



COMMISSIONERS  
THEODORE J. ELDER, PRESIDENT  
MADISON J. BUNTING, JR., VICE PRESIDENT  
CARYN G. ABBOTT  
ANTHONY W. BERTINO, JR.  
ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

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

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

# PROCLAMATION

**WHEREAS**, during National Travel and Tourism Week, May 3-9, 2026, we recognize Worcester County Tourism & Economic Development (WCTED) and its partnerships with our towns, chambers of commerce, and attraction partners to stimulate economic growth, cultivate vibrant communities, create quality jobs, and inspire new business; and

**WHEREAS**, every dollar invested in local tourism marketing generates \$34 in state and local tax revenue. In 2025, Worcester County welcomed \$2.6 billion in visitor spending, supported 16,800 tourism-related jobs, hosted more than 211,000 visitors at the Pocomoke Welcome Center, and reached over seven million users through social media outreach, and in the process earned statewide recognition for tourism excellence; and

**WHEREAS**, to celebrate the recent renovation of the Pocomoke Welcome Center, WCTED will host a mixer Thursday, May 7, 2026, from 4–6 p.m. to commemorate this tourism investment in Maryland’s Coast.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby recognize May 3-9, 2026 as **National Travel and Tourism Week** in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 5<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Twenty-Six.



\_\_\_\_\_  
Theodore J. Elder, President

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Caryn G. Abbott

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## PROCLAMATION

**WHEREAS**, during National Foster Care Month, we recognize the foster parents, including Foster Parents of the Year Ryan Whittington and Seth Place, kinship caregivers, child welfare professionals, and community partners who support youth and families involved in foster care; and

**WHEREAS**, this year’s theme, “Engaging Youth. Building Supports.,” emphasizes the urgent need to support older youth and young adults transitioning from foster care by promoting stable housing, education, and lasting supportive relationships; kinship care, (Family First), which prioritizes placement with relatives or close family friends to improve mental health and cultural identity outcomes; and supporting biological families, which views foster care as a support to families, with reunification as the primary goal for over 50% of children in care.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby recognize May as **Foster Care Month** and urge all citizens to support children, youth, and families impacted by foster care through advocacy, compassion, and community engagement.

Executed under the Seal of the County of Worcester, State of Maryland, this 5<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Twenty-Six.



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## COMMENDATION

**WHEREAS**, Ryan Whittington and Seth Place have been named the 2026 Worcester County Foster Parents of the Year for creating a warm, safe, and loving space to provide support and stability for children in foster care during times of crisis; and

**WHEREAS**, Ryan and Seth provide the stability and support that children need to feel seen, valued, and empowered to thrive. Through exceptional compassion, advocacy, and dedication, they create lasting positive change both in the lives of the children they serve and throughout the foster care community.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Ryan Whittington** and **Seth Place** for opening their hearts and home to the children of Worcester County in State custody.

Executed under the Seal of the County of Worcester, State of Maryland, this 5<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Twenty-Six.



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\_\_\_\_\_  
Diana Purnell

# Worcester County Sheriff's Office <sup>ITEM 2</sup>

*Matthew Crisafulli*  
Sheriff



*Nathaniel Passwaters*  
Chief Deputy

April 17, 2026

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: SFY2027 Sex Offender and Compliance Enforcement (SOCM) Grant

We respectfully request the Commissioners' approval to apply for the SFY2027 Sex Offender Compliance and Enforcement Grant (SOCM) in the amount of \$7,827. Please note that the maximum request amount is determined by the State through a set funding formula.

If approved and awarded, grant funds will be used to offset overtime costs incurred by deputies conducting enforcement and compliance activities related to the monitoring and tracking of registered sex offenders in Worcester County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Crisafulli", is written over a white rectangular area.

Matthew Crisafulli, Sheriff  
Worcester County Sheriff's Office

Sex Offender and Compliance Enforcement in Maryland  
(SOCM) - 2027 (SOCM)

Applicant: Worcester County Board of County  
Commissioners

Grant Application Form



Governor's Office of Crime Prevention and Policy


Submitted: 4/17/2026

Governor's Office of Crime Prevention and Policy  
100 Community Place, 1st Floor Crownsville, MD  
21032-2042 (410) 697-9338  
Email: [dlinfo\\_goccp@maryland.gov](mailto:dlinfo_goccp@maryland.gov)

[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
Wes Moore, Governor  
Aruna Miller, Lt. Governor

Application Contents

- Cover Sheet
- Face Sheet
- Summary / Narrative
- Budget Summary
- Personnel
- Operating
- Travel
- Services
- Equipment
- Other
- Civil Rights
- Service Sites
- Assurances
- Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number: 	Application Number: <b>2026-SO-0019</b>
	Received By:	Date:



Governor's Office of Crime Control & Prevention - Grant Application Form

## Sex Offender and Compliance Enforcement in Maryland (SOCM) - 2027 (SOCM)

**Applicant:** Worcester County Board of County Commissioners

**Project Title:** WCSO FY27 SOCM Grant

**Worcester**

**Local Government**

**Start Date:** 07/01/2026

**Submitted:** 4/17/2026 4:47:12 PM

**DUNS Number:**

**End Date:** 06/30/2027

**Funding Year:**

**SAM Expiration:** 6/24/2026

**Applicant:**

**Implementing Agency:**

Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863 1072  
(410) 632-1194      FAX: (410) 632-3131

Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863 1072  
(410) 632-1194      FAX: (410) 632-3131

**Authorized Official:**

Elder, Theodore J.      President  
telder@co.worcester.md.us  
Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072  
(410) 632-1194      FAX: (410) 632-3131

**Project Director:**

Tingle, Carrie      Worcester County Sheriff's  
Office Finance Administ  
catingle@co.worcester.md.us  
Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072  
(410) 632-1111      FAX: (410) 632-3131

**Fiscal Officer:**

Mich, Shelby      Grants and Contract Accountant  
slmich@worcestermd.gov  
Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072  
(410) 632-1194      FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	<b>\$7,827.00</b>		
	0.0 %	Cash Match	<b>\$0.00</b>		
	0.0 %	In-Kind Match	<b>\$0.00</b>		
		Total Project Funds	<b>\$7,827.00</b>		

## Project Summary

The Worcester County Sheriff's Office Sex Offender Registry Unit (SORU) is staffed by Deputy Sheriffs dedicated to registering and monitoring all sex offenders who reside, work, visit, or are incarcerated in Worcester County, in accordance with Maryland Criminal Procedure Articles 11-701 through 11-721. Grant funding will support overtime compensation, enabling deputies to conduct required compliance checks and complete associated documentation effectively.

### Overall Organization Information (Word Limit: 500)

#### A. Mission Statement:

The mission of the Worcester County Sheriff's Office is to maintain a positive working relationship with the community, build trust and confidence, and preserve peace while reducing crime and protecting the lives of citizens living in and visiting Worcester County. Organizational Chart uploaded separately in GMS.

#### B. Brief Overview:

The Worcester County Sheriff's Office, established in 1742, is headquartered in Snow Hill, Maryland, the county seat of Worcester County. As the easternmost county in the United States, Worcester County borders both Delaware and Virginia and has direct access to the Atlantic Ocean.

Located within the Worcester County Courthouse and Government Center, the Sheriff's Office is a full-service law enforcement agency providing 24/7 patrol services. The agency employs 96 sworn deputies and delivers a comprehensive range of law enforcement and public safety services, including courtroom and government building security, sex offender registration and tracking, criminal investigations, extraditions, prisoner transport, civil process service, evictions, sheriff's sales, traffic safety enforcement, coordination with allied agencies, oversight of County Animal Control, and operation of a firearms training facility.

The agency also plays a critical role in emergency response, traffic control, and public safety initiatives. Deputies patrol a large and diverse geographic area, with each deputy covering approximately 175 square miles during their shifts. The Sheriff's Office serves both a year-round residential population and a significant seasonal influx of visitors, particularly in coastal areas such as Ocean City, requiring adaptive and proactive policing strategies.

#### C. Key Organizational Information:

i. Total FTE Employees (FY26): 119.4

ii. Total Organizational Budget: \$20,464,736 (FY26)

iii. Percentage of Budget Requested: .04% (\$7,827)

#### iv. Primary Jurisdictions Served:

Entirety of Worcester County, Maryland to include the municipalities of Berlin, Ocean City, Ocean Pines, Pocomoke City, and Snow Hill, as well as surrounding unincorporated areas

### Problem Statement/Needs Justification (Word Limit: 500)

#### A. Project Summary

##### i. Services to be Provided:

The Worcester County Sheriff's Office is requesting funding to support overtime for deputies assigned to the Sex Offender Registry Unit to conduct compliance checks, address verifications, and related investigations of registered sex offenders. These services will include proactive enforcement operations, follow-up investigations on non-compliant individuals, and coordination with partner agencies when necessary.

##### ii. Alignment with Agency Mission:

## ITEM 2

These services directly support the mission of the Worcester County Sheriff's Office by enhancing public safety, reducing crime, and maintaining community trust. Ensuring compliance with Maryland's sex offender registration laws helps protect both residents and visitors while reinforcing accountability among registered offenders.

### iii. Organizational Capacity:

The Worcester County Sheriff's Office is well-suited to carry out this project due to its established Sex Offender Registry Unit, experienced personnel, and existing infrastructure for tracking and enforcement. The agency currently utilizes a Computer-Aided Dispatch (CAD) system (OSSI) and internal tracking methods to document and monitor offender compliance. Deputies assigned to this unit have extensive law enforcement experience and are trained in compliance enforcement, investigations, and registry management.

### iv. Statement of Need:

Worcester County currently has over 350 active registered sex offenders residing across a geographically large and diverse jurisdiction. Each deputy may be responsible for covering approximately 175 square miles during their shift, creating challenges in maintaining consistent and timely compliance checks. Additionally, the county experiences a significant seasonal population increase, particularly in coastal areas such as Ocean City, placing further demands on law enforcement resources. Increased compliance checks are necessary to ensure adherence to registration laws, reduce recidivism risk, and maintain public safety. Recent enforcement efforts have demonstrated that targeted compliance operations can identify violations, leading to arrests and improved registry accuracy.

### v. Barriers and Project Response:

The primary barrier to expanding compliance efforts is limited personnel availability due to competing patrol and operational responsibilities. Without dedicated overtime funding, deputies are unable to consistently perform proactive compliance checks. This project addresses that barrier by providing targeted overtime funding, allowing deputies to conduct enforcement activities without impacting routine patrol operations. The agency has not experienced significant barriers in expending grant funds in the past and anticipates full and timely utilization of awarded funds.

### vi. ENOUGH Initiative Collaboration (if applicable): N/A

## B. Funding Request Information

### i. Yes

#### 1. N/A

#### 2. Continuation Funding

##### a. Award Amount FY26: \$8,110

##### b. Prior Funding Sources: GOCPP FY26 SOCM Grant funding: \$8,110

##### c. Services Provided with Prior Funding:

Funding supported compliance checks, follow-up investigations, and enforcement actions related to registered sex offenders, including locating non-compliant individuals and obtaining warrants for violations.

##### d. N/A

##### e. Current Spending Status:

As of this application, approximately 53% of FY26 awarded funds have been expended, and the agency is on track to fully expend the award by the end of Q4.

##### f. Delays or Adjustments:

There have been no delays or adjustments in anticipated spending. Program implementation has proceeded as planned, with consistent progress toward project goals.

## **Project Design (Word Limit: 750)**

### a. Project Implementation:

The Worcester County Sheriff's Office will implement the FY27 SOCM Grant by utilizing overtime funding to support deputies assigned to the Sex Offender Registry Unit in conducting enhanced compliance checks and enforcement operations. These checks will be conducted at random intervals to ensure accuracy and reduce the likelihood of non-compliance.

During each compliance check, deputies will verify critical registration information, including the offender's primary residence, vehicles, employment status, and any enrollment in higher education institutions. Deputies will also identify all individuals residing within the offender's household and review any applicable monitoring conditions. Additional enforcement actions may include digital compliance checks, such as reviewing social media activity and internet usage where applicable.

All enforcement activities will be documented through the agency's CAD system (OSSI) and internal tracking tools to ensure accountability, data integrity, and consistency. When violations are identified, deputies will initiate appropriate enforcement actions, including investigations, warrant applications, and coordination with prosecutorial authorities.

### b. Outreach:

The Worcester County Sheriff's Office will promote awareness of the Sex Offender Registry Unit and its enforcement efforts through its official website, social media platforms, and community outreach initiatives. The agency provides publicly accessible information regarding registered sex offenders and encourages community members to report concerns or potential violations. Outreach efforts also include coordination with community stakeholders to reinforce awareness of registry requirements and public safety resources.

### c. Best Practices and Methodology:

This project aligns with best practices in sex offender management by emphasizing proactive, data-driven enforcement and consistent compliance monitoring. The use of random and routine compliance checks is a widely accepted strategy for improving adherence to registration laws and reducing recidivism risk. The integration of CAD documentation and internal tracking systems supports evidence-based policing by enhancing data accuracy, accountability, and operational efficiency. These methods are consistent with industry standards for offender supervision and community safety.

### d. Collaboration and Partnerships:

The Sex Offender Registry Unit maintains strong partnerships with local, state, and federal law enforcement agencies, including the U.S. Marshals Service, Ocean City Police Department, Worcester County Bureau of Investigation, Maryland State Police, and allied agencies in neighboring jurisdictions. These partnerships support coordinated enforcement efforts, information sharing, and joint operations targeting non-compliant offenders. Collaboration enhances the agency's ability to effectively monitor offenders, address violations, and improve overall public safety outcomes within Worcester County.

## **Goals & Objectives (Word Limit: 1,500)**

### Goal:

Enhance public safety by increasing compliance with Maryland's sex offender registration laws through proactive enforcement, monitoring, and interagency coordination.

### i. Objective:

Increase the number and frequency of compliance checks conducted on registered sex offenders in Worcester County by utilizing grant-funded overtime, with a target of at least 120 compliance checks during the grant period and ensuring high-risk offenders are monitored at least twice annually.

### 1. Project Activities:

- a. Conduct in-person, unannounced compliance checks to verify residence, employment, vehicles, and household members.
- b. Investigate non-compliant offenders and pursue criminal charges when warranted.
- c. Monitor high-risk offenders through enhanced oversight strategies.
- d. Coordinate with allied law enforcement agencies, including the U.S. Marshals Service, Maryland State Police, and local police departments, to conduct joint operations and share compliance data.

## ITEM 2

- e. Maintain communication with other jurisdictions when offenders relocate or seek education/employment outside Worcester County.
- f. Conduct digital compliance checks, including social media and internet identifiers, where applicable.

### 2. Resources:

- a. Staffing: Overtime compensation for deputies assigned to the Sex Offender Registry Unit (funded through SOCM grant).
- b. Technology: Existing CAD system (OSSI), mobile data systems, law enforcement databases, and reporting software.
- c. Partnerships: Collaboration with federal, state, and local law enforcement agencies for investigations and data sharing.
- d. Grant Funding: Funds will be used exclusively for overtime and fringe benefits directly tied to compliance and enforcement activities.

### 3. Program Measurement:

Success will be measured through quantifiable outputs and outcomes, including:

- Number of compliance checks conducted (minimum 120 annually)
- Number of investigations initiated and charges filed
- Number of registry updates and verifications completed
- Number of joint operations conducted with partner agencies
- Percentage of known offenders contacted at least twice annually
- Timeliness of jurisdictional transfer notifications

### Expected Outcomes:

- Increased compliance rates among registered sex offenders
- Improved accuracy of registry data
- Enhanced public safety and community confidence
- Reduced number of non-compliant offenders
- Strengthened interagency coordination and information sharing

### 4. Past Performance (Continuation Project):

- Criminal cases initiated against non-compliant sex offenders
- Offenders charged
- Registered offenders actively monitored
- Compliance checks completed (many through grant-funded overtime)
- Multiple joint operations conducted with partner agencies
- Increased investigations and enforcement actions compared to prior periods

Results demonstrate the effectiveness of grant-funded overtime in increasing enforcement activity and improving compliance outcomes.

### 5. Timeline:

- Ongoing throughout grant period: Conduct compliance checks and investigations (Sex Offender Registry Unit Deputies)
- Quarterly: Review compliance data, track performance metrics, and submit progress reports (Unit Supervisors and Grants Coordinator)
- As needed: Coordinate joint operations with partner agencies and respond to non-compliance incidents
- End of grant period: Evaluate program outcomes and prepare final report

## **Data Collection Plan (Word Limit: 250)**

The Worcester County Sheriff's Office Sex Offender Registry Unit utilizes a Computer-Aided Dispatch (CAD) system, OSSI (Central Square Technology), to document all sex offender-related events. OSSI automatically generates a unique event/report number for each occurrence, ensuring precise identification and traceability. Each entry captures critical information, including dates, times, individuals involved, and other relevant event-specific details.

In addition to CAD documentation, the Sex Offender Registry Unit maintains a corresponding Excel spreadsheet that serves as an internal tracking and management tool. Each spreadsheet entry mirrors the associated OSSI report by referencing the same event number, ensuring consistency and facilitating accurate cross-referencing. This dual-record system enhances accountability, supports data integrity, and allows for efficient retrieval of information related to sex offender compliance and enforcement activities.

## **Grant Personnel (Word Limit: 500)**

Christopher Boyce, Deputy First Class (salary is budget-funded)

DFC Boyce brings over 18 years of law enforcement experience, including 10 years with the Worcester County Sheriff's Office. He is currently assigned to the Sex Offender Registry Unit, where he conducts compliance checks, investigations, and community enforcement operations related to sex offender registration laws.

Jeannine Lampe, Deputy First Class (salary is budget-funded)

DFC Lampe has more than 26 years of law enforcement experience, including 10 years with the Worcester County Sheriff's Office. As a member of the Sex Offender Registry Unit, DFC Lampe plays a key role in executing compliance checks and ensuring adherence to state sex offender laws through thorough documentation and enforcement.

Carrie Tingle, Financial Administrator/Grants Coordinator (salary is budget-funded)

Carrie Tingle serves as the Financial Administrator and Grants Coordinator for the Worcester County Sheriff's Office. With a 17-year background in finance and extensive experience in government settings, Ms. Tingle is responsible for overseeing financial reporting, grant fund management, and ensuring compliance with fiscal requirements tied to this and other grant-funded projects.

## **Sustainability (Word Limit: 200)**

a. N/A

b. N/A

c. The Worcester County Sheriff's Office will continue to seek federal, state, county, and local funding opportunities to support the overtime component of this program beyond the grant period. The agency will also collaborate with partner law enforcement agencies to identify additional resources and potential funding sources to sustain program efforts.

d. The Worcester County Sheriff's Office anticipates continued financing of this project through a combination of future grant opportunities, county funding, and interagency partnerships. Efforts will be made to incorporate the program into ongoing operational planning to ensure sustainability and continued enforcement activity after grant funds are exhausted.

## **Applicant Disclosure of Pending Applications Statement (Word Limit: 150)**

The Worcester County Sheriff's Office does not have any pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation or that would cover identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

## **Budget Details and Spending Plan (Word Limit: 750)**

### a. Budget Plan

i. Grant funding will supplement the Worcester County Sheriff's Office's existing budget by providing overtime compensation for deputies conducting compliance checks on registered sex offenders throughout the county. This funding will allow for increased enforcement activity without compromising regularly scheduled duties.

ii. The average overtime compensation rate for a deputy is \$57.72. With a 30% fringe benefit rate, the total hourly cost is approximately \$75.03. The requested funding of \$7,827 will allow for approximately 104 hours of additional overtime dedicated to sex offender compliance management.

iii. Funding is requested solely for overtime compensation and associated fringe benefits. No additional equipment, training, or administrative expenses are being requested under this grant.

iv. N/A

### b. Spending Plan

Grant funds are expected to be expended evenly across the four quarters of the grant period. While factors such as deputy availability and operational demands may affect distribution, maintaining consistency as much as possible will ensure a continuous and effective presence in the community.

## **Organizational Capacity Questionnaire (OCQ) Attestation**

Shelby Mich, Financial Officer

## **Unique Entity Identifier and SAM.GOV Expiration Date**

UEI/DUNS: 10-111-9399

Sam.gov Expiration Date: 06/24/2026

## **Person Completing the Project Narrative**

Carrie Tingle  
Financial Administrator/Grants Coordinator  
Worcester County Sheriff's Office  
410-632-1111 x2262 Phone  
410-632-3070 Fax  
catingle@co.worcester.md.us



**Project Budget**

**A. Budget Summary**

	<b>Grant Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Total Award</b>
<b>Personnel</b>	\$7,827.00	\$0.00	\$0.00	\$7,827.00
<b>Operating Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Contractual Services</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$7,827.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,827.00</b>

# ITEM 2

Category A - Personnel



Control Number:

2026-SO-0019

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Sworn Deputies Overtime	1	Overtime	Grant Funds	\$5,479.00
2	Sworn Deputies Fringe	2	Fringe	Grant Funds	\$2,348.00
					\$7,827.00

1. Overtime benefits calculated at a rate of 1.5% of base salary will be submitted for reimbursement through grant funds for eligible overtime hours worked in accordance with the grant requirements.
2. Fringe benefits calculated at a rate of 30% will be submitted for reimbursement through grant funds for overtime hours worked in accordance with the specified grant parameters.



**V. Civil Rights Requirements**

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 20

**Project Service Sites**

**Site 1**

<b>Service Site</b>	Worcester County Sheriff's Office
<b>Apt. Suite, No. Street</b>	
<b>City</b>	
<b>State &amp; Zip</b>	MD



## Certified Assurances

### THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That if the subrecipient has expended \$1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (<https://www.fac.gov/>).
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.
6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Prevention and Policy
8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at <https://ojp.gov/about/ocr/eeop.htm>
- Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than \$25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at <https://ojp.gov/about/ocr/eeop.htm> but would be exempt from completing the Equal Opportunity Plan.
- The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at [www.ojp.usdoj.gov/about/ocr/assistance.htm](http://www.ojp.usdoj.gov/about/ocr/assistance.htm)
9. That the Grantee will comply with the provisions of the Governor's Office of Crime Prevention and Policy's General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy's website (<https://gocpp.maryland.gov/grants/general-conditions/>).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <https://www.archives.gov/eo/laws/title-vi.html>

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCCP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCCPYVS.

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.**

---

**Signature of Authorized Official**

**Date**

**Elder, Theodore J. - President**

---

**Name and Title**



## Certification Regarding Lobbying



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.



(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

\_\_\_\_\_

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

\_\_\_\_\_

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners  
Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863 1072

Project Title: WCSO FY27 SOCM Grant  
Federal ID Number: 52-6001064

Authorized Representative: Elder, Theodore J. - President

Signature: \_\_\_\_\_  
**Signature of Authorized Official** **Date**



Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Shelby Mich, Grants and Contracts Accountant  
DATE: April 24, 2026  
RE: L-GEM Grant Agreement

A handwritten signature in black ink that reads "Shelby Mich".

---

Attached for review and signature is the grant agreement from the State of Maryland Energy Administration for the Local Government Energy Modernization Program (L-GEM), awarded to the county in March 2026.

The county was awarded \$171,507 for energy-efficiency projects at various county-owned facilities. This grant requires a 5% match and has a three-year performance period. Execution of the grant agreement is required to formalize the award and proceed with the grant.

Attachments

**Received by**

**MARYLAND ENERGY ADMINISTRATION  
FY26 Local Government Energy Modernization Program  
Area of Interest 1  
GRANT AGREEMENT**

**MEA**

**On:**

**This Grant Agreement is entered into by and between**

**STATE OF MARYLAND  
MARYLAND ENERGY ADMINISTRATION  
1800 Washington Boulevard, Suite 425  
Baltimore, MD 21230  
("MEA")**

**and**

**Worcester County Commissioners  
1 West Market Street, Room 1103, Snow Hill, MD 21863  
52-6001064  
("Grantee")**

The Maryland Energy Administration ("MEA") administers the Maryland Strategic Energy Investment Fund ("Fund") set forth in Md. Code Ann., State Government § 9-20B-05 and uses the Fund to implement the Strategic Energy Investment Program set forth in Md. Code Ann., State Government §§ 9-20B-01 et seq.

MEA has selected the Grantee to receive a grant from the Fund, and the Grantee has agreed to the provisions contained in this Grant Agreement ("Agreement").

MEA and the Grantee agree as follows:

1. Purpose of the Grant

This Grant provides funding for the costs associated with the FY26 Local Government Energy Modernization Program Project described in detail in Section 7 (Program-Specific Information) and Section 8 (Grant-Specific Information) of this Agreement.

2. Amount of Grant

The Grant shall not be greater than One hundred seventy-one thousand, five hundred seven dollars (\$171,507) for energy efficiency projects.

3. Grant Term

The term of this Agreement begins on the date that the fully executed Agreement is received by MEA, as determined by the official MEA date stamp on the first page of this Agreement (“Effective Date,” as established in section 2B of the General Provisions (Attachment A)). The Grantee shall complete the Project and submit to MEA all required reports as described in this Agreement by June 30, 2029.

4. Costs Eligible for Reimbursement; Invoicing

- A. Only those costs and expenditures the Grantee incurs to complete the Project described in the Scope of Work in Section 8 of this Agreement are eligible for reimbursement under this Grant.
- B. MEA will reimburse the Grantee for eligible costs and expenditures as provided in the General Provisions (Attachment A).
- C. MEA will not reimburse the Grantee for costs incurred prior to the Effective Date of this Agreement unless MEA agrees otherwise in writing.

5. Communication with MEA

Consistent with Section 5 of the General Provisions (Attachment A), the Grantee shall conduct all communications regarding the Project, this Agreement, and any applicable related matters via email to msec.mea@maryland.gov. Any written or printed correspondence regarding the Project, this Agreement, or any applicable related matters shall be sent to:

**Maryland Energy Administration**  
**Attn: FY26 Local Government Energy Modernization Program**  
**1800 Washington Boulevard, Suite 425**  
**Baltimore, MD 21230**

6. Party Representatives

The following individuals are authorized to act under this Agreement for their respective parties, subject to all necessary approvals:

# ITEM 3

FY26 Local Government Energy Modernization Program

Area of Interest 1

MEA Grant No. 2026-29-466S2

Lacey Allor, MEA Program Manager

Maryland Energy Administration

Phone: (410) 507-7143

Email: lacey.allor@maryland.gov

(Or any other person as may be designated by the Director of MEA).

**Theodore Elder**

**Worcester County Commissioners**

**Phone: (410) 632-1194**

**Email: telder@co.worcester.md.us**

**(Or any other person as may be designated in writing by the Commissioner President).**

<b>7. Program-Specific Information</b>	
<b>A</b>	<b>Name of Program:</b> FY26 Local Government Energy Modernization Program
<b>B</b>	<b>Area(s) of Interest (if applicable):</b> Area of Interest 1
<b>C</b>	<b>Specific statutory basis for program (if program is established by statute):</b> Not Applicable
<b>D</b>	<b>Funding Source(s):</b> SEIF-RGGI EE, SEIF ACP
<b>E</b>	<b>Statutory basis for uses of funds:</b> State Government Article, §9-20B-01 et seq.
<b>F</b>	<p><b>Purpose of program, including purpose of the Area of Interest (if applicable):</b>                      To support local governments as they engage in sustainable, long-term clean energy and energy efficiency projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development.</p> <p>Area of Interest 1 (AOI1) is a formula block grant for energy efficiency and clean energy projects. The grant can be used over multiple years to support both planning and implementation.</p>
<b>G</b>	<p><b>Additional Program Specific Requirements:</b>                      To access funding from their block grant allocation, counties must submit a request for each individual project to MEA. MEA will review and issue a notice to proceed for each individual project on a rolling basis. Counties may not begin construction on projects until they have received an official notice to proceed.</p>
<b>H</b>	<p><b>Type of Program:</b>                      Non-competitive</p>
<b>I</b>	<p><b>How many invoices may be submitted:</b>                      12</p>
<b>J</b>	<p><b>What documentation is required with each invoice:</b>                      Invoice must be submitted on official grantee government stationery                      Includes grant number                      Includes grant \$ amount requested for reimbursement                      Includes payment instructions                      Signed by authorized representative</p>

# ITEM 3

FY26 Local Government Energy Modernization Program

Area of Interest 1

MEA Grant No. 2026-29-466S2

K	<b>What documentation must accompany the final invoice:</b> Final Report
L	<b>Required Reports:</b> Quarterly report 1: September 30, 2026 Quarterly report 2: December 31, 2026 Quarterly report 3: March 31, 2027 Quarterly report 4: June 30, 2027 Quarterly report 5: September 30, 2027 Quarterly report 6: December 31, 2027 Quarterly report 7: March 31, 2028 Quarterly report 8: June 30, 2028 Quarterly report 9: September 30, 2028 Quarterly report 10: December 31, 2028 Quarterly report 11: March 31, 2029 Final report: June 30, 2029
M	<b>Reporting Frequency:</b> Quarterly
N	<b>Required contents of final report:</b> <ol style="list-style-type: none"><li>1. Reimbursement request<ol style="list-style-type: none"><li>a. Submitted on official grantee government stationery</li><li>b. Includes grant number</li><li>c. Includes grant \$ amount requested for reimbursement</li><li>d. Includes payment instructions</li><li>e. Signed by authorized representative</li></ol></li><li>2. Contractor's information<ol style="list-style-type: none"><li>a. Certificate of Insurance</li><li>b. Maryland business license</li></ol></li><li>3. Proof of project completion<ol style="list-style-type: none"><li>a. Photographs of project during installation and upon completion, with captioned explanations</li><li>b. Contractor invoices</li><li>c. Payment statements</li></ol></li><li>4. Future planning<ol style="list-style-type: none"><li>a. Plans for displaying the project to the public, including plans to explain MEA's involvement in the project</li><li>b. Plans for signage that includes MEA logo and information</li></ol></li></ol>

# ITEM 3

FY26 Local Government Energy Modernization Program

Area of Interest 1

MEA Grant No. 2026-29-466S2

<b>8. Grant-Specific Information</b>	
A	<b>Grantee Name:</b> Worcester County Commissioners
B	<b>Program Name:</b> FY26 Local Government Energy Modernization Program Area of Interest 1
C	<b>Project being funded:</b> MEA Grant No. 2026-29-466S2 Project Title: Worcester County L-GEM Block Grant
D	<b>Description of Project (Scope of Work):</b> Planning and implementation for energy efficiency projects
E	<b>Address where Project will be located:</b> Various facilities in Worcester County that are to be determined through the notice to proceed process
F	<b>Description of how the project fulfills the purpose of the program:</b> Reduces energy usage and greenhouse gas emissions, increases cost savings, and implements robust clean energy and economic development in Worcester County
G	<b>Special Funding Source Requirements (if Applicable):</b> Not Applicable
H	<b>Project Milestones or Deliverables:</b> Quarterly project reporting and invoicing as needed
I	<b>By what date must MEA receive the final invoice:</b> June 30, 2029
J	<b>By what date must MEA receive the final report:</b> June 30, 2029

## 9. Attachments

The following Attachments are incorporated into and made part of this Agreement. In the event of a conflict between Attachments A-E and this Agreement, this Agreement shall control:

A. Grant Agreement Attachment A: General Provisions

# ITEM 3

FY26 Local Government Energy Modernization Program

Area of Interest 1

MEA Grant No. 2026-29-466S2

- B. Grant Agreement Attachment B: FY26 Local Government Energy Modernization Program Area of Interest 1 Funding Opportunity Announcement
- C. Grant Agreement Attachment C: Fossil Fuel Policy
- D. Grant Agreement Attachment D: Reporting & Reimbursement documentation templates
- E. Grant Agreement Attachment E: Project-specific form

[Signatures on Next Page]

**THIS AGREEMENT FORM HAS BEEN APPROVED BY THE ATTORNEY GENERAL’S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS OR DELETIONS TO THE TEXT OF THIS AGREEMENT ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL’S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS TO THIS AGREEMENT FORM WILL RENDER MEA’S OBLIGATIONS UNDER THIS AGREEMENT FORM VOIDABLE AT MEA’S ELECTION.**

**IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.**

**Worcester County Commissioners**

**By:** \_\_\_\_\_

**Theodore Elder  
Commissioner President**

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

**MARYLAND ENERGY ADMINISTRATION**

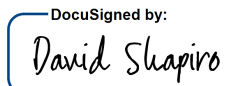
**By:**  \_\_\_\_\_  
Signed by:  
FB7964DDCC67498...

**Jennifer Aiosa  
Chief of Staff**

**Date:** 4/10/2026

**Approved for Form and Legal Sufficiency**

**This** 9th **day of** March, **2026.**

**By:**  \_\_\_\_\_  
DocuSigned by:  
C427111F887A444...

**David Shapiro  
Assistant Attorney General**

## ATTACHMENT A

### General Provisions

#### 1. Definitions

- A. “Grant Agreement” means a written agreement between MEA and a grantee with respect to a grant.
- B. “Grantee” means a recipient of a grant under an MEA grant program.
- C. “Environmental Standards” means all applicable environmental laws, rules, or regulations set by federal, state, or local jurisdictions that are applicable to a Project and related directly to the performance of the Grantee’s obligations pursuant to a Grant Agreement.
- D. “MEA Program Manager” means the individual specified in writing as the MEA representative for a Program or other person designated in writing by MEA to act on behalf of MEA regarding the Grant Agreement.
- E. “Program” means an MEA grant program identified and detailed on the MEA website.
- F. “Project” means an activity or undertaking that is consistent with the requirements of an MEA Program and for which a Grant has been awarded. A project includes all activities specified in the Scope of Work and all reporting required in the Grant Agreement except for submitting invoices.
- G. “Project Site” means the location of a Project or a portion of a Project.

#### 2. MEA Grant Timeframes

- A. Unless the MEA Program Manager approves an extension in writing, a Grant Agreement executed by the Grantee(s) shall be received by MEA no later than ten business days from the date MEA electronically transmits the Grant Agreement to the Grantee for execution. If the properly executed Grant Agreement is not received by MEA within the required time as indicated above, the Grant Award will automatically be revoked.
- B. The Effective Date of a Grant Agreement is the date that the fully executed Grant Agreement is received by MEA, as determined by the official MEA date stamp on the first page of the Grant Agreement.
- C. To be eligible for reimbursement, all reimbursement requests for Project costs pursuant to a Grant Agreement must be received no later than 60 days after the completion of the Project, unless the MEA Program Manager approves an extension in writing.

**3. Extensions**

An extension may be requested in writing by the Grantee in advance of a deadline but is not guaranteed. The MEA Program Manager may extend a deadline in writing up to 60 days, for good cause shown, such as circumstances outside of the Grantee's control.

**4. Retention of documents**

The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property, as well as reports, activity logs, timelines, estimated energy savings and/or generation, supporting documentation for any other expenses that are covered in whole or in part by any Grant funds, and any other information related to Grant activities for at least three years from the date that the Grantee receives final reimbursement from MEA. MEA, MEA's representatives, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor may examine and audit this evidence on request, at any reasonable time within the retention period. In addition, the Grantee shall also make the worksite available to MEA or its representatives, upon request at any reasonable time, for at least three years from the date that the Grantee receives final reimbursement from MEA.

**5. Communications with MEA; Updating IRS W-9 form**

A. The Grantee shall submit to MEA all reimbursement requests and other documentation required under the Grant Agreement at the MEA email address specified in the Grant Agreement, unless MEA has received as part of the application process notification that the Grantee has opted out of electronic communications. If the Grantee has opted out of electronic communications, the Grantee shall submit all reimbursement requests and other documentation required under the Grant Agreement by mail or hand-delivery to the applicable program at MEA.

B. The Grantee shall promptly provide MEA with an updated IRS W-9 form when information on a prior IRS W-9 form has changed.

**6. Subject to Funding Availability**

Prior to execution of the Grant Agreement, Grant funds are subject to change in amount and availability.

**7. Location within Maryland**

A Project must be located in Maryland or undertaken for the direct benefit of a Maryland resident, business, community, campus, or facility located entirely within the State of Maryland.

**8. Payment of Grant Funds**

A. After review of the reports, requests for reimbursement, and any supporting documents or information requested by MEA, MEA shall make a final determination whether the Grantee has

met all Program requirements, terms, and conditions, and shall process the Grant Award for payment as promptly as possible, if warranted.

B. MEA payments to Grantee are not assignable and all grant funds will be disbursed to the Grantee consistent with the Grant Agreement.

**9. Non-payment of Grant Funds; Disallowance of Grant Funds for Violation of Grant Agreement; Reconsideration of Non-payment or Disallowance of Grant Funds**

A. Unless otherwise specified in the Grant Agreement, MEA will not disburse grant funds for work that has yet to be performed; costs that have yet to be incurred or are not sufficiently documented; or costs that are inconsistent with the purpose, terms, and conditions of the Grant, as determined by MEA.

B. Any expenditure of Grant funds that is not consistent with the purposes of the Program, or that violates any requirement, term, or condition of a Program or the Grant Agreement, may, in the sole judgment of MEA, be disallowed. If MEA determines any expenditure to be ineligible after MEA has disbursed funds to the Grantee, the State may require repayment to MEA for reimbursement of the Strategic Energy Investment Fund, an offset from any State grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall immediately repay to the State any part of the Grant that is not used for the purposes of the Program.

C. If MEA withholds or disallows payment of Grant funds, MEA shall provide Grantee with its determination in writing and set forth a summary of the reasons for its determination. A Grantee may request reconsideration of a determination by MEA to withhold or disallow payment of Grant funds within 15 business days of the date of the written determination notifying the Grantee of the decision.

**10. Nondiscrimination Provision**

The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution, by-laws, or policies prohibit discrimination consistent with the Governor's Code of Fair Employment Practices.

**11. Compliance with Relevant Certifications, Licenses, And Requirements**

A. The Grantee shall be responsible for compliance with the following:

(1) All work performed on behalf of the Grantee pursuant to a Grant Agreement shall be carried out by the Grantee's staff and contractors holding all necessary Maryland certifications and licenses.

(2) Any business or non-profit organization operating in Maryland with which the Grantee contracts or partners to carry out the purposes of the Grant shall be registered and in good standing with the Maryland State Department of Assessments and Taxation, if applicable.

(3) All work performed pursuant to a Grant shall comply with all applicable local, State, and federal building codes and other applicable laws and regulations.

B. If MEA determines that any activity undertaken under the Grant Agreement is inconsistent with subsection A of this section, MEA may rescind the Grant or take any other appropriate action, as determined by MEA.

**12. False Statement or Report**

A person may not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Program. For a SEIF-funded Grant, any violation of this provision is a misdemeanor and on conviction is subject to a fine not exceeding \$50,000.00 or imprisonment not exceeding 1 year or both, as specified in State Government Article §9-20B-11 of the Annotated Code of Maryland.

**13. Historic Preservation Review**

For each project being funded in whole or in part through a Grant Agreement, a historic preservation review must first be completed by the Maryland Historical Trust (MHT) or MEA's historic preservation expert. This review ensures that no historic property is "adversely affected" through building improvements, equipment installations, and related property modifications proposed for Projects funded wholly or in-part by a Program. Prior to starting construction, the Grantee shall ensure that MEA has received documentation from MHT or MEA's historic preservation expert indicating that the Project will have no adverse effect on a historic property.

**14. Maryland Saved Harmless**

To the extent allowed by Maryland law, and subject to appropriations if applicable, the Grantee agrees to defend, indemnify, and hold MEA harmless from and against any and all damages, claims, lawsuits, actions, and reasonable out-of-pocket costs and expenses, in whatever form, arising from or related to the Grant. MEA expressly reserves the right of any immunity MEA or its employees may possess under State or federal law. If the Grantee is a Maryland State agency or local government, then each party shall be responsible for its own liability associated with the Grant, and neither party waives any applicable immunities.

**15. Environmental Standards and Liability**

A. As relevant to the Project, the Grantee shall ascertain and comply with all applicable Environmental Standards, monitor compliance, and immediately halt and correct any incident of non-compliance. The Grantee is solely responsible for all steps in obtaining any required permits including, but not limited to, those related to air quality requirements, as applicable.

B. In the event of any incident of non-compliance with Environmental Standards, the Grantee shall:

- (1) Immediately notify the MEA Program Manager or designee of the incident, providing as much detail as possible;
- (2) If requested by MEA, submit a written report to MEA, identifying the source or cause of the non-compliance and the method or action required to correct the problem; and
- (3) Cooperate with MEA and its designated representatives or contractors with respect to investigation of the incident.

C. Subject to Section 14 and to the limits allowed by Maryland law, the Grantee shall be liable for:

- (1) All environmental losses, including but not limited to, costs, expenses, losses, damages, actions, claims, penalties, fines and remedial or cleanup obligations arising from its failure to comply with Environmental Standards; and
- (2) Any hazardous material located or placed in the Project and any requirements imposed by any governmental authority with respect to hazardous materials, arising in connection with the Grant or the Project.

## **16. Liability Insurance**

A. For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MEA, the Grantee shall purchase and maintain comprehensive third-party legal liability insurance or its equivalent, with minimum coverage of \$1,000,000 per occurrence. The Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a self-insured entity, such as a Maryland State or local government entity, a document detailing the basis for self-insurance, including when applicable, the statutory basis, may be accepted by MEA as an equivalent form of insurance under this paragraph.

B. The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers' Compensation Insurance and professional liability. The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured.

(1) Insurance requirements may be waived or modified by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated as part of the Grant Agreement.

(2) The Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MEA a provision or provisions requiring all contractors to

purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed, with minimum coverage of \$1,000,000 per occurrence. All insurance provided by the contractor must name MEA as an additional insured.

(3) The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated into the Grant Agreement.

**17. Monitoring and Evaluation**

For monitoring and evaluation purposes, the Grantee shall make available to MEA or its representatives, during regular business hours, all applicable reports, activities logs, timelines, estimated energy savings and generated energy, operating hours, projected system efficiencies and other technical and engineering specifications, and other information related to the Grant.

**18. MEA Access to Project Site**

A. If a Project Site is controlled by the Grantee:

(1) Upon reasonable notice, the Grantee shall allow MEA employees or representatives access to the Project Site to monitor the Project and provide technical assistance to verify that Project requirements are fully satisfied.

(2) Except as provided in paragraph (5) of this subsection, the Grantee shall allow MEA employees or representatives access to the Project Site to take photographs or video of the Project for MEA use, upon request by MEA.

(3) Upon reasonable notice from MEA, the Grantee shall assist MEA in any efforts to remotely monitor and inspect the Project, including but not limited to supplying MEA with any relevant photograph or document.

(4) Except as provided in paragraph (5) of this subsection, the Grantee shall participate in recorded remote monitoring of the Project to verify that Project requirements are fully satisfied, upon request by MEA.

(5) MEA may in its sole discretion modify the requirements in paragraphs (2) and (4) of this subsection if the Grantee provides a written request due to concerns, including but not limited to security concerns.

B. If a Project Site is controlled by a third party at any time during the Grant period:

The Grantee shall be responsible for obtaining written permission from the third party to allow MEA access to the Project Site for all purposes described in the Grant Agreement. Unless the Grantee provides good cause, to be determined solely by MEA, MEA shall not provide any further reimbursement of funds under the Grant Agreement until the Grantee provides the required written permission.

**19. Participation in Marketing and Public Events; Signage**

A. To the extent possible, and as requested by MEA, the Grantee shall participate in MEA-organized press events and host State government officials for visits and tours of the Project Site. MEA shall provide reasonable notice to the Grantee and coordinate with the Grantee prior to scheduling a press event or official visit.

B. The Grantee shall invite MEA in writing, which can include email, to any Grantee-organized media event regarding the Project.

C. The Grantee shall notify MEA prior to any media coverage regarding the Project including but not limited to press releases and announcements; and, unless otherwise specified in the Grant Agreement, shall reference MEA grant funds under the Grant Agreement in any such media coverage.

D. Within 90 days following the effective date of the Grant Agreement, the Grantee shall consult with MEA regarding the feasibility of displaying signage indicating MEA sponsorship of the Project. Based upon this consultation, MEA may require the Grantee to place signage indicating MEA's role in the Project in a prominent location and, if applicable, near the Project. If applicable, MEA may provide the official MEA logo for incorporation on existing Grantee-produced project signage and may elect to provide any required signage.

**20. Maryland Public Information Act; Use of Project Information**

A. All information submitted to MEA is subject to the Maryland Public Information Act, Md. Code Ann., General Provisions §§ 4-101 to 4-601, ("PIA"). If a grantee believes information is confidential and therefore should be exempt from disclosure under the PIA, the grantee should clearly mark this information and identify it by page and section or line number. Upon request for information from a third party, MEA is required to make an independent determination whether the information must be disclosed under the PIA. Designating information as confidential does not guarantee that it will be exempt from disclosure.

B. The Grantee understands and agrees that MEA may use information about the Project for reporting and marketing purposes, including but not limited to the project description, building type, energy measures, project costs, leveraged funds, energy and financial savings, and pictures and videos of the premises. MEA shall provide the Grantee an opportunity to review and consult

with MEA to ensure that a written case study, photo, or video taken of its facility will not disclose confidential personal and/or business information.

**21. Project Location Workforce Requirement**

The Grant shall comply with State Government Article § 9-20B-05, Annotated of Maryland, which requires that at least 80 percent of workers participating in a project or program that receives money from the SEIF must reside within 50 miles of the project or program. As the Program is a statewide program, MEA will determine compliance based on whether at least 80 percent of worksite workers reside in Maryland, or within 50 miles of Maryland's borders.

**22. American Manufactured Goods**

If the Grantee is a unit of State or local government, the Grant must comply with State Finance and Procurement Article §§ 14-416 and 17-303, Annotated Code of Maryland.

**23. Maryland Law Prevails**

The internal laws of Maryland shall govern the interpretation and enforcement of the Grant Agreement, except for any choice of law provisions utilized by Maryland.

**24. Grant Agreement Binding on Successors and Assigns**

The Grant Agreement shall bind the respective successors and assigns of the parties.

**25. Transfer of Grant Agreement**

The Grantee may not sell, transfer, or delegate any of its obligations under the Grant Agreement to another entity without prior written consent of MEA. Consent is not guaranteed and is at the sole discretion of MEA. Examples of factors that might lead to a denial of consent include a change in the Grantee's federal tax identification number, or a requested modification that is inconsistent with the requirements of the Program.

**26. Amendments to the Grant Agreement**

Other than an extension of up to 60 days approved pursuant to Section 3 of these General Provisions, no amendment to the Grant Agreement is binding unless it is in writing and signed by both parties.

**27. Merger**

The Grant Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole agreement of the parties. There are no promises, terms, conditions, or

obligations referring to the subject matter, other than those contained herein or incorporated herein by reference.

**28. Non-waiver of Rights; Remedies**

No failure on the part of the State or MEA to exercise, and no delay in exercising, any right under the Grant Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MEA from further exercising that or any other right. The remedies provided under the Grant Agreement are cumulative and not exclusive of any remedies provided by law.

**29. Attestations**

A person executing an Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

- A. The person is authorized to sign the Agreement on behalf of the Grantee and to commit the Grantee to the obligations set forth in the Agreement;
- B. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the United States;
- C. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee has engaged in any practice regarding this Grant that is inconsistent with General Provisions Article § 5-502, Annotated Code of Maryland;
- D. The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or the Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or the Agreement;
- E. The Grantee, if a health or social welfare organization as defined by State Finance and Procurement Article § 7-403, Annotated Code of Maryland, shall keep financial records in accordance with uniform accounting standards, as more fully described in Section 7-403;
- F. Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund-raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations; and
- G. The Grantee is not in default on any financial obligation to the State or MEA.

## **FY2026 Local Government Energy Modernization**

*Area of Interest 1 (AOI1): Non-competitive Formula Block Grant*

*Updated 9/16/2025*

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### **Section 1: Program Information**

**Program Description:** The mission of the Local Government Energy Modernization (L-GEM) program is to support local governments as they engage in sustainable, long-term clean energy and energy efficient projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development. This program specifically aims to reduce greenhouse gas emissions from the building sector which aligns with Maryland’s goal of achieving net-zero emissions by 2045. By empowering local governments to lead by example, the program aims to inspire community-wide engagement and drive broader adoption of clean energy solutions among residents, businesses, and institutions.

Area of Interest 1 (AOI1) is a formula block grant for energy efficiency and clean energy projects. A block grant is formula-based, flexible funding that is secured upfront and can be used over multiple years to support both planning and implementation of a variety of energy related projects (planning, energy efficiency, and renewables). This allows recipients to align the funding with local priorities and timelines. Counties and the City of Baltimore are encouraged to apply for AOI1.

**Types of Grant Programs:** Non-competitive Formula Block Grant

**Eligible Applicants:** Eligible applicants include all incorporated counties of Maryland and the City of Baltimore. Eligible applicants can only receive funding for either the block grant (AOI1) or the competitive grants (AOI2 and AOI3), not both. Participation in AOI1, AOI2, and AOI3 does not affect eligibility for AOI4, as all cities and counties of Maryland are encouraged to apply for AOI4. Municipalities are not eligible for AOI1.

**Application Deadline:** December 5, 2025, at 5:00 p.m.

**Anticipated Funding:** For AOI1, a total of \$50 million is anticipated to be available from the Strategic Energy Investment Fund (“SEIF”), contingent upon applications received for AOI2 and AOI3. The amount awarded may be more or less, depending on the quantity and quality of applications received.

**Application URL:** <https://form.jotform.com/marylandenergy/FY26-L-GEM-AOI1>

**Period of Performance:** Thirty-six (36) months beginning with the date of the award execution. An extension for good cause may be requested by a grantee and must be justified with written documentation explaining the need for an extension. Extensions are allowed at the sole discretion of MEA.

**Program Changes:** Any update (e.g., extension of a deadline) or clarification about the Program and any corrections to inadvertent errors in the Program information will be available on the Program webpage.

**Block Grant Awards and Allocations:** The number and size of LGEM Block Grant awards granted in FY26 will ultimately depend on the total number of applications received. Although every county has been prescribed an allocation, they must still apply to receive the funds.

To ensure a fair and equitable distribution, MEA has established a minimum allocation of \$1 million per county. Remaining funds will be distributed based on population.

To help counties plan, MEA has developed two sample funding scenarios that illustrate a range of possible award amounts:

- Scenario 1 assumes all 24 counties apply, resulting in smaller, evenly distributed awards
- Scenario 2 assumes only 6 counties apply—specifically, those that have participated in the Maryland Smart Energy Communities (MSEC) program within the last five years. To estimate potential funding for other counties under this scenario, each was modeled as a replacement for one of the original six, and the distribution was recalculated

**Cost Share Requirements:** to further promote equity, MEA is using county-level per capita income to determine cost share requirements. The income threshold is set at \$68,500, which represents 80% of the statewide median income for a single-person household. Counties with per capita income above this threshold will contribute a 10% cost share. Counties below the threshold will contribute a 5% cost share. In-kind contributions and other incentives may be applied toward meeting the cost share requirement.

Counties must request a minimum of \$500,000 and may not exceed the maximum estimated allocation shown in Scenario Two. MEA reserves the discretion to award amounts higher than the estimated maximums based on actual demand and the overall distribution of funding requests.

County	Minimum Funding Request	Sample Scenario One (24 counties participate)	Sample Scenario Two (6 Counties Participate)	Cost Share %
Allegany County	\$500,000	\$1,396,912	\$2,479,061	5%

## ITEM 3

Anne Arundel County	\$500,000	\$4,428,303	\$11,565,169	10%
Baltimore City	\$500,000	\$4,413,425	\$11,519,317	5%
Baltimore County	\$500,000	\$5,980,111	\$15,098,846	10%
Calvert County	\$500,000	\$1,540,726	\$2,995,172	10%
Caroline County	\$500,000	\$1,194,027	\$1,733,292	5%
Carroll County	\$500,000	\$2,007,585	\$4,602,854	10%
Cecil County	\$500,000	\$1,604,495	\$3,220,788	5%
Charles County	\$500,000	\$1,971,021	\$3,992,442	5%
Dorchester County	\$500,000	\$1,189,586	\$1,716,732	5%
Frederick County	\$500,000	\$2,583,529	\$5,880,038	10%
Garrett County	\$500,000	\$1,167,877	\$1,635,627	5%
Harford County	\$500,000	\$2,520,629	\$6,258,711	10%
Howard County	\$500,000	\$2,936,697	\$6,968,414	10%
Kent County	\$500,000	\$1,111,883	\$1,425,289	10%
Montgomery County	\$500,000	\$7,189,543	\$20,074,619	10%
Prince George's County	\$500,000	\$6,636,713	\$16,426,669	5%
Queen Anne's County	\$500,000	\$1,290,659	\$2,091,116	10%
St. Mary's County	\$500,000	\$1,663,076	\$3,426,335	10%
Somerset County	\$500,000	\$1,143,482	\$1,544,191	5%
Talbot County	\$500,000	\$1,218,696	\$1,825,101	10%
Washington County	\$500,000	\$1,901,599	\$4,246,663	5%
Wicomico County	\$500,000	\$1,603,696	\$3,217,976	5%
Worcester County	\$500,000	\$1,305,730	\$2,146,490	5%

## Section 2: Eligibility

**Eligible Activities :** Funding is available only for projects located at government-owned or leased buildings or facilities. Funding is available for future projects that involve evaluation and planning, energy efficiency, and renewable energy. **Counties may also choose to subgrant funds to public agencies or instrumentalities provided the projects align with program goals and meet all eligibility requirements.**

- **Planning Activities:** Planning projects may include but are not limited to:
  - **Feasibility Studies** An evaluation that determines whether proposed upgrades

are technically, financially, and operationally feasible before moving forward with implementation. Feasibility studies for Renewables, Energy Storage, Energy Efficiency, and Electrification are encouraged

- For solar site surveys and preliminary development of solar projects, please review MEA's [Solar Technical Assistance Program](#)
- **Energy Audits:** A comprehensive evaluation of a building's energy use, systems, and operations to identify efficiency opportunities
- **Strategy Development:** A process that may include financial analysis (i.e., ROI, payback, modeling, and incentive stacking), strategic planning (i.e., goal setting, phased implementation, continuous improvement), stakeholder engagement, regulatory and policy analysis, and risk management
- **Energy Planning:** A process that may include pre-construction technical planning, energy modeling, energy use analysis, load profiling, energy forecasting, supply planning, benchmarking, efficiency use identification, resilience considerations, and policy and regulatory alignment
- **Implementation Activities:** Implementation projects must occur on local government owned or leased properties. Activities may include, but are not limited to:
  - **Installation of Renewables**
    - **Solar**
      - Siting: roof-mounted solar, ground-mounted solar, or solar canopies over existing parking lots, parking garages, or other permanent impervious areas
      - Ownership: the applicant must either (1) own the solar PV system through cash purchase or financing, or (2) the solar PV system must be provided to the applicant under a third-party solar PV lease or power purchase agreement (PPA).
        - **For 3rd party-owned projects, the standard cost share formula does not apply; instead, cost share requirements will be determined based on the capacity of the system proposed for installation. Grant funds may be applied as an upfront payment toward the PPA in order to "buy down" the PPA rate, thereby lowering the cost per kWh of electricity over the lifetime of the solar contract. Up to \$1,000/kW-DC of grant funds are available for 3rd party-owned projects. To be eligible, a system must be net metered.**
      - Aggregated Net Metering: a majority of the solar infrastructure must be built on local government owned or leased property
      - Energy storage and similar technologies will only be eligible for funding when integrated with a project that also includes the installation of renewable energy generation. Applicants solely interested in standalone battery storage projects (i.e., not paired with solar) are encouraged to apply for the Residential and Commercial

- **Geothermal**
  - Heat Pumps: an electrically-powered ground-source heat pump system, inclusive of necessary HVAC equipment and ground loops, pond loops, or vertically-drilled wells, that serves as the primary heating and cooling system for the property. Must include the installation of new ground loops or wells
- **Landfill-Gas-To-Energy**
  - Support installation and/or improvement of new or modified landfill-gas-to-energy projects which support compliance with MSW Landfill Regulation COMAR 26.11.42. Funding is limited to updates on existing systems that enable gas-to-energy conversion. Projects related to gas transport are not eligible. All supported activities must directly contribute to on-site electricity generation.
- **Energy Efficiency**
  - **Building Envelope and Weatherization Measures**
    - Projects that improve the thermal performance and durability of building envelopes to reduce heating and cooling loads. Scopes may include air sealing, window and door upgrades, roof replacements, weather stripping, installation or upgrade of insulation, and other structural improvements that address energy loss
  - **Efficient Equipment and Appliance Upgrades**
    - **Air Source Heat pumps:** an electrically-powered air-source heat pump system, inclusive of necessary HVAC equipment
    - **LED retrofits:** replace existing interior or exterior lighting with high-efficiency LED technology
    - **Building controls:** install or upgrade building automation systems (BAS) or other digital controls to optimize HVAC, lighting, and plug loads. Scopes may include sensor integration, scheduling systems, energy monitoring tools, and remote access capabilities
    - **Retrocommissioning (RCx):** Systematic process for fine-tuning a building's electrical, mechanical and control systems to operate at optimal efficiency. Includes monitoring, troubleshooting and adjusting systems in existing buildings to optimize energy performance
    - **Electrification projects** should be submitted under Area of Interest 4 (AOI4)

**Ineligible Activities:** The L-GEM Program does not intend to fund the following activities:

- **Planning and Implementation projects that include fossil-fuel or other combustion technologies** that produce greenhouse gas emissions are typically not eligible for funding. This includes new installations, infrastructure expansion, or upgrades that

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<sup>1</sup> <https://energy.maryland.gov/Pages/Energy-Storage-Grant-Program.aspx>

extend the life of fossil fuel systems—except for basic health and safety repairs that do not prolong system use. Limited exemptions may be considered only with a thorough technical analysis demonstrating that zero-emission alternatives are not feasible for technical or safety reasons. Cost alone is not a valid justification. All exemption requests must include justification, consideration of alternative technologies, and a plan to reduce or phase out fossil fuel use in the future

- **Transportation Planning and Implementation Projects:** Funded through MEA's [Community EVSE](#) and [Medium-Duty and Heavy-Duty Zero-Emission Vehicle Grant Program](#)
- **Residential Projects**
  - Multi-family Affordable Housing funded through [Maryland Department of Housing and Community Development's Multifamily Energy Efficiency and Housing Affordability Program](#)
  - Residential energy efficiency, electrification, and solar projects funded through MEA's [Energy Efficiency Equity Program](#)
- **Schools**
  - Funded through the Maryland Energy Administration's [Decarbonizing Public Schools Program](#). Eligible applicants are Local Education Agencies (public K-12 schools and support facilities)
  - Funded through the Maryland Energy Administration's [Higher Education Clean Energy Grant Program](#)
  - Private Schools funded through the [Commercial and Industrial Program and Electrifying Community Buildings Program](#)
- **Installation of solar systems used for aggregated net metering** where 50% or more of the solar is sited on properties neither owned nor leased by the applicant
- **Replacement** of existing solar panels
- **Community solar**
  - Funded through MEA's [Community Solar Program](#)
  - Local Government Energy Modernization funding can not be used for subscription payments to a community solar project
- **Automated residential solar permitting and plan review**
  - Costs to adopt the free-to-use U.S. National Renewable Energy Laboratory SolarAPP+ residential solar permitting software funded through MEA's [SolarAPP+ Implementation Grant Program](#)
- **Measures funded by other MEA grant programs:** If applicants are applying for additional MEA grant programs, each application has to request funding for distinct measures or technologies to avoid duplicative funding

**Rented or Leased Buildings:** Entities that rent or lease their facilities must meet the following requirements:

- The application includes a letter of concurrence signed by the property owner stating that:
  - (1) The property owner permits the grantee to install the proposed upgrades
  - (2) The property owner will ensure that these upgrades to the subject property

remain in place and operational for the balance of the equipment's economic life, regardless of lessee turnover

- Additionally, the performance analysis must demonstrate that payback on investment for the proposed improvements is shorter than the balance of term for the lease currently in force

Note: for grantees leasing property, the grant agreement will require the grantee to return grant funds to MEA if the requirements in (1) and (2), above, are not met.

### Section 3: Minimum Requirements

The following requirements apply to each applicant. Each "minimum requirement" condition must be met for applications to receive funding, no exceptions.

- **Applications are submitted by the grantee:** Third parties may not submit an application on behalf of the grantee
- **Signatory Authority:** A signature applied to the application by an officer with the authority to commit the grantee to execute the grant's requirements (e.g., Chair of the Board, President, Chief Financial Officer, General Manager, etc.). This individual should have sufficient authority to identify, authorize, and provide the necessary resources to perform implementation
- **W-9:** IRS Form W-9 for the applicant must be submitted with the application. The name on the W-9 form must match the organization name as it should appear if selected for a grant award. The mailing address on the W-9 should match the business address for the organization, where bills and other financial correspondence would be directed
- **Identification of Staff Members:** Consistent with the intent to develop capacity for ongoing efforts, applicants should identify staff involved who will be responsible for overseeing the continuation of the activities outlined in this grant announcement after the end of the award's period of performance
- **Narrative:** Counties must provide a comprehensive narrative outlining their county's vision for utilizing the full Block Grant allocation over the 36-month grant period. Include a description of the types of projects you intend to pursue such as planning and or capital project improvements, anticipated timelines, target buildings or systems, and expected outcomes. If applicable, identify key partners, internal or external resources, and any relevant planning already completed that informs your proposed approach.

### Section 4: Submission and Funding Procedures

**Submission Instructions:** Once complete, applications should be submitted to MEA via the online electronic application listed above. MEA will not accept any application packages after the deadline listed at the beginning of this Funding Opportunity Announcement under any circumstances, and all documents received by the deadline will constitute the entire submission.

If electronic submission is not possible, an applicant should contact MEA via email at msec.mea@maryland.gov or by calling Program Manager Lacey Allor at (410) 507-7143 no fewer than fourteen (14) days prior to the deadline to arrange an alternative method of

submission.

**Funding Disbursement:** To access funding from their block grant allocation, counties must submit a request for each individual project to MEA. MEA will review and issue a notice to proceed for each individual project on a rolling basis. Each request must include:

- Project Measure/Name
- Total Grant Request
- Project Narrative: a summary of your proposed project, including the project location. The summary should include a detailed description of each energy measure installed as part of your proposed project
- Annual Energy Benefits and Cost Savings
- System Life
- Cost Breakdown
- Sources of Funding
- Project Timeline
- Procurement Policy

Funding will only be disbursed to awardees as projects are completed upon proof of purchase via detailed invoice documentation and project status updates provided to MEA throughout the period of performance. MEA will not reimburse the Grantee for costs incurred prior to the execution date of the grant agreement or issuances of individual notice to proceeds unless MEA agrees otherwise in writing.

**Electronic Payments:** Participation in MEA grant programs is voluntary. If selected for award and to ensure the secure transmission of grant funds, grantee recipients of MEA funding are generally required to receive electronic payments from the State of Maryland.

Electronic payments are set up through the State of Maryland's Comptroller's Office. A successful grantee must fill out and submit the "ACH/Direct Deposit Authorization for Vendor Payments Form X-10" to the Comptroller's Office via the submission methods outlined on the X-10 form. ACH/Direct Deposit Authorization for Vendor Payment Form X-10 should not be sent to MEA.

Failure to submit ACH/Direct Deposit Authorization Form X-10 may result in award reimbursement being delayed.

If an applicant is unable to receive ACH/Direct Deposit payments, MEA may provide an exception to this requirement on a case-by-case basis, at the sole discretion of MEA.

**Reporting:** Provide the following updates to MEA throughout the grant performance period:

- Quarterly progress reports outlining your project's status
- Detailed invoices, as necessary, that include the date, project address, equipment name and model, quantity, cost, and total cost incurred
- Upon project completion: final close-out report and invoice

## Section 5: Additional Requirements and Provisions

### General Provisions:

MEA grant programs are covered by general provisions that apply to all energy programs, the most current version of these General Provisions is [General Provisions v3 2.11.22](#). The most recent General Provisions document will be incorporated into all FY26 grant agreements issued by MEA.

### Program-Specific Requirements:

In addition to the general provisions, the following requirements apply to this program:

1. MEA will not reimburse for any costs expended prior to the execution of the Grant Agreement, unless MEA agrees otherwise in writing
2. The application requires a community to identify the version of the energy code that it is currently enforcing and to provide documentation demonstrating adoption of the code. To be eligible for an MSEC FY26 Program grant funding, a community should follow the 2018 International Energy Conservation Code (IECC). If an applicant itself has not adopted the IECC but, instead, follows the IECC of another entity (e.g., a municipal government adhering to a county government's codes), it must include an explanation in its application
3. **Building Energy Performance Standards Benchmarking:** Buildings subject to Maryland's Building Energy Performance Standards (BEPS)<sup>2</sup> must be in compliance with BEPS benchmarking requirements. Applicants must provide the relevant unique building identifier(s) known as UBID(s) of covered building(s) to MEA prior to execution of a grant agreement with MEA

**Contact Information:** For more information or assistance, please visit the [FY26 Local Government Energy Modernization webpage](#) or contact:

Lacey Allor  
L-GEM Program Manager  
[msec.mea@maryland.gov](mailto:msec.mea@maryland.gov)  
(410) 507-7143

---

<sup>2</sup> <https://mde.maryland.gov/programs/air/ClimateChange/Pages/BEPS.aspx>

## ATTACHMENT C:

### MEA FOSSIL FUEL POLICY

Each project that receives financial support from MEA must adhere to this MEA Fossil Fuel Policy:

1. Projects that include fossil-fuel or other combustion technologies that produce greenhouse gas emissions are typically not eligible for funding. *See Paragraph (3) below.*
2. Specific examples of projects that would not be eligible for funding under the Program include:
  - Efforts that expand the use of fossil fuel or natural gas technologies, except where meeting one of the exemptions or those efforts are technically infeasible;
  - Expansion of infrastructure that results in an expansion of fossil fuel delivery volume;
  - New installations of fossil fuel or natural gas fired technologies;
  - Projects that result in significant life extension of fossil fuel fired systems, beyond basic health and safety repairs or efforts that enhance efficiency but do not extend the gas system/or fossil fueled fired equipment life. Note: Limited exceptions may be considered where there is no other technically feasible technology or where a source can be demonstrated to be zero emission. Any applications for projects involving fossil fuel should provide evidence that a technical analysis of why electrified or other zero emission alternatives cannot be implemented, this analysis should not be on the basis of operating or capital costs alone.
3. While allowable projects include those that implement basic health and safety improvements or efforts that enhance efficiency but do not extend the life of gas system- or fossil fueled-fired equipment, projects must be part of a scope of work that proposes other energy efficiency improvements so that the proposal in aggregate reduces or eliminates fossil fuel use. In the context of the FY25 CI&A program, this situation applies primarily, but not exclusively, to multifamily residential energy efficiency projects. Eligible measures for multifamily residential project funding include minor repairs to existing fossil fuel equipment (e.g., HVAC, water heating, etc.) that remedy health and safety related issues, or reduce energy usage and greenhouse gas emissions, as long as the upgrades do not significantly extend the anticipated life of the equipment.
4. Exemptions: All exemption requests will be in writing and provide a thorough technical analysis of why electrification and other zero emission technologies cannot be applied from a technical perspective and consider the following:
  - currently available commercialized technologies,
  - ability of locationally specific existing utility infrastructure to support non-fossil fuel applications,
  - thorough evaluation of alternatives,
  - mitigation efforts to offset the greenhouse gas emissions of fossil fuel use, and
  - a description of any efforts to make infrastructure ready for future technologies, such as green hydrogen, or phase out fossil fueled technology in the future.

Operating and capital costs alone will not be considered justification for any exemption. Exemptions will not be approved purely on cost saving opportunities alone.

Limited exemptions will be provided for (1) new construction of combined heat & power installations, or (2) existing equipment upgrades with circumstances where electrification and other zero emission technologies are technically infeasible given the current state of readily-available technologies. Possible examples in the context of the FY25 Commercial, Industrial & Agricultural Program include (1) manufacturing processes that require large quantities of thermal energy that cannot be met with electrification or other technologies; and (2) uses where the infrastructure needed to implement

## ITEM 3

electrification technologies is not feasible or requires upgrades and improvements beyond the applicant's immediate control (e.g., upgrades to the utility grid).

Any application being submitted to MEA for funding consideration that involves fossil fuel technologies, including natural gas, shall be accompanied by a thorough technical justification or study indicating how electrification and/or zero emission technologies could not fulfill the anticipated functional need. To be considered for MEA funding, any project that proposes consumption of natural gas or other fossil fuels must demonstrate consideration of all practical mitigation efforts to offset the project's greenhouse gas and other environmental impacts of natural gas or other fossil fuels consumed by the proposed project. No exemptions will be granted for projects based solely on economic justifications.

No fossil fuel fired replacement or significant service life extension measures will be applicable to any cost matches or in kind requirements of any grant application or award.

Version 1.0 Initial Version 10/16/2023



# ATTACHMENT D: Local Government Energy Modernization (L-GEM) Quarterly and Final Reporting Form

Please use this form to submit quarterly project updates and a final report/reimbursement request. For questions, please email the L-GEM Program Manager, Lacey Allor, at msec.mea@maryland.gov.

**Grant Number \***

ex. 2026-40-466S2. Each grant number requires a separate report

**Reporting Quarter (reports are due 10 business days after the end of the quarter) \***

- Q1: July 1 - September 30 2026
- Q2: October 1 - December 31 2026
- Q3: January 1 - March 31 2027
- Q4: April 1 - June 30 2027
- Q1: July 1 - September 30 2027
- Q2: October 1 - December 31 2027
- Q3: January 1 - March 31 2028
- Q4: April 1 - June 30 2028
- Q1: July 1 - September 30 2028
- Q2: October 1 - December 31 2028
- Q3: January 1 - March 31 2029
- Q4: April 1 - June 30 2029

**Area of Interest Reporting On \***

**Name of person preparing report \***

First Name

Last Name

**Email of person preparing report \***

example@example.com

**Expected completion date (MM/YYYY) \***

Ex. 02/2028

## Area of Interest 1 (AOI1)

Non-Competitive Formula Block Grant

Provide a 2-5 sentence summary of what was accomplished during the reporting period for each active project. Please include:

- **Timeline** (required for Q1 2026 and updated as necessary)
- **Project milestones achieved** Examples include:
  - Contractor selected, project development in design, groundbreaking scheduled (provide date), construction in progress (estimate percentage of completion), feasibility study initiated, energy audit underway, stakeholder meeting scheduled (provide date), undergoing benchmarking, etc.
- **Coordination with utilities (solar projects only)**
- **Obstacles encountered**
- **Next steps**

Additionally, If you have not utilized your full block grant allocation, what are your plans to meet the full allocation?

**Summary (AOI1) \***

Bullet point summary is acceptable

## Area of Interest 2 (AOI2)

Competitive Planning Grant

Provide a 2-5 sentence summary of what was accomplished during the reporting period. Please include:

- **Timeline** (required for Q1 2026 and updated as necessary)
- **Project milestones achieved.** Examples include:
  - Contractor selected, feasibility study initiated, energy audit underway, stakeholder meeting scheduled (provide date), undergoing benchmarking, etc.
- **Obstacles encountered**
- **Next steps**

### Summary (AOI2) \*

Bullet point summary is acceptable

## Area of Interest 3 (AOI3)

Competitive Implementation Grant (Excluding Electrification)

Provide a 2-4 sentence summary of what was accomplished during the reporting period. Please include:

- **Timeline** (required for Q1 2026 and updated as necessary)
- **Project milestones achieved.** Examples include:
  - Contractor selected, project development in design, groundbreaking scheduled (provide date), construction in progress (estimate percentage of completion), etc.
- **Coordination with utilities (solar projects only for Q2 2026)**
- **Obstacles encountered**
- **Next steps**

### Summary (AOI3) \*

Bullet point summary is acceptable

## Area of Interest 4 (AOI4)

Competitive Implementation Grant (Electrification Only)

Provide a 2-5 sentence summary of what was accomplished during the reporting period. Please include:

- **Timeline** (required for Q1 2026 and updated as necessary)
- **Project milestones achieved.** Examples include:
  - Contractor selected, project development in design, groundbreaking scheduled (provide date), construction in progress (estimate percentage of completion), etc.
- **Obstacles encountered**
- **Next steps**

### Summary (AOI4) \*

Bullet point summary is acceptable

## Reimbursement Request and Final Report

### Grant funds requested for this reporting period \*

This number should match the invoiced amount

### Total grant funds requested to date \*

How much have you requested for reimbursement for this entire project thus far, including this reporting period?

### Please Upload: Reimbursement Request, Contractor Invoices, and Payment Statements \*

Submitted on official grantee government stationery, includes grant number, includes grant \$ amount requested for reimbursement, includes payment instructions, signed by authorized representative.

### Is this your final project report? \*

Please Select

## Final Reporting Metrics

The required project reporting metrics are listed below.

1. Jobs Created and/or hours worked (can be estimated)
  - Please report the total number of new jobs created and/or hours worked (paid for using Grant funds) by Grantee staff, contractors, and vendors
2. Annual Cost Savings
  - \$ saved per year due to project. Note “actual” or “estimated”
3. Annual Energy Savings (for energy efficiency and geothermal heat pump projects only)
  - Provide annual electricity reduction (kWh), annual fuel reduction (MMBtu), or both. Note “actual” or “estimated”
4. Renewable Energy Capacity and Generation (for solar projects only)
  - Annual electricity generation (kWh)
  - Installed photovoltaic system capacity (kW-DC)
5. LFG flow rate, LFG collection efficiency and energy generation capacity (Landfill Gas to Energy projects only)

### Metrics \*

**Contractors Information: Please upload contractor's certificate of insurance and Maryland business license \***

**Please upload photographs of project during installation and upon completion, with captioned explanations \***

**Please upload other supporting documentation if necessary**

**Future Planning: Please describe your plans for displaying the project to the public, including plans to explain MEA's involvement in the project. Do you have plans for signage that includes the MEA logo and information?**



# ATTACHMENT E: L-GEM AOI1 Project-Specific Form

In order to draw down funds from your block grant application, you must fill out this project-specific form. Your project may not commence until you receive an official notice to proceed from MEA.

**Local Government Name \***

**Point of Contact \***

First Name

Last Name

**Title \***

**Phone Number \***

Please enter a valid phone number.

**Email \***

example@example.com

**Project Name / Measure \***

e.g. Town Hall Energy Audit, Wastewater Treatment Plant Ground-mounted Solar, Community Center Geothermal Heat Pump

**Total Grant Request \***

e.g. \$1,000,000

**Total Project Cost \***

e.g. \$1,000,000

**Project Location Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**If multiple, provide them below. Please number and include project name**

**Is this project for Planning or Implementation \***

## Planning

**Project Narrative:** a summary of your proposed project. The summary should include a detailed description of each energy measure installed as part of your proposed project. You may also upload your narrative in the field below, but please also include a summary in this field. \*

If you are proposing a project for a BEPS covered building, please include the UBID number

**Please Upload (if preferred): Project Narrative**

## Implementation

**Project Narrative:** a summary of your proposed project. The summary should include a detailed description of each energy measure installed as part of your proposed project. You may also upload your narrative in the field below, but please also include a summary in this field. \*

If you are proposing a project for a BEPS covered building, please include the UBID number

**Please Upload (if preferred): Project Narrative**

**Is this an energy efficiency or renewable energy project? \***

Please Select

## Energy Efficiency

**Annual kWh Reductions, Fuel Reductions, or both (if applicable). Please include units. \***

e.g. 200,000 kWh, 700MMBtu

**Annual Cost Savings (\$) \***

e.g. \$8,000

## Renewable Energy

### Solar

**Solar Capacity Added (kW-DC) \***

e.g. 534 kW-DC. If not a solar project, put N/A

**Solar Annual Generation Capacity (kWh) \***

e.g. 596,058 kWh. If not a solar project, put N/A

### Geothermal

**Annual kWh Reductions, Fuel Reductions, or both (if applicable) \***

e.g. 200,000 kWh, 700MMBtu. If not a geothermal project, put N/A

### Landfill Gas-to-Energy

For Landfill-Gas-to-Energy Projects, please download the [2024 LFG Energy Benefits Calculator](#) Provided on the U.S. [Environmental Protection Agency's website](#). Once you have filled out the calculator, upload it below.

**Please Upload: Completed 2024 LFG Energy Benefits Calculator**

### Other

For all other renewable energy projects, provide the annual energy benefits here.

### Annual Cost Savings (\$) \*

e.g. \$8,000

## Budget and Supporting Documents

**Please Upload: Budget using the budget template provided on the L-GEM website**

Budget MUST include funding sources and timeline. The 5% or 10% cost share (whichever was assigned to your county) can apply across all projects instead of each individual project. However, your cost share can never dip below the specified cost share percentage, so if you have a project with 0% cost share and another with 50% cost share, then the 50% cost share project must be invoiced first.

**Please Upload: Vendor Estimates**

**Please Upload: Manufacturer's Cut Sheet(s) for Proposed Equipment Outlined in Project Scope**

Submit



Matthew Owens  
Fire Marshal  
  
Robert Korb, Jr.  
Chief Deputy Fire Marshal

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1302  
SNOW HILL, MARYLAND 21863-1294  
TEL: 410-632-5666  
FAD: 410-632-5664

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer  
Candace Savage, CGFM Deputy Chief Administrative Officer  
FROM: Matt Owens, Fire Marshal  
DATE: April 29 2026  
RE: Request for Out of State Travel

**Out of State Travel Request**

<b>Fire Marshal's Office</b>	<b>1</b>	<b>100.1104.7000.100</b>
<b>Department</b>	<b># of Attendees</b>	<b>GL Account Code</b>
<b>Tarpon Springs, Florida</b>	<b>5/10/26</b>	<b>5/15/26</b>
<b>Destination</b>	<b>Depart</b>	<b>Return</b>

Purpose of Travel: I'm requesting the authorization for 1 Deputy Fire Marshal to attend the Fundamentals of Fire Investigation Training program offered by the International Association of Arson Investigators. This training is scheduled to take place May 11 – 15, 2026 in Tarpon Springs, Florida. This course is a critical component in achieving certification as a fire investigator, as required by the position this Deputy Fire Marshal holds. Over the past two years, no equivalent or comparable training opportunities have been available locally or with the State of Maryland, making attendance at this out-of-state program necessary to maintain and advance the professional qualifications of our personnel. Funding is available in our FY26 Budget for this request.

Estimated Cost:	Airfare	\$700.80
	Lodging	\$1077.97
	Meals	\$440.00
	Registration Fees	\$593.00
	Car Rental	<u>\$278.04</u>
	<b>Total</b>	<b>\$3089.81</b>

Please let me know if you have any questions.



Manage Flight | Flight Status | My Account

**Travel notice**

Do you have a REAL ID? Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Starting February 1, 2026, Passengers who do not have their REAL ID or another TSA acceptable form of ID can pay a \$45 fee to use TSA ConfirmID as an alternative identity verification option. Learn more at <https://www.tsa.gov/tsaconfirm-id>.



We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

MAY 10 - MAY 15

**BWI → TPA**

Baltimore to Tampa

Confirmation #

PASSENGER  
RAPID REWARDS #  
TICKET #  
EST. POINTS EARNED

SEATS [Modify seat](#)  
BWI - TPA  
TPA - BWI

Rapid Rewards® points are only estimations.

**Your itinerary**

**Flight 1:** Sunday, 05/10/2026 Est. Travel Time: 2h 30m [Choice Preferred](#)

FLIGHT #3176	DEPARTS	✈	ARRIVES
	<b>BWI 05:15PM</b> Baltimore		<b>TPA 07:45PM</b> Tampa

**Flight 2:** Friday, 05/15/2026 Est. Travel Time: 2h 25m [Choice Preferred](#)

FLIGHT #4545	DEPARTS	✈	ARRIVES
	<b>TPA 06:30PM</b> Tampa		<b>BWI 08:55PM</b> Baltimore

**Payment information**

**Total cost**

<b>Air - AWSMQK</b>	
Base Fare	\$ 623.26
U.S. Transportation Tax	\$ 46.74
U.S. 9/11 Security Fee	\$ 11.20
U.S. Flight Segment Tax	\$ 10.60
U.S. Passenger Facility Chg	\$ 9.00
<b>Total</b>	<b>\$ 700.80</b>

**Payment**

**\$700.80**

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262151843499

**What to expect on your trip, and a few reminders.**



See you soon, [REDACTED]

Your reservation for May-10-2026 has been confirmed.



### Hampton Inn & Suites Tarpon Springs

39284 U.S. Hwy 19 N  
Tarpon Springs FL 34689 US

+17279457755

[Maps & Directions>>](#)

Sunday  
May 10

Check In: 3:00 PM



5  
Nights

Friday  
May 15

Check Out: 11:00 AM

Add to Calendar (iOS/Outlook)

Add to Calendar (Other)

### Your Room Information

<b>Guest Name:</b>	[REDACTED]
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	TWO QUEEN - NON SMOKING

**Your Rate Information** HONORS DISCOUNT

<b>Rate per night</b>	
10-May-2026 - 11-May-2026	173.88 USD
11-May-2026 - 15-May-2026	195.02 USD
<b>Total for Stay per Room Rate</b>	<b>953.96 USD</b>
<b>Taxes</b>	124.01 USD

**Total price for Stay 1,077.97 USD**

[Modify Your Reservation >>](#)



U.S. General Services Administration

## FY 2026 per diem rates for ZIP Code 34689

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Tampa / St. Petersburg	Pinellas / Hillsborough	\$80	\$20	\$22	\$33	\$5	\$60.00



**International Association of Arson Investigators**

2331 Rock Spring Rd  
Forest Hill, MD 21050-1627  
410-451-3473  
410-451-9049 (Fax)  
www.firearson.com

**INVOICE**

Invoice #: 142613  
Date: 04/14/2026  
Due: Upon Receipt  
PO #:

**TO:**

Worcester County Fire  
Marshal's Office  
1 W Market St  
RM 1302 FIRE MARSHAL  
Snow Hill, MD 21863 US

Quantity	Description	Unit Price	Payment	Total
1	Fundamentals - 5.11-15.2026 FL	\$590.00	\$590.00	\$590.00
1	Admin Fee	\$3.00	\$3.00	\$3.00
		SUBTOTAL	\$593.00	\$593.00
		SALES TAX		\$0.00
		SHIPPING & HANDLING		\$0.00
		TOTAL DUE	USD	\$0.00
		CREDITS APPLIED		\$0.00
		<b>BALANCE DUE</b>	<b>USD</b>	<b>\$0.00</b>

# Itinerary

**PICK UP**

**TAMPA INTL ARPT (TPA)**

Sun, May 10, 2026  
8:00 PM

5405 AIRPORT SERVICE RD  
TAMPA FL 33607-1429 US

Sun-Sat 24 HOURS

*Hours subject to change. Please call to verify.*

**(844) 370-9186**

**RETURN**

**TAMPA INTL ARPT (TPA)**

Fri, May 15, 2026  
5:30 PM

**Vehicle**

**Midsize SUV**

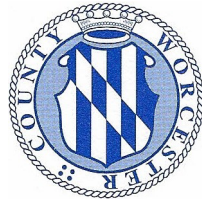
Nissan Rogue or similar  
Auto Unspecified Drive



**RATES & CHARGES**

<b>Vehicle</b>		
TIME & DISTANCE	1 WEEKLY @ \$206.77	\$206.77
<b>Mileage</b>		
Unlimited		
<b>Taxes and Fees</b>		
RENTAL CAR FACILITY CHARGE	5 DAILY @ \$5.95	\$29.75
CONCESSION RECOVERY FEE	10.0%	\$20.82
SC REC - FL SURCHG RECOV 2.00/DAY	5 DAILY @ \$2.00	\$10.00
FL WASTE TIRE/BATTERY FEE .02/DAY	5 DAILY @ \$0.02	\$0.10
VEHICLE LICENSE FEE RECOVERY	5 DAILY @ \$0.70	\$3.50
SALES TAX	7.5%	\$20.17
<b>Savings</b>		
EMERALD CLUB MEMBERS (1.0%)		-\$2.07
<b>Estimated Total</b>		<b>\$289.04</b>
(includes taxes and fees)		
Total may vary slightly at time of rental based on the election of prepaid gas, optional coverage items or changes in taxes, surcharges and fees.		

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

**JANA POTVIN**  
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:** April 27, 2026  
**SUBJECT:** Over Expenditure Request for Electricity & Propane

---

Public Works is requesting Commissioner approval to overspend two accounts in the Maintenance Division budget:

100.1201.6550.060 – Building Site Expenses Electricity

100.1201.6550.120 - Building Site Expenses Heating Propane

It is projected an additional \$3,500 is needed to cover electricity costs throughout the remainder of the fiscal year and an additional \$1,500 is needed to cover propane. The increased costs are the result of rising prices from the utility providers. It is anticipated that the increases can be offset by underspending other accounts within the Maintenance budget but won't be known for sure until the end of the fiscal year.

Please let me know if there are any questions.

CC: Kim Reynolds  
Jana Potvin  
Mike Hutchinson



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

JANA POTVIN  
 DEPUTY DIRECTOR

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:** April 27, 2026  
**SUBJECT:** Request for Approval to Issue RFP for Environmental Monitoring Consultant Services

---

Public Works is requesting Commissioner approval to initiate a competitive solicitation for environmental monitoring consultant services at the Central Site Landfill and three Closed Landfills. These services include groundwater and air quality monitoring required under Maryland Department of the Environment (MDE) operating and closure permits.

Issuing a Request for Proposals (RFP) at this time will ensure continuity of required monitoring services, maintain compliance with MDE permit conditions, and provide the County with a defensible, transparent procurement process aligned with current standards.

Public Works intends to solicit proposals from qualified environmental consulting firms to provide the following services:

- Quarterly groundwater sampling and laboratory analysis at the Central Site Landfill and three Closed Landfills, per permit requirements;
- Semi-annual landfill gas (air quality) monitoring at applicable sites;
- Preparation and submission of all required compliance reports to MDE; and
- As-needed support for permit modifications, MDE correspondence, and corrective action planning.

The County is required by permit to perform groundwater and air monitoring on an ongoing basis. Any lapse in monitoring or reporting would constitute a permit violation, potentially resulting in enforcement action by MDE and increased liability related to closure and post-closure obligations. Initiating this procurement is necessary to ensure uninterrupted compliance and avoid service gaps as the current contract approaches expiration.

Upon selection of a qualified firm, the proposed scope and fee will be returned to the Commissioners for final contract approval prior to execution.

Please let me know if there are any questions.

Attachment

cc: Jana Potvin  
 David Candy

**Worcester County Administration  
1 West Market Street, Room 1103  
Snow Hill, Maryland 21863**



**REQUEST FOR PROPOSAL**

**PROJECT:** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_

**VENDOR:**

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL OPENING:**

**DATE:** \_\_\_\_\_  
**TIME:** \_\_\_\_\_

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## SECTION I: INTRODUCTION

### A. PURPOSE

1. The purpose of this Request for Proposal Document is for Worcester County (“County”) to contract professional engineering services for the **Solid Waste Disposal Facilities Environmental Monitoring** in conformity with the requirements contained herein (“Proposal Document(s)”).

### B. CLARIFICATION OF TERMS

1. Firms or individuals that submit a proposal for award of a contract (“Contract”) are referred to as vendors (“Vendors”) in this document. The Vendor that is awarded the Contract is herein referred to as the (“Successful Vendor”).

### C. QUESTIONS AND INQUIRIES

1. Questions must be addressed in writing to the Worcester County Procurement Officer at [purchasing@worcestermd.gov](mailto:purchasing@worcestermd.gov).
2. A non-mandatory pre-proposal meeting will be held on **TBD at 2:00 pm at the Worcester County Central Site Landfill Facility, 7091 Central Site Lane, Newark, MD 21841**
3. The last date to submit questions for clarification will be noon on **TBD**.
4. Addenda are posted on the County website at <https://www.co.worcester.md.us/> under County Info: Bid Board: at <https://www.co.worcester.md.us/commissioners/bids> at least five calendar days before proposal opening.
5. It is the Vendor’s responsibility to make sure all addenda are acknowledged in their proposal. Failure to do so could result in the proposal being disqualified.

### D. FILLING OUT PROPOSAL DOCUMENTS

1. Use only forms supplied or referenced by the County.
2. One unbound original and three bound copies of the proposal form and any required attachments must be submitted with the proposal and can be submitted in the same envelope unless otherwise instructed.
3. Proposal Documents should be compiled as follows: (1) Cover letter, (2) Form of Proposal, (3) References, (4) Exceptions Document and Signed addenda, if necessary (5) Individual Principal Document, (6) Vendor’s Affidavit of Qualification to Bid, and (7) Non-Collusive Affidavit and (8) Proposal Approach, Experience, Staffing and Qualifications
4. Where so indicated by the make-up of the Proposal Documents, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern. In the event there is a discrepancy between the unit price and the extended totals, the unit prices will govern.
5. Any interlineation, alteration, or erasure will be initialed by the signer of the Proposal Documents.
6. Each copy of the Proposal Documents will be signed by the person(s) legally authorized to bind the Vendor to a contract, using the legal name of the signer. Proposal Documents submitted by an agent will have a current Power of Attorney attached certifying the agent’s authority to bind the Vendor.
7. Vendor will supply all information and submittals required by the Proposal Documents to constitute a proper and responsible completed Proposal Document package.
8. Any ambiguity in the Proposal Documents as a result of omission, error, lack of clarity or non-compliance by the Vendor with specifications, instructions, and/or all conditions of bidding will be construed in the light most favorable to the County.

### E. SUBMISSION OF PROPOSAL DOCUMENTS

1. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope. The envelope will be addressed to the Worcester County Commissioners and will be identified with the project name: **Solid Waste Disposal Facilities Environmental Monitoring** and the Vendor's name and address. If the Proposal Documents are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "SEALED PROPOSAL DOCUMENTS ENCLOSED" on the face thereof.
2. Proposals must be mailed or hand carried to the **Worcester County Administration Office, 1 West Market Street, Room 1103, Snow Hill, MD 21863**, in order to be received **prior** to the announced proposal deadline. *Proposals received after said time or delivered to the wrong location will be returned to the Vendor unopened.*
3. **Proposals are due and will be opened at the time listed on the front of this Proposal Document.**
4. If you are delivering a proposal in person, please keep in mind to allow time to get through security and into the Administration Office. It is fully the responsibility of the Vendor to ensure that the proposal is received on time.
5. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the proposal.
6. Vendors, or their authorized agents, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Proposal Documents; failure to do so will be at the Vendor's own risk.
7. A fully executed Affidavit of Qualification to Bid will be attached to each Proposal Document.
8. Minority vendors are encouraged to participate.
9. All Vendor submitted Proposal Documents will be valid for a minimum of sixty days from the date of Proposal Document opening.
10. Electronically mailed proposals are **not** considered sealed proposals and will **not** be accepted.

## F. **OPENING OF PROPOSALS**

1. Proposal Documents received on time will be opened publicly. Only the Vendors' names will be read aloud for the record.
2. The Contract will be awarded or all Proposal Documents will be rejected within sixty days from the date of the Proposal Document opening.

## G. **ACCEPTANCE OR REJECTION OF PROPOSALS**

1. Unless otherwise specified, the Contract will be awarded to the most responsible and responsive Vendor complying with the provisions of the Proposal Documents, provided the proposal does not exceed the funds available, and it is in the best interest of the County to accept it. The County reserves the right to reject the Proposal Documents of any Vendor who has previously failed to perform properly in any way or complete on time contracts of a similar nature; or a Proposal Document from a Vendor who, investigation shows, is not in a position to perform the Contract; or Proposal Documents from any person, firm, or corporation which is in arrears or in default to the County for any debt or contract.
2. Completed Proposal Documents from Vendors debarred from doing business with the State of Maryland or the Federal Government will not be accepted.
3. In determining a Vendor's responsibility, the County may consider the following qualifications, in addition to price:

- a. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities.
  - b. Character, integrity, reputation, experience and efficiency.
  - c. Quality of past performance on previous or existing contracts, including a list of current and past contracts and other evidence of performance ability.
  - d. Previous and existing compliance with laws and ordinances relating to contracts with the County and to the Vendor's employment practices.
  - e. Evidence of adequate insurance to comply with Contract terms and conditions.
  - f. Statement of current workload and capacity to perform/provide the Goods and/or Services.
  - g. Explanation of methods to be used in fulfilling the Contract.
  - h. The Vendor, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to provide/perform the Goods and/or Services; such evidence to be supplied within a specified time and to the satisfaction of the County.
4. In determining a Vendor's responsiveness, the County will consider whether the Proposal Document conforms in all material respects to the Proposal Documents. The County reserves the right to waive any irregularities that may be in its best interest to do so.
  5. The County will have the right to reject any and all Proposal Documents, where applicable to accept in whole or in part, to add or delete quantities, to waive any informalities or irregularities in the Proposal Document received, to reject a Proposal Document or other data required by the Proposal Documents, and to accept or reject any Proposal Document which deviates from specifications when in the best interest of the County. Irrespective of any of the foregoing, the County will have the right to award the Contract in its own best interests.

**H. QUALIFICATIONS**

1. The Vendor must be in compliance with the laws regarding conducting business in the State of Maryland.
2. All Vendors shall provide a copy Certificate of Status from the Maryland Department of Assessments and Taxation, evidencing the Vendor is in good standing with the State of Maryland. *Certificates of status are not available for trade names, name reservations, government agencies, sole proprietorships, and some other accounts as these are not legal entities and thus are not required for these categories of Vendors.*
3. Worcester County reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Vendor's inability to provide this documentation could result in the proposal being rejected.

**I. NOTICE TO VENDORS**

1. Before a Vendor submits the Proposal Documents it will need to become fully informed as to the extent and character of the Services required and are expected to completely familiarize themselves with the requirements of this Proposal Document's specifications. Failure to do so will not relieve the Vendor of the responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or the Services to be performed, it being understood that the submission of a Proposal Document is an agreement with all of the items and conditions referred to herein.

END OF SECTION

**SECTION II: GENERAL INFORMATION****A. ECONOMY OF PROPOSAL**

1. Proposal Documents will be prepared simply and economically, providing straightforward and concise description of the Vendor's capabilities to satisfy the requirements of the Proposal Documents. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective Proposal Document are neither required nor desired.

**B. PUBLIC INFORMATION ACT (PIA)**

1. Worcester County is subject to the Maryland Public Information Act and may be required to release proposal submissions in accordance with the Act.
2. Any materials the Vendor deems to be proprietary or copyrighted must be marked as such; however, the material may still be subject to analysis under the Maryland Public Information Act.
  - a. The Vendor may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) providing a written statement detailing the reasons why protection is necessary. The County reserves the right to ask for additional clarification prior to establishing protection.

**C. CONTRACT AWARD**

1. A written award by the County to the Successful Vendor in the form of a Purchase Order or other contract document will result in a binding Contract without further action by either party. If the Successful Vendor fails or refuses to sign and deliver the Contract and the required insurance documentation, the County will have the right to award to the next responsible and responsive Vendor. Contract will be executed by the Successful Vendor within fourteen calendar days of receipt of the Contract.
2. Proposal Documents and Contracts issued by the County will bind the Vendor to applicable conditions and requirements herein set forth, unless otherwise specified in the Proposal Documents, and are subject to all federal, state, and municipal laws, rules, regulations, and limitations.
3. County personal property taxes ("Taxes") must be on a current basis; if any such Taxes are delinquent, they must be paid before award of Contract. Failure to pay will result in the award of Contract to another Vendor.
4. The County reserves the right to engage in individual discussions and interviews with those Vendors deemed fully qualified, responsible, suitable and professionally competent to provide the required Goods and/or Services should the project size warrant it. Vendors will be encouraged to elaborate on their qualifications, performance data, and staff expertise.

**D. AUDIT**

1. The Successful Vendor agrees to retain all books, records, and other documents relative to the awarded Contract for five years after final payment, or until audited. The County, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

**E. NONPERFORMANCE**

1. The County reserves the right to inspect all operations and to withhold payment for any goods and/or services not performed or not performed in accordance with the specifications in this Proposal Document. Errors, omissions or mistakes in performance will be corrected at no cost to the County. Failure to do so will be cause for withholding of payment for that Goods and/or

Services. In addition, if deficiencies are not corrected in a timely manner, the County may characterize the Successful Vendor as uncooperative, which may jeopardize future project order solicitations.

**F. MODIFICATION OR WITHDRAWAL OF PROPOSAL**

1. A Proposal Document may not be modified, withdrawn, or cancelled by the Vendor during the stipulated time period following the time and date designated for the receipt of Proposal Documents, and each Vendor so agrees in submitting Proposal Documents.

**G. DEFAULT**

1. The Contract may be cancelled or annulled by the County in whole or in part by written notice of default to the Successful Vendor upon non-performance, violation of Contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next most highly rated Vendor, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Vendor (or his surety) will be liable to the County for cost to the County in excess of the defaulted Contract price.
2. If a representative or warranty of either Party to the Contract is false or misleading in any material respect, or if either Party breaches a material provision of the Contract (“Cause”), the non-breaching Party will give the other Party written notice of such cause. If such Cause is not remedied within fifteen calendar days (“Cure Period”) after receipt of such notice, (unless, with respect to those Causes which cannot be reasonably corrected or remedied within the Cure Period, the breaching Party will have commenced to correct or remedy the same within such Cure Period and thereafter will proceed with all due diligence to correct or remedy the same), the Party giving notice will have the right to terminate this Contract upon the expiration of the Cure Period.

**H. COLLUSION/FINANCIAL BENEFIT**

1. The Vendor certifies that his/her Proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a Proposal Document for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
2. Upon signing the Proposal Document, Vendor certifies that no member of the governing body of the County, or members of his/her immediate family, including spouse, parents or children, or any other officer or employee of the County, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the County Commissioners has received or has been promised, directly or indirectly, any financial benefit, related to this Proposal Document and subsequent Contract.

**I. TAX EXEMPTION**

1. In buying products directly from a Vendor, Worcester County is exempt from being *directly* charged Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request.
2. According to the Office of the Comptroller of Maryland, a *Contractor is responsible for paying sales tax* on his/her purchases relating to any projects or services and should incorporate it into their proposal.
3. Successful Vendors **cannot** use the County tax exemption to buy materials or products used on County projects.

**J. CONTRACT CHANGES**

1. No claims may be made by anyone that the scope of the project or that the Vendor’s Goods and/or Services have been changed (requiring changes to the amount of compensation to the

Vendor or other adjustments to the Contract) unless such changes or adjustments have been made by an approved written amendment (Change Order) to the Contract signed by the Chief Administrative Officer (and the County Commissioners, if required), prior to additional Goods and/or Services being initiated. Extra Goods and/or Services performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Vendor. Payment will not be made by the County.

2. No oral conversations, agreements, discussions, or suggestions, which involve changes to the scope of the Contract, made by anyone including any County employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Procurement Officer (with the Chief Administrative Officer and/or County Commissioners approval, if required) will be honored or valid.
3. If any Change Order in the Goods and/or Services results in a reduction in the Goods and/or Services, the Vendor will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on Goods and/or Services that are eliminated.

## **K. ADDENDUM**

1. No oral statements of any person will modify or otherwise affect or interpret the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and every request for any interpretation must be addressed to Worcester County's Procurement Officer and to be given consideration, must be received no later than the last day for questions listed in Section I, Subsection C.3.
2. Any and all interpretations, corrections, revisions, and amendments will be issued by the Procurement Officer to all holders of Proposal Documents in the form of written addenda. Vendors are cautioned that any oral statements made by any County employee that materially change any portion of the Proposal Documents cannot be relied upon unless subsequently ratified by a formal written amendment to the Proposal Document.
3. All addenda will be issued so as to be received at least five days prior to the time set for receipt of Proposal Documents and will become part of the Contract and will be acknowledged in the Proposal Document form. Failure of any Vendor to receive any such addenda will not relieve said Vendor from any obligation under the Proposal Document as submitted.
4. Vendors are cautioned to refrain from including in their Proposal Document any substitutions which are not confirmed by written addenda. To find out whether the County intends to issue an amendment reflecting an oral statement made by any employee, contact Worcester County's Procurement Officer during normal business hours.
5. The Worcester County Procurement Officer reserves the right to postpone the Proposal Document opening for any major changes occurring in the five-day interim which would otherwise necessitate an Addendum.

## **L. EXCEPTIONS/ SUBSTITUTIONS**

1. Any exceptions or substitutions to the technical requirements requested should be marked on the proposal form and listed on a separate sheet of paper attached to the proposal.
2. An exception to the technical requirements may disqualify the proposal. The County will determine if the exception is an essential deviation or a minor item.
3. In the case of a minor deviation, the County maintains the option to award to that Vendor if it determines the performance is not adversely affected by the exception.

## **M. INSURANCE**

1. If required by the General Conditions or Terms and Conditions, the Successful Vendor shall provide the County with Certificates of Insurance within ten calendar days of proposal award notification evidencing the required coverage.
2. Successful Vendor must provide Certificates of Insurance before commencing work in connection with the Contract.

## N. PROPOSAL EVALUATION

1. Proposal tabulations will be posted on the County website at <https://www.co.worcester.md.us/commissioners/bids>. Click on the Expired Bids & Results tab and find the proposal tabulation for the proposal you are interested in. Proposal tabulations will be posted as soon as reasonably possible after the Proposal opening.

## O. GENERAL REQUIREMENTS

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

## P. PAYMENT

1. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
2. Unless otherwise noted, **all additional charges shall be included in the price quoted.**
  - a. This includes delivery, shipping, and any other materials (proofs, paper, etc.) needed to successfully complete the project according to the terms described.
  - b. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
  - c. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

## Q. AWARD

1. The County intends to award to the Vendor whose Completed Proposal Documents represents the best value to the County.

END OF SECTION

### **SECTION III: GENERAL CONDITIONS**

#### **A. SERVICES AND FACILITIES**

1. It is understood that, except as otherwise specifically stated in the Proposal Documents, the Successful Vendor shall provide all professional services, personnel, equipment, and resources necessary to execute, complete, and deliver the Work within the specified time.

#### **B. PROTECTION OF WORK, PROPERTY AND PERSONS**

1. Successful Vendor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions and programs in connection with the Work.
2. Successful Vendor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction.

#### **C. LICENSES AND PERMITS**

1. The Successful Vendor shall have all necessary licenses required to do the work and give all notices and obtain and pay all necessary permits required by local laws and regulations for building.
2. The Successful Vendor shall identify and prepare all required permit applications for Worcester County submission, with permit fees paid by the County.

#### **D. SUPERVISION**

1. The Successful Vendor shall maintain, at all times during the progress of work, a competent and experienced supervisor who shall represent the Successful Vendor, and all directions given to him shall be binding. Important decisions regarding directions, if requested by the supervisor, shall be confirmed in writing.
2. Supervision by the County or its representative does not relieve the Successful Vendor of responsibility for defective work executed under the direct control of the Successful Vendor. Responsibility for defective work rests upon the Successful Vendor, whether discovered by the County prior to final payment or subsequent thereto.

#### **E. CHANGES IN WORK**

1. The County, without invalidating the contract, may order extra work or make changes by altering, adding or deducting from the work with the contract sum being adjusted accordingly.
2. All such work shall be executed under the conditions of the original contract, except that any claim for the extension of time caused thereby shall be adjusted at the time of ordering such change.
3. The value of any such extra work or change shall be determined in one or more of the following ways:
  - a. By estimate and acceptance of lump sum.
  - b. By unit prices named in the contract or subsequently agreed upon.

#### **F. TIME FOR COMPLETION**

1. The Work contemplated under this Contract shall be considered as continuous and be completed within the timeframe(s) stated in Section IV of this Proposal Document.

#### **G. CONSTRUCTION SAFETY AND HEALTH STANDARDS**

1. It is a condition of this contract, and shall be made a condition of each sub-contract entered into pursuant to this contract, that the Successful Vendor and any subcontractor shall not require any personnel employed in performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety, as determined under construction safety and health standards (Title 29, Code of Federal Regulations, Part 1926, formerly Part 1518, as revised from time to time, promulgated by the United States Secretary of

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Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standard Act.) (83 Stat. 96).

2. Failure of Worcester County to inform the Successful Vendor of safety violations will not release the Successful Vendor of his responsibilities.

**END OF SECTION**

## SECTION IV: SCOPE OF SERVICES

**A. PROJECT DESCRIPTION**

1. The County is accepting sealed proposals from qualified Consultants to provide comprehensive environmental monitoring services at its four (4) solid waste disposal facilities. The scope of work includes groundwater and surface water monitoring and air quality (landfill gas) monitoring programs conducted in accordance with applicable Maryland Department of the Environment (MDE) directives and regulatory requirements and in accordance with the terms and conditions and specifications set forth in this solicitation.

**B. CONTRACT PERIOD AND PRICING**

1. Project timeline is 365 days from Notice to Proceed.
2. Pricing must include all labor, travel, materials, tools, and equipment to perform Work.
3. Contract pricing will be valid for the term of **12 months** (“Contract Period”).
4. Pricing will not change during the Contract Period.

**C. CONTRACT PERIOD RENEWAL OPTION**

1. The County reserves the right to extend the Contract Period for two additional one-year terms, provided the Successful Vendor agrees there will be no increase in price for the additional Contract Period(s). The Successful Vendor will notify the County’s Administration Office in writing by [REDACTED] of each subsequent year regarding the Successful Vendor’s decision to hold prices firm for an additional year. The County will then have the option to either extend the Contract Period or re-bid.

**D. SCOPE OF WORK****1. Central Site Landfill**

The Central Site Landfill is subject to Title V (40 CFR Part 70) requirements, the Greenhouse Gas Mandatory Reporting Program (40 CFR Part 98), and municipal solid waste landfill groundwater monitoring requirements under COMAR 26.04.07 in conjunction with 40 CFR Part 258. The following tasks describe the monitoring, reporting, and certification activities required to demonstrate compliance with applicable state and federal regulations. Ground water, Surface Water and Leachate monitoring locations are provided in Attachment A.

- i. **Task 1: Central Site Landfill Air Monitoring.** Provide routine monitoring of landfill gas and air emissions at the central landfill facility. Monitoring shall include all perimeter landfill gas probes, on-site structures, and any additional compliance monitoring locations. Submit following reports and certifications to MDE/ARMA in accordance with permit (Appendix B1) deadlines.

**a. Title V Requirements**

- i. Prepare and submit Semi-Annual Monitoring Report (EPA Form SIXMON) in accordance with MDE/ARMA requirements.
- ii. Prepare and submit Annual Emissions Certification Report and Air Toxics Certification in compliance with MDE/ARMA requirements, including the Annual Non-Methane Organic Compound (NMOC) Emission Rate Report.
- iii. Prepare and submit Annual Title V Compliance Certification (EPA Form A-COMP) Report summarizing the compliance status of each permit condition for the prior calendar year (January 1 through December 31).

b. **Greenhouse Gas (GHG) Mandatory Reporting**

- i. Perform greenhouse gas emissions calculations in accordance with 40 CFR Part 98 subpart HH (municipal solid waste landfills) and submit using the e-GGRT application.

- ii. **Task 2: Central Site Landfill Groundwater, Surface Water and Leachate Monitoring.** Provide routine monitoring of groundwater, surface water, and leachate at the landfill facility in accordance with the refuse disposal permit (Attachment B2) and the approved Monitoring Plan (Attachment C). Monitoring shall include all compliance monitoring wells, surface water sampling locations, leachate collection points, and any additional compliance monitoring locations.

- a. **Regular Sampling and Analysis.** Perform sampling using low-flow sampling techniques for all monitoring wells throughout the site.

- i. Semi-Annual Sampling Events (Spring) will include:

1. 22 shallow monitoring wells
2. 3 intermediate monitoring wells
3. 2 potable supply wells
4. 2 surface water sampling locations
5. 5 leachate collection points

- ii. Annual Sampling Event (Fall) will include:

1. 22 shallow monitoring wells
2. 8 intermediate monitoring wells
3. 3 deep monitoring wells
4. 2 potable supply wells
5. 2 surface water locations
6. 5 leachate collection points

- iii. Analytical parameters will include all constituents required under Tables I and II of the refuse disposal permit. Leachate samples will additionally be analyzed for semi-volatile organic compounds, pesticides, polychlorinated biphenyls (PCBs), cyanide, and sulfide. Method 8011 will be used for the analysis of 1,2-dibromoethane (EDB) and 1,2-dibromo-3-chloropropane (DBCP) per MDE directive.

- iv. Quality Control (QC) samples required per the approved Monitoring Plan.

- v. Perform static water level gauging at each monitoring in accordance with the approved Monitoring Plan.

b. **PFAS Sampling and Analysis.**

- i. PFAS sampling is required at the landfill during both the Fall and Spring semi-annual events, for a total of two PFAS sampling events.

- ii. PFAS sampling will include the full monitoring well network and will incorporate any additional sampling protocols required for PFAS Method 1633 analysis.

c. **Groundwater Contour Mapping, Statistical Analysis, and Reporting.**

- i. Following each sampling event, prepare a semi-annual report documenting water quality findings, statistical analysis, and groundwater conditions at the landfill in accordance with permit requirements and approved Monitoring Plan.
- ii. One electronic copy of each report will be submitted to MDE on behalf of the County. Two hard copies will also be provided to the County. Reports will be submitted to MDE in accordance with permit requirements.
- iii. An annual coordination meeting will be conducted with County staff to review monitoring results, discuss regulatory status, and plan for upcoming sampling events.

2. **Closed Landfills (Berlin, Pocomoke, and Snow Hill).**

The following tasks describe the monitoring and reporting activities required to demonstrate compliance with applicable state and federal regulations for the closed Berlin, Pocomoke and Snow Hill landfills. Monitoring locations are provided in Attachment D.

- a. **Task 3: Closed Landfill Air Monitoring.** Provide landfill gas monitoring at closed landfill facilities in accordance with COMAR 26.04.07, 40 CFR Part 258 Subpart D, and approved Environmental Monitoring Plan (Attachments E1, E2 and E3). Submit reports MDE in accordance with permit deadlines. One electronic copy of each report will be submitted to MDE on behalf of the County. Two hard copies will also be provided to the County.

i. Sampling Events include:

- a. 7 permanent landfill gas probes and 1 on-site building at Pocomoke (quarterly monitoring)
- b. 21 permanent landfill gas probes and 1 on-site structure at Snow Hill (bi-monthly monitoring)
- c. 14 permanent landfill gas probes and 2 on-site structures at Berlin (monthly)

- b. **Task 4: Closed Landfill Groundwater Monitoring.** Provide routine monitoring of groundwater at the closed landfill facilities in accordance with approved Environmental Monitoring Plan. Submit reports MDE in accordance with permit deadlines. One electronic copy of each report will be submitted to MDE on behalf of the County. Two hard copies will also be provided to the County.

i. Semi-Annual Sampling (Spring and Fall) Events include:

- a. 4 monitoring wells at Pocomoke
- b. 6 monitoring wells at Snow Hill
- c. 8 monitoring wells at Berlin
- d. 3 shallows wells at Berlin for water level gauging

3. **Laboratory Requirements**

- a. All groundwater analysis will be performed by an MDE-certified independent laboratory.
- b. A signed statement from the proposed laboratory stating that they can meet the Practical Quantitation Limit (PQL) concentration for each required parameter must

be provided. If the laboratory cannot meet the PQL and they do not have an approved waiver by MDE then they will not be approved for this contract.

- c. Use of the most sensitive analytical methods listed with EPA guidance and in federal regulations 40 CFR 136, 141, 143, and SW-846 for water quality analysis

#### 4. Additional Reporting Requirements

- a. Historical data is to be managed in an EQUIS database or approved equal (not excel alone). All data, including non-detects should include numerical values such as reporting limits (i.e., the use of ND is not adequate).
- b. Statistical analysis should be completed in accordance with 40 CFR 258.53, “ground-water sampling and analysis requirements”. Use nonparametric test that does not assume a data distribution. To minimize false positive error, perform data testing so Type I error rate is below the minimum allowable under 40 CFR 258.52(h)(2). Gehan procedure treats non-detects as less than values as opposed to using a simple substitution such as one-half the detection limit. Sample concentrations below the PQL were treated as <PQL in the ranking procedure. The calculated U for each well/analyte pair is compared to a critical value ( $U_{crit}$ ) at the 99 percent confidence level. The upgradient (background) condition should be compared to each downgradient well separately. A statistical table should be prepared to summarize the statistical results, showing the number of observations and hits for each constituent at upgradient and downgradient wells, and average and maximum detected values for each constituent.
- c. Tables including groundwater analytical results (groundwater wells, trip blanks, field blanks, and rinsate blanks), relative percent differences, PFAS hazard summary, average indicator parameter concentration in the upgradient wells and the downgradient wells, and statistical table for analytes exceeding upgradient well concentrations at the 99th percent significance level are required.
- d. Graphs should include all historical MCL exceedances that have occurred at the site.
- e. Groundwater contour map should be developed using most recent groundwater elevation data and aerial topography.

## SECTION V: APPROACH, EXPERIENCE, STAFFING AND QUALIFICATIONS

### A. TECHNICAL APPROACH

1. The Vendor shall submit a technical approach of up to six (6) pages describing their approach to performing the services required under this contract. The technical approach shall demonstrate the Vendor's understanding of the project objectives, the technical and logistical challenges involved, and the methods by which the Vendor intends to meet the County's scope, quality, and schedule requirements.
2. At a minimum, the technical approach shall address the following:
  - a. **Approach and Methodology.** The Vendor shall describe its proposed methodology for each major task or phase of work, including the methods, tools, standards, and analytical frameworks to be applied. The description shall be sufficiently detailed to demonstrate a clear and informed plan for executing the work, rather than a general understanding of the requirements. Where multiple approaches are available, the Vendor shall identify the proposed approach and explain the basis for its selection.
  - b. **Scope of Services.** The Vendor shall demonstrate its understanding of the full scope of work and describe how the proposed services address each element. Any proposed modifications, clarifications, or additions to the scope described in this solicitation shall be clearly identified and explained. The Vendor shall also confirm that the scope can be performed in its entirety using its own staff and any proposed subconsultants.
  - c. **Project Schedule and Milestones.** The Vendor shall provide a project schedule identifying major tasks, milestones, and deliverable submission dates. The Vendor shall identify potential schedule risks or dependencies, including those contingent on County actions, and describe how such risks will be managed.
  - d. **Quality Assurance and Quality Control.** The Vendor shall describe their QA/QC procedures for all major deliverables, including how work products will be internally reviewed prior to submission, who is responsible for QA/QC oversight, and what standards or checklists will be applied. The QA/QC description shall be specific to this project and shall not consist solely of a general firm policy statement.
  - e. **Anticipated Challenges and Risk Management.** The Vendor shall identify any aspects of the project that present technical, logistical, or schedule risk, and describe their approach to managing or mitigating those risks. This section should reflect a realistic and project-specific assessment, not a generic list of potential issues.
  - f. **Progress Reports.** The Vendor must submit a progress report with each invoice detailing the work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.

### B. STAFFING

1. **Roles, Responsibilities, and Coordination.** The Vendor shall describe how responsibilities will be allocated among team members and subconsultants, how the team will be organized and managed, and how internal coordination will be maintained throughout the project. The technical approach shall identify the proposed Project

Manager and describe their role in day-to-day project oversight, client communication, and schedule management.

2. **Staffing and Qualifications.** The Vendor shall provide detailed information regarding the qualifications, relevant experience, and anticipated availability of key personnel proposed to perform the work under this Contract. The individuals identified as key staff shall be considered a material representation of the team assigned to the project, and the County's award decision will be based, in part, on the qualifications of those individuals.
  - a. At a minimum, the following key staff are required:
    - i. Project Manager: PE licensed in Maryland with 5 years of project management experience in solid waste disposal facility design, permitting and reporting.
    - ii. Project Engineer/Scientist: Environmental professional, with a Bachelor's degree in civil/environmental engineering, environmental sciences, or related field with 5 years of experience in solid waste disposal facility design, permitting, and reporting.
3. **Subconsultant Integration.** If subconsultants are proposed, the work plan shall describe the specific scope of services each subconsultant will perform, how their work will be integrated with that of the prime, and how the prime will ensure quality and schedule compliance across the full team.

#### C. ORGANIZATIONAL CAPACITY AND CURRENT WORKLOAD

1. Proposers shall submit a statement describing their firm's current capacity to perform the work required under this contract. The statement shall address, at a minimum, the following:
  - a. A summary of current active projects, including project name, client, estimated construction value or contract value, current phase, and anticipated completion date for each
  - b. The current billable utilization rate or workload level of key personnel proposed for assignment to this project, expressed as a percentage of available time or in hours per week.
  - c. Identification of any known conflicts, scheduling constraints, or competing deadlines that could affect the availability of proposed staff during the anticipated performance period.
  - d. A description of specialized equipment, software, or technical resources owned or leased by the firm that would be applied to this project, including hydraulic modeling platforms, field investigation equipment, GIS capabilities, or other relevant tools.
  - e. If subconsultants are proposed, the same workload and capacity information shall be provided for each subconsultant firm.
2. **Organizational Chart.** For every individual proposed for this contract and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 x 17-inch page with Times New Roman font size of 10-point or larger.

#### D. EXAMPLE PROJECTS

1. The Vendor shall provide at least three and no more than five example projects similar in scope to the requested scope of work within the past 6 years. Each project should be limited to one page, including images. The Vendor shall also identify key staff that worked on each project and the Owner's contact information.

**END OF SECTION**

**SECTION VI: EVALUATION AND SELECTION PROCESS**

**A. EVALUATION**

1. All Vendors are advised that in the event of a receipt of adequate number of Proposal Documents which, in the opinion of the County, require no clarification and/or supplementary information, such Proposal Documents may be evaluated without discussion. Hence, Proposal Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the County. Proposal Documents will be evaluated using the following criteria:

<b>Weighting Factor</b>	<b>Criterion</b>
30%	<b>Vendor’s Technical Approach</b>
25%	<b>Vendor’s Qualifications</b>
15%	<b>Vendor’s Organizational Capacity to meet the demands of the RFP specifications</b>
15%	<b>Example Projects</b>
15%	<b>Price</b>

2. Each Vendor will be rated for each criterion on a scale of zero to four as described below.

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

- a. A Vendor’s final grade will be the sum of each criterion’s rating multiplied by the weighting factor listed above.
3. After identifying the short list of the most qualified Vendor(s) based on the evaluation criteria, representative(s) may be required to clarify their Proposals by making individual presentations to the evaluation committee.
4. The County may enter into negotiations with Vendors and invite best and final offers as deemed to be in the best interest of the County. Negotiations may be in the form of face-to-face, telephone, facsimile, e-mail or written communications, or any combination thereof, at the County’s sole discretion.
5. Vendors are strongly advised not to prepare their Proposal submissions based on any assumption or understanding that negotiations will take place. Vendors are advised to respond to this Request for Proposals fully and with forth-rightness at the time of Proposal submission.
6. Vendors are strongly cautioned not to contact elected officials or members of the evaluation committee. All questions and comments should be directed through the Purchasing Department. Inappropriate efforts to lobby or influence individuals involved in this selection may result in dismissal from further consideration, at the County’s sole discretion.

**END OF SECTION**

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE RETURNED WITH SUBMITTAL**

**FORM OF PROPOSAL**

To whom it may concern:

We hereby submit our Proposal Documents for “**Solid Waste Disposal Facilities Environmental Monitoring**” as indicated in the Proposal Documents. Having carefully examined the Proposal Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Proposal.

ITEM	DESCRIPTION	TOTAL COST
<b>Task 1: Central Site Landfill Air Monitoring</b>		
1.1	Routine landfill gas and structure monitoring (probes, buildings, compliance locations)	
1.2	Title V reporting (Semi-Annual, Annual Emissions, NMOC, Compliance Certification)	
1.3	GHG reporting (40 CFR 98, Subpart HH, e-GGRT)	
<b>Task 1 Subtotal</b>		
<b>Task 2: Central Site Groundwater, Surface Water &amp; Leachate Monitoring</b>		
2.1	Sampling events (Spring & Fall; all wells, surface water, leachate, water levels, QA/QC)	
2.2	Laboratory analysis (permit parameters + leachate advanced parameters)	
2.3	PFAS sampling and analysis (Method 1633)	
2.4	Data evaluation, contour mapping, and statistical analysis	
2.5	Semi-annual reporting and annual coordination meeting	
<b>Task 2 Subtotal</b>		
<b>Task 3: Closed Landfills Air Monitoring (Berlin, Pocomoke, Snow Hill)</b>		
3.1	Landfill gas monitoring, data analysis, and reporting (Berlin, Pocomoke, Snow Hill)	
<b>Task 3 Subtotal</b>		
<b>Task 4 – Closed Landfills Groundwater Monitoring (Berlin, Pocomoke, Snow Hill)</b>		
4.1	All groundwater sampling, laboratory analysis, data evaluation, and reporting for all closed landfill sites	
<b>Task 4 Subtotal</b>		
<b>TOTAL ANNUAL COST</b>		

The Vendor agrees that the proposal will be good for at least sixty (60) days unless otherwise indicated in the proposal specifications.

Is your company currently involved in any active litigation? (Yes)\_\_\_\_ (No) \_\_\_\_\_ CHECK One.

# ITEM 6

Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.2 for more information.) (Yes)\_\_\_\_ (No) \_\_\_\_\_ CHECK One.

Is your company currently involved in any mergers or acquisitions? (Yes)\_\_\_\_ (No) \_\_\_\_\_ CHECK One.

Has your organization compiled your Completed Proposal Document as per Section I, subsection D.3 and in accordance with the Proposal Specifications Section of this Proposal Document? (Yes)\_\_\_\_ (No) \_\_\_\_\_ CHECK One

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

\_\_\_\_\_  
Sign for Identification Printed Name

\_\_\_\_\_  
Title Email

**REFERENCES**

List three references for which the Vendor has provided Goods/Services similar to those requested in the Proposal Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided.

Company Name:		Company Name:	
Type of Project:		Type of Project:	
Address:		Address:	
Town, State, Zip Code:		Town, State, Zip Code:	
Contact Person:		Contact Person:	
Telephone Number:		Telephone Number:	
Email:		Email:	
Date of Service:		Date of Service:	
Company Name:			
Type of Project:			
Address:			
Town, State, Zip Code:			
Contact Person:			
Telephone Number:			
Email:			
Date of Service:			

\_\_\_\_\_  
Sign for Identification

\_\_\_\_\_  
Printed Name

**EXCEPTIONS**

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Proposal Document covers all items as specified.

**EXCEPTIONS:**

(If none, write none) \_\_\_\_\_

How did you hear about this solicitation?

- Worcester County's Website
- eMaryland Marketplace Advantage (eMMA)
- Newspaper Advertisement
- Direct email
- Other \_\_\_\_\_

The vendor hereby acknowledges receipt of the following addenda.

<u>Number</u>	<u>Date</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Sign for Identification

\_\_\_\_\_  
Printed Name

**INDIVIDUAL PRINCIPAL**

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

Signed By: \_\_\_\_\_ In the presence of: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_ Town, State, Zip \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: \_\_\_\_\_

Address: \_\_\_\_\_ Town, State, Zip \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Signed By: \_\_\_\_\_ In the presence of: \_\_\_\_\_  
Partner Witness

Signed By: \_\_\_\_\_ In the presence of: \_\_\_\_\_  
Partner Witness

Signed By: \_\_\_\_\_ In the presence of: \_\_\_\_\_  
Partner Witness

\*\*\*\*\*

CORPORATE PRINCIPAL

Name of Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ Town, State, Zip \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Signed By: \_\_\_\_\_ In the presence of: \_\_\_\_\_  
President Witness

Attest: \_\_\_\_\_  
Corporate Secretary

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

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

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

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

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

\_\_\_\_\_
\_\_\_\_\_

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

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

\_\_\_\_\_
Sign for Identification

\_\_\_\_\_
Printed Name

NON-COLLUSIVE AFFIDAVIT

\_\_\_\_\_ being first duly sworn,  
deposes and says that:

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

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## EXHIBIT A

WORCESTER COUNTY MARYLAND  
STANDARD TERMS AND CONDITIONS

The provisions below are applicable to all Worcester County (“County”) contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions (“Contract”). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
  - a. The Contractor must notify the County immediately; and
  - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Exclusive Jurisdiction.** All legal proceedings related to this Contract must be exclusively filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.
7. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
8. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
9. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney’s fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.
10. **Independent Contractor.**
  - a. Contractor is an “Independent Contractor”, not an employee. Although the County

may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance.

- b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.
- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

**11. Insurance Requirements.**

- a. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- b. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- c. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- d. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

**12. Nondiscrimination.** Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

**13. Ownership of Documents; Intellectual Property.**

- a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.
- b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.
- c. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.

**14. Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.

**15. Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the

Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.

**16. Remedies.**

- a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.
- b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
- c. **Cumulative.** These remedies are cumulative and without waiver of any others.

**17. Responsibility of Contractor.**

- a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
- b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.
- c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

**18. Severability/Waiver.** If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.

**19. Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.

**20. Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

**21. Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.

22. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
23. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.
24. **Use of County Facilities.** Contractor may only County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
25. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.

**ATTACHMENTS**

- A. Attachment A–Central Site Landfill Monitoring Locations
- B. Attachment B–Central Site Landfill Permits
  - 1. B1-Air Compliance Permit
  - 2. B2-Refuse Disposal Permit
- C. Attachment C–Central Site Landfill Monitoring Plan
- D. Attachment D–Closed Landfills Environmental Monitoring Locations
- E. Attachment E–Closed Landfills Monitoring Plan
  - 1. E1-Berlin
  - 2. E2-Pocomoke
  - 3. E3-Snow Hill



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: Ed Welch, Procurement Officer  
 DATE: April 16, 2026  
 RE: Request to Award – Fuel Dispenser Replacement

---

Public Works is requesting that the Commissioners review and approve awarding the **Fuel Dispenser Replacement** at Worcester County Public Works, 6113 Timmons Road, Snow Hill, Maryland to the lowest responsive and responsible vendor, **Delmarva Petroleum Service**, in the amount of **\$31,943.<sup>72</sup>** (see bid tabulation below).

Bids were due and opened on Tuesday, April 7, 2026, at 2 p.m. Four (4) bids were received.

There is over \$40,000 available in the budget to fund this project (General Fund Public Works - Central Fuel Facility -Capital Equipment - Building Improvements) account # 100.1203.210.9010.050.

Please feel free to contact me if you have any questions. Thank you.

<b>Fuel Dispenser Replacement</b>	
<b>Tuesday, April 7, 2026 @ 2:00 pm</b>	
<b>Bid Tabulation</b>	
<u>Vendor Name</u>	<u>Base Bid</u>
<b>Delmarva Petroleum Service</b> (Lincoln, DE)	\$31,943.72
<b>EA Engineering</b> (Hunt Valley, MD)	\$45,509.00
<b>Petroleum Services Inc</b> (Baltimore, MD)	\$35,975.00
<b>Total Environmental Concepts</b> (Laurel, MD)	\$54,200.00

**SECTION IV: BID SPECIFICATIONS****A. SCOPE**

Worcester County Public Works is accepting proposals from qualified firms experienced in fuel dispenser replacement. The successful proposer shall provide all equipment, labor and materials necessary for replacement of the fuel dispensers. All work shall be performed in a professional manner and shall be in compliance with all City, State, Federal, and EPA regulations.

It is the intent of Worcester County Public Works to contract with an experienced and licensed contractor to remove two (2) existing fuel dispensers and replace with new fuel dispensing equipment. One (1) dispenser is unleaded and one (1) is diesel.

It is expected that the Contractor provide all materials required for this contract and install, test and certify the two (2) replacement fuel dispensers. The fuel dispensers are located at Worcester County Public Works 6113 Timmons Road Snow Hill Maryland 21863. Worcester County Public Works expects the selected vendor to provide a turn-key solution, which will include all necessary electrical services or upgrades, hoses, swivels, break-away fittings, shut-off nozzles, concrete work and any other materials/services required to complete this project.

Worcester County Public Works is aware of the following tasks that need to be completed for replacement of fuel dispensers:

- Removal and disposal of two (2) existing fuel dispensers. Current dispensers are Gasboy Model Number 9853KXTW1. The dispensers were installed in 2009.
- Provide and install two (2) new Wayne Select Electronic Gen 2 fleet fuel dispensers with single product dual hose configuration (1 gasoline, 1 diesel) with powder coated galvanized steel structure and doors.
- New dispensers shall be connected to the County's Fuel Management System "Fuelmaster".

**SCOPE OF WORK (Con't)**

- Proposed fuel dispensers shall be standard flow 22 GPM minimum, LCD displays on both sides with mechanical totalizers. Fuel dispensers shall have high hose masts with a minimum of 9ft whip hoses with proper swivels, nozzles, and safety breakaways. Dispenser handles should be dual sided, island-oriented positioning so that pumps can be used in either lane. Dispensers shall be powder-coated with silver top, sides and standard blue doors.
- Site work access hours will be from 7AM – 4 PM Monday-Friday.
- Contractor will provide all necessary safety precautions during the process and shall preserve the integrity of the fuel, tanks, pumps, wiring, plumbing and other existing equipment.
- Contractor will coordinate installation to coincide with the County operational schedule to minimize fuel service disruptions.

It shall be the responsibility of the Contractor to determine quantities of any special materials required and incorporate any such items in his/her cost.

The Contractor will be responsible for removing from County property and disposing off site in accordance with all Local, State, Federal, and all EPA regulations, all fuel dispensing equipment which will not be re-utilized.

It shall be the responsibility of the bidder to become familiar with the premises specified and the work to be performed according to the specifications.

## B. CONTRACT PRICING

1. Contract pricing will be valid for the term of one (1) year from the Notice to Proceed date, (“Contract Period”).
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

## C. CONTRACT PERIOD RENEWAL OPTION

*Intentionally Omitted*

## D. SUMMARY

Worcester County Public Works is aware of the following tasks that need to be completed for replacement of fuel dispensers:

- Removal and disposal of two (2) existing fuel dispensers. Current dispensers are Gasboy Model Number 9853KXTW1. The dispensers were installed in 2009.
- Provide and install two (2) new Wayne Select Electronic Gen 2 fleet fuel dispensers with single product dual hose configuration (1 gasoline, 1 diesel) with powder coated galvanized steel structure and doors.
- New dispensers shall be connected to the County’s Fuel Management System “Fuelmaster”.

### SCOPE OF WORK (Con’t)

- Proposed fuel dispensers shall be standard flow 22 GPM minimum, LCD displays on both sides with mechanical totalizers. Fuel dispensers shall have high hose masts with a minimum of 9ft whip hoses with proper swivels, nozzles, and safety breakaways. Dispenser handles should be dual sided, island-oriented positioning so that pumps can be used in either lane. Dispensers shall be powder-coated with silver top, sides and standard blue doors.
- Site work access hours will be from 7AM – 4 PM Monday-Friday.
- Contractor will provide all necessary safety precautions during the process and shall preserve the integrity of the fuel, tanks, pumps, wiring, plumbing and other existing equipment.
- Contractor will coordinate installation to coincide with the County operational schedule to minimize fuel service disruptions.

It shall be the responsibility of the Contractor to determine quantities of any special materials required and incorporate any such items in his/her cost.

The Contractor will be responsible for removing from County property and disposing off site in accordance with all Local, State, Federal, and all EPA regulations, all fuel dispensing equipment which will not be re-utilized.

It shall be the responsibility of the bidder to become familiar with the premises specified and the work to be performed according to the specifications.

**E. GENERAL REQUIREMENTS**

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.
2. Work in to be substantially completed an operational within 90 days of award date.

**F. ATTACHMENTS N/A**

**G. PRE-BID CONFERENCE**

1. A pre-bid conference will be held on site at 6113 Timmons Road, Snow Hill, MD 21863 on Tuesday, March 10, 2026, at 10 a.m.

**H. PAYMENT**

1. The County will make payment(s) to the Successful Vendor within thirty (30) calendar days from the receipt of a proper invoice for approved and accepted work performed.

**I. QUESTIONS**

1. The last day for questions is listed under Section I, Subsection C.2.

**J. AWARD**

1. The County intends to award to the lowest Responsive and Responsible Vendor meeting the specifications.

**END OF SECTION**

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE RETURNED WITH SUBMITTAL**



## 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

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **May 5, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Delmarva Petroleum Service, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the **Fuel Dispenser Replacement (6113 Timmons Road, Snow Hill, MD 21863)**.
2. Successful Vendor will furnish all of materials, 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 of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$31,943.<sup>22</sup> (Thirty-One Thousand Nine Hundred Forty-Three Dollars and seventy-two 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. Addenda
  - o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award and/ or 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



Worcester County Department of Environmental Programs

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

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

Memorandum

---

**To:** Weston S. Young, P.E., Chief Administrative Officer  
Candace Savage, CGFM, Deputy Chief Administrative Officer

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

A handwritten signature in blue ink, appearing to be "RJ", located to the right of the "From:" line.

**Subject:** **Over-Expenditure Request**  
Additional Intern Hours

**Date:** 4/24/2026

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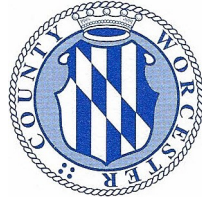
Due to medical leave being extended for an existing fulltime employee, we have been more reliant on our Environmental Programs Intern for field services including sampling, well site visits, and other monitoring tasks. The allotted hours for the intern within the FY 26 budget were supplemented to accommodate the medical leave of the existing staffer, but the expected return date may not be within this calendar year. As we have a heavy water sampling season and will be starting beach season soon, the intern will need to be full-time until the end of the fiscal year. These sampling visits are necessary to place replacement and new drinking water wells in service and allow issuance of potability certificates which are necessary for occupancy permits.

As such, we are respectfully requesting an over-expenditure for the current fiscal year to Account # 100.1010.6000.100 in the amount of \$2,525.60 in salary plus \$604.14 in benefits to provide additional hours for the intern for the remaining months in FY 26. This will provide at least 5 days per week of coverage for the intern to work through the end of the fiscal year.

As always, I will be available to answer any questions regarding this request.

cc: Stacey Norton/HR Director  
Kim Reynolds/Budget Officer

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

**JANA POTVIN**  
 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:** April 27, 2026  
**SUBJECT:** Extra Work Order - Riddle Farm Bypass Force Main

---

Public Works is requesting Commissioner approval for the attached extra work order in the amount of \$16,200 for the Riddle Farm Bypass Force Main. The project is currently undergoing review by permitting agencies and both the Maryland Department of the Environment (MDE) and the Army Corp of Engineers (ACoE) have requested a mid-stream soil boring in Turville Creek along the path of the force main. Funds are available in the following sources:

\$6,300 – 100.1801.6160.151 Tri County Grant account

\$9,900 - 100.1801.9010.090 Riddle Upgrade and Bypass Projects

The project has been awarded a \$1,090,000 Federal Earmark grant, administered by the EPA. The grant funds have not been received yet and the design is being forward funded. Without the required soil boring information, MDE and ACoE will not issue the needed permits to construct the project.

Please let me know if there are any questions.

Attachment

CC: Kim Reynolds  
 Lynn Wright  
 Jana Potvin  
 Lee Beauchamp

**KCI TECHNOLOGIES, INC.**  
**EXTRA WORK AUTHORIZATION #2**  
March 10, 2026  
**KCI Project No 00008502\_00001**

The purpose of this form is to obtain your authorization for the work verbally requested and to confirm the terms under which these services will be provided. KCI Technologies, Inc. is pleased to provide the services described below as an amendment to the contract previously executed, dated April 2, 2024, for the Project called Riddle Farm Force Main Bypass Design, located in Berlin, Worcester County, MD.

**Invoices to:** Worcester County  
Attention: Dallas Baker  
1 West Market, Room 1103  
Snow Hill, MD 21863

During the Riddle Farm Force Main By-Pass project's environmental permitting review with the Army Corps of Engineers and the Maryland Department of the Environment, it was determined that an additional mid-stream geotechnical boring is required for the project. This boring is in addition to the previously requested and approved borings at both ends of the alignment and one at the midpoint on land. The additional mid-stream boring will help evaluate the suitability of the subsurface soils for drilling operations and provide information that may help reduce the risk of frac-out during construction.

**Scope of Work**

KCI will provide the following services for the above-referenced project in accordance with the Scope of Work shown below:

**1. Mid-Stream Geotechnical Boring**

KCI will subcontract geotechnical services to John. D. Hynes and Associates (Hynes) to provide subsurface explorations to investigate and report ground conditions. The subcontractor will drill 1 test borings along the horizontal directional drill alignment at the following additional location.

- Boring #4 – Midstream HDD crossing point on Turville Creek

Boring #4 will be drilled at approximately Station 42+75 but offline of the force main alignment. The boring will be drilled down to a depth of approximately 25 feet below the stream bed.

KCI will assist in coordination and review of the Geotech results. The results and recommendations of the horizontal directional borings will be incorporated into the construction documents.

KCI will provide a discussion of the area geologic conditions, and consulting services regarding force main construction through the soil profiles that are encountered.

**Geotechnical Borings: \$16,200.00**

**Fees and Payments for Additional Work:**

Extra Work Authorization  
Page 2 of 2

Fees and payments for Additional Work shall be in addition to any fees and payments for the Work described in the Scope of Services above. Fees and Payments for Additional Work will be billed in accordance with the above Fees and Payments section. The following is a summary of the additional work and associated costs.

**Extra Work Authorization:**

If this Proposal is satisfactory, acceptable and fully set forth the terms of our understanding, please sign the Acceptance and return a copy to KCI's office. This Proposal shall be deemed an ADDENDUM to the Contract previously executed between the parties hereto dated 04/02/2024, and all the terms and conditions set forth in the originating contract aforesaid are hereby by reference thereto.

Respectfully submitted,



Kevin Nyamumbo, P.E.  
Project Manager



Daniel String, P.E.  
Senior Project Manager

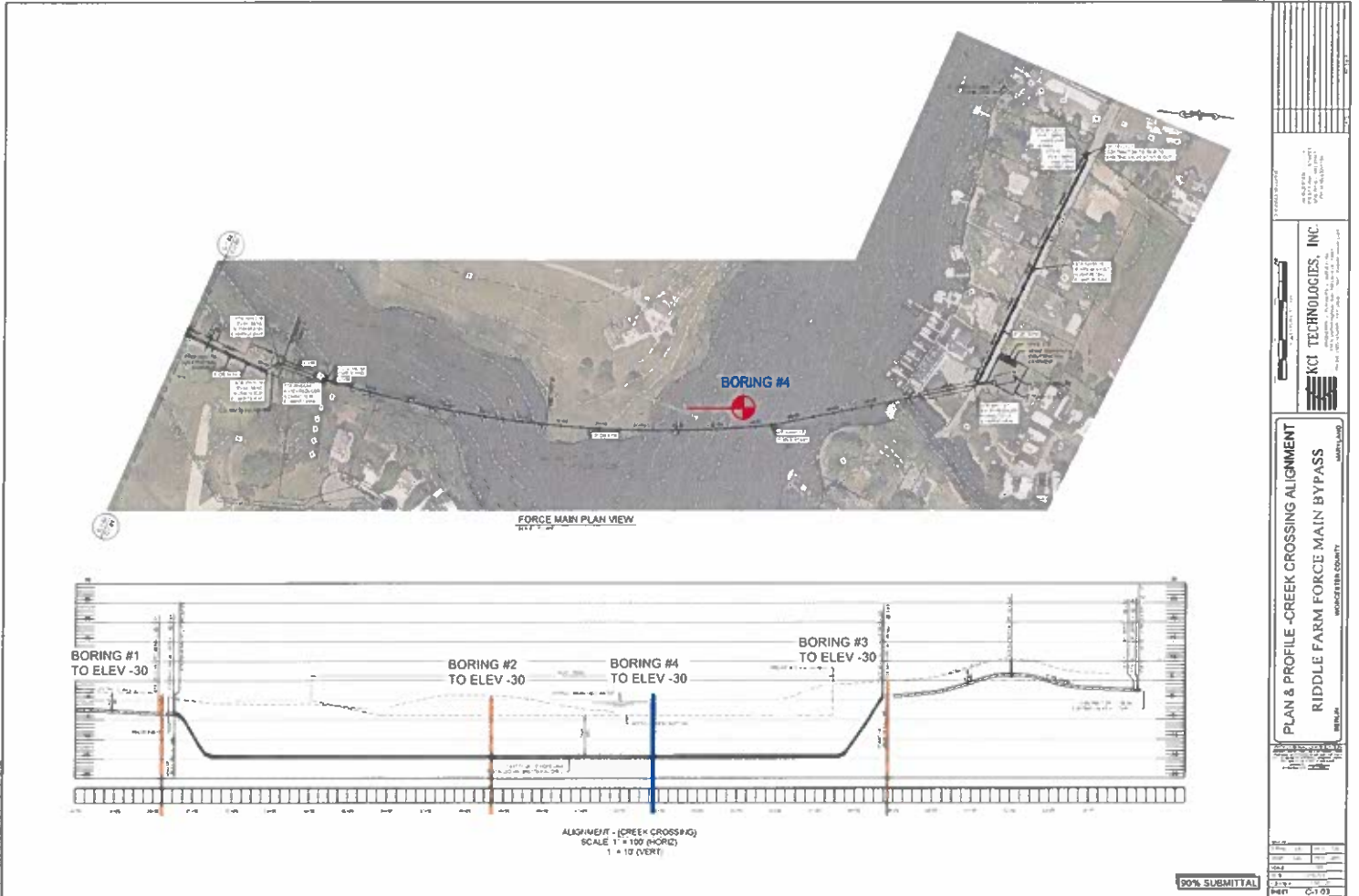
**Guarantee:** In consideration of the execution of this contract and extension of credits, the signator does hereby unconditionally and personally guarantees the payment of all fees and expenses arriving out of said contract.

**Work Authorized by:**

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)





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

To: County Commissioners

From: Roscoe R. Leslie

Date: April 27, 2026

RE: Lewis Road Resolutions

Attached for approval are resolutions authorizing the \$618,000 in USDA funding for the Lewis Road Sewer Extension Project.

The Commissioners have already passed an ordinance related to this funding; the resolutions complete the authorization process.

RESOLUTION NO. 26-\_\_

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
GENERAL OBLIGATION BOND  
(LEWIS ROAD SEWER EXTENSION)

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY (THE "BOARD") PROVIDING FOR THE ISSUANCE AND SALE BY COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND (THE "COUNTY") OF ITS GENERAL OBLIGATION BOND A PRINCIPAL AMOUNT NOT EXCEEDING SIX HUNDRED EIGHTEEN THOUSAND DOLLARS (\$618,000), TO BE KNOWN AS "COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND GENERAL OBLIGATION BOND (LEWIS ROAD SEWER EXTENSION)" (THE "BOND") AND TO BE ISSUED PURSUANT TO THE AUTHORITY OF SECTIONS 19-501 *ET SEQ.* OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND AND APPENDIX WW (BILL 26-02), PRESCRIBING THE FORM AND TENOR OF THE BOND AND THE TERMS AND CONDITIONS FOR THE ISSUANCE AND SALE THEREOF AT PRIVATE SALE TO THE UNITED STATES OF AMERICA, ACTING THROUGH RURAL UTILITIES SERVICE, UNITED STATES DEPARTMENT OF AGRICULTURE ("USDA"); PROVIDING THAT THE BOND SHALL BE ISSUED AND SOLD UPON THE FULL FAITH AND CREDIT OF THE COUNTY; PROVIDING FOR THE DISBURSEMENT OF THE PROCEEDS OF THE SALE OF THE BOND BY THE COUNTY FOR THE PURPOSE OF FINANCING OR REIMBURSING ALL OR A PORTION OF THE COSTS ENGINEERING, DESIGNING, CONSTRUCTING, EQUIPPING, FURNISHING AND UNDERTAKING SITE WORK FOR THE LEWIS ROAD SEWER SYSTEM PROJECT(S) AND OTHER RELATED COSTS; PROVIDING FOR THE PROMPT PAYMENT OF THE MATURING PRINCIPAL OF AND INTEREST ON THE BOND; COVENANTING TO LEVY AND COLLECT ALL TAXES NECESSARY TO PROVIDE FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BOND, AND GENERALLY RELATING TO THE ISSUANCE, SALE AND DELIVERY OF THE BOND.

RECITALS

County Commissioners of Worcester County, Maryland (the "County"), is a body politic and corporate and a political subdivision duly formed and existing under the Constitution and the Laws of the State of Maryland.

Pursuant to Sections 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended (the "Act"), the County is authorized to borrow money for any proper public purpose and to evidence the borrowing by the issuance and sale of its general obligation bonds in the manner prescribed in the Act.

Pursuant to the Code of Public Local Laws of Worcester County, Maryland (the “Code of Public Local Laws”), Appendix WW (Bill 26-02), enacted by the Board of County Commissioners of Worcester County (the “Board”) on March 3, 2026 (the “Bond Bill”), the County has determined that (a) a public need exists in Worcester County for engineering, designing, constructing, equipping, furnishing and undertaking site work for the Lewis Road Sewer System project(s) (the “Project”), and (b) the financing of the costs thereof is a proper public purpose which may be financed by the issuance of the County’s general obligation bonds pursuant to the Act. The Bond Bill provides for general obligation bonds of the County to be issued in an aggregate principal amount not to exceed \$618,000 in order to finance costs of the Project and other costs as described therein.

The County has received a written commitment for permanent financing of the Project from the United States of America, acting through Rural Utilities Service, United States Department of Agriculture (“USDA”), for a loan in the maximum principal amount of Six Hundred Eighteen Thousand and 00/100 Dollars (\$618,000).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WORCESTER COUNTY:**

**SECTION ONE:** All terms used herein which are defined in the Recitals shall have the meanings given such terms therein, unless a different meaning is clearly indicated from the context.

**SECTION TWO:** Pursuant to the authority of the Act, the Code of Public Local Laws and the Bond Bill, the County hereby determines to borrow money and incur indebtedness for the public purpose of financing or refinancing the Project and paying the costs of issuing such indebtedness. It is hereby found and determined that the indebtedness hereby authorized will mature within the probable useful life of the Project, or if applicable, within the average probable useful life of the several improvements constituting the Project.

**SECTION THREE:** To evidence the borrowing and indebtedness authorized in Section Two of this Resolution, acting pursuant to the authority of the Act, the Code of Public Local Laws and the Bond Bill, the County hereby determines to issue and sell, upon its full faith and credit, its consolidated public improvement general obligation bond, in the maximum principal amount of Six Hundred Eighteen Thousand Dollars (\$618,000) to be known as “County Commissioners of Worcester County, Maryland General Obligation Bond (Lewis Road Sewer Extension)”

(the “Bond”). There shall be added to the title of the Bond a designation corresponding to the year in which the Bond is issued so that, if the Bond is issued on or after the date of adoption of this Resolution and before January 1, 2026, such Bond shall be designated as “County Commissioners of Worcester County, Maryland General Obligation Bond (Lewis Road Sewer Extension), Series 2026.” In addition, there may be added to the title of the Bond an additional letter or other designation to distinguish such Bond from other indebtedness of the County. The Bond shall be dated the date of delivery. The Bond shall bear interest at a rate approved by the President of the Board by execution of the Bond, which such rate shall not exceed 2.50% per annum. The interest and principal on the Bond shall be paid in quarterly installments and the final payment on the Bond shall be paid on a date not later than forty years from the date of issuance, except that prepayments may be made at the option of the County in accordance with the rules and regulations of the United States of America, acting through Rural Utilities Service, United States Department of Agriculture (the “USDA”) in effect from time to time in the event that the USDA is the purchaser of the Bond.

**SECTION FOUR:** The Bond shall be executed in the name of the County and on its behalf by the President of the Board. The corporate seal of the County shall be affixed to the Bond, attested by the signature of the Chief Administrative Officer of the County (the “Chief Administrative Officer”). The principal of and interest on the Bond shall be paid by the County by electronic funds transfer (including, without limitation, any pre-authorized debit payment process pursuant to which the County authorizes payments to be withdrawn electronically from an account of the County’s on or about the day that principal or interest is due) or check mailed to the registered owner at its address as it appears on the books kept for that purpose at the office of the Chief Administrative Officer in Snow Hill, Maryland. In the event any official whose signature appears on the Bond ceases to be an official prior to the delivery of the Bond, or shall have become such official after the date of this Resolution, the Bond shall, nevertheless, be a valid and legally binding obligation of the County in accordance with its terms.

**SECTION FIVE:** The Bond shall be transferable only upon the books kept for that purpose at the office of the Chief Administrative Officer by the registered owner in person or by his/her duly authorized attorney, upon surrender thereof, together with a written instrument of transfer satisfactory to the Chief Administrative Officer, duly executed by such registered owner or duly authorized attorney.

**SECTION SIX:** Except as provided hereinafter or in a Resolution or Resolutions of the County adopted prior to the issuance of the Bond, the Bond shall be issued in substantially the following registered installment bond form. Appropriate variations and insertions shall be made to provide dates, the interest rates (not to exceed the rate authorized herein), numbers and amounts, and modifications not altering its substance may be made by the President of the Board. All of the covenants contained in the following form are hereby adopted by the County as and for the form of obligation to be incurred by the County, and the covenants and conditions contained therein are hereby made binding upon the County, including the promise to pay therein contained:

\$618,000

(Form of Bond)

R-1

REGISTERED

UNITED STATES OF AMERICA  
STATE OF MARYLAND  
WORCESTER COUNTY, MARYLAND

GENERAL OBLIGATION BOND  
(LEWIS ROAD SEWER EXTENSION)  
SERIES 202[6]

Dated [\_\_\_\_\_]

PAYMENTS OF PRINCIPAL AND INTEREST ON THIS BOND ARE MADE BY CHECK, DRAFT OR ELECTRONIC FUNDS TRANSFER TO THE REGISTERED OWNER AND IT CANNOT BE DETERMINED FROM THE FACE OF THIS BOND WHETHER ALL OR ANY PART OF THE PRINCIPAL OF OR INTEREST ON THIS BOND HAS BEEN PAID

REGISTERED OWNER: UNITED STATES OF AMERICA, acting through Rural Utilities Service, United States Department of Agriculture

Worcester County, Maryland, a body politic and corporate and a political subdivision of the State of Maryland (the "County"), hereby acknowledges itself indebted and for value received promises to pay to the UNITED STATES OF AMERICA, acting through Rural Utilities Service, United States Department of Agriculture ("USDA"), the registered owner, the principal amount of Six Hundred Eighteen Thousand Dollars (\$618,000) plus interest on the unpaid principal balance from the date hereof at the rate of [\_\_\_\_\_] percent ([\_\_\_\_\_]%) per annum. The principal of and interest on this bond shall be paid annually in quarterly installments of [\_\_\_\_\_] Dollars (\$[\_\_\_\_\_] on [\_\_\_\_\_] and on the [\_\_] day of [\_\_\_\_], [\_\_\_\_], [\_\_\_\_] and [\_\_\_\_] thereafter until the principal of and interest on this bond are fully paid, except that the final installment of the entire indebtedness evidenced by this bond, if not sooner paid, shall be payable on [\_\_\_\_\_] and except that prepayments may be made as provided below. Each and every quarterly installment shall include a payment of a portion of the principal of this bond.

Both the principal of and interest on this bond will be paid in lawful money of the United States of America, at the time of payment, and will be paid by electronic funds transfer (including, without limitation, any pre-authorized debit payment process pursuant to which the County authorizes payments to be withdrawn electronically from an account of the County's on or about the day that principal or interest is due) to the registered owner hereof at the address as it appears on the books kept for the registration and registration of transfers of the bond at the office of the Chief Administrative Officer of the County.

This bond is issued pursuant to and in full conformity with the provisions of Sections 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended (the “Act”), the Code of Public Local Laws of Worcester County, Maryland (the “Code of Public Local Laws”), Appendix WW (Bill 26-02), enacted by the Board of County Commissioners of Worcester County (the “Board”) on March 3, 2026 (the “Bond Bill”), and by virtue of due proceedings had and taken by the County, particularly Resolution 26-[ ] adopted by the Board on [ ] (the “Resolution”).

The full faith and credit and unlimited taxing power of the County are hereby irrevocably pledged to the prompt payment of the principal of and interest on this bond according to its terms, and the County does hereby covenant and agree to pay the principal of and interest on this bond at the dates and in the manner prescribed herein. The County shall levy or cause to be levied upon all property within its corporate limits subject to assessment for County taxation, ad valorem taxes in rate and amount sufficient in each year in which this bond is outstanding to provide for the payment of the principal of and interest on this bond.

This bond is transferable only upon the books of the County at the office of the Chief Administrative Officer of the County by the registered owner hereof in person or by his/her attorney duly authorized in writing, upon surrender hereof, together with a written instrument of transfer satisfactory to the Chief Administrative Officer to the County duly executed by the registered owner or his/her duly authorized attorney. At the expense of any transferor other than the United States of America, the County shall, within a reasonable time, issue in the name of the transferee a new registered bond or bonds, in such denominations of One Thousand Dollars (\$1,000.00) or any larger denominations or such other denominations as the County shall by resolution approve, in an aggregate principal amount equal to the unpaid principal amount of the bond or bonds surrendered and with the same maturities and interest rate. If more than one bond is issued upon any transfer, the installment of principal and interest to be paid on each such bond on each payment date shall be equal to the product of the following formula: the total installment due on each payment date multiplied by a fraction, the numerator of which shall be the principal amount of such bond and the denominator of which shall be the aggregate principal amount of bonds then outstanding and unpaid. The new bond or bonds shall be delivered to the transferee only after payment of any taxes on and any shipping or insurance expenses relating to such transfer.

The County may deem and treat the party in whose name this bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal hereof and interest due hereon and for all other purposes.

The County has the right to prepay scheduled installments, or any portion thereof, at any time at par without premium or penalty in accordance with the rules and regulations of USDA.

It is hereby certified and recited that all conditions, acts and things required by the Constitution or statutes of the State of Maryland and the Act, the Code of Public Local Laws, the Bond Bill and the Resolution to exist, to have happened or to have been performed precedent to or in the issuance of this bond, exist, have happened and have been performed, and that the issuance

of this bond, together with all other indebtedness of the County, is within every debt and other limit prescribed by said Constitution, Code of Public Local Laws or statutes.

IN WITNESS WHEREOF, this bond has been executed by the manual signature of the President of the Board of County Commissioners of Worcester County and the seal of the County has been affixed hereto, attested by the manual signature of the Chief Administrative Officer of the County, all as of the Dated Date.

(SEAL)

WORCESTER COUNTY, MARYLAND

ATTEST:

\_\_\_\_\_  
Chief Administrative Officer

By: \_\_\_\_\_  
President of the Board of County  
Commissioners of Worcester County

**SECTION SEVEN:** The Bond shall be sold at a private (negotiated) sale for cash, at par, to USDA, public advertisement and sale of the Bond not being required by the terms of the Bond Bill and in the best interests of the County being hereby declared to be served by such private sale. The President of the Board is authorized and empowered to take any and all action necessary to complete and close the sale and delivery of the Bond to USDA, including, without limitation, making such changes or modifications in the form of Bond adopted herein as may be necessary or appropriate.

**SECTION EIGHT:** If required by the USDA, the County shall establish, hold and maintain a debt service reserve fund (the “Debt Service Reserve Fund”), which Debt Service Reserve Fund is hereby pledged as security for payment of principal and interest on the Bond. The Debt Service Reserve Fund shall be funded by the County in accordance with the requirements of USDA.

**SECTION NINE:** The Chief Administrative Officer of the County, or in his/her absence the President of the Board, is hereby designated to receive payment on behalf of the County of the proceeds of the sale of the Bond. Such proceeds shall be used and applied by the County exclusively and solely for the public purposes described in Section Two of this Resolution. If the proceeds received from the sale of the Bond exceeds the amount needed for such public purposes, the unexpended excess shall be applied as soon as may be practicable to the prepayment of the Bond as provided for in Section Three of this Resolution, unless a supplemental resolution is passed and approved by the Board to provide for the expenditure of that excess for some other valid purpose authorized by the Act and the Bond Bill, and approved by the USDA.

**SECTION TEN:** For the purpose of paying the principal of and interest on the Bond when due, the County shall levy or cause to be levied ad valorem taxes in rate and amount sufficient in each and every fiscal year in which such Bond are outstanding to provide for the prompt payment, when due, of the principal of and interest on such Bond; and if the proceeds from the taxes so levied in any fiscal year should be inadequate for such payment, additional taxes shall

be levied in the succeeding fiscal year to make up such deficiency. The full faith and credit and unlimited taxing power of the County are hereby irrevocably pledged to the payment of the principal of and interest on the Bond as and when they become due and payable and to the levy and collection of the taxes hereinabove described as and when such taxes may become necessary in order to provide sufficient funds to meet the debt service requirements of the Bond. The County hereby covenants and agrees with the registered owner or owners of the Bond to levy and collect the taxes hereinabove described and to take any further action that may be appropriate from time to time during the period that the Bond remains outstanding and unpaid to provide the funds necessary to pay promptly the principal thereof and the interest due thereon. The County may apply to the payment of the principal of or interest on the Bond any funds received by it from the State of Maryland or the United States of America or any governmental agency or instrumentality, or from any other source, if such funds are granted for the purpose of assisting the County in accomplishing the type of project or projects which the Bond is issued to finance, and to the extent of any such funds received or receivable in any fiscal year, the taxes hereby required to be levied may be reduced proportionately.

**SECTION ELEVEN:** The President of the Board, the Chief Administrative Officer and any other authorized official of the County are hereby authorized to enter into any additional agreements which they deem to be necessary or desirable in order to carry out the provisions of this Resolution.

*[Signatures appear on the following page]*

**SECTION TWELVE:** This Resolution shall take effect on the later of (i) the date of adoption and (ii) the effective date of the Bond Bill.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST: BOARD OF COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

_____	_____
Weston S. Young Chief Administrative Officer	Theodore J. Elder, President
	_____
	Madison J. Bunting Jr., Vice-President
	_____
	Caryn G. Abbott, Commissioner
	_____
	Anthony W. Bertino, Jr., Commissioner
	_____
	Eric J. Fiori, Commissioner
	_____
	Joseph M. Mitrecic, Commissioner
	_____
	Diana Purnell, Commissioner

**LOAN RESOLUTION**  
(Public Bodies)

A RESOLUTION OF THE \_\_\_\_\_

OF THE \_\_\_\_\_

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the \_\_\_\_\_

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

\_\_\_\_\_ ; and

**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*





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: Ed Welch, Procurement Officer  
 DATE: April 15, 2026  
 RE: Request to Award – Outdoor Warning Siren System Upgrade

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Emergency Services is requesting that the Commissioners review and approve awarding of the **Outdoor Warning Siren System Upgrade** to the lowest responsive and responsible vendor, **Alertus Technologies LLC**, in the amount of **\$1,410,143.<sup>20</sup>** (see bid tabulation below). Bids were due and opened on September 9, 2025, 2026, at 2:30 p.m. Four (4) bids were received.

There is currently \$1,101,280 in assigned funds available under project code “Siren,” designated from the FY24 surplus. Approving this project will also require the approval of an additional \$308,863.<sup>20</sup> to be designated from the FY25 surplus.

Please feel free to contact me if you have any questions. Thank you.

VENDOR	TOTAL COST
<b>Alertus Technologies (Baltimore, MD)</b>	<b>\$1,410,143.20</b>
Acoustic Technology (Boston, MA)	\$1,944,999.46
Mobile Communications America (Spartanburg, SC)	\$2,547,496.06
American Signal Corporation (Milwaukee, WI)	\$2,556,123.11

## SECTION IV: PROPOSAL SPECIFICATIONS

### A. SCOPE

1. The County is seeking proposals from qualified Vendors to perform an upgrade to the existing outdoor warning siren system in accordance with the terms and conditions and specifications set forth in this solicitation.

### B. CONTRACT PRICING

1. Pricing must include all labor, materials, tools, and equipment to perform Work.
2. Pricing will not change during the Contract Period.

### C. BACKGROUND

1. Worcester County, Maryland comprised of 4 municipalities and extensive unincorporated areas consists of 695 square miles (465 square miles of land area) with a mix of urban, suburban, and rural environments. Wooded areas and the Community of Ocean Pines are characterized primarily of Loblolly Pine regularly exceeding 100' in height.
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3. Due to concerns that many sirens are aging and failing to operate consistently as well as the need to improve connectivity, the County seeks to perform a significant upgrade to the existing siren system.
4. To control the costs of this project, the County may seek to perform this project in one or more phases with the initial phase one implementation being designed to provide coverage to at least those areas already covered.

### D. SUMMARY

1. Turn-Key Project
  - a. The County expects this to be a turn-key project. Bidders shall include required site work, equipment staging, electrical work, FCC licensing, and other considerations within their proposals. A project manager shall be assigned to oversee and coordinate the project through acceptance.
2. Use of existing equipment
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3. Codes & Standards
  - a. The County expects the following codes and standards to be incorporated into the specification of this system as applicable:
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    - ii. NFPA 70 National Electrical Code
    - iii. NFPA 72 National Fire Alarm and Signaling Code
    - iv. NFPA 1225 Standard for Emergency Services Communications
    - v. ITU-T X.1303 Common Alerting Protocol
    - vi. TIA-222 Standard for Towers & Antenna Supporting Structures

vii. ANSI S12.14 Standard methods for the field measurement of audible public warning devices

4. Coverage Requirements

- a. The County expects bidders to conduct an acoustic study as part of their proposal submissions to inform the number, types, and locations of sirens to effect coverage as follows for a design criterion of audible levels of at least 10dB greater than expected background. Areas to be covered are included below.
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    - b. Snow Hill
    - c. Pocomoke City
  - ii. Villages of:
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    - b. Whaleyville
    - c. Newark
    - d. Public Landing
    - e. Girdletree
    - f. Stockton
  - iii. Unincorporated Existing Developed Centers
  - iv. Commercial Centers
  - v. Island Resort Campground
  - vi. Sun Outdoors Frontier Town Campground
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- b. See Attachment A – Worcester County Land Use Map. The County can provide ESRI compatible GIS data for boundary areas and points of those locations described above.

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- a. The County desires to locate sirens on county owned property wherever possible and practical. The second preference for siren locations would be on property owned by municipalities. The third preference for siren locations would be on property owned by a volunteer fire department.
- b. See Attachment B – County Owned Properties.

6. Current Siren Information

	<u>Location</u>		<u>Siren MFG</u>	<u>Siren Model</u>	<u>Controller MFG</u>	<u>Controller Model</u>
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7. Project Phases

- a. Due to budgetary considerations, the County seeks to view this project in phases that may be initiated over more than one fiscal year and with the augmentation of grant funds. The County reserves the right based upon budgetary considerations to execute multiple phases at the same time. To that end, pricing should be delineated as follows:
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  - iii. Phase 3: Additional sirens required to fill out commercial centers and existing developed centers
  - iv. Phase 4: Additional sirens required to fill out campgrounds and public parks.

8. Siren Mounting

- a. Each siren shall be mounted to a suitable wooden or steel utility pole that shall be provided and installed as part of this project. The support pole shall be engineered in accordance with TIA-222-H for windspeed survivability. All electrical and electronic support equipment and antenna systems shall be mounted to the pole in appropriate NEMA enclosure.

9. Siren Specifications

- a. The County would like to make use of omni-directional electronic tone/voice sirens where practical, particularly in populated areas and parks. The County recognizes that, particularly in more rural areas, that mechanical sirens and/or rotating sirens may be more practical and cost effective. The County wishes bidders to consider this and use their experience to guide siren selections proposed.

## 10. Controller Specifications

- a. Each siren shall have a dedicated controller contained in a locking weatherproof outdoor enclosure that shall be capable of two-way communication with the activation and monitoring system. Controllers shall report the following conditions:
  - i. Loss of AC power
  - ii. Intrusion into control cabinet
  - iii. Failure of speaker or motor
  - iv. Successful activation
  - v. Loss of method of communication

## 11. Activation Control Point

- a. The County desires redundant control (activation) points for the siren system. The primary control point shall be located at the primary 9-1-1 center located in Snow Hill and the redundant shall be located at the back-up 9-1-1 center located in Newark. The control points shall consist of a server application accessed from workstations as well as hardware for interfacing wired and wireless networks to siren controllers.

## 12. Communications

- a. There should be a minimum of two methods of connecting each siren controller to the system. Any antenna system shall include an appropriate Polyphaser surge arrester installed in accordance with manufacturer or Motorola R56 standards. Available methods of communication include:
  - i. VHF Simplex FM radio
  - ii. Ethernet or Serial via L3Harris XL-90D data radios over the County's P25 system
  - iii. Commercial cellular / LTE
  - iv. Ethernet via MPLS backhaul (where available)
- b. For security reasons, communications over analog FM radio shall not make use of two-tone, DTMF, or other simple to produce protocol unless encryption is utilized.

## 13. Activation Functions

- a. Activation should be accomplished via a PC application interface that must be capable of operation from no less than 15 workstations. PC application should be capable of accessing either the primary or redundant server / control point.
- b. System shall be capable of activation of sirens individually, via zones, or via geographic boundary.
- c. The control interface shall alert the operator that all sirens have sounded or present an alert for any sirens that failed to activate.
- d. An interface shall be provided to facilitate automatic activation of sirens based upon the Common Alerting Protocol from the FEMA IPAWS server and specifically IPAWS/NOAA Event Codes within the polygon of the IPAWS/NOAA activation message. This interface should provide the ability to control the siren pattern (mechanical) and tone/voice message (electronic) for a given event code.
- e. A method of manual activation of sirens shall be provided at the control point as well as locally at each siren to activate the siren in the event of a server failure.

- f. The activation control interface shall provide alerts for any siren events such as local activation, intrusion, or fault condition.
- g. The system shall perform regular automated polling of sirens not less than twice per day for status and display any fault conditions within the activation control interface.
- h. The system shall generate a log of all activity related to activations and other system events and provide for an easy to view log file.

#### 14. Power

- a. It is preferred that sirens and controllers be DC powered with battery back-up making use of a 120VAC power rectifier for battery charging. Battery back-up may be excluded from siren locations making use of generator supported power at county government owned properties. DC battery backup shall be sized to permit not less than 15 minutes of alerting and capable of maintaining the system in a stand-by mode for not less than twenty-four hours. The battery plant shall recharge to at least 80% of the maximum rated capacity from a fully discharged state within twenty-four hours. Batteries shall be of a maintenance free design with a life expectancy of not less than three years prior to replacement.
- b. Where commercial AC power is not available or practical, the county will accept solar/battery solutions.

#### 15. Sounds & Tones

- a. Mechanical sirens shall be capable of steady, slow warble, and fast warble signaling. Electronic sirens shall be capable of emulating these tones with the option of additional tones and voice messaging.
- b. A Silent Test function shall be available to permit the system to be tested without prolonged disruption of the public.

#### 16. Information Technology Considerations

- a. The County expects that required IT hardware be included within the proposal response inclusive of servers and any required network appliances or firewalls.
- b. Proposals shall include a technical description of any expected traffic between the system and public internet, particularly as it relates to ports and protocols.
- c. Any hosted or web-based components shall be FedRAMP or StateRAMP authorized.

#### 17. Portable Activation / Testing Kit

- a. The system shall include a portable kit to be used for siren testing and remote activation. This kit shall include a control point interface that may be connected to a customer supplied laptop to communicate with sirens using the wireless interface methods. This should be designed to permit a County employed technician to interact with the siren for diagnostic testing when at a siren site.

#### 18. Acceptance Testing

- a. Bidders shall propose a functional and coverage acceptance test plan as part of their proposal. The acceptance test plan should ensure that the system functions as specified and desired by the County and meeting the coverage requirements herein.

#### 19. In-Building Mass Notification Option

- a. The proposed solution shall be capable of delivering in-building mass notifications consistent with NFPA 72 In-Building Mass Notification System requirements. Proposers shall provide an example design, feature set, and option

cost to deliver tone and voice notification from the outdoor warning system into buildings equipped with the ability to interface an in-building mass notification audio source.

20. Portable Outdoor Mass Notification Option

- a. The proposed solution shall be capable of supporting a trailer mounted or other portable electronic tone/voice notification option connected to the system that may be sited at mass gatherings or other special events. The cost of such a unit shall be included as an option to purchase with the system.

21. Related Projects

- a. Bidders should be aware that the County desires at some sites to add, separate from this solicitation, IP based CCTV cameras and/or weather stations to siren pole structures. In these cases, where backhaul supports such an addition, an ethernet connection, LTE router, or L3Harris XL-90D data radio may be shared by other systems.

22. Environmental Planning & Historic Preservation Considerations

- a. The County may wish to use federal grant funds for a portion of this project. Bidders shall provide an option cost to conduct an EHP study and submission package as required for funding under FEMA Grant programs such as the Hazard Mitigation Grant Program.

23. Project Timeline & Funding

- a. The County may at its discretion determine that it is in its best interest to enter into this project in phases spreading construction of the siren system in its designed and envisioned end-state over multiple fiscal years and/or funding sources.

24. Staff Training

- a. Training shall be provided for both operators responsible for system activation as well as a training session for the County's electronic services staff related to system inspection, maintenance, and troubleshooting. Bidders shall include the cost of this training in their proposals.

25. System Life-Cycle Cost Considerations

- a. Vendors shall provide a comprehensive **20-Year Projected System Cost Estimate** to account for the full expected life of the countywide warning siren system. This estimate shall include, but not be limited to:
  - i. Initial system hardware, software, and installation costs
  - ii. Server replacements or upgrades projected during the 20-year period
  - iii. Software license renewals
  - iv. Anticipated maintenance or service needs beyond the initial service contract period
  - v. Any known recurring costs (connectivity, remote monitoring, etc.)
  - vi. Recommended component replacement schedules and estimated costs (e.g., batteries, siren controllers, etc.)
- b. **Note:** Vendors are required to provide documentation outlining assumptions behind all projected costs and the recommended schedule of replacements/upgrades over the 20-year life expectancy.

## 26. Warranty & Service

- a. As part of this proposal, vendors shall include pricing and commitment for a **total of 20 years of service and maintenance**, structured as four (4) consecutive five-year agreements, as follows:
  - i. **Initial 5-Year Service & Maintenance Agreement (Years 1-5):** Full-service agreement covering routine preventative maintenance, on-site repairs, software/firmware updates, remote monitoring, diagnostics, and emergency response.
  - ii. **Three (3) Additional 5-Year Service & Maintenance Agreements (Years 6-20):** Vendors must provide fixed pricing for each of the subsequent 5-year terms. While these agreements will be executed at the beginning of each term, pricing shall be established and committed to at the time of bid submission.
- b. The County reserves the right to decline renewal of any 5-year agreement prior to its commencement, but vendors shall honor the pricing provided for all four terms if renewed.
- c. The service agreement(s) must include:
  - i. Annual and total 5-year cost for each term
  - ii. Defined scope of services
  - iii. Response time commitments
  - iv. Covered components and exclusions
  - v. Escalation process for unresolved issues

## E. **GENERAL REQUIREMENTS**

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

## F. **EVALUATION CRITERIA**

1. Technical Approach & System Design
  - a. Clarity and completeness of proposed system design
  - b. Compatibility with existing infrastructure
  - c. Coverage effectiveness and sound propagation analysis
  - d. System reliability, redundancy, and failover capabilities
2. Firm Experience & Qualifications
  - a. Experience with similar outdoor warning siren projects
  - b. Qualifications of key personnel
  - c. Past performance and references from similar projects
3. Project Implementation Plan
  - a. Timeline and milestones
  - b. Installation and testing procedures
  - c. Training and transition support
4. Maintenance & Support Services
  - a. Warranty terms
  - b. Ongoing maintenance plan
  - c. Response times for service issues
5. Cost Proposal
  - a. Total cost of ownership (including equipment, installation, and training)
  - b. Pricing transparency and breakdown
  - c. Long-term maintenance costs

## G. ATTACHMENTS

1. Attachment A – Worcester County Land Use Map
2. Attachment B – County Owned Properties

## H. PRE-PROPOSAL CONFERENCE

1. A pre-proposal conference will be held on Friday, July 18, 2025 at 9:30am at the Government Center located at 1 West Market Street – Room 1103, Snow Hill, MD 21863.

## I. PAYMENT

1. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
2. Unless otherwise noted, **all additional charges shall be included in the price quoted.**
  - a. This includes delivery, shipping, and any other materials (proofs, paper, etc.) needed to successfully complete the project according to the terms described.
  - b. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
3. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

## J. QUESTIONS

1. The last day for questions is listed under Section I, Subsection C.2.

## K. AWARD

1. The County intends to award to the Vendor whose Completed Proposal Documents represents the best value to the County.

**END OF SECTION**

## SECTION IV: PROPOSAL SPECIFICATIONS

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- a. Each siren shall have a dedicated controller contained in a locking weatherproof outdoor enclosure that shall be capable of two-way communication with the activation and monitoring system. Controllers shall report the following conditions:
  - i. Loss of AC power
  - ii. Intrusion into control cabinet
  - iii. Failure of speaker or motor
  - iv. Successful activation
  - v. Loss of method of communication

## 11. Activation Control Point

- a. The County desires redundant control (activation) points for the siren system. The primary control point shall be located at the primary 9-1-1 center located in Snow Hill and the redundant shall be located at the back-up 9-1-1 center located in Newark. The control points shall consist of a server application accessed from workstations as well as hardware for interfacing wired and wireless networks to siren controllers.

## 12. Communications

- a. There should be a minimum of two methods of connecting each siren controller to the system. Any antenna system shall include an appropriate Polyphaser surge arrester installed in accordance with manufacturer or Motorola R56 standards. Available methods of communication include:
  - i. VHF Simplex FM radio
  - ii. Ethernet or Serial via L3Harris XL-90D data radios over the County's P25 system
  - iii. Commercial cellular / LTE
  - iv. Ethernet via MPLS backhaul (where available)
- b. For security reasons, communications over analog FM radio shall not make use of two-tone, DTMF, or other simple to produce protocol unless encryption is utilized.

## 13. Activation Functions

- a. Activation should be accomplished via a PC application interface that must be capable of operation from no less than 15 workstations. PC application should be capable of accessing either the primary or redundant server / control point.
- b. System shall be capable of activation of sirens individually, via zones, or via geographic boundary.
- c. The control interface shall alert the operator that all sirens have sounded or present an alert for any sirens that failed to activate.
- d. An interface shall be provided to facilitate automatic activation of sirens based upon the Common Alerting Protocol from the FEMA IPAWS server and specifically IPAWS/NOAA Event Codes within the polygon of the IPAWS/NOAA activation message. This interface should provide the ability to control the siren pattern (mechanical) and tone/voice message (electronic) for a given event code.
- e. A method of manual activation of sirens shall be provided at the control point as well as locally at each siren to activate the siren in the event of a server failure.

- f. The activation control interface shall provide alerts for any siren events such as local activation, intrusion, or fault condition.
- g. The system shall perform regular automated polling of sirens not less than twice per day for status and display any fault conditions within the activation control interface.
- h. The system shall generate a log of all activity related to activations and other system events and provide for an easy to view log file.

#### 14. Power

- a. It is preferred that sirens and controllers be DC powered with battery back-up making use of a 120VAC power rectifier for battery charging. Battery back-up may be excluded from siren locations making use of generator supported power at county government owned properties. DC battery backup shall be sized to permit not less than 15 minutes of alerting and capable of maintaining the system in a stand-by mode for not less than twenty-four hours. The battery plant shall recharge to at least 80% of the maximum rated capacity from a fully discharged state within twenty-four hours. Batteries shall be of a maintenance free design with a life expectancy of not less than three years prior to replacement.
- b. Where commercial AC power is not available or practical, the county will accept solar/battery solutions.

#### 15. Sounds & Tones

- a. Mechanical sirens shall be capable of steady, slow warble, and fast warble signaling. Electronic sirens shall be capable of emulating these tones with the option of additional tones and voice messaging.
- b. A Silent Test function shall be available to permit the system to be tested without prolonged disruption of the public.

#### 16. Information Technology Considerations

- a. The County expects that required IT hardware be included within the proposal response inclusive of servers and any required network appliances or firewalls.
- b. Proposals shall include a technical description of any expected traffic between the system and public internet, particularly as it relates to ports and protocols.
- c. Any hosted or web-based components shall be FedRAMP or StateRAMP authorized.

#### 17. Portable Activation / Testing Kit

- a. The system shall include a portable kit to be used for siren testing and remote activation. This kit shall include a control point interface that may be connected to a customer supplied laptop to communicate with sirens using the wireless interface methods. This should be designed to permit a County employed technician to interact with the siren for diagnostic testing when at a siren site.

#### 18. Acceptance Testing

- a. Bidders shall propose a functional and coverage acceptance test plan as part of their proposal. The acceptance test plan should ensure that the system functions as specified and desired by the County and meeting the coverage requirements herein.

#### 19. In-Building Mass Notification Option

- a. The proposed solution shall be capable of delivering in-building mass notifications consistent with NFPA 72 In-Building Mass Notification System requirements. Proposers shall provide an example design, feature set, and option

cost to deliver tone and voice notification from the outdoor warning system into buildings equipped with the ability to interface an in-building mass notification audio source.

20. Portable Outdoor Mass Notification Option

- a. The proposed solution shall be capable of supporting a trailer mounted or other portable electronic tone/voice notification option connected to the system that may be sited at mass gatherings or other special events. The cost of such a unit shall be included as an option to purchase with the system.

21. Related Projects

- a. Bidders should be aware that the County desires at some sites to add, separate from this solicitation, IP based CCTV cameras and/or weather stations to siren pole structures. In these cases, where backhaul supports such an addition, an ethernet connection, LTE router, or L3Harris XL-90D data radio may be shared by other systems.

22. Environmental Planning & Historic Preservation Considerations

- a. The County may wish to use federal grant funds for a portion of this project. Bidders shall provide an option cost to conduct an EHP study and submission package as required for funding under FEMA Grant programs such as the Hazard Mitigation Grant Program.

23. Project Timeline & Funding

- a. The County may at its discretion determine that it is in its best interest to enter into this project in phases spreading construction of the siren system in its designed and envisioned end-state over multiple fiscal years and/or funding sources.

24. Staff Training

- a. Training shall be provided for both operators responsible for system activation as well as a training session for the County's electronic services staff related to system inspection, maintenance, and troubleshooting. Bidders shall include the cost of this training in their proposals.

25. System Life-Cycle Cost Considerations

- a. Vendors shall provide a comprehensive **20-Year Projected System Cost Estimate** to account for the full expected life of the countywide warning siren system. This estimate shall include, but not be limited to:
  - i. Initial system hardware, software, and installation costs
  - ii. Server replacements or upgrades projected during the 20-year period
  - iii. Software license renewals
  - iv. Anticipated maintenance or service needs beyond the initial service contract period
  - v. Any known recurring costs (connectivity, remote monitoring, etc.)
  - vi. Recommended component replacement schedules and estimated costs (e.g., batteries, siren controllers, etc.)
- b. **Note:** Vendors are required to provide documentation outlining assumptions behind all projected costs and the recommended schedule of replacements/upgrades over the 20-year life expectancy.

## 26. Warranty & Service

- a. As part of this proposal, vendors shall include pricing and commitment for a **total of 20 years of service and maintenance**, structured as four (4) consecutive five-year agreements, as follows:
  - i. **Initial 5-Year Service & Maintenance Agreement (Years 1-5):** Full-service agreement covering routine preventative maintenance, on-site repairs, software/firmware updates, remote monitoring, diagnostics, and emergency response.
  - ii. **Three (3) Additional 5-Year Service & Maintenance Agreements (Years 6-20):** Vendors must provide fixed pricing for each of the subsequent 5-year terms. While these agreements will be executed at the beginning of each term, pricing shall be established and committed to at the time of bid submission.
- b. The County reserves the right to decline renewal of any 5-year agreement prior to its commencement, but vendors shall honor the pricing provided for all four terms if renewed.
- c. The service agreement(s) must include:
  - i. Annual and total 5-year cost for each term
  - ii. Defined scope of services
  - iii. Response time commitments
  - iv. Covered components and exclusions
  - v. Escalation process for unresolved issues

## E. **GENERAL REQUIREMENTS**

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

## F. **EVALUATION CRITERIA**

1. Technical Approach & System Design
  - a. Clarity and completeness of proposed system design
  - b. Compatibility with existing infrastructure
  - c. Coverage effectiveness and sound propagation analysis
  - d. System reliability, redundancy, and failover capabilities
2. Firm Experience & Qualifications
  - a. Experience with similar outdoor warning siren projects
  - b. Qualifications of key personnel
  - c. Past performance and references from similar projects
3. Project Implementation Plan
  - a. Timeline and milestones
  - b. Installation and testing procedures
  - c. Training and transition support
4. Maintenance & Support Services
  - a. Warranty terms
  - b. Ongoing maintenance plan
  - c. Response times for service issues
5. Cost Proposal
  - a. Total cost of ownership (including equipment, installation, and training)
  - b. Pricing transparency and breakdown
  - c. Long-term maintenance costs

## G. ATTACHMENTS

1. Attachment A – Worcester County Land Use Map
2. Attachment B – County Owned Properties

## H. PRE-PROPOSAL CONFERENCE

1. A pre-proposal conference will be held on Friday, July 18, 2025 at 9:30am at the Government Center located at 1 West Market Street – Room 1103, Snow Hill, MD 21863.

## I. PAYMENT

1. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
2. Unless otherwise noted, **all additional charges shall be included in the price quoted.**
  - a. This includes delivery, shipping, and any other materials (proofs, paper, etc.) needed to successfully complete the project according to the terms described.
  - b. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
3. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

## J. QUESTIONS

1. The last day for questions is listed under Section I, Subsection C.2.

## K. AWARD

1. The County intends to award to the Vendor whose Completed Proposal Documents represents the best value to the County.

**END OF SECTION**



## 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

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **May 5, 1026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Alertus Technologies, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the **Outdoor Warning Siren System Upgrade**.
2. Successful Vendor will furnish all 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 **\$1,410,143.<sup>20</sup> (One Million Four Hundred Ten Thousand One Hundred Forty-Three Dollars and twenty cents)** 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. Addenda
  - o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
  - q. 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.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:

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

**JANA POTVIN**  
 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:** April 27, 2026  
**SUBJECT:** Automated Speed Enforcement in School Zones  
 Ordinance Requirement and Speed Data for Center Drive

Public Works seeks Commissioner interest in exploring the development of a local ordinance authorizing Automated Speed Enforcement (ASE) i.e. "Speed Cameras" in Worcester County school zones. This memo presents speed study data from Center Drive and background on ASE as a tool to improve safety in school zones and invites Commissioner feedback on whether to proceed with ordinance development..

**Speed Study Data**

Public Works conducted a seven-day speed study on Center Drive near Ocean City Elementary School from March 25 through March 31, 2026. During the study period, 11,693 vehicle passages were recorded in a school zone with a posted 30 mph speed limit. The findings reveal a persistent speeding pattern:

- Vehicles traveling above 30 mph: 11,039 (94.4 percent)
- 85th percentile speed: 42 mph (12 mph above posted limit)
- Mean speed: 38.3 mph
- Vehicles in 35–44 mph pace: 7,751 (67.0 percent)

The 85th percentile speed, the traffic engineering standard for evaluating the reasonableness of posted speed limits and informing enforcement decisions, is 42 mph in this school zone. This indicates that most vehicles are traveling significantly above the posted limit.

**Automated Speed Enforcement Overview**

Automated Speed Enforcement is a camera-based radar system that records vehicle speeds in a designated school zone. ASE does not require a law enforcement officer to be present at the enforcement location. When a vehicle exceeds the posted speed limit by 12 or more miles per hour, consistent with Maryland Transportation Article § 21-809, the system captures vehicle information and issues a civil citation mailed to the vehicle owner. A civil citation is not a criminal charge and does not add points to a driver's license.

ASE has been shown to reduce vehicle speeds in school zones across Maryland and nationally. The consistency and impartiality of automated enforcement creates a reliable deterrent to speeding in areas where public safety is a priority.

## **Legal Framework**

Maryland Transportation Article § 21-809 authorizes counties to implement ASE in school zones, provided that a county enacts a local ordinance before deploying the system. The statute specifies that the County must hold a public hearing, provide reasonable public notice, and enact the ordinance by Commissioner vote. Once adopted, the ordinance authorizes the ASE program across all school zones in the County. Center Drive could serve as an initial deployment location given the documented speed data.

## **Next Steps**

Public Works requests Commissioner feedback on the potential of pursuing ASE ordinance development. Should there be interest, Public Works will work with the County Attorney to develop draft ordinance language for public hearing.

**Attachment:** Center Drive Speed Study Results, March 25–31, 2026

**cc:** Jana Potvin  
Kevin Lynch

**Worcester County DPW - Roads Division**

**ITEM 12**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Location 1:  
Site Code:  
East/West

Start Date: 3/25/2026  
End Date: 3/31/2026

0.000000

Direction: Combined

3/25/2026	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	*	*	*	*	*	*	*	*	*	*	*	*	*	0
1:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
2:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
3:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
4:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
5:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
6:00	0	0	0	4	23	32	20	7	2	0	0	0	0	88
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11:00	0	0	0	3	19	50	18	10	0	0	0	0	0	100
12:00 PM	1	0	1	2	41	61	48	5	0	1	0	0	0	160
1:00	0	0	3	19	78	153	84	18	0	0	0	0	0	355
2:00	1	0	0	3	39	63	45	14	4	0	0	0	0	169
3:00	0	0	0	1	22	50	36	11	2	0	0	0	0	122
4:00	0	0	0	9	11	42	17	4	0	0	0	0	0	83
5:00	0	0	0	6	15	25	10	0	1	0	0	0	0	57
6:00	0	0	0	2	12	17	3	3	0	0	0	0	0	37
7:00	0	1	0	2	10	7	6	1	0	0	0	0	0	27
8:00	0	0	0	1	0	1	1	1	0	0	0	0	0	4
9:00	0	0	0	2	1	2	0	0	0	0	0	0	0	5
10:00	0	0	0	0	0	1	1	0	0	0	0	0	0	2
11:00	0	0	0	0	0	0	0	1	0	0	0	0	0	1
<b>Total</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>74</b>	<b>359</b>	<b>667</b>	<b>386</b>	<b>103</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1618</b>

**Worcester County DPW - Roads Division**

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Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	1	3	1	1	1	0	0	0	0	0	0	7
3:00	1	0	0	0	5	6	2	0	1	0	0	0	0	15
4:00	0	0	0	2	9	22	10	2	1	0	0	0	0	46
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11:00	1	1	0	4	35	71	44	9	1	0	1	0	0	167
12:00 PM	0	1	0	5	36	71	64	15	1	0	0	0	0	193
1:00	0	0	0	12	53	93	68	13	1	0	0	0	0	240
2:00	0	0	2	11	49	107	71	10	3	0	0	0	0	253
3:00	0	0	2	8	40	82	31	6	1	0	0	0	0	170
4:00	0	0	0	3	18	30	30	11	1	0	0	0	0	93
5:00	0	0	0	4	26	32	18	0	0	0	0	0	0	80
6:00	0	0	0	2	13	24	2	0	0	0	0	0	0	41
7:00	0	0	0	3	9	9	7	1	0	0	0	0	0	29
8:00	0	0	1	0	2	5	3	2	0	0	0	0	0	13
9:00	0	0	0	0	1	2	3	1	0	0	0	0	0	7
10:00	1	0	0	0	0	4	0	0	0	0	0	0	0	5
11:00	0	0	0	0	0	0	1	0	0	1	0	0	0	2
<b>Total</b>	<b>4</b>	<b>3</b>	<b>13</b>	<b>88</b>	<b>496</b>	<b>939</b>	<b>549</b>	<b>130</b>	<b>19</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2247</b>

**Worcester County DPW - Roads Division**

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Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	1	0	1	0	0	0	0	0	0	2
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	1	0	1	1	1	0	0	0	0	0	0	4
3:00	0	0	0	1	6	7	1	0	0	0	0	0	0	15
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11:00	0	0	0	4	20	60	35	4	2	0	0	0	0	125
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1:00	0	0	1	16	69	126	56	8	2	0	0	0	0	278
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5:00	0	0	1	2	19	33	11	3	0	0	0	0	0	69
6:00	0	0	0	1	10	23	5	1	1	0	0	0	0	41
7:00	0	1	0	3	15	13	8	1	0	0	0	0	0	41
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9:00	0	0	1	0	2	4	4	1	1	0	0	0	0	13
10:00	1	0	0	0	3	2	2	0	0	0	0	0	0	8
11:00	0	0	0	0	0	2	0	0	0	0	0	0	0	2
<b>Total</b>	<b>3</b>	<b>5</b>	<b>13</b>	<b>106</b>	<b>502</b>	<b>915</b>	<b>457</b>	<b>107</b>	<b>18</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2127</b>

**Worcester County DPW - Roads Division**

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Start Date: 3/25/2026  
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0.000000

Direction: Combined

3/28/2026	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	2	1	0	0	0	0	0	0	0	3
1:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
2:00	0	0	0	0	0	1	0	0	0	0	0	0	0	1
3:00	0	0	0	0	1	1	0	0	0	0	0	0	0	2
4:00	0	0	0	2	1	5	4	1	0	0	0	0	0	13
5:00	0	0	0	0	4	11	1	1	0	0	0	0	0	17
6:00	0	0	0	2	4	20	7	7	1	2	0	0	0	43
7:00	0	0	0	3	8	37	19	6	0	0	0	0	0	73
8:00	0	0	0	2	12	41	38	10	1	0	0	0	0	104
9:00	0	1	1	1	14	41	42	17	0	0	0	0	0	117
10:00	0	0	0	1	15	47	26	10	3	0	0	0	0	102
11:00	1	1	2	2	18	42	31	6	2	0	0	0	0	105
12:00 PM	0	0	0	3	14	49	31	7	1	0	0	0	0	105
1:00	0	1	1	4	20	50	35	16	3	0	0	0	1	131
2:00	0	0	0	2	12	36	41	6	3	2	0	0	0	102
3:00	2	1	1	1	25	36	35	14	2	1	0	0	0	118
4:00	0	0	0	3	16	49	30	7	5	0	0	0	0	110
5:00	1	0	0	3	24	35	21	5	1	0	0	0	0	90
6:00	0	0	0	4	17	33	20	4	1	1	0	0	0	80
7:00	0	0	1	5	16	23	8	3	0	0	0	0	0	56
8:00	0	1	0	6	9	15	3	3	1	1	0	0	1	40
9:00	0	0	0	2	9	11	6	0	2	0	0	0	0	30
10:00	0	0	2	3	3	7	1	3	0	0	0	0	0	19
11:00	0	0	0	2	3	9	2	0	0	0	0	0	0	16
<b>Total</b>	<b>4</b>	<b>5</b>	<b>8</b>	<b>51</b>	<b>248</b>	<b>600</b>	<b>401</b>	<b>126</b>	<b>26</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1478</b>

**Worcester County DPW - Roads Division**

**ITEM 12**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Location 1:  
Site Code:  
East/West

Start Date: 3/25/2026  
End Date: 3/31/2026

0.000000

Direction: Combined

3/29/2026	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	2	1	3	1	0	0	0	0	0	0	7
1:00	0	0	0	0	0	3	1	0	0	0	0	0	0	4
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	1
3:00	0	0	0	0	0	1	1	0	0	0	0	0	0	2
4:00	0	0	0	0	0	0	0	1	0	0	0	0	0	1
5:00	0	0	0	0	0	1	1	0	0	0	0	0	0	2
6:00	0	0	0	2	6	7	2	2	0	0	0	0	0	19
7:00	0	0	0	1	6	6	2	1	0	0	0	0	0	16
8:00	0	0	0	3	4	24	11	5	2	0	0	1	0	50
9:00	0	0	0	2	12	31	23	5	1	0	0	0	0	74
10:00	0	1	1	3	13	38	32	8	1	0	0	0	0	97
11:00	0	0	0	1	14	36	37	7	2	0	0	0	0	97
12:00 PM	0	1	0	0	20	37	46	10	2	0	0	0	0	116
1:00	0	0	1	2	11	41	23	8	3	0	0	0	0	89
2:00	0	0	1	3	19	31	27	7	1	0	0	0	0	89
3:00	1	2	1	1	14	37	36	9	4	0	0	0	0	105
4:00	0	0	0	2	12	46	30	8	0	0	1	0	0	99
5:00	0	1	3	3	9	41	29	12	0	0	0	0	0	98
6:00	1	2	2	0	17	31	29	7	2	2	0	0	0	93
7:00	1	0	2	10	12	27	13	4	1	0	0	0	0	70
8:00	0	0	0	7	21	22	10	4	1	0	0	0	0	65
9:00	0	1	0	0	11	14	8	1	1	0	0	0	0	36
10:00	0	0	0	0	6	9	6	0	2	0	0	0	0	23
11:00	0	1	0	0	0	7	1	1	0	0	0	0	0	10
<b>Total</b>	<b>3</b>	<b>9</b>	<b>11</b>	<b>42</b>	<b>208</b>	<b>493</b>	<b>369</b>	<b>100</b>	<b>23</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1263</b>

**Worcester County DPW - Roads Division**

**ITEM 12**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Location 1:  
Site Code:  
East/West

Start Date: 3/25/2026  
End Date: 3/31/2026

0.000000

Direction: Combined

3/30/2026	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	2	1	0	0	0	0	0	0	3
1:00	0	0	0	0	2	2	0	0	0	0	0	0	0	4
2:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
3:00	0	0	0	1	2	0	0	0	0	0	0	0	0	3
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	0	0	0	3	6	0	0	0	0	0	0	0	0	9
6:00	0	0	0	3	4	3	3	0	0	0	0	0	0	13
7:00	0	0	0	2	12	19	12	1	0	0	0	0	0	46
8:00	0	0	0	3	24	39	34	13	0	2	0	0	0	115
9:00	0	1	4	13	66	171	82	17	5	1	0	0	0	360
10:00	0	0	0	4	14	30	37	4	0	1	0	0	0	90
11:00	1	0	0	6	21	39	22	7	2	1	0	0	0	99
12:00 PM	0	0	3	4	13	33	34	8	0	0	0	0	0	95
1:00	0	1	1	3	21	46	22	6	1	0	0	0	0	101
2:00	1	0	0	10	28	46	21	5	0	0	0	0	0	111
3:00	0	0	5	5	21	47	25	10	1	0	0	0	0	114
4:00	0	1	8	20	46	127	74	12	3	1	0	0	0	292
5:00	1	0	1	2	37	100	51	18	1	0	0	0	0	211
6:00	2	1	2	2	22	69	46	10	8	1	0	0	0	163
7:00	5	4	1	8	21	24	24	3	0	0	0	0	0	90
8:00	0	0	1	6	25	43	9	2	1	1	0	0	0	88
9:00	0	0	1	7	15	17	4	2	0	0	0	0	0	46
10:00	0	2	1	1	5	12	5	1	1	0	0	0	0	28
11:00	0	0	0	0	2	2	3	0	0	0	0	0	0	7
<b>Total</b>	<b>10</b>	<b>10</b>	<b>28</b>	<b>103</b>	<b>408</b>	<b>871</b>	<b>509</b>	<b>119</b>	<b>23</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2089</b>

**Worcester County DPW - Roads Division**

**ITEM 12**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Location 1:  
Site Code:  
East/West

Start Date: 3/25/2026  
End Date: 3/31/2026

0.000000

Direction: Combined

3/31/2026 Time	0 - 15 MPH	> 15 - 20 MPH	> 20 - 25 MPH	> 25 - 30 MPH	> 30 - 35 MPH	> 35 - 40 MPH	> 40 - 45 MPH	> 45 - 50 MPH	> 50 - 55 MPH	> 55 - 60 MPH	> 60 - 65 MPH	> 65 - 70 MPH	> 70 MPH	Total
12:00 AM	1	0	0	0	1	4	0	0	0	0	0	0	0	6
1:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
2:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	1	0	0	0	0	0	0	0	0	0	1
5:00	0	0	1	0	3	1	0	0	0	0	0	0	0	5
6:00	0	0	0	0	2	6	3	1	0	0	0	0	0	12
7:00	0	0	0	0	14	13	16	2	1	0	0	0	0	46
8:00	0	0	0	1	28	55	42	9	2	0	0	0	0	137
9:00	0	1	4	23	100	171	62	18	1	0	0	0	0	380
10:00	0	1	0	4	22	49	30	15	1	0	0	0	0	122
11:00	0	0	0	2	14	47	27	4	0	0	0	0	0	94
12:00 PM	0	1	0	5	19	23	14	3	1	0	0	0	0	66
1:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
2:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
3:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
4:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
5:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
6:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
7:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
8:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
9:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>36</b>	<b>205</b>	<b>369</b>	<b>194</b>	<b>52</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>871</b>
<b>Grand Total</b>	<b>29</b>	<b>40</b>	<b>85</b>	<b>500</b>	<b>2426</b>	<b>4854</b>	<b>2865</b>	<b>737</b>	<b>127</b>	<b>22</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>11693</b>
<b>Stats</b>			<b>Percentile</b>	<b>15th</b>	<b>50th</b>	<b>85th</b>	<b>95th</b>							
			<b>Speed</b>	<b>33</b>	<b>37</b>	<b>42</b>	<b>46</b>							
<b>Mean Speed (Average)</b>				<b>38.3</b>										
<b>10 MPH Pace Speed</b>				<b>35-44</b>										
<b>Number in Pace</b>				<b>7751</b>										
<b>Percent in Pace</b>				<b>67.0%</b>										
<b>Number &gt; 30 MPH</b>				<b>11039</b>										
<b>Percent &gt; 30 MPH</b>				<b>94.4%</b>										



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: Ed Welch, Procurement Officer  
DATE: April 16, 2026  
RE: Request to Award – Tanhouse Creek Bridge (Bayside Road) Replacement

---

Public Works is requesting that the Commissioners review and approve awarding the **Tanhouse Creek Bridge Replacement to Murtech Inc.** The total value of the contract is **\$622,646.**

I have attached the proposal tabulation and contract to this memo. An evaluation team reviewed each proposal individually prior to an overall group average being established.

Bids were due and opened on Monday, March 19, 2026, at 2 p.m. Five (5) bids were received.

The Commissioners approved using \$600,000 in Assigned Funds on 11/18/25 for this bridge replacement, so approval will also be needed to use an additional \$22,626 from the FY25 surplus.

Please feel free to contact me if you have any questions. Thank you.

<b>Replacement of Tanhouse Creek Bridge</b>
<b>March 19, 2026 @ 2 p.m.</b>
<b>Request for Proposals Tabulation Sheet</b>
<b>Respondent's Name(s):</b>
<b>Murtech</b> (Salisbury, MD)
<b>Seaward Marine Corporation</b> (Norfolk, VA)
<b>Chesapeake Turf LLC</b> (Salisbury, MD)
<b>George &amp; Lynch Inc.</b> (Dover, DE)
<b>Bay Coastal Contracting</b> (Berlin, MD)



## 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

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **May 5, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Murtech, Inc.** (“Successful Vendor”).

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

1. Successful Vendor will commence and complete the Replacement of **Tanhouse Creek Bridge-Bayside Road**.
2. Successful Vendor will furnish all 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 **\$622,646.<sup>00</sup> (Six Hundred Twenty-two Thousand Six Hundred Forty-Six Dollars and zero 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. Addenda
  - o. Successful Vendor’s Completed Bid Documents
  - p. Notice of Award

- q. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:

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

**JANA POTVIN**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston S. Young, P.E. Chief Administrative Officer  
 Candace Savage, CGFM Deputy Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** April 27, 2025  
**SUBJECT:** Harbor Road Paving Over Expenditure

---

Public Works is requesting Commissioner approval to overspend \$43,016.93 from the Roads Maintenance Materials Blacktop for Overlay account # 100.1202.6140.010. The approved FY26 budget amount for Blacktop overlay is \$1,000,000. Commissioners approved a contract with Allan Myers for \$922,374.93, after this contract was signed, a decision was made to potentially add Harbor Road to the upcoming paving list. Roads staff met with Allan Myers regarding the work needed for Harbor Road and were provided with an estimate for the work totaling \$113,142. Additionally, Allan Myers has submitted a change order in the amount of \$7,500 due to the amount of asphalt milling that was discovered on roads currently on the paving list around the West Ocean City harbor area. If approved, Road's will utilize unspent funds in Road Maintenance Contractual Services account #100.1202.6600.020 totaling \$44,578.00, to cover the over expenditure.

Please let me know if there are any questions.

Cc: Jana Potvin  
 Kevin Lynch



---

## FY26 Paving - Additional Milling at the West Ocean City locations

---

From Wesley Paxton <Wesley.Paxton@allanmyers.com>

Date Mon 4/27/2026 4:12 PM

To Kevin Lynch <klynch@worcestermd.gov>

Kevin,

Please see below estimate for the additional taper milling required for the West Ocean City locations:

Item	Description	Quantity	Unit	Unit Price	Total
30	MILL EXISTING ASPHALT, 0-2" DEPTH	3,000.000	SY	\$2.50	\$7,500.00

The purpose of this request is to properly prepare residential and commercial entrances (both curbed and uncurbed), side streets, parking lot entrances, etc. by taper milling the tie-ins to these areas utilizing our large milling machine. This method will enhance construction quality by providing smooth, safe tie-ins and transitions.

Let me know if you have any questions or need any further clarification.

Thank you,

**Wesley Paxton**

Estimator

**ALLAN MYERS**

M: 302.670.3680

W: [allanmyers.com](http://allanmyers.com)



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## FY26 Paving - Harbor Rd Addon - Revised

From Wesley Paxton <Wesley.Paxton@allanmyers.com>  
 Date Mon 4/27/2026 2:40 PM  
 To Kevin Lynch <klynch@worcestermid.gov>  
 Cc Tom Rousan <Tom.Rousan@allanmyers.com>

Kevin,

Please see below estimate for the addition of Harbor Rd to the FY26 Paving. This includes the section of Harbor Road from Golf Course Road to Swordfish drive – approximately 1,845’.

### Harbor Rd Addon Estimate

Item	Description	Quantity	Unit	Unit Price	Total
10	F&I 9.5MM ASPHALT (HARBOR RD ADDON), 2” THICK	720.000	TN	\$114.25	\$82,260.00
30	*MILL EXISTING ASPHALT, 0-2” DEPTH	1,800.000	SY	\$2.50	\$4,500.00
40	DOUBLE YELLOW CENTER LINE	1,400.000	LF	\$0.63	\$882.00
50	F&I 9.5MM WEDGE, VARIABLE DEPTH	150.000	TN	\$170.00	\$25,500.00

**TOTAL**      \$113,142.00

\*The above milling item includes a combination of full-width milling at 2” depth and taper milling at 1” average depth. The full width milling includes the section of Harbor Rd that runs NB and SB for a total quantity of 900 SY. The taper milling includes the section of Harbor Rd that runs EB and WB for a total quantity of 900 SY.

Let me know if you have any questions or need any further clarification.

Thank you,

**Wesley Paxton**  
 Estimator  
**ALLAN MYERS**

M: 302.670.3680  
 W: [allanmyers.com](http://allanmyers.com)



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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

COMMISSIONERS  
THEODORE J. ELDER, PRESIDENT  
MADISON J. BUNTING, JR., VICE PRESIDENT  
CARYN G. ABBOTT  
ANTHONY W. BERTINO, JR.  
ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

April 24, 2026

To: Worcester County Commissioners  
From: Karen Hammer, Executive Administrative Assistant  
Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

**Commissioner Bertino – You have Three (3) positions open:**

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

**Commissioner Purnell – You have Two (2) positions open:**

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

**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 One (1) position open:**

- Michelle Goad – **Term Ended** – Commission for Women

**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 – All of your positions are fulfilled. Thank you!**

**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**

**(2)-Drug and Alcohol Abuse Council –1- Term Ends** – Kim Moses, **1 – Declined Reappointment** – Alyce Marzola

**(2)-Local Development Council for the Ocean Downs Casino - Previously Expired Terms** – Mark Wittmyer, At-Large, and David Massey (At-Large-Business)

**(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:**

**(3)– Resigned** - Laura Morrison – (At Large); Darlene Jackson Bowen – Resigned (Purnell) Resigned – Michelle Goad (Abbott)

**(1) - Termed Out** - Kimberly List (Mitrecic)

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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)

\* = Initial terms staggered

## BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

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

Staff Contact: Jennifer Keener, Director  
Development Review & Permitting (410-632-1200, ext. 1123)

### Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 <b>Resigned</b>
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
Mark Frostrom, Jr.	D-1 - Abbott	Pocomoke	26-30

### 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)  
Kevin Holland (96-24)

\* = Appointed to fill an unexpired term

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>
	<b><u>At-Large Members</u></b>	
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
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
Julie Rayne	Substance Abuse Treatment Provider	26-30
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25-29
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25 Declined Reappt. Vacant

	<b><u>Ex-Officio Members</u></b>	
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State’s Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

**Advisory Members**

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

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$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
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
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	Keri Byrd 22-25
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonso	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

\* = Appointed to fill an unexpired term

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

**ITEM 15**

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

**Current Members:**

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

**Prior Members:**

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

**Since 2009**

Joe Cavilla (12-17)  
 James N. Mathias, Jr. <sup>c</sup> (09-18)  
 Ron Taylor <sup>c</sup> (09-14)  
 James Rosenberg (09-19)  
 Rod Murray <sup>c</sup> (\*09-19)  
 Gary Weber (\*19-21)

Charlie Dorman (12-19)  
 Gee Williams (09-21)  
 Bobbi Sample (17-23)  
 Steve Ashcraft (19-24)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member

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

**WATER AND SEWER ADVISORY COUNCIL  
NEWARK SERVICE AREA**

Reference: County Commissioners’ Resolution of February 4, 2025

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 Newark Service Area

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

Current Members:

<u>Name</u>	<u>Resides/Appt. By</u>	<u>Years of Term(s)</u>
JC Barbely	Newark/Abbott	25-29
Susan Age	Newark/Abbott	25-29
Jim Scott	Newark/Abbott	25-29
Jenny Mumford	Newark/Abbott	25-29

**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<sup>c</sup> (93-96)                      Andrew Delcorro (\*14-19)

John Mick<sup>c</sup> (93-95)

Frank Gunion<sup>c</sup> (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham<sup>c</sup> (93-13)

Ralph Giove<sup>c</sup> (93-14)

Chris Smack (04-14)

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

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

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary  
 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 <b>Termed Out</b>
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	<b>*19-20-23-26 Resigned</b>
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	<b>*19-21-24-27 Resigned</b>
Michelle Goad	D-1, Abbott	Pocomoke City	<b>25-28 - Dismissal</b>
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
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

Prior Members: Since 1995

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

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

**Notice of Public Hearing  
Worcester County  
FY 2026 Requested Enterprise Funds Operating Budget Amendment**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2026 Enterprise Funds Operating Budget Amendment on:

**Tuesday, May 5, 2026, at 10:30 a.m.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

The FY 2026 Enterprise Funds Operating Budget Amendment is to appropriate funds related to previously approved encumbrances and over expenditures for water, wastewater and solid waste.

For additional information please visit the County Treasurer's Office in Room 1105 of the County Government Center in Snow Hill or online at [co.worcestser.md.us](http://co.worcestser.md.us).



Worcester County Administration

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

TO: Weston S. Young, Chief Administrative Officer  
County Commissioners

FROM: Steven Douth, Deputy Finance Officer

DATE: March 20, 2026

RE: FY26 Request to Advertise Public Hearing for the FY26 Budget Amendment

---

The proposed budget amendment is a modification related to approved over expenditures and encumbrances from the prior year.

The Treasurer's office 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 \$4,750,678.

Increase the following expense line items:

- \$2,000 Newark Water Plant – Cleaned & Painted
- \$9,081 Assateague Point – Sunset Ave Sewer Work
- \$13,068 Landings – Sunset Ave Sewer Work
- \$20,000 Mystic Harbour- Replacement Mixer
- \$4,000 Ocean Pines Roof Repair
- \$32,000 Ocean Pines Vacuum Pumps
- \$19,000 Lighthouse Sound Replacement Pumps
- \$25,795 Riddle Farm Electrical Work
- \$65,844 West Ocean City Sewer sent to OC greater than anticipated
- \$45,896 Mystic Harbour reciprocal tariffs
- \$366,415 Ocean Pines Belt Filter Press
- \$10,604 Ocean Pines Well Evaluation
- \$15,745 Radio Read Water Meters
- \$41,978 River Run Irrigation Pump
- \$374,545 Mystic Harbour Membranes
- \$20,659 Riddle Farm Water Tower Rehab
- \$97,919 Mystic Harbour Control Panel
- \$110,350 Mobile Belt Filter Press Repairs
- \$51,487 Riddle Farm WWTP Membranes
- \$9,745 Ocean Pines WWTP PFAS Study
- \$6,500 OP & MH PFAS Water Sampling
- \$13,587 MD 589 W&S Extension Study



Worcester County Administration

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

- \$27,732 Ocean Pines WWTP Blower Repair
- \$5,700 Ocean Pines WWTP Lagoon Expansion
- \$16,967 Mystic Harbour VFD
- \$3,600 New World Data Export
- \$104,000 Mystic Harbour Pump Station B&C Design
- \$5,100 Transport Mobile Belt Filter Press
- \$15,000 Neptune Meter Software Update
- \$124,157 Ocean Pines WWTP Unit 4 Cleaning
- \$294,300 Ocean Pines WWTP Lagoon Expansion
- \$715,200 Riddle Water Tower Upgrades – Painting and repair
- \$124,523 Construction Admin & Inspection Cell 1 Pump Stations
- \$323,885 New Bail Hoist Roll-off Truck
- \$54,287 Landfill Gas Collection Systems Design
- \$1,580,000 Cell 1 Pump Station Upgrade Construction

Requesting approval to advertise holding a Public Hearing to amend the FY26 operating budget.

Attachments:   WWW Over Expenditures  
                      WWW Encumbrances  
                      Solid Waste Encumbrances

**RESOLUTION NO. 26- \_\_**  
**BUDGET AMENDMENT FOR FISCAL**  
**YEAR 2026**

**Recitals:**

- A. The County Commissioners adopted a Resolution on June 17, 2025 adopting the expense budget and establishing the rates for Fiscal Year 2026.
- B. The County Commissioners have identified an additional expense to be included in Fiscal Year 2026 enterprise fund budgets.

**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:

Increase in the following expense line items:

• 550.6550.020	Newark Buildings/Grounds Maintenance	\$ 2,000
• 520.9010.090	Assateague Point Capital Equipment	\$ 9,081
• 535.9010.090	Landings Capital Equipment	\$ 13,068
• 545.9010	Mystic Harbour Capital Equipment	\$ 20,000
• 555.8004.6550.020	Ocean Pines Buildings & Grounds	\$ 4,000
• 555.8004.9010.090	Ocean Pines Capital Equipment	\$ 32,000
• 540.6500.010	Lighthouse Sound Systems Maintenance	\$ 19,000
• 570.9010.090	Riddle Farm Capital Equipment	\$ 25,795
• 580.6700.100	West OC Other Maintenance	\$ 65,844
• 545.9010	Mystic Harbour Capital Equipment	\$ 45,896
• 555.1600	Ocean Pines CIP	\$ 366,415
• 555.8001.6530.100	Ocean Pines Consulting Services	\$ 10,604
• 555.8002.9010	Ocean Pines Water Capital Equipment	\$ 15,747
• 575.9010.090	River Run Capital Other WWW	\$ 41,978
• 545.9010.090	Mystic Harbour Capital Other WWW	\$ 374,545
• 570.9010.080	Riddle Farm Capital Equip Construction	\$ 20,659
• 545.9010.080	Mystic Harbour Capital Equip Construction	\$ 97,919
• 570.9010	Riddle Farm Capital Equipment	\$ 110,350
• 570.9010.090	Riddle Farm Capital Equip Other WWW	\$ 51,487
• 555.8003.6500.030	Ocean Pines Systems Maint Wastewater	\$ 9,745
• 520.6200.010	Assateague Point Other Supplies/Materials	\$ 812
• 535.6200.010	Landings Other Supplies/Materials	\$ 812
• 545.6200.010	Mystic Harbour Other Supplies/Materials	\$ 1,625
• 555.8002.6200.010	Ocean Pines Other Supplies/Materials	\$ 3,250
• 555.8001.6530.100	Ocean Pines Consulting Services	\$ 13,587
• 555.8003.6500.030	Ocean Pines Systems Maint Wastewater	\$ 27,732
• 555.8003.9010.090	Ocean Pines Capital Equip Other WWW	\$ 5,700
• 545.6500.030	Mystic Harbour Systems Maint Wastewater	\$ 16,967
• 510.6530.100	Support Consulting Services	\$ 3,600
• 545.9010.080	Mystic Harbour Capital Equipment Construction	\$ 104,000
• 570.9010.090	Riddle Farm Capital Equip Other WWW	\$ 5,100
• 510.9010.090	Support Capital Equip Other WWW	\$ 15,000

• 555.8003.9010.090	Ocean Pines Capital Equip Other WW	\$ 124,157
• 555.8003.9010.090	Ocean Pines Capital Equip Other WW	\$ 294,300
• 570.9010.080	Riddle Farm Capital Equipment Construction	\$ 715,200
• 680.7002.9010.060	Solid Waste Capital Equipment Other	\$ 124,523
• 680.7002.9010.070	Solid Waste Capital Heavy Equipment	\$ 323,885
• 680.7002.6530.040	Solid Waste Consulting Services	\$ 54,287
• 680.7002.9010.060	Solid Waste Capital Equipment Other	\$1,580,000

Increase in the following revenue line items:

• 520.5975.100	Transfers From (To) Reserves	\$ 9,893
• 535.5975.100	Transfers From (To) Reserves	\$ 13,880
• 540.5975.100	Transfers From (To) Reserves	\$ 19,000
• 545.5975.100	Transfers From (To) Reserves	\$ 660,952
• 550.5975.100	Transfers From (To) Reserves	\$ 2,000
• 555.5975.100	Transfers From (To) Reserves	\$ 907,237
• 570.5975.100	Transfers From (To) Reserves	\$ 928,591
• 575.5975.100	Transfers From (To) Reserves	\$ 41,978
• 680.5975.100	Transfers From (To) Reserves	\$ 2,082,695
• 510.5975.100	Transfers From (To) Reserves	\$ 18,600
• 580.5975.100	Transfers From (To) Reserves	\$ 65,844

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

**PASSED AND ADOPTED** this \_\_\_\_\_, 2026.

Attest:

Worcester County Commissioners

\_\_\_\_\_  
Weston S. Young  
Chief Administrative Officer

\_\_\_\_\_  
Theodore J. Elder  
President

\_\_\_\_\_  
Madison J. Bunting, Jr.  
Vice President

\_\_\_\_\_  
Caryn G. Abbott  
Commissioner

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Anthony W. Bertino, Jr.  
Commissioner

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Eric J. Fiori  
Commissioner

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Joseph M. Mitrecic  
Commissioner

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Diana Purnell  
Commissioner

DRAFT

**APPROVED**

10/21/25 WSY

**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:** October 13, 2025

**SUBJECT:** Over Expenditure Request – Newark Water Treatment Plant

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Public Works is requesting Commissioner approval to overspend the Buildings and Grounds Maintenance for the Newark Water Treatment Plant, account number 550.6550.020 by \$2,000. Members of the Newark Water & Sewer Advisory Board have requested the exterior of the Water Treatment Plant be cleaned and painted. The Public Works – Maintenance Division is capable of handling the work in-house but the material costs were not included in the FY 26 budget. The current line item for Buildings and Grounds Maintenance is \$1,000. Several pictures of the plant are below for reference. Public Works will attempt to offset the cost of the maintenance by underspending other items in the Newark budget, but other unforeseen expenses may impact the final FY 26 budget.

Please let me know if there are any questions.

Attachments

CC: Tony Fascelli  
Quinn Dittrich





**APPROVED**

WSY 01/06/26

**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:** December 29, 2025

**SUBJECT:** Sunset Ave. Sewer – Extra Work Order

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Public Works is requesting Commissioner approval of the attached Sunset Avenue Sewer Extra Work Order for JW Salm Engineering in the amount of \$22,150.00 and approval to overspend the following accounts to fund the work:

- Assateague Point Capital Equipment Other WWW Equipment 520.9010.090 by \$9,081.50
- Landings Capital Equipment Other WWW Equipment 535.9010.090 by \$13,068.50

The additional work is related to the connection of the Landings and Assateague Point sewer systems to the West Ocean City sewer system and includes survey, design, downstream hydraulic analysis, and the creation of contract documents for construction bidding, see attached proposal. JW Salm previously designed the Sunset Avenue Relief Sewer (\$30,215.00) which this extension would connect into. Contracting with them directly saves the County time and money by tying into existing survey data and piggybacking on previous permitting efforts. If approved, costs would be split between Landings (59% of debt based on 100/170 gpd) and Assateague Point, (41% of debt based on 70/170 gpd).

Per the Enterprise Fund Controller, there are funds in these two service areas to cover the work. Assateague Point currently has \$109,000.00 in their cash account and no investment account. The Landings has \$442,000.00 in their cash account also with no investment account.

Please let me know if there are any questions.

Attachment

CC: Ondrea Starzhevskiy  
Quinn Dittrich  
Lee Beauchamp

P.O. Box 397  
9842 Main Street, Suite 3  
Berlin, MD 21811

phone: 410.641.0126  
fax: 410.641.0128  
e-mail: comments@jwse.com

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December 23, 2025

Dallas Baker, P.E.  
Director  
Worcester County DPW  
1000 Shore Lane, Ocean Pines, MD 21811  
Email: dbaker@co.worcester.md.us

**Re: Sunset Avenue Relief Line – Engineering and Construction Permitting Additional Services – Mystic Harbor Service Area, Berlin, Worcester County, Maryland**

Dear Mr. Baker:

We are writing at the request of Mr. Tony Fasceslli of your Department who requested analysis of an additional connection west of the proposed initial work area of the above referenced project.

### **Task 5A: Additional Connection Design**

*JWSE* will subcontract a Professional Land Surveyor licensed in the State of Maryland to produce a supplement to the previous linear elevation survey along the additional force main route for this project in order to proceed with the requested profile design. This task will consist of performing a field survey along Sunset Avenue to the intersection with Stephen Decatur Highway (MD Route 611).

This task includes drawing updates and force main analysis for the interconnection of an additional 170,000 GPD from Sunset Avenue's intersection with Stephen Decatur Highway (MD Route 611). This additional connection is proposed to connect to the existing force main coming from the (Mystic Harbor) Pump Station A, which then connects to the proposed force main from the previous work Tasks. This work shall be suitable for submittal to your office for review. This task is estimated to take approximately one month to complete.

### **Task 5B: Downstream Analysis**

This task includes force main analysis of sections of force main downstream from existing Pump Station No. 4 for the interconnection of an additional 170,000 GPD. This work shall be suitable for submittal to your office for review. This task is estimated to take approximately one month to complete.

### **Task 6: Engineering Services During Bidding**

*JWSE* will prepare bidding documents for your review that can be used to solicit contractor bids. These specifications will be suitable to evaluate solicited contractor services. One pre-bid meeting attendance is included with this Task.

*JWSE* will perform all Engineering Tasks on a Time and Expenses basis, in accordance with the attached Standard Provisions. The estimated budget amount for these tasks is as follows:

Task 5A: Additional Connection Design	: \$ 13,750
Task 5B: Downstream Analysis	: \$ 6,000
<u>Task 6: Engineering Services During Bidding</u>	<u>: \$ 2,400</u>
	Total: \$ 22,150

These estimates are provided in good faith; however, any adjustment in the scope of work during design may affect this estimate. These estimates do not include any regulatory review fees or plan copying expenses. Post design and/or construction phase services, subsurface investigations, surveying, water supply permits, pollution prevention plans or wetland delineation are not included in this scope of work. Should these or other additional services, public hearing and public meetings, other investigations or any other meeting attendance, be required, they will be performed by *JWSE* only with your prior approval and will be billed on a Time and Expenses basis; any such billings are not included in the above budgetary estimate.

*JWSE* will begin work on this project upon receipt of written authorization from you below. Please feel free to contact *JWSE* should you have any questions or comments.

Very truly yours,

J. W. SALM ENGINEERING, INC.

By: *Justin J. Redding*

Justin J. Redding, E.I.  
President

**Att:** Standard Provisions (February 2024)

Please indicate acceptance by signing below and return to *JWSE*.

\_\_\_\_\_  
Owner or Authorized Representative      Date      Organization

\_\_\_\_\_  
(Print Name)      Street Address

\_\_\_\_\_  
Town, State, Zip

## STANDARD PROVISIONS

**GENERAL:** The letter Proposal from J.W. Salm Engineering, Inc. (*JWSE*), outlining the scope of work, fees and times for completion, together with the terms and conditions contained herein, shall constitute the Agreement for services to be rendered. These Standard Provisions are fully binding upon Clients accepting proposals just as if they were fully set forth in such Proposals. However, in the event that terms and conditions set forth in the Proposal contradict terms set forth here, the Proposal shall govern. Upon acceptance by the Client, the Proposal and these Standard Provisions shall constitute the entire Agreement between the parties. No service outside the scope of this Agreement shall be performed without notification to the Client. Should there be any future revisions, dictated by changes in the governing authorities requirements or changes of scope of the project made by the Client, fees shall be adjusted accordingly. Fees shall be in accordance with the "Fees for Professional Services" prevailing at the time the work is performed. Although it is the policy of *JWSE* to complete all professional services in a timely manner, there is no guarantee expressed or implied as to when work will be completed or when work will be reviewed or approved by the applicable governing agencies. Each party reserves the right to terminate this Agreement at any time upon written notification. In such event, the Client shall pay for all work performed to date. The Client shall pay the costs of all fees, permits, bond premiums, and other charges not expressly covered by the terms of this Agreement.

**SCOPE :** *JWSE* shall only be obligated to perform those services expressly described in this Agreement or those services necessarily implied by the work undertaken by *JWSE* pursuant to the Agreement. In no event, unless expressly set forth in the Agreement, shall *JWSE* be obligated:

- a. To furnish or certify as to the correctness of a legal description or title report as to real property which is the subject of, or related to, *JWSE's* services.
- b. To furnish or certify as to the correctness of a topographical survey, as-built survey, land survey, boundary survey, utility survey, street survey, or other survey which reflects real property which is the subject of, or related to, *JWSE's* services
- c. To furnish legal, accounting, insurance, or other consulting services not customarily undertaken by *JWSE*.
- d. To provide professional services pertinent to off-site requirements or considerations.
- e. To locate or verify the location of underground utilities.
- f. To furnish or verify specifications or requirements related to PCB transformer removal or disposal, radon level evaluations, asbestos, or related services.
- g. To assure the Client of favorable results on the submission of zoning, appeal, exception, waiver or any other applications made on behalf of the Client to Local, State or Federal agencies or bodies.
- h. To provide any geotechnical services, including, but not limited to, core borings, probing, subsurface explorations, inspections, testing, the preparation of soils reports, or soils-related design improvements unless specifically included in the Agreement. These services shall be performed by others.
- i. To issue stop work directives to the Client's contractors or subcontractors.

In the event such services or actions are necessary for the performance of *JWSE's* services, they shall be furnished by the Client at the Client's expense. The Client shall also inform *JWSE* of any special criteria or requirements related to *JWSE's* services and shall furnish *JWSE* with all existing information, including reports, plans, drawings, surveys, deeds, and other documents. *JWSE* shall not be responsible for errors or omissions or additional costs arising out of its reliance upon such information or materials furnished by the Client.

**FEES FOR PROFESSIONAL SERVICES :** The Client agrees to pay *JWSE* for professional services rendered in connection with the scope of services provided in the Proposal. Unless specified as a Lump Sum fee (LS), any cost estimate included in the Proposal is for budgetary purposes only. Payment, if specified as Time and Expense (T&E), shall be based upon actual time and expense charged per the schedule below:

Project Manager/Principal	: \$150-\$250/hr.	Copies:	\$0.20 each letter size
Senior/Project Engineer & Surveyor	: \$100-\$175/hr.	Fax:	\$2.00 / page
Staff Engineer/Survey Crew	: \$65-\$95/hr.	Mileage:	Federal Rate
Designer	: \$70-\$100/hr.	Contract Labor:	Cost plus 15%
Clerical	: \$50-\$70/hr.	Other expenses:	Cost plus 15%

Fees for expert witness testimony and preparation shall be billed at one and one-half times the normal fee for professional services.

**INVOICES AND PAYMENTS :** Lump Sum services will be invoiced periodically, based on a percentage completion basis. Time and Expense services will be invoiced periodically, based on work completed to date. Payment is due upon receipt of the invoice. A final invoice will be submitted upon the completion of all work and payment is due upon receipt of the invoice. A ONE AND ONE-HALF PERCENT (1-1/2%) PER MONTH SERVICE CHARGE WILL BE ADDED TO ALL ACCOUNTS THAT BECOME DELINQUENT BY THIRTY (30) DAYS OR MORE. *JWSE* reserves the right, at *JWSE's* discretion, to suspend work on any of the Client's projects should the past due balance fall 45 days behind. Client payment of *JWSE* invoices implies that all work has been performed to the Clients satisfaction.

**CHOICE OF LAWS:** The Contract shall be construed in accordance with the laws in the State of Maryland. The parties shall agree that the venue for all conflicts arising out of this Contract shall be Worcester County, Maryland.

**COLLECTION :** The continuation of work during payment negotiation in no way forfeits *JWSE's* future rights of collection. In the event that *JWSE* shall be successful in any arbitration or suit for damages for breach of this Agreement, including non-payment of invoices, or the enforcement of this Agreement or to enjoin the other party from violating this Agreement, *JWSE* shall be entitled to recover as part of its damages, its reasonable legal costs, including attorney fees, collection fees, collection agency fees and expenses for bringing and maintaining any such action.

# ITEM 16

**INSURANCE :** Insurance Certificates will be furnished upon request. Within the limits of said insurance, *JWSE* agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of *JWSE*, its employees, agents, subcontractors and their employees and agents. If the Client places greater responsibilities upon *JWSE* or requires further extraordinary insurance coverage, *JWSE*, if specifically directed by the Client in writing, will take out additional insurance (if procurable), at the Client's expense; but *JWSE* shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of this insurance.

**OWNERSHIP OF DOCUMENTS :** All documents, including but not limited to original drawings, specifications, reports, sketches, and electronic files, prepared or to be prepared by *JWSE* for the Client, contain creative, artistic, and original ideas which the Client agrees are a valuable property right of *JWSE*. It is understood by and between the parties that all such documents, or any reasonable facsimile thereof, are and shall remain the property of *JWSE* whether used by Client or not, and shall not be used by or provided to any third party in any manner whatsoever by the Client except for the purposes of and according to the provisions set forth in this Agreement. The Client agrees not to make copies; reasonable facsimile, artists renditions or the like of said documents without procuring *JWSE's* prior written approval and further agrees not to alter in any manner said documents. In the event of default or termination of this Agreement, the Client shall be entitled to use information contained in said documents only when fees for the same have been paid in full.

**UNAUTHORIZED CHANGES :** In the event the Client, the Client's contractors or subcontractors or anyone from whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by *JWSE* without obtaining *JWSE's* prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against *JWSE* and to release *JWSE* from any liability arising directly or indirectly from such changes. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless *JWSE* from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to *JWSE's* construction documents without the prior written approval of *JWSE* and that further requires the Contractor to indemnify both *JWSE* and the Client from any liability or cost arising from such changes made without such proper authorization.

**ELECTRONIC MEDIA :** *JWSE* regularly uses electronic media in generating, revising, plotting and transmitting its design capabilities. *JWSE's* electronic files are proprietary and, while they are made available to the Client under provisions of the Agreement, the Client shall not permit any unauthorized reuse of the electronic files such as use on later project phases, another project or for Facility Management Systems, and shall not permit any unauthorized modifications to the electronic files, either by the Client or third parties. The Client shall indemnify and hold harmless *JWSE* against any claims or damages resulting from subsequent unauthorized use or modification of the electronic files. *JWSE* assumes no responsibility for errors in the electronic transfer of data, either in sending or receiving, or in alteration or damages to the wireless, wired, disks, tapes or other media transmission. *JWSE* cannot guarantee the archive use of electronic files due to limited life expectancy of the media. Hardcopy sealed plans take precedence over electronic files. Electronic files are provided for the Client's convenience only.

**LIMITATION OF PROFESSIONAL LIABILITY :** *JWSE* does not assume any responsibility or guarantee for information or work completed by other consultants or for approval or other actions by and of government agencies. The Client agrees to limit any and all liability or claim for damages, cost of defense, or expenses, due to design defects, errors, omissions, or professional negligence, levied against *JWSE*, *JWSE's* officers, directors, partners, employees or any *JWSE* subconsultants to a sum not to exceed eighty Percent (80%) of the amount of *JWSE's* applicable fee or fifty thousand dollars (\$50,000.00), whichever is lesser. Further, the Client agrees to notify any contractor or subcontractor who may perform work in connection with any design, report, or study prepared by *JWSE*, or any *JWSE* subconsultants of such limitation of liability for design defects, errors, omissions, or professional negligence, and agrees to require, as a condition precedent to their performing the work, a like limitation of liability on their part as against *JWSE*, or any *JWSE* subconsultant. In the event that the Client fails to obtain a like limitation provision as to design defects, errors, omissions, or professional negligence, any liability of the Client and *JWSE* to such contractor or subcontractor arising out of design defects, errors, omissions, or professional negligence, shall be allocated between the Client and *JWSE* in such a manner that the aggregate liability of *JWSE* for such defects to all parties, including the Client, shall not exceed eighty Percent (80%) of the amount of *JWSE's* applicable fee or fifty thousand dollars (\$50,000.00), whichever is lesser. Additional limits of liability of fifty thousand dollars (\$50,000.00), may be made part of this agreement for an additional fee of fifty Percent (50%) of the total fees included herein.

**EXTENSION OF PROTECTION :** The Client agrees that any and all limitations of *JWSE's* liability and indemnifications by the Client to *JWSE* shall include and extend to those individuals and entities *JWSE* retains for performance of the services under this Agreement, including but not limited to *JWSE's* officers and employees and their heirs and assigns, as well as *JWSE's* subconsultants and their officers, employees, heirs and assigns.

**INTERPRETATION :** Limitations on liability, waivers and indemnities in this Agreement are business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty, breach of fiduciary duty, tort (including negligence), strict or statutory liability, or any other cause of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trier of fact to have been caused by *JWSE's* sole or gross negligence or *JWSE's* willful misconduct. The parties also agree that the Client will not seek damages in excess of the contractually agreed-upon limitations directly or indirectly through suits against other parties who may join *JWSE* as a third-party defendant. "Parties" means the Client and *JWSE*, and their officers, directors, partners, employees, subcontractors and subconsultants.

**STANDARD OF CARE :** In providing services under this Agreement, *JWSE* will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. *JWSE* makes no warranty, either express or implied, as to the professional services rendered under this Agreement.

**BETTERMENT :** If, due to *JWSE's* negligence, a required item or component of the Project is omitted from *JWSE's* construction documents, *JWSE* shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will *JWSE* be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

# ITEM 16

**CORPORATE PROTECTION :** It is intended by the parties to this Agreement that *JWSE*'s services in connection with the Project shall not subject *JWSE*'s individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against *JWSE*, a Maryland corporation, and not against any of *JWSE*'s individual employees, officers or directors.

**CONFIDENTIAL COMMUNICATIONS :** *JWSE* may be required to report on or render confidential opinions about the past or current performance and/or qualifications of others engaged or being considered for engagement directly or indirectly by the Client. Those about whom reports and opinions are rendered may as a consequence initiate claims against *JWSE*. To help create an atmosphere in which *JWSE* may freely report or express such opinions candidly in the interest of the Client, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless *JWSE* against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from the rendering of such confidential opinions and reports by *JWSE* to the Client or to the Client's agents.

**SURVIVAL :** All limitations of liability, indemnifications, warranties and representations contained in the Agreement shall survive the completion or termination of this Agreement and shall remain in full force and effect.

**FAST-TRACK DESIGN AND CONSTRUCTION :** *JWSE* will determine, at *JWSE*'s sole discretion, if and when a project is proceeding on a fast-track basis, i.e. where some or all of *JWSE*'s design services overlap the construction work and are out-of-sequence with traditional project delivery methods. If so determined by *JWSE*, and in consideration of the benefits of fast-tracking to the Client and in recognition of the inherent risk of fast-tracking to *JWSE*, the Client agrees to waive all claims against *JWSE* for design changes and modifications to portions of work already constructed necessitated by the fast-track process. The Client further agrees, to the fullest extent permitted by law, to indemnify and hold harmless *JWSE* against all claims, damages, liabilities or costs, including attorney's fees and defense costs, arising out of or in any way connected with the fast-track nature of a project. Additionally, the Client agrees to compensate *JWSE* for all additional services required to modify, correct or adjust the Construction Documents and coordinate them in order to meet the scheduling requirements of the fast-track process.

**SAFETY :** Any construction observation by *JWSE* of any of the Client's contractor's performance is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. The Client's contractor(s) shall be solely and completely responsible for working conditions of the job site, including safety of all persons and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours.

**ASSIGNMENT :** Except as provided herein or otherwise previously agreed in writing by the parties hereto, any assignment, hypothecation or transfer of this Agreement or any rights or duties where under shall be void.

**SCOPE OF AUTHORITY :** The person signing this Agreement on behalf of the Client warrants that he or she has the authority to do so; and if a corporation, is an officer of same; if a joint venture, is a party of same; if a limited partnership, is a general partner of same.

**PROPOSAL TIME LIMIT :** Time is of the essence in the performance of this Agreement. This Proposal shall be in effect for a period of 60 days from its date. If the Agreement for services extends beyond one year from the date of acceptance of this Proposal, the Proposal is subject to renegotiation and inflationary increases in costs.

**CONSTRUCTION COSTS :** Construction costs are defined as the total actual cost or estimated cost to the Client of all elements of the project designed or specified by *JWSE*, excluding *JWSE* fees. *JWSE* assumes no responsibility for any project or construction cost estimates or opinions given herein as *JWSE* has no control over the cost of labor, materials, equipment, and services furnished by others, or over competitive bidding and market conditions.

**EARTH AND QUANTITY TAKE-OFF :** If provided for in the scope, *JWSE* will establish preliminary earth take-off estimates after basic design and preliminary grading have been established. Such take-off estimates are only approximations and there is no guarantee of accuracy or that cut and fill will balance. Upon approval of final design, *JWSE* will provide, if included in scope, any detailed quantity take-off at Client's expense.

**MEETINGS AND CONFERENCES :** *JWSE* will attend all meetings and conferences as requested by the Client. Furthermore, *JWSE* will meet with public agencies that might be involved in the development of the project on an as needed basis. Since the need and nature of these meetings and conferences cannot be accurately forecast at the outset, *JWSE*, unless stipulated otherwise in the Proposal, will perform these services on a Time and Expense basis.



WSY 01/06/26

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administration Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** December 26, 2025  
**SUBJECT:** Water & Wastewater Over Expenditure Request

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Public Works is requesting Commissioner approval of the following over expenditures for Water and Wastewater. The Current Balance column is as of 12/4/2025. The additional funding requested could be supplied from the respective service areas cash account, with the exception of Riddle Farm. The balances are listed below:

	<b>FY26 Budget</b>	<b>Current Balance Remaining</b>	<b>Additional Funds Requested</b>
<b>Mystic Harbour</b>			
545.9010			
Capital Equipment	\$330,937.00	\$228,552.20	\$20,000.00

Mystic Harbour Wastewater Treatment Plant had to order a replacement mixer for the flow equalization tank. The mixer has been in place since 2015 and without it, the tank would build up solids on the bottom and cause treatment quality issues. Currently, the budget is in good standing, this additional funding is to cover the cost of the replacement pump \$19,500.44 that was unanticipated. Per the Enterprise Fund Controller, as of 12/15/25, Mystic Harbour has \$223,000 in their cash account and \$1.5 Million in their investment account to cover the repairs the without outside assistance.

<b>Ocean Pines</b>			
555.8004.6550.020			
Building Site Expenses			
Building & Grounds			
Maint.	\$2,000.00	(\$3,646.26)	\$4,000.00

Ocean Pines Pump Station B had a leaking roof and needed immediate repair due to the leak's proximity to an electrical control panel. The total cost of the repair was \$3,995.00. The additional funds will cover the unanticipated cost of the repair and provide additional funding for the remainder of the Fiscal Year.

555.8004.9010.090

Capital Equipment Collection System	\$285,000.00	\$141,025.20	\$32,000.00
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Ocean Pines Collection System has two, 8-year-old vacuum pumps needing to be repaired. In-house staff perform routine oil changes and in-field services but, due to continuous running, several wear components in the pumps have failed. The pumps have been sent to the manufacturer’s rep for repairs.

Per the Enterprise Fund Controller, as of 12/15/25, Ocean Pines has \$2.4 Million in their cash account and \$540,000 in their investment account to cover the repairs the without outside assistance.

**Lighthouse Sound**

540.6500.010

System Maintenance

Collection System Maint.	\$5,500.00	(\$5,323.51)	\$19,000.00
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Lighthouse Sound service area has one pump station and both pumps in the station have failed. The pumps were original to the station when it was built in 1999. Replacement pumps have been purchased and installed. Without replacements, an overflow could have occurred, and the County would have been subject to fines from the Maryland Department of the Environment. The additional cost increase requested covers the cost of the replacement pumps. Per the Enterprise Fund Controller, as of 12/15/25, Lighthouse Sound has \$86,000 in their cash account to cover the repairs the without outside assistance. Lighthouse Sound does not have an separate investment account.

**Riddle Farm**

570.9010.090

Capital Equipment

Other WWW Equipment	\$0.00	(\$79,907.40)	\$25,795.00
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Riddle Farm Wastewater Treatment Plant had approved electrical work performed on the plant in Spring 2025 (FY 25). Purchase Order 2025-00000175 was issued to electrical contractor Lywood in the amount of \$73,700.00. The purchase order was prematurely closed on 5/7/25 before the work was complete. The final invoice of \$25,795.00 was received and paid on 10/23/25. Because the purchase order was closed before the work was complete, the FY 25 funding was not encumbered into FY 26, which has resulted in the over expenditure. The remaining (\$54,112.240) is related to the purchase of the membranes associated with the treatment plant upgrades which have an approved encumbrance. Per the Enterprise Fund Controller, as of 12/15/25, Riddle Farm has negative \$38,000 in their cash account and \$2.57 Million in their investment account. It is recommended funds be moved from the investment account to cover the overage.

## West Ocean City

580.6700.100

Other Maint. & Svcs

Payment to Sewer Utility	\$700,000	(\$65,844.50)	\$65,844.50
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The volume of sewer sent to Ocean City for the treatment of West Ocean City sewer was greater than anticipated. Consequently, the actual payment to Ocean City exceeded the budgeted amount. The payment is a one time, annual expense. Per the Enterprise Fund Controller, as of 12/15/25, West Ocean City has \$816,000 in their cash account and \$2.96 Million in their investment account.

Please let me know if there are any questions.

CC: Ondrea Starzhevskiy  
Quinn Dittrich  
Lee Beauchamp  
Tony Fascelli

**APPROVED**

11/18/25 WSY

**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 6, 2025

**SUBJECT:** Mystic Harbour WWTP – Over Expenditure Request

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Public Works is requesting Commissioner approval to overspend the Mystic Harbour Wastewater Treatment Plant capital equipment account 545.9010 by \$45,896.11 to cover reciprocal tariffs applied to the treatment plant's membranes. The approved FY 25 budget for the Mystic Harbour WWTP had a capital project to replace the plant's membranes for \$540,000. The purchase was approved by the Commissioners, and a purchase order was issued on 11/26/24 in the amount of \$518,850. The membranes are a long lead item and are just now getting ready to ship from Hungary. The membrane manufacturer has notified us via email that the membranes won't ship until the tariff is paid.

Funding is available in the Mystic Harbour service area reserves to cover the expenses. Per the Enterprise Fund Controller, the investment account has a balance of \$1,541,378.36 and the service area has a cash position of approximately \$164,000.

Membrane modules are essential in filtering solids and contaminants out of the wastewater during the treatment process. The new membrane modules are part of planned maintenance activities that will replace the existing modules that are at the end of their useful life. If the membranes are not replaced the treatment plant will not be able to meet its permit limits, and the Maryland Department of the Environment may issue fines or take other enforcement actions against the County

CC: Ondrea Starzhevskiy  
Quinn Dittrich  
Tony Fascelli



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

**APPROVED**

WSY 03/17/26

TO: Weston Young, Chief Administrative Officer  
FROM: Steven Doutt, Deputy Finance Officer  
DATE: March 9, 2026  
SUBJECT: Fiscal Year 2025 Budget Encumbrance Requests

As part of the Enterprise Fund budget, departments and external agencies are required to submit year-end budget encumbrance requests for a budget amendment. Throughout the fiscal year, department directors and agency heads must monitor accounts for potential overages and project timing issues in order to submit encumbrance requests at year end.

For FY2025, the total Water & Wastewater budget encumbrance requests amount to \$2,431,296, as detailed on page 2. The total Solid Waste budget encumbrance requests amount to \$2,082,696, as detailed on page 3.

Additionally, the Reserve for Encumbrances is a required budget component, ensuring funds are committed for contracts and purchase orders extending into the next fiscal period. Expenses incurred in July and August are recorded back to June 30, 2025, and any open encumbrances at year-end are reserved in the fund balance.

Following a review of departmental and agency submissions, adjustments have been made where necessary. The total FY2025 encumbrance request is \$4,514,092 outlined as follows:

Water/Wastewater:

- Page 2 – Part A: \$1,421,795 for approved projects with purchase orders and committed expenditures.
- Page 2 – Part B: \$1,009,500 for approved projects with committed expenditures.

Solid Waste:

- Page 3 – Part A: \$502,696 for approved projects with purchase orders and committed expenditures.
- Page 3 – Part B: \$1,580,500 for approved projects with committed expenditures.

All proposed purchases must comply with procurement regulations. Purchases exceeding \$25,000 require review by the county procurement officer and approval by the County Commissioners.

Attachments:

- WWW Encumbrance Requests – page 2
- Solid Waste Encumbrance Requests – page 3

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	PW - Water & Wastewater	555.1600	Ocean Pines Belt Filter Press (PO 2025-0000058)	\$ 366,415.44	08/15/23
2	PW - Water & Wastewater	555.8001.6530.100	Ocean Pines Well Evaluation (PO 2025-0000071)	\$ 10,604.80	Under \$25K, Commissioner approval not required
3	PW - Water & Wastewater	545.9010; 550.9010; 555.8002.9010	Radio Read Water Meters (PO 2025-0000078)	\$ 15,745.00	10/15/24
4	PW - Water & Wastewater	575.9010.090	River Run Irrigation Pump (PO 2025-0000083)	\$ 41,978.00	11/06/24
5	PW - Water & Wastewater	545.9010.090	Mystic Harbour Membranes (PO 2025-0000088)	\$ 374,545.00	11/06/24
6	PW - Water & Wastewater	570.9010.080	Riddle Farm Water Tower Rehab (PO 2025-0000097)	\$ 20,659.75	12/03/24
7	PW - Water & Wastewater	545.9010.080	Mystic Harbour Control Panel PS E (PO 2025-0000126)	\$ 97,919.37	11/19/24
8	PW - Water & Wastewater	570.9010	Mobile Belt Filter Press Repairs (PO 2025-0000127)	\$ 110,350.00	01/07/25
9	PW - Water & Wastewater	570.9010.090	Riddle Farm WWTP Membranes (PO 2025-0000133)	\$ 51,487.00	02/04/25
10	PW - Water & Wastewater	555.8003.6500.030	Ocean Pines WWTP PFAS Study (PO 2025-0000146)	\$ 9,745.71	Under \$25K, Commissioner approval not required
11	PW - Water & Wastewater	520.6200.010; 535.6200.010; 545.6200.010; 555.8002.6200.010	OP & MH PFAS Water Sampling (PO 2025-0000151)	\$ 6,500.00	Under \$25K, Commissioner approval not required
12	PW - Water & Wastewater	535.6500.020; 545.6500.020; 555.8002.6500.020; 570.6500.020	Bulk Water Meter Repair Parts (PO 2025-0000161)	\$ -	12/03/24
13	PW - Water & Wastewater	555.8001.6530.100	MD 589 W & S Extension Study (PO 2025-0000163)	\$ 13,587.50	03/18/25
14	PW - Water & Wastewater	555.8003.6500.030	Ocean Pines WWTP Blower Repair (PO 2025-0000182)	\$ 27,732.97	05/06/25
15	PW - Water & Wastewater	555.8003.9010.090	Ocean Pines WWTP Lagoon Expansion (PO 2025-0000186)	\$ 5,700.00	Under \$25K, Commissioner approval not required
16	PW - Water & Wastewater	545.6500.030	Mystic Harbour VFD (PO 2025-0000191)	\$ 16,967.39	Under \$25K, Commissioner approval not required
17	PW - Water & Wastewater	510.6530.100	New World Data Export (PO 2025-0000195)	\$ 3,600.00	Under \$25K, Commissioner approval not required
18	PW - Water & Wastewater	545.9010.080	Mystic Harbour Pump Sta. B&C Design (PO 2025-0000199)	\$ 104,000.00	06/17/25
19	PW - Water & Wastewater	570.9010.090	Transport Mobile Belt Filter Press (PO 2025-0000207)	\$ 5,100.00	Under \$25K, Commissioner approval not required
21	PW - Water & Wastewater	510.9010.090	Neptune Meter Software Update (PO 2025-0000136)	\$ 15,000.00	Under \$25K, Commissioner approval not required
22	PW - Water & Wastewater	555.8003.9010.090	Ocean Pines WWTP Unit No. 4 Cleaning (PO 2026-0000085)	\$ 124,157.97	05/06/25
Sub-Total Part A:				\$ 1,421,795.90	

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/25	Detailed Description
1	PW - Water & Wastewater	555.8003.9010.90	Ocean Pines WWTP Lagoon Expansion	\$ 294,300.00	Funds need to be carried over into FY 26 to cover construction costs. Extensive permitting requirements delayed the project.
2	PW - Water & Wastewater	570.9010.080	Riddle Water tower upgrades- Painting and repair	715.200	Funds received from general fund
3					
4					
5					
Sub-Total Part B:				\$ 1,009,500	

Total All Parts: \$ 2,431,296

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	Solid Waste	680.7002.9010.060	Construction Admin & Inspection Cell 1 Pump Stations upgrade (PO#2025-00000044)	124,523.00	9/17/2024
2	Solid Waste	680.7002.9010.070	New Bail Hoist Roll-off Truck (PO#2025-00000069)	323,885.60	10/1/2024
4	Solid Waste	680.7002.6530.040	Landfill Gas Collection System Design (PO#2026-00000063)	54,287.50	2/20/2024
5					
<b>Sub-Total Part A:</b>				<b>502,696.10</b>	

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/25	Meeting Date Approved by Commissioners
1	Solid Waste	680.7002.9010.060	Cell 1 Pump Stations upgrade Construction	1,580,000	9/17/2024. Originally approved for 1,721,839
2					
3					
4					
5					
<b>Sub-Total Part B:</b>				<b>\$ 1,580,000</b>	

**Total All Parts: \$ 2,082,696**



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

ITEM 17

**APPROVED**

WSY 03/17/26

TO: Worcester County Commissioners  
FROM: Weston S. Young, Chief Administrative Officer  
Kim Reynolds, Budget Officer *Kimberly Reynolds*  
DATE: March 9, 2026  
RE: FY2027 Notice of Public Hearing Requested Operating Budget Advertisement

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2027 Requested Operating Budget. The meeting will be held at the Government Center.

We plan to advertise with the following options:

If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Written comment may also be submitted in advance by email at [wcheating@co.worcester.md.us](mailto:wcheating@co.worcester.md.us) or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2026, in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received will be posted on the county website. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**6:00 P.M., Tuesday, May 5, 2026  
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD**

The advertisement for the Notice of Public Hearing FY2027 Requested Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 13 and April 20, 2026.

Attachment: Notice of Public Hearing

S:\Commissioners\Budget\KimR Budget\FY27 Budget\FY27 Public Budget Hearing Memo.docx



Worcester County Administration

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

TO: *The Daily Times Group and Ocean City Today Group*  
FROM: Kim Reynolds, Budget Officer  
DATE: March 17, 2026  
RE: Worcester County Notice of Public Hearing

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Please print the attached two-page Notice entitled “Worcester County Notice of Public Hearing” in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on April 13, 2026 and April 20, 2026. I need to receive full-page tear sheets of each printing of the advertisement to confirm the run date. **This ad needs to run for TWO weeks.**

Here are a few guidelines that should be followed:

1. The notice **may not** be placed with legal notices or classified advertisements.
2. This notice does not have a size requirement but should not be any larger than a quarter page for large size print newspapers such as the Daily Times.
3. The County needs the certificate of publication mailed with the invoice for this display ad.

I will need to review the ad prior to printing. Please email the draft copy of the notice to [kreynolds@co.worcester.md.us](mailto:kreynolds@co.worcester.md.us). If any questions arise, please call me at 410-632-1194. Thank you for your assistance.

Attachment: FY 2027 Requested Operating Budget Notice

S:\Commissioners\Budget\Kim R Budget\FY27 Budget\FY27 BudgetDocsMarch\FY27 Public Hearing Ad for Papers.docx

**WORCESTER COUNTY  
NOTICE OF PUBLIC HEARING  
FY 2027 REQUESTED OPERATING BUDGETS**

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2027 Operating Budgets as requested by the Agencies and Departments which are funded by the Worcester County Commissioners. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at [wchearing@co.worcester.md.us](mailto:wchearing@co.worcester.md.us) or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2026 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received will be posted on the county website. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**6:00 P.M., Tuesday, May 5, 2026  
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD**

General Fund requested expenditures exceed available revenues (based upon current tax rates) by \$2,956,346. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the requested budgets are available for public inspection on the Worcester County website at [www.co.worcester.md.us](http://www.co.worcester.md.us).

<b>GENERAL FUND ESTIMATED REVENUES</b>			
	Requested Budget		Requested Budget
Property Taxes	\$ 200,684,096	Licenses & Permits	2,836,400
Income Taxes	53,000,000	Charges for Services	2,886,484
Other Local Taxes	19,340,000	Fines & Forfeits	46,000
State Shared	4,114,501	Interest	6,000,000
Federal Grants	376,711	Misc/Sale of Assets/& Other	966,716
State Grants	5,173,725	Transfer In - Local Impact Grant & Other Funds	3,693,394
<b>TOTAL ESTIMATED REVENUES <u>\$299,118,027</u></b>			

<b>GENERAL FUND REQUESTED EXPENDITURES</b>			
	Requested Budget		Requested Budget
Board of Education: Operating Expenses	\$136,051,337	Library	5,137,183
Debt Payments to be paid on behalf	7,735,999		
Boat Landings	379,913	Maintenance	3,194,342
Circuit Court	2,395,645	Mosquito Control	296,587
Commission On Aging	2,224,279	Natural Resources	1,125,800
County Administration	2,215,923	Orphan's Court	87,116
Debt Service (less Education Debt)	2,419,255	Other General Government	6,582,091
Development Review & Permitting	3,507,829	Other General Government: (State Dept. of Assessment Operating Exp)	1,402,000
Economic Development	658,798	Parks	1,929,124
Elections	1,620,414	Public Works Administration	1,608,599
Emergency Services	6,488,993	Recreation	3,366,470

# ITEM 17

Environmental Programs	3,541,011	Recreation & Culture	175,001
Extension Office	388,318	Recycling	1,279,247
Fire Marshal	1,526,236	Sheriff	22,205,651
Grants to Towns	8,757,557	Social Service Groups	979,408
Health Department	10,355,142	State's Attorney	4,903,913
Homeowner Convenience Centers	989,433	Taxes Shared w/ Towns	396,338
Human Resources	944,832	Tourism	1,950,815
Information Technology	1,564,711	Treasurer	2,083,955
Jail	16,042,439	Vol. Fire Co. & Ambulance Co.	15,292,740
Roads	8,323,666	Wor-Wic Community College	2,775,142
		Interfund Charges	7,171,121
<b>TOTAL REQUESTED EXPENDITURES <u>\$302,074,373</u></b>			



Worcester County Administration

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

March 8, 2026

Worcester County Commissioners  
 One West Market Street  
 County Government Center - Room 1103  
 Snow Hill, MD 21863

RE: Requested FY2027 Operating Budget

Commissioners:

In accordance with Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland, enclosed are the Worcester County Departmental Operating Budget Requests for Fiscal Year 2027.

General Fund revenues based on current tax rates are estimated to be \$299,118,027. Requested general fund operating expenditures total \$302,074,373. This leaves a shortfall of \$2,956,346 which must be reconciled, either with reductions in expenditures, additional revenues or a combination of the two. Since the State budget is not finalized, the County could be further burdened by State cuts, continued unfunded mandates and/or the transfer of State responsibilities. Listed below are significant budget variances as compared to the current year:

### **Anticipated General Fund Revenues**

The estimated revenues for FY2027 total \$299,118,027 which is an increase of \$17,722,010 or 6% more than the current year.

### **County Revenue Categories**

- Net Property Tax Revenues increased by \$14,865,351, primarily a result of increased assessments. These estimates are based on the current tax rate of \$0.815 per \$100 of the assessed value for the Real property.
- Income Tax revenue is estimated at \$53,000,000. This is based on the tax rate of 2.25%, which became effective January 1, 2020.
- Other Local Taxes increased by \$1 million and includes an increase of \$500 thousand in Transfer Taxes and an estimated increase of \$375 thousand in Room Tax accounts based on the Room Tax increase from 5% to 6%.
- State Shared Revenues increased by \$588,710 which is a result of a decrease in Highway User Revenues and an increase in 911 Fees based on estimates from the Governor's

budget.

- Licenses and Permits decreased by \$27,715 and includes a decrease of \$35,000 in Building Permits and a \$13,085 increase in Health Permits with slight fluctuations in other various licenses and permits.
- Charges for Services increased by \$213,030 which includes an increase in US Marshal Fee Reimbursements of \$212,012.
- Interest on investments increased by \$1 million based on current rates of return.
- Other Revenue estimates increased by \$208,159 which includes property insurance claim reimbursements, late fees and rental income.
- Federal grants increased by \$2,698, showing a slight increase in ongoing grants.
- State grants increased overall by \$426,343 and is primarily due to an estimated increase in State Aid for Bridges, Waterway Improvement Grants and grant funding for Coastal Bays and Coastal Zone.

### **Major Requested General Fund Expenditures**

The Requested expenditures for FY2027 total \$302,074,373 which is an increase of \$20,678,356 or 7% more than the current year. Significant budget variances over \$500,000 or more are listed below:

### **County Departments and Agencies**

- Environmental Programs increased by \$618,160
  - Increase in personnel requests.
  - Increase in grant programs which are offset by revenue.
  - Increase in consulting services.
- Other General Government increased by \$1,645,351.
  - Increase in information technology supplies and materials.
  - Increase for Munis, New World and Tyler Permitting and Licensing costs.
  - Increase request from Tri-County Council for local match request as well as an estimated increase in SDAT Local Share and increase in property & liability insurance costs.
- Sheriff's Office increased by \$2,486,545.
  - Increase in personnel re-grading of sworn law enforcement and request for specialty pay.
  - Increased request for camera equipment/software.
  - Increased request for vehicles and public safety equipment.
- Volunteer Fire Departments/EMS increased by \$1,561,275
  - The Fire Company Grant is included for \$3,265,120 based on the current assessable tax base funding formula. This allocation represents an increase of \$27,708 for each fire company.
  - Fire Companies have requested to increase the supplement to rural fire companies from \$10,000 per company to \$12,500 per company.
  - Ambulance Grants are included for a total of \$10,651,127. This represents a total increase of \$1,137,820 based on the EMS budget letter requests.
    - The EMS request includes an increase to the EMS base personnel

- supplement amount.
- Requested increase to EMS mileage rate.
- Requested increase to EMS for non-credit out of town, credit runs in town and credit runs out of town.
- The Medical Assist Companies (Stockton & Girdletree) are requesting an increase from \$150 to \$200 per run.
- Roads increased by \$712,560.
  - Increase in personnel requests.
  - Increase in state aid for bridges which is partially offset by grant revenue.
  - Increase in capital equipment requests for vehicles and building improvements.
- Health Department decreased by \$1,640,443 over the original FY26 Adopted Budget.
  - This document shows the FY26 Adopted Budget for CORE funding and the FY27 Requested CORE Funding. (The attached report does not show the amended FY26 budget for the Health Department which totals \$6,961,442).
- Other Natural Resources increased by \$510,000 due to Beach Replenishment funding doubling in cost.
- Taxes Shared with Towns decreased \$3,671,758
  - This decrease reflects the removal of the Income Tax to Towns from the budget. This change is an accounting adjustment, as these payments are made directly to the towns by the Comptroller.
- Grants to Towns increased \$1,955,387
  - Increase in Town requests presented to the County Commissioners on March 3, 2026.
- Insurance & Benefits
  - A preliminary health insurance premium increase adjustment of 16.8% is in the “benefits” line of each County Department request.
  - Request for a Step and 3% cost of living adjustment is included in the “Personnel Services” line of each County Department request.
  - Request for deferred compensation match to increase from \$1,000 to \$1,500 match per eligible account.

## **Board of Education**

- The Board of Education has requested \$125,931,168. School construction debt is paid by the County on behalf of the Board of Education. It is not reflected in the Board's operating budget; however, it is included in the County's operating budget. The Board of Education operating and capital budget request is \$125,931,168 plus debt of \$7,735,999 which totals \$133,667,167 or 44.6% of the County's total estimated revenue.

\*Construction projects are currently funded through fund balance.

## **Board of Education Requested Salary Increase:**

The Board of Education submission includes the following salary request:

- The salary package for the Board of Education reflects a payroll increase of \$6,568,535, this includes a step increase for all eligible employees, a \$4,000 scale adjustment for certificated employees and support staff employees.
- The requested scale adjustment increase includes a \$4,211 increase for the first 3 steps of level 1 teacher salary, to meet the mandate of \$60,000 starting pay for FY27.
- The FY27 budget includes a proposed increase in starting substitute teacher pay totaling \$175,000.
- The budget includes a proposed increase for bus contractors totaling \$268,000.
- A projected health insurance premium increase of 16.8% is also included in the amount of \$2,735,318.

## **\*Budget Adoption Schedule**

The first budget review session with selected County Departments and Agencies is scheduled for April 14<sup>th</sup> and another is scheduled for April 21<sup>st</sup>. These sessions provide the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Operating Budget is scheduled for Tuesday, May 5<sup>th</sup>, 2026, at 6:00 p.m. at the Worcester County Government Center. Additional budget work sessions are scheduled for May 12<sup>th</sup>, May 19<sup>th</sup> and May 26<sup>th</sup> if needed. The FY2027 General Fund Operating Budget must be adopted on June 2<sup>nd</sup>, 2026.

WSY:KR

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Attachments: Exhibit 1 – Board of Education Unrestricted Revenues – Page 7  
Exhibit 2 – Board of Education Restricted Revenues – Page 8  
FY27- Revenue by Account Classification – Pages 9-12  
FY27– Pages 13-18

**Board of Education**

	<b>FY2027 Requested Budget</b>	<b>FY2026 Adopted Budget</b>	<b>Dollar Variance +/- FY2026</b>
<b>UNRESTRICTED BUDGET</b>			
<b>County Funding</b>			
Major State Aid Programs (Blueprint) Local Share:			
Foundation Program (Base)	51,652,227	50,232,572	1,419,655
College & Career Ready (CCR)	499,154	473,750	25,404
Compensatory Education	15,850,739	15,941,218	(90,479)
Concentration of Poverty	1,059,771	755,405	304,366
English Learners	1,020,917	1,112,043	(91,126)
Special Education	5,284,320	4,458,808	825,512
Transitional Supplemental Instruction (TSI)	-	135,800	(135,800)
Pre-kindergarten	7,353,207	5,369,670	1,983,537
Career Ladder for Educators (NBC Teacher Salary)	286,698	220,673	66,025
Blueprint Coordinator Local Share	127,500		
Additional Funding to meet Maintenance of Effort (MOE)	27,980,629	27,578,580	402,049
<b>MINIMUM COUNTY APPROPRIATION</b>	<b>111,115,162</b>	<b>106,278,519</b>	<b>4,836,643</b>
OPEB to meet current retire expenses	-	-	-
Additional Funding Requested Above MOE	12,432,222	5,706,380	6,725,842
<b>TOTAL UNRESTRICTED COUNTY APPROPRIATION</b>	<b>123,547,384</b>	<b>111,984,899</b>	<b>11,562,485</b>
Teacher Pension Shift to County* (County allocation is in state budget)	993,784	672,312	
Non-Recurring Expenses (computer software)	-	42,098	(42,098)
County Appropriation Retirement for Non-Teachers	990,000	929,955	60,045
County Appropriation School Construction	400,000	180,000	220,000
<b>TOTAL COUNTY APPROPRIATION</b>	<b>125,931,168</b>	<b>113,809,264</b>	<b>12,121,904</b>
<b>State &amp; Other Funding Sources</b>			
Major State Aid Programs (Blueprint) State Share:			
Foundation Program (Base)	9,115,099	8,864,571	250,528
Compensatory Education	10,567,159	10,627,478	(60,319)
English Learners	680,611	741,362	(60,751)
Special Education	3,522,880	2,972,538	550,342
Transportation	4,270,297	4,210,393	59,904
Other	3,295,682	2,617,772	677,910
<b>TOTAL STATE &amp; OTHER FUNDING</b>	<b>31,451,728</b>	<b>30,034,114</b>	<b>1,417,614</b>
<b>TOTAL UNRESTRICTED BUDGET</b>	<b>157,382,896</b>	<b>143,843,378</b>	<b>13,539,518</b>

	<b>FY2027 Requested Budget</b>	<b>FY2026 Adopted Budget</b>	<b>Dollar Variance +/- FY2026</b>
<b>RESTRICTED BUDGET</b>			
Restricted Major State Aid Programs (Blueprint) State Share:			
Pre-kindergarten	-	1,318,996	(1,318,996)
Concentration of Poverty	2,220,912	2,125,184	95,728
College & Career Ready (CCR)		133,858	(133,858)
Transitional Supplemental Instruction		35,080	(35,080)
National Board Certified		65,327	(65,327)
Blueprint Coordinator		22,500	(22,500)
Restricted Federal Funds	7,275,190	6,864,366	410,824
Restricted State Funding Early Childcare & Education	990,000	990,000	-
Restricted State Funding Adult Education	110,020	173,137	(63,117)
Restricted State Funding PreK Expansion	738,123	-	738,123
Restricted State Funding Teachers Retirement/Pension	9,188,738	8,799,000	389,738
Restricted State Funding Safety Grants	323,350	323,170	180
Restricted State Funding Ready for Kindergarten	-	-	-
Restricted State Funding Educational Support Prof Bonus	-	-	-
Restricted Programs Local: Pocomoke Middle Grant	-	-	-
Restricted Programs Local: Donnie Williams Grant	250,000	200,000	50,000
<b>TOTAL RESTRICTED BUDGET</b>	<b>21,096,333</b>	<b>21,050,618</b>	<b>45,715</b>

\*Document created by County Administration

# ITEM 17

## BOARD OF EDUCATION OF WORCESTER COUNTY

### REVENUES

REVENUE SOURCE	ACTUAL FY 23	ACTUAL FY 24	ACTUAL FY 25	APPROVED FY 26	RESTATED APPROVED FY 26	REQUESTED FY 27	RESTATED VARIANCE FY 26 TO FY27
<b>UNRESTRICTED REVENUES</b>							
<b>COUNTY</b>							
R1010,R1020	\$ 100,085,947	\$ 99,706,640	\$ 105,393,692	\$ 111,984,899	\$ 111,984,899	\$ 123,547,384	\$ 11,562,485
+	-	-	-	42,098	42,098	-	(42,098)
<b>STATE</b>							
R2160	\$ 7,989,804	\$ 8,276,124	\$ 8,374,379	\$ 8,864,571	\$ 8,864,571	\$ 9,115,099	\$ 250,528
R2050	\$ 2,166,970	\$ 2,391,661	\$ 2,746,036	\$ 2,972,538	\$ 2,972,538	\$ 3,522,880	\$ 550,342
R2030	\$ 3,697,479	\$ 4,000,397	\$ 4,062,401	\$ 4,210,393	\$ 4,210,393	\$ 4,270,297	\$ 59,904
R2010	\$ 7,980,405	\$ 9,988,240	\$ 10,168,367	\$ 10,627,478	\$ 10,627,478	\$ 10,567,159	\$ (60,319)
R2130	\$ 448,740	\$ 490,866	\$ 598,862	\$ 741,362	\$ 741,362	\$ 680,611	\$ (60,751)
					\$ 1,318,996	\$ 2,002,473	\$ 683,477
					\$ 133,858	\$ 139,396	\$ 5,538
					\$ 35,080	\$ -	\$ (35,080)
					\$ 65,327	\$ 79,302	\$ 13,975
					\$ 22,500	\$ 22,500	\$ -
<b>TOTAL STATE FUNDING</b>					<b>\$ 28,992,103</b>	<b>\$ 30,399,717</b>	<b>\$ 1,407,614</b>
<b>OTHER</b>							
R1100	\$ 151,473	\$ 172,629	\$ 206,543	\$ 130,000	\$ 130,000	\$ 150,000	\$ 20,000
	\$ 567,011	\$ 567,011	\$ 567,011	\$ 567,011	\$ 567,011	\$ 567,011	\$ -
R1210, R1270	\$ 133,950	\$ 375,678	\$ 299,696	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
R1280, R1290	\$ 5,932	\$ 15,958	\$ 14,301	\$ -	\$ -	\$ 10,000	\$ 10,000
R6030	\$ 13,954	\$ 2,111	\$ 3,717	\$ 80,000	\$ 80,000	\$ 50,000	\$ (30,000)
	\$ 15,201	\$ 15,657	\$ 16,127	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
	\$ 26,147	\$ -					\$ -
	\$ 11,800	\$ 3,125					\$ -
	\$ 31,831						\$ -
	\$ 25,619	\$ 26,261	\$ 26,547	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
	\$ 21,253	\$ 500					\$ -
	\$ 4,287	\$ 962	\$ 445				\$ -
		\$ 24,000					\$ -
		\$ 13,918					\$ -
		\$ 4,157					\$ -
		\$ 26,654	\$ 127				\$ -
		\$ 9,787	\$ 25,627			\$ 10,000	\$ 10,000
	\$ 30,339	\$ 45,281	\$ 34,963	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
R6030	\$ 1,348,387	\$ -					\$ -
R6030	\$ 1,528,819	\$ 172,413	\$ 107,552	\$ 145,000	\$ 145,000	\$ 125,000	\$ (20,000)
<b>TOTAL UNRESTRICTED REVENUE</b>							
	<b>\$ 124,756,530</b>	<b>\$ 126,157,617</b>	<b>\$ 132,538,840</b>	<b>\$ 140,485,350</b>	<b>\$ 142,061,111</b>	<b>\$ 154,999,112</b>	<b>\$ 12,938,001</b>
<b>OTHER REQUESTS - COUNTY</b>							
<b>RECURRING</b>							
^	\$ 200,000	\$ 200,000	^				
^	\$ 100,000	\$ 100,000	^				
<b>NON-RECURRING</b>							
	\$ 205,000	\$ 815,000	\$ 60,000	\$ 180,000	\$ 180,000	\$ 400,000	\$ 220,000
<b>OTHER</b>							
	\$ 689,670	\$ 758,679	\$ 818,722	\$ 929,955	\$ 929,955	\$ 990,000	\$ 60,045
<b>TOTAL OTHER REQUESTS - COUNTY</b>							
	\$ 1,194,670	\$ 1,873,679	\$ 878,722	\$ 1,109,955	\$ 1,109,955	\$ 1,390,000	\$ 280,045
<b>TOTAL COUNTY APPROPRIATION</b>							
	\$ 101,280,617	\$ 101,580,319	\$ 106,272,414	\$ 113,809,264	\$ 113,809,264	\$ 125,609,696	\$ 11,800,432
<b>TOTAL BUDGET - ALL FUNDS</b>							
	<b>\$ 125,951,200</b>	<b>\$ 128,031,296</b>	<b>\$ 133,417,562</b>	<b>\$ 142,267,617</b>	<b>\$ 143,843,378</b>	<b>\$ 157,061,424</b>	<b>\$ 13,218,046</b>

\* State funding is based upon current law. Subject to final legislative action, these amounts could change.

Any decrease in State funding would result in an increased amount being requested from the County.

^ RESTATED TO INCLUDE RECURRING APPROPRIATIONS IN OPERATING BUDGET (\$200,000 IN TECHNOLOGY and \$100,000 IN CAPITAL OUTLAY)

+ NONRECURRING SOFTWARE IMPLEMENTATION COSTS

\*\* RESTATED TO REPORT BLUEPRINT FUNDING IN UNRESTRICTED BUDGET (PREVIOUSLY REPORTED IN RESTRICTED)

## RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING	\$21,096,333		
	BUDGET FY 26	ESTIMATED FY 27	ESTIMATED FTEs
<b><u>FEDERAL FUNDS</u></b>			
Title I Educationally Disadvantaged	\$ 1,730,085	\$ 1,897,874	15
Title III Language Acquisition	\$ 20,553	\$ 230,253	
Special Education	\$ 2,100,000	\$ 2,193,008	18.5
JR ROTC Program	\$ 131,500	\$ 134,159	1.5
Title IIA, Systems of Support for Excellent Teaching & Leading	\$ 226,745	\$ 232,289	1.25
Career & Technology Education	\$ 250,000	\$ 250,000	
Laura Bush School Library Grant	\$ -	\$ 99,191	
Adult Education	\$ 79,495	\$ 114,495	
Title IV Student Support and Academic Enrichment	\$ 168,312	\$ 147,829	0.5
21st Century After School Elementary (STAR)	\$ 400,000	\$ 400,000	**
21st Century After School Secondary (STAR)	\$ 400,000	\$ 400,000	** 1
21st Century After School Secondary (STAR-North End)	\$ 400,000	\$ 400,000	**
Stronger Connections Grant	\$ 849,024	\$ 682,122	***
McKinney Vento & Supplemental Grants (not yet renewed - expected to be same)	\$ 36,980	\$ 22,298	
Vocational Rehabilitation - Pre ETS (TBD for FY26)	\$ 71,672	\$ 71,672	
<b><u>STATE FUNDS</u></b>			
Judy Hoyer Early Childcare And Education	\$ 990,000	\$ 990,000	8
Adult Education	\$ 173,137	\$ 110,020	
PreK Expansion	\$ -	\$ 738,123	9
Blueprint for Maryland's Future			
Pre-Kindergarten	\$ 1,318,996	\$ -	
Concentration of Poverty	\$ 2,125,184	\$ 2,220,912	8.5
College & Career Ready (CCR)	\$ 133,858	\$ -	
Transitional Supplemental Instruction	\$ 35,080	\$ -	
National Board Certified	\$ 65,327	\$ -	
Blueprint Coordinator	\$ 22,500	\$ -	
Teachers Retirement & Pension	\$ 8,799,000	\$ 9,188,738	
Safety Grants			
SRO	\$ 98,246	\$ 98,453	
SSFG	\$ 25,000	\$ 25,000	
SSGP	\$ 199,924	\$ 199,897	
Hate Crimes	\$ -	\$ -	
Total Safety Grants	\$ 323,170	\$ 323,350	
<b><u>LOCAL FUNDS</u></b>			
Donnie Williams Grant	\$ 200,000	\$ 250,000	
<b>TOTAL RESTRICTED REVENUE</b>	<b>\$ 21,050,618</b>	<b>\$ 21,096,333</b>	<b>63.25</b>

\$ 11,907,595

\*\* The 21st Century grants are approved on a three year cycle, but the amount is not guaranteed to be the same for each year.

\*\*\* This is a 3 year grant that totals \$2,639,421.87.

FY2027 General Fund Revenue by Account Classification Report

		2027 Department Final Request	2026 Adopted Budget	\$ Variance	% Variance
<b>Fund: 100</b>					
Revenue					
	<i>PROP TAX - Property Taxes</i>				
4000	Full Year Real Property Taxes	200,807,744.00	182,546,198.00	18,261,546.00	10%
4010	Personal Property Taxes	150,743.00	224,125.00	(73,382.00)	-33%
4020	Corporation Property Taxes	4,309,100.00	4,946,052.00	(636,952.00)	-13%
4030	Railroad & Utility Property Tax	5,048,986.00	4,846,235.00	202,751.00	4%
4035	Railroad Real Property	5,102.00	2,437.00	2,665.00	109%
4040	Half Year Real Property Taxes	40,750.00	224,125.00	(183,375.00)	-82%
4050	Tax Additions & Abatements	(232,600.00)	(188,200.00)	(44,400.00)	24%
4060	Interest on Delinquent Taxes	850,000.00	800,000.00	50,000.00	6%
4070	Discounts Allowed on Taxes	(600,000.00)	(550,000.00)	(50,000.00)	9%
4080	Tax Credits For Assessment I	(9,695,729.00)	(7,032,227.00)	(2,663,502.00)	38%
	<i>Account Classification Total: PROP TAX</i>	200,684,096.00	185,818,745.00	14,865,351.00	8%
	<i>INC TAX - Income Tax</i>				
4100	Income Tax	53,000,000.00	53,000,000.00	0.00	0%
	<i>Account Classification Total: INC TAX</i>	53,000,000.00	53,000,000.00	0.00	0%
	<i>OTHER TAX - Other Taxes</i>				
4200	Admission & Amusement Taxes	890,000.00	750,000.00	140,000.00	19%
4210	Recordation Taxes	9,500,000.00	9,450,000.00	50,000.00	1%
4221	Cannabis Tax	90,000.00	125,000.00	(35,000.00)	-28%
4240	Food Tax	110,000.00	110,000.00	0.00	0%
4250	Room Tax	330,000.00	275,000.00	55,000.00	20%
4250.040	Room Tax Due to Unincorporated Areas	1,920,000.00	1,600,000.00	320,000.00	20%
4340	Transfer Tax	6,500,000.00	6,000,000.00	500,000.00	8%
	<i>Account Classification Total: OTHER TAX</i>	19,340,000.00	18,310,000.00	1,030,000.00	6%
	<i>ST SHRD - State Shared</i>				
4300	Highway Users Taxes	1,999,402.00	2,031,609.00	(32,207.00)	-2%
4310	911 Fees	2,115,099.00	1,494,182.00	620,917.00	42%
	<i>Account Classification Total: ST SHRD - State Shared</i>	4,114,501.00	3,525,791.00	588,710.00	17%
	<i>FRNC - Franchise Fees</i>				
4400	Franchise Fees	23,000.00	23,000.00	0.00	0%
	<i>Account Classification Total: FRNCH Franchise Fees</i>	23,000.00	23,000.00	0.00	0%
	<i>LOSS DSP ASTS - Gain/Loss on Disposal of Assets</i>				
4600	Sale Of Fixed Assets	125,000.00	125,000.00	0.00	0%
	<i>Account Classification Total: Gain/Loss on Disposal of Assets</i>	125,000.00	125,000.00	0.00	0%
	<i>LIC/PRMT - Licenses and Permits</i>				
4900	Liquor Licenses	950,000.00	950,000.00	0.00	0%
4905	Vending Machine Licenses	70,000.00	65,000.00	5,000.00	8%
4910	Traders Licenses	90,000.00	90,000.00	0.00	0%
4915	Occupational Licenses	7,000.00	34,000.00	(27,000.00)	-79%
4920	Bingo Permits	16,500.00	15,000.00	1,500.00	10%
4927	Rental License Fee	205,000.00	195,000.00	10,000.00	5%
4930	Building Permits	315,000.00	350,000.00	(35,000.00)	-10%
4932	Electrical Permits	21,000.00	21,000.00	0.00	0%
4933	Commercial Plumbing Plan Review	2,000.00	2,500.00	(500.00)	-20%
4935	Marriage Licenses	20,000.00	20,000.00	0.00	0%
4936	Civil Ceremony	2,000.00	1,800.00	200.00	11%
4941	Shoreline Construction Permit	20,000.00	20,000.00	0.00	0%
4942	Timber Harvest Permit	3,000.00	3,000.00	0.00	0%
4943	SEC/SWM Permit	45,000.00	45,000.00	0.00	0%
4945.010	Environmental Permits Burn Permit	600.00	600.00	0.00	0%
4945.020	Environmental Permits Campground Permit	4,000.00	4,000.00	0.00	0%
4945.030	Environmental Permits Septic Permit	29,000.00	29,000.00	0.00	0%

FY2027 General Fund Revenue by Account Classification Report

		2027 Department Final Request	2026 Adopted Budget	\$ Variance	% Variance
4945.040	Environmental Permits Waste Hauler Permit	3,000.00	3,000.00	0.00	0%
4945.050	Environmental Permits Well Permit	16,800.00	16,800.00	0.00	0%
4945.060	Environmental Permits Other	300.00	300.00	0.00	0%
4945.070	Environmental Permits Review Fee	75,000.00	75,000.00	0.00	0%
4950	Health Permits	440,000.00	426,915.00	13,085.00	3%
4955	Raffle Permits	1,500.00	1,500.00	0.00	0%
4960	Plumbing Permits	90,000.00	90,000.00	0.00	0%
4965	Gas Permits	20,000.00	20,000.00	0.00	0%
4970	Forestry Conservation Review Fees	6,000.00	6,000.00	0.00	0%
4980	Landfill Permits-Household	320,000.00	320,000.00	0.00	0%
4982	PAYT Tags - Household	7,500.00	7,500.00	0.00	0%
5060.100	Licenses and Permits Board of Zoning	29,000.00	25,000.00	4,000.00	16%
5060.300	Licenses and Permits Site Plan Review	12,000.00	11,000.00	1,000.00	9%
5060.400	Licenses and Permits Rezoning Fee	2,000.00	2,000.00	0.00	0%
5060.500	Licenses and Permits Subdivision Review	12,000.00	12,000.00	0.00	0%
5060.600	Licenses and Permits Text Amendment Amend	1,200.00	1,200.00	0.00	0%
Account Classification Total: LIC/PRMT - Licenses and Permits		2,836,400.00	2,864,115.00	(27,715.00)	-1%
<i>CHG SVC - Charges for Services</i>					
4850.010	Credit Card Fees Environmental Programs	6,000.00	6,000.00	0.00	0%
4850.050	Credit Card Fees Recreation	1,100.00	1,100.00	0.00	0%
4940	Shoreline Construction Application Fee	31,000.00	31,000.00	0.00	0%
5047	Stormwater Management Review Fee	110,000.00	110,000.00	0.00	0%
5065.100	Sheriff Fees Sheriff Fees - Paper Ser	0.00	35,000.00	(35,000.00)	-100%
5065.200	Sheriff Fees Sheriff Fees - Peddler's	0.00	800.00	(800.00)	-100%
5065.300	Sheriff Fees Sheriff Fees - Parking F	0.00	200.00	(200.00)	-100%
5065.400	Sheriff Fees Animal Control Fees	4,500.00	90.00	4,410.00	4793%
5065.500	Sheriff Fees Animal Shelter Revenue	0.00	2,500.00	(2,500.00)	-100%
5065.700	Sheriff Fees Contractual Services	280,000.00	115,000.00	165,000.00	143%
5065.800	Sheriff Fees Body Worn Camera	0.00	250.00	(250.00)	-100%
5065.990	Sheriff Fees Other	40,000.00	1,500.00	38,500.00	2565%
5070.100	Sale of Publications & Copies Commiss	1,200.00	350.00	850.00	242%
5070.300	Sale of Publications & Copies Dev. Re	50.00	50.00	0.00	0%
5070.600	Sale of Publications & Copies Electio	400.00	400.00	0.00	0%
5070.700	Sale of Publications & Copies Circuit	450.00	450.00	0.00	0%
5075	Library Use Charges	20,000.00	20,000.00	0.00	0%
5076	Library Erate Reimbursement	500.00	850.00	(350.00)	-41%
5085	Liquor Advertising Fees	1,600.00	1,200.00	400.00	33%
5090	Firearms Training Center Fee	15,000.00	12,000.00	3,000.00	25%
5095.100	Payments For Jail Use Work Release	4,200.00	4,000.00	200.00	5%
5095.150	Payments For Jail Use Inmate Grievanc	30,000.00	30,000.00	0.00	0%
5095.250	Payments For Jail Use REIM US MARSHAL	954,612.00	742,600.00	212,012.00	29%
5095.400	Payments For Jail Use State Housing	29,340.00	48,775.00	(19,435.00)	-40%
5095.600	Payments For Jail Use Social Security	2,400.00	2,500.00	(100.00)	-4%
5095.700	Payments For Jail Use State Mental He	22,000.00	22,000.00	0.00	0%
5095.800	Payments For Jail Use Pretrial Fees	14,400.00	8,250.00	6,150.00	75%
5100.100	Fire Inspection Fees Plan Review Fee	100,000.00	120,000.00	(20,000.00)	-17%
5100.200	Fire Inspection Fees Fire Safety Fee	25,000.00	25,000.00	0.00	0%
5100.600	Fire Inspection Fees Fire Inspections	25,000.00	25,000.00	0.00	0%
5105.100	Public Works Revenues Pipe Sales	50,000.00	50,000.00	0.00	0%
5107	Roads Department Fees	2,500.00	2,500.00	0.00	0%
5110	Recreation Fees	365,377.00	344,329.00	21,048.00	6%
5111	Ice Vending Machine Fee	20,000.00	20,000.00	0.00	0%
5115	Mosquito Control Charges	45,000.00	45,000.00	0.00	0%
5120	Circuit Court Bar Library	5,000.00	5,000.00	0.00	0%
5127	Recreation Center Rental Fees	27,400.00	34,700.00	(7,300.00)	-21%
5128	Recreation Sponsorships	3,200.00	2,900.00	300.00	10%
5142	Election Filing Fee	350.00	350.00	0.00	0%
5155	CommunityService Fees	70,000.00	70,000.00	0.00	0%

**FY2027 General Fund Revenue by Account Classification Report**

		2027 Department Final Request	2026 Adopted Budget	\$ Variance	% Variance
5160	Family Services Legal Fees Other	500.00	500.00	0.00	0%
5161	Casino Security	0.00	17,250.00	(17,250.00)	-100%
5162	Seacrets Security	0.00	50,000.00	(50,000.00)	-100%
5165	Critical Area Review Fees	8,000.00	8,000.00	0.00	0%
5167	Water/Sewer Plan Amendment Fee	2,000.00	2,000.00	0.00	0%
5175.200	Donations Sponsorship Program Recreat	4,000.00	4,000.00	0.00	0%
5185	Recycling Revenue	75,000.00	180,500.00	(105,500.00)	-58%
5186	Metal Recycling Revenue	40,000.00	35,000.00	5,000.00	14%
5195	Tire Revenue	35,000.00	35,000.00	0.00	0%
5215	Motor Coach Fees	15,000.00	15,000.00	0.00	0%
5220.010	Park Fees Field Rental	8,135.00	4,190.00	3,945.00	94%
5220.020	Park Fees Pavilion Rental	6,525.00	6,525.00	0.00	0%
5220.030	Park Fees Tree of Life	2,400.00	2,400.00	0.00	0%
5220.035	Park Fees Tournament Rental	75,950.00	70,000.00	5,950.00	8%
5220.040	Park Fees User Fees	13,000.00	12,725.00	275.00	2%
5221	Parking Fees - Boat Landing	3,000.00	2,720.00	280.00	10%
5224	SPEC Events - Sponsorship	67,600.00	72,250.00	(4,650.00)	-6%
5225	Concession Stand Fees	156,500.00	156,500.00	0.00	0%
5226	Special Events Fees	23,795.00	23,750.00	45.00	0%
5227	Tournament Fees	9,500.00	9,500.00	0.00	0%
5230.010	Environmental Fees Perk Test Fee	22,000.00	16,000.00	6,000.00	37%
5230.020	Environmental Fees Plat Review Fee	9,000.00	6,000.00	3,000.00	50%
5230.030	Environmental Fees Water Sample Fee	500.00	500.00	0.00	0%
5240	Shared Facility/Service Area Fee	500.00	500.00	0.00	0%
5245	Solar Renewable Energy Credits	1,000.00	1,000.00	0.00	0%
<i>Account Classification Total: Charges for Services</i>		2,886,484.00	2,673,454.00	213,030.00	8%
<i>INT/Pen - Interest &amp; Penalties</i>					
4700	Interest on Investments	6,000,000.00	5,000,000.00	1,000,000.00	20%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>		6,000,000.00	5,000,000.00	1,000,000.00	20%
<i>FINES - Fines &amp; Forfeitures</i>					
5300	Court Fines	30,000.00	25,000.00	5,000.00	20%
5310	Civil Infraction Fines	16,000.00	6,000.00	10,000.00	167%
<i>Account Classification Total: FINES - Fines &amp; Forfeitures</i>		46,000.00	31,000.00	15,000.00	48%
<i>MISC - Miscellaneous</i>					
4260.010	Rents/State Revenue Boat Landings	87,132.00	79,972.00	7,160.00	9%
4260.020	Rents/State Revenue County Administra	71,860.00	71,856.00	4.00	0%
4260.030	Rents/State Revenue Elections	23,144.00	14,229.00	8,915.00	63%
4270	Rents-Tower Site/Contrib & Donat	29,580.00	27,000.00	2,580.00	10%
4350	Credit Card Rebate	7,000.00	0.00	7,000.00	
4800	Other Miscellaneous Revenue	580,000.00	400,000.00	180,000.00	45%
4830	Workers Comp Reimbursement	5,000.00	0.00	5,000.00	
4860	Animal Control Restitution	1,000.00	0.00	1,000.00	
4875	Tax Sale Revenue	14,000.00	17,500.00	(3,500.00)	-20%
<i>Account Classification Total: MISC - Miscellaneous</i>		818,716.00	610,557.00	208,159.00	34%
<i>INTGOV FED - Intergovernmental - Federal Revenues</i>					
5541	Traffic Safety SHA	3,000.00	1,500.00	1,500.00	100%
5600	Federal Payments In Lieu of Taxes	25,198.00	24,000.00	1,198.00	5%
5625	CDBG Housing Rehab Grant	150,000.00	150,000.00	0.00	0%
5664.020	US Fish and Wildlife Service Other General Govt	6,326.00	6,326.00	0.00	0%
5675	Child Support Enforcement Grant	7,500.00	7,500.00	0.00	0%
5745.300	Homeland Security Grant SHSGP	96,477.00	96,477.00	0.00	0%
5745.600	Homeland Security Grant EMPG	76,317.00	76,317.00	0.00	0%
5770	Bulletproof Vest Program	7,500.00	7,500.00	0.00	0%
5785	MDE Beach Monitoring Grant	4,393.00	4,393.00	0.00	0%
<i>Account Classification Total: Intergovernmental - Federal Revenue</i>		376,711.00	374,013.00	2,698.00	1%

**FY2027 General Fund Revenue by Account Classification Report**

		2027 Department Final Request	2026 Adopted Budget	\$ Variance	% Variance
<i>INTGOV ST - Intergovernmental - State Revenues</i>					
5515	DHCD Housing Administration Fee	7,000.00	7,000.00	0.00	0%
5525	Conservation Easement Administrative Fee	25,000.00	25,000.00	0.00	0%
5530	Eastern Shore Library Grant	84,000.00	80,000.00	4,000.00	5%
5543	Dental Program Reimbursement	30,751.00	16,721.00	14,030.00	84%
5615	Maryland Coastal Bays	50,000.00	0.00	50,000.00	0%
5630	Water System Monitoring Grant	48,750.00	48,750.00	0.00	0%
5635	Police Protection Grant	200,000.00	200,000.00	0.00	0%
5640	State Library Aid	202,600.00	202,600.00	0.00	0%
5645	Share of State Park Receipts	625,000.00	535,000.00	90,000.00	17%
5650	State Aid For Fire Companies	405,819.00	369,004.00	36,815.00	10%
5655	Program Open Space Grant - Parks	523,770.00	450,208.00	73,562.00	16%
5660	Waterway Improvement Grants	330,000.00	255,000.00	75,000.00	29%
5662	BRF Operations & Maintenance Grant	42,000.00	42,000.00	0.00	0%
5663	Share of State Forest Land	70,000.00	70,000.00	0.00	0%
5665	State Aid For Bridges	584,720.00	480,000.00	104,720.00	22%
5680	State Grant for Critical Areas	5,000.00	9,000.00	(4,000.00)	-44%
5688	MD Dept of Aging Grant	6,000.00	5,635.00	365.00	6%
5690	SSTAP Grant	138,000.00	131,000.00	7,000.00	5%
5704	MD AOC Security Grant	16,805.00	10,134.00	6,671.00	66%
5705	State Grant For Tourism	195,000.00	195,000.00	0.00	0%
5712	GOCCP Grant	46,000.00	46,000.00	0.00	0%
5713	GOCCP - Sheriff Grants	60,000.00	75,000.00	(15,000.00)	-20%
5715	Coastal Zone Grant	86,100.00	0.00	86,100.00	0%
5725	Family Support Grant	418,334.00	418,334.00	0.00	0%
5730	Septic System BRF Grant Program	375,000.00	300,000.00	75,000.00	25%
5732	Conservation Easements Reimbursements	50,000.00	50,000.00	0.00	0%
5735.030	Other Grants Human Resources	3,500.00	0.00	3,500.00	0%
5735.050	Other Grants Recreation	25,500.00	32,500.00	(7,000.00)	-22%
5757	Trial Jury Reimbursement	54,000.00	54,000.00	0.00	0%
5760	Drug Court Grant	224,076.00	224,076.00	0.00	0%
5762	Heroin Coordinator Grant	70,000.00	65,000.00	5,000.00	8%
5767	Medication Opioid Disorder Grant	23,000.00	213,920.00	(190,920.00)	-89%
5905	Sheriff-Sex Offender Grant	8,000.00	9,000.00	(1,000.00)	-11%
5910	Sher-Health Tobacco Enforcement	17,500.00	7,500.00	10,000.00	133%
5912	Sher-Health Underage Drinking	7,500.00	5,000.00	2,500.00	50%
5925	MALPF Admin Fee	15,000.00	15,000.00	0.00	0%
5940	Intern Program Grant	100,000.00	100,000.00	0.00	0%
<i>Account Classification Total: Intergovernmental - State Revenue</i>		5,173,725.00	4,747,382.00	426,343.00	9%
<i>TRNS IN - Transfers In</i>					
5510	Transfers From Other Funds	1,121,905.00	1,888,490.00	(766,585.00)	-41%
5511	Casino/Local Impact Grant Funds	2,571,489.00	2,404,470.00	167,019.00	7%
<i>Account Classification Total: TRNS IN - Transfers In</i>		3,693,394.00	4,292,960.00	(599,566.00)	-14%
REVENUES Total		299,118,027.00	281,396,017.00	17,722,010.00	6%
Fund REVENUE Total: 100 - General Fund		299,118,027.00	281,396,017.00	17,722,010.00	6%

<b>FY2027 General Fund Budget Requests Summary by Department</b>				
	<b>2027 Department Final Request</b>	<b>2026 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Department: 1001 County Commissioners</b>				
PERS SVCS - Personnel Services	2,046,184	1,884,314	161,870	9%
SUPP & MAT - Supplies & Materials	55,515	56,870	(1,355)	-2%
MAINT & SVCS - Maintenance & Services	41,708	41,992	(284)	-1%
OTHR CHGS - Other Charges	72,516	68,851	3,665	5%
<b>Department Total: County Commissioners</b>	<b>2,215,923</b>	<b>2,052,027</b>	<b>163,896</b>	<b>8%</b>
<b>Department: 1002 Circuit Court</b>				
PERS SVCS - Personnel Services	1,999,021	1,919,807	79,214	4%
SUPP & MAT - Supplies & Materials	273,259	263,696	9,563	4%
MAINT & SVCS - Maintenance & Services	114,465	114,465	0	0%
OTHR CHGS - Other Charges	8,900	8,900	0	0%
<b>Department Total: Circuit Court</b>	<b>2,395,645</b>	<b>2,306,868</b>	<b>88,777</b>	<b>4%</b>
<b>Department: 1003 Orphan's Court</b>				
PERS SVCS - Personnel Services	78,316	72,658	5,658	8%
SUPP & MAT - Supplies & Materials	2,000	2,800	(800)	-28%
OTHR CHGS - Other Charges	6,800	6,800	0	0%
<b>Department Total: Orphan's Court</b>	<b>87,116</b>	<b>82,258</b>	<b>4,858</b>	<b>6%</b>
<b>Department: 1004 State's Attorney</b>				
PERS SVCS - Personnel Services	4,723,544	4,420,613	302,931	7%
SUPP & MAT - Supplies & Materials	128,179	114,964	13,215	11%
MAINT & SVCS - Maintenance & Services	24,250	24,250	0	0%
OTHR CHGS - Other Charges	27,940	26,755	1,185	4%
<b>Department Total: State's Attorney</b>	<b>4,903,913</b>	<b>4,586,582</b>	<b>317,331</b>	<b>7%</b>
<b>Department: 1005 Treasurer's Office</b>				
PERS SVCS - Personnel Services	1,848,869	1,709,376	139,493	8%
SUPP & MAT - Supplies & Materials	212,426	193,610	18,816	10%
MAINT & SVCS - Maintenance & Services	3,300	2,940	360	12%
OTHR CHGS - Other Charges	19,360	16,225	3,135	19%
<b>Department Total: Treasurer's Office</b>	<b>2,083,955</b>	<b>1,922,151</b>	<b>161,804</b>	<b>8%</b>
<b>Department: 1006 Elections Office</b>				
PERS SVCS - Personnel Services	900,013	809,727	90,286	11%
SUPP & MAT - Supplies & Materials	525,798	609,255	(83,457)	-14%
MAINT & SVCS - Maintenance & Services	172,083	171,768	315	0%
OTHR CHGS - Other Charges	22,520	16,610	5,910	36%
<b>Department Total: Elections Office</b>	<b>1,620,414</b>	<b>1,607,360</b>	<b>13,054</b>	<b>1%</b>

<b>FY2027 General Fund Budget Requests Summary by Department</b>				
	<b>2027 Department Final Request</b>	<b>2026 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Department: 1007 Human Resources</b>				
PERS SVCS - Personnel Services	826,083	753,834	72,249	10%
SUPP & MAT - Supplies & Materials	27,969	28,495	(526)	-2%
MAINT & SVCS - Maintenance & Services	59,375	108,775	(49,400)	-45%
OTHR CHGS - Other Charges	31,405	31,141	264	1%
<b>Department Total: Human Resources</b>	<b>944,832</b>	<b>922,245</b>	<b>22,587</b>	<b>2%</b>
<b>Department: 1008 Development, Review &amp; Permits</b>				
PERS SVCS - Personnel Services	3,092,268	2,851,629	240,639	8%
SUPP & MAT - Supplies & Materials	284,110	292,619	(8,509)	-3%
MAINT & SVCS - Maintenance & Services	73,410	73,410	0	0%
OTHR CHGS - Other Charges	58,041	57,361	680	1%
<b>Department Total: Development, Review &amp; Permits</b>	<b>3,507,829</b>	<b>3,275,019</b>	<b>232,810</b>	<b>7%</b>
<b>Department: 1010 Environmental Programs</b>				
PERS SVCS - Personnel Services	2,664,271	2,367,336	296,935	13%
SUPP & MAT - Supplies & Materials	551,434	331,499	219,935	66%
MAINT & SVCS - Maintenance & Services	266,032	165,352	100,680	61%
OTHR CHGS - Other Charges	9,274	8,664	610	7%
CAP EQ - Capital Equipment	50,000	50,000	0	0%
<b>Department Total: Environmental Programs</b>	<b>3,541,011</b>	<b>2,922,851</b>	<b>618,160</b>	<b>21%</b>
<b>Department: 1011 Information Technology</b>				
PERS SVCS - Personnel Services	1,452,911	1,677,341	(224,431)	-13%
SUPP & MAT - Supplies & Materials	43,180	24,880	18,300	74%
MAINT & SVCS - Maintenance & Services	5,020	3,720	1,300	35%
OTHR CHGS - Other Charges	13,600	9,200	4,400	48%
CAP EQ - Capital Equipment	50,000	0	50,000	
<b>Department Total: Information Technology</b>	<b>1,564,711</b>	<b>1,715,141</b>	<b>(150,431)</b>	<b>-9%</b>
<b>Department: 1090 Other General Government</b>				
SUPP & MAT - Supplies & Materials	2,999,589	2,345,144	654,445	28%
MAINT & SVCS - Maintenance & Services	1,330,435	1,044,994	285,441	27%
OTHR CHGS - Other Charges	3,654,067	2,948,602	705,465	24%
<b>Department Total: Other General Government</b>	<b>7,984,091</b>	<b>6,338,740</b>	<b>1,645,351</b>	<b>26%</b>
<b>Department: 1101 Sheriff's Office</b>				
PERS SVCS - Personnel Services	18,151,241	16,353,706	1,797,535	11%
SUPP & MAT - Supplies & Materials	1,725,420	1,442,990	282,430	20%
MAINT & SVCS - Maintenance & Services	835,990	815,410	20,580	3%
OTHR CHGS - Other Charges	266,000	245,000	21,000	9%
CAP EQ - Capital Equipment	1,227,000	862,000	365,000	42%
<b>Department Total: Sheriff's Office</b>	<b>22,205,651</b>	<b>19,719,106</b>	<b>2,486,545</b>	<b>13%</b>

<b>FY2027 General Fund Budget Requests Summary by Department</b>				
	<b>2027 Department Final Request</b>	<b>2026 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Department: 1102 Emergency Services</b>				
PERS SVCS - Personnel Services	4,622,615	4,209,318	413,297	10%
SUPP & MAT - Supplies & Materials	1,392,706	915,762	476,944	52%
MAINT & SVCS - Maintenance & Services	349,622	627,822	(278,200)	-44%
OTHR CHGS - Other Charges	39,050	46,400	(7,350)	-16%
CAP EQ - Capital Equipment	85,000	249,000	(164,000)	-66%
<b>Department Total: Emergency Services</b>	<b>6,488,993</b>	<b>6,048,302</b>	<b>440,691</b>	<b>7%</b>
<b>Department: 1103 Jail</b>				
PERS SVCS - Personnel Services	12,325,704	11,781,707	543,997	5%
SUPP & MAT - Supplies & Materials	856,980	1,062,177	(205,197)	-19%
MAINT & SVCS - Maintenance & Services	2,769,905	2,793,714	(23,809)	-1%
OTHR CHGS - Other Charges	34,850	22,356	12,494	56%
CAP EQ - Capital Equipment	55,000	175,219	(120,219)	-69%
<b>Department Total: Jail</b>	<b>16,042,439</b>	<b>15,835,173</b>	<b>207,266</b>	<b>1%</b>
<b>Department: 1104 Fire Marshal</b>				
PERS SVCS - Personnel Services	1,372,151	1,228,985	143,166	12%
SUPP & MAT - Supplies & Materials	79,835	79,385	450	1%
MAINT & SVCS - Maintenance & Services	60,200	54,200	6,000	11%
OTHR CHGS - Other Charges	14,050	13,690	360	3%
CAP EQ - Capital Equipment	0	90,000	(90,000)	-100%
<b>Department Total: Fire Marshal</b>	<b>1,526,236</b>	<b>1,466,260</b>	<b>59,976</b>	<b>4%</b>
<b>Department: 1105 Volunteer Fire Departments</b>				
SUPP & MAT - Supplies & Materials	245,500	263,000	(17,500)	-7%
MAINT & SVCS - Maintenance & Services	27,400	25,900	1,500	6%
OTHR CHGS - Other Charges	14,949,840	13,442,565	1,507,275	11%
CAP EQ - Capital Equipment	70,000	0	70,000	11%
<b>Department Total: Volunteer Fire Departments</b>	<b>15,292,740</b>	<b>13,731,465</b>	<b>1,561,275</b>	<b>11%</b>
<b>Department: 1201 Maintenance</b>				
PERS SVCS - Personnel Services	2,765,725	2,540,231	225,494	9%
SUPP & MAT - Supplies & Materials	102,821	104,139	(1,318)	-1%
MAINT & SVCS - Maintenance & Services	136,921	137,051	(130)	0%
OTHR CHGS - Other Charges	35,225	20,036	15,189	76%
CAP EQ - Capital Equipment	153,650	218,950	(65,300)	-30%
<b>Department Total: Maintenance</b>	<b>3,194,342</b>	<b>3,020,407</b>	<b>173,935</b>	<b>6%</b>
<b>Department: 1202 Roads</b>				
PERS SVCS - Personnel Services	3,522,796	3,298,499	224,297	7%
SUPP & MAT - Supplies & Materials	1,950,097	1,974,629	(24,532)	-1%
MAINT & SVCS - Maintenance & Services	1,728,438	1,582,173	146,265	9%
OTHR CHGS - Other Charges	37,483	19,113	18,370	96%
CAP EQ - Capital Equipment	1,084,852	736,692	348,160	47%
<b>Department Total: Roads</b>	<b>8,323,666</b>	<b>7,611,106</b>	<b>712,560</b>	<b>9%</b>

<b>FY2027 General Fund Budget Requests Summary by Department</b>				
	<b>2027 Department Final Request</b>	<b>2026 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Department: 1203 Public Works</b>				
PERS SVCS - Personnel Services	1,220,559	1,128,377	92,182	8%
SUPP & MAT - Supplies & Materials	32,495	36,205	(3,710)	-10%
MAINT & SVCS - Maintenance & Services	279,770	259,670	20,100	8%
OTHR CHGS - Other Charges	25,775	15,100	10,675	71%
CAP EQ - Capital Equipment	50,000	65,000	(15,000)	-23%
<b>Department Total: Public Works</b>	<b>1,608,599</b>	<b>1,504,352</b>	<b>104,247</b>	<b>7%</b>
<b>Department: 1204 Boat Landings</b>				
SUPP & MAT - Supplies & Materials	330,000	355,000	(25,000)	-7%
MAINT & SVCS - Maintenance & Services	49,913	51,513	(1,600)	-3%
<b>Department Total: Boat Landings</b>	<b>379,913</b>	<b>406,513</b>	<b>(26,600)</b>	<b>-7%</b>
<b>Department: 1205 Homeowner Convenience Centers</b>				
PERS SVCS - Personnel Services	654,241	629,135	25,106	4%
SUPP & MAT - Supplies & Materials	12,200	12,200	0	0%
MAINT & SVCS - Maintenance & Services	266,992	266,992	0	0%
OTHR CHGS - Other Charges	1,000	1,000	0	0%
CAP EQ - Capital Equipment	55,000	68,000	(13,000)	-19%
<b>Department Total: Homeowner Convenience Centers</b>	<b>989,433</b>	<b>977,327</b>	<b>12,106</b>	<b>1%</b>
<b>Department: 1206 Recycling</b>				
PERS SVCS - Personnel Services	856,607	783,000	73,607	9%
SUPP & MAT - Supplies & Materials	19,590	20,470	(880)	-4%
MAINT & SVCS - Maintenance & Services	331,050	328,910	2,140	1%
OTHR CHGS - Other Charges	1,000	1,000	0	0%
CAP EQ - Capital Equipment	71,000	110,000	(39,000)	-35%
<b>Department Total: Recycling</b>	<b>1,279,247</b>	<b>1,243,380</b>	<b>35,867</b>	<b>3%</b>
<b>Department: 1301 Health Department</b>				
SUPP & MAT - Supplies & Materials	200	0	200	
MAINT & SVCS - Maintenance & Services	487,337	468,328	19,009	4%
OTHR CHGS - Other Charges	9,837,605	11,471,209	(1,633,604)	-14%
CAP EQ - Capital Equipment	30,000	56,048	(26,048)	-46%
<b>Department Total: Health Department</b>	<b>10,355,142</b>	<b>11,995,585</b>	<b>(1,640,443)</b>	<b>-14%</b>
<b>Department: 1302 Mosquito Control</b>				
PERS SVCS - Personnel Services	112,257	108,942	3,315	3%
SUPP & MAT - Supplies & Materials	3,755	3,505	250	7%
MAINT & SVCS - Maintenance & Services	29,035	31,335	(2,300)	-7%
OTHR CHGS - Other Charges	151,540	151,540	0	0%
<b>Department Total: Mosquito Control</b>	<b>296,587</b>	<b>295,322</b>	<b>1,265</b>	<b>0%</b>

<b>FY2027 General Fund Budget Requests Summary by Department</b>				
	<b>2027 Department Final Request</b>	<b>2026 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Department: 1401 Commission on Aging</b>				
SUPP & MAT - Supplies & Materials	146,000	138,635	7,365	5%
MAINT & SVCS - Maintenance & Services	220,060	203,700	16,360	8%
OTHR CHGS - Other Charges	1,858,219	1,549,387	308,832	20%
CAP EQ - Capital Equipment	0	104,600	(104,600)	-100%
<b>Department Total: Commission on Aging</b>	<b>2,224,279</b>	<b>1,996,322</b>	<b>227,957</b>	<b>11%</b>
<b>Department: 1402 Other Social Services</b>				
OTHR CHGS - Other Charges	979,408	646,368	333,040	52%
<b>Department Total: Other Social Services</b>	<b>979,408</b>	<b>646,368</b>	<b>333,040</b>	<b>52%</b>
<b>Department: 1502 WOR-WIC Community College</b>				
OTHR CHGS - Other Charges	2,775,142	2,707,168	67,974	3%
<b>Department Total: WOR-WIC Community College</b>	<b>2,775,142</b>	<b>2,707,168</b>	<b>67,974</b>	<b>3%</b>
<b>Department: 1505 Board of Education</b>				
OTHR CHGS - Other Charges	136,051,337	123,421,994	12,629,343	10%
<b>Department Total: Board of Education</b>	<b>136,051,337</b>	<b>123,421,994</b>	<b>12,629,343</b>	<b>10%</b>
<b>Department: 1601 Recreation Department</b>				
PERS SVCS - Personnel Services	2,432,136	2,325,563	106,573	5%
SUPP & MAT - Supplies & Materials	642,205	646,335	(4,130)	-1%
MAINT & SVCS - Maintenance & Services	233,634	271,993	(38,359)	-14%
OTHR CHGS - Other Charges	58,495	51,220	7,275	14%
CAP EQ - Capital Equipment	0	31,000	(31,000)	-100%
<b>Department Total: Recreation Department</b>	<b>3,366,470</b>	<b>3,326,111</b>	<b>40,359</b>	<b>1%</b>
<b>Department: 1602 Parks Department</b>				
PERS SVCS - Personnel Services	941,604	873,597	68,007	8%
SUPP & MAT - Supplies & Materials	660,041	565,264	94,777	17%
MAINT & SVCS - Maintenance & Services	164,478	165,730	(1,252)	-1%
OTHR CHGS - Other Charges	13,411	8,685	4,726	54%
CAP EQ - Capital Equipment	149,590	132,745	16,845	13%
<b>Department Total: Parks Department</b>	<b>1,929,124</b>	<b>1,746,021</b>	<b>183,103</b>	<b>10%</b>
<b>Department: 1603 Libraries</b>				
PERS SVCS - Personnel Services	4,167,904	3,882,927	284,977	7%
SUPP & MAT - Supplies & Materials	520,200	509,750	10,450	2%
MAINT & SVCS - Maintenance & Services	392,587	381,312	11,275	3%
OTHR CHGS - Other Charges	24,492	11,800	12,692	108%
CAP EQ - Capital Equipment	32,000	32,000	0	0%
<b>Department Total: Libraries</b>	<b>5,137,183</b>	<b>4,817,789</b>	<b>319,394</b>	<b>7%</b>

<b>FY2027 General Fund Budget Requests Summary by Department</b>				
	<b>2027 Department Final Request</b>	<b>2026 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Department: 1604 Other Recreation &amp; Culture</b>				
OTHR CHGS - Other Charges	175,001	95,000	80,001	84%
<b>Department Total: Other Recreation &amp; Culture</b>	<b>175,001</b>	<b>95,000</b>	<b>80,001</b>	<b>84%</b>
<b>Department: 1701 Extension Service</b>				
SUPP & MAT - Supplies & Materials	20,934	20,449	485	2%
OTHR CHGS - Other Charges	367,384	262,292	105,092	40%
<b>Department Total: Extension Service</b>	<b>388,318</b>	<b>282,741</b>	<b>105,577</b>	<b>37%</b>
<b>Department: 1702 Other Natural Resources</b>				
SUPP & MAT - Supplies & Materials	50,000	50,000	0	0%
OTHR CHGS - Other Charges	1,075,800	565,800	510,000	90%
<b>Department Total: Other Natural Resources</b>	<b>1,125,800</b>	<b>615,800</b>	<b>510,000</b>	<b>83%</b>
<b>Department: 1801 Economic Development</b>				
PERS SVCS - Personnel Services	271,023	256,482	14,541	6%
SUPP & MAT - Supplies & Materials	250,450	250,650	(200)	0%
MAINT & SVCS - Maintenance & Services	110,575	78,575	32,000	41%
OTHR CHGS - Other Charges	26,750	27,100	(350)	-1%
CAP EQ - Capital Equipment	0	20,000	(20,000)	-100%
<b>Department Total: Economic Development</b>	<b>658,798</b>	<b>632,807</b>	<b>25,991</b>	<b>4%</b>
<b>Department: 1803 Tourism</b>				
PERS SVCS - Personnel Services	544,239	490,694	53,545	11%
SUPP & MAT - Supplies & Materials	448,733	289,762	158,971	55%
MAINT & SVCS - Maintenance & Services	909,890	911,558	(1,668)	0%
OTHR CHGS - Other Charges	22,300	21,800	500	2%
CAP EQ - Capital Equipment	25,653	0	25,653	
<b>Department Total: Tourism</b>	<b>1,950,815</b>	<b>1,713,814</b>	<b>237,001</b>	<b>14%</b>
<b>Department: 1901 Taxes Shared with Towns</b>				
OTHR CHGS - Other Charges	396,338	4,068,096	(3,671,758)	-90%
<b>Department Total: Taxes Shared with Towns</b>	<b>396,338</b>	<b>4,068,096</b>	<b>(3,671,758)</b>	<b>-90%</b>
<b>Department: 1902 Grants to Towns</b>				
SUPP & MAT - Supplies & Materials	250,000	50,000	200,000	400%
OTHR CHGS - Other Charges	8,507,557	6,752,170	1,755,387	26%
<b>Department Total: Grants to Towns</b>	<b>8,757,557</b>	<b>6,802,170</b>	<b>1,955,387</b>	<b>29%</b>
<b>Department: 1975 Debt Service</b>				
OTHR CHGS - Other Charges	10,155,254	10,080,635	74,619	1%
<b>Department Total: Debt Service</b>	<b>10,155,254</b>	<b>10,080,635</b>	<b>74,619</b>	<b>1%</b>
<b>Department: 1985 Interfund</b>				
INTFND CHGS - Interfund Charges	7,171,121	6,857,641	313,480	5%
<b>Department Total: Interfund</b>	<b>7,171,121</b>	<b>6,857,641</b>	<b>313,480</b>	<b>5%</b>
<b>FY27 General Fund Expenditure Total:</b>	<b>302,074,373</b>	<b>281,396,017</b>	<b>20,678,356</b>	<b>7%</b>



OFFICE OF THE TREASURER

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1105  
P.O. Box 248  
SNOW HILL, MARYLAND  
21863

# ITEM 17

TEL: 410-632-0686  
FAX: 410-632-3003

Ondrea Starzhevskiy  
Finance Officer

Steven Doutt  
Deputy Finance Officer

**APPROVED**

WSY 03/17/26

TO: Worcester County Commissioners  
FROM: Quinn M. Dittrich, Enterprise Fund Controller  
DATE: March 9, 2026  
RE: FY2027 Notice of Public Hearing Requested Enterprise Funds Operating Advertisement

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2027 Requested Enterprise Funds Operating Budget. The meeting will be held at the Government Center.

We plan to advertise with the following options:

If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Written comment may also be submitted in advance by email at [wchearing@worcestermd.gov](mailto:wchearing@worcestermd.gov) or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2026 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received will be posted on the County website. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**6:00 P.M., Tuesday, May 5, 2026**  
**WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD**

The advertisement for the Notice of Public Hearing FY2027 Requested Enterprise Funds Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 13 and April 20, 2026.



OFFICE OF THE TREASURER

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1105  
P.O. Box 248  
SNOW HILL, MARYLAND  
21863

TEL: 410-632-0686  
FAX: 410-632-3003

Ondrea Starzhevskiy  
Finance Officer

Steven Doutt  
Deputy Finance Officer

TO: *The Daily Times Group and Ocean City Today Group*  
FROM: Quinn M. Dittrich, Enterprise Fund Controller  
DATE: March 9, 2026  
RE: Worcester County Notice of Public Hearing

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Please print the attached four-page Notice entitled "Worcester County Notice of Public Hearing" in *The Daily Times/Worcester County Time/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on April 13, 2026 and April 20, 2026. I need to receive full-page tear sheets of each printing of the advertisement to confirm the run date. **This ad needs to run for TWO weeks.**

Here are a few guidelines that should be followed:

1. The notice **may not** be placed with legal notices or classified advertisements.
2. This notice does not have a size requirement but should not be any larger than a quarter page for large-size print newspapers such as the Daily Times.
3. The County needs the certificate of publication mailed with the invoice for this display ad.

I will need to review the ad prior to printing. Please email the draft copy of the notice to [qmdittrich@co.worcester.md.us](mailto:qmdittrich@co.worcester.md.us). If any questions arise, please call me at 410-632-0686. Thank you for your assistance.

**Notice of Public Hearing**  
**Worcester County Water and Wastewater Enterprise Funds**  
**FY 2027 Requested Budgets and Assessments**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at [wchearing@worcestermd.gov](mailto:wchearing@worcestermd.gov) on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2026. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**Tuesday, May 5, 2026 at 6:00 P.M.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

Copies of the proposed operating budgets for the 11 sanitary service areas are available for public inspection in the County Treasurers' Office in Room 1105 of the County Government Center in Snow Hill and online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

<u>Water and Wastewater Estimated Revenues</u> <u>and Requested Expenditures</u>	
Assateague Pointe	\$579,258
Bridgetown	\$58,722
Edgewater Acres	\$345,536
Landings	\$1,070,215
Lighthouse Sound	\$121,386
Mystic Harbour	\$3,547,569
Newark	\$348,270
Ocean Pines	\$11,576,762
Riddle Farm	\$2,491,807
River Run	\$751,271
West Ocean City	\$1,466,351
<b>Total</b>	<b>\$22,357,147</b>

# ITEM 17

<u>Assateague Pointe</u>		
<u>Rates</u>		
	FY 27 Requested	FY 26 Adopted
Trailer Park Water & Sewer (110/gpd) Fee	\$190.30 per EDU	\$181.50 per EDU
Domestic Sewer Fee	\$324.38 per EDU	\$309.38 per EDU
Commercial Sewer Only (110/gpd)	\$142.73 per EDU	\$136.13 per EDU
Accessibility Fee	\$204 per EDU	\$191.25 per EDU

<u>Bridgetown</u>		
<u>Rates</u>		
	FY 27 Requested	FY 26 Adopted
Domestic Water Fee	\$94.50 per EDU	\$90 per EDU
Commercial Water Fee	\$54.50 per EDU	\$50 per EDU
Water Usage Fee	\$11/1,000 gallons	\$11/1,000 gallons
Irrigation Fee	\$100	\$100
Pool Fee	\$100	\$100
Accessibility Fee	\$46.33 per EDU	\$42.50 per EDU

<u>Edgewater Acres</u>		
<u>Rates</u>		
	FY 27 Requested	FY 26 Adopted
Domestic Water and Sewer Base Fee	\$241.50 per EDU	\$230 per EDU
Water and Sewer Usage Fee	\$8-15/1,000 gallons	\$8-15/1,000 gallons
Domestic Water Flat Fee	\$228.75 per EDU	\$220 per EDU
Domestic Sewer Flat Fee	\$192.75 per EDU	\$190 per EDU
Front Foot Assessment	\$0.02 / linear foot	\$0.02 / linear foot
Accessibility Fee	\$124.95 per EDU	\$119 per EDU

<u>Landings</u>		
<u>Rates</u>		
	FY 27 Requested	FY 26 Adopted
Domestic Water & Sewer Fee	\$378 per EDU	\$360 per EDU
Commercial Water & Sewer Fee	\$378 per EDU	\$360 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	\$5-15/1,000 gallons
Lewis Road Water Fee	\$94.50 per EDU	\$60 per EDU
Accessibility Fee	\$321.30 per EDU	\$306 per EDU

<u>Lighthouse Sound</u>		
<u>Rates</u>		
	FY 27 Requested	FY 26 Adopted
Domestic Sewer Fee	\$285.98 per EDU	\$276.38 per EDU
Accessibility Fee	\$171.36 per EDU	\$163.20 per EDU

<u>Mystic Harbour</u>		
<u>Rates</u>		
	FY 27 Requested	FY 26 Adopted
Domestic Water & Sewer Fee	\$315 per EDU	\$300 per EDU
Commercial Water & Sewer Fee	\$315 per EDU	\$300 per EDU
Water Only Fee	\$78.75 per EDU	\$75 per EDU
Sewer Flat Fee	\$320.63 per EDU	\$309.38 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	\$5-15/1,000 gallons
Accessibility Fee	\$267.75 per EDU	\$255 per EDU
Sewer EDU Debt Service	\$66 per EDU	\$66 per EDU

# ITEM 17

<u>Newark</u>		
<u>Rates</u>		
	FY27 Requested	FY26 Adopted
Domestic Water & Sewer Fee	\$294 per EDU	\$280 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	\$5-15/1,000 gallons
Domestic Sewer Flat Fee	\$304.88 per EDU	\$294.38 per EDU
Commercial Water & Sewer Fee	\$294 per EDU	\$280 per EDU
Accessibility Fee	\$249.90 per EDU	\$238 per EDU
Water EDU Debt Service	\$27 per EDU	\$27 per EDU
Sewer EDU Debt Service	\$55 per EDU	\$55 per EDU

<u>Ocean Pines</u>		
<u>Rates</u>		
	FY27 Requested	FY26 Adopted
Domestic Water & Sewer Fee	\$219.45 per EDU	\$209 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	\$5-15/1,000 gallons
White Horse Park Fee	\$160 per lot	\$160 per lot
Sewer Flat Fee	\$248.96 per EDU	\$241.13 per EDU
Commercial Water & Sewer Fee	\$219.45 per EDU	\$209 per EDU
Accessibility Fee	\$186.53 per EDU	\$177.65 per EDU
Sewer EDU Debt Service	\$36 per EDU	\$36 per EDU

<u>Riddle Farm</u>		
<u>Rates</u>		
	FY27 Requested	FY26 Adopted
Domestic Water & Sewer Fee	\$367.50 per EDU	\$350 per EDU
Commercial Water & Sewer Fee	\$367.50 per EDU	\$350 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	\$5-15/1,000 gallons
Accessibility Fee	\$312.38 per EDU	\$297.50 per EDU
Sewer EDU Debt Service	\$9 per EDU	\$9 per EDU

<u>River Run</u>		
<u>Rates</u>		
	FY27 Requested	FY26 Adopted
Domestic Water Fee	\$76.81 per EDU	\$73.15 per EDU
Sewer Flat Fee	\$262.88 per EDU	\$254.38 per EDU
Water Usage Fee	\$1.25-3.75/1,000 gallons	\$1.25-3.75/1,000 gallons
Accessibility Fee	\$217.01 per EDU	\$206.88 per EDU

<u>West Ocean City</u>		
<u>Rates</u>		
	FY27 Requested	FY26 Adopted
Sewer Flat Fee	\$139.38 per EDU	\$139.38 per EDU
Accessibility Fee	\$46.75 per EDU	\$46.75 per EDU

**Notice of Public Hearing  
Worcester County Solid Waste Enterprise Fund  
FY 2027 Requested Budgets and Assessments**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed operating budget, assessments, user charges and other charges for the Worcester County Solid Waste Division operated by the Worcester County Department of Public Works. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at [wchearing@worcestermd.gov](mailto:wchearing@worcestermd.gov) on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2026. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**Tuesday, May 5, 2026 at 6:00 P.M.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

The Proposed Solid Waste Budget maintains the current solid waste tipping fee of \$80 per ton for municipal waste and \$80 per ton for construction and demolition debris. Copies of the detailed budget are available for public inspection at the County Treasurers' Office in Room 1105 of the County Government Center in Snow Hill or online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

<u>Solid Waste Estimated Revenues</u>	
<b>Revenue</b>	
Charges for Services	\$5,019,600
Interest & Penalties	\$477,000
Licenses & Permits	\$4,500
Transfers In (Out)	(\$6,153)
<b>Total Estimated Revenues</b>	<b>\$5,494,947</b>

<u>Solid Waste Requested Expenditures</u>	
Personnel Services	\$1,891,725
Supplies & Materials	\$499,884
Maintenance & Services	\$1,288,402
Other Charges	\$511,200
Capital Equipment	\$1,303,736
<b>Total Requested Expenses</b>	<b>\$5,494,947</b>

For additional information, contact the Worcester County Treasurer's Office at 410-632-0686.



OFFICE OF THE TREASURER

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1105  
P.O. Box 248  
SNOW HILL, MARYLAND  
21863

TEL: 410-632-0686  
FAX: 410-632-3003

Ondrea Starzhevskiy  
Finance Officer

Steven Doutt  
Deputy Finance Officer

TO: Worcester County Commissioners  
FROM: Quinn M. Dittrich, Enterprise Fund Controller  
DATE: March 9, 2026  
RE: Requested FY2027 Enterprise Funds Operating Budgets

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The first budget review session for Enterprise Funds is scheduled for April 14<sup>th</sup>. This session provides the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Enterprise Funds Operating Budgets is requested to be scheduled for Tuesday, May 5<sup>th</sup>, 2026, at 6:00 p.m. at the Worcester County Government Center. Additional budget work sessions are scheduled for May 12<sup>th</sup>, May 19<sup>th</sup>, and May 26<sup>th</sup>. The FY2027 Enterprise Funds Operating Budgets must be adopted on June 2<sup>nd</sup>, 2026.

The Water and Wastewater revenues at the requested rates are estimated to be \$21,231,239. These revenues are estimated based on the assumptions that commercial Equivalent Dwelling Units (EDUs) are 250 gallons per day, and that the usage tiers are now multiplied by the number of EDUs a customer has. Requested Water and Wastewater expenditures total \$22,348,147. There is \$1,116,908 of requested General Fund support for the FY2027 Operating Budget.

The Solid Waste revenues at the requested rates are estimated to be \$5,494,947. Requested Solid Waste expenditures total \$5,494,947.

*Attachments:*

*Water and Wastewater Pages 2-5*  
*Solid Waste Page 6*

### Water and Wastewater Service Areas Summary

	FY 27 Requested Budget	FY26 Adopted Budget	\$ Difference	% Difference
<b>Assateague Pointe</b>				
Revenue				
Charges for Services	\$581,915	\$525,078	\$56,837	11%
Interest & Penalties	\$4,600	\$4,600	\$0	0%
Other Revenue	\$2,500	\$2,500	\$0	0%
Transfers In (Out)	(\$9,757)	\$131,169	(\$140,926)	-107%
Revenue Totals	\$579,258	\$663,347	(\$84,089)	-13%
Expenditures				
Personnel Services	\$231,361	\$220,124	\$11,237	5%
Supplies & Materials	\$110,529	\$104,070	\$6,459	6%
Maintenance & Services	\$180,511	\$169,569	\$10,942	6%
Other Charges	\$56,857	\$10,929	\$45,928	420%
Capital Equipment	\$0	\$158,655	(\$158,655)	-100%
Expenditure Totals	\$579,258	\$663,347	(\$84,089)	-13%

**Bridgetown**

Revenue				
Charges for Services	\$20,000	\$19,840	\$160	1%
Interest & Penalties	\$500	\$500	\$0	0%
Operating Grant	\$31,500	\$31,500	\$0	0%
Transfers In (Out)	\$6,722	\$23,477	(\$16,755)	-71%
Revenue Totals	\$58,722	\$75,317	(\$16,595)	-22%
Expenditures				
Personnel Services	\$9,183	\$13,050	(\$3,867)	-30%
Supplies & Materials	\$1,645	\$1,712	(\$67)	-4%
Maintenance & Services	\$47,729	\$47,263	\$466	1%
Other Charges	\$165	\$79	\$86	109%
Capital Equipment	\$0	\$13,213	(\$13,213)	-100%
Expenditure Totals	\$58,722	\$75,317	(\$16,595)	-22%

**Edgewater Acres**

Revenue				
Charges for Services	\$370,100	\$339,360	\$30,740	9%
Interest & Penalties	\$1,600	\$1,600	\$0	0%
Transfers In (Out)	(\$27,039)	\$90,857	(\$117,896)	-130%
Debt Service Revenue	\$875	\$875	\$0	0%
Revenue Totals	\$345,536	\$432,692	(\$87,156)	-20%
Expenditures				
Personnel Services	\$58,277	\$78,541	(\$20,264)	-26%
Supplies & Materials	\$11,850	\$8,193	\$3,657	45%
Maintenance & Services	\$225,186	\$190,466	\$34,720	18%
Other Charges	\$50,223	\$1,976	\$48,247	2442%
Capital Equipment	\$0	\$153,516	(\$153,516)	-100%
Expenditure Totals	\$345,536	\$432,692	(\$87,156)	-20%

# ITEM 17

**FY 27 Requested Budget    FY26 Adopted Budget    \$ Difference    % Difference**

## Landings

Revenue				
Charges for Services	\$556,500	\$613,784	(\$57,284)	-9%
Interest & Penalties	\$3,000	\$3,000	\$0	0%
Transfers In (Out)	\$510,715	\$341,522	\$169,193	50%
Revenue Totals	\$1,070,215	\$958,306	\$111,909	12%
Expenditures				
Personnel Services	\$182,008	\$197,442	(\$15,434)	-8%
Supplies & Materials	\$50,439	\$43,987	\$6,452	15%
Maintenance & Services	\$659,542	\$627,407	\$32,135	5%
Other Charges	\$178,226	\$15,760	\$162,466	1031%
Capital Equipment	\$0	\$73,710	(\$73,710)	-100%
Expenditure Totals	\$1,070,215	\$958,306	\$111,909	12%

## Lighthouse Sound

Revenue				
Charges for Services	\$140,200	\$134,211	\$5,989	4%
Interest & Penalties	\$800	\$800	\$0	0%
Transfers In (Out)	(\$19,614)	(\$1,817)	(\$17,797)	979%
Revenue Totals	\$121,386	\$133,194	(\$11,808)	-9%
Expenditures				
Personnel Services	\$46,747	\$64,516	(\$17,769)	-28%
Supplies & Materials	\$18,884	\$17,464	\$1,420	8%
Maintenance & Services	\$38,533	\$34,386	\$4,147	12%
Other Charges	\$7,222	\$4,367	\$2,855	65%
Capital Equipment	\$10,000	\$12,461	(\$2,461)	-20%
Expenditure Totals	\$121,386	\$133,194	(\$11,808)	-9%

## Mystic Harbour

Revenue				
Charges for Services	\$2,945,800	\$2,880,774	\$65,026	2%
Interest & Penalties	\$18,000	\$18,000	\$0	0%
Transfers In (Out)	\$583,769	\$379,616	\$204,153	54%
Revenue Totals	\$3,547,569	\$3,278,390	\$269,179	8%
Expenditures				
Personnel Services	\$970,957	\$929,348	\$41,609	4%
Supplies & Materials	\$585,940	\$544,092	\$41,848	8%
Maintenance & Services	\$1,323,926	\$1,185,054	\$138,872	12%
Other Charges	\$319,746	\$58,959	\$260,787	442%
Capital Equipment	\$347,000	\$560,937	(\$213,937)	-38%
Expenditure Totals	\$3,547,569	\$3,278,390	\$269,179	8%

# ITEM 17

**FY 27 Requested Budget**    **FY26 Adopted Budget**    **\$ Difference**    **% Difference**

**Newark**

	FY 27 Requested Budget	FY26 Adopted Budget	\$ Difference	% Difference
Revenue				
Charges for Services	\$249,500	\$232,960	\$16,540	7%
Interest & Penalties	\$3,000	\$3,000	\$0	0%
Miscellaneous	\$78,070	\$76,539	\$1,531	2%
Other Revenue	\$400	\$400	\$0	0%
Transfers In (Out)	\$17,300	\$94,924	(\$77,624)	-82%
Revenue Totals	\$348,270	\$407,823	(\$59,553)	-15%
Expenditures				
Personnel Services	\$153,438	\$189,440	(\$36,002)	-19%
Supplies & Materials	\$55,553	\$56,036	(\$483)	-1%
Maintenance & Services	\$100,765	\$135,173	(\$34,408)	-25%
Other Charges	\$38,514	\$7,778	\$30,736	395%
Capital Equipment	\$0	\$19,396	(\$19,396)	-100%
Expenditure Totals	\$348,270	\$407,823	(\$59,553)	-15%

**Ocean Pines**

	FY 27 Requested Budget	FY26 Adopted Budget	\$ Difference	% Difference
Revenue				
Charges for Services	\$10,691,600	\$9,797,029	\$894,571	9%
Interest & Penalties	\$119,000	\$95,000	\$24,000	25%
Other Revenue	\$353,500	\$753,500	(\$400,000)	-53%
Transfers In (Out)	\$403,662	(\$347,736)	\$751,398	-216%
Revenue Totals	\$11,567,762	\$10,297,793	\$1,269,969	12%
Expenditures				
Personnel Services	\$5,373,094	\$4,785,224	\$587,870	12%
Supplies & Materials	\$1,193,152	\$1,132,399	\$60,753	5%
Maintenance & Services	\$3,342,678	\$3,034,172	\$308,506	10%
Other Charges	\$318,838	\$158,808	\$160,030	101%
Capital Equipment	\$1,340,000	\$1,187,190	\$152,810	13%
Expenditure Totals	\$11,567,762	\$10,297,793	\$1,269,969	12%

**Riddle Farm**

	FY 27 Requested Budget	FY26 Adopted Budget	\$ Difference	% Difference
Revenue				
Charges for Services	\$1,630,600	\$1,609,875	\$20,725	1%
Interest & Penalties	\$7,000	\$7,000	\$0	0%
Operating Grant	\$0	\$600,000	(\$600,000)	-100%
Transfers In (Out)	\$854,207	\$402,351	\$451,856	112%
Revenue Totals	\$2,491,807	\$2,619,226	(\$127,419)	-5%
Expenditures				
Personnel Services	\$404,609	\$507,161	(\$102,552)	-20%
Supplies & Materials	\$297,370	\$193,725	\$103,645	54%
Maintenance & Services	\$876,314	\$1,674,096	(\$797,782)	-48%
Other Charges	\$518,514	\$43,164	\$475,350	1101%
Capital Equipment	\$395,000	\$201,080	\$193,920	96%
Expenditure Totals	\$2,491,807	\$2,619,226	(\$127,419)	-5%

# ITEM 17

	FY 27 Requested Budget	FY26 Adopted Budget	\$ Difference	% Difference
<b>River Run</b>				
Revenue				
Charges for Services	\$450,800	\$398,066	\$52,734	13%
Interest & Penalties	\$1,000	\$1,000	\$0	0%
Transfers In (Out)	\$299,471	\$25,993	\$273,478	1052%
Revenue Totals	\$751,271	\$425,059	\$326,212	77%
Expenditures				
Personnel Services	\$135,212	\$123,329	\$11,883	10%
Supplies & Materials	\$44,527	\$45,574	(\$1,047)	-2%
Maintenance & Services	\$226,453	\$203,665	\$22,788	11%
Other Charges	\$15,079	\$10,020	\$5,059	50%
Capital Equipment	\$330,000	\$42,471	\$287,529	677%
Expenditure Totals	\$751,271	\$425,059	\$326,212	77%

## West Ocean City

Revenue				
Charges for Services	\$2,411,300	\$2,201,122	\$210,178	10%
Interest & Penalties	\$126,000	\$91,000	\$35,000	38%
Transfers In (Out)	(\$1,070,949)	\$147,455	(\$1,218,404)	-826%
Revenue Totals	\$1,466,351	\$2,439,577	(\$973,226)	-40%
Expenditures				
Personnel Services	\$335,185	\$309,722	\$25,463	8%
Supplies & Materials	\$39,515	\$36,925	\$2,590	7%
Maintenance & Services	\$1,071,389	\$940,565	\$130,824	14%
Other Charges	\$20,262	\$11,810	\$8,452	72%
Capital Equipment	\$0	\$1,140,555	(\$1,140,555)	-100%
Expenditure Totals	\$1,466,351	\$2,439,577	(\$973,226)	-40%

### Solid Waste Summary

	FY 27 Requested Budget	FY26 Adopted Budget	\$ Difference	% Difference
<b>Solid Waste</b>				
Revenue				
Charges for Services	\$5,019,600	\$4,820,000	\$199,600	4%
Interest & Penalties	\$477,000	\$651,500	(\$174,500)	-27%
Licenses & Permits	\$4,500	\$4,500	\$0	0%
Transfers In (Out)	(\$6,153)	(\$88,400)	\$82,247	-93%
Revenue Totals	\$5,494,947	\$5,387,600	\$107,347	2%
Expenditures				
Personnel Services	\$1,891,725	\$1,790,950	\$100,775	6%
Supplies & Materials	\$499,884	\$501,774	(\$1,890)	0%
Maintenance & Services	\$1,288,402	\$1,263,500	\$24,902	2%
Other Charges	\$511,200	\$490,170	\$21,030	4%
Capital Equipment	\$1,303,736	\$1,341,206	(\$37,470)	-3%
Expenditure Totals	\$5,494,947	\$5,387,600	\$107,347	2%