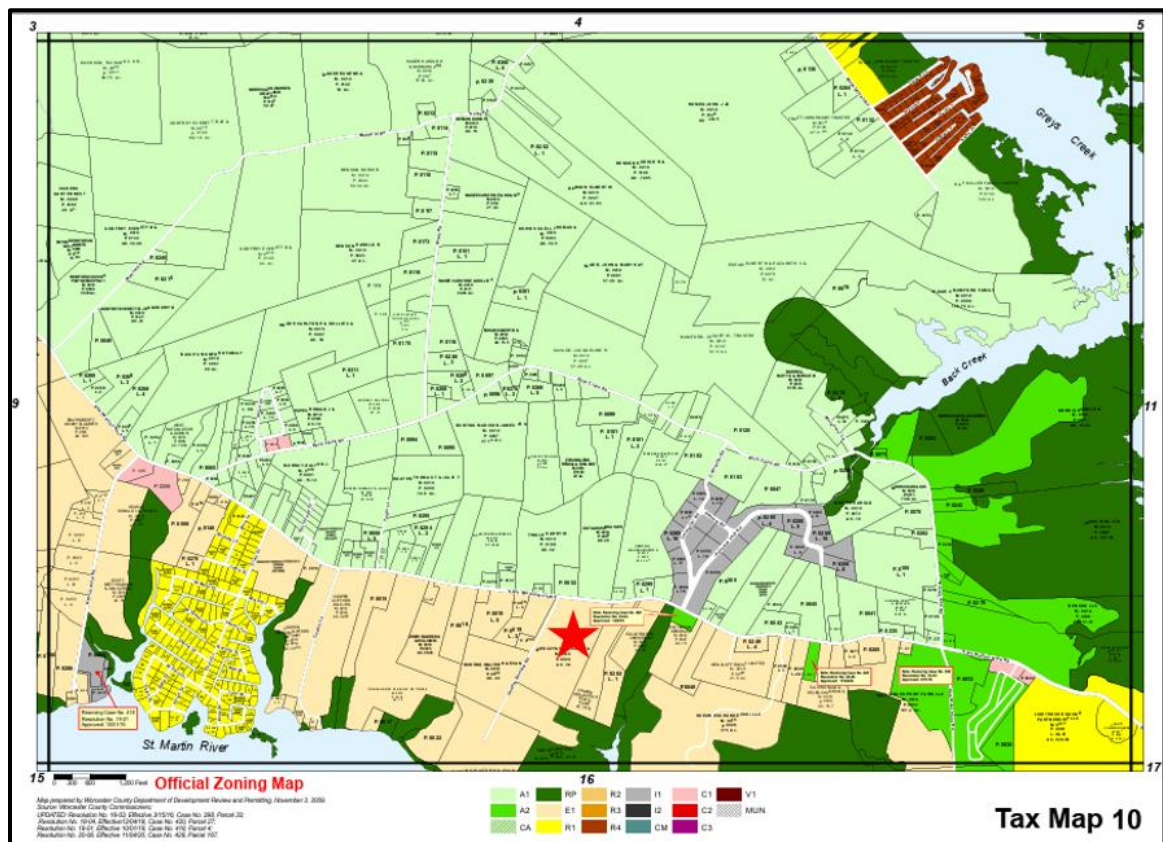
The FCA is implemented by local jurisdictions through ordinances. During the local site plan review process, the County will review the FSD and Forest Conservation Plan to verify the amount of mitigation needed.

E. WORCESTER COUNTY PLANNING, ZONING & COMMUNITY DEVELOPMENT

As shown in *Figure 5* below, the parcel is located within the Estate ("E-1") zone. Community solar projects are permitted in the Estate zone by Special Exception of the Board of Appeals. However, the Project will obtain a CPCN from the PSC which conforms with House Bill 1036/Senate Bill 931.

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Figure 5 – Worcester County Zoning Map



1. Zoning and Comprehensive Plan Consistency

As discussed above, the Project is located within the Estate (“E-1”) zoning district of Worcester County. The County requires a minimum lot area of thirty (30) acres, a minimum one-hundred-foot (100’) property line setback, and a special exception. While the Project generally adheres to the County’s zoning requirements, the County’s zoning restrictions are unenforceable. As of July 1, 2025, Public Utilities Article § 7-218(h)(1)(i) provides that a local jurisdiction may not “adopt zoning laws or other laws or regulations that prohibit the construction or operation of solar energy generation stations.” Further, Public Utilities Article § 7-218(h)(2)(ii) provides that for solar projects not larger than five (5) MW_{AC} a local jurisdiction shall “process [the project’s] site development plan as a permitted use subject to the review standards in § 4-205 of the Land Use Article.” Accordingly, the County is required to process the Project as a permitted use in this location and may not restrict the size of the Project to two (2) MW_{AC} or less.

Public Utilities Article § 7-207 grants the PSC sole authority to site generating stations in Maryland, preempting local zoning ordinances related to the location, construction, and

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operation of such facilities. *In Bd. of Cnty. Comm'rs v. Perennial Solar, LLC, the Supreme Court of Maryland held that:*

PUA § 7-207 preempts by implication local zoning authority approval for the siting and location of generating stations which require a CPCN. The statute is comprehensive and grants the PSC broad authority to determine whether and where SEGs may be constructed. Local land use interests are specifically designated by statute as requiring "due consideration" by the PSC. This includes the recommendation of the governing body of each county or municipal corporation in which any portion of the construction of the generating station is proposed to be located, as well as due consideration by the PSC of the consistency of the application with the comprehensive plan and zoning for the respective local jurisdiction.

Under the plain language of the statute, local government is a significant participant in the process, and local planning and zoning concerns are important in the PSC approval process. However, the ultimate decision-maker is the PSC, not the local government or local zoning board.¹ Further, as of July 1, 2025, Public Utilities Article §7-218(h)(1) provides that a local government may not “adopt zoning laws or other laws or regulations that prohibit the construction of solar energy generating stations.” In addition, Public Utilities Article § 7-218(h)(2) requires a local government to process all site development plans as a “permitted use.”

The Commission has held numerous times in recent years that a local ordinance that severely restricts or prohibits the development of utility-scale solar facilities is not in the public interest and should be given no weight by the Commission.² The Commission gives no weight to an “ordinance that create[s] an unacceptable hurdle to complying with Maryland’s RPS.”³ Further, the Commission has issued numerous CPCNs to solar projects

¹ *Bd. of Cnty. Comm'rs v. Perennial Solar, LLC*, 464 Md. 610, 644-45 (2019).

² *See e.g.*, Order No. 88918, Case No. 9429, 10-11 (August 19, 2021) (“[U]nder the facts of this case, the Commission will exercise its discretion and pre-empt what appears to be a deliberate attempt to indirectly ban all utility-grade solar facilities from Frederick County and thereby undermine the responsibility the General Assembly has conferred upon the Commission ... The Commission re-affirms its conclusion that Frederick County Bill 17-07 is a de facto ban on utility-scale solar projects. Under the circumstances, the Commission will exercise its discretion to pre-empt the County’s zoning ordinance.”); Proposed Order (affirmed by Order No. 89668), Case No. 9439, (August 27, 2020) (“I give no weight to this factor as Bill No. 17-07 is effectively a de facto ban on utility-scale solar projects which is not in the overall public interest.”); *See e.g.*, Order No. 90200, Case No. 9499, 7 (April 27, 2022) (“The Ordinance is overly restrictive because although it is perhaps not a *de facto* ban on **all** utility scale solar projects, the Ordinance severely restricts economically viable utility-scale solar projects from being developed in Kent County. As such, the Ordinance unduly interferes with the States achieving its RPS goals. Accordingly, the fact that the Project is not consistent with Kent County zoning will be given little weight in the analysis of the factors under PUA §7-207(e). Such treatment is appropriate under the Commission’s pre-emption authority.”)

³ Order No. 89668, Case No. 9439, 13 (November 24, 2020).

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located on farmland, including land designated by the USDA NRCS as “Prime Farmland.”⁴ As articulated by Former Chief Judge McLean, “the Commission has approved ... solar projects on prime farmland and farmland must continue to be part of the equation to meet the RPS’s goals on renewable energy.”⁵

Notwithstanding the above, the proposed Project has been designed to substantially conform with the Objectives of the 2006 Comprehensive Plan as well as the provisions noted below.

Objectives:

1. Maintain and enhance the county’s livability.

A decommissioning plan will be prepared in accordance with CPCN Conditions of Approval and PSC standards/requirements. The decommissioning plan will include a mechanism in the form of a performance and/or financial assurance guarantee comprised of, but not limited to, a surety bond issued by a financial institution. It is assumed this Plan will be generally consistent with the intent of the County requirements outlined above.

Following the useful life of the Project, the land will be restored to pre-construction conditions, allowing the land to be used consistently with the Comprehensive Plan in effect at the time of decommissioning.

2. Provide adequate public health, safety, social, recreation, and waste disposal services.

The Project objective is to provide renewable energy that reduces greenhouse gas emissions while also preserving and protecting public health and the environment in order to provide sustainable clean energy.

3. Protect drinking water supplies.

As a standalone unmanned facility, there will be limited water and no sewer requirements for the Project. The Project will not require the use of groundwater that is protected for drinking water purposes within confined aquifers. Only surficial aquifer dewatering may be required during Project construction.

⁴ See e.g., Order No. 89326, Case No. 9496, 20 (October 26, 2019) (granting CPCN to 80MW solar facility in Queen Anne’s County where “PPRP indicated a majority of the Site has been planted annually with conventional crops and over 400 acres of the Site are classified as prime farmland”); Order No. 89069, Case No. 9457, 60 (January 15, 2020) (granting CPCN to 50MW Solar facility in Dorchester County where PPRP Witness “Sadzinski specified the Site’s designation as prime farmland did not restrict a utility-scale solar facility from being built and did not impact PPRP’s evaluation”).

⁵ Proposed Order, Case No. 9439, aff’d Order No. 89668, 76 (August 27, 2020).

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4. Preserve and protect natural resources and their ecological functions.

The Project, as currently designed, will protect and preserve agricultural lands, since following the useful life of the Project, it will be decommissioned and put back to its previous use (agriculture). Further, the design incorporates expanded buffers from wetlands/waterways located onsite, which has provided for complete avoidance/impact to these environmental features. The Project will not impact the Critical Area and will provide a thirty-five-foot (35') landscape buffer along St Martins Neck Road.

5. Facilitate the county's economic activity.

Economic benefits resulting from the Project will include a capital cost of approximately up to three and one half million (\$3.5M) and approximately forty to fifty (40-50) design, management, and construction personnel working remotely or on the Site at the height of construction during the period from June 2027 to September 2027.

6. Provide for adequate housing opportunities for all income and age groups.

The energy produced by the Project will contribute to the State's plan for delivering sustainable energy to support the County's current and future program for supporting housing opportunities.

7. Maintain and enhance the county's cultural and historic assets.

The Applicant contacted Maryland Historical Trust ("MHT") for an official site-specific review and consultation for formal determination associated with Maryland Historic Properties or Places prior to Project construction. Their response is pending.

8. Continue the viability of the agriculture and forestry industries.

As the Project will have a useful life of approximately thirty to forty (30-40) years and will be required to prepare a decommissioning plan for PSC approval, the agricultural use of the property will have been preserved for the benefit of future generations.

9. Accommodate planned future growth through designated "growth centers" with development standards designed to minimize environmental and habitat disruption.

As a standalone unmanned facility, there will be limited water and no sewer requirements for the Project. The Project, as currently designed, will protect and preserve agricultural lands, since following the useful life of the Project, it will be decommissioned and put back to its previous use (agriculture). Therefore, the Project has been designed to minimize environmental and habitat disruption.

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10. *Undertake land preservation and other methods to preserve existing and establish new open space and “greenways” to ensure habitat diversity and corridors throughout the county.*

As the Project itself will produce “green energy”, it will protect the cultural landscape over the life of the Project. The use of pollinators within the Project LOD will contribute to the ongoing protection of the living environment. A Vegetative Management Plan will be prepared for the Project which will define site preparation, ground cover, watering, maintenance, and the use of herbicides and pesticides.

11. *Provide for adequate public services to facilitate the desired amount and pattern of growth.*

As a standalone unmanned facility, there will be limited water and no sewer requirements for the Project. As a renewable project, it will not place demands on, or impact, existing services and facilities that are designed to support growth in designated areas of the County.

12. *Encourage development of traditional communities that reduce resource base. Our unspoiled rural and coastal assets are becoming increasingly valuable as these qualities decline and disappear in other areas. Stewardship is critical.*

The Project, as currently designed, will protect and preserve agricultural lands, since following the useful life of the Project, it will be decommissioned and put back to its previous use (agriculture). Therefore, the Project has been designed to be consistent with environmental stewardship objectives.

Further, in accordance with Worcester County Code, Zoning and Subdivision Control Article Z21:111-ZS1:111-44 Alternative Energy Facilities, this Project would be classified as a Solar Energy System, Large Scale: “A ground-mounted solar energy system with a rated capacity of two hundred kilowatts up to and including two and one-half megawatts, the principal purpose of which is to provide electrical power for sale to the general power grid or to be sold to other power consumers through a power purchase agreement as part of a net metering project which may include both physical or virtual aggregation, or be consumed on-site.”.

2. SITE PLAN REVIEW / APPROVAL AND LOCAL PERMITTING

The Department of Development, Review & Permitting is the lead agency in the review of all residential, commercial, and industrial plans in Worcester County. The Department is responsible for processing and tracking development plans from submittal through approval. The Department of Development, Review & Permitting will complete the technical reviews associated with stormwater management, forest conservation, and general civil/site engineering. This includes the LOD, LOC, setbacks and buffers, landscape buffers, and related design features associated with the size, location, and visibility of the Project.

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As with other CPCN projects, site plan requirements may include, but are not limited to, ingress/egress, setbacks and buffers, screening, internal drive aisles and access ways, Fire Marshal requirements, electric code requirements, building code requirements/references, sediment and erosion control, stormwater management, solar panel layouts including inverter locations and switchgear, gen-tie alignment and specifications, and a number of other requirements that parallel environmental requirements of the Maryland Environmental Article, as may be delegated to local jurisdictions for implementation. **Table 1** outlines in more detail the State and Local permits and approvals associated with these processes.

The County's tiered review process will include but not be limited to a Concept Site Plan and Master Site Plan.

More specifically:

⁶“Large solar energy systems may be located in the A-1, A-2, I-1 and I-2 Districts with a minimum lot area of twenty acres. Such systems may also be located in the E-1, V-1, C-1, C-2 and C-3 Districts with a minimum lot area of thirty acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4). All large solar energy systems shall be set back a minimum of one hundred feet from all property lines for sites in the E-1, V-1, C-1, C-2 and C-3 Districts and a minimum of fifty feet from all property lines for sites in the A-1, A-2, I-1 and I-2 Districts. All large solar energy systems shall provide a vegetated buffer at least six feet in width if solar panels are located within five hundred feet of any property zoned or used for residential purposes, said buffer to be located within the required yard setback adjoining such residential use or zoning district. Furthermore, all large solar energy systems shall be reviewed and processed as a major site plan in accordance with the provisions of § ZS 1-325 hereof..

(3)

Contents of site plan. All site plans shall at the minimum contain the following information, either on the site plan itself or as an additional submission:

***A.** An existing conditions plan identifying all key environmental features, including tidal and nontidal wetlands, waterways and drainageways, existing significant trees, forested areas, floodplains, source water and aquifer recharge protection areas, areas of critical or special habitat, water bodies on the state's impaired waters list or having an established total maximum daily load requirement, the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, existing topography, with a maximum of two-foot contour intervals, and other important environmental features.*

⁶

<https://ecode360.com/29593785?highlight=solar%20energy%20system,solar%20energy%20system%20utility%20scale&searchId=1951984086228711#14021665>

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B. All property lines as surveyed by a registered property line surveyor or professional land surveyor of the State of Maryland. The requirement for the survey of all property lines as specified herein may be waived by the Department for minor site plans and major site plans as defined in Subsection (f) hereof where alternative boundary information is determined to be acceptable.

C. The proposed finished grading, with a maximum of two-foot contour intervals.

D. An approved stormwater management plan or waiver, as applicable.

E. An approved sediment and erosion control plan.

F. The location and size of all recreation and open space areas.

G. The general location of the property by use of an insert vicinity map, the North arrow, the scale, the tax map, parcel and lot number information, the tax account identification number, the zoning classifications, and the date.

H. The approximate location of abutting and nearby roads, structures, use areas, parking lots, fences, walls, signs, waterways and other significant physical features within one hundred feet of the property line and the location of all agricultural structures within two hundred feet of the property line. The plan shall also show the owners, zoning and present use of adjoining and nearby tracts, including those across roads or waterways.

I. The total acreage of the tract and the acreage proposed for each type of use, the area of all structural improvements, including parking and incidental structures, the dimensions of the building footprint(s), the floor area of each building, and the square footage of area dedicated for each use within each building. If the proposed structural improvements are a multi-family residential or townhouse building, the number of dwelling units in total and per building shall also be shown.

J. The size, type and location of all structures, building entrances, outdoor storage or display areas, use areas, signs, minimum and proposed yard setbacks, waterways, drainageways, utility lines, easements, landscaping, exterior lighting and other physical features. Both existing and proposed features shall be shown and labeled as such.

K. All vehicular ingress and egress to the site, vehicular travelways and circulation, off-street parking spaces, stacking spaces, parking bays, loading spaces, the dimensions of typical and handicapped parking spaces, the method of parking space demarcation, dimensions of vehicular travelways and proposed surface treatment, and clear sight triangles at intersections. Information relative to parking spaces, stacking spaces, and loading spaces shall indicate the number required and the

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number provided. Additionally, pedestrian walkways and bicycle paths and circulation shall be shown and described in detail.

L. The location, type, size and height of all fencing, screening and retaining walls.

M. The location, width, size and intended purposes of all easements and rights-of-way and whether they are to be publicly or privately maintained.

N. The location, width, names, curve data, grades and sight distances at intersections for all existing and proposed streets.

O. All existing and proposed wastewater facilities, indicating all pipe sizes, types, grades, invert elevations, location of manholes and such other data as may be deemed necessary by the Department. In the case of private, on-site treatment and disposal, the location and size of the initial and replacement septic areas shall be shown.

P. All existing and proposed water facilities, including all wells, water mains and their sizes, valves and fire hydrant locations.

Q. The location and size and the proposed method of any required screening or buffering of any existing and proposed service and utility areas for trash collection, compaction, recycling, utilities, mechanical equipment, delivery and loading. Such areas shall not conflict with normal traffic circulation on or off of the site.

R. The names and mailing addresses of the property owner, the applicant, if different, and the person who prepared the site plan. The plan shall also bear the original signatures of the property owner, applicant, if different, and the person who prepared the site plan.

S. A signature panel with a space identified for the signature of the Chairman of the Planning Commission or the Department, as applicable.

T. Schematic elevations and floor plans drawn to scale for any freestanding signs and for all buildings or structures, including but not limited to building height, number of stories, type of construction, finish materials, colors, awnings, roof style and materials, architectural tradition or style, mechanical equipment, and the size and location of any on-building signs. The information provided in the elevations shall be of sufficient detail to assess compliance with the Worcester County "Design Guidelines and Standards for Commercial Uses."

U. Such additional data, drawings or documentation as deemed necessary by the Department, Technical Review Committee or Planning Commission to adequately review the application for compliance with the intent and provisions of this Title.

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(4) The Department, Technical Review Committee or Planning Commission may, at its discretion, waive or modify the site plan standards of Subsection (e)(3) hereof when such standards are not necessary to conduct an adequate review of the application.”

Consistent with MDE sediment and erosion control regulations, a phasing/sequencing plan will be prepared and provided to Worcester Soil Conservation District Office (“SCD”). These phasing plans will maximize use of laydown areas, minimize truck traffic throughout the construction area, and phase contractors so that work on solar modules and wiring is preceded by completion of work installing posts and racking.

3. Timbering, Grading, Building, and Electrical Permits

A Timber Harvest Permit, Grading Permit, Electrical Permit, and Building Permit will be obtained after site plan approval as part of the construction document review and approval process. The construction documents prepared by the construction contractor will provide detailed engineering and specifications required to implement the approved site plan leading to necessary Grading, Electrical, and Building Permits. As noted above, these permits will be issued by Worcester County.

F. CONSISTENCY WITH ANNOTATED CODE OF MARYLAND §7-218(F)

On April 7, 2025, Maryland’s General Assembly passed House Bill 1036/Senate Bill 931. This legislation includes a new Public Utilities Article (PUA) § 7–218, which among other things, implements new design requirements for solar projects larger than one (1) MW_{AC}. Accordingly, all projects filing CPCN applications after July 1, 2025, must adhere to these State design requirements, which are the controlling standards in Maryland and preempt all conflicting local requirements.

Further, as a result of this legislation, PUA § 7–207(e)(5) requires a solar energy generating station under § 7–218 to document how the project complies with the design requirements under § 7–218(f). The section below demonstrates the Project’s compliance with these standards:

(F)

(1) This subsection does not apply to Agrivoltaics.

As described within this Application, the Project will not utilize Agrivoltaics.

(2) Except as provided in paragraph (10) of this subsection, an Owner of a proposed solar energy generating stations:

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- i. *Shall provide a boundary of 150 feet between the solar energy generating station and the nearest wall of a residential dwelling;*

As shown in **Figure 3**, the Project will maintain a minimum one hundred fifty-foot (150') buffer between the solar energy generating station and the nearest wall of a residential dwelling. Specifically, the closest distance between any residential dwelling and the Project electrical equipment is approximately three hundred eighty feet (380') and approximately two hundred fifty-seven feet (257') to the nearest solar panel.

- ii. *Shall provide a boundary of 100 feet between the solar energy generating station and all property lines, not including property lines that bisect the interior of a project area;*

As shown in **Figure 3** and **Appendix 1**, the Project will maintain a minimum one hundred-foot (100') setback.

- iii. *1. Shall provide nonbarbed wire fencing:*

The Project will comply with the requirements listed in A-D below.

A. Only on the interior of a landscape buffer or immediately adjacent to a solar energy generating station;

B. That is not more than 20 feet in height;

C. That is only black or green vinyl wire mesh if the owner proposes to use chain link fencing; and

D. That is not less than 50 feet away from the edge of any public road right-of-way; and

2. May use barbed wire fencing around the substations or other critical infrastructure for protection of that infrastructure;

The Project will comply with this requirement.

- iv. *Shall provide for a landscaping buffer or vegetative screening in accordance with paragraph (4) of this subsection;*

As shown in **Figure 3**, the Project will comply with this requirement.

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- v. *Except for equipment required for interconnection with electrical system infrastructure, may not locate any solar array, ancillary equipment, or accessory buildings or facilities within a public road right-of-way;*

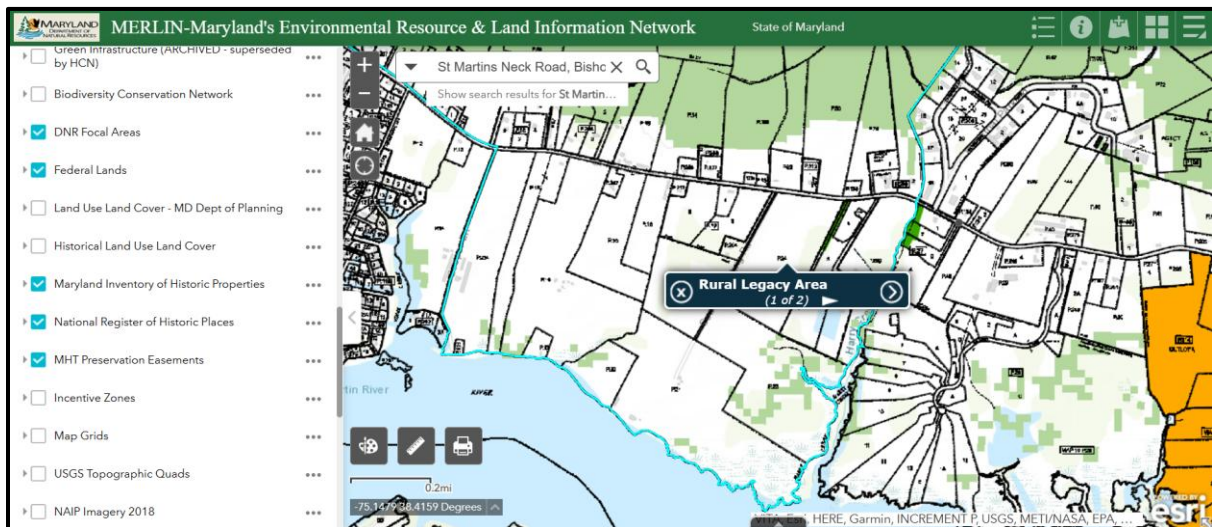
As described above, there are no easements or rights-of-way within the Project LOD. The Project will comply with this requirement.

- vi. *1. Shall mitigate the visual impact of the solar generating station on a Preservation Area, Rural Legacy Area, Priority Preservation Area, Public Park, Scenic River or Byway, designated Heritage Area, or historic structure or site listed on or eligible for the National Register of Historic Places or Relevant County Register of Historic Places; and*

As shown in **Figure 6** and **Figure 7** below, the Project is not within any Preservation Area, Public Park, Scenic River or Byway, designated Heritage Area, or historic structure or site listed on or eligible for the National Register of Historic Places or Relevant County Register of Historic Places.

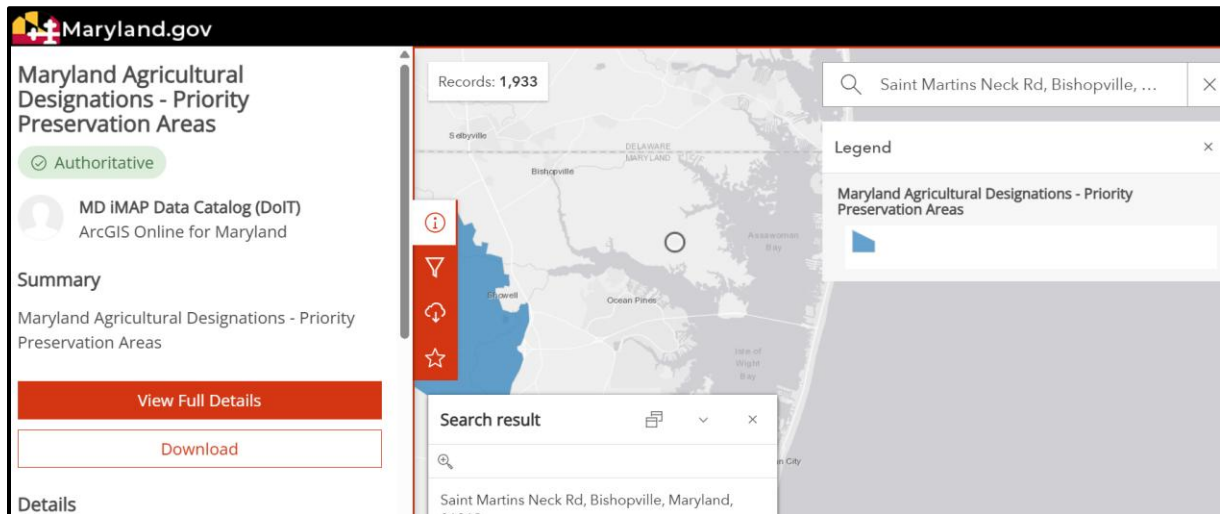
However, it is within a Rural Legacy Area (Bishopville/Showell) and a Priority Preservation Area. For these reasons, the Applicant will prepare a viewshed analysis.

Figure 6 – Protected Lands



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Figure 7 – Priority Preservation Area



2. A. For a solar energy generating station that has the capacity to produce more than 2 megawatts of electricity as measured by the alternating current of the station's inverter, shall include in the application submitted under Subsection (C)(2) of this section a viewshed analysis for any area, structure, or site specified in Item 1 of this Item; and

As noted above, the Project is not within any Preservation Area, Public Park, Scenic River or Byway, designated Heritage Area, or historic structure or site listed on or eligible for the National Register of Historic Places or Relevant County Register of Historic Places.

However, it is within a Rural Legacy Area (Bishopville/Showell) and a Priority Preservation Area. For these reasons, the Applicant will prepare a viewshed analysis.

- vii. Shall provide notice of each proposed solar energy generating station to the emergency response services of each County in which any portion of the generating station is to be constructed, including a map of the proposed generating station and the proposed location of any solar collector or isolator switch.*

The Project will comply with this requirement.

- (3) Local jurisdiction may not require the use of a berm for a solar energy generating station approved under this section.*

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Understood and acknowledged. The Applicant will not utilize a berm.

(4) *The buffer or vegetative screening required in Paragraph (2)(IV) of this Subsection shall:*

i. Be not more than 35 feet wide;

As shown in **Figure 3**, the Project will comply with this requirement.

ii. Be provided along:

As shown in **Figure 3**, the Project will comply with the requirements list in 1-3 below.

1. All property lines;

2. Locations of the exterior boundary for the solar generating station where existing wooded vegetation of 50 feet or more in width does not exist; or

3. An alternative location within the boundary for the solar energy generating station if the Owner demonstrates that the alternative location would maximize the visual screening;

iii. Provide for four-season visual screening of the solar energy generating station;

The Project will comply with this requirement.

iv. Be placed between any fencing and the public view;

As shown in **Figure 3**, the Project will comply with the requirements list in 1-3 below. As shown in **Figure 3**, the Project will comply with this requirement.

v. Include multilayered, staggered rows of overstory and understory trees and shrubs that:

1. Are a mixture of evergreen and deciduous vegetation;

2. Are predominately native to the region;

3. Are more than 4 feet in height at planting;

4. Are designed to provide screening or buffering within 5 years of planting;

5. May not be trimmed to stunt upward or outward growth or to otherwise limit the effectiveness of the visual screen;

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6. *Conform to the plant size specifications established by the American Standard for Nursery Stock (ANSI Z60.1);*

7. *Are specified in a landscaping plan prepared by a qualified professional landscape architect;*

The Project will comply with this requirement.

vi. *Be installed as early in the construction process as practicable and before the activation of the proposed solar energy generating station;*

The Project will comply with this requirement.

vii. *Preserve to the maximum extent possible and supplemented with new plantings where necessary, any forest or hedgerow that exists at a location where visual screening of landscape buffering is required; and*

The Project will comply with this requirement.

viii. *Shall be maintained with a 90% survival threshold for the life of the solar energy generating station through a maintenance agreement that includes a watering plan.*

The Project will comply with this requirement.

(5) *With respect to the site on which a solar energy generating station is proposed for construction, the Owner of the solar energy generating station:*

- i. *Shall minimize grading to the maximum extent possible;*
- ii. *May not remove topsoil from the parcel, but may move or temporarily stockpile topsoil for grading;*
- iii. *To maintain soil integrity, shall plant native or noninvasive neutralized vegetation and other appropriate vegetative protections that have a 90% survival threshold for the life of the solar energy generating station;*
- iv. *Shall limit mowing and other unnecessary landscaping;*
- v. *May not use herbicides except to control invasive species in compliance with the Department of Agriculture's Weed Control Program; and*
- vi. *Shall post for the first 5 years of the life of the solar generation station a landscaping bond equal to 100% of the total landscaping cost with the County in which the solar energy generating station is located.*

The Project will comply with this requirement.

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(6)

- i. *Subject to Subparagraphs (II) and (III) of this Paragraph, a local jurisdiction shall hold any landscaping bond required under paragraph (5)(VI) of this subsection for 5 years.*
- ii. *A local jurisdiction call release 50% of the landscaping bond if, on inspection, the vegetative protections meet a 90% survival threshold.*
- iii. *Following the release of a landscaping bond under Subparagraph (II) of this Paragraph, the remaining landscaping bond shall be held for an additional 2 years and, on further inspection and confirmation that the vegetative protections continue to meet a 90% survival threshold, shall be released.*

The Project will comply with this requirement.

(7) *Except as required by Law, or for safety or emergency, the solar energy generating station may not emit visible light during dusk to dawn operations.*

As described below, although there are no lighting requirements for the Project, the Applicant may consider minimal lighting for security considerations and fitted with a down shield light fixture. The Project will comply with this requirement.

(8)

- i. *This paragraph does not apply to:*
 - 1. *Equipment necessary for interconnection with the electrical system; or*
 - 2. *Solar energy generating stations located on land that is also used for agricultural purposes.*
- ii. *A proposed solar energy generating station and any accessory structures associated with the Station must have an average height of not more than 15 feet.*

As noted in **Section 1** above, the minimum leading-edge height (bottom edge of the modules) will be approximately three feet (3.0') from grade, and the maximum (top-edge height of the modules) will be approximately eleven feet eight inches (11' 8"); final spacing will be determined during final design. Although other feasible configurations are possible, top-edge heights which will not exceed fifteen feet (15')." The Project will comply with this requirement.

(9) *Setbacks for solar energy generating stations:*

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- i. *Shall be measured from the property boundary to the nearest solar array or accessory equipment, buildings, or facilities that generate, maintain, operate, manage, distribute, and transmit electricity; and*

Understood and acknowledged.

- ii. *May not apply to any interconnection tie line or facility that connects a solar energy generating station to the electric system.*

Understood and acknowledged.

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G. SUMMARY OF PERMITS/APPROVALS

Table 1 – Matrix of State/Local Permits and Approvals

Agency	Permit/Approval	Regulatory Citation (s)	Required For		Status			Waiver, Variance, or Exemption		Comments
			Construction	Operation	Application Contained Herein	Application to be Filed	Permit Approval/ Obtained	Yes	No	
State of Maryland Public Service Commission	Certificate of Public Convenience and Necessity	COMAR 20.79	√		√				√	To be prepared at a later date.
Delmarva Power & Light	Interconnection	Condition for Issuance of CPCN		√			√		√	DPL prescreen and Conditional Approval is pending (see <i>Appendix 4</i>).
Maryland Department of the Environment	NPDES General Permit for Construction Activity	COMAR 26.08, Clean Water Act (CWA) Section 401, 40 CFR 122	√			√			√	Application to be submitted at the time construction documents have been completed.
Maryland Department of Natural Resources Service	Forest Conservation Act	Natural Resources Article 5-1602(b)(5)						√		FCA to be satisfied through the local process.

Agency	Permit/Approval	Regulatory Citation (s)	Required For		Status			Waiver, Variance, or Exemption		Comments
			Construction	Operation	Application Contained Herein	Application to be Filed	Permit Approval/ Obtained	Yes	No	
Worcester County	Environmental Site Design Erosion Sediment Control Construction Drawings	Applicability varies according to Local and State Requirements	√			√			√	The County may participate in the CPCN process and provide input regarding the site plan, stormwater management, and sediment and erosion control. Grading, Electrical, and Building Permits will be applied for after construction drawings are approved.

SECTION 5 – COMAR 20.79.03.01 DESCRIPTION OF GENERATING STATION

A. LOCATION

As noted above, the Project proposed by the Applicant is located in Bishopville, at the intersection of St Martins Neck Road and Godfrey Bunting Road (see **Figure 1** and **Figure 2**). The Project LOD includes approximately sixteen (16.08) acres with a LOC of approximately twelve and six tenths (12.67) acres from the total thirty-six (36.0) acres associated with Tax Map 0010 Grid 0021 Parcel 0024. As proposed by the Applicant, the Project will be approximately three and one tenth (3.103) MW_{DC}, two (2.064) MW_{AC} single-axis tracker solar PV system.

As noted above, the Applicant submitted a pre-application to DPL and is awaiting Conditional Approval (see **Appendix 4**). The Final ERD will include complete copies of any additional documents received.

The proposed array layout will maintain a minimum one hundred foot (100') building line setback. The solar modules will be enclosed and protected using a seven-foot (7') agricultural fence, with an access gate at the proposed entrance. A landscape buffer plan will be provided as appropriate and depicted on the site plan submitted as part of the local site plan approval process. The Project design will be consistent with the Worcester County Comprehensive Plan.

The Project drains to Harry Creek, which flows into the St. Martin's River watershed, and ultimately Isle of White Bay; all of which are tidal waters. The St. Martin's River has two main tributaries, the Bishopville Prong and the Shingle Landing Prong, which merge before emptying into the Isle of Wight Bay. It is primarily a tidal estuary and is a popular destination for various recreational activities, including fishing, kayaking, and crabbing. Isle of Wight Bay is a lagoon in Worcester County. It separates part of mainland from the midtown part of Ocean City. The St. Martin's River is a major tributary of Isle of Wight Bay. Other smaller tributaries include Turville Creek, Manklin Creek, and Herring Creek.

All Maryland stream segments are categorized by sub-basin and are given a "designated use" in COMAR 26.08.02.08. Harry Creek at the confluence of St. Martin's River (MDE Watershed No. 02130103) is protected as a Class I Use (Use I: Water Contact Recreation, and Protection of Nontidal Warmwater Aquatic Life). The Isle of White Bay/St. Martin's River (MDE Watershed No. 02130103) is protected as a Class II Use (Class II: Support of Estuarine and Marine Aquatic Life and Shellfish Harvesting).

As shown in **Figure 8** below, while a portion of the parcel is located within the Critical Area RCA, the Project as designed will not be located in the RCA. Per the MDE Tier II High Quality Waters Map (2022) shown in **Figure 9**, the Project is also not located in a Tier II watershed. The Project will remain in vegetative cover, providing protection to the Wicomico River than the existing farming operation. For these reasons, the Applicant does not anticipate impacts to the Critical Area or Tier II streams.

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Figure 8 – Critical Area Map

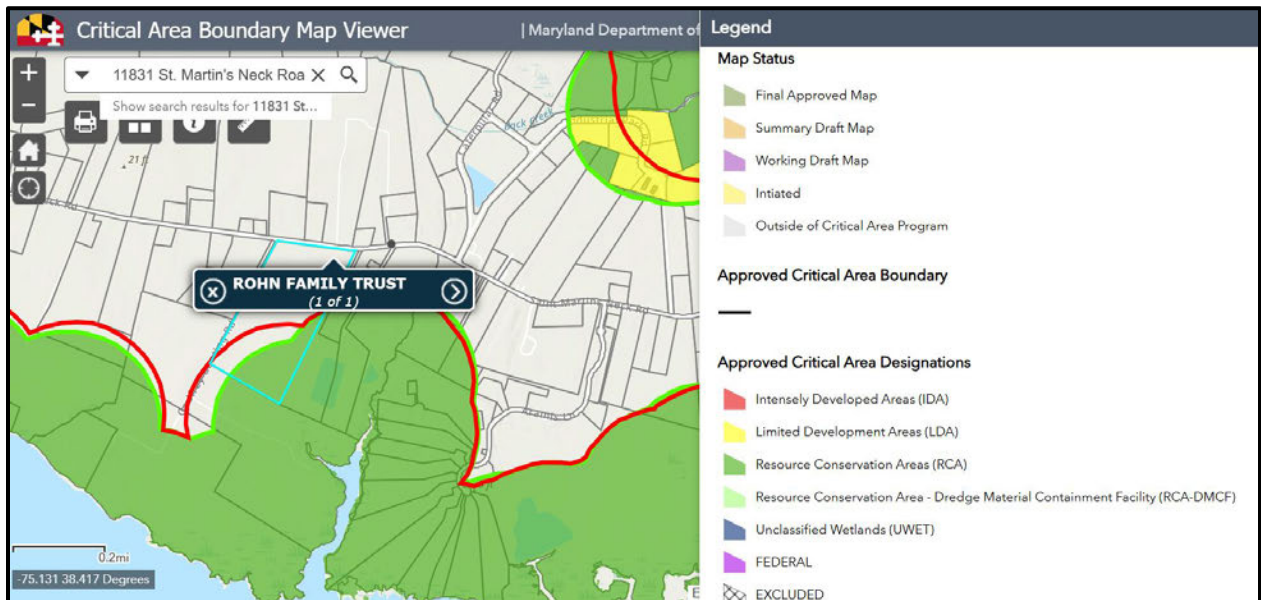
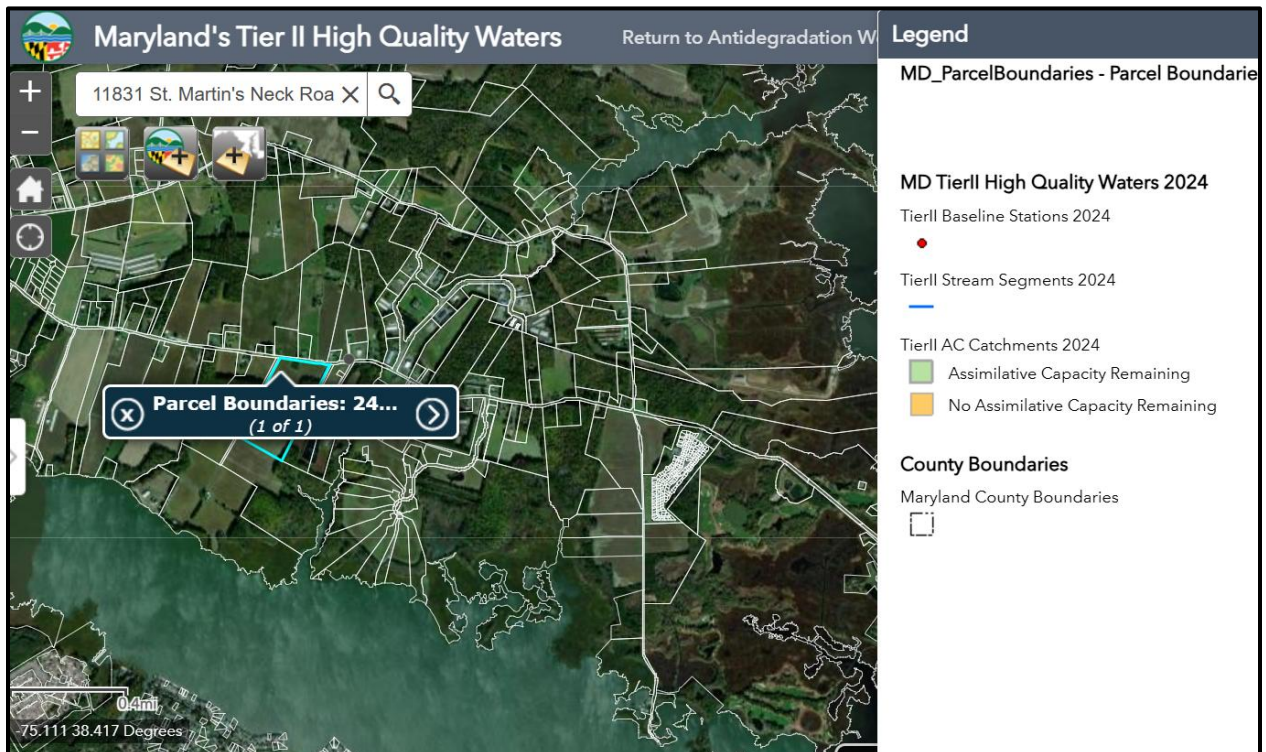


Figure 9 – MDE Tier II High Quality Waters Map



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B. DESIGN FEATURES

The nameplate capacity of the facility will be six and one half (6.5) MW_{DC} and five (5.0) MW_{AC} and will consist of approximately five thousand seven hundred forty-six (5,746) Longi LR5-72 HBD 540W solar modules (or similar) as shown in the Solar Array Layout (see **Figure 3** and **Appendix 1**). The array will be installed using a pile-driven post-supported racking system, utilizing galvanized steel posts with galvanized steel or aluminum structures for mounting the modules. As currently configured, there will be approximately twelve (12) string inverters where the direct current from the arrays will be converted to alternating current as transmitted by the electric grid.

A typical Solar Panel Racking Detail is depicted in **Figure 4**. The panels are not considered impervious if the disconnection length is the same as or greater than the perpendicular width of rows. The solar arrays will continuously rotate around a horizontal axis, oriented North-South, to orient the solar modules at an optimal angle to the incoming solar insolation during the day. In this configuration, the minimum leading-edge height (bottom edge of the modules) will be approximately three feet (3.0') from grade, and the maximum (top-edge height of the modules) will be approximately eleven feet eight inches (11' 8"); final spacing will be determined during final design. Although other feasible configurations are possible, top-edge heights will not exceed a height of fifteen feet (15'). The solar arrays will be designed to withstand snow load of twenty (20) psf and a minimum wind speed of one hundred twenty-five (125) mph (per IBC 2021 for Worcester County).

The Project will have limited water needs and no sewer requirements. The Project will be unmanned and monitored remotely. The only water use associated with the operation of this solar energy system will be for relatively infrequent cleaning of the solar modules. Typically, this cleaning utilizes only water sprayed at relatively high speeds to remove dirt and dust from the solar modules. Rainfall greater than one half (0.5) inch per month (which is far less than the average rainfall in Worcester County) is generally accepted as adequate to remove dust from the array and to prevent significant losses due to soiling. If needed, additional water to accommodate panel cleansing needs will be provided using tanker trucks, which will obtain water from a County and/or municipal water supply.

1. Environmental Site Design ("ESD")

a. ESD Components

i. Soils and Steep Slopes

The parcel contains various sandy loam soils that are all very deep and range from well drained to moderately well drained. According to the NRCS, the majority of the site consists of Sassafrass sandy loams, Nassawango fine sandy loam, and Woodstown sandy loam. These soils include grades ranging from zero percent (0%) to ten percent (5%) which will only require the use of non-rooftop disconnection credits.

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The NRCS soils report and prime farmland classifications can be found in **Appendix 3**. These soils are suitable to support solar modules, electrical equipment, grass covered aisle ways, access roads, and associated drainage and stormwater management.

The majority of site disturbance for the Project will be associated with site preparation. Earthwork/grading associated with approximately two and eight tenths (2.88) acres of tree clearing will be required along with the installation of electrical equipment. It is anticipated that the piles can be installed using a vibratory hammer, directly into the earth. Other property improvements that will have only moderate impact/disturbance to existing conditions involve grading improvements and roadbed stabilization to support ingress and egress of construction vehicles and delivery trucks during the construction phase of the Project. The perimeter road and internal aisles will be unpaved grass roads except for Project entrance to support construction equipment and long-term maintenance using gravel or rock.

The Project access will be via one (1) new entrance along St. Martins Neck Road. The entrance will be constructed with impervious material to stabilize this area for construction traffic to the site and will be included in the impervious calculation for the stormwater management report.

The area within the LOD will be planted and maintained in low cover grass vegetation in accordance with site plans approved by Worcester County and included as part of the CPCN submittal process. The landscape buffer plan will be prepared by a licensed landscape architect and submitted to the County for review and approval. In addition to the mixture of grass seeds, the Applicant is also proposing to incorporate pollinators such as white clover with the selected grasses.

There will be approximately eight tenth percent (0.861%) of impervious surface added (approximately 6,108 SF). See **Table 2** – Impervious Area Tabulation below.

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Table 2 – Impervious Area Tabulation

Impervious Area Description	Length (FT)	Width (FT)	Area (SF)	Quantity	Total Area (SF)	Comments
Inverter/Equipment Pads (Concrete)	22	18	396	1	396	Includes 6" clear concrete all sides
Rack Mounted Inverters	5	3	15	12	180	Includes 6" clear concrete all sides
Racking Posts	-	-	0.031	1,030	32	Array Piers
Array Field Access Ways – Grass Aisles	-	-	-	-	-	Grass Only, No Improvements
Proposed Entrance and Parking Improvements (stone)	-	-	-	1	5,500	Conceptual / Approximate
Temporary Laydown Area	-	-	-	-	65,340	Not included in total impervious area
Total Impervious Area					6,108	SF
					0.14	Acres

b. Impacts to Stormwater During Construction

COMAR 26.17.02.01-1B (1) requires that stormwater quality and quantity controls be implemented for the Project. Guidelines for Water Quality and Quantity through ESD techniques and Best Management Practices BMPs are included in the 2000 Maryland Stormwater Design Manual, Volumes I and II (2000) with Supplement No. 1 and Technical Memo #8 dated March 30, 2018.

The specific ESD practice to be employed, as referenced above, will include non-rooftop disconnection credits for slopes below five percent (5%). Level spreaders or structural BMPs are not anticipated.

c. Impacts to Stormwater During Operations

COMAR 26.17.02.01-1B(1) requires that stormwater quality and quantity controls be implemented for the Project. Guidelines for Water Quality and Quantity through ESD techniques and BMPs are included in the 2000 Maryland Stormwater Design Manual, Volumes I and II with Supplement No. 1 (2007) and Technical Memo #8 dated March 30, 2018.

The specific ESD techniques to be employed for the Project as referenced above will consist of non-rooftop disconnection credits.

For the ESD Storm Event, the site will mimic a forested site in good condition for the one (1) year storm by meeting the target volume under the post-development scenario. This will improve the water quality leaving the site versus the current agricultural fields. The installation of the solar array will incorporate the use of piles with racking systems erected above the ground surface, thereby minimizing any need to treat or capture stormwater that is resulting from the Project operation.

As a result of the proposed design and elevated panel system, vegetation will grow under the solar modules so most of the Project site will continue to be pervious vegetative cover. The sediment and erosion control plan for the Project will include grasses that grow to a minimum height and can be easily maintained.

2. Noise and Vibration

a. Impacts of Noise During Construction

Maryland noise pollution standards as referenced in COMAR 26.02.03 provide certain exceptions for noise sources and noise generating activities. During construction of this facility, all noise shall be maintained below the average noise level of ninety decibel (90 dBA) rating during daytime hours at the receiving properties, per Maryland standards (see COMAR 26.02.03.02).

b. Impacts of Noise During Operation

Table 3 below lists the maximum allowable noise levels (in dBA) for receiving land use categories, during project operation (i.e., post development) as specified in the State regulations.

***Table 3: Maximum Allowable Noise Levels (in dBA) for
Receiving Land Use Categories***

Zoning Designation			
	<i>Industrial</i>	<i>Commercial</i>	<i>Residential</i>
<i>Day</i>	75	67	65
<i>Night</i>	75	62	55

Source: COMAR 26.02.03

Note: Day refers to the hours between 7 AM and 10 PM.

Night refers to the hours between 10 PM and 7 AM.

The Project, once constructed, will have no exposed moving parts, except for the slowly rotating tracker mechanisms. The only noise generated from the facility will be associated with the electrical equipment. As solar generating power facilities become more common, more studies have been conducted, which have found a low impact of noise during operation. Typical transformers used in such a solar facility have much less than 50 dBA noise level (when loaded) at one hundred feet (100').

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Noise reduction occurs by about six (6) dBA with every doubling of measurement/receiving distance relative to the manufacturer's standard/reference measurement distance. The Project anticipates a low-level noise at the perimeter fence. The closest distance between any residential dwelling and the Project electrical equipment is approximately three hundred eighty feet (380') and approximately two hundred fifty-seven feet (257') to the nearest solar panel.

3. Lighting

Although there are no lighting requirements for the Project, the Applicant may consider minimal lighting for security considerations, or as required through the CPCN review process. The lighting will be fitted with a down shield light fixture.

4. Glare Analysis

Consistent with CPCN conditions, a glare analysis study will be performed including outreach to Maryland Aviation Administration ("MAA") and Federal Aviation Administration ("FAA"). The findings from the Solar Glare Hazard Analysis Tool ("SGHAT") will be included in the Final ERD as submitted to the PSC.

5. Fencing and Buffering

The solar modules will be enclosed and protected using a seven-foot (7') agricultural fence with an access gate at the proposed entrance. A buffer/landscape plan will be provided as appropriate and depicted on the site plan submitted as part of the local site plan approval process. As referenced above, the buffer/landscape plan will be included along with other site stabilization and landscaping required for the Project. This plan will be reviewed/approved by Worcester County.

6. Vegetative Stabilization

The Project will employ low-growing turf-style grasses that are conducive to growing in partial shade, so that vegetation can be maintained beneath and around the arrays and will be those typically recommended for use by the Worcester SCD Office.

As noted above, the Project's proposed LOD will be seeded with a combination of pollinator friendly and solar farm appropriate seed mixes. Appropriate planting plans and plant maintenance plans will be submitted to local jurisdictions for review and approval.

7. Transportation

a. Transportation During Construction

Major material and equipment will be delivered by tractor-trailers and offloaded by construction vehicles (tulls, tracked vehicles, and front-loading equipment).

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Appropriately sized laydown areas, as depicted on the site plan, will be utilized for unloading equipment and materials. Daily construction traffic will include cars, pickup trucks, and other personnel vehicles. Excavation and other equipment will be utilized during construction of the Project, which may include dump trucks, trenching equipment, concrete trucks, front loaders, backhoes, post installation equipment, excavators, and other equipment.

b. Transportation During Operation

There will be limited traffic to and from the solar array during operation. Traffic will mostly be associated with maintenance crews for mowing, vegetation control, and facility maintenance. Maintenance of the solar array components will be necessary, along with site visits for any operational issues that may arise during normal operation. The Applicant will monitor any damage to public roadways resulting from the construction or operation of the Project. If any damage occurs, it will be repaired by the Applicant based on State or local specifications.

8. Public Safety

During the local site plan review process, the Applicant will consult with the State Fire Marshal to ensure that health and safety requirements are met. The Project will have one (1) new entrance along St Martins Neck Road and will include a perimeter grass road for emergency vehicle access and/or other internal access lanes. While the Project will be secured with an agricultural fence, Knox-box entry will be provided at the gates for emergency vehicle access. The Project construction documents will include appropriate electrical designs to meet applicable County codes.

As a solar energy system, the Project's operation is not expected to produce, emit, or discharge any significant noise, air pollutants, or water pollutants, which would negatively affect public health or welfare. Additionally, the Project is not expected to generate, transport, store, treat, and/or dispose of hazardous waste as a result of the Project's operation, nor will it have any significant adverse environmental or socioeconomic impacts.

During construction the Applicant will ensure any contractor adopts appropriate safety standards, schedules deliveries during appropriate times considering school bus pick-up/drop-off times and identifies an appropriate route for construction traffic and deliveries.

C. OPERATIONAL FEATURES

The operational features will be controlled through a Project Operations & Maintenance Agreement to track performance and monitor the health and safety of the Project. Typical duties and features of this plan are:

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- Local and remote control over key features of the electrical system to assure compliance with the Interconnect Agreement and safety of the plant.
- Scheduling, control, and reporting of all onsite maintenance activities.
- Operations center with remote monitoring of performance data and physical systems 365 days a year.
- Prompt dispatch of fire, police, or contractors in the event of emergency.

D. SCHEDULE FOR ENGINEERING, CONSTRUCTION, AND OPERATION

Site plan documents are being prepared for submittal as part of the CPCN review process with Worcester County representatives. The engineering and construction documents will include pertinent information regarding the solar modules, inverter pads, construction methods, electrical requirements, ingress and egress, stormwater management, sediment and erosion control, electrical connections, fencing, landscaping and screening, and grading.

Following CPCN and local site plan approval, construction is anticipated to be initiated in May 2027 with completion and operational startup prior to the end of first quarter of (Q1) 2028.

E. SITE SELECTION AND DESIGN

1. Project Design

See description in Section 5.B. above.

2. Solar Resource Data

PV systems ("PVSYST") modeling detail summaries will be included in the Final ERD as submitted to the PSC.

3. Modeling

PVSYST modeling summaries will be included in the Final ERD as submitted to the PSC.

a. Soiling and Albedo Losses

To be included in the Final ERD as submitted to the PSC.

b. Shading

To be included in the Final ERD as submitted to the PSC.

4. Production Estimate Results

Production estimate results will be included in the Final ERD as submitted to the PSC. The Project has a capacity factor of twenty-eight and three tenths' percent (28.3%).

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F. IMPACTS ON THE ECONOMICS OF THE STATE

There will be significant economic benefits resulting from the Project to include a capital cost of approximately five and one quarter million (\$5.25M) and approximately forty to fifty (40-50) design, management, and construction personnel working remotely or on the site at the height of construction during the period from July 2027 to December 2027.

The construction schedule is estimated to be six (6) to nine (9) months and is expected to be completed during the first quarter (Q1) 2028. The Applicant is maximizing opportunities to use local resources as part of the design, entitlement, construction, and startup process. The tax revenue yield for a project of this size and type will also be beneficial. This Project will contribute to the local economy as well as the State's commitment to more instate renewable energy generation. As noted above, PPRP reports that Maryland imports approximately forty-one percent (41%) of its required energy generation. This Project will help to reduce this reliance on power generated out of state. Given the nature of solar power generation, it will also lead to reduced and more certain costs of electricity produced.

By connecting with the electric distribution system serving Maryland, the Project will contribute towards compliance with the RPS, which mandates that all suppliers that sell electricity at retail in Maryland accumulate solar renewable energy credits in an incrementally increasing percentage.

The Project will feature vegetative screening as required by Worcester County and consistent with Public Utilities Article § 7-218 and it will produce no noise or vibration perceptible on neighboring properties. As a result, the Project will not have a material negative impact on neighboring property values.

G. IMPACT ON THE STABILITY AND RELIABILITY OF THE ELECTRIC SYSTEM

As noted above, the Applicant submitted a pre-application to DPL and is awaiting Conditional Approval (see *Appendix 4*). The Final ERD will include complete copies of any additional documents received.

H. LOCATION AND MAJOR DESIGN FEATURES OF ELECTRIC SYSTEM UPGRADE

As noted above, the Applicant submitted a pre-application to DPL and is awaiting Conditional Approval (see *Appendix 4*). The Final ERD will include complete copies of any additional documents received.

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I. IMPLEMENTATION SCHEDULE FOR THE PROJECT

The Project schedule includes the following approximate milestones:

- Engineering and Permitting: January 2025 through February 2027
- Start of Construction: Approximately May 2027
- Start of Commercial Operation: Q1 2028

SECTION 6 – COMAR 20.79.03.02 ENVIRONMENTAL INFORMATION

A. GENERAL INFORMATION

1. General Description of the Site and Adjacent Areas

As currently proposed by the Applicant, the Project will produce approximately two (2.064) MW_{AC}. Based on site limitations and environmental constraints, the Project LOD includes sixteen (16.08) acres with a LOC of approximately twelve and six tenths (12.67) acres (see **Figure 3** and **Appendix I**).

The Applicant has contracted to lease the underlying portion associated with the Project, via an Option to Lease Agreement (see **Figure 3** and **Appendix I**). The parcel consists of agricultural fields and wooded areas, located in a rural district of the County, within the Estate District (E-1) District, where the Project (considered a large solar energy system with a rated capacity of two hundred kilowatts up to and including two and one-half megawatts) are a permitted by Special Exception. However, the Project will obtain a CPCN from the PSC which conforms with House Bill 1036/Senate Bill 931.

As discussed elsewhere in this Draft ERD, the Project is not located within a Tier II watershed. While a portion of the parcel is located within the Critical Area RCA, the Project as designed will not be located in the RCA. Where possible, wetlands have been avoided and a thirty-five-foot (35') buffer has been established around the perimeter of these features as well as from the dripline of the trees. In order to stay out of the Critical Area, the Applicant will need to clear approximately two and eight tenth (2.88) acres trees as well as fill approximately two thousand one hundred ninety-eight square feet (2,198 SF) of farmed wetlands. The Project will also maintain a minimum one-hundred-foot (100') setback from Harry Creek.

Site information contained in this report have been submitted to various regulatory agencies including the Department of Natural Resources (“DNR”) and MHT. These agency reviews are used to confirm the information found online and reflected on various resource maps relative to the Applicant’s identification of rare, threatened, and endangered species, and the cultural and architectural characteristics of the Project area. DNR’s review concluded there are “*no official records for State or Federal listed, candidate, proposed, or rare plant or animal species within the project area shown on the map provided.*” (See **Appendix 11**.) MHT’s response is still pending.

a. Geology/Soils

According to the NRCS soils maps, most of the soils onsite are all very deep and range from well drained to moderately well drained. These include Sassafrass sandy loams, Nassawango fine sandy loam, and Woodstown sandy loam. They are presented as a gently rolling topography and create no special challenges associated with the proposed drainage system and designs for the racking and panels.

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The full soils report and prime farmland classifications can be found in *Appendix 3*. Based on the desktop analysis these soils are suitable to support solar modules, electrical equipment, grass covered aisle ways, access roads, and associated drainage features.

In summary, since slopes range between zero percent (0%) to five percent (5%) the use of non-rooftop disconnection credits will satisfy stormwater management requirements.

b. Land Use and Cover

As noted above, the parcel consists of agricultural fields and wooded areas, located in a rural district of the County. The Project LOD is clear of any building improvements. There are no internal environmental constraints which will either be avoided through setbacks or buffers or addressed through MDE permitting, which would create a conflict or impairment for the proposed Project.

c. Stream Buffers and Floodplains

The Project is located within FEMA FIRM Number 24047C0045H, Panel 45 of 450, Effective July 16, 2025. According to FEMA FIRM Map part of the property is located in Flood Zone X which is classified as “*Areas determined to be outside the 0.2% annual chance floodplain*”. Per FEMA Flood Zone definitions, this zone is a minimal risk area. However, the rear portion of the parcel, which will not be included in the Project LOD, is located in Flood Zone AE. Per FEMA Flood Zone definitions, this area is classified as a Special Flood Hazard Area, subject to inundation by the one percent (1%) annual chance flood. Per FEMA Flood Zone definitions, this zone is a high-risk area. The FEMA FIRM’s are included in *Appendix 7*.

As noted above, the Project drains to Harry Creek, which flows into the St. Martin’s River watershed, and ultimately Isle of White Bay; all of which are tidal waters. The St. Martin’s River has two main tributaries, the Bishopville Prong and the Shingle Landing Prong, which merge before emptying into the Isle of Wight Bay. It is primarily a tidal estuary and is a popular destination for various recreational activities, including fishing, kayaking, and crabbing. Isle of Wight Bay is a lagoon in Worcester County. It separates part of mainland from the midtown part of Ocean City. The St. Martin’s River is a major tributary of Isle of Wight Bay. Other smaller tributaries include Turville Creek, Manklin Creek, and Herring Creek.

All Maryland stream segments are categorized by sub-basin and are given a “designated use” in COMAR 26.08.02.08. Harry Creek at the confluence of St. Martin’s River (MDE Watershed No. 02130103) is protected as a Class I Use (Use I: Water Contact Recreation, and Protection of Nontidal Warmwater Aquatic Life). The Isle of White Bay/St. Martin’s River (MDE Watershed No. 02130103) is protected as a Class II Use (Class II: Support of Estuarine and Marine Aquatic Life and Shellfish Harvesting).

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ECS conducted field investigations to locate wetland and waterway features on June 11, 2025. The result of this field work and resource mapping are included in *Appendix 8*. ECS identified approximately two tenths (0.24) acres of potentially jurisdictional wetlands onsite.

MDE's Nontidal Wetlands Division and Waterway Construction Division, along with representatives from ECS and H&B Solutions conducted a joint site visit on September 16, 2025 to confirm the details of ECS's Wetland Field Assessment Report. MDE's confirmation of ECS's findings and the Project's ability to impact approximately two thousand one hundred ninety-eight square feet (2,198 SF) of farmed wetlands through obtaining an LOA from MDE is included as *Appendix 9*.

d. Flora Resources

As discussed elsewhere in this Report, the property is used for agricultural purposes and is located in a rural district of the County. Due to the agricultural operations, the number and variety of habitats onsite are limited. Most common to the area would be submerged aquatic vegetation, wetlands, and general native flora including milkweed, persimmon, fern, algae, river birch, and foam flower. The Project is not anticipated to impact critical habitats.

e. Fauna Resources

As stated in the preceding section, the property is used for agricultural purposes; therefore, the number and variety of habitats onsite are limited.

The Saint Martin's Neck River watershed area includes a mix of both fresh and saltwater species. Most notable would be geese, American black ducks, eastern box turtles, frogs, eagles, egrets, and osprey. Deer, muskrat, rabbits, fox, opossum, groundhog, and numerous small mammals, reptiles, and invertebrates are also common. Striped bass, flounder, spot, croaker, crabs, mussels, clams, etc. are prevalent in the coastal areas of the County.

f. Other Sensitive Areas

The Applicant conducted a preliminary desktop review for threatened and endangered species in Worcester County using the USFWS Environmental Conservation Online System. The results are identified in *Table 4* below.

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Table 4 – Threatened and Endangered Species

Group	Name	Status
Birds	Rufa Red Knot (<i>Calidris Canutus Rufa</i>)	Threatened
Insects	Monarch Butterfly (<i>Danaus Plexippus</i>)	Candidate
Mammals	Tricolored Bat (<i>Perimyotis Subflavus</i>)	Proposed Endangered
Reptiles	Leatherback Sea Turtle (<i>Dermochelys Coriacea</i>)	Proposed Endangered
Mammals	Northern Long-Eared Bat (<i>Myotis Septentrionalis</i>)	Endangered
Birds	Roseate Tern (<i>Sterna Dougallii Dougallii</i>)	Endangered
Birds	Piping Plover (<i>Charadrius Melodus</i>)	Threatened

As noted above, the Applicant contacted DNR for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. DNR’s review concluded there are “no official records for State or Federal listed, candidate, proposed, or rare plant or animal species within the project area shown on the map provided.” (See **Appendix 11**.)

The Applicant attempted to conduct the USFWS IPaC review using their online service for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. However, the site is unavailable for use to review solar projects.

2. Summary of Environmental and Socioeconomic Effects

According to the Maryland Inventory of Historic Properties via the MERLIN GIS Website, there are two (2) properties within a mile of the Site on the MHT Inventory of Historic Properties as shown in **Table 5** below.

Table 5 – MHT Inventory of Historic Properties

Site Name	Site Number	Site Address
School No. 3	WO-240	Back Creek Road
Zion United Methodist (M.E.) Church	WO-209	Back Creek Road

GADWALL COMMUNITY SOLAR PROJECT
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
DRAFT - ENVIRONMENTAL REVIEW DOCUMENT

As noted above, the Applicant contacted MHT for an official site-specific review and consultation for formal determination associated with Maryland Historic Properties or Places prior to Project construction. Their response is still pending.

a. Environmental Resources

While a portion of the parcel is located in the Critical Area, the Project as designed will not be located in the RCA. Further, the Project is not within a Tier II watershed. Where possible, wetlands have been avoided and a thirty-five-foot (35') buffer has been established around the perimeter of these features as well as from the dripline of the trees.

The Project has been reviewed by the MDE and a determination that, in order to avoid development in the Critical Area RCA, approximately two thousand one hundred ninety-eight (2,198 SF) of farmed wetlands can be impacted through obtaining an LOA.

b. Cultural Resources

As noted above, the Applicant contacted MHT for an official site-specific review and consultation for formal determination associated with Maryland Historic Properties or Places prior to Project construction. Their response is still pending.

c. Historic Building Environment

As noted above, the Applicant contacted MHT for an official site-specific review and consultation for formal determination associated with Maryland Historic Properties or Places prior to Project construction. Their response is still pending.

d. Archeological

As noted above, the Applicant contacted MHT for an official site-specific review and consultation for formal determination associated with Maryland Historic Properties or Places prior to Project construction. Their response is still pending.

e. Consultation with Consulting and Interested Parties

The Applicant has initiated consultation with MHT, DNR, and MDE. As the Project proceeds, additional consultations will be pursued with various State Agencies, including PPRP, MDE, Worcester County, and others.

3. Environmental Studies

a. Routine Wetlands Determination Study

As noted above, ECS conducted field investigations to locate wetland and waterway features on June 11, 2025. The result of this field work and resource mapping are included in *Appendix 8*. ECS identified approximately two tenths (0.24) acres of potentially jurisdictional wetlands within the wooded areas onsite. Where possible, a thirty-five-foot (35') buffer has been established around the perimeter of these features as well as from the dripline of the trees. In order to avoid development in the Critical

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Area, the Applicant will need to clear approximately two and eight tenths (2.88) acres trees as well as fill approximately two thousand one hundred ninety-eight (2,198 SF) of farmed wetlands

MDE's Nontidal Wetlands Division, along with representatives from ECS and H&B Solutions conducted a joint site visit on September 16, 2025, to confirm the details of ECS's Wetland Field Assessment Report. MDE's confirmation of ECS's findings and the Project's ability to impact approximately two thousand one hundred ninety-eight (2,198 SF) of farmed wetlands through obtaining an LOA from MDE is included as *Appendix 9*.

b. Natural Resources Inventory Plan

A summary of the preliminary environmental findings follows:

- The Project LOD is not within the Critical Area RCA.
- The Project is not within a Tier II watershed.
- The Project is located within FEMA FIRM Number 24047C0045H, Panel 45 of 450, Effective July 16, 2025. According to FEMA FIRM Map part of the property is located in Flood Zone X which is classified as "*Areas determined to be outside the 0.2% annual chance floodplain*". However, the rear portion of the parcel, which will not be included in the Project LOD, is located in Flood Zone AE. Per FEMA Flood Zone definitions, this area is classified as a Special Flood Hazard Area, subject to inundation by the one percent (1%) annual chance flood.
- According to the NRCS soils maps, the soils onsite are all very deep and range from well drained to moderately well drained.
- Impacts to wetland features identified onsite have been minimized.

All of the other environmental/regulatory considerations including habitat, flora/fauna, site plan, stormwater management, sediment and erosion control, etc. can be successfully addressed with careful consideration for the constraints identified in this report.

In addition to the CPCN, the Project will require NPDES Permit coverage and other State Regulatory Approvals including conformance with stormwater management and sediment and erosion control requirements. These permits/approvals will be obtained as the Project progresses through the local site plan review process.

c. Environmental Review Request

As noted above, the Applicant contacted DNR for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. DNR's review concluded there are "*no official records for State or Federal listed, candidate, proposed, or rare plant or animal species within the project area shown on the map provided.*" (See *Appendix 11*.)

GADWALL COMMUNITY SOLAR PROJECT
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The Applicant attempted to conduct the USFWS IPaC review using their online service for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. However, the site is unavailable for use to review solar projects.

d. Geotechnical Investigations

As noted above, ECS performed a preliminary geotechnical analysis to demonstrate the Site is suitable to support the proposed solar generation facility. The Preliminary Geotechnical Assessment is included in **Appendix 10**. Per the geotechnical report, “*The natural soils generally consisted of granular soils consisting of loose to medium dense SILTY SAND (SM), CLAYEY SAND (SC), and SAND with SILT (SP-SM) soil types.*” Groundwater was found in all three (3) of the test borings at depths ranging from three feet (3.0’) to four and six tenths’ feet (4.6’) below existing grade. Borehole cave-in depths of eleven feet (11.0’) to twelve feet (12.0’) were also observed.

Based on this information it is expected that groundwater may be encountered during construction. Dewatering rates are anticipated to be five hundred twenty-six (526) gpd as an annual average; much less than ten thousand (10,000) gpd as an annual daily average. Also, groundwater removal is expected to fall within thirty (30) consecutive days. Therefore, Applicant submitted a Groundwater Appropriation Permit Exemption to MDE/WMA.

In general, the findings indicate that the soils onsite can support the proposed solar generation facility including the vibratory pile driven posts, pads to support electrical equipment, internal grass covered drive aisles, select all-weather roads, and related sediment and erosion controls.

4. Ability to Conform to Applicable Environmental Standards

The Project’s design and construction will require review by State and local authorities through the CPCN process. The Project will also comply with various Federal and State environmental regulatory requirements as applicable. Based on preliminary analysis the Project has avoided and/or addressed identified environmental constraints. It is expected that the final design will meet applicable federal, state, and local regulations.

B. AIR QUALITY

1. Compliance with Federal or State Air Quality Standards

As a solar energy system, the Project will emit no pollutants during its operation, and the below listed standards, provisions, and requirements will not be applicable.

GADWALL COMMUNITY SOLAR PROJECT
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- State or Federal ambient air quality standards.
- State or Federal emission standards.
- Federal new source performance standards.
- Federal emission standards for hazardous air pollutants.
- Prevention of significant deterioration and new source review provisions.
- Any requirements to obtain emission offsets, allowances, and reduction credits.

a. Air Quality During Construction

The primary air-quality consideration during construction will be dust from non-point sources such as earthwork and construction traffic on unpaved roads. This type of dust is described as fugitive dust. Fugitive dust is expected to be less than a normal construction project since this Project will not require excessive earthwork activities and any necessary controls will be included in the sediment and erosion control plans. Other potential sources of pollutants during construction are mobile internal combustion engines from earthwork equipment and an increase in vehicle traffic by workers. Emissions from these sources will be minimized.

b. Air Quality During Operation

The Project, like all solar generation facilities, will not generate air pollution.

2. Impact on Deterioration Areas and Nonattainment Areas

The Project will have no impact on any attainment or nonattainment areas of the State.

3. Requirements Under COMAR 26.11

The provisions of COMAR 26.11 will not be applicable to the Project as the facility will not emit air pollutants.

C. WATER QUALITY AND APPROPRIATION

1. Availability of Surface Water and Groundwater

The Project will have limited water needs and no sewer requirements. The Project will not require the use of groundwater that is protected for drinking water purposes within confined aquifers. Only surficial aquifer dewatering may be required during Project construction. Normal rain events will keep manual cleanings of the solar modules to a minimum, but occasional water for cleanings may be required. Water tank trucks may be used to manage dust during construction, if necessary, per the sediment and erosion control plans.

2. Affected Streams and Aquifers

As mentioned above, the Project has been reviewed by MDE, and a determination has been made that the Project can impact approximately two thousand one hundred ninety-eight (2,198 SF) of farmed wetlands through obtaining an LOA. Except for temporary dewatering, no impacts to streams or aquifers are anticipated as a result of the Project design.

3. Impact on Other Water Users

No impact to other water users is anticipated as a result of the Project.

a. Impacts to Other Water Users During Construction

If water is needed during construction to control dust, a tanker truck will be provided.

b. Impacts to Other Water Users During Operation

Stormwater facility approvals, sediment and erosion control permits, and grading permits will all be obtained as controls on the water quality leaving the site. As an unmanned facility, there will be no sustained water consumption. Water consumption required during operations will be intermittent as identified above.

4. Mitigation and Minimization Techniques Evaluated

No impacts to water quality or appropriation are anticipated. During field assessments and constraints mapping environmental impacts were limited. Appropriate buffers and setbacks have been established within the design. Project phasing and sequencing to minimize disturbances within the LOD at any one time will be established as part of the sediment and erosion control plans.

5. Requirements Under COMAR 26.17.06.07 and 26.17.07

It is assumed that there is no reason for permits to be issued under COMAR 26.17.06.07 and 26.17.07 since no water use will be needed for the Project. As noted above, the Project will not exceed 10,000 gpd as an annual average; however, groundwater removal will take longer than thirty (30) consecutive days. Therefore, the Applicant submitted a Groundwater Appropriation Permit Exemption to MDE/WMA. *Appendix 5* includes the approved exemption.

**GADWALL COMMUNITY SOLAR PROJECT
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D. DESCRIPTION OF EFFECT ON STATE OR PRIVATE WETLANDS

1. Public Health and Welfare

The Project's operation will not produce, emit, or discharge any significant noise, air pollutants, or water pollutants, which would negatively impact public health or welfare. Additionally, the Project will not generate, transport, store, treat, and/or dispose of hazardous waste.

2. Marine Fisheries

As noted above, the Applicant attempted to conduct the USFWS IPaC review using their online service for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. However, the site is unavailable for use to review solar projects. DNR's review concluded there are *"no official records for State or Federal listed, candidate, proposed, or rare plant or animal species within the project area shown on the map provided."* (See *Appendix 11.*)

3. Shell Fisheries

As noted above, the Applicant attempted to conduct the USFWS IPaC review using their online service for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. However, the site is unavailable for use to review solar projects. DNR's review concluded there are *"no official records for State or Federal listed, candidate, proposed, or rare plant or animal species within the project area shown on the map provided."* (See *Appendix 11.*)

4. Wildlife

As noted above, the Applicant contacted DNR for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. DNR's review concluded there are *"no official records for State or Federal listed, candidate, proposed, or rare plant or animal species within the project area shown on the map provided."* (See *Appendix 11.*)

The Applicant attempted to conduct the USFWS IPaC review using their online service for an official site-specific review and consultation for formal determination of no impact to threatened and endangered species prior to Project construction. However, the site is unavailable for use to review solar projects.

5. Protection of Life and Property from Flood, Hurricane, or other Natural Disaster

Solar projects are unique in that, during a natural disaster, only destruction to the panel array itself would occur. Total destruction of the panel array and the transformers would

**GADWALL COMMUNITY SOLAR PROJECT
 CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY
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not release harmful gases or significant liquids and would have no adverse effects on surrounding property or life. All components of the Project will be designed per the local and state building codes.

6. Mitigation and Minimization or Replacement Land Acquisition

Mitigation and minimization or replacement land acquisition is not applicable to the Project.

7. License/Permit for Use of State Tidal or Nontidal Wetlands

The information and forms required by the MDE regulations relating to a license for use of State tidal wetlands under COMAR 26.24 are not required for this Project for the reasons stated above. The information and forms required by the MDE regulations relating to a permit for use of State nontidal wetlands under COMAR 26.23 are required for this Project for the reasons stated above. The Applicant will obtain an LOA in order to fill approximately two thousand one hundred ninety-eight (2,198 SF) of farmed wetlands.

E. WASTE HANDLING

1. Waste Handling During Construction

During construction, the contractor will collect any waste material and remove it to an approved waste handling facility. Large amounts of waste during construction are not anticipated. Waste material will mainly consist of packaging materials from the framing and electrical equipment that will be delivered to the Project.

2. Waste Handling During Operation

During operation, there will be little, or no waste material generated at the Project. Any waste that is generated from maintenance and/or repair operations will be removed and disposed of at an approved waste handling facility. There will be no sanitary sewer waste generated at the site.

3. Waste Handling During Decommissioning

Waste associated with decommissioning and deconstruction of the Project will be handled appropriately pursuant to a Decommissioning Plan approved by the Commission pursuant to PPRP's standard decommissioning licensing condition. Once the life of the Project is complete, the land will be restored to a condition substantially similar to the condition prior to construction.

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: November 20, 2025
SUBJECT: Request to Bid – Sale of Bishopville Property

The County has received a request to consider the sale of a property owned by Worcester County, located at 10641 Bishopville Road, Bishopville, MD. At present, the property does not serve any active use for the County. Therefore, Administration is requesting that the County Commissioners consider declaring the property as surplus.

Once declared surplus, we further request authorization to solicit proposals for the sale of this property. The proposal documents will contain evaluation criteria that will allow the County to determine who will be selected to purchase the property.

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

Danniel Walburn
C/O Ponderlust, LLC

768 94th Street

Ocean City, Md. 21842

Phone: 240-888-3043

Email: dannywalburn@verizon.net

June 26, 2025

County Commissioners Office

1 W. Market St.

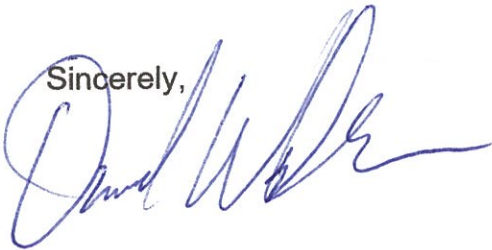
Room # 1103

Snow Hill, Md. 21863

To Whom it may concern,

My name is Danniel Walburn and I recently purchased a property located at 10635 Bishopville, Rd., Bishopville, Maryland 21813. I was told by the previous owner that the adjacent property located at 10641 Bishopville Road is currently owned by Worcester County (see map included). He also mentioned that it had been offered to him to purchase a while back but he wasn't able to afford it and had to decline. I wanted to find out if I might be able to purchase the lot to allow me better use of my lot and safer access to the Maryland highway 367 (Bishopville Road) during the busy season. Please let me know if this would be possible and what the county might be willing to sell it for. You can reach me at 240-888-3043 (you'll need to leave a message since I have a call filter) or you can email me at dannywalburn@verizon.net.

Sincerely,

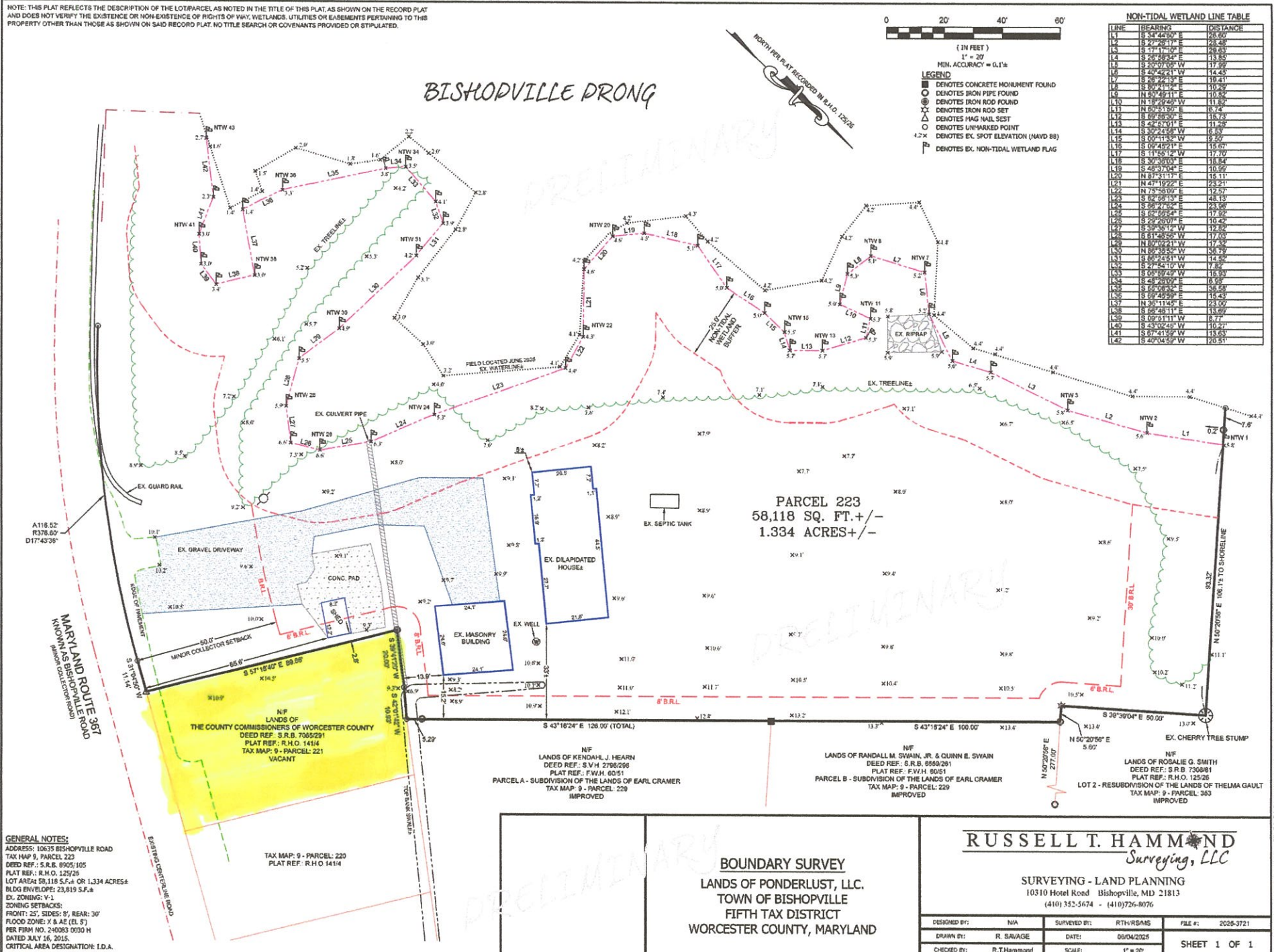
A handwritten signature in blue ink, appearing to read 'Danniel Walburn', written over the word 'Sincerely,'.

PROFESSIONAL CERTIFICATION: I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 21328. EXPIRATION DATE: 1/30/2027.

NOTE: THIS PLAT REFLECTS THE DESCRIPTION OF THE LOT/PARCEL AS NOTED IN THE TITLE OF THIS PLAT, AS SHOWN ON THE RECORD PLAT AND DOES NOT VERIFY THE EXISTENCE OR NON-EXISTENCE OF RIGHTS OF WAY, WETLANDS, UTILITIES OR EASEMENTS PERTAINING TO THIS PROPERTY OTHER THAN THOSE AS SHOWN ON SAID RECORD PLAT. NO TITLE SEARCH OR COVENANTS PROVIDED OR STIPULATED.

GENERAL NOTES:
 ADDRESS: 10635 BISHOPVILLE ROAD
 TAX MAP: 9 - PARCEL 223
 DEED REF.: S.R.B. 8905/105
 PLAT REF.: R.H.O. 125/26
 LOT AREA: 58,118 S.F. ± OR 1.334 ACRES ±
 BLDG ENVELOPE: 23,819 S.F. ±
 EX. ZONING: V-1
 ZONING SETBACKS:
 FRONT: 25'; SIDES: 8'; REAR: 30'
 FLOOD ZONE: X & AE (EL. 5')
 PER FIRM NO. 240083 0030 H
 DATED JULY 16, 2015.
 CRITICAL AREA DESIGNATION: I.D.A.

BISHOPVILLE DRONG

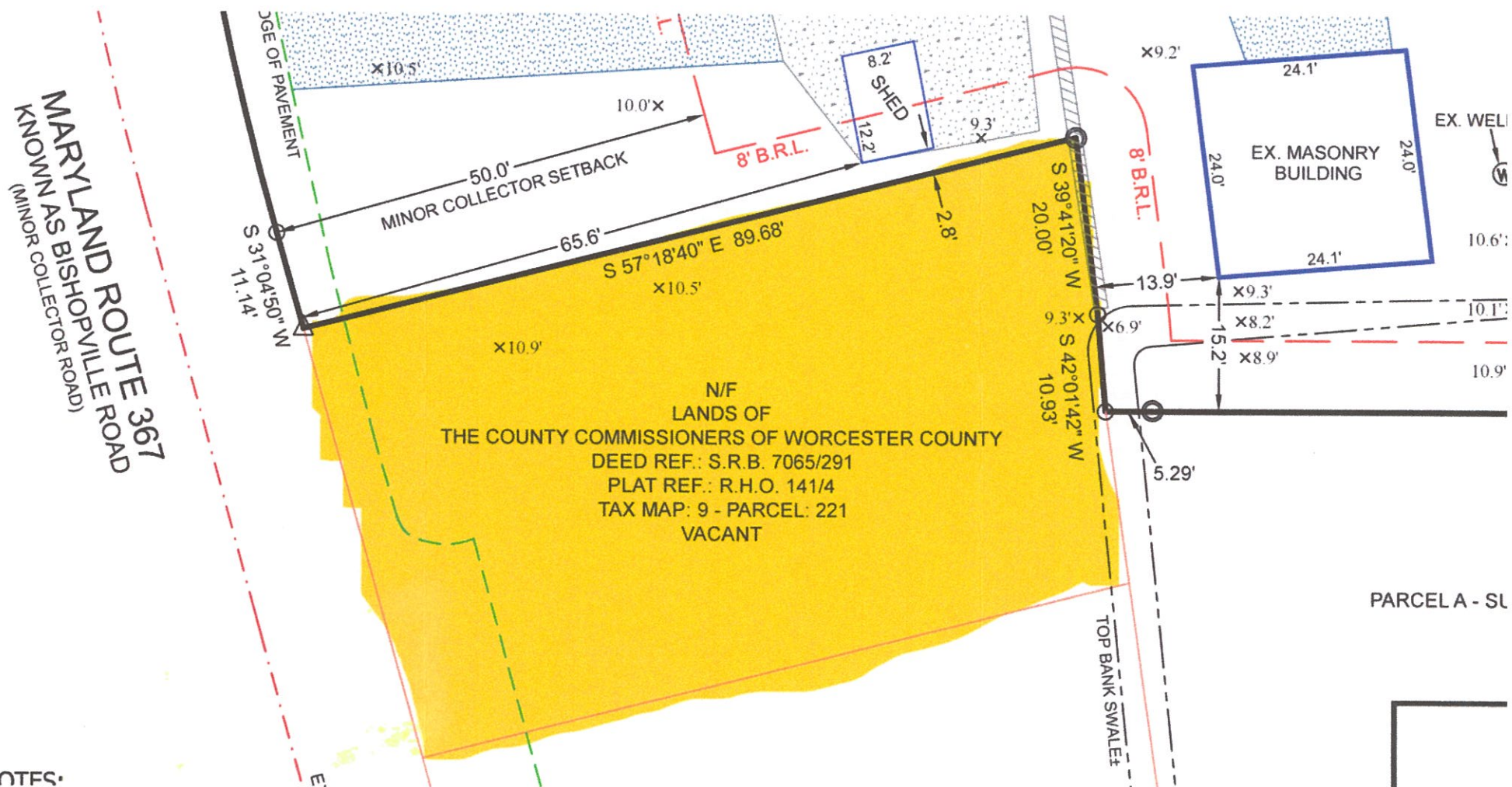


BOUNDARY SURVEY
 LANDS OF PONDERLUST, LLC.
 TOWN OF BISHOPVILLE
 FIFTH TAX DISTRICT
 WORCESTER COUNTY, MARYLAND

RUSSELL T. HAMMOND
 Surveying, LLC

SURVEYING - LAND PLANNING
 10310 Hotel Road Bishopville, MD 21813
 (410) 352-5674 - (410) 726-8076

DESIGNED BY: N/A	SURVEYED BY: RTH/RSMS	FILE #: 2026-3721
DRAWN BY: R. SAUSAGE	DATE: 09/04/2025	
CHECKED BY: R.T.Hammond	SCALE: 1" = 20'	SHEET 1 OF 1



NFRAI NOTES:

Real Property Data Search ()
Search Result for WORCESTER COUNTY

[View Map](#)

No Ground Rent Redemption on File

No Ground Rent Registration on File

Special Tax Recapture: None

Account Number: District - 05 Account Identifier - 003873

Owner Information

Owner Name: COUNTY COMMISSIONERS OF WORCESTER COUNTY THE Use: EXEMPT COMMERCIAL
Principal Residence: NO
Mailing Address: ONE WEST MARKET ST ROOM 1103 Deed Reference: /07065/ 00291
SNOW HILL MD 21863-

Location & Structure Information

Premises Address: MAIN ST Legal Description: 4,272 SQ FT MAIN ST
BISHOPVILLE 21813-0000 PL LANDS OF M B PACE &
T C GAULT

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	Plat Ref:
0009	0005	0221	15081.24	0000				2026	141004	

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			4,272 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
			/				

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2023	07/01/2025	07/01/2026
Land:	19,200	19,200		
Improvements	0	0		
Total:	19,200	19,200	19,200	
Preferential Land:	0			

Transfer Information

Seller:	Date:	Price:
CHMAR SAMUEL J	08/28/2017	\$0
Type: NON-ARMS LENGTH OTHER	Deed1: /07065/ 00291	Deed2:
Seller: CARVEN ENTERPRISES LTD	Date: 04/04/2002	Price: \$47,975
Type: NON-ARMS LENGTH OTHER	Deed1: SVH /03296/ 00163	Deed2:
Seller: PACE MARCIA B	Date: 10/18/1994	Price: \$50,000
Type: ARMS LENGTH IMPROVED	Deed1: RHO /02101/ 00574	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	580	19,200.00	
State:	580	19,200.00	
Municipal:	580	0.00	0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

NO CONSIDERATION
 NO TITLE EXAMINATION REQUESTED OR PERFORMED
 THIS DEED IS EXEMPT FROM TAXATION UNDER MARYLAND CODE § 12-108(a)(iv)

DEED

FILED

AUG 28 AM 11:04

SUSAN R. GRANIECKI
CLK. CT. CT.
WOR. CO.

THIS DEED, made this 26 day of July, 2017, by and between **Samuel J. Chmar**, a Maryland resident, ("Grantor") and **The County Commissioners of Worcester County**, Maryland, a body corporate and politic of the State of Maryland ("Grantee").

WITNESSETH

THAT FOR AND IN CONSIDERATION of the sum of Zero Dollars (\$ -0-) but other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby grants and conveys unto Grantee, its successors and assigns, forever in fee simple:

ALL that lot or parcel of land with improvements thereon on the westerly side of Main Street (State Route 367) in the Village of Bishopville, in the Fifth Election District of Worcester County, Maryland, bounded on the east by said Main Street (State Route 367), on the north by the lands of Thelma C. Gault, on the south by lands of Harry S. Tubbs and wife, and on the west by a ditch, and being the property known as "The Bishopville Store", said property being more particularly described as Parcel #221 in a plat entitled, "Plat showing lands of Marcia B. Pace and of Thelma C. Gault, Village of Bishopville, Fifth Election District, Worcester County, Maryland", dated October 6, 1994, prepared by L.E. Bunting Surveys, Inc., Registered Land Surveyor, and recorded among the Land Records of Worcester County, Maryland in Plat Book RHO No. 141, folio 4.

BEING all and the same property conveyed unto Grantor by Deed dated April 1, 2002 from Carven Enterprises, LTD, a Maryland corporation, and recorded among the Land Records of Worcester County, Maryland in Liber SVH No. 3296, folio 163, et seq.

TOGETHER with the building and improvements thereupon erected, made or being and all and every the rights, alleys, ways, waters, privileges, appurtenances and advantages thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the hereinbefore described property unto the said Grantee, its successors and assigns, forever in fee simple; SUBJECT, HOWEVER, to all easements, restrictions, covenants and agreements of record.



Worcester County Administration

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

ITEM 14

TO: Worcester County Commissioners
FROM: Candace I. Savage, Deputy Chief Administrative Officer
DATE: November 24, 2025
SUBJECT: Commissioners' Meeting Schedule and Budget Schedule for 2026

Attached, please find a proposed schedule of the County Commissioners' meeting dates for calendar year 2026 and a proposed Budget Schedule for fiscal year 2027. For informational purposes, I have also attached a copy of the schedule of holidays for 2026 in accordance with the Personnel Rules and Regulations (Section 6.11.A).

County Commissioners' meetings are generally held on the 1st and 3rd Tuesday of each month, except where such dates fall on a holiday or other conflicting event. The proposed alternative to the November 3rd, 2026 meeting is Wednesday, November 4th, 2026.

Regarding Legislative Sessions, the Code of Public Local Laws of Worcester County, Maryland (Section CG 2-203) provides that the County Commissioners may hold regular Legislative Sessions on the 1st, 2nd or 3rd Tuesday of each month. Since the Commissioners regularly meet on the 1st and 3rd Tuesday of each month, those will be scheduled for a regular Legislative Session.

2026

WORCESTER COUNTY COMMISSIONERS' MEETING DATES

The Worcester County Commissioners have established the following meeting dates for 2026. Regular meetings are generally held on the first and third Tuesday of each month, except where such dates fall on a legal holiday or other scheduling conflict. All meetings will be held in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland with the open session to commence at 10:00 a.m. unless otherwise noted.

January 6, 2026	Regular Meeting
January 20, 2026	Regular Meeting
February 3, 2026	Regular Meeting
February 17, 2026	Regular Meeting
March 3, 2026	Regular Meeting
March 17, 2026	Regular Meeting
April 7, 2026	Regular Meeting
April 14, 2026	Budget Work Session - 9am-4pm Discussion with Board of Education. Commissioner Operating Budget Review with selected Departments and Agencies.
April 21, 2026	Regular Meeting Budget Work Session - 1pm-4pm Commissioner Operating Budget Review with selected Departments and Agencies.
May 5, 2026	Regular Meeting FY2027 General and Enterprise Funds Budget Public Hearing
May 12, 2026	Budget Work Session - 9am-4pm Discussion w/ Departments and Personnel Matters
May 19, 2026	Regular Meeting Budget Work Session - 1pm-4pm Discussion w/ Departments and Agencies.
May 26, 2026	Budget Work Session (if needed) - 9am-4pm Discussion w/ Departments and Personnel Matters
June 2, 2026	Regular Meeting FY2027 General Fund Operating Budget Adopted FY2027 Water & Wastewater Services Budgets Adopted FY2027 Solid Waste Budget Adopted
June 16, 2026	Regular Meeting
July 7, 2026	Regular Meeting
July 21, 2026	Regular Meeting
August 4, 2026	Regular Meeting
August 18, 2026	Regular Meeting
September 1, 2026	Regular Meeting
September 15, 2026	Regular Meeting
October 6, 2026	Regular Meeting
October 20, 2026	Regular Meeting
Wednesday, November 4, 2026*	Regular Meeting
November 17, 2026	Regular Meeting
December 1, 2026	Regular Meeting
December 15, 2026	Regular Meeting

* Meet on Wednesday, November 4, 2026 due to General Election on Tuesday, November 3, 2026



Worcester County Administration

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

WORCESTER COUNTY FY2027 Budget Schedule

Monday, November 10, 2025	Departments receive personnel related budget forms for FY2027
Thursday, December 4, 2025	FY2027 Operating Budget Information Available for Distribution
Monday, January 5, 2026	FY2027 Personnel Budget Requests due to Budget Officer & HR Director
Tuesday, January 20, 2026	Department & Agency Operating Budget finalized in New World Systems and submitted to Budget Officer
Wednesday, February 11, 2026	Operating Budgets Submitted to County Administrator from Municipals and Ocean Pines Association Board of Education submit to County Administrator MOE for FY2027 Board of Education submit to County Administrator Non-Recurring FY2027
February 18, 19, 20, 2026	Departments meet with County Administrator and Budget Officer
Tuesday, March 3, 2026	County Commissioners review requests of Municipalities & Ocean Pines Association
Tuesday, March 3, 2026	Operating Budget from Board of Education submitted to County Administrator
Tuesday, March 17, 2026	Requested FY2027 Consolidated Operating Budget to Commissioners Non-Recurring MOE Discussion–Deadline to file March 31 Maintenance of Effort Discussion - Deadline to file MOE Waiver is April 1
Tuesday, April 14, 2026	Budget work session/Discussion with Board of Education Commissioner Operating Budget Review with Selected Departments/Agencies (9-4)
Tuesday, April 21, 2026	Commissioner Operating Budget Review with Selected Departments/Agencies (1-4)
Tuesday, May 5, 2026	Requested FY2027 Operating Budget Public Hearing Proposed FY2027 Enterprise Funds Public Hearing at Government Center
Tuesday, May 12, 2026	Budget Work Session (9-4) Discussion with Departments personnel matters
Tuesday, May 19, 2026	Budget Work Session (start 1:00 pm)
Tuesday, May 26, 2026	Budget Work Session (9-4 *if needed*)
Tuesday, June 2, 2026	FY2027 Consolidated General Fund Operating Budget Adopted FY2027 Water & Wastewater Services Enterprise Fund Budget Adopted FY2027 Solid Waste Enterprise Fund Budgets Adopted



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 | www.co.worcester.md.us

Worcester County Government Holiday Schedule Calendar Year 2026

New Year's Day	Thursday, January 1, 2026
Dr. Martin Luther King Jr.'s Birthday	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth National Independence Day	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Election Day	Tuesday, November 3, 2026
Veterans' Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
American Indian Heritage Day	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026

Adopted in accordance with Section 6.11.A of the Worcester County Government Personnel Rules & Regulations.

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: November 24, 2025
SUBJECT: Hotel Rental Room Tax Update

Staff will present a status update regarding the Hotel Rental Room Tax Resolution.



Worcester County Administration

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

APPROVED

WSY 11/18/25

TO: *The Salisbury Daily Times and OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: November 7, 2025
SUBJECT: Worcester County Public Hearing Notice

.....

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on October 30, 2025 and November 6, 2025. Thank you.

**Notice of Public Hearing
Worcester County
Proposed Increase in Hotel Rental Tax Rate**

Pursuant to Section 1-601 of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners are considering adopting a resolution to raise the Hotel Rental Tax from 5% to 6% as authorized by Worcester County Code, TR 1-601(a).

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed resolution on:

Tuesday, November 18, 2025 at 10:45 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

WORCESTER COUNTY COMMISSIONERS

-

RESOLUTION NO. 25-__
RESOLUTION AMENDING HOTEL RENTAL ROOM TAX RATE

Recitals

- A. Md. Code Local Gov't § 20-405 and Worcester County Code, TR 1-601 allow the County Commissioners to levy a hotel rental tax up to 6% on the rental rate of certain rooms or buildings.
- B. The Mayor and Council of the Town of Ocean City, Maryland have requested that the County Commissioners increase the tax rate from 5% to 6% effective January 1, 2026.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that a tax of 6% on the amount paid for room or building rental by or for any transient at any hotel, motel, apartment, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, or any other building or structure or portion thereof used as a place of lodging or other similar place providing sleeping accommodations is levied throughout Worcester County effective January 1, 2026 provided that:

- a) The Mayor and Council of Ocean City adopt legislation authorizing the amendment of the Sewerage Treatment Facilities Transfer Agreement to increase the allocated capacity to the County's West Ocean City Sanitary Service Area by 170,000 gallons per day for untreated effluent from the Assateague Pointe Sanitary Service Area and the Landings Sanitary Service Area; and
- b) The following documents are presented to the County Commissioners for approval by December 9, 2025:
 - 1. An amended Sewerage Treatment Facilities Transfer Agreement increasing the allocated capacity to the West Ocean City Sanitary Service Area by 170,000 gallons per day as described above: and
 - 2. An amended MOU for Spray Irrigation at Eagles Landing Golf Course allowing untreated effluent for maintenance and emergency to be directed from the Mystic Harbor Sanitary Service Area;

AND BE IT FURTHER RESOLVED that any tax so collected within any municipality, less deductions for costs of imposing and collecting the tax, be paid to the municipality and all other such taxes be deposited in the County's general fund.

Attest:

**County Commissioners of
Worcester County, Maryland**

Weston S. Young
Chief Administrative Officer

Theodore J. Elder, President

Eric Fiori, Vice President

Caryn Abbott, Commissioner

Anthony W. Bertino, Jr., Commissioner

Madison J. Bunting, Jr., Commissioner

Joseph M. Mitrecic, Commissioner

Diana Purnell, Commissioner

RESOLUTION NO. 25-~~28~~
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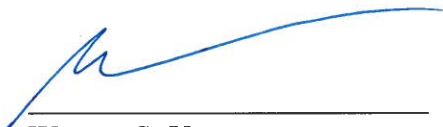
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 - 2. An amended MOU for Spray Irrigation at Eagles Landing Golf Course allowing untreated effluent for maintenance and emergency to be directed from the Mystic Harbor Sanitary Service Area;

AND BE IT FURTHER RESOLVED that any tax so collected within any municipality, less deductions for costs of imposing and collecting the tax, be paid to the municipality and all other such taxes be deposited in the County's general fund.

PASSED AND ADOPTED this 18th day of November, 2025:

Attest:

Worcester County Commissioners



Weston S. Young
Chief Administrative Officer



Theodore J. Elder
President



Eric J. Fiori
Vice President



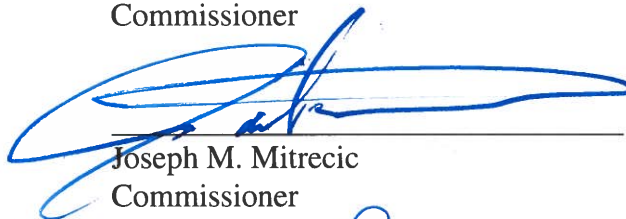
Caryn G. Abbott
Commissioner



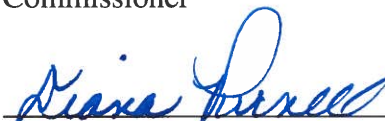
Anthony W. Bertino, Jr.
Commissioner



Madison J. Bunting, Jr.
Commissioner



Joseph M. Mitrecic
Commissioner



Diana Purnell
Commissioner



Worcester County Administration

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

To: County Commissioners

From: Roscoe R. Leslie

Date: November 24, 2025

RE: Police Accountability Board Chair

At its October 20, 2025 meeting, the Police Accountability Board voted to nominate John W. Simms as the Chair.

The Commissioners need to formalize this appointment.

For Internal Use Only: 4
Commissioner District

APPLICATION

NAME: JOHN BLADE SIMMS #
ADDRESS: 312 BUTTERCUP CT BERLIN MD 21811
Street City State Zip Code
DATE OF BIRTH: [REDACTED] PHONE NUMBER: 410-726-5330
EMAIL: beefez@comcast.net

I understand and authorize the Worcester County Government or Sheriff's Office to perform a criminal background check and character background check that will include all social media presence.

Facebook Profile Names: beefman
Instagram: N/A
Twitter Account Name: NA
Other: _____

I wish to be considered for the following (check all that apply):

☒ Police Accountability Board ☒ Administrative Charging Committee ☒ Trial Board

I HEREBY CERTIFY THAT:

- ☒ I am over the age of 21
☒ I am a legal resident or citizen of the United States of America
☒ I am a full-time resident of Worcester County
☒ To my knowledge, I am not under criminal investigation by any law enforcement agency
☒ I am not charged with a crime that is pending before any court
☒ I have not been convicted of or have received Probation Before Judgement for a felony
☒ In the past 5 years, I have not been convicted of or have received a Probation Before Judgement for a misdemeanor for which a sentence of imprisonment for 1 year or more could have been imposed
☒ I am not an active Police Officer
☒ I am not an employee of the State of Maryland, Worcester County, Ocean Pines Association, or a municipal government within Worcester County

Date

7/12/2022

Signature

John Blade Simms III

John Wade Simms III

410-726-5330 beefezy@comcast.net

312 Buttercup Ct. Berlin, MD 21811

Education

Suitland High School - Graduated 1968

Salisbury State

Principles in Real Estate - Acquired Real Estate License in 1984

Experience

Red Barn Rest Restaurant

Started in 1964

Night Manager in 1966 - ran evening shift of staff of 8

Unit Manager in 1968 - responsible for payroll, daily loss, profits, operating and managing staff of 20

Corp. Training Manager in 1970

Anthony's Carryout - 1608 Coastal Hwy. Ocean City, MD

Owner of business from 1972 - 2021

Closed and sold after 49 years of succesful operation

Berlin Auto Wash

Current owner and operator of business since 2004

Manages 16 full time employees

Berlin Auto Services

Current owner and operator of business since 2020

Manages 4 mechanics and a service writer

Volunteer Work / Achievements

Wicomico County Foster Care Review Board - 6 years

Atlantic General Foundation Board Member

FAA Pilot's License - Single Engine Land in 1986



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

November 21, 2025

To: Worcester County Commissioners
 From: Karen Hammer, Administrative Assistant V
 SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2025

Commissioner Bertino – You have Four (4) positions open:

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- J. T. Novak – **Term Ending** – Electrical Examiners Board
- Maria C- Lawrence – **Term Ended** – Housing Review Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have One (1) position open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have Four (4) positions open:

- Kevin Holland – **Term Ended** – Building Code Appeals Bd.
- Glen Holland – **Termed Out** – Agricultural Preservation Advisory Board
- Keri-Ann Byrd – **Resigned** – Housing Review Board
- Patricia Tomasovic – **Termed Out** – Board of Library Trustees

Commissioner Mitrecic – You have Three (3) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board



Commissioner Elder – You have Six (6) positions open:

- Joan Scott - **Resigned** - Commission for Women
- Alan Hudson - **Termed Out** – Agricultural Preservation Advisory Board
- Curt Lambertson - **Termed Out** – Agricultural Preservation Advisory Board
- Kelley Gravenor - **Termed Out** – Agricultural Preservation Advisory Board
- Carl Smith - **Term Ending** – Electrical Examiners Board
- Kerrie Bunting – **Term Ending** – Tourism Advisory Board

Commissioner Fiori - You have Three (3) positions open:

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

All Commissioners:

(4)-Adult Public Guardianship Board -

- 3– Terms Expiring – Dr. Greer, Richard Collins, and Nancy Howard
- 1 – Vacancy – Psychiatrist

(3)-Drug and Alcohol Abuse Council –3- Term Ends – Kim Moses, Rev. Jones, and Alyce Marzola

(2)-Local Development Council for the Ocean Downs Casino-

Previously Expired Terms - **Mark Wittmyer, At-Large** – (Suggested Replacement), and **David Massey (At-Large-Business O.P.)**.

(1)- Property Tax Assessment Appeal Board - Alternate Seat Vacancy

(1) – Social Services Advisory Board – Commissioner Diana Purnell has served the maximum term; this Board requires one member to be a commissioner.

(1) – Solid Waste Advisory Board - Town of Berlin member – James Charles’s term is ending.

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

(4- Total): Commission for Women:

1- **Resigned - (Elder) – Joan Scott**

(2) - **Currently Termed Out - Kimberly List (Mitrecic),**

(Term ends in Dec. 2025), Windy Phillips - (BD. of ED).

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 disability
1 member must be a person with a physical disability

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

* = Appointed to fill an unexpired term

AGRICULTURAL PRESERVATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

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

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>
Glen Holland (O-O)	Abbott	D-1, Pocomoke	13-17-21-25 Termed Out
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18-22-26 Termed Out
Christian Martin	Purnell	D-2, Berlin	22 -23-27
Curt Lambertson	Elder	D-4, Snow Hill	15-19-23-27 Termed Out
Stuart Cooper	Bunting	D-6, Bishopville	23-27
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16-20-24-28 Termed Out
Robert Bunting	Elder	D-4, Berlin	25-29

Prior Members:

Norman Ellis	Frank Baker (98-01)	Ed Phillips (05-25)
Richard Bradford	Ed Anderson (98-03)	
Charles Fulton	Robert Gray (00-05)	
Elmer Hastings	Orlando Bishop (01-06)	
David Stevens	Roger Richardson (96-07)	
Curtis Shockley	Anne Hastings (06-11)	
Gerald Redden	Earl Ludey (07-13)	
William Sirman, Jr.	George Lee Clayville (00-14)	
Harold Purnell	Sandra Frazier (03-14)	
Chauncy Henry (96-97)	Donnie Powell (06-15)	
Lieselotte Pennewell (93-98)	Bill Bruning(O-O) (11-19)	
Carlton Magee (90-00)	Billy Thompson (19-23)	
Harry Mitchell (90-00)	Kathy Drew (06-23)	

* = Appointed to fill an unexpired term

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

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

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 Resigned
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:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 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
<u>Ex-Officio Members</u>		
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

BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR '2-203

Appointed by: County Commissioners

Function: Regulatory
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years
Terms expire December 31st

Compensation: \$100 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.
1 must be electrician in Worcester County.
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting
Deborah Mooney 410-632-1200

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19-22-25
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19-22-25
Kenneth Lambertson (ME-5)	D-1, Abbott	Pocomoke	96-11-14-17-20-23-26
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17-20-23-26
Steve Kolarik (ME)	D-6, Bunting	Bishopville	12-21-24-27
Duane Duncan (ME-5)	D-3, Fiori	Berlin	*05-12-15-18-21-24-27
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19-22-25-28

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

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law 'BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory
To decide on appeals of code official=s actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.
Review Housing Assistance Programs.

Number/Term 7/3-year terms
Terms expire December 31st

Compensation: \$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
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
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28

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

BOARD OF LIBRARY TRUSTEES

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

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

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

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

Compensation: None

Meetings: 1 per month except July, and August

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

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Patricia Tomasovic	Pocomoke	*19, 19-24
Sandra Buchanan	Pocomoke	21-26
Jocelyn Briddell	Newark	21-26
Nancy Howard	Ocean City	16-21, 21-26
Kathryn Culbertson	Snow Hill	*21-23-28
Vicki O'Mara	Ocean Pines	*18-23-28
Jeff Smith	Berlin	19-24-29

Prior Members: Since 1972

Herman Baker	Jere Hilbourn	Beverly Dryden Wilkerson (06-10)
Lieselette Pennewell	Janet Owens	John Staley (97-11)
Edith Dryden	Ruth Westfall	James Gatling (01-11)
Clifford D. Cooper, Jr.	Helen Farlow	Shirley Dale (02-12)
Klein Leister	Judy Quillin	Edith Barnes (07-13)
Evelyn Mumford	Gay Showell	Richard Polhemus (11-16)
Ann Eschenburg	Susan Mariner	Richard Warner Davis (11-16)
Barbara Ward	Jacqueline Mathias	Frederick Grant (13-17)
Donald F. McCabe	Ann S. Coates (88-97)	Rosemary S. Keech (12-18)
Fannie Russell	Jim Dembeck (91-97)	Vivian Pruitt (09-19)
Stedman Rounds	Bill Waters (88-98)	Ron Cascio 09-19
Donald Turner	Geraldine Thweatt (97-98)	Donald James Bailey (16-21)
Sarah Dryden	Martha Hoover (87-99)	Holly Anderson (*10-21)
L. Richard Phillips	Eloise Henry-Gordy (98-00)	Leslie Mulligan (*17-21)
Barbara Bunting	William Cropper (91-01)	
Joanne Mason	Ms. Willie Gaddis (89-01)	
	Leola Smack (99-02)	
	Jean Tarr (94-04)	
	Lois Sirman (01-06)	
	Amanda DeShields (00-07)	
	David Nedrow (04-09)	
	Belle Redden (99-09)	

* = Appointed to fill an unexpired term

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

ITEM 17

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 ^c	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
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting ^c	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 ^c	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

Prior Members:

J. Lowell Stoltzfus^c (09-10)
Mark Wittmyer^c (09-11)
John Salm^c (09-12)
Mike Pruitt^c (09-12)
Norman H. Conway^c (09-14)
Michael McDermott (10-14)
Diana Purnell^c (09-14)
Linda Dearing (11-15)
Todd Ferrante^c (09-16)

Since 2009

Joe Cavilla (12-17)
James N. Mathias, Jr.^c (09-18)
Ron Taylor^c (09-14)
James Rosenberg (09-19)
Rod Murray^c (*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
^c = Charter Member

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 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

* = 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>
James Charles	Town of Berlin		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
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

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 ACorey@ 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)
Michael Pruitt (*22-24)

* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Kerrie Anne Bunting	D-4, Elder	Snow Hill	21-25 Term Ending
Gregory Purnell	D-2, Purnell	Berlin	14-18-22-26
CL Marshall	D-1, Abbott	Pocomoke	*24-27
Thomas Shuster	D-3, Fiori	West Ocean City	23-27
Ruth Waters	D-6, Bunting	Bishopville	19-23-27
Sarah Ash	D-5, Bertino	Berlin	25-29
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17-21-25-29

Prior Members: Since 1972

Isaac Patterson ¹	Klein Leister (99-03)	Michael Day *19-21
Lenora Robbins ¹	Bill Simmons (99-04)	Barbara Tull (03-23)
Kathy Fisher ¹	Bob Hulburd (99-05)	Elena Ake *16-23 Released
Leroy A. Brittingham ¹	Frederick Wise (99-05)	Nola Tullar (23-24) Released
George ABuzz@ Gering ¹	Wayne Benson (05-06)	Joh Davis (*19-24)
Nancy Pridgeon ¹	Jonathan Cook (06-07)	
Marty Batchelor ¹	John Glorioso (04-08)	
John Verrill ¹	David Blazer (05-09)	
Thomas Hood ¹	Ron Pilling (07-11)	
Ruth Reynolds (90-95)	Gary Weber (99-03, 03-11)	
William H. Buchanan (90-95)	Annemarie Dickerson (99-13)	
Jan Quick (90-95)	Diana Purnell (99-14)	
John Verrill (90-95)	Kathy Fisher (11-15)	
Larry Knudsen (95)	Linda Glorioso (08-16)	
Carol Johnsen (99-03)	Teresa Travatello (09-18)	
Jim Nooney (99-03)	Molly Hilligoss (15-18)	
Barry Laws (99-03)	Denise Sawyer (*18-19)	
	Isabel Morris (11-19)	

* = Appointed to fill an unexpired term

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

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

**WATER AND SEWER ADVISORY COUNCIL
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:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
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
Frederick Stiehl	Ocean Pines	*06-24, 24-28

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
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

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

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

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

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

Contact: 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>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24 Termed Out
Jocelyn Briddell	At-Large	Berlin	23-26
Windy Phillips	Board of Education		19-22-25 Will Term Out
Laura Morrison	At-Large	Pocomoke	*19-20-23-26 Resigned
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	23-26 Resigned
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
Michelle Goad	D-1, Abbott	Pocomoke City	25-28
Cheryl Middleton	At-Large	West O. City	25-28
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28

Prior Members: Since 1995

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

Updated: November 21, 2025, 2025

Printed: November 21, 2025

* = Appointed to fill an unexpired term

^c = Charter member

MEMORANDUM

TO: *The Salisbury Daily Times* and *The Ocean City Today Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: October 24, 2025
SUBJECT: Worcester County Requested Capital Improvement Plan for FY 2027 through FY 2031

Please print the attached notice as a display ad at the legal advertising rates per our agreement in *The Salisbury Daily Times* and *Ocean City Digest/Ocean City Today* on November 13, 2025 and November 27, 2025. Please make the advertisement approximately 3 columns wide with a prominent border and place the ad in a part of the newspaper other than the legal ads. Thank you.

**Notice of Public Hearing
REQUESTED Five-Year Capital Improvement Plan
FY 2027 through FY 2031
Worcester County, Maryland**

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2027 through FY2031. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP does not constitute a guarantee of funding from the County. Some capital projects will be added, deleted and/or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2027 through FY2031 summary may be obtained online at www.co.worcester.md.us. For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

**Tuesday, December 2, 2025
at 10:30 a.m.**
in the
County Commissioners Meeting Room
Room 1101 - Government Center
One West Market Street
Snow Hill, Maryland 21863



Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Lynn Wright, Senior Budget Accountant
DATE: November 17, 2025
RE: "Requested" Capital Improvement Plan FY2027 through FY2031

The updated Requested Fiscal Year 2027–2031 Five-Year Capital Improvement Plan is attached. There is one change to the CIP document since the last meeting on November 4, 2025. For the Buckingham Elementary School Project, the Built to Learn Funding amount of \$5,237,541 in the FY27 column has been moved from the "State Match" funding source to "Other - Built to Learn State Funding." This adjustment was made to properly align this County document with the IAC document contained in the Worcester County Public Schools FY2027 CIP.

The Requested Plan Summary by Category indicates projects totaling \$345,351,060 are requested over the five-year period. Of these projects, \$63,935,892 or 18% is proposed to come from the Assigned Funds and \$143,256,855 or 37% from General Bond Funds. The remaining portion would come from grant funds, state matching funds, state loans, user fees and enterprise bonds.

Please assess the requests for FY2027 to note if there are items in the plan that the County should further review. The FY2027 Assigned Funds request is \$10,563,235 or 25% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

Worcester County

Requested

**5 Year Capital Improvement Plan
FY 2027 to FY 2031**



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

December 2, 2025

REQUESTED PLAN SUMMARY BY CATEGORY

12/2/2025

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2027 TO FY 2031 PROJECT SUMMARY

Project Category	2027	2028	2029	2030	2031	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	4,806,936	7,920,048	6,061,084	241,582	0	19,029,650	6.38%	4,432,042	0	23,461,692
Public Safety	2,185,500	855,000	44,665,000	355,000	0	48,060,500	16.12%	4,450,000	0	52,510,500
Public Works	3,300,000	1,500,000	1,500,000	1,500,000	1,500,000	9,300,000	3.12%	1,551,752	0	10,851,752
Recreation & Parks and Natural Resources	6,418,680	3,050,000	0	0	0	9,468,680	3.18%	1,524,600	0	10,993,280
Public Schools	11,631,988	40,453,151	39,879,478	47,160,400	10,984,500	150,109,517	50.34%	2,090,635	31,775,169	183,975,321
Community College	0	0	529,925	2,522,713	2,759,762	5,812,400	1.95%	0	0	5,812,400
Water Wastewater	1,530,000	17,407,500	8,295,000	7,465,900	2,213,400	36,911,800	12.38%	207,765	0	37,119,565
Solid Waste	13,400,000	6,100,000	0	0	0	19,500,000	6.54%	1,126,550	0	20,626,550
TOTAL	43,273,104	77,285,699	100,930,487	59,245,595	17,457,662	298,192,547	100%	15,383,344	31,775,169	345,351,060

Source of Funds	2027	2028	2029	2030	2031	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Fund	0	0	0	0	0	0	0%	0	0	0
Water Wastewater User Fees	750,000	2,957,500	570,000	320,000	320,000	4,917,500	2%	140,000	0	5,057,500
Solid Waste User Fees	13,400,000	0	0	0	0	13,400,000	4%	1,126,550	0	14,526,550
Grant Funds	6,200,000	5,600,000	125,000	1,350,000	700,000	13,975,000	5%	67,765	0	14,042,765
State Match	5,549,499	13,937,000	18,634,000	13,940,500	10,984,500	68,283,369	21%	1,860,329	0	70,143,698
State Loan		0	0	0	0	0	0%	0	0	0
Assigned Funds	10,563,235	19,194,188	12,544,386	7,879,795	4,259,762	54,441,366	18%	8,862,700	631,826	63,935,892
Private Donation	0	0	0	0	0	0	0%	0	0	0
Enterprise Bonds	0	6,500,000	7,600,000	2,295,900	1,193,400	17,589,300	6%	0	0	17,589,300
General Bonds	0	17,647,011	61,457,101	29,959,400	0	109,063,512	37%	3,050,000	31,143,343	143,256,855
Other Funding	6,810,370	11,450,000	0	3,500,000	0	16,522,500	7%	276,000	0	16,798,500
General Bonds (Re-paid through VLT)										
TOTAL	43,273,104	77,285,699	100,930,487	59,245,595	17,457,662	298,192,547	100%	15,383,344	31,775,169	345,351,060

* Balance to Complete - Years FY2031 and future

FY 2027 TO FY 2031 SUMMARY BY PROJECT REQUESTED								
WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN								12/2/2025
	FY2027	FY2028	FY2029	FY2030	FY2031	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Snow Hill Library Building Improvements	2,257,200					2,986,867		5,244,067
ERP Modernization and System Upgrade	567,375	932,331	929,243	241,582		243,750		2,914,281
Courthouse Courtroom 4/ Family Services Expansion	1,280,425	120,000				280,425		1,680,850
Courthouse Washington Street Entrance	671,936	67,194				216,500		955,630
Recycle Building Expansion	30,000	100,000	2,000,000					2,130,000
Pocomoke Health Department & 50 Plus Center Replacement		6,700,523	2,711,841			704,500		10,116,864
Ocean Pines Library Restroom Renovation			420,000					420,000
Total General Government Facilities	4,806,936	7,920,048	6,061,084	241,582	0	4,432,042	0	23,461,692
Public Safety								
Public Safety Logistical Storage Facility	772,500					3,050,000		3,822,500
Outdoor Warning Siren System	1,200,000					1,400,000		2,600,000
Public Safety Facility	213,000	855,000	44,665,000	355,000				46,088,000
Total Public Safety	2,185,500	855,000	44,665,000	355,000	0	4,450,000	0	52,510,500
Public Works								
Roads- Asphalt Overlay or Pavement of County Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752		9,051,752
Gum Point Construction	300,000							300,000
Unionville Road Pipe Replacement	1,500,000							1,500,000
Total Public Works	3,300,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752	0	10,851,752
Recreation and Parks & Natural Resources								
Recreation Center - HVAC Replacement	118,680					1,524,600		1,643,280
Ocean City Inlet Dredging	6,300,000	3,050,000						9,350,000
Total Recreation and Parks & Natural Resources	6,418,680	3,050,000	0	0	0	1,524,600	0	10,993,280
Public Schools								
Buckingham Elementary Replacement School	5,632,541	28,069,011	28,069,101	7,053,391		1,910,635	631,826	71,366,505
Berlin Intermediate School	2,871,619	246,131	663,369	33,986,509	10,984,500	180,000	31,143,343	80,075,471
Worcester Technical High School Roof Replacement	3,127,828	7,856,000						10,983,828
Stephen Decatur High School Roof Replacement		4,282,009	11,032,008					15,314,017
Ocean City Elementary School Roof Replacement			115,000	6,120,500				6,235,500
Total Public Schools	11,631,988	40,453,151	39,879,478	47,160,400	10,984,500	2,090,635	31,775,169	183,975,321
Wor-Wic Community College								
Wor-Wic Student Success and Wellness Center			529,925	2,522,713	2,759,762			5,812,400
Total Wor-Wic	0	0	529,925	2,522,713	2,759,762	0	0	5,812,400

FY 2027 TO FY 2031 SUMMARY BY PROJECT REQUESTED								
WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN								12/2/2025
	FY2027	FY2028	FY2029	FY2030	FY2031	Prior Allocation	Balance To Complete	TOTAL
Water Wastewater								
Landings Water Tower Rehabilitation	580,000							580,000
Ocean Pines Drinking Water Wells Rehabilitation	350,000	370,000	320,000	320,000	320,000			1,680,000
Ocean Pines Force Main Replacement Station N to L	200,000	1,500,000						1,700,000
Ocean Pines Wastewater Drying Beds	50,000	500,000						550,000
River Run Sewer Interconnection to Ocean Pines	100,000	2,000,000						2,100,000
Newark Transite Pipe Replacement	100,000	2,000,000						2,100,000
Newark WTP Rehabilitation	150,000	5,887,500						6,037,500
Mystic Harbour Effluent Connection to Riddle Farm Lagoon		400,000	6,100,000					6,500,000
Mystic Harbour WTP Rehabilitation		1,600,000						1,600,000
Mystic Harbor Water to Riddle Farm		2,000,000				67,765		2,067,765
Edgewater Acres PS Replacement		1,000,000				140,000		1,140,000
Assateague Point WWTP Replacement Liner		100,000	1,500,000					1,600,000
Bali-Hi Sewer Connection		50,000	75,000	1,150,000				1,275,000
River Run Replacement Liner			100,000	1,500,000				1,600,000
Mystic Harbour Effluent Disposal Expansion			150,000	3,500,000				3,650,000
Bayview Estates Sewer Connection			50,000	945,900				995,900
Hidden Harbor Sewer Connection				50,000	1,893,400			1,943,400
Total Water Wastewater	1,530,000	17,407,500	8,295,000	7,465,900	2,213,400	207,765	0	37,119,565
Solid Waste								
Landfill Gas Collection System	4,500,000					126,550		4,626,550
Landfill Cell 6 Design and Construction	8,900,000	6,100,000				1,000,000		16,000,000
Total Solid Waste	13,400,000	6,100,000	0	0	0	1,126,550	0	20,626,550
Total CIP FY2027-2031	43,273,104	77,285,699	100,930,487	59,245,595	17,457,662	15,383,344	31,775,169	345,351,060
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	FY2027	FY2028	FY2029	FY2030	FY2031	Prior Allocation	Balance to Complete	TOTAL
General Fund								0
Water Wastewater User Fees	750,000	2,957,500	570,000	320,000	320,000	140,000		5,057,500
Solid Waste User Fees	13,400,000					1,126,550		14,526,550
Grant Funds	6,200,000	5,600,000	125,000	1,350,000	700,000	67,765		14,042,765
State Match	10,787,369	13,937,000	18,634,000	13,940,500	10,984,500	1,860,329		70,143,698
State Loan								0
Assigned Funds	10,563,235	19,194,188	12,544,386	7,879,795	4,259,762	8,862,700	631,826	63,935,892
Private Donation								0
Enterprise Bonds		6,500,000	7,600,000	2,295,900	1,193,400			17,589,300
General Bonds		17,647,011	61,457,101	29,959,400		3,050,000	31,143,343	143,256,855
Other Funding	1,572,500	11,450,000		3,500,000		276,000		16,798,500
TOTAL	43,273,104	77,285,699	100,930,487	59,245,595	17,457,662	15,383,344	31,775,169	345,351,060

Project Summary

This project will complete the Snow Hill Library renovations and will replace the HVAC system and ceilings. Due to increasing costs, this project could be phased. Phase One will complete the plumbing and electrical upgrades, as well as some space reallocation, and (if approved) will be completed in FY 26. Phase Two will focus on the HVAC upgrades. Planning for Phase One is 95% complete and the Library hopes to get this project underway in late Fall 2025. A new HVAC system is critical. A survey of the building systems completed in August 2025 revealed that the systems are operating poorly and are poorly designed. There is no fresh air getting into the building.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	2,237,200					2,710,867		4,948,067
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Riley Fund for the Snow Hill Library	20,000					276,000		296,000
TOTAL	2,257,200	0	0	0	0	2,986,867	0	5,244,067

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

Equipment replacement should last 20-25 years.

Will this project generate revenue?

The Library generates some revenue through copy and fax service.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The Maryland State Library Agency does have a capital grant program and has supported other library projects in Ocean City, Berlin, and currently with the new Pocomoke library. The grant program provides \$7.5 million annually and is available for all 24 jurisdictions. Due to the support for the Pocomoke Library (25% of the grant allocated to a Worcester County project for the past two years), the library did not pursue funding.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No impact to personnel; operating costs should decrease with efficient equipment. If equipment requires outside vendor to support, there could be some additional maintenance costs.

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)				
PROJECT: Snow Hill Library Renovation			DATE: Revised June 13, 2025	
LOCATION: Snow Hill, Maryland			JOB NO.: 0085B054.A01	
OWNER: Worcester County			DESIGN STATUS OF ESTIMATE: Preliminary - 50%	
BASE BID				
ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Demolition/Disposal	12,968	SF	\$ 1.20	\$ 15,561.60
Interior Walls	4,900	SF	\$ 15.00	\$ 73,500.00
New Ceiling (Lay-in)	8,300	SF	\$ 7.00	\$ 58,100.00
Ceramic Tile	940	SF	\$ 12.50	\$ 11,750.00
New Flooring - LVT	350	SF	\$ 10.00	\$ 3,500.00
New Flooring - Carpet Tiles	8,000	SF	\$ 5.00	\$ 40,000.00
Casework	1	LS	\$ 15,000.00	\$ 15,000.00
Exterior Doors / Hardware	11	Units	\$ 2,000.00	\$ 22,000.00
New Interior Doors / Hardware	22	Units	\$ 1,500.00	\$ 33,000.00
New Glass Walls	250	SF	\$ 65.00	\$ 16,250.00
Spray Foam at Roof Deck	1	LS	\$ 30,000.00	\$ 30,000.00
Cutting / Patching / Painting	1	LS	\$ 40,000.00	\$ 40,000.00
Library Shelving	400	Units	\$ 690.00	\$ 276,000.00
Attic Ventilation	1	LS	\$ 13,000.00	\$ 13,000.00
Plumbing Systems	1	LS	\$ 400,000.00	\$ 400,000.00
Electrical Work	1	LS	\$ 690,000.00	\$ 690,000.00
Minor HVAC Work	1	LS	\$ 150,000.00	\$ 150,000.00
New Water Lines from Street	1	LS	\$ 25,000.00	\$ 25,000.00
I.T. Work	1	LS	\$ 135,000.00	\$ 135,000.00
Security System / Video Cameras	1	LS	\$ 90,000.00	\$ 90,000.00
Fire Alarm	1	LS	\$ 50,000.00	\$ 50,000.00
SUBTOTAL				\$ 2,187,661.60
GENERAL CONDITIONS (10%)				\$ 218,766.16
INSURANCE / BOND (3%)				\$ 65,629.85
CONTRACTOR OVERHEAD & PROFIT (10%)				\$ 218,766.16
CONTINGENCY (10%)				\$ 218,766.16
DESIGN TEAM COSTS THROUGH CONSTRUCTION				\$ 248,500.00
TOTAL COST				\$ 3,158,089.93
NOTES:				
Does not include some library equipment, computers, or phones.				

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)				
PROJECT: Snow Hill Library Renovation			DATE: Revised June 13, 2025	
LOCATION: Snow Hill, Maryland			JOB NO.: 0085B054.A01	
OWNER: Worcester County			DESIGN STATUS OF ESTIMATE: Preliminary- 50%	
ALTERNATES				
ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Office Addition	480	SF	\$ 600.00	\$ 288,000.00
Exterior Ramp / Railing	1	LS	\$ 15,000.00	\$ 15,000.00
Circulation Desk	1	LS	\$ 38,000.00	\$ 38,000.00
HVAC (System #3)	1	LS	\$ 1,500,000.00	\$ 1,500,000.00
Modern Controls	1	LS	\$ 10,000.00	\$ 10,000.00
Square D	1	LS	\$ 25,000.00	\$ 25,000.00
PVC Jacketing	1	LS	\$ 60,000.00	\$ 60,000.00
Structural for HVAC	1	LS	\$ 12,500.00	\$ 12,500.00
Commissioning	1	LS	\$ 16,000.00	\$ 16,000.00
Ceiling Modifications	8,000	SF	\$ 3.00	\$ 24,000.00
Gypsum Board Ceiling	300	SF	\$ 9.00	\$ 2,700.00
Fire Protection (Sprinkler)	1	LS	\$ 160,000.00	\$ 160,000.00
Fire Alarm	1	LS	\$ 20,000.00	\$ 20,000.00
I.T. Work	1	LS	\$ 6,000.00	\$ 6,000.00
Electrical Modifications	1	LS	\$ 80,000.00	\$ 80,000.00
SUBTOTAL - ALTERNATES				\$ 2,257,200.00
SUBTOTAL - BASE BID (Page 1)				\$ 2,187,661.60
SUBTOTAL BASE BIDS & ALTERNATES				\$ 4,444,861.60
GENERAL CONDITIONS (10%)				\$ 444,486.16
INSURANCE / BOND (3%)				\$ 133,345.85
CONTRACTOR OVERHEAD & PROFIT (10%)				\$ 444,486.16
CONTINGENCY (10%)				\$ 444,486.16
DESIGN COSTS THROUGH HVAC CONSTRUCTION				\$ 25,500.00
DESIGN TEAM COSTS (Base Bid)				\$ 248,500.00
TOTAL COST				\$ 5,937,165.93
NOTES:				

CIP Project Name:	Countywide ERP Modernization and System Upgrade Initiative
Project Director (Name & Title):	Candace Savage, Deputy Chief Administrative Officer
Phone Number:	(410) 632-1194
Project Location:	Countywide

Project Summary
To enhance operational efficiency, data transparency, and service delivery across all county departments by implementing an integrated ERP (Enterprise Resource Planning) solution including Financial Management, Human Resources Management, and Utility modules. This initiative will unify core business functions, reduce redundancy, and support data-driven decision-making countywide. Potential benefits of the ERP upgrade may include the following.
Improve Financial Oversight and Transparency Provide real-time access to financial data for more informed decision-making Automate budgeting, accounting, and procurement processes to reduce manual effort Equip department heads with intuitive dashboards and reporting tools to monitor budgets, expenditures, and financial performance
Enhance Human Resources Management and Workforce Planning Streamline employee lifecycle management, from recruitment to retirement Automate payroll processing and benefits administration with full audit trails Enable employees to access and manage their own HR information through a self-service portal
Modernize Utility Billing and Customer Service Operations Provide residents with 24/7 access to billing information and online payment options Improve revenue collection through automated billing cycles and delinquency tracking
Enable Performance Tracking and Data-Driven Decision-Making Centralize operational data across departments for a unified view of county performance Deliver key performance indicators (KPIs) and trend analysis through customizable dashboards Empower leadership with actionable insights to evaluate program effectiveness and resource allocation Reduce reliance on manual data compilation by automating report generation and distribution

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	150,000	494,087	469,087			45,000		1,158,174
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other - Contractual Staff	417,375	438,244	460,156	241,582	0	198,750		1,756,107
TOTAL	567,375	932,331	929,243	241,582	0	243,750	0	2,914,281

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	567,375	932,331	929,243	241,582		243,750		2,914,281
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	567,375	932,331	929,243	241,582	0	243,750	0	2,914,281

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	405,245	342,662	269,332	288,185			1,305,424
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The useful life of a modern ERP system is typically 15+ years, depending on system maintenance, updates, and evolving operational needs.

With proper support and upgrades, the system is expected to serve as a long-term solution for countywide operations.

Will this project generate revenue?

While the ERP system itself is not a direct revenue generator, it will:

- Improve revenue collection through more accurate billing and streamlined processes
- Reduce operational costs by eliminating redundant systems and manual tasks
- Enhance financial oversight, leading to better resource allocation and cost savings

Are there any grant funds available? No.

If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

There may not be a direct mandate requiring an ERP upgrade, but the project supports compliance with:

- Governmental accounting and reporting standards (e.g., GAAP, GASB)
- Cybersecurity and data protection requirements
- Transparency and public access to financial and operational data

Upgrading the system ensures the county can meet these obligations more effectively and efficiently.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes, there may be short-term impacts to the General Fund, including:

- Implementation costs (e.g., training, data migration, consulting)
- Temporary staffing or backfill during the transition

However, the system is expected to:

- Reduce long-term personnel costs through automation
- Lower IT maintenance expenses by consolidating outdated systems
- Improve operational efficiency, resulting in long-term savings

CIP Operating Impact Projections

Project:						
Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other - Annual Increase over Current System		235,245	251,712	269,332	288,185	1,044,474
Other- ERP Overlap		170,000	90,950			260,950
EXPENDITURES						
Operating TOTAL	0	405,245	342,662	269,332	288,185	1,305,424
Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	0	0	0	0	0	0
Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	0	0	0	0	0	0
PROJECTED OPERATING IMPACTS	0	405,245	342,662	269,332	288,185	1,305,424

Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

Yes. The project will temporarily increase staffing needs through the addition of contractual positions to support implementation and transition activities.

Positions Added (Contractual):

- 1 Human Resources Specialist
- 1 Budget Specialist
- 1 Staff Accountant (Treasurer’s Office)
- 1 IT Analyst

Total Positions Added: 4
Type: Contractual (non-permanent, project-funded)
Estimated Annual Cost: \$354,375

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?
No significant change is expected. The ERP system is cloud-based, so there will be some reductions in utilities.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.
Yes, internal maintenance costs and external vendor agreements are expected to change significantly with the implementation of the new ERP system, particularly due to the transition to a cloud-based platform.

- Cloud-Related Savings:
- Elimination of On-Premises Server Maintenance:
Moving to the cloud removes the need for maintaining physical servers, which reduces costs related to hardware repairs, upgrades, and replacements.
 - Reduced IT Labor for System Maintenance:
Cloud hosting shifts responsibilities such as patching, backups, and system monitoring to the provider, allowing internal IT staff to focus on strategic initiatives rather than routine maintenance.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.
No.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.
Yes, primarily for contractual staff. This could include four laptops and office phones.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?
The could be a need for additional workstations, desks, and chairs for the contractual staff.

CIP Project Name:	Courthouse - Courtroom 4/Family Services Expansion
Project Director (Name & Title):	Administrative Judge Brian D. Shockley
Phone Number:	(410) 632-0600
Project Location:	Circuit Courthouse, Courtroom 4 and Family Services Offices

Project Summary
<p>More than 1,100 hearings for divorce, child custody and truancy are held in Courtroom 4 each year. Attending the hearings are representatives from partner agencies including schools, probation and child protective services, along with the Magistrate, Clerk, Trust Clerk, one Bailiff, one Sheriff's Deputy, the plaintiff, defendant and counsel, child's counsel, and members of the public. According to the Worcester County Fire Marshals' Office, the capacity of this Courtroom is a maximum of 17 people seated in the gallery, 4 at the defense and plaintiff tables, and 4 on the bench. The Courtroom is an inadequate size at approximately 1,500 square feet, compared to 3,000 square feet or more in each of the other three courtrooms. The National Center for State Courts Best Practices for Court Building Security recommends keeping presentation tables a safe distance away from the bench and establishing separate courtroom entrances for judges and court staff. To access the bench in Courtroom 4, the Magistrate must walk through the Family Services conference room, causing disruption to ongoing scheduled conferences and jeopardizing her safety. Once seated at the bench, the Magistrate hearing and ruling on the cases is located only six feet from the defendant and plaintiff tables. The security risk presented by the current configuration is heightened by the fact that the types of cases heard in Courtroom 4 are often emotional and volatile and are recognized as the most dangerous cases heard by the Court.</p> <p>The renovation is requested to expand the size of Courtroom 4 to provide distance between parties to the case, and also to centralize the offices and the intake/reception area of Family Services to improve public access. Currently, the office of the Forensic Child Custody evaluator is located on the Courthouse second floor, away from the rest of Family Services Staff on the first floor. The current public intake area is insufficiently sized to accommodate the more than 1,700 in-person requests for assistance annually. Like many older Courthouses in Maryland, room for expansion by the Court and Clerk's office would not be possible without removal of some existing offices including the Register of Wills and some divisions of the Clerk of Court. Approximately 2,000 additional square feet of office space will need to be allocated for some divisions of the Clerk of Court and the Register of Wills, but consolidation of some current storage space could reduce that number. Notably, the Register of Wills temporarily relocated to the third floor of the County Government Center when the HVAC was last replaced in the early 1990s.</p> <p>The renovation requested will expand Courtroom 4 and Family Services offices beginning in FY 27. Funding is also requested to reconfigure and replace the HVAC cooling units in this area of the Courthouse with more efficient units. The systems are at or nearing the end of their useful life and replacing the system during construction would be less costly than doing so in the event of failure before or after construction is completed. \$100,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project. \$160,850 is included in a small project request to proceed to the construction bidding phase. Construction costs are estimated at between \$800,000 to \$1,500,000, including \$225,000 to relocate approximately 2,0000 square feet for the Clerk of Court and Register of Wills offices during and after construction.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	80,425					280,425		360,850
Land Acquisition								0
Site Work								0
Construction	1,200,000							1,200,000
Equipment/Furnishings		120,000						120,000
Other - Please Specify								0
TOTAL	1,280,425	120,000	0	0	0	280,425	0	1,680,850

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,280,425	120,000				280,425		1,680,850
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	1,280,425	120,000	0	0	0	280,425	0	1,680,850

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

More than 30 years.

Will this project generate revenue?

No.

Are there any grant funds available? If so, through what agency? What is the grant deadline?

How much funding will you be requesting through the grant?

In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.

September 5, 2025

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

Worcester County Government
Department of Public Works
6113 Timmons Road
Snow Hill, Maryland 21863

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

Re: Worcester Co. Courthouse
Courtroom No. 4 Expansion/Interior Renovations
Design and Construction Documents
Snow Hill, Maryland
DBF #: P0085B25.041

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal for architectural, structural, mechanical, electrical, plumbing, and engineering services for the above-referenced project. We understand this project will be phased to construct the office area first and Courtroom 4 second. These areas are depicted in the attached floor plan diagram. Below is a description of our services for both phases of the design:

A. FIELD WORK/EXISTING DOCUMENTATION

Our team will gather existing drawing information provided by the County and visit the site to verify and add to our existing information, mostly in the area across the hall from Courtroom 4. Gipe will also be verifying existing systems to evaluate what they are currently handling and if they can handle what is being proposed.

Lump Sum Fee: \$8,500.00

B. DESIGN DEVELOPMENT WORK

Our team will provide a design for the two phases of work. Below is a list of tasks in the scope for these phases:

- Develop design options for each area
- Meet to discuss options
- Develop agreed upon option

- Meet to discuss developed option
- Provide a cost estimate and schedule based on phasing

Lump Sum Fee: \$24,750.00

C. ARCHITECTURAL/STRUCTURAL CONSTRUCTION DOCUMENTS

Our team will develop the approved design for each phase. This includes details, schedules, and specifications needed to create a set of bid documents (drawings and specifications) with which we can receive public bids and agency approvals. We will update the cost estimate and provide a pre-final set, that includes all disciplines, to the County for review.

Lump Sum Fee: \$49,000.00

D. MECHANICAL/ELECTRICAL/PLUMBING (MEP) DESIGN & CONSTRUCTION DOCUMENTS

The scope of work will include mechanical (including heating, ventilation, and air conditioning), electrical (including general power, metal detector, interior lighting, site lighting, fire alarm), fire protection design, and plumbing (including new restrooms tied into existing plumbing. Design phase services shall include the following:

1. Review of air, hot water, and cold-water survey provided by the County.
2. Review meeting to discuss existing systems and proposed new work options.
3. Preparation of design plans and specifications for the mechanical, electrical, and plumbing phases of work. Specifications will be prepared utilizing Gipe's standard office specifications and format. These will be detailed for public bid and agency approval.
4. Demolition and new work drawings will be in AutoCAD format.
5. Preparation of an estimate of probable cost associated with the MEP work.

Lump Sum Fee: \$42,500.00

E. BID PHASE SERVICES

We will assist the County with the following during this phase:

- Attend a pre-bid meeting with interested contractors.
- Prepare addenda items prior to forwarding to County procurement.
- Assist with the bid opening and review of bids.

Lump Sum Fee: \$6,500.00

F. CONSTRUCTION PHASE SERVICES

We will assist the County with the following during this phase:

- Assist with contract work.
- Review selected shop drawing submittals
- Respond to Contractor questions
- Attend pre-construction meeting and six (6) progress meetings
- Review applications for payment from the Contractor
- Perform punch list walkthrough for each phase
- Perform final inspection of the mechanical/electrical work
- Review of closeout documents, test/balance reports, and O&M manuals

Note: This scope of work will be revisited prior to construction.

Estimated Fee: \$29,600.00

G. EXCLUSIONS

- Audio/Visual – IT/Communications Design
- BIM/Revit Modeling
- Public presentations
- Commissioning services
- More than one bid phase
- Air/Hot Water/Chilled Water Survey
- Alternate designs in the bid set
- Emergency generator design
- Energy modeling
- Fire pump design
- Security system design
- Valve Engineering

G. FEE SUMMARY

A. Field Work/Existing Documentation	\$8,500.00
B. Design Development Work	\$24,750.00
C. Construction Documents	\$49,000.00
D. MEP Design & Construction Documents	\$42,500.00
E. Bid Phase Services	\$6,500.00
F. Construction Phase Services	\$29,600.00
Total Lump Sum and Estimated Fees Items A-E:	\$160,850.00

Billing for our services will be submitted monthly based on the percentage of work completed in the previous month, in accordance with Schedule of Rates No. 50. Payment terms shall be in accordance with the attached City of Salisbury agreement and Worcester County's Standard Terms and Conditions attached.

This proposal is valid for a period of thirty (30) days. If you find the proposal acceptable, please sign below and on the attached agreement, and forward it via email to mwh@dbfinc.com. We will proceed with our work based on the receipt of the signed documents.

We appreciate the opportunity to continuing working with Worcester County and look forward to participating in this project. Should you have any questions or need additional information, please do not hesitate to contact me at (410) 543-9091 or at the email noted above.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



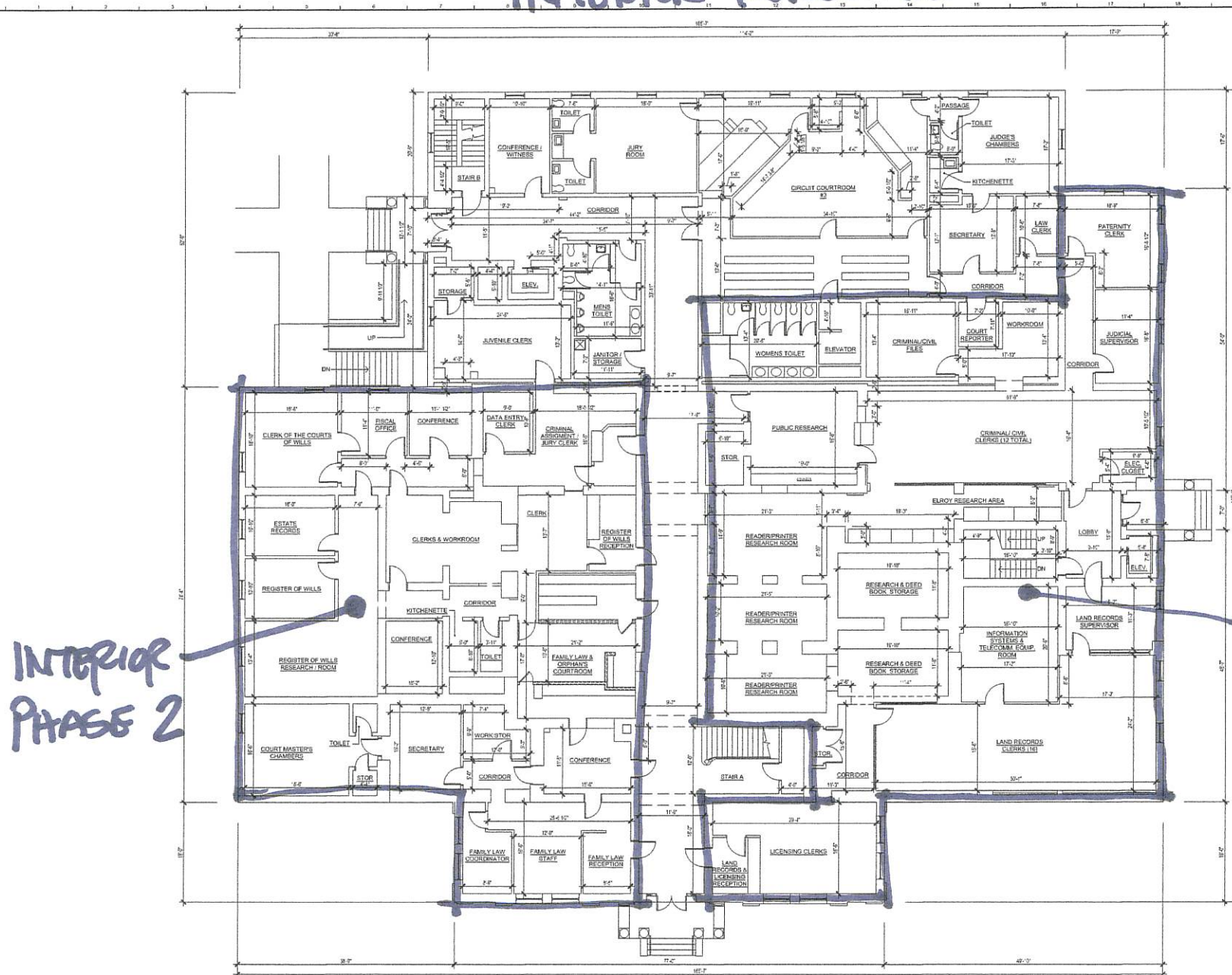
Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures

Client Signature

Date

Printed Name



INTERIOR PHASE 2

INTERIOR PHASE I

FLOOR PLAN - EXISTING CONDITIONS
1/8" = 1'-0"

Published Online 11 November 2006
as a Rapid Communication
Address correspondence to: Dr. David A. Clark, 1000
University Avenue, University of Illinois, Urbana,
Illinois 61801, USA. E-mail: dave.clark@uiuc.edu

**DAVIS
BOWEN &
FRIEDEL, INC.**
ARCHITECTS • ENGINEERS • SURVEYORS

**WORCESTER COUNTY COURTHOUSE
RENOVATIONS**
1 WEST MARKET STREET, SNOW HILL, MARYLAND

[illegible]

Date:	APRIL 10, 2024
Size:	AS VOTED
Own By:	EHC
Proj No.:	0065B062.A01

EXISTING
CONDITIONS
FLOOR PLAN

EXG-1

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
 SCHEDULE NO. 50
 Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	\$230.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	\$195.00
Architect, Landscape Architect, Engineer, Surveyor	\$155.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$160.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$140.00
Senior Environmental Specialist	\$160.00
Environmental Specialist	\$130.00
Construction Administrator	\$145.00
Senior Designer	\$150.00
Designer	\$130.00
GIS Specialist	\$140.00
Computer Graphics Designer	\$115.00
CAD I	\$115.00
CAD II	\$100.00
1 Person Survey Crew	\$150.00
2 Person Survey Crew	\$190.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$230.00
Resident Project Representative	\$110.00
Computer Administrator	\$110.00
Administrative Support	\$90.00
Travel	\$0.655/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$3.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

CIP Project Name:	Courthouse - Washington Street Entrance
Project Director (Name & Title):	Administrative Judge Brian D. Shockley
Phone Number:	(410) 632-0600
Project Location:	Main Courthouse Entrance at Washington Street

Project Summary

To enhance public safety, the entrance of the Courthouse at Washington Street will be expanded to allow Sheriff's Deputies to better control the flow of traffic into the Courthouse while screening individuals through the magnetometer and x-ray machine. According to a 2023 security review conducted by the Maryland Administrative Office of the Courts (AOC) Office of Security Administration, the portico outside the entrance should be enclosed giving the Deputies a larger space to screen individuals quickly and efficiently. During jury trials, more than 80 jurors can be summoned to the Courthouse, entering at the same time as attorneys, witnesses, staff, and members of the public. The entrance is also used by members of the public to access the services of the Clerk of Court and Register of Wills. Currently, individuals walk into the building and pass an interior door leading to the basement Jury assembly room before entering the deputy screening area with magnetometer and x-ray machine. After security screening, individuals must then proceed either to the elevator on the side of the screening area or go back through the magnetometer and x-ray machine to the interior basement door. The renovation requested will create an additional 672 square feet of enclosed space to move the screening area forward in front of the basement door and the elevator, bring the Courthouse entrance parallel to the County Government Center entrance, and relocate the wheelchair ramp to connect it to the sidewalk leading to accessible parking. The existing configuration is inefficient and constitutes a serious security risk in that it creates a backlog of unscreened people (potential bad-actors and targets) and prevents their safe, orderly and efficient screening and entry.

\$50,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project. \$116,500 is included for FY 27 in a small project request to proceed to the construction bidding phase, and \$671,936 is requested for construction.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						216,500		216,500
Land Acquisition								0
Site Work								0
Construction	671,936							671,936
Equipment/Furnishings		67,194						67,194
Other - Please Specify								0
TOTAL	671,936	67,194	0	0	0	216,500	0	955,630

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	671,936	67,194				216,500		955,630
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	671,936	67,194	0	0	0	216,500	0	955,630

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30 years or longer.

Will this project generate revenue? No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? No.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.

September 2, 2025

Worcester County Government
Department of Public Works
6113 Timmons Road
Snow Hill, Maryland 21863

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

Re: Architectural and Engineering Services
Design and Construction Documents
New Vestibule – Worcester County Courthouse
DBF #: 0085B051.A01

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal to provide architectural and engineering services for the above-referenced project. This includes architectural, structural, civil, mechanical, and electrical engineering design. Our team will develop construction documents suitable for receiving agency approvals and public bids. Below is a breakdown of the scope of work we are anticipating for this project.

A. BOUNDARY AND TOPOGRAPHIC SURVEY

Our office will perform the necessary field and office work to compile a boundary, topographic, and utility survey of the project site, including the area from the side of the courthouse to Washington Street. We will also perform the field survey work necessary to locate all aboveground features including buildings, sidewalks, landscaping, etc., as well as above ground and accessible below grade utilities. Also included, we will subcontract a private utility locator company to locate utilities within the project area.

Lump Sum Fee: \$6,900.00

B. GEOTECHNICAL INVESTIGATION

We will perform survey services for locating soil borings which will be needed to determine soil types and groundwater depths for design of the building's foundation. We will also coordinate the performance of these borings with a geotechnical subconsultant of your choice. The following fee includes the performance of the geotechnical services by the subconsultant.

Lump Sum Fee: \$5,500.00

C. UTILITY SURVEY

We will work with the County and a consultant to locate underground utilities in this area. We will produce a utility survey for this area of the site.

Lump Sum Fee: \$6,000.00

D. CIVIL DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Following the concept approval of the site plan by the County, we will prepare construction documents which will include revised sidewalk layouts, site grading and drainage, landscaping, erosion and sediment control, and demolition. We anticipate the total limit of disturbance to be below 5,000 SF. Therefore, no stormwater management will be required. A separate proposal will be provided if the County determines stormwater management is required.

Lump Sum Fee: \$27,000.00

E. ARCHITECTURAL/STRUCTURAL DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

We will prepare preliminary plans, elevations, and details based on the approved plan and 3D rendering. These will include all dimensions and building materials and will be submitted to the County for review. Upon approval of these we will distribute to our structural and MEP teams. Our team will develop the necessary plans, details, and specifications needed for public bid and agency approval.

Lump Sum Fee: \$29,500.00

F. MECHANICAL AND ELECTRICAL DESIGN & CONSTRUCTION DOCUMENTS

The scope of work will include mechanical (including heating, ventilation, and air conditioning), electrical (including general power, metal detector, interior lighting, site lighting, fire alarm), and fire protection system design. Design phase services shall include the following:

1. Air conditioning served from the existing chilled water system.
2. Field investigations which may be necessary for the mechanical and electrical phases of work. Investigations will be based on visual observations and review of existing building drawings provided by the Owner.
3. Preparation of the design plans and specifications for the mechanical and electrical phases of work. Specifications will be prepared utilizing Gipe standard office specifications and format.

4. Demolition and new work drawings in AutoCAD format.
5. Preparation of an estimate of probable cost associated with the work we design.

Lump Sum Fee: \$16,500.00

Note: This fee assumes that the existing chilled water plant can support air conditioning in this area.

G. BID PHASE SERVICES

We will assist the County with the following during this phase:

1. Attend a pre-bid meeting with interested contractors.
2. Prepare addenda items as needed prior to bidding.
3. Assist with the bid opening and review of bids.

Lump Sum Fee: \$5,500.00

H. CONSTRUCTION ADMINISTRATION SERVICES

We will assist the County with the following during this phase:

1. Review selected shop drawing submittals
2. Respond to Contractor questions
3. Attend pre-construction meeting and six (6) progress meetings
4. Review applications for payment from the Contractor.
5. Perform punch list walkthrough
6. Perform final inspection of the mechanical/electrical work
7. Review of close-out documents, test/balance reports and O&M manuals.

Note: This scope of work will be revisited prior to construction.

Estimated Fee: \$19,600.00

I. EXCLUSIONS

1. Redesign of the approved addition
2. Audio/visual systems
3. BIM/Revit modeling
4. LEED tracking or certification
5. Public presentations
6. Design or re-routing of underground utilities

J. FEE SUMMARY

A. Boundary and Topographic Survey	\$6,900.00
B. Geotechnical Investigation	\$5,500.00
C. Utility Survey	\$6,000.00
D. Civil Design Development & Construction Documents	\$27,000.00
E. Architectural/Structural Design Development & Construction Documents	\$29,500.00
F. Mechanical/Electrical Design & Construction Documents	\$16,500.00
G. Bid Phase Services	\$5,500.00
H. Construction Administration Services	\$19,600.00
Total Lump Sum Fees Items A-G:	\$116,500.00

Billing for our services will be submitted monthly based on the percentage of work completed in the previous month in accordance with Schedule of Rates No. 50. Payment terms shall be in accordance with Worcester County's Standard Terms and Conditions attached.

This proposal is valid for a period of thirty (30) days. If you find the proposal acceptable, please sign below and on the attached agreement, and forward it via email to mwh@dbfinc.com. We will proceed with our work based on the receipt of the signed documents.

We appreciate the opportunity to be of continued service to Worcester County and look forward to participating in this project. Should you have any questions or need additional information, please do not hesitate to contact me at (410) 543-9091 or at the email noted above.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures: Schedule of Rates No. 50
City of Salisbury On-Call Agreement
Worcester County Terms and Conditions

Client Signature

Date

Printed Name

DAVIS, BOWEN & FRIEDEL, INC. (“DBF”)
SCHEDULE OF RATES
 SCHEDULE NO. 50
 Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	\$230.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	\$195.00
Architect, Landscape Architect, Engineer, Surveyor	\$155.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$160.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$140.00
Senior Environmental Specialist	\$160.00
Environmental Specialist	\$130.00
Construction Administrator	\$145.00
Senior Designer	\$150.00
Designer	\$130.00
GIS Specialist	\$140.00
Computer Graphics Designer	\$115.00
CAD I	\$115.00
CAD II	\$100.00
1 Person Survey Crew	\$150.00
2 Person Survey Crew	\$190.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$230.00
Resident Project Representative	\$110.00
Computer Administrator	\$110.00
Administrative Support	\$90.00
Travel	\$0.655/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$3.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

CIP Project Name:	Recycle Building Expansion
Project Director (Name & Title):	David Candy, Superintendent, Solid Waste
Phone Number:	410-632-3177
Project Location:	Central Site Landfill, Newark MD

Project Summary
<p>The Recycling team would like to expand the building in order to add another sorting line and much needed storage space. At this time, we store bi-metal, aluminum and plastic outside. Since we have started recycling mattresses, we have had to use up much needed floor space indoors to accommodate them. Bailed plastic, cardboard and paper are stored indoors until a full tractor trailer load is achieved. Again, utilizing valuable floor space.</p> <p>With the rise in on-line ordering, cardboard recycling has increased tremendously. An additional line would allow us to keep up with processing this material as well as others when needed.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			2,000,000					2,000,000
Equipment/Furnishings								0
Other - Please Specify STUDY	30,000							30,000
TOTAL	30,000	100,000	2,000,000	0	0	0	0	2,130,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	30,000	100,000	2,000,000					2,130,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	30,000	100,000	2,000,000	0	0	0	0	2,130,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook								
PROJECTED OPERATING IMPACTS	0	0	0	693,972	193,972			887,944

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

Will this project generate revenue?

Yes, we are able to sell the bailed materials.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes. We would need to hire 4 additional Recycle employees; utilities would double our current and it would require additional fire alarms and sprinkler system maintenance.

CIP Operating Impact Projections

Project:						
Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Recycle Worker 1				37,315	37,315	74,630
Recycle Worker 1				37,315	37,315	74,630
Recycle Worker 3				41,121	41,121	82,242
Recycle Worker 3				41,121	41,121	82,242
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	0	0	0	156,872	156,872	313,744
Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities ELECTRIC				36,000	36,000	72,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm				1,100	1,100	2,200
Internet						0
Vehicle Expense						0
Other						0
						0
EXPENDITURES						
Operating TOTAL	0	0	0	37,100	37,100	74,200
Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
1 Loader				400,000		400,000
1 Skid Steer				100,000		100,000
						0
EXPENDITURES						
Capital TOTAL	0	0	0	500,000	0	500,000
Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	0	0	0	0	0	0
PROJECTED OPERATING IMPACTS	0	0	0	693,972	193,972	887,944

Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.
Yes, 4 full-time employees

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?
Increase Electric and gas.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.
Additional Fire alarm monitoring and Annual Testing

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.
Yes. With the building addition and equipment, insurance will increase.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.
Possible computer for new equipment.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a one-time increase for the additional equipment such as compactor and bailer.

CIP Project Name:	Health Department and 50 Plus Center Pocomoke Service Building Replacement
Project Director (Name & Title):	Michael Hutchinson, Maintenance Superintendent/Bill Bradshaw, County Engineer
Phone Number:	410-632-3766/410-632-1200 x1150
Project Location:	400 Walnut Street, Pocomoke City

Project Summary
<p>This project is for replacement of the existing building at the same address. The existing building was constructed in 1949/1950. This update is based on a schematic building design completed by DBF Architects & Engineers in 2025 (report attached), Health Department representatives, 50 Plus Department representatives and County Public Works. This schematic plan is based on considerations of the current operations, space planning and ancillary requirements for a new 13,500 SF building. The building plan will have one wing for Health Department and a second wing for the 50 Plus Center. The schematic design reports includes proposed floor plans and renderings for the building. The schematic design results is an increase in construction cost estimate of \$800k.</p> <p>The primary purpose of this capital improvement plan is to ensure the safety, usability, and longevity of the facility by replacing the outdated structure with a new, code-compliant building. The new building will meet all current regulations, including fire safety, accessibility (ADA), structural integrity, and energy efficiency standards. Additionally, the project aims to: 1. Enhance Safety: Address critical safety concerns related to the building's deteriorated condition, ensuring the well-being of all occupants. 2. Improve Functionality: Provide a modern facility that meets the operational needs of its users, supporting current and future activities effectively. 3. Ensure Compliance: Bring the facility up to code, eliminating legal liabilities and ensuring adherence to local, state, and federal regulations. 4. Optimize Energy Efficiency: Incorporate energy-efficient systems and materials to reduce operating costs and environmental impact. 5. Support Community and Economic Growth: The new building will serve as a vital asset to the community, potentially attracting investment, improving public services, and contributing to local economic development. This capital improvement plan is a critical investment in the future of the facility and the Pocomoke community it serves, ensuring it remains a safe, functional, and valuable asset for years to come.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						704,500		704,500
Land Acquisition								0
Site Work								0
Construction		6,470,523	2,156,841					8,627,364
Equipment/Furnishings		230,000	555,000					785,000
Other - Please Specify								0
TOTAL	0	6,700,523	2,711,841	0	0	704,500	0	10,116,864

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds		6,700,523	2,711,841			704,500		10,116,864
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	0	6,700,523	2,711,841	0	0	704,500	0	10,116,864

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	66,438	66,438	66,438	66,438			265,752
-----------------------------	---	--------	--------	--------	--------	--	--	---------

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 50 years

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Currently none. 50 Plus Center section would solicit State and foundation grants and donor contributions.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? None identified.

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Yes building operation and maintenance expenses are estimated.

CIP Operating Impact Projections

Project: Pocomoke HD & 50 Plus Service Bldg Replacement

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
---------------------------------------	---	---	---	---	---	---

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities		28,602	28,602	28,602	28,602	114,408
Telephone		5,646	5,646	5,646	5,646	22,584
Custodial		250	250	250	250	1,000
Cleaning		18,518	18,518	18,518	18,518	74,072
Maintenance Repairs		7,800	7,800	7,800	7,800	31,200
Refuse		20	20	20	20	80
Fire/Security Alarm		725	725	725	725	2,900
Internet		4,277	4,277	4,277	4,277	17,108
Vehicle Expense						0
Other		600	600	600	600	2,400
						0
EXPENDITURES						

Operating TOTAL	0	66,438	66,438	66,438	66,438	265,752
-----------------	---	--------	--------	--------	--------	---------

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
---------------	---	---	---	---	---	---

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
-----------------------	---	---	---	---	---	---

PROJECTED OPERATING IMPACTS	0	66,438	66,438	66,438	66,438	265,752
-----------------------------	---	--------	--------	--------	--------	---------

Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

There is an opportunity for increasing services to constituents in or around the Pocomoke area, the exact volume is yet to be determined, based on the footprint of the building. There is also an opportunity to expand service delivery with our partners, but this remains to be determined. This information will assist in determining the increase in staff. There would be no change in the staff of the WorCOA 50plus Center.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

The project would decrease the utility costs by updating and utilizing energy efficient units.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

The project would decrease the maintenance costs because the systems and units would be new and would not be past their usable life.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Insurance costs will likely increase dur to higher value asset.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

The cost of telephones, copiers, computers and hardware should remain the same and not increase.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a need for one time purchase of furniture.



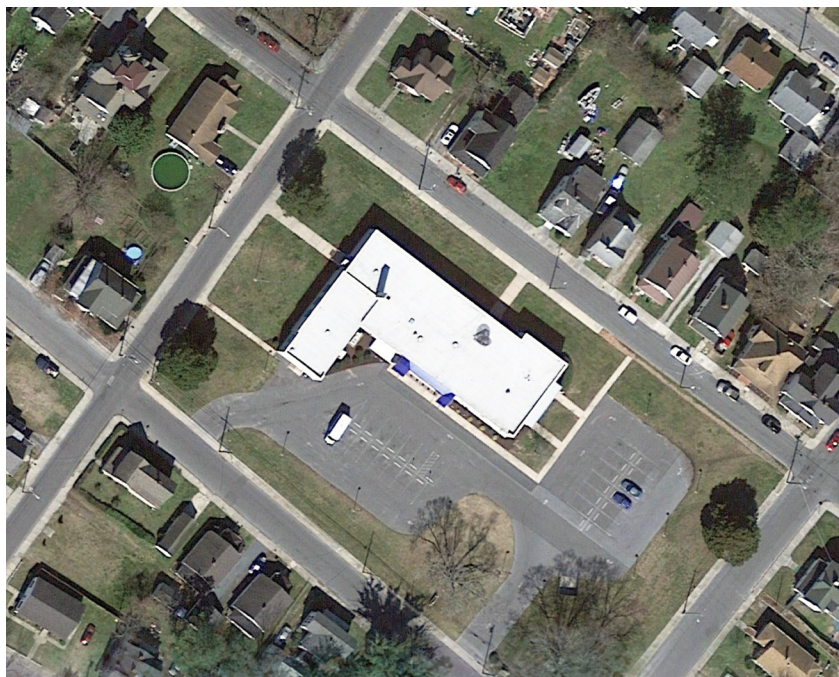
**DAVIS
BOWEN &
FRIEDEL, INC.**

ARCHITECTS • ENGINEERS • SURVEYORS



ITEM 18
Gipe Associates, Inc.
CONSULTING ENGINEERS

**POCOMOKE SERVICE CENTER
FEASIBILITY STUDY FOR A
NEW FACILITY
4th & WALNUT STREETS
POCOMOKE CITY, MARYLAND**



DESIGN NARRATIVES

SCHEMATIC DESIGN

ESTIMATED COSTS

Davis, Bowen & Friedel, Inc.
601 E. Main Street
Salisbury, Maryland 21804

AUGUST 2025
DBF #0085B056.B01
www.dbfinc.com

Gipe Associates, Inc.
8719 Brooks Drive
Easton, Maryland 21601

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Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

August 14, 2025

Mr. William Bradshaw, P.E.
County Engineer, Building Administrator
Development Review and Permitting
Worcester County Government
1 West Market Street, Room 1201
Snow Hill, MD 21863

Reference: Schematic Design and Estimated Costs
New Pocomoke Service Facility

Dear Bill:

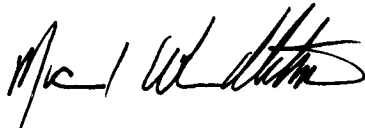
Davis, Bowen & Friedel, Inc. (DBF) and Gipe Associates are pleased to present this Schematic Design for the proposed new facility for Worcester County located at 400-A Walnut Street in Pocomoke City.

Based on the assessment prepared in 2024 and design meetings held earlier this year, we have proposed a schematic design for the new facility along with proposed costs for its construction. This design meets the target size discussed, between 13,000 and 14,000 square feet, and will continue to house a 50 Plus Center and the County Health Department.

This design is a work in progress and will serve as a starting point for design development and construction documents if the County agrees to move forward with this project.

Please reach out to me directly with any questions regarding this report.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Michael Wheedleton, AIA
Principal - Senior Architect

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• Cost Estimates	-
• Appendix	-
Initial Draft Program	-
Current Draft Program	-

**POCOMOKE SERVICE CENTER
NEW FACILITY
WALNUT STREET
POCOMOKE CITY, MARYLAND**

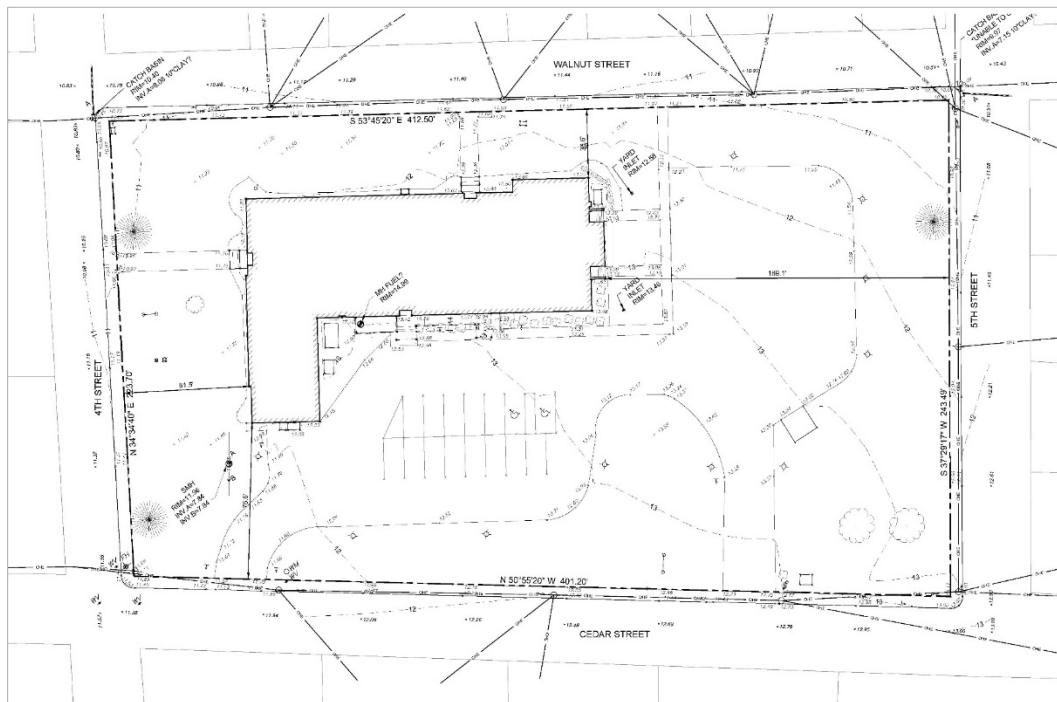
INTRODUCTION

In June 2024, Davis, Bowen & Friedel, Inc. (DBF) and Gipe Associates, Inc. (Gipe) submitted a Facility Condition Assessment on the existing facility located at this site. A copy of this assessment will be sent in electronic format along with this report.

As noted in the assessment, our team recommended that the existing facility be replaced. To briefly summarize, the reasons for this replacement are due to the age of mechanical / electrical systems, especially piping and underground infrastructure. Also, the building was constructed as an educational building in 1947, well before modern building codes, notably fire protection and accessibility codes. For these reasons mainly, along with replacement was recommended.

It was decided during the initial design meetings on this project that the existing building would be demolished and not kept while the new one was being constructed, as the options are very limited on the site if this building were to remain. This is evident in an example of a layout keeping the existing building in this report. Currently, the 50 Plus Center and the Health Department occupy this facility and the plan is that they will continue as the tenants for the new facility. They will relocate to other facilities in town until the new facility is complete.

Existing Site Plan



SCHEMATIC DESIGN

As noted, the existing building will be demolished, and the new facility is proposed to be constructed in generally the same area. This strategy keeps the entries off Cedar Street intact and the parking areas can be used and modified to meet the capacity and requirements of the new facility.

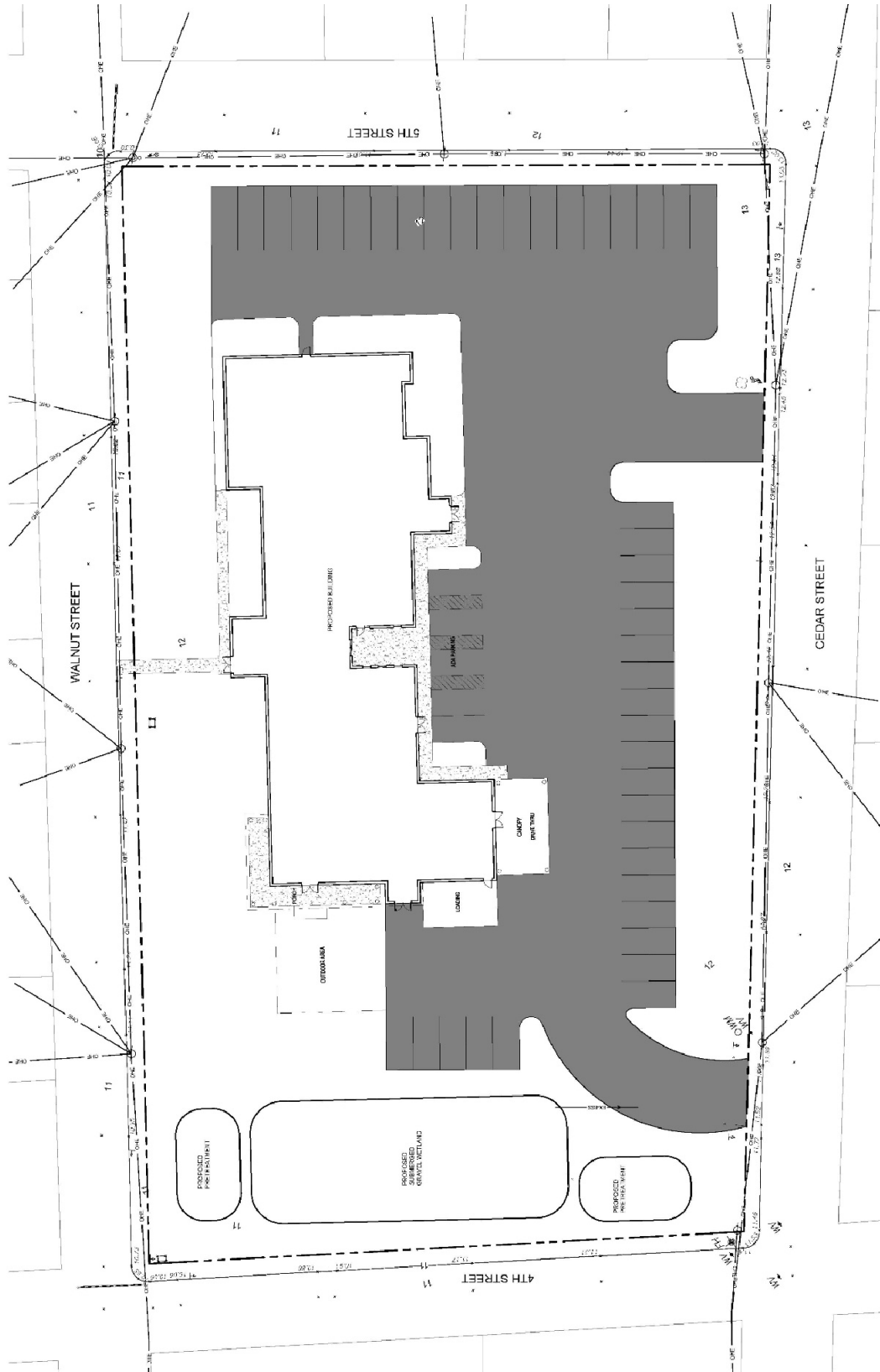
Civil / Site Engineering

The following items were starting points to begin the site planning / civil engineering for the new facility:

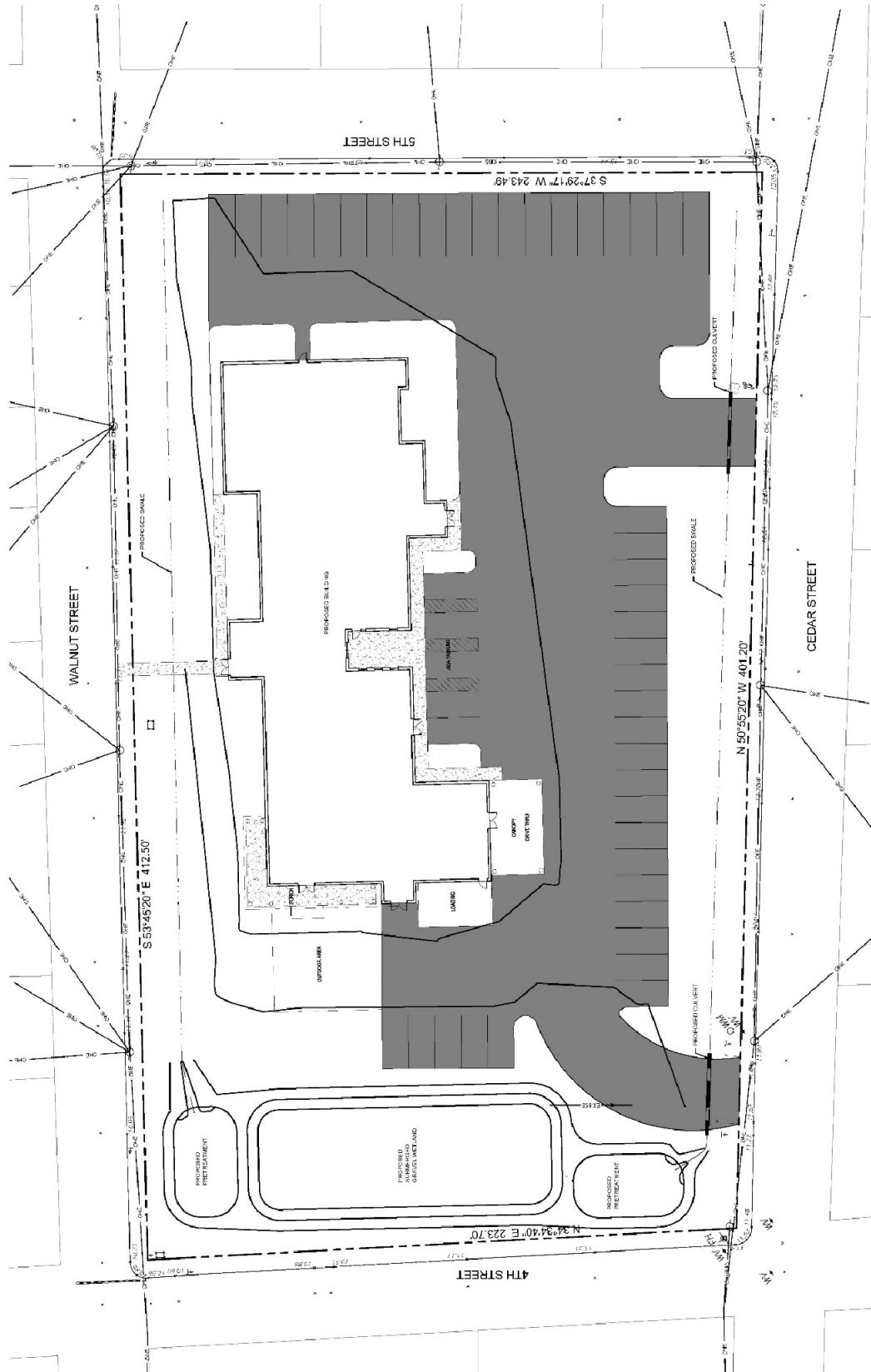
- The existing entries off Cedar Street will remain and no new entries are planned.
- The existing underground infrastructure will be removed back to where it enters the site off Cedar Street due to the deterioration of the piping and valves. Keeping the new facility in the same location will also allow us to use the same tie-in points for utilities located under Cedar Street.
- The parking lot will remain and be modified as needed for the new facility.
- Stormwater areas are currently proposed on the 4th Street side of the site. The size and configuration of these areas will be confirmed during the next stages of design.

The following pages depict the existing site and proposed parking lot and stormwater collection areas in conceptual form.

Proposed Preliminary Site Plan



Stormwater and Grading Plan



Architectural***Initial Design***

The current occupants (50 Plus and the Health Department) will remain as the tenants for the new facility as of the date of this report.

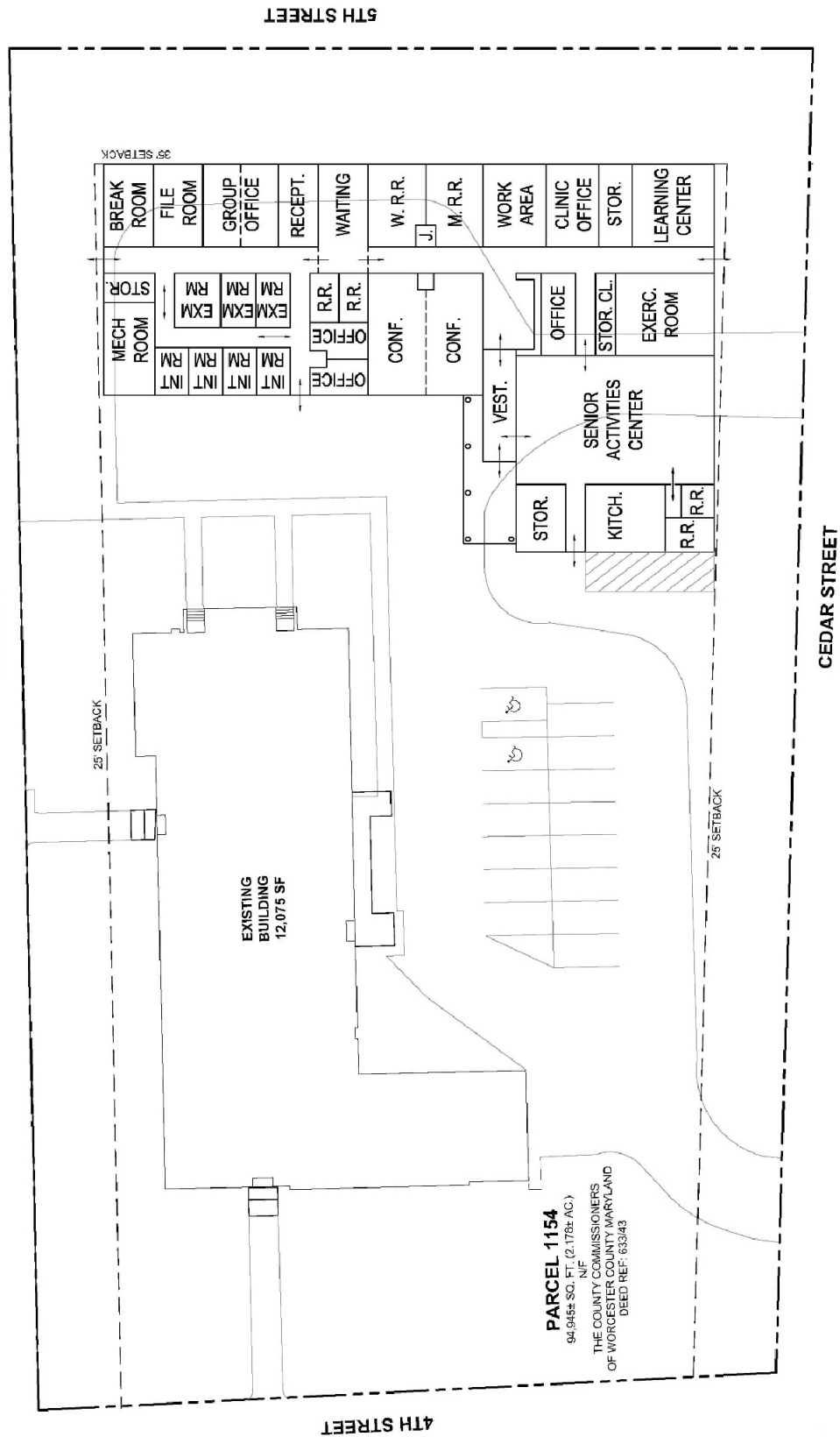
The initial due diligence work for the new building included the development a building program to determine the desired spaces in the new building; their size and required adjacencies. As noted, this building was built as a school in 1947 and is very lacking in fire protection, accessibility, and other codes. Also, it was not programmed to house its current use and the first thing to do was to find out what spaces are missing from the 50 Plus Center and the Health Department in the existing facility.

Included in the appendix of this report is the current program noting the existing and proposed spaces in the building. This program will continue to be a work in progress as the design is developed.

With the initial program drafted, layout options were created and presented to the County at 2 meetings. At the April 2025 meeting, it was decided that the existing building should be demolished. The 50 Plus and the Health Department will need to move to a temporary location during construction of the new building. The architect was also given a tour of the Snow Hill Health Department to see interview rooms, training rooms, training kitchen, and other areas that will be located in the new Pocomoke facility.

The following page depicts one of the options presented at the April 2025 meeting.

Schematic Option with Existing Building Remaining



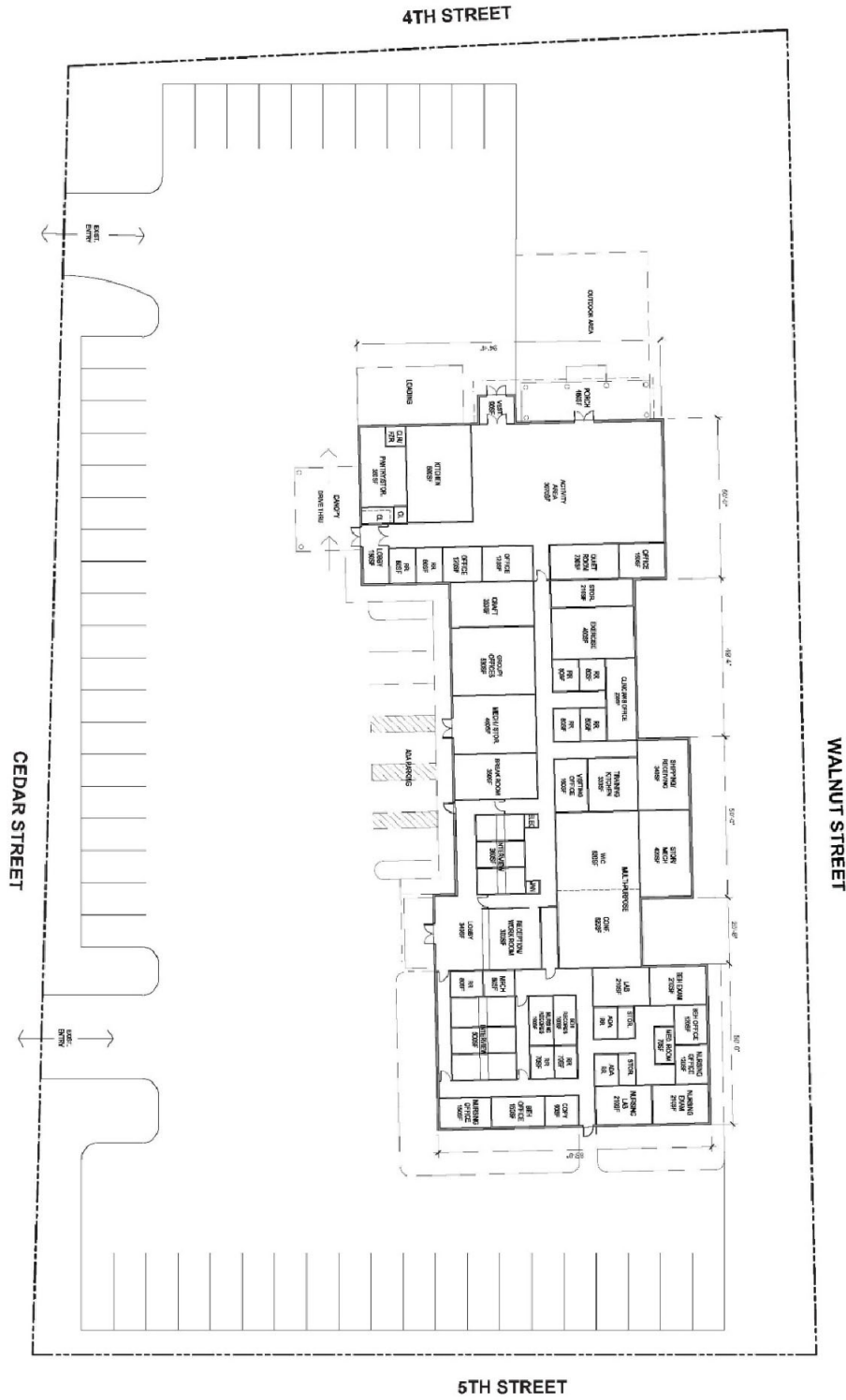
Given the comments received from all parties at the April 2025 meeting, most importantly demolishing the existing building, new conceptual design options were developed. Those were presented and reviewed at a meeting on June 25, 2025.

At this meeting, it was noted that the new building should have 2 distinct areas, visible from the exterior with separate entries. It was also noted that the 50 Plus area should have an additional area for quiet activities, a separate craft room, and a smaller kitchen used for warming food that will be brought in from elsewhere as well as an outdoor porch and activity area. The Health Department layout was revised to include interview rooms near the entry as well as having lab/exam areas, both similar in layout and function to those at the Snow Hill facility. Given these comments, a concept was agreed upon with which to move forward.

The building program / space information was discussed at length and program document revised. Copies of the preliminary and current program are included in the appendix of this report. The site and building layout, along with the program, will continue to be a work in progress through the design development phase if this project moves forward.

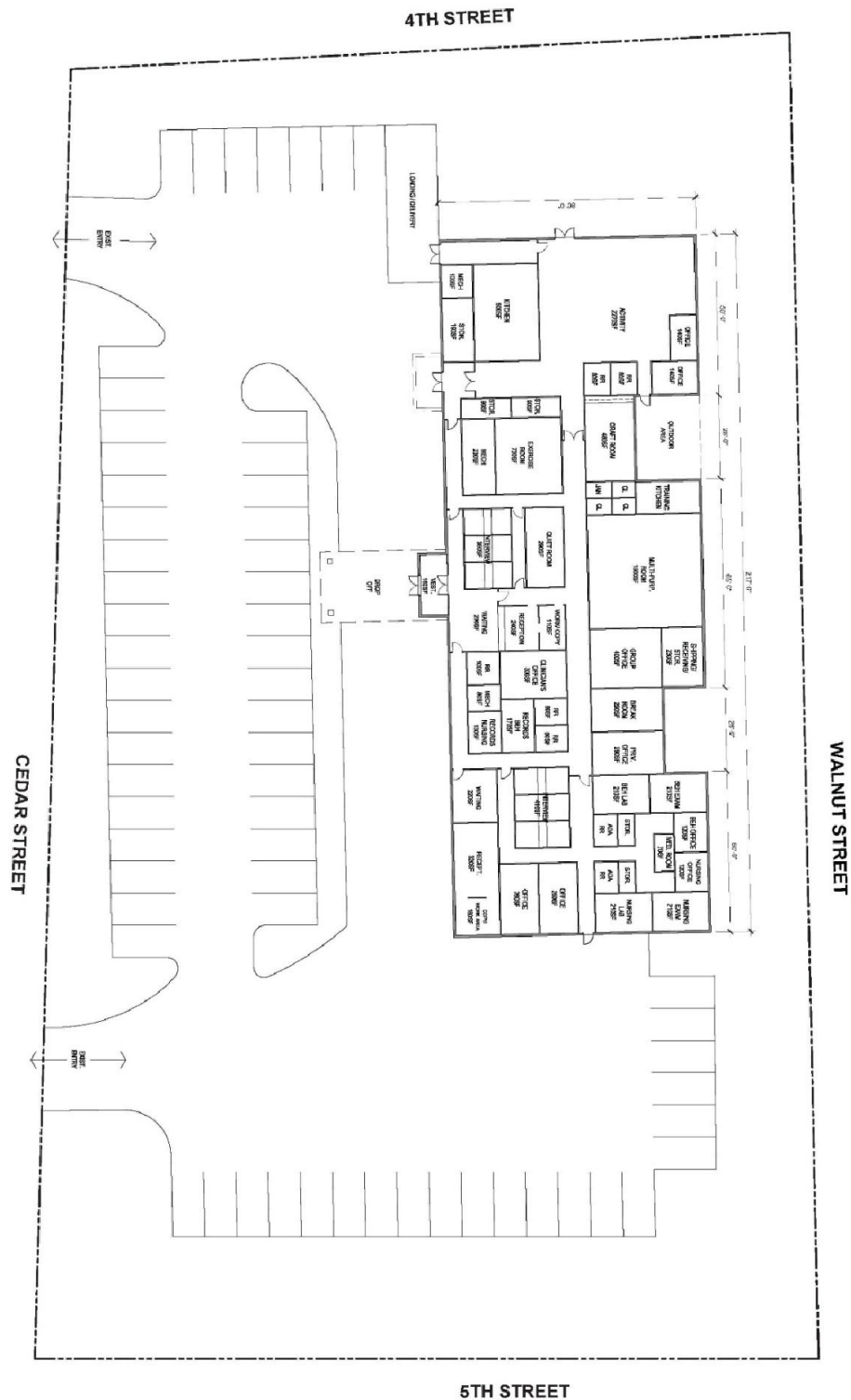
JUNE 2025 MEETING

Schematic Option with Existing Building Removed



9

Schematic Option with Existing Building Removed



Current Schematic Design

The following pages depict the floor plan along with building images that will serve as the starting point for the design of the new building. The floor plan depicts the two distinct areas noted earlier. These areas will continue to be modified as the design is developed to meet user needs and code requirements.

This floor plan reflects the comments received from both the 50 Plus and Health Department representatives as well as from Public Works and County Administration.

The goal is to try and keep the proposed square footage between 13,000 and 14,000 square feet by utilizing multi-purpose areas where possible in both departments.

The following are key points related to the initial design and discussed at the meetings held. These ideas are part of the current design and, with others yet to be learned, will be included in the design development of the facility.

- Building design characteristics reflect residential design with the use of dormers, gabled roofs and building materials such as siding and shingles to match surrounding residential properties.
- The building should have 2 distinct areas for 50 Plus and the Health Department, each with distinct entries.
- Accessibility and drop-off points at the facility are important for both tenants.
- The 50 Plus Center should contain new spaces such as a craft room, quiet reading room, and larger restrooms so that patrons can receive assistance if needed.
- A ‘front porch’ is also being proposed along with an outdoor area for the 50 Plus Center.
- The Health Department should take clues from the Snow Hill facility, notably the interview rooms, secure reception area, and exam room/lab areas.
- The use of the large multi-purpose area as group office space as well as a classroom/training room will help use space efficiently and not leave vacant space that is left unused.

As with the rooms in the floor plan, the images shown will continue to be developed with respect to color, trim detail, window placement and configuration, and other items if this project moves forward.

As noted earlier, the renderings of the building depict a residential style design that fits well in the surrounding neighborhood. The next step is to develop this floor plan and create construction documents for the building and the site.

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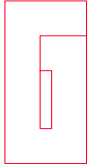


Current Design Renderings



MECHANICAL / ELECTRICAL / PLUMBING ENGINEERING

DESIGN NARRATIVES



Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O. #: 25058
July 25, 2025

**WORCESTER COUNTY HEALTH DEPARTMENT – POCOMOKE SERVICE BUILDING –
POCOMOKE CITY, MARYLAND
SCHEMATIC DESIGN
ELECTRICAL, COMMUNICATIONS, AND ELECTRONIC SAFETY & SECURITY
NARRATIVE**

ELECTRICAL NARRATIVE - GENERAL

The electrical, communications, and electronic safety and security systems will be designed to incorporate economically feasible sustainable elements. Every effort will be made to incorporate sustainable systems, elements and components that will align with the phrase “doing more with less”. It is implied in this statement that high efficiency systems shall be employed in the project.

Sustainable elements that will be incorporated are as follows:

- High efficiency volumetric lighting fixtures
- High efficiency electronic LED drivers
- High efficacy, mercury-free, LED lighting sources
- Automatic lighting controls, including occupancy/vacancy sensors, and daylight sensors where applicable
- Automatic plug load control
- Reduction of light pollution

Applicable Codes, Guidelines and Standards

The electrical systems will be designed in accordance with the following codes, guidelines and standards:

- i. International Building Code – 2021 Edition
- ii. International Energy Conservation Code (IECC) – 2021 Edition
- iii. NFPA 70: National Electrical Code (NEC) – 2020 Edition
- iv. NFPA 72: National Fire Alarm & Signaling Code – 2019 Edition
- v. NFPA 101: Life Safety Code (as amended by Maryland State Fire Codes) - 2018
- vi. NFPA 780: Standard for the Installation of Lightning Protection Systems

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Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

- vii. ASHRAE Standard 90.1 – 2019: Energy Standard for Buildings except Low-Rise Residential Buildings.
- viii. Illuminating Engineering Society of North America (IESNA) Standards
- ix. Occupational Safety and Health Administration (OSHA)
- x. Maryland State Fire Prevention Codes, latest edition
- xi. Delmarva Power Standards & Specifications, latest edition.
- xii. All applicable State and Local Codes

Electrical Service Description

The electric service to the site will be provided by Delmarva Power. The proposed load of the proposed replacement building shall be shared with Delmarva Power so that they can confirm that the existing transformer is adequate for the new load. The main electric service from the pad-mounted transformer to the building service equipment should be rated at 120/208 volts, three phase, four wire.

Normal Electrical Power Supply System

The electrical distribution should be rated at 120/208 volts, three phase, four wire from the main distribution panelboard to branch panelboards throughout the building. Distribution and branch panelboard buses should be copper. Feeder conductors should be copper and should be sized to limit voltage drop to 2% from the service equipment.

General lighting should be served at 120 volts. Mechanical equipment should be served at 120 volts as required for single-phase equipment and at 208 volts for three-phase equipment. Receptacles and office equipment should be served at 120 volts. Other loads should be served as required.

A Surge Protection Device (SPD) should also be provided within the main distribution panelboard to protect the electrical distribution system from transient voltage spikes. The SPD shall be tested in accordance with the latest edition of UL 1449 to ensure compliance with UL requirements for the building's lightning protection system.

Panelboards for lighting, power, and equipment loads should be in electrical rooms, mechanical rooms, and if required, in storage rooms to serve local loads.

Panelboards should also be provided within the following areas to serve local loads:

WORCESTER COUNTY HEALTH DEPARTMENT – POCOMOKE SERVICE BUILDING –
POCOMOKE CITY, MARYLAND

Electrical – Schematic Design Narrative

Kitchen - Dedicated panelboards with shunt-trip circuit branch circuit breakers as required to serve equipment beneath ventilation hood.

Emergency Electrical Power Supply System

It is our understanding that a generator is not desired for this building. If a generator is desired, then the loads served by the generator, fuel type and runtime of the generator should be reviewed with the Owner.

Components of the new Electrical System are as follows:

ELECTRICAL COMPONENT	PRELIMINARY CAPACITY/CHARACTERISTICS
Incoming Main Distribution Panelboard	<ul style="list-style-type: none"> One (1) 800 amp 120/208V, 3 phase, 4 wire main distribution panelboard.
Branch Panelboards	<ul style="list-style-type: none"> 120/208V, 3 phase, 4 wire new branch panelboards serving new mechanical, plumbing, lighting, and electrical equipment. Exact quantity of branch panelboards to be determined.
Lighting and Lighting Controls	<ul style="list-style-type: none"> LED lighting Occupancy, daylighting, and dimming controls One (1) relay panels for interior and exterior lighting control

Mechanical and Plumbing Equipment Connections

Enclosed safety/disconnect switches and enclosed motor controllers, e.g. combination magnetic motor controllers, should be located in mechanical equipment areas and throughout the building to serve mechanical and plumbing equipment.

Small motors (1/2 horsepower and smaller) shall be served by fractional horsepower manual starters with melting alloy type thermal overload relays. Large motors (larger than 1/2 horsepower) shall be served by fusible, non-reversing, combination magnetic motor controllers with appropriately sized motor starters and overload relays.

Equipment should be provided with engraved nameplates identifying the equipment served, circuit designation, and circuit voltage. Where disconnecting means are integral to mechanical equipment, the same shall also be labeled.

Enclosure ratings for disconnect switches and motor controllers shall be as follows:

- | | |
|---------------------------|--------------------------|
| i. Dry interior locations | NEMA 1, painted steel |
| ii. Damp/wet locations | NEMA 4X, stainless steel |

WORCESTER COUNTY HEALTH DEPARTMENT – POCOMOKE SERVICE BUILDING –
POCOMOKE CITY, MARYLAND

- iii. Kitchens NEMA 4X, stainless steel

Emergency power off (EPO) pushbuttons will be provided at each exit from mechanical spaces to shut down gas-fired equipment in an emergency event. The EPO pushbuttons will de-energize coils interlocked with enclosed contactor(s) serving gas-fired equipment, which will in turn open the contactor(s), removing power to the gas-fired equipment in accordance with ASME regulations. To restore power to the gas-fired equipment, the EPO pushbuttons must each be reset.

Lightning Protection System

A complete lightning protection system that complies with NFPA 780 should be provided under an alternate, including perimeter ground ring, building steel bonding, air terminals, roof and down conductors, and bonding of rooftop equipment. Air terminals and system conductors shall be aluminum. The counterpoise grounding loop shall consist of bare, tinned copper conductors and copper clad grounding electrodes.

Surge Protection

Surge Protection Devices (SPDs) will be provided in the following locations to protect the electrical distribution system from transient voltage spikes.

- i. Main distribution panelboard
- ii. Branch panelboards serving computer equipment, including telecommunications equipment rooms
- iii. Branch panelboards serving site lighting
- iv. Branch panelboards serving exterior HVAC equipment

Surge protection devices for incoming service equipment shall be rated 300kA, and for branch panelboards shall be rated 100kA.

SPDs shall be tested in accordance with the latest edition of UL 1449 to ensure compliance with UL requirements for the building's lightning protection system.

Interior Lighting and Controls

General lighting shall be accomplished with recessed 2'x4' or 2'x2' volumetric luminaires in areas with ACT ceilings and suspended direct/indirect linear fixtures in spaces with no ceilings.

Drivers for LED lighting fixtures should be high efficiency electronic type with flicker-free dimming. Low-end dimming range shall be 1% minimum, except as otherwise indicated for specialty spaces, e.g. the auditorium.

Light sources for general illumination should be LED with 3500K correlated color temperature (CCT) and a color rendering index (CRI) value of 80 or higher.

Light sources should have a minimum lumen maintenance value of L70 at 50,000 hours, meaning the LED light sources will yield 70% of their initial lumen output after 50,000 hours of operation.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines. Design levels of illumination shall be as follows:

i. Offices	30-40 footcandles
ii. Corridors	10-20 footcandles
iii. Activity/Multi-Purpose Rooms	30-40 footcandles
iv. Toilet Rooms	15-30 footcandles
v. Mechanical/Electrical Rooms	20-30 footcandles
vi. Telecommunications Rooms	30-40 footcandles
vii. Kitchens	50 footcandles (minimum)

Lighting Power Densities (LPD), commonly referred to as watts/square foot, should comply with applicable energy codes.

Lighting controls, including multi-level lighting control and automatic shut-off should be provided throughout the building. The lighting control system shall be comprised of 0-10V dimming drivers, wall switches, occupancy/vacancy sensors, daylight sensors, relays, etc.

Occupancy/vacancy sensors should be provided in individual rooms. Sensors will utilize one or more technologies, including but not limited to ultrasonic and passive infrared (PIR), which should be determined based on space usage. Sensor controls should be programmed to provide 50% automatic "on", 50% manual "on", or 100% manual "on" based on space usage and applicable energy codes.

Interior lighting and controls are summarized for each major space type below:

Office Lighting

- i. Recessed volumetric lighting fixtures.
- ii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.
- iii. Daylight sensors, which dim lighting zone(s) closest to daylight source.

Corridor Lighting

- i. Recessed lensed lighting fixtures in standard corridors with ACT ceilings. Linear pendant-mounted direct/indirect lighting fixtures in corridors with high ceilings/corridors without ceilings.
- ii. Recessed downlights, wall sconces and cove lighting where applicable.
- iii. Specialty accent lighting.
- iv. Controlled by lighting control system time clock during normal operating hours and occupancy sensors after hours.

- v. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
- vi. Emergency lighting.

Activity/Multi-Purpose Room Lighting

- i. Recessed 2'x4' lensed troffers lighting fixtures.
- ii. Multi-level switching for zone control and 0-10V dimming for each lighting zone.
- iii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.
- i. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
- iv. Emergency lighting.

Kitchen Lighting

- i. Recessed lay-in 2'x4' lensed troffers with aluminum doors, gasketed frames, and inverted lenses for ease of cleaning.
- ii. Lights controlled by lighted toggle switches.
- iii. Lighting integral to ventilation hood(s).
- iv. Emergency lighting.

Restroom Lighting

- i. Recessed 2'x2' lensed troffers in spaces with suspended ACT ceilings and recessed downlights in smaller individual restroom.
- ii. No wall switches for multi-occupant toilet rooms.
- iii. Occupancy sensor controls for automatic on/off control of multi-occupant toilet rooms.
- iv. Wallbox occupancy sensor switches for individual toilet rooms.
- v. Emergency lighting.

Mechanical/Electrical/ Storage Room Lighting

- i. Chain-hung low-bay industrial lighting fixtures with wire guards for rooms without ceilings. Surface mounted, lensed lighting fixtures for rooms with GWB ceilings.
- ii. Lights controlled by lighted toggle switches.
- iii. Emergency lighting.

Telecommunications Room Lighting

- i. Recessed, lensed lighting fixtures for rooms with ACT ceilings. Surface mounted, lensed lighting fixtures for rooms with GWB ceilings.
- ii. Lights controlled by lighted toggle switches.
- iii. Emergency lighting.

The lighting control system should be interfaced with the building's intrusion detection (security) system, such that interior lighting in all corridors and common areas energizes during a security event.

Emergency and Exit Lighting

Emergency lighting and exit signs should be designed in accordance with requirements of NFPA 101: Life Safety Code and NFPA 70: National Electrical Code.

Emergency power for exit signs & designated egress lights should be provided by internal battery packs.

Battery-backed exterior lighting fixtures for emergency lighting should be provided above each egress door.

Exterior Lighting

Lighting Power Densities (LPD), commonly referred to as watts/square foot, should comply with restrictions set forth in ASHRAE Standard 90.1.

LED light sources should have 3000K correlated color temperature (CCT) and a color rendering index (CRI) value of 70 or higher.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines.

Parking lot lighting should utilize pole-mounted LED fixtures with full cutoff optics.

Building-mounted perimeter lighting should utilize LED fixtures with full cutoff optics and will be controlled by the lighting control system, with 0-10V dimming to reduce lighting output after hours.

Accent, landscape and sign lighting should be provided in selected areas as required.

Light pollution/trespass should be kept to a minimum by reducing/eliminating uplight and ensuring cutoff at property lines.

The exterior lighting should be connected to the lighting control system, which will be interfaced with the building's Energy Management System.

LIGHTING COMPONENT	PRELIMINARY CAPACITY/CHARACTERISTICS
Site Lighting	<ul style="list-style-type: none"> Pole mounted light fixtures with full cut-off LED heads.
Exterior Building	<ul style="list-style-type: none"> Wall mounted full cut-off LED Fixtures.

Data Network

A complete and operable data network, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the data network installation.

Voice Network – Telephone/Paging/Intercom Systems

A complete and operable voice network (telephone/paging/intercom systems) comprised of all equipment, cabling, devices, racks, rack-mounted equipment, and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the voice network installation.

Video Network & Cable Television System

A complete and operable video network and cable television system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment, and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the video network and cable television system installation.

Audio/Video Systems

Complete and operable audio/video systems, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the audio/video system installation.

Fire Alarm System

A complete and operable fire alarm system, comprised of all equipment, cabling, devices, cabinets and terminations are being designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the fire alarm system installation.

Access Control System

A complete and operable access control system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations are being designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the access control system installation.

Intrusion Detection System

A complete and operable intrusion detection system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations are being designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the intrusion detection system installation.

Video Surveillance System

A complete and operable video surveillance system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations are being designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the video surveillance system installation.

Commissioning of Electrical Systems

The specifications shall include fundamental commissioning of the major electrical equipment and systems. The Owner shall engage a commissioning authority separate from the Contractor and the Design Team.

The installing contractor shall perform start-up of the electrical equipment. The appropriate contractors and/or manufacturer's representative will be on-site to perform start-up. No system will be started until the manufacturer's checklists have been completed. Start-up will be performed according to the manufacturer's recommended procedures.

The Functional Performance Tests shall be performed in the presence of the Owner and shall serve as a compliment to the O&M Training.

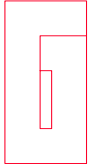
Owner Orientation and Training will be provided by the Contractors.

The electrical components that will be included in the commissioning process include, but shall not be limited to, the following:

WORCESTER COUNTY HEALTH DEPARTMENT – POCOMOKE SERVICE BUILDING –
POCOMOKE CITY, MARYLAND

- i. Lighting Control System(s)
 - a. Lighting control panels
 - b. Occupancy/vacancy sensors
 - c. Daylight sensors
 - d. Wall switches/control stations
 - e. Plug-load controls

END OF ELECTRICAL NARRATIVE



Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O. #:25058
July 25, 2025

WORCESTER COUNTY – POCOMOKE SERVICE BUILDING – POCOMOKE CITY, MARYLAND
SCHEMATIC DESIGN
HVAC, PLUMBING, AND FIRE PROTECTION BASIS OF DESIGN/NARRATIVE

MECHANICAL NARRATIVE - GENERAL

The Mechanical Systems will include all work associated within the building including Heating, Ventilating, Air Conditioning (HVAC), Plumbing, and Fire Protection Systems. These systems will extend to five (5) feet beyond the building wall.

The Mechanical Systems, in concert with the Architectural considerations, are intended to create spaces that are flexible, functional, energy efficient, and respond to the needs of this facility.

The Pocomoke Service Building facility heating, ventilating, and air conditioning (HVAC), Plumbing, and Fire Protection systems shall be designed to incorporate economically feasible sustainable elements. Every effort shall be made to incorporate sustainable systems, elements, and components that will align with the phrase “Doing more with less”. The enclosed preliminary equipment sizes/capacities are based on a fully conditioned (heated and cooled) square footage of 13,500 ft².

Potential sustainable elements that will be explored are as follows:

- Low flow plumbing fixtures and aerators.
- High efficiency HVAC systems and equipment.
- Variable speed/ digital scroll compressor/fan strategies.
- Demand controlled ventilation.
- Variable speed pumping.
- High Efficiency Condensing Boilers.
- Heat pump water heater.
- Exhaust air energy recovery.
- High efficiency energy recovery unit with hot gas re-heat and exhaust air energy recovery.

Within the envelope of the facility, the proper heating, cooling, ventilation, air exchanges, and Automatic Temperature Control Systems will be provided for all spaces to create the appropriate thermal environment. Mechanical rooms will be provided with heat and ventilation only. The HVAC and related Mechanical Systems will not only be functional and responsive to the need, but will be simple, reliable, durable, maintainable, and easily accessible. The HVAC System will utilize energy conservation techniques to the greatest extent possible, while maintaining comfortable control.

Heating and Cooling Systems and their associated controls will be designed and zoned to enable the building to operate at less than full occupancy without conditioning the entire building.

The latest version of Carrier's Hourly Analysis Program (HAP) shall be utilized for load calculation purposes and energy modeling.

The Mechanical Systems, including Fire Protection, will be designed in accordance with ASHRAE Standards, International Mechanical Code, NFPA, the State of Maryland Plumbing Code, Worcester County Code, and the City of Pocomoke Code Requirements.

Systems Descriptions

I. HVAC, PLUMBING, AND FIRE PROTECTION

A. Base Design Criteria

1. HVAC System Description:

Air Source Split System Air Handling Units with Hot Water Heating Coils:

Indoor units shall consist of the same components as most air cooled split system air handling units. The refrigeration system, including compressor, air-cooled condenser, direct expansion cooling coil, expansion device, and refrigeration controls are split between an indoor unit and outdoor unit and connected by refrigeration piping. Additionally, an ECM supply fan and filters are also components of the indoor unit. Heating shall be provided by hot water heating coils.

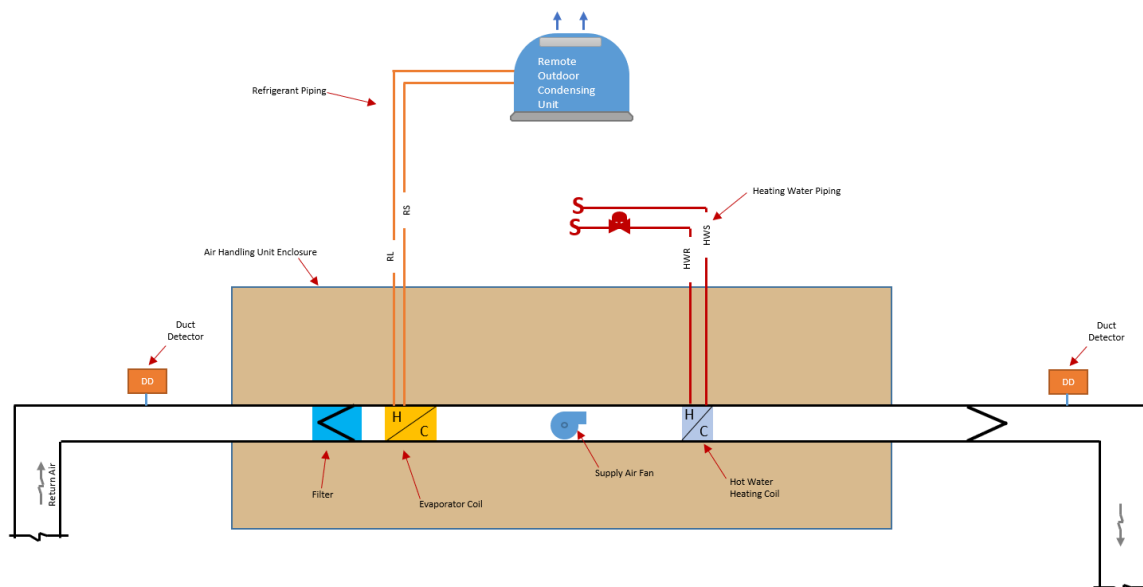


Figure #1 - Air Source Split System Air Handling Units with Hot Water Heating Coils

Central Hot Water Heating System:

The new central hot water heating system shall serve the split systems, energy recovery ventilator (ERV) and new heat only terminal equipment. The system shall be variable speed and utilize high efficiency condensing boilers connected to the utility's gas system.

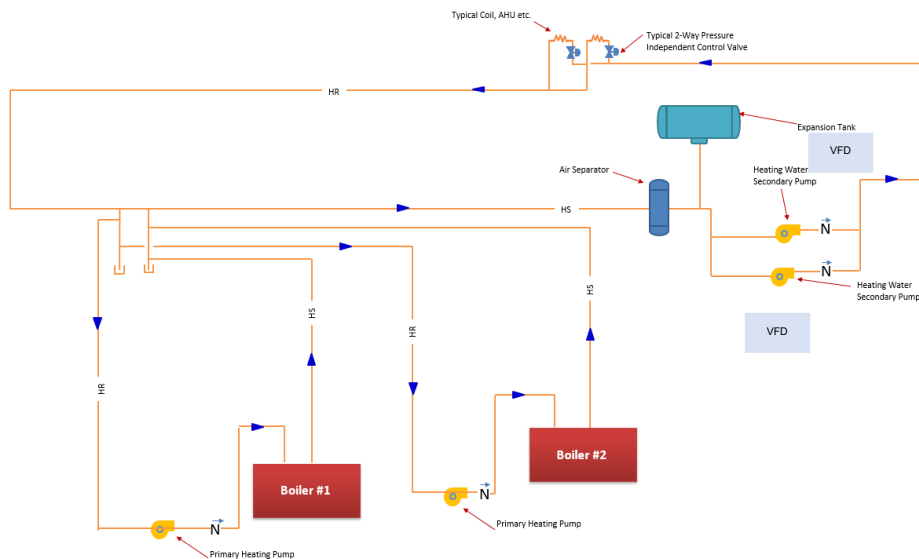


Figure #2 – Heating Water System (Not to Scale)

Air Cooled Direct Expansion/Hot Water Energy Recovery Ventilator:

The energy recovery ventilator shall utilize an enthalpy wheel, hot gas re-heat coil, variable speed exhaust/outside air fans, and demand controlled ventilation components (See Figure #1). The ERV unit shall provide the code required amount of ventilation air to all spaces and shall supply the air at space neutral conditions.

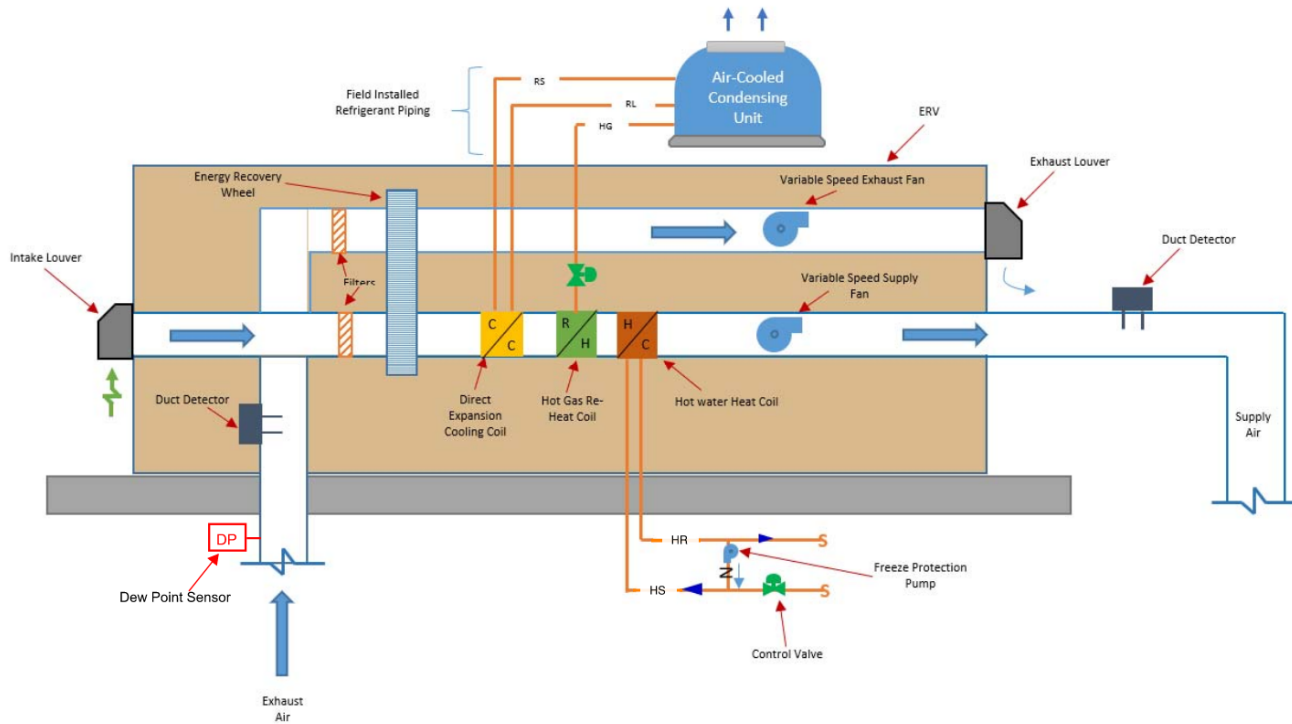


Figure #3 – Air Cooled DX/Hot Water Energy Recovery Ventilator

Hydronic finned tube radiation shall be provided below all storefront glazing in high-occupancy areas to prevent winter time condensation.

Components of the new HVAC system are as follows:

HVAC COMPONENT	PRELIMINARY CAPACITY/CHARACTERISTICS
Condensing Boilers	<ul style="list-style-type: none"> Two (2) Condensing Boilers, Heating capacity 270,000 btuh, Two primary pumps at 27 gpm and 25 ft. of head.
Heating Pumps	<ul style="list-style-type: none"> Two (2) base mounted, 50 gpm, 60 ft. head, variable speed pumps with drives, Lead/Standby Arrangement.
Energy Recovery Ventilator	<ul style="list-style-type: none"> Two (2) 100% outside air, DX/Hot Water energy recovery ventilators, 3,000 CFM nominal each, Nominal cooling capacity 14 tons each, Heating capacity 75,000 BTU/Hr. with variable speed drives.
ASME Heating System Buffer Tank/Hydraulic Separator	<ul style="list-style-type: none"> One (1) insulated ASME tank, 120 gallons
Expansion Tank	<ul style="list-style-type: none"> One (1) ASME rated tank, 60 Gallon Capacity.
Air Separator	<ul style="list-style-type: none"> One (1) 2-1/2-Inch ASME rated coalescing type air separator for the Heating Water System.
Fluid Filter Housing	<ul style="list-style-type: none"> One (1) fluid filter housing with magnets and particulate filters that can filter down to 5 microns.
Chemical Feed Tank	<ul style="list-style-type: none"> One (1) shot feeder type Chemical Feed Tank with filter, Five (5) gallon capacity.
Flow Measuring Station	<ul style="list-style-type: none"> One (1) 2.5-Inch for Heating Loop.
Conventional Ductless Unit for process load.	<ul style="list-style-type: none"> 1.5 tons cooling capacity (assume two (2)).
Flow Meter Fittings	<ul style="list-style-type: none"> 3-Inch, Discharge on Heating Water Pump System.
Air to Air DX/Hot Water Split System AHU's	<ul style="list-style-type: none"> 10-12 Split System AHU's with Hot Water Coils, 800 nominal CFM, 18,000 BTU/Hr., cooling capacity, 18,000 BTU/Hr., heating capacity, Ventilation shall be 0 CFM due to separate energy recovery ventilator for outside air.
Ventilation Fans	<ul style="list-style-type: none"> Three (3) 1,000 CFM side wall, direct drive, ventilation fans with thermostats for control.
Duct Smoke Detectors	<ul style="list-style-type: none"> Four (4) duct smoke detectors (energy recovery units), Interlock with fire alarm system, ATC system, and fan shut down.
Ductwork	<ul style="list-style-type: none"> All low pressure, insulated (2-inch thick insulation) including exhaust air ductwork, Sound lined 10 feet in/out of all ducted units and energy

	recovery unit.
Hydronic Piping	<ul style="list-style-type: none"> • Schedule 40 steel with grooved couplings, • Insulated with 1.5-inch thick fiberglass insulation.
Refrigerant Piping	<ul style="list-style-type: none"> • Copper tubing type ACR (3/6" inch and smaller), • Copper pipe type K Brazed (7/8" inch and larger), • Insulate with 1.0 inch thick Armaflex insulation.

Automatic Temperature Control System

All Automatic Temperature Controls will be of the Direct Digital Control type. Individual and terminal unit controls will be Direct Digital Control with electric/electronic actuation. The Automatic Temperature Control System will be Direct Digital Control (DDC) and will be tied into the existing Control System serving Worcester County Government. This will be coordinated with the Owner during the Construction Documents Phase.

Automatic Temperature Controls shall be capable of operating per the sequence of operation, including when the Energy Management System is manually overridden.

Occupants shall have a fixed deadband of temperature control as determined by facility personnel. The local space thermostats shall allow room set point adjustment to 2 degrees Fahrenheit above and below the nominal set point.

The ATC shall incorporate energy efficient sequences and strategies such as:

- Start/Stop optimization.
- Variable speed pumps.
- Night set back.
- Energy recovery.
- Demand controlled ventilation.
- Waste heat recovery for hot gas re-heat.
- Auto changeover.
- Night set back.
- Separate heating/cooling set points.

2. Plumbing System Description:

Plumbing System

A complete system of plumbing will be provided throughout the building to comply with the requirements set forth in the program and installed in strict accord with all applicable codes and regulations, including ADA.

The plumbing systems will consist of but not be limited to:

- Domestic Cold Water Piping
- Domestic Hot Water with Re-Circulation (Heat Pump Water Heater)
- Sanitary Drainage and Vent
- Hardwired Infrared Floor Mounted Flush Valves at Waterclosets
- Hardwired Infrared Floor Mounted Flush Valves at Urinals
- Fire Protection
- Double Detector Check Valve Back Flow Preventer shall be Provided for the Fire Protection System.
- Drinking Fountains with Bottle Fillers
- Exterior Freeze Proof Wall Hydrants
- Mop Sink in the Janitor's Closet
- Hard Wired Infrared Faucets

All plumbing fixtures for this project shall be low flow and shall be commercial grade or institutional quality. Faucets for lavatories will be with low flow aerators. Handicapped fixtures will comply with ADA Requirements. Mounting heights for all fixtures will be coordinated with the Architect.

Domestic Hot Water shall be generated by a single high efficiency air source heat pump water heater located in the main mechanical room.

Water closet plumbing fixtures will be floor mount flush valve type. The following minimum net clearances in plumbing fixture chases shall be provided:

Fixture Type	Space Required (inches)
Single Wall Mounted Water Closet	16
Back to back Wall Mounted Water Closets	18
Single Lavatory (counter or wall mounted)	6
Back to back lavatory (counter or wall mounted)	6
Mop Sink	6
Surface Mounted drinking fountain	6
Recessed drinking fountain	12 (from face of wall)

- a. Single lavatories/sinks can be located on a 6" stud wall.
- b. DO NOT locate fixtures on a masonry wall without a chase.
- c. DO NOT locate fixtures above sensitive areas (electrical rooms, kitchens, etc.)
- d. AVOID locating fixtures adjacent to columns so there will not be a conflict with structural footers.
- e. AVOID locating fixtures on exterior walls.
- f. AVOID locating fixtures below windows.
- g. DO NOT place beams or joists above, below, or through chases.

Water Service

A new water service will be brought to a point 5'-0" from the building exterior wall under another division. At this point and under this division, connection will be made to the water service and extended into the building for distribution.

The water service will be sized per the requirements of the American Society of Plumbing Engineers, The Plumbing Code of the City of Pocomoke, Worcester Co., the National Standard Plumbing Code and the Fire Protection Codes of NFPA.

Hot and cold water will be extended to and serve the fixtures and equipment as required. All domestic water piping will be copper Type L with wrought copper fittings and lead free 95-5 solder. All water piping shall be insulated with 1 inch thick insulation with the exception of non-handicapped final branch run outs for connection to fixtures/equipment.

Backflow preventers and vacuum breakers will be provided to prevent back siphonage and contamination of the potable water system.

Hose bibbs in concealed boxes will be located in public toilet rooms.

Freezeproof wall hydrants will be located every 50 feet along the service building's perimeter. Hose bibbs in concealed boxes will be located in public toilet rooms.

Lavatories shall be specified with thermostatic mixing valves and shall be serviced by the 110° Fahrenheit hot water recirculating loop.

Sanitary Drainage

New sanitary drainage lines will be brought to a point 5'-0" from the building exterior wall under another division. At this point and under this division connection will be made to the drainage line and the same will be extended into the building for distribution.

The Sanitary Drainage System will be sized per the requirements of the American Society of Plumbing Engineers, the Plumbing Code of the City of Pocomoke, Worcester Co., and the National Standard Plumbing Code.

Discharge of HVAC condensate will be taken directly outside and not connected to the Sanitary Drainage system.

Due to noise concerns, all above grade/slab sanitary/vent piping shall be cast iron no hub.

Storm Water Drainage

New storm water drain lines will be brought to a point 5'-0" from the building exterior wall under another division. At this point and under the Civil Engineering division connections will be made to the exterior downspouts/rainleaders.

Components of the New Plumbing System are as follows:

PLUMBING COMPONENTS	PRELIMINARY CAPACITY/CHARACTERISTICS
Domestic Hot Water Heater	<ul style="list-style-type: none"> One (1) air source heat pump water heater, ASME rated 50 gallons storage, 4.5 kW input water heaters.
Domestic Recirculating Pump	<ul style="list-style-type: none"> One (1) all bronze construction, in-line pump, 6 GPM, 15 feet of head, With an Aquastat.
Domestic Water Expansion Tank	<ul style="list-style-type: none"> One (1) Domestic Water Expansion Tank, ASME rated, Twelve (12) Gallon acceptance volume, NSF-60 approved for Potable water.
Back Flow Preventers: <ul style="list-style-type: none"> Heating System Makeup Water Fire Protection Service Domestic Cold Water 	<ul style="list-style-type: none"> 1-inch RPZ Type for makeup water, 6-inch Double detector check valve type for fire protection system, New 3" inch double check valve type for domestic water system
Domestic Cold Water Meter	<ul style="list-style-type: none"> 3-inch size, NSF-60 approved.
Lavatory Mixing Valves	<ul style="list-style-type: none"> Thermostatic type, 0.5 GPM, ASSE 1070 approved, Install one (1) at each lavatory.
Trap Priming Stations	<ul style="list-style-type: none"> Assume three (3) trap priming stations with vacuum breaker, timer, and timed solenoid valve.

3. Fire Protection System Description

The Fire Protection System will provide total protection by means of a wet pipe sprinkler system. The sprinkler system design will be in strict accordance with all local and state codes as well as NFPA. The sprinkler system shall be designed per NFPA-13. A flow test has confirmed the available flow and pressure.

Static Pressure = 56 psig
 Residual Pressure = 52 psig
 Test Flowrate = 1,640 gpm

We do not anticipate the need for a fire pump for protecting the building.

Components of the New Fire Protection System are as follows:

FIRE PROTECTION COMPONENTS	CAPACITY/CHARACTERISTICS
Fire Protection System	<ul style="list-style-type: none"> • Two (2) zone valve assemblies • Single wet pipe riser • 6-inch underground mains • 4-inch fire department connection • Concealed, quick response wet pipe heads • Electric motor gong • 6-inch double detector check valve assembly • Pipe hydraulically sized per <u>NFPA-13</u> requirements

4. Applicable Codes, Guidelines and Standards.

a. The mechanical systems will be designed in accordance with the following codes, guidelines, and standards.

- 1.) International Building Code – 2021 Edition
- 2.) International Mechanical Code – 2021 Edition
- 3.) International Plumbing Code – 2021 Edition
- 4.) National Fire Protection Association (NFPA) guidelines and standards including the following:
 - a) NFPA 90A – Standard for the Installation of Air conditioning and Ventilation Systems.
 - b) NFPA 101 – Life Safety Code.
- 5.) ASHRAE Standard 62-2022 Ventilation for Acceptable Indoor Air Quality.
- 6.) ASHRAE Standard 90.1-2019 Energy Standard for Buildings except Low Rise Residential Buildings.

5. Outdoor Design Conditions

a. Summer:

- 1.) Dry-Bulb Temperature = 93°F
- 2.) Wet-Bulb Temperature = 78°F

- a) (Based on 0.4% dry-bulb and mean coincident wet-bulb temperature for the lower Eastern Shore of Maryland as published in ASHRAE “Fundamentals” Handbook 2007.)
- b. Winter:
 - 1.) Dry-Bulb Temperature = 10°F
 - a) (Based on 99.6% dry-bulb conditions for the Eastern Shore of Maryland as published in ASHRAE “Fundamentals” Handbook 2007).

6. Indoor Design Conditions

a. Office, Conference, and Administrative Support Areas

- 1.) Dry-Bulb Temperature
 - a) Summer = 75°F ± 3°F
 - b) Winter = 72°F ± 3°F
- 2.) Relative Humidity (Passive Control)
 - a) Summer = 60% maximum
 - b) Winter = 20% minimum

b. MEP Rooms

- 1.) Dry-Bulb Temperature
 - a) Summer = 105 °F Maximum
 - b) Winter = 60 °F Minimum
- 2.) Relative Humidity = No Active Control

c. Unoccupied or Transient Spaces (Corridors, Bathrooms, Storage Closets, Stairwells, and Janitor’s Closets).

- 1.) Dry-Bulb Temperature = 65-95 °F
- 2.) Relative Humidity = No Control

d. Stairwells

- 1.) Dry-Bulb Temperature = 60-95 °F
- 2.) Relative Humidity = No Control

e. Large Meeting Rooms

- 1.) Dry-Bulb Temperature
 - a) Summer = $78^{\circ}\text{F} \pm 3^{\circ}\text{F}$
 - b) Winter = $72^{\circ}\text{F} \pm 3^{\circ}\text{F}$
- 2.) Relative Humidity = No Active Control
- 3.) People load = 40 people

f. Occupants

- 1.) The occupancy heat rejection utilized in load calculations will be as follows:
 - a) Sensible = 250 Btuh/person
 - b) Latent = 200 Btuh/person
- 2.) The number of occupants in each space will be based on the actual occupant density listed in the facility program or as mutually agreed upon with the Owner.
- 3.) Schedule = The mechanical systems will be designed to operate 24 hours per day, 365 days per year. However, the Control System will be equipped with scheduling features to allow unoccupied and holiday set points that are different than typical occupied set points.

g. Infiltration

- 1.) The building heat loss/heat gain calculations will include an infiltration load based on 0.5 air changes per hour.

h. Internal Loads

- 1.) The internal cooling loads shall be based on a minimum 0.5 watt per square feet sensible load.

7. Ventilation Rates

- a. The minimum ventilation (outdoor air) rates will be calculated using ASHRAE Standard 62-2019.

Commissioning

The specifications shall include basic commissioning of the major HVAC and Plumbing equipment and systems.

The installing contractor shall perform start-up of the HVAC equipment. The appropriate contractors and/or manufacturer's representative will be on-site to perform start-up. No system will be started until the manufacturer's checklists have been completed. Start-up will be performed according to the manufacturer's recommended procedures.

Each major system will be tested. A random sample of each subsystem will be tested. The Functional Performance Tests shall be performed in the presence of the Owner and shall serve as a complement to the O&M Training.

The HVAC components that will be included in the commissioning process include, but shall not be limited to, the following:

- Heating System
- Supply Air Systems
- Exhaust Air Systems
- HVAC Controls and Sequences of Operation
- Energy Recovery Ventilators (Including Variable Frequency Drives)
- Variable Frequency Drives
- Exhaust Fans and Ventilation Fans
- Automatic Temperature Control Systems
- Duct Detectors
- Split System DX with Hot water coil AHU's.
- Water Heater
- Thermostatic Mixing Valves
- Flow Measuring Station
- Plumbing Fixtures

END OF HVAC, PLUMBING AND FIRE PROTECTION BASIS OF DESIGN

COST ESTIMATES

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)				
PROJECT: Pocomoke Service Center			DATE: August 8, 2025	
LOCATION: Pocomoke City, Maryland			JOB NO.: 0085B056.B01	
OWNER: Worcester County, Maryland			DESIGN STATUS OF ESTIMATE: Preliminary	
TOTAL COST SUMMARY				
ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Site / Civil				\$ 722,150.00
Architectural / Structural				\$ 2,478,750.00
Mechanical / HVAC				\$ 939,500.00
Electrical				\$ 1,364,240.00
Fire Protection				\$ 171,600.00
Plumbing				\$ 714,400.00
			</	

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)				
PROJECT: Pocomoke Service Center			DATE: August 8, 2025	
LOCATION: Pocomoke City, Maryland			JOB NO.: 0085B056.B01	
OWNER: Worcester County, Maryland			DESIGN STATUS OF ESTIMATE: Preliminary	
CIVIL				
ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Grading	4000	SY	\$ 20.00	\$ 80,000.00
Parking Lot Work	3800	SY	\$ 65.00	\$ 247,000.00
Underground Infrastructure	1	LS	\$ 200,000.00	\$ 200,000.00
Sidewalks	190	SY	\$ 185.00	\$ 35,150.00
Stormwater Areas	1	LS	\$ 75,000.00	\$ 75,000.00
Culverts at Entries	2	EA	\$ 10,000.00	\$ 20,000.00
Swales	1	LS	\$ 20,000.00	\$ 20,000.00
Landscaping	1	LS	\$ 20,000.00	\$ 20,000.00
Temporary Fencing / Utilities	1	LS	\$ 25,000.00	\$ 25,000.00
SUBTOTAL				\$ 722,150.00
NOTES:				

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)				
PROJECT: Pocomoke Service Center			DATE: August 8, 2025	
LOCATION: Pocomoke City, Maryland			JOB NO.: 0085B056.B01	
OWNER: Worcester County, Maryland			DESIGN STATUS OF ESTIMATE: Preliminary	
ARCHITECTURAL / STRUCTURAL				
ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Concrete Slab / Prep	13500	SF	\$ 20.00	\$ 270,000.00
Concrete Foundation	800	LF	\$ 35.00	\$ 28,000.00
Exterior Wall	9600	SF	\$ 25.00	\$ 240,000.00
Roof Structure	13500	SF	\$ 15.00	\$ 202,500.00
Roofing	14000	SF	\$ 25.00	\$ 350,000.00
Interior Carpentry / Framing	13500	SF	\$ 25.00	\$ 337,500.00
Insulation / Barriers	13500	SF	\$ 12.00	\$ 162,000.00
Doors & Hardware	13500	SF	\$ 11.00	\$ 148,500.00
Windows	13500	SF	\$ 6.00	\$ 81,000.00
Aluminum Storefront	500	SF	\$ 35.00	\$ 17,500.00
Drywall	15000	SF	\$ 6.00	\$ 90,000.00
Lay-In Ceilings	13500	SF	\$ 7.50	\$ 101,250.00
Flooring	13500	SF	\$ 12.00	\$ 162,000.00
Painting / Sealing	13500	SF	\$ 2.00	\$ 27,000.00
Specialties	1	LS	\$ 50,000.00	\$ 50,000.00
Signage	1	LS	\$ 15,000.00	\$ 15,000.00
Appliances	1	LS	\$ 25,000.00	\$ 25,000.00
Millwork / Casework	13500	SF	\$ 12.00	\$ 162,000.00
Window Treatments	1	LS	\$ 9,500.00	\$ 9,500.00
SUBTOTAL				\$ 2,478,750.00
NOTES:				

ELECTRICAL SQUARE FOOTAGE CONSTRUCTION ESTIMATE				
		DATE PREPARED		7/21/2025
PROJECT		BASIS FOR ESTIMATE		OVERHEAD %
POCOMOKE SERVICE FACILITY		x CODE A (No Design Completed)		10%
LOCATION		CODE B (Preliminary Design)		PROFIT %
POCOMOKE, MD		CODE C (Final Design)		10%
ARCHITECT/ENGINEER		OTHER (Specify) Report		Square Footage
DBF				13,510
DRAWING NUMBER		ESTIMATOR		CHECKED BY
N/A		TMC		CDH
ELECTRICAL Summary		Square Footage	Cost per Sq. Ft.	Total Cost
				Remarks
260500 Basic Electrical Materials and Methods		13,510	\$ 3.50	\$ 47,285.00
260500 General Electrical Requirements		13,510	\$ 3.50	\$ 47,285.00
260502 Electrical Demolition for Remodeling		13,510	\$ -	\$ -
260519 Conductors and Cables		13,510	\$ 6.50	\$ 87,815.00
260526 Grounding and Bonding		13,510	\$ 0.50	\$ 6,755.00
260528 Electrical Firestopping		13,510	\$ 0.75	\$ 10,132.50
260529 Hangers and Supports		13,510	\$ 1.10	\$ 14,861.00
260533 Raceways and Boxes		13,510	\$ 5.00	\$ 67,550.00
260535 Raceways and Boxes for Low-Voltage		13,510	\$ 1.25	\$ 16,887.50
260536 Cable Trays		13,510	\$ 0.60	\$ 8,106.00
260543 Underground Ducts and Raceways		13,510	\$ 1.50	\$ 20,265.00
260553 Identification for Electrical Systems		13,510	\$ 0.55	\$ 7,430.50
260573 Power System Studies		13,510	\$ 0.50	\$ 6,755.00
260800 Commissioning of Electrical Systems		13,510	\$ 0.75	\$ 10,132.50
260919 Enclosed Contactors		13,510	\$ 0.26	\$ 3,512.60
260943 Network Lighting Controls		13,510	\$ 5.00	\$ 67,550.00
261120 Utility Incoming Service Provisions		13,510	\$ 1.75	\$ 23,642.50
262416 Panelboards		13,510	\$ 6.50	\$ 87,815.00
262713 Metering		13,510	\$ 0.50	\$ 6,755.00
262726 Wiring Devices		13,510	\$ 1.50	\$ 20,265.00
262813 Fuses		13,510	\$ 0.12	\$ 1,621.20
262816 Enclosed Switches & Circuit Breakers		13,510	\$ 1.75	\$ 23,642.50
262913 Enclosed Controllers		13,510	\$ 1.00	\$ 13,510.00
264113 Lightning Protection		13,510	\$ 6.50	\$ 87,815.00
264313 Surge Protective Devices		13,510	\$ 0.90	\$ 12,159.00
265100 Interior Lighting		13,510	\$ 13.00	\$ 175,630.00
265600 Exterior Lighting		13,510	\$ 6.00	\$ 81,060.00
Subtotal - Division 26		\$ 70.98	/SF	\$ 958,939.80
270500 Common Work Results for Communications		13,510	\$ 3.00	\$ 40,530.00
272000 Communications Equipment & Systems		13,510	\$ 15.00	\$ 202,650.00
Subtotal - Division 27		\$ 18.00	/SF	\$ 243,180.00
280500 Common Work Results for Security		13,510	\$ 0.75	\$ 10,132.50
281300 Access Control System		13,510	\$ 2.00	\$ 27,020.00
281600 Intrusion Detection System		13,510	\$ 1.50	\$ 20,265.00
282300 Video Surveillance System		13,510	\$ 3.75	\$ 50,662.50
283111 Fire Alarm System		13,510	\$ 4.00	\$ 54,040.00
Subtotal - Division 28		\$ 12.00	/SF	\$ 162,120.00
TOTALS (Divisions 26, 27, 28)		\$ 100.98	/SF	\$ 1,364,239.80

CONSTRUCTION COST ESTIMATE

PROJECT:	POCOMOKE SERVICE BUILDING
GAI PROJECT NO:	25058
DATE:	07/21/25
PREPARED BY:	RAK

GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE:	13,500
FACILITY TYPE:	POCOMOKE CO. SERVICE BUILDING
# OF FLOORS:	1
ARCHITECT:	DAVIS, BOWEN AND FRIEDEL
BASIS FOR ESTIMATE:	CODE-A (NO DESIGN COMPLETED)
SUMMARY:	PRELIMINARY ESTIMATE

HVAC, PLUMBING AND FIRE PROTECTION COST ESTIMATE	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

BASE BID COST ESTIMATE

FIRE PROTECTION	1.0	LS	\$ 71,600.00	\$ 71,600.00	\$ 100,000.00	\$ 100,000.00	\$ 171,600.00
PLUMBING	1.0	LS	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00	\$ 85,000.00
ROOF DRAINAGE	1.0	LS	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 27,000.00
PLUMBING/PIPING FIXTURES	1.0	LS	\$ 32,800.00	\$ 32,800.00	\$ 60,000.00	\$ 60,000.00	\$ 92,800.00
DOMESTIC WATER HEATERS	1.0	LS	\$ 34,800.00	\$ 34,800.00	\$ 30,000.00	\$ 30,000.00	\$ 64,800.00
PLUMBING EQUIPMENT	1.0	LS	\$ 7,000.00	\$ 7,000.00	\$ 10,400.00	\$ 10,400.00	\$ 17,400.00
GAS PIPING SYSTEM	1.0	LS	\$ 5,500.00	\$ 5,500.00	\$ 7,000.00	\$ 7,000.00	\$ 12,500.00
MECHANICAL INSULATION	1.0	LS	\$ 45,000.00	\$ 45,000.00	\$ 52,500.00	\$ 52,500.00	\$ 97,500.00
WATER DISTRIBUTION PUMPS	1.0	LS	\$ 12,000.00	\$ 12,000.00	\$ 9,500.00	\$ 9,500.00	\$ 21,500.00
HEATING PIPE SPECIALTIES	1.0	LS	\$ 63,000.00	\$ 63,000.00	\$ 75,000.00	\$ 75,000.00	\$ 138,000.00
BOILER TRIM	1.0	LS	\$ 20,000.00	\$ 20,000.00	\$ 26,400.00	\$ 26,400.00	\$ 46,400.00
WATER TREATMENT	1.0	LS	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 8,500.00
REFRIGERATION	1.0	LS	\$ 55,000.00	\$ 55,000.00	\$ 48,000.00	\$ 48,000.00	\$ 103,000.00

SPLIT SYSTEM UNITS (INDOOR AND OUTDOOR)	1.0	LS	\$ 87,000.00	\$ 87,000.00	\$ 50,000.00	\$ 50,000.00	\$ 137,000.00
POWER VENTILATORS	1.0	LS	\$ 17,500.00	\$ 17,500.00	\$ 12,000.00	\$ 12,000.00	\$ 29,500.00
DUCTWORK	1.0	LS	\$ 175,000.00	\$ 175,000.00	\$ 200,000.00	\$ 200,000.00	\$ 375,000.00
AIR INLETS AND OUTLETS	1.0	LS	\$ 17,000.00	\$ 17,000.00	\$ 10,000.00	\$ 10,000.00	\$ 27,000.00
ATC CONTROLS	1.0	LS	\$ 80,000.00	\$ 80,000.00	\$ 60,000.00	\$ 60,000.00	\$ 140,000.00
TESTING AND BALANCING	1.0	LS	\$ 500.00	\$ 500.00	\$ 32,000.00	\$ 32,000.00	\$ 32,500.00
ENERGY RECOVERY UNIT	1.0	LS	\$ 90,000.00	\$ 90,000.00	\$ 85,000.00	\$ 85,000.00	\$ 175,000.00
UNIT HEATERS	1.0	LS	\$ 6,000.00	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00	\$ 13,000.00
COMMISSIONING (CONTRACTOR ASSIST.)	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ 9,500.00	\$ 9,500.00	\$ 10,500.00

[illegible]

COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 876,200.00	\$ 949,300.00	\$ 1,825,500.00
TOTAL BASE BID:	\$ 876,200.00	\$ 949,300.00	\$ 1,825,500.00
TOTAL BASE BID COST PER SQUARE FOOT:	\$64.90 PER S.F.	\$70.32 PER S.F.	\$135.22 PER S.F.

GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		\$ -	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		\$ 1,825,500.00	\$135.22 PER S.F.

APPENDIX

POCOMOKE HEALTH CENTER PROGRAM (DRAFT) - PREFERRED OPTION August 8, 2025			0085B056.B01
HEALTH DEPARTMENT			
	Room/Space	Existing Area (NSF)	Proposed Area
ENTRY/ RECEPTION	Vestibule/Lobby/Waiting Area Waiting: 4 Seated, 2 Standing Access to Public Toilet Room Information Display Case, Pamphlets, Water Fountain Located off Waiting Room	-	450
	Unisex Toilet Room (ADA) Toilet, Lavatory, Diaper Changing Station	-	60
	Copy/Work Room (2) 4-High Lateral Files, Work Counter, Cabinets, Copier, Reception Counter/Windows	360	190
	Medical Records Storage (4) 4-High Lateral Files Work Desk, Counter/Cabinets Adjacent to Clerical	-	110
	Interview Rooms (3) One-on-one, Counter separating Located off Waiting Area	300	450
HEALTH DEPT. OUTSIDE OF MEDICAL CLINIC	Public Restrooms - Male/Female (4) On Main Corridor Single Occupant for new	388	320
	WIC (Women, Infant, and Children) Group Room - 10 people Lactation Room (Sink) Storage Room Systems Furniture for 2-3 Staff Possible Multi-purpose/Conference room location	175	500
	Group Staff Office 3 Staff - Systems Furniture Printer	368	225
	Office for Transient/Visiting Staff Counter Area or Desks for 6 in group area Private Office for 1		160
	Multi-Purpose Conference Room Hold up to 60 people Possible temporary offices Dividing Wall Training Kitchen at End Located near Shipping/Receiving area Stockpile Storage Area	768	1,000
	Clinician's Office(s)	300	220
	Break Room Serves All Staff in building Refrigerator, Microwave, Sink 3-4 Circular Tables	225	300

HEALTH DEPT. OUTSIDE OF MEDICAL CLINIC	Shipping/Receiving	-	260
	Mechanical/Electrical Room/ Janitor's Includes Water Treatment	360	450
MEDICAL CLINIC	Medical Clinic Waiting Room	300	-
	Staff Work Area 2-3 Staff Systems Furniture Located near/or in the Medical Clinic	400	260
	Offices (2) 1 Behavioral, 1 Nursing	750	180
	Medical Records Room (Behavioral and Nursing)	400	100
	Exam Rooms/Labs (3 Proposed) 1 Behavioral, 1 Nursing Med Exam Table Counter, Cabinets, and Sink	500	2,100
	Restrooms (Outside of Lab/Exam Rooms)	105	140
	General Storage (Closets)	100	50
50 PLUS	Entry/Vestibule/Lobby Entry (2)	45	210
	Activities Area	1,500	1,250
	Craft Room Located off or as part of the Activity Room Includes Work counters and sink	-	300
	Small Group Activities Room/Quiet Room Reading and other quiet activities Could also be used for religious services	-	260
	Kitchen (Catering Style)	400	300
	Storage/Receiving Located near Exterior/Delivery area	250	250
	Restrooms Single Occupant Sized for Assistance Shower (ADA Compliant)	50	160
	Group Exercise Room Treadmills Nautilus Equipment	700	400
	General Storage (Closets)	150	150
	Offices (2 - 1 New, 1 Existing) Single Offices	187	240
	TOTAL HEALTH CENTER NET AREA TOTAL	9,081	11,045
	Grossing Factor (Hallways and Walls)*	3,200	2,465
	GROSS AREA TOTAL (GSF)	12,281	13,510
	GROSS AREA TOTAL PHASE I AND II (GSF)		
	*Existing building has a very wide main corridor as it was originally a school. This includes thick exterior walls and mechanical chases.		
	Exterior Porch	-	570
	Outdoor Area	-	EXT.

POCOMOKE HEALTH CENTER PROGRAM (DRAFT) - INITIAL OPTIONS June 25, 2025				0085B056.B01		
HEALTH DEPARTMENT						
	Room/Space	Existing Area (NSF)	Program Area (NSF)Phase I	Option 1	Option 2	Option 3
ENTRY/ RECEPTION	Vestibule/Lobby/Waiting Area Waiting: 4 Seated, 2 Standing Access to Public Toilet Room Information Display Case, Pamphlets, Water Fountain Located off Waiting Room	-	200	290	340	240
	Unisex Toilet Room (ADA) Toilet, Lavatory, Diaper Changing Station	-	80	100	80	80
	Reception/Administrative Offices Enclosed and Secured Counter for Public Interaction (2) 2-Screen Consoles, Accommodate 2 Staff	-	200	240	300	230
	Copy/Work Room (2) 4-High Lateral Files, Work Counter, Cabinets, and Copier	-	150	110	Included in Reception	Included in Reception
	Medical Records Storage (4) 4-High Lateral Files Work Desk, Counter/Cabinets Adjacent to Clerical	-	430 (In clinic)	380	200	200
	Financial Interview Rooms (3) Round Table and 4 Chairs, Inviting Located off Waiting Area	-	240	360	360	470
HEALTH DEPT. OUTSIDE OF MEDICAL CLINIC	Public Restrooms - Male/Female On Main Corridor Multiple Occupant	388	460	160	320	300
	WIC (Women, Infant, Children) Group Room - 10 people Lactation Room (Sink) Storage Room Systems Furniture for 2-3 Staff Possible Multi-purpose/Conference room location	-	500	Included in Multi-Purpose	620	660
	General Storage Located off the main corridor Roof Access Office supplies	175	180	Park of Work/Copy	420	360
	Group Staff Office 3 Staff - System Furniture Printer	368	225	400	530	560
	Private Staff Offices (2) Work Desk, Cabinets, Chairs for 2	200	288	290	Part of Group Office	530
	Office for Transient/Visiting Staff Counter Area or Desks for 6 in group area Private Office for 1	175	300	Part of Group/Private Office	160	450
	Multi-Purpose Conference Room Hold 40 people Dividing Wall Training Kitchen at End Located near Shipping/Receiving area Stockpile Storage Area	768	1,400	1,500	950	930
	Clinician's Office	368	300	300	230	590
	Break Room Serves All Staff in building Refrigerator, Microwave, Sink 3-4 Circular Tables	225	300	290	350	300
	Shipping/Receiving	-	150	230	340	360
	Mechanical/Electrical Room Includes Water Treatment	360	600	410	540	220
	Janitor's Closet	25	30	80	80	80
	Small Waiting Area 2 to 3 Chairs	-	75	220	Lobby	Lobby
	Large Reception/Waiting Area	368	150	480	Lobby	Lobby
	Staff Work Area 2-3 Staff Systems Furniture Located near/or in the Medical Clinic	400	400	520	390	390
	Offices (2) 1 Behavioral, 1 Nursing	750	300	240	240	240
	Medical Records Room (Behavioral and Nursing)	400	430	380	200	200

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MEDICAL CLINIC	Exam Rooms (2) 1 Behavioral, 1 Nursing No windows Exam Table Counter, Cabinets, and Sink	300	360	420	420	420
	Labs (2) 1 Behavioral, 1 Nursing Restroom and Storage Closet w/ Pass-through Window	200	600	490	490	490
	Restrooms (Outside of Lab/Exam Rooms)	105	140	160	140	140
	General Storage (Closets)	100	80	100	100	100
	Interview Rooms (Behavioral and Nursing) (3)	380	500	410	500	500
	Medication Room Behavioral and Nursing combined Locked Cabinets Counter with Sink Refrigerator	40	64	70	70	70
	Entry/Vestibule/Lobby Entry Separate	45	120	140	240	80
	Activities Area	1,500	1,800	2,270	3,070	2,800
	Craft Room Located off or as part of the Activity Room Includes Work counters and sink	-	300	480	350	440
DEPT. OF AGING	Small Group Activities Room/Quiet Room Reading and other quiet activities Could also be used for religious services	-	300	290	230	290
	Kitchen	400	600	600	600	460
	Storage/Receiving Located near Exterior/Delivery area	250	400	190	350	260
	Restrooms Single Occupant Sized for Assistance Shower (ADA Compliant)	50	160	160	160	200
	Group Exercise Room Treadmills Nautilus Equipment	700	700	730	400	530
	General Storage (Closets)	150	120	180	210	80
	Offices (2 - 1 New, 1 Existing) Single Offices	187	240	280	390	250
	TOTAL HEALTH CENTER NET AREA TOTAL	9,377	13,442	13,950	14,370	14,500
	Grossing Factor (Hallways and Walls)*	2,700	2,000	2,000	2,000	2,000
	GROSS AREA TOTAL (GSF)	12,077	15,442	15,950	16,370	16,500
	GROSS AREA TOTAL PHASE I AND II (GSF)					
	*Existing building has a very wide main corridor as it was originally a school. This includes thick exterior walls and mechanical chases.					



CREATING VALUE BY DESIGN

1 Park Avenue
Milford, DE 19963
(302) 424-1441

601 East Main Street, Suite 100
Salisbury, MD 21804
(410) 543-9091

106 Washington Street, Suite 103
Easton, MD 21601
(410) 770-4744

CIP Project Name:	Ocean Pines Library Restroom Renovation
Project Director (Name & Title):	Jennifer Ranck, Library Director
Phone Number:	410-632-2600
Project Location:	Ocean Pines Library, 11107 Cathell Road, Ocean Pines, MD 21811

Project Summary
This project will renovate the public restrooms, the staff restroom, and the drinking fountain. The Ocean Pines branch opened in 1999 and is the busiest branch in the Worcester County Library system, accounting for about 1/3 of the system's circulation. Since opening over 25 years ago, the building has been visited 1.8 million and the restrooms are showing their age.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			45,000					45,000
Land Acquisition								0
Site Work								0
Construction			225,000					225,000
Equipment/Furnishings			150,000					150,000
Other - Please Specify								0
TOTAL	0	0	420,000	0	0	0	0	420,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match			210,000					210,000
State Loan								0
Assigned Funds			210,000					210,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	0	0	420,000	0	0	0	0	420,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook								
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Additional Project Information**Complete the following questions:****What is the useful life of the asset/project?**

New restrooms will last approximately 25-30 years.

Will this project generate revenue?

No, this project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes, the Maryland State Library Agency offers a Capital Grant program that may cover up to 50% of the project. Grants are due each Spring (approximately May 20) for the fiscal year following the next year. (For example, FY 27 grant applications were due May 2025. If this project is approved for FY 29 cycle, the grant would be due sometime in May 2027.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

New and renovated restrooms require the addition of changing facilities for the personal care needs of teens and adults, as well as baby changing facilities.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No impacts to personnel expenditures. New water-saving fixtures and/or touchless technology may decrease the use of water and subsequent charges.

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)				
PROJECT: Ocean Pines Library			DATE: September 8, 2025	
LOCATION: Ocean Pines, MD			JOB NO.:	
OWNER: Worcester County			DESIGN STATUS OF ESTIMATE: Preliminary	
BASE BID				
ITEM	QUANTITY		MATERIAL	TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	
Demolition / Disposal	1	LS	\$ 5,000.00	\$ 5,000.00
New Interior Walls	1,200	SF	\$ 15.00	\$ 18,000.00
New Ceiling	480	SF	\$ 7.00	\$ 3,360.00
New Flooring	480	SF	\$ 12.50	\$ 6,000.00
Doors / Frames / Hardware	2	Units	\$ 1,600.00	\$ 3,200.00
Plumbing System Work	300	SF	\$ 300.00	\$ 90,000.00
HVAC / Ductwork	1	Unit	\$ 15,000.00	\$ 15,000.00
Electrical	480	SF	\$ 12.00	\$ 5,760.00
SUBTOTAL				\$ 146,320.00
STATE WAGE RATES (20%)				\$ 29,264.00
CONTRACTOR OH & P (10%)				\$ 14,632.00
CONTINGENCY (10%)				\$ 14,632.00
TOTAL COST				\$ 204,848.00
NOTES:				

Project Summary
<p>The proposed storage building will house vehicles and equipment for the Fire Marshal's Office, the Department of Emergency Services and the Sheriff's Office. The proposed building will hold the current 22 vehicles and trailers used by all three departments. Plus the building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous material responses (CBRNE) and a secure impound facility. Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. This proposed project has a scheduled pre-bid meeting date and a scheduled bid opening date.</p>

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds						3,050,000		3,050,000
Other - Casino Funds	772,500							772,500
TOTAL	772,500	0	0	0	0	3,050,000	0	3,822,500

PROJECTED OPERATING IMPACTS	25,630	0	0	0	0			25,630
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30+ years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The impacts, from a financial standpoint, would be limited. From a personnel standpoint, no immediate additional personnel is projected. There would be an increase in maintenance cost due to the larger size building.

CIP Operating Impact Projections

Project: Storage Building at the Fire Training Center

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities	11,000					11,000
Telephone	550					550
Custodial	2,750					2,750
Cleaning	330					330
Maintenance Repairs	6,600					6,600
Refuse	1,100					1,100
Fire/Security Alarm	2,200					2,200
Internet	1,100					1,100
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	25,630	0	0	0	0	25,630
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Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	25,630	0	0	0	0	25,630
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Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No new personnel is expected at this time.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Utility cost will be increased because of this new building.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Maintenance cost will increase because of this new building.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

Insurance cost will increase because of this new building.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

There will be a fire alarm system, sprinkler protection, and security system to include cameras.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a one-time furniture and equipment cost.

CIP Project Name:	Outdoor Warning Siren Replacement
Project Director (Name & Title):	James E Hamilton, JR - Deputy Director
Phone Number:	410.632.3080
Project Location:	Countywide

Project Summary
<p>This project fully replaces the countywide public warning system that is inclusive of sirens and has options to provide building based and portable emergency notifications. This project is currently being bid with proposals opened on September 9, 2025. Project funding within CIP is being informed by proposals received. Project is divided into four phases. Based upon funds so far allocated, it is anticipated that Phases 1 and 2 will be able to be completed with currently assigned funding and phases 3 and 4 with funds programmed here for FY27. Of note in Phase 4, the project targets high risk areas such as campgrounds and public parks.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,200,000					725,000		1,925,000
Equipment/Furnishings						675,000		675,000
Other - Please Specify								0
TOTAL	1,200,000	0	0	0	0	1,400,000	0	2,600,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,200,000					1,400,000		2,600,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	1,200,000	0	0	0	0	1,400,000	0	2,600,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook								
PROJECTED OPERATING IMPACTS	18,300	18,300	18,300	18,300	18,300			91,500

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? Project is being procured with a life expectancy before replacement of 20 years.

Will this project generate revenue? This project will NOT generate revenue

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Staff or continuing to work toward obtaining federal mitigation grant funds to support this project. The RFP is structured to require vendors to work within the terms of a federal award (contracting, labor, and environmental/historic requirements) should those funds become available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Current estimates based on proposals received suggest between \$13,00 - \$27,000 annual maintenance costs in years 1-5 and escalating every five years to an estimated \$18,500 - \$70,000 per year in years 16-20.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities	5,000	5,000	5,000	5,000	5,000	25,000
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs	13,300	13,300	13,300	13,300	13,300	66,500
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	18,300	18,300	18,300	18,300	18,300	91,500
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Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	18,300	18,300	18,300	18,300	18,300	91,500
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Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No changes to staffing anticipated. This project contemplates a turn-key maintenance contract

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Some locations may require new electrical services. Baseline electrical utility costs are contemplated on the high end in the impact projection.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

New vendor maintenance agreement is contemplated and included in operating impact projection.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

As project progresses, it is anticipated that Risk Management will consider adding equipment to insurance policies however at this time substantive increases in cost are not anticipated

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

Contemplated and included in project costs

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

All costs are contemplated and included.

CIP Project Name:	Public Safety Facility
Project Director (Name & Title):	Sheriff Matthew Crisafulli
Phone Number:	410-632-1111
Project Location:	U.S. Route 113. Adjacent to Worcester VoTech, Newark, Maryland

Project Summary
The current facility for the Worcester County Sheriff's Office was designed for approximately 46 law enforcement personnel. As you are aware with the community needs and the state mandates, sworn law enforcement personnel has grown to 96. This does not include an increase in civilian staff. Currently, space is limited at best to function in a manner that productive and safe. Public access to the Sheriff's Office can be inhibited by being on the basement floor of the Government Center. This can also cause a potential public safety issue. An example of this is current sex offenders and individuals that are wanted for serious crimes have to travel through an unsecure location of the government center to get to the Sheriff's Office. This poses an unsafe environment for the general public visiting the government center and for the employees. The Sheriff's Office currently receives funding to lease facility space in Berlin, Maryland. The space is utilized to provide work space for all major crimes detectives, CAC detectives, drug enforcement detectives, digital forensics, and analysts. Having all staff working in one location provides an environment that is not only more productive but also enhances oversight. The Federal funding that the Sheriff's Office receives for the lease space in Berlin can be diverted towards other effective investigative needs once all personnel is working under one location. The current foot print for the Sheriff's Office also poses challenges, such as personnel, sworn and civilian, have to travel through a prisoner holding area in order to get from one side of the facility to the other.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	213,000							213,000
Land Acquisition								0
Site Work		855,000	315,000					1,170,000
Construction			44,350,000					44,350,000
Equipment/Furnishings				355,000				355,000
Other - Please Specify								0
TOTAL	213,000	855,000	44,665,000	355,000	0	0	0	46,088,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	213,000			355,000				568,000
Private Donation								0
Enterprise Bonds								0
General Bonds		855,000	44,665,000					45,520,000
Other - Please Specify								0
TOTAL	213,000	855,000	44,665,000	355,000	0	0	0	46,088,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	260,500	262,500	264,500			787,500
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

Its unknown what the useful life would be for a facility, however, we would design this facility to accommodate expansion for the future.

Will this project generate revenue?

This project will not generate any revenue. other than the revenue that is already being generated by the WCSO.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

WCSO is unaware of any current grants available for this project; however, we are constantly checking for the availability of grants to assist in supporting this project.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Does not qualify for this type of funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

These is no known state of federal funding associated with this project, however, if 911 / Emergency Services was included into this project, there maybe some state funding available.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Utilities and maintenance of this property would increase due to being a new standalone property and not part of the government center.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities			27,000	27,000	27,000	81,000
Telephone			210,000	212,000	214,000	636,000
Custodial			5,000	5,000	5,000	15,000
Cleaning			8,000	8,000	8,000	24,000
Maintenance Repairs						0
Refuse			1,000	1,000	1,000	3,000
Fire/Security Alarm			7,500	7,500	7,500	22,500
Internet			2,000	2,000	2,000	6,000
Vehicle Expense						0
Other						0
						0
EXPENDITURES						

Operating TOTAL	0	0	260,500	262,500	264,500	787,500
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Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	0	0	260,500	262,500	264,500	787,500
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Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

As you are aware, the State of Maryland has imposed a number of unfunded mandates for law enforcement in general that has caused additional positions to be funded, which is part of the work space issue that we are currently experiencing. WCSO is not currently aware of any additional needed positions directly related to an increase in square footage for work space. Any needs for additional personnel would be a request directly related to law enforcement operational needs within Worcester County, such as patrol deputies, etc. It is unknown at this time if there will be any additional unfunded mandates passed by the legislature.

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Due to being a new stand-alone facility, the cost for utilities would increase. However, based on the desired location, sewer and fiber would be easily accessible.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

There would be additional costs for custodial services and any maintenance performed by Worcester County and/or a vendor.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.

It is unknown what the insurance cost would be for this facility.

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.

The majority of our current telecommunications equipment would be moved with us; however, there maybe a request for additional equipment. What that equipment would be and cost of that equipment is unknown at this time.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

As much as possible, the existing furniture at WCSO would be utilized in the new facility. However, there is a number of work spaces within WCSO with furniture that would need to be replaced.

Project Summary

In FY10 the Highway User Revenue (HUR) was cut significantly, therefore the General Fund had to begin funding the cost of our paving projects. Due to many factors including but not limited too; existing age of our roadway surfaces, increased vehicular traffic on our roadways, and increased cost in materials and labor for hot mix asphalt, the miles of roadway we can repave is getting less with the current funding levels. The Road's Division has explored other resurfacing options such as slurry seal to help preserve our roadways but not all roadways meet the criteria and must be repaved to restore the surface back to a safe and smooth riding surface.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752		9,051,752
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752	0	9,051,752

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

20+ years

Will this project generate revenue?

N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Since our paving projects are funded by the General Fund, increasing this puts a strain on the County's General Fund budget.

CIP Project Name:	Gum Point- Construction
Project Director (Name & Title):	Dallas Baker Jr., P.E.,Director
Phone Number:	410-632-5623
Project Location:	Gum Point Road Berlin,MD 21811

Project Summary
Two crossroad pipes are showing signs of failure under the roadway. The Road's Division had an engineering firm design and develop a scope of work to repair them by slip lining them. Slip lining a pipe would seal up any holes, gaps in the current pipe and provide a new wear surface on the inside of the current pipes.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	300,000							300,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	300,000	0	0	0	0	0	0	300,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	300,000							300,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	300,000	0	0	0	0	0	0	300,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

20+ years

Will this project generate revenue?

N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

N/A

CIP Project Name:	Unionville Road Pipe Replacement
Project Director (Name & Title):	Dallas Baker Jr., P.E., Director of Public Works
Phone Number:	410-632-5623
Project Location:	Unionville Road, Pocomoke, MD

Project Summary
Road's Division is seeking funding to replace two failed crossroad pipes on Unionville Road located in Pocomoke, MD. This road is the designated truck route for the area and gets a lot of heavy truck traffic everyday. Upon reviewing this project, we realized the scope of work is beyond our capabilities at the Road's Division and feel it would be safer and more efficient to contract this project out.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,500,000							1,500,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	1,500,000	0	0	0	0	0	0	1,500,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,500,000							1,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	1,500,000	0	0	0	0	0	0	1,500,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

25+ years

Will this project generate revenue?

N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:

N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

N/A

Project Summary	
<p>This project would include replacement of the existing gas-fired HVAC equipment serving the gym with new heat pump and gas heating HVAC equipment. The current gymnasium HVAC units are undersized and inadequate and are past their useful life expectancy.</p>	

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	118,680					1,524,600		1,643,280
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	118,680	0	0	0	0	1,524,600	0	1,643,280

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

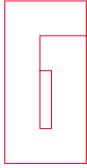
No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

General preventative maintenance and continued maintenance repairs



Gipe Associates, Inc.
CONSULTING ENGINEERS

PB. #: 25426
Easton Office

August 29, 2025

Mr. Vincent Arillo
Worcester County Government
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

Project: Worcester County Recreation Center – Multipurpose Space – HVAC Replacement
Reference: Mechanical and Electrical Engineering/CA Services Fee Proposal Letter

Dear Vincent:

We are pleased to submit our fee proposal for the performance of mechanical and electrical engineering services on the above referenced project. The project scope will be based on Recommendation 4A from our HVAC Study Report dated June 5, 2025. In addition to Recommendation 4A discussed in the study, we will provide motorized breakers for the 2014 additional electrical loads. This scope of work addresses the systems in the multi-purpose space.

The scope of our work would include mechanical (including heating, ventilation, and air conditioning), electrical (including power, interior lighting, site lighting, fire alarm, telecommunications, security), plumbing, and fire protection system design and contract administration for the Worcester County Recreation Center – Multipurpose Space – HVAC Replacement Project located in Snow Hill, Maryland.

The construction budget is approximately \$1,478,891.00 for the HVAC equipment and \$18,000.00 for the motorized breakers.

The Mechanical and Electrical Systems design are based on a multi-purpose facility of approximately 37,000 square feet.

Design phase services shall include the following:

1. Field investigations which may be necessary for the mechanical and electrical phases of work. Investigations will be based on visual observations and review of existing building drawings provided by the Owner.
2. Preparation of the design plans and specifications for the mechanical and electrical phases of work. Specifications will be prepared utilizing Gipe standard office specifications and format.
3. Demolition and new work drawings in AutoCAD format. Our fee also assumes that electronic backgrounds in shall be provided for our use in the preparation of the Construction Documents.

1220 East Joppa Road
Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

4. Front End/Bidding Documents.
5. Preparation of an estimate of probable cost associated with the work we design.

Bidding phase services shall include the following:

1. Prepare addendums if needed during the bidding phase.
2. Respond to Contractor RFIs during the bidding phase.
3. Review of bids for the portion of work we design.
4. Preparation of Owner/Contractor Agreement.

Contract Administration phase services shall include the following:

1. Review of shop drawing submittals for the portion of work we design. We shall review and take appropriate action on shop drawings, product data, samples, and other submittals required by the Contract Documents. Such review shall be only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents and does not include review of quantities, dimensions, weights or gauges, fabrication processes, sequence of work, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the responsibility of the Contractor. Review of submittals shall be conducted with reasonable promptness consistent with sound professional practice. Review of a specific item shall not indicate acceptance of an assembly of which the item is a component. We shall not be required to review and shall not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor shall we be required to review partial submissions or those for which submissions for correlated items have not been received. We will be entitled to additional compensation for review of submittals which require in excess of two submissions.
2. Consultation during the construction phase concerning the work we design.
3. Periodic observation of the construction work as related to M/E/P work. This would include an appropriate amount of site visits during the construction phase inclusive of pre-construction meeting, pre-installation meetings, and site visits for project punch-out/close-out.
4. Review Applications for Payment related to M/E/P work.
5. Perform a substantial completion inspection of the M/E/P work
6. Create a Certificate of Substantial Completion for the project.
7. Perform final completion inspection of the M/E/P work.

8. Review of close-out documents, test/balance reports, and O&M manuals.

Our fee for the work as outlined above would be for the following lump sum amounts:

Schematic Design Phase	Five Percent (5%)	\$4,550.00
Design Development Phase	Twenty-Five Percent (25%)	\$22,750.00
Construction Document Phase	Fifty-Five Percent (55%)	\$50,050.00
Bidding and Negotiation Phase	Two Percent (2%)	\$1,820.00
Contract Administration Phase	Thirteen Percent (13%)	\$11,830.00
Lump Sum Fee	One Hundred Percent (100%)	\$91,000.00

In addition to our above fee, we would be reimbursed for direct out-of-pocket expenses plus 10%, for expenses such as travel, outside reproductions, overnight/messenger deliveries, include in-house printing per drawing at \$0.60 each for 18 x 24, \$1.20 each for 24 x 36, \$1.75 each for 30 x 42, plotting at \$5.00 per Plot, 8-1/2 x 11 copy-work at \$0.10 per copy, and 11 x 17 copy-work at \$0.15 per copy. We estimate our reimbursables would not exceed **\$2,000.00**. If we approach this estimated fee, we would advise you of any expected additional cost and obtain approval before proceeding.

If the basic services covered by this Agreement have not been completed within eighteen (18) months of the date hereof, through no fault of the consultant for this part of the project, extension of the consultant services beyond that time shall be considered additional services and Gipe Associates, Inc. shall be compensated based on the hourly rates listed under extra services.

The following items are exclusions of the M/E/P scope of services. If it is determined that any of the following exclusions are needed or desired, then the design of the same shall be treated as additional services and shall either be billed at a mutually agreed upon lump sum or on a flat hourly basis at the following billing rates which include personnel salaries, overhead and profit. In addition, we would be reimbursed for direct out-of-pocket expenses.

<i>Role</i>	<i>Rate</i>
Principals	\$265.00/hour
Project Managers	\$175.00/hour
Project Engineers	\$125.00/hour
Design Engineers	\$90.00/hour
Clerical	\$75.00/hour

- A. Alternates:
Alternate designs and bids are not included in the Engineer's basic scope of services.
- B. Audio/Video Systems:
Audio and video systems design is not included in our scope of services.
- C. BIM:
Building Information Modeling (BIM) is not included in Gipe Associates, Inc.'s Basic fee.

- D. Commissioning:
The basic service does not include commissioning. However, we will provide commissioning specifications.
- E. Communications Systems:
Telephone, data, cable television, media distribution, and similar communications systems design is not included in our scope of services.
- F. Conformed Set:
Gipe Associates Inc.'s basic fee does not include providing a conformed set of documents. A conformed set generally consists of an update of the bid set documents to include all addendums and/or value engineering items.
- G. Contract Administration Services beyond the following limits:
1. Up to two (2) reviews of each Shop Drawing, Product Data item.
 2. Up to one (1) inspection for Mechanical/Electrical portions of the Work to determine whether such portions of the work are substantially complete in accordance with the requirements of the Contract Documents.
 3. Up to one (1) inspection for Mechanical/Electrical portions of the Work to determine final completion.
- H. Cost Estimating:
Cost estimating is included in Gipe Associates, Inc.'s scope of services and fee.
- I. Destructive investigations and investigations of hidden conditions is not included in our scope of services.
- J. Energy Modeling:
Energy Modeling is not included in our scope of services since this was performed in our HVAC Study dated June 5, 2025.
- K. Extensive survey and verification of as-built conditions is not included in our scope of services.
- L. Fire Alarm Systems:
Fire Alarm system design related to duct smoke detectors only is included in our scope of services.
- M. Fire Pump/Fire Protection System:
The scope of services shall not include the design of a fire pump or fire protection system.
- N. Front End/Bidding Documents:
The responsibility for overall project coordination, preparation of bidding requirements, preparation of General Conditions, Supplemental Conditions, bid forms, etc. and preparation of Division 01 shall be the responsibility of Gipe Associates, Inc.

- O. Future Additions:
The Engineer's scope of services does not include the design of mechanical, electrical, plumbing, fire protection system design for future additions unless otherwise agreed upon in writing.
- P. Hazardous Materials:
The Engineer shall not be responsible for any known or unknown hazardous materials, asbestos, on or under the existing site including underground tank identification and removal, or environmentally related deficiencies in the building related to existing excess moisture. If hazardous materials, underground tanks, asbestos, or environmental deficiencies are encountered, no part of its examination, removal or confinement shall fall within the services of this Contract. Owner shall defer to the services of a hazardous material, underground tanks specialist and/or industrial hygienist if needed. If Engineer knows or learns of hazardous materials, underground tanks, or environmentally related deficiencies on-site, he will notify Owner of such materials.
- Q. LEED:
The LEED Green Building Rating System, Version 4.0, Leadership in Energy and Environment Design, published by the US Green Building Council will be excluded from this design. Should the Owner desire to pursue "Green Building Design", then Gipe Associates, Inc. reserves the right to renegotiate our fee.
- R. Life Cycle Cost Analysis:
Due to Life Cycle Cost Analysis already being performed in our HVAC Study dated June 5, 2025, Life Cycle Cost Analysis shall not be performed related to mechanical system selection.
- S. Lighting Design:
The scope of services shall not include the design of lighting systems, including luminaire selection, lighting calculations, lighting controls, etc.
- T. Modular/Portable Facilities:
Gipe Associates, Inc.'s fee and scope does not include MEP work associated with Modular/Portable facilities.
- U. Phasing:
The Engineer's scope of services includes the quantity of inspections. Should the project require phasing necessitating the need for multiple substantial completion and final completion inspections, the Owner shall compensate the Engineer hourly.
- V. Preliminary studies, reports, or feasibility analysis are not included in our scope of services.
- W. Preparation of Operation and Maintenance Manuals:
The preparation of Operation and Maintenance Manuals is the responsibility of the Contractor and is not in our scope of services. However, we will review the Operation and Maintenance Manuals.

- X. **Record Drawings:**
The drawing of Record Drawings is included in Gipe Associates, Inc.'s scope of services and fee. Preparation of record drawings shall be based on Contractor's red-line markups. Upon completion of the construction, we shall compile for, and deliver to, the Owner a set of Record Drawings conforming to the construction records of the Contractor as provided to us. This set of documents shall consist of corrected plans showing the reported location of the Work. The information submitted by the Contractor and incorporated by us into the Record Drawings will be assumed to be reliable, and Gipe Associates will not be responsible for the accuracy of this information, nor the any errors or omissions which may appear in the Record Drawings as a result. We will deliver these drawings in AutoCAD (.dwg) format and PDF format via electronic file transfer and/or electronic media, e.g. USB flash drive.
- Y. **Reproduction of plans, specifications, or other contract documents for review or for bidding purposes unless covered under reimbursable expenses is not included in our scope of services.**
- Z. **Security Systems:**
Security systems including but not limited to access control, intrusion detection, and video surveillance systems design is not included in our scope of services.
- AA. **Site/Civil Engineering:**
The scope of services shall not include civil engineering or site work related to mechanical/electrical systems, including but not limited to grading, fencing, etc. If it is determined that civil engineering is needed or desired, then civil engineering services shall be treated as additional services and Gipe Associates, Inc. shall engage a civil engineer for providing such additional services.
- BB. **Site Lighting Design:**
The scope of services shall not include the design of site lighting systems, including luminaire selection, lighting calculations, pole base design, etc.
- CC. **Structural Engineering:**
The scope of services shall not include structural engineering. If it is determined that structural engineering is needed or desired, then structural engineering services shall be treated as additional services and Gipe Associates shall engage a structural engineer for providing such additional services.
- DD. **State/Government Document Submissions:**
Document Submissions to the State and/or Government entities is not included in Gipe Associates, Inc.'s scope of services or fee.
- EE. **Substitutions:**
The review of Contractor initiated and proposed substitutions during the Bidding Phase or Contract Administration Phase shall not be included in Engineer's basic services. Should the Owner request in writing that the Engineer review a proposed substitution, then the Engineer shall be compensated hourly in accordance with the rates as set forth. Engineer shall record time required by Engineer and Engineer's consultants in evaluating substitution proposed or submitted

by Contractor. The Supplementary Conditions, if prepared by the Engineer, shall require the Contractor to reimburse Owner for Engineering and Engineer's consultants for evaluating such proposed substituted item.

- FF. Tax/Utility Rebate Assistance:
Gipe Associates, Inc.'s basic fee does not include providing assistance in obtaining tax credits or utility rebates.
- GG. Temporary Power:
The scope of services shall not include the design of a temporary power supply system to provide temporary power during planned outages for tie-ins or to accommodate phasing.
- HH. Utility Locating:
Utility locating is not included in our scope of services. All underground utilities shall be located by the Owner. Utility locations shall be provided to Gipe Associates, Inc. in a timely manner.
- II. Utility Service Applications:
We include design coordination with the utilities for gas and electric services (if required) including submitting the initial service applications for said services during design. We are not responsible for the utility's lack of response or delayed response to service requests or costs associated with any of their delays in responding in a timely fashion. Once the project goes to construction, it is the Contractor's responsibly, not Gipe Associates', to follow-up with the utility companies to coordinate the timely installation of said utilities.
- JJ. Value Engineering:
Value engineering and/or value management is not included in the Engineer's scope of services.
- KK. Water Meters:
The scope of services does not include the design or specification of a building water meter which shall be the responsibility of the Civil Engineer.

Fees would be due and payable monthly based on our invoices showing the percentage of work completed. Gipe Associates, Inc. reserves the right to stop work on this project if payment is not received within 45 days of billing. Payments not received within 45 days of invoice date would be subject to an additional charge of 1-½ percent per month (18% per annum).

Additional site visits during the construction phase and punch-out/close-out would be performed on call and at the rate of \$500.00 per person per trip, plus reimbursable expenses.

This Agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by an estimate by Gipe Associates, Inc. of the percentage completion of the project at the time of termination plus any reimbursable expense due to termination.

If you are not a corporation and subsequent to the making of this Agreement you incorporate your business with or without the knowledge of Gipe Associates, Inc., you agree to be jointly and severally liable to Gipe

Associates, Inc. for any indebtedness incurred by or transferred to such corporation. If you are a corporation or partnership and you are not a general partner, your signing this letter warrants that you are duly authorized to do so and you agree to be jointly and severally liable with the corporation or partnership for any indebtedness owing by them to Gipe Associates, Inc.

In the event that your account with Gipe Associates, Inc. becomes delinquent and past due, and Gipe Associates, Inc. engages the services of an attorney to collect the account, then, subject to the applicable law, you and any person jointly and severally liable with you, agree to reimburse to Gipe Associates, Inc. attorneys' fees in an amount equal to 20% of the amount due, whether or not litigation is commenced and court costs.

Ownership of plans, maps, drawings and all other documents, including original drawings, field notes and data are to remain the property of Gipe Associates, Inc. as instruments of service. Upon payment of all services billed, the Owner may at his expense obtain a set of reproducible record prints and drawings and copies of other documents in consideration of which the Owner will use them solely in connection with this project and no other project.

Neither this contract nor any rights or duties hereunder may be assigned or delegated to any other person or entity without the express written consent of Gipe Associates, Inc.

We appreciate the opportunity of submitting this proposal. If these terms are agreeable, please sign and return one copy for our files.

Sincerely,

GIPE ASSOCIATES, INC.



David R. Hoffman, P.E., LEED AP
President

DRH/pvm

WORCESTER COUNTY GOVERNMENT

Accepted: _____

Date: _____

Project Summary
<p>This project will utilize \$9.6 M allocated in Federal FY25 to dredge the Ocean City Inlet to its authorized depth + 2 feet. Work will also include dredging federal channels to Isle of Wight and Sinepuxent if there are remaining funds/capacity to do so. These are separate funds from regular, ongoing projects that annually provided sediment removal to the OC Inlet area. The local component is considered a match and consists of the requirement to locate, secure, and prepare/maintain a suitable site or sites for the dredge disposal. This component could have funding involved if in-kind services are not sufficient to provide this project with the disposal capacity necessary for placement of the removed sediment.</p>

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds	6,200,000	3,000,000						9,200,000
State Match								0
State Loan								0
Assigned Funds	100,000	50,000						150,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	6,300,000	3,050,000	0	0	0	0	0	9,350,000

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The abatement of the shoaling depends on the weather and the tides. This scale of sediment removal has not been attempted for some time so we expect the project to provide at least 5-10 years of clearance before issues arise where annual maintenance dredging is not keeping up with sediment accretion in the inlet and federal channels.

Will this project generate revenue?

This may generate revenue for local businesses through federal contracts for the dredging. This will benefit local commerce for charter and recreational fishing and the commercial harbor and the fishermen utilizing that harbor as the inlet and channels will be cleaned out in a way that hasn't been done in a long time. If we are able to use the material for resiliency projects, that material may save costs for project funding for those grant funded projects that will protect waterfront communities.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The US Army Corps of Engineers has already secured an additional \$9.6 M in federal funds for their portion of the project.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

We may have some cost-share from the state and other parties. This might be part to

Is there a Federal or State mandate related to this project? If so, please elaborate:

The federal funding of maintenance dredging of designated US shipping channels is highly subject to Congressional budget approval. This was an ask of the Baltimore Corps District to fund this project and it was granted.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The County is responsible for a local match component limited to securing and providing outlets for the dredged materials. There may be in-kind or actual funds expended in this effort to secure and prepare land-based site(s) to receive those materials.

CIP Project Name:	Buckingham Elementary School
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Buckingham Elementary School, 100 Buckingham Road, Berlin, MD 21811

Project Summary
<p>A feasibility study for the Buckingham Elementary School (BES) project began in July 2022. The study documented existing building, site, and instructional deficiencies at BES and presented options to address them. In January 2023, the Worcester County Board of Education approved the construction of a replacement school on the existing site, followed by approval from the Worcester County Commissioners in March 2023. Educational Specifications were completed in May 2023, and Conceptual Planning was finalized in September 2023.</p> <p>After the State determined the BES replacement school project was ineligible for State funding, a BES Workgroup was formed in May 2024 to review alternatives. The Workgroup evaluated five options and recommended proceeding with construction of the BES replacement school, to be followed by a Berlin Intermediate School replacement project. This recommendation will be presented to the Board of Education on September 17, 2024, and to the County Commissioners in October 2024.</p> <p>In May 2025, the Worcester County Board of Education (WCBOE) and Worcester County Commissioners approved the project's Schematic Design.</p> <p>All information and costs included in this form are contingent upon approval by both the Board of Education and the Worcester County Commissioners, as well as the successful execution of a Memorandum of Understanding between the Commissioners and the State.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	562,520	358,656	358,656	60,466		1,827,088	631,826	3,799,212
Land Acquisition								0
Site Work	689,532	4,137,134	4,137,224	689,532				9,653,422
Construction	3,704,226	22,225,213	22,225,213	4,297,851				52,452,503
Equipment/Furnishings				1,780,881				1,780,881
Other - Please Specify	676,263	1,348,008	1,348,008	224,661		83,547		3,680,487
TOTAL	5,632,541	28,069,011	28,069,101	7,053,391	0	1,910,635	631,826	71,366,505

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	394,671	11,277,000	11,277,000	947,000		1,860,329		25,756,000
State Loan								0
Assigned Funds						50,306	631,826	682,132
Private Donation								0
Enterprise Bonds								0
General Bonds		16,792,011	16,792,101	6,106,391				39,690,503
Other - Built to Learn State Funding	5,632,541							5,237,870
TOTAL	5,632,541	28,069,011	28,069,101	7,053,391	0	1,910,635	631,826	71,366,505

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? The useful life of the Buckingham Elementary School replacement project is estimated at **30–50 years**. This timeframe reflects the expected longevity of new school facilities constructed to current State and local standards. The project replaces the existing 46-year-old facility, which has aging structural, mechanical, and electrical systems, and requires ongoing maintenance and the use of portable classrooms. By incorporating energy-efficient design features and modern building systems, the replacement school is anticipated to provide decades of reliable service to students, staff, and the community before major reinvestment is required.

Will this project generate revenue? The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

State school construction funding will be requested through the Interagency Commission on School Construction (IAC) and the Maryland Stadium Authority (MSA) under the Built-to-Learn program. The maximum amount of State funding will be established through a Memorandum of Understanding (MOU) between the IAC and the County Commissioners.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? The State funding calculation for the project is \$25,756,000, including Build to Learn (BTL) funding.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Buckingham Elementary School replacement project will result in a facility larger than the existing 49,000 square feet. However, the inclusion of energy-efficient design features and modern building systems with reduced maintenance requirements is expected to minimize any significant increase in General Fund operating expenditures.

CIP Project Name:	Berlin Intermediate
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Berlin Intermediate School, 309 Franklin Ave, Berlin, MD 21811

Project Summary
<p>The Buckingham Elementary School (BES) Replacement Project sought to construct a new facility that addresses aging infrastructure and provides a modern learning environment to meet the needs of students, staff, and the Berlin community.</p> <p>Following the State’s determination that the BES replacement project was not eligible for State funding, Worcester County Public Schools convened a BES Workgroup in May 2024. The Workgroup evaluated five potential options to advance the project. The option to proceed with construction of a BES replacement school, followed by a Berlin Intermediate School (BIS) replacement school, was endorsed by the Workgroup and is scheduled to be presented to the Board of Education on September 17, 2024, and to the County Commissioners in October 2024.</p> <p>WCPS is currently completing a Feasibility Study to determine whether renovation or full replacement of the existing BIS facility is the most viable option and to identify projected funding requirements.</p> <p>All cost estimates and information included in this submission remain contingent upon approval by both the Board of Education and the Worcester County Commissioners, as well as the successful execution of a Memorandum of Understanding between the County Commissioners and the State.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	2,776,995	246,131	151,895	473,508		180,000	474,435	4,302,964
Land Acquisition								0
Site Work				4,978,798			5,808,598	10,787,396
Construction				26,890,023	10,984,500		20,925,078	58,799,601
Equipment/Furnishings							2,017,014	2,017,014
Other - Please Specify	94,624		511,474	1,644,180			1,918,218	4,168,496
TOTAL	2,871,619	246,131	663,369	33,986,509	10,984,500	180,000	31,143,343	80,075,471

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	2,027,000			10,133,500	10,984,500			23,145,000
State Loan								0
Assigned Funds	844,619	246,131	663,369			180,000		1,934,119
Private Donation								0
Enterprise Bonds								0
General Bonds				23,853,009			31,143,343	54,996,352
Other - Please Specify								0
TOTAL	2,871,619	246,131	663,369	33,986,509	10,984,500	180,000	31,143,343	80,075,471

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook								
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-50 years

Will this project generate revenue? No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Maximum State funding (preliminarily \$23,145,000) will be determined through the MOU between the IAC and the County Commissioners.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? The preliminary State funding calculation for the project is \$23,145,000 pending BOE and Commissioner approval and execution of the MOU.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Berlin Intermediate Replacement (or renovation) School project will provide more efficient square footage than the existing 101,000 square feet facility. Also, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds should be lessened compared to those of the existing 54-year-old building.

CIP Project Name:	Replace Roof: Worcester Technical High School
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Worcester Technical High School, 6290 Worcester Highway, Newark, MD. 21801

Project Summary

This project will replace the existing shingle roof system at Worcester Technical High School, which has reached the end of its serviceable life after repeated leak repairs and documented condition ratings of 1.5–2.5 out of 4 during annual inspections.

- The work will include removal of all existing shingles, installation of new insulation and high-temperature underlayment, and construction of a new standing seam metal roof system across all roof sections (approx. 58,000–65,000 sq. ft. based on Eagle View measurements). The scope also includes:
- Installation of new gutters and downspouts throughout.
 - Snow retention systems at all required slopes.
 - Metal coping, edge, and fascia systems meeting ANSI-SPRI ES-1 standards.
 - All insulation installed to meet or exceed the State of Maryland R-30 requirement.
 - Factory Mutual–approved systems and components.

Upon completion, the new system will carry a 30-year warranty, providing long-term protection and significantly reducing ongoing leak response and repair costs.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	398,000							398,000
Land Acquisition								0
Site Work								0
Construction	2,729,828	7,856,000						10,585,828
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	3,127,828	7,856,000	0	0	0	0	0	10,983,828

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	3,127,828	2,378,000						5,505,828
State Loan								0
Assigned Funds		5,478,000						5,478,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify FY27 State CIP Request								0
TOTAL	3,127,828	7,856,000	0	0	0	0	0	10,983,828

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-40 years

Will this project generate revenue? No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Yes. WCPS anticipates decreased utility costs at Worcester Technical High School upon completion of the project due to improved building envelope insulation characteristics. In recent years, ongoing maintenance expenditures have risen significantly to address roof deficiencies. With the installation of the new roof system, these recurring maintenance requirements will be substantially reduced, resulting in long-term operational savings for the General Fund.

CIP Project Name:	Stephen Decatur Roof Replacement
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Stephen Decatur High School, 9913 Seahawk Rd, Berlin, MD 21811

Project Summary
Stephen Decatur High School originally opened in 1958 and underwent a major renovation and addition project, including a roof replacement, in 2002. The first phase of this work was completed in 1999, meaning portions of the current roof will be approximately 30 years old when the planned roof replacement project begins in 2028.
Evaluations and inspections conducted by both the WCPS roofing consultant and State of Maryland maintenance inspectors have consistently identified deficiencies in the existing roof system, including blisters, seam separations, pitch pan failures, drain issues, and expansion joint deterioration. The roof has been assigned an overall condition rating of Fair/Poor.
This project will replace the aging built-up roof system with a new, durable roofing system designed to address current deficiencies and extend the useful life of the facility.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		282,000						282,000
Land Acquisition								0
Site Work								0
Construction		4,000,009	11,032,008					15,032,017
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	0	4,282,009	11,032,008	0	0	0	0	15,314,017

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		282,000	7,032,000					7,314,000
State Loan								0
Assigned Funds		4,000,009	4,000,008					8,000,017
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other								0
TOTAL	0	4,282,009	11,032,008	0	0	0	0	15,314,017

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook								
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Yes, WCPS listed the SDHS Roof Replacement in its Future Projects through the IAC and will request funding in FY28.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? Yes, WCPS will request funding from the IAC in FY28.

Is there a Federal or State mandate related to this project? If so, please elaborate: N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? WCPS anticipates decreased utility costs at Stephen Decatur High School following completion of the project, due to improved building envelope insulation. In recent years, ongoing maintenance requirements have increased to address roof deficiencies; however, these needs will be significantly reduced once the new roof is installed.

Project Summary

Ocean City Elementary School, opened in 2005, will undergo a roof replacement in 2029 when the existing shingle and built-up roof systems reach 24 years of service. The project will remove the current assemblies and install new roofing designed to correct deficiencies documented in recent inspections, including wind-damaged shingles, seam separations, drainage failures, and deteriorating expansion joints. The scope of work includes replacement of shingle and built-up roof sections, updated drainage systems, improved flashings and pitch pans, and insulation that meets or exceeds State performance standards. The new system will provide a long-term warranty, reduce maintenance needs, and ensure a watertight, reliable building envelope. With enrollment projected to rise from 548 students in 2024 to 648 by 2033, this project is critical to protecting the facility and supporting a safe, effective learning environment for the growing student population on the northern end of Worcester County.

SOURCES OF FUNDS									
General Fund								0	
User Fees								0	
Grant Funds								0	
State Match			115,000	2,860,000				2,975,000	
State Loan								0	
Assigned Funds				3,260,500				3,260,500	
Private Donation								0	
Enterprise Bonds								0	
General Bonds								0	
Other -								0	
TOTAL		0	0	115,000	6,120,500	0	0	0	6,235,500

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Yes, WCPS listed the SDHS Roof Replacement in its Future Projects through the IAC and will request funding in FY28.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? Yes, WCPS will request funding from the IAC in FY28.

Is there a Federal or State mandate related to this project? If so, please elaborate: N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? WCPS anticipates decreased utility costs at Stephen Decatur High School following completion of the project, due to improved building envelope insulation. In recent years, ongoing maintenance requirements have increased to address roof deficiencies; however, these needs will be significantly reduced once the new roof is installed.

CIP Project Name:	Wor-Wic Student Success and Wellness Center
Project Director (Name & Title):	Jennifer Sandt, Vice President for Administrative Services
Phone Number:	410-334-2911
Project Location:	32000 Campus Drive, Salisbury MD 21804

Project Summary
A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include offices for several departments within the student affairs division, including a new athletic department. Additional offices/suites are planned for the public safety department and a new events department. We also vision the building to include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms with a stage for performances, a food service/concession space, the college bookstore, an esports arena, and conference rooms. Comfortable and collaborative spaces designed for students to study, relax and socialize, such as lounges, study zones, a meditation/religious observance room, rooms for student clubs and the food pantry, will also be included. An outdoor multi-purpose athletic field with a track and a field house are also planned as part of the project. The college will need to redesign at least one roadway and some parking areas as part of this project. The college currently has a space deficit for offices, and student wellness and recreational spaces. The new building, field and roadway work is projected to cost approximately \$84.5 million. The cost estimate was provided by Forella Group in March 2025 as part of consulting services to assist with writing the State program. If approved, the State would fund 75% of the project. The college is submitting a request to Worcester and Wicomico Counties for consideration, as part of their Capital Improvement Plans, for the 25% local share of the project.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			529,925					529,925
Land Acquisition								0
Site Work								0
Construction				2,522,713	2,522,712			5,045,425
Equipment/Furnishings					237,050			237,050
Other - Please Specify								0
TOTAL	0	0	529,925	2,522,713	2,759,762	0	0	5,812,400

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds			529,925	2,522,713	2,759,762			5,812,400
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	0	0	529,925	2,522,713	2,759,762	0	0	5,812,400

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook								
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

50+ years

Will this project generate revenue?

NA

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

NA

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

State capital funding of 75% of the project, if approved

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Impacts to the college's operating budget

Project Summary	
<p>Painting and rehabilitation of the Landings Water Tower. Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks. The Landings water tower was last painted in 2004 and the coating system is due to be redone.</p>	

SOURCES OF FUNDS								
General Fund								0
Waste Water User Fees								0
Solid Waste User Fees								
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE	580,000							580,000
TOTAL	580,000	0	0	0	0	0	0	580,000

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

15-20 years, based off of estimated lifespan at other County-operated facilities

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Ocean Pines Water Well Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Ocean Pines Water Treatment (Ocean Pines Service Area)

Project Summary
Currently there are five (5) existing raw water wells that serve the Ocean Pines water service area. During high flow events, such as over the July 4th weekend, the service area experiences production shortfalls and multiple operational challenges. Equipment has failed due to age and the overall mechanical and control setup. George Miles and Buhr was contracted in November of 2024 to complete an evaluation of all production wells, to identify deficiencies, and opportunities for future improvements. Items that were identified varied from MDE/EPA deficiencies in chemical backup storage, ventilation, scada equipment, and included heavily corroded piping internal to the well house. This improvement to the Ocean Pines Drinking Water Wells is not an option, without it Worcester County's largest residential water customer can go without water.
GMB completed study outlines phase 1 necessity short term repairs that need to be completed and phase 2. Additionally, Public Works has included funding for engineering inspection and oversight during the repairs being put in place. One well will be required to be done for the next five years until completed.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000	20,000	20,000	20,000	20,000			130,000
Land Acquisition								0
Site Work								0
Construction	300,000	350,000	300,000	300,000	300,000			1,550,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	350,000	370,000	320,000	320,000	320,000	0	0	1,680,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	350,000	370,000	320,000	320,000	320,000			1,680,000
Solid Waste User Fees								
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE								0
TOTAL	350,000	370,000	320,000	320,000	320,000	0	0	1,680,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Ocean Pines - Force Main Replacement Station N to L
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Ocean Pines Collection Station N to Station L along Ocean Parkway (Ocean Pines Service Area)

Project Summary
<p>This project is to replace the failing force main from Station N to L. The pipe material is deteriorating and is in need of replacement. The existing force main from Stations N to L has a common line that has failures routinely over the last three years. The number of failures over the last two years is 8 breaks which has yielded fines to the service area and emergency repair work. The limits of the project would be to replace in-kind with the same size pipe but with a stronger material to the common manifold point. Historically, the same force main has been repaired over 24 times in the last 5 years based upon patches in the road.</p> <p>The primary benefit of this project to the Citizens and the County is it would minimize the amount of fines, eliminate some of the emergency repair work, minimize the number of patches, routine disturbance to the neighboring property owners, and minimize the need for staff to do traffic control at such a busy intersection on the south side of Ocean Pines. (Macklin Creek and Ocean Parkway)</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work								0
Construction		1,500,000						1,500,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	200,000	1,500,000	0	0	0	0	0	1,700,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	200,000	1,500,000						1,700,000
Solid Waste User Fees								
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE								0
TOTAL	200,000	1,500,000	0	0	0	0	0	1,700,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

Not yet, however, MDE has issued several fines to the County for sanitary sewer overflows related to pipe breaks along this force main. If the breaks continue to occur, MDE may issue a consent order to replace the force main.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Ocean Pines Drying Beds
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Ocean Pines WWTP (Ocean Pines Service Area)

Project Summary
<p>This project is to design and construct drying beds in support to the new belt filter press equipment. The Ocean Pines WWTP had originally 6 drying beds 3 were utilized for sludge. During the 1994 plant upgrades, three of the drying beds were demo'ed and only three remain currently. The decrease in drying bed storage creates a operational issue for continuous wasting causing less efficient solids management within the treatment trains. The primary benefit of this project increase efficiency of the Ocean Pines Wastewater Treatment Plant solids handling activities.</p>

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work								0
Construction		500,000						500,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	50,000	500,000	0	0	0	0	0	550,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	50,000	500,000						550,000
Solid Waste User Fees								
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE								0
TOTAL	50,000	500,000	0	0	0	0	0	550,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

Project Summary
Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE	100,000	2,000,000						2,100,000
TOTAL	100,000	2,000,000	0	0	0	0	0	2,100,000

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

40 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

Project Summary

The funding will be used to replace a water main within the Newark Sanitary Service Area, which is over 50 years old. This project will help the brown water problem in the community water system. 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. Additionally, this project will replace older homes services without backflow preventions and bring them to current standards protecting our water system.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE	100,000	2,000,000						2,100,000
TOTAL	100,000	2,000,000	0	0	0	0	0	2,100,000

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

This project will be submitted to MDE/USDA for any potential grant/loan opportunity. MDE did not give any funding to the project in the FY25 application.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Newark WTP Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Newark WTP (Newark Service Area)

Project Summary
Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is at the end of its useful life. The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed. Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	150,000							150,000
Land Acquisition								0
Site Work								0
Construction		5,887,500						5,887,500
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	150,000	5,887,500	0	0	0	0	0	6,037,500

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees	150,000	487,500						637,500
Solid Waste User Fees								0
Grant Funds		2,550,000						2,550,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA Grant/Loan		2,850,000						2,850,000
TOTAL	150,000	5,887,500	0	0	0	0	0	6,037,500

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

40 years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Public works has submitted a grant funding request to USDA for this project. In addition, the project was submitted for Federal Earmarks process but was not awarded funds. The project will be submitted to MDE for additional loan/grant requests.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No, but MDE is aware of the iron sediment issues the community's water system has been facing.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Mystic Harbour Effluent Connection to Riddle Farm Lagoon
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WWTP to Riddle Farm WWTP lagoon (Mystic Harbour Service Area)

Project Summary
Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.
Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon. George Miles and Buhr provided the County with a preliminary cost estimate on July 25, 2023 outlining two paths. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was \$8,551,410 and Option two total cost was \$6,209,830. The costs reflected on this sheet have been updated to account for inflation.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		400,000						400,000
Land Acquisition								0
Site Work								0
Construction			6,100,000					6,100,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	0	400,000	6,100,000	0	0	0	0	6,500,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds		400,000	6,100,000					6,500,000
General Bonds								0
Other - USDA / MDE								0
TOTAL	0	400,000	6,100,000	0	0	0	0	6,500,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Mystic Harbour WTP Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WTP (Mystic Harbour Service Area)

Project Summary
Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.
The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		200,000						200,000
Land Acquisition								0
Site Work								0
Construction		1,400,000						1,400,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	0	1,600,000	0	0	0	0	0	1,600,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA/MDE/CDBG		1,600,000						1,600,000
TOTAL	0	1,600,000	0	0	0	0	0	1,600,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

40 Years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No, although Public Works has applied to MDE over the past 2 years for grant funds to cover the needed rehab. Grant applications will continue to be submitted until funding is secured.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

Project Summary
<p>Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency. This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring underneath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.</p> <p>This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.</p>

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds						67,765		67,765
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA/MDE		2,000,000						2,000,000
TOTAL	0	2,000,000	0	0	0	67,765	0	2,067,765

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

40 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Yes, \$67765 has been secured for design using Tri-County grant funds. Funding has not been secured for construction however grant applications have been submitted to MDE.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

ITEM 18

CIP Project Name: Edgewater Pump Station Replacement

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works

Phone Number: 410-632-5623

Project Location: Edgewater Acres
(Edgewater Acres Service Area)

Project Summary

Edgewater Acres pump station replacement is to replace an existing pump station that was built in Feb 1991. This pump station serves 123 customers and is showing signs of deterioration. The wet well that holds the raw wastewater is a steel barrel and has been patched in previous years. Additionally, the station does not have an emergency bypass connection in the event of failure. The stations emergency generator is over 40 years old and parts have been obsolete. With this stations close proximity to the local water ways and residents of the area Public Works is requesting funding for design and construction.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						140,000		140,000
Land Acquisition								0
Site Work								0
Construction		1,000,000						1,000,000
Equipment/Furnishings								0
Other - Please Specify								0

TOTAL	0	1,000,000	0	0	0	140,000	0	1,140,000
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SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees						140,000		140,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE		1,000,000						1,000,000

TOTAL	0	1,000,000	0	0	0	140,000	0	1,140,000
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If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

This project will have to be submitted to MDE for any potential grant/loan opportunity. It will not qualify for USDA funding.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Assateague Point Replacement Liner
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Assateague Point WWTP (Assateague Point Service Area)

Project Summary
Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,500,000					1,500,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	0	100,000	1,500,000	0	0	0	0	1,600,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees		100,000						100,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			1,500,000					1,500,000
General Bonds								0
Other - USDA / MDE								0
TOTAL	0	100,000	1,500,000	0	0	0	0	1,600,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Assateague Point Replacement Liner
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Assateague Point WWTP (Assateague Point Service Area)

Project Summary
Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,500,000					1,500,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	0	100,000	1,500,000	0	0	0	0	1,600,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees		100,000						100,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			1,500,000					1,500,000
General Bonds								0
Other - USDA / MDE								0
TOTAL	0	100,000	1,500,000	0	0	0	0	1,600,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

Project Summary

This project will connect the Bali-Hi Cooperative Campground to the Lighthouse Sound WWTP. Since the Lighthouse Sound WWTP does not have the treatment capability to handle this additional flow, the campground will need to construct a package WWTP capable of providing the nutrient reduction needed to maintain compliance with the Lighthouse Sound Groundwater discharge permit. The connection of the campground will provide a large nutrient credit to the Lighthouse system, but treatment will still be necessary. Construction of a force main, pump station, and Lighthouse plant and spray field modifications will also be a part of this project.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds		50,000	75,000	800,000				925,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				350,000				350,000
General Bonds								0
Other - Please Specify								0
TOTAL	0	50,000	75,000	1,150,000	0	0	0	1,275,000

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The construction will have typical W&WW lifetimes of 20-30 years.

Will this project generate revenue?

This will enable a resort campground to continue to thrive, provide the County with tax and other revenues, and seasonal tourist spending their dollars in our jurisdiction. The addition of a large and stable customer for the Lighthouse Service Area is also a plus.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The use of local Bay Restoration Grant Funds, MDE Water Quality Infrastructure Funding, and USDA Rural Development Funding will be sought.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

All options will be investigated.

Is there a Federal or State mandate related to this project? If so, please elaborate:

The need for reduction of nutrient inputs to the County's watersheds is a TMDL (Total Max Daily Loads) requirement which is both a federal and state mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

This will be an addition to a service area and will impact the Enterprise Fund budget for Lighthouse Sound.

Project Summary
Replacement of the liner at the River Run lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypalon liner with a more durable 100 mil thick HDPE liner. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees			100,000					100,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				1,500,000				1,500,000
General Bonds								0
Other - USDA / MDE								0
TOTAL	0	0	100,000	1,500,000	0	0	0	1,600,000

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Mystic Harbour Effluent Disposal Expansion
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WWTP/West OC (Mystic Harbour Service Area)

Project Summary
Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.
Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			150,000					150,000
Land Acquisition								0
Site Work								0
Construction				3,500,000				3,500,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	0	0	150,000	3,500,000	0	0	0	3,650,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees			150,000					150,000
Solid Waste User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CBDG				3,500,000				3,500,000
TOTAL	0	0	150,000	3,500,000	0	0	0	3,650,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30 years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No

CIP Project Name:	Bayview Estates Sewer Connection
Project Director (Name & Title):	Robert Mitchell, LEHS, REHS/RS, Director of Environmental Programs
Phone Number:	410-632-1220
Project Location:	Bishopville, MD

Project Summary
<p>This project will connect the Bayview Estates community of 42 homes to the Sussex County sewer system and allow their septic systems to be retired. The need to connect this community comes as septic systems are continuing to fail there and replacement systems there are becoming increasingly difficult to properly complete due to the poor soils on these waterfront lots which front on bulkheaded canals opening up to Grey's Creek, an impacted watershed. Two-thirds of the community are on the Delaware side of the state line and they are serviced by public sewer and the force main ends at the state line. These lots on the Maryland side would have grinder pumps installed which would connect to a low-pressure force main that would be installed in the community, mostly by the use of horizontal boring.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			50,000	25,000				75,000
Land Acquisition								0
Site Work								0
Construction				566,000				566,000
Equipment/Furnishings								0
Other - Please Specify Capacity Costs				354,900				354,900
TOTAL	0	0	50,000	945,900	0	0	0	995,900

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds			50,000	500,000				550,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				445,900				445,900
General Bonds								0
Other - Please Specify								0
TOTAL	0	0	50,000	945,900	0	0	0	995,900

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The construction will have typical W&WW lifetimes of 20-30 years.

Will this project generate revenue?

This will enable a water front community with an aggregate property value approaching \$40 M to continue to thrive, provide the County with tax and other revenues. The removal of any uncertainty regarding wastewater disposal will help provide a measure of stability for the community and their pocketbooks.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The use of local Bay Restoration Grant Funds, MDE Water Quality Infrastructure Funding, and USDA Rural Development Funding will be sought.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

All options will be investigated.

Is there a Federal or State mandate related to this project? If so, please elaborate:

The need for reduction of nutrient inputs to the County's watersheds is a TMDL (Total Max Daily Loads) requirement which is both a federal and state mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

This will be an additional service area that will be similar in nature to Edgewater Acres.

Project Summary

This project will connect the Hidden Harbor community of 72 homes and remaining buildable lots to the Sussex County sewer system and allow their septic systems to be retired. The need to connect this community comes as septic systems are continuing to fail there and replacement systems there are becoming increasingly difficult to properly complete due to the poor soils on these waterfront lots which front on bulkheaded canals opening up to Grey's Creek, an impacted watershed. Adjacent to this community are large communities on the Delaware side of the state line and they are serviced by public sewer and even public water and access to the force main is at the state line. These lots on the Maryland side would have grinder pumps installed which would connect to a low-pressure force main that would be installed in the community, mostly by the use of horizontal boring. There are some lots on the western portion of the community that may have the potential to subdivide if public sewer is provided.

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees								0
Grant Funds				50,000	700,000			750,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds					1,193,400			1,193,400
General Bonds								0
Other - Please Specify								0
TOTAL	0	0	0	50,000	1,893,400	0	0	1,943,400

[illegible]

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The construction will have typical W&WW lifetimes of 20-30 years.

Will this project generate revenue?

This will enable a water front community with an aggregate property value approaching \$54 M to continue to thrive, provide the County with tax and other revenues. The removal of any uncertainty regarding wastewater disposal will help provide a measure of stability for the community and their pocketbooks.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

The use of local Bay Restoration Grant Funds, MDE Water Quality Infrastructure Funding, and USDA Rural Development Funding will be sought.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

All options will be investigated.

Is there a Federal or State mandate related to this project? If so, please elaborate:

The need for reduction of nutrient inputs to the County's watersheds is a TMDL (Total Max Daily Loads) requirement which is both a federal and state mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

This will be an additional service area that will be similar in nature to Edgewater Acres. There are some lots on the western portion of the community that may have the potential to subdivide if public sewer is provided. That may positively impact the financing of this project as these lot owners and the seven (7) undeveloped lots in the community would be paying full connection and infrastructure charges as any grant received would be for existing lots only.

CIP Project Name:	Landfill Gas Collection System
Project Director (Name & Title):	David Candy, Superintendent, Solid Waste
Phone Number:	410-632-3177
Project Location:	Central Site Landfill, Newark MD

Project Summary
<p>The Gas Collection System has to be built in the time MDE gave Counties to comply with the new Methane regulations. After results of testing done late last year, MDE has given us 1 year to design the system and 2 years to complete construction.</p> <p>The Gas Collection System will attach several gas wells with header and lateral piping to extract the Methane and take the it to an enclosed flare. The flare is used to burn off the methane in a more efficient manner. EA Engineering is doing the design work on the Gas Collection System.</p> <p>Cost estimate is based on engineering and design from EA Engineering.</p>

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						126,550		126,550
Land Acquisition								0
Site Work	4,500,000							4,500,000
Construction								0
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	4,500,000	0	0	0	0	126,550	0	4,626,550

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								
Solid Waste User Fees	4,500,000					126,550		4,626,550
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
TOTAL	4,500,000	0	0	0	0	126,550	0	4,626,550

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	17,200	17,200	17,200	17,200	17,200			86,000
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The gas collection system should last for many years with preventive maintenance.

Will this project generate revenue?

No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

Yes. The Maryland Department of the Environment is mandating Worcester County install a gas collection system.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities ELECTRIC	5,000	5,000	5,000	5,000	5,000	25,000
Telephone	200	200	200	200	200	1,000
Custodial						0
Cleaning						0
Maintenance Repairs	2,000	2,000	2,000	2,000	2,000	10,000
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other CONTRACTUAL SERVICES	10,000	10,000	10,000	10,000	10,000	50,000
						0
EXPENDITURES						

Operating TOTAL	17,200	17,200	17,200	17,200	17,200	86,000
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Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
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PROJECTED OPERATING IMPACTS	17,200	17,200	17,200	17,200	17,200	86,000
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Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.
N/A

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?
Electricity will increase an estimated \$5,000 annually.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.
Flare and ignitor maintenance.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.
N/A

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.
An additional cellular line will be needed for alarm service

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?
N/A

OTHER:

Contractual Services - Gas well monthly tuning for correct ratio of oxygen, methane and carbon mixture.

CIP Project Name:	Cell 6 Design & Construction
Project Director (Name & Title):	David Candy, Superintendent, Solid Waste
Phone Number:	410-632-3177
Project Location:	Central Site Landfill, Newark MD

Project Summary
EA Engineering did a study on the amount of existing trash in Cell 5. They found Cell 5 will run out of landfill space by December 2027. By building Cell 6, Worcester County residents should have landfill space until the year 2042. If we don't build, Worcester County will need to find a place for trash when Cell 5 is full.
EA Engineering gave Worcester County Public Works a cost estimate for Cell 6 using their experience from designing Cells 1 thru 5 and other landfills around the state to work up the estimate.
Cell 6 needs to have the design work done in FY26 so the construction can start in FY27. This will make Cell 6 available to Solid Waste by the fall of FY27 to start putting the fluff trash in the bottom of the cell. This time line will allow Cell 5 to reach capacity and move into Cell 6. Public Works Solid Waste Division needs to move forward with the design and construction of Cell 6 now to keep Worcester County from running out of landfill space.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						1,000,000		1,000,000
Land Acquisition								0
Site Work								0
Construction	8,900,000	6,100,000						15,000,000
Equipment/Furnishings								0
Other - Please Specify								0
TOTAL	8,900,000	6,100,000	0	0	0	1,000,000	0	16,000,000

SOURCES OF FUNDS								
General Fund								0
Water Wastewater User Fees								0
Solid Waste User Fees	8,900,000					1,000,000		9,900,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds		6,100,000						6,100,000
General Bonds								0
Other - Please Specify								0
TOTAL	8,900,000	6,100,000	0	0	0	1,000,000	0	16,000,000

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	38,950	38,950	38,950	38,950	38,950			194,750
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Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

6 - 8 years.

Will this project generate revenue?

Yes, Cell 6 will generate revenue for the Solid Waste Enterprise fund.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities ELECTRICITY	3,500	3,500	3,500	3,500	3,500	17,500
Telephone PUMP STATIONS	450	450	450	450	450	2,250
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other LEACHATE HAULING	35,000	35,000	35,000	35,000	35,000	175,000
						0
EXPENDITURES						

Operating TOTAL	38,950	38,950	38,950	38,950	38,950	194,750
-----------------	--------	--------	--------	--------	--------	---------

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
EXPENDITURES						

Capital TOTAL	0	0	0	0	0	0
---------------	---	---	---	---	---	---

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						

Project Revenue TOTAL	0	0	0	0	0	0
-----------------------	---	---	---	---	---	---

PROJECTED OPERATING IMPACTS	38,950	38,950	38,950	38,950	38,950	194,750
-----------------------------	--------	--------	--------	--------	--------	---------

Operating Impacts

Complete the following questions:

Employee Positions

Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.
N/A

Utility Costs

Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?
Electricity useage will increase by an estimated \$3500 annually.

Maintenance Costs

Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.
Leachate hauling will increase by an estimated \$35,000 annually.

Insurance Costs

Will insurance costs change? Include liability, property, and vehicle coverage.
N/A

Telecommunications

Will the project require additional phones, copiers, computers, or other hardware? List them below.
2 additional cell phones will be needed for pump stations at an estimated cost of \$450 annually.

Furniture, Equipment, or Capital Outlay

Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?
N/A



Worcester County Administration

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

TO: *The Salisbury Daily Times and OC Today Dispatch Group*
 FROM: Candace Savage, Deputy Chief Administrative Officer
 DATE: November 26, 2025
 SUBJECT: Worcester County Public Hearing Notice

.....
 Please print the attached Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on November 13, 2025 and November 20, 2025. Thank you.

Notice of Public Hearing
Expansion of the West Ocean City Sanitary
Service Area to add multiple properties
West of the Intersection with
Sunset Avenue

The Worcester County Commissioners will hold a public hearing to consider applications filed by Hugh Cropper, IV, on behalf of multiple property owners for a proposed expansion of the West Ocean City Sanitary Service Area. The subject properties are located on the west side of Maryland Route 611 (Stephen Decatur Highway). They are more specifically identified on Worcester County Tax Map 26, as Parcels 274 – Par 2, 274-Par 3B, 274-Par 1A, 274-Par 1BB, 274 – Par 1C, 274-Par 1-C, 424, 291, 365, 292, 290, 208 – Lot 1, 208 – Lot 2. The County Commissioners will evaluate the proposed expansion of the sanitary service area in accordance with the provisions of Section PW 5-305 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland and the staff report. The **public hearing** on this applications will be held on

The public hearing on these applications will be held on
TUESDAY, December 02, 2025 at 10:35 A.M.
in the Commissioners' Meeting Room, Room 1101 – Government Center
One West Market Street, Snow Hill, Maryland 21863

The file containing the request for reclassification and other pertinent information which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm. Questions may be directed to Robert Mitchell, Director, by calling (410) 632-1220, extension 1601 or email at bmitchell@worcestermd.gov

THE WORCESTER COUNTY COMMISSIONERS



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

APPROVED

10/21/25 WSY

Memorandum

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

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

Subject: **Sanitary Service Area Expansion**

Request for Public Hearing

Worcester County Tax Map 26, Parcels 274 – Par 2, 274-Par 3B, 274-Par 1A, 274-Par 1BB, 274 – Par 1C, 274-Par 1-C, 424, 291, 365, 292, 290, 208 – Lot 1, and 208 – Lot 2

West Ocean City Sanitary Service Area

SSA-2025-01

Date: 10/10/25

Attached is a copy of a petition for Sanitary Service Area expansion and connection of the subject property to the sewer system of the West Ocean City Sanitary Area from Hugh Cropper on behalf of the applicants. The petition was received in accordance with § PW 5-305 (b)(1) and is being processed as an expansion of the West Ocean City Sanitary Service Area.

This amendment seeks to expand the West Ocean City sanitary service area for the subject properties. These properties are already within the Mystic Harbour Sewer Planning Area with a designation of S-1/W-1 (immediate to two years) and are adjacent to mapped West Ocean City Planning Area properties on the northern end. Since we are only proposing to extend a Sanitary Area boundary for S-1/W-1 planned properties in adjacent service areas under our local code, we do not have to complete an accompanying amendment to the *Master Water and Sewerage Plan* at this time. If approved, the properties would also be in the Mystic Harbour - West Ocean City overlay area as they would exist within the boundaries of both.

The applicant requested the small expansion of the sanitary area initially to serve a proposed commercial structure on the southernmost property. The subject properties are located on the west side of Maryland Route 611 (Stephen Decatur Highway). They are more specifically identified on Worcester County Tax Map 26, as Parcels 274 – Par 2, 274-Par 3B, 274-Par 1A, 274-Par 1BB, 274 – Par 1C, 274-Par 1-C, 424, 291, 365, 292, 290, 208 – Lot 1, 208 – Lot 2. The owner(s) of these properties will need to seek a transfer of West Ocean City sewer EDUs from unused capacity that private customers in the WOC Sanitary Area are willing to transfer under the policies in County Commissioner Resolution 97-1. While these properties may have some Mystic Harbour sewer capacity allocated or are completely without any Mystic Sewer allocation at this time, they would need additional sewer capacity to build out or intensify existing commercial uses.

The proposed sanitary facilities will consist of construction of connecting infrastructure to adjacent County sewer collection system mains on the east side of Rt 611 at a location to be done with approved by the Department of Public Works. A corresponding allocation of public water will need to be obtained from the Mystic Harbour Sanitary Service Area with a connection to public water on the main located on the west side of Rt 611.

I have investigated and evaluated the petition to expand the Ocean Pines Sanitary Service Area. In order to evaluate the proposal, I solicited comments from the Departments of Public Works and Finance. If the applicants are willing to construct all the connecting infrastructure, in a manner acceptable to Public Works, and apply for, transfer, and allocate the needed sanitary capacity and pay for said capacity, and provide an acceptable metering arrangement for Finance, then the proposal is feasible from a financial and engineering standpoint. Applicants will need to pay the equity contribution and future capital improvement charges with any water EDU purchases associated with this application. The applicants will still need to go through the West Ocean City allocation process to secure and transfer unutilized West Ocean City sewer capacity they need to serve their needs under the County's policy for such transfers.

After reviewing all of the applicable information, I find the following:

1. The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will, or in the future may be served by the proposed expansion. The existing properties will now have the opportunity to be served by West Ocean City sewer, which will provide the necessary capacity that does not exist currently in the Mystic Sanitary Area for any proposed constructions. The proposed expansion would also not require any new capacity in order to serve the included properties.
2. The construction of this property to the West Ocean City collection and system is certainly feasible from both the engineering and economic standpoints. All costs to operate the conveyance to a public sewer main will be borne by the service area customers with the property owners responsible for the construction of their connections. An acceptable Public Works agreement for construction and turnover of said facilities will also need to be approved and accepted by the County. There are adjacent sewer mains that could be utilized to serve the subject properties.
3. The proposal is in the best interest of the public health, safety, and welfare of the residents of the County. In addition to the findings outlined in number 1 above, the fact that the infrastructure will be approved and operated by the County will permit the orderly development of the subject properties within the area. Public sewer is preferable to septic and capacity provided by transfers of unutilized West Ocean City capacity will enable full development or intensification of these properties.
4. The proposal will not be unduly detrimental to the environment of the County. A public system in this area with the necessary capacity to serve the proposed development should provide for a greater degree of protection of the environment of the County. Public water and sewer are preferable to private wells and septic. These properties are uplands and zoned for commercial uses.
5. The design and operation of the facility will be completed according to State and County guidelines. Plans will be approved by the Department of Public Works and construction work will be inspected and approved prior to turnover of any public components. The applicant is responsible for all costs associated with design and permitting of the infrastructure connections and the West OC sewer EDU capacity transfer(s). The County will be responsible for operations of any transferred public infrastructure components, with the costs being paid for by the applicant.

I would respectfully request that the Commissioners schedule a public hearing to consider the expansion of the West Ocean City Sanitary Area to include this property. I have forwarded a draft advertisement for this hearing to County Administration under separate cover.

ITEM 19

As always, I will be available to discuss this matter with you and the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

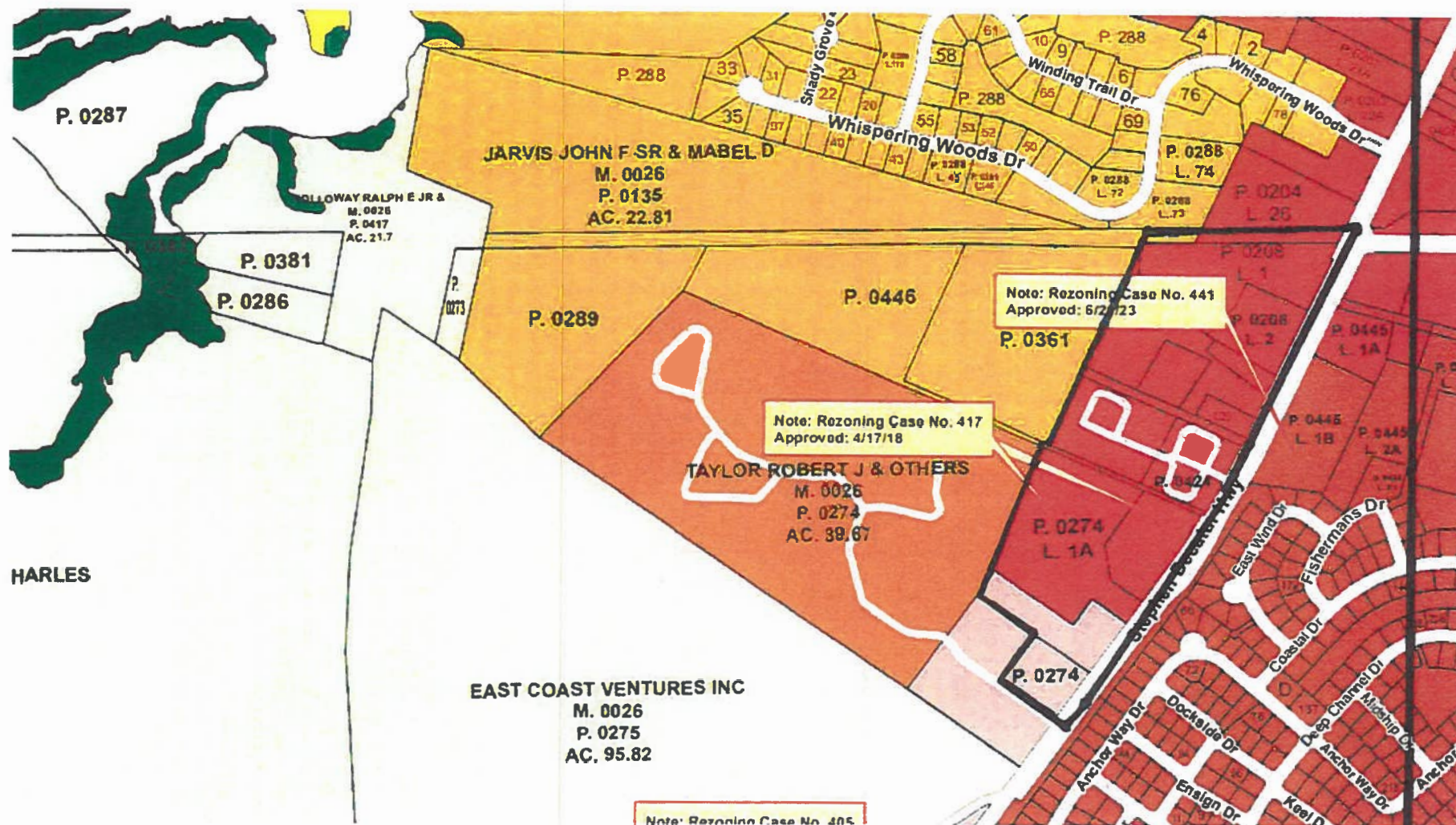
Attachments

1. Application and Petition
2. Maps for the Proposed SSA Addition

cc: West Ocean City Sanitary Area File, SSA-2025-01

Attachment 1

Application and Petition



LAW OFFICES

BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

CURTIS H. BOOTH
 HUGH CROPPER IV
 THOMAS C. MARRINER*
 ELIZABETH ANN EVINS
 LYNDSEY J. RYAN
 KRISTINA L. WATKOWSKI

9927 STEPHEN DECATUR HWY., F-12

OCEAN CITY, MARYLAND 21842

(410) 213-2681

FAX (410) 213-2685

EASTON OFFICE

130 N. WASHINGTON ST.
 EASTON, MD 21601
 (410) 822-2929
 FAX (410) 820-6586

WEBSITE

www.bbcmclaw.com

*ADMITTED MD & DC

June 30, 2025

Robert J. Mitchell, LEHS, REHS
 Director, Worcester County Department of
 Environmental Programs
 One West Market Street
 Snow Hill, Maryland 21863

RE: *West Ocean City Sanitary Service Area Expansion*
Worcester County Tax Map 26, Parcel 274

Dear Mr. Mitchell:

Please accept this correspondence as the PETITION on behalf of my client, COF Investment Group, LLC, to expand the West Ocean City Sanitary Service Area ("WOCSSA") to include the property known as Worcester County Tax Map 26, Parcel 274, Parcel 2, 1.18 acres, located on the west side of Stephen Decatur Highway, in West Ocean City, Worcester County, Maryland.

The property is zoned C-1, Neighborhood Commercial District. The property is designated as Existing Developed Area, or EDA, in the March 7, 2006 Comprehensive Land Use Plan, which accompanies the Comprehensive Plan.

The property owner, COF Investment Group, LLC, Mark and Kathy Clark, own other properties in the WOCSSA which are allocated excess EDU's. The property owner, through its related entities, would transfer those EDU's if approved. Therefore, this expansion will not require any additional EDU's.

This Petition also includes the properties along Stephen Decatur Highway to the existing boundary of the WOCSSA, all of which (except for one) are zoned C-2, General Commercial District, and are designated EDA in the Comprehensive Plan.

The properties are currently included in the Mystic Harbour Sanitary Service Area ("MHSSA"), but the subject property is not allocated any EDU's.

Based upon preliminary soil studies, the property would perc, and would probably be eligible for an onsite septic system.

If granted, the expansion to the WOCSSA will create overlapping services areas, a condition which exists throughout West Ocean City, on the south side of US Route 50.

Pursuant to Public Works, Section 5-305(a) the proposed expansion is necessary for the existing or future health, safety, and welfare of the public in general and it is in the best interest of the County at large, and the proposed expansion is feasible financially and from an engineering standpoint. This will be explained later in this application as part of the individual standards.

The request to expand the WOCSSA is not based upon a specific site plan; rather, the applicant/property owner believes it is good planning to include the property, which will provide flexibility for future growth. Due to the somewhat restrictive Neighborhood Commercial district zoning, the property will not accommodate many EDU's. The owners of COF Investment Group, LLC, Mark and Kathy Clark, own other properties in West Ocean City which are allocated excess EDU's. If the expansion is granted, it will not require any additional EDU's. Mr. and Mrs. Clark will be able to transfer EDU's already allocated to properties in the WOCSSA.

I have also applied to expand the sewer planning area, with inclusion into the Worcester County Comprehensive Water and Sewerage Plan. With respect to that application, as stated, the property is designated as EDA in the Land Use Map. It is zoned Commercial and, as such, the proposed Water and Sewer Plan Amendment is consistent with the Comprehensive Plan. With respect to the other properties, all but one are zoned C-2, General Commercial District, and are also located in an EDA. The majority of those properties are developed with existing commercial uses. Even the surrounding Sea Oaks Townhouse Project was approved as an RPC, with a percentage of commercial uses and development immediately abutting the subject properties along Stephen Decatur Highway.

With respect to individual findings, please consider the following:

1. The proposed expansion would be desirable for the comfort, convenience, health, safety, and welfare of the people who will be served by the proposal.

This request would eliminate complete reliance on using EDU's in the MHSSA. The property owner, through related entities, already owns excess EDU's in the WOCSSA. The expansion will **not** require any additional EDU's. If approved, the applicant/property owner will apply to transfer EDU's, pursuant to Resolution 97-1, that it already owns. The expansion will also address public health and environmental concerns associated with the use of on-site septic systems in the West Ocean City area. The subject property is appropriately zoned for commercial uses. The existing property will now be served by the WOCSSA (as well as the MHSSA), which will provide the necessary capacity that does not exist in the MHSSA. This

will create less reliance on the MHSSA, and will provide Worcester County with the flexibility to serve other properties in this area.

2. The operation and construction is certainly feasible from both the engineering and economic standpoints.

All costs to operate the system will be borne by the Service Area customers with the property owners responsible for the construction of the connections. An acceptable Public Works Agreement for construction and turnover of the Facilities will need to be approved and accepted by Worcester County. WOCSSA infrastructure is nearby, and extending these lines to the property will be feasible. From a financial perspective, if and when the applicant/property owner applies for and transfers EDU's, they will continue to pay the EDU charges.

3. The proposal is in the best interest of the public health, safety, and welfare of all residents in the County.

In addition to the findings outlined in number one above, the fact that the infrastructure will be approved and operated by Worcester County will permit the orderly development of the subject property within the area. The applicant/property owner already has adequate capacity in the WOCSSA from other properties, and they will be eligible for transfer pursuant to Resolution 97-1.

4. The proposal will not be unduly detrimental to the environment of the County.

The provision of public sewer in this area with the necessary capacity to serve any proposed development on the subject property should provide for a greater degree of protection of the environment of Worcester County. The vast majority of the property is uplands, and it is not adjacent to any water bodies. It is not in the Critical Area. Public water and sewer are preferable to private wells and septic.

5. The design and operation of the facility will be completed according to State and County guidelines.

Plans will be approved by the Department of Public Works and construction work will be inspected and approved prior to turnover. The applicant will be responsible for all costs associated with the design and permitting of the infrastructure.

In conclusion, if approved, the applicant/property owner will need to submit a Site Plan to the Planning Commission for approval. Once it is determined whether or not the property can accommodate EDU's, the property owner will apply pursuant to Resolution 97-1 to transfer EDU's in the WOCSSA that it already owns.

A check in the amount of \$500.00 associated with this WOCSSA Expansion is enclosed.

If I can provide any further information, please do not hesitate to contact me. Thank you and have a great day.

Very truly yours,

A handwritten signature in black ink, consisting of a stylized 'H' and 'C' followed by a horizontal line.

Hugh Cropper IV

HC/tgb

Enclosures

CC: Kathy Clark
John W. Salm, III, P.E.
Justin Redding

PETITION

WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY PETITION THE WORCESTER COUNTY COMMISSIONERS, PURSUANT TO PUBLIC WORKS ARTICLE SECTION 5-305(B)(1)A, TO EXPAND THE WEST OCEAN CITY SANITARY SERVICE AREA TO INCLUDE OUR PROPERTIES, LISTED BELOW. WE AUTHORIZE COF INVESTMENT GROUP, LLC, ONE OF THE PROPERTY OWNERS, THROUGH HUGH CROPPER, IV, THEIR ATTORNEY, TO PRESENT THIS PETITION TO THE WORCESTER COUNTY COMMISSIONERS.

1. COF Investment Group LLC
Tax Map 26, Parcel 274, PAR 2

By: [Signature] Member
Authorized Member

2. The Parkel Irrevocable Non Voting Stock
Tax Map 26, Parcel 274, PAR 3B

[Signature] TRUSTEE
William C. Mariner, Trustee

[Signature] TRUSTEE
Trustee: Mitchell M. Parker

[Signature]
Trustee: Thomas K. Coates

3. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PAR 1A

By: [Signature]
Authorized Member

4. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PARCEL 1-BB

By: [Signature]
Authorized Member

5. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PARCEL 1-C

By: [Signature]
Authorized Member

6. WEST O.C. PROPERTIES, LLC
Tax Map 26, Parcel 424

By: [Signature]
Authorized Member

7. Ofir Bouzaglo
Tax Map 26, Parcel 291

Ofir Bouzaglo

8. Ayres Creek Family Farm, LLC
Tax Map 26, Parcel 365

By: _____
Authorized Member

9. Diakonia Inc.
Tax Map 26, Parcel 292

By: _____
President

10. Rados 5, Inc.
Tax Map 26, Parcel 290

By: _____
President

11. SKYWATER-OCEAN CITY, LLC
Tax Map 26, Parcel 208, Lot 2

By: _____
Authorized Member

12. STORAGE EQUITY PARTNERS L.P. III
Tax Map 26, Parcel 208, Lot 1

By: _____
General Partner

PETITION

WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY PETITION THE WORCESTER COUNTY COMMISSIONERS, PURSUANT TO PUBLIC WORKS ARTICLE SECTION 5-305(B)(1)A, TO EXPAND THE WEST OCEAN CITY SANITARY SERVICE AREA TO INCLUDE OUR PROPERTIES, LISTED BELOW. WE AUTHORIZE COF INVESTMENT GROUP, LLC, ONE OF THE PROPERTY OWNERS, THROUGH HUGH CROPPER, IV, THEIR ATTORNEY, TO PRESENT THIS PETITION TO THE WORCESTER COUNTY COMMISSIONERS.

1. COF Investment Group LLC
Tax Map 26, Parcel 274, PAR 2

By: Kathleen M. Clark, Member
Authorized Member

2. The Parkel Irrevocable Non Voting Stock
Tax Map 26, Parcel 274, PAR 3B

Trustee: Mitchell M. Parker

William C. Mariner, Trustee

Trustee: Thomas K. Coates

3. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PAR 1A

By: [Signature]
Authorized Member

4. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PARCEL 1-BB

By: [Signature]
Authorized Member

5. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PARCEL 1-C

By: [Signature]
Authorized Member

6. WEST O.C. PROPERTIES, LLC
Tax Map 26, Parcel 424

By: _____
Authorized Member

7. Ofir Bouzaglo
Tax Map 26, Parcel 291

Ofir Bouzaglo

8. Ayres Creek Family Farm, LLC
Tax Map 26, Parcel 365

By: _____
Authorized Member

9. Diakonia Inc.
Tax Map 26, Parcel 292

By: _____
President

10. Rados 5, Inc.
Tax Map 26, Parcel 290

By: _____
President

11. SKYWATER-OCEAN CITY, LLC
Tax Map 26, Parcel 208, Lot 2

By: _____
Authorized Member


12. STORAGE EQUITY PARTNERS L.P. III
Tax Map 26, Parcel 208, Lot 1

By: _____
General Partner

PETITION


WE, THE UNDERSIGNED PROPERTY OWNERS, DO HEREBY PETITION THE WORCESTER COUNTY COMMISSIONERS, PURSUANT TO PUBLIC WORKS ARTICLE SECTION 5-305(B)(1)A, TO EXPAND THE WEST OCEAN CITY SANITARY SERVICE AREA TO INCLUDE OUR PROPERTIES, LISTED BELOW. WE AUTHORIZE COF INVESTMENT GROUP, LLC, ONE OF THE PROPERTY OWNERS, THROUGH HUGH CROPPER, IV, THEIR ATTORNEY, TO PRESENT THIS PETITION TO THE WORCESTER COUNTY COMMISSIONERS.

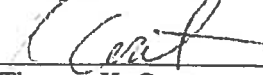
1. COF Investment Group LLC
Tax Map 26, Parcel 274, PAR 2

By:  Member
Authorized Member

2. The Parkel Irrevocable Non Voting Stock
Tax Map 26, Parcel 274, PAR 3B

 TRUSTEE
William C. Mariner, Trustee

 TRUSTEE
Trustee: Mitchell M. Parker


Trustee: Thomas K. Coates


3. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PAR 1A

By: 
Authorized Member

4. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PARCEL 1-BB

By: 
Authorized Member

5. BUAS HILL HOUSE, LLC
Tax Map 26, Parcel 274, PARCEL 1-C

By: 
Authorized Member

6. WEST O.C. PROPERTIES, LLC
Tax Map 26, Parcel 424

By: _____
Authorized Member

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Tax Map 26, Parcel 291

Ofir Bouzaglo

8. Ayres Creek Family Farm, LLC
Tax Map 26, Parcel 365

By: _____
Authorized Member

9. Diakonia Inc.
Tax Map 26, Parcel 292

By: _____
President

10. Rados 5, Inc.
Tax Map 26, Parcel 290

By: _____
President

11. SKYWATER-OCEAN CITY, LLC
Tax Map 26, Parcel 208, Lot 2

By: _____
Authorized Member

12. STORAGE EQUITY PARTNERS L.P. III
Tax Map 26, Parcel 208, Lot 1

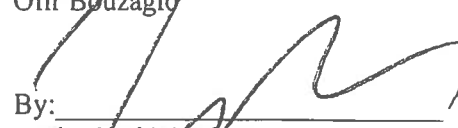
By: _____
General Partner

7. Ofir Bouzaglo
Tax Map 26, Parcel 291



Ofir Bouzaglo

8. Ayres Creek Family Farm, LLC
Tax Map 26, Parcel 365


By: _____
Authorized Member

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Tax Map 26, Parcel 292


By: _____
President

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By: _____
President

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Tax Map 26, Parcel 208, Lot 2

By: _____
Authorized Member

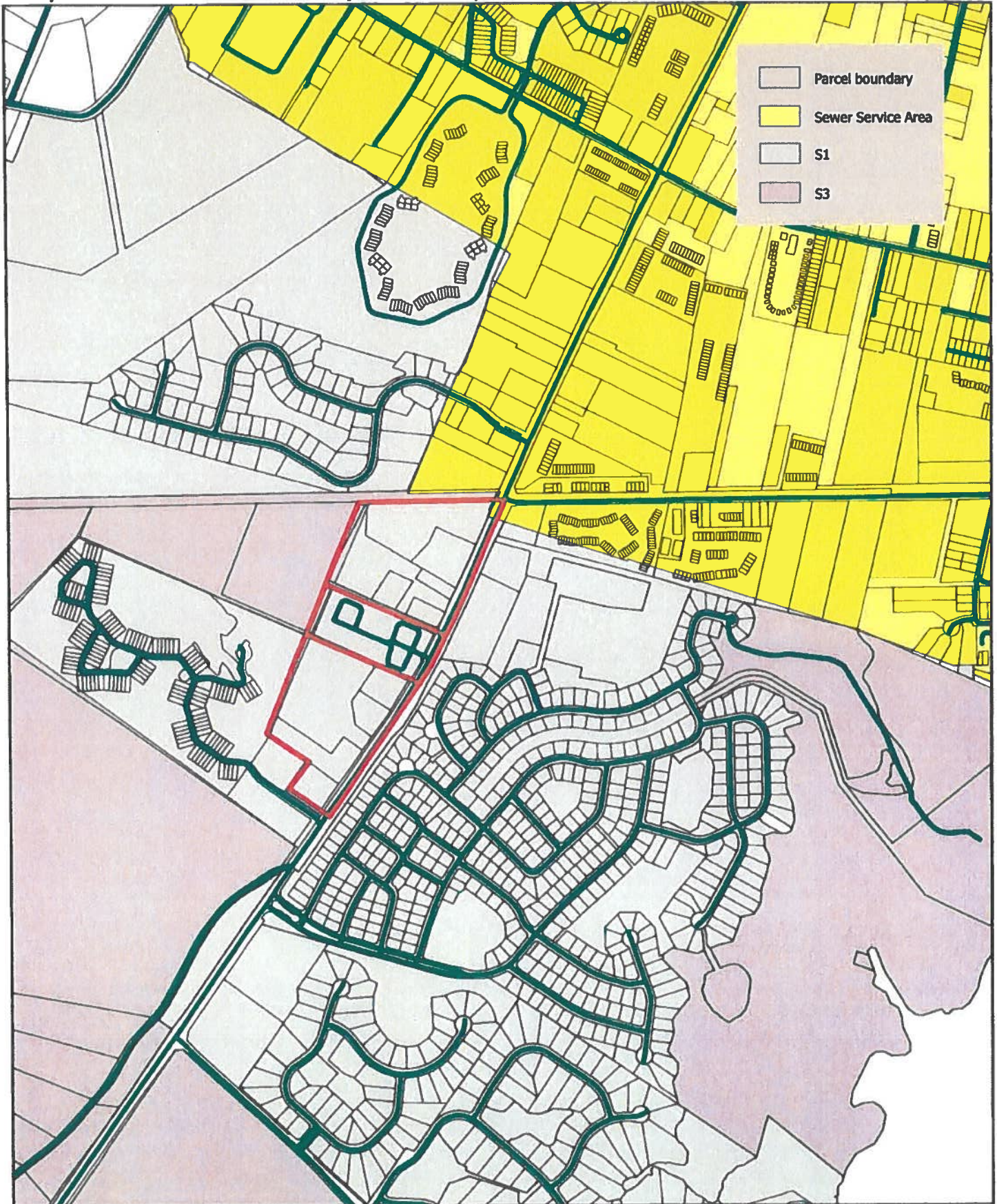
12. STORAGE EQUITY PARTNERS L.P. III
Tax Map 26, Parcel 208, Lot 1

By: _____
General Partner

Attachment 2

Maps

Proposed West Ocean City Area Expansion

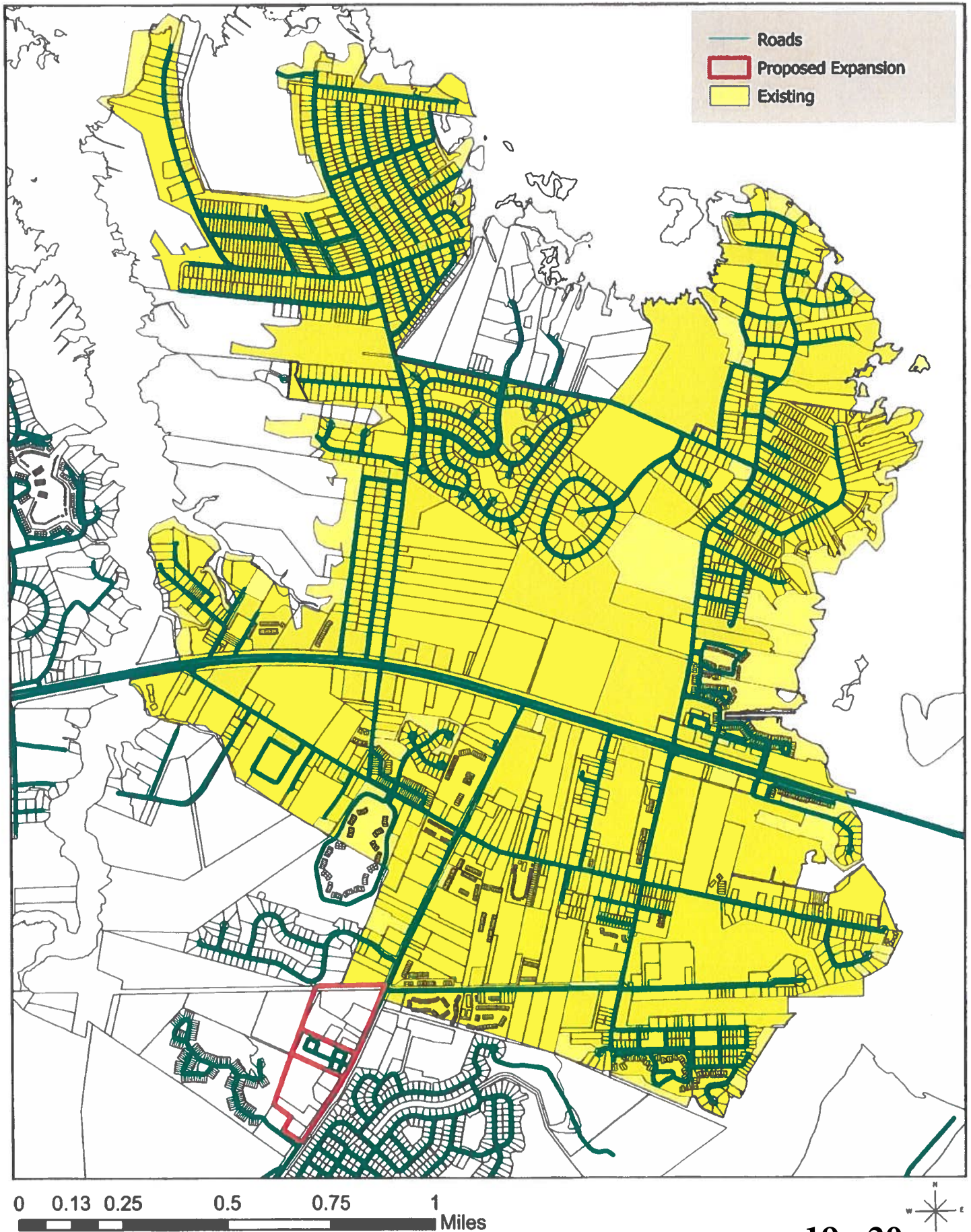


- Parcel boundary
- Sewer Service Area
- S1
- S3

0 0.040.09 0.18 0.27 0.36
Miles



West Ocean City Sewer Service Area



**Notice of Public Hearing
Worcester County
FY 2026 Requested Operating Budget Amendment**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2026 General Fund Operating Budget Amendment on:

Tuesday, December 2, 2025, at 10:40 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a reduction in the FY26 Local Core Funding Match requirement by the Maryland Department of Health, as well as the inclusion of encumbrances, previously approved over expenditures, and additional operating expenses.

Copies of the detailed budget are available in the County Commissioners' Office, Room 1103 of the County Government Center in Snow Hill or online at www.co.worcester.md.us.

**WORCESTER COUNTY
2026 REQUESTED OPERATING BUDGET AMENDMENT**

Increase in the following expense line items:

• 100.1090.020.6130.020	Equipment Annual Contract WCPN	\$ 19,255
• 100.1090.070.7120.130	SDAT-prior 2 years reconciling errors	\$ 274,828
• 100.1090.070.7500	Other Expenses PIA Offshore Wind	\$ 30,000
• 100.1101.030.6110.190	Forensic Camer & Breach Tool	\$ 95,000
• 100.1101.030.6110.290	Computer Voice Analysis Machine	\$ 20,000
• 100.1103.9010.060	Capital Equipment Other HVAC	\$ 49,635
• 100.1202.6600.025	Contractual Services	\$ 15,442
• 100.1203.6530.070	Consulting Services - PFAS	\$ 39,000
• 100.1803.200.6170.090	Offshore Wind Advertising	\$ 100,000
• 100.1803.200.6900.052	Tourism Advertising -Supplemental	\$ 101,200
• 100.1985.8010.025	Interfund – Erroneous Convictions	\$2,000,000
• Various expense accounts	Total Encumbrances approved	\$8,621,698

Increase in the following revenue line items:

• 100.5511	Casino/VLT Fund to cover encumbrances	\$ 622,182
• Various revenue accounts	Grant revenue to cover encumbrances	\$ 524,913

Decrease the following expense line items:

• 100.1301.200.7130.020	CORE Funding Matching Appropriation	\$5,034,143
• 100.1803.200.6160.150	Tourism Advertising State Grant	\$ 101,200

Decrease the following revenue line items:

• 100.1001.5510	Transfer of Funds (no longer need to transfer additional funds due to CORE Funding waiver)	\$1,888,490
• 100.1803.200.5705	State Grant Tourism	\$ 101,200
• 100.1985	Surplus designated for encumbrances	\$7,073,310



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us**APPROVED**

TO: Weston S. Young, Chief Administrative Officer
County Commissioners

FROM: Kim Reynolds, Budget Officer *Kimberly Reynolds*

DATE: November 10, 2025

RE: FY26 Request to Advertise Public Hearing for the FY26 Budget Amendment

11/18/25 WSY

In July 2025, the Secretary of the Maryland Department of Health approved an amendment to Worcester County's FY26 Local Core Funding Match Requirement. The Local Core Match was adopted in Worcester County's FY26 budget in the amount of \$11,254,986 and has been reduced to \$6,220,843. A budget amendment is proposed for the FY26 operating budget to reduce the Health Department Core funding by \$5,034,143. In conjunction with the decrease in Local CORE funding to the Health Department, the one-time Transfer in of Funds which was designated cover the CORE funding should also be decreased by \$1,888,490 since it is no longer needed.

Administration has identified several projects and over expenditures listed below for consideration in the budget amendment process. The total cost of these projects, along with associated encumbrance expenses, have been outlined below. To fund the remaining expenditures, totaling \$7,073,310, it is proposed that the County's Fund Balance be utilized.

- \$19,255 Other General Government – WCPN Skyline approved over-expenditure
- \$274,828 SDAT – Reconciling errors from prior 2 fiscal years corrections
- \$30,000 Other General Government – PIA offshore wind requests to State agencies
- \$95,000 Sheriff Dept – Forensic Camera Imaging System & Pneumatic Breach Tool
- \$20,000 Sheriff Department – Computer Voice Stress Analysis Machine
- \$49,635 Jail – HVAC replacement approved over-expenditure
- \$15,442 Roads – Contractual services approved over-expenditure
- \$39,000 Public Works – PFAS Consulting services approved over-expenditure
- \$100,000 Tourism – Offshore wind advertising approved over-expenditure.
- 101,200 Tourism - Supplemental Advertising funds requested
- \$2,000,000 Other General Government – Erroneous Conviction Future Settlements
- \$7,073,310 Encumbrance expenditures not covered by grant revenue

Requesting approval to advertise holding a Public Hearing on December 2, 2025, to amend the FY26 operating budget.

Attachments: Budget Amendment Resolution (pages 3-4)
Approved FY26 over expenditures (pages 5-15)
Erroneous Convictions Information (pages 16-22)
Approved encumbrances (pages 23-24)

**Notice of Public Hearing
Worcester County
FY 2026 Requested Operating Budget Amendment**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2026 General Fund Operating Budget Amendment on:

Tuesday, December 2, 2025, at 10:40 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a reduction in the FY26 Local Core Funding Match requirement by the Maryland Department of Health, as well as the inclusion of encumbrances, previously approved over expenditures, and additional operating expenses.

Copies of the detailed budget are available in the County Commissioners' Office, Room 1103 of the County Government Center in Snow Hill or online at www.co.worcester.md.us.

**WORCESTER COUNTY
2026 REQUESTED OPERATING BUDGET AMENDMENT**

Increase in the following expense line items:

• 100.1090.020.6130.020	Equipment Annual Contract WCPN	\$ 19,255
• 100.1090.070.7120.130	SDAT-prior 2 years reconciling errors	\$ 274,828
• 100.1090.070.7500	Other Expenses PIA Offshore Wind	\$ 30,000
• 100.1101.030.6110.190	Forensic Camera & Breach Tool	\$ 95,000
• 100.1101.030.6110.290	Computer Voice Analysis Machine	\$ 20,000
• 100.1103.9010.060	Capital Equipment Other HVAC	\$ 49,635
• 100.1202.6600.025	Contractual Services	\$ 15,442
• 100.1203.6530.070	Consulting Services - PFAS	\$ 39,000
• 100.1803.200.6170.090	Offshore Wind Advertising	\$ 100,000
• 100.1803.200.6900.052	Tourism Advertising -Supplemental	\$ 101,200
• 100.1985.8010.025	Interfund – Erroneous Convictions	\$2,000,000
• Various expense accounts	Total Encumbrances approved	\$8,621,698

Increase in the following revenue line items:

• 100.5511	Casino/VLT Fund to cover encumbrances	\$ 622,182
• Various revenue accounts	Grant revenue to cover encumbrances	\$ 524,913

Decrease the following expense line items:

• 100.1301.200.7130.020	CORE Funding Matching Appropriation	\$5,034,143
• 100.1803.200.6160.150	Tourism Advertising State Grant	\$ 101,200

Decrease the following revenue line items:

• 100.1001.5510	Transfer of Funds (no longer need to transfer additional funds due to CORE Funding waiver)	\$1,888,490
• 100.1803.200.5705	State Grant Tourism	\$ 101,200
• 100.1985	Surplus designated for encumbrances	\$7,073,310

RESOLUTION NO. 25-____
RESOLUTION BUDGET AMENDMENT
FOR FISCAL YEAR 2026

Recitals

A. Worcester County Code CG Section 4-201, the County Commissioners adopted a Resolution on June 3, 2025 adopting the expense budget and establishing the tax rate for Fiscal Year 2026.

B. The County Commissioners have identified an additional expense to be included in Fiscal Year 2026 expense budget.

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

1. The County Commissioners adopt a budget amendment for Fiscal Year 2026 that the Fiscal Year 2026 budget be modified as follows:

a. Increase the following expense line items:

• Equipment Annual Contract WCPN	\$ 19,255
• SDAT-prior 2 years reconciling errors	\$ 274,828
• Other Expenses PIA Offshore Wind	\$ 30,000
• Sheriff - Forensic Camera & Breach Tool	\$ 95,000
• Sheriff - Computer Voice Analysis Machine	\$ 20,000
• Jail - Capital Equipment Other HVAC	\$ 49,635
• Roads - Contractual Services	\$ 15,442
• Public Works - Consulting Services - PFAS	\$ 39,000
• Tourism - Offshore Wind Advertising	\$ 100,000
• Tourism Advertising -Supplemental	\$ 101,200
• Interfund – Erroneous Convictions	\$2,000,000
• Total Encumbrances approved	\$8,621,698

b. Increase in the following revenue line items:

• Casino/VLT Fund to cover encumbrances	\$ 622,182
• Grant revenue to cover encumbrances	\$ 524,913

c. Decrease in the following expense line items:

• CORE Funding Matching Appropriation	\$5,034,143
• Tourism Advertising State Grant	\$ 101,200

d. Decrease in the following revenue line items:

• Transfer of Funds (no longer need due to CORE Funding waiver)	\$1,888,490
• State Grant Tourism	\$ 101,200
• Surplus designated for encumbrances	\$7,073,310

AND BE IT RESOLVED that this Resolution will become effective
December 2, 2025.

PASSED AND ADOPTED this 2nd day of December, 2025:

Attest:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder Jr.
President

Eric Fiori
Vice-President

Joseph M. Mitrecic
Commissioner

Anthony W. Bertino,
Commissioner

Diana Purnell
Commissioner


Madison J. Bunting, Jr.
Commissioner

Caryn Abbot
Commissioner



MEMORANDUM

TO: Theodore J Elder
County President, ~~Dorchester~~ ^{EK} Worcester County

FROM: Meena Seshamani, MD, PhD 
Secretary

DATE: July 22, 2025

RE: **Worcester County Health Department SFY 2026 CORE Funding Agreement**

I have received your letter requesting a reduction of \$5,034,143 in your FY 2026 Local Match Requirement of \$11,254,986 to \$6,220,843. The Maryland Department of Health recognizes that Worcester County is extremely thankful for the support of CORE funding; however, they find themselves in financial hardship due to the significant increase in expected local match from the previous year.

Your request for a reduction in the FY 2026 Local Match Requirement for Worcester County from \$11,254,986 to \$6,220,843 is approved.

As always, please do not hesitate to reach out with any questions.

cc: Elizabeth Kromm, PhD, MSc
David Davis
Rebecca L. Jones RN, BSN, MSN



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

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

APPROVED

WSY 09/02/25

To: Weston Young, Chief Administrative Officer

From: Brian Jones, Director of IT
James Hamilton, Deputy Director of Emergency Services

Re: Over Expenditure/Emergency Services

Date: August 27, 2025

Due to some unforeseen increases in maintenance costs from Skyline Technology we are asking to increase our spending budget for GL, **100.1090.020.6130.020** from \$152,000.00, to **\$171,254.76**. This is an increase of \$19,254.78.

For FY2025 we have kept the yearly increases almost flat, however due to additional locations added by the Board of Education, Ocean City Emergency Services and the Core at Ocean Pines we must request to ask for the following increases.

FY25 Monthly Monitoring Charges
\$6,091,31 or \$73,095.72 yearly

FY26 Monthly Monitory Charges
\$8,530,23 or \$102,362,76 yearly

Annual Hardware Charges FY25
\$36,377,00


Annual Hardware Charges FY26
\$68,892.00

Totals
FY25 **\$109,472.72**

Totals
FY26 **\$171,254.76**

INVOICE**September 8, 2025**

TO: Phil Thompson, Finance Officer
 Worcester County Finance Office
 1 W. Market Street, Room 1105
 Snow Hill, Maryland 21863

FROM: Aubrey Bascombe, CFO 
 State Department of Assessments and Taxation
 Finance and Administration
 700 E. Pratt Street, Suite 2700
 Baltimore, Maryland 21202

RE: **Local County Cost Sharing – Worcester County – FY 2026**

Pursuant to Chapter 604 of the Laws of the State of Maryland (Budget Reconciliation and Financing Act of 2025), the local county will reimburse the State of Maryland for 90% of the costs of administering certain programs in the State Department of Assessments and Taxation. This invoice will be sent only once and payments should be submitted according to the payment schedule. The local county will remit a quarterly payment for 25% of the jurisdiction share of the costs for the following programs on the dates as noted below:

PROGRAM COSTS FOR WORCHESTER COUNTY

*Real Property Valuation	\$ 1,125,954
*Office of Information Technology	\$ 85,098
**Business Personal Property Valuation	\$ 43,921
***Adjustment	\$ 19,570
Prior Years Adjustment (billing error)	\$ 265,858
NET COST (rounded)	<u>\$ 1,540,401</u>

REMIT PAYMENT SCHEDULE:

July 1, 2025	\$ 385,100
October 1, 2025	\$ 385,100
January 1, 2026	\$ 385,100
April 1, 2026	\$ 385,100

ACH/EFT is the preferred method of payment. Alternatively, please make payment payable to the State Department of Assessments and Taxation. The payment should be sent to the attention of: Monica Gaines, Director of Accounting, State Department of Assessments & Taxation, 700 E. Pratt Street, Suite 2700, Baltimore, Maryland 21202. If you have any questions, please feel free to contact me at 410-767-3308.

*Cost allocation based on total number of Real Property accounts in each county.

**Cost allocation based on assessable base in each county that collects business personal property taxes.

***Adjusted for year-end balance from FY 2025.

Worcester County Sheriff's Office **ITEM 20**

Matthew Crisafulli
Sheriff



Nathaniel Passwaters
Chief Deputy

August 28, 2025

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

RE: FY26 Budget Amendment Request

We respectfully request your consideration for the purchase of the items noted below:

Forensic Camera Imaging System (CrimeLite Auto) with Accessories and Training – \$55,000:

This is an advanced, portable forensic camera system that utilizes ultraviolet, visible, and infrared lighting to detect trace biological evidence (such as semen, saliva, blood, bruising) that may not be visible to the naked eye. The system is designed for use at initial crime scenes, during search warrant executions, and throughout follow-up investigations, supporting the timely and accurate collection of critical evidence.

Its application is particularly impactful in sensitive investigations, including cases of child maltreatment, domestic violence, and shootings. By enabling the immediate detection and documentation of forensic evidence, the system reduces the need for repeated forensic exams, minimizes trauma to victims, and contributes to stronger, more evidence-based prosecutions.

The equipment aligns with National Children's Alliance (NCA) standards and supports trauma-informed, evidence-based investigative practices. Upon acquisition, investigators and regional law enforcement partners will receive formal training to ensure the tool is used appropriately, with attention to proper evidence handling, legal compliance, and best practices.

This investment will significantly strengthen the multidisciplinary team (MDT) response led by the Sheriff's Office and the Worcester County Child Advocacy Center (CAC), improving investigative outcomes for child victims and enhancing coordination across partner agencies. Furthermore, with the upcoming hire of a Forensic Technician, this tool will be a vital asset in their role, maximizing their effectiveness and contribution to the investigative process.

*This item was initially included in our FY26 budget request but removed for postponement before final approval.

Pneumatic Breach Tool – \$40,000:

A pneumatic breaching tool is a tactical device used to forcibly open locked or barricaded doors, windows, or other entry points using compressed air or gas. It typically operates by delivering a powerful, controlled force, such as a ram or spreader, through pneumatic pressure, making entry quicker, safer and more efficient. Upon purchase and training, this tool will be made available to allied agencies as well.

Benefits to law enforcement include:

- **Speed of Entry:** Enables rapid forced entry during high-risk operations like hostage rescues or raids
- **Reduced Physical Strain:** Less manual effort and risk of injury compared to traditional battering rams
- **Precision:** Minimizes damage to surrounding structures
- **Stealth:** Quieter than explosive or shotgun breaching methods, allowing for tactical advantage
- **Safety:** Reduces exposure time to threats by speeding up breaching operations
- **Accessibility:** Allows for use on apartments, hotels, steel doors, porches and smaller areas where larger options aren't practical

*This item was initially included in our FY26 budget request but removed for postponement before final approval.

CVSA (Computer Voice Stress Analysis) Machines (2) – \$20,000:

Both of our CVSA machines are outdated (purchased 2012) and have not accepted updates in several years. One machine is functioning slowly, and one is not working at all.

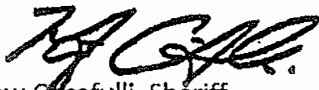
CVSA machines are lie detection tools used by law enforcement and government agencies. They analyze voice patterns to detect stress-related changes that indicate deception during interviews or interrogations, focusing on micro-changes in the voice that are not detectable by the human ear. CVSA machines are a more cost-efficient and less invasive option than a polygraph, which requires physical attachments.

These machines are used for each law enforcement applicant as required by law, as well as for suspect interviews.

*This concern was brought to my attention just this week.

Thank you for your consideration. Please advise if more information is needed.

Respectfully submitted,



Matthew Caisafulli, Sheriff
Worcester County Sheriff's Office



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 | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
 FROM: Nicholas W. Rice, Procurement Officer
 DATE: September 2, 2025
 RE: Worcester County Jail HVAC Replacement

The Worcester County Jail is requesting approval to award this project to T.E. Smith and Son in the amount of \$79,635. Three quotes were received with T.E. Smith and Son being the lowest.

The work consists of removing the existing three rooftop units and replacing them with three York model units. These are located on the roof near the front of the building. All three units are being replaced at the same time to save on crane costs. The original units were installed in 2009, and all use outdated R22 refrigerant. All three units are still running, however the condenser coils are deteriorating and expected to fail soon. The new HVAC systems would also need to be tied into the jail building management system, and the unit duct detectors would need to be tied into the fire alarm system.

There is \$30,000 available for these services in the FY26 operating budget under Capital Equipment Other 100.1103.9010.060. We are requesting an over-expenditure of \$49,635 to cover the additional funds needed to replace all three units at the same time.

Quote Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
T.E Smith and Son	\$79,635.00
Capitol Boiler Works	\$98,930.00
Joseph T. Richardson	\$138,000.00

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



DALLAS BAKER JR., P.E.
 DIRECTOR

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

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: August 26, 2025
SUBJECT: Guardrail for Georgetown Road

Public Works is requesting Commissioner approval to overspend the FY 26 Roads account 100.1202.6600.025 – Roads Maintenance Contractual Services by \$15,442.00 for the installation of 73 linear feet of guardrail at 10412 Georgetown Road in Berlin (sketch attached). The specified address is on a sharp curve and the site of a recent single vehicle, off-road crash, in which the vehicle collided with the adjacent home. Additional signage was installed several months ago to alert motorists to the turn, and an advisory speed of 25 mph was posted. With the recent crash, additional safety precautions are warranted.

Per County procurement guidelines, three (3) quotes were solicited. SHA contractor L.S. Lee was contacted but acceptance and timing of the work depended on District 1's schedule, which was unknown. Guardrails Inc. was contacted but indicated their schedule was full and could not take on the work. Bay Coastal Contracting went to the location of the proposed work and provided the attached quote for \$15,442.00

The Roads contractual services account currently has enough funding to cover the proposed work, but the guardrail project was not anticipated when the budget was developed. Public Works will make every effort to keep the account within the approved budget, but the guardrail project may result in an overage. The request to overspend the account is proactive in nature.

Please let me know if there are any questions.

Attachments

CC: Kim Reynolds
 Chris Clasing
 Kevin Lynch

A Team of Teams making a Difference



WSY 08/19/25

DALLAS BAKER JR., P.E.
DIRECTOR

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

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: August 11, 2025
SUBJECT: Groundwater and Landfill Gas Monitoring and Reporting for
Closed Landfill Facilities (Pocomoke, Berlin, and Snow Hill)

Public Works is requesting Commissioner review and approval of the attached proposal from EA Engineering, Science, and Technology Inc. PBC (EA) for Groundwater and Landfill Gas Monitoring and Reporting for Closed Landfill Facilities (Pocomoke, Berlin, and Snow Hill) for FY 26. The proposed lump sum for these services is \$148,700. A breakdown of the proposed monitoring and reporting tasks are shown below:

Tasks	Costs
Task 1 Fall 2025 groundwater sampling and reporting	\$59,500
Task 2 Fall 2025 landfill gas monitoring and reporting	\$14,850
Task 3 Spring 2026 groundwater sampling and reporting	\$59,500
Task 4 Spring 2026 landfill gas monitoring and reporting	\$14,850
Total	\$148,700

Funding is available in FY26 Public Works Administration accounts as follows:

- Tasks 1 & 3 Consulting Services Gas Monitoring/Remediation account
100.1203.200.6530.070 (\$80,000)*
- Tasks 2 & 4 Consulting Services Groundwater Monitoring / Closed Landfill account
100.1203.200.6530.065 (\$40,000)

*Public Works is requesting over expenditure approval in the amount of \$39,000 for account 100.1203.200.6530.070. Per MDE, the FY 26 groundwater monitoring requires PFAS testing which was not included in the budget at the time it was drafted. The total amount needed is \$119,000, but only \$80,000 is currently available.

MDE requires groundwater and landfill gas monitoring at the closed landfills as part of our Refuse Disposal Permit. If this project is not undertaken or fails to meet the established deadlines, the County may be subject to penalties and fines from the State for non-compliance with the new regulations. EA has served as the County's Solid Waste consultant since the mid 80's and is extensively familiar with our closed landfill facilities and permit requirements for groundwater and gas monitoring. Please let me know if there are any questions.

Attachment
CC: Chris Clasing, David Candy, Nick Rice



Worcester County Office of Tourism
104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

MEMORANDUM

October 20, 2025

To: Worcester County Commissioners; Weston Young, Chief Administrative Officer; Candace Savage, Deputy CAO

CC: Kim Reynolds, Budget Officer; Lynn Wright, Senior Budget Accountant

From: Melanie Pursel, Director-Worcester County Office of Tourism & Economic Development

Re: FY26 MTDB Marketing Grant Agreement & Request for Supplemental Funding

Worcester County Tourism has received its FY26 Marketing Grant award from the Maryland Tourism Development Board (MTDB). The grant amount is **\$94,800**, which reflects a decrease of \$78,596 from last year's award of \$173,396 and a decrease of \$101,200 from what was planned for FY26. As a result of this shortfall, I am requesting the following:

1. **Approval and signature of the FY26 MTDB Marketing Grant Agreement** (attached).
2. **Allocation of surplus county funds to cover the deficit**, to maintain our planned advertising expenditure for FY26.

As the official Destination Marketing Organization (DMO) for Worcester County, we receive annual marketing grant funds from the state to support advertising and promotional efforts. This grant is based on a formula that considers:

- The county's qualifying advertising expenditures.
- The performance of tourism-related tax revenues.
- The comparative levels of investment across other counties and DMOs in Maryland.

These funds are used exclusively for advertising efforts across digital, print, outdoor, online, television, and radio platforms—both in and out of market.

Grant Variability and Budget Impact:

Because the grant formula is performance-based and includes comparisons to other jurisdictions, the amount awarded can vary each year. Additionally, award notifications are not issued until July, after the county budget process concludes.

For FY26, although Worcester County increased its advertising investment in the prior year, our actual grant award came in **\$101,200 less than projected**, at **\$94,800**. As a result, our planned marketing activities will need to be reduced unless the funding gap can be addressed.

To maintain our originally planned level of advertising and marketing for FY26, I respectfully request:

1. **Approval and execution of the attached FY26 MTDB Grant Agreement.**
2. **Authorization to allocate county surplus funds** to make up for the shortfall in grant funding and preserve our full marketing strategy.

Maintaining our planned marketing investment is critical to sustaining tourism growth and revenue for Worcester County.

APPROVED

up to \$100k
WSY 07/15/25

MEMORANDUM

TO: Worcester County Commissioners

CC: Weston Young CAO; Candace Savage, Deputy CAO

FROM: Melanie Pursel, Director, Office of Tourism and Economic Development

DATE: June 25, 2025

RE: Continued Support for the Stop Offshore Wind Campaign

Dear Commissioners,

The attached summary outlines the Stop Offshore Wind Coalition's activities since October 2024, following the commissioners' decision to support this critical initiative alongside the Town of Ocean City and a growing network of partner organizations. These include the Ocean City Chamber of Commerce, the Hotel-Motel-Restaurant Association, the Coastal Association of Realtors, the Ocean City Development Corporation, and the Worcester County Watermen's Association.

This campaign has taken a comprehensive and strategic approach — including the formation of a 501(c)(4) nonprofit, the hiring of a professional advocacy agency, and the launch of an integrated public awareness effort involving paid media, public relations (including collateral materials), website and social media development, and participation in high-profile regional conventions.

Funding for the campaign to date has been provided by OCDC, HMRA, private sector donations, and a generous allocation from the commissioners — which was matched dollar-for-dollar by the Town of Ocean City. These investments have been deployed conservatively, with maximum impact in mind.

Key messages of the campaign include:

- **Offshore wind is not the green, clean solution it's marketed to be.** Wind energy is inefficient, unreliable, and heavily dependent on fossil fuel backup systems.

- **It is the most expensive form of electricity generation.** The high costs of offshore wind will ultimately be passed on to Maryland ratepayers — in effect, a “wind tax.”
- **It poses significant environmental risks.** Turbine construction and operation interfere with marine mammal sonar, navigation, and communication. Whale deaths have spiked in areas with offshore wind activity. There are also serious concerns about disruption to horseshoe crab spawning and migratory marine life.
- **It endangers Maryland's commercial and recreational fishing industries.** Turbine fields threaten vital habitats and access to traditional fishing grounds. The proposed use of the only two commercial fish houses in Ocean City for an Operations and Maintenance Facility would effectively dismantle the region's working harbor and industrialize our oceanfront.
- **It threatens tourism and the unique character of Maryland's Coast.** Ocean views, marine biodiversity, and iconic fishing tournaments like the White Marlin Open are all at risk.

We are currently engaged in a private-sector fundraising campaign, but to maintain campaign momentum through the fall — a critical period for public engagement and policy influence — we respectfully request additional financial support from the commissioners.

The funds invested so far have been used judiciously and effectively, but the battle is far from over. Continued support from Worcester County will enable us to expand our outreach, respond to misinformation, and amplify the voices of residents, visitors, and businesses that depend on a healthy, vibrant, and accessible coast.

Please feel free to contact me with any questions or if further information is needed. Thank you for your continued leadership and commitment to protecting Maryland's Coast.



Attachments

West's Annotated Code of Maryland

State Finance and Procurement

Division I. State Finance [Titles 1-10a] (Refs & Annos)

Title 10. Board of Public Works--Miscellaneous Provisions (Refs & Annos)

Subtitle 5. Payments (Refs & Annos)

MD Code, State Finance and Procurement, § 10-501

§ 10-501. Payment to individuals wrongly convicted, sentenced, or confined

Currentness

(a)(1) On receipt of an order by an administrative law judge granting a petition under subsection (b) of this section, subject to paragraph (5) of this subsection, the Board of Public Works shall compensate an individual erroneously convicted, sentenced, and confined under State law for a crime the individual did not commit in an amount equal to the product of the total number of days that the individual was wrongfully confined after the erroneous conviction multiplied by a daily rate of the State's most recent annual median household income as published in the American Community Survey of the U.S. Census Bureau in the year the order of eligibility is issued under subsection (b) of this section and divided by 365 days to the nearest whole cent.

(2) In addition to the compensation awarded under paragraph (1) of this subsection, the administrative law judge issuing an order under subsection (b) of this section may direct the appropriate State agency or service provider to provide to the individual free of charge any of the following benefits:

- (i) a State identification card and any other document necessary for the individual's health or welfare on the individual's release from confinement;
- (ii) housing accommodations for a period not exceeding 5 years after the date the order of eligibility is issued under subsection (b) of this section;
- (iii) education and training relevant to life skills, job and vocational training, or financial literacy for a period of time until the individual elects to no longer receive the education and training;
- (iv) health care and dental care for at least 5 years after the date the order of eligibility is issued under subsection (b) of this section;
- (v) access to enrollment at and payment of tuition and fees for attending a public senior higher education institution, a regional higher education center, or the Baltimore City Community College for a period of enrollment not exceeding 8 years; and
- (vi) reimbursement for court fines, fees, and restitution paid by the individual for the crime for which the individual was erroneously convicted, sentenced, and confined.

(3)(i) If an individual previously received a monetary award from a civil suit or entered into a settlement agreement with the State or a political subdivision of the State for an erroneous conviction, sentence, or confinement, the amount owed to the individual under this subsection shall be reduced by the amount of the monetary award or settlement that was paid to the individual less any amount paid for attorney's fees and costs for litigating the award or settlement.

(ii) 1. If, after receiving compensation under this subsection, an individual receives a monetary award from a civil suit or enters into a settlement agreement with the State or a political subdivision of the State for an erroneous conviction, sentence, or confinement, the individual shall reimburse the State the amount of money paid under this section less any amount paid for attorney's fees and costs for litigating the award or settlement.

2. Reimbursement required under subsubparagraph 1 of this subparagraph may not exceed the amount of the monetary award the individual received in the civil suit or settlement agreement.

3. The State may obtain a lien against the monetary award from a civil suit or settlement agreement to satisfy an obligation under subsubparagraph 1 of this subparagraph.

(4) If an individual eligible for compensation and benefits under this subsection is deceased, the individual's estate has standing to be compensated under this subsection.

(5)(i) Beginning in fiscal year 2026, the county government in the county in which the conviction of an individual occurred shall pay to the State 50% of the amount of compensation awarded to the individual under paragraph (1) of this subsection.

(ii) The payment shall be remitted annually to the Comptroller by June 30 equal to 100% of the county's share of costs for that fiscal year.

(iii) On October 1, December 1, March 1, and June 1 of each fiscal year, the Board of Public Works shall notify the Comptroller and each county of the county's share of each erroneous conviction award during the fiscal year.

(iv) The Comptroller may withhold a portion of a local income tax distribution of a county that fails to make timely payment in accordance with this section.

(b)(1) An administrative law judge shall issue an order that an individual is eligible for compensation and benefits from the State under subsection (a) of this section if:

(i) the individual has received from the Governor a full pardon stating that the individual's conviction has been shown conclusively to be in error; or

(ii) subject to paragraph (2) of this subsection, the administrative law judge finds that the individual has proven by clear and convincing evidence that:

1. the individual was convicted, sentenced, and subsequently confined for a felony or conspiracy to commit a felony;
2. the judgment of conviction for the felony or conspiracy to commit a felony was reversed or vacated and:

A. the order reversing or vacating the judgment of conviction did not allow for retrial;

B. the charges against the individual were dismissed; or

C. on retrial, the individual was found not guilty;

3. the individual did not commit the felony or conspiracy to commit a felony for which they were convicted, sentenced, and subsequently confined and was not an accessory or accomplice to the felony or conspiracy to commit a felony; and

4. subject to paragraph (2)(ii) of this subsection, the individual did not commit or suborn perjury, fabricate evidence, or by the individual's own conduct cause or bring about the conviction.

(2)(i) In determining the weight and admissibility of evidence presented by the parties, the administrative law judge may, in the interest of justice, give due consideration to the passage of time, death or unavailability of witnesses, the destruction of evidence, or any other factor.

(ii) For the purposes of paragraph (1)(ii)4 of this subsection, suborning perjury, fabricating evidence, or causing or bringing about a conviction does not include:

1. a confession or admission later determined to be false; or
2. a guilty plea.

(3) A request for an order of eligibility under this section shall be:

(i) filed with the Office of Administrative Hearings; and

(ii) captioned "In the Matter of the Wrongful Conviction of (Claimant)" or "(Claimant) v. Board of Public Works".

(4) The following shall be parties to a proceeding under this subsection:

(i) the State's Attorney of the county where the crime was committed, or the State's Attorney's designee; and

(ii) the State, represented by the Attorney General, or the Attorney General's designee.

(c)(1) Except as provided in paragraph (2) of this subsection, an individual may file a petition for an order under subsection (b) of this section not later than 2 years after the date on which:

(i) the Governor issued a pardon described under subsection (b)(1)(i) of this section; or

(ii) the criminal charges against the individual were dismissed, an order reversing or vacating the judgment of conviction and not allowing for retrial was issued, or the individual was found not guilty on retrial as described under subsection (b)(1)(ii) of this section.

(2) An individual convicted of a conspiracy to commit a felony who meets the requirements of this section and who was ineligible for compensation before July 1, 2024, may petition for an order under subsection (b) of this section not later than July 1, 2026.

(3) If an individual otherwise eligible for relief under this section is deceased, a personal representative or an executor of the individual's estate may file a petition for an order under subsection (b) of this section on the individual's behalf.

(4) A petition filed under this section shall be served on:

(i) the State's Attorney in the county in which the conviction occurred, or the State's Attorney's designee; and

(ii) the Attorney General, or the Attorney General's designee.

(5)(i) Subject to subparagraph (ii) of this paragraph, an individual may not receive compensation under this section for any period of confinement during which the individual was concurrently serving a sentence for a conviction of another offense for which the individual was lawfully convicted and confined.

(ii) The State shall notify the individual in writing at least 15 days before a hearing on a petition under this section of:

1. the State's intention to introduce evidence to reduce or prevent an award of compensation under this paragraph; and

2. the number of days that the State claims the individual was incarcerated but not concurrently serving a sentence for a conviction of another offense for which the individual was lawfully convicted and confined.

(6) The decision to grant or deny a petition under this section may be appealed by any party to the proceeding.

(d)(1) If an administrative law judge orders that an individual is eligible for compensation and benefits under this section, the order shall include:

- (i) the monetary award owed to the individual under subsection (a)(1) of this section;
- (ii) reasonable attorney's fees and expenses associated with the action brought under this section;
- (iii) benefits to be awarded under subsection (a)(2) of this section; and
- (iv) if the administrative law judge determines that it is in the interests of the individual, a recommendation for an expedited payment schedule.

(2) A copy of the order shall be delivered to:

- (i) the Board of Public Works to make the payments ordered under paragraph (1)(i) and (ii) of this subsection; and
- (ii) any State agency or service provider ordered to provide benefits under paragraph (1)(iii) of this subsection.

(e) The Board of Public Works shall pay the compensation ordered under subsection (d) of this section in:

- (1) one initial payment equal to the annual amount of the State's most recent median household income to be paid within 60 days after receiving the order; and
- (2)(i) after the initial payment under item (1) of this subsection, installments paid over a period not to exceed 6 fiscal years; or
- (ii) in accordance with an expedited payment schedule recommended under subsection (d)(1)(iv) of this section.

(f)(1) This section does not prohibit an individual from contracting for services to:

- (i) determine the individual's innocence;
- (ii) obtain a pardon;
- (iii) obtain the individual's release from confinement; or
- (iv) obtain compensation under this section.

(2)(i) A person providing services under paragraph (1)(iv) of this subsection may not charge, demand, receive, or collect payment other than that allowed under subsection (d)(1)(ii) of this section.

(ii) An obligation incurred in violation of this paragraph is void.

(g) On or before December 31, 2022, and annually thereafter, the Board of Public Works shall report to the General Assembly, in accordance with [§ 2-1257 of the State Government Article](#), on any compensation and services awarded under this section.

(h) The Office of Administrative Hearings, in consultation with the Board of Public Works, shall adopt regulations to govern the procedures and practices in all cases requesting compensation and benefits under this subtitle.

Credits

Added by [Acts 1999, c. 54, § 3, eff. Oct. 1, 1999](#). Amended by [Acts 2003, c. 256, § 1, eff. Oct. 1, 2003](#); [Acts 2017, c. 799, § 1, eff. Oct. 1, 2017](#); [Acts 2017, c. 800, § 1, eff. Oct. 1, 2017](#); [Acts 2021, c. 76, § 1, eff. July 1, 2021](#); [Acts 2021, c. 77, § 1, eff. July 1, 2021](#); [Acts 2024, c. 138, § 1, eff. July 1, 2024](#); [Acts 2024, c. 139, § 1, eff. July 1, 2024](#); [Acts 2025, c. 604, § 1, eff. June 1, 2025](#).

Editors' Notes

LEGISLATIVE NOTES

Revisor's Note (Acts 1999, c. 54):

Chapter 54, Acts of 1999, which enacted the Correctional Services Article, also enacted this section, which is new language derived without substantive change from former Art. 78A, § 16A.

Throughout this section, the term “individual” is substituted for the former term “person” because only a human being, and not the other types of entities included in the defined term “person”, can be falsely imprisoned. See [§ 1-101](#) of this article for the definition of “person”.

In subsections (a) and (c) of this section, the former references to “discretion” are deleted as implicit in the word “may”. Correspondingly, in subsection (c) of this section, the former phrase “as it deems appropriate” is deleted.

In subsection (a) of this section, the former reference to confinement “pursuant to the sentence imposed for such crime” is deleted as implicit in the reference to “confinement”.

In subsection (b) of this section, the former reference to the Governor “of this State” is deleted as implicit in the reference to the “Governor”.

Also in subsection (b) of this section, the reference to a pardon “stating that the individual's conviction has been shown conclusively to be in error” is substituted for the former reference to a pardon “in which it is made known that the person so pardoned has been conclusively shown to have been convicted in error” for brevity.

In subsection (e) of this section, the former reference to “validly” contracting for services is deleted as implicit in the legal meaning of “contract[ing]”. Similarly, in subsection (e) of this section, the former phrase “where otherwise permitted by law” is deleted as surplusage.

Defined term: “Person” § 1-101

Notes of Decisions (1)

MD Code, State Finance and Procurement, § 10-501, MD STATE FIN & PROC § 10-501

Current through all legislation from the 2025 Regular Session of the General Assembly. Some statute sections may be more current, see credits for details.

End of Document

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FY2025 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/25):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/25	Meeting Date Approved by Commissioners
1	DRP	100.1008.6530.040	Consulting Services - Comprehensive Plan	17,702	PO#2024-00000068
* 2	DRP	100.1008.6180.040	CDBG Grant - Housing Study	12,475	PO#2025-00000147
3	Other General Govt	100.1090.070.6130.070	Granicus, LLC - One Meeting Management Software	10,182	PO#2025-00000159
* 4	Other General Govt	100.1090.070.6160.400	ARPA Grant - Maryland Broadband Cooperative	100,000	PO#2025-00000103
5	Other General Govt	100.1090.070.9010.040	Capital Equipment IT Equip - IT Camera Project	2,500,000	FY25 Budget Amendment Cameras
6	Sheriff's Office	100.1101.030.6150.050	Howard Uniform Company, Inc.	19,079	PO#2025-00000187
7	Sheriff's Office	100.1101.030.9010.020	Public Safety Equipment for FY25 Vehicles received & ready to be installed	154,213	Approved in FY25 budget
8	Sheriff's Office	100.1101.040.9010.060	Animal Control - Cover for incinerater shelter (waiting on MDE use permits)	3,400	Approved encumbrance in FY24/25
9	Sheriff's Office	100.1101.030.6150.010	Bullet Proof Vests	2,601	PO#2025-00000165
10	Sheriff's Office	100.1101.030.9010.010	Vehicles budgeted in FY25 received in FY26	451,337	FY25 Approved Budget
11	Emergency Services	100.1102.044.9010.020	Capital Equipment Budgeted in FY25 received in FY26	16,632	FY25 Approved Budget
12	Emergency Services	100.1102.044.6110.320	Eastern Comms - Radio Shop Supplies	3,235	PO#2025-00000181
13	Roads	100.1202.9010.010	Capital Equipment - Tandem Dump Truck	269,991	PO#2025-00000061
14	Roads	100.1202.6600.025	Engineering Services - Gum Point Road	6,459	PO#2025-00000148
15	Public Works - Admin	100.1203.200.6530.040	Consulting Services - Core & Main LP - Neptune Meter Setup & Training	7,500	PO#2025-00000136
16	Public Works - Admin	100.1203.200.6530.170	Consulting - George Miles & Buhr - Refuge at Windmill Creek Force Main Discharge	1,800	PO#2025-00000030
17	Public Works - Admin	100.1203.200.6530.170	Consulting - Davis Bowen & Friedel - Proposal for Newark Water Treatment Plant Upgrade	4,445	PO#2025-00000038
18	Public Works - Admin	100.1203.200.6530.170	Consulting - George Miles & Buhr - Engineering Services to Complete a PER for Mystic	1,805	PO#2025-00000121
19	Public Works - Admin	100.1203.200.6530.170	Consulting - EA Engineering Science - 2 grant applications funding for new emergency generators	5,000	PO#2025-00000202
20	Recycling	100.1206.9010.070	Capital Equipment - Eastern Lift Truck New Forklift	49,985	PO#2025-00000050
21	Other Social Services	100.1402.7100.137	County Grant PCDC/Davis Strategic Solutions	51,282	FY25 Budget Amendment
* 22	Parks	100.1602.500.6160.241	Grant Program New Park Development - All Recreation Showell Playground	184,333	PO#2025-00000169
* 23	Parks	100.1602.500.6160.241	Grant Program New Park Development - All Recreation Showell Playground	18,737	PO#2025-00000193
* 24	Economic Development	100.1801.6160.151	Tri County Grant - George Miles & Buhr - Riddle Farm WWTP Construction	209,369	PO#2025-00000051
25	Economic Development	100.1801.9010.090	Capital Equipment - Other WWW Equipment	4,434,505	\$2.5M for Riddle WWTP Upgrades & \$2M for Riddle Bypass Interconnect
26	Grants to Towns-Pocomoke	100.1902.100.7100.193	City of Pocomoke Restricted Grant - updates to log cabin	15,447	Log Cabin - decking, floors, bathroom
* Number 2, 4, 22, 23 & 24 are covered by grant funding				Sub-Total Part A:	8,551,514

ITEM 20

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/25	Detailed Description
1	DRP	100.1008.6530.040	Consulting Services - Comp Planning work sessions	20,184	Per Commissioner request- Comp Planning Worksessions
2	Natural Resources	100.1702.7130.040	Matching Appropriation - MALPF	50,000	MALPF Easement match committed (match letter signed by Commissioners on 3/26/25)
3					
4					
Sub-Total Part B:				70,184.00	

Total All Parts: 8,621,698

Water and Sewer Informational Meeting

Worcester County, Maryland

SERVICE AREAS

SANITARY SERVICE AREAS

The County currently owns and operates 11 Sanitary Service Areas as Enterprise Funds which provide water and sewer services at various locations throughout the County.

MAINTENANCE

Many of these facilities and the related infrastructure are aging and some are original to the Sanitary Commission.

COMPLEXITY

The facilities currently have a myriad of different treatment processes and operations, as well as limited connectivity.

ABOUT

Why have my rates increased?

CO-MINGLING OF SERVICE AREA RESERVES

For efficiency purposes, the 11 service areas share one bank account. While not the intent, this system allowed underfunded service areas to remain operational, though they may be cash negative for a time.

DEFERRED MAINTENANCE

Our water and wastewater systems have experienced years of underfunded maintenance, causing essential infrastructure to age without timely repairs or replacement. As a result, a significant backlog of deferred maintenance needs must be addressed. The utilities have begun taking steps to prioritize these projects.

Deferred Maintenance Impact



Mixer Guide Rail In Treatment Unit at Ocean Pines



Clarifier Wall at Ocean Pines



Pump Station at Assateague Point

Why have my rates increased?

OPERATIONAL EXPENSES

Inflationary pressures on expenses have resulted in increased costs year over year. In order to meet a balanced budget, rates needed to be increased.

MAINTENANCE EXPENSES

On top of operational costs, these aging facilities require routine and/or non-routine emergency repairs and maintenance.

CAPITAL EXPENSES

In addition, infrequent and large capital improvements are necessary for efficiency.

FY2026 Water & Wastewater Net Income (Loss)

Without Capital Expenses

	Net Operating Income (Loss)= Revenue less Expenses		
	FY26 Projections with No Rate Change (\$)	FY26 Projections with Adopted Rates (\$)	Difference (\$)
Mystic Harbour	(851,993)	441,321	1,293,314
Ocean Pines	317,827	1,534,926	1,217,099
West Ocean City	330,519	993,100	662,581
Riddle Farm	(803,106)	(201,271)	601,835
Assateague Pointe	(150,010)	27,486	177,496
Landings	(387,113)	(267,812)	119,301
River Run	(78,062)	16,478	94,540
Edgewater Acres	12,596	62,659	50,063
Newark	(127,486)	(75,528)	51,958
Lighthouse Sound	(3,821)	14,278	18,099
Bridgetown	(14,659)	(10,264)	4,395

FY2026 Water & Wastewater Net Income (Loss)

With Capital Expenses

	Net Operating Income (Loss)= Revenue less Expenses		
	FY26 Projections with No Rate Change (\$)	FY26 Projections with Adopted Rates (\$)	Difference (\$)
Mystic Harbour	(1,412,930)	(119,616)	1,293,314
Ocean Pines	(869,363)	347,736	1,217,099
West Ocean City	(810,036)	(147,455)	662,581
Riddle Farm	(1,004,186)	(402,351)	601,835
Assateague Pointe	(308,665)	(131,169)	177,496
Landings	(460,823)	(341,522)	119,301
River Run	(120,533)	(25,993)	94,540
Edgewater Acres	(140,920)	(90,857)	50,063
Newark	(146,882)	(94,924)	51,958
Lighthouse Sound	(16,282)	1,817	18,099
Briddletown	(27,872)	(23,477)	4,395

Why is my usage so high?

NEW USAGE TIERS

The usage tier was adjusted to County wide consistent rate* of \$5 per 1,000 gallons on the first 22,500 gallons used. Then \$15 per 1,000 gallons over 22,500 gallons used.

FAIRNESS

Those who use more should proportionally pay more for their usage.

IRRIGATION

The summer months usually require irrigation which results in higher usage outside of a household's normal consumption.

1 EDU Domestic Customer

22,500 GALLONS USED IN A QUARTER

FY25		FY26	
<u>Tier/Gallons</u>	<u>AMOUNT</u>	<u>Tier/Gallons</u>	<u>AMOUNT</u>
Usage: 22,500 gallons		Usage: 22,500 gallons	
\$1.60 / 1,000 * 10,000	\$16	\$5 / 1,000 * 22,500 =	\$112.50
\$3.50 / 1,000 * 12,500	\$43.75	TOTAL	\$112.50
TOTAL	\$59.75		
		\$52.75	88.3%

1 EDU Domestic Customer

35,000 GALLONS USED IN A QUARTER

FY25	
<u>Tier/Gallons</u>	<u>AMOUNT</u>
Usage: 22,500 gallons	
\$1.60 / 1,000 * 10,000	\$16
\$3.50 / 1,000 * 15,000	\$52.50
\$6.00 / 1,000 * 5,000	\$30
TOTAL	\$98.50

FY26	
<u>Tier/Gallons</u>	<u>AMOUNT</u>
Usage: 22,500 gallons	
\$5 / 1,000 * 22,500	\$112.50
\$15 / 1,000 * 12,500	\$187.50
TOTAL	\$300
\$201.50	205%

20 EDU Commercial Customer

100,000 GALLONS USED IN A QUARTER

FY25	
CHARGE	AMOUNT
Base Fee – Tier 3	\$1,114.69
Usage:	
$\$4 / 1,000 * 10,000 =$	\$40
$\$6 / 1,000 * 90,000$	\$540
Debt Service: $\$36 * 20$	\$720
TOTAL	\$2,414.69

FY26	
CHARGE	AMOUNT
Base Fee: $\$209 * 20$	\$4,180
Usage:	
$\$5 / 1,000 * 22,500$	\$112.50
$\$15 / 1,000 * 77,500$	\$1,162.50
Debt Service: $\$36 * 20$	\$720
TOTAL	\$6,175

\$3,760.31

156%

What is Accessibility?

RIGHT TO ACCESS

This fee is charged to lots and/or homes that have purchased capacity in water and/or wastewater system, have the capability to access the system, but are not connected.

EVENTUAL BENEFIT OF A SYSTEM

Though not connected to the system, these customers are going to benefit from the system at some point and need to share in its support.

NOT NEW TO COUNTY

This fee has been charged sporadically throughout the County for years. It is now being applied universally and consistently.

CONCLUSION

HISTORY

Historical revenue shortfalls and deferred maintenance, compounded by a shared cash account structure that masked true financial conditions, have driven the County's current water and wastewater infrastructure issues.

CHALLENGES

The water and wastewater service areas are facing head winds with regulations, operations, and finances.

SUSTAINABILITY

We are committed to exploring and developing an operational plan that is both self-sufficient, sustainable, and equitable moving forward.

QUESTIONS

DISCUSSION

THANK YOU

Worcester County, Maryland

410-632-1194

webmaster@co.worcester.md.us

<https://www.co.worcester.md.us/>

REFERENCE SLIDES

Accessibility Charges

	FY25 Quarterly Accessibility Charge (per EDU)	FY26 Quarterly Accessibility Charge (per EDU)
The Landings	307.00	306.00
Riddle Farm	150.00	297.50
Mystic Harbour	-	255.00
Newark	-	238.00
River Run	-	206.68
Assateague Pointe	-	191.25
Ocean Pines	-	177.65
Lighthouse Sound	114.00	163.20
Edgewater Acres	-	119.00
West Ocean City	-	46.75
Briddletown	-	42.50

Summary Impact across Service Areas

	<i>In Descending Order by \$</i>	
	\$ Difference	% Difference
Riddle Farm	114.75	30.9%
Mystic Harbour	109.75	28.6%
The Landings	94.25	24.0%
River Run	74.03	25.0%
Assateague Pointe	64.50	48.9%
Ocean Pines	54.75	18.1%
Lighthouse Sound	34.38	13.4%
Briddletown	17.00	19.3%
Newark	16.00	3.4%
West Ocean City	13.38	10.0%
Edgewater Acres	1.90	0.5%

Impact across Service Areas

Edgewater Acres				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$230.00	Water and Sewer	\$215.60	\$14.40
Usage: 22,500 gallons		Usage: 22,500 gallons		
\$8 / 1,000 * 22,500 =	\$180	\$8 / 1,000 * 10,000 \$9 / 1,000 * 12,500 =	\$192.50	(\$12.50)
\$.02 / linear foot	\$0.80	\$.02 / linear foot	\$0.80	\$0.00
TOTAL	\$410.80	TOTAL	\$408.90	\$1.90
				0.5%

Lighthouse Sound				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Sewer	\$276.38	Sewer	\$242	\$34
BRF	\$15	BRF	\$15	\$0
TOTAL	\$291	TOTAL	\$257	\$34
				13.4%

Impact across Service Areas

Newark				
FY26		FY25		FY26- FY25
CHARGE	AMOUNT	CHARGE	AMOUNT	DIFFERENCE
Water and Sewer	\$280	Water and Sewer	\$240	\$40
Usage: 222,500 gallons		Usage: 22,500 gallons		
$\$5 / 1,000 * 22,500 =$	\$112.50	$\$7 / 1,000 * 19,500 =$ (first 3,000 gallons were free)	\$136.50	(\$24.00)
BRF	\$15	BRF	\$15	\$0
Debt Service	\$82	Debt Service	\$82	\$0
TOTAL	\$489.50	TOTAL	\$473.50	\$16

3.4%

River Run				
FY26		FY25		FY26- FY25
CHARGE	AMOUNT	CHARGE	AMOUNT	DIFFERENCE
Water	\$73.15	Water	\$71	\$2
Sewer Flat Fee	\$254.38	Sewer Flat Fee	\$192	\$62
Usage: 22,500 gallons		Usage: 22,500 gallons		
$\$1.25 / 1,000 * 22,500 =$	\$28.13	$\$0.50 / 1,000 * 10,000$ $\$1.09 / 1,000 * 12,500 =$	\$18.63	\$9.50
BRF	\$15	BRF	\$15	\$0
TOTAL	\$370.66	TOTAL	\$296.63	\$74

25.0%

Impact across Service Areas

Assateague Pointe				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$181.50	Water and Sewer	\$117	\$65
BRF	\$15	BRF	\$15	\$0
TOTAL	\$196.50	TOTAL	\$132	\$65

48.9%

Landings				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$360	Water and Sewer	\$318.50	\$41.50
Usage: 22,500 gallons		Usage: 22,500 gallons		
\$5 / 1,000 * 22,500 =	\$112.50	\$1.60 / 1,000 * 10,000 \$3.50 / 1,000 * 12,500 =	\$59.75	\$52.75
BRF	\$15	BRF	\$15	\$0
TOTAL	\$487.50	TOTAL	\$393.25	\$94

24.0%

Impact across Service Areas

Mystic Harbour				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$300	Water and Sewer	\$243	\$57
Usage: 22,500 gallons		Usage: 22,500 gallons		
\$5 / 1,000 * 22,500 =	\$112.50	\$1.60 / 1,000 * 10,000 \$3.50 / 1,000 * 12,500 =	\$59.75	\$52.75
BRF	\$15	BRF	\$15	\$0
Debt Service	\$66	Debt Service	\$66	\$0
TOTAL	\$493.50	TOTAL	\$383.75	\$109.75 28.6%

Riddle Farm				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$350	Water and Sewer	\$288	\$62
Usage: 22,500 gallons		Usage: 22,500 gallons		
\$5 / 1,000 * 22,500 =	\$112.50	\$1.60 / 1,000 * 10,000 \$3.50 / 1,000 * 12,500 =	\$59.75	\$52.75
BRF	\$15	BRF	\$15	\$0
Debt Service	\$9	Debt Service	\$9	\$0
TOTAL	\$486.50	TOTAL	\$371.75	\$114.75 30.9%

Impact across Service Areas

West Ocean City				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Sewer per EDU	\$139.38	Sewer (12 fixtures * \$10.50)	\$126	\$13
BRF	\$7.50	BRF	\$7.50	\$0.00
TOTAL	\$146.88	TOTAL	\$133.50	\$13.38 10.0%

Bridgetown				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$90	Water and Sewer	\$73	\$17
BRF	\$15	BRF	\$15	\$0.00
TOTAL	\$105	TOTAL	\$88	\$17.00 19.3%

Impact across Service Areas

Ocean Pines				
FY26		FY25		FY26- FY25
<u>CHARGE</u>	<u>AMOUNT</u>	<u>CHARGE</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
Water and Sewer	\$209	Water and Sewer	\$207	\$2
Usage: 22,500 gallons		Usage: 22,500 gallons		
\$5 / 1,000 * 22,500 =	\$112.50	\$1.60 / 1,000 * 10,000	\$59.75	\$52.75
		\$3.50 / 1,000 * 12,500 =		
Debt Service	\$36	Debt Service	\$36	\$0
TOTAL	\$357.50	TOTAL	\$302.75	\$54.75 18.1%